



**United Nations
Environment
Programme**

Distr.
GENERAL

UNEP/OzL.Pro/ExCom/75/82
26 October 2015



ORIGINAL: ENGLISH

EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Seventy-fifth Meeting
Montreal, 16-20 November 2015

**APPROVED 2015, 2016, 2017 AND PROPOSED 2018 BUDGETS
OF THE FUND SECRETARIAT**

1. This document contains the approved 2015, 2016, 2017 and proposed 2018 budgets of the Fund Secretariat submitted for consideration by the Executive Committee at its 75th meeting.
2. The document consists of the following sections:
 - Foreseen fund transfer between budget lines of the approved 2015 budget¹
 - Proposed 2018 budget
 - Budget for meetings of the Executive Committee
 - Recommendations
 - Annex I, budgets of the Fund Secretariat

Foreseen fund transfer between budget lines of the approved 2015 budget

3. The Executive Committee may wish to note that the following costs were incurred in 2015 which were not considered in the approved 2015 budget: costs associated with the introduction in UNEP of the United Nations new enterprise resource system, Umoja, and translation of a larger number of documents submitted to the 75th meeting, as explain below.
4. The introduction of Umoja in June 2015² required that a number of administrative tasks for the preparation of the 74th and 75th meetings of the Executive Committee, such as payments for conference service staff, be outsourced by UNEP to the United Nations Office for Project Services (UNOPS), resulting in additional costs estimated at US \$50,000 for two meetings. Additionally, the United Nations Office in Nairobi (UNON) advised the Secretariat that contracts for conference service staff and travel arrangements for meeting participants which were traditionally processed by the Secretariat, would be

¹ The approved 2015 budget of the Fund Secretariat is presented in this document as approved by the Executive Committee at its 73rd meeting (decision 73/69).

² Since the introduction of Umoja, two blackout periods where no transactions were able to be processed, had occurred (June and October 2015).

Pre-session documents of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol are without prejudice to any decision that the Executive Committee might take following issuance of the document.

done by UNON, and by a UN travel agent in Geneva, respectively, resulting in additional costs estimated at US \$15,000. These unforeseen additional charges, results in an overall increase of US \$65,000 in the approved budget of the Executive Committee meetings in 2015.

5. For the 75th meeting, the Executive Committee would consider 88 documents prepared by the Secretariat, a higher number than that estimated when the Secretariat budget was submitted to the 73rd meeting. This may result in an additional US \$45,000 (i.e., US \$15,000 for each of the three UN languages) in excess of the approved budget for translation of documents of the 75th meeting.

6. The Secretariat would attempt to absorb the above-mentioned additional costs by transferring funds from savings realised from some budget lines to the Executive Committee meeting budget lines. In case transfer between budget lines would exceed the 20 per cent limit authorized by the Executive Committee to the Chief Officer, the Secretariat would report it to the Executive Committee at its 77th meeting.

Proposed 2018 budget

7. The proposed budget for 2018 introduces staff costs to enable extension of staff contracts based on the approved 2017 staff costs and applies a 3 per cent inflation rate, in line with decision 68/45(e)³. It also introduces operational costs at the same level as 2017 based on a two meetings per year scenario.

Budget for meetings of the Executive Committee

8. If the Executive Committee decides to revert to three meetings a year in 2016⁴ and subsequent years, the approved 2016 and 2017 and proposed 2018 budgets would need to be revised to reflect an 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 shown in Table 1⁵.

Table 1. 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

9. The Executive Committee may wish to consider:
- (a) Noting the document on approved 2015, 2016 and 2017, and proposed 2018 budgets of the Fund Secretariat contained in document UNEP/OzL.Pro/ExCom/75/82;
 - (b) Authorizing the Secretariat to reallocate funding among budget lines in the 2015 approved budget to absorb the additional costs incurred due to the introduction of Umoja in June 2015 and a higher number of documents than originally estimated, on the understanding that if funding transfers exceeded the 20 per cent limit within the Chief Officer's authority, the Secretariat would report back to the Executive Committee

³To 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.

⁴ To review the scenario of two Executive Committee meetings per year at the first meeting of the Committee in 2016 (decision 73/70(h)).

⁵ This cost breakdown was presented in document UNEP/OzL.Pro/ExCom/73/58.

at its 77th meeting; and

- (c) Approving the proposed staff and operational costs of the 2018 budget as contained in Annex I to document UNEP/OzL.Pro/ExCom/75/82 totalling US \$7,268,801 based on a two meetings per year scenario.

