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**Nineteenth Meeting of the Parties to
the Montreal Protocol on Substances that
Deplete the Ozone Layer**

Montreal, 17 – 21 September 2007

Item 3 of the provisional agenda for the preparatory segment*

**Financial reports of the trust funds for the Vienna Convention
for the Protection of the Ozone Layer and the Montreal Protocol
on Substances that Deplete the Ozone Layer and budgets of the
Montreal Protocol**

**Revised approved 2007 and proposed 2008 and 2009 budgets of
the Trust Fund for the Montreal Protocol on Substances that
Deplete the Ozone Layer**

Note by the Secretariat

1. The Secretariat is circulating in the annex to the present document the revised approved 2007 and proposed 2008 and 2009 budgets of the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer.
2. The 2007 budget, which was approved by the Eighteenth Meeting of the Parties, is being re-proposed with a number of changes, primarily to reflect adjustments in staff salaries in the professional and general service levels. The revision proposed would not necessitate any additional contributions from the Parties. The budgets proposed for 2008 and 2009 envisage maintaining the contributions of the Parties at their current levels.
3. The explanatory notes following the budget presentation set forth the basis used for calculating the proposed budgets.
4. Throughout the present document, all references to dollars (\$) are to United States dollars.

* UNEP/OzL.Pro.19/1.

Annex

Trust fund for the Montreal Protocol on Substances that Deplete the Ozone Layer

Revised approved 2007 and proposed 2008 and 2009 budgets

		w/m	2007 (US\$)	w/m	2008 (US\$)	w/m	2009 (US\$)
10	PROJECT PERSONNEL COMPONENT						
1100	Project personnel						
1101	Executive Secretary (D-2) (shared with the Vienna Convention, VC)	6	135,500	6	139,565	6	143,752
1102	Deputy Executive Secretary (D-1)	12	241,000	12	248,230	12	255,677
1103	Senior Legal Officer (P-5)	12	165,000	12	169,950	12	175,049
1104	Senior Scientific Affairs Officer (P-5) (shared with VC)	6	87,500	6	90,125	6	92,829
1105	Administrative Officer (P-5)* (paid by UNEP)		0		0		0
1106	Database Manager (Information System & Technology - P3)	12	122,000	12	125,660	12	127,294
1107	Programme Officer (Communication & Information - P3) (paid from VC)	12	0	12	0	12	0
1108	Programme Officer (Monitoring and Compliance) - P3	12	120,000	12	123,600	12	127,308
1199	Sub-total		871,000		897,130		921,908
1200	Consultants						
1201	Assistance in data-reporting, analysis and promotion of the implementation of the Protocol		30,000		40,000		40,000
1299	Sub-total		30,000		40,000		40,000
1300	Administrative support						
1301	Administrative Assistant (G-7) (shared with VC)	6	18,000	6	18,900	6	19,845
1302	Personal Assistant (G-6)	12	28,500	12	29,925	12	31,421
1303	Programme Assistant (G-6) (paid by VC)	12	0	12	0	12	0
1304	Information Assistant (G-6) (shared with VC)	6	14,500	6	15,225	6	15,986
1305	Programme Assistant (G-6) (shared with VC)	6	13,000	6	13,650	6	14,333
1306	Documents Clerk (G-4)	12	19,000	12	19,950	12	20,948
1307	Data Assistant (G-6)	12	31,000	12	32,550	12	34,178
1308	Programme Assistant - Fund (G-6) (paid by UNEP)	12	0	12	0	12	0
1309	Logistics Assistant (G-3) (paid by UNEP)	12	0	12	0	12	0
1310	Bilingual Senior Secretary (G-6) (paid from VC)	12	0	12	0	12	0
1320	Temporary Assistance		18,000		18,900		18,900
1321	Open-ended Working Group Meetings ¹		556,432		450,000		450,000

