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**Twenty-Second Meeting of the Parties to the
Montreal Protocol on Substances that
Deplete the Ozone Layer**

Bangkok, 8–12 November 2010

Item 4 of the provisional agenda of 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 on Substances that Deplete the Ozone Layer**

**Proposed revision of the approved 2010 and proposed 2011 and
2012 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 annex I to the present note a proposed revision of the approved 2010 budget and the proposed 2011 and 2012 budgets of the Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer.

2. The revised 2010 budget is being proposed to record and forecast savings as follows:

(a) As only \$50,000 was spent out of the \$400,000 approved by the Twenty-First Meeting of the Parties for additional activities in 2010, \$350,000 is being recorded as savings under budget line 1321. One additional activity funded under this line item was the seminar on environmentally sound management of banks of ozone-depleting substances called for in decision XXI/2, which was held on 14 June 2010, just prior to the thirtieth meeting of the Open-ended Working Group, which took place in Geneva from 15 to 18 June;

(b) Savings of \$45,000 are anticipated under budget lines 4203 and 4204 (office equipment), 5201 (reporting), 5202 (reporting of assessment panels), 5301 (communications) and 5302 (freight charges) as a result of the resolve of the Secretariat and the parties to maintain e-mail and web-based communications, to provide meeting documents in electronic format and to continue to conduct paperless meetings.

* Reissued for technical reasons on 6 October 2010.

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3. The Secretariat was requested by the Open-ended Working Group at its thirtieth meeting to present to the Twenty-Second Meeting of the Parties information on the cost implications of and the administrative process for upgrading the position of the Executive Secretary of the Ozone Secretariat from the level of Director (D-2) to that of Assistant Secretary-General. Such information is set forth in annex II to the present note.
4. The explanatory notes following the proposed budgets set forth the basis for their calculation.
5. Throughout the present document, all references to dollars (\$) are to United States dollars.

Annex I

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

A. Proposed revision of the approved 2010 budget and proposed 2011 and 2012 budgets

			w/m	2010 Approved	w/m	2010 Proposed revision	w/m	2011	w/m	2012
10	Project personnel component									
1100	Project personnel									
	1101	Executive Secretary (D-2) (shared with the Vienna Convention, VC)	6	161 900	6	161 900	6	166 757	6	171 760
	1102	Deputy Executive Secretary (D-1)	12	252 000	12	252 000	12	259 560	12	267 347
	1103	Senior Legal Officer (P-5)	12	196 730	12	196 730	12	202 632	12	208 711
	1104	Senior Scientific Affairs Officer (P-5) (shared with VC)	6	128 159	6	128 159	6	130 000	6	133 900
	1105	Administrative Officer (P-5) (paid by UNEP)	12	—		—		—		—
	1106	Database Manager (Information Systems and Technology – P-4)	12	145 743	12	145 743	12	150 115	12	154 618
	1107	Programme Officer (Communication & Information – P-3) (paid from VC)	12		12		12		12	
	1108	Programme Officer (Monitoring and Compliance – P-4)	12	185 400	12	185 400	12	188 000	12	193 640
1199	Subtotal			1 069 932		1 069 932		1 097 064		1 129 976
1200	Consultants									
	1201	Assistance in data-reporting, analysis and promotion of the implementation of the Protocol		40 000		40 000		40 000		40 000
1299	Subtotal			40 000		40 000		40 000		40 000
1300	Administrative support									
	1301	Administrative Assistant (G-7) (shared with VC)	6	21 250	6	21 250	6	21 250	6	21 888
	1302	Administrative Assistant (G-6)	12	26 625	12	26 625	12	27 000	12	27 810
	1303	Programme Assistant (G-6) (paid from VC)	12	—	12	—	12	—	12	—
	1304	Programme Assistant (Data) (G-6) (shared with VC)	6	17 573	6	17 573	6	17 573	6	17 573
	1305	(Research) Information Assistant (G-6) (shared with VC)	6	16 295	6	16 295	6	16 295	6	16 295

