

PERIOD : 010419-310320

Budgeted using 7,4673 exchange rate COM Jan 2019

Budget for 2019-2020 (in Euros)

	Non-eligible	Eligible	Total budget
A. STAFF (details in annex)			
A.1.1. Salaries (including salary related charges)	0	105.600	105.600
A.1.2. Staff expenses (training)		3.000	3.000
Sub-total A	0	108.600	108.600
B. PARTICIPATION IN MEETINGS			
B1.1. Travel costs AC members		52.150	52.150
B1.2. Subsistence costs AC members		39.000	39.000
B1.3.Travel costs Staff	2.100	7.700	9.800
B1.4.Subsistence costs Staff	1.500	5.500	7.000
B1.5.Travel costs scientific Experts		2.100	2.100
B1.6. Subsistence costs scientific Experts		1.500	1.500
B1.7. Other costs (to specify if any)		400	400
Sub-total B	3.600	108.350	111.950
C. INFORMATION & PREPARATION OF MEETINGS			
C1. Preparation of meetings			
C1.1. Rental costs (rooms, equipment)	4.500	3.750	8.250
C1.2. Meetings expenses (coffee, lunch...)		12.000	12.000
Sub-total C1	4.500	15.750	20.250
C2. Information and dissemination costs			
C2.1. Publication costs		0	0
C2.2. Dissemination costs		1.100	1.100
Sub-total C2	0	1.100	1.100
Sub-total C	4.500	16.850	21.350

D. OPERATING COSTS (details in annex)

D1. Rental of office space	11.123	1.756	12.879
D2. Data Processing			
D2.1. Data processing equipment		0	0
D2.2. Software		1.085	1.085
D2.3. Hardware maintenance		500	500
Sub-total D2		1.585	1.585
D3. Overheads			
D3.1. Office equipment		0	0
D3.2. Phone/fax/internet		1.700	1.700
D3.3. Supplies/consumables		1.000	1.000
D3.4. Mail		242	242
D3.5. Other costs (bank costs, insurance, electricity, newspaper, plants)	0	2.310	2.310
Sub-total D3	0	5.252	5.252
Sub-total D	11.123	8.593	19.716

E. INTERPRETATION and TRANSLATION

E1. Interpretation			
E1.1. Interpreters		16.800	16.800
E1.2. Travel and subsistence		8.100	8.100
E1.3. Technician		2.680	2.680
E1.4. Equipment		2.680	2.680
Sub-total E1	0	30.260	30.260
E2. Translation		3.000	3.000
Sub-total E	0	33.260	33.260

F. OTHER CONTRACTS

F.1. Rapporteur		45.742	45.742
F.2. Chair (GA and ExCom)		0	0
F.3. Chair (Working Groups)		0	0
F.4. Audit		2.700	2.700
F.5. Scientific consultants		0	0
F.6. Other (to specify)		0	0
Sub-total F	0	48.442	48.442
Sub-total A-F incl.		324.095	

G. 5% RESERVE OF THE DIRECT ELIGIBLE COSTS FOR UNFORSEEN ITEMS		16.205	16.205
---	--	---------------	---------------

H. Deficit of previous years [period]			
--	--	--	--

GRAND TOTAL	19.223	340.300	359.523
--------------------	---------------	----------------	----------------

Draft budget assumes full resources			Non-eligible	Eligible	Total
1. Budgeted public contribution (€)					
National level	nr.	Amount			
Financial contribution: 8 member states	3.500		15.623	28.000	43.623
Secondment of staff					0
Regional level					
Financial contribution (to specify)					0
Secondment of staff					0
Local level					
Financial contribution (to specify)					0
Secondment of staff					0
Sub-total 1:			15.623	28.000	43.623
2. Commission's contribution applied for					
			3.600	300.000	303.600
Sub-total 2:			3.600	300.000	303.600
3. Other resources					
Membership fees:	nr.	Amount			0
General Assembly	41	300	0	12.300	12.300
Executive Committee					0
Working Group members					0
Contribution of donor [Name]			0	0	0
Contribution of [Name] to cover deficit of [period]					0
Sub-total 3:			0	12.300	12.300
GRAND TOTAL (1+2+3) :			19.223	340.300	359.523

