

COM/CITEL RES. 182 (XIV-04)¹

APPROVAL OF THE PLAN OF OPERATIONS FOR 2005

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

CONSIDERING:

- a) The 2005 budget program and the draft schedule submitted by the Commission of Operations of COM/CITEL;
- b) The information on the status of associate members submitted by the Secretariat of CITEL; and
- c) That the Draft Budget Program indicates the likelihood of a deficit of approximately US\$44,000,

RESOLVES:

- 1. To approve the Schedule of Meetings for 2005 included in Annex 1 to this Resolution.
- 2. To approve the Draft Budget Program of CITEL for 2005, contained in Annex 2 to this resolution.

INSTRUCTS THE EXECUTIVE SECRETARY:

- a) To take the appropriate measures to reduce expenses and obtain the additional resources for the elimination of the deficit and the implementation of the activities programmed in the Draft Budget Program.
- b) To report back to COM/CITEL at its next meeting on his progress in reducing the deficit, its likely impact on the programmed activities for the second semester of 2005, and the need for any adjustments or additional instructions from COM/CITEL for the implementation of those activities in accordance with the availability of resources projected for the remainder of the year.

¹ COM/CITEL doc 938/04 rev.2

ANNEX 1 TO RESOLUTION COM/CITEL RES. 182 (XIV-04)

MEETING	DATE	VENUE
VI Meeting of PCC.I	11 to 14 April 2005	Tegucigalpa, Honduras
V Meeting of PCC.II	26 to 29 April 2005	Guatemala city, Guatemala
XV Meeting of the COM/CITEL	1 to 3 June 2005	Washington, DC, United States
XV Meeting of the Working Group to Prepare the meetings of the Council of the ITU	During the meeting of the Steering Committee	Washington, DC, United States
VI Meeting of the Working Group to Prepare for Conferences	During the meeting of the Steering Committee	Washington, DC, United States
XVI Meeting of the Working Group to Prepare the meetings of the Council of the ITU	12 to 22 July 2005	Geneva, Switzerland
VII Meeting of PCC.I	20 to 23 September 2005	To be confirmed
VI Meeting of PCC.II	25 to 28 October 2005	Costa Rica
XVI Meeting of COM/CITEL	29 November to 2 December 2005	Argentina
XVII Meeting of the Working Group to Prepare the meetings of the Council of the ITU	During the meeting of the COM/CITEL	Argentina
VII Meeting of the Working Group to Prepare for Conferences	During the meeting of the COM/CITEL	Argentina

ANNEX 2 TO RESOLUTION COM/CITEL RES. 182 (XIV-04)
(Amounts in US\$)

<u>OUTLAY</u>		<u>INCOME</u>	
Office Expenses		Regular OAS Fund (Subprogram 20 J)	526,900
Staff Salaries:	573,308	** PCC.I Specific Fund (Payment of Membership fees - Associate Members 2005)	104,625
Paid by Regular Fund	436,600	PCC.I Specific Funds (Cash Balance 2004)	12,544
Paid by Specific Fund PCC.I (35%)	47,848	**** PCC.I Specific Fund (Accounts Receivable 2003-2004): \$11,500	9,775
Paid by Specific Fund PCC.II (65%)	88,860	PCC.II Specific Fund (Payment of Membership fees - Associate Members 2005)	200,000
Secretariat Operating Outlays	62,500	*** PCC.II Specific Funds (Cash Balance 2004)	58,230
Total Office Expenses	635,808	PCC.II Specific Fund (Accounts Receivable 2003-2004): \$32,652	27,754
		Administration of Argentina-Organization of XVI COM/CITEL Meeting	40,000
Meetings Expenses			
XV Meeting COM/CITEL (3 days)	24,728		
XVI Meeting COM/CITEL (4 days)	40,000		
VI Meeting CCP.I (4 days)	70,000		
VII Meeting CCP.I (4 days)	70,000		
V Meeting CCP.II (4 days)	70,000		
VI Meeting CCP.II (4 days)	70,000		
Total Meetings Expenses	344,728		
CITEL Publications			
Publications PCC.I	20,000		
Publications PCC.II	<u>20,000</u>		
Total Publications Expenses	40,000		
Others Expenses			
Interpretation WG ITU Council	3,072		
TOTAL OUTLAY		TOTAL INCOME	
1,023,608		979,828	
		BALANCE SHEET DEFICIT	
		43,780	

NOTES:

- * In the exercise of caution, we estimate that 85% of passive associate member debts are recoverable.
- ** Within total staff salaries we include: basic salary, adjustment by cost of living, contributions to pension funds, social benefits and others.
- *** See details in Annex 3.
- **** PCC.I has not identified resources to provide the foreseen contributions, with the objective of ensuring the scheduled meetings for 2005.

ANNEX 3 TO RESOLUTION COM/CITEL RES. 182 (XIV-04)

SECRETARIAT OPERATING OUTLAYS	x 1000 (US\$)
Documents (photocopies)	1
Equipments	0.8
Supplies	1.5
Postage	0.5
Office space	30.1
Fax and Telephone	1.5
Tele-conferences	0.4
Remote access to OAS server	0.2
Remote access to Internet	0.5
Server maintenance	2
Internet	3.6
LAN	0.3
Translations	18.8
Courier services	0.5
Travel insurance	0.5
Cd's copies	0.3
Total	62.5