



联合国



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执行蒙特利尔议定书
多边基金执行委员会
第八十次会议
2017年11月13日至17日，蒙特利尔

基金秘书处 2017 年的核准预算、2018 年和 2019 年的订正预算 及 2020 年的拟议预算

1. 本文件提出基金秘书处 2017 年的核准预算、2018 年和 2019 年的订正预算及 2020 年的拟议预算。
2. 本文件由以下几个部分组成：
 - 核准的 2017 年预算
 - 订正的 2018 年和 2019 年预算
 - 拟议的 2020 年预算
 - 建议
3. 本文件附件一载有基金秘书处 2017 年的核准预算、2018 年和 2019 年的订正预算及 2020 年的拟议预算。

核准的 2017 年预算

4. 财务主任已向第八十次会议提交了 2016 年决算¹。本文件附表 1.3（2016 年秘书处预算的实际支出）显示未用结余 1,451,566 美元；不过，2016 年的另项支出 62,808 美元²没有作为 2016 年的支出登账。因此，它将结转至 2017 年的核准预算。在作出这项调整

¹ UNEP/OzL.Pro/ExCom/80/5 号文件载有 2016 年的实际支出。

² UNEP/OzL.Pro/ExCom/80/5 号文件附件一第 3 页至第 5 页按预算项目开列了各项支出。未入账开支的细目见附件 E 栏。

后，未用结余 1,388,758 美元（即秘书处预算项下的 1,345,650 美元和高级监测和评价干事预算中的 43,108 美元）将在第八十次会议退还多边基金。

订正的 2018 年和 2019 年预算

5. 执行委员会第七十七次会议审议了基金秘书处 2015 年、2016 年、2017 年和 2018 年的核准预算以及 2019 年的拟议预算文件。经讨论后，执行委员会决定增加 2017 年和 2018 年的订正预算和 2019 年的拟议预算资金，以便为执行委员会在这三年增开一次会议（会议费用 355,800 美元和其他会议相关费用 92,800 美元）提供资金。

6. 在第七十九次会议讨论第八十一次会议和第八十二次会议的时间和地点期间（议程项目 13：其他事务项下），大家普遍同意每年举行两次会议是最好的办法，并且如有需要，为了进行磋商，开会时间可延长一天。因此，执行委员会决定在 2018 年仅举行两次会议。

7. 根据第七十九次会议进行的讨论，秘书处已减少根据第 77/63 号决定核可的 2018 年和 2019 年订正预算，为执行委员会每年举行两次会议而非三次会议编制经费。

8. 本文件附件一载列 2018 年和 2019 年的订正预算，其中开列每年举行两次会议而非三次会议的经费（即临时助理人员费 9,400 美元（预算项目 1335）、会议服务费 355,800 美元（预算项目 1336）、与会人员差旅费 75,000 美元（预算项目 3302）和招待费 8,400 美元（预算项目 5401））和对预算项目 1111 作出的调整以反映正确的供资数额（2018 年和 2019 年分别为 20,166 美元和 24,823 美元）。

拟议的 2020 年预算

9. 2020 年拟议预算以 2019 年订正预算为基础。它为执行委员会举行两次会议编制预算并继续只将通货膨胀率 3% 用于工作人员费用。

建议

10. 谨建议执行委员会：

(a) 注意到：

(一) UNEP/OzL.Pro/ExCom/80/7 号文件载有基金秘书处 2017 年的核准预算、2018 年和 2019 年的订正预算和 2020 年的拟议预算文件；

(二) 未在 2016 年登账的支出 62,802 美元已结转到 2017 年核准预算；

(三) 1,388,758 美元（秘书处 2016 年核准预算结余的 1,345,650 美元和高级监测和评价干事从 2016 年核准预算结余的 43,108 美元）在第八十次会议退还多边基金；

(b) 核准：

- (一) 2018 年和 2019 年的订正预算分别为 7,402,419 美元和 7,540,205 美元；以及
- (二) 根据 2019 年订正预算并依照执行委员会举行两次会议和工作人员费用增加 3% 编制的 2020 年拟议预算为 7,682,125 美元。

