



**ORGANIZACION DE LOS ESTADOS AMERICANOS  
ORGANIZATION OF AMERICAN STATES**

**Comisión Interamericana de Telecomunicaciones  
Inter-American Telecommunication Commission**

**VIII MEETING OF THE PERMANENT  
EXECUTIVE COMMITTEE OF CITEL (COM/CITEL)  
December 13 to 17, 1999  
Guayaquil, Ecuador**

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## **FINAL REPORT**

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# FINAL REPORT

The VIII Meeting of the Permanent Executive Committee of CITEL was held in Guayaquil, Ecuador from 13 to 17 December, 1999.

## I. AGENDA <sup>1</sup>

1. Approval of the agenda and schedule.
2. Establishment of the Working Groups.
3. Report of the Chair of COM/CITEL.
4. Reports of the Chairs of the Permanent Consultative Committees.
5. Reports of the COM/CITEL Working Groups.
6. Reports of the Joint Working Group on Legal Matters and Administrative Procedures of PCC.I, II, and III.
7. Report of the Ad Hoc Working Group on the Structure and Functioning of CITEL.
8. Report of the Working Group to Prepare for the Meetings of the Council of the ITU.
9. Approval of the annual report on CITEL activities.
10. Response to the letter from the OAS Secretary General on the appointment of the Executive Secretary of CITEL.
11. Approval of the updating of the Blue Book: *Telecommunication Policies for the Americas*.
12. Updating the CITEL Strategic Plan.
13. Approval of the 2000 Plan of Operations (activities, budget, and schedule of meetings in 2000).
14. Report on activities to follow up on the Summit of the Americas.
15. Proposals to amend the Statute and Regulations.
16. Coordination with regional and international telecommunications organizations.
17. Report on joint CITEL/ITU activities on regional presence.
18. ITU centers of excellence and CITEL regional training centers.
19. OAS General Assembly resolutions that affect CITEL.
20. Status of associate members.
21. Date, agenda, and site of the next meeting.
22. Establishment of the Working Group to Prepare for the 2002 Plenipotentiary Conference of the ITU (PP-02).
23. Model cooperation agreement between the Inter-American Telecommunication Commission of the Organization of American States and other inter-governmental and semiofficial international organizations.
24. Criteria for representing CITEL in international forums and inter-regional technical efforts.
25. Approval of the reports of the committees.
26. Other business.
27. Approval of the final report.

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<sup>1</sup> Reference document: COM/CITEL/doc.436/99.

## **I. AUTHORITIES OF THE MEETING**

Chairman: Mr. Juan Hidalgo, (Ecuador)  
Vice-Chairman: Mr. Antonio Christiani, (Argentina)  
Acting Executive Secretary: Mr. William Moran (CITEL)

### **Drafting Group**

Chair person: Ms. Cecilia Jaramillo (Ecuador)  
Members: Ms. Liliana Bein (Argentina)  
Mr. Miguel Paz (Honduras)  
Ms. Audrey Allison (United States of America)  
Mr. Diego Souto (Uruguay).

## **II. RESOLUTIONS**

### **COM/CITEL/RES. 81 (VIII-99) <sup>2</sup>**

#### **ESTABLISHMENT OF AN AD HOC GROUP IN CHARGE OF ELABORATING THE TELECOMMUNICATIONS SECTION OF THE PLAN OF ACTION FOR THE THIRD SUMMIT OF THE AMERICAS**

The Eighth Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

#### **HAVING SEEN:**

That all CITEL Members should be given the opportunity to make policy recommendations that will promote the development of telecommunications in their countries so that they can be included in the Plan of Action that will be submitted to the Heads of State of the Americas for their approval.

#### **TAKING INTO ACCOUNT:**

- a) That, as a specialized agency of OAS, CITEL is in charge of advising the Heads of State meeting at the Third Summit of the Americas on sector policymaking;
- b) The importance of the telecommunication sector as a driving force behind the socioeconomic development of the states;
- c) The advisability of having a Plan of Action that guides the development of the telecommunications sector towards achieving universal service goals;
- d) The need to establish common criteria that facilitate the use of new technologies and the timely introduction of modern services; and

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<sup>2</sup> Reference Document: COM/CITEL/doc.493/99rev.1

e) That the Third Summit of the Americas, as the highest-level political forum, is the appropriate event for the formulation of telecommunications guidelines for the Governments of the Americas at the start of a new millennium,

f)

**RESOLVES:**

1. To establish an Ad Hoc Group in charge of preparing the draft Plan of Action for the telecommunications sector that will be presented at the Third Summit of the Americas, including among other issues, those related to the contents of Annex 1.
2. To include evaluation of the draft Plan of Action in the agenda of COM/CITEL's next meeting.
3. Designate Felix Castro from Colombia as Chairman of the Ad Hoc Group.

## **Annex 1**

### **Items to be included in the Plan of Action**

The items to be considered by this group will be the following:

1. Guidelines that contribute to achieving the objective of implementing universal service, keeping in mind the development status of the sector in each country and the resources available for this, including the identification of possible financing sources,
2. The new concept of universal service includes not only basic telephone services, but also mainly the availability of world connectiveness to all citizens with a capacity that is in line with their specific needs.
3. Policies for the development of telecommunication infrastructure, with enough capacity to deliver broadband multimedia services, with access to world information networks and with wide coverage for user access through different media.
4. Continuity in the coordination of regional technical standardization to guarantee the interoperability of networks and services, and in particular the services based on Internet Protocol (IP).
5. Guidelines aimed at reorienting the development of human resources and consolidating established mechanisms to adjust them to the demands of technological convergence and competitiveness.
6. Political guidelines for the liberalization of telecommunication service markets that are in agreement with the establishment of the Free Trade Area of the Americas (FTAA).
7. Guidelines to promote and consolidate competition and protection for telecommunication service users rights in the region.
8. Guidelines and procedures for implementation of the Inter-American Mutual Recognition Agreement (MRA) for Assessing the Conformity of Telecommunications Equipment.
9. Development of mechanisms of coordination with other world regions engaged in similar or identical MRA implementations.
10. Guidelines aimed at preparing the countries of the Americas to develop their infrastructure in order to promote their full participation in the modern scheme of the Global Information Society.

**COM/CITEL/RES. 82 (VIII-99)<sup>3</sup>**

**CANDIDACIES TO THE POSITION OF EXECUTIVE SECRETARIAT OF CITEL**

The Eighth Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

**HAVING SEEN:**

Article 26 of the CITEL Statute, providing that the Secretary General of the Organization of American States shall nominate the Executive Secretary of CITEL, in consultation with COM/CITEL.

**CONSIDERING:**

- a) That the post of Executive Secretary of CITEL has been vacant since February 1999 as the previous Executive Secretary was elected Deputy Secretary General of the International Telecommunication Union (ITU);
- b) That the Organization's Secretary General, by means of a Note of September 23, 1999, addressed the Chairman of COM/CITEL to request that, in consultation with the Member States, he prepare a new list of candidates, since as a result of the withdrawal of two candidates only three of the five candidates originally presented have remained;
- c) That the Chairman of COM/CITEL, in response to the request of the Secretary General of the OAS, has invited the Member States of CITEL to submit candidates for the post of Executive Secretary of CITEL; and
- d) That the Member States of CITEL have submitted the following candidacies, indicated in alphabetical order of their respective countries:

Argentina:	Mrs. Liliana Bein
Brazil:	Mr. Clovis José Baptista Neto
Costa Rica:	Mr. Roger Echeverría
Ecuador:	Mr. Nelson Ruiz Coral
United States:	Mrs. Cecily Holiday
Honduras:	Mr. Héctor Leonel Rodríguez
Jamaica:	Mr. Roderick Sanatan
Peru:	Mr. Geoffrey Cannock
Uruguay:	Mr. Ernesto Dehl Sosa

**RESOLVES:**

To request the Chairman of COM/CITEL to submit the present resolution to the Secretary General of the Organization of American States, along with the list of candidates for the post of Executive Secretary of

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<sup>3</sup> Reference Document: COM/CITEL/doc. 454/99rev.2

CITEL, with their respective curricula vitae, and the criteria for selecting acceptable candidates for the post of Executive Secretary, COM/CITEL/RES.1 (EXTRA-93) for his consideration.

### COM/CITEL/RES. 83 (VIII-99)<sup>4</sup>

#### **ENDORSEMENT OF THE INTER-AMERICAN MUTUAL RECOGNITION AGREEMENT FOR ASSESSING THE CONFORMITY OF TELECOMMUNICATIONS EQUIPMENT**

The Eighth Meeting of the Permanent Executive Committee of CITEL, COM/CITEL.,

#### **HAVING SEEN:**

The Inter-American Mutual Recognition Agreement for Conformity Assessment of Telecommunications Equipment (“MRA”),

#### **CONSIDERING:**

- a) That the Secretary General of the Organization of American States (OAS), has suggested the need to revise the “New Vision” of the OAS, based on the impact of new telecommunications technologies and current needs of the Region’s member countries, establishing the importance of fostering trade and technological development of the Region’s telecommunications networks;
- b) That during the Second Summit of the Americas, the Heads of State and Government of the Member States agreed to undertake new commitments towards telecommunications development in the region, and they charged the OAS with their development and coordination, with special emphasis on establishing mechanisms to facilitate trade and access to information technologies, under the Mutual Recognition Agreements for the Assessment of Conformity;
- c) That in order to carry out the new instructions received from said Second Summit of the Americas, CITEL’s Permanent Consultative Committee I (“PCC.I”) instructed the Ad Hoc Group on Certification Processes for Telecommunications Equipment to be in charge of carrying out the work needed to establish the Guidelines and Baseline Scenario for establishing an Mutual Recognition Agreement among the CITEL Member States;
- d) That PCC.I Decision PCC1/DEC.13 (VII-98), endorsed the appointment of a rapporteur to assist the Ad Hoc Group on Certification Processes in developing the “**Guidelines or Baseline Scenario for Developing a Mutual Recognition Agreement (MRA) for Telecommunications Equipment in the Americas**” and the “**Wording of a Mutual Recognition Agreement for the Assessment of Conformity between the Region’s Countries**”;

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<sup>4</sup> Reference Document: COM/CITEL/doc.471/99rev.1

- e) That PCC.1 agreed on the text for the MRA at its Eleventh Meeting in Buenos Aires in October 1999;
- g) That some of the Members and CITELE associate Members have stressed the importance and positive impact of the MRA on telecommunications development in the Region, and their interest in its prompt distribution and adoption by the Member States;
- h) That the MRA constitutes a statement of intention on the part of the participating Member States, which is bilateral in nature and from which they may withdraw and in which they may limit their participation without legal consequences;
- i) That parallel activities are being carried out for negotiating a possible Free Trade Area of the Americas (“FTAA”), and that one of the main activities of this negotiating group is to establish Mutual Recognition Agreements for the Assessment of Conformity;

**RESOLVES:**

1. To endorse the “**Inter-American Mutual Recognition Agreement for Assessing the Conformity of Telecommunications Equipment**”, which is included in the annex to this Resolution.
2. To invite the CITELE Member states to participate in this Agreement as soon as possible, on the basis of their Regulatory Frameworks and National Policies.
3. To request member States to provide the CITELE Executive Secretary with a timetable for their participation in Phases I and II of the MRA.

**ANNEX**

**Organization of American States (OAS)  
Inter-American Telecommunication Commission**

**Inter-American Mutual Recognition Agreement  
for Conformity Assessment of  
Telecommunications Equipment**

**October 29, 1999 (Final Version)**

**INTRODUCTION**

The Declaration of Santiago, signed by the Heads of State and Government participating in the Second Summit of the Americas, includes a Plan of Action for Telecommunications. The Plan of Action indicates that Governments will continue to examine ways to develop consistent regulatory approaches among member countries, leading to the promotion of greater commonality in the certification processes for telecommunications equipment; and, that Governments will work towards

the establishment of a framework and to move toward the negotiation and implementation of a Mutual Recognition Agreement for telecommunications equipment encompassing all the countries of the Region.

CITEL Member States are striving to follow the CITEL Guidelines for Telecommunications Equipment Certification Processes, adopted in 1996 by Senior Telecommunications Officials, with a view to facilitating trade in telecommunications goods and services.

The implementation of a Mutual Recognition Agreement for telecommunications equipment, along with the utilization of the CITEL Guidelines, will promote rapid and economical access for new telecommunications equipment to the Americas, while assuring continued compliance with national Technical Regulations. This would benefit CITEL Member States' efforts to upgrade national and regional telecommunications infrastructure and services.

The World Trade Organization (WTO) Agreement on Technical Barriers to Trade provides that WTO Members "shall ensure, whenever possible, that results of conformity assessment procedures in other WTO Members are accepted, even when those procedures differ from their own, provided they are satisfied that those procedures offer an assurance of conformity with applicable technical regulations or standards equivalent to their own procedures."

The WTO Agreement on Technical Barriers to Trade also provides that "where a positive assurance of conformity with a technical regulation or standard is required, Members shall, wherever practicable, formulate and adopt international systems for conformity assessment and become members thereof or participate therein," and that "Members are encouraged to permit participation of conformity assessment bodies located in the territories of other Members in their conformity assessment procedures under conditions no less favorable than those accorded to bodies located within their territory or the territory of any other country."

One essential precondition for mutual recognition is an importing Party's confidence in the competence of Conformity Assessment Bodies of another Party to test or assess conformity to the importing Party's requirements, including confidence that physical standards of measurement are maintained to a high degree of accuracy and are traceable to international standards, that instruments in laboratories and test facilities are properly calibrated, and that inspectors and assessors are technically competent to carry out tests and to interpret results and are familiar with and able to put in place all necessary tests and procedures.

Confidence building can be facilitated in various ways, including through technical cooperation and assistance which can help to develop institutional structures on measurement, testing and other conformity assessment skills, and also by means of courses, seminars, personnel exchanges, inter-comparisons, joint audits and the like. Such technical cooperation and assistance can help to develop a greater familiarity with other Parties' requirements and a greater commonality of approach.

Confidence building is promoted by the development within each member state of rigorous systems of accreditation for Conformity Assessment Bodies, using guides such as ISO/IEC guides or recommendations issued by international bodies. Parties to this Agreement may rely on mutual recognition agreements between such accreditation systems to secure and simplify their participation in this Agreement.

This Agreement is not intended to displace private sector agreements among Conformity Assessment Bodies, or to displace regulatory regimes allowing for manufacturers' self-assessments and declarations of conformity. This Agreement represents a statement of intention on the part of the member states of CITELE in the sense that they commit themselves to make progress in their territories for the adoption of measures needed to start the implementation of the set of criteria and procedures as long as they are prepared to do so. This document is flexible enough so that the member states may apply the criteria established in the Agreement in one or both Phases according to their needs and possibilities. Likewise, as provided for in the Agreement, the member states are free to withdraw from it, or to limit their participation, without legal consequences.

The Parties to this Agreement mutually decide as follows:

## **1. PURPOSE OF THE AGREEMENT**

This Agreement is intended to streamline the conformity assessment procedures for a wide range of telecommunications and telecommunications-related equipment and thereby to facilitate trade among the Parties. It provides for the mutual recognition by the importing Parties of Conformity Assessment Bodies and mutual acceptance of the results of testing and equipment certification undertaken by those bodies in assessing conformity of equipment to the importing Parties' own Technical Regulations.

In cases where homologation is required, Parties will grant homologation under transparent terms, conditions, and timeframes no less favorable than those accorded to like products of national origin or originating in any other country. Homologation shall not have the effect of creating unnecessary obstacles for international trade in telecommunications equipment.

## **2. GENERAL PROVISIONS**

2.1 The requirements that the Parties will apply to designate and monitor testing laboratories and certification bodies as Conformity Assessment Bodies are found in Appendix A to this Agreement, "Designation and Monitoring Requirements of Conformity Assessment Bodies."

2.2 The procedures that the Parties will use to mutually recognize Conformity Assessment Bodies and to mutually accept the results of Conformity Assessment Procedures produced by those Bodies are set forth in two additional appendices:  
Appendix B – "Phase I Procedures for Mutual Recognition of Testing Laboratories As Conformity Assessment Bodies and Mutual Acceptance of Test Reports" (Phase I Procedures).

Appendix C – "Phase II Procedures for Mutual Recognition of Certification Bodies as Conformity Assessment Bodies and Mutual Acceptance of Equipment Certifications" (Phase II Procedures).

### 3. DEFINITIONS AND INTERPRETATIONS

- 3.1 General terms concerning test reports and Conformity Assessment Procedures used in this Agreement have the meaning given to those terms in ISO/IEC Guide 2 (1996 edition) *Standardization and related activities - General Vocabulary* of the International Organization for Standardization and the International Electrotechnical Commission (ISO/IEC Guide 2). In addition, the following definitions apply to this Agreement:

**Administrative Arrangements** means any publicly available procedures or permission or legal or contractual agreements within a Party's jurisdiction which impact on the Conformity Assessment Procedures for the telecommunications equipment within the scope of this Agreement, as described in paragraph 4 of this Agreement.

**Conformity Assessment Body** means a body, which may include a third party or a supplier's testing laboratory, or a certification body, that performs conformity assessment to an importing Party's Technical Regulations.

**Designation** means the act by a Designating Authority of designating a Conformity Assessment Body to perform Conformity Assessment Procedures under this Agreement.

**Certification** means a procedure by which a third party gives written assurance that a product, process, or service conforms to specify requirements.

**Approval /Homologation** means permission for a product, process or service to be marketed or used for stated purposes or under stated conditions.

**Party** means an OAS member state that chooses to join this Agreement.

**Public Telecommunications Network** means public telecommunications infrastructure that permits telecommunications between defined network termination points.

**Technical Regulations** means those technical requirements, legislative and regulatory provisions, and Administrative Arrangements that a Party has specified under Annex I of the Phase I or Phase II Procedures pertaining to the registration, testing or certification of equipment with respect to which compliance is mandatory.

