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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventy-second Meeting
Montreal, 12-16 May 2014

**REVISED 2014, 2015 AND 2016 BUDGETS OF THE FUND SECRETARIAT
(DECISION 71/48(F), (G) AND (H))**

1. At the 71st meeting the Secretariat submitted for the Executive Committee consideration the revised 2014, 2015 and the proposed 2016 budgets of the Fund Secretariat¹. Further to discussions on two staff upgrades from General Service (GS) category to Professional (P) category, the cost of two Executive Committee meetings a year instead of three, a revision of the programme support cost (PSC) as well as a different presentation of the budget document, by decision 71/48(f), (g) and (h) the Executive Committee decided:

- (a) To request the Secretariat to discuss with UNEP options for cost savings through reduced PSCs, including an 8 per cent PSC rate scenario, and potential implications on the provision of services and staffing, including a detailed breakdown of PSCs, and to report to the Executive Committee by the 72nd meeting;
- (b) To request the Secretariat to resubmit the revised 2014 and 2015 and proposed 2016 budgets, based on a revised format; and
- (c) To request the Secretariat to submit to the 72nd meeting information on options regarding the reclassification results² and the financial and operational implications of those options for the Multilateral Fund (MLF).

¹ UNEP/OzL.Pro/ExCom/71/62.

² In May 2012, the Secretariats of the MLF, the Convention on Biological Diversity (SCBD), and the International Civil Aviation Organization (ICAO) all converted to the seven-level scale (from the nine-level scale). Following a classification exercise carried out by a classification expert in May 2012, the United Nations Office at Nairobi (UNON) issued official classification notices in 2013, and determined that the "Administrative Assistant" (budget line (BL) 1301) was upgraded from G7 to P2 (new BL 1115); and the "Database Assistant" (BL 1310) was upgraded from G7 to P2 (new BL 1116). The two upgrades were proposed in the revised 2014, 2015 and proposed 2016 budgets submitted to the 71st meeting. However, some members were of the view that the upgrades should be withheld pending further information.

2. The Secretariat has presented this document pursuant to decision 71/48(f), (g) and (h). The document consists of the following sections:

- Option regarding the classification results and the financial and operational implications to the MLF
- Options for cost savings through reduced PSCs
- New presentation of the budget document
- Revised budget for 2014
- Revised budget for 2015
- Revised budget for 2016
- Recommendations

Option regarding the classification results

3. In normal circumstances GS staff is not allowed to apply for P posts unless they pass the GS to P competitive examination³. In the case of the MLF and SCBD, a waiver to this rule has been granted on an exceptional basis due to the upgrade resulting from the renumbering exercise from the Office of Human Resources Management (OHRM)⁴ in New York to allow the incumbents to apply for the P post, while remaining as active GS staff members. A similar exception was granted to UNEP when the renumbering was conducted in Nairobi in 1988.

4. At the Secretariat's request, the United Nations Office at Nairobi (UNON) explained that Human Resources Management Service/UNON confirmed the views of the classification expert with regard to the upgrade of the Finance Assistant (currently G7) to Associate Finance Officer (P2) and the Database Assistant (Currently G7) to Associate Database Officer (P2), and issued classification notices accordingly. The Classification Officer in UNON noted that the two posts functions are currently being performed by the incumbents and not future functions as confirmed by the classification expert review. Also the change in duties did not take place for the purpose of upgrading the posts but rather was due to the fact that over time the complexity of the tasks increased as well as other tasks were added. Should there be a continued need to perform these functions there is no other options but to reclassify the level⁵. The next steps involve advertisement of the two posts.

5. The option of reviewing the current functions of the posts to allow for reclassification at the GS level is discouraged by both the Legal Officer and the Classification Officer at UNON. However once the incumbents would leave the post due to transfer or separation, the terms of reference of the posts could be reviewed. From UNON's perspective, proceeding with the advertisement at the P2 level and allowing the incumbents to compete is the recommended way forward.

6. In this regard, financial implications would be minimal if the incumbents of the positions are selected against the post of the Associate Database Officer and the Associate Finance Officer since both are Canadian nationals and no expenses related to internationally recruited staff (e.g., installation grant, travel to duty station, home leave entitlement, education grant) would be incurred. In the event that

³The United Nations competitive recruitment examination is highly competitive and part of three step selection process for a permanent position with the United Nations consisting of a written examination, interview, and two year probationary.

⁴Email from New York Chief, Human Resources Policy Service, OHRM of 11 March 2013 to SCBD. The Assistant Secretary General/OHRM has agreed to the following on an exceptional basis: The cases where the classification review results in an upgrade and change in category from GS to P, the position would need to be advertised and the incumbent, if he or she meets the requirements of the position, would be allowed to compete. This approach would respect the principle that the movement of serving staff between categories has to be based on a competitive process. If the incumbent is successful in his/her application for the P post, he/she will be issued a contract which will be limited to service with SCBD.

⁵ST/AI/1998/9, System for the classification of posts.

Canadian nationals are not selected, financial implications would involve travel and installation costs in addition to other entitlements, some of which are dependent on the candidate's family status and the number and age of eligible children and dependants. Annex I to the present document describes staff entitlements.

7. At the moment of preparing this document, three staff members have contested the classification outcome of their posts, and are pending further review by UNON. Any outcome would be presented for consideration by the Executive Committee.

Options for cost savings through reduced PSCs

8. The issue of the PSC was first discussed by the Executive Committee at its 3rd meeting, when considering the revised budget of the Fund Secretariat for 1991⁶. The Committee decided *inter alia* that "the Chief Officer and the Fund Secretariat be given all the means of performing their functions in the most independent, efficient and effective manner possible. To accomplish that goal the Executive Committee decided that UNEP transfer to the Fund Secretariat all funds approved in the Budget of the Fund Secretariat, with the exception of personnel costs (BL lines 1101 - 1109 and 1301 - 1309), in a single budget action on a quarterly basis; and that the administrative support charge in respect of the budget of the Fund Secretariat payable to UNEP should be limited to the above-stated personnel costs." "UNEP should also be reimbursed from the budget of the Fund Secretariat, for any justifiable support costs incurred in other operations covered by that budget, in accordance with decision II/8, paragraph 3(c) of the Second Meeting of the Parties. The view was expressed that there were no known rules that allowed one international secretariat to ask another for support costs for its personnel and that the matter should be considered at the Third Meeting of the Parties." The Secretariat budget was subsequently approved at the 3rd meeting with a 13 per cent PSC applied to staff costs only⁷. Since then, a 13 per cent PSC rate is applied to staff costs only as shown in the accounts of the MLF.

