

Budget for GBEP activities 2014

GBEP Secretariat – Budget lines	USD per Year
STAFF COSTS	
Secretariat Manager (100%)	550,000
Programme Officer (100%)	
Administrative, Financial Support (50%)	
Programme Advisor (100%)	
Communication and Event Management (100%)	
TRAVEL	
GBEP Secretariat and GBEP Partners/Observers from developing countries participating in GBEP meetings and events - Bioenergy Week - April/May 2014 - WGCB meeting - June 2014 - GBEP meetings (SC and WGCB) – Nov. 2014	190,000
HOSPITALITY - Bioenergy Week - April/May 2014 - WGCB meeting - June 2014 - GBEP meetings (SC and WGCB) – Nov. 2014	75,000
GENERAL OPERATING EXPENSES	30,000
SUB TOTAL	845,000
SUPPORT COSTS 6 %¹	50,700
TOTAL BUDGET USD	895,700

¹ **Support costs** are applied to counterbalance the costs of administrative and operational services (AOS) which are a necessary and inherent part of any projects which the Organization agrees to execute (FAO Manual Section 250).

Administrative services may include such items as:

- (i) recruitment, briefing and servicing of project personnel;
- (ii) servicing of fellowships;
- (iii) procuring supplies and equipment, formalizing contracts;
- (iv) preparation of budgets and control of project expenditures;
- (v) receipt, custody and disbursement of funds, maintenance of accounts, financial reporting, external and internal audits, etc.;
- (vi) security monitoring.

Operational services may include such items as:

- (i) assembling and submitting proposals to Donors;
- (ii) negotiating agreements and plans of operation with project-sponsoring bodies and recipient governments;
- (iii) location and recommendation of qualified personnel;
- (iv) guidance and supervision of the implementation of projects;
- (v) preparing, monitoring and revising workplans and budgets;
- (vi) reporting periodically on projects;
- (vii) fellowships placement and formulation of study plans;
- (viii) technical selection of equipment and technical preparation of contracts.