- 3.2 In the event of any inconsistency between a definition in ISO/IEC Guide 2 (1996 edition) and a definition in this Agreement, the definition in this Agreement will prevail.

### 4. SCOPE

- 4.1 Scope of Technical Regulations - This Agreement applies to Technical Regulations listed separately by each Party under Annex I concerning conformity assessment of equipment. The Technical Regulations will concern equipment subject to network terminal attachment or other telecommunications regulation. Where network terminal attachment or other telecommunications regulation pertains, the Agreement applies to the Technical Regulations

listed in Annex I concerning conformity assessment, including electromagnetic compatibility (EMC) and electrical safety.

- 4.2 Equipment Scope - The equipment scope covers network terminal attachment and other equipment subject to telecommunications regulation of each Party, including wire and wireless equipment, and terrestrial and satellite equipment, whether or not connected to a Public Telecommunications Network.

Equipment which can only be connected behind devices providing adequate network protection for a Public Telecommunications Network may be excluded by some Parties from the scope of testing and equipment certification as it applies to network terminal attachment.

- 4.3 Nothing contained in this Agreement precludes the Parties from entering into agreements under the International Telecommunication Union Memorandum of Understanding on Global Mobile Personal Communications by Satellite (GMPCS).
- 4.4 This Agreement does not constitute an acceptance of the standards or technical regulations of a Party by the other Parties, or mutual recognition of the equivalence of such standards or technical regulations.
- 4.5 Agreements concluded by any Party with a Member State that is not a Party to this Agreement (including non-OAS member states) will not impose any obligation upon any other Parties.

## **5. DESIGNATING AUTHORITIES**

- 5.1 Parties will ensure that their Designating Authorities have the authority and competence to designate, list, verify the compliance of, limit the Designation of, and withdraw the Designation of Conformity Assessment Bodies within their jurisdictions. Parties also will ensure that their Designating Authorities have the authority and competence to recognize Conformity Assessment Bodies outside their jurisdictions.
- 5.2 Designating Authorities will take such measures as necessary to ensure that their designated Conformity Assessment Bodies maintain the necessary technical competence to undertake the Conformity Assessment Procedures for which they have been designated.
- 5.3 The Designating Authority also may appoint an accreditation body to accredit Conformity Assessment Bodies while maintaining full responsibility as a Designating Authority under this Agreement.
- 5.4 Each Party will list, under Annex II, its Designating Authorities and accreditation bodies.

**6. DESIGNATION OF CONFORMITY ASSESSMENT BODIES AND APPOINTMENT OF ACCREDITATION BODIES**

- 6.1 Each Designating Authority listed in Annex II may designate Conformity Assessment Bodies to perform conformity assessment of equipment subject to another Party's Technical Regulations.
- 6.2 In making such Designations, a Designating Authority will observe the procedures set out in Appendix A to this Agreement.
- 6.3 A Conformity Assessment Body will publish and maintain a list of equipment certifications, and upon a request by a Party, will identify all equipment certified by that Conformity Assessment Body to the Party's Technical Regulations. The Designating Authority that designated the Conformity Assessment Body will enforce the request, as necessary.

**7. RECOGNITION OF CONFORMITY ASSESSMENT BODIES AND MUTUAL ACCEPTANCE OF THE RESULTS OF CONFORMITY ASSESSMENT PROCEDURES**

Under the conditions and procedures specified in the Phase I or Phase II Procedures, a Party will recognize the Conformity Assessment Bodies designated by another Party's Designating Authority and accept the results of Conformity Assessment Procedures performed by those bodies.

**8. VERIFICATION OF CONFORMITY ASSESSMENT BODIES**

- 8.1 Parties concerned have the right to contest the technical competence of Conformity Assessment Bodies, as well as the Conformity Assessment Bodies' conformity with Appendix A. This right will be exercised under exceptional circumstances only.
- 8.2 The contesting Party will provide written notice of its contest to the exporting Party. The contest will include an objective and reasoned written description of the basis for the contest, including a description of the available evidence and opinions supporting the contest. The relevant Designating Authority, accreditation body, and the Conformity Assessment Body will be given prompt notice of the contest and not less than sixty days from receipt of the notice to present information refuting the contest or correcting the deficiencies which form the basis of the contest.
- 8.3 Where verification of the Conformity Assessment Body's technical competence or conformity with Appendix A is required to resolve the issue, it will be carried out in a timely manner jointly by the Parties concerned with the participation of the relevant Designating Authority and accreditation body.
- 8.4 Parties will ensure that their Conformity Assessment Bodies are available for verification of their technical competence and their conformity with Appendix A.

- 8.5 The results of this verification will be discussed by the Parties, the relevant Designating Authority, accreditation body, and the Conformity Assessment Body concerned with a view to resolving the issue as soon as possible. Where, as a result of the verification, the Conformity Assessment Body is found to be not in conformity with Appendix A, the contesting Party will give the Conformity Assessment Body prompts notice. The Conformity Assessment Body will present, not less than sixty days from receipt of the notice information refuting the findings of the verification or correcting the deficiencies, which form the basis of the contest.
- 8.6 Where, as a result of the verification and subsequent response by the Conformity Assessment Body, the contesting Party intends to withdraw or limit to certain Technical Regulations its recognition of the Conformity Assessment Body, the contesting Party will provide sixty days advance notice of its intent, including a written explanation of its reasons, to the Conformity Assessment Body concerned, to the relevant Designating Authority, accreditation body, and the exporting Party.
- 8.7 Upon mutual consent of one or more contesting Parties and the relevant Designating Authority and accreditation body, matters relating to the conformity of the Conformity Assessment Body with Appendix A may be referred to a review process recognized by those Parties, or to a subcommittee of the Joint Committee, comprised of the Parties involved, for evaluation and assistance in resolution of technical issues.
- 8.8 When a Party withdraws or limits to certain Technical Regulations recognition of a Conformity Assessment Body, that Party will continue to accept the results of Conformity Assessment Procedures performed by the Conformity Assessment Body prior to the withdrawal or limitation, unless that Party has good cause for not accepting such results.
- 8.9 If the Party determines not to accept such results, it will provide sixty days advance notice including a written explanation of the reason to the Conformity Assessment Body concerned, to the relevant Designating Authority, accreditation body, and the exporting Party.
- 8.10 The withdrawal or limitation will remain in effect until agreement has been reached by the Parties upon the future status of the Conformity Assessment Body.

## **9. COMMENCING THE AGREEMENT AND INITIATING PARTICIPATION IN PHASE I OR PHASE II PROCEDURES**

- 9.1 This Agreement does not, in and of itself, create legally binding obligations. Two or more Parties may enter into legally binding obligations between or among themselves through exchange of letters incorporating this Agreement, or through such other means, as they deem necessary such as bilateral or regional agreements.
- 9.2 Member states that are preparing to initiate participation in Phase I or Phase II Procedures will notify the CITEL Secretariat at any time when they are prepared to do so. Such notification will generally be given six months prior to the date that the member state intends

to initiate participation in Phase I or Phase II Procedures, or both, so that other Parties have the opportunity to begin learning about the member state's Technical Regulations, and vice versa. No later than one month after receiving a notification from a member state under this paragraph, the CITELE Secretariat will identify the Member State to the other member states.

- 9.3 Once the CITELE Secretariat has identified a Party under paragraph 9.2, the Party will supply to the other Parties the following information in writing:
- a) The list of Technical Regulations for which it will recognize the test reports and equipment certifications from other Parties' Conformity Assessment Bodies in accordance with the respective Phase I and Phase II Procedures. The list will be provided in the format specified in Annex I to the procedures.
  - b) The list of Designating Authorities in the notifying Party's jurisdiction that will be responsible for designating Conformity Assessment Bodies in accordance with Appendix A. The list will be provided in the format specified in Annex II to the Phase I and Phase II Procedures. The list will include any accreditation bodies that the Designating Authority intends to appoint for accrediting Conformity Assessment Bodies as provided under paragraphs 5.3 of this Agreement.
  - c) The contact persons to be responsible for the activities under this Agreement.

The other Parties will supply the new Party with the same information.

- 9.4 The information relating to designation and recognition of Conformity Assessment Bodies will be provided in the format specified in Annex III and IV to the Phase I and Phase II Procedures and in accordance with Appendix B and C.
- 9.5 Parties will enjoy full and equal benefits and responsibilities under this Agreement immediately upon initiating participation in accordance with this Agreement.

## **10. INFORMATION EXCHANGE**

- 10.1 Each Party will maintain a publicly available list of Technical Regulations under Annex I of the Phase I and Phase II Procedures and will make those Technical Regulations publicly available. Except where more urgent action is required, each Party will make publicly available any amendments to the Technical Regulations included in the Parties' list of Technical Regulations or any changes to its list of Technical Regulations within sixty days of publication of the amended or new regulation. In the event of any need for interpretation of such provision, the official language in which the provision was prepared will be used.
- 10.2 The Parties will consult as necessary to ensure the maintenance of confidence in Conformity Assessment Procedures and to ensure that all Technical Regulations are identified and are satisfactorily addressed.

- 10.3 Each Party will provide public notice of any new or amended technical regulations within the scope of the respective Phase I and Phase II Procedures. The Party will provide any interested person, including manufacturers of other Parties, an opportunity to comment, unless expressly prohibited under a Party's law, on the relevant part of the new or amended technical regulations in advance of their adoption. When the new or amended technical regulations come into effect, the Party will amend its list accordingly.
- 10.4 Each Party will promptly notify the other Parties of any changes to its list of Designating Authorities and accreditation bodies (Annex II), list of designated Conformity Assessment Bodies (Annex III), or list of recognized Conformity Assessment Bodies (Annex IV).

## **11. JOINT COMMITTEE**

- 11.1 The Parties hereby establish a Joint Committee, consisting of representatives of each Party. The Joint Committee will meet at the request of the CITES Secretariat, or more frequently as agreed by the Joint Committee, to assist in the effective implementation of the Agreement. The Joint Committee will determine its own rules of procedure. All decisions of the Joint Committee will be made by consensus, unless the Parties mutually decide otherwise.
- 11.2 To assist in the effective implementation of this Agreement, the Joint Committee may appoint one or more subcommittees in which the representatives of a Party may include persons from the business/private sector including suppliers, manufacturers and Conformity Assessment Bodies.

## **12. ADDITIONAL PROVISIONS**

- 12.1 Each Party will endeavor to use international standards, or the relevant parts of international standards, as the basis for its Technical Regulations, where applicable international standards exist or when their completion is imminent, except when such international standards or relevant parts would be ineffective or inappropriate. Examples include, but are not limited to, fundamental climatic or geographic considerations or fundamental technical problems.
- 12.2 An importing Party may specify the language in which test reports, equipment certifications, notices of designation and recognition, and other pertinent documents shall be submitted. An importing Party will issue Technical Regulations in the language of its choice.

## **13. CONFIDENTIALITY**

- 13.1 An importing Party will not require a Designating Authority, accreditation body or Conformity Assessment Body to disclose a supplier's proprietary information except where necessary to demonstrate conformity with an importing Party's Technical Regulations.

- 13.2 A Party, in accordance with its applicable laws, will protect the confidentiality of any proprietary information disclosed to it in connection with Conformity Assessment Procedures.

#### **14. PRESERVATION OF REGULATORY AUTHORITY**

- 14.1 Each Party retains all authority under its laws to interpret and implement its Technical Regulations governing equipment included within the scope of this Agreement.
- 14.2 Nothing in this Agreement will be construed to limit the authority of a Party to determine the level of protection it considers appropriate with regard to safety, the protection of consumers, and otherwise with regards to risks of concern to the Party.
- 14.3 Nothing in this Agreement will be construed to limit the authority of a Party to take all appropriate measures whenever it ascertains that equipment may not meet the Party's Technical Regulations. Such measures may include carrying out surveillance activities, prohibiting connection of the equipment to the Public Telecommunications Network, withdrawing the equipment from the market, prohibiting their placement on the market, restricting their free movement, initiating an equipment recall, or otherwise preventing the recurrence of such problems, including through a prohibition on imports. If a Party takes such action, it will notify the affected Parties within fifteen days of taking such action, providing its reasons.

#### **15. FEES**

The Parties will ensure that any fees imposed by the Parties for determining compliance of Conformity Assessment Bodies with the Designation requirements under paragraph 6 of this Agreement will be non-discriminatory, transparent, and reasonable.

#### **16. AMENDMENT AND TERMINATION OF AGREEMENT**

- 16.1 This Agreement may be amended by the mutual, written consent of the Parties provided, however, that a Party may modify its respective lists of Technical Regulations (Annex I), Designating Authorities and accreditation bodies (Annex II), designated Conformity Assessment Bodies (Annex III), and recognized Conformity Assessment Bodies (Annex IV).
- 16.2 Any Party may terminate its participation in this Agreement or only in the Phase I or Phase II Procedures, as applicable, by giving to all other Parties six months notice in writing.
- 16.3 Following termination by a Party of its participation in this Agreement or only in the Phase I or Phase II Procedures, as applicable, a Party will continue to accept the results of Conformity Assessment Procedures performed by Conformity Assessment Bodies under this Agreement prior to termination, unless the Party decides otherwise, and so advises other Parties in its termination notice.

## 17. FINAL PROVISIONS

17.1 This Agreement includes:

- Appendix A, “Designation and Monitoring Requirements for Conformity Assessment Bodies”;
- Appendix B, “Phase I Procedures for Mutual Recognition of Testing Laboratories as Conformity Assessment Bodies and Mutual Acceptance of Test Reports” ;
- Appendix C, “Phase II Procedures for Mutual Recognition of Certification Bodies as Conformity Assessment Bodies and Mutual Acceptance of Equipment Certifications” ;
- Annex I, “List of Technical Regulations For [Name of Party]” ;
- Annex II, “List of Designating Authorities and Accreditation Bodies For [Name of Party]” ;
- Annex III, “List of Conformity Assessment Bodies (CAB) Designated by [Name of Party]” ;and
- Annex IV, “List of Conformity Assessment Bodies (CABs) Recognized by [Name of Party]”.

17.2 In the event of any inconsistency between a provision in this Agreement and a provision in one of the Appendices, the Appendices will prevail, to the extent of the inconsistency.

**APPENDIX A**  
**DESIGNATION AND MONITORING REQUIREMENTS**  
**FOR CONFORMITY ASSESSMENT BODIES**

This Appendix specifies the Designation and monitoring requirements for two categories of Conformity Assessment Bodies -- testing laboratories and certification bodies.

A Conformity Assessment Body for electrical safety may require different Designation procedures depending on the Technical Regulations of the importing Party.

**A. COMMON REQUIREMENTS**

1. The Designating Authority may designate a testing laboratory or a certification body as a Conformity Assessment Body. The Designating Authority may appoint an accreditation body to accredit Conformity Assessment Bodies, while maintaining full responsibility as a Designating Authority under this Agreement.
2. Designating Authorities will designate and accredit, and accreditation bodies will accredit, only legally identifiable entities as Conformity Assessment Bodies.
3. Designating Authorities will only designate Conformity Assessment Bodies able to demonstrate by means of accreditation that the Conformity Assessment Bodies understand, have experience relevant to, and are competent to apply the Conformity Assessment Procedures pertaining to the Technical Regulations, as well as interpretations and policies of the other Party.
4. The technical competence of Conformity Assessment Bodies will be demonstrated by means of accreditation and including the following areas:
  - a) Technological knowledge of the relevant equipment, processes and services;
  - b) Understanding of the Technical Regulations and the general protection requirements for which Designation is sought;
  - c) The knowledge relevant to the applicable Technical Regulations;
  - d) The practical capability to perform the relevant Conformity Assessment Procedures;
  - e) An adequate management of the Conformity Assessment Procedures concerned; and
  - f) Any other evidence necessary to give assurance that the Conformity Assessment Procedures will be adequately performed on a consistent basis.
5. Parties are encouraged to harmonize Designation and Conformity Assessment Procedures through cooperation between Designating Authorities and Conformity Assessment Bodies by

means of coordination meetings, participation in mutual recognition agreements, and working group meetings.

6. To ensure consistency of the Designation and Accreditation processes, the international guides for conformity assessment will be used in conjunction with the Technical Regulations of the importing Party to determine the technical competency of an accreditation body, testing laboratory, or certification body.

The following list of relevant ISO/IEC guides will be applied:

- a) ISO/IEC Guide 58:1993 - Calibration and Testing Laboratory Accreditation Systems - general requirements for operation and recognition;
- b) ISO/IEC Guide 25:1990 - General requirements for the competence of calibration and testing laboratories;
- c) ISO/IEC Guide 61:1996 - General requirements for assessment and accreditation of certification/registration bodies; and
- d) ISO/IEC Guide 65:1996 - General requirements for bodies operating equipment certification systems.

## **B. DESIGNATION OF TESTING LABORATORIES**

The following requirements, conditions, and procedures will apply for the Designation of testing laboratories:

1. Requirements for a Designating Authority or Accreditation Body.

The exporting Party may use one or more Designating Authorities or one or more accreditation bodies, or both Designating Authorities and accreditation bodies, to accredit and designate testing laboratories that are capable of performing conformity assessment to an importing Party's Technical Regulations.

- a) A Designating Authority selected by an exporting Party will be capable of using the requirements and conditions of ISO/IEC Guide 58 to the maximum extent necessary to accredit testing laboratories.
- b) Any accreditation body appointed will meet the requirements and conditions of ISO/IEC Guide 58.

2. Requirements for Designating Testing Laboratories

- 2.1 A testing laboratory may be accredited and designated by a Designating Authority. The Designating Authority may appoint an accreditation body to accredit a testing laboratory. In either case,
- a) The testing laboratory will be accredited against ISO/IEC Guide 25 in conjunction with the Technical Regulations specified for Phase I Procedures, and
  - b) The testing laboratory will have the technical expertise and capability for testing against the standards covered in the scope of the accreditation. A specialized test, if necessary, may be performed in accordance with the provisions for subcontracting in ISO/IEC Guide 25. The laboratory also will be familiar with the applicable Technical Regulations for the equipment under test.
3. Additional Designation Requirements

The exporting Party will assign to each testing laboratory designated under paragraph 2, a unique six-character identifier, consisting of two letters identifying the party, which designated the testing laboratory, followed by four additional alpha-numeric characters.