9. As a general policy, the Executive Director allocates an appropriate share of the 67 per cent of the annual PSC income attributable to all of the trust funds of the Convention Secretariats and an appropriate share of 33 per cent of the PSC income to finance central administrative functions, including those performed by UNON on behalf of UNEP, the United Nations Office of Internal Oversight Services and the Board of Auditors. These central administrative functions may include *inter alia*: staff recruitment, classification and selection process; payroll and administration of staff entitlements (e.g., education grants, medical insurance, home leave and repatriation); the United Nations financial disclosure programme (billed by the United Nations Headquarters in New York); accounting and finance functions, including statement preparation, the issuance of allotments and allocations, payables/receivables, cash-flow management, treasury and contributions receipt and recording; internal audit, investigation, inspection and external audit; non-expendable property asset management; participation in the United Nations administration of justice system; administration of end-of-service and post-retirement benefits; shipping, pouch, visas and United Nations Laissez-Passer; and access to the corporate United Nations/UNEP intranet/internet and mail systems.

10. With regard to the MLF, the 67 per cent share of the PSC was given to the Secretariat upon a request from the then Chief Officer to the Executive Director⁸ in 2007. As a result, two posts (one P2, Associate Human Resources Officer and one G6 IMIS Assistant) have been funded from the PSC). The 2007-2013 costs for these two posts and related balances are shown in Table 1.

⁶ Document UNEP/OzL.Pro/ExCom/3/18/Rev.1 paragraph 32.

⁷ Annex 1 of UNEP/OzL.Pro/ExCom/3/18/Rev.1.

⁸ UNEP Executive Director's handwritten note of 30 January 2007 on the Chief Officer's memo of 11 January 2007 addressed to the Executive Director.

Table1. Actual 2007-2013 PSC on MLF staff costs and associated PSC

		2007	2008	2009	2010	2011	2012	2013	Total
A	P2	65,989	103,096	102,981	112,561	120,248	107,631	133,611	746,118
B	G6		41,189	46,914	70,928	77,191	77,224	74,703	388,148
C=A+B	P2+G6	65,989	144,285	149,895	183,489	197,439	184,855	208,314	1,134,266
D	PSC (13%)	328,859	347,009	304,605	356,483	410,259	432,031	465,183	2,644,429
E=67%*D	MLF 67% share	220,336	232,496	204,085	238,844	274,874	289,461	311,673	1,771,767
F=E-C	Balance	154,346	88,211	54,190	55,354	77,435	104,606	103,359	637,502

11. Based on the 2014 personnel allocation and the current PSC scenario of 13 per cent, the total PSC amounts to US \$482,442, distributed as follows: US \$323,236 (67 per cent) for the MLF to cover two posts at approximately US \$210,000 based on standard costs; and US \$159,206 (33 per cent) for UNEP to cover costs related to core services provided to the Secretariat. Based on an 8 per cent reduced PSC scenario, the total PSC would amount to US \$296,887, distributed as follows: US \$198,914 for MLF and US \$97,973 for UNEP. However, the total PSC to the MLF (i.e., US \$198,914) would not be sufficient to cover the costs of the two posts and would result into a deficit of over US \$11,000. In addition, UNEP advised that it would not be able to cover the minimum costs for all the core services provided under this scenario.

12. Accordingly, the Secretariat and UNEP proposes an alternative scenario for consideration by the Executive Committee whereby the current PSC of 13 per cent is reduced to 9 per cent and distributed equally between the MLF and UNEP (i.e., 50 per cent each), which would not jeopardize the work of the MLF and the core services provided by UNEP. Based on this alternative scenario, the total PSC amounts to US \$334,000, equally distributed between MLF and UNEP (i.e., US \$167,000 for each). The alternative scenario would result into savings to the Fund in the amount of US \$148,444 (i.e., a reduction from US \$482,442 to US \$334,000) based on 2014 approved allocation).

13. However, with the 9 per cent scenario equally shared between UNEP and MLF, there would be insufficient funds to cover the costs of the two posts assigned to the Secretariat from the PSC at the current levels (P2 and G6). To address this overrun, the P2 post would be converted to G7 once the incumbent of P2 retires in September 2014, without comprising the work of the Secretariat. The share for UNEP would slightly increase by approximately US \$6,000 and would be used to continue covering the core services to the MLF.

New presentation of the budget document

14. Historical records of the Secretariat budget presentation⁹ reflects that since the 29th meeting staff costs (BL 1100 P category) and (BL 1300 GS category)) are approved for two years preceding the year of submission to allow for staff contract extension following United Nations rules and regulations, and for one year following the year of submission to cover costs of the Executive Committee (BL 1330) and other operational costs (BL 1200, 2100, 3300, 4100, 4200, 4300, 5100, 5200, 5300).

15. Pursuant to decision 71/48(g), the document of the Secretariat is presented in a different format and includes the estimated operational costs for all years covered under the budget. A description of the columns of the Secretariat budget table is presented in Table 2.

⁹ UNEP/OzL.Pro/ExCom/29/65 Annex III

Table 2. Description of the columns of the Secretariat budget table

Column	Description
A	Actual 2013 expenditures
B	2014 budget as approved at the 71 st meeting (for reference only, includes operational costs)
C	Revised 2014 budget to reflect revised staff costs and operational costs
D	2015 budget as approved at the 71 st meeting (for reference only)
E	Revised 2015 budget to reflect the revised staff costs and operational costs
F	2016 budget as approved by the 71 st meeting (for reference only)
G	Revised 2016 budget to reflect staff costs and operational costs
H	Comments by budget line

16. In addition, explanatory notes on the proposed revised 2014, 2015 and 2016 budgets and on the 2013 actual expenditures by budget lines are presented in Annexes II and III to the present document.

Revised 2014 budget

Staff costs (BL 1100 and BL 1300)

17. The additional costs of the proposed upgrade of the two posts from G7 to P2 level (i.e., Finance Assistant to Associate Finance Officer (former BL 1301 and new BL 1115); and Database Assistant to Associate Database Officer (former BL 1310 and new BL 1116)) estimated at US \$12,500 per post, had been included in the 2014 budget starting June 2014 for consideration by the Executive Committee. The additional cost of the upgrades can be accommodated from the BL 1201 (consultants for projects and technical reviews) and BL 1335 (temporary assistance).

Executive Committee meetings costs (BL 1333)

18. Costing of two Executive Committee meetings has been maintained at the same level as approved at the 71st meeting, and has not included the budget for a potential intersessional meeting¹⁰. As a follow-up to Executive Committee decision 71/52(b) to hold its 73rd meeting from 9 to 13 November 2014 back-to-back with the Twenty-sixth Meeting of the Parties at the venue to be decided, any difference in cost of having the meeting outside Montreal would be absorbed from the Secretariat's budget to the extent possible; however, should an overrun occur, it will be brought to the Executive Committee's attention for an additional allocation¹¹. On this basis, the estimated budget allocation for the 73rd meeting back-to-back with the Meeting of the Parties remains at the same level as for the first meeting.

