



**United Nations
Environment
Programme**

Distr.: General
7 August 2008

Original: English



**Twentieth Meeting of the Parties to the
Montreal Protocol on Substances that
Deplete the Ozone Layer**
Doha, 16–20 November 2008
Item 3 (c) of the provisional agenda of the preparatory segment*

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

**Revised approved 2008 and proposed 2009 and 2010 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 2008 and proposed 2009 and 2010 budgets of the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer.
2. The 2008 budget, which was approved by the Nineteenth Meeting of the Parties, is being repropose with a number of changes, to reflect adjustments in staff salaries in the Professional and General Service categories as well as revised office rental rates. The revision proposed would not necessitate any additional contributions from the Parties. The budgets proposed for 2009 and 2010 envisage maintaining Parties' contributions at the 2008 level.
3. The Secretariat is presenting the proposed upgrade of the following posts for consideration by the Parties: Senior Legal Officer from P-5 to D-1, Database Manager from P-3 to P-4 and Programme Officer (Monitoring and Compliance) from P-3 to P-4. Should the upgrades receive the approval of the Parties the posts will go through the internal classification review process of the United Nations.
4. The explanatory notes following the budget presentation set forth the basis used for calculating the proposed budgets.
5. Throughout the present document, all references to dollars (\$) are to United States dollars.

* UNEP/OzL.Conv.8/1-UNEP/OzL.Pro.20/1.

Annex

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

Revised approved 2008 and proposed 2009 and 2010 budgets

		w/m	2008 (US\$)	w/m	2009 (US\$)	w/m	2010 (US\$)
10	Project personnel component						
1100	Project personnel						
1101	Executive Secretary (D-2) (shared with the Vienna Convention (VC))	6	132 226	6	135 664	6	139 192
1102	Deputy Executive Secretary (D-1)	12	264 600	12	240 000	12	246 240
1103	Senior Legal Officer (P-5) ¹	12	178 300	12	182 936	12	187 692
1104	Senior Scientific Affairs Officer (P-5) (shared with VC)	6	99 000	6	101 574	6	104 215
1105	Administrative Officer (P-5) (paid by UNEP)	12	–		–		–
1106	Database Manager (Information System and Technology – P-3) ¹	12	130 000	12	133 380	12	136 848
1107	Programme Officer (Communication and Information – P-3) (paid from VC)	12		12	–	12	
1108	Programme Officer (Monitoring and Compliance – P-3) ¹	12	135 000	12	138 510	12	142 111
1199	Subtotal		939 126		932 064		956 298
1200	Consultants						
1201	Assistance in data-reporting, analysis and promotion of the implementation of the Protocol		40 000		40 000		40 000
1299	Subtotal		40 000		40 000		40 000
1300	Administrative support						
1301	Administrative Assistant (G-7) (shared with VC)	6	20 000	6	21 250	6	22,631
1302	Personal Assistant (G-6)	12	25 000	12	26 625	12	28 356
1303	Programme Assistant (G-6) (paid from VC)	12	–	12	–	12	–
1304	Programme Assistant (G-6) (shared with VC)	6	16 500	6	17 573	6	18 715
1305	Information Assistant (G-6) (shared with VC)	6	15 300	6	16 295	6	17 354
1306	Documentation Clerk (G-4)	12	24 000	12	25 560	12	27 221
1307	Data Assistant (G-6)	12	39 600	12	42 174	12	44 915
1308	Programme Assistant - Fund (G-6) (paid by UNEP)	12	–	12	–	12	–
1309	Logistics Assistant (G-3) (paid by UNEP)	12	–	12	–	12	–
1310	Bilingual Senior Secretary (G-6) (paid from VC)	12	–	12	–	12	–
1320	Temporary Assistance	12	20 000		21 300		22 685
1321	Open-ended Working Group meetings		450 000		461 700		473 704
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)		350 000		500 000		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		111 200		111 200		111 200
1326	MP informal consultation meetings		5 000		10 000		10 000
1399	Subtotal		1 196 600		1 373 677		1 396 781

