



**United Nations  
Environment  
Programme**

Distr.  
GENERAL

UNEP/OzL.Pro/ExCom/71/62  
11 November 2013



ORIGINAL: ENGLISH

EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Seventy-first Meeting  
Montreal, 2-6 December 2013

**REVISED 2013, 2014 AND 2015 AND PROPOSED 2016 BUDGETS  
OF THE FUND SECRETARIAT**

1. This document contains a revision of the 2013, 2014 and 2015 as well as the proposed 2016 budgets of the Fund Secretariat submitted for consideration by the Executive Committee at its 71<sup>st</sup> meeting.
2. The document consists of the following sections:
  - Relevant decisions and staffing matters with direct implication on budgets
  - Revised budget for 2013
  - Revised budget for 2014
  - Revised budget for 2015
  - Proposed budget for 2016
  - Recommendations
3. The detailed revised 2013, 2014 and 2015 and proposed 2016 budgets of the Fund Secretariat are presented in Annex I to the present document. In response to observations raised during the discussion of the Secretariat's budget at the 68<sup>th</sup> meeting<sup>1</sup>, table Annex I includes two additional columns with explanatory notes.

**Relevant decisions and staffing matters with implications on budgets**

Staffing matters

4. At its 69<sup>th</sup> meeting, the Executive Committee *inter alia* established a six-member selection panel for the recruitment for the position of the Chief Officer (CO) of the Multilateral Fund Secretariat (decision 69/26). In response to decision 69/26, the selection panel interviewed selected candidates at the headquarters of the United Nations Economic and Social Council for Asia and the Pacific in Bangkok,

<sup>1</sup> Paragraph 187 of document UNEP/OzL.Pro/ExCom/68/53.

prior to the 70<sup>th</sup> meeting<sup>2</sup>. Budgetary implications associated with the selection process of the CO, as well as with the retirement of the former CO on 30 September 2013 (i.e., additional expenditures to cover provision for the repatriation grant) are described under the revised budget for 2013.

5. During the presentation of the Secretariat activities to the 68<sup>th</sup> meeting<sup>3</sup>, the Senior Administrative and Fund Management Officer reported that the Secretariats of the Convention on Biological Diversity (SCBD) and of the Multilateral Fund had commissioned an independent review of grade levels to ensure that the job descriptions of the two Secretariats' General Service (GS) staff were classified in the same manner<sup>4</sup>. It was reported that discussions were ongoing with the consultant and the United Nations Office at Nairobi (UNON), and that the Secretariat would report thereon to the Executive Committee once the report had been finalized. After a review of the report of the classification expert, UNON issued official classification notices in 2013, as summarized below:

- (a) The "Administrative Assistant" (BL 1301) was upgraded from G8 to P2. The new title of the post is "Associate Finance Officer" (new BL 1115);
- (b) The "Database Assistant" (BL 1310) was upgraded from G8 to P2. The new title of the post is "Associate Database Officer" (new BL 1116);
- (c) The "IMIS Assistant" (BL 1312) was upgraded from G5 to G6 level. This post is funded from the programme support cost;
- (d) The GS post BL 1303 remained at G7 level, and the posts BL 1304, 1305, 1307, 1311, 1313 and 1314 remained at the G5 level under the new classification system, with the title "Programme Assistant" for all. The new titles are reflected in the Secretariat's budgets;
- (e) The posts BLs 1308 and 1309 were confirmed at G5 and G4 levels, respectively; and
- (f) The post BL 1302 was confirmed at G6 level, while the post BL 1306 was not submitted for review as the post was filled under the seven-grade level scale.

#### Decisions by the Executive Committee and the Parties to the Montreal Protocol

6. At the 69<sup>th</sup> meeting, the Executive Committee decided to hold its 70<sup>th</sup> meeting in Bangkok (1 to 5 July 2013) and authorized the Secretariat to transfer funds to cover the additional costs required to organize the meeting in Bangkok (decision 69/29). Budgetary implications associated with holding the 70<sup>th</sup> meeting in Bangkok are described under the revised budget for 2013 in Annex I.

7. At the 70<sup>th</sup> meeting, the Executive Committee decided *inter alia* to convene two meetings in 2014 on a trial basis (preferably in mid-April/early-May for the first meeting, and prior to the 26<sup>th</sup> meeting of the Parties for the second), and that the Secretariat could be requested to organize an intersessional meeting to discuss any urgent policy issues or project proposals that would need to be addressed between the first and last meetings (decision 70/23). Budgetary implications associated with holding only two meetings in 2014, with a potential intersessional meeting, are described under the revised budget for 2014.

