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**AMENDMENT #1 TO THE RESPONSIBLE PARTY AGREEMENT
BETWEEN
UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
AND
THE INSTITUTE FOR DEVELOPMENT OF FREEDOM OF INFORMATION (IDFI)
("CSO")**

Reference is made to the Responsible Party Agreement dated 15 August 2016 signed between the UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) , and the Institute for Development of Freedom of Information (IDFI) ("CSO"), with respect to the scope of the Responsible Party Agreement (Project Description), and as mentioned within UNDP Rules and Regulations, any modification to this Responsible Party Agreement shall require an amendment in writing between both parties and duly signed by the authorized representatives of the CSO and UNDP.

Therefore, Parties hereby agree on the following;

WHEREAS CSO and UNDP now wish to amend said Responsible Party Agreement in order to extend the duration of the agreement;

WHEREAS such Amendment will result in an increase of USD 8,675.00 making this amended Responsible Party Agreement Budget total USD 264,195.00;

NOW THEREFORE, the relevant Responsible Party Agreement provisions indicated below are hereby amended to read as follows:

The provisions of Article 6 of the Responsible Party Agreement shall be changed to read as follows:

6. Activities Ending Date: 28 December 2018

And

The provisions of Article 7 of the Responsible Party Agreement shall be changed to read as follows:

7. Total Amount of Funds: 264,195.00 USD

And

Attachment 1 "CSO's Project Description, Workplan and Financial Proposal" is complemented with the Attachment 3 of the Responsible Party Agreement to reflect the changes and amendments to the Project description and workplan as well as the new distribution of funds among budget lines (attached) for the period of the extension of the Project.

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NEVERTHELESS, all other terms and conditions of the Responsible Party Agreement, except as amended herein, shall remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF, THE UNDP AND THE CSO HAVE SIGNED THIS AMENDMENT

For the CSO		For UNDP	
Signature:		Signature:	
Name:	Giorgi Kidiashvili	Name:	Munkhtuya Altangerel
Title:	Director	Title:	Deputy Resident Representative
Date:	03/09/18	Date:	03/09/18



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ATTACHMENT 3

1.1. Title

Institute for Development of Freedom of Information (IDFI) contribution to the EU / UNDP Project "Strengthening the System of Parliamentary Democracy in Georgia"

1.2. Location(s)

GEORGIA

1.3. Cost of the action and amount requested from the Contracting Authority

Cost of the action is USD 264,195.00, where USD 8,675.00 is requested by the IDFI for the period of the extension of the action, i.e. September-December 2018.

1.4. Summary

Total duration of the action	1 September 2016 – 28 December 2018 (28 months).
Objectives of the action, Main activities	The programme contributes to UNDPs overall programme aim to establish the Georgian Parliament as a credible institution with a greater role in national policy-making and European integration. IDFI will contribute to activity 1.2 of the UNDP Project Document - Support Parliament in developing and implementing legislative openness action plans; implement selected openness commitments; conduct public awareness campaigns.
Partner(s)	IDFI will work in close cooperation with UNDP, Parliament of Georgia, local CSOs and international and multilateral organizations to ensure that the components delivered integrate into the overall UNDP programme.
Target group(s)	Members and staff of the Parliament; Permanent Parliamentary Council on Open Governance, Speaker's Office, Secretary General, Public Relations Department of the Parliament of Georgia, IT Department of the Parliament of Georgia.
Final beneficiaries	Parliament of Georgia, CSOs, International and Multilateral Organizations, public at large.
Results	1. Commitments of the Open Parliament Action Plan 2015-2016 implemented 2. 2017 Open Parliament Action Plan adopted and implemented 3. 2018-2019 Open Parliament Action Plan adopted and implementation launched

	4. Public awareness on OGP raised
Main activities	<p><u>Result area 1:</u> On-the job consultancy, workshops, parliament web-site development, drafting of normative acts.</p> <p><u>Result area 2:</u> Survey, on-the job consultancy, workshops, round tables, meetings, study visits.</p> <p><u>Result area 3:</u> Meetings, workshops, development of strategic papers and concepts.</p> <p><u>Result area 4:</u> Annual Global Summits, International Conferences, workshops, roundtables, youth competitions.</p>

BACKGROUND

(as of August 2018)

UNDP, in the frames of its EU funded Project - "Strengthening the System of Parliamentary Democracy in Georgia", has been supporting the Parliament of Georgia in increasing legislative openness in the country through the Parliament's engagement in the Open Government Partnership (OGP) – a global initiative that calls for the governments to further transparency, accountability and citizen engagement in decision-making processes. The EU-UNDP support has been provided through partnership with the Institute for Development of Freedom of Information (IDFI). IDFI is one of the leading Georgian CSOs which has been engaged in the OGP initiative both at executive and legislative levels with its Director (Giorgi Kldiashvili) having been elected as a Civil Society Member of the Global OGP Steering Committee in 2017.

