



# 联合国 环境规划署

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蒙特利尔议定书  
多边基金执行委员会  
第七十七次会议  
2016年11月28日至12月2日，蒙特利尔

## 基金秘书处 2015、2016、2017 和 2018 年核定预算以及 2019 年拟议预算

1. 根据第 76/54 号决定，<sup>1</sup>秘书处提交了本文件及已提交的基金秘书处 2015、2016、2017 和 2018 年核定预算以及 2019 年拟议预算。
2. 本文件由以下各部分组成：
  - 修订 2015 年核定预算
  - 修订 2016、2017 和 2018 年核定预算
  - 2019 年拟议预算
  - 建议
  - 附件一：基金秘书处 2016、2017 和 2018 年订正预算以及 2019 年拟议预算

### 修订 2015 年核定预算<sup>2</sup>

3. 财务主任已向第七十七次会议提交了 2015 年决算。附表 1.3（2015 年秘书处预算的实际费用）显示，虽然未用余额达 1,879,353 美元，但是没有将 2015 年发生的 402,099 美元<sup>3</sup>记作当年的费用。造成这种情况的原因是 2015 年 6 月采用了国际公共部门会计准则，以及在“团结”项目中重新分配角色。因此，将把 402,099 美元未入账支出重新分配给已被第 72/43（d）号决定核准的 2016 年预算。
4. 2015 年决算中的附表 1.3 还显示，由于执行委员会会议的筹备工作需要增加临时支助，为此将方案助理（预算项目 1313<sup>4</sup>）项下的 25,000 美元转拨到咨询人（预算项目 1200）项下。

<sup>1</sup> 请秘书处考虑到联合国叙级干事对目前评级为 P-3 职等的职务说明进行审查的结果，订正基金秘书处 2015、2016、2017 和 2018 年预算和提出 2019 年预算，并将其提交第七十七次会议（第 76/54(b)号决定）。

<sup>2</sup> 在 UNEP / OzL.Pro / ExCom / 77/72 号文件中将 2015 年订正预算列作 2015 年关闭账户的一部分，以反映 2015 年的实际支出。

<sup>3</sup> UNEP / OzL.Pro / ExCom / 77/72 号文件附件一第 5 页载有按预算项目开列的多边基金 2015 年支出。未入账开支的细目见附件 E 栏。

<sup>4</sup> 由于该职位的任职者申请了无薪特别假，因此节省了费用。

5. 在作出上述调整之后，将在第七十七次会议上将基金秘书处 2015 年核定预算中未使用余额 1,477,253 美元（1,449,117 美元来自秘书处预算，28,136 美元来自高级监测和评价干事预算）退还给多边基金。

### 修订 2016、2017 和 2018 年核定预算

6. 对 2016、2017 和 2018 年核定预算提出以下修正：执行委员会会议文件的翻译；秘书处人员配置。

#### 执行委员会会议文件的翻译

7. 2016、2017 和 2018 年核定预算中的文件翻译费用是按每个字 18 美分的费率计算的。从第七十七次会议开始，费率将增加到每个字 22 美分（即联合国其他办事处使用的实际费率）。因此，第七十七次会议订正的笔译费用为 267,663 美元，<sup>5</sup> 产生超支 136,660 美元。<sup>6</sup>

8. 翻译费用超支 136,660 美元可以用 2016 年核定预算的预期节余来抵消，因为美元兑换加元的汇率有利。谨建议执行委员会授权首席干事在 2016 年预算的预算项目之间重新分配 136,660 美元的数额。

9. 2017 年和 2018 年核定预算中订正的文件翻译费用将从 175,000 美元（每字 18 美分）增加到 205,800 美元（每字 22 美分），相当于增加了 22%，从而使执行委员会在蒙特利尔举行 5 天会议的费用从 325,000 美元提高到 355,800 美元。其他与会议有关的费用仍维持在 92,791 美元不变。<sup>7</sup>

#### 执行委员会的会议次数增加

10. 2017 年和 2018 年核定预算是按照每年两次会议的设想编制的。由于第 28 次缔约方大会接受了《蒙特利尔议定书基加利修正案》，<sup>8</sup> 2017 年和 2018 年分别列入了执行委员会的第三次为期五天的会议，费用为 355,800 美元（包括订正的文件翻译费率）。<sup>9</sup>

#### 秘书处人员配置

11. 秘书处收到联合国内罗毕办事处（内罗毕办事处）叙级干事的正式叙级通知，说明现为 P-3 职等的方案干事目前根据与实际任务的复杂程度相应的订正职务说明而在从事的工作。通知确认已将这 4 个员额提升为 P4 级，指出这 4 个员额职责的复杂性和业务范围已大大增加。