		w/m	2010 Approved	w/m	2010 Proposed revision	w/m	2011	w/m	2012
1306	Information Management Assistant/Documentation Clerk (G-6)	12	27 560	12	27 560	12	27 560	12	27 560
1307	Data Assistant (Computer Information Systems Assistant) (G-7)	12	42 174	12	42 174	12	42 174	12	43 439
1308	Administrative Assistant - Fund (G-7) (paid by UNEP)	12	—	12	—	12	—	12	—
1309	Team Assistant/Logistics Assistant (G-4) (paid by UNEP)	12	—	12	—	12	—	12	—
1310	Meetings Services Assistant/Bilingual Senior Secretary (G-6) (paid from VC)	12	—	12	—	12	—	12	—
1320	Temporary assistance	12	21 300		21 300		21 300		21 300
1321	Open-ended Working Group meetings ¹		873 704		523 704		490 000		490 000
1322	Preparatory and party meetings (shared with VC every three years, e.g., the Twenty-Third Meeting of the Parties to the Montreal Protocol (MP) and the ninth meeting of the Conference of the Parties to the Vienna Convention in 2011 (MOP23/COP9))		500 000		500 000		350 000		500 000
1323	Assessment Panel meetings		100 000		100 000		75 000		75 000
1324	Bureau meeting		20 000		20 000		20 000		20 000
1325	Implementation Committee meetings		111 200		111 200		111 200		111 200
1326	MP informal consultation meetings		10 000		10 000		10 000		10 000
1399	Subtotal		1 787 681		1 437 681		1 229 352		1 382 065
1									
1600	Travel on official business								
1601	Staff travel on official business		210 000		210 000		210 000		210 000
1602	Conference Services staff travel on official business		15 000		15 000		15 000		15 000
1699	Subtotal		225 000		225 000		225 000		225 000
1999	Component total		3 122 613		2 772 613		2 591 416		2 777 041
30	Meeting/participation component								
3300	Support for participation								
3301	Assessment Panel meetings ²		500 000		500 000		500 000		500 000

		w/m	2010	w/m	2010	w/m	2011	w/m	2012
			Approved		Proposed revision				
	3302	Preparatory and party meetings (MP will bear the cost of the participation by MP and VC delegates from parties operating under paragraph 1 of Article 5 at MOP23/COP9 in 2011)	350 000		350 000		350 000		350 000
	3303	Open-ended Working Group meetings	300 000		300 000		300 000		300 000
	3304	Bureau meeting	20 000		20 000		20 000		20 000
	3305	Implementation Committee meetings	125 000		125 000		125 000		125 000
	3306	Consultations in an informal meeting	10 000		10 000		10 000		10 000
	3399	Subtotal	1 305 000		1 305 000		1 305 000		1 305 000
3999	Component total		1 305 000		1 305 000		1 305 000		1 305 000
40	Equipment and premises component								
	4100	Expendable equipment (items under \$1 500)							
	4101	Miscellaneous expendables (shared with VC)	22 000		22 000		22 000		22 000
	4199	Subtotal	22 000		22 000		22 000		22 000
	4200	Non-expendable equipment							
	4201	Personal computers and accessories	10 000		10 000		20 000		5 000
	4202	Portable computers	5 000		5 000		5 000		15 000
	4203	Other office equipment (server, fax, scanner, furniture etc.)	30 000		20 000		20 000		10 000
	4204	Photocopiers	10 000		5 000		5 000		5 000
	4299	Subtotal	55 000		40 000		50 000		35 000
	4300	Premises							
	4301	Rental of office premises (shared with VC)	48 000		48 000		48 000		48 000
	4399	Subtotal	48 000		48 000		48 000		48 000
4999	Component total		125 000		110 000		120 000		105 000
50	Miscellaneous component								
	5100	Operation and maintenance of equipment							
	5101	Maintenance of equipment and others (shared with VC)	25 000		25 000		25 000		25 000
	5199	Subtotal	25 000		25 000		25 000		25 000
	5200	Reporting costs							
	5201	Reporting	55 000		45 000		35 000		35 000
	5202	Reporting (assessment panels)	15 000		10 000		10 000		10 000

