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执行蒙特利尔议定书  
多边基金执行委员会  
第五十九次会议  
2009年11月10日至14日，埃及迦里卜港

## 基金秘书处订正的2010、2011年预算及拟议的2012年预算

1. 本文件介绍2010年预算订正，其人事部分已由执行委员会第54/44号决定核准，并提议用于支付2012年工作人员费用的2012年预算。本文件还介绍第56/68号决定核可的2011年的人事费用。

### 订正的2010年预算

2. 对执行委员会第五十四次会议核准的2010年预算进行了修订，纳入了秘书处的业务经费，其金额与2009年核准的金额相同，以反映环境署建议增加秘书处房地年租金16,000美元。介绍的2010年预算反映出为财务主任服务编列的费用相同，数额为500,000美元，财务主任请求将总额增加50,100美元，委员会还没有就此做出决定。

### 拟议的2012年预算

3. 拟议的2012年预算编列的仅仅是根据核准的2011年工作人员薪金费用水平，在2012年为延长工作人员合同所需的工作人员费用，并且按照惯例在2011年工作人员费用基础上适用5%的通货膨胀率标准。

4. 作为根据第57/43(a)号决定采取的后续行动“请秘书处设法动用其他预算项目的节余资金，支付在沙姆沙伊赫举行第五十九次会议的增支费用；并向第五十九次会议报告秘书处是否在2009年预算内对未付款额做出必要调整，以支付因迦里卜港工作人员旅费支出和会议费用增加而增加的费用。

请执行委员会采取的行动

5. 请执行委员会：

- (a) 核准基金秘书处金额为 3,034,869 美元的 2010 年订正预算,用以支付秘书处的业务费用,因此总额为 6,677,115 美元,其中列入了执行委员会第五十六次会议核准的 2010 年人事费用;
- (b) 注意到第五十六次会议已核准的 2011 年人事费用为 3,771,753 美元; 以及
- (c) 核准总额为 3,960,340 美元的拟议 2012 年预算的人事费用;
- (d) 注意到秘书处必须动用一些预算部分下 2009 年的预期节余,用以支付执行委员会在迦里卜港举行第五十九次会议产生的超支会议服务费用。

## REVISED 2010, APPROVED 2011 AND PROPOSED 2012 BUDGETS OF THE FUND SECRETARIAT

		Approved	Revised	Approved	Proposed
		2010	2010	2011	2012
10	PERSONNEL COMPONENT				
1100	Project Personnel (Title & Grade)				
	01 Chief Officer (D2)	219,316	219,316	230,282	241,796
	02 Deputy Chief Officer (D1)* (vacant)	216,438	216,438	227,260	238,623
	03 Programme Management Officer (P3)* (vacant)	143,446	143,446	150,618	158,149
	04 Senior Project Management Officer (P5)	195,587	195,587	205,366	215,635
	05 Senior Project Management Officer (P5)	195,587	195,587	205,366	215,635
	06 Senior Project Management Officer (P5)	195,587	195,587	205,366	215,635
	07 Senior Project Management Officer (P5)	195,587	195,587	205,366	215,635
	08 Information Management Officer (P3)	172,941	172,941	181,588	190,668
	09 Senior Admin & Fund Management Officer (P5)**	175,483	175,483	184,257	193,470
	10 Senior Monitoring and Evaluation Officer (P5)* (vacant)	195,587	195,587	205,366	215,635
	11 Programme Management Officer (P3)	143,446	143,446	150,618	158,149
	12 Associate IT Officer (P2)	86,787	86,787	91,127	95,683
	13 Associate HR Officer (P2)	-	-	-	-
	14 Programme Management Officer (P3)* (vacant)	143,446	143,446	150,618	158,149
<b>1199</b>	<b>Sub-Total</b>	<b>2,279,238</b>	<b>2,279,238</b>	<b>2,393,200</b>	<b>2,512,860</b>
1200	Consultants				
	01 Technical and project review		100,000		
<b>1299</b>	<b>Sub-Total</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>
1300	Administrative Support Personnel				
	01 Admin Assistant (G8)	82,442	82,442	86,564	90,892
	02 Meeting Services Assistant (G7)	78,008	78,008	81,909	86,004
	03 Programme Assistant (G8)	82,442	82,442	86,564	90,892
	04 Senior Secretary (G6)	61,068	61,068	64,122	67,328
	05 Senior Secretary (G6)	61,068	61,068	64,122	67,328
	06 Computer Operations Assistant (G8)	82,442	82,442	86,564	90,892
	07 Programme Assistant (G6)	64,543	64,543	67,770	71,159
	08 Secretary/Clerk, Administration (G7)	69,238	69,238	72,700	76,335
	09 Registry Clerk (G5)	52,753	52,753	55,391	58,160
	10 Database Assistant (G8)	82,442	82,442	86,564	90,892
	11 Secretary, Monitoring & Evaluation (G6)	61,068	61,068	64,122	67,328
	12 IMIS Assistant (G6)	-	-	0	-
	13 Secretary (G6) (vacant)	61,068	61,068	64,122	67,328
	14 Programme Assistant (vacant)	61,068	61,068	64,122	67,328
	<b>Sub-Total</b>	<b>899,651</b>	<b>899,651</b>	<b>944,634</b>	<b>991,866</b>
1330	Conference Servicing Cost				
1333	Meeting Services: ExCom		260,000		
1334	Meeting Services: ExCom		260,000		
1336	Meeting Services: ExCom		260,000		
1335	Temporary assistance		65,000		
	<b>Sub-Total</b>	<b>-</b>	<b>845,000</b>	<b>-</b>	<b>-</b>
<b>1399</b>	<b>TOTAL ADMINISTRATIVE SUPPORT</b>	<b>899,651</b>	<b>1,744,651</b>	<b>944,634</b>	<b>991,866</b>

