

ANNEX VII

BUDGET FORMAT

(To be prepared for each budget chapter separately)

	Year	Year
	US \$	US \$
1. PERSONNEL		
a. Experts/Consultants		
b. Administrative Support		
2. TRAVEL		
3. SUB-CONTRACTS		
4. MEETINGS/TRAINING/WORKSHOPS/FELLOWSHIPS		
5. EQUIPMENT		
a. Expendable equipment		
b. Non-expendable equipment		
6. RENTAL & MAINTENANCE OF PREMISES		
7. OPERATION & MAINTENANCE OF EQUIPMENT		
8. REPORTING COSTS		
9. SUNDRY		
a. Telex, telephone, postage & freight		
b. Hospitality		
c. Miscellaneous		

GRAND TOTAL

-----  
-----

NOTES. (by item number above)

1. Listed by individual posts with indication of relevant functional titles, grades, status (local or international recruitment) and m/m of engagement.
2. Travel of consultants are included in relevant personnel costs.
3. Each sub-contract anticipated must be listed separately
4. Each item must be listed separately
5. Any item costing more than \$5000 to be listed individually
7. Includes photocopiers and computer equipment costs other than purchase or rental
8. Includes translating and printing of documents.