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THE SECOND MEETING OF THE  
CONFERENCE OF THE PARTIES  
TO THE VIENNA CONVENTION  
FOR THE PROTECTION OF THE  
OZONE LAYER

Nairobi, 17-18 June 1991

REPORT OF THE STATUS OF CONTRIBUTIONS, EXPENDITURES AND A  
REVISED BUDGET FOR THE CONVENTION SECRETARIAT IN 1991  
AND PROPOSED BUDGETS FOR 1992 AND 1993  
(as at 31 May 1991)

Summary

This report provides details of the financial developments of the Trust Fund for the Vienna Convention since the First Meeting of the Conference of the Parties to the Vienna Convention (Helsinki, 26-28 April 1989). In accordance with the Terms of Reference for the Administration of the Trust Fund (UNEP/OzL.Conv.1/5, annex III, para. 5), the budget estimates presented in this report are expressed in United States dollars.

BUDGET SUMMARY FOR 1990

1. Income available for use in 1990 came to \$321,573 made up as follows:

	\$
Contributions paid for 1990 and 1991 as at 31 December 1990	308 664
Interest income	12 874
Miscellaneous income	<u>35</u>
TOTAL	321 573

2. Although the First Meeting of the Conference of the Parties approved a 1990 budget totalling \$297,000, delays in the receipt of contributions and consequently in the recruitment of staff resulted in final expenditures for 1990 of only \$30,727, leaving a balance available for commitment in 1991 of \$290,846, excluding unpaid contributions for 1990 of \$120,347. An expenditure statement is attached as Annex I.

3. Part of the unpaid contributions as at 31 December 1990 have now been paid and a list of outstanding contributions for 1990 as at 31 May 1991 totalling \$46,795 is included in Annex II.

PROPOSED REVISED BUDGET FOR 1991

4. The budget for 1991 approved at the First Meeting of the Conference of the Parties totalled \$493,000. Now, however, the Bureau at its First Meeting (Geneva, 17-18 March 1991) has proposed that this should be revised upwards to provide sufficient resources for the funding of meetings and for providing support for participants from developing countries at those and previously planned meetings. On this basis, a new 1991 budget totalling \$1,148,735 has been drawn up and is attached as Annex III. (This budget has already been circulated to Parties.) The increase of \$655,735 is made up as follows:

	\$
Line 1100: project personnel	10 080
Line 1300: administrative support	286 000
Line 1600: travel (savings)	(10 000)
Line 3300: participation of developing countries at meetings	281 000
Line 4000: equipment	17 000
Less other savings	(4 500)
Programme support costs	<u>76 155</u>
TOTAL	655,735

5. The additional amounts budgeted against lines 1300 and 3300 of \$286,000 and \$281,000 respectively (total \$567,000) are required for meetings, as follows:

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	\$
- Preparatory Meeting before the Second Meeting of Parties (for which no funding was included in the original budget)	190 000
- Holding of a second meeting of the Bureau in 1991, together with a science managers meeting and increased costs of conference servicing	76 000
- Additional costs of conference servicing at the Second Meeting of the Conference of the Parties to the Convention	20 000
- Participation of developing countries in the Preparatory Meeting, Second Meeting of the Parties, Bureau meetings and the meeting of science managers	281 000
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TOTAL	566 000

#### REQUIREMENT FOR CONTRIBUTIONS IN 1991

6. As mentioned above, \$290,846 (excluding unpaid 1990 contributions of \$120,347) was carried forward from 1990 which, on the basis of a 1991 budget of \$1,148,735, means that a further \$857,889 is required for 1991, as compared with a budget and contributions agreed at the First Meeting of the Parties of \$493,000. (It should be noted that taking into account the accession of new Parties after the Helsinki schedule of contributions was agreed, total contributions for 1991 should now total \$523,509 on the basis of the original budget). Annex II sets out the pledges due by country for 1991, totalling \$940,942, for all Parties that ratified on or before 31 May 1991. However, even if all outstanding contributions for 1990 and 1991 are paid by the end of 1991, this will mean that there will be no resources in the Trust Fund at the end of 1991 to finance the first quarter of 1992.

7. It is therefore important to emphasize that, in accordance with the Terms of reference for the Administration of the Trust Fund (UNEP/OzL.Conv.1/5), contributions are due in the year immediately preceding the year to which these relate, and that all outstanding 1991 pledges should be paid immediately following the Second Meeting of the Parties. Otherwise, the 1991 programme cannot be implemented.

