



Resolution on Planning APA Budget

APA/ Res/2018/23
2 December 2018

We, the Members of the Asian Parliamentary Assembly,

Recalling APA/Res/2008/04 and APA/ Res/2014/09 and other relevant APA documents;

Determined to enhance the efficiency and organizational capacity of the APA to achieve its goals and objectives enshrined in its Charter;

Underscoring the importance of participation by all Member Parliaments in sharing the financial needs of the APA and its Secretariat;

Emphasizing the principles of transparency, accountability, and efficient management of financial resources in APA budgeting and spending;

We, the participants of the Standing Committee on Staff and Financial Regulations

1. **Request** all APA Member Parliaments to take required measures, according to their respective internal budget planning procedures, to secure budgetary resources required for the payment of their contribution;
2. **Encourage** willing APA Member Parliaments, to make voluntary financial contributions over and above the earmarked contribution to the APA for the implementation of its resolutions;
3. **Appreciate** the provision of financial and logistical support to the APA Secretariat by the Islamic Parliament of Iran since 2007, and request the generous continuation of its supports pending the full implementation of Financial Regulations and until the regular payments of assessed contributions by all Member Parliaments are securely made; tentatively for APA budget of 2018,
4. **Acknowledge** the generosity of the APA President and Vice-Presidents in contributing to the APA expenses by hosting the events and complying with the APA Decision on Modalities for Effective Organization of the APA Meetings adopted by the 7th Plenary on 10 December 2013.
5. **Request** the Secretary General to prepare the APA Annual Budget draft based on the (Program & Performance Budget model), that requires programs, projects and expenses estimation based on the Assembly objectives, and on the policies and plans approved by the standing committee, and then to be presented to the Executive Council of the APA for final approval by the Plenary Session.

6. **Consider** the consequential bearing and impact of the APA Staff Regulations and the APA Financial Regulations on the Charter of the APA, suggest the Plenary and Executive Council of the APA for an immediate revisit of the Charter and the Rules of Procedures of the Plenary of the APA, 2007.
7. Allocate the APA Budget financial funds through the following three Items, the Secretary General shall specify the principles, objectives & rules for the Budget preparation and present it to the Standing Committee on Staff and Financial Regulations.
 - I. Operational and Strategic Budget Item: expenses allocated initially upon the Budget approval and attestation.
 - II. Additional Budget Item: amounts decided to be added to cover APA new projects and programs.
 - III. Emergency Budget Item: which shall be decided vide a decision to be taken by the Executive Council to cover emergency events or incidents.
8. **Request** the Executive Council to direct the General Secretariat to communicate with all members to give their approval on their commitment to the contribution to the Asian Parliamentary Assembly budget. In addition, each parliament should state their choice on how the Asian Parliamentary Assembly should calculate the contribution; either by contributing equally or based on the percentage of the GDP.
9. **Recommend** to exempt Palestine from the assessed contribution until the end of occupation, and the establishment of its independent state.

| NO | Description | Expenses/year |
|-------|------------------------------------|---------------------|
| 1 | Basic budget | \$ 623,412 |
| 2 | Additional budget | \$ 259,200 |
| 3 | Programs upon APA plenary approval | \$ 300,000 |
| 3 | Emergency budget | \$ 30,000 |
| Total | | \$ 1,212,612 |

Remarks:

- 1) This Draft Budget is modified based on the discussions and proposals of the Budget and Planning’s Standing Committee in Abu-Dhabi 22-23 May 2017.
- 2) **APA Budget will be valid and applied whenever the Member Parliaments pay their assessed contributions one year before.** For example, if the Member Parliaments pay their assessed contributions in 2019 then the proposed 2020 APA budget should be adopted in the 2019 Plenary and implement from the beginning of the year 2020. **Therefore, this APA Budget Estimate 2019 is a draft and is presented only for the MP information and consideration and not for the implementation.**
- 3) Around 50% of the proposed budget is required for operation cost of the APA secretariat. The Plenary will decide and instruct the APA Secretariat how to spend the other 50% of the proposed budget on yearly basis.
- 4) The draft of each year budget will be discussed in the Budget and Planning’s Standing Committee one year before and the result will be proposed to the plenary of the same year for adoption.
- 5) The monitoring and inspection system will be applied to the budget based on items 16 & 17 of the Financial & Staff Regulations, which was adopted in the Plenary of 2014.

