



联合国
环境规划署



Distr.
GENERAL
UNEP/OzL.Pro/ExCom/65/58
25 October 2011
CHINESE
ORIGINAL: ENGLISH

执行蒙特利尔议定书
多边基金执行委员会
第六十五次会议
2011年11月13日至17日，印度尼西亚巴厘

基金秘书处的预算

(订正的 2012 年和 2013 年预算和拟议的 2014 年预算)

1. 本文件包括作为第 60/49(a)和(b)号决定的后续行动，秘书处评估今后几年适当增加工作人员费用的反馈意见。
2. 文件包括对 2012 年预算的修订，以介绍 2012 年秘书处的业务费用，并且修订执行委员会第 59/52(b)和 60/49(a)号决定核准并维持的 2012 年预算人事部分。考虑到 2012 年预算人事部分的修订，该文件还介绍第 62/67(c)号决定核准的 2013 年人事部分修订，提议用于支付 2014 年工作人员费用的 2014 年预算。

第 60/49(a)、(b)和 62/67(d)号决定关于今后几年适当增加工作人员费用的后续行动

3. 根据第 60/49(a)和(b)号决定，执行委员会决定维持第五十九次会议核准的 2011 年和 2012 年工作人工工资逐年增加，经核准 2011 年工作人员费用在 2010 年的基础上增加 5%，2012 年工作人员费用在 2011 年的基础上增加 3%，请求秘书处继续监督工作人员费用，以评估今后几年适当的增加比例，并且在 2011 年第六十五次会议上向介绍 2010 年基金账目时报告给执行委员会。另外，通过第 62/67(d)号决定，执行委员会决定注意到第六十二次会议核准的 2012 年和 2013 年人事部分费用（在 2012 年和 2013 年适用 5%的通货膨胀率），该费用将遵守执行委员会第六十五次会议上做出的任何有关根据第 60/49(b)号决定适用的通货膨胀率的决定。

4. 为便于参照，2010 年工作人员费用见本文件附件一所附 2010 年基金决算附表 1.3，附表显示专业类型未用余额 306,019 美元和一般服务类型未用余额 130,691 美元。这些余额在很大程度上是由于 2009 年 1 月高级监测评价干事离职以及 2010 年 10 月其继任者就职，2010 年 5 月一名 P5 级员工升为 D1 级，以及 2011 年 5 月征聘一名 P5 级员工，造成 2010 年期间职位空缺或部分空缺。2010 年账目显示一些工作人员项目下的超出费用已经由其他项目的结余支付。

5. 表 1 所示为 2010 年工作人员调动和正在进行的征聘工作产生的余额，该余额提供支付联合国规章下工作人员权利等意外支出的应急费用。余额还提供 2011 年工作人员费用的预计余额。由于到 2011 年大多数空缺职位已得到接替，因此整个 2011 年 9 月的实际支出都用来评估最适合的增加比例。根据截止 2011 年 9 月的工作人员实际费用及整个 2011 年 12 月预计费用，2011 年工作人员预计总费用显示，2011 年核准预算增加 5% 的基础上计算得出，预计专业类型应急费用为 94,920 美元，一般服务类型应急费用为 149,523 美元。如果核准的 2010 年费用增加 3%，2011 年专业类型应急费用为 49,335 美元，一般服务类型应急费用为 131,529 美元，2011 年工作人员拨款总额为 3,274,255 美元。

表 1：2010 年和 2011 年工作人员拨款和结余（美元）

	比核准的 2010 年 预算增加 5%	在核准的 2011 年预算增 加 5% 基础上的 2011 年预计金额	在核准的 2011 年预算 增加 3% 基础上的 2011 年预计金额
工作人员拨款总额	3,178,888	3,337,834	3,274,255
专业工作人员余额/应急 费用	306,019	94,920	49,335
一般服务工作人员余额/ 应急费用	130,691	149,593	131,529
总余额/应急费用	436,710	244,443	180,864

6. 在 2011 年预算增加 3% 的基础上，似乎 3% 的增长率足以维持在第 62 次会议上第 60/49(a) 号决定核准 2012 年 3% 的增长。因此，秘书处建议维持 2012 年 3% 的增长率，在 2012 年重新审查增长率的比例，从而一旦所有职位被接替达到至少两年时间就进一步评估最适当的比率。同时，秘书处将酌情对核准预算内的工作人员拨款做必要调整，并因此向执行委员会通报。