With the IDFI/Project support, the Parliament of Georgia engaged in the global initiative in early 2015 through signing the Memorandum of Understanding with the civil society organizations and adopting the Declaration on Parliamentary Openness on 30 April 2015. The same year, the Parliament developed and adopted its first ever Open Parliament Action Plan for 2015-2016, which was a product of a participatory and consultative process with the civil society. This was respectively acknowledged at the OGP Global Summit in Mexico in October 2015 when the Georgian Parliament was awarded with the OGP Government Champions Award for exemplary co-creation of legislative openness plan with the civil society.

Under the 2015-2016 Open Parliament Action Plan, the Parliament of Georgia established the Permanent Parliamentary Council on Open Governance (thereafter – the Council) - an interfactional body comprised of 11 MPs responsible for developing biannual Open Parliament action plans and coordinating their overall implementation process. A Consultative Group

comprised of the representatives of civil society and international organizations (chaired by the IDFI) was formed under the Council to support the process.

Since its engagement in the OGP initiative, the Parliament of Georgia has approved three Open Parliament Action Plans for (1) 2015-2016, (2) 2017 and (3) 2018-2019 (current). The first two Action Plans consisted of 34 commitments of which 15 were fully implemented and 14 were partially implemented. IDFI, in the frames of the EU-UNDP Project, has been a lead supporter of the Council in facilitating workshops of the Council and its Consultative Group with the aim of developing the openness action plans and coordinating/monitoring implementation of each of the openness commitments. IDFI has been also instrumental in supporting the implementation of the selected commitments under 2015-2016 and 2017 Action Plans.

At the same time, IDFI has been supporting the Council in organizing public awareness campaigns targeting different groups, including private sector and youth, to collect their ideas for increasing legislative openness in Georgia. It is noteworthy that the third Action Plan includes three commitments submitted through the youth contest - 'Your Idea for the Open Parliament' – organized by IDFI in March 2018.

As the result of the implementation of the Open Parliament Action Plans, the respective legislative basis has been created and technological mechanisms and innovations introduced to foster greater transparency and citizen engagement in legislative processes. As a result of direct support from the IDFI/Project:

- Citizens now have a possibility to electronically comment on draft laws available on the website of the Parliament and parliamentary committees are obliged to review those comments to reflect them in respective committee conclusions.
- Citizens can submit e-petitions and collect e-signatures for legislative initiatives.
- Based on the Concept for adapting the Parliament building (in Tbilisi) to the needs of Persons with Disabilities (PwDs), prepared with the IDFI/Project support, the Parliament has announced tenders for construction works which will make it easier for people with special needs to access and move around the territory of the Parliament in Tbilisi.
- Website of the Parliament (www.parliament.ge) was brought in line with A Level Guidelines (WCAG 2.0) of International W3 Accessibility Standards and is maximally customized for PwD users.
- Public Information Module was created providing regularly updated parliamentary information of high public interest, including reports on parliamentary budget execution, parliamentary wages and other.
- Parliament's mobile application – GeoParliament – was developed. By using the application, citizens can comment on draft laws, track draft laws through all hearing stages, check the Parliamentary Calendar and view the agenda of the Parliament Bureau with all the supporting legislative documents.

In view of Georgia's remarkable progress towards achieving the OGP goals both at the Executive and Legislative levels, in September 2017, Georgia was elected as an OGP Chair for a one-year term. As a Chair country, Georgia hosted the fifth OGP Global Summit in Tbilisi on 17-19 July 2018. On 17 July, the Parliament of Georgia hosted a high level meeting on legislative openness – Open Parliament Day - gathering over 200 representatives from 24 countries and 12 parliaments. The EU-UNDP Project through IDFI played a key role in supporting the Parliament in the organization of this large-scale event, including the design of the Agenda, mobilization of

high-level speakers, production of different promotional materials exposing the important milestones reached by the Georgian Parliament on its road to greater legislative transparency, accountability and citizen engagement.

