

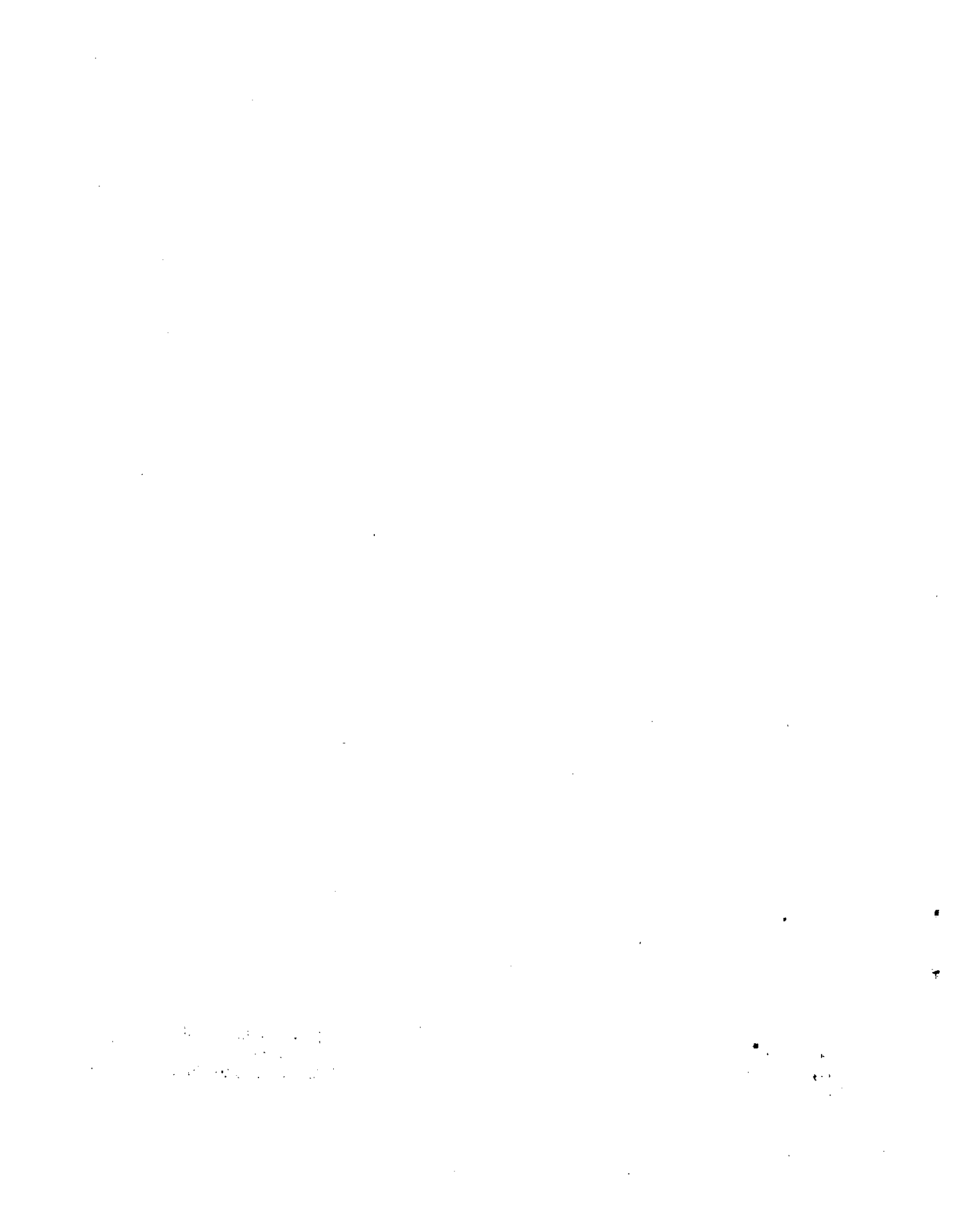
CELADE

CENTRO LATINOAMERICANO DE DEMOGRAFIA

CD3/7

Serie G, N° 23
ABRIL, 1970
100.

FINANCIAL AND ADMINISTRATIVE
REPORT FOR THE PERIOD
1-JANUARY/31-DECEMBER 1969



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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support informed decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is used responsibly and ethically.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and aligned with the organization's goals.

I. FINANCE

1969 Budget

CELADE's financial sources for 1969 were essentially the same as those mentioned in the financial report examined by the Board at its previous meeting. The Centre's budget for 1969, approved by the Governing Board at its First Meeting, amounted to approximately US\$897,000, figure which included estimates of funds to be received as miscellaneous income (sale of publications and services rendered). Likewise, the counterpart contribution in kind made by the Government through the University of Chile was estimated by projecting a dollar exchange rate based on the average variations experienced by this currency during the previous year.

The results of the 1969 budget exercise by source of financing were as follows:

(a) United Nations Development Programme (Special Fund) Allocation

From this allocation, which amounted to US\$469,820, there was a balance, at the end of the year, amounting to approximately US\$50,800, distributed as shown in Appendix I. Although the total balance is favorable, a footnote to this Appendix explains the over-expenditure in items "Equipment and Supplies" and "Non-professional Staff".

(b) AID Contribution

Budget and expenditures for this contribution during 1969 are detailed in Appendix II. This contribution, amounting to US\$307,425 in 1969, was approximately 30% higher than that of the previous year.

The Centre met with an unfortunate lack of flexibility as regards the management of funds from this contribution, owing to the inclusion of a provision in the current contract which stipulates that prior to the establishment of a revolving fund of US\$75,000 contemplated in the contract, the Centre must furnish a fidelity bond or other security acceptable to the AID/Santiago Controller. Obtaining this collateral, however, proved to be a difficult task due to the excessive cost of the premiums demanded by local banks and insurance companies.

(An insurance firm in Santiago quoted a premium of approximately US\$4,500 for a one-year insurance policy). Both CELADE and the Controller of AID/Santiago were opposed to paying such a high premium. In order to find a solution to the problem the Centre contacted AID/Washington and the First National City Bank of New York to explore the possibility of opening a "special account", as suggested by AID/Washington, to be handled in accordance with the conditions set forth by the Agency. Unfortunately, these conditions were not accepted by the Bank, which submitted its observations and comments to AID. Once appraised of this situation, AID/Santiago stated that, although in their opinion the objections raised by the Bank were found to be justified, they were contrary to AID's policies. In view of this situation, AID/Santiago was approached concerning a possible request to AID/Washington seeking to eliminate the clause in question or to approve delivery of funds sufficient to cover obligations within this item unliquidated due to a lack of funds (for instance, the amount temporarily charged to the item "Equipment and Supplies" within the Special Fund Allocation, shown in Appendix I). The above request has been transmitted to AID/Washington and a decision is being awaited.

The expiration date of the current AID/CELADE contract is 30 June 1971, although funds have been provided only through 30 June 1970. A contribution of approximately US\$332,000 is about to be approved to cover expenditures during the period 1 July 1970/30 June 1971.

(c) Contribution in Kind by the Government of Chile

As is well known, this contribution is made through the University of Chile mainly to cover a portion of local staff costs (11 members of the non-professional staff) and other services as described in Appendix III, where the total equivalence of this contribution in 1969 (E° 182,400) is shown as approximately US\$18,240, at an average rate of exchange of E° 10 per dollar.

It should be noted that for the second consecutive year, and in view of the steady rise in the maintenance and operational costs of the Centre -especially due to greater expenditures related to renting of quarters and other services such as telephone, electricity, etc.- a request was made to the University for a special adjustment of these items, which was not granted due to budgetary limitations. Under the chapter dealing with other administrative aspects of the project, a summary is made of CELADE's present situation as regards its quarters.

(d) Other Contributions

The audit report mentioned in paragraph (e) below, which constitutes Appendix IV of the present report and contains the auditors' statements of account, makes reference to funds received directly by CELADE from the following sources:

- (i) Ford Foundation - As had been previously reported with regard to the grant approved by the Foundation for specific research projects of two years' duration starting July 1968 and amounting to US\$107,100, these funds have been utilized as described in Exhibit 2 of Appendix IV. In answer to Resolution CD2/III of the Governing Board urging the institutions co-sponsoring CELADE to continue to support the Centre beyond 30 April 1971, the Foundation expressed its willingness to consider rendering further assistance beyond the present grant at a later point when there has been opportunity for an overall evaluation of accomplishments.
- (ii) Population Council - As it did in the past, the Council continued to render financial assistance to CELADE for the implementation of several research projects in 1969, having declared, in answer to Resolution CD2/III of the Governing Board, that it expected to follow the activities of CELADE with the same deep interest in the future as they had in the past, and to find opportunities for continued collaboration and support. Expenditures incurred by the Centre against the different grants approved by the Council for specific projects are detailed in Exhibit 1 of Appendix IV.
- (iii) Centro de Estudios de Población y Desarrollo del Perú - In 1969, US\$2,328.55 were received from this Centre for the financing of a fellowship for a Peruvian national to attend the Basic Course.
- (iv) Other Miscellaneous Income - Appendix IV also gives an account of income received in 1969 from sale of publications, services rendered, and tuition fees. This income is itemized in the pertinent statements of account within Appendix IV.

