Annex II

APPROVED 2018, 2019 AND 2020 BUDGETS OF THE FUND SECRETARIAT

			Approved 2018	Approved 2019	Approved 2020	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)	283,218	291,714	300,466	
	02	Deputy Chief Officer (D1)	279,501	287,886	296,523	
	03	Programme Management Officer (P4)	197,602	203,530	209,636	
	04	Deputy Chief Officer on Financial and Economic Affairs (P5)	252,575	260,152	267,956	
	05	Senior Project Management Officer (P5)	252,575	260,152	267,956	
	06	Senior Project Management Officer (P5)	252,575	260,152	267,956	
	07	Senior Project Management Officer (P5)	252,575	260,152	267,956	
	08	Information Management Officer (P4)	227,657	234,486	241,521	
	09	Senior Administrative & Fund Management Officer (P5)*	226,613	233,411	240,413	
	10	Senior Monitoring and Evaluation Officer (P5)	252,575	260,152	267,956	
	11	Programme Management Officer (P3) / (P2)	155,227	159,884	164,681	Adjustment to reflect correct level of funding
	12	Information Network Officer (P4)	167,587	172,614	177,793	
	14	Programme Management Officer (P4)	196,817	202,721	208,803	
	15	Associate Administrative Officer (P2)	135,061	139,113	143,286	
	16	Associate Database Officer (P2)	135,061	139,113	143,286	
	98	Prior Year				
1199		**Sub-Total**	**3,267,216**	**3,365,232**	**3,466,189**	
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)				Post cancelled and replaced by Post 1115 due to upgrade to P2
	02	Meeting Services Assistant (G7)	106,463	109,657	112,947	
	03	Programme Assistant (G6)	100,737	103,759	106,872	
	04	Programme Assistant (G6)	84,460	86,994	89,604	
	05	Programme Assistant (G5)	78,861	81,227	83,664	
	06	Computer Operations Assistant (G6)	100,738	103,760	106,873	
	07	Programme Assistant (G5)	83,349	85,849	88,425	
	08	Secretary/Clerk, Administration (G6)	89,412	92,094	94,857	
	09	Registry Clerk (G4)	68,123	70,167	72,272	
	10	Database Assistant (G7)	-	-	-	Post cancelled and replaced by Post 1116 due to upgrade to P2
	11	Programme Assistant, Monitoring & Evaluation (G5)	78,861	81,227	83,664	
	12	IMIS Assistant (G6)	-	-	-	Funded from programme support costs
	13	Programme Assistant (G5)	78,861	81,227	83,664	
	14	Programme Assistant (G5)	76,565	78,861	81,227	
	15	Associate Human Resources Officer (G7)	-	-	-	Funded from programme support costs
		Sub-Total	**946,431**	**974,824**	**1,004,068**	
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 2018-2020
1335		ExCom costs				
		Sub-Total	**730,400**	**730,400**	**730,400**	
1399		**TOTAL ADMINISTRATIVE SUPPORT**	**1,676,831**	**1,705,224**	**1,734,468**	

(1) Do not include allocation for 2016 unrecorded expenditures amounting to US $62,808 consisting of: BL 1201: Administrative cost study (US $37,600), BL 4102: Expendable softwares (US $9,240), BL 5105: Network maintenanace (US $3,285) and BL 5301: Communications (US $12,683)

Note: Personnel costs under BLs 1100 and 1300 will be reduced by US $274,447 based on 2016 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
			2018	2019	2020	
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**	**5,277,047**	**5,403,456**	**5,533,658**	
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 2018-2020
3999		**COMPONENT TOTAL**	**165,000**	**165,000**	**165,000**	
40	EQUIPMENT COMPONENT					
4100	Expendables					
	01	Office stationery	12,285	12,285	12,285	Based on anticipated needs
	02	Computer expendable (software, accessories, hubs, switches,	10,530	10,530	10,530	Based on anticipated needs
4199		**Sub-Total**	**22,815**	**22,815**	**22,815**	
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 $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**	
4999		**COMPONENT TOTAL**	**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	Based on anticipated needs
	02	Maintenance of office premises	8,000	8,000	8,000	Based on anticipated needs
	03	Rental of photocopiers (office)	15,000	15,000	15,000	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**	**49,100**	**49,100**	**49,100**	
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	58,500	58,500	58,500	Based on anticipated needs
	02	Freight charges	9,450	9,450	9,450	Based on anticipated needs
	03	Bank charges	4,500	4,500	4,500	Based on anticipated needs
	05	Staff training	20,137	20,137	20,137	Based on anticipated needs
	06	GST				
	04	PST				
5399		**Sub-Total**	**92,587**	**92,587**	**92,587**	
5400	Hospitality and Entertainment					
	01	Hospitality costs	16,800	16,800	16,800	Based on two meetings in 2018-2020
5499		**Sub-Total**	**16,800**	**16,800**	**16,800**	
5999		**COMPONENT TOTAL**	**169,197**	**169,197**	**169,197**	
GRAND TOTAL			7,023,191	7,149,600	7,279,802	
		Programme support costs (9%)	379,228	390,605	402,323	Applied to staff cost only
COST TO MULTILATERAL FUND			**7,402,419**	**7,540,205**	**7,682,125**	
	Previous budget schedule		**7,829,038**	**7,961,748**		
	Increase/decrease		**(426,619)**	**(421,543)**	**7,682,125**	

***Rental of premises will be offset by US $579,964 (based on 2016) being covered by cost differential with Government of Canada leaving US $54,526 to be charged to the MLF.

2018 MONITORING AND EVALUATION BUDGET

			Approved	Approved	Approved	Comments
			2018	2019	2020	
1200	Consultants					
	01	Evaluaton of the refrigeration servicing sector	118,050			
	02	Desk Study for the evaluation of HPMP Preparation to assist with the Kigali Amendment	15,000			
1600	Staff Travel					
	01	Mission costs	33,800			
	02	Network meeting	3,930			
5300	Sundries					
	01	Miscellaneous	4,000			
GRAND TOTAL			**174,780**			