



**United Nations
Environment
Programme**

Distr.
LIMITED

UNEP/OzL.Pro/ExCom/41/13
30 September 2003

ORIGINAL: ENGLISH



EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Forty-first Meeting
Montreal, 17 -19 December 2003

REVISED 2003 AND PROPOSED 2004 BUDGETS OF THE FUND SECRETARIAT

1. This document comprises two parts, Part I provides a revision of the 2003 budget which was approved at the 38th Meeting (UNEP/OzL.Pro/ExCom/38/70/Rev.1, Annex III), and Part II proposes the 2004 budget including staff salary components for 2005 and 2006.

Part I: Revised 2003 budget

2. The revision of the 2003 budget which is being submitted for approval by the Executive Committee at its 41st Meeting was necessitated due to the following:

- (a) Accounting for additional resources to cover the cost incurred by the retirement of the Chief Officer, and of that expected to be incurred by the appointment of his successor
- (b) Reflection of more accurate estimates of salaries of Professional Staff based on increase of the salary scale in March 2003 and on the actual expenditures incurred from 1 January to 31 August 2003, as well as the inclusion of provisions for overtime by staff in the General Service category;
- (c) Introduction of funds approved at the 40th Meeting (Decision 40/53) to develop the information strategy of the Multilateral Fund.

3. The revised 2003 budget is provided in Annex I to this document indicating the approved and revised amounts per budget line as relevant, the amount of adjustment, and explanatory notes.

Part II: Proposed 2004 budget

4. This part which is included as Annex II to this document is being submitted for the consideration and approval of the Executive Committee in accordance with the decision taken at its 3rd Meeting (UNEP/OzL.Pro/ExCom/3/18/Rev. 1, paragraph 76).

5. The proposed budget includes adjustments to the 2004 and 2005 staff salary components which were approved at the 38th Meeting (UNEP/OzL.Pro/38/70/Rev.1, Annex III); and proposes staff salaries for 2006 to enable extension of staff contracts.

6. The proposed budget also introduces funds approved at the 40th Meeting (Decision 40/53) for the development of the Fund's information strategy.

Action requested from the Executive Committee

The Executive Committee is invited to:

- approve the revised 2003 budget of the Fund Secretariat
- approve the proposed 2004 budget, including staff salaries for 2005 and 2006.

