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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventy-seventh Meeting
Montreal, 28 November - 2 December 2016

**APPROVED 2015, 2016, 2017 AND 2018, AND PROPOSED 2019 BUDGETS OF THE FUND
SECRETARIAT**

1. In response to decision 76/54¹, the Secretariat has submitted this document with the approved 2015, 2016, 2017 and 2018, and proposed 2019 budgets of the Fund Secretariat submitted.
2. The document consists of the following sections:
 - Revision to the approved 2015 budget
 - Revision to the approved 2016, 2017 and 2018 budgets
 - Proposed 2019 budget
 - Recommendations
 - Annex I: Revised 2016, 2017, 2018 and proposed 2019 budgets of the Fund Secretariat

Revision to the approved 2015 budget²

3. The Treasurer has submitted the Final 2015 accounts to the 77th meeting. Schedule 1.3 (actual expenses of the Secretariat budget in 2015) indicates that although the unspent balance amounts to US \$1,879,353, US \$402,099³ incurred in 2015 had not been recorded as an expense in 2015. This situation was the result of the introduction of the International Public Sector Accounting Standards (IPSAS) in June 2015, and redistribution of roles in UMOJA. Accordingly, the unrecorded expenditures of US \$402,099 will be reallocated to the 2016 budget approved by decision 72/43(d).

¹ The Secretariat was requested to revise the 2015, 2016, 2017 and 2018 budgets of the Fund Secretariat and to propose a 2019 budget, taking into consideration the outcome of the review by a United Nations classification officer of the job descriptions currently classified at the P-3 level, and to submit it to the 77th meeting (decision 76/54(b)).

² A revision of the 2015 budget is provided as part of the 2015 closure of the accounts in document UNEP/OzL.Pro/ExCom/77/72 to reflect the actual expenditures in 2015.

³ Page 5 of annex I of document UNEP/OzL.Pro/ExCom/77/72 contain the 2015 MLF expenses by budget line. A breakdown of the unrecorded expenditures is provided in Column E of the annex.

4. Schedule 1.3 in the Final 2015 accounts also reflects the transfer of US \$25,000 from the Programme Assistant (budget line 1313⁴) to the Consultants (budget line 1200) as a result of additional temporary support required for the preparation of meetings of the Executive Committee.

5. Further to the above-mentioned adjustments, the unspent balance of US \$1,477,253 (US \$1,449,117 under the Secretariat budget and US \$28,136 from the Senior Monitoring and Evaluation Officer budget (SMEO)) of the approved 2015 budget of the Fund Secretariat will be returned to the Multilateral Fund at the 77th meeting.

Revision to the approved 2016, 2017 and 2018 budgets

6. The following revisions are presented to the approved 2016, 2017 and 2018 budgets: translation of documents for meetings of the Executive Committee; and staffing of the Secretariat.

Translation of documents for meetings of the Executive Committee

7. The cost of translation of documents for the approved 2016, 2017 and 2018 budgets was based on a rate of 18 cents per word. Effective the 77th meeting, the rate will increase to 22 cents per word (i.e., actual rate used by other UN offices). Accordingly, the revised translation costs for the 77th meeting would be US \$267,663⁵, resulting in an overrun of US \$136,660⁶.

8. The overrun on translation costs of US \$136,660 could be offset from expected savings in the 2016 approved budget from the favourable rate of exchange of the US dollar to the Canadian dollar. The Executive Committee may wish to authorize the Chief Officer to reallocate a sum of US \$136,660 between budget lines in the 2016 budget.

9. The cost of translation of documents for the approved 2017 and 2018 budgets would be revised to increase from US \$175,000 (at 18 cents per word) to US \$205,800 (at 22 cents per word), equivalent to an increase of 22 per cent, bringing the cost of a 5 days meeting of the Executive Committee in Montreal from US \$325,000 to US \$355,800. The other meeting related cost would remain at \$92,791⁷.

Increase in the number of meetings of the Executive Committee

10. The approved 2017 and 2018 budgets were based on a two-meeting scenario per year. As a result of the Kigali Amendment to the Montreal Protocol agreed by the Parties at their 28th meeting⁸, a third 5-day meeting of the Executive Committee, at a cost of US \$355,800⁹ (including the revised rate for translation of documents), has been included for 2017 and 2018.

Staffing of the Secretariat

11. The Secretariat received the official classification notice from the Classification Officer of the United Nations Office in Nairobi (UNON) regarding the jobs currently performed by programme officers who are currently at the P-3 level based on revised job descriptions that correspond to the level of complexity of the tasks actually performed. The notice confirmed that the four posts have been classified

⁴ Savings were realized as a result of a request for special leave without pay by the incumbent of the post.

⁵ Based on the word count of the 76th meeting (1,216,650 words).

⁶ US \$43,997 for the 76th meeting at 18 cents per word and US \$92,663 for the 77th meeting.

⁷ Breakdown: Temporary Assistance (BL 1336: With new rate of 22 cents per word, US \$9,391), meeting participants' travel (BL 3302: US \$75,000), hospitality (BL 5401: US \$8,400).

⁸ Kigali, Rwanda, 10 to 14 October 2016.

⁹ The cost is for meetings being held in Montreal. If meetings were to be held outside Montreal, additional costs would be required.

at the P4 level, noting that the responsibilities of the four posts have substantially increased in complexity and scope.

