

**COM/CITEL/RES. 293 (XXXIII-17)<sup>1</sup>**

**ADOPTION OF THE OPERATIONS PLAN FOR 2018**

The 33 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,
- c) The negative impact on CITEL budget and operations resulting from the application of the current ICR policy ,

**RESOLVES:**

- 1. To adopt the calendar of meetings for 2018/2019 contained in Annex 1 hereto.
- 2. To approve the draft program-budget for 2018 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 2018 approved.
- 4. To instruct the Executive Secretary of CITEL to forward the attached Annex 3 to the relevant dependencies within the General Secretariat of the OAS.

**ANNEX 1 TO RESOLUTION COM/CITEL/RES. 293 (XXXIII-17)**

**DRAFT CALENDAR OF CITEL 2018**

Meeting	Date	Venue
Virtual Meeting to discuss proposals related to amending basic ITU texts	14 February 2018	Online (WebEx)
High Level Forum on Digital Inclusion	12 March 2018	Buenos Aires, Argentina
VII Regular Meeting of the Assembly of CITEL	13 - 15 March 2018	Buenos Aires, Argentina
34 Meeting of COM/CITEL	15 March 2018	Buenos Aires, Argentina
Conference Preparatory Working Group to address Regional Preparations for World Conferences and Meetings (Preparation of CITEL for the PP-18)	15 March 2018	Buenos Aires, Argentina




<sup>1</sup> COM/CITEL doc. 155/17 rev. 2 cor. 1

Meeting	Date	Venue
Eighth Summit of the Americas	13 & 14 April 2018	Peru
Regional Development Forums (RDF)	21 May 2018 (Monday before the first day of the 32 Meeting of PCC.I)	Peru
32 Meeting of PCC.I	22 - 25 May 2018	Peru
Seminar on Control Systems of Mobile Devices with altered/duplicate identifiers.	During the session of the Working Group on Policy and Regulation – 32 Meeting PCC.I	Peru
Workshop on empowerment of women and girls through ICT	During the session of the Ad Hoc Group for the implementation of ICTs as tools for the empowerment of women – 32 Meeting PCC.I	Peru
Conference Preparatory Working Group to address Regional Preparations for World Conferences and Meetings (Preparation of CITEL for the PP-18)	During the session of the 32 Meeting of PCC.I	Peru
48 OAS General Assembly	June 2018	To be determined
31 Meeting of PCC.II	16 - 20 July 2018	Mexico
33 Meeting of PCC.I	20 – 24 August 2018	To be determined
Conference Preparatory Working Group to address Regional Preparations for World Conferences and Meetings (Preparation of CITEL for the PP-18)	During the session of the 33 Meeting of PCC.I	To be determined
Final Meeting of the 2018 Session of the Council	27 October 2018	Dubai, United Arab Emirates
Informal Meeting of Head of Delegation (PP-18)	28 October 2018	Dubai, United Arab Emirates
Conference Preparatory Working Group to address Regional Preparations for World Conferences and Meetings (Preparation of CITEL for the PP-18)	28 October to 16 November 2018	Dubai, United Arab Emirates
2018 ITU Plenipotentiary Conference (PP-18)	29 October to 16 November 2018	Dubai, United Arab Emirates
32 Meeting of PCC.II	3 -7 December 2018	To be determined
35 Meeting of COM/CITEL	17 - 19 December 2018	Argentina

Meeting	Date	Venue
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**PRELIMINARY CALENDAR OF CITEL 2019**

Meeting	Date	Venue
33 Meeting of PCC.II	8 – 12 April 2019	To be determined
34 Meeting of PCC.II	12 – 16 August 2019	To be determined
Radiocommunication Assembly 2019 (RA-19)	21 -25 October 2019	To be determined
Meeting of the Working Group to Prepare for WRC	27 October to 22 November 2019	To be determined
World Radiocommunication Conferences (WRC-19)	28 October to 22 November 2019	To be determined

	Meetings of CITEL
	Meetings of ITU
	Other Meetings

# ANNEX 2 TO RESOLUTION COM/CITEL/RES. 293 (XXXIII-17)

## ESTIMATED BUDGET FOR THE INTER-AMERICAN TELECOMMUNICATION COMMISSION (CITEL) YEAR 2018

(Amount in US\$)