8. In order to reinforce this, it is also proposed that financial planning for 1991 should be based on the trust fund by receiving 1991 contributions by the end of this year sufficient to finance one quarter of the 1992 programme. The result of this would be that staff contracts could be extended by the end of 31 December 1991 until 31 March 1992. Thus, it is proposed that contributions required to complete the programme for 1991 should be increased by \$83,053 (one quarter of the 1992 budget of \$332,220) from \$857,889 to \$940,942. Unless this is done, even if all contributions for 1990 and 1991 are paid in full, it will not be possible to issue contracts to the staff of the secretariat beyond 31 December 1991. This procedure would, of course, be

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regarded as an advance payment of contributions for 1992 and would consequently be deducted from the contribution for that year, subject to a similar carry-over proposal at the end of 1992 as set out below.

PROPOSED BUDGET FOR 1992-1993

9. The proposed budget for the biennium 1992-1993 is contained in Annex II, comprising a 1992 budget of \$332,220 and a 1993 budget of \$1,324,925.

10. The methodology used in preparing the 1992 and 1993 budgets is essentially unchanged from that used in previous years. It has been assumed that the Parties to the Vienna Convention and Parties to the Montreal Protocol will continue to share the costs of Co-ordinator, Programme Officer and Administrative Officer within the joint Secretariat. It will be noted, too, that the 1992 budget is considerably lower than the budget for 1993 because, with the exception of a meeting of the Bureau, no other meetings are planned for 1992. By contrast, in 1993 a preparatory meeting, a Meeting of the Parties and two bureau meetings are planned.

REQUIREMENT FOR CONTRIBUTIONS IN 1992-1993

11. It is proposed that as at the end of 1991, the trust fund should be in a position to carry over the equivalent of one quarter of the agreed budget from 1992 to 1993. On the basis of the budget of \$1,324,925 for 1993 proposed above, this means that the Fund would aim at a carry-over balance of \$331,231, which would mean that the requirements for contributions in 1992 would be \$580,398 made up as follows:

	\$
Proposed budget 1992	332 220
Carry-over required for contracts 1993	<u>331 231</u>
	663 451
Less advance payment made in 1991	<u>83 053</u>
Contributions required for 1992	580 398

12. Proposed contributions for 1992 are attached as Annex IV. For 1993, the proposed budget is \$1,324,925 of which \$331,231 would be paid in 1992 under the arrangement proposed above. Although no budget proposals are presented in this document for 1994, it could be assumed that as in 1992, there will be fewer meetings and that the budget for 1994 would amount approximately to that for 1992 with adjustments for inflation. If one quarter of such an estimate were paid in 1993, the total contributions required for 1993 would be \$1,076,747, made up as follows:

	\$
Proposed budget 1993	1 324 925
Carry-over required for contracts 1994	<u>83 053</u>
	1 407 978
Less advance payment in 1992	<u>331 231</u>
Contributions required 1993	1 076 747

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ANNEX I

1990 EXPENDITURES FOR THE TRUST FUND  
 FOR THE VIENNA CONVENTION FOR THE  
 PROTECTION OF THE OZONE LAYER

BL	Items	US DOLLARS
10	PROJECT PERSONNEL COMPONENT	
1300	Administrative support	10 247
1600	Travel on official business	2 815
	1999 Component total	13 062
50	MISCELLANEOUS COMPONENT	
5300	Sundry	14 130
	5999 Component total	14 130
99	GRAND TOTAL	27 192
	Programme support costs (13%)	3 535
	<b>TOTAL 1990 TRUST FUND EXPENDITURE</b>	<b>30 727</b>