12. 提升 4 个员额所涉经费总额估计为 39,500 美元。

13. 此外，拟对一般事务职类员额进行以下两项调整：将 G7 员额 1303 下调到 G6 职等，将 G5 员额 1304 提升到 G6 职等，从而可节省 125 美元。

<sup>5</sup> 按第七十六次会议的字数计算 (1,216,650 个字)。

<sup>6</sup> 第七十六次会议是 43,997 美元，每个字 18 美分，第七十七次会议是 92,663 美元。

<sup>7</sup> 细目：临时人员 (预算项目 1336: 新费率为每字 22 美分, 9,391 美元), 与会者差旅费 (预算项目 3302: 75,000 美元), 招待费 (预算项目 5401: 8,400 美元)。

<sup>8</sup> 2016 年 10 月 10 日至 14 日，卢旺达基加利。

<sup>9</sup> 这是在蒙特利尔举行会议的费用。如果会议在蒙特利尔以外举行，则需要增加费用。

14. 谨建议执行委员会考虑核准下列员额调整的预算分配：提升 4 个 P3 员额至 P4 级；将 1 个 G7 员额降至 G6；将 1 个 G5 员额提升为 G6 级，并允许对 2017 年和 2018 年核定预算作出相应的订正。

### 2019 年拟议预算

15. 2019 年拟议预算中编入了执行委员会的三次会议、与 4 个专业人员员额和 1 个一般事务员额升级和 1 个一般事务员额降级有关的订正费用，以及继续按照第 68/45 (e) 号决定适用 3% 的通货膨胀率。<sup>10</sup>

16. 基于上述各项订正的基金秘书处 2016、2017 和 2018 年订正预算以及 2019 年拟议预算载于附件一。

### 建议

17. 谨建议执行委员会：

(a) 注意到：

- (一) UNEP/OzL.Pro/ExCom/77/74 号文件所载基金秘书处 2015、2016、2017 和 2018 年核定预算以及 2019 年拟议预算文件；
- (二) 未计入秘书处 2015 年核定预算的 378,099 美元的支出已重新分配给了 2016 年核定预算；
- (三) 在第七十七次会议上将 1,477,253 美元（1,449,117 美元来自秘书处 2015 年核定预算，28,136 美元来自高级监测和评价干事 2015 年核定预算）退还多边基金；

(b) 核准：

- (一) 2016 年订正预算，总额 7,561,218 美元，其中对 2015 年未入账支出 378,099 美元和预算项目 1309 下的 25,934 美元的结存进行重新分配，以及增加 30,800 美元，用于执行委员会第七十七次会议增加的文件翻译费用；
- (二) 自 2017 年起，将 4 个 P3 员额提升到 P4 级、将 1 个 G7 员额下调到 G6 级、将 1 个 G5 员额提升到 G6 级，为此增加费用 39,500 美元；
- (三) 2017 年订正预算，总额 7,748,982 美元，其中包括执行委员会增加一次会议的费用 355,800 美元，以及与执行委员会会议相关的其他费用 92,791 美元；
- (四) 基于执行委员会三次会议和 2017 年订正预算编制的 2018 年订正预算，总额 7,829,038 美元；
- (五) 基于执行委员会三次会议、2018 年订正预算和工作人员费用增加 3% 编制的 2019 年拟议预算，数额为 7,961,748 美元。

