联 合 国

EP

联 合 国

环 境 规 划 署

Distr.
GENERAL

UNEP/OzL.Pro/ExCom/84/8
2 December 2019

CHINESE
ORIGINAL: ENGLISH

执行蒙特利尔议定书
　多边基金执行委员会
第八十四次会议
2019 年 12 月 16 日至 20 日，蒙特利尔

基金秘书处 2019 年、2020 年和 2021 年核定预算
以及 2022 年拟议预算

1.　　本文件介绍了基金秘书处 2019 年、2020 年和 2021 年的核定预算以及 2022 年的拟议预算。

2.　　本文件由以下部分组成：

- 2019 年、2020 年和 2021 年核定预算
- 2022 年拟议预算
- 建议

3.　　基金秘书处 2019 年、2020 年和 2021 年核定预算以及 2022 年拟议预算见本文件附件一。附件二提供了秘书处的组织图以及关于给每个员额规定的作用和责任总表。

2019 年的核议预算

4.　　财务主任已向第八十四次会议提交了 2018 年决算。[1] 文件附表 1.3（2018 年秘书处预算的实际支出）显示未用余额为 1,743,969 美元，其中 97,506 美元的支出 [2] 没有在 2018 年入账。因此，将把未入账的支出重新分配给 2019 年核定预算，这样 2018 年未用的余额 1,646,463 美元（即秘书处预算项下 1,624,548 美元、来自监测和评价工作方案预算的 21,915 美元）将在第八十四次会议上退还多边基金。

---

[1] UNEP/OzL.Pro/ExCom/84/6

[2] 表 1.3 第 E 栏 (UNEP/OzL.Pro/ExCom/84/6 号文件，附件一)

5.　秘书处在审查近几年的帐目时注意到,工作人员费用经常有节余,主要是由于工作人员地位的变化,根据联合国工作人员条例和细则这影响其福利和应享权利,员额空缺有待填补,以及美元/加元的汇率。秘书处还预计,由于未来两年内工作人员退休和新人加入的人员流动,会导致未列入预算的一次性费用,员额空缺将要填补,可能需要改变人员的配置结构。鉴于上述情况,并注意到上一次预算审查 [3] 是在 2011 年进行的,秘书处认为考虑到秘书处在 2019 年决算中的支出,现在正是对 2020 年的人事费用进行审查的适当时机。

2020 年和 2021 年核定预算

6.　基金秘书处的 2020 年和 2021 年核定预算将工作人员费用维持在同一水平上,等待执行委员会对以下介绍的三个员额提升有关的人事问题进行讨论和作出决定。

秘书处人员配置

7.　在第八十三次会议上,主任在"秘书处的活动"议程项目 3 [4] 下解释说,与三个员额相关的责任和任务的复杂性显著增加如下:

(a)　BL 1116 P2 级。该员额的职责以及任务的复杂性已大大增加。因此,建议将该职位晋升为 P3 级方案管理干事(而不是数据库协理干事);

(b)　BL 1309 G4 级。该员额承担的责任和任务已显著发展,由执行文书工作发展到为人员提供协助。根据反映现任的当前任务的职务说明,建议将该员额晋升为 G5 级,员额职称更改为工作人员助理;和

(c)　BL 1312 G6 级。由于"Umoja"扩大和下一阶段的部署,该员额承担的职责和任务已在数量和复杂性方面发生了重大变化;因此,建议将该员额晋升为 G7 职等,即财务和预算高级助理,指出该员额由方案支助费用供资。

8.　因此,主任征询他是否可向内罗毕人力资源管理处提出请求,将员额正式改叙,改叙结果会反映在基金秘书处将提交第八十四次会议的预算中。

9.　随后,为使执行委员会更清楚地了解秘书处的可用资源和未来需求,并评估人员配置提案所涉财务问题,请秘书处除其他外向第八十四次会议提交显示秘书处工作人员配置结构和为各员额规定的作用和责任的组织图(第 83/1(b)号决定)。

10.　根据这项决定,本文件附件二载有秘书处的组织结构图和关于给每个员额规定的作用和责任总表。

11.　关于三个员额的晋升,秘书处事先发出关于三个员额叙级的指示性职等请求,作为参考,并收到联合国内罗毕办事处叙级干事的通知,确认三个员额的叙级可比现有职等高一等。

