

**CONVENTION ON
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**INTERGOVERNMENTAL COMMITTEE FOR THE
CARTAGENA PROTOCOL ON BIOSAFETY**

Second meeting

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Item 4.3 of the provisional agenda*

SECRETARIAT (ARTICLE 31)***Programme budget for the biosafety work programme for the biennium following the entry into force of the Cartagena Protocol on Biosafety*****I. INTRODUCTION**

1. According to Article 31 of the Cartagena Protocol on Biosafety, the Secretariat of the Convention on Biological Diversity as established by Article 24 of the Convention is to serve as the secretariat to the Protocol. The administrative costs of the Secretariat of the Convention on Biological Diversity are met on a biennial basis from a general trust fund or “core budget” (hereinafter referred to as the “BY Trust Fund”), managed by the United Nations Environment Programme in keeping with the Financial Rules of the Convention. In addition to BY Trust Fund, the Convention has established two additional voluntary trust funds: the Special Voluntary Trust Fund for Additional Voluntary Contributions in Support of Approved Activities (BE Trust Fund), and the Special Voluntary Trust Fund for Facilitating Participation of Parties in the Convention Process (BZ Trust Fund).

2. The BY Trust Fund is financed from contributions made by Parties to the Convention based on a scale of assessments established by the Conference of the Parties to the Convention every biennium. In addition to the assessed contributions of Parties, the BY Trust Fund is financed from additional contributions made by the Parties, non-Parties, intergovernmental and non-governmental organizations and other sources.

3. The core budget of the Convention (BY trust fund) is approved by the Conference of the Parties every biennium and covers costs such as staff salaries and emoluments; rental and maintenance of premises; staff travel; conference-servicing; equipment and supplies; communication costs; reporting costs; consultants; temporary assistance, overtime and hospitality.

4. Voluntary contributions made to the BE and BZ trust funds are in general earmarked by the donors for specific activities and meetings, and are reported on separately from the core budget. Indicative budgets are approved by the Conference of the Parties every biennium for the BE and BZ trust

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funds based upon the approved work programme of the Secretariat of the Convention, and the expectations of additional funding requirements that cannot be met from the core budget.

5. The next budget will cover the 2003-2004 biennium and is to be adopted by the sixth meeting of the Conference of the Parties. The present note has been prepared in order to assist the Intergovernmental Committee for the Cartagena Protocol (ICCP) in providing guidance to the Conference of the Parties to the Convention on the financial resources required for the implementation of the Cartagena Protocol on Biosafety.

6. The proposed budget for the 2003-2004 biennium builds upon the existing structure of activities of the Convention, whereby the 2001-2002 budget for Secretariat supports six programmes of work: executive direction and management; scientific technical and technological matters; social economic and legal matters; implementation and outreach; biosafety; and resource management and conference services. As such, it is proposed that the biosafety work programme for the 2003-2004 biennium be funded as one of these six work programmes.

7. It is envisaged that the core budget for the Cartagena Protocol on Biosafety will be met from the core budget, and that funding for additional approved activities and for the participation of developing country Parties and Parties with economies in transition in the meetings under the Biosafety Protocol will be met from the BE Trust Fund and the BZ Trust Fund, respectively.

8. Section II below presents an overview of the proposed biosafety programme budget for the biennium 2003-2004.

9. Section III presents the key factors and assumptions taken into account in estimating the proposed biosafety programme budget for the biennium 2003-2004. Table 1 contains a summary of the proposed core programme budget. Table 2 summarizes the staffing requirements of the biosafety work programme from the core budget. Annexes I and II contain summaries of the resource requirements for the biosafety work programme from the BE and BZ trust funds.

10. Section IV presents the elements of a draft recommendation of the Intergovernmental Committee on the Cartagena Protocol on this matter based on the proposed programme outline in the present document.

11. It must be stressed that the proposed programme budget represents the Secretariat's best estimates of its work over the next biennium and will be adjusted in response to decisions and guidance emanating from the ICCP, the Conference of the Parties to the Convention serving as the meeting of the Parties to the Protocol and the Conference of the Parties.

