

COM/CITEL/RES.95 (VIII/99) ¹

RESOLUTION TO ADOPT THE 2000 PROGRAM-BUDGET

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

HAVING CONSIDERED

- a) The Program-Budget and draft calendar developed by the COM/CITEL “Commission on the 2000 Program-Budget”,
- b) The desirability to move CITEL toward a multi-year planning and budgeting cycle, and
- c) The concerns expressed by several delegations regarding the most appropriate mechanism to ensure that Associate Member dues are paid in a timely fashion.

RESOLVES:

- 1. To adopt the Program-Budget and draft calendar for 2000 annexed to this resolution,
- 2. To instruct the Executive Secretariat:
 - 1. To extrapolate from the annexed documents to develop a notional Program-Budget and calendar for 2001 and to provide that document to the next meeting of the Steering Committee,
 - 2. To provide each meeting of the Permanent Consultative Committees with an up-to-date statement of their budgetary situation,
 - 3. To redouble its efforts to collect associate member dues owed to the organization, and, to that end, confirm that it has current contact information for each associate member
 - 4. To seek, as a final step before any action which would tend to suspend the ability of an associate member to participate fully in the activities of CITEL, the assistance of the relevant CITEL Member State to obtain payment of associate member dues,
 - 5. To ensure that all associate members are aware of the availability of information regarding the uses made by CITEL of associate member dues.

¹ Reference Document: COM/CITEL/doc.457/99

PROGRAM-BUDGET FOR CITEL - 2000

(in thousand US dollars)

	Regular Funds – US\$	Subtotals
EXECUTIVE SECRETARIAT STAFF	423.7	423.7
IX Meeting of COM/CITEL		
Travel cost for CITEL Specialist, Legal Advisor, and 1 Conference Specialist and 1 Document Technician	9.0	
Cost of 5 days meeting	36.0	
Subtotal		45.0
PCC.I - III FORUM Meeting		
Travel cost for the Executive Secretary, CITEL Specialist and 1 Conference Specialist and 1 Document Technician	9.7	
Cost of 5 days meeting	11.3	
Subtotal		21.0
PCC.I - XII Meeting		
Travel cost for the Executive Secretary, CITEL Specialist and 1 Conference Specialist and 1 Document Technician	9.7	
Cost of 5 days meeting	11.3	
Subtotal		21.0
PCC.I - XIII Meeting		
Travel cost for the Executive Secretary, CITEL Specialist and 1 Conference Specialist and 1 Document Technician	9.7	
Cost of 5 days meeting	11.3	
Subtotal		21.0
PCC.II – VI Meeting		
Travel cost for the Executive Secretary, CITEL Specialist and 1 Conference Specialist and 1 Document Technician	9.7	

Cost of 5 days meeting	11.3	
Subtotal		21.0
	Regular Funds - US\$	Subtotals
PCC.III – XV Meeting		
Travel cost for the Executive Secretary, CITEL Specialist, 1 Conference Specialist and 1 Document Technician and Document Technician	12.2	
Cost of 5 days meeting	8.8	
Subtotal		21.0
PCC.III –WRC Meeting – Istanbul,Turkey (*)		
Travel cost for the Executive Secretary	9.5	
Publications	3	
Rent of a meeting room	10	
Other expenses	11.5	
Subtotal		21.0
PCC.III – XVI Meeting		
Travel cost for the Executive Secretary, CITEL Specialist, 1 Conference Specialist and 1 Document Technician and Document Technician	12.2	
Cost of 5 days meeting	8.8	
Subtotal		21.0
VIII STEERING COMMITTEE Meeting		
Cost of 3 day meeting	12.2	
Subtotal		12.2
REPRESENTATION OF CITEL BY THE COM/CITEL CHAIR OR HIS DESIGNEE		
Unscheduled travel	3.3	
Americas Telecom – Rio de Janeiro, April 10-15	3.3	
OAS General Assembly Windsor, Ontario, Canada, June 4-6	1.9	
Subtotal		8.5

