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CIRCULAR LETTER 86/2012
12 September 2012

UPDATED IHO BUDGET FOR 2013

References: A Decision No. 19 of the XVIIIth International Hydrographic Conference
B IHO Circular Letter 83/2012 dated 23 August - *Tonnage Figures, Number Shares and Votes*

Dear Hydrographer,

1 XVIIIth IHC Conference Decision 19 (Reference A) approved the Report of the Finance Committee that contained the proposed budget for 2013. In doing so, the Conference agreed a reduction of money to the Conference Fund from 40,000 Euros to 20,000 Euros in favour of an increase of money to the Capacity Building Fund from 25,000 Euros to 45,000 Euros.

2 The Conference also noted that a significant number of Member States had not provided tonnage figures for 2012, upon which the shares for the 2013 budget could be calculated. Because of this, the Conference agreed that the Directing Committee should seek more up to date tonnage figures from Member States, and subsequently update the budget. The updated tonnage figures and the resultant number of shares was promulgated in IHO Circular Letter 83/2012 (Reference B).

3 The finalised table of tonnages and shares shows the total number of shares to be 718. This is an increase of 24 shares compared with the figure used in the budget presented to the Conference. This increase of 24 shares equates to an increase in anticipated income for 2013 of 95,628 Euros.

4 Taking into account the lengthy discussion at the XVIIIth IHC concerning funding levels for the Capacity Building Programme for future years and in particular the comments expressed by a number of Member States regarding the reduction in funds being set aside for the IHO Capacity Building programme, the Directing Committee proposes to allocate the unplanned increase in income from additional shares directly to the Capacity Building Fund.

5 The changes to the budget approved by the Conference together with the extra income expected from the increase in the total of shares has been reflected in the updated budget statement shown at Annex A. The relevant changes to the figures presented to the XVIIIth IHC are highlighted.

6 Taking note that the budget for 2013 has already been approved by Conference decision 19, and the fact that the Conference had indicated its wish to maintain its strong support for the Capacity Building Programme, Member States are requested to examine the updated budget shown at Annex A and are invited to provide comments, if any, to the Directing Committee by **31 October 2012**.

7 Subject to no significant comments being received from Member States, the updated budget shown at Annex A will be put into effect from 1 January 2013.

On behalf of the Directing Committee
Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Robert Ward', with a period at the end.

Robert WARD
President

Annex:

A. Updated IHO Budget for 2013

INTERNATIONAL HYDROGRAPHIC ORGANISATION

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

BUDGET FOR 2013
TABLE I - INCOME - (Euros)BUDGET POUR 2013
TABLEAU I - REVENUS - (Euros)

Actual Income 2011 Recettes définitives	Adopted Estimates 2012 Budget approuvé	Budget presented to XVIII IHC 2013 Budget présenté à XVIII CHI		Adopted Estimates Budget approuvé	Adjusted Budget 2013 Budget révisé
0,00	0,00		Percentage of increase proposed (%) Pourcentage d'augmentation proposé		0,00
683,0	684,0	694,0	Final number of shares Nombre de parts définitif		718
3 984,48	3 984,48	3 984,48	Unit share value - Valeur unitaire de la part		3 984,48
2 721 400	2 725 384	2 765 229	A. CONTRIBUTIONS		
			Contributions	722	2 876 795
			provision for suspended Member States/ pour Etats Membres suspendus	-4	-15 938
			Basis for budget estimates/ Base du budget estimé	718	2 860 857
85	1 500	1 500	B. SALES OF PUBLICATIONS		1 500
0	0	0	Ventes de publications		
35 205	30 000	40 000	C. ADVERTISEMENTS IN PUBLICATIONS		0
			Annonces dans les publications		
8 100	8 200	8 200	D. INTEREST ON BANK ACCOUNTS		40 000
			Intérêts sur comptes en banques		
			E. EXTRAORDINARY INCOME		8 200
			Revenus exceptionnels		
160 961	161 860	170 151	F. INTERNAL TAX		170 151
			Imposition interne		
2 925 751	2 926 944	2 985 080			3 080 708

BUDGET ESTIMATES FOR 2013 - PREVISIONS BUDGETAIRES POUR 2013
 TABLE II A : DETAILED EXPENDITURE - Détail des dépenses (Euros)