(e) Payment of Governments' Cash Contributions

A statement giving information at 31 December 1969 with regard to payments made by the governments participating in the UNDP (Special Fund) project of assistance to CELADE is enclosed as Appendix V to this report. A substantial improvement is observed in comparison with the situation existing at the time when the Governing Board held its Second Meeting in San Jose, Costa Rica. This was the result of action taken by the Chairman of the Governing Board and by the Office of the Director of CELADE following the Board's recommendations approved at its Second Meeting.

Auditing of Accounts

In order that the accounts related to funds received directly by CELADE be duly audited by an external auditing firm, CELADE requested the internationally-known firm Price Waterhouse Peat & Co. to audit its accounts regarding funds from grants given by the Population Council, the Ford Foundation, the Centro de Estudios de Población y Desarrollo del Perú, and other miscellaneous income. (As has been mentioned above, for the purpose of informing the Governing Board, the pertinent audit report -Appendix IV to this report- is attached, with the various statements of account).

As regards other contributions, unfortunately the Centre did not receive during 1969 the visits which are periodically made by United Nations and AID auditors, although the latter was requested to conduct an auditing of AID accounts so as to be able to submit the results to the consideration of the Governing Board. It is expected, however, that in the course of the next few weeks these revisions will be made, the results of which will be duly reported to the members of the Board. (It should be noted that the accounts related to the Special Fund Allocation are included in the United Nations auditing of ECLA, which is the Agency directly administering these funds. As regards the AID contribution, the Centre's Administrative and Financial Services submit monthly accounts to AID/Santiago, having these accounts audited and verified by the Agency prior to the reimbursement of expenditures made during the month).

1970 Budget

Appendix VI of the present report shows the consolidated CELADE budget for 1970, including the totals for the various contributions, grants, and estimated miscellaneous income.

Future Contributions

According to provisions of the Plan of Operation of the project, document CD3/10 -Provisional Budget for 1971- has been prepared for examination and approval by the Board, showing the estimated contributions expected by the Centre for 1971, as well as an estimate of other miscellaneous income.

II. ADMINISTRATION

(a) Personnel

- (i) Professional Staff - During the period under review three experts were appointed to posts paid against the Special Fund Allocation (two at Santiago headquarters and one at the San Jose Sub-Centre), thus completing the professional manning table chargeable to this allocation. The one-year contract of a demographer appointed to a post at Santiago expired in December 1969, leaving a vacancy expected to be filled next May by means of transferring a demographer presently working at El Colegio de México in a technical assistance project being implemented in that country. With regard to the AID contribution, one expert joined the Santiago headquarters in 1969, while the professional manning table of the Sub-Centre was complete within this contribution. The Centre's professional manning table at 1 April 1970 is enclosed as Appendix VII to this report.

The professional staff had the following breakdown as to financing in 1969 (see Appendix VII):

	<u>Number of Posts</u>	
	<u>Santiago Centre</u>	<u>San Jose Sub-Centre</u>
UNDP (Special Fund Allocation)	14*	5
AID Contribution	3	2
Contribution by the Netherlands Government (Associate Experts)	2	1
Ford Foundation	1	-
Totals	<u>20</u>	<u>8</u>

* Includes two posts, one each for Administrative and Publishing Services.

In addition to the above, a post of seven months duration (a high-level demographer) was provided against the UNDP (Special Fund) Allocation in 1969, charging funds saved as a result of a period of leave without pay granted to the Deputy Director of CELADE, who was invited by the University of Pennsylvania for a five-month academic period as visiting professor in the Chair on Fertility and Mortality of their Population Studies Center. A short-term post (two months) for occasional visiting professors was also included.

In order to meet the increasing requests for assistance made to CELADE, it is considered necessary that two posts (an economist-demographer and a sociologist-demographer) be added to the professional staff at the Centre's headquarters, and three (a physician-demographer and two demographers) to the Sub-Centre staff. These proposals are included in the provisional budget for 1971, for the period when the second phase of the Special Fund project of assistance, if approved, should start, namely 1 May 1971.

- (ii) Non-professional Staff - In 1969, the manning table for non-professional staff included 63 posts (Appendix VII). This figure represents an increase of four posts at the Santiago headquarters if compared with 1968. The number of personnel financed against the Special Fund and the University of Chile contributions remained unchanged. Accordingly, changes occurred only within the AID contribution or posts provided from income from other sources.

At its previous meeting, the Board was informed that contracts would be issued during 1969 to the non-professional staff members financed by AID and sources other than the United Nations or the University of Chile. These contracts were in fact issued with an expiration date of 30 June 1970, deadline of the present AID/CELADE contract. Upon renewal of this contract, the local staff appointments will also be renewed.

The long-standing aspiration of providing social security coverage to the non-professional staff financed against the AID contribution and other sources has yet to become a reality. However, a study has been made in order that this personnel may gain membership in the Caja de Previsión de Empleados Particulares de Chile (Social Security Service for Private Employees) which would give them access to all the benefits provided by the Chilean social security system, thus relieving the Centre from the responsibility of providing the coverage granted by social security. Taking into consideration that enrolment of this personnel to this system may lead to their having to pay income taxes, and taking advantage of the fact that the Third Meeting of the Governing Board is to be held at United Nations Headquarters in New York, the Controller's Office and, if necessary, the Division of Legal Affairs will be approached for consultations regarding a possible recognition of members of local staff of CELADE as officials of a United Nations institution, in order that they may be exempted from paying the income taxes to which they would be liable if they were not recognized as such. A negative decision would require the restructuring of the Centre's salary policies applicable to this personnel, in order to allow for the provision of funds for income tax reimbursements, in a system similar to that of the United Nations. As a way of partially solving this problem, and in order to extend to as many members of the local staff as possible the benefits of being recognized as United Nations personnel, the first draft of the Plan of Operation of the second phase of the project contemplates a total of 20 local posts to be charged to the Special Fund Allocation (18 at Santiago headquarters and two at the San Jose Sub-Centre) in lieu of the ten posts currently being paid against this allocation.

(b) Other Administrative Aspects

- (i) Quarters - In view of the continued expansion of CELADE, the Centre's quarters at Santiago (already occupying three buildings) are insufficient and not at all functional, which will raise in the very near future the need for additional space. The possibility of moving the Centre from its present quarters should a building were found large enough to house all of the Centre's services should not be excluded. With regard to this, a study of CELADE's needs in this respect was submitted to ECLA in order that they may be included in the estimates being prepared for a possible expansion of the United Nations building in Santiago to house several of the agencies belonging to the Organization's family in this city. This project, however, is under consideration at Headquarters and it is understood that it requires the approval of the General Assembly before being implemented.

As regards quarters of the Sub-Centre at San Jose, located within the Ciudad Universitaria "Rodrigo Facio" and which were also proving insufficient to house the Sub-Centre, additional space is being provided by the University, in order to alleviate the lack of space.

- (ii) Legal Status - The situation existing in this regard continued without a change in 1969. In view of the request made by Headquarters in order that the Governing Board of CELADE may not discuss this problem at its San Jose meeting on the consideration that it was still being studied by Headquarters, information was requested about recent developments on the matter, having been informed that the situation remained unaltered.

APPENDIX



APPENDIX I

Special Fund ContributionBudget and Expenditures during the Period January-December 1969(Expressed in US dollars)

	Budget	Expenditures	Balance
Professional Staff	338,500.00	315,222.53	23,277.47
Non-Professional Staff	48,000.00	49,551.75	(1,551.75) ^{a/}
Travel	12,000.00	7,387.98	4,612.02
Equipment and Supplies	10,000.00	16,022.28	(6,022.28) ^{b/}
Miscellaneous	26,320.00	22,133.05	4,186.95
Fellowships	35,000.00	8,720.52	26,279.48
	<u>469,820.00</u>	<u>419,038.11</u>	<u>50,781.89</u>

^{a/} Over-expenditure due to payment of bonus for increase in cost of living not contemplated in original budget. (Bonus amounted to US\$ 1,150.62).

^{b/} Over-expenditure of US\$ 6,463.21, temporarily charged to this account, representing purchase of printing materials to be refunded by AID (see paragraph on AID Contribution of the present report).

