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**Conference of the Parties to the
Vienna Convention for the Protection
of the Ozone Layer
Tenth meeting**

Paris, 17–21 November 2014

Item 3 (a) of the provisional agenda for the preparatory segment *

**Combined Vienna Convention and Montreal Protocol
issues: financial reports and budgets of the trust funds for
the Vienna Convention and the Montreal Protocol**

**Proposed revision to the approved budget for 2014 and proposed
budgets for 2015, 2016 and 2017 for the Trust Fund for the Vienna
Convention for the Protection of the Ozone Layer**

Note by the Secretariat

1. The Secretariat is circulating a proposed revision to the approved budget for 2014 and the proposed budgets for 2015, 2016 and 2017 for the Trust Fund for the Vienna Convention for the Protection of the Ozone Layer (see annex I), together with an organization chart and a staffing table for the Ozone Secretariat (see annex II).
2. The revised budget for 2014 budget remains unchanged overall. However, a revision is proposed to reflect changes in staff-related and meeting cost budget lines. Following the adoption of the International Public Sector Accounting Standards (IPSAS) effective 1 January 2014, the budgets presented are better aligned with expenditures and commitments for the respective budget periods. Information on the implications for the trust funds for the Vienna Convention and the Montreal Protocol of the adoption of IPSAS is contained in the note by the secretariat on financial matters (UNEP/OzL.Pro.WG.1/34/INF/2).
3. The proposed budgets for 2015, 2016 and 2017 take into account the current economic environment. The Secretariat developed the budget proposals on the basis of prudent but stringent principles in order to present realistic cost estimates to the parties. In accordance with the recommendation of the United Nations Environment Programme (UNEP), the budget proposals for 2015, 2016 and 2017 include a 2 per cent operational reserve to allow some flexibility in funding unanticipated activities and to cater for unexpected changes. In accordance with the recommendation of the Office of Internal Oversight Services, a financial reserve equivalent to 15 per cent of the proposed budget for 2015 is proposed for 2015, 2016 and 2017.
4. The explanatory notes following the proposed budgets provide the basis for their calculation. Throughout the present note, all references to dollars (\$) are to United States dollars.
5. The proposed revision and budgets have been reviewed and endorsed by UNEP.

* UNEP/OzL.Conv.10/1-UNEP/OzL.Pro.26/1.

Annex I

Trust Fund for the Vienna Convention for the Protection of the Ozone Layer: proposed revision to the approved budget for 2014 and proposed budgets for 2015, 2016 and 2017

Table 1
Summary of 2014 budget revision
 (United States dollars)

<i>Cost category</i>	<i>Approved 2014</i>	<i>Revised 2014</i>	<i>Change</i>	<i>Percentage change</i>
Staff				
Professional and higher	398 586	364 925	(33 661)	(8)
General Service	118 203	121 592	3 389	3
Conference services	275 728	306 000	30 272	11
Staff travel on official business	30 000	30 000	–	–
Meeting participation of A5 members	195 000	195 000	–	–
Equipment and premises	40 500	40 500	–	–
Miscellaneous	80 000	80 000	–	–
Subtotal	1 138 017	1 138 017	–	–
Programme support (at 13 per cent)	147 942	147 942	–	–
Total	1 285 959	1 285 959	–	–

Table 2
Summary of budget proposals for 2014, 2015, 2016 and 2017
 (United States dollars)

<i>Cost category</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>
Staff				
Professional and higher	364 925	403 074	406 576	410 159
General Service	121 592	145 220	147 507	149 862
Conference services	306 000	10 000	10 000	306 000
Staff travel on official business	30 000	30 000	30 000	30 000
Meeting participation of A5 members	195 000	–	–	195 000
Equipment and premises	40 500	40 500	40 500	40 500
Miscellaneous	80 000	55 000	55 000	80 000
Subtotal	1 138 017	683 794	689 582	1 211 520
2 per cent operational reserve		13 676	13 792	24 230
Total direct costs	1 138 017	697 469	703 374	1 235 751
Programme support (at 13 per cent)	147 942	90 671	91 439	160 648
Total budget	1 285 959	788 140	794 813	1 396 399
<i>Less: drawdown</i>	682 959	185 140	191 813	793 399
Required contributions	603 000	603 000	603 000	603 000

