

**Committee of Senior Representatives (CSR)
Nineteenth Meeting
Brussels, Belgium
27-28 October 2011**

| | |
|-------------------------|---|
| Reference | CSR 19/11.3/1 |
| Title | Proposed NDPHS budget for FY 2012 |
| Submitted by | Secretariat |
| Summary / Note | <p>This proposed budget was originally submitted (as a draft) to the CSR 18 Meeting. The CSR considered the presented proposal and requested the Secretariat to submit it for the final adoption to the CSR 19 Meeting.</p> <p>The presented budget estimates expenditures for the following two types of activities foreseen for FY 2012: (i) running of the NDPHS Secretariat, and (ii) organization of two meetings within the NDPHS context. For the ease of reference, explanatory remarks regarding the figures contained in it are provided.</p> <p>Further, based on the total estimated expenditure, annual contributions to be made by the Partner Countries are proposed.</p> <p>It should also be noted that the presented budget:</p> <ul style="list-style-type: none"> • does not include voluntary contributions to the Appropriations Account; • foresees that the NDPHS Secretariat would continue to operate as a CBSS project during the entire FY 2012 (see the footnote on page 4). |
| Requested action | For adoption |

Part I. Foreseen expenditure in Euro, FY 2012

| Budget chapter | Monthly | Yearly | Yearly totals |
|---|---------|---------|----------------|
| 1. Salaries and related costs | | | 279,000 |
| 1.1 Salaries (NDPHS staff) | 15,017 | 180,200 | |
| 1.2 Social charges and insurances (NDPHS staff) | 817 | 9,800 | |
| 1.3 Other remunerations (NDPHS staff) | 4,667 | 56,000 | |
| 1.4 Administrative staff | 2,750 | 33,000 | |
| 1.5 Moving and installation costs | | 0 | |
| 2. Meetings, travel and transportation | | | 27,000 |
| 2.1 Meetings, travel and transportation (NDPHS staff) | 2,083 | 25,000 | |
| 2.2 Organization of meetings within the NDPHS context | | 2,000 | |
| 3. Communications | | | 5,500 |
| 3.1 Telephone, fax and internet communications & accessories | 333 | 4,000 | |
| 3.2 Local computer network and computer accessories | 125 | 1,500 | |
| 4. Office rent | | | 0 |
| Part of the office rent/maintenance which is not covered by Host Country Sweden as its in-kind contribution | | 0 | |
| 5. Office expenses | | | 3,000 |
| | 250 | 3,000 | |
| 6. Postage | | | 505 |
| | 42 | 505 | |
| 7. External services | | | 17,500 |
| 7.1 Auditing services | | 2,500 | |
| 7.2 In-house IT support | 583 | 7,000 | |
| 7.3 NDPHS website, database and project pipeline - hosting, maintenance and further development | 500 | 6,000 | |
| 7.4 Other services | 167 | 2,000 | |
| 8. Miscellaneous | | | 3,000 |
| | 250 | 3,000 | |
| Total annual expenditure | | | 335,505 |

NB. Displayed monthly subtotals are rounded.

See the explanatory notes for details regarding the calculation of the foreseen expenditures.

Part II. Annual contributions to the NDPHS budget in Euro, FY 2012

| Country | Regular contributions | |
|---|-----------------------|-------------------|
| | Share | Amount |
| Regular contributions by the Partner Countries | | |
| Canada | 11.7429% | 39,163 |
| Estonia | 4.4499% | 14,841 |
| Finland | 11.7429% | 39,163 |
| Germany | 11.7429% | 39,163 |
| Iceland | 4.4499% | 14,841 |
| Latvia | 4.4499% | 14,841 |
| Lithuania | 4.4499% | 14,841 |
| Norway | 11.7429% | 39,163 |
| Poland | 11.7429% | 39,163 |
| Russia | 11.7429% | 39,163 |
| Sweden | 11.7429% | 39,163 |
| | TOTAL | 100.0000% 333,505 |
| Other extra income | | |
| Interest on capital | | 2,000 |
| Total annual contribution | | 335,505 |

Part III. Explanatory remarks regarding calculation of the budget

This budget estimates expenditures for running of the NDPHS Secretariat and organization of two meetings within the NDPHS context in FY 2012.