I. PROPOSED WORK PROGRAMME AND BUDGET OF THE CARTAGENA PROTOCOL ON BIOSAFETY

A. *Proposed programme of work*

12. Following the entry into force of the Protocol, executive management and direction will have the overall coordination role and the biosafety programme will have the day-to-day responsibility for the implementation of the programme of work resulting from decisions taken by the first meeting of the Conference of the Parties serving as the meeting of the Parties to the Protocol, based on the ICCP

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recommendations. In light of the provisions of the Protocol itself, which stipulates matters that must be addressed by the Conference of the Parties at its first meeting serving as the meeting of the Parties to the Protocol, and based on the ICCP programme of work for MOP-1 as approved by the Conference of the Parties in its decision V/1, the biosafety programme of work will focus on the following issues with the aim to facilitating the implementation of the Protocol by the Secretariat and Parties: decision-making procedures (Article 10, paragraph 7); information-sharing and the Biosafety Clearing-House (Article 20, paragraph 4); liability and redress (Article 27); compliance (Article 34); handling, transport, packaging and identification (Article 18); capacity-building (Article 22 and Article 28, paragraph 3); monitoring and reporting (Article 33), and any other issues that the Conference of the Parties serving as the meeting of the Parties to the Protocol might identify as necessary for the effective implementation of the Protocol pursuant to Article 29, paragraph 4.

13. The biosafety work programme will be responsible for providing Secretariat support to the Conference of the Parties serving as the meeting of the Parties to the Protocol and the Bureau. The programme will also serve as the principal point of contact between the Secretariat and other international organizations or processes working on issues of relevance to the Protocol.

B. Proposed budget

14. The Executive Secretary has reviewed the outcome of the first meeting of ICCP and believes that the current level of funding as approved by the Conference of the Parties in its decision V/22 will be adequate to implement the biosafety programme of work for the current biennium 2001-2002. The 2001-2002 approved core budget together with the proposed 2003-2004 core budgets (BY Trust Fund) are presented in table 1 below. As compared to the 2001-2002 total approved budget, the total budgeted figures for the years 2003 & 2004 will increase due to new projected activities such as the Biosafety Clearing-House, the Second and Third meetings of the Conference of the Parties to the Convention serving as the meeting of the Parties to the Protocol, the Open-Ended Ad Hoc meeting of legal and technical experts on liability and redress, the Expert/Liaison group meetings as well as associated common services costs. Such costs were not allocated for the year 2002. The proposed budget of the BE Trust Fund in support of additional approved activities, and the BZ Trust Fund for facilitating the participation of developing country Parties in the process of the Convention are presented in annexes I and II respectively.

*Table 1. Biosafety resource requirements from the core budget (BY Trust Fund)
(United States dollars)*

Expenditure	2001	2002	2003	2004
Staff costs	687,100	721,800	848,820	886,410
Biosafety bureau meetings	45,000	45,000	45,000	47,250
Travel on official business	62,000	65,700	70,000	73,500
Consultants/Sub-contracts	36,500	38,400	14,500	15,225
Biosafety Clearing-House			26,500	27,825
Second and third meetings of the Conference of the Parties to the Convention serving as the meeting of the Parties to the Protocol			525,000	250,000
Open-ended ad hoc meeting of legal and technical experts on liability and redress (4)			400,000	400,000
Expert/liaison group meetings.			43,000	45,150

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Expenditure	2001	2002	2003	2004
Common services costs			148,500	155,925
Subtotal	830,600	870,900	2,121,320	1,901,285
Programme support charges (13%)	107,978	113,217	275,772	247,167
Total budget (US\$)	938,578	984,117	2,397,092	2,148,452

15. It should be noted that the costs for the biosafety work programme for 2002 (staff costs, consultants, travel etc.) have already been approved by the fifth meeting of the Conference of the Parties for the biennium 2001-2002 under the BY Trust Fund. It is therefore proposed that any additional activities to be undertaken during 2002 be funded from additional voluntary contributions to the BE and BZ Trust Funds as indicated in annexes I and II to the present note.

Programme support charges (PSC)

16. In accordance with the Financial Regulations and Rules of the United Nations, a 13 per cent overhead charge is payable to the United Nations Environment Programme (UNEP) to cover the costs of administering the Trust Fund. UNEP returns a portion of these payments to the Convention Secretariat to help cover the costs of the Secretariat's support services.

