

COM/CITEL RES. 316 (XXXVIII-21)¹

ADOPTION OF THE OPERATIONS PLAN FOR 2022

The 38 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 2022/2023 contained in Annex 1 hereto.
- 2. To approve the draft program-budget for 2022 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 2022 approved.

¹ COM/CITEL/doc. 329/21 rev. 1

ANNEX 1 TO RESOLUTION COM/CITEL RES. 316 (XXXVIII-21)

DRAFT CALENDAR OF CITEL FOR 2022-2023

Meeting	Date	Place
Interregional Meeting for Preparation of WTSA-20	6 January 2022	Virtual
Telecommunication Standardization Advisory Group (TSAG)	10 to 17 January 2022	Virtual
Cluster of Council Working Groups & Expert Groups	11 to 20 January 2022	Geneva, Switzerland with remote participation
Working Group to prepare for and follow up on WTSA, WCIT, and WTDC (WGCONF) – <i>Final Meeting of WTSA</i>	21 January 2022	Virtual
High Level Forum	16 February 2022	Washington, DC, United States of America
VIII Regular Meeting of the Assembly of CITEL	16 to 18 February 2022	Washington, DC, United States of America
39 Meeting of COM/CITEL	18 February 2022	Washington, DC, United States of America
Working Group for the Preparation of the ITU Plenipotentiary Conferences (WGPP): <i>2nd. Meeting of the WGPP for the PP-22</i>	18 February 2022	Washington, DC, United States of America
29 Radiocommunication Advisory Group (RAG) – <i>revision of the draft ITU-R strategic and financial plan</i>	24 February 2022	Geneva, Switzerland
Mobile World Congress	28 February to 3 March 2022	Barcelona, Spain
Working Group to prepare for and follow up on WTSA, WCIT, and WTDC (WGCONF) during the WTSA-20	27 February to 9 March 2022	Geneva, Switzerland
4 TH Global Standards Symposium (GSS)	28 February 2022	Geneva, Switzerland
World Telecommunication Standardization Assembly (WTSA-20)	1 to 9 March 2022	Geneva, Switzerland
Telecommunication Development Advisory Group (TDAG)	14 to 19 March 2022	Geneva, Switzerland
Radio Regulation Board (RRB-22.1)	14 to 18 March 2022	Geneva, Switzerland

Meeting	Date	Place
Jointly event ITU-CITEL (NoW4WTDC)	15 March 2022	Virtual
ITU 2022 Session of the Council (C22)	21 to 31 March 2022	Geneva, Switzerland
First inter-regional preparatory meeting for the PP-22 in conjunction with C22	To be determined	To be determined
Seminar on 5G: Opportunities and challenges in the Americas	4 April 2022	Paraguay*
40 Meeting of PCC.I (<i>including the Final Meeting of the WGCONF for the WTDC-21</i>)	4 to 8 April 2022	Paraguay*
29th Meeting of the Radiocommunication Advisory Group (RAG)	11 to 14 April 2022	Geneva, Switzerland
39 Meeting of PCC.II	25 to 29 April 2022	Mexico
ITU-D Study Groups (SG1)	9 to 13 May 2022	Geneva, Switzerland
ITU-D Study Groups (SG2)	16 to 20 May 2022	Geneva, Switzerland
Working Group for the Preparation of the ITU Plenipotentiary Conferences (WGPP): <i>3rd. Meeting of the WGPP for the PP-22</i>	23 May 2022	Virtual
Working Group to prepare for and follow up on WTSA, WCIT, and WTDC (WGCONF) during the WTDC-21	4 to 15 June 2022	Addis Ababa, Ethiopia*
Youth Summit	5 June 2022	Addis Ababa, Ethiopia*
World Telecommunication Development Conferences (WTDC-21)	6 to 15 June 2022	Addis Ababa, Ethiopia*
NoW4WTDC	To be defined	Addis Ababa, Ethiopia*
Second inter-regional preparatory meeting for the PP-22 in the 2 nd half of June	Mid-June (<i>To be determined</i>)	To be determined
Radio Regulation Board (RRB-22.2)	27 June to 1 July 2022	Geneva, Switzerland
Working Groups for regional dialogue on public policymaking and regulatory advances and challenges for infrastructure development and innovation	To be defined – before the 41 Meeting of PCC.I	Virtual
52 OAS General Assembly	June 2022*	
41 Meeting of PCC.I	11 to 15 July 2022	Washington, DC, United States of America

