

FINANCIAL METHODOLOGY AND PLANNING

The prepared budget has been based on the planned activities envisaged in the technical proposal.

The budget is split into two halves. The first element is staffing:

Staffing

The rates used within the budget are those per our CSSF framework agreement. For UK staff the banding of each person has been assessed and the appropriate rate used. Where overseas staff are being contracted, the band has been set at the appropriate level but the rate has been assessed and set at the appropriate level.

The final invoice charge will be based on actual time undertaken on the project.

The second element is the operational / delivery costs:

Operational Costs

These are based on the envisaged planned activities. All costs are based on an estimate of costs to be incurred. The final charge will be the actual cost incurred with no margin being added to this element of the budget.

All flights will be economy class and all expenditure will be in line with FCO requirements.

All costs charged to the FCO will be backed by prime documents.

Grants

Actual grants to be paid to the relevant parties will be based on the needs assessments, detailed budgets and proposals and will only be paid once agreed by a project board to be convened to agree any large payments for commissioned work. This is in line with the working of our current project with the FCO for disinformation where there is a clear grants framework. This will be replicated on this project.

The project will be subject to a yearly independent audit.