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<sup>2</sup> Paragraphs 142 to 145 of document UNEP/OzL.Pro/ExCom/70/59, presents the report by the selection panel for the recruitment of the CO of the Secretariat.

<sup>3</sup> Paragraph 19 of document UNEP/OzL.Pro/ExCom/68/53.

<sup>4</sup> The Fund Secretariat, SCBD and the International Civil Aviation Organization (ICAO) converted to the seven-grade level scale for GS staff. Since UNEP has now direct responsibility for job classification in both Secretariats (no longer ICAO), a comprehensive assessment of the GS levels and structures was carried out in both Secretariats in May 2012.

8. At their 25<sup>th</sup> meeting, the Parties to the Montreal Protocol endorsed the selection of Australia, Belgium, Italy, Japan, the Russian Federation, Sweden and the United States of America (non-of Article 5 Parties), and China, the Comoros, Grenada, Mauritius, Nicaragua, Saudi Arabia and Uruguay (Article 5 Parties) as members of the Executive Committee, for one year beginning on 1 January 2014 (decision XXV/18). Given the membership of the Executive Committee, all documents for the meetings in 2014 will be prepared into all six UN languages (Arabic, Chinese, English, French, Russian, Spanish). Budgetary implications associated with the submission of documents in all UN languages are described under the revised budget for 2014.

### **Revised 2013 budget**

#### Retirement of the CO

9. The 2013 budget allocation as approved at the 68<sup>th</sup> meeting (decision 68/45) did not include costs (estimated at US \$115,000<sup>5</sup>) related to the departure on retirement of the CO (BL 1101), or costs (estimated at US \$25,000) to cover travel and daily subsistence allowance for some of the panel members for the recruitment of the CO of the Secretariat and five of the short listed applicants for the interviews held in Bangkok.

10. The Deputy Chief Officer (DCO) post (BL 1102) has become vacant after the new CO was appointed in 1 October 2013. Considering that the DCO post is unlikely to be occupied before January 2014 following Inspira recruitment timelines, the additional costs of BL 1101 could be covered partially by the anticipated savings of US \$80,000 under BL 1102, as reflected in the revised 2013 budget. The remaining difference of US \$60,000 is covered from the approved BL 1101 allocation.

#### Cost differentials for the 70<sup>th</sup> meeting in Bangkok

11. The cost differential of having the 70<sup>th</sup> meeting in Bangkok as opposed to having it in Montreal amounted to US \$39,215<sup>6</sup>, excluding travel cost of the staff of the Secretariat and participants. In regard to the BL 1334, the additional costs could be covered from savings realised from interpretation and translation in three UN languages in 2013 instead of four languages budgeted for. Accordingly, a transfer of US \$40,000 between BLs 1333 and 1334 has been made reflecting the correct allocation for the 69<sup>th</sup> and 70<sup>th</sup> meetings without increasing the overall allocation costs of the meeting component.

12. The additional travel cost of the staff of the Secretariat to Bangkok of US \$125,287 could be covered from the travel allocation approved at the 68<sup>th</sup> meeting (BL 1601).

### **Revised 2014 budget**

#### Staffing matters

13. The upgrade of the two posts to P2 level (i.e., Associated Finance Officer (new BL 1115) and Associated Database Officer (new BL 1116) results in an additional total cost of US \$50,000, as reflected in the revised 2014 budget (i.e., additional US \$25,000 in BL 1115, and additional US \$25,000 in BL 1116).

14. The additional US \$50,000 to cover the two upgrades can be accommodated within the approved budgets by transferring US \$25,000 from the BL 1201 (consultants for projects and technical reviews),

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<sup>5</sup> Include: provision for the repatriation grant at US \$54,000; travel and shipment of personnel effects for the staff member and her dependant at US \$16,000; and accrued leave payment at US \$45,000.

<sup>6</sup> Include cost differentials of: interpreters at US \$52,829; report writers at US \$10,381; rental of premises at US \$(-19,526); rental of equipment at US \$(-4,617); miscellaneous US \$208.

and US \$25,000 from BL 1335 (temporary assistance). The revised funding of US \$75,000 in BL 1201 and US \$18,782 in BL 1335 will not have a significant impact on the work of the Secretariat.

