



执行蒙特利尔议定书
多边基金执行委员会
第七十三次会议
2014年11月9日至13日，巴黎

基金秘书处 2014 年、2015 年、2016 年核准预算和 2017 年拟议预算

1. 本文件载有基金秘书处向执行委员会第七十三次会议提交的 2014 年、2015 年、2016 年核准预算和 2017 年拟议预算，供其审议。
2. 本文件由以下几个部分组成：
 - 预知的 2014 年核准预算预算项目间的资金转账
 - 2017 年拟议预算
 - 执行委员会会议预算
 - 建议
 - 秘书处预算，附件一

预知的 2014 年核准预算预算项目间的资金转账¹

3. 根据第 71/52(b)号决定，执行委员会第七十二次会议同意，在蒙特利尔议定书缔约方第二十六次会议之后，于巴黎连续召开第七十三次会议。
4. 在教科文组织房舍（例如，联合国工作地点）内举行第七十三次会议所产生的成本差额约为：后勤费用 55,736 美元²，工作人员差旅费 82,000 美元，以及与会人员差旅费 16,614 美元。秘书处设想，由 2014 年核准预算的预期节余来支付这些额外费用，并将所有未用余额返还给多边基金。
5. 秘书处估算了 2014 年核准预算中，涉及执行委员会会议的预算项目的预期节余和赤字，如表 1 所示。

¹ 本文件按照执行委员会第七十二次会议（第 72/43 号决定）核准的原文呈现基金秘书处 2014 年核准预算。

² 依据教科文组织 2014 年 9 月 16 日提供的成本估算，包括房舍和设备租金（45,388 美元），以及口译员和报告编写人员增支成本（772 美元和 9,576 美元）。

表 1. 2014 年核准预算中的预期节余/（赤字）（美元）

预算项目	核准预算	可动用结余/（赤字）*	预计七十三次会议剩余支出	结余
差旅（1600）	258,000	164,065	82,000	82,065
顾问（1200）	87,500	86,612	2,000	84,612
执行委员会第七十二次会议（1333）	325,000	（23,399）	0	（23,399）
执行委员会第七十三次会议（1334）	325,000	211,044	289,780**	（78,736）
与会人员差旅（3302）	150,000	56,633	73,247***	（16,614）
主席差旅（3301）	15,000	15,000	0	15,000

*截至 2014 年 10 月

**包括教科文组织成本估算（55,736 美元）、额外翻译费用（23,000 美元）。

***包括相较于蒙特利尔（330 美元），在巴黎更高的每日生活津贴（385 美元）

6. 为抵销因在巴黎举行第七十三次会议而导致的某些预算项目超支（与在蒙特利尔相反），谨建议执行委员会授权一等干事在预算项目间重新分配 118,750 美元，如表 2 所示，使得某些预算项目拨款的转账在 20% 以上。

表 2. 基金秘书处 2014 年核准预算的预算项目间转账

项目	金额（美元）	预算项目转账	
		转出	转入
1	23,400	1200	1333
2	10,000	1200	1334
3	68,736	1600	1334
4	15,000	3301	3302
5	1,614	1600	3302
共计	118,750		

2017 年拟议预算

7. 2017 年拟议预算提出了工作人员费用，以便在订正的 2016 年工作人员费用基础上延长工作人员合同，并根据第 68/45(e)号决定³适用 3% 的通胀率。基于每年两次会议的设计，拟议预算还提出了与 2016 年持平的业务费用。

³ 指出秘书处关于增加工作人员费用的适当比例，以及对 2013 年、2014 年和 2015 年预算适用 3% 的比率。

执行委员会会议预算

8. 执行委员会第七十一次会议讨论了关于订正的基金秘书处 2013 年、2014 年和 2015 年预算以及 2016 年拟议预算的 UNEP/OzL.Pro/ExCom/71/62 号文件，其中提到了关于执行委员会业务的 UNEP/OzL.Pro/ExCom/69/36 号文件，该文件载有执行委员会在蒙特利尔举行一次会议的平均费用分析。基于此分析，一次会议的费用估计数为 345,000 美元，而为期两天的闭会期间会议费用的估计数为 90,000 美元，如表 3 所示。

表 3. 2014 年执行委员会会议的估计预算

项别	预算（美元）				
	平均	第一次会议	第二次会议	闭会期间	共计
房舍租金	40,000	45,000	45,000	20,000	110,000
设备租金	10,000	15,000	15,000	5,000	35,000
报告编写人员	30,000	30,000	30,000	10,000	70,000
口译	60,000	75,000	75,000	30,000	180,000
翻译	160,000	175,000	175,000	23,000	373,000
杂项	5,000	5,000	5,000	2,000	12,000
费用共计	305,000	345,000	345,000	90,000	780,000

