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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Seventy-third Meeting  
Paris, 9-13 November 2014

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

1. This document contains the approved 2014, 2015, 2016 and proposed 2017 budgets of the Fund Secretariat submitted for consideration by the Executive Committee at its 73<sup>rd</sup> meeting.
2. The document consists of the following sections:
  - Foreseen fund transfer between budget lines of the approved 2014 budget
  - Proposed 2017 budget
  - Budget for meetings of the Executive Committee
  - Recommendations
  - Annex I, budgets of the Fund Secretariat

**Foreseen fund transfers between budget lines of the approved 2014 budget<sup>1</sup>**

3. At the 72<sup>nd</sup> meeting, the Executive Committee agreed to hold the 73<sup>rd</sup> meeting back-to-back with the Twenty-Sixth Meeting of the Parties to the Montreal Protocol in Paris, in line with decision 71/52(b).
4. The cost differential of having the 73<sup>rd</sup> meeting in UNESCO premises (i.e., a UN duty station) amounts to approximately US \$55,736<sup>2</sup> in logistic costs, US \$82,000 for staff travel, and US \$16,614 for participant's travel. The Secretariat envisages covering these additional costs from anticipated savings of the approved 2014 budget and to return any unspent balance to the Multilateral Fund.
5. The Secretariat has estimated the anticipated savings and deficits of the budgets lines related to meetings of the Executive Committee in the approved 2014 budget as shown in Table 1.

<sup>1</sup>The approved 2014 budget of the Fund Secretariat is presented in this document as approved by the Executive Committee at its 72<sup>nd</sup> meeting (decision 72/43).

<sup>2</sup>Based on the cost estimate provided by UNESCO on 16 September 2014, which includes: rental of premises and equipment (US \$45,388) and incremental costs for interpreters (US \$772) and report writers (US \$9,576).

**Table 1. Anticipated savings/(deficits) in the approved 2014 budget (US \$)**

Budget line	Approved budget	Available balance/(deficit)*	Estimated remaining expenditure for the 73 <sup>rd</sup> meeting	Balance
Travel (1600)	258,000	164,065	82,000	82,065
Consultant (1200)	87,500	86,612	2,000	84,612
ExCom 72 <sup>nd</sup> (1333)	325,000	(23,399)	0	(23,399)
ExCom 73 <sup>rd</sup> (1334)	325,000	211,044	289,780**	(78,736)
Participant's travel (3302)	150,000	56,633	73,247***	(16,614)
Chairman's travel (3301)	15,000	15,000	0	15,000

\* As of October 2014

\*\*Includes UNESCO cost estimates (US \$55,736), additional translation costs (US \$23,000).

\*\*\* Includes a higher daily subsistence allowances in Paris (US \$385) as compared to Montreal (US \$330).

6. In order to offset the over-runs under some budget lines resulting from having the 73<sup>rd</sup> meeting in Paris (as opposed to Montreal), the Executive Committee may wish to authorize the Chief Officer to reallocate a sum of US \$118,750 between budget lines (BLs) as shown in Table 2, leading to transfers greater than 20 per cent of some Budget Lines allotment.

**Table 2. Transfer between BLs of the approved 2014 budget of the Fund Secretariat**

Item	Amount (US \$)	BL transfer	
		From	Into
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
Total	118,750		

### Proposed 2017 budget

7. The proposed budget for 2017 introduces staff costs to enable extension of staff contracts based on the revised 2016 staff costs and applies a 3 per cent inflation rate, in line with decision 68/45(e)<sup>3</sup>. It also introduces operational costs at the same level as 2016 based on a two meetings per year scenario.

### Budget for meetings of the Executive Committee

8. At the 71<sup>st</sup> meeting, the Executive Committee discussed document UNEP/OzL.Pro/ExCom/71/62 on the revised 2013, 2014 and 2015 and proposed 2016 budgets of the Fund Secretariat, which referred to the document UNEP/OzL.Pro/ExCom/69/36 on the operation of the Executive Committee, where an analysis of the average costs of a meeting of the Executive Committee when convened in Montreal was presented. Based on this analysis, the cost of one meeting was estimated at US \$345,000 while the cost for a two-day intersessional meeting was estimated at US \$90,000, as shown in Table 3.

<sup>3</sup>To note the Secretariat's feedback on the appropriate rate of increase for staff costs and to maintain the 3 per cent rate applied to the 2013, 2014 as well as 2015 budgets.