Travel costs (BL 1600)

19. A number of missions by the Chief Officer and the Secretariat staff including those associated with network meetings, the Open-Ended Working Group (OEWG) meeting and the HFC workshop to be held in Paris, and the Meeting of the Parties, the United Nations Environment Assembly of UNEP, the Global Environment Facility council meeting and other missions of relevance to the work of the MLF are scheduled for 2014. Therefore, the requested amount had been maintained at the same level as in prior years based on a cost estimate of a tentative travel schedule for 2014. The Executive Committee is provided with a summary report of missions undertaken by the Chief Officer and Secretariat staff since the last meeting in the Secretariat activities document¹² following past practice and will continue to do so for future meetings.

¹⁰ Explanation to justify the costing was provided in document UNEP/OzL.Pro/ExCom/71/62.

¹¹ An analysis of meetings costs held outside Montreal is contained in document UNEP/OzL.Pro/ExCom/60/52.

¹² UNEP/OzL.Pro/ExCom/71/2.

Treasurer fees (BL 2101)

20. The revised 2014 budget includes US \$500,000 for the Treasurer fees (BL 2101), in line with decision 59/51(b)¹³ on the assumption that the current services of the Treasurer will remain unchanged in 2014. In this regard the Committee's attention is drawn to the fact that the contract with the Treasurer would have reached a term of 5 years at the end of 2014. In the absence of a renewal clause and of an expressed intent to terminate or revise the contract by either the Treasurer or the Executive Committee, the Treasurer's fees remains unchanged in 2014.

Participants travel (BL 3302)

21. As agreed at the 71st meeting, it is anticipated that BL 3302 (costs of 21 sponsored delegates from Article 5 countries) remains unchanged for the two meetings in 2014.

Other Budget lines: stationery (BL 4101), reproduction (BL 5201), freight charges (5302) and hospitality line (5401)

22. As a result of two meetings a year and a paperless environment it is proposed to reduce stationery (BL 4101), reproduction (BL 5201), freight charges (5302) and hospitality (5401) lines by 30 per cent with no implication on the work of the Secretariat.

Revised 2015 budget

23. The budget for 2015 contains a revision of the staff costs component to reflect the upgrade of the two posts from the G7 to the P2 level for consideration by the Executive Committee. The costs of all other staff of the Secretariat have already been approved at the 71st meeting and remain unchanged.

24. In line with discussions at the 71st meeting, the 2015 budget has also been revised to introduce estimated operational costs with no increase related to inflation rate following past practice. The 2015 operational costs are introduced at the same level as in 2014 with a reduction in cost under the same budget lines as in 2014.

25. It also reflects a reduction of US \$25,000 for each BL 1200 and BL 1300 to accommodate for the upgrade of the two posts.

26. The 2015 budget make provision for two meetings a year subject to further discussion on this matter at the 73rd meeting.

Revised 2016 budget

27. The budget for 2016 has been revised to reflect the upgrade of the two posts from the G7 to the P2 level for consideration by the Executive Committee. The costs of all other staff of the Secretariat have already been approved at the 71st meeting and remain unchanged. Operational costs have been introduced in 2016 at the same level as 2015 with no increase related to inflation rate following past practice.

VII. Recommendation

28. The Executive Committee may wish to consider:

¹³ 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.

- (a) Taking note of the revised 2014, 2015 and 2016 budgets of the Fund Secretariat contained in document UNEP/OzL.Pro/ExCom/72/45;
- (b) Approving the revised 2014 budget, based on two meetings per year, to reflect:
- (i) The upgrade of posts 1301 and 1310 from G7 to P2 under BL 1115 and BL 1116 respectively effective June 2014 with a transfer of US \$12,500 from BL 1201 and US \$12,500 from BL 1335 into BL 1115 and BL 1116 respectively to offset the increase in personal costs due to a six month upgrade of the two posts; and
 - (ii) A decrease in the following budget lines:

4101	Office stationery	(US \$5,265)
5201	Reproduction costs	(US \$4,590)
5302	Freight charges	(US \$4,050)
5401	Hospitality	(US \$7,200)

resulting in the total costs of [US \$6,966,923 (13 per cent programme support cost)] or [US \$6,818,463 (9 per cent in programme support cost)];
- (c) Approving the revised 2015 budget to reflect the two upgrades with an additional transfers of US \$12,500 compared to 2014 from BL 1201 and BL 1335 into BL 1115 and BL 1116 respectively to cover 12 months upgrade of post BL 1115 and BL 1116 and introduce operational costs at the same level as 2014 in the additional amount of US \$2,807,073 totaling [US \$7,094,464 (13 per cent in programme support cost)] or [US \$6,940,604 (9 per cent programme support cost)], and on the understanding that no allocation is made for a third meeting in 2015; and
- (d) Approving the revised 2016 budget to reflect the two upgrades and introduce operational costs in the additional amount of US \$2,808,848 for 2016 to cover the two upgrades and introduce the operational costs as in 2015 totaling [US \$7,224,860 (13 per cent programme support cost)] or [US \$7,066,385 (9 per cent programme support cost)], on the understanding that no allocation is made for a third meeting in 2016.

Annex I

An overview of staff entitlements at the GS and P categories

1. For the GS and related categories, the level of salaries are paid on a local basis established in accordance with the Flemming principle, which provides that the conditions of service for locally recruited staff should reflect the best prevailing conditions found locally for similar work.
2. Consequently, the local salaries are established on the basis of salary surveys that facilitate the identification of the best prevailing conditions. The local salary surveys are conducted in accordance with a comprehensive methodology approved by the International Civil Service Commission (ICSC). GS staff is remunerated following the local duty station salary scale and are subject to occasional adjustments taking account inflation rate and living conditions of the local duty station as determined by the ICSC¹⁴. GS salaries are paid in the local currency and are not subject to post adjustment resulting from exchange rate fluctuation. As such GS staff salary scales are issued by the United Nations lead agency ICAO. The GS budget is then adjusted when such information is available and or after considering actual expenditure. The remuneration for overtime is also a component not taken in to account in the indicative standard GS salary costs.
3. Salaries for staff in the P category are determined on the basis of the Noblemaire principle which states that the ICSC should be able to recruit staff from its member states, including the highest-paid. Therefore, the salaries of P staff are set by reference to the highest-paying national civil service by the ICSC. The methodology used to determine salary scales at a P and a higher category can be found in the ICSC website and uses P staff scales in all grades and is applied uniformly, worldwide, by all organizations in the United Nations common system.
4. For the purpose of determining the financial implication of the two upgrades from GS to P, The table below was completed by the Secretariat and provides staff entitlement by category as per ST/SGB/2013/3 on staff rules. It makes reference to the relevant staff rules as appropriate. The table also provide standard salary levels for G7 and P2 posts in the Montreal duty station.