Annex I
APPROVED 2015, 2016, 2017 AND PROPOSED 2018 BUDGETS OF THE FUND SECRETARIAT

		Approved 2015	Approved 2016	Approved 2017	Proposed 2018	Comments 2018
10	PERSONNEL COMPONENT					
1100	Project Personnel (Title & Grade)					
01	Chief Officer (D2)	259,184	266,960	274,969	283,218	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
02	Deputy Chief Officer (D1)	255,783	263,456	271,360	279,501	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
03	Programme Management Officer (P3)	169,522	174,608	179,846	185,242	All staff costs are 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)	231,142	238,076	245,218	252,575	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
05	Senior Project Management Officer (P5)	231,142	238,076	245,218	252,575	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
06	Senior Project Management Officer (P5)	231,142	238,076	245,218	252,575	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
07	Senior Project Management Officer (P5)	231,142	238,076	245,218	252,575	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
08	Information Management Officer (P3)	204,379	210,510	216,826	223,331	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
09	Senior Administrative & Fund Management Officer (P5)*	207,383	213,604	220,012	226,613	Difference in cost between P4 and P5 is to be charged to BL 2101
10	Senior Monitoring and Evaluation Officer (P5)	231,142	238,076	245,218	252,575	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
11	Programme Management Officer (P3) / (P2)	169,522	174,608	179,846	135,061	Encumbant is at P2 level
12	Information Network Officer (P3)	142,055	146,316	150,706	155,227	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
14	Programme Management Officer (P3)	169,522	174,608	174,608	179,846	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
15	Associate Administrative Officer (P2)	123,600	127,308	131,127	135,061	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
16	Associate Database Officer (P2)	123,600	127,308	131,127	135,061	All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
98	Prior Year					
1199	Sub-Total	2,980,259	3,069,667	3,156,518	3,201,033	
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					
02	Meeting Services Assistant (G7)	97,429	100,352	103,362	106,463	Based on actual cost including overtime with a 3% annual increase
03	Programme Assistant (G7)	97,429	100,352	103,362	106,463	Based on actual cost including overtime with a 3% annual increase
04	Programme Assistant (G5)	72,169	74,334	76,565	78,861	Based on actual cost including overtime with a 3% annual increase
05	Programme Assistant (G5)	72,169	74,334	76,565	78,861	Based on actual cost including overtime with a 3% annual increase
06	Computer Operations Assistant (G6)	92,189	94,955	97,803	100,738	Based on actual cost including overtime with a 3% annual increase
07	Programme Assistant (G5)	76,276	78,564	80,921	83,349	Based on actual cost including overtime with a 3% annual increase
08	Secretary/Clerk, Administration (G6)	81,825	84,279	86,808	89,412	Based on actual cost including overtime with a 3% annual increase
09	Registry Clerk (G4)	62,343	64,213	66,139	68,123	Based on actual cost including overtime with a 3% annual increase
11	Programme Assistant, Monitoring & Evaluation (G5)	72,169	74,334	76,565	78,861	Based on actual cost including overtime with a 3% annual increase
12	IMIS Assistant (G6)	-	-	-	-	Funded from Programme Support Costs
13	Programme Assistant (G5)	72,169	74,334	76,565	78,861	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
15	Associate Human Resources Officer (G7)	-	-	-	-	Funded from Programme Support Costs, downgraded from P2 to G7 by decision 72/43 Annex XV
	Sub-Total	866,235	892,222	918,989	946,558	
1330	Conference Servicing Cost					
1333	Meeting Services: ExCom	325,000	325,000	325,000	325,000	Based on two ExCom meetings per year
1334	Meeting Services: ExCom	325,000	325,000	325,000	325,000	Based on two ExCom meetings per year
1336	Meeting Services: ExCom					
1335	Temporary Assistance	18,782	18,782	18,782	18,782	
	Sub-Total	668,782	668,782	668,782	668,782	
1399	TOTAL ADMINISTRATIVE SUPPORT	1,535,017	1,561,004	1,587,771	1,615,340	

* 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 \$413,718 based on 2014 actual cost differentials between staff cost in Montreal and staff cost in Nairobi covered by the Government of Canada.

		Approved 2015	Approved 2016	Approved 2017	Proposed 2018	Comments 2018
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 four network meetings a year
1699	Sub-Total	258,000	258,000	258,000	258,000	
1999	COMPONENT TOTAL	4,848,276	4,963,671	5,077,289	5,149,374	
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 and DSA for Art 5 delegates to Exutive Committee 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 2018)	150,000	150,000	150,000	150,000	Two ExCom meetings 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 \$52,890. Balance to be covered by Government of Canada cost differential
4999	Sub-Total	870,282	870,282	870,282	870,282	
4999	COMPONENT TOTAL	911,947	911,947	911,947	911,947	
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 (DSA delivery)
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 and Entertainment					
01	Hospitality costs	16,800	16,800	16,800	16,800	Amount to cover 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		6,594,420	6,709,815	6,823,433	6,895,518	
	Programme support costs (9%)	346,184	356,570	366,796	373,283	Applied to staff cost only
COST TO MULTILATERAL FUND		6,940,604	7,066,385	7,190,229	7,268,801	
	Previous budget schedule	6,940,604	7,066,385	7,190,229	-	
	Increase/decrease	-	-	-	7,268,801	

**Rental of premises will be offset by US \$693,080 (based on 2014) being covered by cost differential with Government of Canada leaving US \$52,890 to be charged to the MLF.