### **C. DESIGNATION OF CERTIFICATION BODIES**

The following requirements, conditions, and procedures will apply for the Designation of certification bodies:

#### 1. Requirements for a Designating Authority or Accreditation Body

The exporting Party may use one or more Designating Authorities or one or more accreditation bodies, or both Designating Authorities and accreditation bodies, to accredit and designate Certification Bodies that are capable of performing conformity assessment to an importing Party's Technical Regulations.

- a) The Designating Authority selected by an exporting Party will be capable of using the requirements and conditions of ISO/IEC Guide 61 to the maximum extent necessary to accredit certification bodies.
- b) The accreditation body appointed will meet the requirements and conditions of ISO/IEC Guide 61.
- c) The accreditation body will appoint a team of qualified experts to perform the assessment covering all of the elements within the scope of accreditation. For assessment of telecommunications equipment, the areas of expertise to be used during the assessment will include, but not be limited to: Electro-magnetic compatibility, telecommunications equipment (wire and wireless), and electrical safety.

## 2. Requirements for Designating Certification Bodies in the Area of Equipment Certification

The certification body may be accredited and designated by a Designating Authority. The Designating Authority may appoint an accreditation body to accredit a certification body. In either case:

- a) The certification body will be accredited against ISO/IEC Guide 65 in conjunction with the Technical Regulations specified for Phase II Procedures and based on type testing as identified in sub-clause 1.2(a).
- b) The type testing normally will be based on testing no more than one unmodified representative sample of each equipment type for which certification is sought. Additional samples may be requested if clearly warranted for technical regulatory purposes, such as in cases where certain tests are likely to render a sample inoperative. According to generally accepted conformity assessment practices, all samples, components and parts will be returned to the supplier unless the supplier has requested otherwise in writing.
- c) The certification body will, by means of accreditation, demonstrate for each equipment type, expert knowledge of the Technical Regulations identified in Annex I of Phase II of the Agreement, as well as interpretations and policies for each equipment type with respect to which the certification body seeks Designation.
- d) To ensure that the certification body has current technical competence, knowledge and expertise to evaluate the test data, and test reports, and to reach the appropriate conclusion in conformity assessment work with respect to applicable Technical Regulations, the certification body must have the technical expertise and capability to test the equipment it will certify. Alternatively, the certification body may enter into contractual agreements with designated testing laboratories such that the personnel of the certification body has access to personnel and facilities capable of performing the required testing and can oversee and supervise the testing so as to maintain current expertise and understanding of the applicable Technical Regulations.
- e) The certification body will demonstrate, through assessment, general competence, efficiency, experience, and familiarity with Technical Regulations and equipment included in those Technical Regulations as well as conformity with applicable parts of the ISO/IEC Guides 25 and 65. The certification body also will demonstrate an ability to recognize situations where interpretations of the Technical Regulations or Conformity Assessment Procedures may be necessary. The appropriate key certification personnel will demonstrate knowledge of the responsible officials of the importing Party to contact to obtain current and correct Technical Regulation interpretations. The competence of the certification body will be demonstrated by assessment.
- f) A certification body also will participate in any reasonable consultative activities, identified by the regulatory authority of the importing Party, to establish a common understanding and interpretation of applicable regulations. After Designation,

designated certification bodies will continue to participate in such consultative activities.

3. Sub-contracting

- a) In accordance with the provisions of sub-clause 4.4 of ISO/IEC Guide 65, a sub-contractor of a designated certification body, including a supplier's testing laboratory may perform the testing of equipment or a portion thereof. In accordance with the Technical Regulations of the importing Party, the testing laboratory will be accredited to ISO/IEC Guide 25 or the testing laboratory will be evaluated by the certification body to be competent in accordance with ISO/IEC Guide 25.
- b) When a subcontractor is used, the certification body remains responsible for the tests and will maintain appropriate oversight of the subcontractor to ensure reliability of the test reports. A Party may require that such oversight will include periodic audits of equipment that have been tested.

4. Additional Designation Requirements

- a) The exporting Party will assign to each certification body designated under paragraph 2, a unique six-character identifier, consisting of two letters identifying the party that designated the certification body, followed by four additional alphanumeric characters.
- b) In the case of a concern and before making a determination to recognize a certification body under paragraph 2 of Phase II Procedures, a Party may request and receive within thirty days of said request a complete copy of the evaluation report prepared in the course of designating the certification body. The confidentiality provisions of paragraph 13 of the Agreement apply to evaluation reports.

5. Post-certification Requirements

- a) The surveillance activities required under ISO/IEC Guide 65 will be based on type testing a few samples of the total number of equipment types, which the certification body has certified. Other types of surveillance activities of equipment that has been certified are permitted, provided they are no more onerous than type testing. The importing Party may request and receive copies of equipment certification reports.
- b) If during post market surveillance of certified equipment, a certification body determines that equipment fails to comply with the applicable Technical Regulations, the certification body will immediately notify the supplier and the appropriate importing Party. A follow-up report also will be provided within thirty days of the action taken by the supplier to correct the situation.

- c) Where concerns arise, the certification body will make every effort to provide a copy of the equipment certification report within thirty days upon request by a Party to the certification body and the manufacturer. If the certification report is not provided within thirty days, a statement will be provided to the Party as to why such a report cannot be provided. This could be ground for revocation of the equipment certification or other steps, as specified in this Agreement. The confidentiality provisions of paragraph 13 of the Agreement apply to equipment certification reports.

**APPENDIX B**  
**PHASE I PROCEDURES FOR**  
**MUTUAL RECOGNITION OF TESTING LABORATORIES**  
**AS CONFORMITY ASSESSMENT BODIES AND**  
**MUTUAL ACCEPTANCE OF TEST REPORTS**

**1. Scope**

The procedures in this Appendix address the mutual recognition of testing laboratories as Conformity Assessment Bodies and mutual acceptance of test reports relating to the conformity of equipment with the Parties' respective Technical Regulations identified in Annex I. The term "Conformity Assessment Bodies" as used in the Phase I Procedures refers to testing laboratories.

**2. Designation and Recognition of Conformity Assessment Bodies**

2.1 Each Party may designate and recognize Conformity Assessment Bodies using the procedures in paragraph 2.2 or paragraph 2.3, or both.

2.2 Designating Authority Procedures

2.2.1 The Designating Authority of an exporting Party will accredit and designate Conformity Assessment Bodies as being competent to perform testing of equipment subject to the Technical Regulations specified in Annex I by an importing Party. Alternatively, in accordance with paragraph 5.3 of this Agreement, the Designating Authority may appoint an accreditation body to accredit Conformity Assessment Bodies. In either case, the Designating Authority will designate the Conformity Assessment Bodies to the importing Party. The requirements for designation and accreditation of Conformity Assessment Bodies are contained in Appendix A to this Agreement.

2.2.2 The notification of the Designation of a Conformity Assessment Body to an importing Party will include: the testing laboratory's name, the unique six-character identifier, physical address, mailing address, contact person, contact person's telephone and telefax numbers and e-mail address, and the scope of the accreditation. Thereafter, the Designating Authority will update each Designation as necessary, for example, to revise the scope of a Conformity Assessment Body's accreditation.

2.2.3 The importing Party, upon receipt of a Designation from the exporting Party, will evaluate and make a determination on recognizing the Conformity Assessment Body under terms and conditions no less favorable than those accorded to the bodies of the importing Party that apply for recognition as a Conformity Assessment Body. Designations performed in accordance with Appendix A normally will be recognized.

2.2.4 The importing Party must notify the other Parties its acceptance of a designated Conformity Assessment Body within sixty days from receipt of the Designation. If the importing Party does not recognize a designated Conformity Assessment Body, in whole or in part, the importing Party will provide, within sixty days receipt of the Designation, a written explanation to the Designating Authority and the designated Conformity Assessment Body, including the basis for that decision.

- 2.2.5 The Designating Authority and the designated Conformity Assessment Body will be provided a period of not less than sixty days from receipt of the importing Party's explanation to present additional factual information in order to resolve the concerns or to correct the deficiencies which form the basis of the importing Party's decision.
- 2.2.6 The importing Party will have up to thirty days to evaluate and act upon the additional information under terms and conditions no less favorable than those accorded to the bodies of the importing Party that apply for recognition as a Conformity Assessment Body.
- 2.2.7 Upon mutual consent of the two or more Parties directly involved, matters relating to the designation of the Conformity Assessment Body in accordance with Appendix A may be referred to a review process recognized by the Parties concerned, or to a subcommittee of the Joint Committee, comprised of the Parties involved, for evaluation and assistance in resolution of technical issues.
- 2.3 Information Relating to Designation and Recognition of Conformity Assessment Bodies
- 2.3.1 Under paragraph 2.2, the exporting Party will specify in its Annex III to these procedures all Conformity Assessment Bodies that it has designated.
- 2.3.2 The importing Party will specify in its Annex IV to these procedures all Conformity Assessment Bodies that it has recognized.

### **3. Participation in Phase I Procedures**

A Party may participate in these Phase I Procedures exclusively for the purpose of enabling other exporting Parties to designate Conformity Assessment Bodies as being competent to perform testing of equipment subject to the Technical Regulations specified in Annex I to these procedures by the importing Party. Such a Party will provide the information specified in Annex I, List of Technical Regulations, and Annex IV, List of Conformity Assessment Bodies Recognized, as provided in paragraphs 9 and 10 of this Agreement.

### **4. Transition Periods**

- 4.1 After a Party has notified other Parties of its intention to initiate participation in these Phase I Procedures as specified in paragraph 9 of the Agreement, the notifying Party may indicate its desire to enter into a transition period with one or more of the other Parties or any of the other Parties may indicate their desire to enter into a transition period with the notifying Party, within ninety days of the exchange of information pursuant to paragraph 9 of the Agreement. Otherwise, these procedures will apply at the end of the ninety-day period, or other time as mutually decided by the Parties.
- 4.2 The Parties may agree to conduct familiarization activities, e.g., permitting the importing Party the opportunity to participate in evaluations of Conformity Assessment Bodies and to review the Conformity Assessment Body evaluation reports, during the transition period for the benefit of the Designating Authorities and Conformity Assessment Bodies. The transition period normally will last no more than twelve months from the date of mutual agreement regarding the commencement of such activities.

- 4.3 Upon the satisfactory completion of any agreed transition period, the Parties involved will recognize the Conformity Assessment Bodies designated by each exporting Party whose technical competence has been determined through accreditation to the technical requirements of the importing Party. The importing Party will accept the test reports prepared by Conformity Assessment Bodies recognized in accordance with procedures specified in paragraph 5.

## **5. Mutual Acceptance of Test Reports**

- 5.1 After the importing Party has recognized another Party's designated Conformity Assessment Body, the appropriate entities of the importing Party will accept test reports produced by the recognized Conformity Assessment Body of the other Party on terms no less favorable than those accorded to test reports produced by Conformity Assessment Bodies of the importing Party.
- 5.2 The importing Party will take steps to ensure that:
- a) Upon receipt of a test report, the report is promptly examined for completeness of data and documentation;
  - b) The applicant is informed in writing in a timely, precise and complete manner of any deficiency;
  - c) Any request for additional information is limited to omissions, inconsistencies, and/or variances from the Parties' Technical Regulations ; and
  - d) Re-testing or duplicate testing is avoided, e.g., upon a change in commercial distribution agreements, logo, packaging, or minor equipment changes that do not affect compliance with Technical Regulations.
- 5.3 Parties will grant equipment certification, based on test reports produced by recognized Conformity Assessment Bodies, under transparent terms and conditions no less favorable than those accorded to the bodies of the importing Party's recognized Conformity Assessment Bodies.

## **6. Processing of Applications**

Applications for equipment certification accompanied by test reports completed by recognized Conformity Assessment Bodies of the other Parties normally will be processed, and a decision communicated to applicants, within the same time-frames as those applicable to local applicants.

## **7. Suspension of Mutual Recognition and Acceptance Obligations**

- 7.1 A Party may suspend its mutual recognition and acceptance obligations under this Phase I Procedures with respect to a second Party, upon sixty days written notice, providing the reasons for suspension. Examples of such reasons include the following conditions:

- a) The suspending Party loses confidence in the Designating Authorities or Conformity Assessment Bodies of the second Party;
  - b) The suspending Party no longer perceives mutual benefits in terms of the facilitation of trade in the equipment within the scope of this Agreement or
  - c) The suspending Party is dissatisfied with the protection by the other Party of confidential information.
- 7.2 If the two Parties so decide, they may resume their mutual recognition and acceptance obligations at any time.

## APPENDIX C

### PHASE II PROCEDURES FOR MUTUAL RECOGNITION OF CERTIFICATION BODIES AS CONFORMITY ASSESSMENT BODIES AND MUTUAL ACCEPTANCE OF EQUIPMENT CERTIFICATIONS

#### 1. Scope

The procedures in this Appendix address the mutual recognition of certification bodies as Conformity Assessment Bodies and mutual acceptance of equipment certifications relating to the conformity of equipment with the Parties' respective Technical Regulations identified in Annex I. The term "Conformity Assessment Bodies" as used in the Phase II Procedures refers to certification bodies.

#### 2. Designation and Recognition of Conformity Assessment Bodies

2.1 The Parties may designate and recognize Conformity Assessment Bodies using the procedures in paragraph 2.2 or paragraph 2.3, or both.

##### 2.2 Designating Authority Procedures

2.2.1 The Designating Authority of an exporting Party will accredit and designate Conformity Assessment Bodies as being competent to perform certification of equipment subject to the Technical Regulations specified in Annex I by an importing Party. Alternatively, in accordance with paragraph 5.3 of this Agreement, the Designating Authority may appoint an accreditation body to accredit Conformity Assessment Bodies. In either case, the Designating Authority will designate the Conformity Assessment Bodies to the importing Party. The requirements for designation and accreditation of Conformity Assessment Bodies are contained in Appendix A to this Agreement.

2.2.2 The notification of the Designation of a Conformity Assessment Body to an importing Party will include: the certification body's name, the unique six-character identifier, physical address, mailing address, contact person, contact person's telephone and telefax numbers and e-mail address, and the scope of the accreditation. Thereafter, the Designating Authority will update each Designation as necessary, for example, to revise the scope of a Conformity Assessment Body's accreditation.

2.2.3 The importing Party, upon receipt of a Designation from the exporting Party, will evaluate and make a determination on recognizing the Conformity Assessment Body under terms and conditions no less favorable than those accorded to the bodies of the importing Party that apply for recognition as a Conformity Assessment Body. Designations performed in accordance with Appendix A normally will be recognized.

2.2.4 The importing Party must notify the other Parties its acceptance of a designated Conformity Assessment Body within sixty days from receipt of the Designation. If the importing Party does not recognize a designated Conformity Assessment Body, in whole or in part, the importing Party will provide, within sixty days of receipt of the Designation, a written

explanation to the Designating Authority and the designated Conformity Assessment Body, including the basis for that decision.

- 2.2.5 The Designating Authority and the designated Conformity Assessment Body will be provided a period of not less than sixty days from receipt of the importing Party's explanation to present additional factual information in order to resolve the concerns or to correct the deficiencies which form the basis of the importing Party's decision.
- 2.2.6 The importing Party will have up to thirty days from receipt to evaluate and act upon the additional information under terms and conditions no less favorable than those accorded to the bodies of the importing Party that apply for recognition as a Conformity Assessment Body.
- 2.2.7 Upon mutual agreement of the two or more Parties directly involved, matters relating to the designation of the Conformity Assessment Body in accordance with Appendix A may be referred to a review process recognized by the Parties concerned, or to a subcommittee of the Joint Committee, comprised of the Parties involved, for evaluation and assistance in resolution of technical issues.

### 2.3 Information Relating to Designation and Recognition of Conformity Assessment Bodies

- 2.3.1 Under paragraph 2.2, the exporting Party will specify in its Annex III to these procedures all Conformity Assessment Bodies that it has designated.
- 2.3.2 The importing Party will specify in its Annex IV to these procedures all Conformity Assessment Bodies that it has recognized.

## **3. Participation in Phase II Procedures**

A Party may participate in these Phase II Procedures exclusively for the purpose of enabling other exporting Parties to designate Conformity Assessment Bodies as being competent to perform certification of equipment subject to the Technical Regulations specified in Annex I to these procedures by the importing Party. Such a Party will provide the information specified in Annex I, List of Technical Regulations, and Annex IV, List of Conformity Assessment Bodies Recognized, as provided in paragraphs 9 and 10 of this Agreement.

## **4. Transition Periods**

- 4.1 The satisfactory completion of the steps set forth in the Phase I Procedures is not necessarily a prerequisite to initiating the steps set forth in Phase II Procedures.
- 4.2 After a Party has notified other Parties of its intention to initiate participation in these Phase II Procedures as specified in paragraph 9 of the Agreement, the notifying Party may indicate its desire to enter into a transition period with one or more of the other Parties or any of the other Parties may indicate their desire to enter into a transition period with the notifying Party, within ninety days of the exchange of information pursuant to paragraph 9 of the Agreement. Otherwise, these procedures will apply at the end of the ninety-day period, or other time as mutually decided by the Parties.

- 4.3 The Parties may agree to conduct familiarization activities, e.g., permitting the importing Party the opportunity to participate in evaluations of Conformity Assessment Bodies and to review the Conformity Assessment Body evaluation reports, during the transition period for the benefit of the Designating Authorities and Conformity Assessment Bodies. The transition period normally will last no more than twelve months from the date of mutual agreement regarding the commencement of such activities.
- 4.4 Upon the satisfactory completion of any agreed transition period, the Parties involved will recognize the Conformity Assessment Bodies designated by each exporting Party whose technical competence has been determined through accreditation to the technical requirements of the importing Party. The importing Party will accept certificates prepared by Conformity Assessment Bodies recognized in accordance with procedures specified in paragraph 5.