Table.1 Staff entitlements in the GS and P categories

	Entitlement	P staff international	P staff local	GS staff	Comments
1	Average standard salary cost for G7 Step 10 Montreal Duty Station and P2 Step 1 level	Gross Salary: US \$59,387 Post Adjustment: US \$26,156 Total: US \$85,543	Gross Salary: US \$59,387 Post Adjustment: US \$26,156 Total: US \$85,543	Gross Salary: CAD \$80,864	Average of G7 based on 2012 actual: Database Assistant: CAD \$104,761.88 including overtime. Finance Assistant: CAD \$89,125.56 Including overtime. Excludes staff entitlements.
2	Dependency allowance, SR 3.6 and ST/AI/2011/5	Yes	Yes	Yes	Varies with marital status, number and age of children.
3	Language allowance, SR. 3.8	Yes	Yes	Yes	Varies with the number of Language Proficiency Examinations in UN languages (P staff receive accelerated Within Grade Increments (every 10 months).
4	Assignment Grant: lump sum portion and DSA, SR. 7.14, 7.10 and ST/AI/2012/1.	Yes	No	No	SM receives lump sum portion of net base salary + 100% and 50% DSA for dependents. Cost varies with marital status, number of eligible children.
5	Travel to duty station,	Yes	No	No	Cost varies with marital status, number and

¹⁴Latest salary scale for GS category effective 1 April 2013 is found at the following website: http://www.un.org/Depts/OHRM/salaries_allowances/salaries/gs.htm.

	Entitlement	P staff international	P staff local	GS staff	Comments
	SR. 7.1				age of children, place of recruitment.
6	Shipment of personnel effect, SR. 7.15 (i), and ST/AI/2006/5	Yes	No	No	For SM (1000kg, 500kg dependent spouse and 300kg for each dependent child up to age 21).
7	Education grant, SR. 3.9 (a-f) and ST/AI/2011/4	Yes	No	No	For children up to 25 years of age or first university degree (4 year university). Cost varies with number and age of children & place of education institution.
8	Education Grant Travel, SR. 3.9 (f) and ST/AI/2011/4, Para. 8	Yes	No	No	One return journey for each scholastic year per child.
9	Special Education Grant, SR. 3.9 (j) and ST/AI/2011/4, Sec. 10.	Yes	Yes	Yes	For a child with a disability for staff holding fixed-term or continuing appointments.
10	Home leave, SR. 5.2 and ST/AI/2013/3	Yes	No	No	For SM + dependent spouse and children up to 21 years. Cost varies with marital status, number and age of children and place of recruitment/place of home leave.
11	Family visit, SR.5.2 and ST/AI/2013/3	Yes	No	No	Once a year, Cost vary with place of recruitment/home leave.
12	Post adjustment, SR. 3.7 (a) – (e)	Yes	Yes	No	Vary with the cost of living and local currency fluctuation vis a vis US \$.
13	Repatriation grant, SR. 3.19 and ST/AI/200/5	Yes	No	No	As in 4 above. Cost depends on number of years of continuous service away from home country, marital status and number of children at time of separation.
14	Rental subsidy, ST/AI/2013/2, Part III Sec.11 (a)	Yes	Yes	No	For Europe and North America; eligibility is within 7 years from the time of arrival at the duty station.
15	Overtime, S.R. 3.11 (a)	No	No	Yes	As and when authorized to work overtime.

5. The table indicates that unlike GS staff, P staff are entitled to a number of privileges and entitlements difficult to predict in advance to assess financial implications with accuracy. However it also reflects that when P staff are locally recruited (i.e. P staff with Canadian nationality in the case of Montreal duty station) apart from the post adjustment no other privileges beyond their entitlements as GS staff would apply.

6. An upgrade from a GS to P staff is a change in category that comes with new sets of entitlements and privileges in case a GS is assigned to a duty station other than that of his/her nationality. Moving from a GS to P category entitles staff to a remuneration following the P staff salary scale. As a new staff in the P category, a former GS staff would no longer be entitled to overtime compensation or compensatory time off. Work beyond regular hours in the P category is not compensated.

