



SPRFMO

**5th Meeting of the Finance and Administration Committee
Lima, Peru, 30 January to 3 February 2018**

FAC-05 Doc 05 Suppl.1 Rev 1 (25 Dec 2017)

Explanatory Note Regarding the Estimated Expenditures for the FY 2018-2019
by Secretariat

This document contains the internal estimates of the Secretariat regarding the details of anticipated future costs used to create the budget proposal for 2018-19 and the forecasted budget for 2019-10.

Costs developments are sometimes difficult to predict and it is prudent to budget also for not anticipated expenses which is reflected in these cost estimates.

Budget items (Including detailed cost estimates)		2018-19 Proposal	2019-2020 Forecast
1. Personnel		670 000	700 000
Item 1(a)	Salaries (See FAC5-Doc03 Suppl.2)	595 000	625 000
	Executive Secretary: Professional Level P5	202 000	212 000
	Data Manager: Professional Level P3	153 000	161 000
	Communication Officer: Professional Level P2	96 000	101 000
	Finance and Officer Manager: General Services as per contract	72 000	75 500
	IT Manager: General Services as per contract	72 000	75 500
Item 1(b)	Insurances	25 000	25 000
	Health Insurance (Medical, Trauma & Disability)	20 000	20 000
	Life Insurance	4 000	4 000
	ACC	1 000	1 000
Item 1(c)	Temporary personnel under contract	30 000	30 000
	Currently mainly used for data input and analysis under supervision of the Data Manager		
Item 1(d)	Training & Other	20 000	20 000
	Professional Development	10 000	10 000
	Coaching/HR advice/Team Building	10 000	10 000
2. Premises and Equipment		85 000	86 000
Item 2(a)	Premises (assuming that the Secretariat moves to new premises, see FAC5-Doc05 Suppl. 3)	67 500	68 000
	Office Moving Cost	7 000	0
	Office Rent	49 500	57 000
	Carpark Rent	3 000	3 000
	Property Insurance	2 000	2 000
	Power	4 000	4 000
	Cleaning	2 000	2 000
Item 2(b)	IT Hardware	10 000	10 000
	Computer hardware routine replacement (4 computers/laptops plus miscellaneous IT hardware)		
Item 2 (c)	Office Equipment and Supplies	7 500	8 000
	Office Equipment (fixed assets replacement scheme)	4 000	4 500
	Office Supplies (consumables regular expenses)	2 500	2 500
	Others (unforeseen expenses under this category)	1 000	1 000
3. Meetings and Travel		115 000	132 000
Item 3(a)	SPRFMO SC/Annual Meetings	100 000	107 000
	Annual Meeting (travel of staff members, other expenses, e.g. internet, food, etc.)	75 000	80 000
	Scientific Commission Meeting (travel of two staff members, other expenses)	25 000	27 000
Item 3(b)	Other Meetings and Travel	15 000	15 000
	International meetings attended by the SPRFMO Secretariat		
Item 3 (c)	Home Leave	0	10 000
	For internationally recruited staff (Note: unused funds for home leave from 2017-18 will be carried over to 2018-19)		
4. Information and Communication		78 000	40 000
Item 4(a)	Phone, fax and internet services	7 000	7 500
Item 4(b)	Computer Expenses and IT Support	3 000	4 000
	Computer software, offsite backup storage, skype meeting account		
Item 4(c)	Website Expenses	3 000	3 500
	Website hosting, help desk and registration fee		
Item 4(d)	Database annual regular fee	25 000	25 000
	Database annual maintenance and development	10 000	10 000
	Database hosting fee	15 000	15 000
Item 4(e)	One-off database development (see FAC5-Doc05 Suppl. 4)	40 000	-

5. Other Operational Expenses	30 000	31 000
Item 5(a) Annual Accounts Audit Fees	8 000	8 000
Item 5(b) Stationery, Printing & Publications	5 000	6 000
Stationery	2 000	2 400
Printing (internal, toner and maintenance)	2 000	2 400
Publications (external for Convention and others)	1 000	1 200
Item 5(c) Bank and Post Services	4 000	4 000
Bank Fees	1 000	1 000
Post Services (Courier mail services)	3 000	3 000
Item 5(d) Hospitality	3 000	3 000
Meals offered or hosted by the Secretariat		
Item 5(e) Other General Expenses	10 000	10 000
Unforeseen miscellaneous expenses		
6. SPRFMO VMS	108 000	108 000
Contingency (10% of annual fee)	10 000	10 000
Annual Fee to CLS	98 000	98 000
7. Non - routine Expenses: Regular Review	15 000	-
Costs associated with the performance review of the Organization		
8. Scientific Support (see FR2 Para 3)	20 000	20 000
9. Developing States (see FR2 Para 3)	20 000	20 000