

# IRDR Executive Director Report

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## Financial report

### Provisional budget for fiscal year 2013

The total income for fiscal year 2013 is expected to be 4,224,901 CNY under direct management. It is composed of 2.7 million CNY provided by CAST as an annual contribution agreed in the Letter of Cooperation signed between CAST and the Co-Sponsors. In addition, 1,524,901 million CNY was carried over from FY2012. The statement of income and expenditure (as at 1 October 2013) presented in **Annex 1** shows a total expenditure of 1,704,677.28 CNY (63%).

### Provisional budget for fiscal year 2014

The provisional budget for fiscal year 2014 is the same as presented at previous meetings.

### IRDR Grants Account

The IRDR Grants account currently has a balance of 136,139.59 CNY. All previous grants have been closed. The current funds can be used by the IPO and SC as needed. It was agreed at the ninth IRDR Science Committee meeting in May 2013, that these funds would be used to pay for IRDR DATA's second meeting; however the IPO was able to find other funds. Therefore these funds are still available for use.

### IRDR Conference 2014

Planning for the IRDR Conference is going forward. The budget is attached in Annex 2. There are two budgets based on a 300 or 500 person attendance. The initial abstract submission date was 4 October, and has been extended once until 3 November 2013.

Two Keynote speakers have been invited. Virginia Murray has accepted and will present on "Science and the 2015 Agendas." Sir Mark Solomon was invited but initially offered his regrets. However, the IPO has been asked to wait as some parties have asked him to reconsider.

IRDR DATA has asked for a pre-conference event. The IPO is working on making this happen.

CODATA and START have asked for sessions specific to their projects. The IPO has agreed that they may do breakout sessions or a pre/post conference event.

There will be no concurrent events as recommended by the IRDR Science Committee.

## Staffing and human resources

Contracts for foreign IPO staff are signed with RADI, usually for two years, renewable. The Junior Science Officer was hired for a two year term in January 2013 until January 2015 (this date was modified from the previous report due to miscalculation in the contract. The contract has been adjusted.) The Executive Director's contract expires November 30, 2013. To date, a new Executive Director has not been named. An interim management plan has not been developed nor has a transition plan as the IPO has received no instruction from the Co-Sponsors or Science Committee.

In June 2013, the Chair of the Science Committee and the Executive Director conducted interviews for the open Communication Officer position. Representatives from RADI were invited but none were able to attend. An offer was made to two individuals but neither accepted. The third candidate accepted. However, the IPO has been delayed bringing them on board due to lack of approval from RADI. We have been able to reach a possible solution and hope to bring them on board as soon as possible. The original start date was supposed to be November 1, 2013.

# Annual Budget 2013

All expenditure are listing in Chinese yuan (RMB)

SUMMARY	BUDGETED	CLEARED	OVER BUDGET	UNDER BUDGET
Total income	4,224,901.28	4,224,901.28		
Total expenses	3,347,693.00	1,704,677.28		(1,643,015.72)
Unspent Funds	877,208.28	2,520,224.00	1,643,015.72	
INCOME DETAILS	BUDGETED	CLEARED	OVER BUDGET	UNDER BUDGET
Annual allotment	¥2,700,000.00	¥2,700,000.00		
Rollover from 2012	¥1,524,901.28	¥1,524,901.28		
<b>Total income:</b>	<b>¥4,224,901.28</b>	<b>¥4,224,901.28</b>		
EXPENSE DETAILS	BUDGETED	CLEARED	OVER BUDGET	UNDER BUDGET
SALARIES & BENEFITS				
Total Salaries	¥1,677,893.00	¥1,019,148.80		(658,744.20)
Executive Director	¥749,865.00			
Admin Officer	¥265,271.00			
Communications Officer	¥180,000.00			
Jr. Science Officer	¥240,000.00			
PA	¥242,757.00			
Misc Labor	¥0.00			
ED Housing				
Social Security ins		¥0.00		
Medical Ins		¥29,143.00	29,143.00	
Unemployment Ins		¥0.00		
Worker's Comp ins		¥0.00		
Housing Fund		¥0.00		
Foreign Health Insurance	¥93,000.00	¥182,370.00	89,370.00	
Meals - lunch	¥16,800.00	¥9,085.00		(7,715.00)
OT Meals	¥0.00	¥0.00		
moving	¥0.00	¥18,420.00	18,420.00	
rent	¥0.00	¥1,338.00	1,338.00	
	¥1,787,693.00	¥1,258,166.80		(529,526.20)
TRAVEL				
Total Overseas Travel	¥825,000.00	¥293,152.47		(531,847.53)
Overseas Travel	¥300,000.00			
SC Meeting	¥300,000.00			
SC Travel (up to 10%)	¥225,000.00	¥84,156.28		(140,843.72)
Domestic travel (inbound)	¥25,000.00	¥30,735.62	5,735.62	
Beijing Transportation Costs	¥83,000.00	¥49,068.00		(33,932.00)
Misc		¥31.15	31.15	
	¥933,000.00	¥372,987.24		(560,012.76)
ADMIN EXPENSES				
Office Supplies	¥20,000.00	¥23,127.14	3,127.14	
Special materials	¥25,000.00	¥117.80		(24,882.20)
Royalties	¥0.00	¥0.00		
Software	¥0.00	¥0.00		
Office Equipment	¥5,000.00	¥0.00		(5,000.00)
Printing	¥20,000.00	¥10,600.00		(9,400.00)
Shipping & postage	¥40,000.00	¥27,947.60		(12,052.40)
Translation services	¥10,000.00	¥0.00		(10,000.00)
Website	¥5,000.00	¥1,338.00		(3,662.00)
Consulting	¥0.00	¥0.00		
Domestic Receptions	¥2,000.00	¥627.70		(1,372.30)
Foreign Visitor costs	¥0.00	¥9,765.00	9,765.00	
	¥127,000.00	¥73,523.24		(53,476.76)
OTHER				

