

**COM/CITEL RES. 331 (XLI-23)<sup>7</sup>**

**ADOPTION OF THE OPERATIONS PLAN FOR 2024**

The 41 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 2024 contained in Annex 1 hereto.
- 2. To approve the draft program-budget for 2024 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 2024 approved.

# ANNEX 1 TO RESOLUTION COM/CITEL/RES. 331 (XLI-23)

## PRELIMINARY CALENDAR OF CITEL FOR 2024

Meeting	Date	Place
First interregional meeting for WTSA-24 preparations (IRM)	January 18, 2024 13:00 – 16:00 (Geneva time)	Virtual
Third meeting of the Telecommunication Standardization Advisory Group (TSAG)	January 22 to 26, 2024	Geneva, Switzerland
ITU Council Working Groups and Expert Groups	January 22 to February 2, 2024	Geneva, Switzerland
1st. Interim meeting of WGCONF <i>Working program (WP)</i>	February 21, 2024  Note: Proposed date to be confirmed depending on the definition of the Council meeting dates. If the Council meeting is rescheduled for January, this meeting will be held on February 21, 2024.	Virtual
Mobile World Congress	February 26 to 29, 2024	Barcelona, Spain
Radio Regulation Board (RRB-24.1)	March 4 to 8, 2024	To be determined
2 <sup>nd</sup> . Interim meeting of WGCONF	March 20, 2024  Note: Proposed date to be confirmed depending on the definition of the Council meeting dates. If the Council meeting is rescheduled for January, this meeting will be held on March 20, 2024.	Virtual
Radiocommunication Advisory Group (RAG)	March 25 to 27, 2024	To be determined
3 <sup>rd</sup> . Interim meeting of WGCONF <i>Standardization issues (SI)</i>	April 17, 2024  Note: Proposed date to be confirmed depending on the definition of the Council meeting dates. If the Council meeting is rescheduled for January, this meeting will be held on April 17, 2024.	Virtual

43 Meeting of PCC.II	April 15 to 19, 2024	Uruguay
Seminar on funding mechanisms for connectivity rollout and expansion	Before the 44 Meeting of PCC.I	Virtual
Telecommunication Development Advisory Group (TDAG)	May 20 to 24, 2024	Geneva, Switzerland
44 meeting of PCC.I and third CITEL preparatory meeting for WTSA-24	May 20 to 24, 2024	Panama City, Panama
Workshop on alternative coverage models for remote and underserved areas	May 21, 2024	Panama City, Panama
Seminar on “Digital Economy Regulation: Main lessons learned and challenges,”	Between the 44 and 45 Meeting of PCC.I	Virtual
2024 session of the ITU Council (C24)	June 4 to 14, 2024	Geneva, Switzerland
54 OAS General Assembly	June 19 to 21, 2024	Suriname
Radio Regulation Board (RRB-24.2)	June 24 to 28, 2024	To be determined
ITU Council Working Groups and Expert Groups	July 4, 5, and 8, 2024	Geneva, Switzerland
Second interregional meeting for WTSA-24 preparations (IRM)	July 25, 2024*	To be confirmed
Fourth meeting of the Telecommunication Standardization Advisory Group (TSAG)	July 29 to August 2, 2024*	To be confirmed
45 meeting of PCC.I and fourth CITEL preparatory meeting for WTSA-24	August 19 to 23, 2024	Brazil
44 Meeting of PCC.II	September 23 to 27, 2024	Mexico
ITU Council Working Groups and Expert Groups	September 30 to October 11, 2024	Geneva, Switzerland
Meetings of the Working Group for the Preparation and Follow-up of WTSA, WCIT, and WTDC (WGCONF) at WTSA-24	October 13 to 24, 2024	New Delhi, India
5th. Global Standards Symposium (GSS)	October 14, 2024	New Delhi, India
World Telecommunication Standardization Assembly (WTSA-24)	October 15 to 24, 2024	New Delhi, India
Radio Regulation Board (RRB-24.3)	November 11 to 19, 2024	To be determined
42 Meeting of COM/CITEL	November 19 to 21, 2024	Bogota, Colombia

Workshop on the use of telecommunications and digital technologies for natural disaster preparedness, response, and mitigation	Before the 46 Meeting of PCC.I (2025)	Virtual
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CITEL meetings