---

[3] UNEP/OzL.Pro/ExCom/65/58
[4] UNEP/OzL.Pro/ExCom/83/2

12. 三个员额晋升所涉经费总额估计为 17,000 美元（其中 7,000 美元来自方案支助费用）。

13. 执行委员会不妨考虑核准三个员额提升：在秘书处预算拨款范围内从 P2 升至 P3；G4 至 G5； 和 G6 至 G7，并允许在 2020 年和 2021 年核定预算中相应地修改员额职等和改变职称。

2022 年拟议预算

14. 2022 年拟议预算以 2021 年预算为基础。拟议预算为在蒙特利尔举行的执行委员会两次会议编列了经费，并继续只将通货膨胀率 3%用于工作人员费用。

建议

15. 执行委员会不妨：

(a) 表示注意到：

（一）载于 UNEP/OzL.Pro/ExCom/84/8 号文件的基金秘书处 2019 年、2020 年和 2021 年核定预算以及 2022 年拟议预算；

（二）未记入 2018 年账中的支出 97,506 美元已重新分配给 2019 年预算；

（三）在第八十四次会议上向多边基金退还 1,646,463 美元（来自秘书处 2018 年核定预算的 1,624,548 美元和来自监测和评价工作方案 2018 年核定预算的 21,915 美元）；

(b) 根据 2021 年预算，核准 2022 年拟议预算 7,949,630 美元，包括蒙特利尔的两次执行委员会会议；如本文件附件一所反映的，工作人员费用增加 3％；

(c) 核准将数据库协理干事（BL 1116）的员额从 P2 提升至 P3，小组助理（BL 1309）的员额从 G4提升至 G5，将财务和预算助理（BL 1312）的员额从 G6提升至 G7，并从 2020 年开始相应更改职称；并