Conference Expenses	¥500,000.00	¥0.00	(500,000.00)
	¥500,000.00	¥0.00	(500,000.00)
<b>TOTAL EXPENSES:</b>	¥3,347,693.00	¥1,704,677.28	(1,643,015.72)

**2014 IRDR Conference (CNCC- 350 Participants)**  
**7-9 June 2014**

Item	Category	Standard	Days	Quantity	Sum	
<b>Foreigners</b>	Hotel	700	4	25	70,000	Breakfast & internet included
	Sundries	400	5	15	30,000	¥100,000.00
<b>Venue and Facilities</b>	Plenary	18,000	2	1	36,000	
	3 Sessions / 401 402AB	2,250	4	3	27,000	
	Outdoor Board	32,000	1	1	32,000	
	Plenary Room Board	19,200	1	1	19,200	
	Simultaneous facilities	4,000	1	1	4,000	
	Stereo ear phones	40	1	400	16,000	
	Simultaneous Interpreter	5,000	1	2	10,000	
	Session rooms Board	2,000	3	3	18,000	
	Posters	250	1	10	2,500	
	Amplification Facilities	2,500	3	3	22,500	
	Microphone	80	150	3	36,000	
	VIP Room	4,000	2	1	8,000	
	IPO Office (403?)	4,500	4	1	18,000	
	Projector+Screen	2,000	3	3	18,000	
	Projector+Screen-Plenary	5,000	2	1	10,000	
	Laptop	300	3	3	2,700	
	Internet WIFI Fee / pc	150	1	20	3,000	
	Conference Package	150	1	350	52,500	
	Pens, notebooks, etc.	30	1	350	10,500	
Delegates Gift	100	1	350	35,000		
Invited Delegates Gift	200	1	50	10,000		
Sub Total					¥390,900.00	
<b>Exhibition</b>	Registration desk	1,000	1	5	5,000	
	Booth Fee ( floor+setting)	3,000	1	75	225,000	
	POSTER Boards (200 POSTERs)	150	1	100	15,000	
	Security Fee	3,000	1	1	3,000	
	Temporary Power	1,500	1	1	1,500	
	Ribbon-cutting and Backdrop	20,000	1	1	20,000	
	Electricity Inspection	10	4	750	30,000	
	Public Security Approval Service, etc.				10,000	
Sub Total					¥309,500.00	
<b>Transportation</b>	Shuttle Bus	1,000	3	3	9,000	
	Sub Total					¥9,000.00
<b>Food and Beverages</b>	Banquet	400	1	350	140,000	
	Banquet Board	4,000	1	1	4,000	
	Drivers Labor Cost	100	1	50	5,000	
	Lunch	180	3	350	189,000	
	Dinner	80	4	15	4,800	
	Staff meal	80	4	80	25,600	
	Tea Break	50	6	300	90,000	
	Alcohol	15,000	1	1	15,000	
Sub Total					¥473,400.00	
<b>Staff</b>	Transportation	200	10	1	2,000	

