

**Committee of Senior Representatives (CSR)
 Twentieth Meeting
 Helsinki-Vantaa, Finland
 19-20 April 2012**

Reference	CSR 20/11.4/1
Title	Draft NDPHS budget for FY 2013
Submitted by	Secretariat
Summary / Note	<p>This draft budget estimates expenditures for running of the NDPHS Secretariat throughout FY 2013. 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>The following should also be noted that the presented budget:</p> <ul style="list-style-type: none"> • has been prepared in the currency of the Host Country (SEK) consistent with the <u>draft</u> NDPHS Financial rules (cf. document CSR 20/7.3b/1);¹ • foresees no contribution to the budget from Iceland (consistent with its announcement that it would not be able to pay its annual fee for the next 2-3 years beginning with 2012); • does not include voluntary contributions to the Appropriations Account (proposed to be converted to the NDPHS Activity Fund); • foresees that the NDPHS Secretariat would operate in its own legal capacity (see also the footnote on page 4). <p>Based on the outcome of the CSR 20 considerations, the Secretariat will prepare the final proposal to be submitted to the PAC 9 in autumn 2012 with a view to its subsequent adoption.</p>
Requested action	Discussion and comments

¹ Equivalent figures in EUR are included in the Statement of accounts of the NDPHS Secretariat for the FY 2011 (document CSR 20/11.1/Info 1).

Part I. Foreseen expenditure in SEK, FY 2013

Budget chapter	Monthly	Yearly	Yearly totals
1. Salaries and related costs			2,564,000
1.1 Salaries (Director and Senior Adviser)	136,333	1,636,000	
1.2 Social charges and insurances (Director and Senior Adviser)	7,417	89,000	
1.3 Other remunerations (Director and Senior Adviser)	42,417	509,000	
1.4 Administrative staff	27,500	330,000	
1.5 Moving and installation costs		0	
2. Meetings, travel and transportation			182,000
	15,167	182,000	
3. Communications			34,000
3.1 Telephone, fax and internet communications & accessories	2,667	32,000	
3.2 Local computer network and computer accessories	167	2,000	
4. Office rent			0
Part of the office rent/maintenance which is not covered by Host Country Sweden as its in-kind contribution	0	0	
5. Office expenses			25,000
	2,083	25,000	
6. Postage			5,000
	417	5,000	
7. External services			177,000
7.1 Auditing services	2,083	25,000	
7.2 In-house IT support	6,250	75,000	
7.3 NDPHS website, database and project pipeline - hosting, maintenance and further development	4,333	52,000	
7.4 Other services	2,083	25,000	
8. Internship stipends			48,000
		48,000	
9. Miscellaneous			30,000
	2,500	30,000	
Total annual expenditure			3,065,000

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 SEK, FY 2013

Country	Regular contributions	
	Share	Amount

Regular contributions by the Partner Countries

Estonia	5.3763%	164,247
Finland	13.9785%	427,043
Germany	13.9785%	427,043
Iceland	0.0000%	0
Latvia	5.3763%	164,247
Lithuania	5.3763%	164,247
Norway	13.9785%	427,043
Poland	13.9785%	427,043
Russia	13.9785%	427,043
Sweden	13.9785%	427,043
TOTAL	100.0000%	3,055,000

Other extra income

Interest on capital		10,000
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Total annual contribution		3,065,000
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Part III. Explanatory remarks regarding calculation of the budget

This budget estimates expenditures for running of the NDPHS Secretariat in FY 2013.

As this budget proposal assumes that during the entire year 2013 the NDPHS Secretariat would operate in its own legal capacity, the Secretariat: (i) adhered to the draft NDPHS Financial rules (cf. document CSR 20/7.3b/1). At the same time, however, the Secretariat assumed levels of expenditure in most budget items equivalent to those currently shared with the CBSS Secretariat. This, since it is assumed that the NDPHS Secretariat and the CBSS Secretariat will be collocated when the NDPHS Secretariat gains its own legal capacity.

It should, however, be noted that **the NDPHS Secretariat is not aware of any formal decision that would guarantee it this collocation**. Another question which is still under consideration of the Director General of the CBSS Secretariat is **if and how the administrative personnel could possibly be shared between the two secretariats also in the future**.

NDPHS Secretariat's expenditures

1. Salaries and related costs

This budget chapter envisages the following types of costs:

- Full-time employment of the Director and the Senior Adviser:
 - 1.1 Salaries and vacation allowances;
 - 1.2 Social charges and medical and life insurances;
 - 1.3 Other remunerations (pension, family allowance, foreign allowance).
- 1.4 Employment or service contracting of an administrative staff (part-time):
 - Head of Administration;¹
 - Accountant;
 - Receptionist/Office Administrator.

2. Meetings, travel and transportation

This budget chapter envisages costs of transportation, accommodation, subsistence, conference fees, etc. in connection with travel of the NDPHS staff (both domestic and abroad).

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;
- 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. The Head of the NDPHS Secretariat was informed by the Swedish Ministry of Health and Social Affairs

¹ A Head of Administration and an Accountant can possibly be the same person.

that Sweden's intention is to continue taking this approach also when the NDPHS Secretariat enjoys its own legal capacity.

Some maintenance costs, which the NDPHS Secretariat has to cover, are included in chapter 5. Office expenses.

5. Office expenses

This budget chapter includes costs of insurances and licenses as well as office material and equipment (e.g. furniture, stationery, subscriptions of newspapers, and purchasing and maintaining office equipment other than mentioned in item 3).

6. Postage

This budget chapter envisages costs of regular, registered and express postage.

7. External services

This budget chapter envisages the following types of costs:

- 7.1 Annual auditing;
- 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 and DTP of the NDPHS e-Newsletter).

8. Internship stipends

This budget chapter envisages cost of one internship stipend paid during 6 months (SEK 8,000 per month).

9. Miscellaneous

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

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