

**IHO FIVE YEAR BUDGET  
FOR  
THE PERIOD 2013-2017**

**IHO FIVE YEAR BUDGET FOR  
THE PERIOD 2013-2017  
Submitted by the IHB Directing Committee**

## **1. INCOME**

### 1.1 Member States' contributions

The proposal for the value of contributions for the next five years is based on the total number of shares as determined from the responses of Member States to Conference Circular Letter (CCL) 9 dated 16 June 2011. The anticipated total number of shares now stands at 694, which is 11 more than the number of shares used to calculate contributions for 2012. This does not include the 4 shares of the two Member States (Dominican Republic and Democratic Republic of Congo) that have been suspended since 1983. Shares of future new Member States or possible alterations in the number of shares of Member States during the 5-year period have not been taken into consideration in preparing the budget.

For the first three years 2013, 2014 and 2015 no increase in the unit share value is proposed. After seven years (2006 – 2012) of zero increase in the unit share value the need to increase the unit share value by 1% in 2016 and by 2% in 2017 has been anticipated. This nominal increase follows the historic rise of the cost of living in Monaco. As has been the case for the past two years, the Directing Committee will strive through efficiencies, economies and judicious programming to avoid these out year increases in share value.

### 1.2 Interest on bank accounts

Although the interest rates on bank accounts during the past years remained relatively low due to economic developments, during 2011 the Directing Committee managed, through negotiations with banks, to obtain an interest investment income of 35,200 Euros compared with the budgeted 25,000 Euros. Noting current economic forecasts and expecting a similar financial situation to continue for the next five years, the yearly income from the interest on bank accounts has been estimated at 40,000 euros.

## **2. EXPENDITURE**

The expenditure of the Bureau can be subdivided into expenses for salaries and associated personnel costs, operating costs, and capital expenditure of the Bureau. The proportion devoted to personnel costs is about 77% of the total budget; 18% corresponds to current operating costs and 2% to capital expenditure. The remaining 3% is the transfer to Funds established for specific purposes, such as the Conference Fund, Renovation Fund, and Capacity Building Fund.

### 2.1 Chapter I – Personnel costs

The three main expenses included in the Personnel costs are:

- the salaries for the members of the Directing Committee, Category A, B1 and B2 staff;
- medical expenses; and
- pensions for retired staff.

During the 5-year period the Staff are expected to progress through the normal promotions, i.e. advancements on the salary scale due to time in grade, as contained in the tables attached to the Staff

Regulations, amounting to about 55,000 Euros for the 5-year period. There will also be an expenditure due to the increase of the cost of living in Monaco. Based on the statistics of the past 5 years, this is expected to be on average about 1.5% per year, and will apply to the salaries of all Directors and Staff.

As indicated above the personnel costs (11,596, 857 Euros) account for 77 % of the operational budget, and should be considered as an inflexible expense. 66% of this chapter represents salaries, 18% for medical care, 13% for pensions and the remaining 3% covers various miscellaneous items, such as education grants, home leave, and staff training.

The present number of employees, counting all categories, is 19:

- three Directors;
- four Category A staff;
- one Manager for Finance and Administration;
- nine Category B1 staff; and
- two Category B2 staff.

No changes in employee numbers have been anticipated in the budget during the next 5-year period.

## 2.2 Chapter II – Current operating costs

18% or approximately 2,697,400 Euros of the operational budget will cover the operating costs. The main items in this chapter are:

- Maintenance costs of the premises, telecommunication and postal charges, auditor's fees and local travel. Although the maintenance of the premises is an obligation of the Organization under Article 3 II of the Host Agreement with the Principality of Monaco, the Government of Monaco continues to generously support the ongoing renovation and renewal of the Bureau. The Bureau, in close cooperation with the Ministry of Public Works, the Environment and Urban Development, is systematically improving facilities in the premises in order to respond to the evolving needs of the Directors and Staff, and the holding of meetings and events. The bulk of the funds required are provided by the Department of External Relations of Monaco. In 2011 62,000 Euros were provided; for 2012 64,500 Euros will be made available;
- Long distance travel has been fixed for each year of the 5-year period and is almost at the same level as 2012;
- Allocation for travel for technical assistance has been set to 50,000 Euros per year for the next 5-year period;
- Consultancy has been set between 60,000 and 70,000 Euros per year for the next 5-year period, in order to support the increasingly technical requirements of the IHO bodies and the work programme.
- No significant changes are foreseen with other items in this chapter beyond an increase of approximately 1.5%-2% per year in line with the expected inflation rate in Monaco.

