Annex XX

APPROVED 2014, 2015, 2016 AND 2017 BUDGETS OF THE FUND SECRETARIAT

			Approved 2014	Approved 2015	Approved 2016	Approved 2017	Comments 2014
10	PERSONNEL COMPONENT						
1100	Project Personnel (Title & Grade)						
	01	Chief Officer (D2)	251,635	259,184	266,960	274,969	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	02	Deputy Chief Officer (D1)	248,333	255,783	263,456	271,360	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	03	Programme Management Officer (P3)	164,585	169,522	174,608	179,846	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	04	Deputy Chief Officer on Financial and Economic Affairs (P5)	224,409	231,142	238,076	245,218	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	05	Senior Project Management Officer (P5)	224,409	231,142	238,076	245,218	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	06	Senior Project Management Officer (P5)	224,409	231,142	238,076	245,218	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	07	Senior Project Management Officer (P5)	224,409	231,142	238,076	245,218	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	08	Information Management Officer (P3)	198,426	204,379	210,510	216,826	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	09	Senior Administrative & Fund Management Officer (P5)*	201,342	207,383	213,604	220,012	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	10	Senior Monitoring and Evaluation Officer (P5)	224,409	231,142	238,076	245,218	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	11	Programme Management Officer (P3)	164,585	169,522	174,608	179,846	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	12	Information Network Officer (P3)	137,917	142,055	146,316	150,706	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	13	Associate Human Resources Officer (P2)	-	-	-	-	Funded from Programme Support Cost and to be downgraded from P2 to G7
	14	Programme Management Officer (P3)	164,585	169,522	174,608	174,608	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	15	Associate Finance Officer (P2)-former 1301 starting 2014	60,000	123,600	127,308	131,127	Upgraded as per decision 72/43(b)(i)
	16	Associate Database Officer (P2)-former 1310 starting 2014	60,000	123,600	127,308	131,127	Upgraded as per decision 72/43(b)(i)
	98	Prior Year					
1199		**Sub-Total**	**2,773,455**	**2,980,259**	**3,069,667**	**3,156,518**	
1200	Consultants						
	01	Projects and technical reviews etc.	54,100	75,000	75,000	75,000	Reduction of US $12,500 as per decision 72/43(b)(i)
1299		**Sub-Total**	**54,100**	**75,000**	**75,000**	**75,000**	
1300	Administrative Support Personnel						
	01	Administrative Assistant (G7)	47,501	-			
	02	Meeting Services Assistant (G7)	94,591	97,429	100,352	103,362	Based on actual cost including overtime with a 3% annual increase
	03	Programme Assistant (G7)/(P2)	94,591	97,429	100,352	103,362	Post classifiable as P2 as per notice dated May 2014 as a result of the re-numbering exercise
	04	Programme Assistant (G5)	70,067	72,169	74,334	76,565	Based on actual cost including overtime with a 3% annual increase
	05	Programme Assistant (G5)	70,067	72,169	74,334	76,565	Based on actual cost including overtime with a 3% annual increase
	06	Computer Operations Assistant (G6)	89,504	92,189	94,955	97,803	Based on actual cost including overtime with a 3% annual increase
	07	Programme Assistant (G5)	74,054	76,276	78,564	80,921	Based on actual cost including overtime with a 3% annual increase
	08	Secretary/Clerk, Administration (G6)	79,441	81,825	84,279	86,808	Based on actual cost including overtime with a 3% annual increase
	09	Registry Clerk (G4)	60,527	62,343	64,213	66,139	Based on actual cost including overtime with a 3% annual increase
	10	Database Assistant (G7)	47,501	-			Upgraded G7 to P2 June 2014
	11	Programme Assistant, Monitoring & Evaluation (G5)	70,067	72,169	74,334	76,565	Based on actual cost including overtime with a 3% annual increase
	12	IMIS Assistant (G6)	-	-	-	-	Funded from Programme Support Costs (PSC)
	13	Programme Assistant (G5)	70,067	72,169	74,334	76,565	Based on actual cost including overtime with a 3% annual increase
	14	Programme Assistant (G5)	70,067	70,067	72,169	74,334	Based on actual cost including overtime with a 3% annual increase
		Sub-Total	**938,046**	**866,235**	**892,222**	**918,989**	
1330		Conference Servicing Cost					
1333		Meeting Services: ExCom	348,400	325,000	325,000	325,000	
1334		Meeting Services: ExCom	403,736	325,000	325,000	325,000	
1336		Meeting Services: ExCom					
1335		Temporary Assistance	31,282	18,782	18,782	18,782	Reduction of US $12,500 as per decision 72/43(b)(i)
1337		Meeting Ozone					
		Sub-Total	**783,418**	**668,782**	**668,782**	**668,782**	
1399		**TOTAL ADMINISTRATIVE SUPPORT**	**1,721,464**	**1,535,017**	**1,561,004**	**1,587,771**	