Annex I

REVISED BUDGET FOR 2003

		APPROVED	REVISED	Difference	Explanatory remarks of 2003 revised budget
		2003	2003		
10	PERSONNEL COMPONENT				
1100	Project Personnel (Title & Grade)				
	01 Chief Officer	129,430	353,407	223,977	based on the actual monthly expenditures for the period January-August 2003, and the additional costs associated with the changes in the post of the Chief Officer.
	02 Deputy Chief Officer (Economic Cooperation)	116,699	139,000	22,301	costs of P5 posts estimated on the basis of the average of actual monthly expenditure for the period January - August 2003
	03 Deputy Chief officer (Technical Cooperation)	116,699	139,000	22,301	
	04 Senior Project Management Officer	116,699	139,000	22,301	
	05 Senior Project Management Officer	116,699	139,000	22,301	
	06 Senior Project Management Officer	116,699	139,000	22,301	
	07 Senior Project Management Officer	116,699	139,000	22,301	
	08 Information Management Officer	85,933	122,906	36,973	cost of P3 post estimated on the basis of the actual monthly expenditures for the period January-August 2003
	09 Admin & Fund Management Officer	100,786	124,712	23,926	cost of P4 post estimated on the basis of the actual monthly expenditures for the period January-August 2003
	10 Senior Monitoring and Evaluation Officer	116,699	139,000	22,301	Cost of P5 post Estimated on the basis of the average of actual montly expenditures for the period January-August 2003
	11 Associate Executive Assistant	58,350	58,350	-	
1199	Sub-Total	1,191,391	1,632,375	440,984	
1200	Consultants				
	01 Technical and project review	150,000	150,000	-	
1299	Sub-Total	150,000	150,000	-	
1300	Administrative Support Personnel				
	01 Admin Assistant	46,818	54,000	7,182	cost of G8 post estimated on the basis of the average of actual montly expenditures including overtime for the period January-August 2003
	02 Meeting Services Assistant	42,656	51,096	8,440	cost of G7 post estimated on the basis of the average of actual montly expenditures including overtime for the period January-August 2003
	03 Programme Assistant	46,818	54,000	7,182	cost of G8 post estimated on the basis of the average of actual montly expenditures including overtime for the period January-August 2003
	04 Senior Secretary (Deputy Chief, EC)	38,495	40,000	1,505	cost of G6 post estimated on the basis of the average of actual montly expenditures including overtime for the period January-August 2003
	05 Senior Secretary (Deputy Chief, TC)	38,495	40,000	1,505	cost of G6 post estimated on the basis of the average of actual montly expenditures including overtime for the period January-August 2003
	06 Computer Operations Assistant	46,818	54,000	7,182	cost of G8 post estimated on the basis of the average of actual montly expenditures including overtime for the period January-August 2003
	07 Secretary (Prog. Officers -2)	38,495	40,000	1,505	cost of G6 post estimated on the basis of the average of actual montly expenditures including overtime for the period January-August 2003
	08 Secretary/Clerk, Administration	33,293	34,000	707	cost of G5 post estimated on the basis of the average of actual montly expenditures including overtime for the period January-August 2003
	09 Registry Clerk	27,050	32,892	5,842	cost of G4 post estimated on the basis of the average of actual montly expenditures including overtime for the period January-August 2003
	10 Database Assistant	46,818	54,000	7,182	cost of G8 post estimated on the basis of the average of actual montly expenditures including overtime for the period January-August 2003
	11 Secretary, Monitoring & Evaluation	37,454	40,000	2,546	cost of G6 post estimated on the basis of the average of actual montly expenditures including overtime for the period January-August 2003
	Sub-Total	443,210	493,988	50,778	
1320	Conference Servicing Cost				
1333	Meeting Services: ExCom (3) & Sub-Committees (6)	600,000	600,000	-	
1335	Temporary assistance	50,000	50,000	-	
1399	TOTAL ADMINISTRATIVE SUPPORT COST	1,093,210	1,143,988	50,778	
1600	Travel on official business				
	01 Mission Costs	160,000	160,000	-	
19	COMPONENT TOTAL	2,594,601	3,086,363	491,762	

		APPROVED	REVISED	DIFFERENCE	REMARKS
		2003	2003		
20	CONTRACTUAL COMPONENT				
2100	Sub-contracts				
	01 Information Materials	30,000	30,000	-	
2200	Sub-contracts				
	02 Information Strategy	57,750	57,750		
		(57,750)	(57,750)		No financial implication on the overall budget since the amount was already Approved
29	COMPONENT TOTAL	30,000	30,000	-	by ExCom decision 40/53
30	MEETING PARTICIPATION COMPONENT				
3300	Travel & DSA for Art 5 delegates to ExCom Meetings				
	01 Travel of Chairperson and Vice-Chairperson	30,000	30,000	-	
	02 Executive Committee (3) & Sub-Committees (6)	225,000	225,000	-	
	03 Informal Sub-Group Meetings	30,000	30,000	-	
39	COMPONENT TOTAL	285,000	285,000	-	
40	EQUIPMENT COMPONENT				
4100	Expendables				
	01 Office Stationery	15,000	15,000	-	
	02 Software	9,000	9,000	-	
	Sub-Total	24,000	24,000	-	
4200	Non-Expendable Equipment				
	01 Computers, printers	10,000	10,000	-	
	02 Others	5,000	5,000	-	
	Sub-Total	15,000	15,000	-	
4300	Premises				
	01 Rental of office premises	310,000	310,000	-	
49	COMPONENT TOTAL	349,000	349,000	-	