APPENDIX II

Agency for International Development Contribution (AID)

Budget and Expenditures during the Period January-December 1969
(Expressed in US dollars)

	Budget	Expenditures	Unliquidated Obligations	Balance
Professional Staff	88,400.00	57,397.71	-	31,002.29
Non-professional Staff	111,025.00	120,586.75	-	(9,561.75) ^{a/}
Travel	16,000.00	3,493.16	-	12,506.84
Fellowships	21,000.00	10,877.50	-	10,122.50
Equipment and Supplies	7,500.00	9,754.40	-	(2,254.40)
Research expenses	6,500.00	861.16	1,284.58	4,354.26
Publications programme	32,500.00	7,483.87	16,463.21 ^{b/}	8,552.92
Rent and utilities	24,500.00	16,250.38	-	8,249.62
Programme of Induced Abortion Surveys	-	3,982.90	-	(3,982.90) ^{c/}
Agency for International Development	-	-	27,922.89 ^{d/}	(27,922.89)
	<u>307,425.00</u>	<u>230,687.83</u>	<u>45,670.68</u>	<u>31,066.49</u>

^{a/} Over-expenditure due to salary adjustment higher than estimated percentage at the time when original budget was prepared.

^{b/} This sum is made up of US\$ 6,463.21 for printing supplies and materials temporarily charged to the Special Fund Contribution (see Appendix I), and US\$ 10,000.00 earmarked for translation services for which due authorization has been requested.

^{c/} Item not contemplated in original budget. Later authorization was received from AID to charge to their contribution expenditures in connection with Training Course for Executive Directors of the Induced Abortion Surveys which took place at the San Jose Sub-Centre.

^{d/} Balance at 30 April 1969 from Grant AID/1a/200 to be refunded to the Agency, when revolving fund from new grant is established (see paragraph dealing with AID contribution on page 1 of this report).

APPENDIX III

University of Chile Contribution (in Kind)

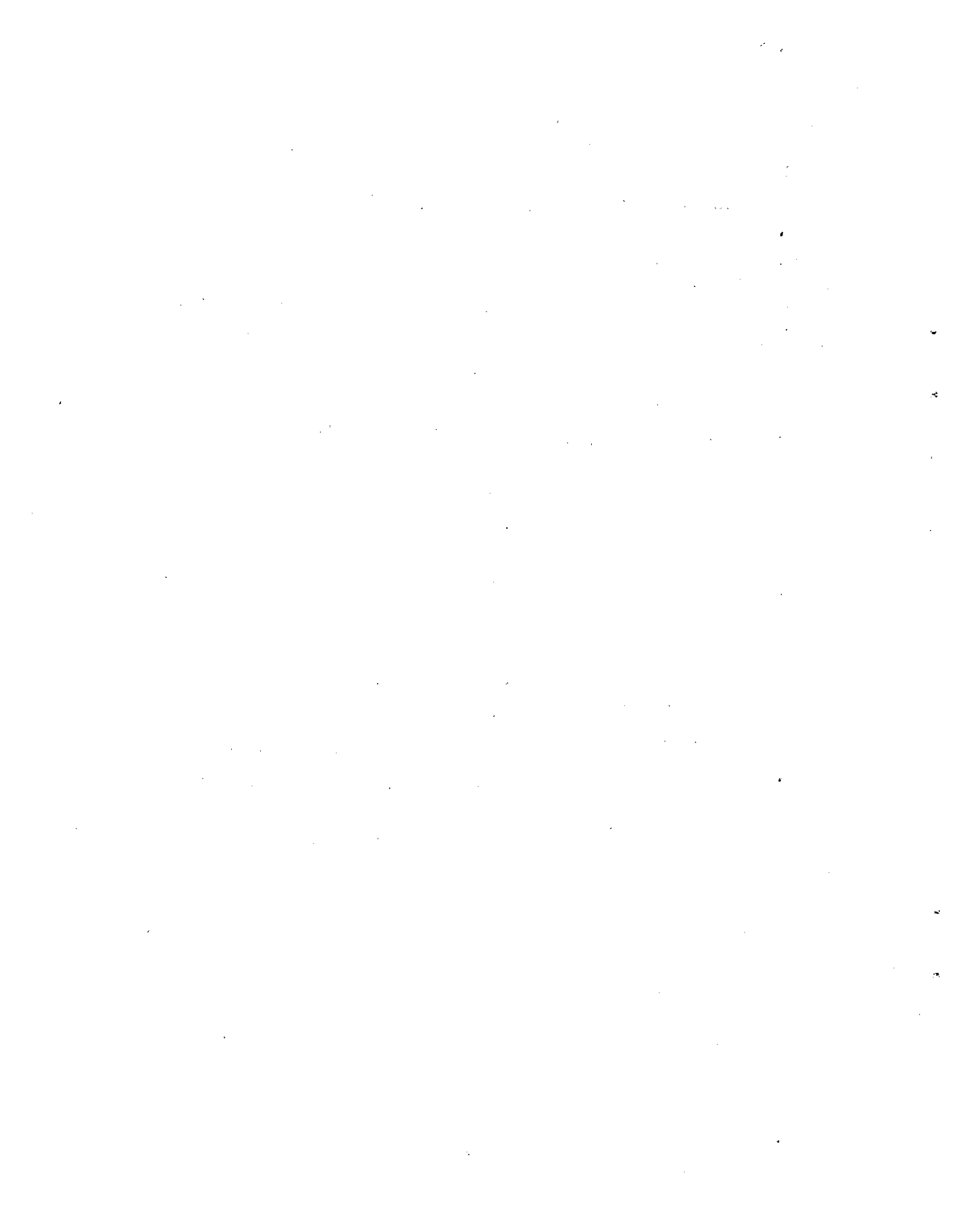
Budget and Expenditures during the Period January-December 1969
 (Expressed in Chilean escudos)

	Budget	Expenditures	Balance
Non-professional Staff	139,969.00 ^{a/}	134,645.00	5,324.00
Equipment and Supplies	8,751.00	10,593.00	(1,842.00) ^{b/}
Rent and Miscellaneous	33,679.00	33,679.00	--
	<u>182,399.00</u>	<u>178,917.00</u>	<u>3,482.00</u>
Equivalent in US\$	<u>18,239.90^{c/}</u>	<u>17,891.70^{c/}</u>	<u>348.20^{c/}</u>

^{a/} Includes staff salary increments and adjustment in dependency allowance, approved by the University.

^{b/} This over-expenditure was covered by transferring part of balance from item "non-professional Staff", as per University regulations.

^{c/} Estimated at the approximate rate of exchange of E° 10.00 per dollar.



APPENDIX IV

LATIN AMERICAN DEMOGRAPHIC CENTRE

STATEMENTS OF RECEIPTS AND PAYMENTS CORRESPONDING TO OPERATIONS IN
US DOLLARS AND ESCUDOS FOR THE YEAR ENDED DECEMBER 31, 1969

PRICE WATERHOUSE PEAT & CO.
CHILE

LATIN AMERICAN DEMOGRAPHIC CENTRE

STATEMENTS OF RECEIPTS AND PAYMENTS CORRESPONDING TO OPERATIONS IN
US DOLLARS AND ESCUDOS FOR THE YEAR ENDED DECEMBER 31, 1969

CONTENTS

Auditors' opinion

Statements of receipts and payments corresponding
to operations in US dollars and escudos.

Exhibit 1 - Statement of receipts and payments of
grants received from the Population Council.

Exhibit 2 - Statement of budget, receipts and payments of
the grants from Ford Foundation.

E - Escudos

US\$ = US dollars

PRICE WATERHOUSE PEAT & CO.

HUERFANOS 868 CASILLA 3337
SANTIAGO

April 15, 1970

Mr. Alfonso Arboleda
Administrative Officer
Latin American Demographic Centre
Santiago.

We have examined the statements of receipts and payments corresponding to transactions in US dollars and escudos effected by the Latin American Demographic Centre for the year ended December 31, 1969 as regards the agreements with the Population Council, Ford Foundation, Peru Population Study Centre, Interamerican Development Bank and publications and other income and expense. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying statements present fairly the receipts and payments relating to the agreements with the Population Council, Ford Foundation, Peru Population Study Centre, Interamerican Development Bank and the movement of the own funds of the Latin American Demographic Centre of Santiago for the year ended December 31, 1969, on a basis consistent with that of the preceding year.

Price Waterhouse Peat & Co.