(d) 请秘书处继续监测其工作人员费用，以评估未来几年的适当增长率，并考虑到秘书处 2019 年决算中所载支出，向第八十六次会议汇报。

Annex I

APPROVED 2019, 2020, 2021 AND PROPOSED 2022 BUDGETS OF THE FUND SECRETARIAT

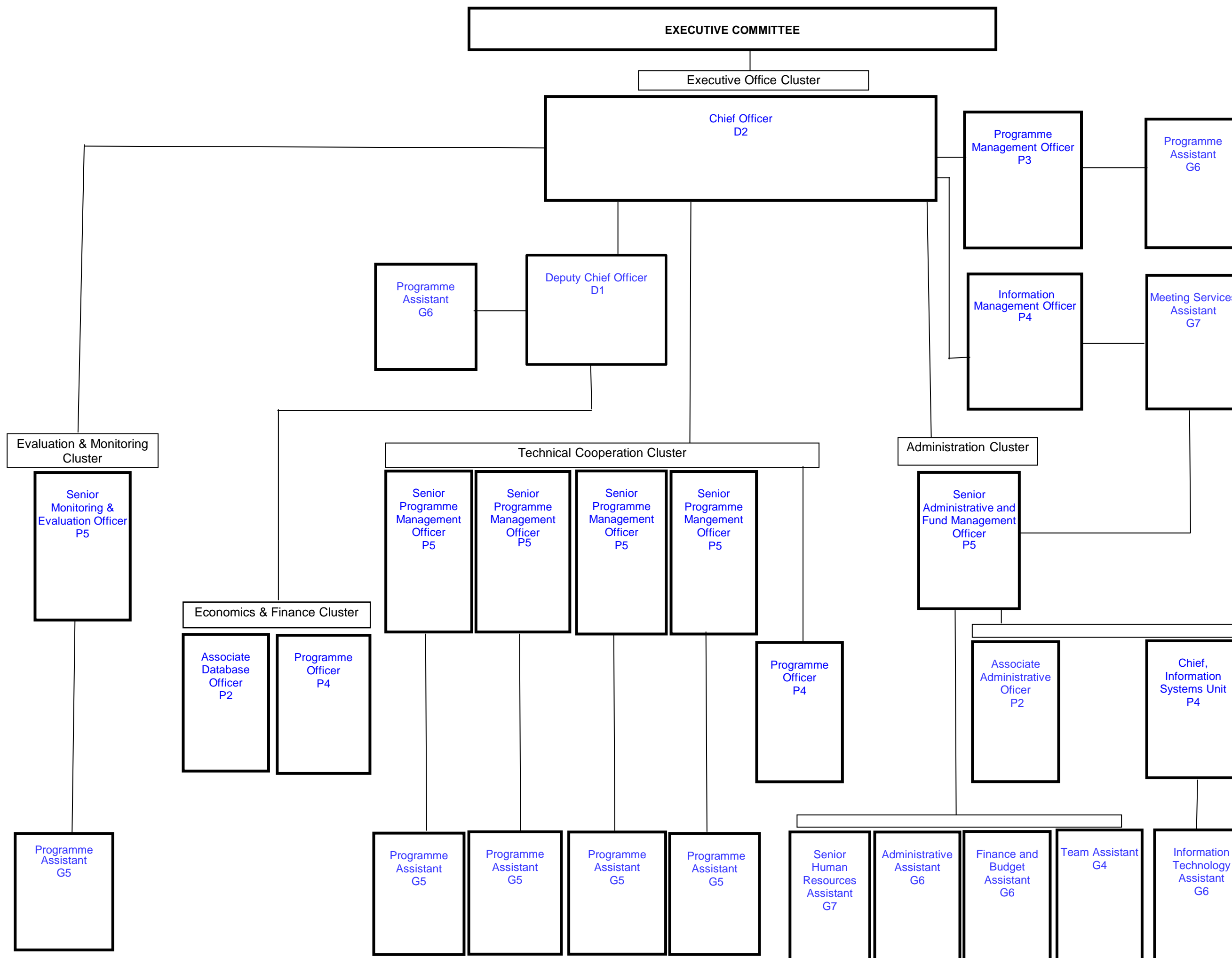|			Approved	Approved	Approved	Proposed	Comments
			2019[1]	2020	2021	2022	
10		PERSONNEL COMPONENT*					
1100		Project Personnel (Title & Grade)					All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
	01	Chief Officer (D2)	291.714	300.466	309.480	318.764	
	02	Deputy Chief Officer (D1)	287.886	296.523	305.418	314.581	
	03	Programme Management Officer (P4)	203.530	209.636	215.925	222.402	
	04	Senior Programme Management Officer (P5)	260.152	267.956	275.995	284.275	
	05	Senior Programme Management Officer (P5)	260.152	267.956	275.995	284.275	
	06	Senior Programme Management Officer (P5)	260.152	267.956	275.995	284.275	
	07	Senior Programme Management Officer (P5)	260.152	267.956	275.995	284.275	
	08	Information Management Officer (P4)	234.486	241.521	248.766	256.229	
	09	Senior Administrative and Fund Management Officer (P5)	233.411	240.413	247.626	255.055	
	10	Senior Monitoring and Evaluation Officer (P5)	260.152	267.956	275.995	284.275	
	11	Programme Management Officer (P3)	159.884	164.681	169.621	174.710	
	12	Chief, Information Systems Unit (P4)	172.614	177.793	183.127	188.620	
	14	Programme Management Officer (P4)	202.721	208.803	215.067	221.519	
	15	Associate Administrative Officer (P2)	139.113	143.286	147.585	152.012	
	16	Associate Database Officer (P2)	139.113	143.286	147.585	152.012	Post proposed for an upgrade to P3
	98	Prior Year					
1199		Sub-Total	3.365.232	3.466.189	3.570.175	3.677.280	
1200		Consultants					
	01	Projects and technical reviews etc.	75.000	75.000	75.000	75.000	
1299		Sub-Total	75.000	75.000	75.000	75.000	
1300		Administrative Support Personnel					
	01	Administrative Assistant (G7)	-	-	-	-	
	02	Meeting Services Assistant (G7)	109.657	112.947	116.335	119.825	
	03	Programme Management Assistant (G6)	103.759	106.872	110.078	113.380	
	04	Programme Management Assistant (G6)	86.994	89.604	92.292	95.060	
	05	Programme Management Assistant (G5)	81.227	83.664	86.174	88.759	
	06	Information Technology Assistant (G6)	103.760	106.873	110.079	113.381	
	07	Programme Management Assistant (G5)	85.849	88.425	91.077	93.810	
	08	Administrative Assistant (G6)	92.094	94.857	97.703	100.634	
	09	Team Assistant (G4)	70.167	72.272	74.440	76.674	Post proposed for an upgrade to G5
	10	Database Assistant (G7)	-	-	-		
	11	Programme Management Assistant (G5)	81.227	83.664	86.174	88.759	
	12	Finance and Budget Assistant (G6)	-	-	-	-	Funded from programme support costs and post proposed for an upgrade to G7
	13	Programme Management Assistant (G5)	81.227	83.664	86.174	88.759	
	14	Programme Management Assistant (G5)	78.861	81.227	83.664	86.174	
	15	Senior Human Resources Assistant (G7)	-	-	-	-	Funded from programme support costs
		Sub-Total	974.824	1.004.068	1.034.190	1.065.216	
1330		Conference Servicing Cost					
1333		Meeting Services: ExCom	355.800	355.800	355.800	355.800	
1334		Meeting Services: ExCom	355.800	355.800	355.800	355.800	
1336		Meeting Services: ExCom					
1335		Temporary Assistance	18.800	18.800	18.800	18.800	Based on two meetings a year
		Sub-Total	730.400	730.400	730.400	730.400	
1399		TOTAL ADMINISTRATIVE SUPPORT	1.705.224	1.734.468	1.764.590	1.795.616	

