

COM/CITEL RES. 234 (XXIX-10) ¹

APPROVAL OF THE PLAN OF OPERATIONS FOR 2011

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

CONSIDERING:

- a) The budget program and the draft schedule prepared by COM/CITEL's Committee for Preparing the Operations Plan for 2011, and
- b) The information on the status of associate members submitted by the Secretariat of CITEL,

RESOLVES:

- 1. To approve the Schedule of Meetings for 2011 contained in Appendix 1 to this Resolution.
- 2. To approve the draft program-budget for 2011 attached hereto as Annex 2.
- 3. To instruct the Executive Secretary of CITEL to report to COM/CITEL any changed circumstances affecting the approved 2011 budget.

Appendix I: Schedule of Meetings in 2011:

**PRELIMINARY CALENDAR OF CITEL
YEAR 2011**

Meeting	Date	Place
Conference Preparatory Meeting (CPM)	14 - 25 February 2011	Geneva, Switzerland
Seminar on the use of Telecommunications in the Prevention and Mitigation of Catastrophes and Disaster, and on-line Workshops	29 February 2011	Lima, Peru
XVIII PCC.I	1 – 4 March 2011	Lima, Peru
XVII PCC.II	28 March – 1 April 2011	Dominican Republic

¹ COM/CITEL/doc.1426/10 rev.1

Meeting	Date	Place
XVII Steering Committee (STE)	TBD	Video-Conference or over the Internet
XVIII PCC.II	TBD	TBD
XXVII Working Group to Prepare for the Meetings of the Council of the ITU	11 – 12 October 2011	Geneva, Switzerland
XIX PCC.I	TBD	TBD
XXV COM/CITEL	7 – 9 December 2011	Washington, D.C.
XXVIII Working Group to Prepare for the Meetings of the Council of the ITU	7 – 9 December 2011	Washington, D.C.

 ITU's Meetings

ANNEX 2 TO RESOLUTION COM/CITEL RES. 234 (XXIV-10)

CITEL DRAFT BUDGET FOR 2011

(In US\$)

	REGULAR FUND	SPECIFIC FUNDS			TOTAL
	RF OAS	SF PCC.I	SF PCC.II	VC	
<u>INCOME</u>					
OAS Regular Fund	390,900.00				390,900.00
Specific Fund Balance PCC.I – January 1, 2011		-			-
PCC.I Specific Fund Income		126,000.00			126,000.00
Specific Fund Balance PCC.II – January 1, 2011			67,912.88		67,912.88
PCC.II Specific Fund Income			190,500.00		190,500.00
Voluntary Contributions					
TOTAL INGRESOS	390,900.00	126,000.00	258,412.88	-	775,312.88
<u>EXPENDITURES</u>					
CITEL's Secretariat					
Staff Salaries:					
- Salaries for 2 Paid by the OAS Regular Fund	334,900.00				334,900.00
- Staff Salary (50% for 2) Contribution from PCC.I SF		90,650.00			90,650.00
- Staff Salary (50% for 2) Contribution from PCC.II SF			90,650.00		90,650.00
Administrative Expenditures	41,579.00				41,579.00
Total Secretariat's Expenditure	376,479.00	90,650.00	90,650.00		557,779.00
CITEL's Meetings					
XVIII PCC.I Meeting (Peru)		17,675.00			17,675.00
XIX PCC.I Meeting		17,675.00			17,675.00
XVII PCC.II Meeting (Dominican Republic)			83,881.44		83,881.44
XVIII PCC.II Meeting			83,881.44		83,881.44
XXV COM/CITEL Meeting	14,421.00				14,421.00
Total Meeting Expenditures	14,421.00	35,350.00	167,762.88		217,533.88
Other expenditures					
Total – Otros Expenditures	-	-	-		-
TOTAL EXPENDITURES	390,900.00	126,000.00	258,412.88		775,312.88
INCOME - EXPENDITURES =	-	-	-		-

Projection of Administration Expenses for 2011

Budget		41,579.00	
Expenses			
	Documents		1,500.00
	Equipments		2,000.00
	Supplies		2,000.00
	Postage		600.00
	Phone, Fax		1,500.00
	Mant. Server		4,500.00
	LAN-Internet		4,400.00
	Translation Costs*		17,400.00
	LAN-Printer		600.00
	Courier/S&H charges		300.00
	AD&D Insurance		500.00
	Webex		600.00
	Other		3,879.00
	VPN		1,800.00
	Total		<u>41,579.00</u>

* Translation costs:

Annual Report	7,200.00
Secretariat	10,200.00
	<u>17,400.00</u>

PCC-I
PCC-I DRAFT BUDGET - 2011
(US\$)

PREVISION			
REGULAR FUND	SPECIFIC FUNDS		TOTAL
FR	SF PCC.I		
<u>INCOME</u>			
Balance PCC.I Specific Fund - 1 January 2009			
Income - PCC.I Specific Fund	126,000		126,000
TOTAL INCOME	0	126,000	0
<u>EXPENDITURES</u>			
CITEL Secretariat			
Staff salaries : US\$ 668,100.00			
Staff Salary (50% for 2) Contrb. SF PCC.I	90,650		90,650
Total Secretariat expenses	0	90,650	0
CITEL Meetings			
XVIII PCC.I Meeting (Peru)	17,675		17,675
XIX PCC.I Meeting	17,675		17,675
Total meeting costs	0	35,350	0
Total other expenses	0	0	0
TOTAL EXPENDITURES	0	126,000	0

PCC-II
PCC-II DRAFT BUDGET - 2011

(US\$)

	(US\$)			
	REGULAR FUND	SPECIFIC FUND		TOTAL
	RF		SF PCC.II	
<u>INCOME</u>				
Balance PCC.II Specific Fund - 1 January 2009			67,913	67,913
Income - PCC.II Specific Fund			190,500	190,500
TOTAL INCOME	0	0	258,413	258,413
<u>EXPENDITURES</u>				
CITEL Secretariat				
Staff Salary (50% for Contrb. SF PCC.II 2)			90,650	90,650
Total Secretariat expenses	0	0	90,650	90,650
CITEL Meetings				
XVII PCC.II Meeting (Dominican Republic)			83,881	83,881
XVIII PCC.II Meeting			83,881	83,881
Total meeting costs	0	0	167,763	167,763
Total other expenses	0	0	0	0
TOTAL EXPENDITURES	0	0	258,413	258,413
INCOME - EXPENDITURES	0	0	0	0
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