		w/m	2007 (US\$)	w/m	2008 (US\$)	w/m	2009 (US\$)
1322	Preparatory and Parties Meetings (shared with VC every three years, applies to the Twentieth Meeting of the Parties to the Montreal Protocol and Eighth meeting of the Conference of the Parties to the Vienna Convention in 2008		500,000		350,000		500,000
1323	Assessment panel meetings		100,000		100,000		100,000
1324	Bureau meeting		20,000		20,000		20,000
1325	Implementation Committee meetings		90,000		90,000		90,000
1326	MP informal consultation meetings		5,000		5,000		5,000
1399	Sub-total		1,413,432		1,164,100		1,320,610
1600	Travel on official business						
1601	Staff travel on official business		210,000		210,000		210,000
1602	Conference Services staff travel on official business		15,000		15,000		15,000
1699	Sub-total		225,000		225,000		225,000
1999	COMPONENT TOTAL		2,539,432		2,326,230		2,507,518
30	MEETING/PARTICIPATION COMPONENT						
3300	Support for participation						
3301	Assessment panel meetings		500,000		500,000		500,000
3302	Preparatory and Party meetings		350,000		400,000		350,000
3303	Open-ended Working Group meetings		344,000		300,000		300,000
3304	Bureau meeting		20,000		20,000		20,000
3305	Implementation Committee meetings		125,000		125,000		125,000
3306	Consultations in an informal meeting		20,000		10,000		10,000
3399	Sub-total		1,359,000		1,355,000		1,305,000
3999	COMPONENT TOTAL		1,359,000		1,355,000		1,305,000
40	EQUIPMENT AND PREMISES COMPONENT						
4100	Expendable equipment (items under \$1,500)						
4101	Miscellaneous expendables (shared with VC)		17,000		17,000		22,000
4199	Sub-total		17,000		17,000		22,000
4200	Non-expendable equipment						
4201	Personal computers and accessories		5,000		5,000		10,000
4202	Portable computers		2,273		0		5,000
4203	Other office equipment (server, fax, scanner, furniture etc.)		8,000		5,000		10,000
4204	Photocopiers		10,000		10,000		10,000
4299	Sub-total		25,273		20,000		35,000
4300	Premises						
4301	Rental of office premises (shared with VC)		28,000		28,000		33,000
4399	Sub-total		28,000		28,000		33,000
4999	COMPONENT TOTAL		70,273		65,000		90,000

	w/m	2007 (US\$)	w/m	2008 (US\$)	w/m	2009 (US\$)
50 MISCELLANEOUS COMPONENT						
5100 Operation and maintenance of equipment						
5101 Maintenance of equipment and others (shared with VC)		20,000		20,000		25,000
5199 Sub-total		20,000		20,000		25,000
5200 Reporting costs						
5201 Reporting ²		50,000		50,000		55,000
5202 Reporting (assessment panels)		15,000		15,000		15,000
5203 Reporting (Protocol awareness)		5,000		5,000		5,000
5299 Sub-total		70,000		70,000		75,000
5300 Sundry						
5301 Communications		35,000		40,000		46,000
5302 Freight charges		70,000		60,000		60,000
5303 Training		6,500		6,500		10,500
5304 Others (International Ozone Day & twentieth anniversary of Montreal Protocol) ²		10,000		10,000		10,000
5399 Sub-total		121,500		116,500		126,500
5400 Hospitality						
5401 Hospitality ²		15,000		15,000		20,000
5499 Sub-total		15,000		15,000		20,000
5999 COMPONENT TOTAL		226,500		221,500		246,500
99 TOTAL DIRECT PROJECT COST		4,195,205		3,967,730		4,149,018
<i>Programme support costs (13%)</i>		<i>545,376</i>		<i>515,804</i>		<i>539,371</i>
GRAND TOTAL (inclusive of programme support costs)		4,740,581		4,483,534		4,688,389
Operating cash reserve exclusive of PSC³		0		108,994		174,000
TOTAL BUDGET		4,740,581		4,592,528		4,862,389
Draw down from the Trust Fund balance		0		0		0
Draw down from Secretariat's unspent 2001 balance		0		0		0
Draw down from the Trust Fund's interest income		0		0		0
Additional draw down from the Trust Fund's balance and interest income¹		0		0		0
Sub-total of Draw down⁴		463,648		315,595		585,456
Contribution from the Parties		4,276,933		4,276,933		4,276,933

¹ The cost of the two-day workshop on future Challenges of the Montreal Protocol held back to back with the twenty-seventh meeting of the Open-ended Working Group has been added to this line.