拟议的 2012 年预算

7. 已修订 UNEP/OzL.Pro/ExCom/65/58 号文件所载 2012 年预算，用于介绍秘书处的业务费用，因用结余支付其他预算项目下任何增加费用而造成总体减少。文件包括对执行委员会第 59/52(b) 和 60/49(a) 号决定核准并维持的 2012 年预算人事部分 1100 和 1300 的修订，不会对 2012 年秘书处总预算带来任何额外费用，如附件一 G 栏所示。文件提议由于执行委员会无纸化办公导致任务增加且变得更加复杂，将 1112 信息与技术协力干事的职位从 P2 级提升到 P3 级，并且提议将预算项目 1302 (G7) 会议事务助理与预算项目 1306 (G8) 计算机操作助理调换位置。

8. 预算包括供委员会审议的 500,000 美元财务主任费用拨款，在此之前考虑到作为执行委员会第 62/66(d)号决定的后续行动，为财务主任服务支付的一年 500,000 美元费用的指示性细目，该决定请财务主任在多边基金秘书处账目中加上一年 500,000 美元费用的指示性细目。财务主任在 UNEP/OzL.Pro/ExCom/65/56 号文件 2010 年账目中提供了细目。

修订的 2013 年工作人员费用

9. 修订的 2013 年预算编列的是根据第 62/67(d) 号决定适用 3%的通货膨胀率得出的 2013 年工作人员费用，该预算已作修订以体现建议的预算项目 1112 下助理信息与技术干事的职位提升。

拟议的 2014 年预算

10. 拟议的 2014 年预算编列的是根据修订的 2013 年工作人员薪金费用水平，在 2014 年为延长工作人员合同所需的工作人员费用，并且按照适用 3%的通货膨胀率标准，直至进一步评估 2012 年使用的通货膨胀率是否适合。

请执行委员会采取的行动

11. 请执行委员会：

- (a) 注意到 UNEP/OzL.Pro/ExCom/65/58 号文件所载的秘书处对工作人员费用适当涨幅的反馈意见；
- (b) 维持适用于 2012 年、2013 年和 2014 年预算的 3%的通货膨胀率，请秘书处从新审查 2012 年 3%的比率，从而在所有职位被接替至少两年时进一步评估最合适的比率；
- (c) 核准本文件附件一所载基金秘书处总额为 3,034,869 美元的 2012 年订正预算金额，用以支付秘书处的业务费用和 2012 年订正人事部分费用，因此总额为 6,919,774 美元；
- (d) 核准总额为 4,043,516 美元的 2013 年订正预算人事部分费用新增的 42,063 美元；以及
- (e) 核准总额为 4,164,821 美元的拟议 2014 年预算的人事费用。