## **5. Mutual Acceptance of Equipment Certifications**

- 5.1 After the importing Party has recognized another Party's designated Conformity Assessment Body, the appropriate entities of the importing Party will accept equipment certifications produced by the recognized Conformity Assessment Body of the other Party on terms no less favorable than those accorded to equipment certifications produced by Conformity Assessment Bodies of the importing Party.
- 5.2 Parties will grant equipment certification by a recognized Conformity Assessment Body under transparent terms and conditions no less favorable than those accorded to the importing Party's recognized Conformity Assessment Bodies.

## **6. Suspension of Mutual Recognition and Acceptance Obligations**

- 6.1 A Party may suspend its mutual recognition and acceptance obligations under these Phase II Procedures with respect to a second Party, upon sixty days written notice, providing the reasons for suspension. Examples of such reasons may include the following conditions:
- a) The suspending Party loses confidence in the Designating Authorities or Conformity Assessment Bodies of the second Party;
  - b) The suspending Party no longer perceives mutual benefits in terms of the facilitation of trade in the equipment within the scope of this Agreement or
  - c) The suspending Party is dissatisfied with the protection by the other Party of confidential information.
- 6.2 If the two Parties so decide, they may resume their mutual recognition and acceptance obligations at any time.

**ANNEX I  
TO PHASE I AND II PROCEDURES**

**LIST OF TECHNICAL REGULATIONS  
FOR [NAME OF PARTY]**

**PHASE I**

The Technical Regulations for which [Name of Party] will accept test reports from recognized Conformity Assessment Bodies designated by other Parties are:

- 1.
- 2.
- 3.

**PHASE II**

The Technical Regulations for which [Name of Party] will accept equipment certifications from recognized Conformity Assessment Bodies designated by other Parties are:

- 1.
- 2.
- 3.

**ANNEX II  
TO PHASE I AND PHASE II PROCEDURES**

**LIST OF  
DESIGNATING AUTHORITIES AND ACCREDITATION BODIES  
FOR [NAME OF PARTY]**

**PHASE I**

Designating Authorities

1. Name of Designating Authority:  
Physical address:  
Mailing address  
Home page address:  
Name/title of contact person:  
Phone:  
Fax:  
E-mail address:

2.

Accreditation Bodies

1. Name of Accreditation Body:  
Physical address:  
Mailing address:  
Home page address:  
Name/title of contact person:  
Phone:  
Fax:  
E-mail address:

2.

## **PHASE II**

### Designating Authorities

1. Name of Designating Authority:

Physical address:

Mailing address:

Home page address:

Name/title of contact person:

Phone:

Fax:

E-mail address:

2.

### Accreditation Bodies

1. Name of Accreditation Body:

Physical address:

Mailing address:

Home page address:

Name/title of contact person:

Phone:

Fax:

E-mail address:

2.

**ANNEX III  
TO PHASE I AND II PROCEDURES**

**LIST OF CONFORMITY ASSESSMENT BODIES (CAB)  
DESIGNATED BY [NAME OF PARTY]**

**PHASE I**

1. Name of CAB:  
Six-character identifier:  
Physical address:  
Mailing address:  
Name/title of contact person:  
Phone:  
Fax:  
E-mail address:  
Parties/technical regulations for which this CAB has been designated:

2.

**PHASE II**

1. Name of CAB:  
Six-character identifier:  
Physical address:  
Mailing address:  
Name/title of contact person:  
Phone:  
Fax:  
E-mail address:  
Technical regulations for which this CAB has been designated:

2.

**ANNEX IV  
TO PHASE I AND II PROCEDURES**

**LIST OF CONFORMITY ASSESSMENT BODIES (CAB)  
RECOGNIZED BY [NAME OF PARTY]**

**PHASE I**

Conformity Assessment Bodies

1. Name of CAB:  
Six-character identifier:  
Physical address:  
Mailing address:  
Name/title of contact person:  
Phone:  
Fax:  
E-mail address:  
Technical regulations for which this CAB has been designated:
- 2.

**PHASE II**

Conformity Assessment Bodies

1. Name of CAB:  
Six-character identifier:  
Physical address:  
Mailing address:  
Name/title of contact person:  
Phone:  
Fax:  
E-mail address:  
Parties/technical regulations for which this CAB has been designated:
- 2.

**COM/CITEL RES.84 (VIII-99)<sup>5</sup>**

**PUBLISHING CITEL'S MAGAZINE**

The Eighth Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

**HAVING SEEN:**

- a) That at its VI meeting, the Steering Committee proposed that CITEL publish a magazine in order to disseminate CITEL's activities;
- b) That furthermore it was understood that there could be a magazine of current events alongside other or future forms of dissemination; and
- c) That the Steering Committee requested the Administration of Argentina to present to COM/CITEL a project for the creation of CITEL's magazine in consultation with the Chairs of the PCC's;

**CONSIDERING:**

- a) That the goal of CITEL's magazine will be to disseminate the activities of the Inter-American Telecommunication Commission among political, economic and professional leaders of all the continent's countries;
- b) That, in addition, it will attempt to reflect the status of services in each region and to be at the very heart of the political, strategic, and technological debate that both the public and private sector are conducting in order to spearhead the development of telecommunications in the Americas;
- c) That the project that was presented provides that the representatives of the various countries before CITEL will be able to act as local editors of the publication, to gather information about what happens in each region, as well as to analyze and interpret noteworthy matters stemming from the nations they represent; and
- d) That the latter will enable a dual objective to be achieved: first, to keep the entire continent up-to-date on what happens in each country, and second to support the cohesiveness of the Inter-American institution, bringing together all of its members, governments, regulators and the business sector of service and equipment suppliers.

**CONSIDERING ALSO:**

- a) That the submitted project envisages that CITEL's magazine will be financed by private-sector advertisement and sponsoring, just like a commercial publication;
- b) That this way of ensuring financing will avoid requests for special entries or subsidies from either CITEL or OAS;

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<sup>5</sup> Reference Document: COM/CITEL/doc.474/99rev.2

- c) That the proposal that was presented provides that editorial control of CITEL's magazine will be ensured by an Editorial Board comprised of: the Chair of COM/CITEL, the Vice-Chair of COM/CITEL, the Chair of PCC.I Public Telecommunication Services, the Chair of PCC.II Broadcasting, the Chair of PCC.III Radiocommunications, and the Executive Secretary of CITEL; and
- d) That the Editorial Board has the necessary and sufficient authority to guarantee that the contents of CITEL's magazine will comply with the organization's policy guidelines.

**AND TAKING INTO CONSIDERATION:**

- a) That it is of the utmost importance for CITEL, as an institution, to play a leading role in the Americas and the world during the new millennium and
- b) That CITEL's magazine will help reach the objectives that CITEL has set.

**RESOLVES:**

1. To publish, as of the year 2000, a quarterly magazine in keeping with the general characteristics established in Annex I of the present resolution.
2. To approve the format and name of the magazine on the basis of issue No. 0, which is attached to the present Resolution as Annex II.
3. To establish that the above-mentioned publication will be developed only if self-financing is guaranteed for each issue.
4. To establish that the present resolution will be in force once the cognizant offices of the Organization's General Secretariat have agreed on the legal and administrative issues, to ensure compliance with what was specified in Annex I of the present Resolution, and that the suggestions made by the Secretary General have been included.
5. To instruct the Executive Secretary of CITEL:
  - a) To forward the present Resolution and its Annexes to the Secretary General of OAS so that the entities of the General Secretariat that are in charge intervene and quickly grant their approval.
  - b) To report to COM/CITEL and the Steering Committee, the Member Administration, and associate members regarding the progress achieved in implementing the present resolution.

## ANNEX I

### CITEL'S MAGAZINE

#### **Objective:**

The purpose of CITEL's magazine will be to disseminate the activities of the Inter-American Telecommunication Commission among member administrations, associate members, and the telecommunication sector in general so as to reach, on the basis of these activities, the political, economic and professional leaders of all the region's countries. In addition, it will attempt to reflect the status of services in the region as a whole and in each subregion in particular, and it will strive to be at very heart of the political, strategic and technological debate that both the private and public sector are conducting in order to spearhead the development of telecommunications in the Americas.

#### **Contents:**

The following are among the main subject areas to be considered:

- Report on activities of each PCC of the CITEL.
- Coverage of COM/CITEL plenary meetings.
- Journalistic coverage of the main achievements of each Working Group.
- Development of the main telecommunications topics in the continent.
- Latest industry trends.
- Telecommunications situation overview in each country.
- Information on regulatory bodies in each Administration.
- Status of different services in the Americas.
- Interviews with CITEL authorities.
- Interviews with notable politicians and businessmen involved in telecommunications in the region.
- Summary of the most important events.
- Summary of the latest decisions adopted by ITU and those recommendations affecting the Region.
- Agenda of regional public, private, and CITEL events.

#### **Style:**

The style of the publication will be that of a current specialized periodical, with a modern format in terms of both graphics and writing. The design will be in line with current breakthroughs in telecommunications in society, albeit with the sobriety that is characteristic of the inter-American organization.

#### **Format:**

It will be a 48-page, full-color magazine printed on paper for illustrations with magazine cover and format.

**Print run:**

In its first stage, the print-run will consist of 5,000 copies in Spanish and 5,000 copies in English.

**Distribution:**

Distribution will be done via a mailing list selected by CITEL, which will include officials, regulators, telecommunication companies executives, consultants and professionals.

**Periodicity:**

CITEL magazine will be a quarterly periodical.

**Correspondents:**

Representatives of the Administrations can act as local correspondents, in order to contribute information from each country.

At the same time, representatives of subregional organizations can do the same, informing and examining noteworthy issues stemming from each organization.

There will be a dual objective: on the one hand, keeping the entire region up-to-date on what happens in each country and subregion; and on the other hand supporting the cohesiveness of the inter-American institution, bringing together all of its members.

**Management and writing:**

CITEL, through an **Editorial Board**, will be in charge of managing the magazine.

Professionals with recognized journalistic reporting experience in the field of telecommunications will be in charge of the writing. Both management and journalists will work closely so that the magazine will reflect the objectives and viewpoints of CITEL in all areas.

By means of a disclaimer, CITEL will not accept responsibility for any opinions made in the magazine, which will exclusively reflect the personal viewpoints of the authors.

**Editorial Board:**

The Editorial Board will be comprised of the following CITEL authorities:

- Chair of COM/CITEL
- Vice-Chair of COM/CITEL
- Chair of PCC.I: Public Telecommunication Services
- Chair of PCC.II: Broadcasting
- Chair of PCC.III: Radiocommunications
- Executive Secretary of CITEL (Will also be ad-hoc secretary of the Editorial Board.)

**Responsibilities of the Editorial Board:**

The following will be responsibilities of the Editorial Board:

- To determine, along with the Editor-in-Chief, the topics to be dealt with in each issue of the magazine.
- To approve the draft submitted by the Editor-in-Chief for printing.
- To approve and monitor implementation of the magazine's budget.
- To supervise management of the magazine and the appropriate administration of funds.
- Will be able to designate or contract an Editorial Coordinator if needed.
- To approve the reference terms of the bidding for the editorial company selection, which amongst other must contemplate that, the selected company must carry out the work, retaining from the publicity sales that it accomplishes the amounts equivalent to the incurred costs and also commission for management, provide a percentage of the sales to CITEL and allow the auditing on the accomplished sales.
- To approve the terms and conditions of the agreements to be signed.

### **Editor-in-Chief**

The Executive Secretary of CITEL will act as Editor-in-Chief.

### **Responsibilities of the Editor-in-Chief:**

The following will be the responsibilities of the Editor-in-Chief:

- To act as Secretary of the Editorial Board.
- To represent the magazine in political and institutional matters.
- To hire the company with the approval of the Editorial Board that will be in charge of selling, writing, printing, and distributing the magazine, in full compliance with the legal provisions of CITEL/OAS and the reference terms established for the contracting of the Editorial Board.

### **Responsibilities of the Editorial Coordinator:**

In the event that the Editorial Board considers the appointment and/or contracting of an editorial coordinator the following will be the responsibilities, amongst others. If this is not the case, the above mention responsibilities will be carried out by the Editor-in-Chief:

- To select a team of professionals with renown journalistic experience in the telecommunications sector to be in charge of writing, layout, and publishing with the Editorial Board's approval.
- To establish a network of correspondents in each country of the Americas who will gather political, commercial, technical and regulatory information about the telecommunications market of each country with the Editorial Board's approval.
- To submit the topics for each issue of the magazine to the Editorial Board for its approval.
- To submit to the Editorial Board, for its approval, the articles written for publication.

### **Financing:**

CITEL's magazine will be financed by private-sector advertising, just like a commercial publication, without the need for any special entries or subsidies from either CITEL or OAS.

The Editorial Board through its Director will select a company to produce the magazine. This company, according with the reference terms established by the Editorial Board for the bidding, must

carry out the advertisement sales, production, editing, printing and distribution of the magazine. At the same time, it will retain incurred costs plus management commission from the advertising sales. The company will provide CITEL with a percentage of the sales and will allow the auditing of the accomplished sales.

The magazine will offer the associate members special prices in comparison to non-associate CITEL members advertising in it.

### **COM/CITEL/RES. 85 (VIII-99)<sup>6</sup>**

#### **ESTABLISHMENT OF A WORKING GROUP FOR CITEL PREPARATIONS FOR THE 2002 ITU PLENIPOTENTIARY CONFERENCE**

The Eighth Meeting of the Permanent Executive Committee of CITEL ,COM/CITEL,

#### **CONSIDERING:**

- a) That the next ITU Plenipotentiary Conference will be held in 2002;
- b) That the opportunities for CITEL to address the issues that will be discussed at the conference are limited; and
- c) That, taking into account the excellent work and results obtained in preparing the 1998 Plenipotentiary Conference held in Minneapolis, the VI Meeting of the Steering Committee recommended the establishment of a Working Group for preparing the 2002 Plenipotentiary Conference;

#### **ALSO CONSIDERING:**

That, during the VI Meeting of the Steering Committee, it was resolved to increase information feedback between this new group that is proposed, and the Working Group to prepare the ITU Council meetings,

#### **RESOLVES:**

1. To establish a Working Group to prepare the 2002 Plenipotentiary Conference.
2. To establish the following as the Group's objective:
  - a) To identify the issues dealt with by the Conference that are of interest for CITEL's objectives and activities and establish the group's structure for dealing with these issues.
  - b) To prepare common proposals for consideration by the conference.
  - c) To coordinate and establish the strategy to be developed by CITEL during the Conference.
  - d) To analyze and prepare the general guidelines for representation at the meeting during the Conference.
3. To appoint Mr. José Vivanco Arias from Ecuador as Chairman of the Working Group

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<sup>6</sup> Reference Document: COM/CITEL/doc. 478/99

4. To hold Working Group meetings along with the regular meetings scheduled by CITELE for the purpose of promoting maximum participation of the Members and also request that part of the work be done by mail or through CITELE's Electronic Forum.
5. To entrust the Working Group with the coordination of its activities with the correspondents of the Working Group to prepare the ITU Council meetings.

**INSTRUCT THE EXECUTIVE SECRETARIAT:**

Send a communication to the members of CITELE, urging them to actively participate in the Working Group in view of the importance of the matters to be addressed at the 2002 ITU Plenipotentiary Conference.

**COM/CITELE/RES.86 (VIII-99) <sup>7</sup>**

**COOPERATIVE AGREEMENTS**

The Eighth Meeting of the Permanent Executive Committee of CITELE, COM/CITELE,

**HAVING SEEN:**

The Draft Model Cooperation Agreement Between the Inter-American Telecommunication Commission of the Organization of American States and Other Organizations, COM/CITELE/doc. 44/99 (11 Nov. 1999) as amended as per COM/CITELE/doc. 452/99,

**CONSIDERING:**

- a) That agreements establishing cooperative relations for the organs of the Organization of American States are governed by the Standards on Cooperative Relations Between the Organization of American States and the United Nations, its Specialized Agencies, and other International and National Organizations, implemented under Resolution AG/RES.57 (I-O/71);
- b) That in its Seventh Regular Meeting, COM/CITELE, by Resolution COM/CITELE/RES.69 (VII-98), instructed the Executive Secretary of CITELE to prepare a Draft Model Cooperation Agreement for the purpose of facilitating the establishment of cooperative relations between CITELE and other institutions with similar interests; to distribute the draft to the Member States for their observations; to present the draft and comments received to the next Meeting of the Steering Committee for its consideration; and to present a final draft Model Agreement to the Eighth Regular Meeting of COM/CITELE for its consideration;
- c) That pursuant to that resolution, the Member States have had the opportunity to comment on a Draft Model Cooperation Agreement circulated by the Executive Secretary, and their comments, together with the observations of PCC.I, have been duly taken into account in the preparation of a final draft for COM/CITELE's approval;

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<sup>7</sup> Reference Document: COM/CITELE/doc. 500/99

- d) That it is necessary to establish a procedure for concluding cooperative agreements between CITEL and other entities consistent with the standards set out in Resolution AG/RES.57 and which assures that those agreements are in CITEL's best interest and processed efficiently; and
- e) That CITEL has pending requests for the establishment of formal cooperative relations from the Telecommunications Industry Association, from Standards Committee T1 (a sponsored committee of the Alliance for Telecommunications Industry Solutions), and from the European Standards Institute (ETSI), and that those requests have been reviewed to COM/CITEL's satisfaction.