		w/m	2008 (US\$)	w/m	2009 (US\$)	w/m	2010 (US\$)
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	Subtotal		225 000		225 000		225 000
1999	Component total		2 400 726		2 570 741		2 618 079
30	Meeting/participation component						
3300	Support for participation						
3301	Assessment panel meetings		500 000		500 000		500 000
3302	Preparatory and Parties meetings		400 000		350 000		350 000
3303	Open-ended Working Group meetings		300 000		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		10 000		10 000		10 000
3399	Subtotal		1 355 000		1 305 000		1 305 000
3999	Component total		1 355 000		1 305 000		1 305 000
40	Equipment and premises component						
4100	Expendable equipment (items under \$1,500)						
4101	Miscellaneous expendables (shared with VC)		17 000		22 000		22 000
4199	Subtotal		17 000		22 000		22 000
4200	Non-expendable equipment						
4201	Personal computers and accessories		5 000		10 000		10 000
4202	Portable computers		–		5 000		5 000
4203	Other office equipment (server, fax, scanner, furniture etc.)		5 000		10 000		10 000
4204	Photocopiers		10 000		10 000		10 000
4299	Subtotal		20 000		35 000		35 000
4300	Premises						
4301	Rental of office premises (shared with VC)		33 600		42 000		42 000
4399	Subtotal		33 600		42 000		42 000
4999	Component total		70 600		99 000		99 000
50	Miscellaneous component						
5100	Operation and maintenance of equipment						
5101	Maintenance of equipment and others (shared with VC)		20 000		25 000		25 000
5199	Subtotal		20 000		25 000		25 000
5200	Reporting costs						
5201	Reporting		50 000		55 000		55 000
5202	Reporting (assessment panels)		15 000		15 000		15 000
5203	Reporting (Protocol awareness)		5 000		5 000		5 000
5299	Subtotal		70 000		75 000		75 000
5300	Sundry						
5301	Communications		40 000		46 000		46 000
5302	Freight charges		50 000		60 000		60 000
5303	Training		6 500		7 000		10 500
5304	Others (International Ozone Day)		10 000		10 000		10 000
5399	Subtotal		106 500		123 000		126 500
5400	Hospitality						
5401	Hospitality		15 000		20 000		20 000
5499	Subtotal		15 000		20 000		20 000

	w/m	2008 (US\$)	w/m	2009 (US\$)	w/m	2010 (US\$)
5999 Component total		211 500		243 000		246 500
99 Total direct project cost		4 037 826		4 217 741		4 268 579
<i>Programme support costs (13 per cent)</i>		<i>524 916</i>		<i>548 305</i>		<i>554 914</i>
Grand total (inclusive of programme support costs)		4 562 742		4 766 046		4 823 493
Operating cash reserve exclusive of PSC²		116 915		176 387		0
Total budget		4 679 658		4 942 433		4 823 493
Drawdown³		402 725		665 500		546 560
Contribution from Parties		4 276 933		4 276 933		4 276 933

1 The Secretariat requests the upgrade of the following posts: Senior Legal Officer, Database Manager and Monitoring and Compliance Officer.

2 By decisions XVIII/5 and paragraph 5 of decision XIX/5, the Parties agreed to increase the operating cash reserve for 2008 to 11.3 per cent, with an additional 3.7 per cent for 2009, after which the Parties will maintain the reserve at 15 per cent. The operating cash reserve will have reached the 15 per cent mark in 2009.

3 Drawdown levels in 2008, 2009 and 2010 have been set with a view to maintaining a constant level of contributions up to and including 2010.