Currently, the Georgian Parliament is starting to implement the commitments undertaken under its third Open Parliament Action Plan for 2018-2019. The Plan is composed of five ambitious commitments including those related to the development of the Parliament's Action Plan for the 2030 Sustainable Development Agenda; increasing accountability before the citizens, raising public awareness on parliamentary democracy, and strengthening parliamentary oversight over the transparency of Government activities.

The implementation of the new Action Plan calls for an intensive work of the Council and its Consultative Group. There are a number of commitments in the Plan that need to be fulfilled by the Parliament by the end of 2018, including the elaboration of the Council's Communication Strategy and Action Plan, development of the Parliament's Social Media Communications Concept and other. Therefore, on one hand, the Parliament requires continued support in overall coordination and monitoring of the process and on the other hand, given limited human and financial resources, it needs external support in actual implementation of selected number of commitments.

ACTIVITIES TO BE IMPLEMENTED

(for the period of the extension of the action, i.e. September-December 2018)

For September – December 2018, IDFI will be responsible for the implementation of the following activities:

1. Support the activities of the Permanent Parliamentary Council on Open Governance

One of the main functions of the Council is development and implementation of the commitments of legislative openness action plans which is done in close coordination and cooperation with the Council's Consultative Group. Regular workshops and meetings between the Council and its Consultative Group is an essential part of the work. IDFI will support the Council with the facilitation and organization of such workshops and meetings to ensure effective implementation and monitoring of the progress towards the fulfillment of the openness commitments.

During September-December 2018, IDFI will support the Council in thorough planning process for the implementation of the 2018-2019 Action Plan. A special workshop will be organized to plan the work, assign responsible parties both within the Parliament and CSOs/international organizations and identify the commitments that could be implemented either with the in-house (Parliament) resources and those that require external support.

2. Support the Parliament of Georgia in the Implementation of the selected commitments of the 2018-2019 Open Parliament Action Plan

IDFI will support the Parliament of Georgia/the Council in the implementation of the following two sub-commitments of the 2018-2019 Open Parliament Action Plan. Both sub-commitments relate to the Commitment #5 - Raising Public Awareness about Parliamentary Democracy:

2.1. Development and Approval of the Communications Strategy and Action Plan of the Permanent Parliamentary Council on Open Governance (*Commitment 5.1 of the Open Parliament Georgia Action Plan 2018-2019*) - IDFI in collaboration with the partner organizations will support the Parliament of Georgia/Council members in elaborating the Communications Strategy and Action Plan of the Council.

The two-year long Strategy will frame the objectives, target audience, messages, tools and approaches for outreach activities of the Council (especially in regions of Georgia). The primary ground on which the Communications Strategy will be built is mostly the external communications/reaching out to the public via using different channels of communication, including various events such as: information campaigns and public meetings, use of media and social networks as well as the production of informational materials/videos, etc.

Furthermore, Strategy will be followed by the Action Plan, including annual action plans developed individually for each year and every consecutive one will build upon the results and lessons learned in the past years.

Overall, the Communications Strategy and Action Plan will contribute to:

- 1) Raising public awareness on OGP, Open Parliament and the role of the Council in ensuring legislative openness in Georgia.
- 2) Informing the public on the importance of their participation in parliamentary activities, including the elaboration and monitoring of the commitments of the Open Parliament Action Plans; and
- 3) Promoting the results of the legislative openness and its benefits for the Georgian citizens.

2.2. Development of the Social Media Communications Concept of the Parliament of Georgia (*Commitment 5.4 of the Open Parliament Georgia Action Plan 2018-2019*) - Over the last few years, social media networks (facebook, twitter, etc) have emerged as important mediums of communication globally, including in Georgia for reaching out to larger audiences. The main purpose of using social media is to connect to a large audience and spread a message. Therefore, IDFI in cooperation with the Parliament/Council members and the Parliament's Public Relations team (particularly, the social media team) will develop a concept for the social media communication of the Parliament.

The two-year concept will be largely based on the Parliament's Communications Strategy, developed with the support of the EU-UNDP Project during its I Phase in 2015. It will also consider the lessons learnt by the Parliament's Public Relations Department over the past years. The concept will set goals and objectives; outline the tactics/methods of posting/ best content creation and ensuring maximum reach; define target audience and the key messages for promoting the work of the Parliament.

