Annex II

APPROVED 2019, 2020, 2021 AND 2022 BUDGETS OF THE FUND SECRETARIAT

			Approved	**Approved**	**Approved**	**Approved**	**Comments**
			2019[1]	2020	2021	2022	
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	318.764	
	02	Deputy Chief Officer (D1)	287.886	296.523	305.418	314.581	
	03	Programme Management Officer (P4)	203.530	209.636	215.925	222.402	
	04	Senior Programme Management Officer (P5)	260.152	267.956	275.995	284.275	
	05	Senior Programme Management Officer (P5)	260.152	267.956	275.995	284.275	
	06	Senior Programme Management Officer (P5)	260.152	267.956	275.995	284.275	
	07	Senior Programme Management Officer (P5)	260.152	267.956	275.995	284.275	
	08	Information Management Officer (P4)	234.486	241.521	248.766	256.229	
	09	Senior Administrative and Fund Management Officer (P5)	233.411	240.413	247.626	255.055	
	10	Senior Monitoring and Evaluation Officer (P5)	260.152	267.956	275.995	284.275	
	11	Programme Management Officer (P3)	159.884	164.681	169.621	174.710	
	12	Chief, Information Systems Unit (P4)	172.614	177.793	183.127	188.620	
	14	Programme Management Officer (P4)	202.721	208.803	215.067	221.519	
	15	Associate Administrative Officer (P2)	139.113	143.286	147.585	152.012	
	16	Programme Management Officer (P3)	139.113	143.286	147.585	152.012	
	98	Prior Year					
1199		**Sub-Total**	**3.365.232**	**3.466.189**	**3.570.175**	**3.677.280**	
1200	Consultants						
	01	Projects and technical reviews etc.	75.000	75.000	75.000	75.000	
1299		**Sub-Total**	**75.000**	**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	119.825	
	03	Programme Management Assistant (G6)	103.759	106.872	110.078	113.380	
	04	Programme Management Assistant (G6)	86.994	89.604	92.292	95.060	
	05	Programme Management Assistant (G5)	81.227	83.664	86.174	88.759	
	06	Information Technology Assistant (G6)	103.760	106.873	110.079	113.381	
	07	Programme Management Assistant (G5)	85.849	88.425	91.077	93.810	
	08	Administrative Assistant (G6)	92.094	94.857	97.703	100.634	
	09	Staff Assistant (G5)	70.167	72.272	74.440	76.674	
	10	Database Assistant (G7)	-	-	-		
	11	Programme Management Assistant (G5)	81.227	83.664	86.174	88.759	
	12	Senior Finance and Budget Assistant (G7)	-	-	-	-	Funded from programme support costs
	13	Programme Management Assistant (G5)	81.227	83.664	86.174	88.759	
	14	Programme Management Assistant (G5)	78.861	81.227	83.664	86.174	
	15	Senior Human Resources Assistant (G7)	-	-	-	-	Funded from programme support costs
		Sub-Total	**974.824**	**1.004.068**	**1.034.190**	**1.065.216**	
1330		Conference Servicing Cost					
1333		Meeting Services: ExCom	355.800	355.800	355.800	355.800	
1334		Meeting Services: ExCom	355.800	355.800	355.800	355.800	
1336		Meeting Services: ExCom					
1335		Temporary Assistance	18.800	18.800	18.800	18.800	Based on two meetings a year
		Sub-Total	**730.400**	**730.400**	**730.400**	**730.400**	
1399		**TOTAL ADMINISTRATIVE SUPPORT**	**1.705.224**	**1.734.468**	**1.764.590**	**1.795.616**	

(1) Does not include allocation for 2018 unrecorded expenditures amounting to US $97,506: US $79,849 for meeting services: ExCom (BL 1334); US $7,734 for computer expendable (BL 4102); US $8,100 for computers and printers , etc. (BL 5101); and US $1,823 for hospitality costs (BL 5401).
*Personnel costs under BLs 1100 and 1300 will be reduced by US $301,265 based on 2018 actual cost differentials between staff cost in Montreal and staff cost in Nairobi covered by the Government of Canada.

			Approved	Approved	Approved	Approved	Comments
			2019	2020	2021	2022	
1600	Travel on official business						
	01	Mission costs	208.000	208.000	208.000	208.000	Based on tentative travel plan schedule
	02	Network meetings (4)	50.000	50.000	50.000	50.000	Allocation for four network meetings a year
1699		**Sub-Total**	**258.000**	**258.000**	**258.000**	**258.000**	
1999		**COMPONENT TOTAL**	**5.403.456**	**5.533.658**	**5.667.765**	**5.805.896**	
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 Article 5 delegates to Executive Committee meetings						
	01	Travel of Chairperson and Vice-Chairperson	15.000	15.000	15.000	15.000	Travel other than attendance to Executive Committee meetings
	02	Executive Committee (2)	150.000	150.000	150.000	150.000	Based on two meetings in 2019-2022
3999		**COMPONENT TOTAL**	**165.000**	**165.000**	**165.000**	**165.000**	
40	EQUIPMENT COMPONENT						
4100	Expendables						
	01	Office stationery	7.000	7.000	7.000	7.000	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**	**17.530**	**17.530**	**17.530**	**17.530**	
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	
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	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**	**870.282**	
4999		**COMPONENT TOTAL**	**906.662**	**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	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)	10.000	10.000	10.000	10.000	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**	**44.100**	**44.100**	**44.100**	**44.100**	
5200	Reproduction Costs						
	01	ExCom 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	45.000	45.000	45.000	45.000	Based on anticipated needs
	02	Freight charges	6.000	6.000	6.000	6.000	Based on anticipated needs
	03	Bank charges	2.500	2.500	2.500	2.500	Based on anticipated needs
	05	Staff training	20.137	20.137	20.137	20.137	Based on anticipated needs
	06	GST					
	04	PST					
5399		**Sub-Total**	**73.637**	**73.637**	**73.637**	**73.637**	
5400	Hospitality and Entertainment						
	01	Hospitality costs	16.800	16.800	16.800	16.800	Based on two meetings in 2019-2022
5499		**Sub-Total**	**16.800**	**16.800**	**16.800**	**16.800**	
5999		**COMPONENT TOTAL**	**145.247**	**145.247**	**145.247**	**145.247**	
GRAND TOTAL			7.120.365	7.250.567	7.384.674	7.522.805	
		Programme support costs (9%)	390.605	402.323	414.393	426.825	Applied to staff cost only
COST TO MULTILATERAL FUND			**7.510.970**	**7.652.890**	**7.799.067**	**7.949.630**	
	Previous budget schedule		**7.510.970**	**7.652.890**	**7.799.067**	**-**	
	Increase/decrease		**0**	**(0)**	**0**	**7.949.630**	

**Rental of premises will be offset by US $625,246 (based on 2018) being covered by cost differential with Government of Canada leaving US $54,526 to be charged to the MLF.