

COM/CITEL/RES.137 (X-01)¹

APPROVAL OF THE 2002 PLAN OF OPERATIONS

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

RESOLVES:

1. To approve the Schedule of Meetings for 2002 in Annex 1 to this Resolution
2. To approve provisionally the Draft Program-Budget for CITEL for the year 2002, as specified in the report of the Commission of the Preparation for CITEL's 2002 Plan of Operations.
3. That the Chair of the Commission will work with the CITEL Executive Secretariat to include these specifications in a final version of the Program-Budget for 2002, which will be submitted to all COM/CITEL members in the Final Report as Annex 2 to this resolution.

¹ COM/CITEL/ doc. 679/01

ANNEX 1

CALENDAR OF CITEL MEETINGS FOR 2002

<u>Dates</u>	<u>Meeting</u>	<u>Location</u>
February 18-21	XX PCC.III	Mexico City, Mexico
May 27-30	XVI PCC.I	Montevideo, Uruguay
July 15-19	XXI PCC.III IX PCC.II	Brazil
August 12-16	III CITEL Assembly	Buenos Aires, Argentina
September 2-6	XXII PCC.III	To be determined
November 4-7	XVII PCC.I	Brasilia, Brazil
December 2-5	XI COM/CITEL	Argentina

ANNEX 2**2002****DETAILED PROGRAM BUDGET FOR CITEL****in U.S. Dollars****GENERAL ASSEMBLY**

III General Assembly	11,388
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STEERING COMMITTEE

X Meeting - Steering Committee	13,838
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COM/CITEL

XI Meeting - COM/CITEL	44,106
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PCC.I**Funds available:**

Regular fund (\$5,181 x 2 meetings)	10,362
Reserve fund for 2002 meetings	24,971
Remaining balance of 2001	106,357
Foreseen funds from associate members 2002	<u>133,575</u>
Total	275,265

Budget 2002

Two meetings	133,960
Other activities (*)	62,514
Remaining Reserve Fund for 2003	14,971
Wireless LAN	10,000
CITEL staff: G5 = \$4,350 x 6 months	26,100
P1 = \$4,620 x 6 months	<u>27,720</u>
Total	275,265

PCC.II**Funds available:**

Regular fund (\$6,181)	6,181
Reserve fund for 2002 meetings	2,163
Remaining balance of 2001	15,578
Foreseen funds from associate members 2002	<u>19,012</u>
Total	42,934

Budget 2002

Meeting	40,771
Wireless LAN	<u>2,163</u>
Total	42,934

DETAILED PROGRAM BUDGET FOR CITEL**2002****in U.S. Dollars****PCC.III****Funds available:**

Regular fund (\$5,181 x 3 meetings)	16,543
Reserve fund for 2002 meetings	35,715
Remaining balance of 2001	46,468
Foreseen funds from associate members 2002	<u>196,143</u>
Total	294,869

Budget 2002

Three meetings	215,691
Other activities (*)	15,358
Wireless LAN	10,000
CITEL staff: G5 = \$4,350 x 6 months	26,100
P1 = \$4,620 x 6 months	<u>27,720</u>
Total	294,869

RESERVE FUND FOR 2002 PCC MEETINGS

(Interests from quota payments as of 3rd Quarter of 2001)

PCC.I	24,971
PCC.II	2,163
PCC.III	<u>35,715</u>
Total	62,849

PURCHASE OF WIRELESS LAN WITH RESERVE FUND

PCC.I	10,000
PCC.II	2,163
PCC.III	<u>10,000</u>
	22,163

REMAINING BALANCE FOR 2003 PCCS MEETINGS

PCC.I	14,971
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(*) Publications and Expenses at the discretion of PCC Chairman

DISTRIBUTION OF REGULAR FUND - CITEL 2002
(in thousands US Dollars)

	Regular Fund	Subtotals
STAFF OF THE EXECUTIVE SECRETARIAT	460.8	460.8
III General Assembly		
Travel expenses of personnel of CITEL	11.4	11.4
X Meeting Steering Committee		
Cost of meeting	13.8	13.8
XI Meeting COM/CITEL		
Travel expenses of personnel of CITEL and Conferences	20.6	
Cost of meeting	23.5	
		44.1
PCC.I – XVI Meeting		
Travel expenses of personnel of CITEL and Conferences	5.2	
		5.2
PCC.I – XVII Meeting		
Travel expenses of personnel of CITEL and Conferences	5.2	
		5.2
PCC.II – IX Meeting (JOINT MEETING WITH PCC.III – XXI MEETING)		
Travel expenses of personnel of CITEL and Conferences	6.2	
		6.2
PCC.III - XX Meeting		
Travel expenses of personnel of CITEL and Conferences	5.2	
		5.2
PCC.III - XXI Meeting (JOINT MEETING WITH PCC.II - X MEETING)		
Travel expenses of personnel of CITEL and Conferences	6.2	
		6.2
PCC.III - XXII Meeting		
Travel expenses of personnel of CITEL and Conferences	5.2	
		5.2

