Annex XV

ACTUAL 2013, APPROVED 2014, 2015 AND 2016 BUDGETS OF THE FUND SECRETARIAT

			Column A	**Column B**	**Column C**	**Column D**	**Column E**
			Actual	Approved	Approved	Approved	Comments 2014
			2013	2014	2015	2016	
10	PERSONNEL COMPONENT						
1100	Project Personnel (Title & Grade)						
	01	Chief Officer (D2)	341,512	251,635	259,184	266,960	Based on standard salaray cost and adjusted based on actual cost with a 3% annual increase.
	02	Deputy Chief Officer (D1)	154,903	248,333	255,783	263,456	Based on standard salaray cost and adjusted based on actual cost with a 3% annual increase.
	03	Programme Management Officer (P3)	157,745	164,585	169,522	174,608	Based on standard salaray cost and adjusted based on actual cost with a 3% annual increase.
	04	Deputy Chief Officer on Financial and Economic Affairs (P5)	228,123	224,409	231,142	238,076	Based on standard salaray cost and adjusted based on actual cost with a 3% annual increase.
	05	Senior Project Management Officer (P5)	191,026	224,409	231,142	238,076	Based on standard salaray cost and adjusted based on actual cost with a 3% annual increase.
	06	Senior Project Management Officer (P5)	206,004	224,409	231,142	238,076	Based on standard salaray cost and adjusted based on actual cost with a 3% annual increase.
	07	Senior Project Management Officer (P5)	193,164	224,409	231,142	238,076	Based on standard salaray cost and adjusted based on actual cost with a 3% annual increase.
	08	Information Management Officer (P3)	193,549	198,426	204,379	210,510	Based on standard salaray cost and adjusted based on actual cost with a 3% annual increase.
	09	Senior Administrative & Fund Management Officer (P5)*	191,469	201,342	207,383	213,604	Based on standard salaray cost and adjusted based on actual cost with a 3% annual increase.
	10	Senior Monitoring and Evaluation Officer (P5)	200,632	224,409	231,142	238,076	Based on standard salaray cost and adjusted based on actual cost with a 3% annual increase.
	11	Programme Management Officer (P3)	153,360	164,585	169,522	174,608	Based on standard salaray cost and adjusted based on actual cost with a 3% annual increase.
	12	Information Network Officer (P3)	128,767	137,917	142,055	146,316	Based on standard salaray 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)	155,631	164,585	169,522	174,608	Based on standard salaray 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	Upgrade G7 to P2 from June2014 due to classification as a result of the re-numbering exercise
	16	Associate Database Officer (P2) -former 1310 starting 2014		60,000	123,600	127,308	Upgrade G7 to P2 from June2014 due to classification as a result of the re-numbering exercise
	98	Prior Year	7,070				
1199		**Sub-Total**	**2,502,954**	**2,773,455**	**2,980,259**	**3,069,667**	
1200	Consultants						
	01	Projects and technical reviews etc.	27,775	87,500	75,000	75,000	Reduced by $12,500 (6 Months) in 2014 to offset the upgrade of G7 to P2 for post 1301,and $25,000 in 2015-2016
1299		**Sub-Total**	**27,775**	**87,500**	**75,000**	**75,000**	
1300	Administrative Support Personnel						
	01	Administrative Assistant (G7)	83,857	47,501	-		Upgrade G7 to P2 starting June 2014 and replaced by BL 1115 starting 2014
	02	Meeting Services Assistant (G7)	76,920	94,591	97,429	100,352	Based on actual cost incl. overtime with a 3% annual increase
	03	Programme Assistant (G7)/(P2)	85,733	94,591	97,429	100,352	Post classifiable as P2 as per notice dated May 2014 as a result of the re-numbering exercise
	04	Programme Assistant (G5)	37,881	70,067	72,169	74,334	Based on actual cost incl. overtime with a 3% annual increase
	05	Programme Assistant (G5)	63,834	70,067	72,169	74,334	Based on actual cost incl. overtime with a 3% annual increase
	06	Computer Operations Assistant (G6)	74,591	89,504	92,189	94,955	Based on actual cost incl. overtime with a 3% annual increase
	07	Programme Assistant (G5)	70,555	74,054	76,276	78,564	Based on actual cost incl. overtime with a 3% annual increase
	08	Secretary/Clerk, Administration (G6)	55,519	79,441	81,825	84,279	Based on actual cost incl. overtime with a 3% annual increase
	09	Registry Clerk (G4)	51,787	60,527	62,343	64,213	Based on actual cost incl. overtime with a 3% annual increase
	10	Database Assistant (G7)	91,749	47,501	-		Upgrade G7 to P2 starting June 2014 and replaced by BL 1116 starting 2014
	11	Programme Assistant, Monitoring & Evaluation (G5)	43,240	70,067	72,169	74,334	Based on actual cost incl. overtime with a 3% annual increase
	12	IMIS Assistant (G6)		-	-	-	Funded from Programme Support Costs (PSC)
	13	Programme Assistant (G5)	57,445	70,067	72,169	74,334	Based on actual cost incl. overtime with a 3% annual increase
	14	Programme Assistant (G5)	73,015	70,067	70,067	72,169	Based on actual cost incl. overtime with a 3% annual increase
		Sub-Total	**866,126**	**938,046**	**866,235**	**892,222**	
1330		Conference Servicing Cost					
1333		Meeting Services: ExCom	220,032	325,000	325,000	325,000	Allocation for 2 meetings a year in Montreal and 5 languages
1334		Meeting Services: ExCom	299,651	325,000	325,000	325,000	Allocation for 2 meetings a year in Montreal and 5 languages
1336		Meeting Services: ExCom	258,478				No allocation for 3rd meeting in 2014, 2015 and 2016
1335		Temporary Assistance	33,221	31,282	18,782	18,782	Reduced by $12,500 (6 Months) in 2014 to offset the upgrade of G7 to P2 for post 1310,and $25,000 in 2015-2016
1337		Meeting Ozone	-338				
		Sub-Total	**811,045**	**681,282**	**668,782**	**668,782**	
1399		**TOTAL ADMINISTRATIVE SUPPORT**	**1,677,171**	**1,619,328**	**1,535,017**	**1,561,004**	

