COM/CITEL RES. 311 (XXXVII-20)[1]

ADOPTION OF THE OPERATIONS PLAN FOR 2021

The 37 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 2021/2022 contained in Annex 1 hereto.

2.   To approve the draft program-budget for 2021 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 2021 approved.

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[1] COM/CITEL/doc. 297/20 rev. 2

ANNEX 1 TO RESOLUTION COM/CITEL RES. 311 (XXXVII-20)

DRAFT CALENDAR OF CITEL FOR 2021-2022

Meeting	Date	Place
Second Interregional Meeting for Preparation of WTSA-20	8 January 2021	Virtual
Telecommunication Standardization Advisory Group (TSAG)	11 to 18 January 2021	Virtual
First 2021 Cluster of Council Working Groups & Expert Groups	25 January to 5 February 2021	Virtual
Virtual seminar on hemispheric efforts to combat the use of mobile terminal devices that have been stolen, lost, or tampered	**	Virtual
ITU-D Study Groups	15 to 26 March 2021	Geneva, Switzerland
Radio Regulation Board (RRB-21.1)	22 to 26 March 2021	Geneva, Switzerland
28 Radiocommunication Advisory Group (RAG)	29 March to 1 April 2021	Geneva, Switzerland
37 Meeting of PCC.II	5 to 9 April 2021	Virtual
Regional Preparatory Meeting for WTDC-21 for the Americas (RPM-AMS)	26 & 27 April 2021	Virtual
38 Meeting of PCC.I	26 to 30 April 2021	Virtual
Workshop "Connecting the unconnected in rural and remotes areas	28 April 2021	Virtual
World Summit on the Information Society Forum 2021 (WSIS Forum 2021)	17 to 21 May 2021	Geneva, Switzerland
Sixth World Telecommunication/ICT Policy Forum (WTPF-21)	21 to 23 May 2021	Geneva, Switzerland
Telecommunication Development Advisory Group (TDAG)	25 to 28 May 2021	Geneva, Switzerland
ITU 2021 Session of the Council	8 to 18 July 2021	Geneva, Switzerland
Mobile World Congress	28 June to 1 July 2021	Barcelona, Spain
51 OAS General Assembly	Junio 2021**	Guatemala
Radio Regulation Board (RRB-21.2)	12 to 16 July 2021	Geneva, Switzerland
Second Cluster of Council Working Groups & Expert Groups	20 September to 1 October 2021**	Geneva, Switzerland

39 Meeting of PCC.I	16 to 20 August 2021	Brazil
Seminar on 5G: Opportunities and challenges in the Americas	16 August 2021	Brazil
38 Meeting of PCC.II	30 August to 3 September 2021	Mexico
Radio Regulation Board (RRB-21.3)	01 to 05 November 2021	Geneva, Switzerland
Working Group to prepare for and follow up on WTSA, WCIT, and WTDC (WGCONF)	7 to 19 November 2021	Addis Abeba, Ethiopia
World Telecommunication Development Conferences (WTDC-21)	8 to 19 November 2021	Addis Abeba, Ethiopia
1st ITU Inter-regional workshop on WRC-23 preparation	29 & 30 November 2021	Geneva, Switzerland
38 Meeting of COM/CITEL	1 to 3 December 2021	Argentina
2022		
Cluster of Council Working Groups and Expert Groups	06 to 17 January 2022 ** 10 to 21 January 2022 **	Virtual
High Level Forum	16 February 2022	Colombia
VIII Regular Meeting of the Assembly of CITEL	16 to 18 February 2022	Colombia
39 Meeting of COM/CITEL	18 February 2022	Colombia
Working Group to prepare for and follow up on WTSA, WCIT, and WTDC (WGCONF)	28 February to 11 March 2022**	Hyderabad, India
Global Standards Symposium (GSS-20)	28 February 2022**	Hyderabad, India
World Telecommunication Standardization Assembly (WTSA-20)	1 to 11 March 2022**	Hyderabad, India
ITU 2022 Session of the Council	22 March to 1 April 2022**	Geneva, Switzerland
ITU 2022 Session of the Council before PP-22	24 September 2022	Bucharest, Romania
Working Group for the Preparation of the ITU Plenipotentiary Conferences (PP)	25 September to 14 October 2022.	Bucharest, Romania
2022 ITU Plenipotentiary Conference (PP-22)	26 September to 14 October 2022.	Bucharest, Romania

                                    CITEL Meetings

                                    ITU Meetings

                                    Other Meetings

                                    ** to be confirmed

ANNEX 2 TO RESOLUTION COM/CITEL RES. 311 (XXXVII-20)

