Annex XXX
APPROVED 2016, 2017, 2018 AND 2019 BUDGETS OF THE FUND SECRETARIAT

			Approved 2016	Approved 2017	Approved 2018	Approved 2019	Comments
10	PERSONNEL COMPONENT						
1100	Project Personnel (Title & Grade)						
	01	Chief Officer (D2)	266,960	274,969	283,218	291,714	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	02	Deputy Chief Officer (D1)	263,456	271,360	279,501	287,886	
	03	Programme Management Officer (P4)	174,608	191,846	197,602	203,530	Revised to P4 effective 2017 with a 3% annual increase
	04	Deputy Chief Officer on Financial and Economic Affairs (P5)	238,076	245,218	252,575	260,152	
	05	Senior Project Management Officer (P5)	238,076	245,218	252,575	260,152	
	06	Senior Project Management Officer (P5)	238,076	245,218	252,575	260,152	
	07	Senior Project Management Officer (P5)	238,076	245,218	252,575	260,152	
	08	Information Management Officer (P4)	210,510	221,026	227,657	234,486	Revised to P4 effective 2017 with a 3% annual increase
	09	Senior Administrative & Fund Management Officer (P5)	213,604	220,012	226,613	233,411	Difference in cost between P4 and P5 is to be charged to BL 2101
	10	Senior Monitoring and Evaluation Officer (P5)	238,076	245,218	252,575	260,152	
	11	Programme Management Officer (P3) / (P2)	174,608	179,846	135,061	135,061	Encumbant is at P2 level
	12	Information Network Officer (P4)	146,316	162,706	167,587	172,614	Revised to P4 effective 2017 with a 3% annual increase
	14	Programme Management Officer (P4)	174,608	191,084	196,817	202,721	Revised to P4 effective 2017 with a 3% annual increase
	15	Associate Administrative Officer (P2)	201,389	131,127	135,061	139,113	2016 revised to include unrecorded expenditures of US $74,081
	16	Associate Database Officer (P2)	202,464	131,127	135,061	139,113	2016 revised to include unrecorded expenditures of US $75,156
	98	Prior Year					
1199		**Sub-Total**	**3,218,904**	**3,201,195**	**3,247,050**	**3,340,409**	
1200	Consultants						
	01	Projects and technical reviews etc.	75,000	75,000	75,000	75,000	
	02	Administrative cost study*	60,000				
1299		**Sub-Total**	**135,000**	**75,000**	**75,000**	**75,000**	
1300	Administrative Support Personnel						
	01	Administrative Assistant (G7)					Post cancelled and replaced by Post 1115 due to upgrade to P2
	02	Meeting Services Assistant (G7)	100,352	103,362	106,463	109,657	
	03	Programme Assistant (G6)	121,579	97,803	100,737	103,759	2016 revised to include unrecorded expenditures of US $21,227 / Downgrade G6 from G7 starting 2017
	04	Programme Assistant (G6)	74,334	82,000	84,460	86,994	Upgrade to G6 from G5 in 2017
	05	Programme Assistant (G5)	74,334	76,565	78,861	81,227	
	06	Computer Operations Assistant (G6)	94,955	97,803	100,738	103,760	
	07	Programme Assistant (G5)	78,564	80,921	83,349	85,849	
	08	Secretary/Clerk, Administration (G6)	84,279	86,808	89,412	92,094	
	09	Registry Clerk (G4)	64,213	66,139	68,123	70,167	
	10	Database Assistant (G7)			-	-	Post cancelled and replaced by Post 1116 due to upgrade to P2
	11	Programme Assistant, Monitoring & Evaluation (G5)	74,334	76,565	78,861	81,227	
	12	IMIS Assistant (G6)	-	-	-	-	Funded from programme support costs
	13	Programme Assistant (G5)	74,334	76,565	78,861	81,227	
	14	Programme Assistant (G5)	72,169	74,334	76,565	78,861	
	15	Associate Human Resources Officer (G7)	-	-	-	-	Funded from programme support costs
		Sub-Total	**913,449**	**918,865**	**946,431**	**974,824**	
1330		Conference Servicing Cost					
1333		Meeting Services: ExCom	325,000	355,800	355,800	355,800	2017-2018 and 2019 costs based on new translation rates (TRs) and 3 meetings
1334		Meeting Services: ExCom	511,560	355,800	355,800	355,800	2016 revised budget includes unrecorded expenditures of US $155,760 and new translation rate difference of $30,800/2017-2019
1336		Meeting Services: ExCom		355,800	355,800	355,800	2017-2018 and 2019 costs based on new TRs
1335		Temporary Assistance	18,782	28,173	28,200	28,200	Based on 3 meetings in 2017-2018 and 2019
1335		Excom costs					
		Sub-Total	**855,342**	**1,095,573**	**1,095,600**	**1,095,600**	
1399		**TOTAL ADMINISTRATIVE SUPPORT**	**1,768,791**	**2,014,438**	**2,042,031**	**2,070,424**	

Note: Personnel costs under BLs 1100 and 1300 will be reduced by US $280,554 based on 2015 actual cost differentials between staff cost in Montreal and staff cost in Nairobi covered by the Government of Canada.

