

COM/CITEL RES. 243 (XXV-11) ¹

APPROVAL OF THE PLAN OF OPERATIONS FOR 2012

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

CONSIDERING:

- a) The budget program and the draft schedule of meetings prepared by COM/CITEL's Committee for Preparing the Operations Plan, 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 2012 contained in Annex 1 to this Resolution.
- 2. To approve the draft program-budget for 2012 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.

ANNEX 1 TO RESOLUTION COM/CITEL RES. 243 (XXV-11)

CALENDAR OF CITEL - YEAR 2012

Meeting	Date	Place
Radiocommunication Assembly 2012 (RA-12)	16-20 January 2012	Geneva, Switzerland
World Radiocommunication Conference	23 January – 17 February 2012	Geneva, Switzerland
Meetings of the Working Group to prepare WRC-12	22 January – 17 February 2012	Geneva, Switzerland
First Session of the Conference Preparatory Meeting for WRC-15	20-21 February 2012	Geneva, Switzerland
Council Working Group to Prepare for the 2012 WCIT (CWG-WCIT12)	27-29 February 2012	Geneva, Switzerland

¹ COM/CITEL/doc.1466/11

Meeting	Date	Place
Regional Broadband Forum in preparation for the Connect Americas Summit	April 2012	Mexico
Council Working Group to Prepare for the 2012 WCIT (CWG-WCIT12)	23-25 April 2012	Geneva, Switzerland
ITU WTSA/WCIT Preparatory meeting	14-15 May 2012	Argentina
Seminar on regional approaches to mobile-to-mobile termination rates (MTR-MTM)	16 May 2012	Argentina
XX PCC.I	16 – 19 May 2012	Argentina
Council Working Group to Prepare for the 2012 WCIT (CWG-WCIT12)	20-21 June 2012	Geneva, Switzerland
XVII Steering Committee (STE)	July 2012	Video-Conference or over the Internet
XXIX Working Group to Prepare for the Meetings of the Council of the ITU	4-13 July 2012	Geneva, Switzerland
2012 Session of Council	4-13 July 2012	Geneva, Switzerland
Connect the Americas	17-19 July 2012	Panama city, Panama
XIX PCC.II	23-27 July 2012	[TBD]
Seminar on the results of WRC-12 and future satellite-related matters	24 July 2012	[TBD]
Seminar on the internet standards framework	10 September 2012	El Salvador
XXI PCC.I	11-14 September 2012	El Salvador
XX PCC.II	15-19 October 2012	TBD
XXVI COM/CITEL	12-13 November 2012	TBD
Meetings of the Rapporteurship to prepare WTSA/WCIT	19 November-14 December 2012	Dubai , United Arab Emirates
XXX Working Group to Prepare for the Meetings of the Council of the ITU	12-13 November 2012	TBD

Meeting	Date	Place
Global Standards Symposium	19 November 2012	Dubai , United Arab Emirates
World Telecommunication Standardization Assembly (WTSA-12)	20-29 November 2012	Dubai , United Arab Emirates
World Conference on International Telecommunications (WCIT 12)	3-14 December 2012	Dubai , United Arab Emirates

 ITU's Meetings

ANNEX 2 TO RESOLUTION COM/CITEL RES. 243 (XXV-11)

CITEL DRAFT BUDGET FOR 2012

(In US\$)

	REGULAR FUND	SPECIFIC FUNDS			TOTAL
	OAS RF	SF PCC.I	SF PCC.II	VC	
<u>INCOME</u>					
OAS Regular Fund (Personnel)	441,600				441,600
OAS Regular Fund (Non-personnel)	181,000				181,000
Specific Funds Balance PCC.I - January 1, 2012		4,110			4,110
Specific Funds Income of the PCC.I		115,500			115,500
Specific Funds Balance PCC.II - January 1, 2012			56,463		56,463
Specific Funds Income of the PCC.II			187,500		187,500
Voluntary Contributions				11,000	11,000
TOTAL INCOME	622,600	119,610	243,963	11,000	997,173
<u>EXPENDITURES</u>					
<u>CITEL Secretariat</u>					
Staff Salaries : US\$640,600 (5 permanent posts)					
Salaries for 3 Paid by the Regular	441,600				441,600