Costs of meetings in 2014

15. The 2014 budget has been revised to introduce operational costs at the same level as 2013 except for the Executive Committee meeting BLs 1333, 1334, and 1336.

16. At the 69<sup>th</sup> meeting, the Executive Committee discussed document UNEP/OzL.Pro/ExCom/69/36 on the operation of the Executive Committee. The document contained an analysis of the average costs of a meeting of the Executive Committee when convened in Montreal. Based on this analysis, the costs of the meetings in 2014 (i.e. two meetings with a potential two-day intersessional meeting) have been estimated at US \$780,000 as shown in Table 1.

**Table 1: Estimated budget for meetings of the Executive Committee in 2014**

| Description         | Budget (US \$) |                         |                         |                |         |
|---------------------|----------------|-------------------------|-------------------------|----------------|---------|
|                     | Average        | 1 <sup>st</sup> meeting | 2 <sup>nd</sup> meeting | Intersessional | Total   |
| Rental of premises  | 40,000         | 45,000                  | 45,000                  | 20,000         | 110,000 |
| Rental of equipment | 10,000         | 15,000                  | 15,000                  | 5,000          | 35,000  |
| Report writers      | 30,000         | 30,000                  | 30,000                  | 10,000         | 70,000  |
| Interpretation      | 60,000         | 75,000                  | 75,000                  | 30,000         | 180,000 |
| Translation         | 160,000        | 175,000                 | 175,000                 | 23,000         | 373,000 |
| Miscellaneous       | 5,000          | 5,000                   | 5,000                   | 2,000          | 12,000  |
| Total cost          | 305,000        | 345,000                 | 345,000                 | 90,000         | 780,000 |

17. The following observations on the figures in Table 1 are relevant:

- (a) Rental of premises costs have been revised based on the actual ICAO costs of the last meeting held in Montreal;
- (b) Rental of equipment has been adjusted to reflect an increase in costs;
- (c) Report writers costs has remained the same in the light of a minimal increase resulting from the adjusted salary scale of conference service staff effective 1 January 2013;
- (d) Interpretation costs have been revised to take into account the increase in the number of languages (from the customary 3 to 4 languages to 5); and
- (e) Translation costs<sup>7</sup> have been revised to take into account Russian as one additional language.

18. The second meeting is likely to take place back-to-back with the 26<sup>th</sup> MOP in 2014. It is also likely to take place outside Montreal. As reported to the 60<sup>th</sup> meeting, any difference in cost between having a meeting outside Montreal instead of having it in Montreal would be covered under a host country agreement at no extra cost to the Secretariat. However, should the meeting take places in a United Nations duty station such as Geneva, Bangkok or Nairobi, the additional cost could be absorbed from the Secretariat's budget to the extent possible and any overrun should it occur will be brought to the

<sup>7</sup> The translation rate per word count increased from US \$150 to US \$210 per 1,000 words in 2010. The Secretariat has managed to negotiate the rate at US \$180 per 1,000 words in the light of the large number of documents per meeting it outsources. The Secretariat is attempting to reduce the length of some documents through cross referencing whenever possible. Taking into account a reduced word counts that is envisaged in some documents in 2014, the increase in translation rates have not been taken into account in the revised translation costs.

Executive Committee's attention for an additional allocation<sup>8</sup>. On this basis, the estimated budget for the second meeting is the same as for the first meeting. The budget for a potential intersessional meeting has been estimated on the basis of a two-day meeting instead of a five-day following the same methodology of Executive Committee cost estimates of using Montreal as the venue as reflected in the 2014 budget.

19. It is anticipated that BL 3302 (to cover the costs of 21 sponsored delegates from Article 5 countries) remains unchanged for the two meetings in 2014 (i.e., US \$75,000 each). An additional US \$45,000 is included for sponsored delegates to attend the potential two-day intersessional meeting.

20. Based on the above analysis, the total estimated allocation of US \$780,000 for meetings in 2014 has been included in the revised 2014 budget. In the event that the intersessional meeting is not conveyed, US \$90,000 from BL 1336 (meeting component) plus US \$45,000 from BL 3302 (sponsored participants) will be returned to the Fund.

21. The revised 2014 budget includes US \$500,000 for the Treasurer fees (BL 2101), in line with decision 59/51(b)<sup>9</sup>.

### **Revised 2015 budget**

22. The budget for 2015 contains staff costs only. It has been revised to reflect the upgrade of the two posts from the GS to the P2 level. The costs of all other staff of the Secretariat have already been approved at the 68<sup>th</sup> meeting and remain unchanged.

