

ANNEX II: Estimated operating budget MED RAC

PERIOD : 1st January - 31st December 2013

	Budget for 2013 (in euros)		
	Non-eligible	Eligible	Total budget
A. STAFF (details in annex)			
A.1.1. Salaries (including salary related charges)		124.726,43	124.726,43
A.1.2. Staff expenses		0,00	0,00
Sub-total A		124.726,43	124.726,43
B. PARTICIPATION IN MEETINGS (details in annex)			
B1.1. Travel costs RAC members		38.341,40	38.341,40
B1.2. Subsistence costs RAC members		28.908,30	28.908,30
B1.3. Travel costs Staff	2590,75	2.959,05	5.549,80
B1.4. Subsistence costs Staff		2.600,95	2.600,95
B1.5. Travel costs scientific Experts		1.531,00	1.531,00
B1.6. Subsistence costs scientific Experts		1.047,20	1.047,20
B1.7. Other costs (to specify if any)		0,00	0,00
Sub-total B	2590,75	75.387,90	77.978,65
C. INFORMATION & PREPARATION OF MEETINGS (details in annex)			
C1. Preparation of meetings			
C1.1. Rental costs (rooms, equipment)		7.239,80	7.239,80
C1.2. Meetings expenses (coffee, lunch...)		4.218,30	4.218,30
Sub-total C1	0	11.458,10	11.458,10
C2. Information and dissemination costs			
C2.1. Information costs		200,00	200
C2.2. Dissemination costs		350,90	350,9
Sub-total C2		550,90	550,9
Sub-total C		12.009,00	12.009,00
D. OPERATING COSTS (details in annex)			
D1. Rental of office space		17.416,71	17.416,71
D2. Data Processing			
D2.1. Data processing equipment		2.430,50	2.430,50
D2.2. Software		0,00	0,00
D2.3. Hardware maintenance		66,40	66,40
Sub-total D2		2.496,90	2.496,90
D3. Overheads			
D3.1. Office equipment		1.000,00	1.000,00
D3.2. Phone/fax/internet		3.741,10	3.741,10
D3.3. Supplies/consumables		446,36	446,36
D3.4. Mail		371,40	371,40
D3.5. Other costs (Bank charges, Insurance...)		6.610,83	6.610,83
Sub-total D3		12.169,69	12.169,69
Sub-total D		32.083,30	32.083,30

E. INTERPRETATION and TRANSLATION (details in annex)

E1. Interpretation

E1.1. Interpreters		36.977,72	36.977,72
E1.2. Travel and subsistence		11.406,21	11.406,21
E1.3. Technician		0,00	0,00
E1.4. Equipment		16.812,03	16.812,03
Sub-total E1		65.195,96	65.195,96
E2. Translation		16.366,44	16.366,44
Sub-total E		81.562,40	81.562,40

F. OTHER CONTRACTS (details in annex)

F.1. Rapporteur		0,00	0,00
F.2. Chair (GA and ExeCom)		0,00	0,00
F.3. Chair (Working Groups)		0,00	0,00
F.4. Audit		5.000,00	5.000,00
F.5. Scientific consultants		0,00	0,00
F.6. Labor Consultant (Cefaro)		1.515,07	1.515,07
F.6. IT Consultant (Di Maggio)		1.200,00	1.200,00
F.6. Security Advisor (Tiburzi)		1.331,00	1.331,00
F.6. Accountant (Gandolfi)		3.112,40	3.112,40
Sub-total F		12.158,47	12.158,47

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

			0,00
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H. Deficit of receipts

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GRAND TOTAL

2590,75	337.927,50	340.518,25
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RESOURCES	Non-eligible	Eligible	Total
1. Budgeted public contribution (€)			
National level			
Financial contribution: member states (France, Italy, Spain, Malta)		12.600,00	12.600,00
Secondment of staff			
Regional level			
Financial contribution (to specify)			
Secondment of staff			
Local level			
Financial contribution (to specify)			
Secondment of staff			
Sub-total 1:		12.600,00	12.600,00
2. Commission's contribution applied for			
Sub-total 2:	2590,75	200.000,00	202.590,75
3. Other resources			
Membership fees: 37 1400		51.800,00	51.800,00
General Assembly			
Executive Committee			
Working Group members			
Contribution of donor AGCI Agrital, Federpesca, Federcoopesca, Legapesca		28.000,00	28.000,00
Contribution of members to cover deficit of			