LATIN AMERICAN DEMOGRAPHIC CENTRE

STATEMENTS OF RECEIPTS AND PAYMENTS CORRESPONDING TO OPERATIONS IN
US DOLLARS AND ESCUDOS FOR THE YEAR ENDED DECEMBER 31, 1969

<u>Operations in US dollars</u>	Balance December 31, 1968	<u>Receipts</u>	<u>Payments</u>	<u>Transfers</u>	Balance December 31, 1969
	US\$	US\$	US\$	US\$	US\$
Population Council (Exhibit 1)	18,768.23	27,376.06	12,318.08	(10,994.37)	22,831.84
Ford Foundation (Exhibit 2)	17,134.73	40,600.00	30,647.48	611.14	27,698.39
Population Studies Centre (Perú)		2,328.55	2,187.24		141.31
Inter American Development Bank	596.92				596.92
Publications	488.49	1,992.37	178.01		2,302.85
Miscellaneous income and expense	4,639.50	15,513.57	14,131.24	8,153.00	14,174.83
	<u>41,627.87</u>	<u>87,810.55</u>	<u>59,462.05</u>	<u>(2,230.23)</u>	<u>67,746.14</u>

The balance of US\$ 67,746.14 as of December 31, 1969, is represented by:

Advances:

Costa Rica sub-centre

Miss Carmen Miró

Dr. R. Schatz

Instituto Torcuato di Tella

US\$	US\$
2,284.92	
309.60	
2,000.00	
<u>1,500.00</u>	6,094.52

Banks:

First National City Bank of New York, Santiago:

Account N° 006-386

Account N° 006-378

61,054.70	
596.92	<u>61,651.62</u>
	<u>67,746.14</u>

<u>Operations in Escudos</u>	E	E	E	E	E
Inter American Development Bank	3.24	27,650.00			27,653.24
Publications	3,030.47	18,734.13	2,384.17		19,380.43
Miscellaneous income and expenses	(642.13)	16,901.19	17,493.18		(1,234.12)
Telephone calls	4,624.55	3,344.56	12,095.41		(4,126.30)
Magnetic tapes		360.00			360.00
	<u>7,016.13</u>	<u>66,989.88</u>	<u>31,972.76</u>		<u>42,033.25</u>

STATEMENTS OF RECEIPTS AND PAYMENTS CORRESPONDING TO OPERATIONS IN
US DOLLARS AND ESCUDOS FOR THE YEAR ENDED DECEMBER 31, 1969

Page 2

	E	E
The balance of E 42,033.25 as of December 31, 1969, is represented by:		
Advances to employees:		
Sonia Fornes	1,500.00	
Carlos Ilabaca	100.00	
Manuel Martinez	250.00	
Nestor Medina	<u>200.00</u>	2,050.00
Sundry debtors:		
Projects AID		35,500.00
Banks:		
Banco de A. Edwards & Cía., Santiago:		
Account N° 6094-9	64.15	
Account N° 6087-1	4,265.86	
First National City Bank of New York, Santiago	<u>153.24</u>	4,483.25
		<u>42,033.25</u>

LATIN AMERICAN DEMOGRAPHIC CENTRE

Exhibit 1

STATEMENT OF RECEIPTS AND PAYMENTS OF GRANTS RECEIVED
FROM THE POPULATION COUNCIL FOR THE YEAR
ENDED DECEMBER 31, 1969

<u>Grant No.</u>	<u>Purpose of grant</u>	<u>Budget</u>	<u>Date when grant received</u>	<u>Balance December 31, 1968</u>	<u>Receipts</u>	<u>Payments</u>	<u>Notes</u>	<u>Transfers</u>	<u>Balance December 31, 1969</u>
		US\$		US\$	US\$	US\$		US\$	US\$
N.D. 67.042	PEAL Quito Meeting	5,000.00	4/10/67 (7/28/67	165.99				(750.00)	165.99
N.D. 67.48	Abortion Survey PEAL	22,765.06	(2/20/69	3,755.78	2,831.06	1,334.83		(2) 1,890.00	6,392.01
N.D. 67.126	Bogota Conference	13,500.00	10/24/67	359.60					359.60
N.D. 68.037	Workshop meeting Santiago PECFAL	2,500.00	5/16/68	138.35					138.35
N.D. 68.111	PECFAL-R	28,825.00	8/28/68	13,764.58		5,615.61		(3) (4,731.37)	3,417.60
N.D. 68.099	Laboratories on Demography	750.00	9/27/68	583.93		270.28			313.65
N.D. 67.48D	Abortion studies in Northern Santiago	13,000.00	(4/30/69 (5/15/69		3,000.00 5,000.00	3,787.76		(1) 750.00	4,962.24
N.D. 69.049	Laboratories on Demography and Public Health Central America	3,185.00	5/23/69		3,185.00	981.61			2,203.39
N.D. 69.079	Abortion studies in Buenos Aires	5,207.00	8/18/69		5,207.00	327.99			4,879.01
N.D. 69.078	Administrative expenses attributable to programs in rural areas of Mexico and Perú	8,153.00	8/18/69		8,153.00			(4) (8,153.00)	
				18,768.23	27,376.06	12,318.08		(10,994.37)	22,831.84

Notes:

- (1) Amount transferred from Grant No. 67.48, which is deemed to have sufficient financial resources, to Grant 67.48 D.
- (2) Amount loaned to University of Panama, on August 16, 1968, which was refunded on April 21, 1969.
- (3) Balance of loan to the Costa Rica subcentre, as follows:

	US\$
Loaned on 4/18/69	2,800.00
Loaned on 5/20/69	<u>9,500.00</u>
	12,300.00
Amounts refunded	<u>7,568.63</u>
Balance	<u>4,731.37</u>

- (4) Transfer of Grant No. N.D. 69.078 to Miscellaneous Income.