² It is understood that in order to facilitate the celebration of the twentieth anniversary of the Montreal Protocol for 2007 only, lines 5200, 5304, 5401 and 3300 may be augmented with any unspent funds from any other budget line and with any participation funds that have accrued or may accrue due to travel cancellations by participants.

³ Decision XVIII/5, paragraph 5 stipulates that the operating cash reserve for 2007 will be 8.3% of the approved budget, to be increased by 3 per cent in 2008, after which time the Parties will strive to achieve and maintain an operating cash reserve of 15 per cent.

⁴ The draw-down in 2007 has been adjusted to maintain the agreed level of contributions by the Parties. Draw-down levels in 2008 and 2009 are being proposed by the Secretariat with a view toward maintaining the level of contributions constant through 2009.

Explanatory notes for the revised approved 2007 and proposed 2008 and 2009 budgets of the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer

Budget line	Comment
Personnel component 1101–1108	Indicative professional salary costs applicable to the Nairobi duty station for 2008–2009 have been used for the 2008 and 2009 budget proposals. Unspent commitments normally revert to the Montreal Protocol Trust Fund.
	An adjustment has been made in these budget lines to cover changes in the salaries and entitlements of staff in the professional and higher categories.
1105*	The post of the Administrative Officer continues to be paid from the 13 per cent programme support costs based on actual expenditures. The Secretariat requests the approval of the Parties for the reclassification of this post to P-5 level to reflect the increased responsibility and work levels since it was recommended for upgrading in 1998.
Consultants – 1201	Assistance in data reporting, updating of publications and translation of essential features of the Ozone Secretariat website, as well as in the development of a fully interlinked digital system at the Secretariat, will continue to be required. Funds under this line may be transferred to line 1100 to create or support short-term professional posts if necessary.
Administrative support/personnel 1301–1307	Standard general service salary costs applicable to the Nairobi duty station have been used for the 2008 and 2009 budget proposals. An adjustment has been made in these budget lines in 2007 to cover an increase in salaries, which took effect in November 2006.
1308 and 1309	The posts of Programme Assistant (Fund) and Logistics Assistant continue to be paid from the 13 per cent programme support costs.
1310	The post of bilingual secretary is funded from the Vienna Convention trust fund.
1320	The Secretariat still continues to require funding for general temporary assistance, particularly in the area of documents preparation for meetings, regular website development and maintenance, archiving and arrangements for participants' attendance at meetings.
Administrative support/conference services – 1321–1326	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 under corporate contracts.
	The current conference servicing costs have been based on the following reasons and assumptions:
	1321: The budget proposed is for one meeting of the Open-ended Working Group to be held each year in 2008 and 2009 in Nairobi or at another United Nations venue, in the six official United Nations languages.
	1322: The budget for 2008 is lower than in 2007 as the cost of the twentieth Meeting of the Parties to the Montreal Protocol in 2008 is shared with the eighth meeting of the Conference of the Parties to the Vienna Convention.
	It is assumed that the Meeting of the Parties and its preparatory meeting will be held in Nairobi in 2008 and 2009, in the six official United Nations languages. When meetings are not held in Nairobi, the additional costs that that entails will be borne by the Government hosting the meetings.
	1323: The budget allocation in 2008 and 2009 will cover the costs of