9. 若执行委员会决定在 2015 年及以后恢复举行三次会议，则已核准的 2015 年和 2016 年预算以及拟议的 2017 年预算都需要订正，以体现给予第三次会议的 428,400 美元，或是给予替代第三次会议的闭会期间会议的 148,400 美元额外拨款，细目如表 4 所示。

表 4. 执行委员会举行一次额外会议的估计费用

预算项目	项别	会议费用（美元）	
		第三次会议	闭会期间会议
1336	执行委员会费用	345,000	90,000
3302	受助代表团/与会人员差旅费	75,000	50,000
5401	招待费	8,400	8,400
共计		428,400	148,400

建议

10. 谨建议执行委员会考虑：

- (a) 注意到 UNEP/OzL.Pro/ExCom/73/58 号文件所载基金秘书处 2014 年、2015 年、2016 年核准预算和 2017 年拟议预算；

- (b) 授权秘书处重新分配 2014 年核准预算中的 118,750 美元，由预算项目 1200、1600 和 3301 转出，转入预算项目 1333、1334 和 3302，如表 2 所示，以配合执行委员会在巴黎举行第七十三次会议所产生的额外费用，同时注意到，拟议的预算项目间转账超出了 20% 的限制；以及
 - (c) 核准 2017 年预算中拟议的工作人员费用和业务费用，基于每年两次会议的设想，共计 7,190,229 美元。
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Annex I

APPROVED 2014, 2015, 2016 AND PROPOSED 2017 BUDGETS OF THE FUND SECRETARIAT

		Column A	Column B	Column C	Column D	Column E
		Approved	Approved	Approved	Proposed	Comments 2014
		2014	2015	2016	2017	
10	PERSONNEL COMPONENT					
1100	Project Personnel (Title & Grade)					
01	Chief Officer (D2)	251,635	259,184	266,960	274,969	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
02	Deputy Chief Officer (D1)	248,333	255,783	263,456	271,360	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
03	Programme Management Officer (P3)	164,585	169,522	174,608	179,846	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
04	Deputy Chief Officer on Financial and Economic Affairs (P5)	224,409	231,142	238,076	245,218	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
05	Senior Project Management Officer (P5)	224,409	231,142	238,076	245,218	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
06	Senior Project Management Officer (P5)	224,409	231,142	238,076	245,218	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
07	Senior Project Management Officer (P5)	224,409	231,142	238,076	245,218	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
08	Information Management Officer (P3)	198,426	204,379	210,510	216,826	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
09	Senior Administrative & Fund Management Officer (P5)*	201,342	207,383	213,604	220,012	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
10	Senior Monitoring and Evaluation Officer (P5)	224,409	231,142	238,076	245,218	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
11	Programme Management Officer (P3)	164,585	169,522	174,608	179,846	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
12	Information Network Officer (P3)	137,917	142,055	146,316	150,706	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
13	Associate Human Resources Officer (P2)	-	-	-	-	Funded from Programme Support Cost and to be downgraded from P2 to G7
14	Programme Management Officer (P3)	164,585	169,522	174,608	174,608	Based on standard salary cost and adjusted based on actual cost with a 3% annual increase
15	Associate Finance Officer (P2)-former 1301 starting 2014	60,000	123,600	127,308	131,127	Upgraded as per decision 72/43(b)(i)
16	Associate Database Officer (P2)-former 1310 starting 2014	60,000	123,600	127,308	131,127	Upgraded as per decision 72/43(b)(i)
98	Prior Year					
1199	Sub-Total	2,773,455	2,980,259	3,069,667	3,156,518	
1200	Consultants					
01	Projects and technical reviews etc.	87,500	75,000	75,000	75,000	Reduction of US \$12,500 as per decision 72/43(b)(i)
1299	Sub-Total	87,500	75,000	75,000	75,000	
1300	Administrative Support Personnel					
01	Administrative Assistant (G7)	47,501	-			
02	Meeting Services Assistant (G7)	94,591	97,429	100,352	103,362	Based on actual cost including overtime with a 3% annual increase
03	Programme Assistant (G7)/(P2)	94,591	97,429	100,352	103,362	Post classifiable as P2 as per notice dated May 2014 as a result of the re-numbering exercise
04	Programme Assistant (G5)	70,067	72,169	74,334	76,565	Based on actual cost including overtime with a 3% annual increase
05	Programme Assistant (G5)	70,067	72,169	74,334	76,565	Based on actual cost including overtime with a 3% annual increase
06	Computer Operations Assistant (G6)	89,504	92,189	94,955	97,803	Based on actual cost including overtime with a 3% annual increase
07	Programme Assistant (G5)	74,054	76,276	78,564	80,921	Based on actual cost including overtime with a 3% annual increase
08	Secretary/Clerk, Administration (G6)	79,441	81,825	84,279	86,808	Based on actual cost including overtime with a 3% annual increase
09	Registry Clerk (G4)	60,527	62,343	64,213	66,139	Based on actual cost including overtime with a 3% annual increase
10	Database Assistant (G7)	47,501	-			Upgraded G7 to P2 June 2014
11	Programme Assistant, Monitoring & Evaluation (G5)	70,067	72,169	74,334	76,565	Based on actual cost including overtime with a 3% annual increase
12	IMIS Assistant (G6)	-	-	-	-	Funded from Programme Support Costs (PSC)
13	Programme Assistant (G5)	70,067	72,169	74,334	76,565	Based on actual cost including overtime with a 3% annual increase
14	Programme Assistant (G5)	70,067	72,169	74,334	76,565	Based on actual cost including overtime with a 3% annual increase
	Sub-Total	938,046	866,235	892,222	918,989	
1330	Conference Servicing Cost					
1333	Meeting Services: ExCom	325,000	325,000	325,000	325,000	
1334	Meeting Services: ExCom	325,000	325,000	325,000	325,000	
1336	Meeting Services: ExCom					
1335	Temporary Assistance	31,282	18,782	18,782	18,782	Reduction of US \$12,500 as per decision 72/43(b)(i)
1337	Meeting Ozone					
	Sub-Total	681,282	668,782	668,782	668,782	
1399	TOTAL ADMINISTRATIVE SUPPORT	1,619,328	1,535,017	1,561,004	1,587,771	