Table 2. Biosafety staffing requirements from the core budget

	2002	2003	2004
A. Professional category			
P-5	1	1	1
P-4	1	2	2
P-3	3	4	4
P-2	1	0	0
Total Professional category	6	7	7
B. Total General Service category	3	3	3
TOTAL (A + B)	9	10	10

III. ASSUMPTIONS USED IN CALCULATING THE BUDGET

17. Cognizant of the fact that there is uncertainty concerning the eventual date that the Biosafety Protocol will come into force, the Executive Secretary has put forward a proposal that draws upon lessons learned in implementing the biosafety work programme for the current biennium (2001-2002) and has made the following assumptions in preparing the budget presented in table 1:

(a) The figures used in calculating staff costs in the budget proposed for the biennium 2003–2004 are based on the standard figures used in the preparation of the programme budget of the Convention for the biennium 2001-2002;

(b) Pursuant to the provisions of paragraph 6 of Article 29 of the Protocol, ordinary meetings of the Conference of the Parties serving as the meeting of the Parties to the Protocol are to be convened

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in conjunction with ordinary meetings of the Conference of the Parties unless the Conference of the Parties serving as the meeting of the Parties to the Protocol decides otherwise. Given the need to keep the political momentum in the early stages following the entry into force of the Protocol the Secretariat has anticipated yearly meetings of the Conference of the Parties serving as the Meeting of the Parties to the Protocol for the first biennium following the entry into force of the Protocol;

(c) It is assumed that the meetings of the Parties will be held for a duration of one week, and that one of the meetings will be held in conjunction with a meeting of the Conference of the Parties to the Convention;

(d) There will be two two-day meetings a year of the Bureau of the Conference of the Parties to the Convention serving as the meeting of the Parties to the Protocol at the seat of the Secretariat, and, additionally, the Bureau will meet every day during the meetings of the Conference of the Parties serving as the meeting of the Parties to the Protocol;

(e) Regional meetings will continue to be held annually, one meeting per region, aimed in particular at providing training on the operation of the Biosafety Clearing-House and keeping under review regional needs for capacity-building for the effective implementation of the Protocol;

(f) Four technical expert meetings (two per year), addressing Articles 18 and 34 are planned for the biennium for fifty experts (10 per region). Additionally, yearly meetings of a Liaison Group on the Biosafety Clearing-House are envisaged.

(g) Two meetings per year of the Open-ended Ad hoc Working Group of Legal and Technical Experts on Liability and Redress are also envisaged.

IV. POSSIBLE ACTION BY ICCP

18. As indicated above, there is no need for additional funding for the biosafety programme for the biennium 2001-2002, as that funding was already approved by the Conference of the Parties at its fifth meeting. With the entry into force of the Protocol, it is envisaged that the additional costs arising from the Protocol should be met by the Parties. However, identifying the separate costs of implementing the Protocol at this moment is problematic. For example, most of the proposed activities draw heavily upon existing activities of the Convention. Thus, the Biosafety Clearing-House draws on the clearing-house mechanism, the costs of holding the first meeting of the Conference of the Parties serving as the meeting of the Parties to the Protocol are reduced because it is to be held in conjunction with a regular meeting of the Conference of the Parties, and the Biosafety Unit draws on the assistance of other parts of the Secretariat in servicing meetings of the Protocol. It is not possible to accurately apportion these costs. Moreover, this task is made more difficult by the absence of a fully developed work programme for the Conference of the Parties serving as the meeting of the Parties to the Protocol and a specific date of entry into force for the Protocol. In addition, there is some uncertainty as to whether, in the early years following entry into force, the number of Parties and their capacity to pay will be sufficient to make separate funding for activities under the Protocol financially viable. Finally, at current budgetary levels, the additional costs of administering a separate budget for the Protocol would outweigh the benefits.

19. The Executive Secretary therefore recommends that the current budget as adopted in decision V/22 of the Conference of the Parties is sufficient for the rest of the current biennium (2001-2002) and that there is no need for ICCP to recommend any additional or supplementary budget for the

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current biennium. In the event that ICCP decides that additional activities are required then these costs should be met from the BE and BZ trust funds. For the next biennium (2003-2004), the Executive Secretary recommends that the total cost of biosafety programme of work continue to be borne on an interim basis by the Parties to the Convention.

