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ECONOMIC COMMISSION FOR AFRICA
ASSOCIATION OF AFRICAN CENTRAL BANKS

Third Meeting of the Study Group for the
Establishment of the African Centre for Monetary Studies
Addis Ababa, 2-4 December 1974

PROVISIONAL OPERATING BUDGET FOR THE
AFRICAN CENTRE FOR MONETARY STUDIES

The participants at the second meeting of the Study Group of the Association of African Central Banks held at ECA headquarters in Addis Ababa from 24 to 28 June 1974 discussed various matters relating to the establishment of the African Centre for Monetary Studies and asked the secretariat to submit suggestions to them in respect of a 2-year provisional operating budget for the Centre.

In preparing this budget, the secretariat took account of the discussions held by the Study Group during its second meeting, particularly those on the structure of the Centre. Its suggestions as to the number of staff needed during the first 2-years are based on those discussions.

In the first year the work of the Centre will be handled by nine administrators and high-ranking officers, including the Director-General, the three department heads, two economists, one documentalist and two translator/interpreters. The supporting staff will include four secretaries, one driver and one messenger. From the time the Centre goes into operation, some experts might be made available to it under technical assistance who will assist the department heads or perform their duties on a temporary basis. In the second year it will be possible to appoint the Deputy-Director-General and an additional secretary.

In their discussions at the second meeting of the Study Group, the participants expressed the view that the Director-General and the Deputy-Director-General should be highly qualified Africans with broad experience in the monetary and banking fields. The head of the Department of Economic and Monetary Affairs and the head of the Department of Training and the economists posted to these departments will be recruited on the initiative of the Director-General and must have high university qualifications and sufficient long experience in the monetary and banking fields and in international and African finance.

The budget was prepared in consideration of the present scales of salaries and wages applied in each of the following three organizations: The United Nations, the Organization of African Unity and the African Development Bank. Data received from African central banks was not taken into consideration since not enough was received to serve as the basis of a fourth alternative budget.

The budget includes the following three parts:

Part I - Staff salaries and related expenses

The salaries shown are those which appear in the salary scales of the three organizations.

Other expenses relating to staff include those incurred in paying such allowances as the installation grant, the post adjustment the assignment allowance, the dependency allowance, the education grant and the home leave entitlement and in covering the cost of official travel, subsistence allowance and incidental expenses. These expenses can be estimated by taking a certain percentage of the total expended on staff salaries. For example, ECA allocates a sum in the amount of 42 per cent of the total expended on salaries to cover allowances and 3 to 5 per cent to cover official travel. Actually these percentages are rather low. It can, in fact, be estimated that, at the minimum, a sum amounting to 60 per cent of the salaries paid out by each of these organizations will be required to meet the allowances granted by them. Where official travel and subsistence allowances in respect of official missions are concerned, a lump sum of \$20,000 a year seems reasonable. This will cover about ten 20-day trips. An amount of \$5,000 may be held in reserve to cover miscellaneous staff expenses.

Part II - General expenses

The main expenses in this category are those incurred in meeting the cost of communications, shared amenities (water, electricity, upkeep), maintenance of premises and equipment, office supplies, books and supplies for the library, document reproduction and printing. It is hard to give a flat figure. ECA estimates these costs at about 25 per cent of the total amount paid in salaries, and this figure has been used in calculating the budget. Moreover, since the number of interpreters provided for is not enough, an additional \$25,000 has been included to help to cover the cost of recruiting a team of 4 interpreters to service two annual meetings, both of 2 weeks' duration. The rental of the premises has been noted but not valued. A sum of \$5,000 has been added to cover miscellaneous expenses.

Part III - Equipment

This part covers the allocations needed for furnishing the offices and fitting them out and purchasing business machines and transport means for official use. Entries relating to the installation of certain equipment, which might be desired, have been included but not itemized.

