



Date: 26 May 2011

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

From: Roberto Battelli – Treasurer of the OSCE Parliamentary Assembly

Re: **OSCE Parliamentary Assembly – Proposed Budget for 2011/2012**

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. This proposed budget has been presented to the Bureau at its meeting in April in Copenhagen and will be presented for adoption at the Standing Committee Meeting to be held in Belgrade on Wednesday 6 July.

The Assembly's proposed budget for the next financial year (1 October 2011 – 30 September 2012) has been prepared together with the Secretary General and his staff in order to reflect the minimum basic needs of the Assembly. In response to the need for restricted public expenditure in many OSCE parliaments, which reflects the continued effects of the financial crisis, I propose to again freeze the Assembly's budget for the coming year. The total budget of the Assembly will therefore remain at EURO 2.856.000.

Attached to the proposed budget you will also find the breakdown of the national contributions to the Assembly. 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 last December the scales of contribution for 2011 which remain unchanged from the previous years. Our annual budget has therefore been apportioned accordingly among national delegations.

I was very pleased to report to you in Vienna last February that our finances are in good shape and that for the 18th year in a row the OSCE Parliamentary Assembly remained within the approved budget while receiving a very positive assessment from our outside independent professional auditor.

If you have any questions or comments on the proposed annual budget please do not hesitate to contact me or Deputy Secretary General Gustavo Pallarés at the International Secretariat.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Roberto Battelli'.

Roberto Battelli
Treasurer

**OSCE PARLIAMENTARY ASSEMBLY
PROPOSED BUDGET 2011 / 2012**

2010 /2011 BUDGET (in EUROS)		New proposal 2011 / 2012 BUDGET (in EUROS)
	SALARIES AND STAFF EXPENSES	
977.000	SALARIES	1.086.000
33.000	INSURANCE: HEALTH AND ACCIDENT	33.000
108.000	POST ALLOWANCES	116.000
	EDUCATION ALLOWANCE	18.000
30.000	TEMPORARY HELP	2.000
146.000	SEVERANCE BENEFIT FUND	154.000
5.000	STAFF CONTINGENCY FUND	5.000
5.000	REPRESENTATION	5.000
2.000	STAFF RECRUITMENT/REMOVAL EXPENSES	2.000
1.306.000	TOTAL	1.421.000
	GENERAL ADMINISTRATIVE EXPENSES	
17.000	CLEANING / MAINTENANCE	20.000
5.000	RENOVATION	2.000
11.000	ELECTRICITY / HEATING	5.000
7.000	SECURITY	5.000
80.000	LEASING OF OFFICE EQUIPMENT/PRINTING	70.000
55.000	INFORMATION TECHNOLOGY & EQUIPMENT	35.000
10.000	FURNITURE / SMALL FIXED ASSETS	5.000
4.000	POSTAGE/FREIGHT	4.000
40.000	TELEPHONE / FAX	35.000
13.000	STATIONERY/SUPPLIES	13.000
4.000	PERIODICALS, SUBSCRIPTIONS	10.000
10.000	TRANSLATION OF DOCUMENTS	5.000
6.000	CONTACTS WITH DELEGATIONS	6.000
14.000	USE AND MAINTENANCE OF CARS	14.000
10.000	INSURANCE	12.000
22.000	AUDIT FEES / ACCOUNTING	25.000
5.000	LEGAL FEES/BANK CHARGES	5.000
1.000	LIBRARY - DOCUMENTATION	1.000
5.000	MISCELLANEOUS GEN. ADM. EXP.	2.000
319.000	TOTAL	274.000
	TRAVEL EXPENSES	
10.000	GENERAL TRAVEL EXPENSES	7.000
175.000	ELECTION MONITORING	175.000
75.000	MISSIONS/SPECIAL MEETINGS	50.000
50.000	PRESIDENTIAL SUPPORT	40.000
310.000	TOTAL	272.000
	ANNUAL SESSION	
20.000	TRANSLATION	22.000
115.000	INTERPRETATION	100.000
20.000	REVISORS	40.000
22.000	TYPISTS	30.000
3.000	EXTRA STAFF	4.000
15.000	CONSULTANTS	2.000
25.000	TEMPORARY STAFF	25.000
40.000	STAFF TRAVEL AND LODGING	40.000
4.000	EQUIPMENT/OFFICE EXPENSE	2.000
4.000	REPRODUCTION	3.000
7.000	PRESIDENT'S RECEPTION	7.000
2.000	GENERAL ENTERTAINMENT	2.000
2.000	LOCAL TRANSPORTATION	2.000
2.000	SPECIAL GUESTS/VIP EXPENSES	2.000
2.000	COMMUNICATIONS COSTS	1.000
4.000	MISCELLANEOUS EXPENSES	2.000
287.000	TOTAL	284.000