LATIN AMERICAN DEMOGRAPHIC CENTRE

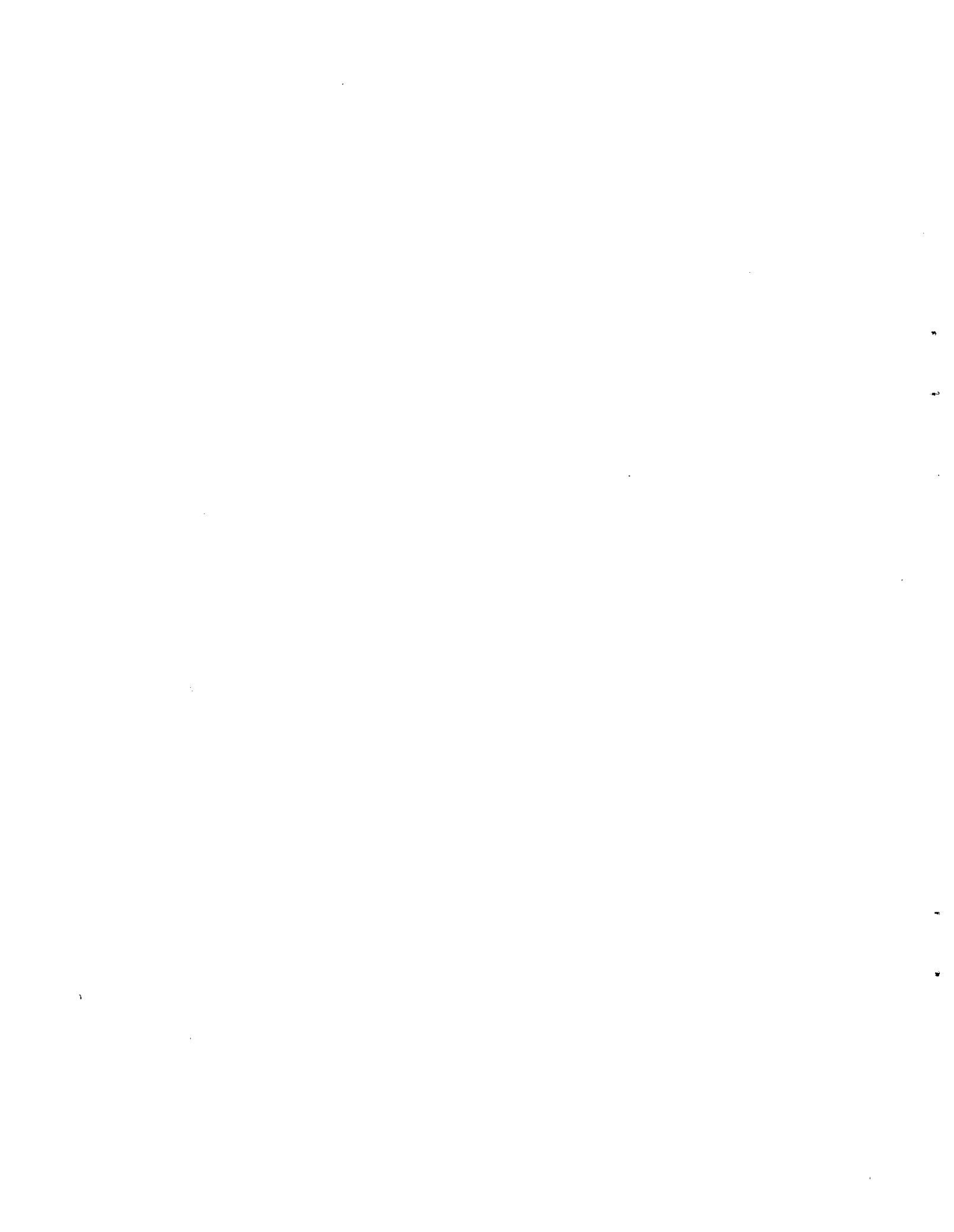
Exhibit 2

STATEMENT OF BUDGET, RECEIPTS AND PAYMENTS OF THE GRANTS FROM
FORD FOUNDATION FOR THE YEAR ENDED DECEMBER 31, 1969

	<u>Total budget</u> US\$	Balance of budget, at December <u>31, 1968</u> US\$
<u>SANTIAGO CENTRE</u>		
Research costs including computers' time, other costs of data collection, staff travel and expenses:		
Economic development policies:		
Computers' time and other data processing costs	3.500,00	2.866,79
Comparative analysis of population census data:		
Programming	1.360,00	1.360,00
Computers' time	4.800,00	4.034,07
Computers' tapes and paper, and punch cards	3.600,00	2.511,00
Services of research assistant	2.740,00	2.158,26
	12.500,00	10.063,33
Immigration into metropolitan areas:		
Computers' time and other data processing costs	3.500,00	3.500,00
Experimental population censuses:		
Travel and per diem	2.700,00	691,44
Preparation of schedules, instructions and other materials	1.800,00	590,19
Services of local personnel involved in collection, editing and coding of data	3.600,00	3.600,00
Reproduction of maps and local travel	900,00	900,00
Data processing	2.700,00	1.648,43
Preparation and publication of reports	3.300,00	3.300,00
	15.000,00	10.730,06
Five projects of a continuous nature	5.000,00	4.991,35
	39.500,00	32.151,53
Short term consultants from abroad	29.000,00	29.000,00
Research assistant	12.000,00	12.000,00
Study tours abroad for staff	11.000,00	11.000,00
	52.000,00	52.000,00
<u>COSTA RICA SUB-CENTRE</u>		
Research costs, including data collection, staff travel and expenses	5.000,00	4.955,00
Training courses	6.600,00	6.128,20
Dissemination of demographic information	4.000,00	4.000,00
	15.600,00	15.083,20
	(Note 1)	107.100,00
Balance of budget at December 31, 1968		99.234,73
<u>LESS:</u> Contributions included in budget but not yet received		82.100,00
Net balance at December 31, 1968		17.134,73
<u>ADD:</u> 1969 receipts		40.600,00
		57.734,73
<u>LESS:</u> 1969 expenses		30.647,48
		27.087,25
<u>ADD:</u> 1969 transfers		611,14
<u>NET BALANCE AT DECEMBER 31, 1969</u>		27.698,39

NOTES: 1) At December 31, 1969 the Centre had received US\$ 65.600 of the total amount budgeted amounting to US\$ 107.100.

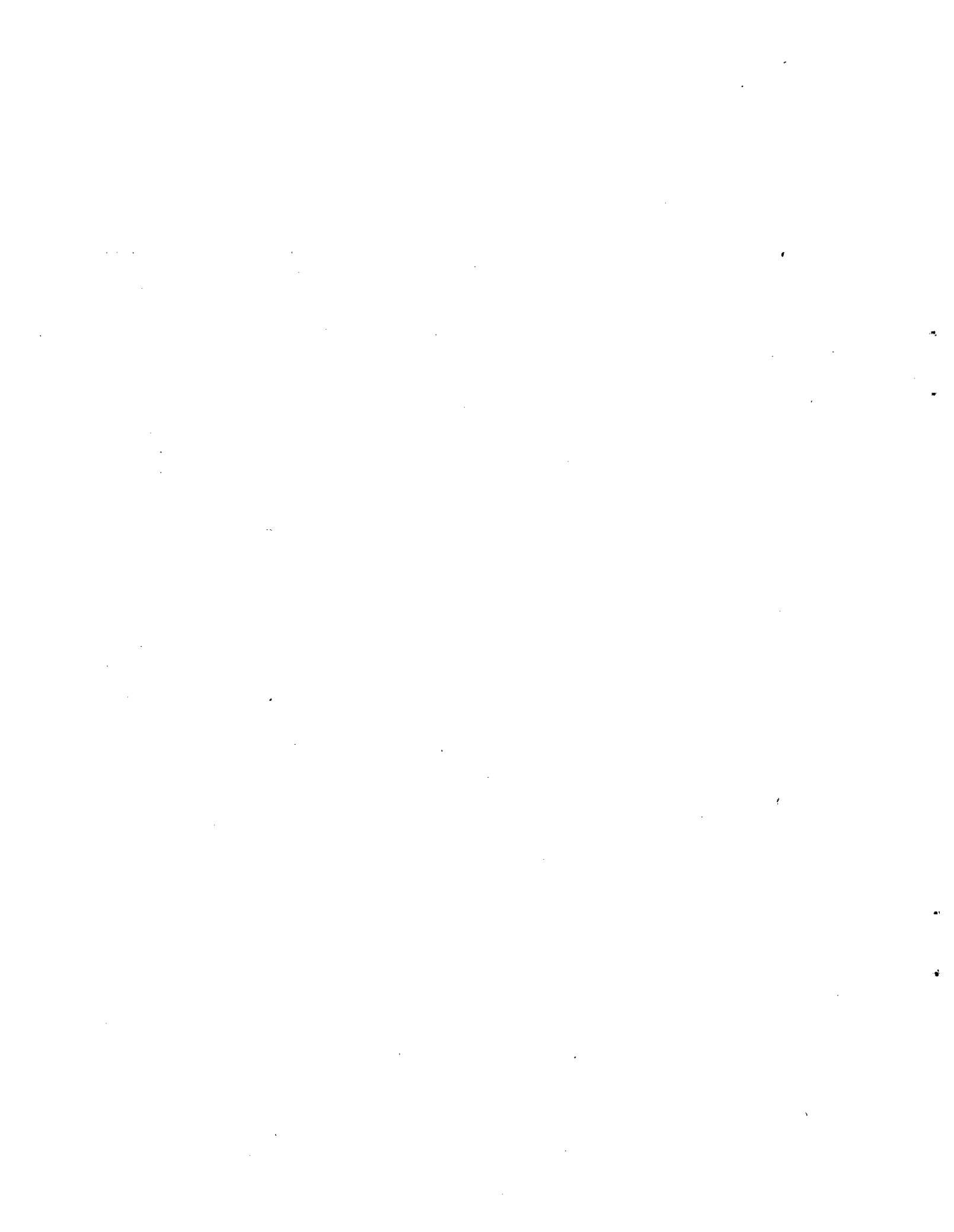
2) At December 31, 1969 there were commitments approximating US\$ 10.081,37.



APPENDIX V

Statement of payments of contributions by the Governments
(Expressed in US dollars)

	Total Pledged Contributions	Payments at 31 December 1969	Arrears at 31 December 1969	Pending Payments 1970-1971
Argentina	35,000	28,000.00	-	7,000.00
Chile	85,000	1,000.00	42,000.00	84,000.00
Colombia	24,000	12,000.00	-	12,000.00
Costa Rica	27,500	16,022.66	5,977.34	11,477.34
Ecuador	16,000	6,400.00	6,400.00	9,600.00
El Salvador	12,000	-	9,600.00	12,000.00
Guatemala	12,000	9,600.00	-	2,400.00
Honduras	12,000	9,600.00	-	2,400.00
Mexico	35,000	14,000.00	7,000.00	21,000.00
Nicaragua	12,000	7,200.00	2,400.00	4,800.00
Panama	9,600	7,200.00	-	2,400.00
Peru	16,000	12,800.00	-	3,200.00
Venezuela	20,000	16,000.00	-	4,000.00
	<u>316,100</u>	<u>139,822.66</u>	<u>73,377.34</u>	<u>176,277.34</u>



APPENDIX VI

CONSOLIDATED CELADE BUDGET FOR 1970
(EXPRESSED IN US DOLLARS)