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COUNTRY	1990			1991				
	AGREED CONTRIBUTIONS IN US DOLLARS	PAYMENTS MADE IN US DOLLARS	OUTSTANDING PAYMENTS IN US DOLLARS	AGREED CONTRIBUTIONS IN US DOLLARS	PROPOSED ADDITIONAL CONTRIBUTIONS	TOTAL ADJUSTED ADDITIONAL CONTRIBUTIONS	PAYMENTS MADE IN US DOLLARS	OUTSTANDING PAYMENTS IN US DOLLARS
Malawi	0	0	0	0	0	0	0	0
Malaysia	316	0	316	525	526	1 051	0	1 051
Maldives	0	0	0	0	0	0	0	0
Malta	0	0	0	0	0	0	0	0
Mexico	3 131	0	3 131	5 197	3 780	8 977	0	8 977
Morocco	0	0	0	0	0	0	0	0
Netherlands	5 496	5 496	0	9 122	6 636	15 758	9 122	6 636
New Zealand	799	799	0	1 327	965	2 292	0	2 292
Nigeria	666	0	666	1 106	804	1 910	0	1 910
Norway	1 832	1 832	0	3 041	2 212	5 253	3 041	2 212
Panama	0	0	0	0	0	0	0	0
Peru	0	0	0	0	0	0	0	0
Poland	830	830	0	3 096	2 252	5 348	0	5 348
Portugal	600	0	600	995	724	1 719	0	1 719
Singapore	366	366	0	608	443	1 051	0	1 051
South Africa	1 292	1 292	0	2 488	1 810	4 298	0	4 298
Spain	6 495	0	6 495	10 781	7 842	18 623	0	18 623
Sri Lanka	0	0	0	0	0	0	0	0
Sweden	4 030	4 030	0	6 690	4 866	11 556	0	11 556
Switzerland	3 597	3 597	0	5 971	4 343	10 314	0	10 314
Syrian Arab Republic	0	0	0	0	0	0	0	0
Thailand	287	287	0	477	478	955	0	955
Togo	0	0	0	0	0	0	0	0
Trinidad and Tobago	0	0	0	0	0	0	0	0
Tunisia	0	0	0	0	0	0	0	0
Uganda	0	0	0	0	0	0	0	0
Ukrainian S.S.R.	4 163	4 163	0	6 911	5 027	11 938	0	11 938
U.S.S.R.	33 273	33 273	0	55 231	40 175	95 406	0	95 406
United Arab Emirates	546	0	546	906	909	1 815	0	1 815
United Kingdom	16 187	16 187	0	26 869	19 545	46 414	26 869	19 545
United States	74 250	60 000	14 250	123 250	111 190	234 440	60 000	174 440
Uruguay	0	0	0	0	0	0	0	0
Venezuela	1 898	1 898	0	3 151	2 293	5 444	2 055	3 389
Yugoslavia	710	0	710	2 543	1 850	4 393	0	4 393
Zambia	0	0	0	0	0	0	0	0
EEC	7 425	7 425	0	12 325	11 119	23 444	12 325	11 119
TOTAL	308 244	261 449	46 795	523 509	417 433	940 942	159 578	781 364

NB: (\*) New Parties that ratified during 1990.

(\*\*) New Parties that ratified during 1991 and whose contributions have been calculated on a pro-rata basis for remaining period.

(\*\*\*) The contributions of both the Federal Republic of Germany and that of the German Democratic Republic have been combined. The 1990 figure is comprised of \$4,263 plus \$26,911, the 1991 figure \$44,671.

ANNEX III

PROPOSED BUDGETS FOR THE SECRETARIAT  
REVISED 1991 AND PROPOSED 1992 AND 1993

(US DOLLARS)

	w/m	1991	w/m	1992	w/m	1993	GRAND TOTAL
<b>10 PROJECT PERSONNEL COMPONENT</b>							
1100 Project personnel (Title & Grade) (D-1) (*)	9	45,000	12	54,000	12	56,000	155,000
1101 Secretary (Co-ordinator) (Shared with MP)	6	30,000	12	37,500	12	38,500	106,000
1104 Programme Officer (Chemist/ Env Scientist) (Shared with MP) (P-3/4)	11	32,080	12	30,000	12	32,000	94,080
1105 Administrative Officer (Shared with MP)							
1199 Total		107,080		121,500		126,500	355,080
<b>1200 Consultants</b>							
1201 Documents preparation for Parties Meetings		12,000		13,500		15,000	40,500
1299 Total		12,000		13,500		15,000	40,500
<b>1300 Administrative support (Title &amp; Grade)</b>							
1301 Administrative Assistant (Shared with MP)	12	6,500	12	7,000	12	7,500	21,000
1302 Secretary (G-6)	12	12,000	12	12,000	12	13,000	37,000
1303 Secretary (shared with MP) (G-6)	0	0	12	6,000	12	6,500	12,500
1304 Secretary (shared with MP) (G-6)	0	0	12	6,000	12	6,500	12,500
1321 CSC (conference servicing costs) for 2nd Meeting of the Parties (1991)		190,000		0		0	190,000
1322 CSC - Prep Meeting for Parties Meeting (1991)		190,000		0		0	190,000
1323 CSC - Meetings of the Bureau (2)		86,000		0		0	86,000
1324 CSC - Science Managers Meeting		15,000		43,000		0	15,000
1331 CSC - Meeting of the Bureau (1)		0		0		205,000	43,000
1341 CSC - 3rd Meeting of the Parties (1993)		0		0		205,000	205,000
1342 CSC - Prep Meeting for Parties Meeting (1993)		0		0		86,000	86,000
1343 CSC - Meetings of the Bureau (2)		0		0		20,000	20,000
1344 CSC - Science Managers Meeting							
1399 Total		499,500		74,000		549,500	1,123,000

