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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Eighty-eighth Meeting
Montreal, 15-19 November 2021¹

**REVISED 2022, APPROVED 2023 AND PROPOSED 2024 BUDGETS OF
THE FUND SECRETARIAT**

1. The document consists of the following sections:
 - Revision to the approved 2022 budget
 - Actual 2020 budget
 - Revised 2022 and Approved 2023 budgets
 - Proposed 2024 budget
 - Recommendations
2. The revised 2022, approved 2023, and proposed 2024 budgets of the Fund Secretariat are presented in Annex I of the present document.

Actual 2020 budget

3. The Treasurer has submitted the final 2020 accounts² to the 88th meeting. Schedule 1.3 (actual expenses of the Secretariat budget in 2020) of the document, indicates an unspent balance of US \$2,430,831 (i.e., US \$2,427,831 from the Secretariat budget and US \$3,000³ from the monitoring and evaluation work programme budget) which will be returned to the Multilateral Fund at the 88th meeting.

¹ Online meetings and an intersessional approval process will be held in November and December 2021 due to coronavirus disease (COVID-19)

² Document UNEP/OzL.Pro/ExCom/87/5 reflects the actual expenditures in 2020.

³ In addition, an unspent balance of US \$15,000 to cover the desk study for the evaluation of the HCFC demonstration projects approved by decision 84/11(a) will be rephased to the year 2022 as part of the monitoring and evaluation work programme for 2022 (UNEP/OzL.Pro/ExCom/88/11).

Revision to the approved 2022 budget

4. At the 87th meeting, the Executive Committee considered document UNEP/OzL.Pro/ExCom/87/5,⁴ which included an analysis of staff costs as follow-up to decision 84/6(c).⁵ Subsequently, the Executive Committee *inter alia* approved the 2022 budget with a reduction of 20 per cent in staff costs and a return of US \$1,033,864 to the Multilateral Fund at the 87th meeting; approved the 2023 budget for staff costs based on a 3 per cent increase against the revised 2022 budget (decision 87/3(b)). It was noted that the Secretariat operational cost remained unchanged in 2022 and 2023, calculated based on two meetings a year in Montreal, and on the understanding that any unspent balance will be returned to the Fund.

5. At the 87th meeting, the Executive Committee also considered the dates and venues of its meetings in 2022,⁶ and decided *inter alia* to hold an additional meeting, i.e., the 89th meeting, in March 2022, in Montreal, Canada, should the 88th meeting scheduled for 15 to 19 November 2021 not take place in person (decision 87/60(a)). In line with decision 87/60(a), the Secretariat has revised the budget for 2022 to include one additional meeting of the Executive Committee at an additional amount of US \$448,600 for 2022⁷, resulting in a total of US \$7,364,366.

Proposed 2024 budget

6. The proposed 2024 budget is based on the 2023 approved 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

7. The Executive Committee may wish:

(a) To note:

- (i) The document on the revised 2022, approved 2023, and proposed 2024 budgets of the Fund Secretariat contained in UNEP/OzL.Pro/ExCom/88/7;
- (ii) The return of US \$2,430,831 (US \$2,427,831 from the approved 2020 budget of the Fund Secretariat and US \$3,000 from the approved 2020 budget for the monitoring and evaluation work programme) to the Multilateral Fund at the 88th meeting;

(b) To approve the revised 2022 budget totaling US \$7,364,366 to include the cost of US \$448,600 for one additional meeting of the Executive Committee; and

(c) To approve the proposed 2024 budget of US \$7,167,615 based on the approved 2023 budget which included two meetings of the Executive Committee in Montreal, and a 3 per cent increase in staff cost.

⁴ Approved 2020, 2021, revised 2022 and proposed 2023 budgets of the Fund Secretariat

⁵ The Secretariat was requested to monitor its staff cost and assess the appropriate rate of increase for future years, taking into account the Secretariat's expenses as presented in the final 2019 accounts.