	Sub-total 3:		79.800,00	79.800,00
GRAND TOTAL (1+2+3) :		2.590,75	292.400,00	294.990,75

A. STAFF PLAN

Contractual period: 6 months

ELIGIBLE						
A1.1. Estimated worktime per Activity	Fuction Monnati	Fuction Caggiano	Fuction Illuminati	Fuction Person 4	Total	STAFF GRAND TOTAL
	Coordination & Administration	500,00	1.050,00	350,00		
Transnational networks		700,00			700,00	
Mobility	31,50	1.482,64	250,00		1.764,14	
Coordination and planning		1.750,00			1.750,00	
Website	400,00		150,00		550,00	
Finances	500,00	427,11	150,00		1.077,11	
Information	270,00		100,00		370,00	
TFR 2013	583,49	857,14			1.440,63	
Total	2.284,99	6.266,89	1.000,00		9.551,88	
Monthly Salary	2.284,99	6.266,89	1.000,00		9.551,88	
Period	14,00	14,00	5,00		33,00	
Salary and related charges	31.989,91	87.736,52	5.000,00		124.726,43	124.726,43

NON ELIGIBLE / Secondment of staff

A1.1. Persons [Name]	Tasks	Cost
A1.2. Other costs		
Subtotal	0,00	
Total Staff costs	124.726,43	

B. PARTICIPATION IN MEETINGS

RAC MEMBERS							
B1.1. & B1.2. Travel and subsistence RAC members	NUMBER OF PARTICI- PANTS	Travel	Subsis-tence (per diem)	NUMBER OF MEETINGS	TOTAL TRAVEL COSTS	TOTAL SUBSISTEN CE COSTS	TOTAL
		Cost per participant					
Meetings of the General Assembly	24	265,69	192	1	6.376,58	4639,3	11.015,88
Excom after General Assembly	20		97,185	1		1943,7	1.943,70
Meetings of the Executive Committee	24	164,37	108,03	2	7.889,72	5185,5	13.075,22
Meetings of the Working Groups	20	157,118	123,7	6	18.854,23	14843,8	33.698,03
Management team meetings	2	389,74	59,5	4	3.117,92	476	3.593,92
Focus group meetings							

RAC participation in external meetings (ICCAT;CGPM)	2	210,295	182	5	2.102,95	1820	3.922,95
TOTAL COST					38.341,40	28.908,30	67.249,70

ELIGIBLE COSTS - STAFF

B1.3 & B.1.4. Travel and subsistence Staff	Staff <name>	Meetings date	Travel	Subsistence	Total
	Rosa	WKG GR3-1	325,96	349,20	675,16
	Marina	EXCOM Ma	219,76	261,15	480,91
	Rosa	EXCOM Ma	205,76	230,00	435,76
	Rosa	WKG GR2	318,86	398,00	716,86
	Marina	WKG GR 2	318,86	398,00	716,86
	Rosa	ICES-Jan	313,90	384,00	697,90
	Rosa	Mgmt Meetin	525,00		525,00
	Rosa	Damanaki	536,19	206,00	742,19
	Rosa	External Rep	194,76	374,60	569,36
Subtotal			2.959,05	2.600,95	5.560,00

NON ELIGIBLE (paid by other resources) - STAFF

B1.3 & B.1.4. Travel and subsistence Staff	Staff <name>	Meeting date	Cost
Inter rac	Rosa, Preside	march	1104
Vilnius- MSP	Rosa		372,37
Inter rac	Rosa, Preside	december?	1114,38
Subtotal			2590,75

SCIENTIFIC EXPERTS

B1.5. & B.1.6. Travel and subsistence	Name	Meeting date	Travel	Subsistence	Total
WG 1			0,00	0,00	0,00
WG 2	Pulido	Athens 22/0	500,00	349,20	849,20
WG 3	Farrugio	Athens 22/0	937,18	122,00	1.059,18
STECF- EWG	D'Ambra	Dublin 19-2	93,82	576,00	669,82
Subtotal			1.531,00	1.047,20	2.578,20

