

Annex 4 Estimated operating budget BS RAC

PERIOD : 160310-150311

	Budget for 2010-2011 (in euros)		
	Non-eligible	Eligible	Total budget
A. STAFF (details in annex)			
A1.1. Salaries (including salary related charges)		137.940	137.940
A1.2. Travel and subsistence	2.500	14.300	16.800
A1.3. Other costs (to specify)		1.550	1.550
Sub-total A	2.500	153.790	156.290
B. PARTICIPATION IN MEETINGS (details in annex)			
B1.1. Travel costs		49.700	49.700
B1.2. Subsistence costs		28.400	28.400
B1.3. Other costs (to specify)		0	0
Sub-total B		78.100	78.100
C. INFORMATION & PREPARATION OF MEETINGS (details in annex)			
C1. Preparation of meetings		7.150	7.150
C1.1. Rental costs (rooms, equipment)	3.000	4.400	7.400
C1.2. Travel costs and subsistence of scientific experts		2.750	2.750
C2. Information and dissemination costs		1.500	1.500
C2.1. Publication costs		0	0
C2.2. Dissemination costs		1.500	1.500
Sub-total C	3.000	8.650	11.650
D. OPERATING COSTS (details in annex)			
D1. Rental of office space	18.280	0	18.280
D2. Data Processing		3.716	3.716
D2.1. Data processing equipment			0
D2.2. Software		2.216	2.216
D2.3. Hardware maintenance		1.500	1.500
D3. Overheads	3.145	12.263	15.408
D3.1. Office equipment			0
D3.2. Phone/fax/internet		5.000	5.000
D3.3. Supplies/consumables		2.400	2.400
D3.4. Mail		574	574
D3.5. Other costs (Bank charges, Insurance...)	3.145	4.289	7.434
Sub-total D	21.425	15.979	37.404
E. INTERPRETATION and TRANSLATION (details in annex)			
E1. Interpretation		5.905	5.905
E1.1. Interpreters		2.000,00	2.000
E1.2. Travel and subsistence		0	0
E1.3. Technician		1.405,00	1.405
E1.4. Equipment		2.500,00	2.500
E2. Translation		2.000	2.000
Sub-total E		7.905	7.905

F. OTHER CONTRACTS (details in annex)

F1. Fees (chair, rapporteur, experts fees)		5.100	5.100
Sub-total F		5.100	5.100
G. 5% RESERVE OF THE DIRECT ELIGIBLE COSTS FOR UNFORSEEN ITEMS		13.476	13.476
H. Deficit of previous years [period]	0	0	0
GRAND TOTAL	26.925	283.000	309.925

RESOURCES	Non-eligible	Eligible	Total
1. Budgeted public contribution (€)	24.425	24.500	48.925
National level	24.425	24.500	48.925
Financial contribution: 7 member states		24.500	24.500
Secondment of staff			
Regional level			
Financial contribution			
Secondment of staff			
Local level			
Financial contribution			
Secondment of staff			
2. Commission's contribution applied for	2.500	250.000	252.500
3. Other resources		8.500	8.500
Membership fees: nr. Amount			
General Assembly 34 250		8.500	8.500
Executive Committee			
Working Group members			
Contribution of donor [Name]			
Contribution of [Name] to cover deficit of [period]			
GRAND TOTAL (1+2+3)	26.925	283.000	309.925

(Equal to Grand Total Budget forecast-expenses)

Commission contribution applied for as a percentage of the proposed eligible costs 88,34%

A. STAFF PLAN

Contractual period: 12 months

ELIGIBLE						STAFF GRAND TOTAL
A1.1. Estimated worktime per Activity	ExCom Chair	Executive Secretary	Assistant Secretary	Fuction Person 4	Total	
Coordination & Administration		0,2	0,05		0,25	
Transnational networks		0,2	0,05		0,25	
Mobility		0,1	0,05		0,15	
Coordination and planning		0,1	0,05		0,15	
Website		0,1	0,1		0,2	
Finances		0,2	0,33		0,53	
Information		0,1	0,05		0,15	
Other						
Total	1	1	0,68	0	2,68	
Monthly Salary	15.000 pr.year	7140	3105	0		
Convention Period	1	12	12			
Salary and related charges	15.000	85680	37260			137940

NON ELIGIBLE / Secondment of staff

A1.1. Persons [Name]	Tasks	Cost

ELIGIBLE

A1.2 Travel and subsistence secretariat	Staff Nbr	Meetings Nbr	Travel	Subsistence	Total
Chair	1	11	350	200	6050
Exec. Sec	2	12	350	200	6600
Sec	3	3	350	200	1650
Subtotal		26	1050	600	14300

NON ELIGIBLE (paid by other resources)