[1] Does not include allocation for 2018 unrecorded expenditures amounting to US $97,506: US $79,849 for meeting services: ExCom (BL 1334); US $7,734 for computer expendable (BL 4102); US $8,100 for computers and printers , etc. (BL 5101); and US $1,823 for hospitality costs (BL 5401).

*Personnel costs under BLs 1100 and 1300 will be reduced by US $301,265 based on 2018 actual cost differentials between staff cost in Montreal and staff cost in Nairobi covered by the Government of Canada.

			Approved	Approved	Approved	Proposed	Comments
			2019	2020	2021	2022	
1600		Travel on official business					
	01	Mission costs	208.000	208.000	208.000	208.000	Based on tentative travel plan schedule
	02	Network meetings (4)	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**	
1999		**COMPONENT TOTAL**	**5.403.456**	**5.533.658**	**5.667.765**	**5.805.896**	
20		CONTRACTUAL COMPONENT					
2100		Sub-contracts					
	01	Treasury services (decision 59/51(b))	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**	
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	Travel other than attendance to Executive Committee meetings
	02	Executive Committee (2)	150.000	150.000	150.000	150.000	Based on two meetings in 2019-2022
3999		**COMPONENT TOTAL**	**165.000**	**165.000**	**165.000**	**165.000**	
40		EQUIPMENT COMPONENT					
4100		Expendables					
	01	Office stationery	7.000	7.000	7.000	7.000	Based on anticipated needs
	02	Computer expendable (software, accessories, hubs, switches, memory)	10.530	10.530	10.530	10.530	Based on anticipated needs
4199		**Sub-Total**	**17.530**	**17.530**	**17.530**	**17.530**	
4200		Non-Expendable Equipment					
	01	Computers, printers	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	
4299		**Sub-Total**	**18.850**	**18.850**	**18.850**	**18.850**	
4300		Premises					
	01	Rental of office premises**	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**	
4999		**COMPONENT TOTAL**	**906.662**	**906.662**	**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	Based on anticipated needs
	02	Maintenance of office premises	8.000	8.000	8.000	8.000	Based on anticipated needs
	03	Rental of photocopiers (office)	10.000	10.000	10.000	10.000	Based on anticipated needs
	04	Telecommunication equipment rental	8.000	8.000	8.000	8.000	Based on anticipated needs
	05	Network maintenance	10.000	10.000	10.000	10.000	Based on anticipated needs
5199		**Sub-Total**	**44.100**	**44.100**	**44.100**	**44.100**	
5200		Reproduction Costs					
	01	ExCom and reports to MOP	10.710	10.710	10.710	10.710	
5299		**Sub-Total**	**10.710**	**10.710**	**10.710**	**10.710**	
5300		Sundries					
	01	Communications	45.000	45.000	45.000	45.000	Based on anticipated needs
	02	Freight charges	6.000	6.000	6.000	6.000	Based on anticipated needs
	03	Bank charges	2.500	2.500	2.500	2.500	Based on anticipated needs
	05	Staff training	20.137	20.137	20.137	20.137	Based on anticipated needs
	06	GST					
	04	PST					
5399		**Sub-Total**	**73.637**	**73.637**	**73.637**	**73.637**	
5400		Hospitality and Entertainment					
	01	Hospitality costs	16.800	16.800	16.800	16.800	Based on two meetings in 2019-2022
5499		**Sub-Total**	**16.800**	**16.800**	**16.800**	**16.800**	
5999		**COMPONENT TOTAL**	**145.247**	**145.247**	**145.247**	**145.247**	
GRAND TOTAL			7.120.365	7.250.567	7.384.674	7.522.805	
		Programme support costs (9%)	390.605	402.323	414.393	426.825	Applied to staff cost only
COST TO MULTILATERAL FUND			**7.510.970**	**7.652.890**	**7.799.067**	**7.949.630**	
		Previous budget schedule	**7.510.970**	**7.652.890**	**7.799.067**	**-**	
		Increase/decrease	**0**	**(0)**	**0**	**7.949.630**	