**RESOLVES:**

1. To approve the Draft Model Cooperation Agreement Between the Inter-American Telecommunication Commission of the Organization of American States and Other Organizations, attached as Annex I hereto.
2. To establish a permanent Working Group on Cooperative Agreements of COM/CITEL to coordinate development and management of cooperation agreements between CITEL and other Organizations, chaired by Amadeu de Paula Castro Neto of Brazil, and consisting of the Permanent Consultative Committees and other interested COM/CITEL members.
3. To instruct the Working Group on Cooperative Agreements as its first order of business to act expeditiously to conclude discussions for cooperative agreements with the Telecommunications Industry Association, Standards Committee T1, and the European Standards Institute (ETSI); and to instruct the Executive Secretary to request that the OAS Secretary General to sign these cooperative agreements.
4. To instruct the Executive Secretary to develop with the Department of Legal Services a standard list of documents required for CITEL to consider requests for cooperative agreements with any organization.
5. To further instruct the Executive Secretary to forward any future requests for cooperative relationships, as well as any proposals for specific cooperative programs or projects under an existing Cooperative Agreement, together with required supporting documentation, to the Chair of COM/CITEL and the chair of the COM/CITEL Working Group on Cooperative Agreements for review and development of a recommendation for COM/CITEL's approval regarding the merits of such requests.
6. To request that, to the extent possible, the Working Group on Cooperative Agreements conduct its activities and deliberations by electronic methods.

ANNEX I

**DRAFT MODEL COOPERATION AGREEMENT BETWEEN  
THE INTER-AMERICAN TELECOMMUNICATION COMMISSION  
OF THE ORGANIZATION OF AMERICAN STATES AND  
OTHER ORGANIZATIONS**

The Parties to the present Agreement: the Inter-American Telecommunication Commission (“CITEL”) of the Organization of American States (“OAS”), through the OAS General Secretariat, represented by ....., and the “XXX” ....., represented by .....,

Considering that CITEL is an entity of the OAS, established by the OAS General Assembly to facilitate and promote the continuing development of telecommunications in the hemisphere;

Taking into account that in accordance with article 3 of its Statute, one of CITEL’s functions is to maintain continuous contact with the various organizations in the field of communications;

Further Taking into account that article 95 of the CITEL Regulations provides that CITEL shall collaborate through such agreements, as it deems necessary, with technical governmental, non-governmental and intergovernmental agencies engaged in activities consistent with CITEL’s objectives and functions, for the purpose of maximizing cooperation and coordination in its activities and work;

Bearing in mind that OAS General Assembly Resolution AG/RES. 57 (I-0/71) establishes the mechanism by which the organs of the OAS may establish cooperative relations with other national and international institutions cooperative agreements signed by the Secretary General on his duly designated representative

Taking into account that “XXX”, is a (describe the legal nature and objectives of the XXX institution)

Recognizing that “XXX” is authorized to enter into cooperative relations with CITEL,

Recognizing that collaboration between CITEL and “XXX” will make the best use of available resources, avoid duplication, and increase the effectiveness of their efforts to contribute to the harmonious development of telecommunications in the hemisphere;

Have agreed to the following terms:

**ARTICLE I  
Cooperation**

- 1.1 The Parties shall cooperate with each other on matters of common interest within the scope of their general objectives.
- 1.2 Specifically, the Parties shall coordinate and cooperate with each other in carrying activities included by both Parties in their annual work program, with the purpose of avoiding duplication of efforts and expenditures.

- 1.3 Activities that the Parties may agree to cooperate on include, but are not limited to, organization of seminars, meetings and round tables on matters of common interest; collaboration on joint projects; training; joint publications.
- 1.4 The work areas of cooperation between the Parties, appear in Annex I of this Agreement, which is an integral part of this Agreement.

**ARTICLE II**  
**Exchange of Information**

- 2.1 The Parties shall keep each other regularly informed concerning programs and activities of mutual interest in the areas set out in Annex I.
- 2.2 The Parties shall send to each other their documents and publications relating to programs and activities set out in Annex I, except for those that are subject to special restrictions.
- 2.3 Within the agreed work areas in Annex I, each Party shall make available to the other copies of working documents and drafts on request and free of royalties. Each Party shall strictly limit the dissemination of documents it receives from the other to its participants and solely for the purpose of technical activities relating to each Party's work program. All copyright and other intellectual and industrial rights in those documents and any copies thereof shall remain with the Originating Party.
- 2.4 The Originating Party shall not be held liable for further amendments introduced in its deliverables by the other Party.
- 2.5 The Parties undertake to make every endeavor to use electronic document handling mechanisms in their exchange of documents.

**ARTICLE III**  
**Reciprocal Representation**

- 3.1 To the extent permitted under their respective applicable rules and regulations, the Parties shall invite each other to send an observer to their respective meetings, where matters of potential interest in the agreed work areas in Annex I are to be discussed.
- 3.2 The extent of the observer's participation shall be governed by the rules and regulations of the Party whose meeting is being observed.

**ARTICLE IV**  
**Implementation of the Agreement**

- 4.1 The Parties shall enter into supplementary arrangements through "memoranda of understanding" for implementing specific joint projects and activities within the framework of this Agreement. In those memoranda, the parties shall specify the appropriate dispute resolution mechanism.

**ARTICLE V**  
**Financing and Budgetary Limitations**

- 5.1 Unless otherwise provided in writing for a specific project under Article 4.1 above with the previous approval of the competent organs, each Party is responsible only for its own expenses and cost in complying with this Agreement.
- 5.2 Any financial obligations incurred by each Party as a result of this Agreement are subject to approval by its respective governing body. Nothing in this Agreement shall limit the authority of the governing bodies of either Party to adopt, modify, or amend that Party's Program Budget in accordance with its financial realities and other priorities.

**ARTICLE VI**  
**Languages**

- 6.1 Correspondence between the Parties shall be conducted in English or Spanish (depending on the case).

**ARTICLE VII**  
**Institutional Coordination and Notice**

- 7.1. The office within CITELE responsible for carrying out and coordinating its obligations under this Agreement is the Secretariat of CITELE. All notice for CITELE in relation to this Agreement should be sent to:

Executive Secretary of CITELE  
General Secretariat of the Organization of American States  
1889 F Street, N.W.  
Washington, D.C. 20006

Tel: 202 458-3004  
Fax: 202 458-6854

- 7.2. The office within "XXX" responsible for carrying out and coordinating its obligations under this Agreement is \_\_\_\_\_. All notice for "XXX" in relation to this Agreement should be sent to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 7.3. Either Party may change the office and the person designated to receive notice hereunder by so notifying the other in advance by writing.

**ARTICLE VIII**  
**Privileges and Immunities**

- 8.1. Nothing expressly stated or implied in this Agreement is to operate as a waiver of the privileges and immunities of the OAS, and its organs (including CITELE and the OAS General Secretariat), and their personnel, under the relevant agreements on privileges and immunities and under international law.

**ARTICLE IX**  
**Relationship of the Parties**

- 9.1 The relationship between the CITELE and “XXX” shall be that of independent entities, and nothing in this Agreement shall be construed to constitute either Party as an employee, partner, agent or member of the other.
- 9.2 In consequence with the foregoing, neither Party shall have authority to act for or to bind the other Party in any way, to make representations or warranties or to execute agreements on behalf of the other Party, or to represent that it is in any way responsible for the acts or omissions of the other Party.

**ARTICLE X**  
**Term, Modification and Termination**

- 10.1. This Agreement shall enter into force on the date it is signed by both Parties.
- 10.2. The Parties may amend this Agreement by a written agreement, dated and signed by their duly authorized Representatives, and attached hereto.
- 10.3. This Agreement shall remain in force indefinitely, but it may be terminated by mutual consent or by either Party by giving advanced written notice to the other, effective upon the receipt of said notice.
- 10.4. Upon the termination of this Agreement, all the rights granted pursuant to this Agreement shall cease immediately and the Parties shall cease from distributing any information received pursuant to this Agreement. Notwithstanding the foregoing, the provisions of this Agreement related to ownership of rights and indemnification shall survive any termination or expiration of this Agreement.

In Witness Whereof, the duly authorized Representatives of the Parties hereby subscribe to this Agreement, in duplicate originals, in ....., on this \_\_\_\_ day of .....

**FOR THE** \_\_\_\_\_

**FOR THE OAS GENERAL SECRETARIAT**

\_\_\_\_\_

\_\_\_\_\_

**COM/CITEL/RES.87 (VIII-99) <sup>8</sup>**

**SUPPORT OF COM/CITEL TO THE CENTER OF EXCELLENCE  
FOR THE AMERICAS**

The Eighth Meeting of the Permanent Executive Committee, COM/CITEL,

**RECOGNIZING:**

The desirability of enhancing cooperation between CITEL and the International Telecommunication Union in the creation of a Center of Excellence project for the Americas, and

**VIEWING WITH SATISFACTION:**

The results of November 1-3 Regional Meeting Regarding the Center of Excellence Project for the Americas, which considered management modality and functioning mechanisms, as well as the composition of the Executive Board of the Americas Center of Excellence,

**RESOLVES:**

1. To approve the approach to the structure and operation of the Center of Excellence for the Americas elaborated at the Regional Meeting Regarding the Center of Excellence Project for the Americas Region, November 1-3, 1999 in Buenos Aires, Argentina and in the first meeting of the Executive Board of the Center of Excellence for the Americas held in Guayaquil, Ecuador, December 9-10, 1999.
2. To request the Executive Board of the Center of Excellence to report to the annual COM/CITEL meeting on its operations.
3. To request the Executive Board of the Center of Excellence to develop mechanisms to ensure:
  - a) that CITEL associate members are included in the elaboration of proposed projects and programs, and
  - b) that CITEL associate members participate as members of the Center of Excellence Executive Board.

to ensure effective partnership with all elements of the region's telecommunications sector.

4. To urge Member States and associate members to actively contribute in the provision of content and project proposals for the Center of Excellence.

**TO INSTRUCT THE EXECUTIVE SECRETARIAT:**

1. To send this resolution to the Director of the Executive Board of the Center of Excellence.
2. To send this resolution to Member States and associate members to comply with resolve Nr. 4.

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<sup>8</sup> Reference Document: COM/CITEL/doc. 487/99

**COM/CITEL/RES.88 (VIII-99) <sup>9</sup>**

**NOTIFICATION TO THE OAS GENERAL ASSEMBLY OF CITEL'S  
ACCOMPLISHMENTS IN 1999**

The Eighth Meeting of the Permanent Executive Committee of CITEL, COM/CITEL.

**CONSIDERING:**

The extensive results achieved in response to the mandate received from the Summit of the Americas

**RESOLVES:**

To include the attached draft resolution in the CITEL Annual report which is to be sent to the OAS General Assembly.

**DRAFT RESOLUTION**

**THE RESPONSE OF THE INTER-AMERICAN TELECOMMUNICATION COMMISSION  
TO THE MANDATE RECEIVED FROM THE SUMMIT OF THE AMERICAS**

THE GENERAL ASSEMBLY:

**HAVING SEEN:**

CITEL's 1999 Annual Report, COM/CITEL/doc.479/99 cor. 1

**CONSIDERING:**

- a) That the Second Summit of the Americas of Heads of State and Government, held in Santiago de Chile, in April 1998 ("the Summit"), entrusted CITEL and the governments of the OAS Member States with mandates for strengthening telecommunications in the hemisphere;
- b) That the mandates entrusted to CITEL by the Summit include: (1) the development and fostering, together with the private sector, of applications over electronic networks to support, education, health, agriculture and sustainable rural development, electronic commerce, and other applications; (2) studies of standards coordination aspects of telecommunications infrastructure to satisfy the network's interconnection requirements and to support the implementation of new applications in the regional context; and (3) the development of consistent regulatory approaches among member countries for the promotion of greater commonality in the certification process for telecommunications equipment through the establishment of a framework for a Mutual Recognition Agreement;
- c) That during 1999, CITEL made great strides towards compliance with those mandates by implementing the following activities: (1) adoption of a reference book on Universal Service

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<sup>9</sup> Reference Document: COM/CITEL/doc.489/99rev.3

in the Americas, developed jointly with the ITU and AHCIET; (2) the endorsement of an Inter-American Mutual Recognition Agreement on the Conformity Assessment Processes; (3) approval of an updated version of the **Blue Book** (a reference book produced in conjunction with the ITU and containing recommendations on telecommunications policies for CITEL Member States); (4) adoption of a recommendation that encourages CITEL Member States to declare the INTERNET a priority for providing all citizens with equal opportunity for accessing information and knowledge; (5) the development of guidelines and practices for interconnection regulations; (6) the adoption and submission to the ITU of common proposals for the World Radiocommunication Conference, the World Telecommunication Standardization Assembly, the Plenipotentiary Conference and the World Telecommunication Development Conference; (7) completion of a pilot project on Tele-education; (8) initiation of a program for stimulating and facilitating the deployment of E-Commerce in CITEL's Member States; (9) development and adoption of a framework of enhanced cooperation with other regional and international telecommunications organs; and (10) development of Coordinated Standards Documents in the areas of Intelligent Networks, Wireless Communications, and Signalling System Number 7.

**RESOLVES:**

1. To take note of and congratulate CITEL for its progress in advancing the Summit's telecommunications mandates, as described in CITEL's 1999 Annual Report.
2. To encourage CITEL to continue to enhance its programs and activities for completing the Summit mandates.
3. To urge the OAS Member States to participate in CITEL's program of activities in relation to the Summit mandates.

**COM/CITEL/RES.89 (VIII-99) <sup>10</sup>**

**INFORMATION MEDIA USE FOR THE AVAILABILITY OF INFORMATION OF INTEREST FOR THE CITEL ADMINISTRATIONS AND PUBLIC AND PRIVATE ENTITIES OF THE TELECOMMUNICATIONS SECTOR**

The Eighth Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

**HAVING SEEN:**

The RESOLUTION PCC.III/RES.93 (XIII-99) on the Creation of a Database on Policies, Criteria, Administrative Procedures, Standards and Rates that apply to Member States of the CITEL in order to grant Concessions, Licenses and Authorizations for radio spectrum utilization and orbital positions of satellite networks, in which COM/CITEL's decision regarding the provision of data related to previously mentioned matters is requested.

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<sup>10</sup> Reference Document: COM/CITEL/doc. 490/99

**CONSIDERING:**

The interest shown by the CITELE members, concerning information access mentioned in the HAVING SEEN, as judgement elements useful in decision taking of different order,

**TAKING INTO ACCOUNT:**

The policy and strategy followed by CITELE and by the International Telecommunication Union (ITU) concerning the coordination of its activities in order to efficiently serve the needs of the Region in resource utilization and that, in the case of the ITU, financing joint CITELE/ITU projects allowed for its concretion,

**RESOLVES:**

- To appoint the Executive Secretariat of CITELE:
- a) To carry out the necessary actions to elaborate the Draft to provide through information media the cited information in HAVING SEEN, with participation and consultation to the Administrations of Argentina, Brazil, Canada, Colombia, United States and Venezuela.
  - b) To manage before the ITU Regional Office for the Americas the participation of the ITU in satisfaction of the need mentioned in a) by means of a CITELE/ITU joint project and to manage the obtaining of resources destined to its concretion.
  - c) To inform in the next meeting of the Steering Committee of CITELE the situation condition of what hereby is stated.

**COM/CITELE/RES.90 (VIII-99)<sup>11</sup>**

**CREATION OF WORKING GROUP ON THE DEVELOPMENT OF HUMAN RESOURCES**

The Eighth Meeting of the Permanent Directive Committee of CITELE, COM/CITELE,

**CONSIDERING :**

- a) That by decision PCC.I/DEC.18 (X-99) the Working Group on the Human Resources Training finalized its tasks and that it was requested to COM/CITELE to broaden the mandate of the Coordination with the Regional Training Centers in order to examine the needs in the whole sector in this matter;
- b) That until now the Regional Training Centers are:

Canada	Telecommunications Executive Management Institute of Canada, TEMIC.
Chile	Internacional Telecommunication Training Center.
United States	Telecommunications Training Institute, USTTI

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<sup>11</sup> Reference Document: COM/CITELE/doc. 492/99

Mexico	Regional Training Centers and Research on Human Resources in Science and Information Technologies
Paraguay	Paraguayan Institute of Telecommunications
Peru	National Institute of Telecommunications Research and Training, INICTEL
Suriname	Telecommunications Corporation Suriname Telesur Training Research
COMTELCA	Central America Training Center

**FURTHER CONSIDERING:**

That the department of scholarships of OAS, at the beginning of 1999 delivered to CITEL a proposal for increasing its support to all the training activities that could be sponsored by OAS and that it will be necessary to continue with the planning of these courses;

**RESOLVES:**

1. To create a Working Group on the Development of Human Resources.
2. To establish that the Terms of Reference of this new Group will be:
  - a) To identify and promote specific training courses in order to meet the needs and priorities of the Members of CITEL;
  - b) To identify the organizations, institutes and training centers able to provide the appropriate training, including the Center of Excellence of the ITU;
  - c) To identify and promote scholarships, complements and other finance resources that facilitate the participation in the training of human resources;
  - d) To coordinate the training programs for the countries of CITEL with the regional centers; and
  - e) To elaborate and spread, with the available information, a document showing the facilities offered by the training centers.
3. To appoint Ecuador as Chair of the Working Group and Costa Rica as Vicepresident.
4. To request the group to present a working plan and a report on the IX Meeting of COM/CITEL.
5. To finalize the activities of the Coordination with the Regional Training Centers, which are now included in the terms of reference of the new established group .
6. To congratulate the Administration of Mexico for the excellent job performed in the Coordination with the Regional Training Centers.
7. To instruct the Executive Secretariat to please inform the members of CITEL of the creation of this group so that they will send their contributions or suggestions.

