

## **COM/CITEL/RES.119 (IX/00)**

### **APPROVAL OF THE 2001 PLAN OF OPERATIONS**

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

#### **RESOLVES:**

1. To approve the Draft Program-Budget for CITEL for the year 2001 as specified in the attached Annex 1.
2. To approve the Schedule of Meetings for 2001 in Annex 2 to this Resolution
3. That the Chair of the Commission will work with the CITEL Executive Secretariat to include these changes in a final version of the Program-Budget for 2001, which will be submitted to all COM/CITEL members in the Final Report.

#### **INSTRUCTS:**

1. The Executive Secretariat to carry out a study of all issues related to the possibility of obtaining a new server, separate from the OAS's server, to host CITEL's website.
2. The Executive Secretariat will present this study to the VIII Steering Committee for its consideration. If appropriate, the Steering Committee will be authorized to make arrangements to obtain this server and otherwise take steps to ensure the smooth functioning of the CITEL Electronic Forum.

## ANNEX 1

### DETAILED PROGRAM BUDGET FOR CITEL Nov. 22.00

2001

in U.S. Dollars

#### PCC.I

##### Funds available:

Regular funds received from CITEL (\$16,730 x 2 meetings)	33,460
Existent funds from associate members 1994-2000	117,063
Foreseen funds from associate members 2001	<u>140,000</u>
Total	<b>290,523</b>

##### Budget 2001

Two meetings at US\$61,730 each	123,460
Publications	58,943
CITEL staff (4,400 per month x 6 months x 2 persons)	52,800
CITEL staff (\$10,320 for taxes)	10,320
In support of PCC.I activities to be used at the direction of the Chairperson	<u>45,000</u>
Total	<b>290,523</b>

#### PCC.II

##### Funds available:

Regular funds received from CITEL \$16,730	16,730
Existent funds from the associate members 1994-2000	35,479
Foreseen funds from associate members 2001	<u>17,000</u>
Total	<b>69,209</b>

##### Budget 2001

Meeting at \$52,209	52,209
In support of PCC.II activities to be used at the direction of the Chairperson	<u>17,000</u>
Total	<b>69,209</b>

#### PCC.III

##### Funds available:

Regular funds received from CITEL (\$16,730 x 3 meetings)	50,190
Existent funds from the associate members 1994-2000	282,547
Foreseen funds from associate members 2001	<u>196,000</u>
Total	<b>528,737</b>

##### Budget 2001

Three meetings at US\$119,300	357,900
Publications	40,000
In support of PCC.III activities to be used at the direction of the Chairperson	67,717
CITEL staff (\$4,400 per month x 6 months x 2 persons)	52,800
CITEL staff (\$10,320 for taxes)	<u>10,320</u>
	<b>528,737</b>

#### RESERVE FUND FOR 2002 PCC MEETINGS

(Interests of quota payments as of 3rd Qtr 2000)

PCC.I	20,859
PCC.II	2,163
PCC.III	<u>30,171</u>
	<b>53,193</b>



**PROGRAM BUDGET FOR CITEL 2001****Nov. 22.00****(in thousands US Dollars)**

	<b>Regular Fund</b>	<b>Subtotals</b>
<b>STAFF OF THE EXECUTIVE SECRETARIAT</b>	429.9	429.9
<b>X Meeting of COM/CITEL</b>		
Travel expenses of personnel of CITEL and Conferences	14.5	
Cost of meeting	45.0	59.5
<b>IX Meeting Steering Committee</b>		
Cost of meeting	13.4	13.4
<b>PCC.I - XIV Meeting</b>		
Travel expenses of personnel of CITEL and Conferences	11.6	
Cost of meeting	5.1	16.7
<b>PCC.I - XV Meeting</b>		
Travel expenses of personnel of CITEL and Conferences	11.6	
Cost of meeting	5.1	16.7
<b>PCC.II - VIII Meeting</b>		
Travel expenses of personnel of CITEL and Conferences	11.6	
Cost of meeting	5.1	16.7
<b>PCC.III - XVII Meeting</b>		
Travel expenses of personnel of CITEL and Conferences	14.5	
Cost of meeting	2.2	16.7
<b>PCC.III - XVIII Meeting</b>		
Travel expenses of personnel of CITEL and Conferences	14.5	
Cost of meeting	2.2	16.7
<b>PCC.III - XIX Meeting</b>		
Travel expenses of personnel of CITEL and Conferences	14.5	
Cost of meeting	2.2	16.7