12. The overall financial implication of the upgrades of the four posts has been estimated at US \$39,500.

13. In addition, the following two adjustments to the general service category posts are proposed: downgrade the G7 post 1303 to G6 level and upgrade the G5 post 1304 to G6 level, resulting in US \$125 savings.

14. The Executive Committee may wish to consider approving budgetary allocations for the upgrade of four P3 to P4 posts; the downgrade of one G7 post to G6; and the upgrade of one G5 to G6 post, and allow for the revision of the approved 2017 and 2018 budgets accordingly.

2019 proposed budget

15. The proposed 2019 budget includes three meetings of the Executive Committee, revised costs associated with the upgrade of four professional posts and one general service post and the downgrade of one general service post, and continue to apply a 3 per cent inflation rate, in line with decision 68/45(e)¹⁰.

16. Based on the revisions mentioned above, the revised 2016, 2017, 2018 and proposed 2019 budgets of the Fund Secretariat are presented in annex I.

Recommendations

17. The Executive Committee may wish:

(a) To note:

- (i) The document on approved 2015, 2016, 2017 and 2018, and proposed 2019 budgets of the Fund Secretariat contained in UNEP/OzL.Pro/ExCom/77/74;
- (ii) That US \$378,099 expenditures not recorded in the approved 2015 Secretariat budget had been reallocated to the 2016 approved budget;
- (iii) The return of US \$1,477,253 (US \$1,449,117 from the approved 2015 budget for the Secretariat and US \$28,136 from the approved 2015 budget for Senior Monitoring and Evaluation Officer) to the Multilateral Fund at the 77th meeting;

(b) To approve:

- (i) The revised 2016 budget totaling US \$7,561,218 reflecting a reallocation of unrecorded expenditures of US \$378,099 in addition to a credit of US \$25,934 under BL 1309 in 2015, and an increase of US \$30,800 associated with increased cost for the translation of the document for the 77th meeting of the Executive Committee;
- (ii) The upgrade of four P3 posts to P4 level, the downgrade of one G7 post to G6 level, and the upgrade of one G5 post to G6 level at an additional cost of

¹⁰To 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.

US \$39,500, effective from 2017;

- (iii) The revised 2017 budget totalling US \$7,748,982 including one additional meeting of the Executive Committee at a cost US \$355,800, and US \$92,791 for other Executive Committee meeting related costs;
 - (iv) The revised 2018 budget totalling US \$7,829,038 based on three meetings of the Executive Committee and on the 2017 revised budget; and
 - (v) The proposed 2019 budget with US \$7,961,748 based on three meetings of the Executive Committee, on the revised 2018 budget and 3 per cent increase in staff cost.
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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	Sub-Total	3,069,667	3,218,904	3,156,518	3,201,195	3,201,033	3,247,050	3,340,409	
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	Sub-Total	135,000	135,000	75,000	75,000	75,000	75,000	75,000	
1300	Administrative Support Personnel								
01	Administrative Assistant (G7)								Post cancelled and replaced by Post 1115 due to upgrade to P2
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 th 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 P2
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
	Sub-Total	892,222	913,449	918,989	918,865	946,558	946,431	974,824	
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								
	Sub-Total	668,782	855,342	668,782	1,095,573	668,782	1,095,600	1,095,600	
1399	TOTAL ADMINISTRATIVE SUPPORT	1,561,004	1,768,791	1,587,771	2,014,438	1,615,340	2,042,031	2,070,424	

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	Sub-Total	258,000	258,000	258,000	258,000	258,000	258,000	258,000	
1999	COMPONENT TOTAL	5,023,671	5,380,695	5,077,289	5,548,632	5,149,374	5,622,080	5,743,833	
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	COMPONENT TOTAL	500,000	500,000	500,000	500,000	500,000	500,000	500,000	
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 th meeting expenses of US \$77,809 to be reflected in 2016. Based on 3 meeting in 2017-2018 and 2019
3999	COMPONENT TOTAL	165,000	242,809	165,000	240,000	165,000	240,000	240,000	
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	Sub-Total	22,815	22,815	22,815	22,815	22,815	22,815	22,815	
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	Sub-Total	18,850	18,850	18,850	18,850	18,850	18,850	18,850	
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
	Sub-Total	870,282	870,282	870,282	870,282	870,282	870,282	870,282	
4999	COMPONENT TOTAL	911,947	911,947	911,947	911,947	911,947	911,947	911,947	
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	Sub-Total	49,100	49,100	49,100	49,100	49,100	49,100	49,100	
5200	Reproduction Costs								
	01 ExCom and reports to MOP	10,710	10,710	10,710	10,710	10,710	10,710	10,710	
5299	Sub-Total	10,710	10,710	10,710	10,710	10,710	10,710	10,710	
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	Sub-Total	92,587	92,587	92,587	92,587	92,587	92,587	92,587	
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	Sub-Total	16,800	16,800	16,800	25,200	16,800	25,200	25,200	
5999	COMPONENT TOTAL	169,197	169,197	169,197	177,597	169,197	177,597	177,597	
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	
	COST TO MULTILATERAL FUND	7,126,385	7,561,218	7,190,229	7,748,982	7,268,801	7,829,038	7,961,748	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	
	Increase/decrease	0	434,833	-	558,753	-	560,237	7,961,748	

***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