### **Proposed 2016 budget**

23. The proposed 2016 budget reflects only staff costs for 2016 to enable extension of staff contracts based on the revised 2015 staff costs and applies a three per cent inflation rate, in line with decision 68/45(e)<sup>10</sup>.

### **Recommendation**

24. The Executive Committee may wish to consider:

- (a) Taking note of the revised 2013, 2014 and 2015 and proposed 2016 budgets of the Fund Secretariat contained in document UNEP/OzL.Pro/ExCom/71/62;
- (b) Approving the revised 2013 budget to reflect transfers between budget lines 1101 and 1102 and transfers between BL 1333 and BL 1334, noting that the total budget of US \$7,067,547 remains at the same level as approved at the 68<sup>th</sup> meeting;
- (c) Approving the revised 2014 budget in the amount of US \$7,165,352 to reflect:
  - (i) An additional amount of US \$3,000,531 to cover the operational costs, on the understanding that in case an intersessional meeting is not conveyed in 2014, US \$135,000 would be returned to the Multilateral Fund; and
  - (ii) Approving the upgrade of posts 1301 and 1310 from G8 to P2 in 2014 at no extra

<sup>8</sup> An analysis of meetings costs held outside Montreal is contained in document UNEP/OzL.Pro/ExCom 60/52.

<sup>9</sup> The Executive Committee decided *inter alia* to maintain the fee level at US \$500,000 per annum until the Executive Committee had had an opportunity to consider the results of the audit of the Secretariat on administrative and Fund management matters.

<sup>10</sup> To note the Secretariat's feedback on the appropriate rate of increase for staff costs and to maintain the 3 per cent rate applied to the 2013, 2014 as well as 2015 budgets.

cost in 2014;

- (d) Approving the revised 2015 budget totalling US \$4,346,538; and
- (e) Approving the proposed staff component costs of the 2016 budget totaling US \$4,476,934.

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REVISED 2013, 2014 AND 2015 AND 2016 BUDGETS OF THE FUND SECRETARIAT

