

COM/CITEL RES. 300 (XXXV-18)¹

ADOPTION OF THE OPERATIONS PLAN FOR 2019

The 35 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

- a) The program-budget and draft calendar of meetings considered at the sessions of the Meeting of COM/CITEL; and
- b) The information on the situation of Associate Members presented by the Secretariat of CITEL,

RESOLVES:

1. To adopt the calendar of meetings for 2019/2020 contained in Annex 1 hereto.
2. To approve the draft program-budget for 2019 attached hereto as Annex 2.
3. To instruct the Executive Secretary of CITEL to inform the Member States of any change in the circumstances affecting the budget for 2019 approved.

ANNEX I TO RESOLUTION COM/CITEL RES. 300 (XXXV-18)

DRAFT CALENDAR OF CITEL FOR 2019-2020

| Meeting | Date | Place |
|---|-------------------------------|---------------------|
| Cluster of Council Working Groups | 28 January to 1 February 2019 | Geneva, Switzerland |
| Second Session of the Conference Preparatory Meeting for WRC-19 (CPM19-2) | 18 to 28 February 2019 | Geneva, Switzerland |
| 33 Meeting of PCC.II | 8 to 12 April 2019 | Mexico |
| 34 Meeting of PCC.I | 29 April to 3 May 2019 | Peru |

¹ COM/CITEL doc. 217/18 rev. 3

| | | |
|--|---|---------------------------|
| Cluster of Council Working Groups | 5 to 7 June 2019 | Geneva, Switzerland |
| 2019 ITU Council | 10 to 20 June 2019 | Geneva, Switzerland |
| OAS General Assembly | 26 to 28 June 2019 | Medellin, Colombia |
| 34 Meeting of PCC.II | 12 to 16 August 2019 | Canada |
| Cluster of Council Working Groups | 9 to 20 September 2019 | Geneva, Switzerland |
| 35 Meeting of PCC.I | 16 to 20 September 2019 | El Salvador |
| Radiocommunication Assembly 2019 (RA-19) | 21 to 25 October 2019 | Sharm el-Sheikh, Egypt |
| Working Group for the Preparation of CITELE for Regional and World Radiocommunication Conferences (WRC-19) | 27 October to 22 November 2019 | Sharm el-Sheikh, Egypt |
| World Radiocommunication Conferences (WRC-19) | 28 October to 22 November 2019 | Sharm el-Sheikh, Egypt |
| 36 Meeting of COM/CITEL | 4 to 6 December 2019 | Argentina |
| Cluster of Council Working Groups** | 3 to 14 February 2020 // 10 to 21 February 2020 | Geneva, Switzerland |
| 36 Meeting of PCC.I | Third week of April 2020 | Peru |
| 35 Meeting of PCC.II | To be determined | Mexico |
| Cluster of Council Working Groups** | 4 to 8 June 2020 | Geneva, Switzerland |
| 2020 ITU Council | 9 to 19 June 2020 | Geneva, Switzerland |
| 37 Meeting of PCC.I | Third week of August 2020 | Paraguay |
| Cluster of Council Working Groups** | 7 to 18 September 2020 // 21 September to 4 October 2020 | Geneva, Switzerland |
| 36 Meeting of PCC.II | To be determined | El Salvador |
| World Telecommunication Standardization Assembly (WTSA-20) | Last quarter of 2020 | To be determined |

| | | |
|-------------------------|----------------------|-----------|
| 37 Meeting of COM/CITEL | 2 to 4 December 2020 | Argentina |
|-------------------------|----------------------|-----------|



CITEL Meetings



ITU Meetings



Other Meetings

** to be confirmed by ITU

ANNEX II TO RESOLUTION COM/CITEL RES. 300 (XXXV-18)

ESTIMATED BUDGET FOR THE INTER-AMERICAN TELECOMMUNICATION COMMISSION (CITEL) YEAR 2019

(Amount in US\$)

| | REGULAR FUND | REGULAR FUND | SPECIFIC FUNDS | | TOTAL |
|---|----------------|----------------|----------------|----------------|------------------|
| | RF OAS | CITEL-MEETINGS | SF PCC.I | SF PCC.II | |
| INCOME | | | | | |
| OAS Regular Fund (Personnel) | 472,600 | | | | 472,600 |
| OAS Regular Fund (Non Personnel) | 178,700 | 54,400 | | | 233,100 |
| Specific Funds Income of the PCC.I | | | 186,600 | | 186,600 |
| Specific Funds Income of the PCC.II | | | | 337,980 | 337,980 |
| TOTAL INCOME | 651,300 | 54,400 | 186,600 | 337,980 | 1,230,280 |
| EXPENDITURES | | | | | |
| Secretariat of CITEL | | | | | |
| Salaries of 3 Staffs [Paid by the OAS Regular Fund] | 472,600 | | | | 472,600 |
| Performance Contracts (CPRs) of 2 Consultants (Paid by the OAS Regular Fund) | 120,000 | | | | 120,000 |
| 50% Salaries 2 Staffs [Contribution Specific Funds of PCC.I (US\$)] | | | 126,650 | | 126,650 |
| 50% Salaries 2 Staffs [Contribution Specific Funds of PCC.II (US\$)] | | | | 126,650 | 126,650 |
| Administrative Expenditures Regular Fund (See attached Table) | 47,400 | | | | 47,400 |
| Total Secretariat's Expenditures: | 640,000 | 0 | 126,650 | 126,650 | 893,300 |
| CITEL's Meeting and Activities | | | | | |
| 34 Meeting of PCC.I | | | 29,975 | | 29,975 |
| 35 Meeting of PCC.I | | | 29,975 | | 29,975 |
| 33 Meeting of PCC.II | | | | 75,000 | 75,000 |
| 34 Meeting of PCC.II | | | | 75,000 | 75,000 |
| 36 Meeting of COM/CITEL | | 13,400 | | | 13,400 |
| Basic activities of the Secretariat of CITEL | | | | 30,000 | 30,000 |
| Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15)) | | 41,000 | | 31,330 | 72,330 |
| Total Meeting and Activities Expenditures | 0 | 54,400 | 59,950 | 211,330 | 325,680 |
| Other Expenditures | | | | | |

