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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Eightieth Meeting
Montreal, 13-17 November 2017

**APPROVED 2017, REVISED 2018, 2019 AND PROPOSED 2020 BUDGETS OF THE FUND
SECRETARIAT**

1. This document presents the approved 2017, revised 2018 and 2019 and proposed 2020 budgets of the Fund Secretariat.
2. The document consists of the following sections:
 - Approved 2017
 - Revised 2018 and 2019 budget
 - Proposed 2020 budget
 - Recommendations
3. The approved 2017, revised 2018 and 2019, and proposed 2020 budgets of the Fund Secretariat are presented in Annex I of the present document.

Approved 2017

4. The Treasurer has submitted the final 2016 accounts¹ to the 80th meeting. Schedule 1.3 (actual expenses of the Secretariat budget in 2016) of the document indicates an unspent balance of US \$1,451,566; however, an additional US \$62,808² spent in 2016 had not been recorded as an expense in 2016. Accordingly, it will be reallocated to the approved 2017 budget. Further to this adjustment, the unspent balance of US \$1,388,758 (i.e. US \$1,345,650 under the Secretariat budget and US \$43,108 from the Senior Monitoring and Evaluation Officer budget) will be returned to the Multilateral Fund at the 80th meeting.

¹ Document UNEP/OzL.Pro/ExCom/80/5 reflects the actual expenditures in 2016.

² Pages 3 to 5 of Annex I of document UNEP/OzL.Pro/ExCom/80/5 presents expenses by budget line. A breakdown of the unrecorded expenditures is provided in Column E of the Annex.

Revised 2018 and 2019 budgets

5. At the 77th meeting, the Executive Committee considered the document on the approved 2015, 2016, 2017 and 2018, and proposed 2019 budgets of the Fund Secretariat. Further to a discussion, the Executive Committee decided to increase the funding of the revised 2017 and 2018 budgets and the proposed 2019 budget to include one additional meeting of the Executive Committee on those years (at a cost of US \$355,800 for the meeting and US \$92,800 for other meeting-related costs).

6. At the 79th meeting, during the discussion on the dates and venues of the 81st and 82nd meetings (under agenda item 13: Other matters), there was general agreement that the scenario of two meetings per year was preferable, and that a meeting could be extended by one day, if required, for the purposes of consultations. Accordingly, the Executive Committee decided to hold only two meetings in 2018.

7. Based on the discussions at the 79th meeting, the Secretariat has reduced the funding of the revised 2018 and 2019 budgets approved under decision 77/63, to make provision for two meetings of the Executive Committee per year rather than three.

8. Annex I of the present document presents the revised 2018 and 2019 to make provision for two meetings a year instead of three (i.e., US \$9,400 under temporary assistance (BL 1335), US \$355,800 under conference service (BL 1336), US \$75,000 under meeting participants (BL 3302), and US \$8,400 under hospitality (BL 5401)) and adjustment to BL 1111 to reflect the correct funding level (i.e., US \$20,166 and US \$24,823 in 2018 and 2019, respectively).

Proposed 2020 budget

9. The proposed 2020 budget is based on the 2019 revised budget. It makes provision for two meetings of the Executive Committee, and continue to apply a 3 per cent inflation rate to staff cost only.

Recommendations

10. The Executive Committee may wish

(a) To note:

- (i) The document on approved 2017, revised 2018 and 2019, and proposed 2020 budgets of the Fund Secretariat contained in UNEP/OzL.Pro/ExCom/80/7;
- (ii) That US \$62,802 expenditures not recorded in the 2016 accounts had been reallocated to the 2017 approved budget;
- (iii) The return of US \$1,388,758 (US \$1,345,650 from the approved 2016 budget for the Secretariat and US \$43,108 from the approved 2016 budget for the Senior Monitoring and Evaluation Officer) to the Multilateral Fund at the 80th meeting;

(b) To approve:

- (i) The revised 2018 and 2019 budget amounting to US \$7,402,419 and US \$7,540,205 respectively; and
- (ii) The proposed 2020 budget of US \$7,682,125 based on the revised 2019 budget with two meetings of the Executive Committee, and a 3 per cent increase in staff cost.

