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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Eighty-second Meeting
Montreal, 3-7 December 2018

**APPROVED 2018, REVISED 2019 AND 2020, AND PROPOSED 2021 BUDGETS OF THE FUND
SECRETARIAT**

1. This document presents the approved 2018, revised 2019 and 2020, and proposed 2021 budgets of the Fund Secretariat. It consists of the following sections:

- Approved 2018 budget
- Revised 2019 and 2020 budgets
- Proposed 2021 budget
- Recommendation

2. The approved 2018, revised 2019 and 2020, and proposed 2021 budgets of the Fund Secretariat are presented in Annex I to the present document.

Approved 2018

3. The Treasurer has submitted the final 2017 accounts¹ to the 82nd meeting. Schedule 1.3 (actual expenses of the Secretariat budget in 2017) of the document indicates an unspent balance of US \$1,676,436, of which an expenditure of US \$11,005² in computer equipment (budget line 4201) has not been recorded in the 2017 accounts. Accordingly, it will be re-allocated to the approved 2018 budget, leaving an unspent balance in 2017 of US \$1,665,431 (i.e. US \$1,631,096 under the Secretariat budget and US \$34,335 from the monitoring and evaluation work programme budget) to be returned to the Multilateral Fund at the 82nd meeting.

¹ UNEP/OzL.Pro/ExCom/82/6.

² Column E of Schedule 1.3 (Annex I of document UNEP/OzL.Pro/ExCom/82/6).

Revised 2019 and 2020 budgets

4. In reviewing the 2016 and 2017 accounts, the Secretariat noted recurring savings in a few budget lines. Therefore, the Secretariat is proposing to revise the budget of these lines in the 2019 and 2020 budgets that were approved at the 80th meeting³. These adjustments result in annual reduction of US \$29,235 as shown in Table 1.

Table 1: Reduction by budget line in the 2019 and 2020 budgets (US \$)

Budget line (BL)	Budget for each year of 2019 and 2020		Reduction for each year of 2019 and 2020
	Approved	Revised	
BL 4101: Office stationary	12,285	7,000	(5,285)
BL 5103: Rental of photocopiers	15,000	10,000	(5,000)
BL 5301: Communications	58,500	45,000	(13,500)
BL 5302: Freight charges	9,450	6,000	(3,450)
BL 5303: Bank charges	4,500	2,500	(2,000)
Total	99,735	70,500	(29,235)

Proposed 2021 budget

5. The proposed 2021 budget is based on the 2020 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.

Recommendation

6. The Executive Committee may wish:

- (a) To note:
 - (i) The document on the approved 2018, revised 2019 and 2020, and proposed 2021 budgets of the Fund Secretariat contained in UNEP/OzL.Pro/ExCom/82/8;
 - (ii) That US \$11,005 in expenditures not recorded in the 2017 accounts had been reallocated to the 2018 budget;
 - (iii) The return of US \$1,665,431 (US \$1,631,096 from the approved 2017 budget for the Secretariat and US \$34,335 from the approved 2017 budget for the monitoring and evaluation work programme) to the Multilateral Fund at the 82nd meeting;
 - (iv) The return of US \$58,470 from the 2019 and 2020 approved budgets associated with adjustments to the following budget lines (BL): BL 4101, BL 5103, BL 5301, BL 5302 and BL 5303, as reflected in Annex I to the present document; and
- (b) To approve the proposed 2021 budget of US \$7,799,067, based on the revised 2020 budget, including two meetings of the Executive Committee and a 3 per cent increase in staff cost as reflected in Annex I to the present document.