* Difference in cost between P4 and P5 is to be charged to BL 2101.

Note: Personnel costs under BLs 1100 and 1300 will be reduced by US $503,617 based on 2013 actual cost differentials between staff cost in Montreal and staff cost in Nairobi covered by the Government of Canada.

			Approved	Approved	Approved	Approved	Comments 2014
			2014	2015	2016	2017	
1600	Travel on official business						
	01	Mission costs	137,650	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 4 network meetings a year
1699		**Sub-Total**	**187,650**	**258,000**	**258,000**	**258,000**	
1999		**COMPONENT TOTAL**	**4,736,670**	**4,848,276**	**4,963,671**	**5,077,289**	
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 Art 5 delegates to Exutive Committee meetings						
	01	Travel of Chairperson and Vice-Chairperson	-	15,000	15,000	15,000	Covers travel other than attendance to Excom
	02	Executive Committee (2 in 2014)	166,614	150,000	150,000	150,000	2 ExCom taking place in Montreal
3999		**COMPONENT TOTAL**	**166,614**	**165,000**	**165,000**	**165,000**	
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	Allocation to be reduced to US $46,863. Balance to be covered by Govt. of Canada cost differential
		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	Executive Committee meetings 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 (no changes)
	05	Staff training	20,137	20,137	20,137	20,137	Based on anticipated needs (no changes)
5399		**Sub-Total**	**92,587**	**92,587**	**92,587**	**92,587**	
5400	Hospitality and Entertainment						
	01	Hospitality costs	16,800	16,800	16,800	16,800	Amount to cover two Excom meetings
5499		**Sub-Total**	**16,800**	**16,800**	**16,800**	**16,800**	
5999		**COMPONENT TOTAL**	**169,197**	**169,197**	**169,197**	**169,197**	
GRAND TOTAL			6,484,428	6,594,420	6,709,815	6,823,433	
		Programme support costs (9%)	334,035	346,184	356,570	366,796	PSC 9%
COST TO MULTILATERAL FUND			**6,818,463**	**6,940,604**	**7,066,385**	**7,190,229**	
	Previous budget schedule		**6,818,463**	**6,940,604**	**7,066,385**	**-**	
	Increase/decrease		**-**	**-**	**-**	**7,190,229**	

**Rental of premises will be offset by US $742,993,(based on 2013) being covered by cost differential with Government of Canada leaving US $46,863 to be charged to the MLF.

***Balance of 2013 (US $22,395) to be rephased to 2014 to complete 2013 purchase plan

MONITORING AND EVALUATION BUDGET

			Approved	Approved			
			2014	2015	2016	2017	
1200	01	Completion of the evaluation of the phase-out of HCFC in the foam sector	119,700	46,371			
	02	Desk study of RAC manufacturing projects		12,000			
	03	Evaluation of pilot demonstration projects on ODS disposal and destruction		12,000			
1299		**Sub-Total**	**119,700**	**70,371**			
1600	01	Staff travel	25,000	16,914			
1699		**Sub-Total**	**25,000**	**16,914**			
1999		**COMPONENT TOTAL**		**87,285**			
5300	01	Miscellaneous	4,000	4,000			
5999		**COMPONENT TOTAL**	**4,000**	**4,000**			
GRAND TOTAL			148,700	91,285			