**COM/CITEL RES. 91 (VIII-99)<sup>12</sup>**

**UPDATED VERSION OF CITEL'S STRATEGIC PLAN FOR 1999 – 2003**

The Eighth Meeting of the CITEL Permanent Executive Committee of CITEL, COM/CITEL,

**CONSIDERING:**

- a) CITEL has consolidated its organization and has ensured the sound orientation of the work entrusted to it by the OAS General Assembly;
- b) Major opportunities for development have been identified, as a result of technological progress and continuous restructuring in the telecommunications sector of the Member States;
- c) It is necessary to develop a general framework of Strategic Policies and Priorities that will better direct each and every one of CITEL's elements;
- d) By means of Resolution 23 (II-98), the CITEL Assembly approved CITEL's Strategic Plan for 1998-2002 and decided to revise it periodically; and
- e) Both the technological developments affecting the telecommunications sector and the changing environment in the Region require that CITEL's Strategic Plan be updated permanently;

**RESOLVES:**

1. To approve the updated version of CITEL's Strategic Plan for 1999-2003, which is attached as an annex.
2. To instruct the Working Group to update the Strategic Plan, to conduct a periodic evaluation and update of the Plan, and to request that the member states participate actively.

**STRATEGIC PLANNING OF CITEL  
FOR 1999-2003 PERIOD**

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<sup>12</sup> Reference Document: COM/CITEL/doc. 494/99rev.1

OBJECTIVES AND MANDATES  
CITEL'S WORKING GROUPS  
PERMANENT CONSULTATIVE COMMITTEES  
PCC.1: Public Telecommunications Services  
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## **CITEL'S STRATEGIC PLAN FOR 1999-2003**

### **EXECUTIVE SUMMARY**

This strategic plan has been developed in response to the need to set CITEL's course in the 21<sup>st</sup> century as a result of breakthroughs in telecommunication technologies, the restructuring of regulatory administrations of member states, and worldwide globalization and the consideration of the different Forums, World and Regional Summits, of both CITEL and ITU, on general goals, policies, and strategies for telecommunications.

This plan is the outcome of a general review of the document "CITEL's Strategic Plan for 1998-1999", from which the guidelines and global strategies approved by the Assembly in March 1998 were drawn. It also brings together the guidelines set forth in CITEL's mandates, under a strategic planning scheme for a five-year period, incorporating the strategic orientation of the PCCs, facilitating their periodical evaluation on the basis of sector action plans. This will enable CITEL to remain at the leading edge of regional advisory organizations preparing, coordinating and reaching a consensus on competitive matters and activities of the ITU Council and CITEL's importance.

The Plan indicates where we are and where we are going, enabling us to have the same approach and to ensure unity of purpose, with clearly established goals, policies, and strategies for the next five years.

## **CITEL'S STRATEGIC PLAN FOR 1999-2003**

### ***BACKGROUND***

The Inter-American Telecommunication Commission (CITEL) is a high-level advisory commission within the Organization of American States, established under Article 52 of the Charter of the OAS.

The OAS, as an organization comprised of 35 countries, has its origins in the first Panama Congress, held on June 22-July 15, 1826 in Panama, and in the ideal of the Liberator Simón Bolívar of setting up a united hemisphere.

Signing of the Treaty of Union, League and Perpetual Confederation of the Panama Congress on July 15, 1826 created the current OAS, which is the oldest organization in the world.

CITEL, as a part of the Organization, has an extensive background, as indicated below:

- In March 1890, the First International American Conference adopted important telecommunications resolutions on promoting telegraphic cable lines to unite the countries represented at the Conference (18), with regular services and equitable rates. One of the telegraphic cable lines, the Pacific line, was supposed to join the ports between San Francisco in the United States and Valparaíso in Chile.
- CITEL was initially set up on May 2, 1923, at the Fifth International American Conference, with the establishment of the Inter-American Electrical Communications Committee.
- Between 1923 and 1959 various expert-level activities were carried out, especially in the fields of radio broadcasting and radiocommunications, such as the South American Radio Agreement, the Inter-American Convention on Radiocommunication, and the North American Radio Broadcasting Agreement. Part of these emerged with the establishment of the Inter-American Radiocommunications Office, created in December 1937.
- Beginning in 1962, CITEL was established as a specialized committee of the Inter-American Economic and Social Council (IAESC) and was called the Inter-American Telecommunication Commission.
- Beginning in 1971, the Commission became the Inter-American Telecommunication Conference, a specialized organization of the OAS, attached to the IAESC.
- CITEL's First Regular Assembly at the ministerial level was held in Montevideo, Uruguay in February 1994, with the Statutes adopted by the OAS General Assembly in June 1993 serving as a legal basis.
- Between 1994 and 1998, CITEL's work has been recognized worldwide, and the organization has been enriched by the presence and joint contributions of the associate members, which along with the States on the Permanent Consultative Committees and the Working Groups have examined highly important topics, such as: Training and Human Resources, Preparation of World Conferences, preparation of stances for the meetings of the ITU Council, Legal Matters and Administrative Procedures, Coordination of Standards, Network Modernization and New Services, Basic and Universal Services, Value-added Services, Alternative Calling Procedures

(Call Back), Certification Processes, Global Information Infrastructure, Accounting Rates of International Telephone Service, Digital Radio Broadcasting, Local Multi-point Distribution Service (LMDS), VSAT Networks and Services, Terrestrial Mobile Services, Mobile Satellite Services below and above 1 GHz, and the Use of the Radioelectric Spectrum, among others.

## **ANALYSIS OF THE CURRENT SITUATION**

### **Analysis of the Environment**

#### ***Technological Breakthroughs***

- Rapid technological breakthroughs that contribute to improving the efficiency of services and including innovations with the emergence of new services.
- Technologies facilitate infrastructure cost reductions.
- The significant advances that have been made by the ITU in identifying the range of frequencies for global mobile personal communications by satellite (GMPCS) systems, which have enabled the establishment of world operators that have obtained authorizations and licenses to operate in the territories of various States of the Americas.
- By means of a resolution of the 1997 World Radiocommunication Conference, the administrations are preparing to introduce International Mobile Telecommunications systems (IMT 2000), with the identification of frequencies and the use of appropriate characteristics, based on the ITU-R and ITU-T recommendations.
- The convergence of telecommunications, computer and audiovisual technology has facilitated the ongoing expansion of services and the massive extension of consumption to a large part of the population which has access to the basic service.
- The trend toward the integration of networks and services.

#### ***Comparative Development***

- The substantial difference with regard to expanding and modernizing services between countries supplying technology and consumer countries, the countries of the Americas being for the most part among the latter.
- The transfer of ownership of state-owned enterprises to semipublic or private enterprises, with the larger part of stock being purchased by trans-national companies.
- Regulation process in some countries and deregulation in others in terms of service delivery.
- Overall liberalization of both product and services markets.

### **Analysis of CITEI's Strengths, Weaknesses, Opportunities, and Threats (SWOT)**

- ***Strengths***

Status as a high-level organization of the OAS, which is supported by the assets and resources of the Organization and whose work has been duly recognized by the General Assembly.

It has rapidly aroused the interest of operator companies, suppliers, industry, learning centers, and other companies, which have become affiliated as associate members of the Permanent Consultative Committees. This proves that CITELE is a valid forum for developing telecommunications in the Americas.

Member states need a body to unify their positions, enabling them to successfully cope with globalization trends and, when appropriate, to elaborate regulations by consensus.

It has a proven and recognized infrastructure.

The telecommunications administrations of member states have benefited from the recommendations of CITELE's Permanent Consultative Committees, in the areas of spectrum management and telecommunication service delivery.

- ***Opportunities***

The difference in the development of the telecommunications of member states and the different sectors within the states will enable CITELE to focus its efforts on community support to recommend adequate solutions.

New technologies and reduced costs will allow the states' national goals to be reached sooner and with better options. CITELE can identify human and economic resources for program implementation.

The decisions of the International Telecommunication Union, in all of its sectors will be consolidated by joining efforts for the common benefit of member states.

Identification of research, training, and technology transfer programs will enable member states of CITELE to improve management orientation.

The globalization trend requires the establishment of organizations comprised of member states in order to adopt common stances and carry out actions for their benefit.

- ***Weaknesses***

Limited participation of member states in CITELE's endeavors. Many states rarely or never participate.

Substantial differences in the development level of Member states.

Scarce financing opportunities for the development of activities.

Lack of human and economic resources facilitating the ongoing participation of some state representatives in CITELE's activities.

Lack of flexible mechanisms for exchanging experts among member states, facilitating the training of human resources and the implementation of development plans.

Continuous change of the representatives of member states in the bodies of CITELE's organizational structure, which in some cases prevents the work from being consistent over time.

- ***Threats***

The trend towards the liberalization of services exerts an impact on regulation processes, which affects CITELE's role of standardizing and harmonizing services in Member states.

The interests that stem from natural trend of private enterprise to obtain higher economic earnings could eventually lead to proposals that are contrary to those of CITELE.

The natural trend toward market domination hinders agreements between service suppliers of member states for a better service delivery for the benefit of users of different countries.

### **Sector Analysis**

- ***Environment***

CITELE is a leading regional organization in coordinating development of the telecommunications sector in the Americas.

The International Telecommunications Union, pursuant to the Constitution and Convention, is the governing body for telecommunications in the world and therefore of member states of CITELE. The presence of all the countries from Region 2 in ITU will clearly benefit the joint work carried out by ITU and CITELE.

Negotiations in the World Trade Organization (WTO) have greater influence on the trade in telecommunications services among Member States of CITELE, due to its worldwide coverage, than negotiations within the Free Trade Area of the Americas (FTAA) agreement framework and other sub-regional agreements.

The existence of sub-regional telecommunications organizations benefits CITELE's work plans. Therefore, it is important that they be strengthened, since they have been weakened in recent years essentially because of the restructuring of the telecommunications sector in member states and in particular as a result of the transfer of state enterprises to the private sector.

World and regional credit institutions could better contribute to the development of telecommunications in member states that need it if they provide better financing conditions and reasonable demands with regard to requirements and guarantees, since telecommunications in itself is a very reliable sector for investment.

- ***Influence Segment***

It encompasses the telecommunications sector of all Member states, both in developed and developing countries, be they providers or consumers of technology. It also includes a large sector of industry, trade, operations, and research for the public and private sector, which participate in CITELE as associate members of the Permanent Consultative Committees.

- ***Structural Dependence***

In the framework of the structure and procedures of the Organization of American States, member states are a part of CITELE.

- ***Barriers to Entry***

CITEL is the only organization of its kind and its duties and responsibilities cannot be substituted or diminished because of the emergence of a similar organization. Thus, this is CITEL's main responsibility.

## **STRATEGIC ORIENTATION**

### **MISSION**

To be a dynamic and efficient organization, promoting the harmonious and integral development of telecommunications in member states of the Region.

### **VISION**

Consolidate CITEL's status as a leading organization in the Telecommunications Sector of the Americas, with the effective participation of all member states, associate members, Observers, and GuestS contributing to the development of the region on the world stage.

### **STRATEGIC OBJECTIVES**

1. To consolidate CITEL as a regional organization recognized worldwide within the world telecommunications context
2. To accelerate the development of telecommunications in member states.
3. To consolidate CITEL's administrative organization gearing it towards efficiency and effectiveness.
4. To improve CITEL's mechanisms for dissemination.
5. To promote training and the transfer of technology between member states.
6. To promote economic, social, and cultural development in member states.

### **GENERAL POLICIES**

1. To consolidate the foundation of CITEL, intensifying the participation of member states, associate members, Representatives of International and Regional Telecommunication Organizations that are Members of the Americas Region, Observers, Guests and other related telecommunication sector.
2. To broaden the scope of action, guaranteeing technical preeminence in the field of telecommunications.
3. To secure and expand its technical competence in matters relating to telecommunications, so as to play a more predominant role in issues relating to the economy and society.
4. To strengthen working relations with other international, regional and subregional organizations.

## STRATEGIC PRIORITIES FOR 1998-2002

1. To consolidate CITELE as an organization recognized within the context of world telecommunications:
  - To motivate participation and increase the responsibility of each and every member state.
  - To promote cooperation ties with development organizations.
  - To expand the relationship between the three PCCs and strengthen their collaboration process.<sup>13</sup>
  - To unify criteria and efforts that benefit member states in the ITU Council decisions.
  - To identify financing opportunities to be dedicated to development activities in the telecommunications sector in member states.
  - To hold ongoing informational and training fora on issues relating to trade in telecommunications services and products.
  
2. To speed up the development of telecommunications in member states:
  - To analyze regularly the needs of CITELE member states, associate members, Observers, and Guests of the world telecommunications sector, and user groups.
  - To establish mechanisms that allow for the harmonious development of telecommunications in member states, promoting the continuous development of telecommunications services, looking after the countries' requirements, based on their level of development.
  - To include social concepts in telecommunication development.
  - To coordinate related regulations and procedures for telecommunications in the Americas.
  - To help identify human and economic resources for the fulfillment of national goals of member states.
  - To work in coordination with the Development Sector of the ITU and subregional telecommunication organizations promoting the development of telecommunication projects.
  - To promote Internet development in the Members States and to urge their Administrations to declare Internet of National Interest, establishing tariff plans to enable access by the population at large to Internet
  
3. To consolidate CITELE's administrative organization, orienting towards efficiency:
  - To improve working methods and performance, within the framework of a flexible structure.
  - To reach common stances before ITU World Conferences<sup>14</sup>.
  - To reinforce coordination activities of the PCCs.
  
4. To improve CITELE's mechanisms for broadcasting:
  - To broadcast information and technical knowledge, when appropriate, through informational meetings, seminars, manuals, and other means.
  - Optimal handling of information through the use of electronic media.
  - Optimize internal communication among member states.
  - To increase CITELE's public information capacity, assuming a leadership position in the telecommunications community in the Americas.

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<sup>13</sup> STE-83/97 (12-08-97) CITELE's Strategic Plan for 1998-2000.

<sup>14</sup> STE-83/97 (12-08-97) CITELE's Strategic Plan for 1998-2000.

5. To promote training and technology transferring among member states.
  - To establish a dynamic mechanism for the exchange of experts among member states.
  - To increasingly promote training for the development of human resources, emphasizing innovative methods, such as ITU's Centers of Excellence, to fulfill CITEL's mission in a practical and objective manner.
  - To identify research, training, and transfer of technology programs to improve gearing the management towards the development of member states.
  - To use Internet as a tool for training events, with member states massive participation.
  
6. To promote economic, social, and cultural development.
  - To extend information technology and audio broadcasting and television through terrestrial and satellite systems.
  - To contribute to creating a stable and transparent environment to attract investment in member states from the region.
  - To incorporate social concepts in the development of telecommunications.
  - To consider Internet as a tool to achieve economic, social and cultural development.

## **OBJECTIVES AND MANDATES**

CITEL goals are achieved through activities of the Working Groups, the Permanent Consultative Committees, as well as through meetings and forums, sharing certain strategic goals and orientations in a given period.

### **CITEL'S WORKING GROUPS:**

#### **Working Group for the Development of Human Resources**

##### *Terms of reference:*

- a) Identify and promote specific training courses in order to meet the needs and priorities of the members of CITEL;
- b) Identify the organizations, institutes, and training centers capable of providing suitable training, mainly taking into account the possibilities of the Center of Excellence;
- c) Identify and promote scholarships, complements, or other financial resources that facilitate the participation in human resources training;
- d) Coordinate training programs with regional centers for CITEL's countries;
- e) Elaborate and disseminate, with available information, a document indicating the facilities being offered by training centers.

## **Working Group on CITEL's Strategic Plan**

### ***Terms of reference:***

Update the Strategic Plan.

## **Ad Hoc Group in charge of preparing a Draft Sector Plan of Action for the Third Summit of the Americas**

### ***Topics to be included in the Plan of Action:***

- a) Guidelines that contribute to achieving the objective of implementing universal service, keeping in mind the development status of the sector in each country and the resources available for this, including the identification of possible financing sources,
- b) The new concept of universal service includes not only basic telephone services, but also mainly the availability of world connectiveness to all citizens with a capacity that is in line with their specific needs.
- c) Policies for the development of telecommunication infrastructure, with enough capacity to deliver broadband multimedia services, with access to world information networks and with wide coverage for user access through different media.
- d) Continuity in the coordination of regional technical standardization to guarantee the interoperability of networks and services and in particular basic services, according to Internet Protocol (IP).
- e) Guidelines aimed at reorienting the development of human resources and consolidating established mechanisms to adjust them to the demands of technological convergence and competitiveness.
- f) Political guidelines for the liberalization of telecommunication service markets that are in agreement with the establishment of the Free Trade Area of the Americas (FTAA).
- g) Guidelines to promote and consolidate competition and protection for telecommunication service users in the region.
- h) Guidelines and procedures for implementing the Inter-American Mutual Recognition Agreement (MRA) for the evaluation of conformity of telecommunications equipment.
- i) Development of coordination mechanisms with other regions of the world that are implementing similar or identical MRAs.
- j) Guidelines aimed at preparing the countries of the Americas to develop their infrastructure in order to promote their full participation in the modern scheme of the Global Information Society.

## **Working Group for preparing CITEL for the 2002 ITU Plenipotentiary Conference**

### *Terms of reference:*

- a) Identify the matters to be dealt with by the Conference and that are of interest for the objectives of activities of CITEL and establish the group's structure for dealing with these matters.
- b) Prepare common proposals for consideration by the conference.
- c) Coordinate and establish the strategy to be developed by CITEL during the Conference.
- d) Analyze and prepare general guidelines for representation at the meeting during the Conference.

## **Working Group to prepare for the meetings of the International Telecommunications Union (ITU) Council**

### *Terms of reference:*

- a) Identify the matters to be dealt with by the ITU Council and that are of real importance for CITEL's objectives and activities, including the decisions adopted by the Conference of Plenipotentiaries and to establish priority of treatment of the most urgent matters.
- b) Undertake preparatory work for the matters defined as important for CITEL and coordinate the strategy to be developed inside the Council, its Commissions, and related Working Groups.
- c) Coordinate with the Permanent Consultative Committees the handling of the Council's matters and activities corresponding to their jurisdiction so as to:
  - Be apprised of the results of the work conducted inside the PCCs.
  - Have the Working Group report to the Chairmen of the PCCs about the decisions adopted by the Council that come under the jurisdiction of their respective Committees.