|      |                                     | D  | D                | E                | E                | F                | F                |                  |                  |                                     |  |
|------|-------------------------------------|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------------------------|--|
|      |                                     | Approved   | Revised          | Approved         | Revised          | Approved         | Revised          | Proposed         | Comments 2013    | Comments 2014                       |  |
|      |                                     | 2013   | 2013             | 2014             | 2014             | 2015             | 2015             | 2016             |                  |                                     |  |
| 10   | PERSONNEL COMPONENT                 |  |                  |                  |                  |                  |                  |                  |                  |                                     |  |
| 1100 | Project Personnel (Title & Grade)   |  |                  |                  |                  |                  |                  |                  |                  |                                     |  |
|      | 01                                  | Chief Officer (D2)   | 244,306          | 324,306          | 251,635          | 251,635          | 259,184          | 259,184          | 266,960          | 2013: +\$80,000 transfers from 1102 | no change  |
|      | 02                                  | Deputy Chief Officer (D1)  | 241,100          | 161,100          | 248,333          | 248,333          | 255,783          | 255,783          | 263,456          | 2013: -\$80,000 transfers into 1101 | no change  |
|      | 03                                  | Programme Management Officer (P3)                                    | 159,791          | 159,791          | 164,585          | 164,585          | 169,522          | 169,522          | 174,608          | no change                           | no change  |
|      | 04                                  | Deputy Chief Officer on Financial and Economic Affairs (P5)          | 217,873          | 217,873          | 224,409          | 224,409          | 231,142          | 231,142          | 238,076          | no change                           | no change  |
|      | 05                                  | Senior Project Management Officer (P5)                               | 217,873          | 217,873          | 224,409          | 224,409          | 231,142          | 231,142          | 238,076          | no change                           | no change  |
|      | 06                                  | Senior Project Management Officer (P5)                               | 217,873          | 217,873          | 224,409          | 224,409          | 231,142          | 231,142          | 238,076          | no change                           | no change  |
|      | 07                                  | Senior Project Management Officer (P5)                               | 217,873          | 217,873          | 224,409          | 224,409          | 231,142          | 231,142          | 238,076          | no change                           | no change  |
|      | 08                                  | Information Management Officer (P3)                                  | 192,647          | 192,647          | 198,426          | 198,426          | 204,379          | 204,379          | 210,510          | no change                           | no change  |
|      | 09                                  | Senior Administrative & Fund Management Officer (P5)*                | 195,478          | 195,478          | 201,342          | 201,342          | 207,383          | 207,383          | 213,604          | no change                           | no change  |
|      | 10                                  | Senior Monitoring and Evaluation Officer (P5)                        | 217,873          | 217,873          | 224,409          | 224,409          | 231,142          | 231,142          | 238,076          | no change                           | no change  |
|      | 11                                  | Programme Management Officer (P3)                                    | 159,791          | 159,791          | 164,585          | 164,585          | 169,522          | 169,522          | 174,608          | no change                           | no change  |
|      | 12                                  | Information Network Officer (P3)                                     | 133,900          | 133,900          | 137,917          | 137,917          | 142,055          | 142,055          | 146,316          | no change                           | no change  |
|      | 13                                  | Associate HR Officer (P2)  | -                | -                | -                | -                | -                | -                | -                | no change                           | no change  |
|      | 14                                  | Programme Management Officer (P3)                                    | 159,791          | 159,791          | 164,585          | 164,585          | 169,522          | 169,522          | 174,608          | no change                           | no change  |
|      | 15                                  | Associate Finance Officer (upgrade to P2-former 1301 starting 2014)  |                  |                  |                  | 119,591          |                  | 123,600          | 127,308          | no change                           | 2014 - BL 1301 upgraded to P2 - additional \$25,000 - transferred from BL 1201 |
|      | 16                                  | Associate Database Officer (upgrade to P2-former 1310 starting 2014) |                  |                  |                  | 119,591          |                  | 123,600          | 127,308          | no change                           | 2014 - BL 1310 upgraded to P2 - additional \$25,000 transferred from BL 1335   |
| 1199 | <b>Sub-Total</b>                    |  | <b>2,576,170</b> | <b>2,576,170</b> | <b>2,653,455</b> | <b>2,892,637</b> | <b>2,733,059</b> | <b>2,980,259</b> | <b>3,069,667</b> |                                     |  |
| 1200 | Consultants                         |  |                  |                  |                  |                  |                  |                  |                  |                                     |  |
|      | 01                                  | Projects and technical reviews etc.                                  | 100,000          | 100,000          | 0                | 75,000           | 0                | 0                | 0                | no change                           | Reduced by \$25,000 transferred to BL 1105                                     |
