



Date: 30 May 2016

To: Members of the Standing Committee of the OSCE Parliamentary Assembly

From: Doris Barnett – Treasurer of the OSCE Parliamentary Assembly

Re: **OSCE Parliamentary Assembly – Proposed Budget for 2016/2017**

Dear colleagues,

In compliance with Rule 41, paragraph 2 of the *Rules of Procedure* of the OSCE Parliamentary Assembly it is my pleasure to circulate to the Standing Committee the proposed budget for the next financial year which will be presented for adoption at the Standing Committee Meeting to be held in Tbilisi on Friday 1 July. This proposed budget has been presented to the Bureau at its last meeting in Copenhagen where it received unanimous support.

My proposal is to leave the budget as it is – with no significant increases or changes in the different categories just a minor adjustment of 1,9 percent related to an increase in 59,000 euros in the total budget.

There is an adjustment of 1,9 percent related to staff expenses to reflect post adjustment and contributions to the PFA pension fund as well as education allowance to our staff dependents. All other categories including salaries, Travel, and other meetings, publicity, and other categories will remain frozen.

In accordance with Rule 41, Paragraph 4 of the *Rules of Procedure*, national contributions to the budget of the Parliamentary Assembly shall be apportioned according of the formula used to divide the costs of the intergovernmental side of the OSCE. The Permanent Council of the OSCE approved in December 2015 the scales of contribution for the period 2016 to 2017 (PC.DEC/1196) which remain unchanged from the previous years. Our annual budget will therefore be apportioned accordingly among national delegations.

I was very pleased to report to you in Vienna last February that our finances are in good shape while receiving a positive assessment from our outside independent professional auditor.

If you have any questions, suggestions or comments on the proposed annual budget prior to the meeting of the Standing Committee please contact me or Deputy Secretary General Gustavo Pallarés at the International Secretariat. I look forward to seeing all of you in Tbilisi.

Yours Sincerely,

A handwritten signature in black ink, which appears to read 'Doris Barnett', is written over a light blue horizontal line.

Doris Barnett
Treasurer

OSCE PA - Internal Draft Proposed Budget 2016 / 2017

| 2015 / 2016 Budget | | 2016 / 2017 Budget |
|--------------------|---|--------------------|
| | <u>SALARIES AND STAFF EXPENSES</u> | |
| 1.140.000 | SALARIES | 1.140.000 |
| 40.000 | INSURANCE: HEALTH AND ACCIDENT | 40.000 |
| 131.000 | POST ALLOWANCES | 160.000 |
| 45.000 | DEPENDENT/EDUCATION ALLOWANCE | 54.000 |
| 1.000 | TEMPORARY HELP | 1.000 |
| 149.000 | PFA, PENSION FUND | 161.000 |
| 2.000 | STAFF CONTINGENCY FUND | 2.000 |
| 2.000 | REPRESENTATION | 2.000 |
| 10.000 | STAFF RECRUITMENT/REMOVAL EXPENSES | 10.000 |
| 1.520.000 | TOTAL | 1.570.000 |
| | <u>GENERAL ADMINISTRATIVE EXPENSES</u> | |
| 20.000 | CLEANING / MAINTENANCE | 20.000 |
| 2.000 | RENOVATION | 2.000 |
| 7.000 | ELECTRICITY / HEATING | 5.000 |
| 8.000 | SECURITY | 8.000 |
| 80.000 | LEASING OF OFFICE EQUIPMENT/PRINTING | 70.000 |
| 35.000 | INFORMATION TECHNOLOGY & EQUIPMENT | 35.000 |
| 5.000 | FURNITURE / SMALL FIXED ASSETS | 5.000 |
| 3.000 | POSTAGE/FREIGHT | 2.000 |
| 35.000 | TELEPHONE / FAX | 25.000 |
| 12.000 | STATIONERY/SUPPLIES | 12.000 |
| 8.000 | PERIODICALS, SUBSCRIPTIONS | 8.000 |
| 5.000 | TRANSLATION OF DOCUMENTS | 5.000 |
| 4.000 | CONTACTS WITH DELEGATIONS | 4.000 |
| 10.000 | USE AND MAINTENANCE OF CARS | 10.000 |
| 14.000 | INSURANCE | 14.000 |
| 23.000 | AUDIT FEES / ACCOUNTING | 23.000 |
| 5.000 | LEGAL FEES/BANK CHARGES | 5.000 |
| 1.000 | LIBRARY - DOCUMENTATION | 1.000 |
| 4.000 | MISCELLANEOUS GEN. ADM. EXP. | 4.000 |
| 281.000 | TOTAL | 258.000 |
| | <u>TRAVEL EXPENSES</u> | |
| 7.000 | GENERAL TRAVEL EXPENSES | 7.000 |
| 270.000 | ELECTION MONITORING | 270.000 |
| 50.000 | MISSIONS/SPECIAL MEETINGS | 50.000 |
| 30.000 | PRESIDENTIAL SUPPORT | 30.000 |
| 357.000 | TOTAL | 357.000 |
| | <u>ANNUAL SESSION</u> | |
| 20.000 | TRANSLATION | 20.000 |
| 100.000 | INTERPRETATION | 100.000 |
| 40.000 | REVISORS | 40.000 |
| 30.000 | TYPISTS | 30.000 |
| 4.000 | EXTRA STAFF | 4.000 |
| 2.000 | CONSULTANTS | 2.000 |
| 25.000 | TEMPORARY STAFF | 25.000 |
| 50.000 | STAFF TRAVEL AND LODGING | 50.000 |
| 2.000 | EQUIPMENT/OFFICE EXPENSE | 2.000 |
| 1.000 | REPRODUCTION | 1.000 |
| 5.000 | PRESIDENT'S RECEPTION | 5.000 |
| 2.000 | GENERAL ENTERTAINMENT | 2.000 |
| 5.000 | LOCAL TRANSPORT/FREIGHT/ORG. MATTERS | 5.000 |
| 1.000 | SPECIAL GUESTS/MIP EXPENSES | 1.000 |
| 1.000 | COMMUNICATIONS COSTS | 1.000 |
| 1.000 | MISCELLANEOUS EXPENSES | 1.000 |
| 289.000 | TOTAL | 289.000 |