**Rental of premises will be offset by US $625,246 (based on 2018) being covered by cost differential with Government of Canada leaving US $54,526 to be charged to the MLF.

ORGANIGRAM
MULTILATERAL FUND FOR THE IMPLEMENTATION OF THE MONTREAL PROTOCOL

EXECUTIVE COMMITTEE

Executive Office Cluster

Chief Officer
D2

Programme
Management Officer
P3

Programme
Assistant
G6

Programme
Assistant
G6

Deputy Chief Officer
D1

Information
Management Officer
P4

Meeting Services
Assistant
G7

Evaluation & Monitoring
Cluster

Senior
Monitoring &
Evaluation Officer
P5

Technical Cooperation Cluster

Senior
Programme
Management
Officer
P5

Senior
Programme
Management
Officer
P5

Senior
Programme
Management
Officer
P5

Senior
Programme
Mangement
Officer
P5

Administration Cluster

Senior
Administrative and
Fund Management
Officer
P5

Economics & Finance Cluster

Associate
Database
Officer
P2

Programme
Officer
P4

Programme
Officer
P4

Associate
Administrative
Oficer
P2

Chief,
Information
Systems Unit
P4

Programme
Assistant
G5

Programme
Assistant
G5

Programme
Assistant
G5

Programme
Assistant
G5

Programme
Assistant
G5

Senior
Human
Resources
Assistant
G7

Administrative
Assistant
G6

Finance and
Budget
Assistant
G6

Team Assistant
G4

Information
Technology
Assistant
G6

Roles	Responsibilities
Chief Officer (D2)	Manages and represents the Secretariat; provides strategic and policy direction for the operation of the Secretariat ensuring the terms of reference are fulfilled; ensures highest quality support be provided to the Executive Committee and Article 5 countries to deliver the mandate of the Multilateral Fund
Deputy Chief Officer (D1)	Assists the Chief Officer on the effective operation of the Secretariat through coordinating the work of the Senior Programme Management team and providing advice as required to ensure a high-quality review process; deputizes for the Chief Officer in his/her absence, or as required.
Information Management Officer (P4)	Plans, develops and implements information strategy; acts as focal point for information management including preparation for speeches and presentations; reviews institutional strengthening projects and drafts related policy documents; coordinates preparation of reports on projects with specific reporting requirements
Programme Management Officer (P3)	Provides efficient, well-organized programme and management support to the Chief Officer to accomplish his/her role and responsibilities; reviews and provides comments on meeting documents
Senior Programme Management Officer (P5)	Reviews, negotiates, determines eligibility, technical viability and environmental soundness of proposed projects and activities and makes recommendations; develops procedures for project review; monitors project implementation; identifies policy issues during project review; develops policy papers as requested; prepares and presents meeting documents; provides guidance to Programme Management Officers
Senior Programme Management Officer (P5)	Reviews, negotiates, determines eligibility, technical viability and environmental soundness of proposed projects and activities and makes recommendations; develops procedures for project review; monitors project implementation; identifies policy issues during project review; develops policy papers as requested; prepares and presents meeting documents; provides guidance to Programme Management Officers
Senior Programme Management Officer (P5)	Reviews, negotiates, determines eligibility, technical viability and environmental soundness of proposed projects and activities and makes recommendations; develops procedures for project review; monitors project implementation; identifies policy issues during project review; develops policy papers as requested; prepares and presents meeting documents; provides guidance to Programme Management Officers
Programme Management Officer (P4)	Reviews proposed projects and activities; determines their eligibility, technical viability and environmental soundness; monitors their implementation; identifies policy issues during project review; assists in development of policy papers as requested; prepares and presents meeting documents