		APPROVED	REVISED	DIFFERENCE	REMARKS
		2003	2003		
	MISCELLANEOUS COMPONENT				
51	Operation and Maintenance of Equipment				
	01 Computers and printers, etc.	9,000	9,000	-	
	02 Maintenance of office premises	9,000	9,000	-	
	03 Rental of photocopiers	15,000	15,000	-	
	04 Telecommunication equipment	9,000	9,000	-	
	05 Network maintenance	12,000	12,000	-	
	Sub-total	54,000	54,000	-	
52	Reporting Costs				
	01 Executive Committee meetings				
	02 Others	20,000	20,000	-	
	Sub-total	20,000	20,000	-	
53	Sundries				
	01 Communications	40,000	40,000	-	
	02 Freight Charges	15,000	15,000	-	
	03 Bank Charges	5,000	5,000	-	
	04 Staff training (carried over)	38,000	38,000	-	
	Sub-total	98,000	98,000	-	
54	01 Hospitality costs	10,000	10,000	-	
59	COMPONENT TOTAL	182,000	182,000	-	
				-	
	GRAND TOTAL	3,440,601	3,932,363	491,762	
				-	
	Programme Support Costs (13%) (applied to budget lines 11 and 13.01 to 13.11 only)	212,498	276,427	63,929	
Less	Cost covered by Government of Canada *	(350,000)	(350,000)	-	
	COST TO MULTILATERAL FUND	3,303,099	3,858,790	555,691	

*Contribution of the Government of Canada is to offset cost differentials for having the Secretariat in Montreal as opposed to Nairobi

Annex II

REVISED SECRETARIAT BUDGET FOR 2004 AND 2005 AND PROPOSED FOR 2006

		APPROVED	REVISED	APPROVED	REVISED	PROPOSED
		2004	2004	2005	2005	2006
10	PERSONNEL COMPONENT					
1100	Project Personnel (Title & Grade)					
	01 Chief Officer	133,313	176,864	139,979	185,707	194,993
	02 Deputy Chief Officer (Economic Cooperation)	120,200	150,180	126,210	157,689	165,573
	03 Deputy Chief officer (Technical Cooperation)	120,200	153,190	126,210	160,849	168,891
	04 Senior Project Management Officer	120,200	145,950	126,210	153,248	160,910
	05 Senior Project Management Officer	120,200	145,950	126,210	153,248	160,910
	06 Senior Project Management Officer	120,200	145,950	126,210	153,248	160,910
	07 Senior Project Management Officer	120,200	145,950	126,210	153,248	160,910
	08 Information Management Officer	88,511	129,051	92,936	135,504	142,279
	09 Admin & Fund Management Officer	103,809	130,948	109,000	137,495	144,370
	10 Senior Monitoring and Evaluation Officer	120,200	145,950	126,210	153,248	160,910
	11 Associate Executive Assistant	60,100	68,000	63,105	71,400	74,970
1199	Sub-Total	1,227,133	1,537,983	1,288,489	1,614,882	1,695,626
1200	Consultants					
	01 Technical and project review		150,000			
1299	Sub-Total		150,000			
1300	Administrative Support Personnel					
	01 Admin Assistant	47,000	56,700	49,350	59,535	62,512
	02 Meeting Services Assistant	43,000	53,651	45,150	56,333	59,150
	03 Programme Assistant	47,000	56,700	49,350	59,535	62,512
	04 Senior Secretary (Deputy Chief, EC)	39,000	42,000	40,950	44,100	46,305
	05 Senior Secretary (Deputy Chief, TC)	39,000	42,000	40,950	44,100	46,305
	06 Computer Operations Assistant	47,000	56,700	49,350	59,535	62,512
	07 Secretary (Prog. Officers -2)	39,000	44,390	40,950	46,609	48,940
	08 Secretary/Clerk, Administration	34,000	35,700	35,700	37,485	39,359
	09 Registry Clerk	28,000	34,537	29,400	36,263	38,077
	10 Database Assistant	47,000	56,700	49,350	59,535	62,512
	11 Secretary, Monitoring & Evaluation	39,000	42,000	40,950	44,100	46,305
	Sub-Total	449,000	521,077	471,450	547,131	574,488
1320	Conference Servicing Cost	-		-	-	
1333	Meeting Services: ExCom (3) & Sub-Committees (6)		600,000			
1335	Temporary assistance		50,000			
1399	TOTAL ADMINISTRATIVE SUPPORT COST	449,000	1,171,077	471,450	547,131	574,488
1600	Travel on official business	-		-	-	
	01 Mission Costs		160,000			
19	COMPONENT TOTAL	1,676,133	3,019,060	1,759,939	2,162,013	2,270,113