**PROGRAM BUDGET FOR CITEL 2001****Nov. 22.00****(in thousands US Dollars)**

	<b>Regular Fund</b>	<b>Subtotals</b>
<b>REPRESENTATION OF CITEL AT INTERNATIONAL MEETINGS</b>		
XXXI OAS General Assembly - Costa Rica - June 3-5, 2001	1.3	
23rd PTC Meeting- Hawaii	2.4	
Unscheduled travels	8.0	11.7
<b>LOGISTICAL SUPPORT FOR COM/CITEL WORKING GROUPS AS DIRECTED BY THE CHAIR OF COM/CITEL</b>		
a. Working Group Preparations for ITU Council - interpretation	1.6	
b. Other Working Groups, as needed	1.4	3.0
<b>GENERAL EXPENSES OF THE SECRETARIAT</b>		
Documents (photocopies)	1.8	
Equipment and supplies	3.2	
Subscriptions, books	0.8	
Postage	1.7	
Office space	29.7	
Equipment maintenance	2.2	
Fax	4.0	
Telephone	8.0	
Internet	1.6	
LAN	1.4	
Translations	8.1	
Courier	0.6	63.1
<b>TOTAL</b>		<b>680.8</b>

**BUDGET**  
**XIV MEETING**  
**PERMANENT CONSULTATIVE COMMITTEE I**  
**March 26-30, 2001**  
**Natal, Brazil**

<b>Activity</b>	<b>Funds to Be used at CITEL Hdqrs</b>	<b>SOF *</b>	<b>Transfer to Coordinating Institution</b>	<b>SOF *</b>	<b>Total Cost</b>
<b>TRAVEL</b> (4 persons) Tickets, per diem and terminal expenses for Executive Secretary, CITEL Specialist, Conferences Specialist and Documents Technician	11,600	1			11,600
<b>EQUIPMENTS AND SUPPLIES</b> Rental of equipment and office supplies			3,000	2	3,000
<b>TELEPHONE, FAX, ETC.</b>	130 <u>370</u> 500	1 2			500
<b>CONTRACTS</b> - Preparation of preliminary documents, during and finals  - Interpreters, translators and support personnel during meeting  -	2,000	1	41,630	2	2,000  <u>41,630</u> 43,630
<b>CONTINGENCIES</b>	3,000	1			3,000
<b>TOTAL</b>	17,100		44,630		61,730

(\*) Source of Financing  
1 Regular Fund - \$16,730  
2 Specific Funds \$45,000

**BUDGET**  
**XV MEETING**  
**PERMANENT CONSULTATIVE COMMITTEE I**  
**September 2001**  
**Paraguay**

<b>Activity</b>	<b>Funds to Be used at CITEL Hdqrs</b>	<b>SOF *</b>	<b>Transfer to Coordinating Institution</b>	<b>SOF *</b>	<b>Total Cost</b>
<b>TRAVEL</b> (4 persons) Tickets, per diem and terminal expenses for Executive Secretary, CITEL Specialist, Conferences Specialist and Documents Technician	11,600	1			11,600
<b>EQUIPMENTS AND SUPPLIES</b> Rental of equipment and office supplies			3,000	2	3,000
<b>TELEPHONE, FAX, ETC.</b>	130 <u>370</u> 500	1 2			500
<b>CONTRACTS</b> - Preparation of preliminary documents, during and finals  - Interpreters, translators and support personnel during meeting  -	2,000	1	41,630	2	<u>41,630</u> 43,630
<b>CONTINGENCIES</b>	3,000	1			3,000
<b>TOTAL</b>	17,100		44,630		61,730

(\*) Source of Financing  
1 Regular Fund - \$16,730  
2 Specific Funds \$45,000

**BUDGET**  
**VIII MEETING**  
**PERMANENT CONSULTATIVE COMMITTEE II**  
**April 23-27, 2001**  
**San Salvador, El Salvador**