A1.2 Travel and subsistence secretariat	Staff Name	Meeting	Cost
	Chairman	RAC coordination	625
	Chairman	CFCA	625
	Exec Sec	RAC coordination	625
	Exec Sec	Cion seminar	625
Subtotal			2.500

A1.3. Other costs				
Training	1.550			
Other (to specify)				
Subtotal	1.550			
Total Staff costs	153.790			

B. PARTICIPATION IN MEETINGS

B1.1. Travel costs B1.2. Subsistence costs	NUMBER OF PARTICIPANTS	Travel	Subsistence (per diem)	NUMBER OF MEETINGS	TOTAL TRAVEL COSTS	TOTAL SUBSISTENCE COSTS	TOTAL
		Cost per participant					
Meetings of the General Assembly	16	350	200	1	5600	3200	8800
Excom after General Assembly	24	350	200	1	8400	4800	13200
Meetings of the Executive Committee	24	350	200	2	16800	9600	26400
Meetings of the Working Groups	7	350	200	6	14700	8400	23100
Management team meetings	6	350	200	0	0	0	0
Focus group meetings	6	350	200	0	0	0	0
RAC participation in external meetings (representation)	2	350	200	6	4200	2400	6600
TOTAL COST					49700	28400	78100

B1.3. Other costs					
Other (to specify)					
Total other costs					

C1. Preparation of meetings

C1.1 Rental costs	RENTAL COSTS		NUMBER OF MEETINGS	TOTAL
	Rooms	Equipment		
Meetings of the General Assembly	900		1	900
Meetings of the Executive Committee	1000		2	2000
Meetings of the Working Groups (specify)	500		3	1500
Other meetings				
TOTAL COST	1400		6	4400

C1.2 Travel and subsistence experts	Experts Nbr	Meetings Nbr	Travel	Subsistence	Total
	1	5	350	200	2750
TOTAL COST					2750

C2. Information and Dissemination costs

C2.1.Information	NUMBER OF UNITS	UNIT COST	TOTAL
Publication of a newsletter	40	0	0
Announcements in media at national, regional and local level (radio stations, TV, newspapers and magazines)			
TOTAL COST			0

C2.2. Dissemination	NUMBER OF UNITS	UNIT COST	TOTAL
Copies / documentation	1	100	100
Mailing costs / documentation			0
Maintenance of website	1	1400	1400
TOTAL COST			1500

D. ESTIMATED OPERATING COSTS

D1. Renting of office space				
Number of m2	Monthly rental per m2	Monthly rent	Duration of contract period	office rental over the contract period
91,5	17	1.523	12	18.280

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				

D2.2. Software			
NAME OF EXPENDITURE	COSTS	Rate of utilization for project (distribution key)	TOTAL
MS Office	716	100%	716
Software B			
Software C			
Software maintenance	1500	100%	1500
TOTAL COST	2216		2216

D2.3. Hardware maintenance			
NAME OF EXPENDITURE	COSTS	Rate of utilization for project (%)	TOTAL
Hardware maintenance	1500	100%	1500
TOTAL COST	1500		1500

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				
			Subtotal	
D3.2.				
Phone / fax/ mobile phone	292	100%	12	3.500
Internet connection	125	100%	12	1.500
			Subtotal	5.000
D3.3.				
Supplies / consumables	200	100%	12	2.400
			Subtotal	2.400
D3.4.				
Mail	48	100%	12	574
			Subtotal	574
D3.5.				
Cleaning	302	100%	12	3.624
Insurance (furniture etc)	92	100%	12	1.110
Insurance (windows)	0			0
Banking costs	25	100%	12	300
Other (elec, newspaper, plants etc)	200	100%	12	2.400
			Subtotal	7.434
TOTAL COST				15.408

E. INTERPRETATION and TRANSLATION					
E1. Interpretation	Fees	Nr of staff	Languages	Nr of meetings	
E1.1. Interpreters	1000	2	1	1	2000
E1.2. Travel and subsistence	0	0	0	0	0
E1.3. Technician	1405	1		0	1405
E1.4. Equipment	2500			0	2500
				Subtotal	5905
E2 Translation	nr of pages	cost per page	languages		
	20	100	1		2000
				Subtotal	2000
TOTAL COSTS					7905

F. OTHER CONTRACTS				
SERVICE	Tasks	Units	Cost per unit	Total
Rapporteur	Report meetings	2	700	1400
Chair (GA and ExeCom)	Prepare and chair meetings; prepare position papers; prepare press releases	0	0	0
Chair (Working Groups)	Prepare and chair meetings; produce draft advice	0	0	0
Audit	External audit	1	3700	3700
Scientific consultants	Prepare and attend meetings; provide expertise; support debate			
Other (to specify)				
TOTAL COSTS				5100