The Construction of the Budget

APA Budget is divided into three categories:

- 1- Basic Budget Items (%51) : a) Salaries (%44) b) Office expenses (%4)
c) Operational expenses (%3)
- 2- Additional Budget Items (%46 upon approval of the Plenary) a) Programs
–Implementation of operative paras of APA Resolutions (%25)
b)Travels (%17) c) Receptions (%4)
- 3- Emergency Budget Item (%3 upon approval of the Plenary)

Basic Budget Items

| NO | Description | Expenses/year |
|-------|--------------------------------|-------------------|
| 1 | Salaries (Table 1) | \$ 533,400 |
| 2 | Office Expenses (Table 2) | \$ 54,000 |
| 3 | Operational Expenses (Table 3) | \$ 36,012 |
| Total | | \$ 623,412 |

Table 1- Salaries

| | Nature of expenses | Secretary General | DSG | ASG | Expert | Admin Staff | Support service | Total |
|---|---------------------------|-------------------|-------|--------|--------|-------------|-----------------|---------------|
| | Number of Personnel | 1 | 1 | 3 | 4 | 4 | 5 | 18 |
| 1 | Salary | 6500 | 5000 | 4000 | 2000 | 1000 | 600 | |
| 2 | Benefits (heath care ...) | 1000 | 700 | 500 | 300 | 200 | 150 | |
| 3 | Monthly Payment | 7500 | 5700 | 13500 | 9200 | 4800 | 3750 | |
| 4 | Annual Payment | 90000 | 68400 | 162000 | 110400 | 57600 | 45000 | 533400 |

Table 2 - Office Expenses

| No | Nature of expenses | Per Year |
|-------|--------------------|----------|
| 1 | Vehicles | 30000 |
| 2 | Office supplies | 24000 |
| Total | | 54000 |

Table 3 - Operational expenses

| No | Nature of Expenses | | Per Month | Per Year |
|-------|---|--|-----------|----------|
| 1 | Building Maintenance | Utilities(water- power- gas- telephone and fax) | 1500 | 18000 |
| | | Repair and Renovation | 1500 | 18000 |
| 2 | APA Headquarters Rent(\$ 1/per month) | | | 12 |
| 3 | Secretary-General's Residence & other staff's housing allowance | | | - |
| Total | | | | 36012 |

Additional Budget Items

| | | | |
|--|--|---------|---------|
| 1 - Programs : Implementation of operational paras of APA resolutions or organizing any meeting* | | 300,000 | |
| 2 - Travel Average Expenses** (36 / Persons / Trip/Year) | Round Trip Air Ticket (3 tickets/ month) | 6000 | 72,000 |
| | Hotel Fare (3 Persons / five nights/ \$250per night) | 3750 | 45,000 |
| | Meals (3 Persons /six days/ \$100per day) | 1800 | 21,600 |
| | Per diem (3 persons/\$350 per day) | 6300 | 75,600 |
| 3- Receptions | 3 Receptions for 50 guests (\$100 Per Person) | | 15,000 |
| | One Reception for 200 guests (\$150 Per Person) | | 30,000 |
| Total | | | 559,200 |

* The APA Plenary through the adoption of Resolutions has requested Secretary General to follow the instructions for further actions on the contents of Resolutions. Those actions vary from inviting different experts to APA meetings or to a project, arranging separate technical APA meetings, working groups, workshops or asking a center to do some researches on APA concerned matters. To implement this part of duties, APA Secretariat must have specific financial resources. Upon the allocation of the required budget, APA Secretariat will be

able to implement the pending mandates of operational paras of the adopted resolutions.

** The Secretary-General and officials of APA shall participate in the General Assembly/Events of other international or regional parliamentary organizations such as IPU, IPI, PUIC, ICAPP, Arab Parliaments , OIC, IPA-CIS and ...

The Secretary-General and officials of APA regularly are visiting APA Member Parliaments to consult or discuss on important issues of the organization with the Speakers or other authorities of Member Parliaments

Emergency Budget Item

| | |
|-------------------------|-------|
| Unforeseen Expenditures | 30000 |
|-------------------------|-------|