Overall, both Communications Strategy and Action Plan of the Council as well as the Concept for the Social Media Communication will significantly contribute to raising public awareness on parliamentary activities as well as promote the formation of an informed society and more active citizen engagement in the lawmaking process.

WORKPLAN

(for the period of the extension of the action, i.e. September-December 2018)

Components / Activities		September 2018	October 2018	November 2018	December 2018
1. Support the activities of the Permanent Parliamentary Council on Open Governance		X	X	X	X
2. Support the Parliament of Georgia in the Implementation of the selected commitments of the 2018-2019 Open Parliament Action Plan	2.1. Development of the Communications Strategy and Action Plan of the Permanent Parliamentary Council on Open Governance	X	X	X	X
	2.2. Development of the Social Media Communications Concept of the Parliament of Georgia	X	X	X	X

EVIDENCE OF RESPONSIBILITY

1. Information about the organization

Institute for Development of Freedom of Information (IDFI) was established in 2009 as an NGO and think-tank organization working in the sphere of human rights, freedom of expression, rule of law, democracy development, anti-corruption, good and open government. IDFI has well recognized partner organizations abroad, such as the National Security Archive (United States), International Memorial, Free Press Unlimited and others. IDFI has implemented number of projects of high importance; the organization is involved in drafting legislation and writing various strategy documents and reforms for the government of Georgia. IDFI has a staff of more than 20 professionals to manage projects and respective management, personnel, fiscal, and quality control systems in place to serve the requirements of agreements as well as internal operations. Among the donors of the Institute are USAID contractors, foreign governments (USA, Germany, Kingdom of Netherland, Swiss Federation), international organizations (EU, UNDP) and private and international foundations such as Open Society Foundations, Hivos and others. More about IDFI please see here: https://idfi.ge/en/page/p/our_fields_of_activity and about the Projects implemented by the organization: https://idfi.ge/public/upload/our_proj/1.pdf

2. Past Performance and Relevant Project Experience

IDFI is a leading organization in Georgia working and providing expertise in the sphere Open and Good Governance, e-Governance and e-Democracy, freedom of speech and expression, Access to information and media freedom, public administration reform, social and economic development strategy, internet and innovations, open data and etc. IDFI is internationally know for its work in development of Open Government Partnership (OGP) in all sectors of government: Executive, Legislative and Judiciary. The organization has been actively cooperating with the Parliament of Georgia – on developing Open Parliament standards, the Supreme Court of Georgia – on developing e-Transparency of courts and especially with the Government of Georgia in developing very important reforms, such as Anti-corruption, Civil Service Reform, Social-Economic Development Strategy and others. IDFI was directly involved in elaborating the civil service reform concept of Georgia and drafting related legislation, such as Law on Civil Service, Freedom of Information Law and by laws. IDFI is the member of the Anti-Corruption Inter-Agency Council of Georgia and the co-chair of two working groups there. The Director of Institute is the Civil Society Member of the Global OGP Steering Committee. IDFI is the elected chair of the Consultative Group at the Permanent Council for Open and Transparent Governance of the Parliament of Georgia and works with the Parliament on OGP related issues. IDFI advocated for improving Rule of Law and implemented number of important projects in the framework of Open Government Partnership, such as increasing access to information, increasing government integrity, anti-corruption policy, e-government and e-democracy. For active cooperation with the Parliament of Georgia IDFI was given a separated space to work in building of the Parliament of Georgia in Tbilisi.

3. Financial Capability

IDFI has resources to implement the commitments taken under the framework of the contract. The Institute is a non-commercial (non-entrepreneur) legal entity that has been conducting activities funded by International Organizations and private foundations since 2009. Average annual budget for past years of the Institute is more than \$500,000.00 and majority of the funding comes from the USAID, EU and UNDP and private foundations supported grants and subcontracts.

4. Capability to Comply with Award Conditions

IDFI is able to comply with the proposed delivery of performance schedule having taken into consideration all existing commitments. IDFI uses an automated project-based accounting system (ORIS). All grants and contracts are assigned separate project accounts, wherein revenue and expenses are accounted in accordance with the restrictions under the applicable agreement, grant, or contract terms. Annual and project financial audits of the organizations have been prepared by international audit companies, such as Ernst & Young, BDO and Grant Thornton.

5. Business Integrity

IDFI's integrity and business and performance ethics are at the very highest level. IDFI meets the requirements of the donors and clients and implements programs in accordance with their expectations, guidelines, and regulations.