REVISED 2012, REVISED 2013 AND PROPOSED 2014 BUDGETS OF THE FUND SECRETARIAT

		A	B	C	D	E	F	G=B-C
		Approved	Approved	Revised	Approved	Revised	Proposed	
		2011	2012	2012	2013	2013	2014	incr/decr in revised 2012
10	PERSONNEL COMPONENT	5%	3%	3%	3%	3%	3%	
1100	Project Personnel (Title & Grade)							
	01 Chief Officer (D2)	230,282	237,190	237,190	244,306	244,306	251,635	
	02 Deputy Chief Officer (D1)	227,260	234,078	234,078	241,100	241,100	248,333	
	03 Programme Management Officer (P3)	150,618	155,137	155,137	159,791	159,791	164,585	
	04 Senior Project Management Officer (P5)	205,366	211,527	211,527	217,873	217,873	224,409	
	05 Senior Project Management Officer (P5)	205,366	211,527	211,527	217,873	217,873	224,409	
	06 Senior Project Management Officer (P5)	205,366	211,527	211,527	217,873	217,873	224,409	
	07 Senior Project Management Officer (P5)	205,366	211,527	211,527	217,873	217,873	224,409	
	08 Information Management Officer (P3)	181,588	187,036	187,036	192,647	192,647	198,426	
	09 Senior Admin & Fund Management Officer (P5)*	184,257	189,785	189,785	195,478	195,478	201,342	
	10 Senior Monitoring and Evaluation Officer (P5)	205,366	211,527	211,527	217,873	217,873	224,409	
	11 Programme Management Officer (P3)	150,618	155,137	155,137	159,791	159,791	164,585	
	12 Associate IT Officer (P2/P3)	91,127	93,860	130,000	96,676	133,900	137,917	36,140
	13 Associate HR Officer (P2)	-	0	-	0	0	-	
	14 Programme Management Officer (P3)	150,618	155,137	155,137	159,791	159,791	164,585	
1199	Sub-Total	2,393,200	2,464,996	2,501,136	2,538,946	2,576,170	2,653,455	36,140
1200	Consultants							
	01 Technical and project review	100,000	-	100,000	0	0	0	
1299	Sub-Total	100,000	-	100,000	-	-	-	-
1300	Administrative Support Personnel							
	01 Admin Assistant (G8)	86,564	89,161	89,161	91,836	91,836	94,591	
	02 Meeting Services Assistant (G8) (formerly G7 switched with 1306)	81,909	89,161	84,366	91,836	86,897	89,504	(4,795)
	03 Programme Assistant (G8)	86,564	89,161	89,161	91,836	91,836	94,591	
	04 Senior Secretary (G6)	64,122	66,045	66,045	68,027	68,027	70,067	
	05 Senior Secretary (G6)	64,122	66,045	66,045	68,027	68,027	70,067	
	06 Computer Operations Assistant (G7) (formerly G8 switched with 1302)	86,564	84,366	89,161	86,897	91,836	94,591	4,795
	07 Programme Assistant (G6)	67,770	69,803	69,803	71,897	71,897	74,054	
	08 Secretary/Clerk, Administration (G7)	72,700	74,881	74,881	77,128	77,128	79,441	
	09 Registry Clerk (G5)	55,391	57,052	57,052	58,764	58,764	60,527	
	10 Database Assistant (G8)	86,564	89,161	89,161	91,836	91,836	94,591	
	11 Secretary, Monitoring & Evaluation (G6)	64,122	66,045	66,045	68,027	68,027	70,067	
	12 IMIS Assistant (G6)	0	0	-	0	0	-	
	13 Secretary (G6)	64,122	66,045	66,045	68,027	68,027	70,067	
	14 Programme Assistant (G6)	64,122	66,045	66,045	68,027	68,027	70,067	
	Sub-Total	944,634	972,973	972,973	1,002,162	1,002,162	1,032,227	-
1330	Conference Servicing Cost							
1333	Meeting Services: ExCom Montreal	260,000	-	260,000	-	-	-	
1334	Meeting Services: ExCom Montreal	260,000	-	260,000	-	-	-	
1336	Meeting Services: ExCom Montreal	260,000	-	260,000	-	-	-	
1335	Temporary assistance	65,000	-	43,782	-	-	-	(21,218)
	Sub-Total	845,000	-	823,782	-	-	-	(21,218)
1399	TOTAL ADMINISTRATIVE SUPPORT	1,789,634	972,973	1,796,755	1,002,162	1,002,162	1,032,227	(21,218)

* Difference in cost between P4 and P5 is to be charged to BL 2101

Note: Personnel costs under 1100 and 1300 will be offset by US \$324,100 based on 2009 actual cost differentials between staff cost in Montreal and staff cost in Nairobi.

