



**CONVENTION ON
BIOLOGICAL DIVERSITY**

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CONFERENCE OF THE PARTIES TO THE
CONVENTION ON BIOLOGICAL DIVERSITY
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Item 20.2 of the provisional agenda

**PROPOSED BUDGET OF THE TRUST FUND FOR THE
CONVENTION ON BIOLOGICAL DIVERSITY**

Note by the Executive Secretary

1. INTRODUCTION

1. In paragraph 5 of decision II/20, the Conference of the Parties requested "the Executive Secretary in presenting a draft 1997 budget for consideration by the third meeting of the Conference of the Parties, to also provide the indicative budget for 1997, attached as annex I to decision II/20, revised so as to be based on Montreal costings". Accordingly, the Secretariat has prepared a comparison of the indicative budget for 1997 approved under decision II/20 based on Geneva costings with the costings of the same activities in Montreal. The comparative costings are attached as Annex I. Annex II presents the proposed budget for 1997 and the indicative budget for 1998. The expected income from contributions over the same period is contained in Annex III of the present note. Annex IV is the proposed organisational chart of the Secretariat.

2. At its second meeting the Conference of the Parties, in Decision II/18, adopted a medium-term programme of work for 1996-1998. Effective implementation of the programme, however, requires its correlation with the human and financial resources provided for in the budget. The proposed budget for 1997 and 1998 presents the first opportunity to assess the budgetary implications of the medium-term programme of work of the Conference of the Parties and of the establishment of the permanent Secretariat in Montreal, and to reflect them in monetary terms for consideration by the Conference of the Parties.

3. The proposed budget may need to be adjusted to reflect possible decisions to be taken by the Conference of the Parties on the work programme and *modus operandi* of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA). Furthermore, the budget may also need to be adjusted to reflect the costs associated with the full implementation of the Jakarta Mandate on Marine and Coastal Biological Diversity. The costs associated with the recommendation of the first meeting of the Open-ended Ad Hoc Working Group on Biosafety established by the second meeting of the Conference of the Parties under

decision II/5 have also been reflected in this note.

4. The proposed budget follows the structure of the 1996 budget adopted by the Conference of the Parties at its second meeting. A 12% increase over the 1996 approved budget is proposed to provide for the required administrative support in the permanent Secretariat and to offset inflation and expected cost increases. This increase excludes the contributions of Canada as provided in its offer to the second meeting of the Conference of the Parties. Explanations for the proposed increase in human and financial resources are given in this note. The purpose of this note is to provide a clear presentation of the proposed budget, designed to address the increased demands arising from activities to support the implementation of the Convention.

5. One of the main issues that the Conference of the Parties may wish to consider is the need for a working capital reserve fund to ensure that the activities of the Secretariat can be carried out during periods when sufficient contributions have not been received. Such a fund might be based on the United Nations practice of 15% of annual budgets, or it might be linked to the contribution of the host country, or a combination of both.

2. PROPOSED BUDGET FOR 1997 WITH EXPLANATIONS

6. Recognising the need to balance limited resources with the demands of a Convention with over one hundred and fifty Parties, and a substantial and multi-faceted programme of work, the proposed budget seeks to allow for strategic increases in human and financial resources. The proposed budget is based on a careful analysis of the requirements of the Secretariat in light of the decisions of the Conference of the Parties. Particular attention is given to the impact of the relocation of the Secretariat to Montreal on its activities, especially in light of the need to ensure that the Secretariat be able to count on well-qualified staff at a level sufficient to meet the demands and expectations of Parties.

7. Prior to its relocation to Montreal, the Secretariat enjoyed administrative support from the United Nations Office at Geneva and the UNEP Regional Office for Europe. The proposed budget includes additional staff to provide the necessary extra administrative capacity for tasks that now fall to the Secretariat to carry out. It is recommended that support for these functions be covered largely from the contribution of the host country. The Conference of the Parties may therefore wish to request the Secretariat to discuss with the host country the establishment of a "Montreal Fund", as well as the terms on which the resources available under such a fund might be used.

8. With respect to meetings to be convened under the Convention, the Conference of the Parties may wish to incorporate into the budget resources to finance the participation of least developed country Parties, in accordance with General Assembly Resolution A/49/98, 19 December 1994.

9. In light of the experience gained in 1996 and an analysis of the remaining activities under the medium-term programme of work, other budget increases, decreases and reallocations are proposed. These will be presented under the functional headings adopted for the 1996 budget, modified to reflect the operating experience of 1996. The modifications are also reflected in the organisational structure of the Secretariat.

10. In this proposal, the Conference of the Parties is invited to examine the overall level of the support requested, and to decide upon a budget and operational framework that will allow the Secretariat to carry out its functions in an efficient and flexible manner, in accordance with the Financial Rules for the Trust Fund and other rules pertaining to the management of the Trust Fund.

2.1 EXECUTIVE DIRECTION AND MANAGEMENT

2.1.1 *Executive Direction*

11. After assessing the experience gained in 1996 and analysing the remainder of the programme of work and activities of the Secretariat, the proposed budget for Executive Direction and Management is \$479,420 compared to the \$648,000 approved for 1996. The proposed budget for the Office of the Executive Secretary includes the *Special Assistant to the Executive Secretary* (P-3) to assist the *Executive Secretary* (D-2) in reviewing relevant literature and identifying emerging issues of relevance to the Office and in preparing concept papers, *aides memoire*, memoranda and other documents necessary for the overall implementation of the work of the Secretariat.

12. In addition, the Office will also have a *Junior Professional Officer* (P-2) supported by the Government of Finland and a *Senior Secretary* (G-7). It may also be necessary to seek additional support through secondment for a senior officer to serve as a *Policy and Planning Advisor* (P-4) to the Executive Secretary. These functions are not intended to replace the activities of the relevant divisions under their respective Principal Officers, but to ensure the effective functioning of the Office of the Executive Secretary. The total budget for executive direction is \$249,009, of which \$60,000 is allocated to support activities and technical reviews. The approved budget for 1996 was \$648,000. The 46.8% reduction is mainly due to differences in salary levels between Geneva and Montreal.

2.1.2 *Fund Management and Administration*

13. The establishment of the Secretariat in Montreal has resulted in the need to strengthen the administrative capacity of the Secretariat. A number of specific needs have arisen as a result of the relocation of the Secretariat to Montreal. The Unit is headed by a *Fund Management and Administration Officer* (P-4) provided by UNEP. The officer will be assisted by a *Financial Assistant* (G-7), a *Personnel Assistant* (G-7) and an *Administrative Assistant* (G-6), a *Travel Clerk* (G-6) and a *Secretary* (G-4).

14. The Secretariat, as envisaged in the headquarters agreement between the Secretariat and Canada, will possess the legal capacity to enter into contracts, institute legal proceedings and own property. These activities will entail a number of transactions requiring considerable understanding of the local legal environment. The need for an additional *Administrative Officer* (P-3) has therefore been identified. It is proposed, however, that the post be filled by one of the staff members to be seconded by the Province of Quebec, as provided for in the offer of Canada to the Conference of the Parties.