| | | | | | |
|--|----------------|---------------|----------------|----------------|------------------|
| Support from the Secretariat to Meetings and International Representations | 11,300 | | | | 11,300 |
| Total Other Expenditures | 11,300 | 0 | 0 | 0 | 11,300 |
| TOTAL - EXPENDITURES | 651,300 | 54,400 | 186,600 | 337,980 | 1,230,280 |
| TOTAL INCOME - TOTAL EXPENDITURES | 0 | 0 | 0 | 0 | 0 |

PROJECTION OF ADMINISTRATIVE EXPENSES FOR 2019 (US\$)

SECRETARIAT REGULAR FUND

SECRETARIAT

| Budget | | 50,500 | |
|----------|------------------------------------|--------|---------------|
| Expenses | Documents | | - |
| | Equipment | | 800 |
| | Supplies | | 700 |
| | Postage | | 400 |
| | Phone, Fax | | 800 |
| | Server Maintenance | | 2,400 |
| | LAN-Internet | | 4,300 |
| | LAN-Printer | | 400 |
| | Translation Costs (*) | | 23,830 |
| | Courier/S&H charges | | 400 |
| | AD&D Insurance | | 350 |
| | Webex | | 970 |
| | Software licenses (annual payment) | | 10,450 |
| | VPN | | 1,600 |
| | Other | | - |
| | Total | | 47,400 |

(*)

| | |
|---------------|---------------|
| Annual Report | 3,500 |
| Secretariat | 20,330 |
| | <u>23,830</u> |

PCC-I

PCC-I DRAFT BUDGET - 2019

(US\$)

| | | SPECIFIC FUNDS | | TOTAL |
|---|----------------------------|----------------|---------------------|----------------|
| | | SF PCC.I | Associate Personnel | |
| INCOME | | | | |
| OAS Regular Fund (Non-Personnel) | | | | |
| Balance PCC.I Specific Funds | | | | |
| Income - Specific Funds of PCC.I | | 186,600 | | 186,600 |
| Voluntary Contributions | | | | |
| TOTAL INCOME: | | 186,600 | | 186,600 |
| EXPENDITURES | | | | |
| CITEL Secretariat | | | | |
| Staff Salaries: US\$ | | | | |
| Staff Salaries (50% by 2) | [Contribution SF of PCC.I] | 126,650 | | 126,650 |
| Total Secretariat Expenses: | | 126,650 | | 126,650 |
| CITEL's Meetings and Activities | | | | |
| 34 Meeting of PCC.I | | 29,975 | | 29,975 |
| 35 Meeting of PCC.I | | 29,975 | | 29,975 |
| Basic activities of the Secretariat of CITEL | | | | 0 |
| Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15)) | | - | | 0 |
| Total CITEL's Meetings and Activities: | | 59,950 | | 59,950 |
| Other Expenditures | | | | |
| Total Other Expenditures: | | | | 0 |
| TOTAL EXPENDITURES: | | 186,600 | | 186,600 |
| TOTAL INCOME - TOTAL EXPENDITURES: | | 0 | | 0 |

PCC-II

PCC-II DRAFT BUDGET - 2019

(US\$)

| | SPECIFIC FUNDS | | TOTAL |
|---|----------------|---------------------|----------------|
| | SF PCC.II | Associate Personnel | |
| INCOME | | | |
| REGULAR FUND (Non-Personnel) | | | |
| Balance Specific Funds PCC.II | | | |
| Income - Specific Funds of PCC.II | 337,980 | | 337,980 |
| Voluntary Contributions | | | |
| TOTAL INCOME: | 337,980 | | 337,980 |
| EXPENDITURES | | | |
| CITEL's Secretariat | | | |
| Staff Salaries: US\$ | | | |
| Staff Salaries (50% by 2) [Contribution SF of PCC.II (US\$)] | 126,650 | | 126,650 |
| Total Secretariat Expenditures: | 126,650 | | 126,650 |
| CITEL's Meetings and Activities | | | |
| 33 Meeting of PCC.II | 75,000 | | 75,000 |
| 34 Meeting of PCC.II | 75,000 | | 75,000 |
| Basic activities of the Secretariat of CITEL | 30,000 | | 30,000 |
| Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15)) | 31,330 | | 31,330 |
| Total CITEL's Meetings and Activities: | 211,330 | | 211,330 |
| Other Expenditures | | | |
| | | | |
| Total Other Expenditures | 0 | | 0 |
| TOTAL EXPENDITURES | 337,980 | | 337,980 |
| TOTAL INCOME - TOTAL EXPENDITURES: | 0 | | 0 |