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

		Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
		Actual 2013	Approved 2014	Revised 2014	Approved 2015	Revised 2015	Approved 2016	Revised 2016	Comments 2014
10	PERSONNEL COMPONENT			PSC 13%	PSC 13%	PSC 13%	PSC 13%	PSC 13%	PSC maintained at 13% pending discussion on reduced PSC
1100	Project Personnel (Title & Grade)								
	01 Chief Officer (D2)	341,512	251,635	251,635	259,184	259,184	266,960	266,960	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	02 Deputy Chief Officer (D1)	154,903	248,333	248,333	255,783	255,783	263,456	263,456	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	03 Programme Management Officer (P3)	157,745	164,585	164,585	169,522	169,522	174,608	174,608	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	04 Deputy Chief Officer on Financial and Economic Affairs (P5)	228,123	224,409	224,409	231,142	231,142	238,076	238,076	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	05 Senior Project Management Officer (P5)	191,026	224,409	224,409	231,142	231,142	238,076	238,076	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	06 Senior Project Management Officer (P5)	206,004	224,409	224,409	231,142	231,142	238,076	238,076	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	07 Senior Project Management Officer (P5)	193,164	224,409	224,409	231,142	231,142	238,076	238,076	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	08 Information Management Officer (P3)	193,549	198,426	198,426	204,379	204,379	210,510	210,510	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	09 Senior Administrative & Fund Management Officer (P5)*	191,469	201,342	201,342	207,383	207,383	213,604	213,604	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	10 Senior Monitoring and Evaluation Officer (P5)	200,632	224,409	224,409	231,142	231,142	238,076	238,076	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	11 Programme Management Officer (P3)	153,360	164,585	164,585	169,522	169,522	174,608	174,608	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	12 Information Network Officer (P3)	128,767	137,917	137,917	142,055	142,055	146,316	146,316	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	13 Associate Human Resources Officer (P2)	-	-	-	-	-	-	-	-
	14 Programme Management Officer (P3)	155,631	164,585	164,585	169,522	169,522	174,608	174,608	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase.
	15 Associate Finance Officer (upgrade to P2-former 1301 starting 2014) (subject to approval)	-	-	60,000	-	123,600	-	127,308	Proposed upgrade G7 to P2 starting June2014
	16 Associate Database Officer (upgrade to P2-former 1310 starting 2014) (subject to approval)	-	-	60,000	-	123,600	-	127,308	Proposed upgrade G7 to P2 starting June2014
	98 Prior Year	7,070	-	-	-	-	-	-	-
1199	Sub-Total	2,502,954	2,653,455	2,773,455	2,733,059	2,980,259	2,815,051	3,069,667	
1200	Consultants								
	01 Projects and technical reviews etc.	27,775	100,000	87,500	0	75,000	0	75,000	Proposed to be reduced by \$12,500 (6 Months) in 2014 to offset the upgrade G7 to P2, and \$25,000 in 2015-2016
1299	Sub-Total	27,775	100,000	87,500	-	75,000	-	75,000	
1300	Administrative Support Personnel								
	01 Administrative Assistant (G7)	83,857	94,591	47,501	97,429	-	100,352	100,352	proposed upgrade G7 to P2 starting June2014
	02 Meeting Services Assistant (G7)	76,920	94,591	94,591	97,429	97,429	100,352	100,352	Based on actual cost incl. overtime with a 3% annual increase
	03 Programme Assistant (G7)	85,733	94,591	94,591	97,429	97,429	100,352	100,352	Based on actual cost incl. overtime with a 3% annual increase
	04 Programme Assistant (G5)	37,881	70,067	70,067	72,169	72,169	74,334	74,334	Based on actual cost incl. overtime with a 3% annual increase
	05 Programme Assistant (G5)	63,834	70,067	70,067	72,169	72,169	74,334	74,334	Based on actual cost incl. overtime with a 3% annual increase
	06 Computer Operations Assistant (G6)	74,591	89,504	89,504	92,189	92,189	94,955	94,955	Based on actual cost incl. overtime with a 3% annual increase
	07 Programme Assistant (G5)	70,555	74,054	74,054	76,276	76,276	78,564	78,564	Based on actual cost incl. overtime with a 3% annual increase
	08 Secretary/Clerk, Administration (G6)	55,519	79,441	79,441	81,825	81,825	84,279	84,279	Based on actual cost incl. overtime with a 3% annual increase
	09 Registry Clerk (G4)	51,787	60,527	60,527	62,343	62,343	64,213	64,213	Based on actual cost incl. overtime with a 3% annual increase
	10 Database Assistant (G7)	91,749	94,591	47,501	97,429	-	100,352	100,352	Based on actual cost incl. overtime with a 3% annual increase
	11 Programme Assistant, Monitoring & Evaluation (G5)	43,240	70,067	70,067	72,169	72,169	74,334	74,334	Based on actual cost incl. overtime with a 3% annual increase
	12 IMIS Assistant (G6)	-	-	-	-	-	-	-	-
	13 Programme Assistant (G5)	57,445	70,067	70,067	72,169	72,169	74,334	74,334	Based on actual cost incl. overtime with a 3% annual increase
	14 Programme Assistant (G5)	73,015	70,067	70,067	70,067	70,067	72,169	72,169	Based on actual cost incl. overtime with a 3% annual increase
	Sub-Total	866,126	1,032,227	938,046	1,061,092	866,235	1,092,925	892,222	
1330	Conference Servicing Cost								
1333	Meeting Services: ExCom	220,032	325,000	325,000	-	325,000	-	325,000	Allocation for 2 meetings a year in Montreal and 5 languages
1334	Meeting Services: ExCom	299,651	325,000	325,000	-	325,000	-	325,000	Allocation for 2 meetings a year in Montreal and 5 languages
1336	Meeting Services: ExCom	258,478	-	-	-	-	-	-	-
1335	Temporary Assistance	33,221	43,782	31,282	-	18,782	-	18,782	Proposed to be reduced by \$12,500 to offset the upgrade G7 to P2 in 2014 and 25,000 in 2015-2016
1337	Meeting Ozone	-338	-	-	-	-	-	-	-
1399	TOTAL ADMINISTRATIVE SUPPORT	1,677,171	1,726,009	1,619,328	1,061,092	1,535,017	1,092,925	1,561,004	

* 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

		Actual 2013	Approved 2014	Revised 2014	Approved 2015	Revised 2015	Approved 2016	Revised 2016	
1600	Travel on official business								
	01 Mission Costs	149,558	208,000	208,000	-	208,000	-	208,000	Based on tentative a travel plan schedule
	02 Network Meetings (4)	49,750	50,000	50,000	-	50,000	-	50,000	Allocation for 4 network meetings a year
1699	Sub-Total	199,309	258,000	258,000	-	258,000	-	258,000	
1999	COMPONENT TOTAL	4,407,208	4,737,464	4,738,284	3,794,151	4,848,276	3,907,976	4,963,671	
20	CONTRACTUAL COMPONENT								
2100	Sub-contracts								
	01 Treasury services (Decision 59/51(b))	500,000.00	500,000	500,000	-	500,000	-	500,000	Fixed fees per the agreement with the Treasurer (Decision 59/51(b))
	02	-2,076.55							
2200	Subcontracts								
	01 Various Studies								
	02 Corporate contracts	-			-	-	-	-	
2999	COMPONENT TOTAL	497,923	500,000	500,000	-	500,000	-	500,000	
30	MEETING PARTICIPATION COMPONENT								
3300	Travel & DSA for Art 5 delegates to ExCom meetings								
	01 Travel of Chairperson and Vice-Chairperson	558	15,000	15,000	-	15,000	-	15,000	Covers travel other than attendance to Excom
	02 Executive Committee (2 in 2014)	214,096	150,000	150,000	-	150,000	-	150,000	Covers 2 ExCom meetings
3999	COMPONENT TOTAL	214,654	165,000	165,000	-	165,000	-	165,000	
40	EQUIPMENT COMPONENT								
4100	Expendables								
	01 Office Stationery	4,438	17,550	12,285	-	12,285	-	12,285	Proposed to be reduced by 30% in 2014-2016
	02 Computer expendable (software, accessories, hubs, switches, memory) *	5,016	10,530	10,530	-	10,530	-	10,530	2013 balance of US \$5,514 rephased to 2014 to complete 2013 purchase plan
4199	Sub-Total	9,454	28,080	22,815	-	22,815	-	22,815	
4200	Non-Expendable Equipment								
	01 Computers, printers **	12,674	13,000	13,000	-	13,000	-	13,000	2013 balance US \$10,454 rephased to 2014 to complete 2013 purchase plan
	02 Other expendable equipment (shelves, furnitures)	194	5,850	5,850	-	5,850	-	5,850	Based on anticipated needs
4299	Sub-Total	12,868	18,850	18,850	-	18,850	-	18,850	
4300	Premises								
	01 Rental of office premises	789,856.11	870,282	870,282	-	870,282	-	870,282	
	Sub-Total	789,856	870,282	870,282	-	870,282	-	870,282	
4999	COMPONENT TOTAL	812,178	917,212	911,947	-	911,947	-	911,947	