15. Due to the increase in the volume of mail being handled in the Secretariat, it is proposed to create the post of *Associate Administrative Officer* (P-2) to coordinate all aspects of the management of mail. Additional staff needed include a *Receptionist* (G-4) and a *Messenger* (G-4).

16. The total budget proposed for this Unit is \$230,411 compared to \$180,000 approved for 1996, or an increase of nearly 21.9%.

2.2 INTERGOVERNMENTAL PROCESSES AND COOPERATIVE AFFAIRS

2.2.1 *Office of the Principal Officer*

17. The division of Intergovernmental Process and Cooperative Affairs is responsible for the preparation of the meetings of the Conference of the Parties and the related preparatory activities. A total budget of \$1,836,712 is proposed for the division of Intergovernmental Processes and Cooperative Affairs, compared to \$1,750,000 approved for 1996. To enable the *Principal Officer* (D-1) to carry out his or her functions, an *Associate Administrative Officer* (P-2), an *Administrative Assistant* (G-6), and a *Secretary* (G-5) are proposed. The total budget suggested for this office is \$230,886 compared to \$476,000 approved for 1996.

2.2.2 *Cooperative Affairs*

18. One of the main themes of the second meeting of the Conference of the Parties was an emphasis on the need for cooperation with other biodiversity-related conventions, international organizations, bodies and processes as identified, for example, in decision II/13. The importance that Parties attach to developing such cooperation with other processes is reflected in the fact that it was decided to include this matter as a standing item on the agenda of the Conference of the Parties.

19. The Conference of the Parties requested that the Secretariat coordinate with the secretariats of relevant biodiversity-related conventions with a view to: facilitating exchange of information and experience; exploring the possibilities of recommending procedures for harmonising, to the extent desirable and practicable, the reporting requirements of Parties under those instruments and conventions; coordinating their respective programmes of work; and consulting on how such conventions and other international legal instruments can contribute to the implementation of the provisions of the Convention. The Secretariat has already entered into cooperative agreements with other biodiversity-related conventions and is in the process of translating these agreements into joint activities.

20. The workload implied by these activities has led to the proposal to establish a unit on cooperative affairs dealing with intergovernmental and non-governmental affairs and processes. A *Programme Officer* (P-4) for intergovernmental affairs, a *Programme Officer* (P-3) for non-governmental affairs, and a *Research Assistant* (G-7) are proposed to support this unit. The proposed budget for this unit is \$221,429.

2.2.3 *Legal Affairs*

21. A Legal Affairs Unit is provided for in this division with a *Programme Officer* (P-4) and a *Research Assistant* (G-7). The Conference of the Parties may wish to note that the legal expertise needed by the Secretariat is now being mainstreamed into the work of other divisions and is not restricted to the current legal unit. It is therefore suggested that the process of mainstreaming legal expertise be pursued as appropriate.

22. The total budget proposed for this unit is \$134,396 compared to \$172,000 approved for 1996.

2.2.4 *Servicing the meeting of the Conference of the Parties*

23. The proposed budget for servicing the Conference of the Parties and four regional preparatory meetings is \$1,250,000. The approved budget for servicing the Conference of the Parties 1996 was \$930,000. This did

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not include regional meetings. In light of the experiences gained in 1996, the needs of servicing regional preparatory meetings (costed at \$250,000) for meetings of the Conference of the Parties may need to be included in the overall budget for servicing the meetings of the Conference of the Parties.

24. In accordance with the General Assembly resolution noted above, the travel expenses of representatives of least developed countries and small island developing states to meetings of the Conference of the Parties have been included in the proposed budget. These figures will need to be adjusted, in accordance with an decisions taken on the venue of the meetings. The budget for 1996 has proved insufficient to meet the demands created by the heavy agenda of the third meeting of the Conference of the Parties and the need for consultations within and outside the United Nations.

2.3 SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL MATTERS

2.3.1 Office of the Principal Officer

25. The proposed budget for 1997 for this division is \$1,177,904, compared to \$1,833,000 for 1996. The principal roles of this division are to provide support for the work of the Subsidiary Body on Scientific, Technical and Technological Advice and to provide intellectual support to the other divisions within the Secretariat. In order to be in a position to provide such support, it is proposed that the *Principal Officer* (D-1) be assisted in carrying out his or her functions by an *Administrative Assistant* (G-6) and a *Secretary* (G-5).

26. The division will rely heavily on the mobilization of expertise from other institutions through short-term and long-term partnerships. The total support needed for the Office of the Principal Officer is \$196,596, compared to \$626,000 approved for 1996. The 1996 budget, however, included \$492,000 for servicing the first meeting of the Open-ended Ad Hoc Working Group on Biosafety. For 1997, biosafety activities are budgeted under a separate unit.

2.3.2 Scientific, Technical and Technological Analysis

27. It is proposed to bring the programme staff in this division together into a single unit. The unit will be engaged in working with a wide range of partners around the world. Different research teams will be formed and collaborative arrangements established depending on arrangements identified to meet the needs of specific issues to be addressed under the work programmes of the SBSTTA or the Conference of the Parties.

28. The second meeting of the SBSTTA addressed issues related to the identification, monitoring and assessment of biological diversity, as will the third meeting of the Conference of the Parties. The Conference of the Parties will, *inter alia*, consider the recommendations for SBSTTA and addressing these complex issues, essential to the implementation of the Convention, will involve considerable support from the Secretariat. The lack of a Programme Officer to deal with biodiversity monitoring and assessment affects the ability of the of the Secretariat to support this work properly. It is therefore proposed that the post of *Programme Officer* (P-4) for identification, monitoring and assessment of biological diversity be established.

29. The second meeting of the Conference of the Parties accepted the offer of Australia to support the position of *Programme Officer* (P-3) for indigenous knowledge. Consideration of the implementation of Article 8(j) and other provisions of the Convention relating to traditional knowledge will be considered by the Conference of the Parties this year and will arise when matters relating to benefit-sharing are considered at the

fourth meeting in 1997. In order to address these issues adequately it is proposed that this position be maintained through the regular budget of the Secretariat. The Conference of the Parties may also wish to consider ways by which this post could be occupied by staff from different parts of the world over time.

30. The first and second meetings of the Conference of the Parties considered a number of issues related to technological and technical matters. The third meeting of the Conference of the Parties will consider issues related to the fair and equitable sharing of the benefits arising from the sustainable use of components of biological diversity. To address these issues effectively, the Conference of the Parties may wish to consider establishing the position of *Programme Officer* (P-4) for partnerships and the private sector. Such a post would meet this need and complement the work of the *Programme Officer* (P-4) for economics. Current activities related to these issues are supported through voluntary contributions from the Government of Canada, as well as by secondment from the Royal Botanic Gardens, Kew (UK).