## 2.3 Chapter III – Capital Expenditure

2% or 323,200 Euros will be allocated by the operational budget to cover the expenses of this chapter. Main items under this chapter are the purchase of IT equipment and furniture and the depreciation of assets.

### 3. FUNDS

#### 3.1 Chapter IV – Allocations to funds

Allocations to funds for the 5-year period 2013-2017 have been assumed as follows;

- GEBCO Fund. This fund will include the funds provided every year by the Government of Monaco for the maintenance and other activities of GEBCO. For 2012 the amount provided is 8,100 Euros; this is anticipated to remain at the same level for the next 5-year period;
- Printing Fund. No requirement for an allocation to this fund is foreseen, which remains at the level of 73,793 Euros;
- Renovation Fund. 3,000 Euros are planned to be allocated, resulting in an accumulated total of 15,000 Euros by 2017;
- Conference Fund. A total of 200,000 Euros are planned to be allocated for the 5-year period, to support the 5<sup>th</sup> Extraordinary Hydrographic Conference/Assembly in 2014 and the XVIII<sup>th</sup> I.H. Conference/Assembly in 2017;
- Directors' and Category A relocation fund. A total of 37,500 Euros is planned for the 5-year period to cover the anticipated changes in Category A staff and Directors;
- Capacity Building Fund. A total of 125,000 Euros are planned to be allocated from the IHO budget over the 5-year period.

### 4. TABLES FOR THE PROPOSED 2013-2017 BUDGETS

Annex A presents the details of the budget for the 5-year period 2013-2017.

## ANNEX A

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE  
PREVISIONS BUDGETAIRES POUR 2013-2017  
TABLEAU I - REVENUS - (Euros)

INTERNATIONAL HYDROGRAPHIC ORGANISATION  
BUDGET ESTIMATES FOR 2013-2017  
TABLE I - INCOME - (Euros)

	Adopted Estimates 2012 Budget approuvé	Proposed Estimates 2013 Budget budget	Proposed Estimates 2014 Budget budget	Proposed Estimates 2015 Budget budget	Proposed Estimates 2016 Budget budget	Proposed Estimates 2017 Budget budget
Approved Percentage of increase		(%)				
Percentage of increase proposed	0,00	(%)	0,00	0,00	0,00	1,00
Previous Number of shares						
New/Restored Member States						
Modification of tonnages						
Final number of shares	680		694	694	694	694
Unit share value	3984,48		3984,48	3984,48	3984,48	4024,32
<b>A. CONTRIBUTIONS</b>						
Contributions	698	2 781 167				
provision for suspended Member States	-4	-15 938				
Basis for budget estimates	2 709 446	694	2 765 229	2 765 229	2 765 229	2 792 881
						2 820 810
<b>B. SALES OF PUBLICATIONS</b>	1 500	1 500	1 500	1 500	1 500	1 500
Ventes de publications						
<b>C. ADVERTISEMENTS IN PUBLICATIONS</b>	0	0				
Annonces dans les publications						
<b>D. INTEREST ON BANK ACCOUNTS</b>	30 000	40 000	40 000	40 000	40 000	40 000
Intérêts sur comptes en banques						
<b>E. EXTRAORDINARY INCOME</b>	8 200	8 200	8 200	8 200	8 200	8 200
Revenus exceptionnels						
<b>F. INTERNAL TAX</b>						
Impôt interne	161 860	170 151	171 853	176 578	181 876	187 787
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	2 911 006	2 985 080	2 986 782	2 991 508	3 024 457	3 058 297
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## Annex A

