

Annex IV
THREE YEAR PLAN AND BUDGET FOR THE FUND SECRETARIAT
1991 - 1993

(United States Dollars)

			1991		1992		1993		Total Budget
			work-months	\$	work-months	\$	work-months	\$	
10 PERSONNEL COMPONENT									
1100	Personnel	(Title & Grade)							
1101	Chief, Fund Secretariat	(D-2)	10.5	101 000	12	111 000	12	116 000	328 000
1102	Deputy Chief	(P-5)	6	60 000	12	80 000	12	84 000	224 000
1103	Deputy Chief	(P-5)	1	12 000	12	80 000	12	84 000	176 000
1104	Programme Officer	(P-3)	1	10 000	12	59 000	12	62 000	131 000
1105	Programme Officer	(P-3)	6	40 000	12	59 000	12	62 000	161 000
1106	Programme Officer	(P-3)	1	10 000	12	59 000	12	62 000	131 000
1107	Programme Officer	(P-3)	1	10 000	12	59 000	12	62 000	131 000
1108	Information Officer	(P-3)	1	10 000	12	59 000	12	62 000	131 000
1109	Administrative Officer	(P-4)	6	48 000	12	70 000	12	74 000	192 000
1199	Total			301 000		36 000		668 000	1 605 000
1200	Consultants			200 00	-	-	-	-	200 000
1201	Consultancies and other related studies								
1202	Evaluation of country specific studies/work			-		200 000		200 000	400 000
	programmes/reports by implementing agencies			200 000		200 000		200 000	600 000
1299	Total								
1300	Administrative support	(Title & Grade)							
1301	Administrative Assistant	(G-9)	6	19 000	12	39 000	12	42 000	100 000
1302	Library Assistant	(G-9)	1	3 000	12	39 000	12	42 000	84 000
1303	Senior Secretary (Chief Officer)	(G-7)	9	24 000	12	35 000	12	37 000	96 000
1304	Senior Secretary (Deputy)	(G-7)	6	16 000	12	35 000	12	37 000	88 000
1305	Secretary (Deputy)	(G-6)	1	2 400	12	31 000	12	31 000	64 400
1306	Secretary (for 3 P-3s)	(G-6)	6	16 000	12	35 000	12	35 000	86 000
1307	Secretary (for P-3/P-4)	(G-6)	1	2 400	12	31 000	12	31 000	64 400
1308	Secretary (for P-3/Consultants)	(G-6)	3	7 200	12	31 000	12	31 000	69 200
1309	Clerk/Messenger/Receptionist	(G-4)	6	12 000	12	26 000	12	28 000	66 000

		<u>1991</u>	<u>1992</u>	<u>1993</u>	<u>TOTAL</u>
1321	Conference servicing costs (CSC)	50 000	-	-	50 000
	Third Meeting of Executive Committee				
1322	CSC: Fourth Meeting of Executive Committee	35 000	-	-	35 000
1323	CSC: Fifth Meeting of Executive Committee	50 000	-	-	50 000
1324	CSC: Two meetings of sub-committees	10 000	-	-	10 000
1325	CSC: Sixth Meeting of Executive Committee	-	75 000	-	75 000
1326	CSC: Seventh Meeting of Executive Committee	-	75 000	-	75 000
1327	CSC: Eighth Meeting of Executive Committee	-	75 000	-	75 000
1328	CSC: Two meetings of sub-committees	-	20 000	-	20 000
1329	CSC: Ninth Meeting of Executive Committee	-	-	100 000	100 000
1330	CSC: Tenth Meeting of Executive Committee	-	-	100 000	100 000
1331	CSC: Eleventh Meeting of Executive Committee	-	-	100 000	100 000
1332	CSC: Two meetings of sub-committees	-	-	30 000	30 000
1399	Total	247 000	547 000	644 000	1 438 000
1600	Travel on official business				
1601	Travel & subsistence (Secretariat staff)	62 500	100 000	120 000	282 500
1699	Total	62 500	100 000	120 000	282 500
1999	Component Total, Personnel	810 500	1 483 000	1 632 000	3 925 500