31. The third meeting of the Conference of the Parties will consider agricultural biological diversity. To enable the Secretariat to effectively implement the follow up, the Conference of the Parties may wish to consider allowing for further proposed secondments to provide the necessary additional capacity. The position of *Programme Officer* (P-4) for genetic resources could be established to complement the work to be carried out by the *Programme Officer* seconded from the Food and Agriculture Organization (FAO), who is expected to join the Secretariat in 1996 to work on agrobiodiversity. The Conference of the Parties may wish to consider such proposed arrangements. It is proposed that the work of this unit be supported by three *Research Assistants* (G-7). The total budget for this unit is \$501,312 compared to \$302,000 approved for 1996.

2.3.3 Servicing SBSTTA meetings and activities

32. The proposed budget for servicing SBSTTA-related meetings and activities is \$480,000. This includes \$350,000 for servicing SBSTTA meetings, \$80,000 for SBSTTA activities and \$50,000 for the Bureau of the SBSTTA. The figure approved for 1996 was \$413,000. In accordance with the General Assembly resolution noted above, the travel expenses of representatives of least developed countries and small island developing states to meetings of the SBSTTA have been included in the proposed budget. These figures may need to be adjusted, in accordance with any decisions taken on the venue of the meetings. The budget was insufficient to meet the demands created by the heavy SBSTTA agenda and the need for broad consultations with institutions within and outside the United Nations.

2.4 BIOSAFETY PROTOCOL

2.4.1 Office of the Principal Officer

33. In Decision II/5, the Conference of the Parties affirmed that international action on biosafety should offer an efficient and effective framework for the development of international cooperation aimed at ensuring safety in biotechnology through risk assessment and risk management for the transfer, handling and use of an living modified organisms (LMO) resulting from modern biotechnology that may have adverse environmental impacts that could affect the conservation and sustainable use of biological diversity, taking into account the risks to human health, and taking also into account Articles 8(g) and 19, paragraph 4, of the Convention.

34. The Conference of the Parties decided to seek solutions to the above-mentioned concerns through a negotiation process to develop, in the field of the safe transfer, handling and use of living modified organisms,

a protocol on biosafety, specifically focusing on transboundary movement, of any living modified organisms resulting from modern biotechnology that may have adverse effect on the conservation and sustainable use of biological diversity, setting out for consideration, in particular, appropriate procedure for advance informed agreement.

35. To initiate the process, the Conference of the Parties established the Open-ended Ad Hoc Working Group on Biosafety which held its first meeting in Denmark in July 1996. In response to the needs of the Parties, the Secretariat proposes the establishment of a division dealing with biosafety matters and proposes a budget of \$1,093,765 for the activities of the division in 1997.

36. The anticipated programme of work implied by activities arising from Decision II/5 of the Conference of the Parties and the need for a senior officer to assist the negotiating process suggests the need for a *Principal Officer* to support the negotiating process. It is recommended that the current position of *Senior Programme Officer - Biotechnology* (P-5) be upgraded to the position of *Principal Officer* (D-1). It is proposed that this position be supported by a Unit comprising: a *Legal Officer* (P-4); a *Programme Officer* (P-3) in genetics; a *Junior Programme Officer* (P-2); an *Associate Administrative Officer* (P-2); and a *Research Assistant* (G-7). The proposed budget for 1997 for this office is \$393,764.

2.4.2 Servicing of Biosafety Protocol Meetings

37. The first meeting of the Open-ended Ad Hoc Working Group on Biosafety recommended that two meetings of the group be convened in 1997. The current budget has provided for these meetings. The budget may be adjusted depending on the decision of the Conference of the Parties. The current budget proposal has not provided for any meetings of the Bureau of the Ad Hoc Working Group and the Conference of the Parties may wish to adjust the budget to reflect any decision on this matter. The cost of servicing the meetings envisaged in 1997 is \$700,000.

2.5 IMPLEMENTATION AND COMMUNICATION

2.5.1 Office of the Principal Officer

38. The second meeting of the Conference of the Parties adopted a number of decisions that shifted the operations of the Secretariat towards a greater emphasis on the national implementation of the Convention. The key decisions cover the clearing-house mechanism (II/3), identification of additional financial resources (II/6), consideration of Articles 6 and 8 (II/7), the adoption of the Jakarta Mandate on Marine and Coastal Biological Diversity (II/10) and preparation of national reports (II/17). These activities will form a division whose proposed 1997 budget is \$1,277,110, compared to \$1,094,000 approved for 1996.

39. To manage the division, it is recommended that the current position of *Senior Programme Officer* (P-5) be upgraded to *Principal Officer* (D-1). This position would be assisted by an *Administrative Officer* (G-6) and a *Secretary* (G-5). The budget proposed for the Office of the Principal Officer is \$176,540.

2.5.2 Clearing-house Mechanism

40. In light of Decision II/3 of the Conference of the Parties, a number of related activities in the Secretariat have been rationalized and brought under the clearing-house mechanism. These include those functions

related to library services, information dissemination, database management and documentation control. These activities will be supported by the positions of *Programme Officer* (P-4) for the clearing-house mechanism (who will be assisted by a *Programme Officer* seconded by the Province of Quebec), a *Librarian/Documentalist* (P-3), an *Associate Programme Officer* (P-2) for database management, and a *Database Clerk* (G-5).

41. One of the least advanced aspects of the work of the Secretariat has been the limited resources allocated to public education and awareness. This is in part due to the fact that the Conference of the Parties has not yet considered this issue. Article 13 calls upon Contracting Parties to "promote and encourage understanding of the importance of, and the measures required for, the conservation of biological diversity, as well as its propagation through media, and the inclusion of these topics in educational programmes." It further provides for Parties to "cooperate, as appropriate, with other States and international organizations in developing educational and public awareness programmes, with respect to conservation and sustainable use of biological diversity."

42. The third meeting of the SBSTTA will consider this issue and the Conference of the Parties may wish to anticipate an increase in activities related to education and public awareness. To start addressing these needs, the current position of *Associate Programme Officer* (P-2) for information should be upgraded to *Programme Officer* (P-3), and be supported by an *Associate Programme Officer* (P-2) for documentation control and a *Clerk* (G-4) for handling publications. The total budget proposed for this unit is \$604,658.

2.5.3 Financial Resources and Mechanism

43. The post of *Programme Officer* (Financial Resources and Instruments) deals with issues related to the financial mechanism and to other issues related to financial resources for the implementation of the Convention. Paragraph 9 of decision II/6 requested the Executive Secretary to (a) further explore possibilities to identify additional financial resources to more supportive of the Convention support the objectives of the Convention; (b) continue to monitor the availability of additional financial resources and further identify where and how country Parties might gain access to these resources; and (c) study characteristics specific to biodiversity activities to allow the Conference of the Parties to make suggestions to funding institutions on how to make their activities in the area of biodiversity supportive of the objectives of the Convention.