Annex I

APPROVED 2017, REVISED 2018, 2019 AND PROPOSED 2020 BUDGETS OF THE FUND SECRETARIAT

		A	B	C	D	E	F	
		Approved (1) 2017	Approved 2018	Revised 2018	Approved 2019	Revised 2019	Proposed 2020	Comments
10	PERSONNEL COMPONENT							
1100	Project Personnel (Title & Grade)							All staff costs are based on standard salary cost and adjusted based on actual cost with a 3% annual increase
01	Chief Officer (D2)	274,969	283,218	283,218	291,714	291,714	300,466	
02	Deputy Chief Officer (D1)	271,360	279,501	279,501	287,886	287,886	296,523	
03	Programme Management Officer (P4)	191,846	197,602	197,602	203,530	203,530	209,636	
04	Deputy Chief Officer on Financial and Economic Affairs (P5)	245,218	252,575	252,575	260,152	260,152	267,956	
05	Senior Project Management Officer (P5)	245,218	252,575	252,575	260,152	260,152	267,956	
06	Senior Project Management Officer (P5)	245,218	252,575	252,575	260,152	260,152	267,956	
07	Senior Project Management Officer (P5)	245,218	252,575	252,575	260,152	260,152	267,956	
08	Information Management Officer (P4)	221,026	227,657	227,657	234,486	234,486	241,521	
09	Senior Administrative & Fund Management Officer (P5)*	220,012	226,613	226,613	233,411	233,411	240,413	
10	Senior Monitoring and Evaluation Officer (P5)	245,218	252,575	252,575	260,152	260,152	267,956	
11	Programme Management Officer (P3) / (P2)	179,846	135,061	155,227	135,061	159,884	164,681	Adjustment to reflect correct level of funding
12	Information Network Officer (P4)	162,706	167,587	167,587	172,614	172,614	177,793	
14	Programme Management Officer (P4)	191,084	196,817	196,817	202,721	202,721	208,803	
15	Associate Administrative Officer (P2)	131,127	135,061	135,061	139,113	139,113	143,286	
16	Associate Database Officer (P2)	131,127	135,061	135,061	139,113	139,113	143,286	
98	Prior Year							
1199	Sub-Total	3,201,195	3,247,050	3,267,216	3,340,409	3,365,232	3,466,189	
1200	Consultants							
01	Projects and technical reviews etc.	75,000	75,000	75,000	75,000	75,000	75,000	
02	Administrative cost study							
1299	Sub-Total	75,000	75,000	75,000	75,000	75,000	75,000	
1300	Administrative Support Personnel							
01	Administrative Assistant (G7)							Post cancelled and replaced by Post 1115 due to upgrade to P2
02	Meeting Services Assistant (G7)	103,362	106,463	106,463	109,657	109,657	112,947	
03	Programme Assistant (G6)	97,803	100,737	100,737	103,759	103,759	106,872	
04	Programme Assistant (G6)	82,000	84,460	84,460	86,994	86,994	89,604	
05	Programme Assistant (G5)	76,565	78,861	78,861	81,227	81,227	83,664	
06	Computer Operations Assistant (G6)	97,803	100,738	100,738	103,760	103,760	106,873	
07	Programme Assistant (G5)	80,921	83,349	83,349	85,849	85,849	88,425	
08	Secretary/Clerk, Administration (G6)	86,808	89,412	89,412	92,094	92,094	94,857	
09	Registry Clerk (G4)	66,139	68,123	68,123	70,167	70,167	72,272	
10	Database Assistant (G7)		-	-	-	-	-	Post cancelled and replaced by Post 1116 due to upgrade to P2
11	Programme Assistant, Monitoring & Evaluation (G5)	76,565	78,861	78,861	81,227	81,227	83,664	
12	IMIS Assistant (G6)		-	-	-	-	-	Funded from programme support costs
13	Programme Assistant (G5)	76,565	78,861	78,861	81,227	81,227	83,664	
14	Programme Assistant (G5)	74,334	76,565	76,565	78,861	78,861	81,227	
15	Associate Human Resources Officer (G7)		-	-	-	-	-	Funded from programme support costs
	Sub-Total	918,865	946,431	946,431	974,824	974,824	1,004,068	
1330	Conference Servicing Cost							
1333	Meeting Services: ExCom	355,800	355,800	355,800	355,800	355,800	355,800	
1334	Meeting Services: ExCom	355,800	355,800	355,800	355,800	355,800	355,800	
1336	Meeting Services: ExCom	355,800	355,800		355,800			
1335	Temporary Assistance	28,173	28,200	18,800	28,200	18,800	18,800	Based on two meetings in 2018-2020
1335	ExCom costs							
	Sub-Total	1,095,573	1,095,600	730,400	1,095,600	730,400	730,400	
1399	TOTAL ADMINISTRATIVE SUPPORT	2,014,438	2,042,031	1,676,831	2,070,424	1,705,224	1,734,468	

(1) Do not include allocation for 2016 unrecorded expenditures amounting to US \$62,808 consisting of: BL 1201: Administrative cost study (US \$37,600), BL 4102: Expendable softwares (US \$9,240), BL 5105: Network maintenance (US \$3,285) and BL 5301: Communications (US \$12,683)

Note: Personnel costs under BLs 1100 and 1300 will be reduced by US \$274,447 based on 2016 actual cost differentials between staff cost in Montreal and staff cost in Nairobi covered by the Government of Canada.