*Balance of 2013 (US \$5,514) to be rephased to 2014 to complete 2013 purchase plan

**Balance of 2013 (US \$10,454) to be rephased to 2014 to complete 2013 purchase plan

		Actual 2013	Approved 2014	Revised 2014	Approved 2015	Revised 2015	Approved 2016	Revised 2016	
50	MISCELLANEOUS COMPONENT								
5100	Operation and Maintenance of Equipment								
	01 Computers and printers, etc.(toners, colour printer)*	1,673	8,100	8,100	-	8,100	-	8,100	2013 balance US \$6,427 rephase from 2013 to complete 2013 purchase plan
	02 Maintenance of office premises	2,487	8,000	8,000	-	8,000	-	8,000	Based on anticipated needs
	03 Rental of photocopiers (office)	7,737	15,000	15,000	-	15,000	-	15,000	Based on anticipated needs
	04 Telecommunication equipment rental	301	8,000	8,000	-	8,000	-	8,000	Based on anticipated needs
	05 Network maintenance	12,882	10,000	10,000	-	10,000	-	10,000	Based on anticipated needs
5199	Sub-Total	25,079	49,100	49,100	-	49,100	-	49,100	
5200	Reproduction Costs								
	01 Executive Committee meetings and reports to MOP	1,187	15,300	10,710	-	10,710	-	10,710	Proposed to be reduced by 30% in 2014-2016
5299	Sub-Total	1,187	15,300	10,710	-	10,710	-	10,710	
5300	Sundries								
	01 Communications	47,587	58,500	58,500	-	58,500	-	58,500	Based on anticipated needs
	02 Freight Charges	3,202	13,500	9,450	-	9,450	-	9,450	Proposed to be reduced by 30% in 2014-2016
	03 Bank Charges	1,584	4,500	4,500	-	4,500	-	4,500	Based on anticipated needs (no changes)
	05 Staff Training	16,939	20,137	20,137	-	20,137	-	20,137	Based on anticipated needs (no changes)
5399	Sub-Total	69,312	96,637	92,587	-	92,587	-	92,587	
5400	Hospitality & Entertainment								
	01 Hospitality Costs	20,292	24,000	16,800	-	16,800	-	16,800	Proposed to be reduced by 30% to cater for 2 meetings
5499	Sub-Total	20,292	24,000	16,800	-	16,800	-	16,800	
5999	COMPONENT TOTAL	115,869	185,037	169,197	-	169,197	-	169,197	
GRAND TOTAL		6,047,833	6,504,713	6,484,428	3,794,151	6,594,420	3,907,976	6,709,815	
	Programme Support Costs (13%)	437,980	479,139	482,495	493,240	500,044	508,037	515,046	PSC 13% in 2014 -2016
COST TO MULTILATERAL FUND		6,485,813	6,983,852	6,966,923	4,287,391	7,094,464	4,416,013	7,224,860	
	Previous budget schedule	7,067,547	6,983,852	6,983,852	4,287,391	4,287,391	4,416,013	4,416,013	
	Increase/decrease		-	(16,929)	(0)	2,807,073	(0)	2,808,848	

*Balance of 2013 (US \$6,427) to be rephased to 2014 to complete 2013 purchase plan

Other PSC options

Programme Support Costs (8%)		294,855	296,920	303,532	307,720	312,638	316,951	PSC 8% 2014 to 2016
Total cost to the Multilateral Fund with Programme Support Costs (8%)		6,799,568	6,781,348	4,097,683	6,902,139	4,220,614	7,026,766	Total cost to fund with 8% PSC
Programme Support Costs (9%)		331,711	334,035	341,474	346,184	351,718	356,570	PSC 13% 2014 to 2016
Total cost to the Multilateral Fund with Programme Support Costs (9%)		6,836,425	6,818,463	4,135,625	6,940,604	4,259,694	7,066,385	Total cost to fund with 13% PSC

2014 MONITORING AND EVALUATION BUDGETS OF THE FUND SECRETARIAT

		Actual 2013	Approved 2014	Revised 2014	Approved 2015	Revised 2015	Approved 2016	Revised 2016	
1200	Consultants								
	01 Projects and technical reviews	86,088	-	20,000					20,000 in 2014. Rephase from 2013 to complete the 2013 Evaluation of MDI projects
	02 Projects and technical reviews etc	15,000	-						
	03 Projects and technical reviews etc	1,500	-						
	04 Projects and technical reviews etc.	11,007	-						
1600	Travel on official business								
	01 Travel on Official business	31,820	-						
4200	Non-Expendable Equipment								
	01 Non Expendable Computer Equipment	6,000	-						
	ACCOUNT TOTAL	151,415	-	20,000					

Explanatory notes for the revised 2014, 2015, and 2016 budgets of the Trust Fund of the Multilateral Fund Secretariat

Budget line	Comment
Personnel component 1101 – 1116	Indicative Professional salary costs applicable to the relevant duty stations have been used for the budget proposals with a three per cent increase between years. Any unspent commitments revert back to the Trust fund of the Multilateral Fund Secretariat. There is a cost differential agreement with the Government of Canada in place where they will reimburse the difference of salaries between Nairobi and Montreal for the professional and general service staff members.
1109	The difference in cost between grade P4 and P5 of the Senior Administrative Officer is to be absorbed by UNEP, Treasurer fees.
1113 (Subject to the Executive Committee approval)	The post of the Associate Human Resources Officer continues to be paid by UNEP from the 13 per cent programme support costs.
1115 (Subject to the Executive Committee approval)	New budget line in replacement of BL 1301 to provide for the upgrade of the G7 1301 BL to P2 level (Associate Finance Officer) as result of a classification exercise performed by UNON because the lead Agency in Montreal, ICAO, had been requested by the ICSC to restructure the Montreal duty station general service salary scale, (nine levels), to be align with the UN common scale, (7 levels). Montreal was the last duty station not in compliance.
1116	New budget line in replacement of BL 1310 to provide for the upgrade of this post from G7 level to P2 level (Associate Database Officer) as a result of a classification exercise performed by UNON because the lead Agency in Montreal, ICAO, had been requested by the ICSC to restructure the Montreal duty station general service salary scale, (nine levels), to be align with the United Nations common scale, (7 levels), Montreal was the last duty station not in compliance.
Consultants – 1201	Funds allocated for Executive Committee meetings requests for studies requiring expert advice and for the Secretariat staffing resource. A list of consultants recruited under the line is available upon request.
Administrative support / personnel 1301 – 1314	Standard general service salary costs applicable to the Nairobi duty station have been used for the 2013–2014 budget proposals. (The 2013 retro salary has been settled in January 2014). Cost difference between Montreal and Nairobi duty station is covered by Government of Canada.
1301	The upgrade of this post from G7 level to P2 level (Associate Finance Officer) is a result of the classification exercise.
1310	The upgrade of this post from G7 level to P2 level (Associate Database Officer) is a result of the classification exercise.
1312	The post of the IMIS Assistant continues to be paid by UNEP from the 13 per cent programme support costs since 2007.
Administrative support/ Conference services 1333 – 1335	Initially, allocation is made for 3 meetings a year.
1333	The budget proposed is for meetings to be held in 2014 in Montreal, in the six official United Nations languages.
Travel on official business 1601 – 1602	Travel on official business for 2014 is being maintained at the 2013 level. Indicative travel plans is available on request.
Contractual component – 2101	Treasury services as per decision 59/51(b).
Meetings/Participation component 3300	Provision for participation of representatives from Article 5 countries using the most appropriate and advantageous economy-class fare and United Nations daily subsistence allowances.