44. The work under this unit is carried out by a *Programme Officer* (P-4) and a *Research Assistant* who is currently shared with the Legal Affairs Unit. It is recommended that this unit be strengthened with its own *Research Assistant* (G-7) and two *Junior Professional Officers* (P-2). The proposed level of staffing will still not be adequate to cover the needs of the unit or to respond to the workload generated by the Global Environment Facility and the Implementing Agencies. For example, in 1996 the Secretariat convened a number of meetings related to the Financial Mechanism which had not been budget for or anticipated. This being the case, the Conference of the Parties may wish to consider providing additional staff for this unit through secondments or the creation of further new positions. The total budget proposed for this unit is \$144,396.

2.5.4 Jakarta Mandate for Marine and Coastal Biological Diversity

45. Decision II/10 of the second meeting of the Conference of the Parties adopted the Jakarta Mandate on Marine and Coastal Biological Diversity. The second meeting of the SBSTTA recommended that the

Secretariat take a series of actions towards implementing decision II/10. To support the work under the Jakarta Mandate, it is proposed that the *Programme Officer* (P-4) for conservation ecology be supported by the *Programme Officer - Marine Ecology* (P-4) to be seconded by UNESCO, by a *Programme Officer* (P-3) and by a *Junior Programme Officer* (P-2) to be seconded by Italy. The total budget proposed for this unit is \$207,067.

2.5.5 National Reports and Reviews

46. It is recommended that the position of *Programme Officer* (P-3) for Reports be renamed *Programme Officer - National Reports and Reviews* and be upgraded to a P-4 position. This proposal is based on the view that the first national reports prepared in accordance with Article 26 of the Convention and Decision II/17 of the second meeting of the Conference of the Parties will be submitted starting in June 1997 and will entail a considerable increase in administrative and organizational tasks related to the work.

47. The *Programme Officer* for this unit will also be responsible for coordinating the preparation of the Global Biodiversity Outlook (GBO). In addition to the *Programme Officer*, it is proposed that a *Junior Programme Officer* (P-2) and a *Research Assistant* (G-7) be recruited to strengthen the unit. The Conference of the Parties may wish to anticipate further expansion in these unit on the basis of experiences in other conventions and give the requisite financial flexibility. The total budget proposed for this unit is \$144,396.

2.6 STAFF TRAVEL

48. The 1996 budget provided \$210,000 for travel of staff. Experience in 1996 revealed that this sum is not sufficient to cover the travel expenses of Secretariat staff to meetings of importance to the implementation of the Convention. The proposed budget for 1997 has therefore increased provision by \$470,000. The revised figure reflects the overall increase in travel resulting from additional staff and the increasing demand on the Secretariat to assist with the implementation of the Convention at various levels. In addition, the proposed increase reflects the rising cost of travel. The Conference of the Parties may also wish to discuss the status of travel costs associated with non-Secretariat officials of the Convention.

2.7 EQUIPMENT

49. The 1996 budget contained one line for equipment and provided \$50,000. To more accurately reflect the Secretariat's needs, the proposed budget for 1997 and 1998 divides this category into expendable equipment (supplies and material) and non-expendable equipment (furniture, computers, photocopiers, etc.). The proposed budget for non-expendable equipment is \$50,000, which will provide for office furniture, computers and printers for new staff members and for high-volume reproduction machinery to save the cost of reproduction outside the Secretariat. The proposed budget contains \$70,000 for expendable equipment (supplies and material) and includes stationery, computer software etc.

2.8 PREMISES

50. The proposed budget contains \$100,000 for utilities. This is an increase of \$30,000 from the 1996 budget and represents the true costs for utilities under the present circumstances. To accommodate increased staff numbers, the offices of the permanent secretariat have expanded and more equipment is in use. This is reflected in an increased provision for insurance of \$15,000 more than the 1996 budget figure.

2.9 MISCELLANEOUS

51. The 1996 budget provided for \$98,000 in temporary assistance and overtime expenses. The amount was sufficient to meet the demands of the workload. The most cost-effective way of addressing critical periods, for example when documents need to be rapidly reproduced and dispatched, is to hire temporary assistance. With the purchase or lease of high-capacity reproduction machinery, the expectation is that reproduction will be done in-house, thus increasing the need to occasionally engage temporary assistance. In addition, the heavy workload often requires overtime from the general service staff. To adequately address these needs, the 1997 budget proposes \$100,000 for this item, a net increase of \$2,000 from 1996.

52. The 1996 budget contains \$170,000 for communications (fax, phone, e-mail). The proposed budget for 1997 includes \$300,000 for this item. The net increase of \$130,000 provides the resources to respond to the expanding interest in the Convention, which includes increased activities related to the formulation of a biosafety protocol, the growing number of processes of relevance to its implementation and the increasing number of Parties.

53. The 1996 budget includes \$30,000 for recruitment costs and travel to interviews. The proposed budget for 1997 includes \$60,000 a net increase of \$30,000. It is expected that the basic structure of the Secretariat will be completed by August 1997, therefore intensive recruitment activity is expected in 1996 and 1997.

54. Any mid-course revision of the medium-term programme of work will influence the final budget figures. Decisions taken during the course of the third and fourth meetings of the Conference of the Parties with financial implications, in particular regarding the venue of the Convention's major meetings, ways to implement the clearing-house mechanism, the programme and means for carrying out the work of the SBSTTA and the way to proceed under Article 19(3), will need to be incorporated in a revision to the budget proposal presented here. In addition, the location of the Secretariat has also affected the costs reflected in the proposed budget as adjustments are necessary at the time of any relocation.

3. CONCLUSIONS AND RECOMMENDATIONS

55. The proposed budget for 1997 and 1998 assesses the financial implications of the successful follow-up to decisions made at the first and the second meetings of the Conference of the Parties, in particular its medium-term programme of work (MTPW). It attempts to strike a balance between the reality of scarce resources, the new environment of the permanent Secretariat and a heavy work programme. Just as a revision to the MTPW should be reflected in the final budget figures, a revision in the budget figures should not be considered in isolation from its effect on the successful delivery of the work programme. To enable the Conference of the Parties to make informed decisions about its budget, this note and proposed budget clearly identify all proposed changes from the 1996 budget and link them to the MTPW and decisions of the Conference of the Parties.

56. In considering this budget, the Conference of the Parties may consider establishing a working capital reserve fund. The fund could be established on the basis of United Nations practices at the value of 15% of the annual expenditures or be linked to the contributions of the host country or a combination of a proportion of a percentage of annual expenditures and host country contributions.

