

**COM/CITEL/RES. 274 (XXXI-15)<sup>1</sup>**

**ADOPTION OF THE OPERATIONS PLAN FOR 2016**

The 31 Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

**CONSIDERING:**

- a) The program-budget and draft calendar of meetings considered at the sessions of the Meeting of COM/CITEL; and
- b) The information on the situation of Associate Members presented by the Secretariat of CITEL,

**RESOLVES:**

- 1) To adopt the calendar of meetings for 2016 contained in Annex 1 hereto.
- 2) To approve the draft program-budget for 2016 attached hereto as Annex 2.
- 3) To instruct the Executive Secretary of CITEL to inform the Member States of any change in the circumstances affecting the budget for 2016 approved.

**ANNEX 1 TO RESOLUTION COM/CITEL/RES. 274 (XXXI-15)**

**PRELIMINARY CALENDAR OF CITEL 2016**

Meeting	Date	Venue
Advisory Group for Telecommunications Standardization	February 1 2016	Geneva, Switzerland
CITEL-ITU virtual training and discussion session on the electronic notification procedure to the ITU Radiocommunication Bureau	February 2016 [Exact Date: To be confirmed]	Online
Joint Virtual Workshop ITU-CITEL “Global Strategies against Mobile Device Theft”	March 16, 2016	Online
Seminar “The Internet of Things and Machine to Machine Communications – Approaches to The Americas”	May 16, 2016	San Salvador, El Salvador
28 Meeting of the PCC.I	May 17-20, 2016	San Salvador, El Salvador
Seminar on “Security measures implemented in contracting of mobile services”	May 18, 2016 [Sessions of the Working Group on Policy and Regulation]	San Salvador, El Salvador
Seminar on “Best regulatory practices to combat fraud in subscription satellite TV reception signals”	May 19, 2016 [Sessions of the Working Group on Policy and Regulation]	San Salvador, El Salvador

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<sup>1</sup> COM/CITEL/doc. 043/15 rev. 1

Meeting	Date	Venue
Meeting of the Working Group to Prepare for the Council Meetings of the ITU	May 25-June 2, 2016	Geneva, Switzerland
2016 Session of the Council	May 25-June 2, 2016	Geneva, Switzerland
27 Meeting of PCC.II	June 28 to July 1, 2016	Bogota, Colombia
Joint Workshop ITU-CITEL "Outcomes of WRC-15 and its impact on the Region of the Americas"	June 28, 2016	Bogota, Colombia
Workshop on the transition towards digital television and the future of radio broadcasting	June 28, 2016	Bogota, Colombia
Inter-regional meeting Telecommunications Standardization	July 18-19 2016	[To be determined]
29 Meeting of the PCC.I	August 23-26, 2016	[To be determined]
28 Meeting of the PCC.II	September 19-23, 2016	[To be determined]
Working Group to prepare for and follow up on WTSA, WCIT, and WTDC	October 24 to November 4, 2016	Yasmine Hammamet, Tunisia
World Telecommunications Standardization Assembly	October 25 to November 4, 2016	Yasmine Hammamet, Tunisia
32 Meeting of COM/CITEL	December 12, 13 & 14, 2016 [To be confirmed-Dec. 14]	Dominican Republic

 Meetings of the ITU

## ANNEX 2 TO RESOLUTION COM/CITEL/RES. 274 (XXXI-15)

### CITEL DRAFT BUDGET FOR 2016

(In US\$)

	REGULAR FUND	SPECIFIC FUNDS			TOTAL
	OAS RF	SF PCC.I	SF PCC.II	VC	
<b>INCOME</b>					
OAS Regular Fund (Personnel)	465,500				465,500
OAS Regular Fund (Non-personnel)	99,800			29,000	128,800
Specific Funds Balance PCC.I - January 1, 2016		0			
Specific Funds Income of the PCC.I		134,750			134,750
Specific Funds Balance PCC.II - January 1, 2016			0		
Specific Funds Income of the PCC.II			245,000		245,000
<b>TOTAL INCOME</b>	<b>565,300</b>	<b>134,750</b>	<b>245,000</b>	<b>29,000</b>	<b>974,050</b>
<b>EXPENDITURES</b>					
<b>CITEL Secretariat</b>					
Staff Salaries : US\$699,712					