**OSCE PARLIAMENTARY ASSEMBLY
PROPOSED BUDGET 2011 / 2012**

2010 /2011		2011 / 2012
BUDGET		BUDGET
(in EUROS)		(in EUROS)
	<u>WINTER MEETINGS, FALL MEETINGS, BUREAU AND OTHER MEETING COSTS</u>	
88.000	STAFF TRAVEL AND ACCOMMODATION	80.000
70.000	TRANSLATION/INTERPRETATION	56.000
4.000	ENTERTAINMENT/REPRESENTATION	3.000
7.000	LOCAL TRANSPORTATION	5.000
5.000	MISCELLANEOUS	2.000
174.000	TOTAL	146.000
	<u>PUBLICITY EXPENSES</u>	
12.000	PRESS RELEASE/BROCHURES/WEB SITE	10.000
7.000	P.R. COSTS / NEWSLETTER	5.000
19.000	TOTAL	15.000
	<u>CONTINGENCY</u>	
10.000	CONTINGENCY	10.000
10.000	TOTAL	10.000
	<u>RESEARCH ASSISTANT PROGRAM</u>	
57.000	SUBSISTENCE/LODGING	65.000
15.000	TRAVEL	5.000
1.000	INSURANCE	2.000
1.000	DOCUMENTATION/RESEARCH	1.000
3.000	EQUIPMENT/OFFICE COSTS	3.000
77.000	TOTAL	76.000
2.502.000	Existing Financial Requirements	2.498.000
	<u>VIENNA LIASON OFFICE</u>	
180.000	SALARIES	185.000
14.000	INSURANCE: HEALTH AND ACCIDENT	16.000
31.000	POST ALLOWANCES	28.000
27.000	SEVERANCE BENEFIT FUND	28.000
	EDUCATION ALLOWANCE	6.000
22.000	RENT	22.000
4.000	REPRESENTATION	3.000
	LEGAL FEES / BANK CHARGES	1.000
2.000	ELECTRICITY	2.000
7.000	CLEANING	7.000
3.000	FURNITURE/EQUIPMENT	3.000
2.000	SMALL FIXED ASSETS	2.000
1.000	POSTAGE/FREIGHT	1.000
6.000	TELEPHONE / FAX	8.000
2.000	STATIONERY/SUPPLIES	3.000
5.000	TRAVEL	3.000
34.000	SUBSISTENCE/LODGING Research assistant Vienna	32.000
10.000	TRAVEL, Research assistant Vienna	2.000
1.000	INSURANCE, Research assistant Vienna	3.000
1.000	DOCUMENTATION/RESEARCH, Research assistant Vienna	1.000
1.000	EQUIPMENT/OFFICE COSTS, Research assistant Vienna	1.000
1.000	MISCELLANEOUS OFFICE SUPPLIES	1.000
354.000	TOTAL	358.000
2.856.000	Total Existing Financial Requirements	2.856.000

OSCE Parliamentary Assembly
List of Contributions for 2011/2012 in EUROS

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<i>Country</i>	<i>Per Cent - %</i>	<i>Amount</i>	<i>Received</i>	<i>Outstanding</i>
Albania	0,125	3.570	0	3.570
Andorra	0,125	3.570	0	3.570
Armenia	0,050	1.428	0	1.428
Austria	2,510	71.685	0	71.685
Azerbaijan	0,050	1.428	0	1.428
Belarus	0,280	7.997	0	7.997
Belgium	3,240	92.534	0	92.534
Bosnia & Herzegovina	0,125	3.570	0	3.570
Bulgaria	0,550	15.708	0	15.708
Canada	5,530	157.936	0	157.936
Croatia	0,190	5.426	0	5.426
Cyprus	0,190	5.426	0	5.426
Czech Republic	0,570	16.279	0	16.279
Denmark	2,100	59.976	0	59.976
Estonia	0,190	5.426	0	5.426
Finland	1,850	52.836	0	52.836
France	9,350	267.035	0	267.035
FYR of Macedonia	0,125	3.570	0	3.570
Georgia	0,050	1.428	0	1.428
Germany	9,350	267.035	0	267.035
Greece	0,980	27.989	0	27.989
Holy See	0,125	3.570	0	3.570
Hungary	0,600	17.136	0	17.136
Iceland	0,190	5.426	0	5.426
Ireland	0,750	21.420	0	21.420
Italy	9,350	267.035	0	267.035
Kazakhstan	0,360	10.282	0	10.282
Kyrgyzstan	0,050	1.428	0	1.428
Latvia	0,190	5.426	0	5.426
Liechtenstein	0,125	3.570	0	3.570
Lithuania	0,190	5.426	0	5.426
Luxembourg	0,470	13.423	0	13.423
Malta	0,125	3.570	0	3.570
Moldova	0,050	1.428	0	1.428
Monaco	0,125	3.570	0	3.570
Montenegro	0,050	1.428	0	1.428
Netherlands	4,360	124.521	0	124.521
Norway	2,050	58.548	0	58.548
Poland	1,350	38.556	0	38.556
Portugal	0,980	27.989	0	27.989
Romania	0,600	17.136	0	17.136
Russian Federation	6,000	171.359	0	171.359
San Marino	0,125	3.570	0	3.570
Serbia	0,140	3.998	0	3.998
Slovakia	0,280	7.997	0	7.997
Slovenia	0,220	6.283	0	6.283
Spain	4,580	130.804	0	130.804
Sweden	3,240	92.534	0	92.534
Switzerland	2,810	80.253	0	80.253
Tajikistan	0,050	1.428	0	1.428
Turkey	1,010	28.845	0	28.845
Turkmenistan	0,050	1.428	0	1.428
Ukraine	0,680	19.421	0	19.421
United Kingdom	9,350	267.035	0	267.035
USA	11,500	328.438	0	328.438
Uzbekistan	0,350	9.996	0	9.996
Total	100,005	2.855.985	0	2.856.128
		100%	0%	100%