

**COM/CITEL RES. 253 (XXVII-13) <sup>1</sup>**

**ADOPTION OF THE OPERATIONS PLAN FOR 2014**

The XXVII 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 2014 contained in Annex 1 hereto.
- 2. To approve the draft program-budget for 2014 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 2014 approved.

**ANNEX 1 TO RESOLUTION COM/CITEL RES. 253 (XXVII-13)**

**PRELIMINARY CALENDAR OF CITEL 2014**

<b>Reunión</b>	<b>Fecha</b>	<b>Lugar</b>
Strategic Dialogue on Broadband and Internet Development in the Americas	10 February 2014	Santo Domingo, Dominican Republic
Sixth Assembly of CITEL	11 to 13 February 2014	Santo Domingo, Dominican Republic
XXVIII Meeting of COM/CITEL	13 February 2014	Santo Domingo, Dominican Republic
XXVI Meeting of the Conference Preparatory Working Group to address Regional Preparations for World Conferences and Meetings of COM/CITEL (CPWG)	14 February 2014	Santo Domingo, Dominican Republic

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<sup>1</sup> COM/CITEL/doc. 1583/13

Reunión	Fecha	Lugar
XXIII Meeting of PCC.II	17 to 21 March 2014	Colombia
World Telecommunication Development Conference (WTDC)	30 March to 10 April 2014	Dubai, United Arab Emirates)
XXIV Meeting of PCC.I	29 April to 2 May 2014	Lima, Peru
XXX Meeting of the Working Group to Prepare for the Meetings of the Council of the ITU	6 to 15 May 2014	Geneva, Switzerland
ITU 2014 Council Session	6 to 15 May 2014	Geneva, Switzerland
XX Steering Committee (STE)	July 2014	Videoconference or using Internet
XXV Meeting of PCC.I	19 to 22 August 2014	[TBC]
XXIV Meeting of PCC.II	15 to 19 September 2014	[TBC]
Plenipotentiary Conference	20 October to 7 November 2014	Busan, Republic of Korea
XXIX Meeting of COM/CITEL	1 and 2 December 2014	[TBC]

 ITU Meetings

## ANNEX 2 TO RESOLUTION COM/CITEL RES. 253 (XXVII-13)

### CITEL DRAFT BUDGET FOR 2014

(Amounts in US\$)

	REGULAR FUND	SPECIFIC FUNDS			TOTAL
	OAS RF	SF PCC.I	SF PCC.II	VC	
<b><u>INCOME</u></b>					
OAS Regular Fund (Personnel)	459,000				459,000
OAS Regular Fund (Non-personnel)	100,100				100,100
Specific Funds Balance PCC.I - January 1, 2014		2,754			2,754
Specific Funds Income of the PCC.I		123,000			123,000

Specific Funds Balance PCC.II - January 1, 2014			24,500		24,500
Specific Funds Income of the PCC.II			196,500		196,500
Voluntary Contributions					
<b>TOTAL INCOME</b>	<b>559,100</b>	<b>125,754</b>	<b>221,000</b>	<b>0</b>	<b>905,854</b>
<b><u>EXPENDITURES</u></b>					
<b><u>CITEL Secretariat</u></b>					
Staff Salaries :					
Salaries for 3 staff	Paid by the Regular fund	459,000			459,000
Staff Salary (50% for 2 staff)	[Contrib. SF PCC.I (US\$)]		106,220		106,220
Staff Salary ( 50% for 2 staff)	[Contrib. SF PCC.II (US\$)]			106,220	106,220
Administrative Expenditures (see attached table)		68,000			68,000
<b>Total Secretariat's Expenditures</b>		<b>527,000</b>	<b>106,220</b>	<b>106,220</b>	<b>739,440</b>