* Difference in cost between P4 and P5 (US \$28,000) is to be reversed and charged to Treasurer's fee.

		Approved 2017	Approved 2018	Revised 2018	Approved 2019	Revised 2019	Proposed 2020	Comments
1600	Travel on official business							
	01 Mission costs	208,000	208,000	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	50,000	50,000	Allocation for four network meetings a year
1699	Sub-Total	258,000	258,000	258,000	258,000	258,000	258,000	
1999	COMPONENT TOTAL	5,548,632	5,622,080	5,277,047	5,743,833	5,403,456	5,533,658	
20	CONTRACTUAL COMPONENT							
2100	Sub-contracts							
	01 Treasury services (decision 59/51(b))	500,000	500,000	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	500,000	500,000	
30	MEETING PARTICIPATION COMPONENT							
3300	Travel and DSA for Article 5 delegates to Executive Committee meetings							
	01 Travel of Chairperson and Vice-Chairperson	15,000	15,000	15,000	15,000	15,000	15,000	Covers travel other than attendance to Executive Committee meetings
	02 Executive Committee (3 in 2017, 2018 and 2019)	225,000	225,000	150,000	225,000	150,000	150,000	Based on two meetings in 2018-2020
3999	COMPONENT TOTAL	240,000	240,000	165,000	240,000	165,000	165,000	
40	EQUIPMENT COMPONENT							
4100	Expendables							
	01 Office stationery	12,285	12,285	12,285	12,285	12,285	12,285	Based on anticipated needs
	02 Computer expendable (software, accessories, hubs, switches,	10,530	10,530	10,530	10,530	10,530	10,530	Based on anticipated needs
4199	Sub-Total	22,815	22,815	22,815	22,815	22,815	22,815	
4200	Non-Expendable Equipment							
	01 Computers, printers	13,000	13,000	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	5,850	5,850	
4299	Sub-Total	18,850	18,850	18,850	18,850	18,850	18,850	
4300	Premises							
	01 Rental of office premises***	870,282	870,282	870,282	870,282	870,282	870,282	US \$52,890 to be charged to the budget. Balance to be covered by Government of Canada cost differential and allocation to be reduced
	Sub-Total	870,282	870,282	870,282	870,282	870,282	870,282	
4999	COMPONENT TOTAL	911,947	911,947	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	8,100	8,100	Based on anticipated needs
	02 Maintenance of office premises	8,000	8,000	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	15,000	15,000	Based on anticipated needs
	04 Telecommunication equipment rental	8,000	8,000	8,000	8,000	8,000	8,000	Based on anticipated needs
	05 Network maintenance	10,000	10,000	10,000	10,000	10,000	10,000	Based on anticipated needs
5199	Sub-Total	49,100	49,100	49,100	49,100	49,100	49,100	
5200	Reproduction Costs							
	01 ExCom and reports to MOP	10,710	10,710	10,710	10,710	10,710	10,710	
5299	Sub-Total	10,710	10,710	10,710	10,710	10,710	10,710	
5300	Sundries							
	01 Communications	58,500	58,500	58,500	58,500	58,500	58,500	Based on anticipated needs
	02 Freight charges	9,450	9,450	9,450	9,450	9,450	9,450	Based on anticipated needs
	03 Bank charges	4,500	4,500	4,500	4,500	4,500	4,500	Based on anticipated needs
	05 Staff training	20,137	20,137	20,137	20,137	20,137	20,137	Based on anticipated needs
	06 GST							
	04 PST							
5399	Sub-Total	92,587	92,587	92,587	92,587	92,587	92,587	
5400	Hospitality and Entertainment							
	01 Hospitality costs	25,200	25,200	16,800	25,200	16,800	16,800	Based on two meetings in 2018-2020
5499	Sub-Total	25,200	25,200	16,800	25,200	16,800	16,800	
5999	COMPONENT TOTAL	177,597	177,597	169,197	177,597	169,197	169,197	
GRAND TOTAL		7,378,176	7,451,624	7,023,191	7,573,377	7,149,600	7,279,802	
	Programme support costs (9%)	370,805	377,413	379,228	388,371	390,605	402,323	Applied to staff cost only
COST TO MULTILATERAL FUND		7,748,982	7,829,038	7,402,419	7,961,748	7,540,205	7,682,125	
	Previous budget schedule	7,748,982	7,829,038	7,829,038	7,961,748	7,961,748		
	Increase/decrease	(0)	(0)	(426,619)	(0)	(421,543)	7,682,125	

***Rental of premises will be offset by US \$579,964 (based on 2016) being covered by cost differential with Government of Canada leaving US \$54,526 to be charged to the MLF.