

COM/CITEL/RES. 67 (VII-98)¹

PRINCIPLES RELATED TO THE USE OF ASSOCIATE MEMBER FUNDS WITHIN THE ANNUAL BUDGET OF CITEL

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

CONSIDERING:

- (a) That CITEL Administrations and their associate members expect that the annual dues paid by associate members will be used effectively to achieve the important goals of CITEL;
- (b) That CITEL will benefit from having an established, effective, cost-based procedure for determining its annual budget and schedule for meetings and other programs; and
- (c) That open and transparent procedures for financial resource management and budgeting enhances the credibility and prestige of CITEL in the international community.

RECOGNIZING:

- (a) That the OAS requires CITEL to provide an accounting of the use of any external funds it receives as part of its determination of the amount of funds it will provide to CITEL's operational budget;
- (b) That the associate member funds represents a contribution by the associate members to the work of CITEL for specific expenses incurred as a result of participation of associate members in the organization, and are therefore not interchangeable with the funds provided to CITEL from the OAS General Fund; and
- (c) That, to make more effective use of the associate member funds while avoiding confusion between those uses, and the uses of the funds provided from the OAS Regular Fund, CITEL budgeting decisions must be based on clear principles guiding the use of associate member funds.

RESOLVES:

To apply the following principles and guidelines in budgeting decisions regarding use of the annual membership fees paid by associate members of CITEL:

PRINCIPLES

1. CITEL has three primary sources of income to cover its expenses. These are the funds provided from the OAS Regular Fund, the annual dues paid by associate members, and contributions from hosting and collaborating organizations to cover certain costs of individual meetings.
2. Fundamentally, associate member fees are collected in order to offset the incremental cost to CITEL of participation of associate members in the organization. Accordingly, all meetings of PCCs, Working Groups and rapporteur groups required to complete the work of the organization shall be funded in the first instance by funds from the Regular Fund of the OAS. These may be augmented,

¹ Reference document COM/CITEL/doc.422/98

as necessary and appropriate, by funds from the associate member fees, as well as contributions from hosting or collaborating organizations.

3. Associate membership fees shall only be applied to the expenses incurred by the specific PCC to which the associate membership applies.
4. To the extent possible, the associate membership fees shall be budgeted during the year for which the membership applies.
5. Beyond coverage of incremental expenses of associate member participation in the work of the PCCs, each PCC Chairman should, in consultation with the membership of the PCC, use the remaining associate member funds to address high priority objectives of the PCCs that result from, or reflect, the increased participation of associate members in the organization.
6. The use of associate member funds should be made known to all participants of the PCCs to which the funds are associated. To this end, PCC chairmen shall develop and present to COM/CITEL an annual budget showing how each of the three sources of funding for PCCs shall be allocated to each meeting of the PCC and its subgroups. (For 1999, this information is provided in the report of the Chairman of COM/CITEL's Working Commission on Program-Budget and Calendar.)