DESCRIPTION	SPECIAL FUND	AID	POPULATION COUNCIL	FORD FOUNDATION	IDB	OTHER MISCELLANEOUS INCOME	TUITION FEES	TOTAL
<u>PERSONAL SERVICES</u>	<u>377,000.00</u>	<u>204,855.00</u>						581,855.00
PROFESSIONAL STAFF	329,000.00	79,800.00						
ADMINISTRATIVE SUPPORTING STAFF	48,000.00	125,055.00						
<u>PROPERTY, EQUIPMENT, SUPPLIES AND MATERIALS</u>	<u>10,000.00</u>	<u>7,500.00</u>						17,500.00
OFFICE EQUIPMENT	2,000.00	4,500.00						
LIBRARY BOOKS	1,000.00							
SUPPLIES AND MATERIALS	7,000.00	9,000.00						
<u>OTHER DIRECT COSTS</u>								
<u>RESEARCH EXPENSES</u>		<u>6,500.00</u>	<u>22,831.84</u>	<u>69,198.39</u>				98,530.23
<u>PUBLICATIONS PROGRAMME</u>		<u>30,500.00</u>						30,500.00
REPORT PRINTING		27,500.00						
EDITION OF TEXTS IN DEMOGRAPHY		3,000.00						
<u>RENT AND MISCELLANEOUS</u>		<u>24,500.00</u>						24,500.00
RENT								
ELECTRICITY								
WATER								
TELEPHONE								
HEATING								
<u>MISCELLANEOUS</u>	<u>18,550.00</u>							18,550.00
ADMINISTRATIVE SUPPORTING STAFF	15,550.00							
MAINTENANCE	1,400.00							
TELECOMMUNICATION, MAIL, AND LOCAL TRANSPORT	800.00							
VARIOUS SERVICES	800.00							
<u>TRAVEL</u>	<u>12,000.00</u>	<u>16,000.00</u>						28,000.00
<u>TRAVEL IN CONNECTION WITH MEETINGS OF THE GOVERNING BOARD</u>	<u>7,000.00</u>							7,000.00
<u>FELLOWSHIPS</u>	<u>28,500.00</u>	<u>21,000.00</u>			4,096.92 ^{A/}			53,596.92
<u>OTHER INCOME</u>						4,500.00 ^{B/}	1,000.00	5,500.00
	459,050.00	310,855.00	22,831.84	69,198.39	4,096.92	4,500.00	1,000.00	865,532.15

/ IDB CONTRIBUTION FOR FELLOWSHIPS IN 1970 AMOUNTED TO THE EQUIVALENT OF US\$ 3,500.00 PLUS BALANCE FROM 1968 EQUIVALENT TO US\$ 596.92.

/ ESTIMATED FOR SALE OF PUBLICATIONS AND SERVICES RENDERED.

APPENDIX VI (Continued)

Consolidated CELADE Budget for 1970

Contribution of the Government of Chile
Paid through the University
(In Chilean escudos)

Administrative Supporting Staff	217,246.00
Equipment, Supplies and Materials	8,751.00
Rent and Miscellaneous	<u>33,104.00</u>
<u>Total 1970 Budget University of Chile</u>	<u>259,101.00</u>
Equivalent in US\$	<u>US\$ 23,554.64^{a/}</u>

Total CELADE Budget for 1970
(Expressed in US dollars)

Contribution of the Government of Chile	23,554.64
Other contributions (from the preceding page)	<u>865,532.15</u>
Total	<u><u>889,086.79</u></u>

^{a/} Estimated at the approximate rate of exchange of E^s 11,00 per dollar.

APPENDIX VII

LATIN AMERICAN DEMOGRAPHIC CENTRE (CELADE)

MANNING TABLE FOR PROFESSIONAL STAFF

1 April 1970

Santiago Headquarters and San Jose Sub-Centre

Nº	Post Key Code and Functional Title	Name	EOD date	Level and Step	Nationality	Type of Contract	Remarks
<u>HEADQUARTERS - SANTIAGO</u>							
<u>Financed by the United Nations (Special Fund)</u>							
1.	SA Director/Project Manager	Carmen A. Miró	30.4.58	6-VII	Panamanian	L.T.	To 30 April 1971
2.	SB Deputy Director	Jorge L. Somoza	20.4.56	5-III	Argentine	Perm.	Seconded from ECLA through 30 April 1971
3.	SC Senior Demographer	Juan-C. Elizaga	4.12.57	5-VI	Argentine	L.T.	To 30 April 1971
4.	SD Senior Demographer	(Appointment of Mr. Arthur Conning in process)					
5.	SE Demographic Statistician	Albino Bocaz	2.5.62	4-VIII	Chilean	I.T.	To 30 April 1970*
6.	SP Public Health Physician	María L. García	1.3.69	4-III	Chilean	I.T.	To 30 April 1971
7.	SG Demographer	Roger Mellon	14.5.69	3-V	Haitian	I.T.	To 13 May 1970*
8.	SH Demographer	Carmen Arretx de Pretes	1.11.67	2-IX	Chilean	I.T.	To 30 April 1971
9.	SK Administrative and Finance Officer	Alfonso Arboleda	1.8.65	2-III	Ecuadorian	I.T.	To 30 April 1971
10.	SL Senior Demographer	Valdecir Lopes	24.2.68	4-IV	Brazilian	I.T.	To 30 April 1971
11.	SM Demographer	Julio Morales	1.8.69	3-V	Chilean	I.T.	To 31 July 1970*

* Extension through 30 April 1971 in process.

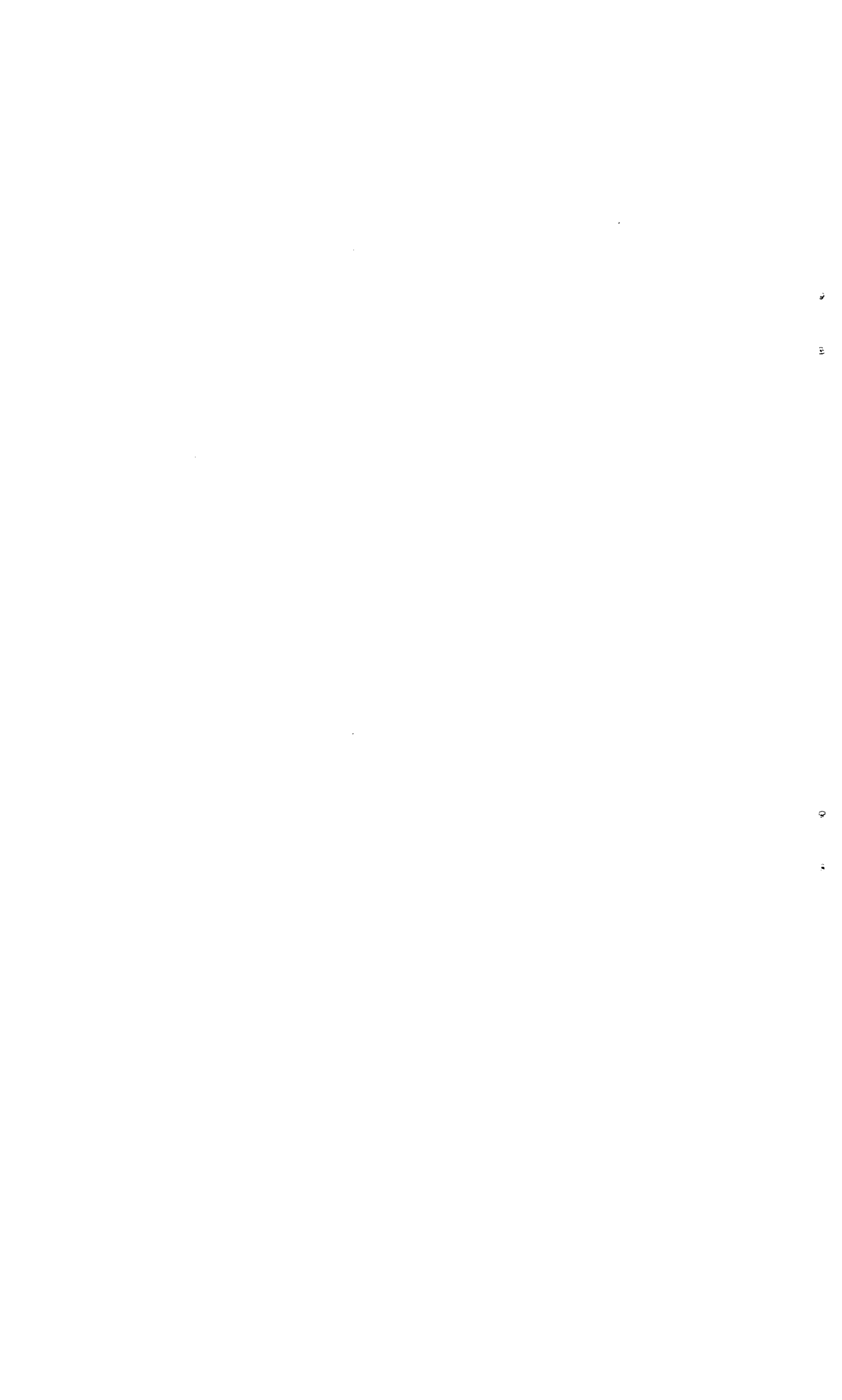
Nº	Post Key Code and Functional Title	Name	EOD date	Level and Step	Nationality	Type of Contract	Remarks	
12.	SN	Occasional Lecturers	(A total of 3 man-months contemplated for 1970)					
13.	SQ	Demographer	(Transfer of Mr. Jorge Arévalo from Mexico being processed)					
14.	SS	Head Editorial Section	Carmelo Soria	1.2.69	3-II	Chilean	I.T.	To 30 April 1971
15.	ST	Physician Demographer	Santiago Gaslonde	1.3.69	5-II	Venezuelan	I.T.	To 30 April 1971
<u>Financed by the United Nations (Netherlands Government)</u>								
16.		Associate Expert-Demography	UNENCUMBERED					
17.		Associate Expert-Sociology	Martinus T. Vaessen	19.8.67	2-I	Dutch	I.T.	To 19 August 1970
<u>Financed by AID</u>								
18.	AA	Economist	Angel Fucaraccio	19.6.67	3-III	Argentine	I.T.	To 18 June 1970*
19.	AB	Demographer (Junior)	José M. Pujol	1.8.69	2-I	Chilean	I.T.	To 31 July 1970
20.	AC	Demographer (Junior)	Albert J. Struyk	4.1.70	2-II	Dutch	I.T.	To 3 January 1971
21.	AD	Demographer (Junior)	Juan C. Lerda**	16.3.70	2-I	Argentine	S.T.	To 15 August 1970

