

## CCP.III/RES. 86 (XII-99)<sup>1</sup>

### CONCERNING PROCEDURES FOR THE ORGANIZATION OF SEMINARS

The XIIth Meeting of the Permanent Consultative Committee III: Radiocommunications,

#### CONSIDERING:

- (a) That the usefulness of seminars has received wide recognition within CITELE as an effective mechanism to focus the attention on important current topics and raise the level of understanding on them;
- (b) That a number of successful seminars have been held within PCC.III, and
- (c) That Members and Associate Members of CITELE should receive copies of seminar documents prior to the beginning of seminars;

#### RECOGNIZING:

That the usefulness and impact of seminars would be enhanced if there were agreed guidelines for the organization of seminars.

#### RESOLVES:

1. That the selection of topics for PCC.III seminars shall occur as early as possible at the preceding meeting of PCC.III and the details be covered by a resolution.
2. That for each seminar an organizer, or co-organizers be nominated if a specific individual cannot be identified at the preceding meeting of PCC.III, at least there should be an administration or associate member nominated to take the responsibility).
3. That it is the responsibility of the organizer to:
  - a. Coordinate the preparations for the various presentations at the seminar (including speakers, topics, length, order, style, question/answer period, etc.);
  - b. Chair the seminar or, in consultation with the Chairman of PCC.III, nominate someone else to chair the seminar;
  - c. Keep the CITELE Secretariat, the Chairman of PCC.III, and the Chairmen of the relevant PCC.III Working Groups, informed on the progress of the organization of the seminar;
  - d. Inform the presenters of the following guidelines for the presentation of documents related to a seminar:
    1. Documents should be provided to the Secretariat in English and Spanish at least 45 days prior to the seminar;
    2. Documents provided to the CITELE Secretariat must have text or graphics suitable for reproduction by black and white

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<sup>1</sup> Reference: PCC.III/doc.1194/99.

photocopy or offset printing in A4 or letter (216 mm x 279 mm) size;

3. Late documents brought to the seminar for distribution should be provided in both English and Spanish, and in quantities of copies determined with the advice of the Executive Secretariat.
4. That the agenda/plan for the seminar must be distributed by the CITES Secretariat to members together with the agenda for the meeting of PCC.III.

**NOTE:** This Resolution supersedes resolutions CCP.III/RES.5 (11-95) and CCP.III/RES. 44 (VI-96).