

LIAISON COMMITTEE ACTION PLAN FOR FY2018 (APRIL 2018 - MARCH 2019)

Aim :											Budget Amount
											\$30,000
	Meeting Title	Begin Date	End Date	Main Purpose/ Main Outcome	Cost Details						Total Amount
					Details	Amount (A)X(B)X(C)	Unit Cost (A)	Headcount (B)	Days (C)	* * Persons in Charge	
Plan	MEPC 72	9-Apr	13-Apr	Represent IAMU/IEB	Airfare * Accommodation *	\$2,000.00 \$2,100.00	\$2,000.00 \$350.00	1 1	6		\$4,100
Plan	MSC 99	16-May	25-May	Represent IAMU/IEB	Airfare * Accommodation *	\$1,000.00 \$3,850.00	\$1,000.00 \$350.00	1 1	11		\$4,850
Plan	HTW 5	16-Jul	20-Jul	Represent IAMU/IEB	Airfare * Accommodation *	\$1,000.00 \$1,750.00	\$1,000.00 \$350.00	1 1	5		\$2,750
Plan	MEPC 73	22-Oct	26-Oct	Represent IAMU/IEB	Airfare * Accommodation *	\$1,000.00 \$2,100.00	\$1,000.00 \$350.00	1 1	6		\$3,100
Plan	MSC 100	3-Dec	7-Dec	Represent IAMU/IEB	Airfare * Accommodation *	\$2,000.00 \$2,100.00	\$2,000.00 \$350.00	1 1	6		\$4,100
Plan	NCSR 6	TBD	TBD	Represent IAMU/IEB	Airfare * Accommodation *	\$1,000.00 \$2,100.00	\$1,000.00 \$350.00	1 1	6		\$3,100
	LC Report preparation & contingency cost										\$8,000
Tangible Results (Due Date : End of March 2019)		At the 9th IEB meeting (April 2019), LC will present report on fiscal year activity.									

* Estimated costs. Accomodation cost of \$350.00 includes daily allowance of \$150 for meals, local transportation and communication charges.

* * Persons in Charge : Subject to change