		A	B	C	D	E	F	G=B-C
		Approved	Approved	Revised	Approved	Revised	Proposed	
		2011	2012	2012	2013	2013	2014	incr/decr in revised 2012
1600	Travel on official business							
	01 Mission Costs	208,000	-	208,000	-	-	-	
	02 Network Meetings (4)	20,000	-	20,000	-	-	-	
1699	Sub-Total	228,000	-	228,000	-	-	-	-
1999	COMPONENT TOTAL	4,510,834	3,437,969	4,625,891	3,541,108	3,578,332	3,685,682	14,922
20	CONTRACTUAL COMPONENT							
2100	Sub-contracts							
	01 Treasury services (Decision 59/51 (b))	500,000	-	500,000	-	-	-	
	02 Corporate contracts	800,000	-	-	-	-	-	
2999	COMPONENT TOTAL	1,300,000	-	500,000	-	-	-	-
30	MEETING PARTICIPATION COMPONENT							
3300	Travel & DSA for Art 5 delegates to ExCom Meetings							
	01 Travel of Chairperson and Vice-Chairperson	15,000	-	15,000	-	-	-	
	02 Executive Committee (3)	225,000	-	225,000	-	-	-	
3999	COMPONENT TOTAL	240,000	-	240,000	-	-	-	-
40	EQUIPMENT COMPONENT							
4100	Expendables							
	01 Office Stationery	19,500	-	17,550	-	-	-	-1,950
	02 Computer expendable (Software, accessories, hubs, switches, memory)	11,700	-	10,530	-	-	-	-1,170
4199	Sub-Total	31,200	-	28,080	-	-	-	(3,120)
4200	Non-Expendable Equipment							0
	01 Computers, printers	13,000	-	13,000	-	-	-	0
	02 Other expendable equipment (Shelves, Furnitures)	6,500	-	5,850	-	-	-	-650
4299	Sub-Total	19,500	-	18,850	-	-	-	(650)
4300	Premises							
	01 Rental of office premises**	870,282	-	870,282	-	-	-	
	Sub-Total	870,282	-	870,282	-	-	-	-
4999	COMPONENT TOTAL	920,982	-	917,212	-	-	-	(3,770)

**Based on 2010 estimated differentials, the rental costs will be offset by US \$834,366 leaving an amount of US \$35,916 to be charged to the Fund

		A	B	C	D	E	F	G=B-C
		Approved	Approved	Revised	Approved	Revised	Proposed	
		2011	2012	2012	2013	2013	2014	incr/decr in revised 2012
50	MISCELLANEOUS COMPONENT							
5100	Operation and Maintenance of Equipment							
	01 Computers and printers, etc.(toners, colour printer)	9,000	-	8,100	-	-	-	-900
	02 Maintenance of office premises	9,000	-	8,000	-	-	-	-1,000
	03 Rental of photocopiers (office)	19,500	-	15,000	-	-	-	-4,500
	04 Telecommunication equipment rental	9,000	-	8,000	-	-	-	-1,000
	05 Network maintenance	16,250	-	10,000	-	-	-	-6,250
5199	Sub-Total	62,750	-	49,100	-	-	-	(13,650)
5200	Reproduction Costs							
	01 Executive Committee meetings and reports to MOP	17,000	-	15,300	-	-	-	-1,700
5299	Sub-Total	17,000	-	15,300	-	-	-	(1,700)
5300	Sundries							
	01 Communications	65,000	-	58,500	-	-	-	-6,500
	02 Freight Charges	15,000	-	13,500	-	-	-	-1,500
	03 Bank Charges	5,000	-	4,500	-	-	-	-500
	05 Staff Training	20,137	-	20,137	-	-	-	0
5399	Sub-Total	105,137	-	96,637	-	-	-	(8,500)
5400	Hospitality & Entertainment							
	01 Hospitality costs	16,000	-	24,000	-	-	-	8,000
5499	Sub-Total	16,000	-	24,000	-	-	-	8,000
5999	COMPONENT TOTAL	200,887	-	185,037	-	-	-	(15,850)
GRAND TOTAL		7,172,703	3,437,969	6,468,140	3,541,108	3,578,332	3,685,682	(4,698)
	Programme Support Costs (13%)	433,918	446,936	451,634	460,344	465,183	479,139	4,698
COST TO MULTILATERAL FUND		7,606,622	3,884,905	6,919,774	4,001,453	4,043,516	4,164,821	(0)
	Previous budget schedule	7,606,622	-	3,884,905	-	4,001,453		
	Increase/decrease	0	3,884,905	3,034,869	4,001,453	42,063	4,164,821	(0)