Budget line	Comment
	<p>organizing annual meetings of the assessment panels and the Technology and Economic Assessment Panel's technical options committees, together with communication and other sundry costs related to the work of panel members from developing countries and countries with economies in transition.</p> <p>1324: One Bureau meeting is scheduled for each of the years 2008 and 2009, with provision for interpretation and document translation into the appropriate languages based on the membership of the Bureau.</p> <p>1325: At least two Implementation Committee meetings of three days' duration are scheduled for each of the years 2008 and 2009 with interpretation and document translation as required, to be held back-to-back with the Open-ended Working Group meetings and the meetings of the Parties in those years.</p> <p>1326: At least one informal consultation meeting per year, expected to take place in Nairobi, is envisaged for 2008 and 2009 to facilitate the work of assisting the Parties and also in promoting ratification of and compliance with the Montreal Protocol and its amendments.</p>
Travel on official business – 1601-1602	Travel on official business for 2008 and 2009 is being maintained at the 2007 level.
Meetings/Participation component – 3300	<p>Participation of representatives of developing countries</p> <p>The participation of representatives of Article 5 Parties in the various Protocol meetings is assumed at \$5,000 per meeting per representative, 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.</p>
3301	The budget provision requested in 2008 and 2009 for members and experts of the assessment panels and the technical options committees attending assessment panel meetings is being maintained at 2007 levels.
3302	In 2008, the total participation costs, based on some 80 participants attending the joint eighth meeting of the Conference of the Parties to the Vienna Convention and the twentieth Meeting of the Parties to the Montreal Protocol, is borne fully by the Montreal Protocol Trust fund. In 2009, the budget allocation reverts back to 2007 levels.
3303	Participation costs are based on some 60 participants attending the Open-ended Working Group meetings in both 2008 and 2009.
3304	Participation costs are based on one Bureau meeting a year for four Bureau members from developing countries or countries with economies in transition at each meeting.
3305	The participation costs for the two Implementation Committee meetings per year are based on eight members from developing countries and countries with economies in transition at each meeting and one representative each from three or four countries invited by the Implementation Committee at each meeting. Provision has also been made for travel by the Implementation Committee President or Vice-President from an Article 5 country to attend three Executive Committee meetings a year.
3306	Funds have been allocated to finance the participation of two participants from developing countries and countries with economies in transition as part of informal consultations in 2008 and 2009 on critical issues relating to the Montreal Protocol, which, it is expected, will be held in Nairobi.

Budget line	Comment
Equipment and premises component	
Expendable equipment –4101	The cost of miscellaneous expendables is being increased minimally in 2009 to take into account inflation. Resource utilization is being monitored constantly in order to maintain low expenditure levels.
Non-expendable equipment – 4200	A minimal provision in 2008 and 2009 has been made to provide for increased server capacity and to enable the Secretariat to replace equipment as and when required.
Premises (rent) – 4300	The allocation for rental of premises in 2009 has a minimal increase to reflect inflation.
Miscellaneous component	
Operation and maintenance of equipment – 5101	The provision for operation and maintenance of equipment is being increased minimally in 2009 to cover increased maintenance costs for constantly increasing server capacity and additional computing requirements for staff.
Reporting costs (including editing, translation, duplication, publication and printing) – 5201–5203	General reporting costs for the Secretariat are provided for under these lines. Line 5202 is reserved for reporting of assessment panels.

Budget line	Comment
Sundry – Communications – 5301	Careful monitoring of telecommunications resources and the use of electronic mail instead of facsimile communications enable the Secretariat to maintain a relatively low budget provision under this line.
Freight and post – 5302	The additional dispatch of documentation in connection with the twentieth anniversary has been taken into consideration in the revision of the 2007 budget.
Training – 5303	The provision for training will be maintained to meet evolving training needs and to cater for training schemes introduced by the United Nations as a result of the ongoing human resources reform programme.
Others (International Ozone Day and twentieth anniversary of the Montreal Protocol) – 5304	<p>In 2007, the amount requested was for celebration activities in connection with the twentieth anniversary celebration of the Montreal Protocol and the International Year of the Ozone Layer, as declared by the Parties in decision XVI/45.</p> <p>The Ozone Secretariat will continue to provide assistance to certain countries during 2008 and 2009 to assist in their preparations for the celebration of the International Day for the Preservation of the Ozone Layer.</p>
Hospitality – 5401	<p>Hospitality arrangements follow the usual procurement procedures of the United Nations.</p> <p>In 2008, the cost of the official hospitality reception is being shared between the Montreal Protocol and the Vienna Convention because of the joint twentieth Meeting of the Parties and the eighth meeting of the Conference of the Parties. An additional amount of \$5,000 for 2009 is being requested as the cost for that year will not be shared with the Vienna Convention.</p>
