

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p style="text-align: center;"><b>Sixth Meeting of the Parties</b> <b>Skukuza, South Africa, 7 - 11 May 2018</b></p> <p style="text-align: center;"><b>Draft Agreement Budget 2019 - 2021</b></p> <p style="text-align: center;"><b>Secretariat</b></p>
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### SUMMARY

A draft budget for the Agreement for the 2019 - 2021 triennium has been prepared by the Secretariat in accordance with Regulation 3.1 of the Finance Regulations. The draft budget includes a statement of the significant financial implications for the 2019 – 2021 triennium in respect of the proposed Secretariat and Advisory Committee Work Programmes.

### RECOMMENDATIONS

That the Advisory Committee:

1. Review the draft budgets considering different possible scenarios; and
2. Approve a budget for the Agreement for the 2016 - 2018 triennium.

## 1. INTRODUCTION

The Secretariat has prepared a draft budget for the 2019 – 2021 triennium in accordance with Regulation 3.1 of the Agreement's Financial Regulations. Following the recommendation from MoP5, the Secretariat has prepared three different budget scenarios: an increase of 2.5% (following the approach taken in previous triennia, **ANNEX 1**), an increase of 2.1% (considering the Australian Consumer Price Index December 2017 Quarter, **ANNEX 2**), and a stability option (0 nominal growth, **ANNEX 3**). These different inflator percentages were applied to both income and expenditure, except where exact cost increases were known.

The draft budget comprises estimates of receipts and expenditures for the 2019, 2020 and 2021 financial years together with a statement identifying significant financial implications. For guidance, different budget scenarios also contains figures for the 2016 – 2018 budget. This paper should be read in conjunction with **MoP6 Doc 12**, '2018 Interim Financial Report', **MoP6 Doc 15**, 'Draft Advisory Committee Work Programme 2019 - 2021', and **MoP6 Doc 16**, 'Draft Secretariat Work Programme 2019 - 2021'.

## 2. STATEMENT OF SIGNIFICANT FINANCIAL IMPLICATIONS

### 2.1. Appropriation 1 - Secretariat

#### 2.1.1. Administrative

**Item 1.1.3** – An allocation has been provided in 2019 for the process of recruitment of a new Executive Secretary. The amount considered contemplates various expenses including costs related to the recruitment process.

**Item 1.2.6** – In relation to item 1.1.3, an allocation has been provided in 2019 and 2020 for relocation expenses associated with the recruitment of the new Executive Secretary.

#### 2.1.2. Recurrent

**Items 1.1.1 and 1.1.4** – The salaries and associated on-costs for the Executive Secretary and the Science Officer comprise a significant component of Appropriation 1. The level of salary to be paid to the Executive Secretary for the 2019 – 2021 triennium will be determined by the Parties at MoP6. An indicative figure has been provided for budgetary purposes, based on the salary for the Executive Secretary in 2019 estimated on the basis of the current salary scale for a SES 2 classification of the Tasmanian Public Service (as referred in regulation 5.1 of [Staff Regulations](#)). The salary level for the Science Officer is based on the Professional Officer, Band 2 classification in the Tasmanian Public Service.

**Item 1.2.5** – This budget line was significantly increased for 2020 and 2021 following the advice from the Advisory Committee ([AC10 Report](#)) and recommendation 7 in the review of the effectiveness of the Secretariat (**MoP6 Doc 10**), to allow for additional staff on part-time basis.

**Items 1.3.2, 1.3.6 and 1.3.7** – Costs for equipment maintenance, printing and telecommunications have been reduced to 70-80% of the previous amounts on the basis of expenditures experienced in the last triennium. In the case of telecommunications, the greater use of media which are free of (or have minimum) charges have allowed the reduction of costs, significantly reducing the frequency of metered long-distance calls.

**Item 1.3.27** – The Secretariat now has a five-year lease for its office at Level 2, 119 Macquarie Street, Hobart. The lease commenced on 20 February 2017. Significant savings have been made on office lease and associated office expenses (*i.e.* water and rates and office cleaning). The contract for the new office is 12% less than the previous lease, representing a saving of approximately \$ 7,000 in 2018. The lease of this office is partially off-set by the contributions made by the Government of Tasmania through the MoU (see **ANNEX 1**, Section 1, Income).

**Item 1.3.28** – In relation to item 1.3.27, the new office lease amount is inclusive of rates and water. Hence this line in the budget is now null, representing the additional saving of approximately \$ 8,000 per year.

**Item 1.3.29** – In relation to item 1.3.27, the new office lease amount is inclusive of preventative maintenance of equipment such as air conditioning that was paid separately under the previous lease arrangement. This line in the budget is now null, representing the additional saving of approximately \$ 500 per year.

**Item 1.3.30** – Also in relation to item 1.3.28, the lease also includes a basic weekly office cleaning service. However, an amount in the order of 50% of the sum budgeted for the

current triennium was included to cover carpet cleaning and other cleaning incidentals not contemplated in the office lease contract. This has represented the additional saving of approximately \$ 1,200 per year.

### 2.1.3. Capital

Regulation 5.1 of the Staff Regulations, authorises the purchase of a vehicle up to the cost of \$ 45,000 for the Executive Secretary, using funds from savings made from previous budgets in the General Fund. The Meeting of the Parties may wish to analyse the need of replacing the Secretariat's vehicle during the 2019 – 2021 triennium. The current one is in impeccable condition (with 28,000 Km) and the resale price (February 2018) was estimated by the local official dealer as \$ 26,000 to 28,000. The vehicle warranty of 5 years will expire close to the end of the next triennium in February 2021. In February 2018, the purchase of a new vehicle (same model), trading in the current one, would imply an additional investment of approximately \$ 13,000.

