(B) IMC/DAF

Approved
01/18/23

DAF
Pls 120L for funding
01/13/23

INTER-GOVERNMENTAL ACTION GROUP AGAINST MONEY LAUNDERING IN WEST AFRICA (GIABA)

DG
Budget available in the meanwhile for the activity
R/ 18/1/23

INTERNAL MEMO

TO: Director General

FROM: Information Manager, LIC – C-CAU

DATE: Januaryr 13, 2022

SUBJECT: **Mission Request: Training Of Communication Staff on the Management of the Giaba New Website and Development of the Framework for Reviewing the GIABA Communication Strategy. January 26 - 27, 2023**

The Inter-Governmental Action Group against Money Laundering in West Africa (GIABA) has developed a new and befitting website. The new website is significantly different from the current website. Given that the structure, content, output and operating system are different, these pose a challenge to the communication team responsible for posting and updating content and managing the website's public outlook.

Given the above, the protocol for posting, updating, deleting, archiving and cloud populating responsibilities of the website lies with the communication team. Many other organizations do hire a webmaster to manage this process; however, in utilizing what is available to do this task, GIABA's in-house IT team will train the communication team members on the management of the website. The IT team has requested a 4-day training, however, having considered the tasks, the cost, and ability to follow and practically learn the process, we, as a result of these, request for a two-day mission to go through all the structures, content and process of management of the website.

If time permits, we hope the team will use a session to consider developing a framework for updating/reviewing the current GIABA communication's strategy.

As we know, having a new website is not enough; it must be well-populated with relevant and updated content. Therefore, it is essential to train the staff ahead of this website's launch and public presentation in 1st quarterof 2023; subject to the Director-General's approval and availability.

Jallow can assist for now)

- Tim/Pol. PR
- Concerned staff
- Finance
- Conference
- Procurement

for ykg
R/ 13/1/23

DAF
Pls look for funding
01/13/23

INTER-GOVERNMENTAL ACTION GROUP AGAINST MONEY LAUNDERING IN WEST AFRICA (GIABA)

DG
Budget available in the Training manual for the activity
R/18/1/23

INTERNAL MEMO

TO: Director General

FROM: Information Manager, LIC – C-CAU

DATE: Januaryr 13, 2022

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Mission Team Member

1. Timothy Melaye - IM-LIC/C-CAU
2. Alphouseyni Diamanka - Interpréter
3. Yacuba Cessay - Interpréter
4. Regina S. Tiensbande - IM-LIC
5. Sikiratou Bada - Comm. Assistant
6. Abdoulaye Mbodj ICT Assistant
7. Usman Muhammad - Comm. Assistant
8. Gbolagade Adiamoh - Comm. Assistant
9. Saer Kamara - Risk Monitoring Assistant
10. Djarhatou T. Toe - Comm. Assistant
11. Osas Odigin - Head Driver

Dear Sir, kindly consider and approve the sum of **Fourteen Thousand, Three Hundred and Seventy US dollars (14,370.00 USD)** for implementing this training with the budget line of **G312014,** drawn from the training budget as per 2023 approved budget.

Sir, this is submitted for your kind consideration and approval.

Signed,



Tim Melaye
Information Manager/Coordinator-CAU

Institution/Department/Directorate Abbreviation	Fund Center:	Inter-Governmental Action Group against Money Laundering in West Africa (GIABA)
GIABA/DGO 2022 Budget (CAU/LIC/AIC)	Program Title:	New Website Management Training for
	Venue	Saly, Senegal
	Dates	January 26-27, 2023

Inter Governmental Action Group Against Money Laundering in West Africa

ASSUMPTIONS	
Number of Member State	0
Number of Regional Resource Persc	0
Number of International Resource Pi	0
Statutory Appointee:	0
Directors:	0
Number of Countries:	1
Professional staff:	4
General staff:	7
Interpreters	1
Translators	
Consultants:	0
Duration of activity:	2
Travel days for Activity	0
Country: City, Country	