**Table 3. Estimated budget for meetings of the Executive Committee in 2014**

Description	Budget (US \$)				
	Average	1 <sup>st</sup> meeting	2 <sup>nd</sup> meeting	Intersessional	Total
Rental of premises	40,000	45,000	45,000	20,000	110,000
Rental of equipment	10,000	15,000	15,000	5,000	35,000
Report writers	30,000	30,000	30,000	10,000	70,000
Interpretation	60,000	75,000	75,000	30,000	180,000
Translation	160,000	175,000	175,000	23,000	373,000
Miscellaneous	5,000	5,000	5,000	2,000	12,000
Total cost	305,000	345,000	345,000	90,000	780,000

9. If the Executive Committee decides to revert to three meetings a year in 2015 and subsequent years, the approved 2015 and 2016 and proposed 2017 budgets would need to be revised to reflect and additional allocation of US \$428,400 for a third meeting, or US \$148,400 for an intersessional meeting in lieu of a third meeting, as per the breakdown shown in Table 4.

**Table 4. Estimated costs for an additional meeting of the Executive Committee**

BL	Description	Cost of meetings (US \$)	
		Third	Intersessional
1336	Executive Committee costs	345,000	90,000
3302	Sponsored delegates/participant travel costs	75,000	50,000
5401	Hospitality	8,400	8,400
Total		428,400	148,400

### Recommendation

10. The Executive Committee may wish to consider:
- (a) Taking note of the approved 2014, 2015, and 2016 and proposed 2017 budgets of the Fund Secretariat contained in document UNEP/OzL.Pro/ExCom/73/58;
  - (b) Authorizing the Secretariat, to reallocate a sum of US \$118,750 of the approved 2014 budget from budget lines (BLs) 1200, 1600, and 3301 to BLs 1333, 1334 and 3302 as indicated in Table 2 to accommodate the additional cost of having the 73<sup>rd</sup> meeting of the Executive Committee in Paris, noting that the proposed transfer among BLs is above the 20 per cent limit; and
  - (c) Approving the proposed staff and operational costs of the 2017 budget totalling US \$7,190,229 based on a two meetings per year scenario.

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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	<b>Sub-Total</b>	<b>2,773,455</b>	<b>2,980,259</b>	<b>3,069,667</b>	<b>3,156,518</b>	
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	<b>Sub-Total</b>	<b>87,500</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	
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
	<b>Sub-Total</b>	<b>938,046</b>	<b>866,235</b>	<b>892,222</b>	<b>918,989</b>	
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					
	<b>Sub-Total</b>	<b>681,282</b>	<b>668,782</b>	<b>668,782</b>	<b>668,782</b>	
1399	<b>TOTAL ADMINISTRATIVE SUPPORT</b>	<b>1,619,328</b>	<b>1,535,017</b>	<b>1,561,004</b>	<b>1,587,771</b>	

\* 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
<b>1699</b>	<b>Sub-Total</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	<b>258,000</b>	
<b>1999</b>	<b>COMPONENT TOTAL</b>	<b>4,738,284</b>	<b>4,848,276</b>	<b>4,963,671</b>	<b>5,077,289</b>	
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		-	-	-	
<b>2999</b>	<b>COMPONENT TOTAL</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</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	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
<b>3999</b>	<b>COMPONENT TOTAL</b>	<b>165,000</b>	<b>165,000</b>	<b>165,000</b>	<b>165,000</b>	
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
<b>4199</b>	<b>Sub-Total</b>	<b>22,815</b>	<b>22,815</b>	<b>22,815</b>	<b>22,815</b>	
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
<b>4299</b>	<b>Sub-Total</b>	<b>18,850</b>	<b>18,850</b>	<b>18,850</b>	<b>18,850</b>	
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
	<b>Sub-Total</b>	<b>870,282</b>	<b>870,282</b>	<b>870,282</b>	<b>870,282</b>	
<b>4999</b>	<b>COMPONENT TOTAL</b>	<b>911,947</b>	<b>911,947</b>	<b>911,947</b>	<b>911,947</b>	

\*\*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
<b>5199</b>	<b>Sub-Total</b>	<b>49,100</b>	<b>49,100</b>	<b>49,100</b>	<b>49,100</b>	
5200	Reproduction Costs					
	01 Executive Committee meetings and reports to MOP	10,710	10,710	10,710	10,710	
<b>5299</b>	<b>Sub-Total</b>	<b>10,710</b>	<b>10,710</b>	<b>10,710</b>	<b>10,710</b>	
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)
<b>5399</b>	<b>Sub-Total</b>	<b>92,587</b>	<b>92,587</b>	<b>92,587</b>	<b>92,587</b>	
5400	Hospitality & Entertainment					
	01 Hospitality Costs	16,800	16,800	16,800	16,800	Amount to reflect two Excom meetings
<b>5499</b>	<b>Sub-Total</b>	<b>16,800</b>	<b>16,800</b>	<b>16,800</b>	<b>16,800</b>	
<b>5999</b>	<b>COMPONENT TOTAL</b>	<b>169,197</b>	<b>169,197</b>	<b>169,197</b>	<b>169,197</b>	
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
<b>COST TO MULTILATERAL FUND</b>		<b>6,818,463</b>	<b>6,940,604</b>	<b>7,066,385</b>	<b>7,190,229</b>	
	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