6. Qualification and Eligibility

IDFI is qualified and eligible to receive an award under applicable laws and regulation, and it has been performing work of similar nature under similar mechanisms for EU, UNDP and USAID and other international donor organizations and foundations as grant recipient, contractor and subcontractor. IDFI rents office (part of the office will be allocated for the project staff), and also received space in the Parliament of Georgia Tbilisi Building for periodic meetings in the Parliament. IDFI has all necessary equipment needed for the implementation of the project and only needs high volume Colour Laser Printer for a big number of printing materials.

7. Address and Bank Details:

Address: 4, B. Kraveishvili Street, Tbilisi, 0108, Georgia (registration address)

3, Al. Griboedov Street, Tbilisi, 0108, Georgia (office address)

Tel/Fax (Office): +995 322921514

E-mail: info@idfi.ge

Web: www.idfi.ge

Date of Registration: June 18, 2009

Tax number: 2014569617

IDFI's DUNS number: 683527652

IDFI's PADOR number: GE-2010-FZP-0411664111

Bank information:

JSC Bank of Georgia

29a Gagarin Street, Tbilisi, 0160, Georgia

Bank Code: BAGAGE22

Account number: GE73BG0000000138095007

Methodology of Project Implementation

Methods of implementation and reasons for the proposed methodology

The action will be implemented in two phases:

Implementation Phase:

The programme will implement and monitor all activities. IDFI Project Coordinator will be responsible for day-to-day management of implementation and provide regular progress reports, track risk and monitor finances; oversight of implementation is provided from Project Director. Evidence will be gathered on a regular and on-going timescale providing the basis for assessment and evaluation of progress and results. Narrative and financial reports will be provided according to the agreed timeline.

Closeout Phase:

IDFI will ensure integration of the programme elements with the Parliament of Georgia. The programme will then go through a closeout process and the drafting of a final closure narrative and financial report. The programme will also make financial documents, materials, participants, beneficiaries, staff and documents readily available for the final evaluation of the overall UNDP project.

IDFI has a strong relationship with the Georgian Parliament since 2014 in the framework of the EU/UNDP parliamentary strengthening programme as a grantee of UNDP.

Procedures for follow up and internal/external evaluation

The project will be monitored at three levels.

First: monitoring will be provided by IDFI Management through internal monthly reports drafted by the Project Coordinator. IDFI Management will hold regular meetings with the Project Coordinator regarding the project implementation.

Second: Project Director will monitor the impact of the activities, with reporting against objectives and verifiable indicators identified to measure progress. These will include information and

analysis about activities, materials developed, participant engagement, main outcomes, photographs, case studies and lessons learned.

Third: the Project Director will engage and report regularly to the UNDP steering committee and will examine results of monitoring and evaluation and discuss efforts and changes needed to meet the project deliverables. This is also an approach whereby Parliament, through the established committee, takes responsibility for evaluating its own work as a continuous part of its activities.

IDFI will cooperate fully with the UNDP appointed independent evaluators throughout all phases of the project.

IDFI will register all financial operations at ORIS Accounting System and will provide regular checks on the programme's financial management. IDFI will be in compliance with EU/UNDPs procurement requirements during all procurement. As a Georgia registered legal-entity, IDFI complies with Georgian tax regulations and relevant legislation.

The role and participation of the various actors and stakeholders

The project will endeavour to involve all key actors and stakeholders involved in the Open Parliament Georgia process in Georgia including the Parliament Council for Open and Transparent Governance, PR and IT Departments, Speaker's Office (Secretariat of Open Parliament Georgia), Working Group involved CSOs, International and Multilateral organizations, which are a critical source of information for the Parliament. The work of the programme is aimed at improving cooperation so that there is adequate flow of information to the Parliament and the development of better relationships between institutions.

The organisational structure and the team

IDFI's project team will be responsible for implementing the actions outlined in this proposal. The team will include three full-time staff members: a Project Director, Project Coordinator and Analyst/Assistant. Financial management of the project funds will be provided on a contractual basis. IDFI management will supervise and oversee work of the project team and coordinate monitoring and evaluation.

The IDFI Project Director will be the primary contact for the UNDP in Georgia. The Director will manage and report on all project funds in accordance with the UNDP's rules and regulations, as well as EU rules and regulations, where applicable. The Director will lead the project team and plan all activities. The Director will engage with the UNDP in Georgia, and the overall management of the programme in compliance with EU-UNDP guidelines and regulations and providing regular progress reports. The Director will coordinate activities in close collaboration with our partners. The Director will also liaise regularly with Parliamentary authorities and the Project's Steering Committee to evaluate and review project progress and to ensure Parliament's ownership at each step.

