

**ASSOCIATION OF CARIBBEAN STATES  
SECOND ORDINARY MEETING OF THE MINISTERIAL COUNCIL**

Havana, 13th December, 1996

**Agreement No.2/96**

**BUDGET OF THE ACS FOR 1997**

The Ministerial Council:

Pursuant to Articles IX (b) and XII (1,3,4) of the Convention establishing the ACS, as well as Agreement No. 2/95 of this Council, has agreed:

1. To maintain a total budget for the Association for 1997 of US\$1.5 million.
2. To maintain the distribution in sections and sub-sections as foreseen in the 1996 Budget, except in the following cases:
  - a) to reduce the item in respect of Contracting of Overseas Staff (1.3) from US\$151,844.00 to US\$44,485.00
  - b) to increase the item in respect of Equipment (4.3) from US\$16,700.00 to US\$124,059.00
3. To approve the breakdown of costs included as Appendix I, for which the following ratios have been fixed

-Ministerial Council	5.33% of the budget
-General Secretariat	
Overseas Staff	48.30% of the budget
Local Staff	5.10% of the budget
Official Trips	6.71% of the budget
General Administrative Costs	18.83% of the budget
Meetings	15.73% of the budget

4. To stress that the level of Staff Recruitment for the Secretariat must be adjusted in accordance with the availability of funding within the Association, in order to avoid incurring a budget deficit.
5. To maintain the structure and composition of the Secretariat as outlined in Agreement No. 2/95 of this Council (Appendix II).
6. To empower the Special Committee on Budget and Administration so that at the first meeting in 1997 it may analyse and make decisions on proposals submitted by the Secretariat in respect of the adjustment of staff requirements. Should the study of the proposal give rise to an increase in staffing, the Committee may endorse it, provided that said increase does not result in changes to the budget which has already been approved.
7. To maintain the distribution of quotas and contributions by Members in accordance with that which is outlined in Appendix III.

## APPENDIX I

ASSOCIATION OF CARIBBEAN STATES  
BUDGET 1997

	Expenditure in US\$	TSS Expenditure converted to US\$	Total Budget in US\$	%of Budget
<b>MINISTERIAL COUNCIL</b>	<b>39,300.00</b>	<b>40,700.00</b>	<b>80,000.00</b>	<b>5.33</b>
1. Staff	39,300.00	5,700.00	45,000.00	
2. Printing Material		10,000.00	10,000.00	
3. Mach.&Equip. Leasing		10,000.00	10,000.00	
4. Leasing of Premises		10,000.00	10,000.00	
5. Official Courtesies		5,000.00	5,000.00	
<b>SECRETARIAT</b>				
1. International Staff	724,420.00		724,420.00	48.30
1.1. Basic Salary	514,115.00		514,115.00	
1.2. Benefits	165,820.00		165,820.00	
1.2.1. Pension Fund	71,976.00		71,976.00	
1.2.2. Contract Termination	42,844.00		42,844.00	
1.2.3. Insurance	15,000.00		15,000.00	
1.2.4. Housing Allowance	24,000.00		24,000.00	
1.2.5. Representation Allowance	12,000.00		12,000.00	
1.3. Hiring Expenses	44,485.00		44,485.00	
2. Local Staff		76,562.00	76,562.00	5.10
2.1. Basic Salary		55,700.00	55,700.00	
2.2. Benefits		17,279.00	17,279.00	
2.2.1. Pension Fund		7,798.00	7,798.00	
2.2.2. Social Benefits		3,481.00	3,481.00	
2.2.3. Insurance		6,000.00	6,000.00	
2.3. Overtime		3,583.00	3,583.00	
3. Official Trips	100,603.00		100,603.00	6.71
4. General Administrative Expenses		282,415.00	282,415.00	18.83
4.1. Premises Expenses		3,000.00	3,000.00	
4.2. Furniture		5,100.00	5,100.00	
4.3. Equipment		124,059.00	124,059.00	
4.4. Materials and Supplies		16,000.00	16,000.00	
4.5. Communications		90,000.00	90,000.00	
4.6. Printing and Publications		10,000.00	10,000.00	
4.7. Information Activities		15,000.00	15,000.00	
4.8. Official Courtesies		5,000.00	5,000.00	
4.9. Other Expenses		14,256.00	14,256.00	
5. Consultants and Meetings	216,000.00	20,000.00	236,000.00	15.73
<b>Total US\$</b>	<b>1,080,323.00</b>	<b>419,677.00</b>	<b>1,500,000.00</b>	<b>100.00</b>

