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THIRTEENTH MEETING OF THE PARTIES TO
THE MONTREAL PROTOCOL ON
SUBSTANCES THAT DEplete
THE OZONE LAYER
Colombo, 16-19 October 2001
Item 5 of the provisional agenda*

TRUST FUND FOR THE MONTREAL PROTOCOL ON SUBSTANCES THAT DEplete THE
OZONE LAYER: APPROVED 2001 AND PROPOSED 2002 AND 2003 BUDGETS

Note by the secretariat

1. The secretariat is circulating the following budgets: approved budget for 2001 and proposed budgets for 2002 and 2003 for the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer.
2. Explanations for the proposed revision in some budget lines for 2002 have been included in the attached explanatory notes. The proposed 2002 budget will have to be met from the contributions of the Parties in accordance with paragraph 4 of the terms of reference of the Trust Fund for the Montreal Protocol. The amount of \$675,000 will be drawn from the unspent balance, in accordance with Decision XI/21, paragraph 5, of the report of the Eleventh Meeting of the Parties to the Montreal Protocol, thereby reducing the contributions to be paid by the Parties for 2002 by the same amount. In order to cover the additional requirements of the Parties arising from decisions of the Meetings of the Parties, the secretariat proposes to use the unspent balance from 2000, over two years (2002 & 2003), without requesting additional contribution from the Parties.
3. The amounts indicated for 2003 are also explained in the notes attached to the budget. Decision XI/21, paragraph 6, of the report of the Eleventh Meeting of the Parties to the Montreal Protocol has been taken into consideration in requesting contributions for 2003 from the Parties.
4. Throughout the present document, all references to dollars (\$) are to United States dollars, unless otherwise indicated.

* UNEP/OzL.Pro.13/1.

TRUST FUND FOR THE MONTREAL PROTOCOL ON SUBSTANCES THAT DEplete THE OZONE LAYER

Approved Budget for 2001 and Proposed Budgets for 2002 and 2003

w/m	2001 (\$)	w/m	2002 (\$)	w/m	2003 (\$)
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10 PROJECT PERSONNEL COMPONENT*1100 Project personnel*

1101	Executive Secretary (D-2) (shared with the Vienna Convention, VC)	6	104,726	6	104,726	6	107,868
1102	Deputy Executive Secretary (D-1)	12	167,293	12	167,293	12	172,312
1103	Senior Legal Officer (P-5)	12	144,142	12	144,142	12	148,466
1104	Senior Scientific Affairs Officer (P-5) (shared with VC)	6	87,897	6	90,534	6	93,250
1105	Administrative Officer (P-4) (paid by UNEP)		0		0		0
1106	Computer Information Systems Officer	6	51,210	12	105,520	12	108,686
<i>1199</i>	<i>Sub-total</i>		<i>555,268</i>		<i>612,215</i>		<i>630,581</i>

1200 Consultants

1201	Assistance in data-reporting, analysis and promotion of Implementation of the Protocol		20,000		160,000		50,000
<i>1299</i>	<i>Sub-total</i>		<i>20,000</i>		<i>160,000</i>		<i>50,000</i>

1300 Administrative Support

1301	Administrative Assistant (G-7) (shared with VC)	6	10,742	6	11,279	6	11,843
1302	Personal Assistant (G-6)	12	18,091	12	18,996	12	19,945
1303	Programme Assistant (G-6) (paid by VC)		0		0		0
1304	Information Assistant (G-6) (shared with VC)	6	9,611	6	10,092	6	10,596

	w/m	2001 (\$)	w/m	2002 (\$)	w/m	2003 (\$)
1305 Programme Assistant (G-6) (shared with VC)	6	9,611	6	10,092	6	10,596
1306 Documents Clerk (G-4)	12	9,040	12	9,492	12	9,967
1307 Data Assistant (G-6)	12	19,210	12	20,171	12	21,179
1308 Programme Assistant - Fund (G-6) (paid by UNEP)		0		0		0
1309 Logistics Assistant (G-3) (paid by UNEP)		0		0		0
1320 Temporary Assistance		6,781		8,815		9,256
1321 Open-ended Working Group Meetings		546,325		390,000		410,500
1322 Preparatory and Parties Meetings (shared with VC every three years, applies to 2002)		532,877		300,937		500,000
1323 Assessment Panel Meetings		73,226		91,533		73,226
1324 Bureau Meetings		44,147		40,000		44,000
1325 Implementation Committee Meetings		29,069		30,000		30,000
1326 MP Informal Consultation Meeting		11,839		20,000		10,000
<i>1399 Sub-total</i>		<i>1,320,569</i>		<i>961,405</i>		<i>1,161,108</i>
<i>1600 Travel on Official Business</i>						
1601 Staff travel on official business		133,000		152,950		150,000
1602 Conference Services staff travel on official business		21,535		15,000		15,000
<i>1699 Sub-total</i>		<i>154,535</i>		<i>167,950</i>		<i>165,000</i>