Annex I

APPROVED 2017, REVISED 2018, 2019 AND PROPOSED 2020 BUDGETS OF THE FUND SECRETARIAT

		A	B	C	D	E	F	
		Approved (1) 2017	Approved 2018	Revised 2018	Approved 2019	Revised 2019	Proposed 2020	Comments
10	PERSONNEL COMPONENT							
1100	Project Personnel (Title & Grade)							All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
01	Chief Officer (D2)	274,969	283,218	283,218	291,714	291,714	300,466	
02	Deputy Chief Officer (D1)	271,360	279,501	279,501	287,886	287,886	296,523	
03	Programme Management Officer (P4)	191,846	197,602	197,602	203,530	203,530	209,636	
04	Deputy Chief Officer on Financial and Economic Affairs (P5)	245,218	252,575	252,575	260,152	260,152	267,956	
05	Senior Project Management Officer (P5)	245,218	252,575	252,575	260,152	260,152	267,956	
06	Senior Project Management Officer (P5)	245,218	252,575	252,575	260,152	260,152	267,956	
07	Senior Project Management Officer (P5)	245,218	252,575	252,575	260,152	260,152	267,956	
08	Information Management Officer (P4)	221,026	227,657	227,657	234,486	234,486	241,521	
09	Senior Administrative & Fund Management Officer (P5)*	220,012	226,613	226,613	233,411	233,411	240,413	
10	Senior Monitoring and Evaluation Officer (P5)	245,218	252,575	252,575	260,152	260,152	267,956	
11	Programme Management Officer (P3) / (P2)	179,846	135,061	155,227	135,061	159,884	164,681	Adjustment to reflect correct level of funding
12	Information Network Officer (P4)	162,706	167,587	167,587	172,614	172,614	177,793	
14	Programme Management Officer (P4)	191,084	196,817	196,817	202,721	202,721	208,803	
15	Associate Administrative Officer (P2)	131,127	135,061	135,061	139,113	139,113	143,286	
16	Associate Database Officer (P2)	131,127	135,061	135,061	139,113	139,113	143,286	
98	Prior Year							
1199	Sub-Total	3,201,195	3,247,050	3,267,216	3,340,409	3,365,232	3,466,189	
1200	Consultants							
01	Projects and technical reviews etc.	75,000	75,000	75,000	75,000	75,000	75,000	
02	Administrative cost study							
1299	Sub-Total	75,000	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)	103,362	106,463	106,463	109,657	109,657	112,947	
03	Programme Assistant (G6)	97,803	100,737	100,737	103,759	103,759	106,872	
04	Programme Assistant (G6)	82,000	84,460	84,460	86,994	86,994	89,604	
05	Programme Assistant (G5)	76,565	78,861	78,861	81,227	81,227	83,664	
06	Computer Operations Assistant (G6)	97,803	100,738	100,738	103,760	103,760	106,873	
07	Programme Assistant (G5)	80,921	83,349	83,349	85,849	85,849	88,425	
08	Secretary/Clerk, Administration (G6)	86,808	89,412	89,412	92,094	92,094	94,857	
09	Registry Clerk (G4)	66,139	68,123	68,123	70,167	70,167	72,272	
10	Database Assistant (G7)		-	-	-	-	-	Post cancelled and replaced by Post 1116 due to upgrade to P2
11	Programme Assistant, Monitoring & Evaluation (G5)	76,565	78,861	78,861	81,227	81,227	83,664	
12	IMIS Assistant (G6)		-	-	-	-	-	Funded from programme support costs
13	Programme Assistant (G5)	76,565	78,861	78,861	81,227	81,227	83,664	
14	Programme Assistant (G5)	74,334	76,565	76,565	78,861	78,861	81,227	
15	Associate Human Resources Officer (G7)		-	-	-	-	-	Funded from programme support costs
	Sub-Total	918,865	946,431	946,431	974,824	974,824	1,004,068	
1330	Conference Servicing Cost							
1333	Meeting Services: ExCom	355,800	355,800	355,800	355,800	355,800	355,800	
1334	Meeting Services: ExCom	355,800	355,800	355,800	355,800	355,800	355,800	
1336	Meeting Services: ExCom	355,800	355,800		355,800			
1335	Temporary Assistance	28,173	28,200	18,800	28,200	18,800	18,800	Based on two meetings in 2018-2020
1335	ExCom costs							
	Sub-Total	1,095,573	1,095,600	730,400	1,095,600	730,400	730,400	
1399	TOTAL ADMINISTRATIVE SUPPORT	2,014,438	2,042,031	1,676,831	2,070,424	1,705,224	1,734,468	