Table 3

Proposed revision to the approved budget for 2014 and proposed budgets for 2015, 2016 and 2017 of the Trust Fund for the Vienna Convention for the Protection of the Ozone Layer

(United States dollars)

			<i>Work months</i>	<i>Approved 2014</i>	<i>Revised 2014</i>	<i>Proposed 2015</i>	<i>Proposed 2016</i>	<i>Proposed 2017</i>
10	Personnel and conference component							
1100	Professional and higher							
	1101	Executive Secretary (D-2) (shared with the Montreal Protocol (MP))	6	142 811	143 800	143 800	143 800	143 800
	1104	Senior Scientific Affairs Officer (P-5) (shared with MP)	6	106 925	107 000	107 000	107 000	107 000
	1107	Programme Officer (Communication and Information) (P-3)	12	148 850	114 125	152 274	155 776	159 359
1199	Subtotal			398 586	364 925	403 074	406 576	410 159
1300	Administrative support							
	1301	Administrative Assistant (G-7) (shared with MP)	6	25 374	26 000	26 000	26 000	26 000
	1303	Programme Assistant (G-6)	12	25 488	37 000	38 110	39 253	40 431
	1304	Programme Assistant (Data) (G-6) (shared with MP)	6	21 779	22 000	22 000	22 000	22 000
	1305	Research Assistant (G-6) (shared with MP)	6	20 195	21 000	21 000	21 000	21 000
	1310	Meetings Services Assistant (G-6)	12	25 367	15 592	38 110	39 253	40 431
	Subtotal			118 203	121 592	145 220	147 507	149 862
	1322	Conference servicing cost of the preparatory and parties meetings (shared with MP every three years)		210 000	252 000	–	–	252 000
	1324	Conference servicing costs of the Bureau meeting		20 000	20 000	–	–	20 000
	1327	Conference servicing cost of the meeting of the Ozone Research Managers		35 728	24 000	–	–	24 000
	1328	Promotion activities for the protection of the ozone layer		10 000	10 000	10 000	10 000	10 000
1399	Subtotal			275 728	306 000	10 000	10 000	306 000
1600	Travel on official business							
	1601	Staff travel on official business		30 000	30 000	30 000	30 000	30 000
1699	Subtotal			30 000	30 000	30 000	30 000	30 000
1999	Component total			822 517	822 517	588 294	594 082	896 020

		<i>Work months</i>	<i>Approved 2014</i>	<i>Revised 2014</i>	<i>Proposed 2015</i>	<i>Proposed 2016</i>	<i>Proposed 2017</i>
30 Meeting participation component							
3300	Support for participation						
	3304	Travel cost of A5 members to the Bureau meeting	20 000	20 000			20 000
	3307	Travel costs of A5 members to the meeting of the Ozone Research Managers	175 000	175 000			175 000
	3399	Subtotal	195 000	195 000	–	–	195 000
3999	Component total		195 000	195 000	–	–	195 000
40 Equipment and premises component							
4100	Expendable Equipment (items under \$1,500)						
	4101	Miscellaneous expendables (shared with MP)	8 000	8 000	8 000	8 000	8 000
	4199	Subtotal	8 000	8 000	8 000	8 000	8 000
4200	Non-expendable equipment						
	4202	Portable computers	5 000	5 000	5 000	5 000	5 000
	4203	Other office equipment (server, fax, scanner, furniture, etc.)	5 000	5 000	5 000	5 000	5 000
	4205	Equipment and peripherals for paperless conferences	5 000	5 000	5 000	5 000	5 000
	4299	Subtotal	15 000	15 000	15 000	15 000	15 000
4300	Premises						
	4301	Rental of office premises (shared with MP)	17 500	17 500	17 500	17 500	17 500
	4399	Subtotal	17 500	17 500	17 500	17 500	17 500
4999	Component total		40 500	40 500	40 500	40 500	40 500
50 Miscellaneous component							
5100	Operation and maintenance of equipment						
	5101	Maintenance of equipment and others (shared with MP)	7 500	7 500	7 500	7 500	7 500
	5199	Subtotal	7 500	7 500	7 500	7 500	7 500
5200	Reporting costs						
	5201	Reporting	7 500	7 500	7 500	7 500	7 500
	5202	Reporting (Ozone Research Managers)	15 000	15 000			10 000
	5299	Subtotal	22 500	22 500	7 500	7 500	17 500
5300	Sundry						
	5301	Communications	20 000	20 000	20 000	20 000	20 000
	5302	Freight charges	15 000	15 000	15 000	15 000	15 000
	5304	Other (Ozone layer protection public awareness campaign)	5 000	5 000	5 000	5 000	5 000