TABLE II A : DETAILED EXPENDITURE - Détail des dépenses

CHAPTERS AND ITEMS	Dépenses	Proposition	Proposition	Proposition	Proposition
	estimées	de budget	de budget	de budget	de budget
	2012	2013	2014	2015	2016
	Estimated	Proposed	Proposed	Proposed	Proposed
	Expenses	Estimates	Estimates	Estimates	Estimates
	Euros	Euros	Euros	Euros	Euros
I. PERSONNEL COSTS					
a) Salaries - Directing Committee	451 000	460 020	466 920	471 590	478 663
b) Salaries - Category A	581 500	593 130	602 027	608 047	617 168
- Translators	134 700	137 394	139 455	140 849	142 962
- General Services (B & C)	451 400	460 428	467 334	472 008	479 088
Overtime for B & C Categories (Costs dependent on Salaries)	6 000	6 120	6 100	6 100	6 192
c) Annual Bonus (B & C Categories only)	37 617	38 369	38 945	39 334	39 924
d) Payment to Retirement schemes	330 890	337 508	342 571	345 996	351 186
e) Insurances based on wages	15 425	15 940	16 099	16 260	16 650
f) Medical (GAN premiums)	69 638	73 149	70 000	70 000	70 000
g) Family Allowances	11 500	11 500	11 000	11 000	11 000
h) Education Grants	10 700	37 633	35 000	35 000	35 000
(Costs independent of Salaries)					
i) Medical claims paid	70 000	85 000	85 000	85 000	85 000
j) Medical - refunds from GAN	-15 000	-35 000	-35 000	-35 000	-35 000
k) Home Leave	9 000	16 000	15 000	15 000	15 000
l) Miscellan. Personnel Expenses	5 100	15 000	12 000	12 000	12 000
(Controllable Personnel costs)					
m) Salaries - Temporary staff	6 250	3 000	3 000	2 000	2 000
n) IHB Staff training	10 000	11 000	8 000	8 000	8 000
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	2 185 720	2 266 192	2 283 451	2 303 184	2 334 833
					2 409 197

## Annex A

TABLE II A : DETAILED EXPENDITURE (contd.)- Détail des dépenses (suite)

TABLE II A - Continued			Dépenses estimées 2012 Estimated Expenses Euros	Proposition de budget 2013 Proposed Estimates Euros	Proposition de budget 2014 Proposed Estimates Euros	Proposition de budget 2015 Proposed Estimates Euros	Proposition de budget 2016 Proposed Estimates Euros	Proposition de budget 2017 Proposed Estimates Euros
CHAPTERS	AND	ITEMS						
II.		CURRENT OPERATING COSTS						
		(Maintenance, communications, etc...)						
	a)	Maintenance of building	59 600	50 000	50 000	50 000	50 000	5 000
		Multirisk insurance	2 200	2 700	2 700	2 700	2 700	2 700
		Maintenance of IT equipment	39 200	55 000	50 000	50 000	50 000	50 000
	b)	Office Stationery	8 500	10 000	10 200	10 000	10 000	10 200
	c)	Postage, telephone, telefax	43 000	40 000	40 000	40 000	40 000	40 000
	d)	Local Travel	3 300	3 300	3 300	3 300	3 300	3 300
	e)	Bank Charges	6 000	6 000	6 000	6 000	6 000	6 000
	f)	Consultancy Expenses (Others than Auditors)	43 000	70 000	70 000	60 000	61 000	65 000
	g)	Auditors fees	4 300	4 400	4 400	4 400	4 400	4 400
	h)	Public Relations	21 000	15 000	15 000	15 000	15 000	15 000
	i)	Miscellan. Operating Expenses	1 000	1 000	1 000	1 000	1 000	1 000
		(Travel costs)						
	j)	Technical Assistance (Progr. 2 only)	45 000	52 000	52 000	50 000	50 000	50 000
	k)	Long Distance Travel (All Progr. except 2)	230 000	235 000	235 000	235 000	235 000	235 000
		(Publications costs)						
	l)	I.H. Review	12 000	12 000	12 000	12 000	12 000	12 000
	m)	Other publications	13 935	2 000	2 000	2 000	2 000	2 000
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			532 035	558 400	553 600	541 400	542 400	501 600

## Annex A

TABLE II A : DETAILED EXPENDITURE (contd.)- Détail des dépenses (suite)

CHAPTERS AND ITEMS	Dépenses estimées 2012	Proposition de budget 2013	Proposition de budget 2014	Proposition de budget 2015	Proposition de budget 2016	Proposition de budget 2017
	Estimated Expenses Euros	Proposed Estimates Euros	Proposed Estimates Euros	Proposed Estimates Euros	Proposed Estimates Euros	Proposed Estimates Euros
III. CAPITAL EXPENDITURE						
a) Purchase of IT equipment	35 000	35 000	30 000	30 000	30 000	30 000
Depreciation of fixed assets	20 000	20 000	20 000	20 000	20 000	20 000
Purchase of furniture & other equipment	11 000	13 000	13 000	12 000	12 000	12 000
b) Purchase Publications & Binding	1 051	1 300	1 300	1 200	1 200	1 200
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	67 051	69 300	64 300	63 200	63 200	63 200
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ANNUAL OPERATING COSTS	2 784 806	2 893 892	2 901 351	2 907 784	2 940 433	2 973 997
=====	=====	=====	=====	=====	=====	=====
IV. GEBCO	8 200	8 200	8 200	8 200	8 200	8 200
V. PRINTING FUND ALLOCATION	0	0	0	0	0	0
VI. RENOVATION FUND ALLOCATION	3 000	3 000	3 000	3 000	3 000	3 000
VII. CONFERENCE FUNDS ALLOCATION	40 000	40 000	40 000	40 000	40 000	40 000
VIII. RELOCATION OF DIRECTORS AND CATEGORY A STAFF	20 000	7 500	7 500	7 500	7 500	7 500
IX CAPACITY BUILDING FUND ALLOCATION	55 000	25 000	25 000	25 000	25 000	25 000
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TOTAL EXPENDITURE	2 911 006	2 977 592	2 985 051	2 991 483	3 024 133	3 057 697
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## Annex A

