

**COM/CITEL RES. 182 (XIV-04)<sup>1</sup>**

**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.

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<sup>1</sup> COM/CITEL doc 938/04 rev.2

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

<b>MEETING</b>	<b>DATE</b>	<b>VENUE</b>
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\$)**

**OUTLAY**

**Office Expenses**

Staff Salaries:	573,308	**
Paid by Regular Fund	436,600	
Paid by Specific Fund PCC.I (35%)	47,848	****
Paid by Specific Fund PCC.II (65%)	88,860	
Secretariat Operating Outlays	62,500	***
<b>Total Office Expenses</b>	<b>635,808</b>	

**INCOME**

Regular OAS Fund (Subprogram 20 J)	526,900	
PCC.I Specific Fund (Payment of Membership fees - Associate Members 2005)	104,625	
PCC.I Specific Funds (Cash Balance 2004)	12,544	
PCC.I Specific Fund (Accounts Receivable 2003-2004): \$11.500	9,775	*
PCC.II Specific Fund (Payment of Membership fees - Associate Members 2005)	200,000	
PCC.II Specific Funds (Cash Balance 2004)	58,230	
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
<b>Total Meetings Expenses</b>	<b>344,728</b>

**CITEL Publications**

Publications PCC.I	20,000
Publications PCC.II	<u>20,000</u>
<b>Total Publications Expenses</b>	<b>40,000</b>

**Others Expenses**

Interpretation WG ITU Council	<b>3,072</b>
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**TOTAL OUTLAY 1,023,608**

**TOTAL INCOME 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)**

<b>SECRETARIAT OPERATING OUTLAYS</b>	<b>x 1000 (US\$)</b>
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
<b>Total</b>	<b>62.5</b>