	1991	w/m	1992	w/m	1993	GRAND TOTAL
1600 Travel on official business						
1601 Travel & subsistence (Secretariat staff)	20,000		20,000		30,000	70,000
1699 Total	20,000		20,000		30,000	70,000
1999 Component total	638,580		229,000		721,000	1,588,580
<b>30 MEETING COMPONENT</b>						
3300 Meetings/conferences, etc.						
3301 Participants (DC) in 2nd Meeting of Parties in 1991 (30 x \$ 4,000)	120,000		0		0	120,000
3302 Participants (DC) in Preparatory Meeting for 2nd Parties' Meeting (1991) (30 x \$4,000)	120,000		0		0	120,000
3303 Participants (DC) in Bureau Meetings in 1991 (2 x 2 x \$ 4,000)	16,000		0		0	16,000
3304 Participants (DC) in Meeting of Science Researchers in 1991 (15 x \$ 4,000)	60,000		0		0	60,000
3311 Participants (DC) in Bureau Meetings in 1993	0		9,000		0	9,000
3321 Participants (DC) in 3rd Meeting of Parties (2 x \$ 4,500)	0		0		150,000	150,000
3322 Participants (DC) in Prep Meeting for 1993	0		0		150,000	150,000
3323 Participants Meeting (30 x \$ 5,000)	0		0		20,000	20,000
3324 Participants (DC) in Bureau Meetings in 1993 (2 x 2 x \$ 5,000)	0		0		75,000	75,000
3324 Participants (DC) in Meeting of Science Researchers in 1993 (15 x \$ 5,000)	316,000		9,000		395,000	720,000
3399 Total	316,000		9,000		395,000	720,000
3999 Component total	316,000		9,000		395,000	720,000
<b>40 EQUIPMENT AND PREMISES COMPONENT</b>						
4100 Expendable equipment (item under \$500)	5,000		5,000		5,000	15,000
4101 Miscellaneous expendables	5,000		5,000		5,000	15,000
4199 Total	5,000		5,000		5,000	15,000

	w/m	1991	w/m	1992	w/m	1993	GRAND TOTAL
4200 Non-expendable equipment							
4201 Personal computers (4) (shared with MP)		4,000		8,000		0	12,000
4202 Photocopiers (2) (shared with MP)		8,000		0		0	8,000
4203 Telefax machine (1) (shared with MP)		3,000		0		0	3,000
4204 Portable computers (3) (shared with MP)		5,000		0		0	5,000
4205 Others		2,000		2,000		2,000	6,000
4299 Total		22,000		10,000		2,000	34,000
4999 Component total		27,000		15,000		7,000	49,000
50 MISCELLANEOUS COMPONENT							
5100 Reporting costs		2,000		3,000		4,000	9,000
5101 Maintenance of equipment		2,000		3,000		4,000	9,000
5199 Total							
5200 Reporting costs		5,000		5,000		5,000	15,000
5201 Reporting		5,000		5,000		5,000	15,000
5299 Total							
5300 Sundry		10,000		12,500		15,000	37,500
5301 Communications		5,000		5,000		7,500	17,500
5302 Freight charges (shipment of documents)		3,000		3,000		3,000	9,000
5303 Others		18,000		20,500		25,500	64,000
5399 Total							

	1991	1992	1993	GRAND TOTAL
w/m	w/m	w/m	w/m	
5400 Hospitality	10,000	12,500	15,000	37,500
5401 Hospitality	10,000	12,500	15,000	37,500
5499 Total	35,000	41,000	49,500	125,500
5999 Component total				
	1,016,580	294,000	1,172,500	2,483,080
99 TOTAL	132,155	38,220	152,425	322,800
Programme support costs (13%)				
	1,148,735	332,220	1,324,925	2,805,880
GRAND TOTAL				

NB (\*) The post of Co-ordinator (Lawyer) in the budget approved by the Parties to the Vienna Convention in the first meeting in Helsinki in April 1989 is the same as that of Secretary (Co-ordinator) in the budget approved by the Parties to the Montreal Protocol at the second meeting in London in 1990, where the post also was raised to the level of D-1.