<sup>10</sup> 注意到秘书处关于工作人员费用适当增长率的反馈，以及 2013、2014 和 2015 年预算维持适用 3% 的比率。



Annex I  
REVISED 2016, 2017, 2018 AND PROPOSED 2019 BUDGETS

		A	B	C	D	E	F	G	
		Approved	Revised	Approved	Revised	Approved	Revised	Proposed	Comments
		2016	2016	2017	2017	2018	2018	2019	
10	PERSONNEL COMPONENT								
1100	Project Personnel (Title & Grade)								
01	Chief Officer (D2)	266,960	266,960	274,969	274,969	283,218	283,218	291,714	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
02	Deputy Chief Officer (D1)	263,456	263,456	271,360	271,360	279,501	279,501	287,886	
03	Programme Management Officer (P4)	174,608	174,608	179,846	191,846	185,242	197,602	203,530	Revised to P4 effective 2017 with a 3% annual increase
04	Deputy Chief Officer on Financial and Economic Affairs (P5)	238,076	238,076	245,218	245,218	252,575	252,575	260,152	
05	Senior Project Management Officer (P5)	238,076	238,076	245,218	245,218	252,575	252,575	260,152	
06	Senior Project Management Officer (P5)	238,076	238,076	245,218	245,218	252,575	252,575	260,152	
07	Senior Project Management Officer (P5)	238,076	238,076	245,218	245,218	252,575	252,575	260,152	
08	Information Management Officer (P4)	210,510	210,510	216,826	221,026	223,331	227,657	234,486	Revised to P4 effective 2017 with a 3% annual increase
09	Senior Administrative & Fund Management Officer (P5)	213,604	213,604	220,012	220,012	226,613	226,613	233,411	Difference in cost between P4 and P5 is to be charged to BL 210
10	Senior Monitoring and Evaluation Officer (P5)	238,076	238,076	245,218	245,218	252,575	252,575	260,152	
11	Programme Management Officer (P3) / (P2)	174,608	174,608	179,846	179,846	135,061	135,061	135,061	Encumbant is at P2 level
12	Information Network Officer (P4)	146,316	146,316	150,706	162,706	155,227	167,587	172,614	Revised to P4 effective 2017 with a 3% annual increase
14	Programme Management Officer (P4)	174,608	174,608	174,608	191,084	179,846	196,817	202,721	Revised to P4 effective 2017 with a 3% annual increase
15	Associate Administrative Officer (P2)	127,308	201,389	131,127	131,127	135,061	135,061	139,113	2016 revised to include unrecorded expenditures of US \$74,081
16	Associate Database Officer (P2)	127,308	202,464	131,127	131,127	135,061	135,061	139,113	2016 revised to include unrecorded expenditures of US \$75,156
98	Prior Year								
1199	<b>Sub-Total</b>	<b>3,069,667</b>	<b>3,218,904</b>	<b>3,156,518</b>	<b>3,201,195</b>	<b>3,201,033</b>	<b>3,247,050</b>	<b>3,340,409</b>	
1200	Consultants								
01	Projects and technical reviews etc	75,000	75,000	75,000	75,000	75,000	75,000	75,000	
02	Administrative cost study**	60,000	60,000						
1299	<b>Sub-Total</b>	<b>135,000</b>	<b>135,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	
1300	Administrative Support Personnel								
01	Administrative Assistant (G7)								Post cancelled and replaced by Post 1115 due to upgrade to P5
02	Meeting Services Assistant (G7)	100,352	100,352	103,362	103,362	106,463	106,463	109,657	
03	Programme Assistant (G6) (subject to 7 <sup>th</sup> meeting approval)	100,352	121,579	103,362	97,803	106,463	100,737	103,759	2016 revised to include unrecorded expenditures of US \$21,227 / Downgrade G6 from G7 starting 2017
04	Programme Assistant (G5) / (G6)	74,334	74,334	76,565	82,000	78,861	84,460	86,994	Upgrade to G6 from G5 in 2017
05	Programme Assistant (G5)	74,334	74,334	76,565	76,565	78,861	78,861	81,227	
06	Computer Operations Assistant (G6)	94,955	94,955	97,803	97,803	100,738	100,738	103,760	
07	Programme Assistant (G5)	78,564	78,564	80,921	80,921	83,349	83,349	85,849	
08	Secretary/Clerk, Administration (G6)	84,279	84,279	86,808	86,808	89,412	89,412	92,094	
09	Registry Clerk (G4)	64,213	64,213	66,139	66,139	68,123	68,123	70,167	
10	Database Assistant (G7)								Post cancelled and replaced by Post 1116 due to upgrade to P5
11	Programme Assistant, Monitoring & Evaluation (G5)	74,334	74,334	76,565	76,565	78,861	78,861	81,227	
12	IMIS Assistant (G6)	-	-	-	-	-	-	-	Funded from programme support costs
13	Programme Assistant (G5)	74,334	74,334	76,565	76,565	78,861	78,861	81,227	
14	Programme Assistant (G5)	72,169	72,169	74,334	74,334	76,565	76,565	78,861	
15	Associate Human Resources Officer (G7)	-	-	-	-	-	-	-	Funded from programme support costs
	<b>Sub-Total</b>	<b>892,222</b>	<b>913,449</b>	<b>918,989</b>	<b>918,865</b>	<b>946,558</b>	<b>946,431</b>	<b>974,824</b>	
1330	Conference Servicing Cost								
1333	Meeting Services: ExCom	325,000	325,000	325,000	355,800	325,000	355,800	355,800	2017-2018 and 2019 costs based on new translation rates (TRs) and 3 meetings
1334	Meeting Services: ExCom	325,000	511,560	325,000	355,800	325,000	355,800	355,800	2016 revised budget includes unrecorded expenditures of US \$155,760 and new translation rate difference of
1336	Meeting Services: ExCom				355,800		355,800	355,800	2017-2018 and 2019 costs based on new TRs
1335	Temporary Assistance	18,782	18,782	18,782	28,173	18,782	28,200	28,200	Based on 3 meetings in 2017-2018 and 2019
1335	Excom costs								
	<b>Sub-Total</b>	<b>668,782</b>	<b>855,342</b>	<b>668,782</b>	<b>1,095,573</b>	<b>668,782</b>	<b>1,095,600</b>	<b>1,095,600</b>	
1399	<b>TOTAL ADMINISTRATIVE SUPPORT</b>	<b>1,561,004</b>	<b>1,768,791</b>	<b>1,587,771</b>	<b>2,014,438</b>	<b>1,615,340</b>	<b>2,042,031</b>	<b>2,070,424</b>	