* 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 $516,641 based on 2012 actual cost differentials between staff cost in Montreal and staff cost in Nairobi covered by the Government of Canada

			Actual 2013	Approved 2014	Approved 2015	Approved 2016	
1600	Travel on official business						
	01	Mission Costs	149,558	208,000	208,000	208,000	Based on tentative a travel plan schedule
	02	Network Meetings (4)	49,750	50,000	50,000	50,000	Allocation for 4 network meetings a year
1699		**Sub-Total**	**199,309**	**258,000**	**258,000**	**258,000**	
1999		**COMPONENT TOTAL**	**4,407,208**	**4,738,284**	**4,848,276**	**4,963,671**	
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	-2,076.55				
2200	Subcontracts						
	01	Various Studies					
	02	Corporate contracts	-		-	-	
2999		**COMPONENT TOTAL**	**497,923**	**500,000**	**500,000**	**500,000**	
30	MEETING PARTICIPATION COMPONENT						
3300	Travel & DSA for Art 5 delegates to ExCom meetings						
	01	Travel of Chairperson and Vice-Chairperson	558	15,000	15,000	15,000	Covers travel other than attendance to Excom
	02	Executive Committee (2 in 2014)	214,096	150,000	150,000	150,000	Reduced to 2 Excom meetings
3999		**COMPONENT TOTAL**	**214,654**	**165,000**	**165,000**	**165,000**	
40	EQUIPMENT COMPONENT						
4100	Expendables						
	01	Office Stationery	4,438	12,285	12,285	12,285	Reduced by 30% in 2014-2016
	02	Computer expendable (software, accessories, hubs, switches, memory) **	5,016	10,530	10,530	10,530	2013 balance of US $5,514 rephased to 2014 to complete 2013 purchase plan
4199		**Sub-Total**	**9,454**	**22,815**	**22,815**	**22,815**	
4200	Non-Expendable Equipment						
	01	Computers, printers ***	12,674	13,000	13,000	13,000	2013 balance US $10,454 rephased to 2014 to complete 2013 purchase plan
	02	Other expendable equipment (shelves, furnitures)	194	5,850	5,850	5,850	Based on anticipated needs
4299		**Sub-Total**	**12,868**	**18,850**	**18,850**	**18,850**	
4300	Premises						
	01	Rental of office premises****	789,856.11	870,282	870,282	870,282	Allocation to be reduced to US $46,248. Balance to be covered by Govt. of Canada cost differential
		Sub-Total	**789,856**	**870,282**	**870,282**	**870,282**	
4999		**COMPONENT TOTAL**	**812,178**	**911,947**	**911,947**	**911,947**	

**Balance of 2013 (US $5,514) to be rephased to 2014 to complete 2013 purchase plan

***Balance of 2013 (US $10,454) to be rephased to 2014 to complete 2013 purchase plan

****Rental of premises will be offset by US $743,608 being covered by cost differential with Government of Canada leaving US $46,248 to be charged to the MLF.