ANNEX I

1997 GENEVA COSTINGS REVISED TO REFLECT MONTREAL COSTINGS AS PROVIDED BY PARAGRAPH 7 OF DECISION II/20¹ (US DOLLARS)

	INPUTS	Geneva	Montreal
1.	EXECUTIVE DIRECTION AND MANAGEMENT		
	<i>Executive Direction</i>		
	Executive Secretary (D-2)	200 000	95 432
	Special Assistant to the Executive Secretary (P-3)	125 000	68 124
	Senior Secretary (G-5)	88 000	21 340
	Support activities and technical reviews	79 000	60 000
	<i>Fund Management and Administration</i>		
	Fund Management/Administrative Officer (P-4) (UNEP)	0	0
	Administrative Assistant (G-6)	110 000	23 302
	Clerk (G-3)	79 000	17 327
	subtotal 1	681 000	282 525
2.	INTERGOVERNMENTAL PROCESSES AND COOPERATIVE AFFAIRS		
	<i>Intergovernmental processes</i>		
	Principal Officer (D-1)	185 000	91 948
	Associate Administrative Officer (P-2)	101 000	54 296
	Research Assistant (G-5)	88 000	21 340
	Secretary, (G-4)	84 000	19 535
	Support activities and technical reviews	42 000	40 000
	<i>Financial resources and instruments</i>		
	Programme Officer (P-4)	149 000	78 943
	Support activities and technical reviews	32 000	40 000
	<i>Legal advice and support</i>		
	Programme Officer (P-4)	149 000	78 943
	Support activities and technical reviews	32 000	30 000
	<i>Servicing the Conference of the Parties</i>		
	Servicing COP	977 000	950 000
	subtotal 2	1 839 000	1 405 005

	INPUTS	Geneva	Montreal
3.	SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL MATTERS		
	<i>Office of the Principal Officer</i>		
	Principal Officer (D-1)	185 000	91 948
	Programme Office - Economist (P-4)	149 000	78 943
	Research Assistant (G-5)	88 000	21 340
	Research Assistant (G-5)	88 000	21 340
	Secretary (G-4)	84 000	19 535
	Support activities and technical reviews	63 000	60 000
	<i>Conservation Ecology</i>		
	Programme Officer, Conservation Ecology (P-4)	149 000	78 943
	<i>Genetic Resources/Agrobiodiversity</i>		
	Programme Officer (P-4) (FAO)	0	0
	<i>Biotechnology</i>		
	Senior Programme Officer (P-5)	168 000	87 852
	<i>Marine Ecology</i>		
	Programme Officer (P-4) (UNESCO)	0	0
	<i>Indigenous Knowledge</i>		
	Programme Officer (P-3)	125 000	68 124
	<i>Servicing of SBSTTA Meetings</i>		
	Servicing of SBSTTA Meetings	368 000	350 000
	Servicing of SBSTTA Panel	24 000	50 000
	Servicing and communication of SBSTTA liaison group	21 000	21 000
	Servicing of Open-ended working group on Biosafety	517 000	700 000
	Servicing Panel meeting on marine and coastal areas	21 000	60 000
	subtotal 3	2 050 000	1 709 025

	INPUTS	Geneva	Montreal
4.	IMPLEMENTATION AND COMMUNICATION		
	<i>Office of the Senior Programme Officer</i>		
	Senior Programme Officer (P-5)	168 000	87 852
	Research Assistant (G-5)	88 000	21 340
	Secretary (G-4)	84 000	19 535
	Support activities and technical reviews	42 000	40 000
	<i>Clearing House Mechanism</i>		
	Programme Officer (P-4)	149 000	78 943
	Database Operator (P-2)	101 000	54 296
	Equipment, supplies and material	63 000	53 000
	Training Workshops	0	0
	<i>Reports</i>		
	Programme Officer (P-3)	125 000	68 124
	<i>Library and Documentation Services</i>		
	Librarian/documentalist (P-3)	125 000	68 124
	Clerk (G-3)	79 000	17 327
	Library acquisitions	53 000	50 000
	<i>Communication</i>		
	Programme Office - Communication (P-2) (UNEP)	0	54 296
	Promotion, awareness raising and publications	145 000	150 000
	GBO Publication	0	0
	subtotal 4	1 222 000	762 837
5.	COMMON COSTS		
	<i>Travel of staff</i>		
	Travel on official missions	147 000	400 000
	Travel to service meetings	74 000	70 000
	subtotal 5	221 000	470 000
6.	EQUIPMENT		
	Equipment (office furniture, pcs, photocopy/printer)	0	50 000
	Supplies and material	53 000	70 000
	subtotal 6	53 000	120 000
7.	PREMISES		
	Rent	0	0
	Security services	0	0
	Building maintenance	0	0
	Utilities (gas, electricity, cleaning, etc.)	0	100 000
	Insurance	0	20 000

	INPUTS	Geneva	Montreal
	subtotal 7	0	120 000
8.	MISCELLANEOUS		
	Temporary assistance and overtime	103 000	100 000
	Communications (telephone, fax, mail, e-mail, etc.)	179 000	300 000
	Recruitment costs/travel on interviews	30 000	60 000
	Relocation of staff and removal expenses	0	0
	Hospitalit	21 000	50 000
	Other	5 000	5 000
	subtotal 8	338 000	515 000
	subtotal 1 to 8	6 404 000	4 872 392
9.	CONTINGENCIES (2% - subtotal 1 to 8)	128 080	97 448
	subtotal 1 to 9	6 532 080	4 969 840
10.	ADMINISTRATIVE SUPPORT CHARGE (13 %)	849 160	646 079
11.	TOTAL	7 381 240	5 615 919
12.	LESS - CONTRIBUTIONS FROM HOST COUNTRY	0	1 000 000
13.	BUDGET TO BE SHARED BY PARTIES	6 991 672	4 615 919

^{11/} This annex demonstrates comparative costings between Geneva and Montreal and does not reflect proposed changes in the organisational structure of the Secretariat, upgrading or rearrangements of posts, or proposed new positions. These are shown in Annex II.

ANNEX II
REVISED BUDGET OF THE TRUST FUND
FOR THE CONVENTION ON BIOLOGICAL DIVERSITY FOR 1997
INDICATIVE BUDGET FOR 1998
(US DOLLARS)

	INPUTS	1997	1998
1.	EXECUTIVE DIRECTION AND MANAGEMENT		
	<i>Executive Direction</i>		
	Executive Secretary (D-2)	95 432	100 203
	Special Assistant to the Executive Secretary (P-3)	68 124	71 531
	Planning and Policy Advisor (Quebec) (P-4)	0	0
	Junior Programme Officer (Finland) (P-2)	0	0
	Senior Secretary (G-7)	25 453	26 726
	Support activities and technical reviews	60 000	60 000
	<i>Fund Management and Administration</i>		
	Fund Management/Administrative Officer (P-4) (UNEP)	0	0
	Administrative Officer (P-3) (Quebec)	0	0
	Associate Administrative Office - Correspondence (P-2)	54 296	57 011
	Financial Assistant (G-7)	25 453	26 726
	Personnel Assistant (G-7)	25 453	26 726
	Administrative Assistant (G-6)	23 302	24 467
	Travel Clerk (G-6)	23 302	24 467
	Secretary (G-4)	19 535	20 512
	Receptionist (G-4)	19 535	20 512
	Messenger (G-4)	19 535	20 512
	Support activities	20 000	20 000
	Subtotal 1	479 420	499 391