## **2.2. Appropriation 2 - Meeting of the Parties**

### 2.2.1. Administrative

An underlying assumption in the preparation of this budget is that only one meeting of either the Advisory Committee, or the Meeting of the Parties would be held in any one year. With the adoption at MoP3 of a financial year (FY) running from July 1<sup>st</sup> to June 30<sup>th</sup>, there is one meeting held in FY1 (2019) of the triennium, no meetings in FY2 (2020), and two meetings scheduled in FY3 (2021) of the budget cycle. However, the costs associated with holding meetings has been distributed over the three years of the budget cycle, assuming that significant parts of the meeting expenses will be distributed by the Secretariat accordingly.

It should be noted that the cost of operating and supporting meetings varies significantly depending on the location of the meeting, including hire of venue, catering and rent of equipment. The estimates in this budget have been prepared on the basis of the historical cost of recent ACAP meetings, as the location of future meetings is not known at the time of preparing the budget. The strategy followed in some of previous meetings was to hold meetings in South America where costs are lower and the sponsorship of Delegates is more effective. When meetings are to be held in other regions, Parties should consider the provision of voluntary contributions to allow the adequate attendance of Delegates.

### 2.2.2. Recurrent

No significant deviations from expenditures in previous years are forecast for the 2019 – 2021 triennium.

### 2.2.3. Capital

No significant capital purchases are forecast in the 2019 – 2021 triennium.

## **2.3. Appropriation 3 – Advisory Committee**

### 2.3.1. Administrative

Refer to 2.2.1 above regarding the distribution of meeting costs over the three years of the budget cycle.

### 2.3.2. Recurrent

No significant deviations from expenditures in previous years are forecast for the 2019 – 2021 triennium.

### 2.3.3. Capital

No significant capital purchases are forecast in the 2019 – 2021 triennium.

## **2.4. Appropriation 4 – Advisory Committee Work Programme**

### 2.4.1. Administrative

Funding of the Advisory Committee Work Programme is provided through the General Fund, from the ACAP budget, and through the Special Fund, from voluntary contributions. A statement of significant financial implications for the Advisory Committee Work Programme will be developed when a draft Work Programme for the Advisory Committee is finalised.

### 2.4.2. Recurrent

No significant items of recurrent expenditure are forecast in the 2019 – 2021 triennium.

### 2.4.3. Capital

No significant capital purchases are forecast in the 2019 – 2021 triennium.

## **3. SIGNIFICANT IMPACT UNDER DIFFERENT BUDGET SCENARIOS**

As mentioned above, Parties requested the Secretariat to provide different budget scenarios for discussion at MoP6. Options provided in this document include the annual increase of 2.5% (**ANNEX 1**), following the approach taken in budgets approved in previous triennia. Variations in the application of this increase are detailed in Section 2, also noting that different inflator percentages were applied in cases where exact (or more approximate) cost increases were known (e.g. office rent).

Alternatively, a scenario considering an increase of 2.1% was built considering the latest Tasmania Consumer Price Index for December 2017 Quarter, and bearing in mind that some important lines in the budget (in particular in Appropriation 1) may be affected by this index (**ANNEX 2**). However, it should be mentioned some significant lines in the budget like those in Appropriations 2, 3 and 4 involving providers/expenses overseas, might be affected by international inflator rates, hence constraining the capacity of the Agreement in the organisation of actions abroad.

Finally, under a budget scenario of zero nominal growth (**ANNEX 3**), it should be stressed that both Meeting of the Parties and the Meetings of the Advisory Committee (particularly the latter) - including the Working Group meetings – may be more limited in their organisation following the current approach (e.g. sponsoring delegations, venue and lunch). It should also be noted that this reduction in the budget may significantly affect the implementation of the Advisory Committee Work Programme, and the Small Grants and Secondment Schemes, unless Parties decide to cut expenditures in the functioning of the Secretariat.

**ANNEX 1.** Draft Agreement budget with estimates of receipts and expenditures for the 2019 - 2021 triennium, and figures for the 2016 - 2018 budget. An increase of 2.5% was applied to both income and expenditure as inflator (following the approach from previous triennia), except where exact cost variations were known.