		REGULAR FUND	REGULAR FUND	SPECIFIC FUNDS (ICR)		TOTAL
		RF OAS	CITEL- MEETINGS	SF PCC.I (13%)	SF PCC.II (13%)	
<b>INCOME</b>						
OAS Regular Fund (Personnel)		460,800				460,800
OAS Regular Fund (Non Personnel)		70,500	54,400			124,900
Specific Funds Income of the PCC.I				165,735		165,735
Specific Funds Income of the PCC.II					341,910	341,910
<b>TOTAL INCOME</b>		<b>531,300</b>	<b>54,400</b>	<b>165,735</b>	<b>341,910</b>	<b>1,093,345</b>
<b>EXPENDITURES</b>						
<b>Secretariat of CITEL</b>						
Salaries of 3 Staffs	[Paid by the OAS Regular Fund]	460,800				460,800
50% Salaries 2 Staffs	[Contribution Specific Funds of PCC.I (US\$)]			126,650		126,650
50% Salaries 2 Staffs	[Contribution Specific Funds of PCC.II (US\$)]				126,650	126,650
<b>Administrative Expenditures Regular Fund (See attached Table)</b>		50,500				50,500
<b>Total Secretariat's Expenditures:</b>		<b>511,300</b>	<b>0</b>	<b>126,650</b>	<b>126,650</b>	<b>764,600</b>
<b>CITEL's Meeting and Activities</b>						
32 Meeting of PCC.I				19,543		19,543
33 Meeting of PCC.I				19,542		19,542
31 Meeting of PCC.II					60,000	60,000
32 Meeting of PCC.II					60,000	60,000
35 Meeting of COM/CITEL			13,400			13,400
VII Ordinary Meeting of the Assembly of CITEL			41,000			41,000
Basic activities of the Secretariat of CITEL					30,000	30,000
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))					65,260	65,260

	<b>Total Meeting and Activities Expenditures</b>	<b>0</b>	<b>54,400</b>	<b>39,085</b>	<b>215,260</b>	<b>308,745</b>
<b><u>Other Expenditures</u></b>						
Support from the Secretariat to Meetings and International Representations		20,000				20,000
	<b>Total Other Expenditures</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>
	<b>TOTAL - EXPENDITURES</b>	<b>531,300</b>	<b>54,400</b>	<b>165,735</b>	<b>341,910</b>	<b>1,093,345</b>
	<b>TOTAL INCOME - TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# PROJECTION OF ADMINISTRATIVE EXPENSES FOR 2018 (US\$)

## SECRETARIAT REGULAR FUND

### SECRETARIAT

Budget		50,500	
Expenses	Documents		-
	Equipment		1,477
	Supplies		1,200
	Postage		400
	Phone, Fax		800
	Server Maintenance		2,400
	LAN-Internet		4,300
	LAN-Printer		400
	Translation Costs (*)		25,700
	Courier/S&H charges		400
	AD&D Insurance		350
	Webex		1,023
	Software licenses (annual payment)		10,450
	VPN		1,600
	Other		-
Total			50,500

(\*)

Annual Report	3,500
Secretariat	22,200
	25,700

PCC-I

PCC-I DRAFT BUDGET - 2018

(US\$)

		SPECIFIC FUNDS (ICR)		TOTAL
		SF PCC.I (13%)	Associate Personnel	
<b>INCOME</b>				
OAS Regular Fund (Non-Personnel)				
Balance PCC.I Specific Funds - 1 January 2018				
Income - Specific Funds of PCC.I		165,735		165,735
Voluntary Contributions				
<b>TOTAL INCOME:</b>		<b>165,735</b>		<b>165,735</b>
<b>EXPENDITURES</b>				
CITEL Secretariat				
Staff Salaries: US\$				
Staff Salaries (50% by 2)	[Contribution SF of PCC.I]	126,650		126,650
<b>Total Secretariat Expenses:</b>		<b>126,650</b>		<b>126,650</b>
<b>CITEL's Meetings and Activities</b>				
32 Meeting of PCC.I		19,543		19,543
33 Meeting of PCC.I		19,542		19,542
Basic activities of the Secretariat of CITEL				0
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))		-		0
<b>Total CITEL's Meetings and Activities:</b>		<b>39,085</b>		<b>39,085</b>

Other Expenditures

Total Other Expenditures:			0
TOTAL EXPENDITURES:	165,735		165,735
TOTAL INCOME - TOTAL EXPENDITURES:	0		0



## PCC-II

### PCC-II DRAFT BUDGET - 2018

(US\$)