⁶ UNEP/OzL.Pro/ExCom/87/Inf.2

⁷ To cover costs for: sponsored delegates' travel (BL 3302: US \$75,000); meeting venue rental, interpretation services, and report writers (BL 1336: US \$355,800); temporary assistance (BL 1335: US \$9,400); and hospitality (BL 5401: US \$8,400)

Annex I

REVISED 2022, APPROVED 2023 AND PROPOSED 2024 BUDGETS OF THE FUND SECRETARIAT

| | | Approved 2022 | Revised 2022 | Approved 2023 | Proposed 2024 |
|-------------|---|------------------|------------------|------------------|------------------|
| 10 | PERSONNEL COMPONENT* | | | | |
| 1100 | Project Personnel (Title & Grade) | | | | |
| | 01 Chief Officer (D2) | 255,011 | 255,011 | 262,662 | 270,542 |
| | 02 Deputy Chief Officer (D1) | 251,665 | 251,665 | 259,215 | 266,991 |
| | 03 Programme Management Officer (P4) | 177,922 | 177,922 | 183,260 | 188,757 |
| | 04 Senior Programme Management Officer (P5) | 227,420 | 227,420 | 234,243 | 241,270 |
| | 05 Senior Programme Management Officer (P5) | 227,420 | 227,420 | 234,243 | 241,270 |
| | 06 Senior Programme Management Officer (P5) | 227,420 | 227,420 | 234,243 | 241,270 |
| | 07 Senior Programme Management Officer (P5) | 227,420 | 227,420 | 234,243 | 241,270 |
| | 08 Information Management Officer (P4) | 204,984 | 204,984 | 211,133 | 217,467 |
| | 09 Senior Administrative and Fund Management Officer (P5) | 204,044 | 204,044 | 210,165 | 216,470 |
| | 10 Senior Monitoring and Evaluation Officer (P5) | 227,420 | 227,420 | 234,243 | 241,270 |
| | 11 Programme Management Officer (P3) | 139,768 | 139,768 | 143,961 | 148,279 |
| | 12 Chief, Information Systems Unit (P4) | 150,896 | 150,896 | 155,423 | 160,086 |
| | 13 Programme Management Officer (P4) | 177,215 | 177,215 | 182,532 | 188,008 |
| | 14 Associate Administrative Officer (P2) | 121,610 | 121,610 | 125,258 | 129,016 |
| | 15 Programme Management Officer (P3) | 121,610 | 121,610 | 125,258 | 129,016 |
| | 98 Prior Year | | | | |
| 1199 | Sub-Total | 2,941,824 | 2,941,824 | 3,030,079 | 3,120,981 |
| 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 Meeting Services Assistant (G7) | 95,860 | 95,860 | 98,736 | 101,698 |
| | 02 Programme Management Assistant (G6) | 90,704 | 90,704 | 93,426 | 96,228 |
| | 03 Programme Management Assistant (G5) | 76,048 | 76,048 | 78,330 | 80,680 |
| | 04 Programme Management Assistant (G5) | 71,007 | 71,007 | 73,138 | 75,332 |
| | 05 Information Technology Assistant (G6) | 90,705 | 90,705 | 93,426 | 96,229 |
| | 06 Programme Management Assistant (G5) | 75,048 | 75,048 | 77,299 | 79,618 |
| | 07 Administrative Assistant (G6) | 80,507 | 80,507 | 82,922 | 85,410 |
| | 08 Administrative Assistant (G5) | 61,339 | 61,339 | 63,179 | 65,074 |
| | 09 Programme Management Assistant (G5) | 71,007 | 71,007 | 73,138 | 75,332 |
| | 10 Programme Management Assistant (G5) | 71,007 | 71,007 | 73,138 | 75,332 |
| | 11 Programme Management Assistant (G6) | 68,939 | 68,939 | 71,007 | 73,138 |
| | 12 Senior Human Resources Assistant (G7) | - | - | - | - |
| | Sub-Total | 852,173 | 852,173 | 877,738 | 904,070 |
| 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 | | 355,800 | | |
| 1335 | Temporary Assistance | 18,800 | 28,200 | 18,800 | 18,800 |
| | Sub-Total | 730,400 | 1,095,600 | 730,400 | 730,400 |
| 1399 | TOTAL ADMINISTRATIVE SUPPORT | 1,582,573 | 1,947,773 | 1,608,138 | 1,634,470 |