\* Do not include travel cost and installation grant to be incurred upon initial recruitment of staff members

\*\* Difference in cost between P4 and P5 is to be charged to BL 2101

Note: Personnel cost under 1100 and 1300 will be offset by US \$324,100 based on 2008 actual differential:

		Approved	Revised	Approved	Proposed
		2010	2010	2011	2012
1600	Travel on official business				
	01 Mission Costs		208,000		
	02 Network Meetings (4)		20,000		
<b>1699</b>	<b>Sub-Total</b>	-	<b>228,000</b>	-	-
<b>1999</b>	<b>COMPONENT TOTAL</b>	<b>3,178,890</b>	<b>4,351,890</b>	<b>3,337,834</b>	<b>3,504,726</b>
20	CONTRACTUAL COMPONENT				
2100	Sub-contracts				
	01 Treasury services ***		500,000		
<b>2999</b>	<b>COMPONENT TOTAL</b>		<b>500,000</b>	-	-
30	MEETING PARTICIPATION COMPONENT				
3300	Travel & DSA for Art 5 delegates to ExCom Meetings				
	01 Travel of Chairperson and Vice-Chairperson		15,000		
	02 Executive Committee (3)		225,000		
<b>3999</b>	<b>COMPONENT TOTAL</b>	-	<b>240,000</b>	-	-
40	EQUIPMENT COMPONENT				
4100	Expendables				
	01 Office Stationery		19,500		
	02 Computer expendable (Software, accessories, hubs, switches, memory)		11,700		
<b>4199</b>	<b>Sub-Total</b>	-	<b>31,200</b>	-	-
4200	Non-Expendable Equipment				
	01 Computers, printers		13,000		
	02 Other expendable equipment (Shelves, Furnitures)		6,500		
<b>4299</b>	<b>Sub-Total</b>	-	<b>19,500</b>	-	-
4300	Premises				
	01 Rental of office premises****		870,282		
	<b>Sub-Total</b>	-	<b>870,282</b>	-	-
<b>4999</b>	<b>COMPONENT TOTAL</b>	-	<b>920,982</b>	-	-

\*\*\* Subject to Executive Committee approval at the 59th Meeting for Year 2010

\*\*\*\* Based on 2008 actual differentials, the rental costs will be offset by US \$824,034 leaving an amount of US \$46,248 to be charged to the Fund

		Approved	Revised	Approved	Proposed
		2010	2010	2011	2012
50	MISCELLANEOUS COMPONENT				
5100	Operation and Maintenance of Equipment				
	01 Computers and printers, etc.(toners, colour printer )		9,000		
	02 Maintenance of office premises		9,000		
	03 Rental of photocopiers (office)		19,500		
	04 Telecommunication equipment rental		9,000		
	05 Network maintenance (2 server rooms)		16,250		
<b>5199</b>	<b>Sub-Total</b>	-	<b>62,750</b>	-	-
5200	Reporting Costs				
	01 Executive Committee meetings and reports to MOP		20,000		
<b>5299</b>	<b>Sub-Total</b>	-	<b>20,000</b>	-	-
5300	Sundries				
	01 Communications		65,000		
	02 Freight Charges		15,000		
	03 Bank Charges		5,000		
	05 Staff Training		20,137		
<b>5399</b>	<b>Sub-Total</b>	-	<b>105,137</b>	-	-
5400	Hospitality & Entertainment				
	01 Hospitality costs		13,000		
<b>5499</b>	<b>Sub-Total</b>	-	<b>13,000</b>	-	-
<b>5999</b>	<b>COMPONENT TOTAL</b>	-	<b>200,887</b>	-	-
GRAND TOTAL		3,178,890	6,213,759	3,337,834	3,504,726
	Programme Support Costs (13%)	413,256	413,256	433,918	455,614
	<b>COST TO MULTILATERAL FUND</b>	<b>3,592,146</b>	<b>6,627,015</b>	<b>3,771,753</b>	<b>3,960,340</b>
	Previous budget schedule	-	3,592,146	3,771,753	-
	Increase/decrease	3,592,146	3,034,869	0	3,960,340