Meeting	Date	Place
Working Group for the Preparation of the ITU Plenipotentiary Conferences (WGPP): <i>4th. Meeting of the WGPP for the PP-22.</i>	11 to 15 July 2022	Washington, DC, United States of America
3rd inter-regional preparatory meeting after the deadline for candidatures	September 2022 (<i>To be determined</i>)	To be determined
ITU 2022 Session of the Council before PP-22	24 September 2022	Bucharest, Romania
Meeting of the Conference Preparatory Working Group to address Regional Preparations for World Conferences and Meetings (PP) during PP-22	25 September to 14 October 2022.	Bucharest, Romania
2022 ITU Plenipotentiary Conference (PP-22)	26 September to 14 October 2022.	Bucharest, Romania
Radio Regulation Board (RRB-22.3)	31 October to 4 November 2022	Geneva, Switzerland
40 Meeting of PCC.II	31 October to 4 November 2022	Trinidad and Tobago
40 Meeting of COM/CITEL	30 November to 2 December 2022	Colombia
World Radiocommunication Seminar 2022 (WRS-22)	12 to 16 December 2022	Geneva, Switzerland
2023		
Second Session of the Conference Preparatory Meeting for WRC-23 (CPM23-2)	27 March to 6 April 2023	Geneva, Switzerland
Radiocommunication Assembly 2023 (RA-23)	13 to 17 November 2023	United Arab Emirates
Working Group Relative to CITEL's Preparation for World Radiocommunication Conferences during WRC-23	19 November to 15 December 2023	United Arab Emirates
World Radiocommunication Conference 2023 (WRC-23)	20 November to 15 December 2023	United Arab Emirates
First Session of the Conference Preparatory Meeting for WRC-27 (CPM27-1)	18 & 19 December 2023	United Arab Emirates

-  CITEL Meetings
-  ITU Meetings
-  Other meetings

*to be confirm

ANNEX 2 TO RESOLUTION COM/CITEL RES. 316 (XXXVIII-21)

ESTIMATED BUDGET FOR THE INTER-AMERICAN TELECOMMUNICATION COMMISSION (CITEL) YEAR 2022

(Amount in US\$)							
	REGULAR FUND (34F)	FUND ICR	REGULAR FUND	FUND ICR	SPECIFIC FUNDS		TOTAL
	RF OAS	(34F)	CITEL-MEETINGS	(34G)	SF PCC.I	SF PCC.II	
<u>INCOME</u>							
OAS Regular Fund (Personnel)	457,100						457,100
OAS Regular Fund (Non Personnel)	140,200	25,695	81,600	14,335			261,830
Specific Funds Income of the PCC.I					187,500		187,500
Specific Funds Income of the PCC.II						334,500	334,500
TOTAL INCOME:	597,300	25,695	81,600	14,335	187,500	334,500	1,240,930
<u>EXPENDITURES</u>							
Secretariat of CITEL							
Salaries of 3 Staffs [Paid by the OAS Regular Fund]	457,100						457,100
Performance Contracts (CPRs) of Consultants [Paid by the OAS Regular Fund & ICR]	81,700	25,695					107,395
40% Salaries [Contribution Specific Funds of PCC.I]					110,020		110,020
60% Salaries [Contribution Specific Funds of PCC.II]						165,030	165,030
Administrative Expenditures Regular Fund (See attached Table)	48,700						48,700
Total Secretariat's Expenditures:	587,500	25,695	0	0	110,020	165,030	888,245
<u>CITEL's Meeting and Activities</u>							
40 Meeting of PCC.I					39,480		39,480
41 Meeting of PCC.I					38,000		38,000
39 Meeting of PCC.II						55,480	55,480
40 Meeting of PCC.II						55,480	55,480
40 Meeting of COM/CITEL			10,724	14,335			25,059
VIII Regular Meeting of the Assembly of CITEL			53,376				53,376
WTSA-20/22**RESERVES					**		