LOGISTICAL SUPPORT FOR COM/CITEL WORKING GROUPS AS DIRECTED BY THE CHAIR OF COM/CITEL	3.3	
SUBTOTAL		3.3

	Regular Funds – US\$	Subtotals
GENERAL COSTS OF THE EXECUTIVE SECRETARIAT		
Scheduled travel of executive secretary to the annual meeting of COM/CITEL	2.6	
Photocopies	3.1	
Equipment and Office Supplies	3.2	
Subscriptions of publications	1.8	
Postage	2.2	
Maintenance of copying machine	2.7	
Fax	5.0	
Telephone	6.5	
Translation services	7.4	
Internet cost	1.6	
LAN services	1.4	
Shipping (courier)	1.5	
Subtotal		39.0
TOTAL	678.7	678.7

(*) Calculations of cost (ticket, per diem, terminal expenses) are subject to changes. All calculations were made using the rates as of November 1999.

**DRAFT BUDGET - III FORUM
PERMANENT CONSULTATIVE COMMITTEE (PCC.I)
February 14-16, 2000**

Activity	Funds to be used at Hdqs. CITEL	FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION I.	Total Cost
TRAVEL (4 persons) Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, and 1 Conference Specialist and 1 Document Technician	9,700 (1)		9,700
EQUIPMENT AND SUPPLIES Rent of equipments and office supplies		3,000 (1)	3,000
TELEPHONE, FAX, ETC.	505 (1)		505
CONTRACTS PERSONNEL • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	1,800 (1)	2,445 (1) <u>50,000 (2)</u> 52,445	4,245 <u>50,000</u> 54,245
CONTINGENCIES (5% de \$71,000)	3,550 (1)		3,550
TOTAL	15,555	55,445	71,000

- (1) Regular Fund
(2) Specific Funds (Associate Members)

**DRAFT BUDGET – XII MEETING
PERMANENT CONSULTATIVE COMMITTEE (PCC.I)
2000**

Activity	Funds to be used at Hdqs. CITEL	FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION II.	Total Cost
TRAVEL (4 persons) Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, and 1 Conference Specialist and 1 Document Technician	9,700 (1)		9,700
EQUIPMENT AND SUPPLIES Rent of equipments and office supplies		3,000 (1)	3,000
TELEPHONE, FAX, ETC.	505 (1)		505
CONTRACTS PERSONNEL • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	1,800 (1)	2,445 (1) <u>50,000 (2)</u> 52,445	4,245 <u>50,000</u> 54,245
CONTINGENCIES (5% de \$71,000)	3,550 (1)		3,550
TOTAL	15,555	55,445	71,000

- (1) Regular Fund
(2) Specific Funds (Associate Members)

**DRAFT BUDGET – XIII MEETING
PERMANENT CONSULTATIVE COMMITTEE (PCC.I)
2000**

Activity	Funds to be used at Hdqs. CITEL	FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION III.	Total Cost
TRAVEL (4 persons) Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, and 1 Conference Specialist and 1 Document Technician	9,700 (1)		9,700
EQUIPMENT AND SUPPLIES Rent of equipments and office supplies		3,000 (1)	3,000
TELEPHONE, FAX, ETC.	505 (1)		505
CONTRACTS PERSONNEL • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	1,800 (1)	2,445 (1) <u>50,000 (2)</u> 52,445	4,245 <u>50,000</u> 54,245
CONTINGENCIES (5% de \$71,000)	3,550 (1)		3,550
TOTAL	15,555	55,445	71,000

- (1) Regular Fund
(2) Specific Funds (Associate Members)