| 1299 | <b>Sub-Total</b>                    |  | <b>100,000</b>   | <b>100,000</b>   | <b>-</b>         | <b>75,000</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>         |                                     |  |
| 1300 | Administrative Support Personnel    |  |                  |                  |                  |                  |                  |                  |                  |                                     |  |
|      | 01                                  | Administrative Assistant (G7)  | 91,836           | 91,836           | 94,591           | -                | 97,429           | -                | -                | no change                           | 2014 onwards: BL 1301 converted into BL 1115                                   |
|      | 02                                  | Meeting Services Assistant (G6)                                      | 86,897           | 86,897           | 89,504           | 89,504           | 92,189           | 92,189           | 94,955           | no change                           | no change  |
|      | 03                                  | Programme Assistant (G7)   | 91,836           | 91,836           | 94,591           | 94,591           | 97,429           | 97,429           | 100,352          | no change                           | no change  |
|      | 04                                  | Programme Assistant (G5)   | 68,027           | 68,027           | 70,067           | 70,067           | 72,169           | 72,169           | 74,334           | no change                           | no change  |
|      | 05                                  | Programme Assistant (G5)   | 68,027           | 68,027           | 70,067           | 70,067           | 72,169           | 72,169           | 74,334           | no change                           | no change  |
|      | 06                                  | Computer Operations Assistant (G7)                                   | 91,836           | 91,836           | 94,591           | 94,591           | 97,429           | 97,429           | 100,352          | no change                           | no change  |
|      | 07                                  | Programme Assistant (G5)   | 71,897           | 71,897           | 74,054           | 74,054           | 76,276           | 76,276           | 78,564           | no change                           | no change  |
|      | 08                                  | Secretary/Clerk, Administration (G6)                                 | 77,128           | 77,128           | 79,441           | 79,441           | 81,825           | 81,825           | 84,279           | no change                           | no change  |
|      | 09                                  | Registry Clerk (G4)  | 58,764           | 58,764           | 60,527           | 60,527           | 62,343           | 62,343           | 64,213           | no change                           | no change  |
|      | 10                                  | Database Assistant (G7)  | 91,836           | 91,836           | 94,591           | -                | 97,429           | -                | -                | no change                           | 2014 onwards: BL 1310 converted into BL 1116                                   |
|      | 11                                  | Programme Assistant, Monitoring & Evaluation (G5)                    | 68,027           | 68,027           | 70,067           | 70,067           | 72,169           | 72,169           | 74,334           | no change                           | no change  |
|      | 12                                  | IMIS Assistant (G6)  | -                | -                | -                | -                | -                | -                | -                | no change                           | no change  |
|      | 13                                  | Programme Assistant (G5)   | 68,027           | 68,027           | 70,067           | 70,067           | 72,169           | 72,169           | 74,334           | no change                           | no change  |
|      | 14                                  | Programme Assistant (G5)   | 68,027           | 68,027           | 70,067           | 70,067           | 70,067           | 70,067           | 72,169           | no change                           | no change  |
|      | <b>Sub-Total</b>                    |  | <b>1,002,162</b> | <b>1,002,162</b> | <b>1,032,227</b> | <b>843,045</b>   | <b>1,061,092</b> | <b>866,235</b>   | <b>892,222</b>   |                                     |  |
| 1330 | Conference Servicing Cost           |  |                  |                  |                  |                  |                  |                  |                  |                                     |  |
|      |                                     |  |                  |                  | -                |                  |                  |                  |                  |                                     |  |
| 1333 |                                     | Meeting Services: ExCom  | 260,000          | 220,000          | -                | 345,000          | -                | -                | -                | Transfers of \$40,000 into BL 1334  | To reflect extra language and increased costs                                  |
| 1334 |                                     | Meeting Services: ExCom  | 260,000          | 300,000          |                  | 345,000          | -                | -                | -                | Transfers of \$40,000 from 1333     | To reflect extra language and increased costs                                  |
| 1336 |                                     | Meeting Services: ExCom  | 260,000          | 260,000          |                  | 90,000           | -                | -                | -                | no change                           | Reduced allocation for intersessional meeting                                  |
| 1335 |                                     | Temporary Assistance   | 43,782           | 43,782           |                  | 18,782           | -                | -                | -                | no change                           | Reduced by \$25,000 transferred to BL 1316                                     |
|      | <b>Sub-Total</b>                    |  | <b>823,782</b>   | <b>823,782</b>   | <b>-</b>         | <b>798,782</b>   | <b>-</b>         | <b>-</b>         | <b>-</b>         |                                     |  |
| 1399 | <b>TOTAL ADMINISTRATIVE SUPPORT</b> |  | <b>1,825,944</b> | <b>1,825,944</b> | <b>1,032,227</b> | <b>1,641,827</b> | <b>1,061,092</b> | <b>866,235</b>   | <b>892,222</b>   |                                     |  |