* Extension through 30 April 1971 in process.

** Temporarily charged to Sub-Centre post of Public Health Physician, in order to deliver Demographic Course at University of Cordoba.

No	Post Key Code and Functional Title	Name	EDD date	Level and Step	Nationality	Type of Contract	Remarks
<u>SUB-CENTRE - SAN JOSE</u>							
<u>Financed by the United Nations (Special Fund)</u>							
22.	SI Assistant Director in Charge of the Sub-Centre	Ferdinand Rath	4.2.62	4-IV	Dutch	I.T.	To 30 April 1971
23.	SJ Demographer	Bolivar Nieto	4.6.69	3-VII	Ecuadorian	I.T.	To 3 June 1970*
24.	SO Demographer	Zulma Camisa	6.11.67	3-III	Argentine	I.T.	To 30 April 1971
25.	SP Demographer	Guillermo Macci6	1.11.67	3-I	Uruguayan	I.T.	To 30 April 1971
26.	SE Demographer	Alex A. Alens	4.8.68	2-VI	Salvadorean	I.T.	To 3 August 1970*
<u>Financed by the United Nations (Netherlands Government)</u>							
27.	Associate Expert-Demography	Joop I. Alberts	13.7.67	1-III	Dutch	I.T.	To 12 July 1970
<u>Financed by AID</u>							
	AD Public Health Physician	(Temporarily encumbered by Mr. Juan C. Leyda - See previous page)					
28.	AE Demographer	Antonio Ortega	1.3.68	2-III	Argentine	I.T.	To 28 February 1971
<u>Post provided by the Ford Foundation</u>							
29.	Sociologist	John Macisco	9.2.69		U.S.A.	-	

* Extension through 30 April 1971 in process



SUMMARY 1970 PROFESSIONAL POSTS

Level	Total
L6	1
L5	4 <u>a/</u>
L4	4
L3	9 <u>b/</u>
L2	7
L1	2 <u>a/</u>
Occasional Lecturers (3 man-months in 1970)	1
Post provided by the Ford Foundation	1
	<u>29</u>

a/ One unencumbered at 1 April 1970

b/ Two unencumbered at 1 April 1970, one of which temporarily filled
by Mr. Juan Carlos Lerda at level 2.



LATIN AMERICAN DEMOGRAPHIC CENTRE (CELADE)

NON-PROFESSIONAL MANNING TABLE

1 April 1970

Santiago Headquarters

Nº	Level of Post (Local)	Functional Title	Name	EOD date	Actual Grade and date next wage increment	Nº of Deps.	Nation-ality	Type of Contract	Remarks
I. Financed by the United Nations (Special Fund)									
1.	8	Personal Assistant to the Director	Sylvia Kracht	1.7.64	8-VII Jul.	3	Chil.	F.T.	Rec. Lang. Allowance
2.	8	Research Assistant	Jorge Vidal	1.7.60	8-VII Jul.	1	Chil.	F.T.	
3.	7	General Services Assistant	Roberto Aliste	15.11.65	7-IV Apr.	9	Chil.	F.T.	
4.	6	Librarian	Eugenia Labbé	1.8.65	6-III Aug.	2	Chil.	F.T.	
5.	5	Secretary - Fellowships	Elsa Riveros	5.8.63	5-IX Aug.	3	Chil.	F.T.	
6.	5	Publications Assistant	Enriqueta Ortiz	15.11.63	5-VII Nov.	1	Chil.	F.T.	
7.	5	Secretary Administrative Officer's	Lucía Trautmann	1.3.65	5-VI Mar.	1	Chil.	F.T.	
8.	5	Personnel Assistant	Sonia Forner	23.1.67	5-II Oct.	-	Chil.	F.T.	
9.	5	Registry Clerk (File)	Virginia Urbina	14.3.66	5-II Aug.	1	Chil.	F.T.	
II. Financed by AID									
10.	7	Information Assistant Officer	Carlos Cruz	1.5.67	7-I Aug.	2	Chil.	F.T.	
11.	6	Research Assistant	Agustín García	1.4.67	6-IX Apr.	3	Pan.	F.T.	
12.	6	Secretary - Deputy Director	Sonia Rojas	15.5.66	6-III Apr.	3	Chil.	F.T.	Rec. Lang. Allowance
13.	5	Secretary - Experts ^o	Erica Wulff	1.7.65	5-VII Jul.	1	Chil.	F.T.	Rec. Lang. Allowance
14.	5	Clerk Typist	Angelina Aybar	30.10.61	5-VI Oct.	5	Dom.	F.T.	
15.	5	Assistant Librarian	M. Cristina Sateler	20.8.62	5-VI Aug.	1	Chil.	F.T.	
16.	5	Clerk Editorial Section	Ximena Anguita	21.6.65	5-V Jun.	1	Chil.	F.T.	
17.	5	Clerk Editorial Section	Glády's Reyes	7.2.65	5-III Jan.	1	Chil.	F.T.	
18.	5	Bilingual Typist	M. Angélica Zurita	14.3.66	5-III Feb.	-	Chil.	F.T.	Rec. Lang. Allowance
19.	5	Statistical Clerk	Victoria Contreras	1.4.68	5-II Jul.	-	Chil.	F.T.	
20.	5	Statistical Clerk	UNENCUMBERED						
21.	5	Research Assistant	UNENCUMBERED						
22.	4	Research Assistant	Iris Corbalán	8.8.66	4-IV Aug.	-	Chil.	F.T.	
23.	4	Clerk Typist	Anamaria Urrutia	11.1.68	4-III Apr.	-	Chil.	F.T.	
24.	4	Clerk Typist	Zaida Bozt	20.1.69	4-II Jan.	1	Chil.	F.T.	
25.	4	Clerk Typist	Adelaida Rahmer	1.4.68	4-II Jul.	-	Chil.	F.T.	
26.	4	Finance Clerk	Domingo Díaz	1.1.69	4-II Jan.	3	Chil.	F.T.	
27.	4	Secretary - Medical Research	Sonia Rosenblüth	20.3.68	4-II Sep.	-	Chil.	F.T.	
28.	4	Clerk Typist	Victoria Aldunate	1.9.69	4-I Sep.	-	Chil.	F.T.	