	INPUTS	1997	1998
2.	INTERGOVERNMENTAL PROCESSES AND COOPERATIVE AFFAIRS		
	<i>Office of the Principal Officer</i>		
	Principal Officer (D-1)	91 948	96 546
	Associate Administrative Officer (P-2)	54 296	57 011
	Administrative Assistant (G-6)	23 302	24 467
	Secretary (G-5)	21 340	22 407
	Support activities	40 000	40 000
	<i>Cooperative Affairs</i>		
	Programme Office - Intergovernmental Affairs (P-4)	87 852	92 244
	Programme Office - Non-governmental Affairs (P-3)	68 124	71 531
	Research Assistant (G-7)	25 453	26 726
	Support activities	40 000	40 000
	<i>Legal Affairs</i>		
	Programme Officer (P-4)	78 943	82 891
	Research Assistant (G-7)	25 453	26 726
	Support activities	30 000	30 000
	<i>Servicing the Conference of the Parties</i>		
	Servicing COP	950 000	1 000 000
	Meeting of Bureau of COP	50 000	50 000
	Servicing COP regional preparatory meetings	250 000	250 000
	Subtotal 2	1 836 712	1 910 547

	INPUTS	1997	1998
3.	SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL MATTERS		
	<i>Office of the Principal Officer</i>		
	Principal Officer (D-1)	91 948	96 546
	Administrative Assistant (G-6)	23 302	24 467
	Secretary (G-5)	21 340	22 407
	Support activities and technical reviews	60 000	60 000
	<i>Scientific, Technical and Technological Analysis</i>		
	Programme Officer, Identification, Monitoring and Assessment (P-4)	78 943	82 891
	Programme Officer, Economics (P-4)	78 943	82 891
	Programme Officer, Partnerships and Private Sector (P-4)	78 943	82 891
	Programme Officer, Indigenous Knowledge (P-3)	68 124	71 531
	Programme Officer, Agrobiodiversity (FAO)	0	0
	Programme Officer, Genetic Resources	0	0
	Research Assistant (G-7)	25 453	26 726
	Research Assistant (G-7)	25 453	26 726
	Research Assistant (G-7)	25 453	26 726
	Support activities and technical reviews	120 000	120 000
	<i>Servicing of SBSTTA Meetings</i>		
	Servicing of SBSTTA Meetings	350 000	360 000
	Servicing of SBSTTA activities	80 000	80 000
	Meeting of SBSTTA Bureau	50 000	50 000
	Subtotal 3	1 177 904	1 213 799
4.	BIOSAFETY PROTOCOL		
	<i>Office of the Principal Officer</i>		
	Principal Officer (D-1)	91 948	96 546
	Programme Officer, Law (P-4)	78 943	82 891
	Programme Officer, Genetics (P-3)	68 124	71 531
	Associate Administrative Officer (P-2)	54 296	57 011
	Junior Programme Officer (P-2)	0	0
	Research Assistant (G-7)	25 453	26 726
	Support activities and technical reviews	75 000	75 000
	<i>Servicing of Biosafety Protocol Meetings</i>		
	Servicing meetings of Open-ended Ad Hoc Working Group on Biosafety	700 000	700 000
	Subtotal 4	1 093 765	1 109 703

	INPUTS	1997	1998
5.	IMPLEMENTATION AND COMMUNICATION		
	<i>Office of the Principal Officer</i>		
	Principal Officer (D-1)	91 948	96 546
	Administrative Assistant (G-6)	23 302	24 467
	Secretary (G-5)	21 340	22 407
	Support activities and technical reviews	40 000	40 000
	<i>Clearing House Mechanism</i>		
	Programme Office - Clearing House Mechanism (P-4)	78 943	82 891
	Programme Office (Quebec)	0	0
	Librarian/documentalist (P-3)	68 124	71 531
	Programme Office - Information (P-3)	68 124	71 531
	Associate Programme Office - Database Management (P-2)	54 296	57 011
	Associate Programme Office - Documentation Control (P-2)	54 296	57 011
	Database Clerk (G-5)	21 340	22 407
	Clerk - Publications (G-4)	19 535	20 512
	Support activities	40 000	40 000
	Library acquisitions	50 000	50 000
	Promotion, awareness raising and publications	150 000	150 000
	<i>Jakarta Mandate on Marine and Coastal Biological Diversity</i>		
	Programme Officer, Conservation Ecology (P-4)	78 943	82 891
	Programme Officer, Marine Ecology (UNESCO)	0	0
	Programme Officer (P-3)	68 124	71 531
	Junior Programme Officer (P-2)	0	0
	Support activities and technical reviews	60 000	60 000
	<i>Financial Resources and Instruments</i>		
	Programme Office - Financial Resources and Instruments (P-4)	78 943	82 891
	Junior Programme Officer (P-2)	0	0
	Junior Programme Officer (P-2)	0	0
	Research Assistant (G-7)	25 453	26 726
	Support activities and technical reviews	40 000	40 000
	<i>National Reports and Reviews</i>		
	Programme Officer (P-4)	78 943	82 891
	Junior Programme Officer (P-2)	0	0
	Research Assistant (G-7)	25 453	26 726
	Support activities and technical reviews	40 000	40 000
	Subtotal 5	1 277 110	1 319 965

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	INPUTS	1997	1998

ANNEX III
SCALE OF CONTRIBUTION TO THE TRUST FUND
FOR THE CONVENTION ON BIOLOGICAL DIVERSITY FOR 1997

		United Nations scale of assessments 1997 *	Scale for the Trust Fund with 25% ceiling and no least developed country Party paying mor than 0.01 per cent	Contributions as per 1 January 1997	Indicative contributions as per 1 January 1998
		(per cent)	(per cent)	(US dollars)	(US dollars)
	PARTIES				
1	Albania	0,01	0,01	1 032	1 057
2	Algeria	0,16	0,21	16 517	16 908
3	Antigua & Barbuda	0,01	0,01	1 032	1 057
4	Argentina	0,48	0,64	49 552	50 725
5	Armenia	0,05	0,07	5 162	5 284
6	Australia	1,48	1,99	152 786	156 402
7	Austria	0,87	1,17	89 813	91 939
8	Bahamas	0,02	0,03	2 065	2 114
9	Bangladesh	0,01	0,01	769	787
10	Barbados	0,01	0,01	1 032	1 057
11	Belarus	0,28	0,38	28 905	29 590
12	Belize	0,01	0,01	1 032	1 057
13	Benin	0,01	0,01	769	787
14	Bhutan	0,01	0,01	769	787
15	Bolivia	0,01	0,01	1 032	1 057
16	Botswana	0,01	0,01	1 032	1 057
17	Brazil	1,62	2,17	167 239	171 197
18	Bulgaria	0,08	0,11	8 259	8 454
19	Burkina Faso	0,01	0,01	769	787
20	Cambodia	0,01	0,01	769	787
21	Cameroon	0,01	0,01	1 032	1 057
22	Canada	3,11	4,17	321 057	328 656
23	Cape Verde	0,01	0,01	769	787
24	Central African Republic	0,01	0,01	769	787
25	Chad	0,01	0,01	769	787
26	Chile	0,08	0,11	8 259	8 454
27	China	0,74	0,99	76 393	78 201
28	Colombia	0,10	0,13	10 323	10 568
29	Comoros	0,01	0,01	769	787
30	Congo	0,01	0,01	1 032	1 057
31	Cook Islands	0,01	0,01	1 032	1 057
32	Costa Rica	0,01	0,01	1 032	1 057
33	Cote d'Ivoire	0,01	0,01	1 032	1 057
34	Cuba	0,05	0,07	5 162	5 284
35	Cyprus	0,03	0,04	3 097	3 170