WTDC- 21/22**RESERVES					**		
Plenipotentiary Conference (PP-22)			17,500				17,500
Basic activities of the Secretariat of CITEL						30,000	30,000
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))						28,510	28,510
Total Meeting and Activities Expenditures:	0	0	81,600	14,335	77,480	169,470	342,885
Other Expenditures							
Support from the Secretariat to Meetings and International Representations	9,800						9,800
Total Other Expenditures:	9,800	0	0	0	0	0	9,800
TOTAL EXPENDITURES: US\$	597,300	25,695	81,600	14,335	187,500	334,500	1,240,930
TOTAL INCOME - TOTAL EXPENDITURES: US\$	-	-	-	-	-	-	-

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WTSA-20/22**RESERVES	\$ 11,080
WTDC-21/22**RESERVES	\$ 11,874

PROJECTION OF ADMINISTRATIVE EXPENSES FOR 2022 (US\$)

SECRETARIAT REGULAR FUND

SECRETARIAT

34F + ICR

Budget		48,700	
Expenses estimated	Documents		0
	Equipment		4,200
	Supplies		700
	Postage		100
	Phone, Fax		800
	Server Maintenance		2,000
	LAN-Internet		4,300
	LAN-Printer		350
	Translation Costs (*)		22,700
	Courier/S&H charges		400
	AD&D Insurance		350
	Zoom Video Communications		2,000
	Software licenses (annual DOITS fee)		8,000
	VPN (7)		2,800
	Other		0
	Total		48,700

(*)

Annual Report	3,500
Secretariat	19,200
	22,700

PCC-I

PCC-I DRAFT BUDGET - 2022

(US\$)

		SPECIFIC FUNDS	
		SF PCC.I	TOTAL
INCOME			
Income - Specific Funds of PCC.I		187,500	187,500
Voluntary Contributions			
	TOTAL INCOME: US\$	187,500	187,500
EXPENDITURES			
CITEL Secretariat			
Staff Salaries:			
Staff Salaries (40%)	[Contribution SF of PCC.I]	110,020	110,020
	Total Secretariat Expenses:	110,020	110,020
CITEL's Meetings and Activities			
40 Meeting of PCC.I		39,480	39,480
41 Meeting of PCC.I		38,000	38,000
Basic activities of the Secretariat of CITEL			
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))			
	Total CITEL's Meetings and Activities:	77,480	77,480
Other Expenditures		0	0
	Total Other Expenditures:	0	0
	TOTAL EXPENDITURES: US\$	187,500	187,500
	TOTAL INCOME - TOTAL EXPENDITURES: US\$	0	0

PCC-II

PCC-I DRAFT BUDGET - 2022

(US\$)

		SPECIFIC FUNDS	
		SF PCC.II	TOTAL
INCOME			
Income - Specific Funds of PCC.II		334,500	334,500
Voluntary Contributions			
	TOTAL INCOME: US\$	334,500	334,500
EXPENDITURES			
CITEL Secretariat			
Staff Salaries:			
Staff Salaries (60%)	[Contribution SF of PCC.II]	165,030	165,030
	Total Secretariat Expenses:	165,030	165,030
CITEL's Meetings and Activities			
39 Meeting of PCC.II		55,480	55,480
40 Meeting of PCC.II		55,480	55,480
Basic activities of the Secretariat of CITEL		30,000	30,000
Additional Resources for the Strategic Plan (Resol. COM/CITEL/RES. 266 (XXXI-15))		28,510	28,510
	Total CITEL's Meetings and Activities:	169,470	169,470
Other Expenditures			
		0	0
	Total Other Expenditures:	0	0
	TOTAL EXPENDITURES: US\$	334,500	334,500
	TOTAL INCOME - TOTAL EXPENDITURES: US\$	0	0

