

**COM/CITEL RES. 221 (XX-08)<sup>1</sup>**

**APPROVAL OF THE OPERATIONS PLAN FOR 2009**

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

**CONSIDERING:**

The draft Program-budget and the draft calendar for 2009 of CITEL developed by the COM/CITEL Committee to Prepare the Plan of Operations,

**RESOLVES:**

1. To approve the Meeting Schedule for 2009 included in Annex 1 hereto.
2. To approve the Draft Program-Budget of CITEL for 2009, which is attached in Annex 2 hereto.

**INSTRUCTS THE SECRETARIAT OF CITEL:**

1. To send a copy of this Resolution and the documents attached hereto to the Administrations of the CITEL Member States and to the PCC associate members.
2. To undertake the necessary consultations with Member States so as to identify Administration (s) willing to host meetings of CITEL.
3. To inform CITEL Member States that Mr. Carmelo Rivera ([Carmelo.rivera@noaa.gov](mailto:Carmelo.rivera@noaa.gov)), from the Administration of United States, would be available for consultations on coordinating CITEL meeting arrangements that fall under the responsibility of host countries.

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<sup>1</sup> COM/CITEL/doc. 1269/08 rev.1

**ANNEX 1 TO RESOLUTION COM/CITEL RES. 221 (XX-08)**

<b>Meeting</b>	<b>Date</b>	<b>Place</b>
<b>ROAMING SEMINAR</b>	4 May 2009	Cusco, Perú
<b>XIV PCC.I</b>	5 - 8 May 2009	Cusco, Perú
<b>SPECTRUM 20/20 SEMINAR</b>	1 June 2009	Ottawa, Canadá
<b>XIII PCC.II</b>	2-5 June 2009	Ottawa, Canadá
<b>XIII Steering Committee (STE)</b>	July 2009	Videoconference or over the Internet
<b>XVI CITEL's Conference Preparatory Working Group to Address Regional Preparations for World Conferences and Meetings</b>	11 August, 2009	San Jose, Costa Rica
<b>SEMINAR ON REGIONAL INFRASTRUCTURE AND INTERCONNECTION</b>	7 September 2009	To be announced
<b>XV PCC.I</b>	8 - 11 September 2009	To be announced
<b>XXIII Working Group to Prepare for the Meetings of the Council of the ITU</b>	20 - 30 October 2009	Geneva, Switzerland
<b>WORKSHOP ON MANAGEMENT AND APPLICATION OF APPENDIX 30B OF THE ITU RADIO REGULATIONS</b>	9 November 2009	Washington, DC, United States of America
<b>XIV PCC.II</b>	10 - 13 November 2009	Washington, DC, United States of America
<b>XXI COM/CITEL</b>	1 – 4 December 2009	San José, Costa Rica
<b>XXIV Working Group to Prepare for the Meetings of the Council of the ITU</b>	1 – 4 December 2009	San José, Costa Rica
<b>XVII CITEL's Conference Preparatory Working Group to Address Regional Preparations for World Conferences and Meetings</b>	1 – 4 December 2009	San José, Costa Rica

**Note: the shown dates may later have modifications.**

# ANNEX 2 TO RESOLUTION COM/CITEL RES. 221 (XX-08)

## Appendix I

### CITEL DRAFT BUDGET – 2009 - (US\$)

	REGULAR FUND	SPECIFIC FUNDS		TOTAL
	FR	SF PCC.I	SF PCC.II	
<b><u>INCOME</u></b>				
OAS Regular Fund	563,600			563,600
Balance PCC.I Specific Fund - 1 January 2009		398		398
Income - PCC.I Specific Fund		115,000		115,000
Balance PCC.II Specific Fund - 1 January 2009			10,259	10,259
Income - PCC.II Specific Fund			195,000	195,000
Host country contribution to XIV PCC.I Meeting				
Host country contribution to XIII PCC.II Meeting				
Host country contribution to XXI COM/CITEL				
<b>TOTAL INCOME</b>	<b>563,600</b>	<b>115,398</b>	<b>205,259</b>	<b>884,257</b>
<b><u>EXPENDITURES</u></b>				
<b>CITEL Secretariat</b>				
Staff salaries : US\$ 668,100.00				
Paid by OAS Regular Fund	506,100			506,100
Paid by PCC.I Specific Fund		81,794		81,794
Paid by PCC.II Specific Fund			81,537	81,537
Administrative expenses (OAS Regular Fund)	34,000			34,000
<b>Total Secretariat Expenses</b>	<b>540,100</b>	<b>81,794</b>	<b>81,537</b>	<b>703,431</b>
<b>CITEL Meetings</b>				
XIV PCC.I Meeting (Cusco - Peru)		16,802		16,802
XV PCC.I Meeting (OAS Headquarters)	18,820	16,802		35,622
XIII PCC.II Meeting (Ottawa - Canada)			61,861	61,861
XIV PCC.II Meeting (OAS Headquarters)			61,861	61,861
XIV Steering Committee Meeting	3,000			3,000
XXI COM/CITEL Meeting (San Jose - Costa Rica)				
<b>Total Meeting Costs</b>	<b>21,820</b>	<b>33,604</b>	<b>123,722</b>	<b>179,146</b>
<b>Other expenses (OAS Regular Fund)</b>				
Interpretation at ITU Council 2009	1,680			1,680
<b>Total Other Expenses</b>	<b>1,680</b>	<b>0</b>	<b>0</b>	<b>1,680</b>
<b>TOTAL EXPENDITURES</b>	<b>563,600</b>	<b>115,398</b>	<b>205,259</b>	<b>884,257</b>
<b>INCOME - EXPENDITURES =</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **Administrative Expenses**