As this budget proposal assumes that during the entire year 2012 the NDPHS Secretariat would continue to operate as a CBSS project,¹ the Secretariat: (i) followed the CBSS Secretariat's applicable financial rules while developing this budget proposal, and (ii) assumed levels of expenditure in certain budget items, which are currently shared with the CBSS Secretariat. It should, however, be noted that the Head of the NDPHS Secretariat has practically no influence over the amount of the said shared costs.

Almost all expenditure incurred by the Secretariat is in the Swedish krona (SEK). However, the contributions are paid in EURO. Therefore, when calculating the budget, the Secretariat used the basic figures in SEK and subsequently converted them to EUR at the exchange rate according to Infoeuro Monthly Files for March 2011 (EUR 1 = approx. SEK 8.832). Currency fluctuations are a factor that may heavily influence the final level of the NDPHS Secretariat's expenditures.

NDPHS Secretariat's expenditures

1. Salaries and related costs

This budget chapter envisages the following types of costs:

- Full-time employment of the NDPHS staff:
 - 1.1 Salaries and vacation allowances;
 - Head of Secretariat;
 - Senior Adviser.
 - 1.2 Social charges and medical and life insurances;
 - 1.3 Other remunerations (pension, family allowance, foreign allowance).
- 1.4 Employment of the shared administrative staff in the CBSS Secretariat:
 - Head of Administration;
 - Administrative Officer;
 - Receptionist/Office Administrator.

2. Meetings, travel and transportation

This budget chapter envisages the following types of costs:

- 2.1 Transportation, accommodation, subsistence, conference fees, etc. in connection with travel of the NDPHS staff (both domestic and abroad);
- 2.2 Rent of premises and equipment, meals and miscellaneous – in connection with organization of meetings within the NDPHS context. Two one-day meetings for 15 persons are foreseen. This expenditure may take place in relation to, e.g., the organization of two NDPHS Expert Group Chairs and ITAs meetings.

3. Communications

This budget chapter envisages the following types of costs:

- 3.1 Costs of calls (including subscription costs), fax and data (internet) communications as well as related accessories;

¹ This is not in any way intended to prejudice the future developments regarding the foreseen authorization of the legal capacity to the NDPHS Secretariat. As soon as the latter is nearing, it is proposed the CSR would discuss its budgetary implications, if necessary.

3.2 Local computer network servers and computer network accessories, as well as computer services other than IT-support specified in item 7.2 below.

4. Office rent

Since the CBSS Secretariat (and with it the NDPHS Secretariat) moved to its new premises in late 2010, the Swedish Government Offices do not charge it with the office rent. Some maintenance costs, which the NDPHS Secretariat has to cover, have now been included in chapter 5. Office expenses (the total costs will be shared by all the units operating within the framework of the CBSS Secretariat).

5. Office expenses

This budget chapter includes costs of insurances and licenses as well as office material and equipment (furniture, stationery, subscriptions of newspapers, and purchasing and maintaining office equipment other than mentioned in item 3). Further, the foreseen costs of CBSS flags, copying and other similar expenses have been included in this budget chapter.

6. Postage

This budget chapter envisages costs of regular, registered and express postage, as well as the cost of renting a shared P.O. box for the Secretariat.

7. External services

This budget chapter envisages the following types of costs:

- 7.1 Annual auditing by the Swedish State Audit Office;
- 7.2 Regular maintenance of the on-premises IT network as well as costs related to the on-line servers used by the Secretariat;
- 7.3 NDPHS website, database and project pipeline - hosting, maintenance and updating, and further development;
- 7.4 Other external services not covered by items 7.1 to 7.3 (such as provision of legal advice).

8. Miscellaneous

This budget chapter envisages, among others, the following types of costs:

- Bank charges;
- Hospitality and representation;
- Training courses;
- Other costs not specified above.