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
<b>1. INCOME</b>									
	Contributions from Parties	723,162	584,043	738,558	644,357	754,340	773,199	792,528	812,342
	Interest on funds	7,000	6,172	7,175	3,497	7,354	3,584	3,674	3,766
	Tax refunds	16,312	50,196	16,720	0	17,138	17,566	18,006	18,456
	MoU - Tasmanian Government	22,148	21,697	22,702	21,979	23,269	22,821	23,209	23,604
	<b>Total Income</b>	<b>768,622</b>	<b>662,108</b>	<b>785,155</b>	<b>669,833</b>	<b>802,101</b>	<b>817,170</b>	<b>837,417</b>	<b>858,167</b>
<b>2. EXPENDITURE</b>									
<b>APPROPRIATION 1 - SECRETARIAT</b>									
Employee salaries									
1.1.1	Salaries – Executive Secretary	144,464	163,280	141,685	142,242	144,490	148,869	152,591	156,405
1.1.2	Superannuation	13,363	15,512	13,106	13,513	13,365	14,143	14,496	14,859
1.1.3	Recruitment Costs	0	0	0	0	0	14,283	0	0
1.1.4	Salaries - Science Officer	93,853	94,300	94,782	96,007	97,151	100,800	103,320	105,903
1.1.5	Superannuation	8,681	8,959	8,767	9,121	8,986	9,576	9,815	10,061
1.1.6	Workers Compensation	3,104	2,894	3,181	2,509	3,261	3,343	3,426	3,512
	<b>Total Salaries</b>	<b>263,465</b>	<b>284,944</b>	<b>261,521</b>	<b>263,392</b>	<b>267,253</b>	<b>291,013</b>	<b>283,648</b>	<b>290,740</b>
Employee expenses									
1.2.1	Accommodation	9,691	7,491	9,934	8,886	10,182	10,437	10,697	10,965
1.2.2	Airfares	24,229	16,527	24,835	18,510	25,456	26,092	26,745	27,413
1.2.3	Travel Allowances	10,331	5,303	10,589	9,155	10,854	11,125	11,403	11,689
1.2.4	Travel Insurance	945	887	969	945	993	1,018	1,043	1,069
1.2.5	Consultants	30,286	30,311	31,043	28,113	31,819	32,614	55,930	57,328

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
1.2.6	Relocation expense (staff)	22,668	34,565	0	0	0	22,968	11,300	0
1.2.8	General insurance	1,367	1,339	1,402	672	1,437	1,473	1,510	1,547
1.2.9	Representation expenses	2,175	1,161	2,229	615	2,285	1,600	1,640	1,681
1.2.10	Other travel costs - visas	800	695	820	754	841	862	884	906
	<b>Total Employee expenses</b>	<b>102,492</b>	<b>98,280</b>	<b>81,821</b>	<b>67,650</b>	<b>83,867</b>	<b>108,190</b>	<b>121,152</b>	<b>112,598</b>
Operational costs									
1.3.1	Office equipment /furniture	6,057	3,589	6,208	5,954	6,363	6,522	6,685	6,852
1.3.2	Office equipment maintenance	1,088	709	1,115	740	1,143	800	820	841
1.3.3	Office requisites - stationery	1,500	820	1,538	1,180	1,576	1,615	1,656	1,697
1.3.4	Publications /books	217	110	223	70	228	234	240	246
1.3.6	Printing and copying (PR material)	2,289	2,647	2,346	1,344	2,405	1,972	2,021	2,072
1.3.7	Telephones - telecommunications	5,488	4,748	5,625	2,306	5,766	3,460	3,547	3,635
1.3.8	Translations - correspondence	6,057	1,965	6,208	3,240	6,363	6,522	6,685	6,852
1.3.9	Postage	217	1,162	223	130	228	234	240	246
1.3.10	Freight/couriers	217	0	223	120	228	234	240	246
1.3.11	Light and power	2,501	2,369	2,564	2,298	2,628	2,694	2,761	2,830
1.3.12	Insurance property	1,398	1,339	1,433	1,351	1,469	1,506	1,543	1,582
1.3.14	Vehicle running costs	5,438	4,153	5,574	2,806	5,713	3,500	3,588	3,677
1.3.15	Cab charge - taxis	485	542	497	93	509	522	535	548
1.3.16	Parking	6,240	2,640	6,400	5,576	6,560	6,888	7,060	7,237
1.3.18	Staff training	2,175	2,025	2,229	1,507	2,285	2,342	2,401	2,461
1.3.19	Staff conferences / seminars	1,212	611	1,242	998	1,273	1,305	1,337	1,371
1.3.20	Bank charges	272	57	278	25	285	292	299	307
1.3.21	Bad and doubtful debts	606	0	621	0	636	318	326	334
1.3.22	Software purchase	2,423	300	2,484	1,489	2,546	2,610	2,675	2,742
1.3.23	Server lease	600	418	615	385	630	646	662	678
1.3.24	Outsourced IT services	1,624	696	1,664	1,584	1,706	2,018	2,069	2,120
1.3.25	Modifications to database	10,331	3,453	10,589	4,463	10,854	7,788	11,397	11,682