<b>Activity</b>	<b>Funds to Be used at CITEL Hdqrs</b>	<b>SOF *</b>	<b>Transfer to Coordinating Institution</b>	<b>SOF *</b>	<b>Total Cost</b>
<b>TRAVEL</b> (4 persons) Tickets, per diem and terminal expenses for Executive Secretary, CITEL Specialist, Conferences Specialist and Documents Technician	11,600	1			11,600
<b>EQUIPMENTS AND SUPPLIES</b> Rental of equipment and office supplies			2000	2	2000
<b>TELEPHONE, FAX, ETC.</b>	130	1			130
<b>CONTRACTS</b> - Preparation of preliminary documents, during and finals  - Interpreters, translators and support personnel during meeting  -	2,000	1	33,479		2,000  <u>33,479</u> 35,479
<b>CONTINGENCIES</b>	3,000	1			3,000
<b>TOTAL</b>	16,730		35,479		52,209

(\*) Source of Financing  
1 Regular Fund \$16,730  
2 Specific Funds \$35,479



**BUDGET**  
**XVII MEETING**  
**PERMANENT CONSULTATIVE COMMITTEE III**  
**March 5-9, 2001**  
**Panama, Panama**

<b>Activity</b>	<b>Funds to Be used at CITEL Hdqrs</b>	<b>SOF *</b>	<b>Transfer to Coordinating Institution</b>	<b>SOF *</b>	<b>Total Cost</b>
<b>TRAVEL</b> (5 persons) Tickets, per diem and terminal expenses for Executive Secretary, CITEL Specialist, Conferences Specialist , Documents Technician and Network Document Administrator	14,500	1			14,500
<b>EQUIPMENTS AND SUPPLIES</b> Rental of equipment and office supplies			3,000	2	3,000
<b>TELEPHONE, FAX, ETC.</b>	800	2			800
<b>CONTRACTS</b> - Preparation of preliminary documents, during and finals  - Interpreters, translators and support personnel during meeting  -	6,000	2	92,000	2	6,,000  <u>92,000</u> 98,000
<b>CONTINGENCIES</b>	2,230 <u>770</u> 3,000	1 2			3,000
<b>TOTAL</b>	24,300		95,000		119,300

(\*) Source of Financing  
1 Regular Fund \$16,730  
2 Specific Funds \$102,570

**BUDGET**  
**XVIII MEETING**  
**PERMANENT CONSULTATIVE COMMITTEE III**  
**June 11-15, 2001**  
**Ottawa, Canada**

<b>Activity</b>	<b>Funds to Be used at CITEL Hdqrs</b>	<b>SOF *</b>	<b>Transfer to Coordinating Institution</b>	<b>SOF *</b>	<b>Total Cost</b>
<b>TRAVEL</b> (5 persons) Tickets, perdiem and terminal expenses for Executive Secretary, CITEL Specialist, Conferences Specialist , Documents Technician and Network Document Administrator	14,500	1			14,500
<b>EQUIPMENTS AND SUPPLIES</b> Rental of equipment and office supplies			3,000	2	3,000
<b>TELEPHONE, FAX, ETC.</b>	800	2			800
<b>CONTRACTS</b> - Preparation of preliminary documents, during and finals  - Interpreters, translators and support personnel during meeting  -	6,000	2	92,000	2	6,,000  <u>92,000</u> 98,000
<b>CONTINGENCIES</b>	2,230 <u>770</u> 3,000	1 2			3,000
<b>TOTAL</b>	24,300		95,000		119,300

(\*) Source of Financing  
1 Regular Fund \$16,730  
2 Specific Funds \$102,570

**BUDGET**  
**XIX MEETING**  
**PERMANENT CONSULTATIVE COMMITTEE III**  
**September 18-22, 2001**  
**Guatemala, Guatemala**

<b>Activity</b>	<b>Funds to Be used at CITEL Hdqrs</b>	<b>SOF *</b>	<b>Transfer to Coordinating Institution</b>	<b>SOF *</b>	<b>Total Cost</b>
<b>TRAVEL</b> (5 persons) Tickets, per diem and terminal expenses for Executive Secretary, CITEL Specialist, Conferences Specialist, Documents Technician and Network Document Administrator	14,500	1			14,500
<b>EQUIPMENTS AND SUPPLIES</b> Rental of equipment and office supplies			3,000	2	3,000
<b>TELEPHONE, FAX, ETC.</b>	800	2			800
<b>CONTRACTS</b> - Preparation of preliminary documents, during and finals  - Interpreters, translators and support personnel during meeting  -	6,000	2	92,000	2	6,,000  <u>92,000</u> 98,000
<b>CONTINGENCIES</b>	2,230 <u>770</u> 3,000	1 2			3,000
<b>TOTAL</b>	24,300		95,000		119,300