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

Note: Personnel costs under BLs 1100 and 1300 will be reduced by US \$503,617 based on 2013 actual cost differentials between staff cost in Montreal and staff cost in Nairobi covered by the Government of Canada.

		Column A	Column B	Column C	Column D	Column E
		Approved	Approved	Approved	Proposed	Comments 2014
		2014	2015	2016	2017	
1600	Travel on official business					
	01 Mission Costs	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	Allocation for 4 network meetings a year
1699	Sub-Total	258,000	258,000	258,000	258,000	
1999	COMPONENT TOTAL	4,738,284	4,848,276	4,963,671	5,077,289	
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 & DSA for Art 5 delegates to ExCom meetings					
	01 Travel of Chairperson and Vice-Chairperson	15,000	15,000	15,000	15,000	Covers travel other than attendance to Excom
	02 Executive Committee (2 in 2014)	150,000	150,000	150,000	150,000	2 ExCom taking place in Montreal
3999	COMPONENT TOTAL	165,000	165,000	165,000	165,000	
40	EQUIPMENT COMPONENT					
4100	Expendables					
	01 Office Stationery	12,285	12,285	12,285	12,285	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	22,815	22,815	22,815	22,815	
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	Based on anticipated needs
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	Allocation to be reduced to US \$46,863. Balance to be covered by Govt. of Canada cost differential
	Sub-Total	870,282	870,282	870,282	870,282	
4999	COMPONENT TOTAL	911,947	911,947	911,947	911,947	

**Rental of premises will be offset by US \$742,993,(based on 2013) being covered by cost differential with Government of Canada leaving US \$46,863 to be charged to the MLF.

***Balance of 2013 (US \$22,395) to be rephased to 2014 to complete 2013 purchase plan

		Column A	Column B	Column C	Column D	Column E
		Approved 2014	Approved 2015	Approved 2016	Proposed 2017	Comments 2014
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)	15,000	15,000	15,000	15,000	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	49,100	49,100	49,100	49,100	
5200	Reproduction Costs					
	01 Executive Committee meetings 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	58,500	58,500	58,500	58,500	Based on anticipated needs
	02 Freight Charges	9,450	9,450	9,450	9,450	Based on anticipated needs
	03 Bank Charges	4,500	4,500	4,500	4,500	Based on anticipated needs (no changes)
	05 Staff Training	20,137	20,137	20,137	20,137	Based on anticipated needs (no changes)
5399	Sub-Total	92,587	92,587	92,587	92,587	
5400	Hospitality & Entertainment					
	01 Hospitality Costs	16,800	16,800	16,800	16,800	Amount to reflect two Excom meetings
5499	Sub-Total	16,800	16,800	16,800	16,800	
5999	COMPONENT TOTAL	169,197	169,197	169,197	169,197	
GRAND TOTAL		6,484,428	6,594,420	6,709,815	6,823,433	
	Programme Support Costs (9%)	334,035	346,184	356,570	366,796	PSC 9% in 2017
COST TO MULTILATERAL FUND		6,818,463	6,940,604	7,066,385	7,190,229	
	Previous budget schedule	6,818,463	6,940,604	7,066,385	-	
	Increase/decrease	-	-	-	7,190,229	

***Balance of 2013 (US \$22,395) to be rephased to 2014 to complete 2013 purchase plan