(Equal to Grand Total Budget forecast-expenses)

A. STAFF PLAN

Contractual period: 12 months

ELIGIBLE					
A1.1. Estimated worktime per Activity					STAFF TOTAL
	Chairman	Exec Sec	Assistant Sec	Total	
Coordination & Administration		0,2			0,2
Transnational networks		0,2			0,2
Mobility		0,1			0,1
Coordination and planning		0,1			0,1
Website		0,1			0,1
Finances		0,2			0,2
Information		0,1			0,1
Other					
Total	1	1			2
Monthly Salary + charges	15.000 pr.year	7.550			
Period	1	12			
Salary and related charges	15.000	90.600			105.600

NON ELIGIBLE / Secondment of staff

A1.1. Persons [Name]	Tasks	Cost
TOTAL		0

A1.2. Other costs					
Training					3.000
Other (to specify)					
Subtotal					3.000
Total Staff costs					108.600

B. PARTICIPATION IN MEETINGS

AC MEMBERS							
B1.1. & B1.2. Travel and subsistence AC members	NUMBER OF PARTICIPANTS	Travel	Subsistence (per diem)	NUMBER OF MEETINGS	TOTAL TRAVEL COSTS	TOTAL SUBSISTENCE COSTS	TOTAL
		Cost per participant					
ExCom before General Assembly	25	350	250	1	8750	6250	15000
General Assembly		350	250	1	0	0	0
Meetings of the Executive Committee	15	350	250	2	10500	7500	18000
Meetings of the Working Groups	14	350	250	4	19600	14000	33600
Focus Group	7	350	250	1	2450	1750	4200
Small scale reps (per diem)	2		125	7	0	1750	1750
AC participation in external meetings (representation)	1	350	250	15	5250	3750	9000
BALTFISH	4	350	250	4	5600	4000	9600
TOTAL COST					52.150	39.000	91.150

ELIGIBLE COSTS - STAFF					
B1.3 & B.1.4. Travel and subsistence Staff	Staff <name>	Meetings date/Nbr	Travel	Subsistence	Total
	Chairman	14	350	250	8400
	Exec Sec	8	350	250	4800
Subtotal		22	7.700	5.500	13.200

NON ELIGIBLE (paid by other resources) - STAFF			
B1.3 & B.1.4. Travel and subsistence Staff	Staff <name>	Meeting date/Nbr	Cost
Travel	Chairman	4	1.400
Travel	Exec Sec	2	700
Subsistence	Chairman	4	1.000
Subsistence	Exec Sec	2	500
Subtotal			3.600

SCIENTIFIC EXPERTS					
B1.5. & B.1.6. Travel and subsistence Experts	Name	Meeting date	Travel	Subsistence	Total
	NN	na.	350	250	600
	NN	na.	350	250	600
	NN	na.	350	250	600
	NN	na.	350	250	600
	NN	na.	350	250	600
	NN	na.	350	250	600
Subtotal			2.100	1.500	3.600

B1.7. Other meeting costs				
Other (to specify)		hospitality gifts		400
Total other costs				400

C1. Preparation of meetings

C1.1 Rental costs	RENTAL COSTS		NUMBER OF MEETINGS	TOTAL
	Rooms	Equipment		
Meetings of the General Assembly (incl. First ExCom)			1	0
Meetings of the Executive Committee	750		2	1500
Meetings of the Working Groups (specify)	750		2	1500
Other meetings: Focus group	750		1	750
TOTAL COST				3.750

C1.2 Meetings expenses (lunch, coffee,...)	Nbr	Average cost	Total
Meetings (to specify)	10	1200	12.000
TOTAL COST			12.000