SCHEDULE 1.3

A. 2010 Expenditures for Account MFL 2336-2211-2661: (Secretariat's Main Account)

			Approved Budget	Actual Expenditure	Savings/ (Deficit)
10	PROJECT PERSONNEL COMPONENT				
	1100	<i>Project Personnel</i>			
	1101	Chief Officer (D-2)	219,316	217,667	1,649
	1102	Deputy Chief Officer (Economic Cooperation) (P-5)*	216,438	131,669	84,769
	1103	Programme Management Officer (P-3)	143,446	140,556	2,890
	1104	Senior Project Management Officer (P-5)	195,587	206,702	(11,115)
	1105	Senior Project Management Officer (P-5)	195,587	179,991	15,596
	1106	Senior Project Management Officer (P-5)	195,587	185,625	9,962
	1107	Senior Project Management Officer (P-5)**	195,587	61,821	133,766
	1108	Information Management Officer (P-3)	172,941	189,345	(16,404)
	1109	Senior Administrative and Fund Management Officer (P-5)	175,483	177,692	(2,209)
	1110	Senior Monitoring and Evaluation Officer (P-5)***	195,587	80,496	115,091
	1111	Programme Management Officer (P-3)	143,446	145,955	(2,509)
	1112	Associate IT Officer (P-2)	86,787	109,207	(22,420)
	1114	Programme Management Officer (P-3)	143,446	146,493	(3,047)
	1188	Prior Year's Adjustment			
	1199	<i>Sub-total</i>	2,279,238	1,973,219	306,019
	1200	<i>Consultants</i>			
	1201	Projects and technical reviews etc	100,000	102,078	(2,078)
	1202	MC2 Consultants	50,000	9,800	40,200
	1203	MYA Table access & development	60,000	54,270	5,730
	1299	<i>Sub-total</i>	210,000	166,148	43,852
	1300	<i>Administrative Support Staff costs</i>			
	1301	Administrative Assistant (G-8)	82,442	76,848	5,594
	1302	Meetings Services Assistant (G-7)	78,008	73,990	4,018
	1303	Programme Assistant (G-8)	82,442	85,105	(2,663)
	1304	Senior Secretary (Economic Cooperation) (G-6)****	61,068	34,962	26,106
	1305	Senior Secretary (Technical Cooperation) (G-6)	61,068	63,834	(2,766)
	1306	Computer Operations Assistant (G-8)****	82,442	45,359	37,083
	1307	Secretary (G-6)	64,544	66,429	(1,885)
	1308	Secretary/Clerk, Administration (G-7)	69,238	60,473	8,765
	1309	Registry Clerk (G-5)	52,753	52,789	(36)
	1310	Database Assistant (G-8)	82,442	90,773	(8,331)
	1311	Secretary, Monitoring and Evaluation (G-6)	61,068	58,974	2,094
	1313	Secretary, (Senior programme Officer) G-6	61,068	50,711	10,357
	1314	Secretary (Senior Programme Officer) (G-6)****	61,068	8,713	52,355
	1301-14	<i>Sub-total (support staff costs)</i>	899,651	768,960	130,691
	1333	60 th Meeting of the Executive Committee	260,000	226,240	33,760
	1334	61 st Meeting of the Executive Committee	260,000	227,860	32,140
	1336	62 nd Meeting of the Executive Committee	260,000	250,160	9,840
	1333-34 & 1336	<i>Sub-total (conference servicing)</i>	780,000	704,260	75,740
	1335	Temporary Assistance	65,000	36,514	28,486
	1388	Prior Year's Adjustment	-	-	0
	1388	<i>Sub-total</i>	-	0	0
	1399	<i>Sub-total</i>	1,744,651	1,509,734	234,917