		w/m	2010	w/m	2010	w/m	2011	w/m	2012
			Approved		Proposed revision				
	5203		Reporting (Protocol awareness)		5 000		5 000		5 000
5299			Subtotal		75 000		60 000		50 000
5300			Sundry						
	5301		Communications		46 000		36 000		36 000
	5302		Freight charges		40 000		35 000		35 000
	5303		Training		10 500		12 000		12 000
	5304		Others (International Ozone Day)		10 000		10 000		10 000
5399			Subtotal		106 500		93 000		93 000
5400			Hospitality						
	5401		Hospitality		20 000		20 000		25 000
5499			Subtotal		20 000		20 000		25 000
5999			Component total		226 500		198 000		193 000
99			Total direct project cost		4 779 113		4 385 613		4 209 416
			Programme support costs (13 per cent)		621 285		570 130		547 224
			Grand total (inclusive of programme support costs)		5 400 398		4 955 743		4 756 640
			Operating cash reserve exclusive of programme support costs		—		—		—
			Total budget		5 400 398		4 955 743		4 756 640
			Drawdown³		1 123 465		678 810		479 707
			Contribution from the parties		4 276 933		4 276 933		4 276 933

1 An amount up to \$400,000 had been added to the 2010 budget line to accommodate the cost of additional activities discussed by the Twenty-First Meeting of the Parties. Expenditure against this activity was \$50,000, hence line 1321 in 2010 is being reduced by \$350,000. The savings revert to the Trust Fund.

2 The budget line covers the participation of TEAP experts to enable the timely completion of the work requested by the parties.

3 Drawdown levels were set with a view to maintaining the level of contributions through 2011.

A drawdown for 2012 has been included by the Secretariat only for information. The amount may be changed during the Twenty-Second Meeting of the Parties, or when the budget proposals for 2012 and 2013 are presented for consideration in 2011.

B. Explanatory notes for the proposed revision of the approved 2010 and proposed 2011 and 2012 budgets

Budget line	Comment
Personnel component 1101–1108	Indicative professional salary costs applicable to the Nairobi duty station for 2011 have been used for the budget proposals. Where information on actual staff costs is available, however, the figures have been adjusted accordingly. Unspent commitments normally revert to the Trust Fund for the Montreal Protocol.
1105	The post of the Administrative Officer continues to be paid by UNEP from the 13 per cent programme support costs.
Consultants – 1201	Assistance in data reporting, updating of publications, translation of essential features of the Ozone Secretariat website and the maintenance 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 1301–1309	Standard General Service salary costs applicable to the Nairobi duty station have been used for the 2011–2012 budget proposals.
1310	The post of Bilingual Secretary is funded from the Vienna Convention Trust Fund.
Administrative support/Conference services – 1321–1326	<p>Necessary funds may be transferred from the conference servicing budget lines (1321–1326) should such services be required either through individual consultancies or corporate contracts.</p> <p>The current conference servicing costs have been based on the following reasons and assumptions:</p> <p>1321: For 2010, the parties added \$400,000 to this budget line to cover activities discussed by the Twenty-First Meeting of the Parties. Expenditure incurred during the one-day seminar on the management of banks of ozone-depleting substances held in Geneva on 14 June 2010 amounted to \$50,000; the Secretariat therefore proposes to reduce this budget line by \$350,000. The savings will be credited to the Trust Fund.</p> <p>The budget proposed for 2011 and 2012 is for one meeting of the Open-ended Working Group to be held each year in Nairobi or at another United Nations venue, in the six official United Nations languages.</p> <p>1322: The budget for 2011 is lower than in 2010 as the cost of the Twenty-Third Meeting of the Parties to the Montreal Protocol in 2011 will be shared with the ninth meeting of the Conference of the Parties to the Vienna Convention.</p> <p>The budgeted amount is based on the estimated cost of holding the meeting of the Parties in Nairobi in 2011 and 2012, in the six official United Nations languages. Any additional costs arising from holding the meetings in a location other than Nairobi will be borne by the Governments hosting the meetings.</p> <p>1323: The budget allocation in 2011 and 2012 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. Owing to savings realized in the organization of the Panel's meetings over the past few years, this budget line is being reduced by \$25,000, beginning in 2011, until the need arises for an increase.</p>