Explanatory notes for the revised approved 2008 and proposed 2009 and 2010 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 and 2010–2011 have been used for the 2008–2010 budget proposals. Unspent commitments normally revert to the Trust Fund for the Montreal Protocol.
1103, 1106 and 1108	An adjustment has been made in these budget lines to cover changes in the salaries and entitlements of staff in the Professional category and above.
	The Secretariat requests the upgrade of the following posts: Senior Legal Officer from P-5 to D-1, Database Manager from P-3 to P-4 and Programme Officer (Monitoring and Compliance) from P-3 to P-4.
	<p>In view of the Parties' decisions at the Nineteenth Meeting of the Parties, and in the light of the significant increase in responsibilities in areas related to compliance with the Protocol, the Secretariat has recently undertaken a review of the roles and functions of the posts of Senior Legal Officer, Database Manager and Compliance and Monitoring Officer. The review concluded that the functions and responsibilities of those three posts have increased significantly over the past five years and will continue to increase significantly over the years to come. This increase is due to a number of factors, including the growing number of Parties to the Montreal Protocol in general and of those ratifying amendments and accepting additional related ozone-depleting substance phase-out obligations, and the increased attention being given by the Parties to issues such as the illegal trade in ozone-depleting substances and the licensing of imports and exports. These factors have resulted in a significant increase in the demand for monitoring of compliance expertise, an increase in the duration of Implementation Committee meetings and increased interaction with the Implementation Committee on compliance review and assessment. The increased workload and ever more complex work resulting from these developments have in turn necessitated the transformation of the original functions of the posts of Senior Legal Officer, Database Manager and Monitoring and Compliance Officer.</p>
	<p>In order to ensure a more effective response to the issues involved, in early 2008 the Secretariat restructured its monitoring and compliance-related work. Specifically, we created a Legal Affairs and Compliance Unit, comprising the posts of Senior Legal Advisor, Database Manager and Programme Officer for Monitoring and Compliance. In order to delineate more clearly the roles in the Secretariat, the position of Senior Legal Officer was changed to that of Chief for Legal Affairs and Compliance. While the position of Senior Legal Officer will continue to include critical substantive work, the incumbent of this post will, in addition, have the role of coordinating the work of the Unit and supervising the functions of the two professional posts together with other support staff.</p>
	<p>The work of the Monitoring and Compliance Officer has increased exponentially since the post was first created. The number of parties with compliance issues has more than doubled over the last few years, as has the number of days devoted to meetings of the Implementation Committee. Interaction with the Implementation Committee has also increased in intensity. Finally, there has been and will continue to be increased interaction between the Monitoring and Compliance Officer and Governments, ozone officers in developing countries and other collaborative entities such as the Fund Secretariat, the implementing agencies and the UNEP Compliance Assistance Programme in the regions.</p>
	<p>Where the post of Database Manager is concerned, many of the factors noted above have required us significantly to expand our data review and analysis functions over the past few years. We expect, however, that the demand for</p>

Budget line	Comment
	<p>more and more complex queries will continue. This is due to the worldwide interest in the Montreal Protocol, which has grown steadily as Governments, research scholars, industries, trade organizations, other United Nations bodies and non-governmental organizations constantly seek data and information from the Secretariat. The Secretariat – and specifically its Database Manager – now administers and manages a wide variety of web services including an ever-expanding data access centre, issue-specific internet interactions in response to requests by Parties, and private web access centres for the Technology and Economic Assessment Panel and the Implementation Committee. This post also includes the responsibility of overseeing the Secretariat's efforts to transfer as many documents as possible by e-communication, and to respond to general queries from Parties and outside groups. As a result, the administration and management of these servers has brought about a further increase in the volume of work to be performed by the Database Manager.</p> <p>In all, the new responsibilities for the three posts include increased follow-up on implementation of the Montreal Protocol by Parties, provision of legal and technical advice on implementation and compliance with the Montreal Protocol, provision of documents and data-related web services and support to individual Parties. This has been essential in order to cope with the steady growth in the number of compliance issues under the Montreal Protocol, especially after developing countries began implementing control measures to phase out ozone-depleting substances. In addition, this group will liaise with intergovernmental bodies such as the World Trade Organization, the World Customs Organization, the Green Customs Initiative, in relation to compliance-related decisions of the Parties, and will provide the essential support and follow-up required for the Implementation Committee.</p> <p>We believe that the new Unit will be highly effective in discharging the needed functions and that the related upgrades of posts are essential to ensure that the posts reflect the increased responsibilities that have been undertaken by their incumbents in helping Parties meet new and emerging challenges.</p>
1105	The post of the Administrative Officer continues to be paid by UNEP from the 13 per cent programme support costs. As discussed at the Nineteenth Meeting of the Parties, this post was upgraded from P-4 to P-5 at no cost to the Parties.
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 for 2008–2009 have been used for the 2008, 2009 and 2010 budget proposals. An adjustment has been made in these budget lines in 2008 to cover an increase in salaries that took effect in November 2007.
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 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:

Budget line	Comment
	<p>1321: The budget proposed is for one meeting of the Open-ended Working Group to be held each year in 2009 and 2010 in Nairobi or at another United Nations venue, in the six official United Nations languages.</p> <p>1322: The budget for 2008 is lower than in 2009 and 2010 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.</p> <p>It is assumed that the Meeting of the Parties and its preparatory meeting will be held in Nairobi in 2009 and 2010, 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.</p> <p>1323: The budget allocation in 2009 and 2010 will cover the costs of 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 2009 and 2010, 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 2009 and 2010 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 2009 and 2010 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 2009 and 2010 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 Parties operating under paragraph 1 of Article 5 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 2009 and 2010 for members and experts of the assessment panels and the technical options committees attending assessment panel meetings is being maintained at 2008 levels.
3302	In 2008, the total participation costs, based on some 80 participants attending the combined 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 Trust Fund for the Montreal Protocol. In 2009 and 2010, the budget allocation reverts to 2007 levels.
3303	Participation costs are based on some 60 participants attending the Open-ended Working Group meetings in both 2009 and 2010.
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

Budget line	Comment
3306	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 a country operating under paragraph 1 of Article 5 to attend three Executive Committee meetings a year. 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 2009 and 2010 on critical issues relating to the Montreal Protocol, which, it is expected, will be held in Nairobi.
Equipment and premises component	
Expendable equipment – 4101	The cost of miscellaneous expendables is being increased minimally in 2009 and 2010 to take into account inflation. Resource use is being monitored constantly to maintain low expenditure levels.
Non-expendable equipment – 4200	A minimal provision in 2009 and 2010 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 2008 has been increased by 19.3 per cent, as an interim measure advised by the United Nations Controller, pending review of current rental rates in Nairobi. A rise of 25 per cent has been proposed by the Secretariat for 2009 and 2010 to cover envisaged increases.
Miscellaneous component	
Operation and maintenance of equipment – 5101	The provision for operation and maintenance of equipment is being increased minimally in 2008, 2009 and 2010 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. A small amount is allocated in line 5203 for any editing, translation, duplication, publication and printing related to Protocol awareness campaigns.
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	This line is being reduced by \$10,000 in 2008 to signal the Secretariat's and the Parties' commitment to the use of electronic mail for disseminating correspondence and meeting documentation. This budget line will be monitored closely over the next two years with a view to reducing the costs of posting and shipping of correspondence and meeting documentation in keeping with maximizing the benefits of global electronic communication media.
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 continuing human resources reform programme.
Others (International Ozone Day) – 5304	The Ozone Secretariat will continue to provide assistance to specific countries during 2009 and 2010 to assist in their preparations for the celebration of the International Day for the Preservation of the Ozone Layer.
Hospitality – 5401	Hospitality arrangements follow the usual procurement procedures of the United Nations. In 2008, the cost of the official hospitality reception is being shared between the Montreal Protocol and the Vienna Convention because the Twentieth Meeting of the Parties and the eighth meeting of the Conference of the Parties

Budget line**Comment**

are combined. An additional amount of \$5,000 each for 2009 and 2010 is being requested as the cost for those years will not be shared with the Vienna Convention.