documents	1,500.00
Equipment	1,000.00
Supplies	2,000.00
Postage and mailing costs	500.00
Fax and telephone	2,000.00
Server maintenance	4,500.00
Internet	3,600.00
LAN	400.00
Translations in Washington DC	17,000.00
Special mailings	800.00
Travel insurance	300.00
VPN	400.00
<b>Total</b>	<b>34,000.00</b>

### **Income PCC.I Specific Funds**

Assoc. Members	Dues	Total
46	2,500	<b>115,000</b>

### **Income PCC.II Specific Funds**

Assoc. Members	Dues	Total
78	2,500	<b>195,000</b>



**Appendix III**

**PCC.I  
PCC.I DRAFT BUDGET - 2009  
(US\$)**

	PREVISION		
	REGULAR FUND	SPECIFIC FUNDS	TOTAL
	FR	SF PCC.I	
<b><u>INCOME</u></b>			
Balance PCC.I Specific Fund - 1 January 2009		398	398
Income - PCC.I Specific Fund		115,000	115,000
<b>TOTAL INCOME</b>	<b>0</b>	<b>115,398</b>	<b>115,398</b>
<b><u>EXPENDITURES</u></b>			
<b>CITEL Secretariat</b>			
Staff salaries : US\$ 668,100.00			
Paid by PCC.I Specific Fund		81,794	81,794
<b>Total Secretariat Expenses</b>	<b>0</b>	<b>81,794</b>	<b>81,794</b>
<b>CITEL Meetings</b>			
XIV PCC.I Meeting (Cusco - Peru)		16,802	16,802
XV PCC.I Meeting (OAS Headquarters)	18,820	16,802	35,622
<b>Total Meeting Costs</b>	<b>18,820</b>	<b>33,604</b>	<b>52,424</b>
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>18,820</b>	<b>115,398</b>	<b>134,218</b>

# Appendix IV

## | PCC.I Meetings

### | XIV PCC.I Meeting (Cusco – Peru)

#### CITEL Secretariat Expenses

Travel and Per Diem

Translation

#### Funds Available for Meeting

Regular Fund	Specific Fund		Total
	16,802		16,802
0	2,531	X4	10,124
0	5,000		5,000
			<b>1,678</b>

### | XV PCC.I Meeting (OAS Headquarters)

#### CITEL Secretariat Expenses

Travel and Per Diem

Translation

#### Funds Available for Meeting

Regular Fund	Specific Fund		Total
18,820	16,802		35,622
0	0		0
0	5,000		5,000
			<b>30,622</b>

**Appendix V**

**PCC.II  
PCC.II DRAFT BUDGET - 2009  
(US\$)**

	<b>REGULAR FUND</b>	<b>SPECIFIC FUND</b>	<b>TOTAL</b>
	<b>RF</b>	<b>SF PCC.II</b>	
<b><u>INCOME</u></b>			
Balance PCC.II Specific Fund - 1 January 2009		10,259	10,259
Income - PCC.II Specific Fund		195,000	195,000
<b>TOTAL INCOME</b>	<b>0</b>	<b>205,259</b>	<b>205,259</b>
<b><u>EXPENDITURES</u></b>			
<b>CITEL Secretariat</b>			
Staff salaries : US\$ 668,100.00			
Paid by PCC.II Specific Fund		81,537	81,537
<b>Total Secretariat Expenses</b>	<b>0</b>	<b>81,537</b>	<b>81,537</b>
<b>CITEL Meetings</b>			
XIII PCC.II Meeting (Ottawa - Canada)		61,861	61,861
XIV PCC.II Meeting (OAS Headquarters)		61,861	61,861
<b>Total Meeting Costs</b>	<b>0</b>	<b>123,722</b>	<b>123,722</b>
<b>Total Other Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>205,259</b>	<b>205,259</b>
<b>INCOME - EXPENDITURES =</b>	<b>0</b>	<b>0</b>	<b>0</b>



**Appendix VI**

**PCC.II Meetings**

**XIII PCC.II Meeting (Ottawa, Canada)**

**CITEL Secretariat Expenses**

**Travel and Per Diem  
Translation**

**Funds Available for Meeting**

<b>Regular Funds</b>	<b>Specific Funds</b>		<b>Total</b>
	61,861		61,861
0	2,914	X4	11,656
0	5,000		5,000
			<b>45,205</b>

**XIV PCC.II Meeting (OAS Headquarters)**

**CITEL Secretariat Expenses**

**Travel and Per Diem  
Translation**

**Funds Available for Meeting**

<b>Regular Funds</b>	<b>Specific Funds</b>		<b>Total</b>
	61,861		61,861
0	0	X4	0
0	5,000		5,000
			<b>56,861</b>