30	MEETINGS COMPONENT				
	3300 Meetings, conferences etc.				
	3301 Participants travel and subsistence (PTS): Third Meeting of Executive Committee (7x3x\$3,500)	73 500	-	-	73 500
	3302 PTS: Fourth Meeting of Executive Committee (7x3x\$3,500)	73 500 91 875	- -	- -	73 500 91 875
	3303 PTS: Fifth Meeting of Executive Committee (7x3x\$4,375)	21 000	-	-	21 000
	3304 PTS: two meetings of sub-committees (3x2x\$3,500)	31 250	37 500	43 750	112 500
	3305 Travel & subsistence of Chairman and Vice-Chairman	-	110 250	-	110 250
	3306 PTS: Sixth Meeting of Executive Committee (7x3x\$5,250)	-	110 250	-	110 250
	3307 PTS: Seventh Meeting of Executive Committee (7x3x\$5,250)	-	110 250	-	110 250
	3308 PTS: Eighth Meeting of Executive Committee (7x3x\$5,250)	-	31 500	-	31 500
	3309 PTS: two meetings of sub-committees (3x2x\$5,250)	-	-	128 625	128 625
	3310 PTS: Ninth Meeting of Executive Committee (7x3x\$6,125)	-	-	128 625	128 625
	3311 PTS: Tenth Meeting of Executive Committee (7x3x\$6,125)	-	-	36 750	36 750
	3312 PTS: Eleventh Meeting of Executive Committee (7x3x\$6,125)	-	-		
	3313 PTS: two meetings of sub-committees (3x2x\$6,125)				
	3399 Total	291 125	399-750	466-375	1 157 250
3999	Component Total, Meetings	291 125	399 750	466 375	1 157 250

40 EQUIPMENT AND PREMISES COMPONENT

4100 Expendable equipment (items under \$500)

4101 Office stationery supplies 10 000 15 000 15 000 40 000

4102 Software and other computer expendables - 15 000 10 000 25 000

4199 Total 10 000 30 000 25 000 65 000

4200 Non-expendable equipment

4201 Furniture 319 810 - - 319 810

4202 Typewriters (2/0/0) 1 000 - - 1 000

4203 Personal computers (0/3/1) - 22 500 7 500 30 000

4204 Portable computers (0/3/1) - 15 000 5 000 20 000

4205 Others 10 000 10 000 10 000 35 000

4299 Total 330 810 47 500 22 500 400 810

4300 Premises

4301 Rent of offices 235 385 469 200 469 200 1 173 785

4399 Total 235 385 469 200 469 200 1 173 785

4999 Component total, Equipment and Premises**576 195 546 700 516 700 1 639 595**

50 MISCELLANEOUS COMPONENT

5100 Operation and maintenance of equipment

5101 Maintenance of equipment 2 000 5 000 10 000 17 000

5102 Maintenance of offices 5 000 5 000 7 000 17 000

5103 Rental of computer equipment 18 000 18 000 18 000 54 000

5104 Rental of photocopier(s) 6 000 15 000 15 000 36 000

5105 Rental of telecommunication equipment 21 000 18 000 18 000 57 000

5199 Total 52 000 61 000 68 000 181 000

5200	Reporting costs				
5201	Reporting (document production costs)	30 000	50 000	75 000	155 000
5299	Total	30 000	50 000	75 000	155 000
5300	Sundry				
5301	Communications	35 000	50 000	75 000	160 000
5302	Freight charges (shipment of documents)	10 000	20 000	30 000	60 000
5303	Others	5 000	5 000	5 000	15 000
5399	Total	50 000	75 000	110 000	235 000
5400	Hospitality				
5401	Official hospitality	10 000	15 000	20 000	45 000
5499	Total	10 000	15 000	20 000	45 000
5999	Component total, Miscellaneous	142 000	201 000	273 000	616 000
99	TOTAL excluding administrative support	1 367 263	2 161 250	2 418 875	5 947 388
	Administrative support charges	52 390	121 940	127 660	301 990
	Counterpart contribution	452 557	469 200	469 200	1 390 957
	GRAND TOTAL	1 872 210	2 752 390	3 015 735	7 640 335