* One-off allocation in 2016:

			Approved	Approved	Approved	Approved	Comments
			2016	2017	2018	2019	
1600	Travel on official business						
	01	Mission costs	208,000	208,000	208,000	208,000	Based on tentative a travel plan schedule
	02	Network meetings (4)	50,000	50,000	50,000	50,000	Allocation for four network meetings a year
1699		**Sub-Total**	**258,000**	**258,000**	**258,000**	**258,000**	
1999		**COMPONENT TOTAL**	**5,380,695**	**5,548,632**	**5,622,080**	**5,743,833**	
20	CONTRACTUAL COMPONENT						
2100	Sub-contracts						
	01	Treasury services (decision 59/51(b))	500,000	500,000	500,000	500,000	Fixed fees per the agreement with the Treasurer (decision 59/51(b))
	02	Corporate consultancies					
2200	Subcontracts						
	01	Various studies					
	02	Corporate contracts	-	-	-	-	
2999		**COMPONENT TOTAL**	**500,000**	**500,000**	**500,000**	**500,000**	
30	MEETING PARTICIPATION COMPONENT						
3300	Travel and DSA for Article 5 delegates to Executive Committee meetings						
	01	Travel of Chairperson and Vice-Chairperson	15,000	15,000	15,000	15,000	Covers travel other than attendance to Executive Committee meetings
	02	Executive Committee (3 in 2017, 2018 and 2019)	227,809	225,000	225,000	225,000	75th meeting expenses of US $77,809 to be reflected in 2016. Based on 3 meeting in 2017-2018 and 2019
3999		**COMPONENT TOTAL**	**242,809**	**240,000**	**240,000**	**240,000**	
40	EQUIPMENT COMPONENT						
4100	Expendables						
	01	Office stationery	12,285	12,285	12,285	12,285	Based on anticipated needs
	02	Computer expendable (software, accessories, hubs, switches, memory)	10,530	10,530	10,530	10,530	Based on anticipated needs
4199		**Sub-Total**	**22,815**	**22,815**	**22,815**	**22,815**	
4200	Non-Expendable Equipment						
	01	Computers, printers	13,000	13,000	13,000	13,000	Based on anticipated needs
	02	Other expendable equipment (shelves, furnitures)	5,850	5,850	5,850	5,850	Based on anticipated needs
4299		**Sub-Total**	**18,850**	**18,850**	**18,850**	**18,850**	
4300	Premises						
	01	Rental of office premises**	870,282	870,282	870,282	870,282	US $52,890 to be charged to the budget. Balance to be covered by Government of Canada cost differential and allocation to be reduced
		Sub-Total	**870,282**	**870,282**	**870,282**	**870,282**	
4999		**COMPONENT TOTAL**	**911,947**	**911,947**	**911,947**	**911,947**	
50	MISCELLANEOUS COMPONENT						
5100	Operation and Maintenance of Equipment						
	01	Computers and printers, etc. (toners, colour printer)	8,100	8,100	8,100	8,100	Based on anticipated needs
	02	Maintenance of office premises	8,000	8,000	8,000	8,000	Based on anticipated needs
	03	Rental of photocopiers (office)	15,000	15,000	15,000	15,000	Based on anticipated needs
	04	Telecommunication equipment rental	8,000	8,000	8,000	8,000	Based on anticipated needs
	05	Network maintenance	10,000	10,000	10,000	10,000	Based on anticipated needs
5199		**Sub-Total**	**49,100**	**49,100**	**49,100**	**49,100**	
5200	Reproduction Costs						
	01	ExCom and reports to MOP	10,710	10,710	10,710	10,710	
5299		**Sub-Total**	**10,710**	**10,710**	**10,710**	**10,710**	
5300	Sundries						
	01	Communications	58,500	58,500	58,500	58,500	Based on anticipated needs
	02	Freight charges	9,450	9,450	9,450	9,450	Based on anticipated needs
	03	Bank charges	4,500	4,500	4,500	4,500	Based on anticipated needs (DSA delivery)
	05	Staff training	20,137	20,137	20,137	20,137	Based on anticipated needs (No changes)
	06	GST					To reverse GST to account receivables
	04	PST					To reverse PST to account receivables
5399		**Sub-Total**	**92,587**	**92,587**	**92,587**	**92,587**	
5400	Hospitality and Entertainment						
	01	Hospitality costs (3 in 2017, 2018 and 2019)	16,800	25,200	25,200	25,200	Based on 3 meetings in 2017-2018 and 2019
5499		**Sub-Total**	**16,800**	**25,200**	**25,200**	**25,200**	
5999		**COMPONENT TOTAL**	**169,197**	**177,597**	**177,597**	**177,597**	
GRAND TOTAL			7,204,648	7,378,176	7,451,624	7,573,377	
		Programme support costs (9%)	356,570	370,805	377,413	388,371	Applied to staff cost only
COST TO MULTILATERAL FUND			**7,561,218**	**7,748,982**	**7,829,038**	**7,961,748**	
	Previous budget schedule		**7,126,385**	**7,190,229**	**7,268,801**	**-**	
	Increase/decrease		**434,833**	**558,753**	**560,237**	**7,961,748**	

**Rental of premises will be offset by US $606,038 (based on 2015) being covered by cost differential with Government of Canada leaving US $52,890 to be charged to the MLF.

2017 MONITORING AND EVALUATION BUDGET

	1200	consultant chiller		105,656			
	1299			**105,656**			
	1600	staff travel		33,828			
	1699			**33,828**			

	1999			**139,484**			
	5300	miscellaneous		4,000			
	5999			**4,000**			
	GRAND TOTAL			**143,484**			