

Appendix 1  
to the Rules for Formation and Execution of the Budget  
of the Permanent Secretariat of the IGC TRACECA

Adopted  
by the Decision of the IGC TRACECA  
of \_\_\_\_\_ 20\_\_

Approved  
at the Meeting of the he Permanent Secretariat  
of \_\_\_\_\_ 20\_\_

**Main performance indicators  
of the Budget of the Permanent Secretariat of the IGC TRACECA  
for \_\_\_\_\_**

| Structure          | Items  | Currency | Amount         |                |                |              |
|--------------------|--|----------|----------------|----------------|----------------|--------------|
|                    |  |          | preceding year | preceding year | reporting year | planned year |
| 1                  | 2  | 3        | 4              | 5              | 6              | 7            |
| <b>Income</b>      | Contributions for the planned financial year                     | euro     |                |                |                |              |
|                    | Remaining amount from the budget (balance) of the preceding year | euro     |                |                |                |              |
|                    | Income from bank interest, currency rate                         | euro     |                |                |                |              |
|                    | Grants from donors and organizations                             | euro     |                |                |                |              |
|                    | Other income   | euro     |                |                |                |              |
|                    | <b>Total</b>   | euro     |                |                |                |              |
| <b>Expenditure</b> | Payments to the management and the staff                         | euro     |                |                |                |              |
|                    | Office costs   | euro     |                |                |                |              |
|                    | Re-investment  | euro     |                |                |                |              |
|                    | Meetings of the IGC and the Working Groups                       | euro     |                |                |                |              |
|                    | Other expenditure  | euro     |                |                |                |              |
|                    | <b>Total</b>   | euro     |                |                |                |              |
| <b>Balance</b>     | Remaining amount from the budget of the planned year             | euro     |                |                |                |              |

Secretary General

\_\_\_\_\_ signature

\_\_\_\_\_ (full name)

**Income**  
**of the Budget of the Permanent Secretariat of the IGC TRACECA**  
**in \_\_\_\_\_**

| № | Income categories  | Currency | Amount         |                |                |              | departure %<br>(line 7/6) |
|---|--|----------|----------------|----------------|----------------|--------------|---------------------------|
|   |  |          | preceding year | preceding year | reporting year | planned year |                           |
| 1 | 2  | 3        | 4              | 5              | 6              | 7            | 8                         |
| 1 | <b>Membership contributions of the Parties for the planned fiscal year, incl</b> | euro     |                |                |                |              |                           |
|   | membership contributions for the planned year                                    | euro     |                |                |                |              |                           |
|   | membership contributions for the preceding years                                 | euro     |                |                |                |              |                           |
| 2 | <b>Remaining amount from the budget (balance) of the preceding year</b>          | euro     |                |                |                |              |                           |
| 3 | <b>Income from bank interest, currency rate</b>                                  | euro     |                |                |                |              |                           |
| 4 | <b>Grants from donors and organizations</b>                                      | euro     |                |                |                |              |                           |
| 5 | <b>Other income, including:</b>  | euro     |                |                |                |              |                           |
|   |  | euro     |                |                |                |              |                           |
|   |  | euro     |                |                |                |              |                           |
| 6 | <b>Total</b>   | euro     |                |                |                |              |                           |

**Expenditure  
of the Budget of the Permanent Secretariat of the IGC TRACECA  
in \_\_\_\_\_**

| № | Cost categories  | Currency | Amount         |                |                |   |  |       |                        |
|---|--|----------|----------------|----------------|----------------|---|--|-------|------------------------|
|   |  |          | preceding year | preceding year | reporting year | planned year                                    |  |       | departure % (line 9/6) |
|   |  |          |                |                |                | based on the contributions for the planned year | based on the contributions for the preceding years | total |                        |
| 1 | 2  | 3        | 4              | 5              | 6              | 7   | 8  | 9     | 10                     |
| 1 | <b>Payments to the management and staff members</b>                        | euro     |                |                |                |   |  |       |                        |
|   | PS staff: Management and Experts   | euro     |                |                |                |   |  |       |                        |
|   | PS staff: Support staff  | euro     |                |                |                |   |  |       |                        |
|   | National Secretaries of the MLA Parties                                    | euro     |                |                |                |   |  |       |                        |
| 2 | <b>Office running costs</b>  | euro     |                |                |                |   |  |       |                        |
|   | <b>Running costs for the PS premise's maintenance, including:</b>          | euro     |                |                |                |   |  |       |                        |
|   | public utility costs   | euro     |                |                |                |   |  |       |                        |
|   | costs for procurement of necessary materials (household goods)             | euro     |                |                |                |   |  |       |                        |
|   | running costs (running repairs)  | euro     |                |                |                |   |  |       |                        |
|   | <b>Office running costs, including:</b>                                    | euro     |                |                |                |   |  |       |                        |
|   | Running costs for office equipment   | euro     |                |                |                |   |  |       |                        |
|   | Communication  | euro     |                |                |                |   |  |       |                        |
|   | Stationery costs   | euro     |                |                |                |   |  |       |                        |
|   | Representation expenses  | euro     |                |                |                |   |  |       |                        |
|   | Information dissemination and library                                      | euro     |                |                |                |   |  |       |                        |
|   | Website content, IS and Software   | euro     |                |                |                |   |  |       |                        |
|   | Office car maintenance   | euro     |                |                |                |   |  |       |                        |
|   | Office running costs for the Permanent Representations                     | euro     |                |                |                |   |  |       |                        |
|   | <b>Travel costs</b>  | euro     |                |                |                |   |  |       |                        |
| 3 | <b>Reinvestment</b>  | euro     |                |                |                |   |  |       |                        |
|   | Procurement and renewal of equipment and software (incl. office equipment) | euro     |                |                |                |   |  |       |                        |
|   | Procurement of tangible assets (incl. furniture, vehicles, etc.)           | euro     |                |                |                |   |  |       |                        |
|   | Repair work (except for running repairs)                                   | euro     |                |                |                |   |  |       |                        |
| 4 | <b>Meetings of the IGC and Working Groups</b>                              | euro     |                |                |                |   |  |       |                        |
|   | Travel costs   | euro     |                |                |                |   |  |       |                        |
|   | Expenses on arrangement and conducting of the events                       | euro     |                |                |                |   |  |       |                        |
| 5 | <b>Miscellaneous costs, including:</b>                                     | euro     |                |                |                |   |  |       |                        |
|   |  | euro     |                |                |                |   |  |       |                        |
|   |  | euro     |                |                |                |   |  |       |                        |

|   |              |      |  |  |  |  |  |  |  |
|---|--------------|------|--|--|--|--|--|--|--|
| 6 | <b>Total</b> | euro |  |  |  |  |  |  |  |
|---|--------------|------|--|--|--|--|--|--|--|