ITU meetings



Other meetings

\*to be confirmed

**ANNEX 2 TO RESOLUTION COM/CITEL/RES. 331 (XLI-23)  
BUDGET PROGRAM FOR THE YEAR 2024**

**ESTIMATED BUDGET FOR THE INTER-AMERICAN TELECOMMUNICATION COMMISSION (CITEL) YEAR 2024**

(Amount in US\$)						
	REGULAR FUND (34F)	FUND ICR	REGULAR FUND	FUND ICR	SPECIFIC FUNDS	
	RF OAS	(34F)	CITEL- MEETINGS	(34G)	SF PCC.I	SF PCC.II
<b>INCOME</b>						
OAS Regular Fund (Personnel)	531,000					
OAS Regular Fund (Non-Personnel)	159,200	54,500	56,200			
Specific Funds Income of the PCC.I					207,500	
Specific Funds Income of the PCC.II						354,000
<b>TOTAL INCOME:</b>	<b>690,200</b>	<b>54,500</b>	<b>56,200</b>	<b>0</b>	<b>207,500</b>	<b>354,000</b>
<b>EXPENDITURES</b>						
<b>Secretariat of CITEL</b>						
Salaries of 3 Staffs [Paid by the OAS Regular Fund]	531,000					
Performance Contracts (CPRs) of Consultants [Paid by the OAS Regular Fund & ICR]	95,000	45,000				
35% Salaries [Contribution Specific Funds of PCC.I]					87,314	
65% Salaries [Contribution Specific Funds of PCC.II]						162,154
<b>Administrative Expenditures Regular Fund (See attached Table)</b>	52,810	9,500				
<b>Total Secretariat's Expenditures:</b>	<b>678,810</b>	<b>54,500</b>	<b>0</b>	<b>0</b>	<b>87,314</b>	<b>162,154</b>
<b>CITEL's Meeting and Activities</b>						
44 Meeting of PCC.I - PANAMA					50,000	
45 Meeting of PCC.I - BRASIL					50,000	
WTSA-24/INDIA					20,186	
CPRs Interpretation Services						2,500
43 Meeting of PCC.II						65,000
44 Meeting of PCC.II						65,000
42 Meeting of COM/CITEL			56,200			

Basic activities of the Secretariat of CITEL						30,000
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))						29,346
<b>Total Meeting and Activities Expenditures:</b>	<b>0</b>	<b>0</b>	<b>56,200</b>	<b>0</b>	<b>120,186</b>	<b>191,846</b>
<b>Other Expenditures</b>						
Support from the Secretariat to Meetings and International Representations	11,390					
<b>Total Other Expenditures:</b>	<b>11,390</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES: US\$</b>	<b>690,200</b>	<b>54,500</b>	<b>56,200</b>	<b>0</b>	<b>207,500</b>	<b>354,000</b>
<b>TOTAL INCOME - TOTAL EXPENDITURES: US\$</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# PROJECTION OF ADMINISTRATIVE EXPENSES FOR 2024 (US\$)

## SECRETARIAT REGULAR FUND

### SECRETARIAT

34F + ICR

Budget		52,810	
Expenses estimated	Documents		550
	Equipment		3,000
	Supplies		800
	DOITS Core		4,600
	DOITS Cloud		3,900
	DOITS: Mobile, VPN, Sharepoint, Security, courier, etc.		2,200
	Translation Costs (*) / Interpretation Serv.		25,500
	AD&D Insurance		160
	Zoom Video Communications		2,500
	Software licenses (annual DOITS fee)		8,000
	Interns / Fellowships		1,600
	Others		0
Total			52,810

(\*)

Annual Report

5,400

Secretariat

20,100

25,500

# PCC-I DRAFT BUDGET - 2024

(US\$)

		SPECIFIC FUNDS	
		SF PCC.I	TOTAL
<b>INCOME</b>			
Income - Specific Funds of PCC.I		207,500	207,500
Voluntary Contributions			
<b>TOTAL INCOME: US\$</b>		<b>207,500</b>	<b>207,500</b>
<b>EXPENDITURES</b>			
<b>CITEL Secretariat</b>			
<b>Staff Salaries:</b>			
Staff Salaries (35%)	[Contribution SF of PCC.I]	87,314	87,314
<b>Total Secretariat Expenses:</b>		<b>87,314</b>	<b>87,314</b>
<b>CITEL's Meetings and Activities</b>			
44 Meeting of PCC.I		50,000	50,000
45 Meeting of PCC.I		50,000	50,000
CPRs Interpretation Services			
WTSA-24/INDIA		20,186	20,186
Basic activities of the Secretariat of CITEL			
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI)-15))			
<b>Total CITEL's Meetings and Activities:</b>		<b>120,186</b>	<b>120,186</b>
<b>Other Expenditures</b>		0	0
<b>Total Other Expenditures:</b>		<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES: US\$</b>		<b>207,500</b>	<b>207,500</b>
<b>TOTAL INCOME - TOTAL EXPENDITURES:</b>		<b>0</b>	<b>0</b>
<b>US\$</b>			



# PCC-II DRAFT BUDGET - 2024

(US\$)

		SPECIFIC FUNDS	
		SF PCC.II	TOTAL
<b>INCOME</b>			
Income - Specific Funds of PCC.II		354,000	354,000
Voluntary Contributions			
<b>TOTAL INCOME: US\$</b>		<b>354,000</b>	<b>354,000</b>
<b>EXPENDITURES</b>			
<b>CITEL Secretariat</b>			
<b>Staff Salaries:</b>			
Staff Salaries (65%)	[Contribution SF of PCC.II]	162,154	162,154
<b>Total Secretariat Expenses:</b>		<b>162,154</b>	<b>162,154</b>
<b>CITEL's Meetings and Activities</b>			
43 Meeting of PCC.II		65,000	65,000
44 Meeting of PCC.II		65,000	65,000
CPRs Interpretation Services		2,500	2,500
Basic activities of the Secretariat of CITEL		30,000	30,000
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))		29,346	29,346
<b>Total CITEL's Meetings and Activities:</b>		<b>191,846</b>	<b>191,846</b>
<b>Other Expenditures</b>		0	0
<b>Total Other Expenditures:</b>		<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES: US\$</b>		<b>354,000</b>	<b>354,000</b>
<b>TOTAL INCOME - TOTAL EXPENDITURES:</b>		<b>0</b>	<b>0</b>
<b>US\$</b>			