Actual expenditure 2011 Dépenses effectuées	Approved budget 2012 Budget approuvé	Budget presented to XVIII IHC 2013 Budget présenté à XVIII CHI	CHAPTERS AND ITEMS Chapitres et postes budgétaires	Adjusted Budget 2013 Budget révisé Euros
Euros	Euros	Euros		
438 257	451 000	460 020	I. PERSONNEL COSTS - Dépenses de personnel	
577 334	581 500	593 130	a) Salaries - Directing Committee - Comité de direction	460 020
133 044	134 700	137 394	b) Salaries - Category A - Personnel de Catégorie A	593 130
423 701	451 400	460 428	- Translators - Personnel de Traduction	137 394
4 765	6 000	6 120	- General Services (B & C) - Services généraux	460 428
		0	Overtime for B & C Categories - Heures supplémentaires	6 120
33 152	37 617	38 369	(Costs dependent on Salaries)	
325 281	330 890	337 508	c) Annual Bonus (B & C Categories) - Gratification annuelle	38 369
			d) Payment to Retirement schemes - Cotis, patronale de retraite	337 508
15 425	15 425	15 940	e) Insurances based on wages - Assurances assises sur salaires	15 940
62 711	69 638	73 149	f) Medical (GAN premiums) - Primes médicales versées au GAN	73 149
4 861	11 500	11 500	g) Family Allowances - Allocations familiales	11 500
741	10 700	37 633	h) Education Grants - Allocations pour frais d'études	37 633
			(Costs independent of Salaries)	
121 048	70 000	85 000	i) Medical claims paid - Remboursements de soins	85 000
-50 342	-15 000	-35 000	Medical - refunds from GAN - Remboursements obtenus du GAN	-35 000
8 612	9 000	16 000	j) Home Leave - Congés dans les foyers	16 000
25 185	5 100	15 000	k) Miscellan. Personnel Expenses - Autres dépenses de personnel	15 000
			(Controllable Personnel costs)	
0	6 250	3 000	l) Salaries - Temporary staff - Personnel temporaire	3 000
2 067	10 000	11 000	m) IHB Staff training - Formation du personnel du BHI	11 000
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2 125 842	2 185 720	2 266 191	TOTAL CHAPTER I	2 266 191

BUDGET ESTIMATES FOR 2013 - PREVISIONS BUDGETAIRES POUR 2013

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

Actual expenditure 2011 Dépenses effectuées Euros	Approved budget 2012 Budget approuvé Euros	Budget presented to XVIII IHC 2013 Budget présenté à XVIII CHI Euros	CHAPTERS AND ITEMS Chapitres et postes budgétaires	Adjusted Budget 2013 Budget révisé Euros
			II. CURRENT OPERATING COSTS	
			(Maintenance, communications, etc...)	
44 098	59 600	50 000	a) Maintenance of building - Entretien des locaux	50 000
2 494	2 200	2 700	Multirisk insurance - Assurance multi-risques	2 700
48 401	39 200	55 000	Maintenance of IT equipments - Entretien des équipements	55 000
8 954	8 500	10 000	b) Office Stationery - Fournitures de bureau	10 000
35 597	43 000	40 000	c) Postage, telephone, telefax - Télécommunications	40 000
2 719	3 300	3 300	d) Local Travel - Déplacements locaux	3 300
4 057	6 000	6 000	e) Bank Charges - Charges bancaires	6 000
7 000	43 000	70 000	f) Consultancy (Others than Auditors) - Consultants (hors audit)	70 000
4 400	4 300	4 400	g) Auditors fees - Honoraires du commissaire aux comptes	4 400
14 916	21 000	15 000	h) Public Relations - Relations publiques	15 000
1 118	1 000	1 000	i) Miscellan. Operating Expenses - Autres charges d'exploitation	1 000
			(Travel costs)	
44 457	45 000	52 000	j) Cap. Building (Progr. 3, Elem 3.3-3.5) - Renfor, des capacités	52 000
189 034	230 000	235 000	k) Long Distance (Others, except just above) - Grands déplacements	235 000
			(Publications costs)	
10 000	12 000	12 000	l) I.H. Review - Revue hydrographique internationale	12 000
1 440	13 935	2 000	m) Other publications - Autres publications	2 000
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418 685	532 035	558 400	TOTAL CHAPTER II	558 400

BUDGET ESTIMATES FOR 2013 - PREVISIONS BUDGETAIRES POUR 2013
 TABLE II A (continued): DETAILED EXPENDITURE - Détail des dépenses (suite)