**DRAFT BUDGET – VI MEETING
PERMANENT CONSULTATIVE COMMITTEE (PCC.II)
2000**

Activity	Funds to be used at Hdqs. CITEL	FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION IV.	Total Cost
TRAVEL (4 persons) Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, and 1 Conference Specialist and 1 Document Technician	9,700 (1)		9,700
EQUIPMENT AND SUPPLIES Rent of equipments and office supplies		3,200 (1)	3,200
TELEPHONE, FAX, ETC.	508 (1)		508
CONTRACTS PERSONNEL • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	2,000 (1)	3,000 (1) <u>30,830 (2)</u> 33,830	5,000 <u>30,830</u> 35,830
CONTINGENCIES (5% de \$51,830)	2,592(1)		2,592
TOTAL	14,800	37,030	51,830

- (1) Regular Fund
(2) Specific Funds (Associate Members)

**DRAFT BUDGET –XV MEETING
PERMANENT CONSULTATIVE COMMITTEE (PCC.III)
February 21-25, 2000
Caracas, Venezuela**

Activity	Funds to be used at Hdqs. CITEL	FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION V.	Total Cost
TRAVEL (5 persons) Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, 1 Conference Specialist and 2 Documents Technicians	12,200 (1)		12,200
EQUIPMENT AND SUPPLIES Rent of equipments and office supplies		10,000 (1)	10,000
TELEPHONE, FAX, ETC.	1,214 (1)		1,214
CONTRACTS PERSONNEL • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	2,736 (1) 3,364 (2)	4,653 (2) <u>69,248 (2)</u> 73,901	10,753 <u>69,248</u> 80,001
CONTINGENCIES (5% de \$108,858)	5443 (1)		5443
TOTAL	24,957	83,901	108,858

- (1) Regular Fund
(2) Specific Funds (Associate Members)

**DRAFT BUDGET –XVI MEETING
PERMANENT CONSULTATIVE COMMITTEE (PCC.III)
2000**

Activity	Funds to be used at Hdqs. CITEL	FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION VI.	Total Cost
TRAVEL (5 persons) Ticket, per diem, and terminal expenses for Executive Secretary, CITEL Specialist, 1 Conference Specialist and 2 Documents Technicians	12,200 (1)		12,200
EQUIPMENT AND SUPPLIES Rent of equipments and office supplies		10,000 (1)	10,000
TELEPHONE, FAX, ETC.	1,214 (1)		1,214
CONTRACTS PERSONNEL • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	2,736 (1) 3,364 (2)	4,653 (2) <u>63,548.1(2)</u> 68201.1	10,753 <u>63,548.1</u> 74,301.1
CONTINGENCIES (5% de \$102,858)	5142.9(1)		5142.9
TOTAL	24,656.9	78,201.1	102,858

- (1) Regular Fund
(2) Specific Funds (Associate Members)

**DRAFT BUDGET –WRC MEETING
PERMANENT CONSULTATIVE COMMITTEE (PCC.III)
Istanbul, Turkey
2000**

Activity	Funds to be used at Hdqs. CITEL	FUNDS TO BE TRANSFERRE D TO COORDINATI NG INSTITUTION VII.	Total Cost
TRAVEL Ticket, per diem, and terminal expenses for Executive Secretary	9,500 (1) 9,500 (2)		19,000
TELEPHONE, FAX, ETC.	1,214 (1)		1,214
CONTRACTS PERSONNEL • Preparation of documents • Interpreters	2,800(1)	6,436 (1)	9,236
PUBLICATIONS/CD ROM	3,000 (2)	5,000 (2)	8,000 (2)
RENTAL OF A ROOM	10,000 (2)		10,000 (2)
CONTINGENCIES (5% de \$21,000)	1,050(1)		1,050
TOTAL	37,064	11,436	48,500