<b>Staff</b>	Accommodation (Media Village)	700	4	4	11,200	¥13,200.00
<b>Secretary</b>	Invitation and material printing				20,000	
	Mobile	5,000			15,000	
	Sub Total					¥35,000.00
<b>Sundries</b>	Fee for reporters	¥500.00	1	10	¥5,000.00	
	Fee for drivers	¥100.00	1	30	¥3,000.00	
	Labor Cost	¥1,000.00	1	30	¥30,000.00	
	Parking Fee	¥40.00	10	4	¥1,600.00	
	Administrative Fees				¥50,000.00	
	Design fee for materials				¥30,000.00	
	Abstract Review	¥2,000.00	1	10	¥20,000.00	
	Volunteers	¥100.00	4	20	¥8,000.00	
	Invited Speakers Airfare	¥20,000.00	¥10.00	¥1.00	¥200,000.00	
						¥347,600.00
	Total					¥1,678,600.00
	Imprevision Expenses					¥167,860.00
	Gross Total					¥1,846,460.00

**Note: Airport pick up is calculated seperately and will be paid by CAST**

**2014 IRDR Conference (CNCC- 500 Participants)**  
**7-9 June 2014**

Item	Category	Standard	Days	Quantity	Sum	
<b>Foreigners</b>	Hotel	700	4	25	70,000	Breakfast & internet included
	Sundries	400	5	15	30,000	¥100,000.00
<b>Venue and Facilities</b>	Plenary	63,000	2	1	126,000	*
	3 Sessions / 401 402AB	2,250	4	3	27,000	*
	Outdoor Board	32,000	1	1	32,000	*
	Plenary Room Board	19,200	1	1	19,200	*
	Simultaneous facilities	4,000	1	1	4,000	*
	Stereo ear phones	40	1	500	20,000	*
	Simultaneous Interpreter	5,000	1	2	10,000	*
	Session rooms Board	2,000	3	3	18,000	*
	Posters	250	1	10	2,500	*
	Amplification Facilities	2,500	3	3	22,500	*
	Microphone	80	150	3	36,000	*
	VIP Room	4,000	2	1	8,000	*
	IPO Office (403?)	4,500	4	1	18,000	*
	Projector+Screen	2,000	3	3	18,000	*
	Projector+Screen-Plenary	5,000	2	1	10,000	*
	Laptop	300	3	3	2,700	*
	Internet WIFI Fee / pc	150	1	20	3,000	*
	Conference Package	150	1	500	75,000	
	Pens, notebooks, etc.	30	1	500	15,000	
	Delegates Gift	100	1	500	50,000	
Invited Delegates Gift	200	1	50	10,000		
	Sub Total					¥526,900.00
<b>Exhibitor Fee</b>	Registration desk	1,000	1	5	5,000	
	Booth Fee ( floor+setting)	3,000	1	75	225,000	
	POSTER Boards (200 POSTERS)	150	1	100	15,000	
	Security Fee	3,000	1	1	3,000	
	Temporary Power	1,500	1	1	1,500	
	Ribbon-cutting and Backdrop	20,000	1	1	20,000	
	Electricity Inspection	10	4	750	30,000	
	Public Security Approval Service, etc.				10,000	
	Sub Total					¥309,500.00
<b>Transportation</b>	Shuttle Bus	1,000	3	3	9,000	*
	Sub Total					¥9,000.00
<b>Food and Beverages</b>	Banquet	400	1	500	200,000	*
	Banquet Board	4,000	1	1	4,000	*
	Drivers Labor Cost	100	1	50	5,000	
	Lunch	180	3	500	270,000	
	Dinner	80	4	15	4,800	*
	Staff meal	80	4	80	25,600	
	Tea Break	50	6	500	150,000	*
	Alcohol	15,000	1	1	15,000	
	Sub Total					¥674,400.00
<b>Staff</b>	Transportation	200	10	1	2,000	
	Accommodation (Media Village)	700	4	4	11,200	¥13,200.00
<b>Secretary</b>	Invitation and material printing				20,000	
	Mobile	5,000			15,000	
	Sub Total					¥35,000.00

<b>Sundries</b>	Fee for reporters	¥500.00	1	10	¥5,000.00	
	Fee for drivers	¥100.00	1	30	¥3,000.00	
	Labor Cost	¥1,000.00	1	30	¥30,000.00	
	Parking Fee	¥40.00	10	4	¥1,600.00	
	Administrative Fees				¥50,000.00	
	Design fee for materials				¥30,000.00	
	Abstract Review	¥2,000.00	1	10	¥20,000.00	
	Volunteers	¥100.00	4	20	¥8,000.00	
	Invited Speakers Airfare	¥20,000.00	¥10.00	¥1.00	¥200,000.00	
					¥347,600.00	
	Total				¥2,015,600.00	
	Imprevision Expenses				¥201,560.00	
	Gross Total				¥2,217,160.00	