



COUNCIL  
90th session  
Agenda item 25(b)

C 90/25(b)/Add.1  
7 May 2003  
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## IMO INTERNATIONAL MARITIME LAW INSTITUTE

### (b) Budget

#### Note by the Secretary-General

#### SUMMARY

- |                            |   |
|----------------------------|---|
| <i>Executive summary:</i>  | This document informs the Council of the Institute's budget report on income and expenditure as approved by the Governing Board on 23 April 2003. |
| <i>Action to be taken:</i> | The Council is invited to take note of the information.   |
| <i>Related documents:</i>  | C 90/25(b)  |

1 In accordance with the provisions of the Statute of the IMO International Maritime Law Institute, the Institute's income and expenditure figures, as approved by the Governing Board are presented annually to the Council for its consideration.

2 The Governing Board considered the Institute's financial operations for the academic years 2001/2002, 2002/2003 and 2003/2004 during its meeting held on 23 April 2003. In its deliberations, the Governing Board also received a report from the External Auditor on his audit for the year 2001/2002. The Governing Board approved the 2003/2004, 2004/2005 budgets as proposed by the Institute.

#### Action requested of the Council

3 The Council is invited to take note of the information contained in this document and its annex and to comment as appropriate.

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## ANNEX

BUDGET DOC. 2

	2002-2003 Approved Budget (1)	2002-2003 Revised Budget (2)	2003-2004 Proposed Budget (3)	2004-2005 Proposed Budget (4)
<b><u>I) PERSONNEL COSTS</u></b>				
<b><u>A) Professional Staff</u></b>	175,034	168,307	186,532	199,644
<b><u>B) Visiting Fellows</u></b>	6,104	5,104	6,531	6,988
<b><u>C) Support Staff</u></b>	90,675	79,745	87,778	91,514
<b>TOTAL SECTION 1) PERSONNEL COSTS</b>	<b>271,813</b>	<b>253,156</b>	<b>280,841</b>	<b>298,146</b>
<b><u>II) STUDENT COSTS</u></b>				
1 Travel to/from Home Country	100	0	100	110
2 Stipend	42,352	28,458	35,212	37,066
3 Students' Allowances	5,305	1,054	1,159	1,274
4 Field Trip	8,883	8,883	9,771	10,748
5 Insurance	418	419	461	507
6 Posting of Books	2,431	1,600	1,760	1,936
7 Other Costs and Hospitality	3,264	2,000	2,200	2,420
<b>TOTAL SECTION II) STUDENT COSTS</b>	<b>62,753</b>	<b>42,414</b>	<b>50,663</b>	<b>54,061</b>
<b><u>III) MISSION TRAVEL</u></b>	<b>9,983</b>	<b>7,500</b>	<b>8,250</b>	<b>9,075</b>
<b><u>IV) LIBRARY</u></b>	<b>21,363</b>	<b>15,000</b>	<b>16,500</b>	<b>18,150</b>

BUDGET DOC. 2

	2002-2003 Approved Budget (1)	2002-2003 Revised Budget (2)	2003-2004 Proposed Budget (3)	2004-2005 Proposed Budget (4)
<b>V) ADMINISTRATIVE EXPENSES</b>				
1 (a) Capital Equipment	9,427	5,000	6,000	7,200
(b) Maintenance & Servicing	6,811	6,811	8,173	9,808
2 Communications	11,393	7,000	8,400	10,080
3 Stationery & Office Supplies	6,500	5,000	6,000	7,200
4 Transport, Fuel & Servicing	2,420	1,800	2,160	2,592
5 Utilities	11,309	8,821	10,585	12,702
6 Insurance	1,297	1,297	1,556	1,867
7 Publicity	5,386	5,386	6,463	7,756
8 Graduation	7,893	4,000	4,800	5,760
9 Hospitality	2,548	1,600	1,920	2,304
10 Auditor's & Accountancy Fees	6,655	6,655	7,986	9,583
11 Casual Works & Services	607	1,500	1,800	2,160
12 Misc. Admin. Expense(bank ch. Etc.)	4,452	2,000	2,400	2,880
<b>TOTAL SECTION V) ADMIN. EXPENSES</b>	<b>76,698</b>	<b>56,870</b>	<b>68,243</b>	<b>81,892</b>
<b>VI) RESERVE FUND</b>				
1) IT Fund	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
2) Publishing Fund	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
3) Building & Capital Fund	<b>32,262</b>	<b>60,000</b>	<b>2,500</b>	<b>2,500</b>
<b>GRAND TOTAL</b>	<b>485,372</b>	<b>445,440</b>	<b>437,497</b>	<b>474,324</b>

(1) This Budget was approved by the 16th Session of the Governing Board on 21 March 2002.

(2) Revised proposed Budget based on the 2002-2003 approved budget and revised on the basis of the actual expenditure for the first 5 months thereof.

(3) Proposed budget for 2003-2004, based on 2002-2003 budget plus a 10% increase on variable student costs, mission travel and admin. Expenses, and a 7% increase on personnel costs.

(4) Proposed budget for 2004-2005, based on 2003-2004 budget plus a 10% increase on variable student costs, mission travel and admin. Expenses, and a 7% increase on personnel costs.