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
1.3.26	WAN Wireless network	1,100	786	1,128	704	1,156	1,185	1,215	1,245
1.3.27	Rent - ACAP office	37,277	40,250	38,208	40,022	39,163	32,800	33,489	34,192
1.3.28	Rates and water	7,244	7,133	7,426	6,845	7,612	0	0	0
1.3.29	Preventative maintenance	489	490	501	205	514	0	0	0
1.3.30	Office cleaning	2,243	1,707	2,299	2,628	2,356	1,178	1,207	1,238
	<b>Total Office operational costs</b>	<b>106,788</b>	<b>84,719</b>	<b>109,461</b>	<b>88,063</b>	<b>112,195</b>	<b>89,183</b>	<b>94,696</b>	<b>96,929</b>
<b>TOTAL APPROPRIATION 1 - SECRETARIAT</b>		<b>472,745</b>	<b>467,943</b>	<b>452,803</b>	<b>419,105</b>	<b>463,315</b>	<b>488,386</b>	<b>499,496</b>	<b>500,267</b>
<b>APPROPRIATION 2 - MEETINGS OF THE PARTIES</b>									
Interpretation / Translation Costs									
2.1.1	Simultaneous interpretation	0	0	0	0	38,833	0	0	41,745
2.1.2	Hire of interpretation equipment	0	0	0	0	12,944	0	0	16,555
2.1.3	Translation of documents	0	5,279	0	0	32,000	0	0	34,400
	<b>Total Interpretation/Translation</b>	<b>0</b>	<b>5,279</b>	<b>0</b>	<b>0</b>	<b>83,777</b>	<b>0</b>	<b>0</b>	<b>92,700</b>
Meeting support costs									
2.2.1	Hire of venue (including catering)	0	0	0	0	14,121	0	0	15,180
2.2.2	Hire/purchase of equipment	0	0	0	0	9,414	0	0	10,120
2.2.3	Support staff	0	0	0	0	19,416	0	0	20,872
2.2.4	Printing of documents/report	0	0	0	0	6,472	0	0	6,957
	<b>Total Meeting support costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,423</b>	<b>0</b>	<b>0</b>	<b>53,130</b>
Sponsorship									
2.3.1	Sponsorship - experts <sup>1</sup>	0	0	0	0	21,538	0	0	23,153
	<b>Total Sponsorship costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,538</b>	<b>0</b>	<b>0</b>	<b>23,153</b>
<b>TOTAL APPROPRIATION 2 - MOP</b>		<b>0</b>	<b>5,279</b>	<b>0</b>	<b>0</b>	<b>154,738</b>	<b>0</b>	<b>0</b>	<b>168,984</b>

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
<b>APPROPRIATION 3 - ADVISORY COMMITTEE</b>									
Interpretation									
3.1.1	Simultaneous interpretation	47,758	38,377	48,952	32,663	0	50,176	51,430	0
3.1.2	Hire of interpretation equipment	12,399	10,776	12,709	13,700	0	14,043	14,394	0
3.1.3	Translation of meeting documents	37,000	19,327	37,925	37,847	0	38,873	19,845	20,000
	<b>Total Interpretation</b>	<b>97,157</b>	<b>68,479</b>	<b>99,586</b>	<b>84,210</b>	<b>0</b>	<b>103,091</b>	<b>85,669</b>	<b>20,000</b>
Venue and meeting support costs									
3.2.1	Hire of venue (including catering)	25,278	27,758	25,910	20,106	0	26,558	27,222	0
3.2.2	Hire/purchase of equipment	2,297	439	2,354	2,050	0	2,413	2,473	0
3.2.3	Support staff	24,881	23,702	25,503	21,092	0	26,141	26,794	0
	<b>Total Venue and meeting costs</b>	<b>52,456</b>	<b>51,899</b>	<b>53,767</b>	<b>43,248</b>	<b>0</b>	<b>55,111</b>	<b>56,489</b>	<b>0</b>
Sponsorship									
3.3.1	Sponsorship of experts <sup>1</sup>	17,910	17,961	18,358	15,141	0	18,817	19,287	0
	Sponsorship non-Party Range States	0	0	0	0	0	0	0	0
	<b>Total sponsorship</b>	<b>17,910</b>	<b>17,961</b>	<b>18,358</b>	<b>15,141</b>	<b>0</b>	<b>18,817</b>	<b>19,287</b>	<b>0</b>
Support for Advisory Committee Officials									
3.4.1	Support for AC Officials	24,305	17,024	24,912	24,100	25,535	25,535	26,173	0
	<b>Total support</b>	<b>24,305</b>	<b>17,024</b>	<b>24,912</b>	<b>24,100</b>	<b>25,535</b>	<b>25,535</b>	<b>26,173</b>	<b>0</b>
<b>TOTAL APPROPRIATION 3 - AC</b>		<b>191,828</b>	<b>155,363</b>	<b>196,623</b>	<b>166,699</b>	<b>25,535</b>	<b>202,554</b>	<b>187,618</b>	<b>20,000</b>
<b>APPROPRIATION 4 - AC WORK PROGRAMME</b>									
	Support for secondments	0	0	19,968	0	35,358	0	20,966	36,242
	Advisory Committee Work Programme	104,049	61,945	115,761	52,363	123,154	126,233	129,389	132,623



Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
	<b>TOTAL APPROPRIATION 4 - AC WP</b>	<b>104,049</b>	<b>61,945</b>	<b>135,729</b>	<b>52,363</b>	<b>158,512</b>	<b>126,233</b>	<b>150,355</b>	<b>168,865</b>
	<b>TOTAL AGREEMENT BUDGET</b>	<b>768,622</b>	<b>690,530</b>	<b>785,155</b>	<b>638,167</b>	<b>802,100</b>	<b>817,173</b>	<b>837,470</b>	<b>858,116</b>

**ANNEX 2.** Draft Agreement budget with estimates of receipts and expenditures for the 2019 - 2021 triennium, and figures for the 2016 - 2018 budget. An increase of 2.1% was applied to both income and expenditure as inflator (using Australia CPI for the most recent period, [www.abs.gov.au](http://www.abs.gov.au)), except where exact cost variations were known.

