



## **5.2.1 Budget planning**

*Note: the two documents 5.2.1 Treasurer's report 2013 and 5.2.1 Treasurer's budget proposal 2014-2015 should be handled together because of the cross references.*

### **Budget proposal 2014-2015**

#### **EVENTS**

##### **(Inter)regional workshops**

At the Managing Board meeting in Beijing, China in November 2011, it has been decided to organize two events per year and per region. Since only Europe will use this opportunity in 2014 a budget of EUR 75 000 is foreseen for six workshops.

##### **Workshop related costs in the Secretariat**

Due to the more transparent bookkeeping system, the administration costs made at the Secretariat but related to the workshops, will be written on the row: "Workshop related costs in the Secretariat". For this we reallocated EUR 15 000 from **Administrative costs 2014** and EUR 10 000 from **Administrative costs 2015** to **Workshop related costs in the Secretariat 2014**. The total amount approved upon at the Executive Committee meeting for the years 2014 and 2015 together has not changed in this way.

##### **World Congress**

For the next WAPES World Congress a reservation of EUR 50 000 will be made.

#### **COMMUNICATION**

##### **Online Events**

We would like to use online events also in 2014 to enrich our ways of communication in an economic manner. To increase the level of interactivity we would like to test a new technique, called Webinar. EUR 40 000 will be reserved for online events.

##### **Website**

In line with the decision of the General Assembly WAPES is, with the significant contribution of the Swedish AMS, working on the new website. Last year EUR 210 000 was foreseen for creating the new face of WAPES. The portal will be considerable cheaper than originally thought of costing us only around EUR 56 000 including the data bank connection (budgeted under **Survey & Data base**). We are using the remaining sum for feeding the newly introduced **Participation fund**, and providing capacity building for the Secretariat.



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## EXPERTISE

### Cooperation Fund

Due to its flexibility and frequent use we are reserving the same amount for this budget row as last year, EUR 50 000.

### International projects/ Representation

Similarly to previous years, an amount of EUR 8 000 will be reserved for representation costs in 2014.

### Partnership funding

For our large scale survey referred to in Agenda point 4.2.1 we are reserving an amount of EUR 45 000. Another EUR 5 000 is reserved here for the IOM project.

### Peer reviews

In 2013 WAPES introduced a new fund. For the year 2014 we are earmarking EUR 25 000 for this category.

### Participation fund

This is a brand new fund which may help member states to participate in events. EUR 50 000 is reserved in this row.

## MANAGEMENT

### Operation costs seconded staff

As WAPES still needs to recruit a consultant for the Asia-Pacific region, there might be an increase of the secondment cost up to EUR 18 000. Due to the increase in work load at the Secretariat, WAPES will have to hire a second Management Assistant. An amount of EUR 175 000 is budgeted in this row.

### Legal issues

In order to organise WAPES INPA conform the new Belgian legislation on secondments, there will be fees for juridical support approximately EUR 10 000.

### New Regulation

Regarding the bookkeeping, as we are now an INPA, there is control on how the money of the subsidies the members get is used. If it isn't according to the statutes, this control organisation won't accept it as a subsidy and we will have to pay taxes on it.

Therefore the WAPES Secretariat needs for events:

- **A budget proposal** with background information (for example price offers from (three) companies in a comparable manner, or a statement that the purchase is in line with the procurement regulations of a given country) proving why this particular service provider is the best or most economical choice
- **all the invoices** with spent expenses proving when a region was organising an event

The same applies for organising MB, EC, GA meetings paid directly by WAPES. Even when organised by the host countries we need the same documents on the name of WAPES.

At the end, the Secretariat has to link the price offers with the invoices.



<b>Budget proposal 2014 (in EUR)</b>	<b>Preliminary plan accepted by GA for 2014</b>	<b>Concrete plan for 2014</b>	<b>Preliminary plan for 2015</b>
<b>EVENTS</b>			
Regional workshops (2 per region)	88 500	75 000	100 000
Interregional component to workshops	35 000	30 000	30 000
Workshop related costs in the secretariat	35 000	55 000	70 000
European Activities	37 500	17 000	17 000
Reservation World Congress (it will not be spent in 2013 just indicated here as a reserve)	50 000	50 000	50 000
<b>subtotal EVENTS</b>	<b>246 000</b>	<b>227 000</b>	<b>267 000</b>
<b>COMMUNICATION</b>			
Publications, corp. identity material	10 000	10 000	10 000
Newsletters	-	-	-
Online Events	40 000	40 000	40 000
External Support content website	-	-	-
Website	10 000	16 000	20 000
<b>subtotal COMMUNICATION</b>	<b>60 000</b>	<b>66 000</b>	<b>70 000</b>
<b>EXPERTISE</b>			
Cooperation Fund	50 000	50 000	50 000
Survey & Data base	Pm	25 000	10 000
international projects/ Representation	8 000	8 000	8 000
Partnership fundation	10 000	50 000	10 000
Peer Review	25 000	25 000	25 000
Participation fund		50 000	50 000
<b>subtotal EXPERTISE</b>	<b>93 000</b>	<b>208 000</b>	<b>153 000</b>
<b>MANAGEMENT</b>			
Executive Committee and Managing Board	15 000	15 000	15 000
Legal issues	-	10 000	10 000
<b>subtotal MANAGEMENT</b>	<b>15 000</b>	<b>25 000</b>	<b>25 000</b>
Executive Secretariat functioning			
<b>Operational costs (seconded)</b>	<b>108 000</b>	<b>175 000</b>	<b>175 000</b>



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staff			
Administrative costs	25 000	10 000	15 000
Office housing and hardware	33 000	33 000	20 000
<b>subtotal ES FUNCTIONING</b>	<b>166 000</b>	<b>218 000</b>	<b>210 000</b>
Miscellaneous	10 000	10 000	10 000
<b>TOTAL COSTS A</b>	<b>590 000</b>	<b>754 000</b>	<b>735 000</b>
Memberships fees	455 000	455 000	455 000
<b>Contributions</b>			
Contribution salaries	Pm		
Contribution housing and hardware	18 000	18 000	18 000
Contribution PPD Budget	37 500	37 500	37 500
<b>TOTAL REVENUES B</b>	<b>510 500</b>	<b>510 500</b>	<b>510 500</b>

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Treasurer