Budget line	Comment
	1324: One Bureau meeting is scheduled for each of the years 2011 and 2012, with provision for interpretation and document translation into the appropriate languages based on the membership of the Bureau.
	1325: At least two Implementation Committee meetings of three days' duration are scheduled for each of the years 2011 and 2012, 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.
	1326: At least one informal consultation meeting per year, expected to take place in Nairobi, is envisaged for 2011 and 2012 to facilitate the work of assisting the parties and promoting ratification of and compliance with the Montreal Protocol and its amendments.
Travel on official business – 1601–1602	Travel on official business for 2011 and 2012 is being maintained at the 2010 level.
Meetings/Participation component – 3300	Participation of representatives of developing countries The participation of representatives of parties operating under paragraph 1 of Article 5 in the various Protocol meetings is budgeted at \$5,000 per meeting per representative, taking into account no more than one person's travel costs per country, using the most appropriate and advantageous economy-class fare and United Nations daily subsistence allowances.
3301	The budget provision requested in 2011 and 2012 is for members and experts of the assessment panels and the technical options committees attending assessment panel meetings.
3302	In 2011, the participation costs will cover attendance by delegates at the combined ninth meeting of the Conference of the Parties to the Vienna Convention and the Twenty-Third Meeting of the Parties to the Montreal Protocol.
3303	Participation costs are based on some 60 participants attending the Open-ended Working Group meetings in both 2011 and 2012.
3304	Participation costs are based on one Bureau meeting per 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 a country operating under paragraph 1 of Article 5 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 in informal consultations in 2010 and 2011 on critical issues relating to the Montreal Protocol. It is expected that these consultations will be held in Nairobi.
Equipment and premises component	The cost of miscellaneous expendables is being maintained at 2010 levels. Resource use is being monitored constantly to maintain low expenditure levels.
Expendable equipment – 4101	
Non-expendable equipment – 4201	The budget proposed against this line in 2011 is being increased by \$10,000 to cover the cost of new computing equipment that will meet the specifications of a new, energy-efficient UNEP building into which the Ozone Secretariat will move in early 2011. A small amount is being proposed for 2012 to cover the cost of any required replacements.

Budget line	Comment
4203	The budget allocation for 2010 is being reduced by \$10,000. The same amount is proposed for 2011 to cover the cost of equipment and furniture that may be required as a result of the move to the new office facilities in early 2011. A small amount is being proposed for 2012 to cover the cost of any other new equipment or furniture required.
4204	A reduction of \$5,000 in 2010 is being proposed to reflect the fact that fewer documents are being reproduced. The reduced amount would be maintained in 2011 and 2012.
Premises (rent) – 4301	The allocation for rental of premises in 2011 and 2012 is being maintained at 2010 levels until further notice of any increase by the United Nations.
Miscellaneous component: Operation and maintenance of equipment – 5101	The provision for operation and maintenance of equipment is being maintained at 2010 levels.
Reporting costs (including editing, translation, duplication, publication and printing) – 5201–5203	General reporting costs for the Secretariat are provided for under these lines. Lines 5201 and 5202 are being reduced as many parties have agreed to receive publications in electronic format. The retained amount is to cover the cost of editing and translation.
Sundry – Communications – 5301	This line is being reduced by \$10,000 in 2010 to signal the continued careful monitoring of telecommunications resources and the use of e-mail instead of faxing for communications.
Freight and post – 5302	This line is being reduced by \$5,000 in 2010 to mark the Secretariat's and the parties' continued commitment to the use of e-mail for disseminating correspondence and meeting documentation. The cost of posting and shipping correspondence and meeting documentation has already been dramatically reduced but some expenditure remains necessary for the shipment of necessary equipment related to paperless meetings.
Training – 5303	The provision for training is being increased minimally to meet evolving training needs and to cater for training schemes introduced by the United Nations as a result of its continuing human resources reform programme.
Others (International Ozone Day) – 5304	The Ozone Secretariat will continue to provide assistance to specific countries in 2010 and 2011 to assist in their preparations for the celebration of the International Day for the Preservation of the Ozone Layer.