DISTRIBUTION OF REGULAR FUND - CITEL 2002
(in thousands US Dollars)

	Regular Fund	Subtotals
REPRESENTATION OF CITEL AT INTERNATIONAL MEETINGS		
XXXII OAS General Assembly – June 2002	2.3	
WTDC-02, Istanbul, Turkey - March 18-27, 2002	3.8	
PP-02, Marrakech, Morocco - September 23-October 18, 2002	5.5	
Unscheduled travel	1.8	
		13.4
LOGISTICAL SUPPORT FOR COM/CITEL WG PP-02/WTDC 02		
Interpretation	4.8	
Translation	6.2	
		11.0
GENERAL EXPENSES OF THE SECRETARIAT		
Documents (photocopies)	1.5	
Equipment and supplies	4.0	
Subscriptions, books	1.0	
Postage	1.1	
Office space	29.7	
Equipment maintenance	2.0	
Fax	4.0	
Telephone	8.5	
Internet	1.6	
LAN	1.5	
Translations	10.0	
Courier	0.8	
		65.7
TOTAL		653.4

BUDGET
III GENERAL ASSEMBLY
CITEL
August 12-16, 2002
Buenos Aires, Argentina

Activity	Funds to be used at CITEL Hqtrs	Total Cost
TRAVEL (3 persons) Tickets, perdiem and terminal expenses for Executive Secretary, CITEL Specialist, and Legal Advisor	11,188	11,188
	200	200
CONTINGENCIES		
TOTAL	11,388	11,388

Source of financing: Regular Fund

**BUDGET
X MEETING
STEERING COMMITTEE OF CITEL
2002
Washington, D.C.**

Activity	Funds to be used at CITEL Hdqts
EQUIPMENTS AND SUPPLIES Rental equipment and office supplies	650
DOCUMENTS Photocopies	700
CONTRACTS -Preparation of preliminary documents, during meeting and finals - Interpreters, translators and support personnel during meeting	2,000 <u>7,608</u> 9,608
CONTINGENCIES	2,880
TOTAL	13,838

Source of financing: Regular Fund

BUDGET
XI MEETING
PERMANENT EXECUTIVE COMMITTEE (COM/CITEL)
December 2-5, 2002
Argentina

Activity	Funds to be Used at CITEL Hdqs	Transfer to Coordinating Institution	Total Cost
TRAVEL (6 persons) Ticket, per diem and terminal expenses for Executive Secretary, CITEL Specialist, Legal Advisor, Conferences Specialist and 2 Documents Technicians	20,600		20,600
EQUIPMENT AND SUPPLIES Rental of equipment and office supplies			
TELEPHONE, FAX, ETC.			
CONTRATS Preparation of preliminary documents, during and finals	3,500		3,500
Interpreters, translators and support personnel during meeting		18,506	<u>18,506</u> 22,006
CONTINGENCIES	1,500		1,500
TOTAL	25,600	18,506	44,106

Source of financing: Regular Fund

BUDGET
XVI MEETING
PERMANENT CONSULTATIVE COMMITTEE I
May 27-30, 2002
Montevideo, Uruguay

Activity	Funds to Be used at CITEL Hdqrs	SOF *	Transfer to Coordinating Institution	SOF *	Total Cost
TRAVEL (5 persons) Tickets, per diem and terminal expenses for Executive Secretary, CITEL Specialist, Conferences Specialist and 2 Documents Technicians	5,181 <u>10,999</u> 16,180	1 2			16,180
EQUIPMENTS AND SUPPLIES Rental of equipment and office supplies			2,400	2	2,400
TELEPHONE, FAX, ETC.	400	2			400
CONTRACTS Preparation of preliminary documents, during and finals Interpreters, translators and support personnel during meeting	6,000	2	40,000	2	6,000 <u>40,000</u> 46,000
CONTINGENCIES	2,000	2			2,000
TOTAL	24,580		42,400		66,980

(*) Source of Financing
1 Regular Fund - \$5,181
2 Specific Funds \$61,799

BUDGET
XVII MEETING
PERMANENT CONSULTATIVE COMMITTEE I
November 4-7, 2002
Brasilia, Brazil

Activity	Funds to Be used at CITEL Hdqrs	SOF *	Transfer to Coordina- ting Institution	SOF *	Total Cost
TRAVEL (5 persons) Tickets, perdiem and terminal expenses for Executive Secretary, CITEL Specialist, Conferences Specialist and 2 Documents Technicians	5,181 <u>10,999</u> 16,180	1 2			16,180
EQUIPMENTS AND SUPPLIES Rental of equipment and office supplies			2,400	2	2,400
TELEPHONE, FAX, ETC.	400	2			400
CONTRACTS Preparation of preliminary documents, during and finals Interpreters, translators and support personnel during meeting	6,000	2	40,000	2	6,000 <u>40,000</u> 46,000
CONTINGENCIES	2,000	2			2,000
TOTAL	24,580		42,400		66,980