		APPROVED	REVISED	APPROVED	REVISED	PROPOSED
		2004	2004	2005	2005	2006
20	CONTRACTUAL COMPONENT					
2100	Sub-contracts					
	01	Information Materials	30,000	-	-	
2200	Subcontracts					
	02	Information strategy *	34,500	12,500	12,500	
		Information strategy	(34,500)	(12,500)	(12,500)	-
29	COMPONENT TOTAL					
			30,000	-	-	-
				-	-	
30	MEETING PARTICIPATION COMPONENT					
3300	Travel & DSA for Art 5 delegates to ExCom Meetings					
	01	Travel of Chairperson and Vice-Chairperson	30,000	-	-	-
	02	Executive Committee (3) & Sub-Committees (6)	225,000	-	-	-
	03	Informal Sub-Group Meetings	30,000	-	-	-
39	COMPONENT TOTAL					
			285,000	-	-	-
40	EQUIPMENT COMPONENT					
4100	Expendables					
	01	Office Stationery	15,000	-	-	-
	02	Software	9,000	-	-	-
		Sub-Total	24,000	-	-	-
4200	Non-Expendable Equipment					
	01	Computers, printers	10,000	-	-	-
	02	Others	5,000	-	-	-
		Sub-Total	15,000	-	-	-
4300	Premises					
	01	Rental of office premises	310,000			
49	COMPONENT TOTAL					
			349,000			

*Information strategy budget already approved by ExCom decision 40/53. No financial implications on the overall budget.

		APPROVED	REVISED	APPROVED	REVISED	PROPOSED
		2004	2004	2005	2005	2006
	MISCELLANEOUS COMPONENT					
51	Operation and Maintenance of Equipment					
	01 Computers and printers, etc.		9,000	-	-	-
	02 Maintenance of office premises		9,000	-	-	-
	03 Rental of photocopiers		15,000	-	-	-
	04 Telecommunication equipment		9,000	-	-	-
	05 Network maintenance		12,000	-	-	-
	Sub-total		54,000	-	-	-
52	Reporting Costs					
	01 Executive Committee meetings					
	02 Others		20,000	-	-	-
	Sub-total		20,000	-	-	-
53	Sundries					
	01 Communications		40,000	-	-	-
	02 Freight Charges		15,000	-	-	-
	03 Bank Charges		5,000	-	-	-
	04 Staff training (carried over)		38,000	-	-	-
	Sub-total		98,000	-	-	-
54	01 Hospitality costs		10,000			
59	COMPONENT TOTAL		182,000			
GRAND TOTAL		1,676,133	3,865,060	1,759,939	2,162,013	2,270,113
	Programme Support Costs (13%) (applied to budget lines 11 and 13.01 to 13.11 only)	217,897	267,678	228,792	281,062	295,115
Less	Cost covered by Government of Canada **	(350,000)	(350,000)			
COST TO MULTILATERAL FUND		1,544,030	3,782,738	1,988,731	2,443,074	2,565,228

**Contribution of the Government of Canada is to offset cost differentials for having the Secretariat in Montreal as opposed to Nairobi