3301	The budget provision requested in 2014 for travel of the Executive Committee Chair person remains the same level as in 2013. Travel is for meetings excluding Executive meetings.
3302	In 2014, the total participation costs are based on a total of 42 participants attending the 72 nd and 73 rd Executive Committee meetings held in Montreal.
Equipment and premises component/ Expendable equipment 4101 – 4102	The 4101 BL allocation has been reduced by 30 per cent in 2014 – 2016 to take into account savings resulting from paperless meetings
Non-expendable equipment 4201 – 4202	The amount allocated remains at the same level as in 2013 to allow the Secretariat to replace equipment as required following an annual purchase plan.
Rental of Premises – 4301	The allocation for rental of premises in 2014 is based on the Montreal rental rates, but the actual rate will be based on Nairobi rental rates imposed by the United Nations Controller. There is a cost differential agreement with the Government of Canada where they will reimburse the difference between the two rates.
Miscellaneous component Operation and Maintenance of Equipment 5101–5105	The allocation for 2014 remains at the same level as 2013.
Reporting costs – 5201	General reporting costs are provided for printing of Executive Committee meeting documents. The 2014 – 2016 allocation have been reduced by 30 per cent due to a paperless meetings.
Sundry – Communications – 5301	The Secretariat is always looking for means to reduce the telecommunications costs by looking for alternative technologies to reduce costs.
Freight Charges – 5302	The allocation for 2014 – 2016 is reduced by 30 per cent due to paperless meetings.
Training – 5303	The provision for training remains at the same level as 2013 and will be maintained to meet evolving training needs and to cater for training schemes introduced by the United Nations.
Hospitality – 5401	The allocation for 2014 – 2016 is reduced by 30 per cent for 2 meetings a year
PSC	The PSC rate applied is maintained at 13 per cent for 2014 - 2016. Further discussions on this matter at the 72 nd meeting of the Executive Committee.

Annex III
2013 BUDGET AND ACTUAL COSTS OF THE FUND SECRETARIAT

		Approved 2013	Actual 2013	Variance (-/+) 2013	Explanations
10	PERSONNEL COMPONENT				
1100	Project Personnel (Title & Grade)				
	01 Chief Officer (D2)	324,306	341,512	(17,206)	Overrun in the Chief Officer line is due to the additional costs of hiring the new Chief Officer and the payment of separation of entitlements of the previous incumbent.
	02 Deputy Chief Officer (D1)	161,100	154,903	6,197	
	03 Programme Management Officer (P3)	159,791	157,745	2,046	
	04 Deputy Chief Officer on Financial and Economic Affairs (P5)	217,873	228,123	(10,249)	The cause of the deficit arise from US income tax applied by the United Nations.
	05 Senior Project Management Officer (P5)	217,873	191,026	26,847	
	06 Senior Project Management Officer (P5)	217,873	206,004	11,869	
	07 Senior Project Management Officer (P5)	217,873	193,164	24,709	
	08 Information Management Officer (P3)	192,647	193,549	(902)	
	09 Senior Administrative & Fund Management Officer (P5)*	195,478	191,469	4,009	The difference in costs between grade P4 and P5 of the Senior Administrative and Fund Management Officer is paid by UNEP from the 13 per cent programme support costs (decision 51/39(c)).
	10 Senior Monitoring and Evaluation Officer (P5)	217,873	200,632	17,242	
	11 Programme Management Officer (P3)	159,791	153,360	6,432	
	12 Information Network Officer (P3)	133,900	128,767	5,133	
	13 Associate Human Resources Officer (P2)	-	-	-	The post of the Associate Human Resources Officer is paid by UNEP from the 13 per cent programme support costs.
	14 Programme Management Officer (P3)	159,791	155,631	4,160	
	15 Associate Finance Officer (upgrade to P2-former 1301 starting 2014) (subject to approval)				
	16 Associate Database Officer (upgrade to P2-former 1310 starting 2014)(subject approval)				
	98 Prior Year	-	7,070	(7,070)	Employer share for the After Service Health Insurance (ASHI). (Not budgeted for).
1199	Sub-Total	2,576,170	2,502,954	73,216	
1200	Consultants				
	01 Projects and technical reviews etc.	100,000	27,775	72,225	Limited need for consultants in 2013.
1299	Sub-Total	100,000	27,775	72,225	
1300	Administrative Support Personnel				
	01 Administrative Assistant (G7)	91,836	83,857	7,979	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	02 Meeting Services Assistant (G7)	91,836	76,920	14,916	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	03 Programme Assistant (G7)	91,836	85,733	6,103	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	04 Programme Assistant (G5)	68,027	37,881	30,146	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	05 Programme Assistant (G5)	68,027	63,834	4,193	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	06 Computer Operations Assistant (G6)	86,897	74,591	12,306	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	07 Programme Assistant (G5)	71,897	70,555	1,342	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	08 Secretary/Clerk, Administration (G6)	77,128	55,519	21,608	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	09 Registry Clerk (G4)	58,764	51,787	6,977	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	10 Database Assistant (G7)	91,836	91,749	86	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	11 Programme Assistant, Monitoring & Evaluation (G5)	68,027	43,240	24,786	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	12 IMIS Assistant (G6)	-	-	-	The post of the IMIS Assistant is paid by UNEP from the 13 per cent programme support costs.
	13 Programme Assistant (G5)	68,027	57,445	10,581	Retroactive payment of salary increase that took place in April 2013 was not settled in 2013 but in 2014.
	14 Programme Assistant (G5)	68,027	73,015	(4,988)	Highest step in the G5 category explains the overrun.
	Sub-Total	1,002,162	866,126	136,036	
1330	Conference Servicing Cost				
1333	Meeting Services: ExCom	220,000	220,032	(32)	Funds were transferred to 70 th ExCom budget line (1334) to absorb the deficit resulting from having the meeting held in Bangkok, Thailand.
1334	Meeting Services: ExCom	300,000	299,651	349	Funds were transferred from the 69 th ExCom budget lines (1333) to absorb the deficit resulting from having the meeting held in Bangkok, Thailand.
1336	Meeting Services: ExCom	260,000	258,478	1,522	
1335	Temporary Assistance	43,782	33,221	10,561	Savings is the result of limited hiring of temporary assistance staff assisting with extra work load during meeting preparation.
1337	Meeting Ozone		-338	338	Return from prior years adjustment on a transaction effected on behalf of the Ozone Secretariat.
	Sub-Total	823,782	811,045	12,737	
1399	TOTAL ADMINISTRATIVE SUPPORT	1,825,944	1,677,171	148,773	