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
<b>1. INCOME</b>									
	Contributions from Parties	723,162	584,043	738,558	644,357	754,340	770,181	786,355	802,868
	Interest on funds	7,000	6,172	7,175	3,497	7,354	3,567	3,642	3,718
	Tax refunds	16,312	50,196	16,720	0	17,138	17,498	17,865	18,241
	MoU - Tasmanian Government	22,148	21,697	22,702	21,979	23,269	22,821	23,209	23,604
	<b>Total Income</b>	<b>768,622</b>	<b>662,108</b>	<b>785,155</b>	<b>669,833</b>	<b>802,101</b>	<b>814,068</b>	<b>831,071</b>	<b>848,431</b>
<b>2. EXPENDITURE</b>									
<b>APPROPRIATION 1 - SECRETARIAT</b>									
Employee salaries									
1.1.1	Salaries – Executive Secretary	144,464	163,280	141,685	142,242	144,490	148,869	151,995	155,187
1.1.2	Superannuation	13,363	15,512	13,106	13,513	13,365	14,143	14,440	14,743
1.1.3	Recruitment Costs	0	0	0	0	0	14,283	0	0
1.1.4	Salaries - Science Officer	93,853	94,300	94,782	96,007	97,151	100,800	102,917	105,078
1.1.5	Superannuation	8,681	8,959	8,767	9,121	8,986	9,576	9,777	9,982
1.1.6	Workers Compensation	3,104	2,894	3,181	2,509	3,261	3,329	3,399	3,471
	<b>Total Salaries</b>	<b>263,465</b>	<b>284,944</b>	<b>261,521</b>	<b>263,392</b>	<b>267,253</b>	<b>291,000</b>	<b>282,528</b>	<b>288,461</b>
Employee expenses									
1.2.1	Accommodation	9,691	7,491	9,934	8,886	10,182	10,396	10,614	10,837
1.2.2	Airfares	24,229	16,527	24,835	18,510	25,456	25,991	26,536	27,094
1.2.3	Travel Allowances	10,331	5,303	10,589	9,155	10,854	11,082	11,315	11,552
1.2.4	Travel Insurance	945	887	969	945	993	1,014	1,035	1,057
1.2.5	Consultants	30,286	30,311	31,043	28,113	31,819	32,487	55,669	56,838

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
1.2.6	Relocation expense (staff)	22,668	34,565	0	0	0	21,668	9,000	0
1.2.8	General insurance	1,367	1,339	1,402	672	1,437	1,467	1,498	1,529
1.2.9	Representation expenses	2,175	1,161	2,229	615	2,285	1,600	1,634	1,668
1.2.10	Other travel costs - visas	800	695	820	754	841	859	877	895
	<b>Total Employee expenses</b>	<b>102,492</b>	<b>98,280</b>	<b>81,821</b>	<b>67,650</b>	<b>83,867</b>	<b>106,563</b>	<b>118,178</b>	<b>111,471</b>
Operational costs									
1.3.1	Office equipment /furniture	6,057	3,589	6,208	5,954	6,363	6,497	6,633	6,772
1.3.2	Office equipment maintenance	1,088	709	1,115	740	1,143	800	817	834
1.3.3	Office requisites - stationery	1,500	820	1,538	1,180	1,576	1,609	1,643	1,677
1.3.4	Publications /books	217	110	223	70	228	233	238	243
1.3.6	Printing and copying (PR material)	2,289	2,647	2,346	1,344	2,405	1,964	2,006	2,048
1.3.7	Telephones - telecommunications	5,488	4,748	5,625	2,306	5,766	3,460	3,533	3,607
1.3.8	Translations - correspondence	6,057	1,965	6,208	3,240	6,363	6,497	6,633	6,772
1.3.9	Postage	217	1,162	223	130	228	233	238	243
1.3.10	Freight/couriers	217	0	223	120	228	233	238	243
1.3.11	Light and power	2,501	2,369	2,564	2,298	2,628	2,683	2,740	2,797
1.3.12	Insurance property	1,398	1,339	1,433	1,351	1,469	1,500	1,531	1,564
1.3.14	Vehicle running costs	5,438	4,153	5,574	2,806	5,713	3,500	3,574	3,649
1.3.15	Cab charge - taxis	485	542	497	93	509	520	531	542
1.3.16	Parking	6,240	2,640	6,400	5,576	6,560	6,861	7,005	7,152
1.3.18	Staff training	2,175	2,025	2,229	1,507	2,285	2,333	2,382	2,432
1.3.19	Staff conferences / seminars	1,212	611	1,242	998	1,273	1,300	1,327	1,355
1.3.20	Bank charges	272	57	278	25	285	291	297	303
1.3.21	Bad and doubtful debts	606	0	621	0	636	318	325	331
1.3.22	Software purchase	2,423	300	2,484	1,489	2,546	2,599	2,654	2,710
1.3.23	Server lease	600	418	615	385	630	643	657	671
1.3.24	Outsourced IT services	1,624	696	1,664	1,584	1,706	2,018	2,061	2,104
1.3.25	Modifications to database	10,331	3,453	10,589	4,463	10,854	7,757	11,418	11,658