36	Czech Republic	0,25	0,34	25 808	26 419
37	Democratic People's Republic of Korea	0,05	0,07	5 162	5 284
38	Denmark	0,72	0,97	74 328	76 088
39	Djibouti	0,01	0,01	769	787
40	Dominica	0,01	0,01	1 032	1 057
41	Ecuador	0,02	0,03	2 065	2 114
42	Egypt	0,08	0,11	8 259	8 454
43	El Salvador	0,01	0,01	1 032	1 057
44	Equatorial Guinea	0,01	0,01	769	787
45	Eritrea	0,01	0,01	769	787
46	Estonia	0,04	0,05	4 129	4 227
47	Ethiopia	0,01	0,01	769	787
48	Fiji	0,01	0,01	1 032	1 057
49	Finland	0,62	0,83	64 005	65 520
50	France	6,42	8,62	662 762	678 447
51	Gambia	0,01	0,01	769	787
52	Georgia	0,11	0,15	11 356	11 624
53	Germany	9,06	12,16	935 299	957 435
54	Ghana	0,01	0,01	1 032	1 057
55	Greece	0,38	0,51	39 229	40 157
56	Grenada	0,01	0,01	1 032	1 057
57	Guatemala	0,02	0,03	2 065	2 114
58	Guinea	0,01	0,01	769	787
59	Guinea-Bissau	0,01	0,01	769	787
60	Guyana	0,01	0,01	1 032	1 057
61	Honduras	0,01	0,01	1 032	1 057
62	Hungary	0,14	0,19	14 453	14 795
63	Iceland	0,03	0,04	3 097	3 170
64	India	0,31	0,42	32 003	32 760
65	Indonesia	0,14	0,19	14 453	14 795
66	Iran (Islamic Republic of)	0,45	0,60	46 455	47 555
67	Ireland	0,21	0,28	21 679	22 192
68	Israel	0,27	0,36	27 873	28 533
69	Italy	5,25	7,05	541 978	554 805
70	Jamaica	0,01	0,01	1 032	1 057
71	Japan	15,65	21,00	1 615 611	1 653 848
72	Jordan	0,01	0,01	1 032	1 057
73	Kazakhstan	0,19	0,25	19 614	20 079
74	Kenya	0,01	0,01	1 032	1 057
75	Kiribati	0,01	0,01	769	787
76	Kyrgyzstan	0,03	0,04	3 097	3 170
77	Latvia	0,08	0,11	8 259	8 454
78	Lebanon	0,01	0,01	1 032	1 057
79	Lesotho	0,01	0,01	769	787
80	Lithuania	0,08	0,11	8 259	8 454
81	Luxembourg	0,07	0,09	7 226	7 397
82	Madagascar	0,01	0,01	769	787

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83	Malawi	0,01	0,01	769	787
84	Malaysia	0,14	0,19	14 453	14 795
85	Maldives	0,01	0,01	769	787
86	Mali	0,01	0,01	769	787
87	Marshall Islands	0,01	0,01	1 032	1 057
88	Mauritania	0,01	0,01	769	787
89	Mauritius	0,01	0,01	1 032	1 057
90	Mexico	0,79	1,06	81 555	83 485
91	Micronesia (Federated States of)	0,01	0,01	1 032	1 057
92	Monaco	0,01	0,01	1 032	1 057
93	Mongolia	0,01	0,01	1 032	1 057
94	Morocc	0,03	0,04	3 097	3 170
95	Mozambique	0,01	0,01	769	787
96	Myanmar	0,01	0,01	769	787
97	Nauru	0,01	0,01	1 032	1 057
98	Nepal	0,01	0,01	769	787
99	Netherlands	1,59	2,13	164 142	168 027
100	New Zealand	0,24	0,32	24 776	25 363
101	Nicaragua	0,01	0,01	1 032	1 057
102	Nige	0,01	0,01	769	787
103	Nigeria	0,11	0,15	11 356	11 624
104	Niue	0,01	0,01	1 032	1 057
105	Norway	0,56	0,75	57 811	59 179
106	Oman	0,04	0,05	4 129	4 227
107	Pakistan	0,06	0,08	6 194	6 341
108	Panama	0,01	0,01	1 032	1 057
109	Papua New Guinea	0,01	0,01	1 032	1 057
110	Paraguay	0,01	0,01	1 032	1 057
111	Peru	0,06	0,08	6 194	6 341
112	Philippines	0,06	0,08	6 194	6 341
113	Poland	0,33	0,44	34 067	34 873
114	Portugal	0,28	0,38	28 905	29 590
115	Qatar	0,04	0,05	4 129	4 227
116	Republic of Korea	0,82	1,10	84 652	86 655
117	Republic of Moldova	0,08	0,11	8 259	8 454
118	Romania	0,15	0,20	15 485	15 852
119	Russian Federation	4,27	5,73	440 809	451 242
120	Rwanda	0,01	0,01	769	787
121	Saint Kitts and Nevis	0,01	0,01	1 032	1 057
122	Saint Lucia	0,01	0,01	1 032	1 057
123	Saint Vincent and the Grenadines	0,01	0,01	1 032	1 057
124	Samo	0,01	0,01	769	787
125	San Marino	0,01	0,01	1 032	1 057
126	Senegal	0,01	0,01	1 032	1 057
127	Seychelles	0,01	0,01	1 032	1 057
128	Sierra Leone	0,01	0,01	769	787
129	Singapore	0,14	0,19	14 453	14 795

130	Slovakia	0,08	0,11	8 259	8 454
131	Slovenia	0,07	0,09	7 226	7 397
132	Solomon Islands	0,01	0,01	769	787
133	South Africa	0,32	0,43	33 035	33 817
134	Spain	2,38	3,19	245 697	251 512
135	Sri Lanka	0,01	0,01	1 032	1 057
136	Sudan	0,01	0,01	769	787
137	Suriname	0,01	0,01	1 032	1 057
138	Swaziland	0,01	0,01	1 032	1 057
139	Sweden	1,23	1,65	126 978	129 983
140	Switzerland	1,21	1,62	124 913	127 869
141	Syrian Arabic Republic	0,05	0,07	5 162	5 284
142	Togo	0,01	0,01	769	787
143	Trinidad and Tobago	0,03	0,04	3 097	3 170
144	Tunisia	0,03	0,04	3 097	3 170
145	Uganda	0,01	0,01	769	787
146	Ukraine	1,09	1,46	112 525	115 188
147	United Kingdom of Great Britain and Northern Ireland	5,32	7,14	549 204	562 203
148	United Republic of Tanzania	0,01	0,01	769	787
149	Uruguay	0,04	0,05	4 129	4 227
150	Uzbekistan	0,13	0,17	13 420	13 738
151	Vanuatu	0,01	0,01	769	787
152	Venezuela	0,33	0,44	34 067	34 873
153	Viet Nam	0,01	0,01	1 032	1 057
154	Yemen	0,01	0,01	1 032	1 057
155	Zaire	0,01	0,01	769	787
156	Zambia	0,01	0,01	769	787
157	Zimbabwe	0,01	0,01	1 032	1 057
158	European Communit	0,00	2,50	192 315	196 866
		72,75	100,00	7 692 584	7 874 647

