

## **COM/CITEL RES. 172 (XIII-03) <sup>1</sup>**

### **APPROVAL OF THE PLAN OF OPERATIONS FOR 2004**

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

#### **CONSIDERING:**

- a) The budget program and the draft schedule submitted by the Commission in charge of preparing CITEL Operations Plan for 2004; and
- b) The information on the status of associate members submitted by the Secretariat of CITEL,

#### **RESOLVES:**

- 1. To approve the Schedule of Meetings for 2004 contained in Annex 1 to this Resolution.
- 2. To approve the Draft Budget Program of CITEL for 2004, contained in Annex 2 to this resolution.
- 3. To instruct the Executive Secretary to send a copy of this Resolution and its attachments to Administrations of CITEL Member States and associate members of PCCs.

### **ANNEX 1 TO RESOLUTION COM/CITEL RES.172 (XIII-03)**

<b>Meeting</b>	<b>Date</b>	<b>Venue</b>
IV Meeting of PCC.I	16 to 19 March, 2004	Quito, Ecuador
III Meeting of the PCC.II	29 March to 1 April, 2004	Caracas, Venezuela
X Meeting of the Steering Committee	24 to 28 May, 2004	Washington, DC, United States
XII Meeting of the Working Group to Prepare for the Meetings of the Council of the ITU	24 to 28 May, 2004 During the meeting of the Steering Committee	Washington, DC, United States
IV Meeting of the Conference Preparatory Working Group	24 to 28 May, 2004 During the meeting of the Steering Committee	Washington, DC, United States
Meeting of the PCC.I Working Group to prepare the World Telecommunication Standardization Assembly (WTSA-2004)	24 to 28 May, 2004 During the meeting of the Steering Committee	Washington, DC, United States
XIII Meeting of the Working Group to Prepare for the Meetings of the Council of the ITU	9-18 June, 2004	Geneva, Switzerland
V Meeting of PCC.I	3 to 6 August, 2004	Asunción, Paraguay
IV Meeting of PCC.II	November, 2004	To be confirmed

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<sup>1</sup> COM/CITEL/doc.849/03 rev.2

XIV Meeting of the COM/CITEL	30 November to 3 December, 2004	Argentina
XIV Meeting of the Working Group to Prepare the meetings of the Council of the ITU	30 November to 3 December, 2004 During the meeting of the COM/CITEL	Argentina
V Meeting of the Conference Preparatory Working Group	30 November to 3 December, 2004 During the meeting of the COM/CITEL	Argentina

## ANNEX 2 TO RESOLUTION COM/CITEL RES.172 (XIII-03)

	2004
DETAILED PROGRAM BUDGET FOR CITEL	
	in U.S. Dollars
<b>STEERING COMMITTEE</b>	
X Meeting - Steering Committee	18,840
<b>COM/CITEL</b>	
XIV Meeting – COM/CITEL	24,884
<b>PCC.I</b>	
Funds available:	
Regular funds (\$8,236 x 2 meetings)	8,236
Remaining balance of 2003	11,184
Foreseen funds from associate members	116,044
<b>Total</b>	<b>135,464</b>
Budget 2004	
Two meetings	65,805
Other activities (*)	-
Personnel of CITEL G5 = \$4,573 x 6 months	27,438
P1 = \$4,976 x 6 months	29,856
Accumulated Termination benefits from February 1997 to June 2003	10,540
Termination benefits from July 2003 to December 2004	1,825
<b>Total</b>	<b>135,464</b>
<b>PCC.II</b>	
Funds available:	
Regular funds (\$2000 x 2 meetings)	2,000
Remaining balance of 2003	44,678
Foreseen funds from associate members	184,636
<b>Total</b>	<b>231,314</b>
Budget 2004	
Two meetings	141,655
Other activities (*)	20,000
Personnel of CITEL G5 = \$4,573 x 6 months	27,438
P1 = \$4,976 x 6 months	29,856
Accumulated Termination benefits from February 1997 to June 2003	10,540
Termination benefits from July 2003 to December 2004	1,825
<b>Total</b>	<b>231,314</b>

(\*) Publications and other expenses at the discretion of the PCC Chair

**DISTRIBUTION OF REGULAR FUND CITEL 2004**  
**(in thousands of US Dollars)**

	<b>Regular Fund</b>	<b>Subtotals</b>
SECRETARIAT PERSONNEL	451.3	451.3
X Steering Committee Meeting Cost of meeting	18.8	18.8
XIV COM/CITEL Meeting Cost of meeting	24.8	24.8
PCC.I – IV Meeting Translations expenses	4.1	4.1
PCC.I -V Meeting Translations expenses	4.1	4.1
PCC.II – III Meeting Translations expenses	1.0	1.0
PCC.II -IV Meeting Translations expenses	1.0	1.0

**REPRESENTATION OF CITEL IN INTERNATIONAL MEETINGS**

XXXIV OAS General Assembly (June 2004 -Ecuador)	2.1	
WTSA 2004 (October 2004 – Brazil)		
Secretariat support	4.0	
Interpretation at WTSA-2004 (4 hrs)	3.2	
Working Group to Prepare for the Meetings of the Council of the ITU		
Interpretation (3 hrs)	2.4	
		11.7

**SECRETARIAT EXPENSES**

Documents (photocopies)	1.1	
Equipment	4.5	
Supplies	3.7	
Subscriptions, books	0.5	
Postage	1.0	
Office space	30.1	
Maintenance of equipments	2.0	
Facsimile	2.0	
Telephone	7.0	
Teleconferences	0.5	
Remote access to OAS server	0.2	
Remote access to Internet	0.5	
Internet	1.6	
LAN	1.8	
Translations	18.0	
Courier services	1.3	
Travel insurance	1.2	
		77.0
<b>TOTAL:</b>		<b>593.8</b>