(\*) Source of Financing  
1 Regular Fund \$16,730  
2 Specific Funds \$102,570

**BUDGET  
X MEETING  
PERMANENT EXECUTIVE COMMITTEE (COM/CITEL)  
December 10-14, 2001  
Ecuador**

<b>Activity</b>	<b>Funds to be Used at CITEL Hdqs</b>	<b>Transfer to Coordinating Institution</b>	<b>Total Cost</b>
<b>TRAVEL</b> (5 persons) Ticket, per diem and terminal expenses for Executive Secretary, CITEL Specialist, Legal Advisor, Conferences Specialist and Documents Technician	14,500		14,500
<b>EQUIPMENT AND SUPPLIES</b> Rental of equipment and office supplies		2,000	2,000
<b>TELEPHONE, FAX, ETC.</b>	400		400
<b>CONTRATS</b> - Preparation of preliminary documents, during and finals	2,500	4,500	7,000
- Interpreters, translators and support personnel during meeting		<u>32,620</u> 37,120	<u>32,620</u> 39,620
-			
<b>CONTINGENCIES</b>	3,000		3,000
<b>TOTAL</b>	20,400	39,120	59,520

**Source of financing: Regular Fund**

**BUDGET  
IX MEETING  
STEERING COMMITTEE OF CITEL  
August 20-22, 2001  
WASHINGTON, D.C.**

<b>Activity</b>	<b>Funds to be used at CITEL Hdqts</b>
<b>EQUIPMENTS AND SUPPLIES</b> Rental equipment and office supplies	<b>700</b>
<b>TELEPHONE, FAX, ETC.</b>	<b>400</b>
<b>CONTRACTS</b> -Preparation of preliminary documents, during meeting and finals	<b>1,300</b>
- Interpreters, translators and support personnel during meeting	<b><u>10,000</u> 11,300</b>
<b>CONTINGENCIES</b>	<b>1,000</b>
<b>TOTAL</b>	<b>13,400</b>

**Source of financing: Regular Fund**

## **ANNEX 2**

### **SCHEDULE OF CITEL PCC MEETINGS FOR 2001 / CALENDARIO DE REUNIONES DE LOS CCP DE LA CITEL PARA EL AÑO 2001**

March / Marzo 5-9	XVII PCC.III/ CCP.III	Panama / Panamá
March / Marzo 26-30	XIV PCC.I / CCP.I	Natal, Brazil / Brasil
April / Abril 23-27	VIII PCC.II / CCP.II	El Salvador / El Salvador
June / Junio 11-15	XVIII PCC.III/ CCP.III	Ottawa, Canada / Canadá
August / Agosto 20-22	VIII Steering Committee / Comité de Coordinación	Washington, D.C., USA / EE.UU.
September / Septiembre 17-21	XIX PCC.III / CCP.III	Guatemala / Guatemala
September / Septiembre (late / fines)	XV PCC.I / CCP.I	Paraguay / Paraguay
December / Diciembre 10-14	X COM/CITEL	Ecuador / Ecuador

### **DRAFT SCHEDULE OF MEETINGS OF THE WORKING GROUP TO PREPARE FOR THE PLENIPOTENTIARY CONFERENCE (PP-02) AND THE WORLD TELECOMMUNICATION DEVELOPMENT CONFERENCE OF 2002 (WTDC-02)**

### **PROYECTO DE CALENDARIO DE REUNIONES DEL GRUPO DE TRABAJO PARA LA PREPARACIÓN DE LA CITEL PARA LA CONFERENCIA DE PLENIPOTENCIARIOS DE LA UIT DEL 2002 (PP-02) Y LA CONFERENCIA MUNDIAL DE DESARROLLO DE LAS TELECOMUNICACIONES DEL 2002 (CMDT-02)**

March / Marzo 5-6	Panama / Panamá	(XVII PCC.III / CCP.III)
August / Agosto 23-24	Washington, DC	(VIII Steering Committee / Comité de Coordinación)
December /Diciembre 10-14	Ecuador /Ecuador	(X COM/CITEL)