		<i>Work months</i>	<i>Approved 2014</i>	<i>Revised 2014</i>	<i>Proposed 2015</i>	<i>Proposed 2016</i>	<i>Proposed 2017</i>
5399	Subtotal		40 000	40 000	40 000	40 000	40 000
5400	Hospitality						
	5401	Hospitality	10 000	10 000	–	–	15 000
5499	Subtotal		10 000	10 000	–	–	15 000
5999	Component total		80 000	80 000	55 000	55 000	80 000
99	Total direct costs		1 138 017	1 138 017	683 794	689 582	1 211 520
	2 per cent operational reserve				13 676	13 792	24 230
	Total budget		1 138 017	1 138 017	697 469	703 374	1 235 751
	Programme support (13 per cent)		147 942	147 942	90 671	91 439	160 648
	Grand total (inclusive of programme support costs)		1 285 959	1 285 959	788 140	794 813	1 396 399
	Drawdown ^{a, b}			682 959	185 140	191 813	793 399
	Contribution from the parties			603 000	603 000	603 000	603 000
	Financial reserve ^c				104 633	104 633	104 633

^a The contribution of parties is set at \$603,000 in accordance with paragraph 4 of decision IX/3. The drawdown levels in 2014-2017 have been set with a view to maintaining a constant level of parties' contributions up to and including 2017

^b Restated reserves and fund balance as at 1 January 2014 is \$2,662,735.

^c A proposed financial reserve of 15 per cent of the proposed budget for 2015 is included in the proposed budgets for 2015, 2016 and 2017.

Explanatory notes for the proposed revision to the approved budget for 2014 and the proposed budgets for 2015, 2016 and 2017 for the Trust Fund for the Vienna Convention for the Protection of the Ozone Layer

