

**COM/CITEL/RES. 308 (XXXVI-19)<sup>1</sup>**

**ADOPTION OF THE OPERATIONS PLAN FOR 2020**

The 36 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 2020/2021 contained in Annex 1 hereto.
- 2. To approve the draft program-budget for 2020 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 2020 approved.

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<sup>1</sup> COM/CITEL doc. 267/19

**ANNEX I TO RESOLUTION COM/CITEL/RES. 308 (XXXVI-19)**

**DRAFT CALENDAR OF CITEL FOR 2020-2021**

<b>Meeting</b>	<b>Date</b>	<b>Place</b>
Cluster of Council Working Groups	3 to 14 February 2020	Geneva, Switzerland
Expert Group on WTPF-21	10 & 11 February 2020	Geneva, Switzerland
Telecommunication Standardization Advisory Group (TSAG)	10 to 14 February 2020	Geneva, Switzerland
Expert Group on the International Telecommunication Regulations (EG-ITRs)	12 & 13 February 2020	Geneva, Switzerland
ITU-D Study Groups	17 to 28 February 2020	Geneva, Switzerland
Mobile World Congress 2020	24 to 27 February 2020	Barcelona, Spain
Special General Assembly for the Election of the Secretary General and Assistant Secretary General of the OAS	20 March 2020	OAS Headquarter, Washington, DC
Radio Regulation Board (RRB-20.1)	23 to 27 March 2020	Geneva, Switzerland
Telecommunication Development Advisory Group (TDAG)	24 to 27 March 2020	Geneva, Switzerland
Pre-event/Hackathon (WSIS Forum 2020)	4 & 5 April 2020	Geneva, Switzerland
World Summit on the Information Society Forum 2020 (WSIS Forum 2020)	6 to 9 April 2020	Geneva, Switzerland
Radiocommunication Advisory Group (RAG)	6 to 9 April 2020	Geneva, Switzerland
Seminar on 5G: Opportunities and challenges in the Americas	20 April 2020	Lima, Peru
Workshop “Connecting the unconnected in rural and remotes areas	21 April 2020	Lima, Peru
36 Meeting of PCC.I	20 to 24 April 2020	Lima, Peru
35 Meeting of PCC.II	11 to 15 May 2020	Trinidad & Tobago
2020 ITU Council	9 to 19 June 2020	Geneva, Switzerland
50 OAS General Assembly	June 2020	The Bahamas
Telecommunication Standardization Advisory Group (TSAG)	6 to 10 July 2020	Geneva, Switzerland

Radio Regulation Board (RRB-20.2)	6 to 10 July 2020	Geneva, Switzerland
Global Symposium of Regulators (GSR-20)	6 to 10 July 2020	**
ITU Regional Development Forum for the Americas Region	17 August 2020	Bogota, Colombia
37 Meeting of PCC.I	17 al 21 August 2020	Bogota, Colombia
Cluster of Council Working Groups	14 to 25 September 2020	Geneva, Switzerland
Telecommunication Standardization Advisory Group (TSAG)	21 to 25 September 2020	Geneva, Switzerland
ITU-D Study Groups	21 September to 16 October 2020	Geneva, Switzerland
36 Meeting of PCC.II	28 September to 2 October 2020	Mexico
Radio Regulation Board (RRB-20.3)	19 to 23 October 2020	Geneva, Switzerland
Working Group to prepare for and follow up on WTSA, WCIT, and WTDC	15 to 27 November 2020	Hyderabad, India
Global Standards Symposium (GSS-20)	16 November 2020	Hyderabad, India
World Telecommunication Standardization Assembly (WTSA-20)	17 to 27 November 2020	Hyderabad, India
37 Meeting of COM/CITEL	9 to 11 December 2020	Argentina
ITU Regional Preparatory Meeting**	19 to 20 April 2021	Peru
38 Meeting of PCC.I	19 to 23 April 2021	Peru
37 Meeting of PCC.II	**	**
39 Meeting of PCC.I	16 to 20 August 2021	Brasil**
38 Meeting of PCC.II	**	**
World Telecommunication Development Conferences (WTDC-21)	8 to 19 November 2021	Addis Abeba, Ethiopia

	CITEL Meetings
	ITU Meetings
	Other Meetings
	** to be confirmed

**ANNEX II TO RESOLUTION COM/CITEL/RES. 308 (XXXVI-19)**

**ESTIMATED BUDGET FOR THE INTER-AMERICAN TELECOMMUNICATION COMMISSION (CITEL) YEAR 2020**

(Amount in US\$)