	SPECIFIC FUNDS (ICR)		TOTAL
	SF PCC.II (13%)	Associate Personnel	
<b>INCOME</b>			
REGULAR FUND (Non-Personnel)			
Balance Specific Funds PCC.II - 1 January 2018			
Income - Specific Funds of PCC.II	341,910		341,910
Voluntary Contributions			
<b>TOTAL INCOME:</b>	<b>341,910</b>		<b>341,910</b>
<b>EXPENDITURES</b>			
CITEL's Secretariat			
Staff Salaries: US\$			
Staff Salaries (50% by 2) [Contribution SF of PCC.II (US\$)]	126,650		126,650
<b>Total Secretariat Expenditures:</b>	<b>126,650</b>		<b>126,650</b>
<b>CITEL's Meetings and Activities</b>			
31 Meeting of PCC.II	60,000		60,000
32 Meeting of PCC.II	60,000		60,000
Basic activities of the Secretariat of CITEL	30,000		30,000
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))	65,260		65,260
<b>Total CITEL's Meetings and Activities:</b>	<b>215,260</b>		<b>215,260</b>
<b>Other Expenditures</b>			

<b>Total Other Expenditures</b>	<b>0</b>		<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>341,910</b>		<b>341,910</b>
<b>TOTAL INCOME - TOTAL EXPENDITURES:</b>	<b>0</b>		<b>0</b>

## **ANNEX 3 TO RESOLUTION COM/CITEL/RES. 293 (XXXIII-17)**

### **EXECUTIVE ORDER 07-01 Rev. 3: Policy on Indirect Cost Recovery**

The CITEL administrations attending the 33<sup>rd</sup> Meeting of COM/CITEL greatly appreciate the opportunity to provide some observations and questions in regard to the Executive Order No. 07-01 Rev. 3 “Policy on Indirect Cost Recovery” (ICR), particularly on the effects such measure may have on the financial sustainability of CITEL.

The CITEL administrations wish to clarify that the Specific Funds of CITEL to which the ICR would be applied, are the financial contributions from private sector companies, international organizations, academic entities and representatives of the Internet Technical community that actively participate and contribute to the work of CITEL.

These contributions are provided with the specific purpose of facilitating the functioning and financial viability of the CITEL Secretariat, including the salaries of two of the five CITEL Secretariat personnel, and the meetings of the Permanent Consultative Committees I & II. The Associate Members of CITEL do not contribute financially with any other purpose than to ensure the sustainability of the CITEL Secretariat. Without the Specific Funds CITEL would not be able to operate.

The value of the CITEL Specific Funds amounts to approximately \$624,000 annually. This amount corresponds to the membership fee of \$6,000 paid for by the Associate Members. CITEL administrations would kindly appreciate some clarity as to which are the specific indirect costs incurred by the OAS that would amount to \$81,120, or whether the application of a 13% ICR to CITEL would cross-subsidize any other indirect costs that the OAS needs to recover, which are not the result of any activities undertaken by CITEL.

### **OAS personnel salaries paid for from Specific Funds**

Q: Is there any other Commission in the OAS where OAS staff salaries are paid for by private sector organizations?

### **Concept of “Projects” in the context of the ICR**

The policy of the General Secretariat with regard to the recovery of direct and indirect costs refers to projects funded by Specific Funds and Trust Funds entrusted to the General Secretariat.

Q: What is the definition of a “project”, and why would CITEL qualify as such?

### **Role of the Project Evaluation Committee**

Q: Has there been any evaluation of CITEL undertaken by the Project Evaluation Committee?

### **Products and services provided by a uniform indirect cost recovery policy**

The Executive Order 07-01 Rev.3 states *that a uniform indirect cost recovery policy will provide, among others, the following products and services: planning, monitoring, review and evaluation of projects;*

*resource mobilization services; financial management framework (e.g. financial manuals, handbooks, guidelines, and training); staff recruitment; overall administrative functions of the General Secretariat; legal and financial review of agreements; banking operations (e.g. receipt of funds, check emission, bank reconciliations); financial reporting; external audit coordination and representation; internal audits; setup and management of accounts; procurement of goods and services; recording and processing of transactions; facilities and utilities; and general use office equipment and supplies (e.g. networks), etc:*

Q: Of the above mentioned products or services, which exactly are provided to CITEL, and how are they quantified in dollar terms?

### **Agreements**

Q: Are there any agreements, as per the definition of the term agreement in the Executive Order that have been negotiated and/or signed between the Associate Members of CITEL and the General Secretariat of the OAS?