(1) Do not include allocation for 2016 unrecorded expenditures amounting to US \$62,808 consisting of: BL 1201: Administrative cost study (US \$37,600), BL 4102: Expendable softwares (US \$9,240), BL 5105: Network maintenance (US \$3,285) and BL 5301: Communications (US \$12,683)

Note: Personnel costs under BLs 1100 and 1300 will be reduced by US \$274,447 based on 2016 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.

		Approved 2017	Approved 2018	Revised 2018	Approved 2019	Revised 2019	Proposed 2020	Comments
1600	Travel on official business							
	01 Mission costs	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	Allocation for four network meetings a year
1699	Sub-Total	258,000	258,000	258,000	258,000	258,000	258,000	
1999	COMPONENT TOTAL	5,548,632	5,622,080	5,277,047	5,743,833	5,403,456	5,533,658	
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	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	
30	MEETING PARTICIPATION COMPONENT							
3300	Travel and DSA for Article 5 delegates to Executive Committee meetings							
	01 Travel of Chairperson and Vice-Chairperson	15,000	15,000	15,000	15,000	15,000	15,000	Covers travel other than attendance to Executive Committee meetings
	02 Executive Committee (3 in 2017, 2018 and 2019)	225,000	225,000	150,000	225,000	150,000	150,000	Based on two meetings in 2018-2020
3999	COMPONENT TOTAL	240,000	240,000	165,000	240,000	165,000	165,000	
40	EQUIPMENT COMPONENT							
4100	Expendables							
	01 Office stationery	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	Based on anticipated needs
4199	Sub-Total	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	Based on anticipated needs
	02 Other expendable equipment (shelves, furnitures)	5,850	5,850	5,850	5,850	5,850	5,850	
4299	Sub-Total	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	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	
4999	COMPONENT TOTAL	911,947	911,947	911,947	911,947	911,947	911,947	
50	MISCELLANEOUS COMPONENT							
5100	Operation and Maintenance of Equipment							
	01 Computers and printers, etc. (toners, colour printer)	8,100	8,100	8,100	8,100	8,100	8,100	Based on anticipated needs
	02 Maintenance of office premises	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	Based on anticipated needs
	04 Telecommunication equipment rental	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	Based on anticipated needs
5199	Sub-Total	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	
5299	Sub-Total	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	Based on anticipated needs
	02 Freight charges	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	Based on anticipated needs
	05 Staff training	20,137	20,137	20,137	20,137	20,137	20,137	Based on anticipated needs
	06 GST							
	04 PST							
5399	Sub-Total	92,587	92,587	92,587	92,587	92,587	92,587	
5400	Hospitality and Entertainment							
	01 Hospitality costs	25,200	25,200	16,800	25,200	16,800	16,800	Based on two meetings in 2018-2020
5499	Sub-Total	25,200	25,200	16,800	25,200	16,800	16,800	
5999	COMPONENT TOTAL	177,597	177,597	169,197	177,597	169,197	169,197	
GRAND TOTAL		7,378,176	7,451,624	7,023,191	7,573,377	7,149,600	7,279,802	
	Programme support costs (9%)	370,805	377,413	379,228	388,371	390,605	402,323	Applied to staff cost only
COST TO MULTILATERAL FUND		7,748,982	7,829,038	7,402,419	7,961,748	7,540,205	7,682,125	
	Previous budget schedule	7,748,982	7,829,038	7,829,038	7,961,748	7,961,748		
	Increase/decrease	(0)	(0)	(426,619)	(0)	(421,543)	7,682,125	

***Rental of premises will be offset by US \$579,964 (based on 2016) being covered by cost differential with Government of Canada leaving US \$54,526 to be charged to the MLF.