Annex II

APPROVED 2019, 2020, AND 2021 BUDGETS OF THE FUND SECRETARIAT

			Approved 2019	Approved 2020	Approved 2021	Comments
10	PERSONNEL COMPONENT					
1100	Project Personnel (Title & Grade)					All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	01	Chief Officer (D2)	291,714	300,466	309,480	
	02	Deputy Chief Officer (D1)	287,886	296,523	305,418	
	03	Programme Management Officer (P4)	203,530	209,636	215,925	
	04	Deputy Chief Officer on Financial and Economic Affairs (P5)	260,152	267,956	275,995	
	05	Senior Project Management Officer (P5)	260,152	267,956	275,995	
	06	Senior Project Management Officer (P5)	260,152	267,956	275,995	
	07	Senior Project Management Officer (P5)	260,152	267,956	275,995	
	08	Information Management Officer (P4)	234,486	241,521	248,766	
	09	Senior Administrative & Fund Management Officer (P5)*	233,411	240,413	247,626	
	10	Senior Monitoring and Evaluation Officer (P5)	260,152	267,956	275,995	
	11	Programme Management Officer (P3) / (P2)	159,884	164,681	169,621	
	12	Information Network Officer (P4)	172,614	177,793	183,127	
	14	Programme Management Officer (P4)	202,721	208,803	215,067	
	15	Associate Administrative Officer (P2)	139,113	143,286	147,585	
	16	Associate Database Officer (P2)	139,113	143,286	147,585	
	98	Prior Year				
1199		**Sub-Total**	**3,365,232**	**3,466,189**	**3,570,175**	
1200	Consultants					
	01	Projects and technical reviews etc.	75,000	75,000	75,000	
	02	Administrative cost study				
1299		**Sub-Total**	**75,000**	**75,000**	**75,000**	
1300	Administrative Support Personnel					
	01	Administrative Assistant (G7)	-	-	-	
	02	Meeting Services Assistant (G7)	109,657	112,947	116,335	
	03	Programme Assistant (G6)	103,759	106,872	110,078	
	04	Programme Assistant (G6)	86,994	89,604	92,292	
	05	Programme Assistant (G5)	81,227	83,664	86,174	
	06	Computer Operations Assistant (G6)	103,760	106,873	110,079	
	07	Programme Assistant (G5)	85,849	88,425	91,077	
	08	Secretary/Clerk, Administration (G6)	92,094	94,857	97,703	
	09	Registry Clerk (G4)	70,167	72,272	74,440	
	10	Database Assistant (G7)	-	-	-	
	11	Programme Assistant, Monitoring & Evaluation (G5)	81,227	83,664	86,174	
	12	IMIS Assistant (G6)	-	-	-	Funded from programme support costs
	13	Programme Assistant (G5)	81,227	83,664	86,174	
	14	Programme Assistant (G5)	78,861	81,227	83,664	
	15	Associate Human Resources Officer (G7)	-	-	-	Funded from programme support costs
		Sub-Total	**974,824**	**1,004,068**	**1,034,190**	
1330		Conference Servicing Cost				
1333		Meeting Services: ExCom	355,800	355,800	355,800	
1334		Meeting Services: ExCom	355,800	355,800	355,800	
1336		Meeting Services: ExCom				
1335		Temporary Assistance	18,800	18,800	18,800	Based on two meetings in 2018-2021
1335		ExCom costs				
		Sub-Total	**730,400**	**730,400**	**730,400**	
1399		**TOTAL ADMINISTRATIVE SUPPORT**	**1,705,224**	**1,734,468**	**1,764,590**	

Note: Personnel costs under BLs 1100 and 1300 will be reduced by US $328,344 based on 2017 actual cost differentials between staff cost in Montreal and staff cost in Nairobi covered by the Government of Canada.

* Difference in cost between P4 and P5 (US $28,000) is to be reversed and charged to Treasurer's fee.