(1) Regular Fund

**DRAFT BUDGET – IX MEETING
PERMANENT EXECUTIVE COMMITTEE (COM/CITEL)
2000**

Activity	Funds to be used at Hdqs. CITEL	Funds to be transferred to Coordinating Institution VIII.	Total Cost
TRAVEL (4 persons) Ticket, per diem, and terminal expenses for CITEL Specialist, Legal Advisor, and 1 Conference Specialist and 1 Document Technician	9,000		9,000
EQUIPMENT AND SUPPLIES Rent of equipments and office supplies		2,000	2,000
TELEPHONE, FAX, ETC.	750		750
CONTRACTS PERSONNEL <ul style="list-style-type: none"> • Preparation of documents before, during and after • Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff 	2,680	4,500 <u>23,820</u> 28,320	7180 <u>23,820</u> 30,865
CONTINGENCIES (5% de \$45,000)	2,250		2,250
TOTAL	14,680	30,320	45,000

**DRAFT BUDGET –VIII MEETING
STEERING COMMITTEE OF CITEL
2000**

Activity	Funds to be used at Hdqs. CITEL
EQUIPMENT AND SUPPLIES RENT OF EQUIPMENTS AND OFFICE SUPPLIES	700
TELEPHONE, FAX, ETC.	790
CONTRACTS PERSONNEL	
• Preparation of documents before, during and after	1,300
• Interpreters, translators, printing supervisor, assistants, sound technician, messengers and other supporting staff	<u>8,800</u>
	10,100
CONTINGENCIES (5% de \$12,200)	610
TOTAL	12,200

DETAILED PROGRAM-BUDGET FOR CITEL – 2000

CITEL's activities are financed by three sources:

- Regular funds from the OAS/General Assembly;
- Funds received from the quota payments of CITEL associate members corresponding to the period 1994-1999; and,
- Funds that will be received from the quota payments of CITEL associate members for 2000.

The following detailed program-budget is for the use of funds by the Permanent Consultative Committees in 2000. This budget includes CITEL staff: a G5 category person (\$49,200) and a P1 category person (\$49,600).

PCC.I

Available funds:

Regular funds received from CITEL (US\$21,000 x 3 meetings)	63,000
Existent funds from the associate members 1994-1999	113,170
Foreseen funds from associate members 2000	150,000
TOTAL	US\$326,170

Budget 2000:

III Forum, XII and XIII meetings (US\$71,000 each)	213,000
Publications	30,000
In support of the PCC.I activities to be used at the direction of the Chairperson	45,270
CITEL staff: G5 and P1 (6 months salary)	49,400
TOTAL	US\$337,670

PCC.II

Available funds:

Regular funds received from CITEL (US\$21,000)	21,000
Existent funds from the associate members 1994-1999	19,292
Foreseen funds from associate members 2000	17,000
TOTAL	US\$57,292

Budget 2000:

VI meeting	51,830
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In support of the PCC.II activities to be used at the direction of the Chairperson	5,462
TOTAL	US\$57,292

PCC.III

Available funds:

Regular funds received from CITEL (US\$21,000 x 3 meetings)	63,000
Existent funds from the associate members 1994-1999	161,616
Foreseen funds from associate members 2000	175,000
TOTAL	US\$399,616

Budget 2000:

XV and XVI meetings (US\$ 108,858 and US\$102,858 respectively)	211,716
WRC Meeting in Istanbul, Turkey	48,500
Publications	40,000
In support of the PCC.III activities to be used at the direction of the Chairperson	50,000
CITEL staff: G5 and P1 (6 months salary)	49,400
TOTAL	US\$399,616

2000 Calendar

Meeting of PCC.III	6-10 March	Caracas, Venezuela
WRC Meeting of PCC.III	May - June	Istanbul, Turkey
Meeting of PCC.I	TBD	TBD
Meeting of PCC.I	26-30 June	TBD
IV Meeting of the Working Group in Preparation of the Meeting of the Council of ITU		Geneva, Switzerland
Steering Committee and V Meeting of the Working Group in Preparation of the Meeting of the Council of the ITU	14-18 August	OAS Headquarters, Washington DC, USA
Meeting of PCC.II and Forum	30 July –4 August	San Salvador, El Salvador
PCC.III	28 August – 1 September	TBD
PCC.I	30 October – 3 November	TBD
COM/CITEL	13 – 17 November	Ecuador