B1.7. Other meeting costs

Total other costs					0

C1. Preparation of meetings

C1.1 Rental costs	RENTAL COSTS		NUMBER OF MEETINGS	TOTAL
	Rooms	Equipment		
Meetings of the General Assembly	3388	0	1	3388
Meetings of the Executive Committee	227,90		2,00	455,8
Meetings of the Working Groups (specify)	679,20	0,00	5,00	3396
Other meetings (specify)				0,00
TOTAL COST				7.239,80

C1.2 Meetings expenses (lunch,	Nbr	Average co	Total
GA and COMEX	70	29,04	2.032,80
Comex Roma	26	30,00	780,00
WG 1-5	16	30,00	480,00
COMEX Malta	25	37,02	925,50
TOTAL COST			4.218,30

C2. Information and Dissemination costs

C2.1.Information	NUMBER OF UNITS	UNIT COST	TOTAL
Agrapress News Membership			200
TOTAL COST			200

C2.2. Dissemination	NUMBER OF UNITS	UNIT COST	TOTAL
Copies / documentation			
Mailing costs / documentation			
Maintenance of website			350,9
TOTAL COST			350,9

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
		1451,39	12	17.416,71

D2.1. Data processing equipment (hardware)

TYPE OF EQUIPMENT	NOMINAL VALUE	Duration of contract period (months)	TOTAL
Portable computers			
Computer			830
Printers/copy machine/ fax	133,38	12	1600,5
Establishment of internet-connection + firewall			
		Subtotal	2.430,50

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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	TOTAL
Antivirus			
Software B			
Software C			
Software maintenance			
TOTAL COST			0,00

D2.3. Hardware maintenance			
NAME OF EXPENDITURE	COSTS	utilization for project (%)	TOTAL
New Hard disk			66,4
TOTAL COST			66,4

D3. Overheads				
NAME OF EXPENDITURE	Monthly cost	for project (distribution key)	Duration of contract period (months)	Cost over the contract period
D3.1.				
Office equipment				1.000,00
			Subtotal	1.000,00
D3.2.				
Phone / fax/ mobile phone	311,75		12	3.741,10
Internet connection				
			Subtotal	3.741,10
D3.3.				
Supplies / consumables	44,636		10	446,36
			Subtotal	446,36
D3.4.				
Mail				371,40
			Subtotal	371,40
D3.5.				
Cleaning				
Insurance				
Banking costs				776,35
Tax 2013				5.834,48
			Subtotal	6.610,83
TOTAL COST				12.169,69

E. INTERPRETATION and TRANSLATION					
E1. Interpretation	Fees	Nr of staff	Languages	Nr of meetings	Total
E1.1. Interpreters	462,2215	2	4	10	36.977,72
E1.2. Travel and subsistence	356,44	2	4	4	11.406,21
E1.3. Technician staff					0,00
E1.4. Equipment	2101,5			8	16.812,03
				Subtotal	65.195,96
E2 Translation	nr of pages	cost per page	languages		
	130,931	25	5		16.366,44
				Subtotal	16.366,44
TOTAL COSTS					81.562,40

F. OTHER CONTRACTS				
SERVICE	Tasks	Units	Cost per unit	Total
F.1. Rapporteur	Report meetings			
	Travel expenses			
	Sub total F.1.			
F.2. Chair (GA and ExeCom)	Prepare and chair meetings; prepare position papers; prepare			
	Travel expenses			
	Sub total F.2.			
F.3. ChairS (Working Groups)	Prepare and chair meetings; produce draft			
	Travel expenses			0,00
	Sub total F.3.			
F.4. Audit	External audit	10	500	5.000,00
F.5. Scientific consultants	Prepare and attend meetings; provide expertise; support debate			
	Travel expenses			
	Sub total F.5.			
F.6. Other (to specify)	Cefaro (labour relation adv	30	50,5	1.515,07