	BUDGET FOR THE INTER-AMERICAN TELECOMMUNICATION COMMISSION (CITEL) YEAR 2021					
(Amount in US$)						
	REGULAR FUND	FUND	REGULAR FUND	SPECIFIC FUNDS (ICR)		TOTAL
	RF OAS	ICR	CITEL-MEETINGS	SF PCC.I	SF PCC.II	
INCOME						
OAS Regular Fund (Personnel)	453,400					453,400
OAS Regular Fund (Non Personnel)	140,200	26,400	49,600			216,200
Specific Funds Income of the PCC.I				205,500		205,500
Specific Funds Income of the PCC.II					358,500	358,500
TOTAL INCOME: US$	**593,600**	**26,400**	**49,600**	**205,500**	**358,500**	**1,233,600**
EXPENDITURES						
Secretariat of CITEL						
Salaries of 3 Staffs [Paid by the OAS Regular Fund)	453,400					453,400
Performance Contracts (CPRs) of Consultants [Paid by the OAS Regular Fund & ICR)	96,000	24,000				120,000
40% Salaries [Contribution Specific Funds of PCC.I]				107,500		107,500
60% Salaries [Contribution Specific Funds of PCC.II]					159,540	159,540
Administrative Expenditures Regular Fund (See attached Table)	34,350	2,400				36,750
Total Secretariat's Expenditures:	**583,750**	**26,400**	**0**	**107,500**	**159,540**	**877,190**
CITEL's Meeting and Activities						
38 Meeting of PCC.I				49,000		49,000
39 Meeting of PCC.I				49,000		49,000
37 Meeting of PCC.II					64,480	64,480
38 Meeting of PCC.II					64,480	64,480
38 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))			36,200		40,000	76,200
Total Meeting and Activities Expenditures	**0**	**0**	**49,600**	**98,000**	**198,960**	**346,560**
Other Expenditures						
Support from the Secretariat to Meetings and International Representations	9,850					9,850

Total Other Expenditures	9,850	0	0	0	0	9,850
TOTAL EXPENDITURES: US$	593,600	26,400	49,600	205,500	358,500	1,233,600
TOTAL INCOME - TOTAL EXPENDITURES: US$	0		0	0	0	0

PROJECTION OF ADMINISTRATIVE EXPENSES FOR 2021 (US$)

SECRETARIAT REGULAR FUND

SECRETARIAT			34F + ICR
Budget		**36,750**	
Expenses	Documents		-
	Equipment		800
	Supplies		700
	Postage		400
	Phone, Fax		800
	Server Maintenance		2,400
	LAN-Internet		4,300
	LAN-Printer		400
	Translation Costs (*)		22,700
	Courier/S&H charges		400
	AD&D Insurance		350
	Zoom Video Communications		700
	VPN (7)		2,800
	Other		-
	Total US$		**36,750**

(*)

Annual Report	3,500
Secretariat	19,200
	22,700

PCC-I

PCC-I DRAFT BUDGET - 2021
(US$)

	SPECIFIC FUNDS		TOTAL
	SF PCC.I	Assoctiate Personnel	
INCOME			
OAS Regular Fund (Non-Personnel)			
Balance PCC.I Specific Funds - 1 January 2020			
Income - Specific Funds of PCC.I	205,500		205,500
Voluntary Contributions			
TOTAL INCOME: US$	**205,500**		**205,500**
EXPENDITURES			
CITEL Secretariat			
Staff Salaries:			
Staff Salaries (40%) [Contribution SF of PCC.I]	107,500		107,500
Total Secretariat Expenses:	**107,500**		**107,500**
CITEL's Meetings and Activities			
36 Meeting of PCC.I	49,000		49,000
37 Meeting of PCC.I	49,000		49,000
Basic activities of the Secretariat of CITEL			0
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))	0		0
Total CITEL's Meetings and Activities:	**98,000**		**98,000**
Other Expenditures			
Total Other Expenditures:			**0**
TOTAL EXPENDITURES: US$	**205,500**		**205,500**
TOTAL INCOME - TOTAL EXPENDITURES: US$	**0**		**0**

PCC-II

PCC-II DRAFT BUDGET - 2021

(US$)

	SPECIFIC FUNDS		TOTAL
	SF PCC.II	**Associate Personnel**	
INCOME			
Income - Specific Funds of PCC.II	358,500		358,500
Voluntary Contributions			
TOTAL INCOME: US$	**358,500**		**358,500**
EXPENDITURES			
CITEL's Secretariat			
Staff Salaries:			
Staff Salaries (60%) [Contribution SF of PCC.II]	159,540		159,540
Total Secrtetariat Expenditures:	**159,540**		**159,540**
CITEL's Meetings and Activities			
37 Meeting of PCC.II	64,480		64,480
38 Meeting of PCC.II	64,480		64,480
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
Total CITEL's Meetings and Activities:	**198,960**		**198,960**
Other Expenditures			
Total Other Expenditures	**0**		**0**
TOTAL EXPENDITURES: US$	**358,500**		**358,500**
TOTAL INCOME - TOTAL EXPENDITURES: US$	**0**		**0**