	w/m	2001 (\$)	w/m	2002 (\$)	w/m	2003 (\$)
1999 COMPONENT TOTAL		2,050,372		1,901,570		2,006,690
30 MEETING/PARTICIPATION COMPONENT						
<i>3300 Support for Participation</i>						
3301 Assessment Panel Meetings		450,000		600,000		400,000
3302 Preparatory and Parties Meetings		350,000		350,000		350,000
3303 Open-ended Working Group Meetings		300,000		300,000		300,000
3304 Bureau Meetings		32,298		35,000		35,000
3305 Implementation Committee Meetings		64,605		85,000		72,000
3306 Consultations in an informal meeting (Dec.XII/10)		0		120,000		0
<i>3399 Sub-total</i>		<i>1,196,903</i>		<i>1,490,000</i>		<i>1,157,000</i>
3999 COMPONENT TOTAL		1,196,903		1,490,000		1,157,000
40 EQUIPMENT AND PREMISES COMPONENT						
<i>4100 Expendable Equipment (items under \$1,500)</i>						
4101 Miscellaneous expendables (shared with VC)		22,752		23,890		25,084
<i>4199 Sub-total</i>		<i>22,752</i>		<i>23,890</i>		<i>25,084</i>

	w/m	2001 (\$)	w/m	2002 (\$)	w/m	2003 (\$)
<i>4200 Non-Expendable Equipment</i>						
4201 Personal computers and accessories		5,381		5,000		5,000
4202 Portable computers		3,229		6,000		3,200
4203 Other office machines (server, fax, scanner, etc.)		6,068		6,000		6,000
4204 Photocopiers		0		0		0
<i>4299 Sub-total</i>		<i>14,678</i>		<i>17,000</i>		<i>14,200</i>
<i>4300 Premises</i>						
4301 Rental of office premises (shared with VC)		33,912		25,000		26,250
<i>4399 Sub-total</i>		<i>33,912</i>		<i>25,000</i>		<i>26,250</i>
4999 COMPONENT TOTAL		71,342		65,890		65,534
50 MISCELLANEOUS COMPONENT						
<i>5100 Operation and Maintenance of Equipment</i>						
5101 Maintenance of equipment and others (shared with VC)		13,561		14,239		14,951
<i>5199 Sub-total</i>		<i>13,561</i>		<i>14,239</i>		<i>14,951</i>

	w/m	2001 (\$)	w/m	2002 (\$)	w/m	2003 (\$)
<i>5200 Reporting Costs</i>						
5201 Reporting		64,606		64,606		64,000
5202 Reporting (Assessment Panels)		32,298		66,000		35,000
5203 Reporting (Protocol Awareness)		16,013		10,000		5,000
<i>5299 Sub-total</i>		<i>112,917</i>		<i>140,606</i>		<i>104,000</i>
<i>5300 Sundry</i>						
5301 Communications		70,760		40,000		35,000
5302 Freight charges (documents)		71,506		80,000		70,000
5303 Training		11,031		13,237		13,899
5304 Others (International Ozone Day)		10,000		5,000		5,000
<i>5399 Sub-total</i>		<i>163,297</i>		<i>138,237</i>		<i>123,899</i>
<i>5400 Hospitality</i>						
5401 Hospitality		19,383		9,000		14,000
<i>5499 Sub-total</i>		<i>19,383</i>		<i>9,000</i>		<i>14,000</i>
5999 COMPONENT TOTAL		309,158		302,082		256,850
99 TOTAL DIRECT PROJECT COST		3,627,775		3,759,542		3,486,074
<i>Programme support costs (13%)</i>		<i>471,610</i>		<i>488,739</i>		<i>453,189</i>
GRAND TOTAL (inclusive of programme support costs)		4,099,385		4,248,281		3,939,263

	w/m	2001 (\$)	w/m	2002 (\$)	w/m	2003 (\$)
Variance from 2001 approved budget of \$3,679,679		419,706				
Contribution from Reserve*		1,094,706		675,000		675,000
Contribution from the Secretariat's resources/unspent 2000 balance**		0		560,000		430,869
Sub-total (contribution from reserve and Secretariat's resources)				1,235,000		1,105,869
Contribution from the Parties***		3,004,679		3,013,281		2,833,394