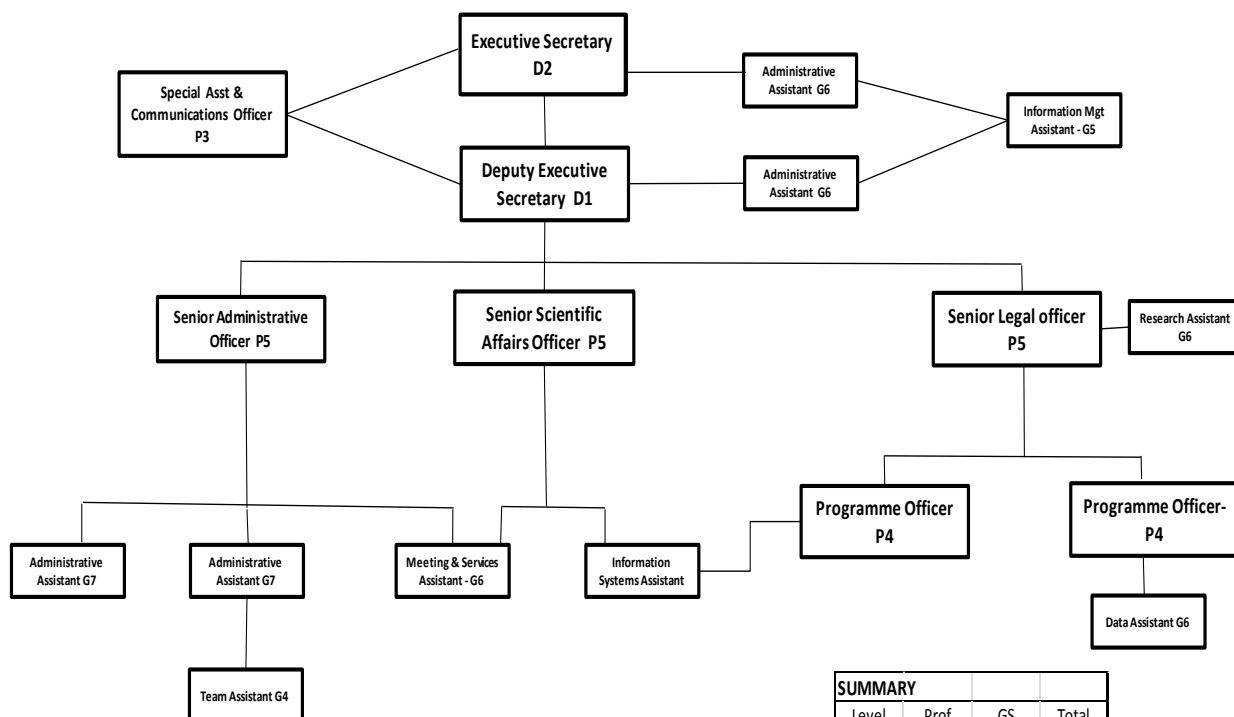
<i>Budget line</i>	<i>Comment</i>
Personnel component 1101–1107	Indicative Professional-level salary costs applicable to the Nairobi duty station have been used for the budget proposals. Salary costs for staff at the Professional level are made up of: (a) the basic salaries; (b) post adjustment as determined and reviewed throughout the year by the International Civil Service Commission based on the cost of living index of the duty station where the staff are assigned; and (c) entitlements such as home leave travel and education grant. However, where information on actual staff costs is available, the figures have been adjusted accordingly. The inflation rate used for 2015–2017 is 2.3 per cent to take into account annual salary step increments as well as revisions decided by the International Civil Service Commission. For the posts whose costs are shared with the Trust Fund for the Montreal Protocol (1101 and 1104), the increase in costs is reflected in the budget of the Trust Fund, as the budget is approved on an annual basis.
1107	The 2014 budget is decreased to reflect installation costs and 8 months' salary and emoluments of the Communication and Information Officer who joined the Secretariat at the end of May 2014. The 2015 and 2016 budgets reflect salary and emoluments only.
Administrative support/personnel 1301–1310	The 2015–2017 budget proposals reflect trends in actual costs and a 3 per cent inflationary rate. However, for the posts whose costs are shared with the Trust Fund for the Montreal Protocol (1301, 1304 and 1305), the increase is reflected in the budget of the Trust Fund, as the budget is approved on an annual basis.
1303	The budget line for the Programme Assistant on line 1303 was previously inadvertently budgeted at 70 per cent. The line is increased to reflect 100 per cent annual salary.
1310	The post of the Meeting Services Assistant was filled in August 2014. The 2014 budget reflects five months' salary cost. The budget was previously inadvertently budgeted at 70 per cent. The line is increased in 2015–2017 to reflect 100 per cent annual salary.
Conference services 1322–1328	Necessary funds may be transferred from the conference servicing budget lines should such services be required to be rendered either by individual consultancies or under corporate contracts.
1322	The current conference servicing costs are based on the following background and assumptions: The conferencing costs of the tenth and eleventh meeting of the Conference of the Parties to the Vienna Convention are shared with the Twenty-Sixth and Twenty-Ninth Meetings of the Parties to the Montreal Protocol since they will be held jointly in 2014 and 2017. The budget is increased in 2014 to reflect the cost increase of holding the tenth meeting of the Conference of the Parties to the Vienna Convention in Paris and the 2017 meeting cost is maintained at the 2014 level.
1324	Two Bureau meetings are scheduled for 2014 and 2017. The first meeting in the year is held back to back with the Ozone Research Managers' meeting and the second one takes place back to back with the meeting of the Bureau of the Meeting of the Parties to the Montreal Protocol. The meetings have provision for interpretation and document translation into the appropriate languages based on the membership of the Bureau.
1327	Based on the actual cost for the ninth Meeting of the Ozone Research Managers in May 2014, the budget is decreased for 2014 and 2017.
1328	A minimum amount is proposed for each year to cover activities in connection with the celebration of the International Day for the Protection of the Ozone Layer.
Travel on official business 1601	The budgets include travel of Secretariat officers in connection with the organization of the Ozone Research Managers' meetings and the meetings of the Conference of the Parties, in addition to travel related to provision of support to network and capacity-building meetings.
Meeting participation 3304 and 3307	The participation of representatives of parties operating under paragraph 1 of Article 5 in the various Convention meetings is assumed at \$5,000 per representative per meeting taking into account not more than one person's travel costs per country, using the most appropriate and advantageous economy-class fare and United Nations daily subsistence allowances. Considering that the meeting of the Conference of the Parties to the Vienna Convention is normally held jointly with the Meeting of the Parties to the Montreal Protocol, the participation costs are borne by the Trust Fund for the Montreal Protocol.