Salaries for 3	Paid by the Regular Fund	465,500				465,500
Staff Salary (50% for 2)	[Contrib. SF PCC.I]		117,106			117,106
Staff Salary ( 50% for 2)	[Contrib. SF PCC.II]			117,106		117,106
Administrative Expenditures (see attached table)		67,700				67,700
<b>Total Secretariat's Expenditures</b>		<b>533,200</b>	<b>117,106</b>	<b>117,106</b>	<b>0</b>	<b>767,412</b>
<b><u>CITEL Meetings</u></b>						
XXVIII PCC.I Meeting			8,822			8,822
XXIX PCC.I Meeting			8,822			8,822
XXVII PCC.II Meeting				63,947		63,947
XXVIII PCC.II Meeting				63,947		63,947
XXXII COM/CITEL Meeting		10,000			29,000	39,000
<b>Total Meeting Expenditures</b>		<b>10,000</b>	<b>17,644</b>	<b>127,894</b>	<b>29,000</b>	<b>184,538</b>
<b><u>Other expenditures</u></b>						
Scholarships		7,600				7,600
2016 World Telecommunication Standardization Assembly (WTSA-16)		14,500		0		14,500
<b>Total - Other expenditures</b>		<b>22,100</b>		<b>0</b>	<b>0</b>	<b>22,100</b>
<b>TOTAL EXPENDITURES</b>		<b>565,300</b>	<b>134,750</b>	<b>245,000</b>	<b>29,000</b>	<b>974,050</b>
<b>INCOME - EXPENDITURES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Projection of Administrative Expenses for 2016 (US\$)

Budget		67,700	
Expenses			
	Documents		1,800
	Equipment		3,420
	Supplies		1,900
	Postage		400
	Phone, Fax		800
	Server Maintenance		5,100
	LAN-Internet		4,300
	LAN-Printer		500
	Translation Costs (*)		32,000
	Courier/S&H charges		400
	AD&D Insurance		350
	Webex		1,100

	Software licenses (annual payment)		13,630
	VPN		2,000
	Other		-
	<b>Total</b>		<b>67,700</b>

(\*)

Annual Report	4,500
Secretariat	27,500
	<u>32,000</u>

## PCC-I

## PCC-I DRAFT BUDGET - 2016

(US\$)

	REGULAR FUND	SPECIFIC FUNDS		TOTAL
	OAS RF	SF PCC.I	VC	
<b><u>INCOME</u></b>				
OAS Regular Fund (Non-personnel)				
Balance PCC.I Specific Fund - 1 January 2016		0		0
Income - PCC.I Specific Fund		134,750		134,750
Voluntary contributions				
<b>TOTAL INCOME</b>	<b>0</b>	<b>134,750</b>		<b>134,750</b>
<b><u>EXPENDITURES</u></b>				
CITEL Secretariat				
Staff salaries: US\$				
Staff Salaries (50% for 2) [Contrib. SF PCC.I]		117,106		117,106
<b>Total Secretariat expenses</b>	<b>0</b>	<b>117,106</b>		<b>117,106</b>
<b><u>CITEL Meetings</u></b>				
XXVIII PCC.I Meeting		8,822		8,822
XXIX PCC.I Meeting		8,822		8,822
<b>Total meeting costs</b>		<b>17,644</b>		<b>17,644</b>
<b><u>Other expenditures</u></b>				
				0
Total other expenses	0	0		0
<b>TOTAL EXPENDITURES</b>		<b>134,750</b>		<b>134,750</b>
<b>INCOME - EXPENDITURES =</b>		<b>0</b>		<b>0</b>

## PCC-II

## PCC-II DRAFT BUDGET - 2016

(US\$)

	REGULAR FUND	SPECIFIC FUND		TOTAL
	OAS RF	SF PCC.II	VC	
<b>INCOME</b>				
OAS Regular Fund (Non-personnel)				
Balance PCC.II Specific Fund - 1 January 2016		0		0
Income - PCC.II Specific Fund		245,000		245,000
Voluntary contributions				
<b>TOTAL INCOME</b>	<b>0</b>	<b>245,000</b>	<b>0</b>	<b>245,000</b>
<b>EXPENDITURES</b>				
CITEL Secretariat				
Staff Salaries: US\$				
Staff Salary ( 50% for 2) [Contrib. SF PCC.II]		117,106		117,106
<b>Total Secretariat expenses</b>	<b>0</b>	<b>117,106</b>	<b>0</b>	<b>117,106</b>
<b>CITEL Meetings</b>				
XXVII PCC.II Meeting		63,947		63,947
XXVIII PCC.II Meeting		63,947		63,947
<b>Total meeting costs</b>		<b>127,894</b>		<b>127,894</b>
<b>Other expenditures</b>				
		0		0
<b>Total other expenses</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>		<b>245,000</b>		<b>245,000</b>
<b>INCOME - EXPENDITURES =</b>		<b>0</b>		<b>0</b>