- * 2001 *Contribution from reserve* was based on Decision XI/21, paragraph 5 of the 11th Meeting of the Parties to the Montreal Protocol, "--ensuring that contributions to be paid by the Parties amount to 3,004,679 United States dollars for 2001." The proposed 2002 & 2003 contribution from reserve is based on Decision XI/21, paragraph 6 of the 11th Meeting of the Parties to the Montreal Protocol.
- ** To cover the additional requirements arising from decisions of the Meetings of the Parties (proposed study on illegal trade - Dec.XII/10), as well as work related to the 2002 assessment reports being prepared by TEAP,SAP and EEAP, the Secretariat proposes to use the unspent balance from 2000.over 2 years (2002 and 2003) without requesting additional contribution from the Parties Meeting of the Parties to the Montreal Protocol.
- *** The 2003 *contribution of the Parties* took into account Decision XI/21, paragraph 6 of the 11th Meeting of the Parties to the Montreal Protocol.

EXPLANATORY NOTES FOR THE PROPOSED 2002 AND 2003 BUDGETS FOR THE TECHNICAL COOPERATION ON TRUST FUND TO ASSIST THE IMPLEMENTATION OF THE MONTREAL PROTOCOL ON SUBSTANCES THAT DEplete THE OZONE LAYER IN DEVELOPING COUNTRIES

- General:
- All figures are in United States dollars (\$).
 - The Inflation rate is assumed to be 5 per cent

<u>Budget line</u>	<u>Comment</u>
1101-1105	<p>The Parties have decided that, in future, establishment and classification of all posts have to be presented to them for consideration and approval before they are presented for processing by the United Nations system.</p> <p>There are no proposals for establishment and classification of posts in 2002 and 2003.</p> <p>1101 to 1104 – Standard professional salary costs applicable to the Nairobi duty station have been used for 2002 and 2003 budget proposals. Unspent commitments normally revert to the Trust Fund.</p> <p>1105 continues to be paid from the overhead Trust Fund levy of 13 per cent on actual expenditures.</p>
1106	<p>The 3-year Junior Professional Officer (JPO) funding from the Government of the Netherlands for the post of the Programme Officer (data systems) which was approved by the Eighth Meeting of the Parties, ended on 12 July 2001.</p> <p>As the secretariat continues to require the services of an officer to analyze data on ozone-depleting substances and manage the computer and publication requirements of the secretariat, the post has been submitted to UNEP for regularization. Recruitment to fill the vacancy is well underway. Funding for 2002 and 2003 has been provided in the budget.</p>
1201	<p>Funds under this line can be transferred to line 1100 to create short-term professional posts if necessary. Provision has been made in this budget line for the Technology and Economic Assessment Panel's request for a contingency fund amounting to \$125,000 that would be made available only if necessary and on the approval of the Technology and Economic Assessment Panel and the Ozone Secretariat.</p>
1301 to 1307	<p>An increase of 5 per cent has been applied to these general service posts for 2002 and 2003.</p>
1320	<p>Because of the size of the secretariat (6 professionals and 9 general service support), the temporary assistance line is being increased by 30 per cent to assist the secretariat in the work related to the additional requirements arising from the decisions of the Meetings of the Parties.</p>