*Personnel costs under BLs 1100 and 1300 will be reduced by US \$170,910 based on 2020 actual cost differentials between staff cost in Montreal and staff cost in Nairobi covered by the Government of Canada.

| | | | Approved | Revised | Approved | Proposed |
|----------------------------------|--|---|------------------|------------------|------------------|------------------|
| | | | 2022 | 2022 | 2023 | 2024 |
| 1600 | Travel on official business | | | | | |
| | 01 | Mission costs | 208,000 | 208,000 | 208,000 | 208,000 |
| | 02 | Network meetings (4) | 50,000 | 50,000 | 50,000 | 50,000 |
| 1699 | | Sub-Total | 258,000 | 258,000 | 258,000 | 258,000 |
| 1999 | | COMPONENT TOTAL | 4,857,397 | 5,222,597 | 4,971,217 | 5,088,452 |
| 20 | CONTRACTUAL COMPONENT | | | | | |
| 2100 | Sub-contracts | | | | | |
| | 01 | Treasury services (decision 59/51(b)) | 500,000 | 500,000 | 500,000 | 500,000 |
| | 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 |
| | 02 | Executive meetings (2) | 150,000 | 225,000 | 150,000 | 150,000 |
| 3999 | | COMPONENT TOTAL | 165,000 | 240,000 | 165,000 | 165,000 |
| 40 | EQUIPMENT COMPONENT | | | | | |
| 4100 | Expendables | | | | | |
| | 01 | Office stationery | 7,000 | 7,000 | 7,000 | 7,000 |
| | 02 | Computer expendable (software, accessories, hubs, switches, memory) | 10,530 | 10,530 | 10,530 | 10,530 |
| 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 |
| | 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 |
| | | 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 |
| | 02 | Maintenance of office premises | 8,000 | 8,000 | 8,000 | 8,000 |
| | 03 | Rental of photocopiers (office) | 10,000 | 10,000 | 10,000 | 10,000 |
| | 04 | Telecommunication equipment rental | 8,000 | 8,000 | 8,000 | 8,000 |
| | 05 | Network maintenance | 10,000 | 10,000 | 10,000 | 10,000 |
| 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 |
| | 02 | Freight charges | 6,000 | 6,000 | 6,000 | 6,000 |
| | 03 | Bank charges | 2,500 | 2,500 | 2,500 | 2,500 |
| | 05 | Staff training | 20,137 | 20,137 | 20,137 | 20,137 |
| | 06 | GST | | | | |
| | 04 | PST | | | | |
| 5399 | | Sub-Total | 73,637 | 73,637 | 73,637 | 73,637 |
| 5400 | Hospitality and Entertainment | | | | | |
| | 01 | Hospitality costs | 16,800 | 25,200 | 16,800 | 16,800 |
| 5499 | | Sub-Total | 16,800 | 25,200 | 16,800 | 16,800 |
| 5999 | | COMPONENT TOTAL | 145,247 | 153,647 | 145,247 | 145,247 |
| GRAND TOTAL | | | 6,574,306 | 7,022,906 | 6,688,126 | 6,805,361 |
| | | Programme support costs (9%) | 341,460 | 341,460 | 351,704 | 362,255 |
| COST TO MULTILATERAL FUND | | | 6,915,766 | 7,364,366 | 7,039,830 | 7,167,615 |
| | | Previous budget schedule | 6,915,766 | 6,915,766 | 7,039,830 | - |
| | | Increase/decrease | - | 448,600 | 0 | 7,167,615 |

**Rental of premises will be offset by US \$583,283 (based on 2020 actual expenditures) being covered from the cost differential covered by the Government of Canada leaving US \$53,766 to be charged to the MLF.