

PCC.III/REC.15 (IV-96)

GUIDELINES FOR THE USE OF "ASSOCIATE MEMBER" FUNDS

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

CONSIDERING:

The Resolution of COM/CITEL RES.13 (III-95) Regarding Guidelines for the Use of "Associate Member" Funds;

The need for the Chairman of PCC.III and the Executive Secretary of CITEL to seek adoption of guidelines to administer the Associate Member fund;

That the guidelines to administer this fund should be simple, transparent and easy to apply; and

That the Chairman of PCC.III would be responsible for applying the guidelines in consultation with the Executive Secretary of CITEL.

NOTING:

That Article 84 of the CITEL Regulations provides that the Associate Members shall share in the costs of operation of the PCC in which they participate by voluntarily choosing a contributory level.

RECOMMENDS:

That the following guidelines be applied by the Chairman of PCC.III in consultation with the Executive Secretary of CITEL to achieve a procedure for administering the funds contributed by Associate Members;

That these funds should be used to support four categories of current activity within PCC.III;

<u>Activity</u>	<u>Annual Percentage Guideline (*)</u>
1. Plenaries	30%
2. Working Group Meetings (**)	35%
3. Additional Working Group meetings to advance the priorities of the Summit of the Americas	20%
4. Additional days for Plenaries and/or Working Group meetings to advance the priorities of the Summit of the Americas	15%

That the Chairman of PCC.III should consult with the Executive Secretary of CITEL to estimate the annual budget requirements for the activities to be funded from the Associate Mmembers fund.

That the Chairman of PCC.III should inform the Executive Secretary of CITEL, in writing, of the amount of funding required as soon as possible, but not later than 30 days before the date of the activity requiring use of these funds.

That the activities to be funded and the annual percentage guideline should be reviewed on an annual basis by PCC.III.

That the Executive Secretary of CITEL should distribute final guidelines after further consultation with the Chairman of each PCC with the objective of having common procedures and guidelines where appropriate.

INSTRUCTS:

The Executive Secretary to submit in consultation with the Chairman of PCC.III, a document before the next meeting, covering the subjects of the Resolution COM/CITEL RES.13 (III-95).

(*) This is the percentage of the total annual fund available that normally would be applied to the activity; however the Chairman should exercise flexibility and not apply the percentages in a rigid manner; also any funds remaining can be carried forward to the next year.

(**) "Ad hoc Group" as opposed to "Working Group" meetings, that are not associated with plenaries, should not be eligible for these funds.