			Approved	Actual	Variance (-/+)	Explanations
			2013	2013	2013	
1600	Travel on official business					
	01	Mission Costs	208,000	149,558	58,442	Only two staff members attended MOP and timing of 7F ExCom prevented additional travel.
	02	Network Meetings (4)	50,000	49,750	250	
1699		Sub-Total	258,000	199,309	58,692	
1999		COMPONENT TOTAL	4,760,114	4,407,208	352,906	
20	CONTRACTUAL COMPONENT					
2100	Sub-contracts					
	01	Treasury services (Decision 59/51(b))	500,000	500,000.00	-	
	02			-2,076.55	2,077	Savings from unfiled claim on Wakim consultants on Technical Audits in prior year.
2200	Subcontracts					
	01	Various Studies				
	02	Corporate contracts	-	-	-	
2999		COMPONENT TOTAL	500,000	497,923	2,077	
30	MEETING PARTICIPATION COMPONENT					
3300	Travel & DSA for Art 5 delegates to ExCom meetings					
	01	Travel of Chairperson and Vice-Chairperson	15,000	558	14,442	Savings due to no travel took place in 2013 by the Chair and Vice Chair.
	02	Executive Committee (2 in 2014)	225,000	214,096	10,904	Savings resulted from some participants unable to attend the Executive Committee Meetings held in Montreal.
3999		COMPONENT TOTAL	240,000	214,654	25,346	
40	EQUIPMENT COMPONENT					
4100	Expendables					
	01	Office Stationery	17,550	4,438	13,112	Savings due to paperless meetings, less printing and more electronic saving of files on the hard drives.
	02	Computer expendable (software, accessories, hubs, switches, memory)	10,530	5,016	5,514	Savings rephased to 2014 to meet 2014 requirements.
4199		Sub-Total	28,080	9,454	18,626	
4200	Non-Expendable Equipment					
	01	Computers, printers *	23,128	12,674	10,454	Savings rephased to 2014 to complete the 2013 purchase plan.
	02	Other expendable equipment (shelves, furnitures)	18,939	194	18,745	Savings rephased to 2014 to complete the 2013 purchase plan.
4299		Sub-Total	42,067	12,868	29,199	
4300	Premises					
	01	Rental of office premises	870,282	789,856.11	80,426	The allocation for rental of premises in 2014 is based on the Montreal rental rates. The actual cost is based on Nairobi rental rate. The difference between the two costs is a cost differential covered under the agreement with the Government of Canada.
		Sub-Total	870,282	789,856	80,426	
4999		COMPONENT TOTAL	940,429	812,178	128,251	

			Approved 2013	Actual 2013	Variance (-/+) 2013	Explanations
50	MISCELLANEOUS COMPONENT					
5100	Operation and Maintenance of Equipment					
	01	Computers and printers, etc.(toners, colour printer)	8,100	1,673	6,427	Savings rephased to 2014 to meet 2014 requirements in order to complete the 2013 purchase plan.
	02	Maintenance of office premises	8,000	2,487	5,513	
	03	Rental of photocopiers (office)	15,000	7,737	7,263	Savings are due to Photo-copier lease commenced in mid 2013
	04	Telecommunication equipment rental	8,000	301	7,699	Telecommunication equipment is under review pending alternative technology more cost effective options.
	05	Network maintenance	13,847	12,882	965	
5199		Sub-Total	52,947	25,079	27,868	
5200	Reproduction Costs					
	01	Executive Committee meetings and reports to MOP	15,300	1,187	14,113	Savings due from implementing paperless meetings for ExCom.
5299		Sub-Total	15,300	1,187	14,113	
5300	Sundries					
	01	Communications	58,500	47,587	10,913	Savings using less costly technology i.e. Conference calls & Skype for long distance calls.
	02	Freight Charges	13,500	3,202	10,298	Savings due to paperless environment.
	03	Bank Charges	4,500	1,584	2,916	
	05	Staff Training	20,137	16,939	3,198	
5399		Sub-Total	96,637	69,312	27,325	
5400	Hospitality & Entertainment					
	01	Hospitality Costs	24,000	20,292	3,708	
5499		Sub-Total	24,000	20,292	3,708	
5999		COMPONENT TOTAL	188,884	115,869	73,015	
GRAND TOTAL			6,629,427	6,047,833	581,595	
		Programme Support Costs (13%)	465,183	437,980	27,203	
COST TO MULTILATERAL FUND			7,094,611	6,485,813	608,798	
		Previous budget schedule	7,067,547	7,067,547		
		Increase/decrease	-			

2013 MONITORING AND EVALUATION BUDGET OF THE FUND SECRETARIAT

			Approved 2013	Actual 2013	-/+ 2013	
1200	Consultants					
	01	Projects and technical reviews	219,750.00	133,662	86,088	USD 20,000 is rephased to 2014 to complete 2013 work programme.
	02	Projects and technical reviews etc	15,000.00	-	15,000	To be returned to the Fund.
	03	Projects and technical reviews etc	15,000.00	13,500	1,500	To be returned to the Fund.
	04	Projects and technical reviews etc.	15,000.00	3,993	11,007	To be returned to the Fund.
1600	Travel on official business					
	01	Travel on Official business	68,231.00	36,411	31,820	To be returned to the Fund.
4200	Non-Expendable Equipment					
	01	Non Expendable Computer Equipment	6,000	-	6,000	To be returned to the Fund.
		ACCOUNT TOTAL	338,981.00	187,566	151,415	