The amounts indicated in the table have been calculated in consideration of proposals regarding the number of experts and officers needed to perform the work of the Centre during its first 2 years and of current prices in Addis Ababa (on tax exempt purchases). These figures appear in the columns relating to the United Nations, the Organization of African Unity and the African Development Bank.

Paragraph 44 of the report of the second meeting of the Study Group which reads as follows, is relevant here:

"To ensure the smooth operation of the Centre, it was suggested that the contributions of ordinary members should be solicited one year in advance. Thus, the contributions for the first two years would be solicited at the same time. The matter was a very important one and would be raised again during the discussions on the provisional budget at the next meeting of the Group".

Provisional 2-Year operating budget for the Centre (in US dollars)/
Le budget de fonctionnement prévisionnel du Centre pour deux années (en dollars des Etats-Unis)

Items / Titres	United Nations/ Nations Unies		OAU / OUA		Af. D B/ B Af. D	
	1st Year / 1ère Année	2nd Year / 2ème Année	1st Year / 1ère Année	2nd Year / 2ème Année	1st Year / 1ère Année	2nd Year / 2ème Année
<u>Part I: Staff salaries and related expenses/</u>						
<u>Première partie : Salaires du personnel et dépenses y afférentes :</u>						
A. Staff salaries/	169 332	200 613	128 602	152 985	140 274	167 414
A. Salaires du personnel						
B. Other expenses relating to staff/	127 000	145 000	102 000	117 000	109 000	125 000
B. Dépenses communes aux éléments du personnel						
<u>Part II: General expenses/</u>	72 500	80 000	62 000	65 500	65 000	72 000
<u>Deuxième partie : Dépenses générales</u>						
<u>Part III: Equipment/</u>	33 700	5 800	33 700	5 800	33 700	5 800
<u>Troisième partie : Equipment</u>						
Total	402 832	431 413	326 302	339 285	347 974	370 214

Part I. Staff salaries and related expenses (in US dollars)/
 Première partie : salaires du personnel et dépenses y afférentes
 (en dollars des Etats-Unis).

A. Staff salaries 1/
 A. Salaires du personnel 1/

Number 1st Year Nombre 1ère Année	2nd Year 2ème Année	United Nations/ Nations-Unies		O & U/ O.U.A.		Af. D.B/ B.A.F. D.					
		1st Year 1ère Année		2nd Year 2ème Année		1st Year 1ère Année		2nd Year 2ème Année			
		D-II	26 067	26 670	R-6	19 061	19 450	D-3	21 714	22 257	
1 1	Director-General/ Directeur général	GS-7	3 699	3 879	GS-2	3 605	3 764	O-3	3 192	3 374	
1 1	Secretary/ Secrétaire	D-I	-	22 497	R-5	-	17 247	D-I	-	18 457	
1 1	Deputy Director-General/ Directeur général adjoint	GS-7	-	3 699	GS-2	-	3 605	O-3	-	3 192	
1 1	Secretary/ Secrétaire	Department of Administration and Publications/ Département Administration et publications	P-5	20 118	20 598	R-4	14 849	15 194	R-8	16 530	17 100
1 1	Department Head/ Chef de département	P-2	11 346	11 704	R-1	8 290	8 555	R-3	9 690	10 032	
1 1	Documentalist/ Fonctionnaire pour documents	P-3	27 534	28 314	R-2	20 292	20 850	R-4	21 888	22 800	
2 2	Translator/Interpreters/ Traducteur/Interprètes	GS-7	3 699	3 879	GS-2	3 605	3 764	O-3	3 192	3 374	
1 1	Secretary/ Secrétaire	Driver/ Chauffeur	GS-3	1 256	1 314	Z/	1 000	1 050	O-1	1 368	1 540
1 1	Messenger/ Planter	GS-2	745	793	Z/	700	740	O-1	1 368	1 540	
1 1	Department of Economic and Monetary Affairs/ Département affaires économiques et monétaires	P-5	20 118	20 598	R-4	14 849	15 194	R-8	16 530	17 100	
2 2	Economists/ Economistes	P-3	27 534	28 314	R-2	20 292	20 850	R-4	21 888	22 800	
1 1	Secretary/ Secrétaire	Training Department/ Département formation	GS-7	3 699	3 879	GS-2	3 605	3 764	O-3	3 192	3 374
1 1	Department Head/ Chef de département	P-5	20 118	20 598	R-4	14 849	15 194	R-8	16 530	17 100	
1 1	Secretary/ Secrétaire	GS-7	3 699	3 879	GS-2	3 605	3 764	O-3	3 192	3 374	
15 17	Total		169 632	200 613		128 602	152 985		140 274	167 414	