<i>Budget line</i>	<i>Comment</i>
3304	The participation costs are based on two Bureau meetings respectively in 2014 and 2017 for four participants from developing countries or countries with economies in transition, being held back to back with the Ozone Research Managers' meeting and the meeting of the Conference of the Parties to the Vienna Convention.
3307	One Ozone Research Managers' meeting was held in May 2014. The next meeting will be held in 2017. Funding has been reserved for participation by 35 experts from qualifying developing countries that submit national reports.
Equipment and premises component 4101-4301	The budgets for non-expendable equipment (4202-4205) have been maintained at the approved 2014 levels. The Secretariat is maintaining its electronic data processing systems to make the documentation of the Protocol and the Convention available electronically to the parties. This requires periodic procurement of necessary peripherals and software licences, and also updating of the existing computer servers. A minimum provision has been made to enable the Secretariat to replace some equipment each year.
4301	The rental cost is shared with the Trust Fund for the Montreal Protocol. The reduction in rent due to smaller office space occupied by the Secretariat from June 2014 is reflected in the Trust Fund budget, as the budget is approved on an annual basis. The Nairobi rental rates are determined by the United Nations Controller.
Miscellaneous component 5101-5401	Provisions under these budget lines are generally steady at the approved 2014 levels.
5202	Based on the preliminary costings for the report of the ninth Meeting of the Ozone Research Managers, the cost is decreased for the ninth and tenth meetings.
5401	This budget line provides for the hospitality cost of the joint Conference of the Parties and the Meeting of the Parties held back to back in 2014 and 2017 and is slightly increased to reflect trends in increased costs.

Annex II

Ozone Secretariat organization chart and staffing table

Organization chart



Notes:

Senior Management Team: Executive Secretary, Deputy Executive Secretary, Legal Affairs Officer, Scientific Affairs Officer, Administrative Affairs Officer

Administrative and Management Team: Senior Administrative Officer and all general service staff

Scientific Affairs and Assessment Panels Team: Senior Scientific Officer and professional staff

Legal Affairs and Compliance Team: Senior Legal Officer and professional staff

Information Technology Team: Programme Officer and Information management and systems' assistant

SUMMARY			
Level	Prof	GS	Total
D-2	1	-	1
D-1	1	-	1
P-5	3	-	3
P-4	2	-	2
P-3	1	-	1
GS	-	10	10
Total	8	10	18

Staffing table for posts funded by the Trust Fund for the Vienna Convention

Level	Professional and higher	General Service	Total
D-2 ^a	1	–	1
P-5 ^a	1	–	1
P-3	1	–	1
General Service ^b	–	5	5
Total	3	5	8

^a Funded 50 per cent by the Vienna Convention Trust Fund and 50 per cent by the Montreal Protocol Trust Fund.

^b Two posts funded 100 per cent by the Vienna Convention Trust Fund and three posts funded 50 per cent by the Vienna Convention Trust Fund and 50 per cent by the Montreal Protocol Trust Fund.