20. The ICCP may therefore wish to consider the following draft elements of a decision by the Conference of the Parties to the Convention, which are based on the proposed programme budget contained in this note:

The Intergovernmental Committee for the Cartagena Protocol on Biosafety

Recommends that the Conference of the Parties to the Convention approve the following elements and include them in the BY, BE and BZ trust funds for the Convention on Biological Diversity and in the relevant decision of the Conference of the Parties at its sixth meeting:

(a) A core programme budget of \$2,397,092 for the year 2003 and of \$2,148,452 for the year 2004, for the purposes, as set out in table 1 above and incorporate it into the core budget of the Convention on Biological Diversity;

(b) The sum of \$904,000 for the purposes, as set out in annex I to the present note, and incorporate it into the Special Voluntary Trust Fund (BE) for Additional Voluntary Contributions in Support of Approved Activities under the Convention on Biological Diversity for the biennium 2003-2004;

(c) The sum of \$4,452,200 for the purposes, as set out in annex II to the present note, and incorporate it into the Special Voluntary Trust Fund (BZ) for Facilitating Participation of Parties in the processes of the Convention for the biennium 2003-2004;

(d) A Biosafety Protocol staffing level of nine posts (six Professional and three General Service) at the level indicated in table 2;

(e) That the total cost of the core budget of the biosafety work programme will continue to be borne on an interim basis by the Parties to the Convention for the biennium 2003-2004 or until such a time that the Protocol is ratified by an agreed number of developed and developing country Parties where the costs will then be borne by the Parties on a pro rata basis;

(f) That all Parties to the Convention are invited to note that contributions to the core budget (BY Trust Fund) are due on 1 January of the year in which these contributions have been budgeted for, and to pay them promptly, and urges Parties in a position to do so, to pay by 1 October of the year 2002 for the calendar year 2003 and by 1 October 2003 for the calendar year 2004 the contributions required to finance expenditures approved, and in this regard requests that Parties be notified of the amount of their contributions by 1 August of the year preceding the year in which the contributions are due;

(g) That all Parties and States not Parties to the Protocol, as well as governmental, intergovernmental and non-governmental organizations and other sources, be urged to contribute specific funding for the Protocol to the BY, BE and BZ trust funds;

(h) That the Executive Secretary has the authority to, in concurrence with the Bureau of the Conference of the Parties, to adjust the servicing of the programme of work, including postponement of meetings, if sufficient resources are not available to the Secretariat in a timely fashion;

(i) That the Executive Secretary prepares and submits a budget for the programme of work for the biennium 2005-2006 to the second meeting the Conference of the Parties to the Convention serving as the meeting of the Parties to the Protocol, and report on income and budget performance as well as any adjustments made to the Protocol budget for the biennium 2003-2004;

(j) That the Executive Secretary enters into direct administrative and contractual arrangements with Parties and organizations – in response to offers of human resources and other support to the Secretariat – as may be necessary for the effective discharge of the functions of the Secretariat as it relate to the Protocol, while ensuring the efficient use of available competencies, resources and services, and taking into account United Nations rules and regulations. Special attention should be given to possibilities of creating synergies with relevant existing work programmes or activities that are being implemented within the framework of other international organizations in accordance with relevant COP/MOP decisions.

Annex I

**BIOSAFETY RESOURCE REQUIREMENTS FROM THE SPECIAL VOLUNTARY TRUST
FUND (BE) FOR ADDITIONAL VOLUNTARY CONTRIBUTIONS IN SUPPORT OF
APPROVED ACTIVITIES FOR 2002 AND THE 2003-2004 BIENNIUM**

(in United States dollars)

I	Description	2002	2003	2004
1.	<i>Meetings</i>			
	Regional meetings for the Biosafety Protocol	100,000	80,000	80,000
	Technical Expert Meetings (4)	140,000	160,000	160,000
	Regional workshops for the Biosafety Clearing House (4)		160,000	160,000
2.	<i>Consultants/Sub-contracts</i>			
	Biosafety Clearing House		20,000	20,000
	Subtotal	240,000	400,000	400,000
		0	0	
II.	Programme support charges (13%)	31,200	52,000	52,000
	Total Cost (I + II)	271,200	452,000	452,000
		0	0	

Annex II

BIOSAFETY RESOURCE REQUIREMENTS FROM THE SPECIAL VOLUNTARY TRUST FUND (BZ) FOR FACILITATING PARTICIPATION OF PARTIES IN THE CONVENTION PROCESS FOR 2002 AND THE 2003-2004 BIENNIUM

(in United States dollars)

	Description	2002	2003	2004
I.	<i>Meetings</i>			
	Regional meetings for the Biosafety Protocol (8)	329,400	300,000	300,000
	Meetings of the Parties (2)		540,000	540,000
	Open-ended Ad Hoc Working Group of Legal & Technical Experts on Liability and Redress (4)		1,080,000	1,080,000
	ICCP	483,600		
	<i>Subtotal I</i>	813,000	1,970,000	1,970,000
II	Programme support charges (13%)	105,690	256,100	256,100
	Total Cost (I + II)	918,690	2,226,100	2,226,100
