

**TERMS OF REFERENCE FOR THE ADMINISTRATION OF THE GENERAL TRUST FUND
FOR FINANCING ACTIVITIES ON RESEARCH AND SYSTEMATIC OBSERVATIONS
RELEVANT TO THE VIENNA CONVENTION**

Establishment, Contributions and Budget

1. The General Trust Fund for financing activities on research and systematic observations relevant to the Vienna Convention is established in response to decision VI/2 of the Sixth Meeting of the Conference of Parties to the Vienna Convention for an initial period of five years effective 1 January 2003 and ending on 31 December 2007. In the event that Parties wish the Trust Fund to be extended beyond 31 December 2007, the Executive Director shall be so requested by the Parties at least six months before the expiry date of the Trust Fund.
2. The Trust Fund is established in accordance with the rules and regulations of the United Nations, the rules and regulations governing the Environment Fund of UNEP, the relevant provisions of the Secretary-General's bulletin ST/SGB/188, Administrative Instruction ST/AI/285, the authority of the Executive Director to establish general trust funds under the rules of the Environment Fund, as provided for in Article V of the General Procedures Governing the operations of the Environment Fund of UNEP and under the terms of ST/SGB/188.
3. The primary purpose of the Trust Fund is to provide complementary support for the continued maintenance and calibration of the existing World Meteorological Organization Global Atmospheric Watch (WMO/GAW) ground-based stations for monitoring column ozone, ozone profiles and ultra-violet radiation in the developing countries and in the countries with economies in transition (CEITs), to address balanced global coverage. Consideration will also be given to supporting other activities identified by the Ozone Research Managers and in consultation with the co-chairs of the United Nations Environment Programme Scientific Assessment and Environmental Effects Assessment Panels for the improvement of the observation network and relevant research.
4. The appropriations of the Fund shall be financed from:
 - (a) Voluntary contributions made by the Parties to the Convention including contributions from any new Parties;
 - (b) Voluntary contributions from States not party to the Convention, other governmental, intergovernmental and non-governmental organizations and other sources.
5. UNEP shall invite the Parties, States not party to the Convention, as well as other governmental, intergovernmental and non-governmental organizations, to make voluntary contributions, as well as voluntary contributions in kind to the Trust Fund for the purposes of financing activities on research and systematic observations relevant to the Vienna Convention.
6. The budget estimates prepared in United States dollars, covering the income and expenditure of the Fund, shall be submitted to the ordinary meetings of the Conference of the Parties to the Convention, for consideration.
7. The proposed budget shall be dispatched by UNEP to all Parties to the Convention at least ninety days before the date fixed for the opening of the ordinary meeting of the Conference of the Parties to the Convention or such a period as the Parties may decide upon from time to time.
8. All contributions into the Trust Fund shall be paid in United States dollars or other convertible currency into: Account no. 485-000326, UNEP Trust Funds and Counterpart Contributions, JP Morgan Chase, International Agencies Banking, 1166 Avenue of the Americas, 17th Floor, New York, N.Y. 10036-2708, United States.

9. In the event that the Executive Director anticipates that there might be a shortfall in resources over the financial period as a whole, he shall have discretion to adjust the budget so that expenditures are at all times fully covered by contributions received.
10. Commitments against the resources of the Fund may be made only if they are covered by the necessary income. No commitments shall be made in advance of the receipt of contributions.
11. The Executive Director may make transfers from one budget line to another within the budget in accordance with the Financial Regulations and Rules of the United Nations. At the end of a calendar year of a financial period, the Executive Director may transfer any uncommitted balance of appropriations to the following calendar year.
12. Contributions not immediately required for the purposes of the Fund shall be invested at the discretion of the United Nations and any interest income so earned shall be credited to the Trust Fund.
13. In accordance with the United Nations rules, the Executive Director shall deduct from the income of the Trust Fund a programme support charge equal to 13 per cent of actual expenditures recorded during any accounting period in order to meet the administrative cost of activities financed from the Trust Fund.
14. At the end of the first calendar year of a financial period, the Executive Director shall submit to the Parties the accounts for the year. He shall also submit, as soon as practicable, the audited accounts for the financial period.

Administration

15. The Executive Director shall maintain and administer the Trust Fund in accordance with the financial regulations, rules and directives of the United Nations and of the Environment Fund of UNEP as applicable. Personnel engaged for the purposes of the Trust Fund shall be recruited and administer in accordance with the provisions of such regulations, rules and directives.
16. The World Meteorological Organization (WMO) shall be invited to cooperate with and assist UNEP in administering and managing the programme of activities on research and systematic observations relevant to the Vienna Convention. In this context, WMO shall submit to UNEP for funding, projects or activities relevant to the maintenance and calibration of the existing World Meteorological Organization Global Atmospheric Watch (WMO/GAW) ground-based stations for monitoring column ozone, ozone profiles and ultra-violet radiation, in a manner consistent with the UNEP project formulation and reporting guidelines.
17. Consideration should be given to supporting other activities identified by the Ozone Research Managers in consultation with the co-chairs of the United Nations Environment Programme Scientific Assessment and Environmental Effects Assessment Panels for the improvement of the observation network and relevant research. Activities thus identified may be submitted to UNEP for funding in a manner consistent with the UNEP project formulation and reporting guidelines.