C2. Information and Dissemination costs

C2.1.Information	NUMBER OF UNITS	UNIT COST	TOTAL
Publication of a newsletter			
Announcements in media at national, regional and local level (radio stations, TV, newspapers and magazines)			
TOTAL COST			

C2.2. Dissemination	NUMBER OF UNITS	UNIT COST	TOTAL
Copies / documentation	2	100	100
Mailing costs / documentation			0
Maintenance of website	12	83,33	1000
TOTAL COST			1.100

D. ESTIMATED OPERATING COSTS -non eligible

D1. Renting of office space				
Number of m2	Monthly rental per m2	Monthly rent	Duration of contract period	office rental over the contract period
Service charges - eligible		146	12	1.756
35,13	316,62	927	12	11.123

non elig

D2.1. Data processing equipment (hardware)			
TYPE OF EQUIPMENT	NOMINAL VALUE	Duration of contract period (months)	TOTAL
Portable computers			
Computer			
Printers/copy machine/ fax			
Establishment of internet-connection + firewall			
		Subtotal	

TYPE OF EQUIPMENT	RENTING OR LEASING COSTS (Monthly)	Utilisation for LdV (distribution key)	Duration of contract period (months)	Cost over the contract period
TOTAL COSTS				0

D2.2. Software			
NAME OF EXPENDITURE	COSTS	Rate of utilization for project (distribution key)	TOTAL
Software A Dropbox	150	100%	130
Software B MS Office	317	100%	335
Software C E-economic	350	100%	400
Software D Virus check + Jotta	100	100%	220
Software maintenance	1.000	100%	0
TOTAL COST			1.085

D2.3. Hardware maintenance			
NAME OF EXPENDITURE	COSTS	Rate of utilization for project (%)	TOTAL
Hardware maintenance		100%	500
TOTAL COST			500

D3. Overheads				
NAME OF EXPENDITURE	Monthly cost	Utilization for project (distribution key)	Duration of contract period (months)	Cost over the contract period
D3.1.				
Office equipment		100%	12	
			Subtotal	0
D3.2.				
Phone / fax/ mobile phone	67	100%	12	800
Internet connection	75	100%	12	900
			Subtotal	1.700
D3.3.				
Supplies / consumables	83	100%	12	1.000
			Subtotal	1.000
D3.4.				
Mail	20	100%	12	242
			Subtotal	242
D3.5.				
Cleaning	0	100%	12	
Insurance	100	100%	12	1.200
Banking costs	46	100%	12	550
Other (electricity, news, plants)	47	100%	12	560
			Subtotal	2.310
TOTAL COST				5.252

E. INTERPRETATION and TRANSLATION					
E1. Interpretation	Fees	Nr of staff	Languages	Nr of meetings	Total
E1.1. Interpreters	700	6	3	4	16.800
E1.2. Travel and subsistence	450	6	3	3	8.100
E1.3. Technician staff	670	1	3	4	2.680
E1.4. Equipment	670	1	3	4	2.680
				Subtotal	30.260
E2 Translation	nr of pages	cost per page	languages		
	10	100	3		3.000
				Subtotal	3.000
TOTAL COSTS					33.260

F. OTHER CONTRACTS				
SERVICE	Tasks	Units	Cost per unit	Total
F.1. Rapporteur-Information Assistant	Report meeting	168	207	34.742
	Travel expenses	20	550	11.000
	Sub total F.1.			45.742
F.2. Chair (GA and ExCom)	Prepare and chair meetings; prepare position papers; prepare press releases			
	Travel expenses			
	Sub total F.2.			
F.3. Chair (Working Groups)	Prepare and chair meetings; produce draft advice			
	Travel expenses			
	Sub total F.3.			
F.4. Audit	External audit	1		2.700
F.5. Scientific consultants	Prepare and attend meetings; provide expertise; support debate			
	Travel expenses			
	Sub total F.5.			0
F.6. Other (to specify)				
TOTAL COSTS				48.442