

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

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

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

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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
<b>1. Personnel</b>		<b>670 000</b>	<b>700 000</b>
<b>Item 1(a)</b>	<b>Salaries (See FAC5-Doc03 Suppl.2)</b>	<b>595 000</b>	<b>625 000</b>
	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 Level 6	72 000	75 500
	IT Manager: General Services Level 6	72 000	75 500
<b>Item 1(b)</b>	<b>Insurances</b>	<b>25 000</b>	<b>25 000</b>
	Health Insurance (Medical, Trauma & Disability)	20 000	20 000
	Life Insurance	4 000	4 000
	ACC	1 000	1 000
<b>Item 1(c)</b>	<b>Temporary personnel under contract</b>	<b>30 000</b>	<b>30 000</b>
	Currently mainly used for data input and analysis under supervision of the Data Manager		
<b>Item 1(d)</b>	<b>Training &amp; Other</b>	<b>20 000</b>	<b>20 000</b>
	Professional Development	10 000	10 000
	Coaching/HR advice/Team Building	10 000	10 000
<b>2. Premises and Equipment</b>		<b>85 000</b>	<b>86 000</b>
<b>Item 2(a)</b>	<b>Premises (assuming that the Secretariat moves to new premises, see FAC5-Doc05 Suppl. 3)</b>	<b>67 500</b>	<b>68 000</b>
	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
<b>Item 2(b)</b>	<b>IT Hardware</b>	<b>10 000</b>	<b>10 000</b>
	Computer hardware routine replacement (4 computers/laptops plus miscellaneous IT hardware)		
<b>Item 2 (c)</b>	<b>Office Equipment and Supplies</b>	<b>7 500</b>	<b>8 000</b>
	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
<b>3. Meetings and Travel</b>		<b>115 000</b>	<b>132 000</b>
<b>Item 3(a)</b>	<b>SPRFMO SC/Annual Meetings</b>	<b>100 000</b>	<b>107 000</b>
	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
<b>Item 3(b)</b>	<b>Other Meetings and Travel</b>	<b>15 000</b>	<b>15 000</b>
	International meetings attended by the SPRFMO Secretariat		
<b>Item 3 (c)</b>	<b>Home Leave</b>	<b>0</b>	<b>10 000</b>
	For internationally recruited staff (Note: unused funds for home leave from 2017-18 will be carried over to 2018-19)		
<b>4. Information and Communication</b>		<b>78 000</b>	<b>40 000</b>
<b>Item 4(a)</b>	<b>Phone, fax and internet services</b>	<b>7 000</b>	<b>7 500</b>
<b>Item 4(b)</b>	<b>Computer Expenses and IT Support</b>	<b>3 000</b>	<b>4 000</b>
	Computer software, offsite backup storage, skype meeting account		
<b>Item 4(c)</b>	<b>Website Expenses</b>	<b>3 000</b>	<b>3 500</b>
	Website hosting, help desk and registration fee		
<b>Item 4(d)</b>	<b>Database annual regular fee</b>	<b>25 000</b>	<b>25 000</b>
	Database annual maintenance and development	10 000	10 000
	Database hosting fee	15 000	15 000
<b>Item 4(e)</b>	<b>One-off database development (see FAC5-Doc05 Suppl. 4)</b>	<b>40 000</b>	<b>-</b>

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