<b><u>CITEL Meetings</u></b>					
XXIV PCC.I Meeting		600	9,767		10,367
XXV PCC.I Meeting		600	9,767		10,367
XXIII PCC.II Meeting				57,390	57,390
XXIV PCC.II Meeting				57,390	57,390
XXIX COM/CITEL Meeting		15,000			15,000
<b>Total Meeting Expenditures</b>		<b>16,200</b>	<b>19,534</b>	<b>114,780</b>	<b>150,514</b>
<b><u>Other expenditures</u></b>					
Scholarships		7,500			
Meetings of CITEL during WTDC-14 (*)		3,360			
Meetings of CITEL during PP-14 (**)		5,040			0
<b>Total - Other expenditures</b>		<b>15,900</b>		<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>		<b>559,100</b>	<b>125,754</b>	<b>221,000</b>	<b>889,954</b>
<b>TOTAL INCOME - EXPENDITURES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

(\*) 4 hours of interpretation

(\*\*) 6 hours of interpretation

### Projection of Administrative Expenses for 2014 (US\$)

Budget					
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		68,000	
Expenses			
	Documents		2,210
	Equipment		3,200
	Supplies		1,800
	Postage		400
	Phone, Fax		1,500
	Server Maintenance		4,500
	LAN-Internet		4,400
	LAN-Printer		550
	Translation Costs (*)		32,000
	Courier/S&H charges		600
	AD&D Insurance		350
	Webex		860
	Software licenses (annual payment)		13,630
	VPN		2,000
	Other		-
	Total		<b>68,000</b>

(\*)

Annual Report	4,500
Secretariat	27,500
	<b>32,000</b>

## PCC.I DRAFT BUDGET - 2014

(US\$)

	REGULAR FUND	SPECIFIC FUNDS		TOTAL
	OAS RF	SF PCC.I	VC	
<b>INCOME</b>				
OAS Regular Fund (Non-personnel)	1,200			
Balance PCC.I Specific Fund - 1 January 2014		2,754		2,754
Income - PCC.I Specific Fund		123,000		123,000
Voluntary contributions				
<b>TOTAL INCOME</b>	<b>1,200</b>	<b>125,754</b>		<b>125,754</b>
<b>EXPENDITURES</b>				
CITEL Secretariat				

Staff salaries: US\$				
Staff Salaries (50% for 2 staff members)	[Contrib. SF PCC.I (US\$)]		106,220	106,220
Total Secretariat expenses		0	106,220	106,220
<b>CITEL Meetings</b>				
XXIV PCC.I Meeting		600	9,767	10,367
XXV PCC.I Meeting		600	9,767	10,367
		1,200	19,534	20,734
<b>Other expenditures</b>				
				0
Total other expenses		0		0
<b>TOTAL EXPENDITURES</b>		20,734	20,734	20,734
<b>TOTAL INCOME - EXPENDITURES =</b>		0	0	0

### PCC.II DRAFT BUDGET – 2014

(US\$)

	REGULAR FUND	SPECIFIC FUND		TOTAL
	OAS RF	SF PCC.II	VC	
<b><u>INCOME</u></b>				
OAS Regular Fund (Non-personnel)				
Balance PCC.II Specific Fund - 1 January 2014		24,500		24,500
Income - PCC.II Specific Fund		196,500		196,500
Voluntary contributions				
<b>TOTAL INCOME</b>	0	221,000	0	221,000
<b><u>EXPENDITURES</u></b>				
CITEL Secretariat				
Staff Salaries: US\$				
Staff Salary ( 50% for 2) [Contrib. SF PCC.II]		106,220		106,220
<b>Total Secretariat expenses</b>	0	106,220		106,220
<b><u>CITEL Meetings</u></b>				
XXIII PCC.II Meeting		57,390		57,390
XXIV PCC.II Meeting		57,390		57,390
<b>Total meeting costs</b>	0	114,780	0	114,780

<b>Other expenditures</b>				0
<b>Total other expenses</b>	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>221,000</b>	<b>0</b>	<b>221,000</b>
<b>INCOME - EXPENDITURES =</b>	0	0	0	0