The Project Coordinator is accountable to Project Director and is responsible for analytical work of the project, including preparation of research, blogs, articles, also will be involved in the organizational issues such as planning meetings, workshops, round tables. Also legal related work (such as preparation of amendments for legislation, draft legislation).

Analyst/Assistant will assist the project management in research, administrative and organizational activities (conducting research, correspondence with partners, organizing conferences, workshops, round tables, meetings), also will be involved in PR related issues of the project.

Visibility

IDFI will follow all visibility actions in compliance with the EU-UNDP visibility guidelines.

Institute for Development of Freedom of Information (IDFI)

NAME: **Giorgi Kldiashvili**

POSITION: **Director**

DATE: **August 27, 2018**

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EXPECTED OUTPUT:	PLANNED ACTIVITIES	Detailed Actions	Total 2016	Total 2017	January - August 2018	Original contract amount	September-December 2018	Amended contract amount
Output 1: The Georgian Parliament established as a credible institution with an essentially greater role in national policy-making and European integration.	Activity 1. Effectiveness of the parliament, as an institution, improved							
Baseline: In past years, the Parliament of Georgia has gone through continuous reforms to enhance its role within the political system, develop into a strong and effective institution and ensure effective checks and balances system in the country. However, Parliament is still faced with challenges that need to be addressed. It is less strong vis-à-vis the Government, which is particularly visible through a low number of legislative initiatives by Members of Parliament and weak government oversight. Lack of adequate knowledge and skills of the parliament staff result in insufficient services to the MPs. The Parliament's role in the European integration process remains low. The EU-Georgia Association Agreement (AA) and a Deep and Comprehensive Free Trade Agreement (DCFTA) require a significant number of laws to be amended or adopted by Georgia in order to meet the EU standards, hence legal harmonization capacities within the Parliament need to be enhanced. The Parliament's coordination with the Government is also limited.	1.2. Provide support to the Parliament in increasing openness, transparency, accountability and citizen engagement	Organization of workshops, meetings, presentations, international events; implementation of openness commitments	22,216.93	59,568.87	44,000.00	125,785.80	6,925.00	132,710.80
	Management Costs							
	1. Personnel		14,920.78	47,584.74	33,620.86	96,125.38	1,250.00	97,376.38
	1.1 Project Director		5,045.71	16,022.06	10,732.23	31,800.00	1,000.00	32,800.00
	1.2 Project Coordinator		5,148.04	16,630.93	11,221.03	33,000.00		33,000.00
	1.3 Analyst/Assistant		3,051.08	10,119.55	7,229.37	20,400.00		20,400.00
	1.4 Cleaner		310.83	295.55	600.00	1,206.38		1,206.38
	1.5 Financial and accounting		1,164.96	3,603.75	2,431.29	7,200.00	200.00	7,400.00
	3.5. Direct Benefits (health insurance)		200.16	912.90	1,406.94	2,520.00	50.00	2,570.00
	2. Equipment		1,902.78	1,125.93	636.96	3,665.67	-	3,665.67
	2.1 Office equipment (IT equipment)		1,902.78	1,125.93	636.96	3,665.67		3,665.67
	3. Office Running costs		4,280.93	13,106.89	10,600.00	27,987.82	400.00	28,387.82
	3.1 Office supplies		358.67	853.39	1,600.00	2,812.06		2,812.06
	3.2 Rent		1,713.66	5,436.06	2,000.00	9,149.72	100.00	9,249.72
	3.3 Communications (internet, mobile, phone)		461.56	1,411.83	3,000.00	4,873.39	100.00	4,973.39
	3.6 Vehicle operation & maintenance (incl. petrol)		1,747.04	5,405.61	4,000.00	11,152.65	200.00	11,352.65
	4. Miscellaneous		27.13	1,427.20	500.00	1,954.33	100.00	2,054.33
	4.1 Miscellaneous		27.13	1,427.20	500.00	1,954.33	100.00	2,054.33
	Management Cost Sub TOTAL		21,131.62	63,244.76	45,357.82	129,734.20	1,750.00	131,484.20
	GRAND TOTAL		43,348.55	122,813.63	89,357.82	255,520.00	8,675.00	264,195.00