Description	Fund	Fund Center	Funded Programme	GL Code/CI	Quantity	N° of Days / Countries	Unit Cost	Amount (US$)	Amount (UA)
Air Fare									
Member States Delegates/Participants	P5000	55040202		631103	0	1	$1 000,00	$0,00	0,00
Local Participants (Transport Refund)	P5000	55040202		631103	0	2	$50,00	$0,00	0,00
Statutory Appointee (DG)	P5000	55040202		631101	0	1	$1 000,00	$0,00	0,00
Director	P5000	55040202		631102	0	1	$800,00	$0,00	0,00
Professional	P5000	55040202		631102	0	1	$800,00	$0,00	0,00
General Services	P5000	55040202		631102	2	1	$1 300,00	$2 600,00	1 842,66
Interpreters/Translators	P5000	55040202		631103	0	1	$800,00	$0,00	0,00
International Resource Person	P5000	55040202		631103	0	1	$800,00	$0,00	0,00
Regional Resource Persons	P5000	55040202		631103	0	1	$800,00	$0,00	0,00
Sub-total (Air fare)								**$2 600,00**	**1 842,66**
Perdiem									
Member States Delegates/Participants	P5000	55040202		631208	0	2	$262,00	$0,00	0,00
Statutory Appointee (DG)	P5000	55040202		631201	0	2	$374,00	$0,00	0,00
Statutory Appointee (DDG)	P5000	55040202		631201	0	2	$340,00	$0,00	0,00
Director	P5000	55040202		631202	0	2	$314,00	$0,00	0,00
Professional	P5000	55040202		631202	4	2	$262,00	$2 096,00	1 485,47
General Services Attending Prog. Seminar	P5000	55040202		631202	5	2	$223,00	$2 230,00	1 580,43
General Services	P5000	55040202		631203	2	3	$223,00	$1 338,00	948,26
Interpreter	P5000	55040202		631208	1	3	$262,00	$786,00	557,05
Regional Resource Persons	P5000	55040202		631208	0	2	$262,00	$0,00	0,00
Sub-total (Perdiem)								**$6 450,00**	**4 571,21**
Honourarium									
Resource Persons/Consultant	P5000	55040202		631300	0	2	$400,00	$0,00	0,00
Interpreters (French and English)	P5000	55040202		623002	1	2	$560,00	$1 120,00	793,76
Interpreters (Portuguese)	P5000	55040202		623002	0	2	$640,00	$0,00	0,00
Translators	P5000	55040202		623001			$450,00	$0,00	0,00
Sub-total (Honourarium)								**$1 120,00**	**793,76**
Conference Logistics									
Conference Hall	P5000	55040202		631800	1	2	$400,00	$800,00	566,97
Secretariat	P5000	55040202		631800	0	0	$500,00	$0,00	0,00
Conference Bags and Gifts	P5000	55040202		631900	0	0	$40,00	$0,00	0,00
Interpretation Equipments	P5000	55040202		623003	1	2	$350,00	$700,00	496,10
Tea Break	P5000	55040202		631400	15	2	$50,00	$1 500,00	1 063,07
Media (Stipend)	P5000	55040202		641800	0	1	$1 000,00	$0,00	0,00
Photocopier	P5000	55040202		651018	0	2	$300,00	$0,00	0,00
Computers	P5000	55040202		682003	0	2	$150,00	$0,00	0,00
Printers	P5000	55040202		682003	0	2	$150,00	$0,00	0,00
Projectors	P5000	55040202		682003	1	2	$150,00	$300,00	212,61
Hostesses/Protocol Assistants	P5000	55040202		631500	2	2	$50,00	$200,00	141,74
Internet Connection	P5000	55040202		631700	2	1	$200,00	$400,00	283,49
Publicity Materials (USB Keys, Banners, Pens, Note Pads, Folders etc.)	P5000	55040202		641700	0	1	$75,00	$0,00	0,00
Other Communication Photo/video	P5000	55040202		641800	0	1	$250,00	$0,00	0,00
MS FIU Logistical Support	P5000	55040202		651019	0	2	$1 000,00	$0,00	0,00
COVID Test	P5000	55040202		682004	0	4	$50,00	$0,00	0,00
Car hire	P5000	55040202		682004	1	2	$150,00	$300,00	212,61
Fuel	P5000	55040202		682004	0	2	$50,00	$0,00	0,00

Sub-total (Conference Logistics)								**$4 200,00**	**2 976,60**
Miscellaneous Expenses									
Consultancy Fees	P5000			621001				$0,00	0,00
Grant	P5000			653001				$0,00	0,00
Sub-total (Miscellaneous Expenses)								**$0,00**	**0,00**
Grand Total								**$14 370,00**	**10 184,23**

Fund Center & Funded Prog Bud Usage

Section0001

Funds Center/Funded Prog/Commitment Item	Consumable Budget	Consumed Budget	Available Amount	Current Budget
FdsCtr/Funded Prgm/CmmtItem	175.381		175.381	175.381
55030103 Admin & Human Res	175.381		175.381	175.381
G312014 Staff Training and D	175.381		175.381	175.381
531004 Realized Exchag Gain				
603001 Staff Training	60.696		60.696	60.696
631101 TravelTikets Stat.Ap	4.200		4.200	4.200
631102 TravelTiketsOth.Staf	35.357		35.357	35.357
631201 Perdiem Stat. App.	5.113		5.113	5.113
631202 Perdiem Oth. Staff M	70.015		70.015	70.015