	REGULAR FUND	FUND	REGULAR FUND	SPECIFIC FUNDS		TOTAL
	RF OAS	ICR	CITEL-MEETINGS	SF PCC.I	SF PCC.II	
<b>INCOME</b>						
OAS Regular Fund (Personnel)	483,400					483,400
OAS Regular Fund (Non Personnel)	142,300	14,000	52,300			208,600
Specific Funds Income of the PCC.I				199,500		199,500
Specific Funds Income of the PCC.II					379,500	379,500
<b>TOTAL INCOME</b>	<b>625,700</b>	<b>14,000</b>	<b>52,300</b>	<b>199,500</b>	<b>379,500</b>	<b>1,271,000</b>
<b>EXPENDITURES</b>						
<b>Secretariat of CITEL</b>						
Salaries of 3 Staffs [Paid by the OAS Regular Fund]	483,400					483,400
Performance Contracts (CPRs) of 2 Consultants (Paid by the OAS Regular Fund)	83,600	14,000				97,600
40% Salaries 2 Staffs [Contribution Specific Funds of PCC.I (US\$)]				104,360		104,360
60% Salaries 2 Staffs [Contribution Specific Funds of PCC.II (US\$)]					156,540	156,540
<b>Administrative Expenditures Regular Fund (See attached Table)</b>	47,400					47,400
<b>Total Secretariat's Expenditures:</b>	<b>614,400</b>	<b>14,000</b>	<b>0</b>	<b>104,360</b>	<b>156,540</b>	<b>889,300</b>
<b>CITEL's Meeting and Activities</b>						
36 Meeting of PCC.I				47,570		47,570
37 Meeting of PCC.I				47,570		47,570
35 Meeting of PCC.II					76,480	76,480
36 Meeting of PCC.II					76,480	76,480
37 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))			38,900		40,000	78,900

	<b>Total Meeting and Activities Expenditures</b>	<b>0</b>	<b>0</b>	<b>52,300</b>	<b>95,140</b>	<b>222,960</b>	<b>370,400</b>
<b><u>Other Expenditures</u></b>							
Support from the Secretariat to Meetings and International Representations		11,300					11,300
	<b>Total Other Expenditures</b>	<b>11,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,300</b>
	<b>TOTAL - EXPENDITURES</b>	<b>625,700</b>	<b>14,000</b>	<b>52,300</b>	<b>199,500</b>	<b>379,500</b>	<b>1,271,000</b>
	<b>TOTAL INCOME - TOTAL EXPENDITURES</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PROJECTION OF ADMINISTRATIVE EXPENSES FOR 2020 (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 licneses (annual payment)		10,450
	VPN		1,600
	Other		-
	<b>Total</b>		<b>47,400</b>

(\*)

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

## PCC-I

### PCC-I DRAFT BUDGET - 2020

(US\$)

		SPECIFIC FUNDS		TOTAL
		SF PCC.I	Associate Personnel	
<b><u>INCOME</u></b>				
OAS Regular Fund (Non-Personnel)				
Balance PCC.I Specific Funds				
Income - Specific Funds of PCC.I		199,500		199,500
Voluntary Contributions				
<b>TOTAL INCOME:</b>		<b>199,500</b>	<b>0</b>	<b>199,500</b>
<b><u>EXPENDITURES</u></b>				
CITEL Secretariat				
Staff Salaries: US\$				
Staff Salaries (40% by 2)		104,360		104,360
		[Contribution SF of PCC.I]		
<b>Total Secretariat Expenses:</b>		<b>104,360</b>	<b>0</b>	<b>104,360</b>
<b><u>CITEL's Meetings and Activities</u></b>				
36 Meeting of PCC.I				
		47,570		47,570
37 Meeting of PCC.I				
		47,570		47,570
Basic activities of the Secretariat of CITEL				
				0
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))				
		-		0
<b>Total CITEL's Meetings and Activities:</b>		<b>95,140</b>	<b>0</b>	<b>95,140</b>
<b><u>Other Expenditures</u></b>				
<b>Total Other Expenditures:</b>				<b>0</b>
<b>TOTAL EXPENDITURES:</b>		<b>199,500</b>	<b>0</b>	<b>199,500</b>
<b>TOTAL INCOME - TOTAL EXPENDITURES:</b>		<b>0</b>	<b>0</b>	<b>0</b>

PCC-II

PCC-II DRAFT BUDGET - 2020

(US\$)

	SPECIFIC FUNDS		TOTAL
	SF PCC.II	Associate Personnel	
<b>INCOME</b>			
REGULAR FUND (Non-Personnel)			
Balance Specific Funds PCC.II			
Income - Specific Funds of PCC.II	379,500		379,500
Voluntary Contributions			
<b>TOTAL INCOME:</b>	<b>379,500</b>	<b>0</b>	<b>379,500</b>
<b>EXPENDITURES</b>			
CITEL's Secretariat			
Staff Salaries: US\$			
Staff Salaries (60% by 2) [Contribution SF of PCC.II (US\$)]	156,540		156,540
<b>Total Secretariat Expenditures:</b>	<b>156,540</b>	<b>0</b>	<b>156,540</b>
<b>CITEL's Meetings and Activities</b>			
35 Meeting of PCC.II	76,480		76,480
36 Meeting of PCC.II	76,480		76,480
Basic activities of the Secretariat of CITEL	30,000		30,000
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))	40,000		40,000
<b>Total CITEL's Meetings and Activities:</b>	<b>222,960</b>	<b>0</b>	<b>222,960</b>
<b>Other Expenditures</b>			
<b>Total Other Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>379,500</b>	<b>0</b>	<b>379,500</b>
<b>TOTAL INCOME - TOTAL EXPENDITURES:</b>	<b>0</b>	<b>0</b>	<b>0</b>

