Annex IV

REVISED SECRETARIAT BUDGET FOR 2004 AND 2005 AND PROPOSED FOR 2006

			APPROVED 2004	REVISED 2004	APPROVED 2005	REVISED 2005	PROPOSED 2006
10	PERSONNEL COMPONENT						
1100	Project Personnel (Title & Grade)						
	01	Chief Officer	133,313	190,864	139,979	171,840	180,432
	02	Deputy Chief Officer (Economic Cooperation)	120,200	150,180	126,210	157,689	165,573
	03	Deputy Chief officer (Technical Cooperation)	120,200	153,190	126,210	160,849	168,891
	04	Senior Project Management Officer	120,200	145,950	126,210	153,248	160,910
	05	Senior Project Management Officer	120,200	145,950	126,210	153,248	160,910
	06	Senior Project Management Officer *	120,200	145,950	126,210	153,248	160,910
	07	Senior Project Management Officer	120,200	145,950	126,210	153,248	160,910
	08	Information Management Officer	88,511	129,051	92,936	135,504	142,279
	09	Admin & Fund Management Officer	103,809	130,948	109,000	137,495	144,370
	10	Senior Monitoring and Evaluation Officer	120,200	145,950	126,210	153,248	160,910
	11	Associate Executive Assistant	60,100	68,000	63,105	71,400	74,970
1199		**Sub-Total**	**1,227,133**	**1,551,983**	**1,288,489**	**1,601,015**	1,681,065
1200	Consultants						
	01	Technical and project review		150,000			
1299		**Sub-Total**		**150,000**			
1300	Administrative Support Personnel						
	01	Admin Assistant	47,000	56,700	49,350	59,535	62,512
	02	Meeting Services Assistant	43,000	53,651	45,150	56,333	59,150
	03	Programme Assistant	47,000	56,700	49,350	59,535	62,512
	04	Senior Secretary (Deputy Chief, EC)	39,000	42,000	40,950	44,100	46,305
	05	Senior Secretary (Deputy Chief, TC)	39,000	42,000	40,950	44,100	46,305
	06	Computer Operations Assistant	47,000	56,700	49,350	59,535	62,512
	07	Secretary (Prog. Officers -2)	39,000	44,390	40,950	46,609	48,940
	08	Secretary/Clerk, Administration	34,000	35,700	35,700	37,485	39,359
	09	Registry Clerk	28,000	34,537	29,400	36,263	38,077
	10	Database Assistant	47,000	56,700	49,350	59,535	62,512
	11	Secretary, Monitoring & Evaluation	39,000	42,000	40,950	44,100	46,305
		Sub-Total	449,000	521,077	471,450	547,131	574,488
		3					
1320		Conference Servicing Cost	-		-	-	
1333		Meeting Services: ExCom (3) & Sub-Committees (6)		600,000			
1335		Temporary assistance		50,000			
1399		**TOTAL ADMINISTRATIVE SUPPORT COST**	**449,000**	**1,171,077**	**471,450**	**547,131**	**574,488**
1600	Travel on official business		-		-	-	
	01	Mission Costs		160,000			
19		COMPONENT TOTAL	1,676,133	**3,033,060**	1,759,939	2,148,146	2,255,553

* Revised 2004, 2005 and proposed 2006 allocation does not make provision for costs associated with staff member retirement.

			APPROVED 2004	REVISED 2004	APPROVED 2005	REVISED 2005	PROPOSED 2006	
20	CONTRACTUAL COMPONENT							
2100	Sub-contracts							
	01	Information Materials		30,000	-	-		
2200	Subcontracts						-	
	02	Information strategy **	34,500	34,500	12,500	12,500		
		Information strategy	(34,500)	(34,500)	(12,500)	(12,500)	-	
29		COMPONENT TOTAL		**30,000**	-	-	-	
					-	-		
30	MEETING PARTICIPATION COMPONENT							
3300	Travel & DSA for Art 5 delegates to ExCom Meetings							
	01	Travel of Chairperson and Vice-Chairperson		30,000	-	-	-	
	02	Executive Committee (3) & Sub-Committees (6)		225,000	-	-	-	
	03	Informal Sub-Group Meetings		30,000	-	-	-	
39		COMPONENT TOTAL		**285,000**	-	-	-	
40	EQUIPMENT COMPONENT							
4100	Expendables							
	01	Office Stationery		15,000	-	-	-	
	02	Software		9,000	-	-	-	
		Sub-Total		24,000	-	-	-	
4200	Non-Expendable Equipment							
	01	Computers, printers		10,000	-	-	-	
	02	Others		5,000	-	-	-	
		Sub-Total		15,000	-	-	-	
4300	Premises							
	01	Rental of office premises		310,000				
49		COMPONENT TOTAL		349,000				

**Information strategy budget already approved by ExCom decision 40/53. No financial implications on the overall budget.

			APPROVED	REVISED	APPROVED	REVISED	PROPOSED	
			2004	2004	2005	2005	2006	
	MISCELLANEOUS COMPONENT							
51	Operation and Maintenance of Equipment							
	01	Computers and printers, etc.		9,000	-	-	-	
	02	Maintenance of office premises		9,000	-	-	-	
	03	Rental of photocopiers		15,000	-	-	-	
	04	Telecommunication equipment		9,000	-	-	-	
	05	Network maitenance		12,000	-	-	-	
		Sub-total		54,000	-	-	-	
52	Reporting Costs							
	01	Executive Committee meetings						
	02	Others		20,000	-	-	-	
		Sub-total		20,000	-	-	-	
53	Sundries							
	01	Communications		40,000	-	-	-	
	02	Freight Charges		15,000	-	-	-	
	03	Bank Charges		5,000	-	-	-	
	04	Staff training (carried over)		38,000	-	-	-	
		Sub-total		98,000	-	-	-	
54	01	Hospitality costs		10,000				
59		COMPONENT TOTAL		**182,000**				
GRAND TOTAL			1,676,133	3,879,060	1,759,939	2,148,146	2,255,553	
		Programme Support Costs (13%)	217,897	269,498	228,792	279,259	293,222	
		(applied to budget lines 11 and 13.01 to 13.11 only)						
Less		Cost covered by Government of Canada ***	(350,000)	(350,000)				
COST TO MULTILATERAL FUND			**1,544,030**	**3,798,558**	**1,988,731**	**2,427,405**	**2,548,775**	

***Contribution of the Government of Canada is to offset cost differentials for having the Secretariat in Montreal as opposed to Nairobi