Note: Personnel costs under BLs 1100 and 1300 will be reduced by US \$280,554 based on 2015 actual cost differentials between staff cost in Montreal and staff cost in Nairobi covered by the Government of Canada

\* Difference in cost between P4 and P5, (US \$28,000) is to be reversed and charged to Treasurer's fee

\*\* One-off allocation in 2016:

		Approved 2016	Revised 2016	Approved 2017	Revised 2017	Approved 2018	Revised 2018	Proposed 2019	Comments
1600	Travel on official business								
	01 Mission costs	208,000	208,000	208,000	208,000	208,000	208,000	208,000	Based on tentative a travel plan schedule
	02 Network meetings (4)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	Allocation for four network meetings a year
1699	<b>Sub-Total</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	
1999	<b>COMPONENT TOTAL</b>	<b>5,023,671</b>	<b>5,380,695</b>	<b>5,077,289</b>	<b>5,548,632</b>	<b>5,149,374</b>	<b>5,622,080</b>	<b>5,743,833</b>	
20	CONTRACTUAL COMPONENT								
2100	Sub-contracts								
	01 Treasury services (decision 59/51(b))	500,000	500,000	500,000	500,000	500,000	500,000	500,000	Fixed fees per the agreement with the Treasurer (decision 59/51(b))
	02 Corporate consultancies								
2200	Subcontracts								
	01 Various studies								
	02 Corporate contracts								
2999	<b>COMPONENT TOTAL</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	
30	MEETING PARTICIPATION COMPONENT								
3300	Travel and DSA for Article 5 delegates to Executive Committee meeting								
	01 Travel of Chairperson and Vice-Chairperson	15,000	15,000	15,000	15,000	15,000	15,000	15,000	Covers travel other than attendance to Executive Committee meeting
	02 Executive Committee (3 in 2017, 2018 and 2019)	150,000	227,809	150,000	225,000	150,000	225,000	225,000	75 <sup>th</sup> meeting expenses of US \$77,809 to be reflected in 2016. Based on 3 meeting in 2017-2018 and 2019
3999	<b>COMPONENT TOTAL</b>	<b>165,000</b>	<b>242,809</b>	<b>165,000</b>	<b>240,000</b>	<b>165,000</b>	<b>240,000</b>	<b>240,000</b>	
40	EQUIPMENT COMPONENT								
4100	Expendables								
	01 Office stationery	12,285	12,285	12,285	12,285	12,285	12,285	12,285	Based on anticipated needs
	02 Computer expendable (software, accessories, hubs, switches,	10,530	10,530	10,530	10,530	10,530	10,530	10,530	Based on anticipated needs
4199	<b>Sub-Total</b>	<b>22,815</b>	<b>22,815</b>	<b>22,815</b>	<b>22,815</b>	<b>22,815</b>	<b>22,815</b>	<b>22,815</b>	
4200	Non-Expendable Equipment								
	01 Computers, printers	13,000	13,000	13,000	13,000	13,000	13,000	13,000	Based on anticipated needs
	02 Other expendable equipment (shelves, furnitures	5,850	5,850	5,850	5,850	5,850	5,850	5,850	Based on anticipated needs
4299	<b>Sub-Total</b>	<b>18,850</b>	<b>18,850</b>	<b>18,850</b>	<b>18,850</b>	<b>18,850</b>	<b>18,850</b>	<b>18,850</b>	
4300	Premises								
	01 Rental of office premises***	870,282	870,282	870,282	870,282	870,282	870,282	870,282	US \$52,890 to be charged to the budget. Balance to be covered by Government of Canada cost differential and allocation to be reduced