(*) Source of Financing
1 Regular Fund - \$5,181
2 Specific Funds \$61,799

BUDGET JOINT MEETING

IX MEETING OF THE PERMANENT CONSULTATIVE COMMITTEE II AND

XXI MEETING OF THE PERMANENT CONSULTATIVE COMMITTEE III

July 15-19, 2002

Brazil

Activity	Funds to Be used at CITEL Hdqrs	SOF *	Transfer to Coordinating Institution	SOF *	Total Cost
TRAVEL (6 persons) Tickets, per diem and terminal expenses for Executive Secretary, 2 CITEL Specialist, Conferences Specialist and 2 Documents Technicians	6,181 <u>5,303</u> 11,484	1 2			11,484
EQUIPMENTS AND SUPPLIES Rental of equipment and office supplies					
TELEPHONE, FAX, ETC.	250	2			250
CONTRACTS Preparation of preliminary documents, during and finals Interpreters, translators and support personnel during meeting	2,000	2	25,037	2	2,000 <u>25,037</u> 27,037
CONTINGENCIES	2,000	1			2,000
TOTAL	15,734		25,037		40,771

(*) Source of Financing

1 Regular Fund \$6,181

2 Specific Funds PCC.II \$34,590

BUDGET
XX MEETING
PERMANENT CONSULTATIVE COMMITTEE III
February 18-21, 2002
Mexico D.F., Mexico

Activity	Funds to Be used at CITEL Hdqrs	SOF *	Transfer to Coordina- ting Institution	SOF *	Total Cost
TRAVEL (5 persons) Tickets, perdiem and terminal expenses for Executive Secretary, CITEL Specialist, Conferences Specialist, 2 Documents Technicians	5,181 1,000 <u>9,999</u> 16,180	1 2 3			16,180
EQUIPMENTS AND SUPPLIES Rental of equipment and office supplies					
TELEPHONE, FAX, ETC.	501	2			501
CONTRACTS Preparation of preliminary documents, during and finals Interpreters, translators and support personnel during meeting	9,500	2	44,364	2	9,500 <u>44,364</u> 53,864
CONTINGENCIES	2,000	2			2,000
TOTAL	28,181		44,364		72,545

(*) Source of Financing

1 Regular Fund \$5,181

2 Specific Funds \$57,365

3-Reserve Funds for 2002 Meetings \$9,999

BUDGET JOINT MEETING

XXI MEETING OF THE PERMANENT CONSULTIVE COMMITTEE III AND

IX MEETING OF THE PERMANENT CONSULTATIVE COMMITTEE II

July 15-19, 2002

Brazil

Activity	Funds to Be used at CITEL Hdqrs	SOF *	Transfer to Coordinating Institution	SOF *	Total Cost
TRAVEL (6 persons) Tickets, perdiem and terminal expenses for Executive Secretary, 2 CITEL Specialist, Conferences Specialist and 2 Documents Technicians	6,181 <u>5,303</u> 11,484	1 3			11,484
EQUIPMENTS AND SUPPLIES Rental of equipment and office supplies					
TELEPHONE,FAX, ETC.	501	2			501
CONTRACTS Preparation of preliminary documents, during and finals Interpreters, translators and support personnel during meeting	9,500	2	45,000	2	9,500 <u>45,000</u> 54,500
CONTINGENCIES	2,000	2			2,000
TOTAL	23,485		45,000		68,485

(*) Source of Financing

1 Regular Fund \$6,181

2 Specific Funds PCC.III \$57,001

3-Reserve Funds for 2002 Meetings PCC.III \$5,303

BUDGET
XXII MEETING
PERMANENT CONSULTATIVE COMMITTEE III
September 2-6, 2002
To be determined

Activity	Funds to Be used at CITEL Hdqrs	SOF *	Transfer to Coordinating Institution	SOF *	Total Cost
TRAVEL (5 persons) Tickets, per diem and terminal expenses for Executive Secretary, CITEL Specialist, Conferences Specialist, 2 Documents Technicians	5,181 1,000 <u>11,479</u> 17,660	1 2 3			17,660
EQUIPMENTS AND SUPPLIES Rental of equipment and office supplies					
TELEPHONE, FAX, ETC.	501	2			501
CONTRACTS Preparation of preliminary documents, during and finals Interpreters, translators and support personnel during meeting	9,500	2	45,000	2	9,500 <u>45,000</u> 54,500
CONTINGENCIES	2,000	2			2,000
TOTAL	29,661		45,000		74,661

(*) Source of Financing

1. Regular Fund \$5,181
2. Specific Funds \$58,001
3. Reserve Funds for 2002 Meetings \$11,479