Annex II

Process of upgrading the position of the Executive Secretary of the Ozone Secretariat to Assistant Secretary-General

Introduction

1. The Secretariat was requested by the Open-ended Working Group at its thirtieth meeting to present, with its budget document for the Twenty-Second Meeting of the Parties, information on the financial implications of and administrative process for upgrading the level of the position of the Executive Secretary of the Ozone Secretariat from Director (D-2) to that of Assistant Secretary-General.

A. Background

2. Each United Nations position is designated by a letter indicating the category into which it falls. General Service positions are identified by the letter G, Professional positions by the letter P and Director positions by the letter D. Each post is also designated by a number indicating its level within its category. Director positions, for example, are designated as either D-1 or D-2. Immediately above the Director category is the Assistant Secretary-General category. The latest report of the United Nations Secretariat indicates that it has 62 Assistant Secretaries-General, including the executive secretaries of the secretariats of the Convention on Biological Diversity, the United Nations Convention to Combat Desertification in Those Countries Experiencing Serious Drought and/or Desertification, Particularly in Africa, and the United Nations Framework Convention on Climate Change.

3. The number and categories of staff in a multilateral environmental agreement secretariat, including the head of the secretariat, are decided by the parties to that agreement within the framework of the secretariat budget. Where secretariat functions are carried out by an international organization, such as UNEP, party decisions on staffing are generally carried out by that international organization in accordance with its established procedures. In the case of the Ozone Secretariat, any decision by the parties to upgrade the post of Executive Secretary would be carried out by UNEP in accordance with the United Nations staff rules and regulations.

B. Process for upgrading the position of Executive Secretary

4. The upgrading of positions within a secretariat to reflect increased responsibilities is relatively common. Once the parties decide to upgrade a position, up to and including a D-2 position, the position is reclassified and subsequently advertised. In the case of the Ozone Secretariat, while it is the prerogative of the Meeting of the Parties to upgrade the position of Executive Secretary, under the United Nations staff rules and regulations the establishment of any Assistant Secretary-General position also requires the approval of the Secretary-General of the United Nations. As a consequence, if the parties wish to upgrade the position of Executive Secretary of the Ozone Secretariat to the level of Assistant Secretary-General, a logical administrative process would be as follows:

- (a) Designate the position as Assistant Secretary-General in the approved budget of the Secretariat and allocate the requisite level of funding to support the position at that level;
- (b) Include in the budget decision a request for the Presidents of the bureaux of the Vienna Convention and the Montreal Protocol to collaborate with the Executive Director of UNEP in requesting the Secretary-General of the United Nations to reclassify the Executive Secretary position to the level of Assistant Secretary-General;
- (c) To implement, as appropriate, the decision of the Secretary-General of the United Nations.

C. Financial implications

5. Taking into account the salary levels and benefits that apply to the incumbent of the position of Executive Secretary of the Ozone Secretariat, the Secretariat estimates that upgrading this position from its current D-2 level to the level of Assistant Secretary-General would cost an additional \$25,000 per year.