1/ Subject to withholding for Pension Fund

2/ Local/

1/ Salaires sujets à la réduction à titre de pension.

2/ local.

B. Other expenses relating to staff (in US dollars) /
 B. Dépenses communes à tous les éléments du personnel (en dollars des Etats-Unis)

	United Nations / Nations Unies	OAU / OUA	Af. DB / BAF.D
1st year /: 2nd year / 1ère année : 2ème année	1st year /: 2nd year / 1ère année : 2ème année	1st year /: 2nd year / 1ère année : 2ème année	1st year /: 2nd year / 1ère année : 2ème année
Installation grant / Indemnité d'installation Post adjustment / Indemnité de poste Assignment allowance / Indemnité d'affectation Dependency allowances / Indemnité pour charge de famille	102 000	120 000	77 000
Education grant / Indemnité pour frais d'étude Social Security & Medical expense assistance / Sécurités sociales & assistance médicale Home leave / Congé dans les foyers Other allowances / Autres indemnités			92 000
Official travel & subsistence allowances / Voyages officiels et allocations de subsistance	20 000	20 000	20 000
Miscellaneous / Divers	5 000	5 000	5 000
Total :	127 000	145 000	102 000
			117 000
			109 000
			125 000

Part II. General expenses (in US dollars)/
Deuxième partie. Dépenses générales (en dollars des Etats-Unis)

	United Nations / Nations Unies	OAU / OUA	Af. DB / Baf.D
1st year / 1ère année	2nd year / 2ème année	1st year / 1ère année	2nd year / 2ème année
Communications / Communications			
Utilities / Services communs			
Upkeep and maintenance / Entretien et maintien			
Office supplies / Fourniture de bureau			
Library books and supplies / Ouvrage et fourniture pour la bibliothèque	42 500	50 000	32 000
Reproduction of documents / Reproduction des documents			35 500
Printing / Impression			35 000
Additional costs for interpretation / Frais supplémentaires pour l'interprétation	25 000	25 000	25 000
Rental of premises / Loyer des locaux	5 000	5 000	5 000
Miscellaneous / Divers			5 000
Total :	72 500	80 000	62 000
			65 500
			65 000
			72 000

Part III - Equipment
 (in US dollars)

Troisième partie - Equipements
 (en dollars des Etats-Unis)

	1st Year	2nd Year	
	1ère Année	2ème Année	
Office furniture and fittings/ Mobiliers et aménagement des bureaux	16 500	2 000	
Business machines/ Machines de bureaux	:	:	
Electric typewriters/ Machines électriques à écrire	3 200	800	
Calculating machines/ Machines à calculer	1 700	-	
Duplicators/ Machines à polycopier	2 800	-	
1 motor car for official use (purchase cost, maintenance and fuel)/ 1 voiture pour le service (prix, maintenance et pétrole)	7 500	1 000	
Miscellaneous/ Divers	2 000	2 000	
Unvalued items:/ Pour mémoire :	:	:	
Installation of a telephone system/ Installation d'un système téléphonique	-	-	
Installation of a communications system/ Installation d'un système de communication	-	-	
Installation of heating or air conditioning equipment/ Installation de chauffage ou de conditionnement d'air	-	-	
Total	33 700	5 800	
	=====	=====	