³ Decision 80/5(b)

Annex I

APPROVED 2018, REVISED 2019 AND 2020, AND PROPOSED 2021 BUDGETS OF THE FUND SECRETARIAT

		Approved 2018 ⁽¹⁾	Approved 2019	Revised 2019	Approved 2020	Revised 2020	Proposed 2021	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)	283,218	291,714	291,714	300,466	300,466	309,480
	02	Deputy Chief Officer (D1)	279,501	287,886	287,886	296,523	296,523	305,418
	03	Programme Management Officer (P4)	197,602	203,530	203,530	209,636	209,636	215,925
	04	Deputy Chief Officer on Financial and Economic Affairs (P5)	252,575	260,152	260,152	267,956	267,956	275,995
	05	Senior Project Management Officer (P5)	252,575	260,152	260,152	267,956	267,956	275,995
	06	Senior Project Management Officer (P5)	252,575	260,152	260,152	267,956	267,956	275,995
	07	Senior Project Management Officer (P5)	252,575	260,152	260,152	267,956	267,956	275,995
	08	Information Management Officer (P4)	227,657	234,486	234,486	241,521	241,521	248,766
	09	Senior Administrative & Fund Management Officer (P5)*	226,613	233,411	233,411	240,413	240,413	247,626
	10	Senior Monitoring and Evaluation Officer (P5)	252,575	260,152	260,152	267,956	267,956	275,995
	11	Programme Management Officer (P3) / (P2)	155,227	159,884	159,884	164,681	164,681	169,621
	12	Information Network Officer (P4)	167,587	172,614	172,614	177,793	177,793	183,127
	14	Programme Management Officer (P4)	196,817	202,721	202,721	208,803	208,803	215,067
	15	Associate Administrative Officer (P2)	135,061	139,113	139,113	143,286	143,286	147,585
	16	Associate Database Officer (P2)	135,061	139,113	139,113	143,286	143,286	147,585
	98	Prior Year						
		Sub-Total	3,267,216	3,365,232	3,365,232	3,466,189	3,466,189	3,570,175
1200	Consultants							
	01	Projects and technical reviews etc.	75,000	75,000	75,000	75,000	75,000	75,000
	02	Administrative cost study						
		Sub-Total	75,000	75,000	75,000	75,000	75,000	75,000
1300	Administrative Support Personnel							
	01	Administrative Assistant (G7)	-	-	-	-	-	-
	02	Meeting Services Assistant (G7)	106,463	109,657	109,657	112,947	112,947	116,335
	03	Programme Assistant (G6)	100,737	103,759	103,759	106,872	106,872	110,078
	04	Programme Assistant (G6)	84,460	86,994	86,994	89,604	89,604	92,292
	05	Programme Assistant (G5)	78,861	81,227	81,227	83,664	83,664	86,174
	06	Computer Operations Assistant (G6)	100,738	103,760	103,760	106,873	106,873	110,079
	07	Programme Assistant (G5)	83,349	85,849	85,849	88,425	88,425	91,077
	08	Secretary/Clerk, Administration (G6)	89,412	92,094	92,094	94,857	94,857	97,703
	09	Registry Clerk (G4)	68,123	70,167	70,167	72,272	72,272	74,440
	10	Database Assistant (G7)	-	-	-	-	-	-
	11	Programme Assistant, Monitoring & Evaluation (G5)	78,861	81,227	81,227	83,664	83,664	86,174
	12	IMIS Assistant (G6)	-	-	-	-	-	-
								Funded from programme support costs
	13	Programme Assistant (G5)	78,861	81,227	81,227	83,664	83,664	86,174
	14	Programme Assistant (G5)	76,565	78,861	78,861	81,227	81,227	83,664
	15	Associate Human Resources Officer (G7)	-	-	-	-	-	-
		Sub-Total	946,431	974,824	974,824	1,004,068	1,004,068	1,034,190
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							
1335	Temporary Assistance	18,800	18,800	18,800	18,800	18,800	18,800	Based on two meetings in 2018-2021
1335	ExCom costs							
		Sub-Total	730,400	730,400	730,400	730,400	730,400	730,400
1399	TOTAL ADMINISTRATIVE SUPPORT	1,676,831	1,705,224	1,705,224	1,734,468	1,734,468	1,764,590	

⁽¹⁾ Does not include allocation for 2017 unrecorded expenditures amounting to US \$11,005 for computers, printers (BL 4201)