Actual expenditure 2011 Dépenses effectuées	Approved budget 2012 Budget approuvé	Budget presented to XVIII IHC 2013 Budget présenté à XVIII CHI Euros	CHAPTERS AND ITEMS Chapitres et postes budgétaires	Adjusted Budget 2013 Budget révisé Euros
20 932	35 000	35 000	III. CAPITAL EXPENDITURE - Dépenses d'équipement	
6 477	11 000	13 000	a) Purchase of IT equipments - Equipements informatiques	35 000
983	1 051	1 300	b) Furniture & other equipments - Mobilier et autres équipem.	13 000
			c) Purchase Publications & Binding - Reliures et publications	1 300
10 387	20 000	20 000	d) Depreciation of fixed assets - Dépréciat, des immobilisations	20 000
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38 779	67 051	69 300		
			TOTAL CHAPTER III	69 300
			Averaged percentage of yearly increase	
=====	=====	=====	=====	=====
2 583 306	2 784 806	2 893 891	ANNUAL OPERATING COSTS - Coût opérationnel annuel	2 893 891
=====	=====	=====	=====	=====
			IV. ALLOCATION TO FUNDS - Dotations aux fonds dédiés	
8 100	8 200	8 200	- a) GEBCO Fund - Fonds pour la Carte bathymétrique	8 200
3 000	3 000	3 000	- b) Renovation Fund - Fonds de rénovation	3 000
30 000	40 000	40 000	- c) Conferences Fund - Fonds pour Conférences & Assemblées	20 000
20 000	20 000	7 500	- d) Relocation of Directors Fund - Déménagement des directeurs	7 500
55 000	55 000	25 000	- e) Capacity Building Fund - Fonds de Renforcement des capacités	140 628
0	0	0	- f) Printing Fund - Fonds d'impression	
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116 100	126 200	83 700		
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2 699 406	2 911 006	2 977 591	TOTAL EXPENDITURE - Dépense totale	3 073 219
=====	=====	=====		=====

BUDGET ESTIMATES FOR 2013 - PREVISIONS BUDGETAIRES POUR 2013
 TABLE III - BUDGET SUMMARY - (Euros) - RECAPITULATION BUDGETAIRE - (Euros)

Actual expenditure 2011 Dépenses effectuées	Approved budget 2012 Budget approuvé	Budget presented to XVIII IHC 2013 Budget présenté à XVIII CHI	CHAPTER - CHAPITRE	Adjusted Budget 2013 Budget révisé Euros
Euros	Euros	Euros		Euros
2 125 842	2 185 720	2 266 191	I. PERSONNEL COSTS DEPENSES DE PERSONNEL Salaries Directing Committee - Comité de direction Salaries Other staff - Autres membres du personnel Social charges - Charges sociales Benefits and Pensions - Prestations de retraite Controllable Personnel cost - Coût de personnel	2 266 191
418 685	532 035	558 400	II. CURRENT OPERATING COSTS DEPENSES DE GESTION COURANTE Maintenance, communications, etc.. - Entretien et communications Consulting - Consultants Travels - Déplacements Publications	558 400
38 779	67 051	69 300	III. CAPITAL EXPENDITURE DEPENSES DE CAPITAL	69 300
8 100	8 200	8 200	IV. ALLOCATIONS TO FUNDS	8 200
3 000	3 000	3 000	- GEBCO Fund - Fonds pour la Carte Bathymétrique - Renovation Fund - Fonds de rénovation	3 000
30 000	40 000	40 000	- Conferences Fund - Fonds pour les conférences / assemblées	20 000
20 000	20 000	7 500	- Director's Relocation Fund Fonds pour le déménagement des Directeurs	7 500
55 000	55 000	25 000	- Capacity Building Fund - Fonds de renforcement des capacités	140 628
0	0	0	- Printing Fund - Fonds d'impression	0
----- 2 699 406	----- 2 911 006	----- 2 977 591		----- 3 073 219 =====

BUDGET ESTIMATES FOR 2013 - PREVISIONS BUDGETAIRES POUR 2013

TABLEAU III : RECAPITULATION BUDGETAIRE - (Euros)

Actual expenditure 2011 Dépenses effectuées	Approved budget 2012 Budget approuvé	Budget presented to XVIII IHC 2013 Budget présenté à XVIII CHI Euros	CHAPTERS AND ITEMS	Adjusted Budget 2013 Budget révisé Euros
Euros	Euros	Euros		Euros
2 699 406	2 911 006	2 977 591	Net Expenditure - Dépenses nettes	3 073 219
2 925 751	2 911 006	2 985 080	Income - Revenus	3 080 708
-----	-----	-----	Budget Excess - Excédent budgétaire	-----
226 344	0	7 489	Budget Deficit - Déficit budgétaire	7 489
0	0	0	Support to the IRF	0
0	0	0		0
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226 344	0	7 489		7 489
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