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
1.3.26	WAN Wireless network	1,100	786	1,128	704	1,156	1,180	1,205	1,230
1.3.27	Rent - ACAP office	37,277	40,250	38,208	40,022	39,163	32,800	33,489	34,192
1.3.28	Rates and water	7,244	7,133	7,426	6,845	7,612	0	0	0
1.3.29	Preventative maintenance	489	490	501	205	514	0	0	0
1.3.30	Office cleaning	2,243	1,707	2,299	2,628	2,356	1,178	1,203	1,228
	<b>Total Office operational costs</b>	<b>106,788</b>	<b>84,719</b>	<b>109,461</b>	<b>88,063</b>	<b>112,195</b>	<b>89,007</b>	<b>94,375</b>	<b>96,356</b>
<b>TOTAL APPROPRIATION 1 - SECRETARIAT</b>		<b>472,745</b>	<b>467,943</b>	<b>452,803</b>	<b>419,105</b>	<b>463,315</b>	<b>486,570</b>	<b>495,081</b>	<b>496,288</b>
<b>APPROPRIATION 2 - MEETINGS OF THE PARTIES</b>									
Interpretation / Translation Costs									
2.1.1	Simultaneous interpretation	0	0	0	0	38,833	0	0	41,279
2.1.2	Hire of interpretation equipment	0	0	0	0	12,944	0	0	16,370
2.1.3	Translation of documents	0	5,279	0	0	32,000	0	0	34,016
	<b>Total Interpretation/Translation</b>	<b>0</b>	<b>5,279</b>	<b>0</b>	<b>0</b>	<b>83,777</b>	<b>0</b>	<b>0</b>	<b>91,666</b>
Meeting support costs									
2.2.1	Hire of venue (including catering)	0	0	0	0	14,121	0	0	15,011
2.2.2	Hire/purchase of equipment	0	0	0	0	9,414	0	0	10,007
2.2.3	Support staff	0	0	0	0	19,416	0	0	20,639
2.2.4	Printing of documents/report	0	0	0	0	6,472	0	0	6,880
	<b>Total Meeting support costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,423</b>	<b>0</b>	<b>0</b>	<b>52,537</b>
Sponsorship									
2.3.1	Sponsorship - experts <sup>1</sup>	0	0	0	0	21,538	0	0	22,895
	<b>Total Sponsorship costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,538</b>	<b>0</b>	<b>0</b>	<b>22,895</b>
<b>TOTAL APPROPRIATION 2 - MOP</b>		<b>0</b>	<b>5,279</b>	<b>0</b>	<b>0</b>	<b>154,738</b>	<b>0</b>	<b>0</b>	<b>167,097</b>

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
<b>APPROPRIATION 3 - ADVISORY COMMITTEE</b>									
Interpretation									
3.1.1	Simultaneous interpretation	47,758	38,377	48,952	32,663	0	49,980	51,030	0
3.1.2	Hire of interpretation equipment	12,399	10,776	12,709	13,700	0	14,043	14,337	0
3.1.3	Translation of meeting documents	37,000	19,327	37,925	37,847	0	38,721	20,535	19,000
	<b>Total Interpretation</b>	<b>97,157</b>	<b>68,479</b>	<b>99,586</b>	<b>84,210</b>	<b>0</b>	<b>102,744</b>	<b>85,902</b>	<b>18,000</b>
Venue and meeting support costs									
3.2.1	Hire of venue (including catering)	25,278	27,758	25,910	20,106	0	26,454	27,010	0
3.2.2	Hire/purchase of equipment	2,297	439	2,354	2,050	0	2,403	2,454	0
3.2.3	Support staff	24,881	23,702	25,503	21,092	0	26,039	26,585	0
	<b>Total Venue and meeting costs</b>	<b>52,456</b>	<b>51,899</b>	<b>53,767</b>	<b>43,248</b>	<b>0</b>	<b>54,896</b>	<b>56,049</b>	<b>0</b>
Sponsorship									
3.3.1	Sponsorship of experts <sup>1</sup>	17,910	17,961	18,358	15,141	0	18,744	19,137	0
	Sponsorship non-Party Range States	0	0	0	0	0	0	0	0
	<b>Total sponsorship</b>	<b>17,910</b>	<b>17,961</b>	<b>18,358</b>	<b>15,141</b>	<b>0</b>	<b>18,744</b>	<b>19,137</b>	<b>0</b>
Support for Advisory Committee Officials									
3.4.1	Support for AC Officials	24,305	17,024	24,912	24,100	25,535	25,435	25,969	0
	<b>Total support</b>	<b>24,305</b>	<b>17,024</b>	<b>24,912</b>	<b>24,100</b>	<b>25,535</b>	<b>25,435</b>	<b>25,969</b>	<b>0</b>
<b>TOTAL APPROPRIATION 3 - AC</b>		<b>191,828</b>	<b>155,363</b>	<b>196,623</b>	<b>166,699</b>	<b>25,535</b>	<b>201,819</b>	<b>187,057</b>	<b>18,000</b>
<b>APPROPRIATION 4 - AC WORK PROGRAMME</b>									
	Support for secondments	0	0	19,968	0	35,358	0	20,807	36,101
	Advisory Committee Work Programme	104,049	61,945	115,761	52,363	123,154	125,740	128,381	131,077

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
	<b>TOTAL APPROPRIATION 4 - AC WP</b>	<b>104,049</b>	<b>61,945</b>	<b>135,729</b>	<b>52,363</b>	<b>158,512</b>	<b>125,740</b>	<b>149,187</b>	<b>167,177</b>
	<b>TOTAL AGREEMENT BUDGET</b>	<b>768,622</b>	<b>690,530</b>	<b>785,155</b>	<b>638,167</b>	<b>802,100</b>	<b>814,129</b>	<b>831,325</b>	<b>848,563</b>

**ANNEX 3.** Draft Agreement budget with estimates of receipts and expenditures for the 2019 - 2021 triennium, and figures for the 2016 - 2018 budget. This scenario contemplates the stability (0 nominal growth) option for the total budget although individual lines in the budget may vary when exact cost variations are known or can be estimated.