	<b>Sub-Total</b>	<b>870,282</b>	<b>870,282</b>	<b>870,282</b>	<b>870,282</b>	<b>870,282</b>	<b>870,282</b>	<b>870,282</b>	
4999	<b>COMPONENT TOTAL</b>	<b>911,947</b>	<b>911,947</b>	<b>911,947</b>	<b>911,947</b>	<b>911,947</b>	<b>911,947</b>	<b>911,947</b>	
50	MISCELLANEOUS COMPONENT								
5100	Operation and Maintenance of Equipmen								
	01 Computers and printers, etc. (toners, colour printer	8,100	8,100	8,100	8,100	8,100	8,100	8,100	Based on anticipated needs
	02 Maintenance of office premise	8,000	8,000	8,000	8,000	8,000	8,000	8,000	Based on anticipated needs
	03 Rental of photocopiers (office	15,000	15,000	15,000	15,000	15,000	15,000	15,000	Based on anticipated needs
	04 Telecommunication equipment rental	8,000	8,000	8,000	8,000	8,000	8,000	8,000	Based on anticipated needs
	05 Network maintenance	10,000	10,000	10,000	10,000	10,000	10,000	10,000	Based on anticipated needs
5199	<b>Sub-Total</b>	<b>49,100</b>	<b>49,100</b>	<b>49,100</b>	<b>49,100</b>	<b>49,100</b>	<b>49,100</b>	<b>49,100</b>	
5200	Reproduction Costs								
	01 ExCom and reports to MOP	10,710	10,710	10,710	10,710	10,710	10,710	10,710	
5299	<b>Sub-Total</b>	<b>10,710</b>	<b>10,710</b>	<b>10,710</b>	<b>10,710</b>	<b>10,710</b>	<b>10,710</b>	<b>10,710</b>	
5300	Sundries								
	01 Communications	58,500	58,500	58,500	58,500	58,500	58,500	58,500	Based on anticipated needs
	02 Freight charges	9,450	9,450	9,450	9,450	9,450	9,450	9,450	Based on anticipated needs
	03 Bank charges	4,500	4,500	4,500	4,500	4,500	4,500	4,500	Based on anticipated needs (DSA delivery)
	05 Staff training	20,137	20,137	20,137	20,137	20,137	20,137	20,137	Based on anticipated needs (No changes
	06 GST								To reverse GST to account receivables
	04 PST								To reverse PST to account receivables
5399	<b>Sub-Total</b>	<b>92,587</b>	<b>92,587</b>	<b>92,587</b>	<b>92,587</b>	<b>92,587</b>	<b>92,587</b>	<b>92,587</b>	
5400	Hospitality and Entertainmen								
	01 Hospitality costs (3 in 2017, 2018 and 2019)	16,800	16,800	16,800	25,200	16,800	25,200	25,200	Based on 3 meetings in 2017-2018 and 2019
5499	<b>Sub-Total</b>	<b>16,800</b>	<b>16,800</b>	<b>16,800</b>	<b>25,200</b>	<b>16,800</b>	<b>25,200</b>	<b>25,200</b>	
5999	<b>COMPONENT TOTAL</b>	<b>169,197</b>	<b>169,197</b>	<b>169,197</b>	<b>177,597</b>	<b>169,197</b>	<b>177,597</b>	<b>177,597</b>	
GRAND TOTAL									
	Programme support costs (9%)	6,769,815	7,204,648	6,823,433	7,378,176	6,895,518	7,451,624	7,573,377	
	<b>COST TO MULTILATERAL FUND</b>	<b>7,126,385</b>	<b>7,561,218</b>	<b>7,190,229</b>	<b>7,748,982</b>	<b>7,268,801</b>	<b>7,829,038</b>	<b>7,961,748</b>	Applied to staff cost only
	Previous budget schedule	7,126,385	7,126,385	7,190,229	7,190,229	7,268,801	7,268,801	7,268,801	
	<b>Increase/decrease</b>	<b>0</b>	<b>434,833</b>	<b>-</b>	<b>558,753</b>	<b>-</b>	<b>560,237</b>	<b>7,961,748</b>	

\*\*\*Rental of premises will be offset by US \$606,038 (based on 2015) being covered by cost differential with Government of Canada leaving US \$52,890 to be charged to the MI