

COM/CITEL RES. 248 (XXVI-12) ¹

ADOPTION OF THE OPERATIONS PLAN FOR 2013

The XXVI 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:

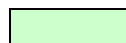
- 1. To adopt the calendar of meetings for 2013 contained in Annex 1 hereto.
- 2. To approve the draft program-budget for 2013 attached hereto as Annex 2.
- 3. To instruct the Executive Secretary of CITEL to inform the Member States of any change in the circumstances affecting the budget for 2013 approved.

¹ COM/CITEL/doc. 1520/12 rev.2

ANNEX 1 TO RESOLUTION COM/CITEL RES. 248 (XXVI-12)

PRELIMINARY CALENDAR OF CITEL 2013

Meeting	Date	Place
Seminar on fixed and mobile satellite services	7 April 2013	[TBD]
XXI Meeting of PCC.II	8-12 April 2013	[TBD]
XXII Meeting of PCC.I	20-24 May 2013	Argentina
XXX Meeting of the Working Group to Prepare for the Meetings of the Council of the ITU	11-21 June 2013	Geneva, Switzerland
2012 session of the ITU Council	11-21 June 2013	Geneva, Switzerland
XVIII Meeting of the Steering Committee (STE)	July 2013	Videoconference or by Internet
XXII Meeting of PCC.II	9-13 September 2013	[TBD]
XXIII Meeting of PCC.I	7-11 October 2013	[TBD]
XXVII Meeting of COM/CITEL	2-3 December 2013	Mexico

 ITU Meetings

Note to the calendar: To address important preparations for the ITU World Telecommunications Development Conference and Plenipotentiary Conference, short meetings of the COM/CITEL Conference Preparatory Working Group to address Regional Preparations for World Conferences and Meetings will likely be held in association with the PCC.I meeting (May 2013) and the ITU Regional Preparatory Meeting for the WTDC (August 2013), as well as the COM/CITEL meeting (December 2013), in order to consider potential inter-american proposals (IAPs) and CITEL positions for these conferences.

ANNEX 2 TO RESOLUTION COM/CITEL RES. 248 (XXVI-12)

CITEL DRAFT BUDGET FOR 2013

(Amounts in US\$)

		REGULAR FUND	SPECIFIC FUNDS			TOTAL
		OAS RF	SF PCC.I	SF PCC.II	VC	
<u>INCOME</u>						
OAS Regular Fund (Personnel)		449,400				449,400
OAS Regular Fund (Non-personnel)		82,500				82,500
Specific Funds Balance PCC.I - January 1, 2013						0
Specific Funds Income of the PCC.I			118,500			118,500
Specific Funds Balance PCC.II - January 1, 2013						0
Specific Funds Income of the PCC.II				187,500		187,500
Voluntary Contributions						0
TOTAL INCOME		531,900	118,500	187,500		837,900
<u>EXPENDITURES</u>						
<u>CITEL Secretariat</u>						
Staff Salaries : US\$692,644 (5 permanent posts)						
Salaries for 3 staff	Paid by the Regular Fund	449,400				449,400
Staff Salary (50% for 2 staff)	[Contrib. SF PCC.I]		101,297			101,297
Staff Salary (50% for 2 staff)	[Contrib. SF PCC.II]			101,297		101,297
Administrative Expenditures (see attached table)		58,000				58,000
Total Secretariat's Expenditures		507,400	101,297	101,297		709,994
<u>CITEL Meetings</u>						
XXII PCC.I Meeting			8,601			8,601
XXIII PCC.I Meeting			8,602			8,602
XXI PCC.II Meeting				43,101		43,101
XXII Meeting PCC.II				43,102		43,102
XXVII COM/CITEL Meeting		17,000				17,000
Total Meeting Expenditures		17,000	17,203	86,203		120,406
<u>Other expenditures</u>						
Scholarships		7,500				7,500
Total - Other expenditures		7,500		0	0	7,500
TOTAL EXPENDITURES		531,900	118,500	187,500	0	837,900
TOTAL INCOME - EXPENDITURES		0	0	0	0	0

Projection of Administrative Expenses for 2013 (US\$)

Budget		58,000	
Expenses			
	Documents		2,000
	Equipment		2,000
	Supplies		1,400
	Postage		300
	Phone, Fax		1,500
	Server Maintenance		4,500
	LAN-Internet		4,400
	LAN-Printer		500
	Translation Costs (*)		25,000
	Courier/S&H charges		500
	AD&D Insurance		300
	Webex		600
	Software licenses (annual payment)		13,000
	VPN		2,000
	Other		-
Total			58,000

(*)

Annual Report	4,500
Secretariat	20,500
	25,000

PCC.I DRAFT BUDGET - 2013

(US\$)

		REGULAR FUND	SPECIFIC FUNDS		TOTAL
		OAS RF	SF PCC.I	VC	
<u>INCOME</u>					
OAS Regular Fund (Non-personnel)					0
Balance PCC.I Specific Fund - 1 January 2013					0
Income - PCC.I Specific Fund			118,500		118,500
Voluntary contributions					
TOTAL INCOME		0	118,500		118,500
<u>EXPENDITURES</u>					
CITEL Secretariat					
Staff salaries: US\$					
Staff Salaries (50% for 2)	[Contrib. SF PCC.I]		101,297		101,297
Total Secretariat expenses		0	101,297		101,297
<u>CITEL Meetings</u>					
XXII PCC.I Meeting			8,601		8,601
XXIII PCC.I Meeting			8,602		8,602
Total meeting costs		0	17,203		17,203
<u>Other expenditures</u>					
					0
Total other expenses		0			0
TOTAL EXPENDITURES		0	118,500		118,500
TOTAL INCOME - EXPENDITURES =		0	0		0

PCC.II DRAFT BUDGET – 2013

(US\$)

	REGULAR FUND	SPECIFIC FUND		TOTAL
	OAS RF	SF PCC.II	VC	
<u>INCOME</u>				
OAS Regular Fund (Non-personnel)				
Balance PCC.II Specific Fund - 1 January 2013				0
Income - PCC.II Specific Fund		187,500		187,500
Voluntary contributions				0
TOTAL INCOME	0	187,500	0	187,500
<u>EXPENDITURES</u>				
CITEL Secretariat				
Staff Salaries: US\$				
Staff Salary (50% for 2) [Contrib. SF PCC.II]		101,297		101,297
Total Secretariat expenses	0	101,297	0	101,297
<u>CITEL Meetings</u>				
XXI PCC.II Meeting		43,101		43,101
XXII PCC.II Meeting		43,102		43,102
Total meeting costs	0	86,203		86,203
<u>Other expenditures</u>				
				0
Total other expenses	0	0	0	0
TOTAL EXPENDITURES	0	187,500	0	187,500
INCOME - EXPENDITURES =	0	0	0	0