Roles	Responsibilities
Programme Management Officer (P4)	Reviews proposed projects and activities; determines their eligibility, technical viability and environmental soundness; monitors their implementation; identifies policy issues during project review; assists in development of policy papers as requested; prepares and presents meeting documents
Senior Programme Management Officer (P5)	Oversees the submissions of business plans, progress reports, core unit costs and projects; identifies and addresses any related policy issues and makes recommendations; reviews, negotiates, determines eligibility, technical viability and environmental soundness of proposed projects and activities and makes recommendations; develops policy papers as requested; prepares and presents meeting documents; provides guidance to Programme Management Officers
Associate Database Officer (P2)	Analyses data, prepares summary tables and provides substantive input to documents submitted to the Executive Committee for progress reports, business plans, project completion reports, status of compliance, administrative costs; prepares and presents meeting documents
Programme Management Assistant (G6)	Provides programme support in Chief Officer's office to facilitate accomplishment of his/her role and responsibilities; provides in-session meeting assistance as relevant
Programme Management Assistant (G6)	Provides programme support in Deputy Chief's office to facilitate accomplishment of his/her role and responsibilities; provides in-session meeting assistance as relevant
Programme Management Assistant (G5)	Provides support through collecting data and background information; keeping track and following up on completeness of projects/reports submissions and responses to comments; assisting in preparation of meeting documents; provides in-session meeting assistance as relevant
Programme Management Assistant (G5)	Provides support through collecting data and background information; keeping track and following up on completeness of projects/reports submissions and responses to comments; assisting in preparation of meeting documents; provides in-session meeting assistance as relevant
Programme Management Assistant (G5)	Provides support through collecting data and background information; keeping track and following up on completeness of projects/reports submissions and responses to comments; assisting in preparation of meeting documents; provides in-session meeting assistance as relevant
Programme Management Assistant (G5)	Provides support through collecting data and background information; keeping track and following up on completeness of projects/reports submissions and responses to comments; assisting in preparation of meeting documents; provides in-session meeting assistance as relevant

Roles	Responsibilities
Senior Administrative and Fund Management Officer (P5)	Manages administrative matters (host country agreement, human resources, procurement, general administration, conference services and logistical arrangements for Executive Committee meetings; manages the Fund's resources by overseeing status of the Fund submission by the Treasurer and monitoring return of unused funds, the accounts of the Fund and its reconciliation.
Associate Administrative Officer (P2)	Performs functions related to the budget and accounting, administration and fund management; assists in following up on the availability of resources and the return of balances by bilateral and implementing agencies.
Meeting Services Assistant (G7)	Coordinates translation of meeting documents into United Nations official languages; performs specific tasks related to administration and information management to support the work of the respective officers
Administrative Assistant (G6)	Assists with administrative and fund management matters; coordinates tasks related to staff accreditation and entitlements with relevant governments/organizations; coordinates logistical support for Executive Committee meetings and conference services.
Senior Human Resources Assistant (G7)	Provides support in coordinating the recruitment and placement activities, staff development and career support training, classification procedures and processes, and general human resources-related issues.
Finance and Budget Assistant (G6)	Performs day-to-day tasks related to financial matters including budget and fund issues; acts as focal point for all procurement-related duties and as travel processing officer.
Team Assistant (G4) -	Provides assistance in liaising with the office building regarding maintenance, access, and security; reviews office invoices, billing and tax returns; assists with logistical arrangement and hospitality for Executive Committee meetings
Chief of Unit, Information Systems (P4)	Oversees the information technology (technical) and systems; assesses and makes recommendations to meet information technology requirements and developments
Information Systems Assistant (G6)	Provides assistance in installation, maintenance and troubleshooting for computer hardware and software and remote access to the office network, both at office and meeting sites; provides help-desk assistance on internet-related issues at meeting venues
Senior Monitoring and Evaluation Officer (P5)	Develops the overall monitoring and evaluation programme; manages the annual work programme including budget and individual evaluations; develops terms of reference for evaluations; reports directly to the Executive Committee on the results of the monitoring and evaluation process, project completion reports, and the development of guidelines for the monitoring and evaluation components of the Multilateral Fund

Roles	Responsibilities
Programme Management Assistant, Monitoring and Evaluation (G5)	Assists the Senior Monitoring and Evaluation Officer through organizing evaluation missions; preparing consultant contracts; liaising with agencies and Secretariat staff on evaluation issues collecting data and background information; editing and reviewing evaluation reports and lessons learnt from project completion reports; assisting in preparation of meeting documents.

———————————