APPENDIX II

BREAKDOWN OF BUDGET ITEMS  
REGARDING INTERNATIONAL STAFF IN USS  
PATROL DATA

Officials Executive Staff	Post	Total Hiring Salary	Hiring Expenses	Housing Expenses Allowance	Representation Expenses	Pension Fund	Life and Medical Insurance	Repatriation and Contract Termination Total %	TOTAL
1	Secretary General	89,862	18,389	24,000	12,000	12,581	1,500	7489	165,821
3	Directors	193,629	48,836			27,108	4,500	16136	290,209
Senior Prof. Staff									
3 Senior - 3 Junior									
6	Professionals	230,624	84,619			32,287	9,000	19219	375,749
Total International Staff= 4+6+10				151,844	24,000	71,976	15,000		831,779
Local Staff									
Secretariat Secretary	Trilingual Executive Secretary	12,000				1,680	1,500	750	15,930
Secretary Pool (3)	Bilingual Executive Secretary	32,400				4,536	1,500	2,025	40,461
Gral.1 Secretary	1 Driver	6,207				869	1,500	388	8,964
Gral.1 Secretary	1 Messenger	5,093				713	1,500	318	7,624
Total Local Staff=6		55,700				7,798	6,000	3,481	72,979
Total International and Local Staff			151,844	0		79,774	21,000	46,325	904,758

Data of Exchange: 5.80 PER US\$1.0

Hiring Expenses include 1 Month's Salary - 3 Fares+ Change of Residence

The Secretary General's monthly Housing Allowance has been estimated at US\$2,000.

The Secretary General's Representation Expenses have been estimated at US\$1,000 per month.

Estimated Benefits

Savings Fund: 14% of the Monthly salary contributed by the Association by and 7% by the Official.

Cessation of Duties: All International Officials are hired for a specific period: Reserve for Transfer and Change of Residence on Termination of Contract not included.

When a contract for a set period concludes the official receives a month's salary for each year of service.

3 Weeks per year of service have been estimated as Social benefits for Local Staff.

Vacations have not been estimated.

## APPENDIX III

## DISTRIBUTION OF ACS QUOTAS

		% OF TOTAL	AMOUNT US\$
1.	GROUP I	32.296	589,436
	CATEGORY A	5.648	84,726
	ANTIGUA Y BARBUDA	0.6276	9,414
	DOMINICA	0.6276	9,414
	GRENADA	0.6276	9,414
	GUYANA	0.6276	9,414
	HAITI	0.6276	9,414
	NICARAGUA	0.6276	9,414
	ST. KITTS AND NEVIS	0.6276	9,414
	ST. VINCENT AND THE GRENADINES	0.6276	9,414
	SAINT LUCIA	0.6276	9,414
	CATEGORY B	3.742	56,128
	BELIZE	1.87093	28,064
	SURINAME	1.87093	28,064
	CATEGORY C	9.556	143,340
	BARBADOS	2.389	35,835
	EL SALVADOR	2.389	35,835
	GUATEMALA	2.389	35,835
	HONDURAS	2.389	35,835
	CATEGORY D	20.349	305,242
	COSTA RICA	2.90707	43,606
	CUBA	2.90707	43,606
	DOMINICAN REPUBLIC	2.90707	43,606
	JAMAICA	2.90707	43,606
	THE BAHAMAS	2.90707	43,606
	PANAMA	2.90707	43,606
2.	GROUP II	40.167	602,500
	COLOMBIA	13.38889	200,833
	MEXICO	13.38889	200,833
	VENEZUELA	13.38889	200,833
3.	GROUP III	15.871	238,064
	ASSOCIATE MEMBERS	15.87093	238,064
4.	HOST COUNTRY	4.667	70,000
	<b>TOTAL (1+2+3+4)</b>	<b>100.00</b>	<b>1,500,000</b>