

PCC.III/RES. 75 (XI-98)¹

ADDITIONAL WORK METHODS OF PCC.III

The Eleventh Meeting of Permanent Consultative Committee III: Radiocommunications:

CONSIDERING:

- a) That the Regulations of CITEL establish particular work methods;
- b) That the COM/CITEL Steering Committee has invited the Chairmen of the PCCs to analyze the current work methods governing the activities of the Committees in the context of the CITEL Statute and Regulations, and to propose modifications thereto;
- c) That Article 93 paragraph 10 states that “The Statute and Regulations of CITEL allow each of the PCCs to change and adapt its work methods to most efficiently meet the needs of its members, within the authorized ambit”.

RECOGNIZING:

That a growing participation of Member States and associate members is imminent and that this participation will continue to increase significantly, both in the number of participants at PCC.III meetings and in the number of documents presented during the meetings, thus making document handling increasingly difficult for the Executive Secretariat of CITEL and for the Plenary of PCC.III.

RESOLVES:

To adopt the following complementary work methods described in detail in this Resolution.

INSTRUCTS THE EXECUTIVE SECRETARIAT :

- 1. To distribute this resolution to CITEL Member States and PCC.III associate members.
- 2. To send the attachment to this Resolution to the Working Group on the Structure and Operation of the COM/CITEL as a proposal from PCC.III for changing some PCC work methods.

¹ Reference: PCC.III/doc.1160/98.

ADDITIONAL WORK METHODS OF PCC.III

I. Management of documents

- A) A format must be established for document cover pages in order to facilitate their management and classification during PCC.III meetings. This format must include at least the following data, in addition to those already established by the OAS:
- Origin of the document, Name(s) of the Member State(s) or associate member(s) responsible
 - Title of the document
 - Title of supporting documents (if present)
 - Type of document
 - Classification of the document
 - Agenda item in which the document will be submitted.
- B) There will be no limit on the number of pages in a document. However, in order to speed up document handling and production by the CITEL Executive Secretariat, the Member States and associate members will be invited to submit concise documents.
- C) Any additional material supporting a document shall be mentioned by reference in the document and be submitted to the Executive Secretariat in electronic format along the contribution it supports. This supporting material will not be reproduced or distributed in writing, but merely made available to the Member States and associate members for consultation via electronic media. Furthermore, it will only be reproduced during the PCC.III meeting at the express request of a Member State or associate member to the Executive Secretariat. Also, a reference to the title of this supporting material will be included in the meeting's List of Documents.

II. Conduct of meetings

Member States and associate members are encouraged to speed up the presentation of documents at the Plenary, by presenting only a verbal summary stressing important points.

III. Working Groups

- A) A resolution that creates a Working Group should clearly identify the following:
- Objective
 - Terms of reference
 - Name of the Chairman
 - Name(s) of the Vice-Chairman
- B) The findings of the Working Group shall be reflected in a draft resolution, draft decision or draft recommendation.

IV. *Ad hoc* Groups

A) A resolution that creates an *ad hoc* Group should clearly identify the following:

- Objective
- Terms of reference
- Name of the Chairman
- Name(s) of the Vice-Chairman

B) The findings of the *ad hoc* group shall be reflected in a draft recommendation.

IV. Alternative work media

The Chairman of Working Groups and *Ad hoc* Groups, as well as all the Member States and associate members are encouraged to make extensive use of modern communication media such as Internet to submit documents to the Executive Secretariat. They are also encouraged to use the tools made available to them by CITELE such as the discussion fora. These greatly speed up the work of the Executive Secretariat in the preparation of PCC.III meetings and of Working Groups between the PCC.III meetings.