**BUDGET**  
**X MEETING STEERING COMMITTEE OF CITEL**  
**2004**  
**3 days**

<b>Activity</b>	<b>Funds to be used at CITEL Hdqt.</b>
EQUIPMENTS AND SUPPLIES Rental equipment and office supplies	500
DOCUMENTS Photocopies	1,000
CONTRACTS -Preparation of preliminary documents, during meeting and final documents	3,500
- Interpreters, translators and support personnel during meeting	<u>12,040</u> 15,540
UNFORESEEN EXPENSES	1,800
TOTAL	18,840

Source of financing: Regular Fund

**BUDGET**  
**XIV MEETING PERMANENT EXECUTIVE COMMITTEE (COM/CITEL)**  
**2004**  
**4 days**

Activity	Funds to be Used at CITEL Hdqrs	Transfer to Coordinating Institution	Total Cost
TRAVEL (4 persons – 7 days) Ticket, per diem and terminal expenses for Executive Secretary, Legal Advisor, Principal Telecommunications Specialist and Information Technologies Specialist	9,106		9,106
EQUIPMENT AND SUPPLIES Rental of equipment and office supplies			
TELEPHONE, FAX, ETC.			
CONTRACTS Preparation of preliminary and final documents	5,000		5,000
Interpreters, translators and support personnel during meeting		8,778	<u>8,778</u> 13,778
UNFORESEEN EXPENSES	2,000		2,000
TOTAL	16,106	8,778	24,884

Source of financing: Regular Fund

**BUDGET**  
**IV MEETING PERMANENT CONSULTATIVE COMMITTEE I (PCC.I)**  
**2004**  
**4 days**

<b>Activity</b>	<b>Funds to Be used at CITEL Hdqrs</b>	<b>SOF *</b>	<b>Transfer to Coordinating Institution</b>	<b>SOF *</b>	<b>Total Cost</b>
TRAVEL (3 persons – 7 days) Tickets, per diem and terminal expenses for Executive Secretary, Principal Telecommunications Specialist, and Information Technologies Specialist	6,830	2			6,830
EQUIPMENTS AND SUPPLIES Rental of equipment and office supplies					
TELEPHONE, FAX, ETC.					
CONTRACTS Preparation of preliminary and final documents	4,118	1			4,118
Interpreters, translators and support personnel during meeting			25,072	2	<u>25,072</u> 29,190
UNFORESEEN EXPENSES	1,000	2			1,000
TOTAL	11,948		25,072		37,020

(\*) Source of Financing  
1 Regular Fund - \$4,118  
2 PCC.I Specific Fund \$32,902



**BUDGET**  
**V MEETING PERMANENT CONSULTATIVE COMMITTEE I (PCC.I)**  
**2004**  
**4 days**

Activity	Funds to Be used at CITEL Hdqrs	SOF *	Transfer to Coordinating Institution	SOF *	Total Cost
TRAVEL (3 persons – 7 days) Tickets, per diem and terminal expenses for Executive Secretary, Principal Telecommunications Specialist, and Information Technologies Specialist	6,830	2			6,830
EQUIPMENTS AND SUPPLIES Rental of equipment and office supplies					
TELEPHONE, FAX, ETC.					
CONTRACTS Preparation of preliminary and final documents	4,118	1			4,118
Interpreters, translators and support personnel during meeting			25,073	2	<u>25,073</u> 29,191
UNFORESEEN EXPENSES	1,000	2			1,000
TOTAL	11,948		25,073		37,021

(\*) Source of Financing  
1 Regular Fund - \$4,118  
2 PCC.I Specific Fund \$32,903

**BUDGET**  
**III MEETING PERMANENT CONSULTATIVE COMMITTEE II (PCC.II)**  
**2004**  
**4 days**

Activity	Funds to Be used at CITEL Hdqrs	SOF *	Transfer to Coordinating Institution	SOF *	Total Cost
TRAVEL (3 persons – 7 days) Tickets, per diem and terminal expenses for Executive Secretary, Principal Telecommunications Specialist, and Information Technologies Specialist	6,830	2			6,830
EQUIPMENTS AND SUPPLIES Rental of equipment and office supplies					
TELEPHONE, FAX, ETC.					
CONTRACTS Preparation of preliminary and final documents	1,000 <u>4,500</u> 5,500	1 2			5,500
Interpreters, translators and support personnel during meeting			58,497	2	<u>58,497</u> 63,997
UNFORESEEN EXPENSES	1,000	2			1,000
TOTAL	13,330		58,497		71,827

(\*) Source of Financing

1 Regular Fund \$1,000

2 PCC.II Specific Fund \$70,827

**BUDGET**  
**IV MEETING PERMANENT CONSULTATIVE COMMITTEE II (PCC.II)**  
**2004**  
**4 days**

Activity	Funds to Be used at CITEL Hdqrs	SOF *	Transfer to Coordinating Institution	SOF *	Total Cost
TRAVEL (3 persons – 7 days) Tickets, per diem and terminal expenses for Executive Secretary, Principal Telecommunications Specialist, and Information Technologies Specialist	6,830	2			6,830
EQUIPMENTS AND SUPPLIES Rental of equipment and office supplies					
TELEPHONE, FAX, ETC.					
CONTRACTS Preparation of preliminary and final documents	1,000 <u>4,500</u> 5,500	1 2			5,500
Interpreters, translators and support personnel during meeting			58,498	2	<u>58,498</u> 63,998
UNFORESEEN EXPENSES	1,000	2			1,000
TOTAL	13,330		58,498		71,828

(\*) Source of Financing

1 Regular Fund \$1,000

2 PCC.II Specific Fund \$70,828