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

Note: Personnel costs under BLs 1100 and 1300 will be offset by US \$516,641 based on 2012 actual cost differentials between staff cost in Montreal and staff cost in Nairobi.

|             |  | D   | D                | E                | E                | F                | F                |                  |                  |   |  |
|-------------|--|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---|--|
|             |  | Approved  | Revised          | Approved         | Revised          | Approved         | Revised          | Proposed         |                  | Comments 2013   | Comments 2014  |
|             |  | 2013  | 2013             | 2014             | 2014             | 2015             | 2015             | 2016             |                  |   |  |
| 1600        | Travel on official business                        |   |                  |                  |                  |                  |                  |                  |                  |   |  |
|             | 01   | Mission Costs   | 208,000          | 208,000          | -                | 208,000          | -                | -                | -                | no change   | no change  |
|             | 02   | Network Meetings (4)  | 50,000           | 50,000           | -                | 50,000           | -                | -                | -                | no change   | no change  |
| <b>1699</b> |  | <b>Sub-Total</b>  | <b>258,000</b>   | <b>258,000</b>   | <b>-</b>         | <b>258,000</b>   | <b>-</b>         | <b>-</b>         | <b>-</b>         |   |  |
| <b>1999</b> |  | <b>COMPONENT TOTAL</b>  | <b>4,760,114</b> | <b>4,760,114</b> | <b>3,685,682</b> | <b>4,867,465</b> | <b>3,794,151</b> | <b>3,846,494</b> | <b>3,961,889</b> |   |  |
| 20          | CONTRACTUAL COMPONENT                              |   |                  |                  |                  |                  |                  |                  |                  |   |  |
| 2100        | Sub-contracts                                      |   |                  |                  |                  |                  |                  |                  |                  |   |  |
|             | 01   | Treasury services (Decision 59/51(b))                               | 500,000          | 500,000          | -                | 500,000          | -                | -                | -                | no change   | no change  |
| 2200        | Subcontracts                                       |   |                  |                  |                  |                  |                  |                  |                  |   |  |
|             | 01   | Various Studies   |                  |                  |                  |                  |                  |                  |                  |   |  |
|             | 02   | Corporate contracts   | -                | -                | -                | -                | -                | -                | -                |   |  |
| <b>2999</b> |  | <b>COMPONENT TOTAL</b>  | <b>500,000</b>   | <b>500,000</b>   | <b>-</b>         | <b>500,000</b>   | <b>-</b>         | <b>-</b>         | <b>-</b>         |   |  |
| 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           | -                | 15,000           | -                | -                | -                | no change   | no change  |
|             | 02   | Executive Committee (3)   | 225,000          | 225,000          | -                | 195,000          | -                | -                | -                | no change   | \$30,000 reduction for a 2 days intersessional meeting |
| <b>3999</b> |  | <b>COMPONENT TOTAL</b>  | <b>240,000</b>   | <b>240,000</b>   | <b>-</b>         | <b>210,000</b>   | <b>-</b>         | <b>-</b>         | <b>-</b>         |   |  |
| 40          | EQUIPMENT COMPONENT                                |   |                  |                  |                  |                  |                  |                  |                  |   |  |
| 4100        | Expendables  |   |                  |                  |                  |                  |                  |                  |                  |   |  |
|             | 01   | Office Stationery   | 17,550           | 17,550           | -                | 17,550           | -                | -                | -                | no change   | no change  |
|             | 02   | Computer expendable (Software, accessories, hubs, switches, memory) | 10,530           | 10,530           | -                | 10,530           | -                | -                | -                | no change   |  |
| <b>4199</b> |  | <b>Sub-Total</b>  | <b>28,080</b>    | <b>28,080</b>    | <b>-</b>         | <b>28,080</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>         |   |  |
| 4200        | Non-Expendable Equipment                           |   |                  |                  |                  |                  |                  |                  |                  |   |  |
|             | 01   | Computers, printers   | 13,000           | 13,000           | -                | 13,000           | -                | -                | -                | \$10,128 balance carried over from the 2012 budget for the purchase of IT equipment is not included           | no change  |
|             | 02   | Other expendable equipment (Shelves, Furnitures)                    | 5,850            | 5,850            | -                | 5,850            | -                | -                | -                | \$13,089 balance from 2012 carried over from the 2012 budget for the purchase of IT equipment is not included | no change  |
| <b>4299</b> |  | <b>Sub-Total</b>  | <b>18,850</b>    | <b>18,850</b>    | <b>-</b>         | <b>18,850</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>         |   |  |
| 4300        | Premises   |   |                  |                  |                  |                  |                  |                  |                  |   |  |
|             | 01   | Rental of office premises**   | 870,282          | 870,282          | -                | 870,282          | -                | -                | -                | no change   | no change  |
|             |  | <b>Sub-Total</b>  | <b>870,282</b>   | <b>870,282</b>   | <b>-</b>         | <b>870,282</b>   | <b>-</b>         | <b>-</b>         | <b>-</b>         |   |  |
| <b>4999</b> |  | <b>COMPONENT TOTAL</b>  | <b>917,212</b>   | <b>917,212</b>   | <b>-</b>         | <b>917,212</b>   | <b>-</b>         | <b>-</b>         | <b>-</b>         |   |  |

\*\*The amount of US \$870,282 represents the rental amount per the office lease. An amount of US \$46,248 will be charged to the Fund. In 2012 cost differentials amounted to US \$758,144 which was offset against the 2012 budget.