## **Steering Committee**

### *Terms of reference*

- a) Consolidate the coordination of activities of the different entities of CITEL and its relationship with other telecommunications organizations or entities involved in this activity, inside or outside the region of the Americas in order to ensure the better functioning of CITEL as a whole.
- b) Use more efficiently the funds and increase Regular Fund and Specific Fund resources, with the help of CITEL's Executive Secretary acting as Secretary of the Committee, with the responsibility of presenting to COM/CITEL a detailed report on:
  - All draft proposals to amend CITEL's Statutes and Regulations,

- All draft proposals to amend the Mandates of the Permanent Consultative Committees and the Working Groups that are part of COM/CITEL,
- All draft proposals for the budget and all proposal to amend budgets and programs of activities being implemented,
- Conclusions from the in-depth study of the implementation of Programs of Activities and Budget conducted by Permanent Consultative Committees, the Working Groups that are part of COM/CITEL, and CITEL's Executive Secretariat, and the decisions adopted by the Steering Committee.

### **Joint Working Group on legal matters and administrative procedures of PCC.I, II and III**

#### ***Terms of reference:***

- a) Study the matters and provide the advisory services requested by the three PCCs on legal matters and administrative procedures with respect to the telecommunications networks and services that are part of CITEL's mandate.
- b) Limit its work to tasks officially entrusted to it by the PCCs; nevertheless, when necessary, it can included in its recommendations to the PCC the identification of matters that require CITEL's immediate attention.
- c) Study specific topics and coordinate those matters involving legal and administrative practices in the Americas in the area of telecommunications services, in coordination with the region's legal entities.
- d) Present a report assessing the regulatory and legal means that promote the liberalization of telecommunications services.

## **PERMANENT CONSULTATIVE COMMITTEES**

### *PCC.I: Public Telecommunications services*

#### **Objective**

To act within the Inter-American Telecommunication Commission with respect to standards coordination, planning, financing, construction, operations, maintenance, technical assistance, equipment certification processes, tariff principles, and other matters related to the use, implementation, and exploitation of public telecommunications services in the Member states.

#### *Mandates*

In accordance with the ITU Regulations and taking into account the ITU recommendations:

- a) To promote and watch over the integration and strengthening of networks and public telecommunications services operating in the member states, taking into account the

need for their modernization and for the promotion of basic services, as well as for increasing the availability of specialized public services.

- b) To promote the development and implementation of new services that will make it possible to meet the telecommunications needs of all the inhabitants of the Americas, especially those in the most poorly served areas and sectors, on the basis of the national targets of each country and taking into account the programs established by sub-regional, regional, and worldwide organizations, in particular the ITU World Telecommunication Development Conferences.
- c) To provide incentives for research, training, technology transfer, and the experiences of all member states and to see to it that these activities are considered necessary in all development and implementation processes.
- d) To undertake a coordinated effort with the different CITEL Groups in those areas that, by their very nature, lend themselves to joint action.
- e) To undertake the coordination of regional preparations for major ITU-T Conferences and meetings, including the preparation of common regional proposals (IAP) and positions when deemed appropriate.
- f) Continue the development of its role as a forum where the private sector and governments can come together to discuss issues concerning emerging IP networks, including IP telephone service, inter-operability and coordination of standard-setting for these networks.
- g) In addition, make efforts to improve coverage and access to Internet in the Americas by cooperating with the private sector.

## **PCC.II: Broadcasting**

### **Objective**

To act as a technical advisory body within the Inter-American Telecommunication Commission with respect to standards coordination, planning, operation, and technical assistance for the broadcasting service in its different forms.

### **Mandates**

- a) To stimulate and foster the development of the broadcasting service in the region.
- b) To promote and stimulate the use of modern technologies and to evaluate their impact.
- c) To promote the efficient use of the radio spectrum allocated to the broadcasting service, taking into account, in particular, the need to prevent and avoid, to the extent possible, harmful interferences to the radiocommunication services.

- d) To undertake a coordinated effort with the different CITEL groups in those areas that, by their very nature, lend themselves to joint action.
- e) To undertake the coordination of regional preparations for major ITU-R. Conferences and meetings within its mandates including the preparation of common regional proposals (IAP) and positions when deemed appropriate.

### **PCC.III: Radiocommunications**

#### **Objective**

To act as a technical advisory body within the Inter-American Telecommunication Commission with respect to standards coordination, planning, and full and efficient use of the radio spectrum and satellite orbits, as well as matters pertaining to the operation of radiocommunication services in the member states.

#### **Mandates**

In accordance with the ITU Radio Regulations and taking into account ITU recommendations:

- a) To promote harmonization in the utilization of the radio spectrum and the operation of radiocommunication services in the member states, bearing especially in mind the need to prevent and avoid, to the extent possible, harmful interference in radiocommunication services.
- b) To foster the development and implementation of modern technologies and new services in the field of radiocommunication that make it possible to meet the needs of Member states, in conjunction with a more efficient utilization of the spectrum.
- c) To undertake a coordinated effort with the different CITEL Groups in those areas that by their very nature lend themselves to joint action.
- d) To undertake the coordination of regional preparations for major ITU-R Conferences and meetings, including the preparation of common regional proposals (IAP) and positions when deemed appropriate.

**COM/CITEL/RES.92 (VIII-99)<sup>15</sup>**

### **RESULTS OF THE AD HOC GROUP ON CITEL'S STRUCTURE AND FUNCTIONING**

The Eighth Meeting of the Permanent Executive Committee of CITEL (COM/CITEL),

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<sup>15</sup> Reference Document: COM/CITEL/doc.499/99

**HAVING SEEN:**

That among the terms of reference of the Ad Hoc Group on the Structure and Functioning of CITEL included in resolution COM/CITEL/RES.40 (IV-96), the following are mentioned:

- Review of CITEL's existing structure,
- Establishment of measures to build up CITEL's financial base, and
- Implementation of capacity for the electronic handling of documents.

**CONSIDERING:**

- a) The results of the Colloquium on the Structure and Functioning of CITEL held in Mexico City, Mexico, on September 6, 1999;
- b) That the Colloquium suggested the amendment of the terms of reference of the Steering Committee, which were defined in resolution CITEL/RES.16 (II-98); and
- c) That, likewise, when analyzing CITEL's functioning, it was observed that the Working Groups of COM/CITEL needed to have an independent budget to be able to carry out their duties;

**FURTHER CONSIDERING:**

- a) The need to improve the handling of documents at CITEL's meetings; and
- b) The suggestions to attempt different working methods in order to improve the efficiency of the PCC meetings, among which it was considered that the period for starting and finishing the meetings be changed;

**RESOLVES:**

1. To adopt provisionally the amendment to the terms of reference of the Steering Committee as indicated in annex 1 to this resolution, ad referendum to the next regular or special meeting of CITEL's Assembly, which shall take a decision regarding this;
2. To include in CITEL's budget funds to enable the functioning of the working groups that are part of COM/CITEL.
3. To adopt the following procedure for handling documents:
  - a) The deadline to present documents is 15 days prior to the start of the corresponding meeting; and
  - b) All documents that do not meet the deadlines set in the preceding item will be presented at the meeting of heads of delegation to determine whether they are to be considered as information or working documents during said meeting.
4. To adopt provisionally the amendment to the articles of CITEL's Regulations so as to satisfy with "resolve 3" of this resolution, ad referendum to the next regular or special meeting of CITEL's Assembly which shall take a decision regarding this.

5. To maintain CITEL's current structure, comprised of three Permanent Consultative Committees on Public Telecommunication Services, Broadcasting, and Radiocommunications.
6. That the Executive Secretary shall prepare for the next regular or extraordinary meeting of CITEL's Assembly a document containing the proposals to amend the Regulations and terms of reference of the Steering Committee as recommended at this meeting.

**RECOMMENDS:**

That the Chairs of the PCC's consider conducting a pilot experiment in a Permanent Consultative Committee, starting the meeting on Thursday and ending it on the following Wednesday, with Saturday as a normal working day and seminars to be held on Sunday or Saturday.

**ANNEX 1**

**TERMS OF REFERENCE OF THE STEERING COMMITTEE**

**STEERING COMMITTEE**

The Steering Committee is comprised of the Chairman and Deputy Chairman of COM/CITEL and the Chairmen of the PCCs.

**Terms of Reference:**

The objective of the Steering Committee is:

1. To build up the coordination of activities of the different entities of CITEL and their relationship with other telecommunications entities or entities involved in this activity inside or outside the region of the Americas to ensure that CITEL as a whole will function better.
2. To use funds more efficiently and increase the Regular Fund and Specific Fund resources with the help of CITEL's Executive Secretary acting as the Committee's Secretary, who is responsible for presenting to COM/CITEL a detailed report on:
  - a) All draft proposals for amending CITEL's Statutes and Regulations,
  - b) All draft proposals for amending the mandates of the Permanent Consultative Committees and Working Groups that are a part of COM/CITEL,
  - c) All draft proposal for the budget and all proposals to change budgets and Programs of Activities being implemented, and
  - d) The conclusions drawn from the thorough review of the implementation of the Programs of Activities and Budget carried out by the Permanent Consultative Committees, the Working Groups that are part of COM/CITEL, and the Executive Secretariat of CITEL, and the decisions adopted by the Steering Committee.

**TELECOMMUNICATIONS TO THE SERVICE OF HUMANITARIAN ASSISTANCE**

The Eighth Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

**CONSIDERING:**

- a) That in document COM/CITEL/doc.466/99, submitted by ITU concerning Telecommunications to the service of Humanitarian Assistance, the following problems, among others, are standardized:
  - i) Regulatory barriers that hinder the timely operation of the telecommunications systems when emergency arises;
  - ii) Difficulty in the allotment of frequencies and operations licenses when emergency arises;
  - iii) Collection of taxes to the telecommunications equipment that are imported for humanitarian purposes;
- b) That the amateur radio users are an important support in telecommunications when an emergency hinders the usage of the regular systems.
- c) That GMPCS systems are also being used for providing humanitarian assistance during emergency situations

**RESOLVES:**

- 1. To urge the Member States to sign, ratify and apply the Convention of Tampere of June, 1998.
- 2. To request the telecommunication administrations of the Member States to seek the appropriate mechanisms to solve the problems described in the above CONSIDERING items.
- 3. To urge the Member States to sign, ratify and apply the International Amateur Radio Users Permit developed by CITEL and approved by the General Assembly of OAS.
- 4. To include the issue on Telecommunications to the Service of Humanitarian Assistance in the documents for study at the next General Assembly of OAS, as well as at the III Summit of the Americas.

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<sup>16</sup> Reference Document: COM/CITEL/doc. 504/99

**COM/CITEL/RES. 94 (VIII-99)<sup>17</sup>**

**AGENDA, VENUE AND DATE OF THE IX MEETING OF COM/CITEL**

The Eighth Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

**RESOLVES:**

1. To hold the IX meeting of COM/CITEL in November, 13 –17, 2000, in venue to be determined.
2. To approve the draft for the agenda for IX COM/CITEL meeting attached to the following resolution:

**ANNEX**

1. Approval of the agenda and schedule.
2. Establishment of the Committees.
3. Report of the Chair of COM/CITEL.
4. Reports of the Chairs of the Permanent Consultative Committees.
5. Report of the Joint Working Group on Legal Matters and Administrative Procedures of PCC.I, II, and III.
6. Report and meeting of:
  - a) Working Group to Prepare for the Meetings of the Council of the ITU.
  - b) Working Group to Prepare for the Plenipotentiary Conference of the ITU of 2002.
  - c) Working Group for the Development of Human Resources.
    - iv) Working Group on the CITEL Strategic Plan.
    - v) Cooperative Agreements
    - vi) Ad Hoc Group on the action plan of the Third summit
7. Approval of the annual report on CITEL activities.
8. Approval of the 2001 Plan of Operations (activities, budget, and schedule of meetings in 2001).
9. Report on activities to follow up on the Summit of the Americas.
10. Proposals to amend the Statute and Regulations.
11. Coordination with regional and international telecommunications organizations.
12. Report on joint CITEL/ITU activities.
13. Report of the ITU centers of excellence.
14. OAS General Assembly resolutions that affect CITEL.
15. Status of associate members.
16. Date, agenda, and site of the next meeting.
17. Approval of the reports of the committees.
18. Other business.
19. Approval of the final report.

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<sup>17</sup> Reference Document: COM/CITEL/doc. 503/99

**RESOLUTION TO ADOPT THE 2000 PROGRAM-BUDGET**

The Eighth Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

**HAVING CONSIDERED**

- a) The Program-Budget and draft calendar developed by the COM/CITEL “Commission on the 2000 Program-Budget”,
- b) The desirability to move CITEL toward a multi-year planning and budgeting cycle, and
- c) The concerns expressed by several delegations regarding the most appropriate mechanism to ensure that Associate Member dues are paid in a timely fashion.

**RESOLVES:**

- 1. To adopt the Program-Budget and draft calendar for 2000 annexed to this resolution,
- 2. To instruct the Executive Secretariat:
  - 1. To extrapolate from the annexed documents to develop a notional Program-Budget and calendar for 2001 and to provide that document to the next meeting of the Steering Committee,
  - 2. To provide each meeting of the Permanent Consultative Committees with an up-to-date statement of their budgetary situation,
  - 3. To redouble its efforts to collect associate member dues owed to the organization, and, to that end, confirm that it has current contact information for each associate member
  - 4. To seek, as a final step before any action which would tend to suspend the ability of an associate member to participate fully in the activities of CITEL, the assistance of the relevant CITEL Member State to obtain payment of associate member dues,
  - 5. To ensure that all associate members are aware of the availability of information regarding the uses made by CITEL of associate member dues.

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<sup>18</sup> Reference Document: COM/CITEL/doc.457/99

**PROGRAM-BUDGET FOR CITEL - 2000**

(in thousand US dollars)

	<b>Regular Funds – US\$</b>	<b>Subtotals</b>
<b>EXECUTIVE SECRETARIAT STAFF</b>	423.7	423.7
<b>IX Meeting of COM/CITEL</b>		
Travel cost for CITEL Specialist, Legal Advisor, and 1 Conference Specialist and 1 Document Technician	9.0	
Cost of 5 days meeting	36.0	
<b>Subtotal</b>		45.0
<b>PCC.I - III FORUM Meeting</b>		
Travel cost for the Executive Secretary, CITEL Specialist and 1 Conference Specialist and 1 Document Technician	9.7	
Cost of 5 days meeting	11.3	
<b>Subtotal</b>		21.0
<b>PCC.I - XII Meeting</b>		
Travel cost for the Executive Secretary, CITEL Specialist and 1 Conference Specialist and 1 Document Technician	9.7	
Cost of 5 days meeting	11.3	
<b>Subtotal</b>		21.0
<b>PCC.I - XIII Meeting</b>		
Travel cost for the Executive Secretary, CITEL Specialist and 1 Conference Specialist and 1 Document Technician	9.7	
Cost of 5 days meeting	11.3	
<b>Subtotal</b>		21.0
<b>PCC.II – VI Meeting</b>		
Travel cost for the Executive Secretary, CITEL Specialist and 1 Conference Specialist and 1 Document Technician	9.7	

Cost of 5 days meeting	11.3	
<b>Subtotal</b>		21.0
	<b>Regular Funds - US\$</b>	<b>Subtotals</b>
<b>PCC.III – XV Meeting</b>		
Travel cost for the Executive Secretary, CITEL Specialist, 1 Conference Specialist and 1 Document Technician and Document Technician	12.2	
Cost of 5 days meeting	8.8	
<b>Subtotal</b>		21.0
<b>PCC.III – WRC Meeting – Istanbul, Turkey (*)</b>		
Travel cost for the Executive Secretary	9.5	
Publications	3	
Rent of a meeting room	10	
Other expenses	11.5	
<b>Subtotal</b>		21.0
<b>PCC.III – XVI Meeting</b>		
Travel cost for the Executive Secretary, CITEL Specialist, 1 Conference Specialist and 1 Document Technician and Document Technician	12.2	
Cost of 5 days meeting	8.8	
<b>Subtotal</b>		21.0
<b>VIII STEERING COMMITTEE Meeting</b>		
<b>Cost of 3 day meeting</b>	12.2	
<b>Subtotal</b>		12.2
<b>REPRESENTATION OF CITEL BY THE COM/CITEL CHAIR OR HIS DESIGNEE</b>		
Unscheduled travel	3.3	
Americas Telecom – Rio de Janeiro, April 10-15	3.3	
OAS General Assembly Windsor, Ontario, Canada, June 4-6	1.9	
<b>Subtotal</b>		8.5

<b>LOGISTICAL SUPPORT FOR COM/CITEL WORKING GROUPS AS DIRECTED BY THE CHAIR OF COM/CITEL</b>	3.3	
<b>SUBTOTAL</b>		3.3

	<b>Regular Funds – US\$</b>	<b>Subtotals</b>
<b>GENERAL COSTS OF THE EXECUTIVE SECRETARIAT</b>		
Scheduled travel of executive secretary to the annual meeting of COM/CITEL	2.6	
Photocopies	3.1	
Equipment and Office Supplies	3.2	
Subscriptions of publications	1.8	
Postage	2.2	
Maintenance of copying machine	2.7	
Fax	5.0	
Telephone	6.5	
Translation services	7.4	
Internet cost	1.6	
LAN services	1.4	
Shipping (courier)	1.5	
<b>Subtotal</b>		39.0
<b>TOTAL</b>	<b>678.7</b>	<b>678.7</b>

(\*) Calculations of cost (ticket, per diem, terminal expenses) are subject to changes. All calculations were made using the rates as of November 1999.