OSCE PA - Internal Draft Proposed Budget 2016 / 2017

| 2015 / 2016 Budget | | 2016 / 2017 Budget |
|--------------------|--|--------------------|
| | <u>WINTER MEETINGS, FALL MEETINGS, BUREAU AND OTHER MEETING COSTS</u> | |
| 75.000 | STAFF TRAVEL AND ACCOMMODATION | 75.000 |
| 56.000 | TRANSLATION/INTERPRETATION | 56.000 |
| 3.000 | ENTERTAINMENT/REPRESENTATION | 3.000 |
| 10.000 | LOCAL TRANSPORT/FREIGHT/ORG. MATTERS | 10.000 |
| 1.000 | MISCELLANEOUS | 1.000 |
| 145.000 | TOTAL | 145.000 |
| | <u>PUBLICITY EXPENSES</u> | |
| 10.000 | PRESS RELEASE/BROCHURES/WEB SITE | 10.000 |
| 5.000 | P.R. COSTS / NEWSLETTER | 5.000 |
| 15.000 | TOTAL | 15.000 |
| | <u>CONTINGENCY</u> | |
| 10.000 | CONTINGENCY | 10.000 |
| 10.000 | TOTAL | 10.000 |
| | <u>RESEARCH ASSISTANT PROGRAM</u> | |
| 72.000 | SUBSISTENCE/LODGING | 72.000 |
| 5.000 | TRAVEL | 5.000 |
| 4.000 | INSURANCE | 4.000 |
| 1.000 | DOCUMENTATION/RESEARCH | 1.000 |
| 1.000 | EQUIPMENT/OFFICE COSTS | 1.000 |
| 5.000 | ELECTRICITY / CABLE TV / INTERNET | 5.000 |
| 88.000 | TOTAL | 88.000 |
| 2.705.000 | <i>Existing Financial Requirements</i> | 2.732.000 |
| | <u>VIENNA LIASON OFFICE</u> | |
| 223.000 | SALARIES | 223.000 |
| 29.000 | INSURANCE: HEALTH AND ACCIDENT | 29.000 |
| 35.000 | POST ALLOWANCES | 38.000 |
| 7.000 | PFA, PENSION FUND | 19.000 |
| 18.000 | EDUCATION ALLOWANCE | 36.000 |
| 14.000 | RENT | 14.000 |
| 4.000 | REPRESENTATION | 3.000 |
| 1.000 | LEGAL FEES / BANK CHARGES | 1.000 |
| 2.000 | ELECTRICITY | 2.000 |
| 7.000 | CLEANING | 7.000 |
| 2.000 | FURNITURE/EQUIPMENT | 2.000 |
| 1.000 | SMALL FIXED ASSETS | 1.000 |
| 1.000 | POSTAGE/FREIGHT | 1.000 |
| 4.000 | TELEPHONE / FAX | 4.000 |
| 3.000 | STATIONERY/SUPPLIES | 3.000 |
| 1.000 | TRAVEL | 1.000 |
| 37.000 | SUBSISTENCE/LODGING Research assistant Vienna | 37.000 |
| 1.000 | TRAVEL, Research assistants Vienna | 1.000 |
| 4.000 | INSURANCE, Research assistants Vienna | 4.000 |
| 1.000 | DOCUMENTATION/RESEARCH, Research assistants Vienna | 1.000 |
| 1.000 | EQUIPMENT/OFFICE COSTS, Research assistants Vienna | 1.000 |
| 1.000 | MISCELLANEOUS OFFICE SUPPLIES | 1.000 |
| 397.000 | TOTAL | 429.000 |
| 3.102.000 | <i>Existing Financial Requirements</i> | 3.161.000 |