|                                  |  | D  | D                | E                | E                | F                | F                |                  |               |   |           |
|----------------------------------|--|--|------------------|------------------|------------------|------------------|------------------|------------------|---------------|---|-----------|
|                                  |  | Approved   | Revised          | Approved         | Revised          | Approved         | Revised          | Proposed         | Comments 2013 | Comments 2014   |           |
|                                  |  | 2013   | 2013             | 2014             | 2014             | 2015             | 2015             | 2016             |               |   |           |
| 50                               | MISCELLANEOUS COMPONENT                |  |                  |                  |                  |                  |                  |                  |               |   |           |
| 5100                             | Operation and Maintenance of Equipment |  |                  |                  |                  |                  |                  |                  |               |   |           |
|                                  | 01                                     | Computers and printers, etc.(toners, colour printer) | 8,100            | 8,100            | -                | 8,100            | -                | -                | -             | no change   | no change |
|                                  | 02                                     | Maintenance of office premises                       | 8,000            | 8,000            | -                | 8,000            | -                | -                | -             | no change   | no change |
|                                  | 03                                     | Rental of photocopiers (office)                      | 15,000           | 15,000           | -                | 15,000           | -                | -                | -             | no change   | no change |
|                                  | 04                                     | Telecommunication equipment rental                   | 8,000            | 8,000            | -                | 8,000            | -                | -                | -             | no change   | no change |
|                                  | 05                                     | Network maintenance                                  | 10,000           | 10,000           | -                | 10,000           | -                | -                | -             | \$3,847 balance carried over from 2012 budget for network maintenance is not included | no change |
| <b>5199</b>                      | <b>Sub-Total</b>                       |  | <b>49,100</b>    | <b>49,100</b>    | -                | <b>49,100</b>    | -                | -                | -             |   |           |
| 5200                             | Reproduction Costs                     |  |                  |                  |                  |                  |                  |                  |               |   |           |
|                                  | 01                                     | Executive Committee meetings and reports to MOP      | 15,300           | 15,300           | -                | 15,300           | -                | -                | -             | no change   | no change |
| <b>5299</b>                      | <b>Sub-Total</b>                       |  | <b>15,300</b>    | <b>15,300</b>    | -                | <b>15,300</b>    | -                | -                | -             |   |           |
| 5300                             | Sundries                               |  |                  |                  |                  |                  |                  |                  |               |   |           |
|                                  | 01                                     | Communications                                       | 58,500           | 58,500           | -                | 58,500           | -                | -                | -             | no change   | no change |
|                                  | 02                                     | Freight Charges                                      | 13,500           | 13,500           | -                | 13,500           | -                | -                | -             | no change   | no change |
|                                  | 03                                     | Bank Charges   | 4,500            | 4,500            | -                | 4,500            | -                | -                | -             | no change   | no change |
|                                  | 05                                     | Staff Training                                       | 20,137           | 20,137           | -                | 20,137           | -                | -                | -             | no change   | no change |
| <b>5399</b>                      | <b>Sub-Total</b>                       |  | <b>96,637</b>    | <b>96,637</b>    | -                | <b>96,637</b>    | -                | -                | -             |   |           |
| 5400                             | Hospitality & Entertainment            |  |                  |                  |                  |                  |                  |                  |               |   |           |
|                                  | 01                                     | Hospitality costs                                    | 24,000           | 24,000           | -                | 24,000           | -                | -                | -             | no change   | no change |
| <b>5499</b>                      | <b>Sub-Total</b>                       |  | <b>24,000</b>    | <b>24,000</b>    | -                | <b>24,000</b>    | -                | -                | -             |   |           |
| <b>5999</b>                      | <b>COMPONENT TOTAL</b>                 |  | <b>185,037</b>   | <b>185,037</b>   | -                | <b>185,037</b>   | -                | -                | -             |   |           |
| GRAND TOTAL                      |  | 6,602,363  | 6,602,363        | 3,685,682        | 6,679,714        | 3,794,151        | 3,846,494        | 3,961,889        |               |   |           |
|                                  | Programme Support Costs (13%)          | 465,183  | 465,183          | 479,139          | 485,639          | 493,240          | 500,044          | 515,046          |               |   |           |
| <b>COST TO MULTILATERAL FUND</b> |  | <b>7,067,547</b>                                     | <b>7,067,547</b> | <b>4,164,821</b> | <b>7,165,352</b> | <b>4,287,391</b> | <b>4,346,538</b> | <b>4,476,934</b> |               |   |           |
|                                  | Previous budget schedule               | 7,067,547  | 7,067,547        | 4,164,821        | 4,164,821        | 4,287,391        | 4,287,391        | -                |               |   |           |
|                                  | <b>Increase/decrease</b>               | -  | -                | -                | <b>3,000,531</b> | -                | <b>59,147</b>    | <b>4,476,934</b> |               |   |           |