**DRAFT BUDGET - III FORUM**  
**PERMANENT CONSULTATIVE COMMITTEE (PCC.I)**  
**February 14-16, 2000**

Activity	Funds to be used at Hdqs. CITEL	<b>FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION III.</b>	<b>Total Cost</b>
<b>TRAVEL (4 persons)</b> Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, and 1 Conference Specialist and 1 Document Technician	<b>9,700 (1)</b>		<b>9,700</b>
<b>EQUIPMENT AND SUPPLIES</b> <b>Rent of equipments and office supplies</b>		<b>3,000 (1)</b>	<b>3,000</b>
<b>TELEPHONE, FAX, ETC.</b>	<b>505 (1)</b>		<b>505</b>
<b>CONTRACTS PERSONNEL</b> • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	<b>1,800 (1)</b>	<b>2,445 (1)</b>  <b><u>50,000 (2)</u></b> <b>52,445</b>	<b>4,245</b>  <b><u>50,000</u></b> <b>54,245</b>
<b>CONTINGENCIES (5% de \$71,000)</b>	<b>3,550 (1)</b>		<b>3,550</b>
<b>TOTAL</b>	<b>15,555</b>	<b>55,445</b>	<b>71,000</b>

(1) Regular Fund  
(2) Specific Funds (Associate Members)

**DRAFT BUDGET – XII MEETING  
PERMANENT CONSULTATIVE COMMITTEE (PCC.I)  
2000**

Activity	Funds to be used at Hdqs. CITEL	<b>FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION IV.</b>	<b>Total Cost</b>
<b>TRAVEL (4 persons)</b> Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, and 1 Conference Specialist and 1 Document Technician	<b>9,700 (1)</b>		<b>9,700</b>
<b>EQUIPMENT AND SUPPLIES</b> <b>Rent of equipments and office supplies</b>		<b>3,000 (1)</b>	<b>3,000</b>
<b>TELEPHONE, FAX, ETC.</b>	<b>505 (1)</b>		<b>505</b>
<b>CONTRACTS PERSONNEL</b> • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	<b>1,800 (1)</b>	<b>2,445 (1)</b>  <b><u>50,000 (2)</u></b> <b>52,445</b>	<b>4,245</b>  <b><u>50,000</u></b> <b>54,245</b>
<b>CONTINGENCIES</b> (5% de \$71,000)	<b>3,550 (1)</b>		<b>3,550</b>
<b>TOTAL</b>	<b>15,555</b>	<b>55,445</b>	<b>71,000</b>

- (1) Regular Fund  
(2) Specific Funds (Associate Members)

**DRAFT BUDGET – XIII MEETING  
PERMANENT CONSULTATIVE COMMITTEE (PCC.I)  
2000**

Activity	Funds to be used at Hdqs. CITEL	<b>FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION V.</b>	<b>Total Cost</b>
<b>TRAVEL (4 persons)</b> Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, and 1 Conference Specialist and 1 Document Technician	<b>9,700 (1)</b>		<b>9,700</b>
<b>EQUIPMENT AND SUPPLIES</b> <b>Rent of equipments and office supplies</b>		<b>3,000 (1)</b>	<b>3,000</b>
<b>TELEPHONE, FAX, ETC.</b>	<b>505 (1)</b>		<b>505</b>
<b>CONTRACTS PERSONNEL</b> • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	<b>1,800 (1)</b>	<b>2,445 (1)</b>  <b><u>50,000 (2)</u></b> <b>52,445</b>	<b>4,245</b>  <b><u>50,000</u></b> <b>54,245</b>
<b>CONTINGENCIES (5% de \$71,000)</b>	<b>3,550 (1)</b>		<b>3,550</b>
<b>TOTAL</b>	<b>15,555</b>	<b>55,445</b>	<b>71,000</b>

- (1) **Regular Fund**  
(2) **Specific Funds (Associate Members)**

**DRAFT BUDGET – VI MEETING  
PERMANENT CONSULTATIVE COMMITTEE (PCC.II)  
2000**

Activity	Funds to be used at Hdqs. CITEL	<b>FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION VI.</b>	<b>Total Cost</b>
<b>TRAVEL (4 persons)</b> Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, and 1 Conference Specialist and 1 Document Technician	<b>9,700 (1)</b>		<b>9,700</b>
<b>EQUIPMENT AND SUPPLIES</b> <b>Rent of equipments and office supplies</b>		<b>3,200 (1)</b>	<b>3,200</b>
<b>TELEPHONE, FAX, ETC.</b>	<b>508 (1)</b>		<b>508</b>
<b>CONTRACTS PERSONNEL</b> • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	<b>2,000 (1)</b>	<b>3,000 (1)</b>  <b><u>30,830 (2)</u></b> <b>33,830</b>	<b>5,000</b>  <b><u>30,830</u></b> <b>35,830</b>
<b>CONTINGENCIES (5% de \$51,830)</b>	<b>2,592(1)</b>		<b>2,592</b>
<b>TOTAL</b>	<b>14,800</b>	<b>37,030</b>	<b>51,830</b>

- (1) Regular Fund  
(2) Specific Funds (Associate Members)

**DRAFT BUDGET –XV MEETING  
PERMANENT CONSULTATIVE COMMITTEE (PCC.III)  
February 21-25, 2000  
Caracas, Venezuela**

Activity	Funds to be used at Hdqs. CITEL	<b>FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION VII.</b>	<b>Total Cost</b>
<b>TRAVEL (5 persons)</b> Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, 1 Conference Specialist and 2 Documents Technicians	<b>12,200 (1)</b>		<b>12,200</b>
<b>EQUIPMENT AND SUPPLIES</b> <b>Rent of equipments and office supplies</b>		<b>10,000 (1)</b>	<b>10,000</b>
<b>TELEPHONE, FAX, ETC.</b>	<b>1,214 (1)</b>		<b>1,214</b>
<b>CONTRACTS PERSONNEL</b> • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	<b>2,736 (1)</b> <b>3,364 (2)</b>	<b>4,653 (2)</b>  <b><u>69,248 (2)</u></b> <b>73,901</b>	<b>10,753</b>  <b><u>69,248</u></b> <b>80,001</b>
<b>CONTINGENCIES (5% de \$108,858)</b>	<b>5443 (1)</b>		<b>5443</b>
<b>TOTAL</b>	<b>24,957</b>	<b>83,901</b>	<b>108,858</b>

- (1) **Regular Fund**  
(2) **Specific Funds (Associate Members)**

**DRAFT BUDGET –XVI MEETING  
PERMANENT CONSULTATIVE COMMITTEE (PCC.III)  
2000**

Activity	Funds to be used at Hdqs. CITEL	<b>FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION VIII.</b>	<b>Total Cost</b>
<b>TRAVEL (5 persons)</b> Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, 1 Conference Specialist and 2 Documents Technicians	<b>12,200 (1)</b>		<b>12,200</b>
<b>EQUIPMENT AND SUPPLIES</b> <b>Rent of equipments and office supplies</b>		<b>10,000 (1)</b>	<b>10,000</b>
<b>TELEPHONE, FAX, ETC.</b>	<b>1,214 (1)</b>		<b>1,214</b>
<b>CONTRACTS PERSONNEL</b> • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	<b>2,736 (1)</b> <b>3,364 (2)</b>	<b>4,653 (2)</b>  <b><u>63,548.1(2)</u></b> <b>68201.1</b>	<b>10,753</b>  <b><u>63,548.1</u></b> <b>74,301.1</b>
<b>CONTINGENCIES (5% de \$102,858)</b>	<b>5142.9(1)</b>		<b>5142.9</b>
<b>TOTAL</b>	<b>24,656.9</b>	<b>78,201.1</b>	<b>102,858</b>

- (1)                   **Regular Fund**  
(2)                   **Specific Funds (Associate Members)**

**DRAFT BUDGET –WRC MEETING  
PERMANENT CONSULTATIVE COMMITTEE (PCC.III)  
Istanbul, Turkey  
2000**

Activity	Funds to be used at Hdqs. CITEL	<b>FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION IX.</b>	<b>Total Cost</b>
<b>TRAVEL</b> Ticket, per diem, and terminal expenses for Executive Secretary	<b>9,500 (1)</b> <b>9,500 (2)</b>		<b>19,000</b>
<b>TELEPHONE, FAX, ETC.</b>	<b>1,214 (1)</b>		<b>1,214</b>
<b>CONTRACTS PERSONNEL</b> • Preparation of documents • Interpreters	<b>2,800(1)</b>	<b>6,436 (1)</b>	<b>9,236</b>
<b>PUBLICATIONS/CD ROM</b>	<b>3,000 (2)</b>	<b>5,000 (2)</b>	<b>8,000 (2)</b>
<b>RENTAL OF A ROOM</b>	<b>10,000 (2)</b>		<b>10,000 (2)</b>
<b>CONTINGENCIES (5% de \$21,000)</b>	<b>1,050(1)</b>		<b>1,050</b>
<b>TOTAL</b>	<b>37,064</b>	<b>11,436</b>	<b>48,500</b>

(1) **Regular Fund**

**DRAFT BUDGET – IX MEETING  
PERMANENT EXECUTIVE COMMITTEE (COM/CITEL)  
2000**

Activity	Funds to be used at Hdqs. CITEL	Funds to be transferred to Coordinating Institution <b>X.</b>	<b>Total Cost</b>
<b>TRAVEL (4 persons)</b> Ticket, per diem, and terminal expenses for CITEL Specialist, Legal Advisor, and 1 Conference Specialist and 1 Document Technician	<b>9,000</b>		<b>9,000</b>
<b>EQUIPMENT AND SUPPLIES</b> <b>Rent of equipments and office supplies</b>		<b>2,000</b>	<b>2,000</b>
<b>TELEPHONE, FAX, ETC.</b>	<b>750</b>		<b>750</b>
<b>CONTRACTS PERSONNEL</b> <ul style="list-style-type: none"> <li>• Preparation of documents before, during and after</li> <li>• Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff</li> </ul>	<b>2,680</b>	<b>4,500</b>  <u>23,820</u> <b>28,320</b>	<b>7180</b>  <u>23,820</u> <b>30,865</b>
<b>CONTINGENCIES (5% de \$45,000)</b>	<b>2,250</b>		<b>2,250</b>
<b>TOTAL</b>	<b>14,680</b>	<b>30,320</b>	<b>45,000</b>

**DRAFT BUDGET –VIII MEETING  
STEERING COMMITTEE OF CITEL  
2000**

Activity	Funds to be used at Hdqs. CITEL
<b>EQUIPMENT AND SUPPLIES</b> <b>RENT OF EQUIPMENTS AND OFFICE SUPPLIES</b>	<b>700</b>
<b>TELEPHONE, FAX, ETC.</b>	<b>790</b>
<b>CONTRACTS PERSONNEL</b> <ul style="list-style-type: none"> <li>• Preparation of documents before, during and after</li> <li>• Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff</li> </ul>	<b>1,300</b> <b><u>8,800</u></b> <b>10,100</b>
<b>CONTINGENCIES (5% de \$12,200)</b>	<b>610</b>
<b>TOTAL</b>	<b>12,200</b>

## DETAILED PROGRAM-BUDGET FOR CITEL – 2000

CITEL's activities are financed by three sources:

- Regular funds from the OAS/General Assembly;
- Funds received from the quota payments of CITEL associate members corresponding to the period 1994-1999; and,
- Funds that will be received from the quota payments of CITEL associate members for 2000.

The following detailed program-budget is for the use of funds by the Permanent Consultative Committees in 2000. This budget includes CITEL staff: a G5 category person (\$49,200) and a P1 category person (\$49,600).

### PCC.I

**Available funds:**

Regular funds received from CITEL (US\$21,000 x 3 meetings)	63,000
Existent funds from the associate members 1994-1999	113,170
Foreseen funds from associate members 2000	150,000
<b>TOTAL</b>	<b>US\$326,170</b>

**Budget 2000:**

III Forum, XII and XIII meetings (US\$71,000 each)	213,000
Publications	30,000
In support of the PCC.I activities to be used at the direction of the Chairperson	45,270
CITEL staff: G5 and P1 (6 months salary)	49,400
<b>TOTAL</b>	<b>US\$337,670</b>

### PCC.II

**Available funds:**

Regular funds received from CITEL (US\$21,000)	21,000
Existent funds from the associate members 1994-1999	19,292
Foreseen funds from associate members 2000	17,000
<b>TOTAL</b>	<b>US\$57,292</b>

**Budget 2000:**

VI meeting	51,830
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In support of the PCC.II activities to be used at the direction of the Chairperson	5,462
<b>TOTAL</b>	<b>US\$57,292</b>

### PCC.III

**Available funds:**

Regular funds received from CITELE (US\$21,000 x 3 meetings)	63,000
Existent funds from the associate members 1994-1999	161,616
Foreseen funds from associate members 2000	175,000
<b>TOTAL</b>	<b>US\$399,616</b>

**Budget 2000:**

XV and XVI meetings (US\$ 108,858 and US\$102,858 respectively)	211,716
WRC Meeting in Istanbul, Turkey	48,500
Publications	40,000
In support of the PCC.III activities to be used at the direction of the Chairperson	50,000
CITELE staff: G5 and P1 (6 months salary)	49,400
<b>TOTAL</b>	<b>US\$399,616</b>

## 2000 Calendar

Meeting of PCC.III	6-10 March	Caracas, Venezuela
WRC Meeting of PCC.III	May - June	Istanbul, Turkey
Meeting of PCC.I	TBD	TBD
Meeting of PCC.I	26-30 June	TBD
IV Meeting of the Working Group in Preparation of the Meeting of the Council of ITU		Geneva, Switzerland
Steering Committee and V Meeting of the Working Group in Preparation of the Meeting of the Council of the ITU	14-18 August	OAS Headquarters, Washington DC, USA
Meeting of PCC.II and Forum	30 July –4 August	San Salvador, El Salvador
PCC.III	28 August – 1 September	TBD
PCC.I	30 October – 3 November	TBD
COM/CITEL	13 – 17 November	Ecuador

**COM/CITEL/RES.96 (VIII-99)**

**APPROVAL OF THE SECOND VERSION OF THE BLUE BOOK:  
“TELECOMMUNICATIONS POLICIES FOR THE AMERICAS”**

The Eighth Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

**HAVING SEEN:**

Resolution COM/CITEL/RES.79 (VII-98), approving the revision of the Blue Book, for which the COM/CITEL Chairman was instructed to coordinate with the ITU Development Bureau in order to find the best work arrangement;

**CONSIDERING:**

- a) That the International Telecommunications Union (ITU), having accepted the request of COM/CITEL, assigned a consultant to help CITEL develop an up-dated text;
- b) That based on the report from the Head of the ITU Regional Office, the VI Meeting of the Steering Committee decided to submit the revised version of the Blue Book to the VIII Meeting of COM/CITEL for its approval, with an aim to introduce and distribute the Book during the “America Telecom 2000” fair to be held in Rio de Janeiro in April of next year;
- c) That during the “Regional Meeting of Regulators and Operators of the Americas”, organized by the ITU Telecommunications Development Bureau and regional/sub-regional telecommunications agencies and carried out in Caracas, Venezuela on September 14-17, 1999, the contents of the second version of the Blue Book was defined;
- d) That the XI Meeting of PCC.I, held in Buenos Aires, Argentina, on October 25-29, established the structure for the new version of the book, especially the guidelines for developing the chapters on Internet and IP Services, and on Trade in Services;
- e) That this VIII Meeting of COM/CITEL reviewed in detail the text arising from the consolidation done by ITU on the basis of contributions received from the Member States;

**RESOLVES:**

1. To approve the text of the Second Version of the Blue Book “Telecommunications Policies for the Americas”.
2. To request the CITEL Member States to promote and support the use of the Blue Book as a reference document containing guidelines and possible alternatives that each country can take into account and adjust to their respective interests and conditions.
3. To periodically study the need to revise and update the content of the Book as a dynamic instrument, as the evolution of telecommunications requires.
4. To request that the COM/CITEL Chairman send a note to the Regional Office of the International Telecommunications Union and to the consultant Mr. Domenico Stagliano expressing CITEL’s recognition for the high quality of the contributions made by him, for the second version of the Blue Book.
5. To request that the COM/CITEL Chairman send the second version of the Blue Book to the Permanent Missions of the OAS Member States, to the OAS Secretary General, to the legislative

agencies and telecommunication administrations of the Member States, and to the subregional and international telecommunications organizations.

**IV. DECISIONS:**

**COM/CITEL/DEC. 22 (VIII-99)**

**CONCLUSION OF THE ACTIVITIES OF THE AD HOC GROUP ON CITEL'S  
STRUCTURE AND FUNCTIONING**

The Eighth Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

**WHEREAS:**

That by Resolution COM/CITEL/RES.40 (VI-96), the Ad Hoc Group on CITEL's Structure and Functioning was established;

**CONSIDERING:**

- a) That all of the group's assignments were duly complied with, among which the most noteworthy are:
- Drafting a report containing a list of priority areas for CITEL;
  - Review of CITEL's existing structure in order to ensure that the Commission will be capable of meeting the needs of its Member States at the start of the 21<sup>st</sup> century;
  - Implementation of a capacity for the electronic handling of documents, bearing in mind the specific requirements of each Member State.
- b) That the Colloquium on CITEL's Structure and Functioning was held in Mexico City, Mexico, on September 6, 1999;

**DECIDES:**

1. To conclude the activities of the Ad Hoc Group on CITEL's Structure and Functioning.
2. To instruct the Executive Secretariat to send a message to the Administration of Brazil to express appreciation for its work at the head of this Ad Hoc Group.

**V. LIST OF BASIC DOCUMENTS.**

Summary Minutes of the Inaugural Sesion	COM/CITEL/doc.496/99 rev.1
Summary Minutes of the First Plenary Session:	COM/CITEL/doc.481/99 rev.1
Summary Minutes of the Second Plenary Session:	COM/CITEL/doc. 482/99 rev.3
Summary Minutes of the Third Plenary Session:	COM/CITEL/doc. 495/99 rev.1
Summary Minutes of the Fourth Plenary Session	COM/CITEL/doc. 507/99rev.1
Summary Minutes of the Fifth Plenary Session and closing Session	COM/CITEL/doc. 508/99
List of Documents:	COM/CITEL/doc.434/99 rev.5
List of Participants:	COM/CITEL/doc.435/99 rev.2
Final Report of the VIII Meeting	COM/CITEL/doc.509/99rev.1