



**BRITISH BROADCASTING CORPORATION**  
**MONITORING SERVICE**  
CAVERSHAM PARK READING RG4 8TZ  
TELEGRAMS AND CABLES MONITOR READING TELEX  
TELEX 848318 TELEPHONE 0734 472742

Reference: 07/MS/BJW

18 August 1980

STAT

[Redacted]  
Bureau Chief,  
F.B.I.S.

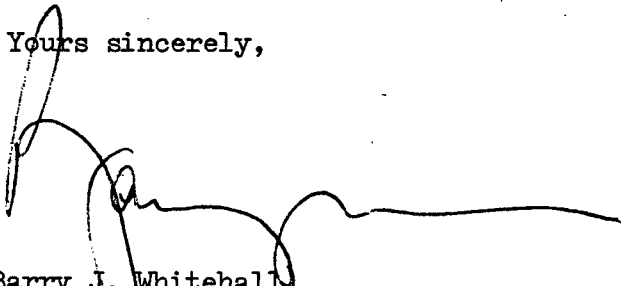
Dear Paul,

ISLAMABAD - STAFF

You will be pleased to hear that the first of the seven Islamabad monitors (a Russian) will be taken on to the BBC's strength with effect from 1 September 1980. I will advise you the starting dates of the remainder of these staff as they occur.

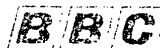
I am arranging for you to be invoiced quarterly in arrears for the Islamabad Staff Costs. The first invoice will be presented on 1 December. The monthly cost of each monitor will be £1231.20 p.m. and the Operational Assistant £1145.50 p.m. as per my letter of 17 July 1980.

Yours sincerely,

  
(Barry J. Whitehall)  
Head of Administration  
Monitoring Service

jp

Copy: To All Who Attended Meeting.



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CAVERSHAM PARK READING RG4 8TZ  
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TELEX 848318 TELEPHONE 0734 472742

Reference: 07/MS/BJW

15 August 1980

STAT

[Redacted]  
Bureau Chief,  
F.B.I.S.

Dear Paul,

ISLAMABAD - SATELLITE T.V.

Just to confirm the main points which were agreed at our meeting on the 12 August 1980.

1. ISLAMABAD

F.B.I.S. agreed that the BBC should go ahead with the new cubicle building at Caversham. BBC Architects Department would draft a Finance case. The cost would be fully recoverable from F.B.I.S. The new building would contain a room for the T.V. Satellite reception area. It was noted that a duct would need to be provided in this room for cable from the dish.

2. T.V. DISH SITE

(i) Building Work

BBC Architects Department would provide a project leader to obtain three quotations for all building work in connection with the laying of the base, providing fencing, earth mat, etc. They would advise F.B.I.S. their recommendation on the placing of the contract. F.B.I.S. would make a purchase order on the nominated contractor. All subsequent invoices received after verification by the BBC project leader would be settled by F.B.I.S. F.B.I.S. would provide the BBC Architects Department with site plans and full details of what was required at the T.V. Dish site.

(ii) Electrical Work

F.B.I.S., after consultation with [Redacted] would place an order with the S.E.B. for provision of an electricity supply to the dish site. All invoices from S.E.B. would be placed with F.B.I.S.

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(iii) Insurance

The BBC undertook to look into the question of Third party Insurance cover at the Dish site.

Yours sincerely,

(Barry J. Whitehall)

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TELEX 848318 TELEPHONE 0734 472742

Reference: 07/MS/BJW

11 August 1980

[Redacted]  
Bureau Chief,  
F.B.I.S.

STAT

Dear Paul,

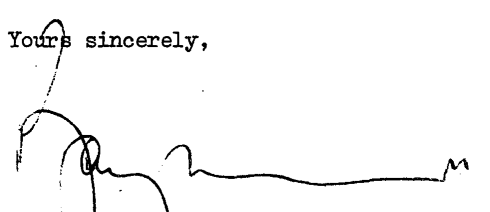
ISLAMABAD - CAPITAL EXPENDITURE

Further to my letter of 17 July, I now enclose details of the Capital costs in connection with the monitoring at Caversham of broadcasts received in Islamabad. You will see in the plan for the new cubicles building that there has been added additional space for possible use as the FBIS Satellite T.V. Reception room. The total building cost is estimated at £42,500. This price will be held until October 1980. Completion is estimated as January 1981.

To the building cost must be added £4,471 for Fixtures and Fittings, as detailed, and £550 for additional engineering equipment. This makes the total estimated cost for this project £47,521.

I would be grateful for your early agreement to reimbursing us with the actual capital expenditure on this project.

Yours sincerely,

  
(Barry J. Whitghall)  
Head of Administration  
Monitoring Service

jp

Enc.