<u>Budget line</u>	<u>Comment</u>
1321-1326	<p>Necessary funds may be transferred from the conference-servicing budget lines (1321-1326) should such services be required to be rendered either by individual consultancies or corporate contracts. The total cost of organizing the meeting should not, however, exceed the amounts agreed in this budget.</p> <p>The current conference-servicing costs have been based on the following assumptions:</p> <ul style="list-style-type: none"> (a) 1321: One meeting of the Open-ended Working Group will be held each year during 2002 and 2003 in Nairobi using six languages. (b) 1322: The Meeting of the Parties and its preparatory meeting will be held in Nairobi in both years in six languages. When meetings are not held in Nairobi, the incremental cost will be borne by the host Government. (c) 1323: The Technology and Economic Assessment Panel has been allocated additional funds in 2002 to cover costs of additional meetings related to the preparation of the 2002 assessment reports, as well as the costs of communication and other sundry costs related to the work of panel members from developing countries and countries with economies in transition. (d) 1324: Two Bureau meetings are scheduled for each of the years 2002 and 2003, back to back with the Open-ended Working Group and Meeting of the Parties. (e) 1325: Two Implementation Committee meetings are scheduled for each of the years 2002 and 2003, back to back with the Open-ended Working Group and Meeting of the Parties in English only. (f) 1326: One informal consultation meeting is envisaged for 2002 on replenishment of the Multilateral Fund for the triennium 2002-2005. It is expected to take place in Nairobi.
1601	<p>The secretariat supports the networking activities of OzonAction by attending some of its meetings. An increase of 15 per cent to cover additional travel of the officers is being proposed to cover work involving the promotion of the Montreal Protocol.</p>
3301	<p>Based on decision XI/17 and considering that the Assessment Panels have to prepare their assessment reports in 2002, it is assumed that meetings of Assessment Panels will increase. The travel budget for 2002 has taken into account the requirements of the Scientific Assessment Panel, the Environmental Effects Assessment Panel and the Technology and Economic Assessment Panel and its Technical Options Committees.</p>
3302 and 3303	<p>This item includes assistance to participants attending the Meetings of</p>

<u>Budget line</u>	<u>Comment</u>
	<p>the Parties and meetings of the Open-ended Working Group. No more than one person's travel costs will be covered for each Party, using the most appropriate and economical fare and the United Nations per diem allowances.</p> <p>The average cost of participation from these Parties is assumed to be \$5,000 per participant.</p>
3304	The participation costs for the two Bureau meetings are based on two Bureau meetings a year for four participants from developing countries or countries with economies in transition at each meeting.
3305	The participation costs for the two Implementation Committee meetings a year are based on eight members from developing countries and countries with economies in transition at each meeting. Provision has also been made for the travel of the Implementation Committee President from a developing country to attend 3 Executive Committee meetings a year.
3306	Funds have been allocated to finance the participation of 25 participants from developing countries and countries with economies in transition as part of consultations in preparing the report of a study on monitoring of international trade and prevention of illegal trade in ozone-depleting substances (ODS), mixtures and products containing ozone depleting substances (Dec. XII/10 para.1).
4100, 4300, 5100	A 5 per cent inflation rate has been applied to the expendable equipment, rental of premises and equipment maintenance lines for years 2002 and 2003.
4200	The secretariat is constantly developing its electronic data processing systems in order to make the documentation of the Protocol and the Convention available electronically to the Parties. This development requires updating of the existing computer equipment and procurement of necessary peripherals and software licenses. A minimum provision has been made to enable the secretariat to upgrade some equipment each year.
4300	The actual expenditure for 2001 has been used as the basis for the 2002 and 2003 provision in this line.
5202	A 20 per cent increase has been applied to this line taking into consideration the publication of 2002 assessment reports.
5203	Protocol awareness reporting has been reduced by 50 per cent as the secretariat has already commissioned the printing of posters and additional copies of the handbook which may be used over a couple of years.
5301	The secretariat continues to pursue the use of communication by

<u>Budget line</u>	<u>Comment</u>
	electronic mail in a deliberate effort to save resources. The expenditure against this line in 2000 is \$30,850, and a saving of \$50,263 has been recorded. Based on this, line 5301 has now been set at \$40,000 for 2002 and \$35,000 for 2003.
5303	The training line has been increased by 20 per cent taking into consideration the advice of the Parties to explore possibilities for further external training of staff which may now be possible taking into account the recent changes introduced by the Human Resources Management Service.
5304	The Ozone Secretariat will seek the collaboration of industries and the commercial sector in the celebration of the International Ozone Day activities in 2002 and 2003, thus reducing the cost for the Trust Fund.
5401	Taking into account that the Trust Fund for the Vienna Convention for the Protection of the Ozone Layer will share in this cost for 2002, the budget proposed is \$9,000 and 14,000 in 2003.