			Approved	Approved	Approved	Comments
			2019	2020	2021	
1600	Travel on official business					
	01	Mission costs	208,000	208,000	208,000	Based on tentative a travel plan schedule
	02	Network meetings (4)	50,000	50,000	50,000	Allocation for four network meetings a year
1699		**Sub-Total**	**258,000**	**258,000**	**258,000**	
1999		**COMPONENT TOTAL**	**5,403,456**	**5,533,658**	**5,667,765**	
20	CONTRACTUAL COMPONENT					
2100	Sub-contracts					
	01	Treasury services (decision 59/51(b))	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**	
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	Covers travel other than attendance to Executive Committee meetings
	02	Executive Committee (3 in 2017, 2018 and 2019)	150,000	150,000	150,000	Based on two meetings in 2018-2021
3999		**COMPONENT TOTAL**	**165,000**	**165,000**	**165,000**	
40	EQUIPMENT COMPONENT					
4100	Expendables					
	01	Office stationery	7,000	7,000	7,000	Based on anticipated needs
	02	Computer expendable (software, accessories, hubs, switches, memory)	10,530	10,530	10,530	Based on anticipated needs
4199		**Sub-Total**	**17,530**	**17,530**	**17,530**	
4200	Non-Expendable Equipment					
	01	Computers, printers	13,000	13,000	13,000	Based on anticipated needs
	02	Other expendable equipment (shelves, furnitures)	5,850	5,850	5,850	
4299		**Sub-Total**	**18,850**	**18,850**	**18,850**	
4300	Premises					
	01	Rental of office premises**	870,282	870,282	870,282	US $54,526 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**	
4999		**COMPONENT TOTAL**	**906,662**	**906,662**	**906,662**	
50	MISCELLANEOUS COMPONENT					
5100	Operation and Maintenance of Equipment					
	01	Computers and printers, etc. (toners, colour printer)	8,100	8,100	8,100	Based on anticipated needs
	02	Maintenance of office premises	8,000	8,000	8,000	Based on anticipated needs
	03	Rental of photocopiers (office)	10,000	10,000	10,000	Based on anticipated needs
	04	Telecommunication equipment rental	8,000	8,000	8,000	Based on anticipated needs
	05	Network maintenance	10,000	10,000	10,000	Based on anticipated needs
5199		**Sub-Total**	**44,100**	**44,100**	**44,100**	
5200	Reproduction Costs					
	01	ExCom and reports to MOP	10,710	10,710	10,710	
5299		**Sub-Total**	**10,710**	**10,710**	**10,710**	
5300	Sundries					
	01	Communications	45,000	45,000	45,000	Based on anticipated needs
	02	Freight charges	6,000	6,000	6,000	Based on anticipated needs
	03	Bank charges	2,500	2,500	2,500	Based on anticipated needs
	05	Staff training	20,137	20,137	20,137	Based on anticipated needs
	06	GST				
	04	PST				
5399		**Sub-Total**	**73,637**	**73,637**	**73,637**	
5400	Hospitality and Entertainment					
	01	Hospitality costs	16,800	16,800	16,800	Based on two meetings in 2018-2021
5499		**Sub-Total**	**16,800**	**16,800**	**16,800**	
5999		**COMPONENT TOTAL**	**145,247**	**145,247**	**145,247**	
GRAND TOTAL			7,120,365	7,250,567	7,384,674	
		Programme support costs (9%)	390,605	402,323	414,393	Applied to staff cost only
COST TO MULTILATERAL FUND			**7,510,970**	**7,652,890**	**7,799,067**	
	Previous budget schedule		**7,540,205**	**7,682,125**		
	Increase/decrease		**(29,235)**	**(29,235)**	**7,799,067**	

**Rental of premises will be offset by US $589,563 (based on 2017) being covered by cost differential with Government of Canada leaving US $54,526 to be charged to the MLF.

2019 MONITORING AND EVALUATION BUDGET