Level of Post (Local)	Functional Title	Name	EOD date	Actual Grade and date next wage increment	No of Deps.	Nation-ality	Type of Contract	Remarks
29	Telephone Operator	Patricia Portales	1.12.66	3-V Dec.	-	Chil.	F.T.	
30	Library Clerk	Victoria Nadal	1.4.68	3-III Apr.	2	Chil.	F.T.	
31	Press Operator	Sergio Olivares	26.11.68	3-III Nov.	-	Chil.	F.T.	
32	Messenger	Carlos Ilabaca	14.11.66	2-II Jan.	2	Chil.	F.T.	
33	Chauffeur	Pedro Valenzuela	15.1.70	2-I Jan.	-	Chil.	F.T.	
34	Messenger	Guillermo Aravena	1.4.68	1-II Apr.	3	Chil.	F.T.	
35	Guardian	Mario Flores	1.9.65	1-III Sep.	2	Chil.	F.T.	
36	Messenger	Juan León	1.4.68	1-II Apr.	-	Chil.	F.T.	
37	Messenger	Humberto Bravo	26.8.68	1-II Aug.	2	Chil.	F.T.	
38	Messenger	Nelson Múñez	1.4.69	1-II Apr.	1	Chil.	F.T.	
39	Messenger	Mario Rodríguez	26.8.68	1-II Aug.	2	Chil.	F.T.	
40	Messenger	Daniel González	5.8.68	1-II Aug.	4	Chil.	F.T.	

III Financed by the University of Chile and AID

41	Supervisor Fellowships	Irene Valdenegro	16.10.57	8-VII Jan.	1	Chil.	F.T.	
42	Research Assistant	Enrique Carrasco	10.8.62	7-I Apr.	1	Chil.	P.T.	
43	Finance Assistant	Néctor Lértiga	1.1.67	6-II Oct.	2	Chil.	P.T.	
44	Statistical Clerk	José Calderón	28.4.69	5-III Apr.	-	Chil.	P.T.	
45	Multithread Operator	Résbor Medina	6.10.63	4-III Mar.	3	Chil.	F.T.	
46	Library Clerk	Fernando Olivares	10.2.65	3-V Feb.	1	Chil.	F.T.	
47	Janitor	Fernando Serrano	6.12.65	2-III Apr.	9	Chil.	F.T.	
48	Messenger	Rudolfo Vega	1.10.63	2-IV Oct.	-	Chil.	F.T.	
49	Chauffeur	José Martínez	16.6.59	2-IV Jan.	5	Chil.	F.T.	
50	Mimeograph Operator	Vidal Pastén	1.8.64	2-II May	3	Chil.	F.T.	
51	Messenger	José M. González	3.9.65	1-IV Sep.	3	Chil.	P.T.	

IV Financed by other Sources

52	Programmer	Patricio Frey	1.10.69	6-IV Oct.	2	Chil.	F.T.	
53	Research Assistant	M. Eugenia Aravena	1.3.69	6-III Mar.	-	Chil.	F.T.	
54	Research Assistant	M. Helena Henriques	1.3.69	6-III Mar.	-	Braz.	F.T.	
55	Programmer	Julio Ortúzar	1.3.69	7-IX Mar.	4	Chil.	P.T.	

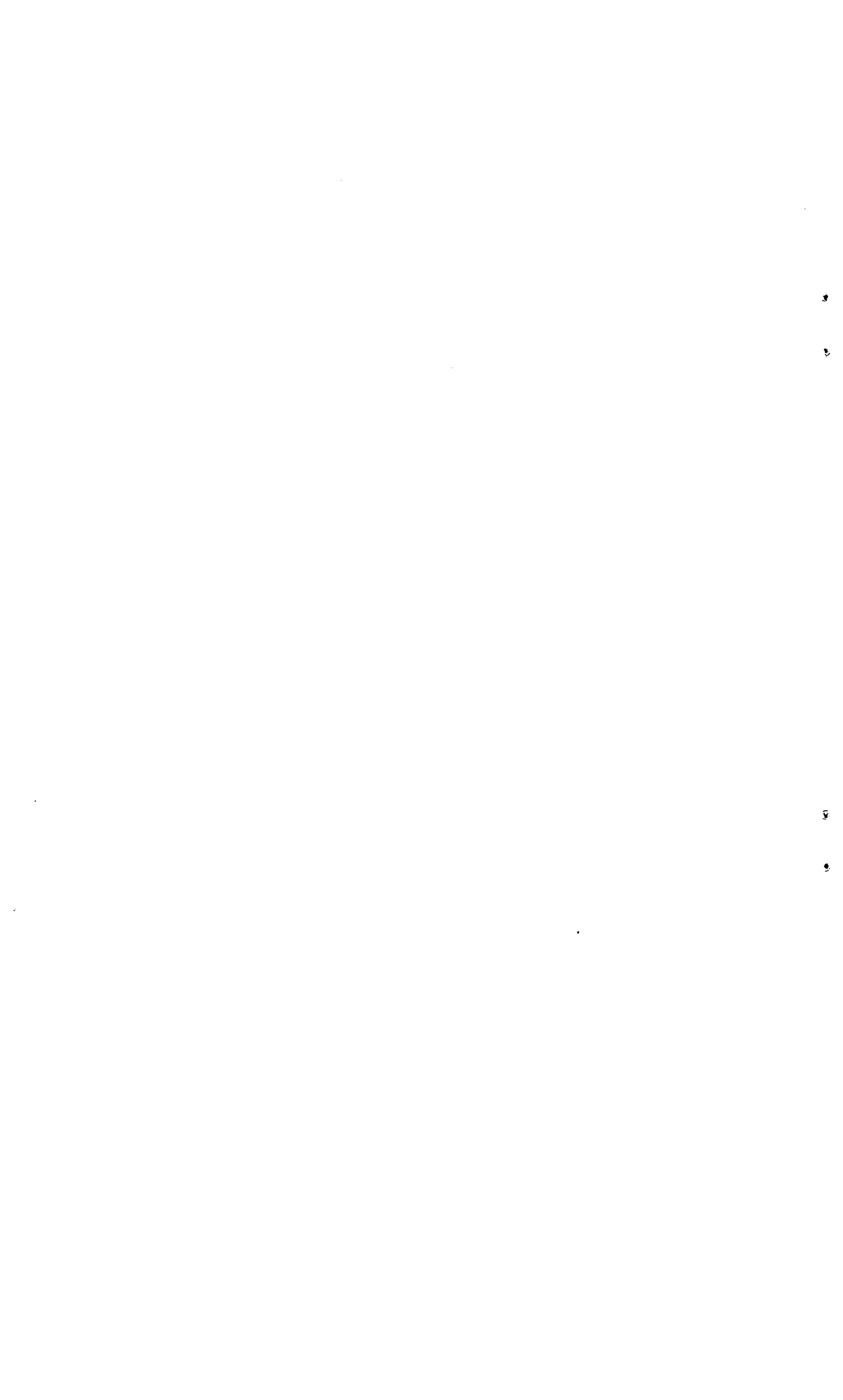
LATIN AMERICAN DEMOGRAPHIC CENTRE (CELADE)

NON-PROFESSIONAL MANNING TABLE

1 April 1970

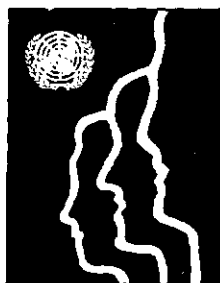
San Jose Sub-Centre

N°	Level of Post (Local)	Functional Title	Name	EOD Date	Actual Grade and Date Next Wage Increment	N° of Deps.	Nation-ality	Type of Contract	Remarks
<u>Financed by AID and by University of Costa Rica</u>									
1.	6	Administrative Assistant	J. Adolfo Hazera	11.8.69	Ungraded Aug.	2	C.R.	F.T.	To be graded 6-VIII ef. 1/8/70
2.	5	Secretary to the Director	Carmen M. Brenes	9.12.68	Ungraded Dec.	-	C.R.	F.T.	To be graded 5-IX ef. 1/12/70
3.	5	Librarian	Ana Lucia Jiménez	12.2.68	5-I Mar.	-	C.R.	F.T.	
4.	5	Clerk Typist	Mayra Chaverri	11.8.69	Ungraded Aug.	-	C.R.	F.T.	To be graded 5-II ef. 1/8/70
5.	4	Statistical Clerk	Enrique Arias	5.3.69	4-IV Mar.	1	C.R.	F.T.	
6.	4	Secretary - Experts'	Victoria Beeche	1.9.69	Ungraded Sep.	-	C.R.	F.T.	To be graded 4-IV ef. 1/9/70
7.	3	Receptionist	Amelia Castells	24.11.69	3-I Dec.	-	C.R.	F.T.	
8.	1	Messenger	Elder Leal	13.3.69	1-V Mar.	-	C.R.	F.T.	



SUMMARY 1970 NON-PROFESSIONAL POSTS

<u>Level</u>	<u>Total</u>
8	3
7	4
6	8
5	18
4	10
3	5
2	6
1	9
	<u>63</u>



**CENTRO LATINOAMERICANO DE DEMOGRAFIA
CELADE**

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