Note: Personnel costs under BLs 1100 and 1300 will be reduced by US \$328,344 based on 2017 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 2018 ⁽¹⁾	Approved 2019	Revised 2019	Approved 2020	Revised 2020	Proposed 2021	Comments	
1600	Travel on official business								
	01	Mission costs	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	Allocation for four network meetings a year	
1699		Sub-Total	258,000	258,000	258,000	258,000	258,000		
1999		COMPONENT TOTAL	5,277,047	5,403,456	5,403,456	5,533,658	5,533,658	5,667,765	
20	CONTRACTUAL COMPONENT								
2100	Sub-contracts								
	01	Treasury services (decision 59/51(b))	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		
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	Covers travel other than attendance to Executive Committee	
	02	Executive Committee (3 in 2017, 2018 and 2019)	150,000	150,000	150,000	150,000	150,000	Based on two meetings in 2018-2021	
3999		COMPONENT TOTAL	165,000	165,000	165,000	165,000	165,000		
40	EQUIPMENT COMPONENT								
4100	Expendables								
	01	Office stationery	12,285	12,285	7,000	12,285	7,000	Based on anticipated needs	
	02	Computer expendable (software, accessories, hubs, switches,	10,530	10,530	10,530	10,530	10,530	Based on anticipated needs	
4199		Sub-Total	22,815	22,815	17,530	22,815	17,530	17,530	
4200	Non-Expendable Equipment								
	01	Computers, printers	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		
4299		Sub-Total	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	US \$54,526 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		
4999		COMPONENT TOTAL	911,947	911,947	906,662	911,947	906,662	906,662	
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	Based on anticipated needs	
	02	Maintenance of office premises	8,000	8,000	8,000	8,000	8,000	Based on anticipated needs	
	03	Rental of photocopiers (office)	15,000	15,000	10,000	15,000	10,000	Based on anticipated needs	
	04	Telecommunication equipment rental	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	Based on anticipated needs	
5199		Sub-Total	49,100	49,100	44,100	49,100	44,100	44,100	
5200	Reproduction Costs								
	01	ExCom and reports to MOP	10,710	10,710	10,710	10,710	10,710		
5299		Sub-Total	10,710	10,710	10,710	10,710	10,710		
5300	Sundries								
	01	Communications	58,500	58,500	45,000	58,500	45,000	Based on anticipated needs	
	02	Freight charges	9,450	9,450	6,000	9,450	6,000	Based on anticipated needs	
	03	Bank charges	4,500	4,500	2,500	4,500	2,500	Based on anticipated needs	
	05	Staff training	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	73,637	92,587	73,637	73,637	
5400	Hospitality and Entertainment								
	01	Hospitality costs	16,800	16,800	16,800	16,800	16,800	Based on two meetings in 2018-2021	
5499		Sub-Total	16,800	16,800	16,800	16,800	16,800		
5999		COMPONENT TOTAL	169,197	169,197	145,247	169,197	145,247	145,247	
GRAND TOTAL			7,023,191	7,149,600	7,120,365	7,279,802	7,250,567	7,384,674	
		Programme support costs (9%)	379,228	390,605	390,605	402,323	402,323	414,393	Applied to staff cost only
COST TO MULTILATERAL FUND			7,402,419	7,540,205	7,510,970	7,682,125	7,652,890	7,799,067	
		Previous budget schedule	7,402,419	7,540,205	7,540,205	7,682,125	7,682,125		
		Increase/decrease	(0)	0	(29,235)	(0)	(29,235)	7,799,067	

**Rental of premises will be offset by US \$589,563 (based on 2017) being covered by cost differential with Government of Canada leaving US \$54,526 to be charged to the MLF.

2018 MONITORING AND EVALUATION BUDGET

		Approved 2018							Comments
1200	Consultants								
	01	Evaluaton of the refrigeration servicing sector	118,050						
	02	Desk Study for the evaluation of HPMP Preparation to assist with the Kigali Amendment	15,000						
1600	Staff Travel								
	01	Mission costs	33,800						
	02	Network meeting	3,930						
5300	Sundries								
	01	Miscellaneous	4,000						
GRAND TOTAL			174,780						
