

**COM/CITEL RES. 234 (XXIX-10) <sup>1</sup>**

**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**

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

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<sup>1</sup> 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	
<b><u>INCOME</u></b>					
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					
<b>TOTAL INGRESOS</b>	<b>390,900.00</b>	<b>126,000.00</b>	<b>258,412.88</b>	<b>-</b>	<b>775,312.88</b>
<b><u>EXPENDITURES</u></b>					
<b>CITEL's Secretariat</b>					
Staff Salaries:					
- Salaries for 2	Paid by the OAS Regular Fund				
- 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
<b>Total Secretariat's Expenditure</b>	<b>376,479.00</b>	<b>90,650.00</b>	<b>90,650.00</b>		<b>557,779.00</b>
<b>CITEL's Meetings</b>					
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
<b>Total Meeting Expenditures</b>	<b>14,421.00</b>	<b>35,350.00</b>	<b>167,762.88</b>		<b>217,533.88</b>
<b>Other expenditures</b>					
<b>Total – Otros Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>390,900.00</b>	<b>126,000.00</b>	<b>258,412.88</b>		<b>775,312.88</b>
<b>INCOME - EXPENDITURES =</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>

**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
	<b>Total</b>		<b><u>41,579.00</u></b>

\* Translation costs:

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

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

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

**PCC-II  
PCC-II DRAFT BUDGET - 2011**

(US\$)

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