ISLAMABAD - CAPITAL EXPENDITURE

1. New Cubicles Building (as per enclosed drawing) £42500

2. Fittings & Fixtures:

Floor Coverings, 450 Carpet tiles  
@ £1.70 per tile 765

Typewriters, 8 machines @  
£144 each 1152

Furniture, 8 Typist chairs  
@ £45 each = £360  
8 S.B. chairs  
@ £17.50 each = £140

4 Revolve chairs  
@ £49 each = £196

2 E.A. chairs  
@ £33 each = £66

8 Typist tables  
@ £53 each = £424

4 Tables 5"  
@ £28 each = £112

10 Filing cabinets  
@ £53 each = £530

10 Stationery cabinets  
@ £14 each = £140

3 Steel cupboards  
@ £60 each = £180

2148

Rising costs @ 10% 406

£4471

3. Engineering Equipment:

To include Telephones,  
Control Units, etc.

550

Total 47521

**BBC**

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Reference: 07/MS/BJW

17 July 1980

[Redacted]  
Bureau Chief,  
F.B.I.S.

Dear Paul,

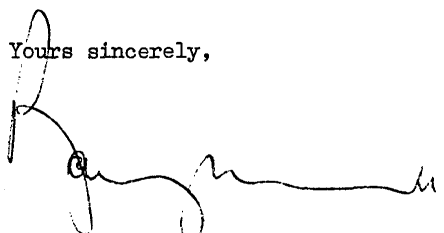
Islamabad Remote - Recurrent expenditure - Staff costs

I attach details of the staff costs for the Islamabad Remote monitoring operation.

You will see that the total staff costs are £97,639. To this figure must be added a 20% overheads charge making a grand total of £117,166 p.a. The 20% overheads charge includes the following; power, light, heat, canteen, and facilities. Allowances on appointment include kit, baggage, legal costs, separation allowances, etc. Since we are now in a position to go ahead with recruitment, I would be grateful for your early agreement to the above charge to be made on FBIS for the first year's staff costs. I have estimated the costs from 1 October to 30 September but it is likely that some monitors could well be recruited before 1 October in which case there would be a proportional monthly charge. When I have your agreement, we can discuss the method of invoicing.

I hope to be able to advise you what will be the likely figure for capital expenditure including refurbishing costs of the operational areas, necessary fixtures and fittings (typewriters, etc) and the small amount of technical equipment not being purchased by FBIS within a couple of weeks.

Yours sincerely,



(Barry J. Whitehall)  
Head of Administration  
Monitoring Service

JP

Att.

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ISLAMABAD    REMOTE

<u>ESTIMATE OF STAFF COSTS</u>	<u>GRADE</u>
2 Afghan Monitors	3K5
2 Russian Monitors	3K5
3 Russian Regional Monitors	3K5
1 Operational Assistant	2R5

1. Cost of 1 Monitor October 1980 - September 1981.

A. PAY

Basic Pay	£7395
Pension	1693
State Insurance	750
	<hr/>
	£9838

- 7% Grading lift

Basic Pay	518
Pension	119
	<hr/>
	£10475

Assume 10% 1.4.81 Review

Basic Pay	792
Pension	182
State Insurance	70
	<hr/>
	£1044 per annum

∴  $\frac{1}{2}$  year =                    £ 522

TOTAL PAY	£11027
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B. ALLOWANCES

Continuing All. MPA1	£ 419
Non. Cont. All.	600
T&DE. Newspapers, etc.	206
6 month increase in Allowances following 10% 1.4.81 review	60
	<hr/>

Total Allowance	£1285
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GRAND TOTAL	£12,312
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## 2. Cost of 1 Operational Assistant October 1980 - September 1981

A. PAY

Basic Pay	£5945
Pension	1361
State Insurance	595
	<u>£7901</u>
 <u>16.2% Grading Lift</u>	
Basic Pay	964
Pension	307
	<u>£9172</u>
 <u>Assume 10% 1.4.81 Review</u>	
Basic Pay	690
Pension	167
State Insurance	50
	<u>£907 per annum</u>
 ∴ $\frac{1}{2}$ year =	 <u>£454</u>
 TOTAL PAY	 <u>£9626</u>

B. ALLOWANCES

Shift Allowance @ 10%	£ 691
Non-Continuing Allowance 6 month increase on Allowances following 10% 1.4.81 Review	1050
	<u>88</u>
Total Allowances	<u>£1829</u>
 GRAND TOTAL	 <u>£11455</u>

3. Total Staff Costs

7 Monitors @ £12.312	£86184
1 Op.Asst. @ £11.454	11454
	<u>£97639</u>