ANNEX IV

PROPOSED CONTRIBUTIONS BY PARTIES TOWARDS  
THE VIENNA CONVENTION TRUST FUND  
FOR 1992 AND 1993  
(IN US DOLLARS)

COUNTRY	ADJUSTED % OF THE TOTAL 1992/3 BUDGET	1992 PROPOSED CONTRIBUTIONS	1993 PROPOSED CONTRIBUTIONS
Argentina	0.67%	3,873	7,185
Australia	1.59%	9,213	17,091
Austria	0.75%	4,342	8,056
Bahrain	0.00%	0	0
Bangladesh	0.00%	0	0
Belgium	1.18%	6,865	12,737
Brazil	1.47%	8,508	15,785
Brunei Darussalam	0.00%	0	0
Bulgaria*	0.15%	880	1,633
Burkina Faso	0.00%	0	0
Byelorussian S.S.R.	0.33%	1,936	3,592
Cameroon	0.00%	0	0
Canada	3.12%	18,132	33,638
Chad	0.00%	0	0
Chile	0.00%	0	0
China	0.80%	4,636	8,600
Colombia	0.14%	822	1,524
Czechoslovakia	0.67%	3,873	7,185
Denmark	0.70%	4,049	7,511
Ecuador	0.00%	0	0
Egypt	0.00%	0	0
Equatorial Guinea	0.00%	0	0
Fiji	0.00%	0	0
Finland	0.52%	2,993	5,552
France	6.32%	36,675	68,038
Gambia	0.00%	0	0
Germany, F.R.	9.46%	54,924	101,894
Ghana	0.00%	0	0
Greece	0.40%	2,347	4,354
Guatemala	0.00%	0	0
Hungary	0.21%	1,232	2,286
Iceland	0.00%	0	0
India*	0.37%	2,171	4,028
Iran	0.70%	4,049	7,511
Ireland	0.18%	1,056	1,959
Italy	4.03%	23,413	43,436
Japan	11.51%	66,777	123,884
Jordan	0.00%	0	0
Kenya	0.00%	0	0
Libyan Arab Jamahiriya	0.28%	1,643	3,048
Liechtenstein	0.00%	0	0
Luxembourg	0.00%	0	0
Malawi	0.00%	0	0
Malaysia	0.11%	645	1,197
Maldives	0.00%	0	0

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COUNTRY	UN SCALE OF CONTRIBUTION %	1992 PROPOSED CONTRIBUTIONS	1993 PROPOSED CONTRIBUTIONS
Malta	0.00%	0	0
Mexico	0.95%	5,516	10,233
Morocco	0.00%	0	0
Netherlands	1.67%	9,682	17,962
New Zealand	0.24%	1,408	2,613
Nigeria	0.20%	1,174	2,177
Norway	0.56%	3,227	5,987
Panama	0.00%	0	0
Peru	0.00%	0	0
Poland	0.57%	3,286	6,096
Portugal	0.18%	1,056	1,959
Singapore	0.11%	645	1,197
South Africa	0.45%	2,641	4,899
Spain	1.97%	11,442	21,228
Sri Lanka	0.00%	0	0
Sweden	1.22%	7,100	13,172
Switzerland	1.09%	6,337	11,757
Syrian Arab Republic	0.00%	0	0
Thailand	0.10%	587	1,089
Togo	0.00%	0	0
Trinidad and Tobago	0.00%	0	0
Tunisia	0.00%	0	0
Uganda	0.00%	0	0
Ukrainian S.S.R.	1.26%	7,335	13,608
U.S.S.R.	10.10%	58,621	108,752
United Arab Emirates	0.19%	1,115	2,068
United Kingdom	4.91%	28,518	52,906
United States	25.00%	145,100	269,187
Uruguay	0.00%	0	0
Venezuela	0.58%	3,345	6,205
Yugoslavia	0.47%	2,699	5,008
Zambia	0.00%	0	0
EEC	2.50%	14,510	26,919
<b>TOTAL</b>	<b>100.00%</b>	<b>580,398</b>	<b>1,076,747</b>

NB: (\*) The 1991 pledges of the Parties have been calculated pro-rated for the remaining portion of the year since the date of ratification.