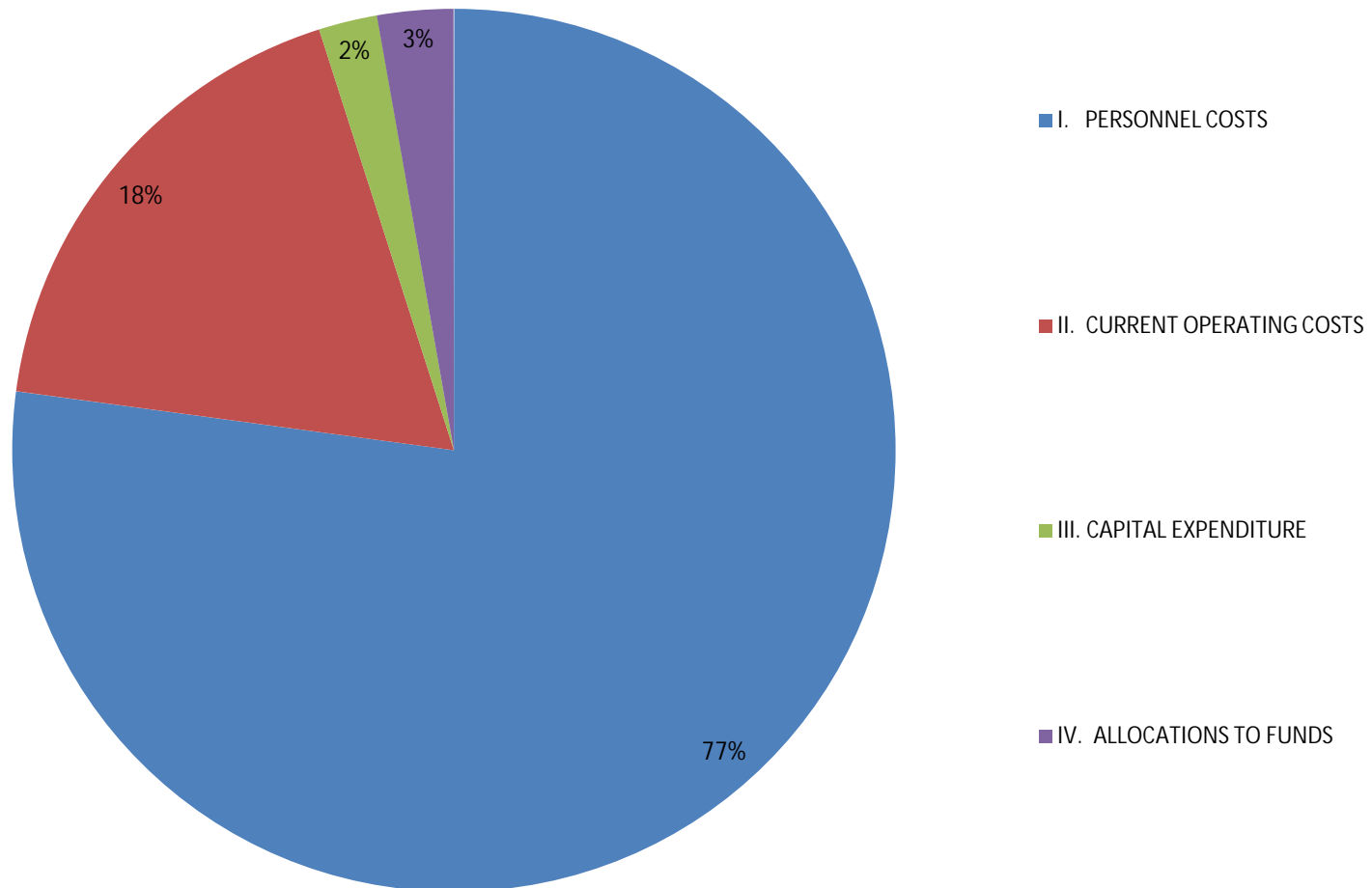
ORGANISATION HYDROGRAPHIQUE INTERNATIONALE  
PREVISIONS BUDGETAIRES POUR 2013-2017  
TABLEAU II - DEPENSES - (Euros)

INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
BUDGET ESTIMATES FOR 2013-2017  
TABLE II - EXPENDITURE - (Euros)

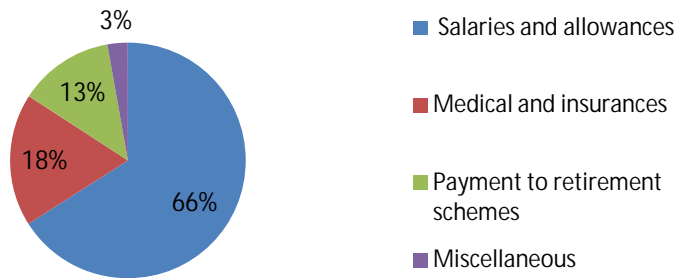
CHAPTER - CHAPITRE	Dépenses estimées 2012 Estimated Expenses Euros	Proposition de budget 2013 Proposed Estimates Euros	Proposition de budget 2014 Proposed Estimates Euros	Proposition de budget 2015 Proposed Estimates Euros	Proposition de budget 2016 Proposed Estimates Euros	Proposition de budget 2017 Proposed Estimates Euros
I. PERSONNEL COSTS DEPENSES DE PERSONNEL Salaries Directing Committee Salaries Other staff Social charges Benefits and Pensions Controllable Personnel cost	2 185 720	2 266 192	2 283 451	2 303 184	2 334 833	2 409 197
II. CURRENT OPERATING COSTS DEPENSES DE GESTION COURANTE Maintenance, communications, etc.. Consulting Travels Publications	532 035	558 400	553 600	541 400	542 400	501 600
III. CAPITAL EXPENDITURE DEPENSES DE CAPITAL	67 051	69 300	64 300	63 200	63 200	63 200
IV. GEBCO FONDS D'IMPRESSION	8 200	8 200	8 200	8 200	8 200	8 200
V. RENOVATION FUND ALLOCATION	3 000	3 000	3 000	3 000	3 000	3 000
VI. CONFERENCE FUND ALLOCATION FONDS MIS EN RESERVE POUR LA CONFERENCE	40 000	40 000	40 000	40 000	40 000	40 000
VII. RELOCATION OF DIRECTORS ALLOCATION FONDS POUR LE DEMENAGEMENT DES DIRECTEURS	20 000	7 500	7 500	7 500	7 500	7 500
VIII. CAPACITY BUILDING FUND ALLOCATION	55 000	25 000	25 000	25 000	25 000	25 000
	2 911 006	2 977 592	2 985 051	2 991 483	3 024 133	3 057 697



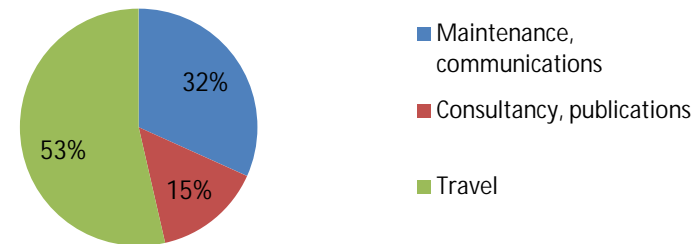
## YEARLY BUDGET EXPENDITURE (15 035 957)



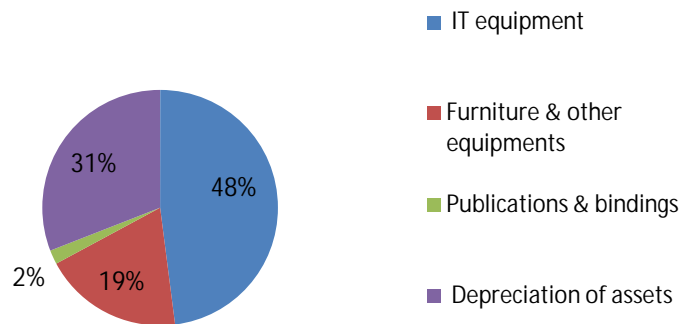
### CHAPTER I PERSONNEL COSTS (11 596 857)



### CHAPTER II CURRENT OPERATING COSTS (2 697 400)



### CHAPTER III CAPITAL EXPENDITURE (323 200)



### CHAPTER IV ALLOCATION TO FUNDS (418 500)