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
<b>1. INCOME</b>									
	Contributions from Parties	723,162	584,043	738,558	644,357	754,340	754,340	754,340	754,340
	Interest on funds	7,000	6,172	7,175	3,497	7,354	3,567	3,567	3,567
	Tax refunds	16,312	50,196	16,720	0	17,138	17,138	17,138	17,138
	MoU - Tasmanian Government	22,148	21,697	22,702	21,979	23,269	23,269	23,269	23,269
	<b>Total Income</b>	<b>768,622</b>	<b>662,108</b>	<b>785,155</b>	<b>669,833</b>	<b>802,101</b>	<b>798,314</b>	<b>798,314</b>	<b>798,314</b>
<b>2. EXPENDITURE</b>									
<b>APPROPRIATION 1 - SECRETARIAT</b>									
Employee salaries									
1.1.1	Salaries – Executive Secretary	144,464	163,280	141,685	142,242	144,490	148,869	151,995	155,187
1.1.2	Superannuation	13,363	15,512	13,106	13,513	13,365	14,143	14,440	14,743
1.1.3	Recruitment Costs	0	0	0	0	0	14,283	0	0
1.1.4	Salaries - Science Officer	93,853	94,300	94,782	96,007	97,151	100,800	102,917	105,078
1.1.5	Superannuation	8,681	8,959	8,767	9,121	8,986	9,576	9,777	9,982
1.1.6	Workers Compensation	3,104	2,894	3,181	2,509	3,261	3,329	3,399	3,471
	<b>Total Salaries</b>	<b>263,465</b>	<b>284,944</b>	<b>261,521</b>	<b>263,392</b>	<b>267,253</b>	<b>291,000</b>	<b>282,528</b>	<b>288,461</b>
Employee expenses									
1.2.1	Accommodation	9,691	7,491	9,934	8,886	10,182	10,182	10,182	10,182
1.2.2	Airfares	24,229	16,527	24,835	18,510	25,456	25,456	25,456	25,456
1.2.3	Travel Allowances	10,331	5,303	10,589	9,155	10,854	10,854	10,854	10,854
1.2.4	Travel Insurance	945	887	969	945	993	993	993	993

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
1.2.5	Consultants	30,286	30,311	31,043	28,113	31,819	31,819	54,319	54,319
1.2.6	Relocation expense (staff)	22,668	34,565	0	0	0	21,668	9,000	0
1.2.8	General insurance	1,367	1,339	1,402	672	1,437	1,467	1,498	1,529
1.2.9	Representation expenses	2,175	1,161	2,229	615	2,285	1,600	1,600	1,600
1.2.10	Other travel costs - visas	800	695	820	754	841	841	841	841
	<b>Total Employee expenses</b>	<b>102,492</b>	<b>98,280</b>	<b>81,821</b>	<b>67,650</b>	<b>83,867</b>	<b>104,880</b>	<b>114,743</b>	<b>105,774</b>
Operational costs									
1.3.1	Office equipment /furniture	6,057	3,589	6,208	5,954	6,363	6,363	6,363	6,363
1.3.2	Office equipment maintenance	1,088	709	1,115	740	1,143	800	800	800
1.3.3	Office requisites - stationery	1,500	820	1,538	1,180	1,576	1,576	1,576	1,576
1.3.4	Publications /books	217	110	223	70	228	228	228	228
1.3.6	Printing and copying (PR material)	2,289	2,647	2,346	1,344	2,405	1,924	1,924	1,924
1.3.7	Telephones - telecommunications	5,488	4,748	5,625	2,306	5,766	4,613	4,613	4,613
1.3.8	Translations - correspondence	6,057	1,965	6,208	3,240	6,363	6,363	6,363	6,363
1.3.9	Postage	217	1,162	223	130	228	228	228	228
1.3.10	Freight/couriers	217	0	223	120	228	228	228	228
1.3.11	Light and power	2,501	2,369	2,564	2,298	2,628	2,628	2,628	2,628
1.3.12	Insurance property	1,398	1,339	1,433	1,351	1,469	1,469	1,469	1,469
1.3.14	Vehicle running costs	5,438	4,153	5,574	2,806	5,713	3,500	3,500	3,500
1.3.15	Cab charge - taxis	485	542	497	93	509	509	509	509
1.3.16	Parking	6,240	2,640	6,400	5,576	6,560	6,861	7,005	7,152
1.3.18	Staff training	2,175	2,025	2,229	1,507	2,285	2,285	2,285	2,285
1.3.19	Staff conferences / seminars	1,212	611	1,242	998	1,273	1,273	1,273	1,273
1.3.20	Bank charges	272	57	278	25	285	285	285	285
1.3.21	Bad and doubtful debts	606	0	621	0	636	318	318	318
1.3.22	Software purchase	2,423	300	2,484	1,489	2,546	2,546	2,546	2,546
1.3.23	Server lease	600	418	615	385	630	643	657	671
1.3.24	Outsourced IT services	1,624	696	1,664	1,584	1,706	2,018	2,061	2,104
1.3.25	Modifications to database	10,331	3,453	10,589	4,463	10,854	7,757	11,418	11,658
1.3.26	WAN Wireless network	1,100	786	1,128	704	1,156	1,180	1,205	1,230



Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
1.3.27	Rent - ACAP office	37,277	40,250	38,208	40,022	39,163	32,800	33,489	34,192
1.3.28	Rates and water	7,244	7,133	7,426	6,845	7,612	0	0	0
1.3.29	Preventative maintenance	489	490	501	205	514	0	0	0
1.3.30	Office cleaning	2,243	1,707	2,299	2,628	2,356	1,178	1,203	1,228
	<b>Total Office operational costs</b>	<b>106,788</b>	<b>84,719</b>	<b>109,461</b>	<b>88,063</b>	<b>112,195</b>	<b>89,574</b>	<b>94,173</b>	<b>95,371</b>
<b>TOTAL APPROPRIATION 1 - SECRETARIAT</b>		<b>472,745</b>	<b>467,943</b>	<b>452,803</b>	<b>419,105</b>	<b>463,315</b>	<b>485,454</b>	<b>491,444</b>	<b>489,607</b>
<b>APPROPRIATION 2 - MEETINGS OF THE PARTIES</b>									
Interpretation / Translation Costs									
2.1.1	Simultaneous interpretation	0	0	0	0	38,833	0	0	38,833
2.1.2	Hire of interpretation equipment	0	0	0	0	12,944	0	0	12,944
2.1.3	Translation of documents	0	5,279	0	0	32,000	0	0	32,000
	<b>Total Interpretation/Translation</b>	<b>0</b>	<b>5,279</b>	<b>0</b>	<b>0</b>	<b>83,777</b>	<b>0</b>	<b>0</b>	<b>83,777</b>
Meeting support costs									
2.2.1	Hire of venue (including catering)	0	0	0	0	14,121	0	0	14,121
2.2.2	Hire/purchase of equipment	0	0	0	0	9,414	0	0	9,414
2.2.3	Support staff	0	0	0	0	19,416	0	0	19,416
2.2.4	Printing of documents/report	0	0	0	0	6,472	0	0	6,472
	<b>Total Meeting support costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,423</b>	<b>0</b>	<b>0</b>	<b>49,423</b>
Sponsorship									
2.3.1	Sponsorship - experts <sup>1</sup>	0	0	0	0	21,538	0	0	21,538
	<b>Total Sponsorship costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,538</b>	<b>0</b>	<b>0</b>	<b>21,538</b>
<b>TOTAL APPROPRIATION 2 - MOP</b>		<b>0</b>	<b>5,279</b>	<b>0</b>	<b>0</b>	<b>154,738</b>	<b>0</b>	<b>0</b>	<b>154,738</b>

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
<b>APPROPRIATION 3 - ADVISORY COMMITTEE</b>									
Interpretation									
3.1.1	Simultaneous interpretation	47,758	38,377	48,952	32,663	0	48,952	48,952	0
3.1.2	Hire of interpretation equipment	12,399	10,776	12,709	13,700	0	12,709	12,709	0
3.1.3	Translation of meeting documents	37,000	19,327	37,925	37,847	0	37,946	20,000	17,000
	<b>Total Interpretation</b>	<b>97,157</b>	<b>68,479</b>	<b>99,586</b>	<b>84,210</b>	<b>0</b>	<b>99,607</b>	<b>81,661</b>	<b>18,000</b>
Venue and meeting support costs									
3.2.1	Hire of venue (including catering)	25,278	27,758	25,910	20,106	0	25,910	25,910	0
3.2.2	Hire/purchase of equipment	2,297	439	2,354	2,050	0	2,354	2,354	0
3.2.3	Support staff	24,881	23,702	25,503	21,092	0	25,503	25,503	0
	<b>Total Venue and meeting costs</b>	<b>52,456</b>	<b>51,899</b>	<b>53,767</b>	<b>43,248</b>	<b>0</b>	<b>53,767</b>	<b>53,767</b>	<b>0</b>
Sponsorship									
3.3.1	Sponsorship of experts <sup>1</sup>	17,910	17,961	18,358	15,141	0	18,358	18,358	0
	Sponsorship non-Party Range States	0	0	0	0	0	0	0	0
	<b>Total sponsorship</b>	<b>17,910</b>	<b>17,961</b>	<b>18,358</b>	<b>15,141</b>	<b>0</b>	<b>18,358</b>	<b>18,358</b>	<b>0</b>
Support for Advisory Committee Officials									
3.4.1	Support for AC Officials	24,305	17,024	24,912	24,100	25,535	25,535	25,535	0
	<b>Total support</b>	<b>24,305</b>	<b>17,024</b>	<b>24,912</b>	<b>24,100</b>	<b>25,535</b>	<b>25,535</b>	<b>25,535</b>	<b>0</b>
<b>TOTAL APPROPRIATION 3 - AC</b>		<b>191,828</b>	<b>155,363</b>	<b>196,623</b>	<b>166,699</b>	<b>25,535</b>	<b>197,267</b>	<b>179,321</b>	<b>18,000</b>
<b>APPROPRIATION 4 - AC WORK PROGRAMME</b>									
	Support for secondments	0	0	19,968	0	35,358	0	19,968	35,358
	Advisory Committee Work Programme	104,049	61,945	115,761	52,363	123,154	115,593	107,581	100,611

Ref. No	Description	2016	2016	2017	2017	2018	2019	2020	2021
		Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
	<b>TOTAL APPROPRIATION 4 - AC WP</b>	<b>104,049</b>	<b>61,945</b>	<b>135,729</b>	<b>52,363</b>	<b>158,512</b>	<b>115,593</b>	<b>127,549</b>	<b>135,969</b>
	<b>TOTAL AGREEMENT BUDGET</b>	<b>768,622</b>	<b>690,530</b>	<b>785,155</b>	<b>638,167</b>	<b>802,100</b>	<b>798,314</b>	<b>798,314</b>	<b>798,314</b>