Staff Salary (50% for 2)	Fund [Contrb. SF PCC.I (US\$)]		99,500			99,500
Staff Salary (50% for 2)	[Contrb. SF PCC.II (US\$)]			99,500		99,500
Administrative Expenditures		60,000				60,000
Total Secretariat's Expenditures		501,600	99,500	99,500		700,600
<u>CITEL Meetings</u>						
XX PCC.I Meeting (ARGENTINA)		30,000	10,055			40,055
XXI PCC.I Meeting (EL SALVADOR)		30,000	10,055			40,055
XIX PCC.II Meeting (TBD)		5,000		67,232		72,232
XX Meeting PCC.II (TBD)		5,000		67,231		72,231
XXVI COM/CITEL Meeting (TBD)		15,000				15,000
Total Meeting Expenditures		85,000	20,110	134,463		239,573
<u>Other expenditures</u>						
CITEL Secretariat travel expenses - ITU RA/WRC-12				10,000		10,000
Interpretation at ITU RA/WRC-12		11,000			11,000	22,000
CITEL Secretariat travel expenses - ITU WTSA/WCIT-12						
Interpretation at ITU WTSA/WCIT-12		16,000				16,000
Interpretation at ITU Council 2012						
Scholarships		9,000				9,000
New CITEL Web Portal		0				0
Total - Other expenditures		36,000		10,000	11,000	57,000
TOTAL EXPENDITURES		622,600	119,610	243,963	11,000	997,173
INCOME - EXPENDITURES		0	0	0	0	0

Projection of Administrative Expenses for 2012 (US\$)

Budget		60,000	
Expenses			
	Documents		1,900
	Equipments		2,000
	Supplies		1,400
	Postage		300
	Phone, Fax		1,500
	Mant. Server		4,500
	LAN-Internet		4,400
	LAN-Printer		500
	Translation Costs (*)		26,300
	Courier/S&H charges		600
	AD&D Insurance		300
	Webex		600
	ESX Host (New Web Portal)		13,700
	VPN		2,000
	Other		-
	Total		60,000

(*)

Annual Report	4,500
Secretariat	21,800
	26,300

PCC-I

PCC-I DRAFT BUDGET - 2012

(US\$)

	REGULAR FUND	SPECIFIC FUNDS		TOTAL
	OAS RF	SF PCC.I	VC	
<u>INCOME</u>				
OAS Regular Fund (Non-personnel)	76,000			76,000
Balance PCC.I Specific Fund - 1 January 2012		4,110		4,110
Income - PCC.I Specific Fund		115,500		115,500
Voluntary contributions				
TOTAL INCOME	76,000	119,610		195,610
<u>EXPENDITURES</u>				
CITEL Secretariat				
Staff salaries : US\$				
Staff [Contrb. SF PCC.I (US\$)] Salaries (50% for 2)		99,500		99,500
Total Secretariat expenses	0	99,500		99,500
CITEL Meetings				
XX PCC.I Meeting (Argentina)	30,000	10,055		40,055
XXI PCC.I Meeting (El Salvador)	30,000	10,055		40,055
Total meeting costs	60,000	20,110		80,110
Other expenditures				
CITEL Secretariat travel expenses - ITU WTSA/WCIT-12				
Interpretation at ITU WTSA/WCIT-12	16,000			16,000

Total other expenses	16,000			16,000
TOTAL EXPENDITURES	76,000	119,610		195,610
INCOME - EXPENDITURES =	0	0		0

PCC-II

PCC-II DRAFT BUDGET - 2012
(US\$)

	REGULAR FUND	SPECIFIC FUND		TOTAL
	OAS RF	SF PCC.II	VC	
<u>INCOME</u>				
OAS Regular Fund (Non-personnel)	21,000			21,000
Balance PCC.II Specific Fund - 1 January 2012		56,463		56,463
Income - PCC.II Specific Fund		187,500		187,500
Voluntary contributions			11,000	11,000
TOTAL INCOME	21,000	243,963	11,000	275,963
<u>EXPENDITURES</u>				
CITEL Secretariat				
Staff Salaries: US\$				
Staff Salary (50% for 2) [Contrb. SF PCC.II (US\$)]		99,500		99,500
Total Secretariat expenses	0	99,500	0	99,500
CITEL Meetings				
XIX PCC.II Meeting (TBD)	5,000	67,232		72,232
XX PCC.II Meeting (TBD)	5,000	67,231		72,231

	Total meeting costs	10,000	134,463	144,463
Other expenditures				
CITEL Secretariat travel expenses - ITU RA/WRC-12		10,000		10,000
Interpretation at ITU RA/WRC-12	11,000		11,000	22,000
	Total other expenses	11,000	10,000	32,000
	TOTAL EXPENDITURES	21,000	243,963	275,963
	INCOME - EXPENDITURES	0	0	0
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