* 1102 - Filled in May 2010

** 1107 - Vacant since May 2010

*** 1110 Filled in October 2010

**** 1304, 1306 & 1314 - Temporary recruitment

			Approved	Actual	Savings/
			Budget	Expenditure	(Deficit)
1600		<i>Travel on Official Missions</i>			
	1601	Mission costs	208,000	184,484	23,516
	1602	Network meetings (4)	20,000	7,166	12,834
	1699	<i>Sub-total</i>	228,000	191,650	36,350
1999	COMPONENT TOTAL		4,461,889	3,840,751	621,138
20	SUB-CONTRACTS COMPONENT				
	2100	<i>Sub-Contracts with UN Agencies:</i>			
	2101	Treasury services	500,000	500,000	0
	2199	<i>Sub-total</i>	500,000	500,000	0
	2300				0
	2199	<i>Sub-total</i>	500,000	500,000	0
	2300	<i>Sub-Contracts with Profit Making Institutions</i>			0
	2301	Corporate Consultancies	0	0	0
	2399	<i>Sub-total</i>	0	0	0
2999	COMPONENT TOTAL		500,000	500,000	0
30	MEETINGS PARTICIPATION COMPONENT				
	3300	<i>Assistance to Participants from Developing Countries</i>			
	3301	Travel of Chairman / Vice-Chairman	15,000	3,540	11,460
	3302	Executive Committee meetings*****	225,000	269,654	(44,654)
	3399	<i>Sub-total</i>	240,000	273,194	(33,194)
3999	COMPONENT TOTAL		240,000	273,194	(33,194)
40	EQUIPMENT COMPONENT				
	4100	<i>Expendables</i>			
	4101	Office stationery	19,500	9,562	9,938
	4102	Software & Computer expendables	11,700	11,700	0
	4199	<i>Sub-total</i>	31,200	21,262	9,938
	4200	<i>Non-expendable Equipment</i>			
	4201	Computer, printers etc.	13,000	13,000	0
	4202	Others	6,500	6,500	0
	4299	<i>Sub-total</i>	19,500	19,500	0
	4300	<i>Rental of premises</i>			
	4301	Rental of office premises	870,282	726,455	143,827
	4399	<i>Sub-total</i>	870,282	726,455	143,827
4999	COMPONENT TOTAL		920,982	767,217	153,765
50	MISCELLANEOUS COMPONENT				
	5100	<i>Operations and Maintenance</i>			
	5101	Computers, printers etc	9,000	1,178	7,822
	5102	Office premises	9,000	809	8,191
	5103	Rental of Photocopiers	19,500	20,090	(590)
	5104	Telecommunications equipment	9,000	9,000	0
	5105	Miscellaneous equipment rentals	16,250	16,250	0
	5199	<i>Sub-total</i>	62,750	47,327	15,423
	5200	<i>Reporting Costs</i>			

***** Additional expenses resulting from participants delayed departure at the 61st meeting.

			Approved Budget	Actual Expenditure	Savings/ (Deficit)
	5201	Executive Committee meetings			
	5202	Reporting (others)	20,000	6,999	13,001
	5299	<i>Sub-total</i>	20,000	6,999	13,001
	5300	<i>Sundry</i>			
	5301	Communications	65,000	39,794	25,206
	5302	Freight charges	15,000	5,293	9,707
	5303	Bank charges	5,000	1,187	3,813
	5305	Staff training	20,137	14,777	5,360
	5399	<i>Sub-total</i>	105,137	61,051	44,086
	5400	<i>Hospitality</i>			
	5401	Official hospitality	13,000	17,699	(4,699)
	5499	<i>Sub-total</i>	13,000	17,699	(4,699)
5999	COMPONENT TOTAL		200,887	133,076	67,811
99	PROJECT TOTAL		6,323,758	5,514,238	809,520
		<i>Programme Support Costs (budget lines 1100 and 1300)</i>	413,256	356,483	56,772
		GRAND TOTAL	6,737,014	5,870,721	866,292
B. 2010 Expenditures for Account MFL 2336-2212-2661: (Monitoring and Evaluation)					
			Approved Budget	Actual Expenditure	Savings/ (Deficit)
	1201	Projects and technical reviews/Customs Trng	0	0	0
	1202	Projects and technical reviews etc./Methyl bromide	0	(3,677)	3,677
	1203	Projects and technical reviews etc./Extending desk study	0	0	0
	1204	Country studies	27,103	310	26,793
	1205	Consultants	0	0	0
	1206	Projects and technical reviews etc/evaln of TPMPs	0	0	0
	1601	Travel on Official business	0	0	0
	4201	Non Expendable Computer Equipment	0	0	0
	5301	Communications	0	0	0
	ACCOUNT TOTAL		27,103	(3,367)	30,470
C. 2010 Expenditures for Account MFL 2336-2567-2661: (HCFC Production Sector)					
	1200	<i>Sub-Contracts with Profit Making Institutions</i>			
	1201	Consultants	18,154	19,696	(1,542)
	ACCOUNT TOTAL		18,154	19,696	(1,542)
	TOTAL FOR ALL ACCOUNTS		6,782,271	5,887,050	895,220