			Actual	Approved	Approved	Approved	
			2013	2014	2015	2016	
50	MISCELLANEOUS COMPONENT						
5100	Operation and Maintenance of Equipment						
	01	Computers and printers, etc.(toners, colour printer)*****	1,673	8,100	8,100	8,100	2013 balance US $6,427 rephase from 2013 to complete 2013 purchase plan
	02	Maintenance of office premises	2,487	8,000	8,000	8,000	Based on anticipated needs
	03	Rental of photocopiers (office)	7,737	15,000	15,000	15,000	Based on anticipated needs
	04	Telecommunication equipment rental	301	8,000	8,000	8,000	Based on anticipated needs
	05	Network maintenance	12,882	10,000	10,000	10,000	Based on anticipated needs
5199		**Sub-Total**	**25,079**	**49,100**	**49,100**	**49,100**	
5200	Reproduction Costs						
	01	Executive Committee meetings and reports to MOP	1,187	10,710	10,710	10,710	Reduced by 30% in 2014-2016
5299		**Sub-Total**	**1,187**	**10,710**	**10,710**	**10,710**	
5300	Sundries						
	01	Communications	47,587	58,500	58,500	58,500	Based on anticipated needs
	02	Freight Charges	3,202	9,450	9,450	9,450	Reduced by 30% in 2014-2016
	03	Bank Charges	1,584	4,500	4,500	4,500	Based on anticipated needs (no changes)
	05	Staff Training	16,939	20,137	20,137	20,137	Based on anticipated needs (no changes)
5399		**Sub-Total**	**69,312**	**92,587**	**92,587**	**92,587**	
5400	Hospitality & Entertainment						
	01	Hospitality Costs	20,292	16,800	16,800	16,800	Reduced by 30% to cater for 2 meetings
5499		**Sub-Total**	**20,292**	**16,800**	**16,800**	**16,800**	
5999		**COMPONENT TOTAL**	**115,869**	**169,197**	**169,197**	**169,197**	
GRAND TOTAL			6,047,833	6,484,428	6,594,420	6,709,815	
		Programme Support Costs (9%)	437,980	334,035	346,184	356,570	PSC 9% in 2014 -2016
COST TO MULTILATERAL FUND			**6,485,813**	**6,818,463**	**6,940,604**	**7,066,385**	
	Previous budget schedule		**7,067,547**	**6,983,852**	**4,287,391**	**4,416,013**	
	Increase/decrease		**(581,734)**	**(165,389)**	**2,653,213**	**2,650,372**	

*****Balance of 2013 (US $6,427) to be rephased to 2014 to complete 2013 purchase plan

2014 MONITORING AND EVALUATION BUDGETS OF THE FUND SECRETARIAT

			Actual	Approved			
			2013	2014	2015	2016	
1200	Consultants						
	01	Projects and technical reviews *	86,088				2013 balance of US $20,000 rephased from 2013 to complete 2013 Evaluation of MDI Projects
	02	Projects and technical reviews etc: HCFC phase out projects in foam sector (desk study/Field)	15,000	119,700			7 countries field visits / Desk study 49 days
	03	Projects and technical reviews etc	1,500				
	04	Projects and technical reviews etc.	11,007				
1600	Travel on official business						
	01	Travel on Official business	31,820	25,000			
4200	Non-Expendable Equipment						
	01	Non Expendable Computer Equipment	6,000	4,000			
		ACCOUNT TOTAL	151,415	148,700			

*Balance of 2013 (US $20,000 to be rephased to 2014 to complete 2013 Evaluation of MDI Projects)

Monitoring & evaluation work programme for 2014 (UNEP/OzL.Pro/ExCom/72/47, decision 72/8)