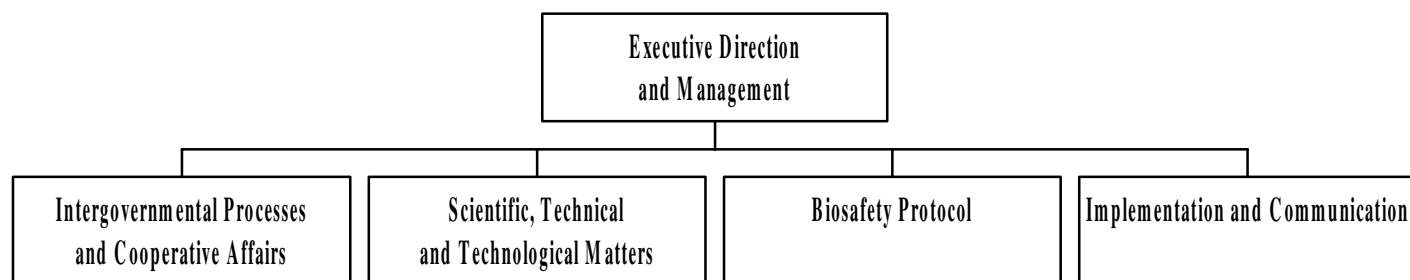
*General Assembly Resolution 49/19.

Scale of assessments for the apportionment
of the expenses of the United Nations.

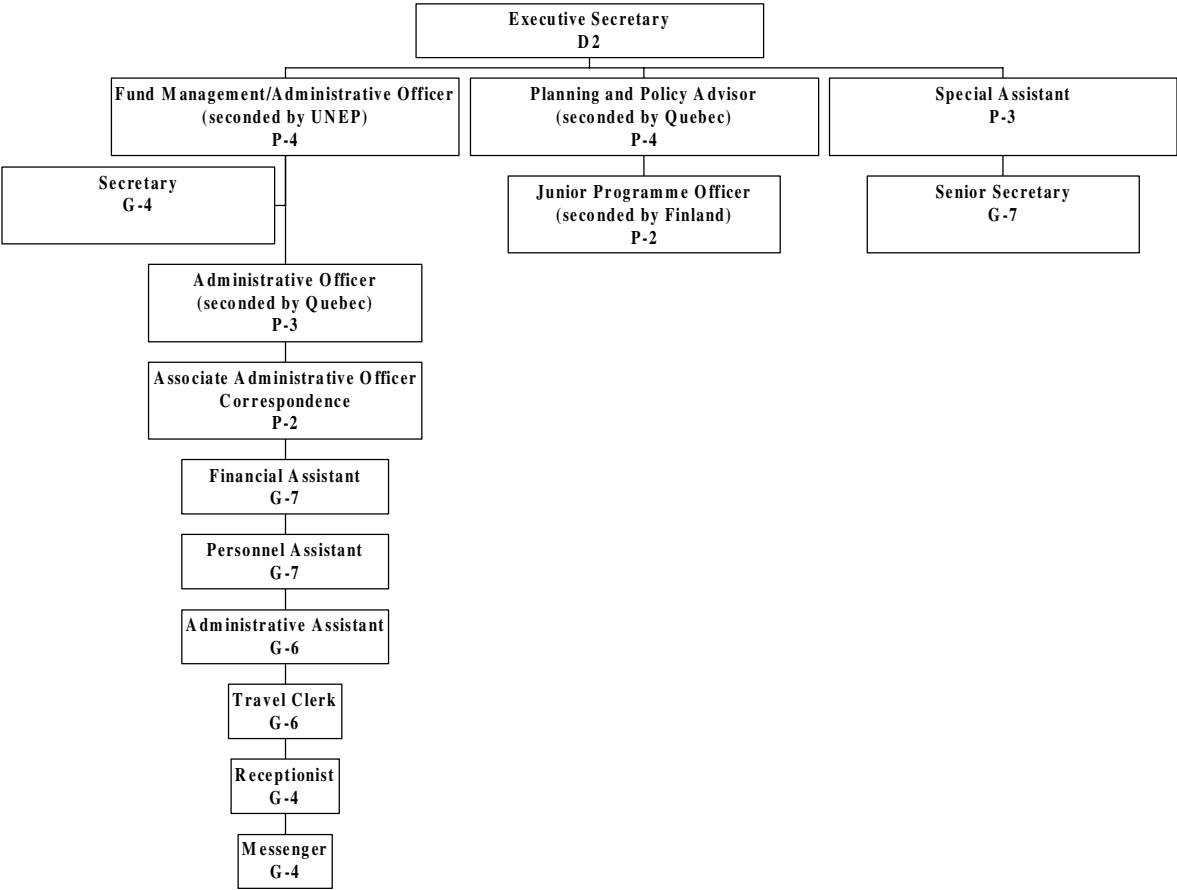
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ANNEX IV
PROPOSED ORGANISATION CHART OF THE SECRETARIAT FOR 1997

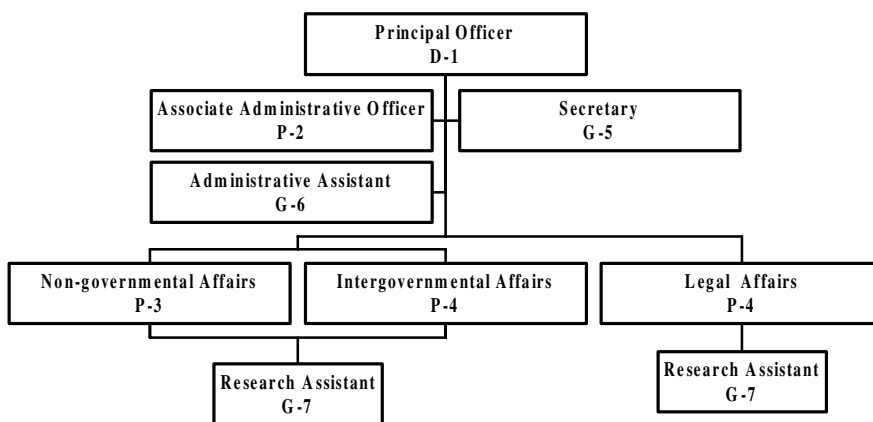
Secretariat



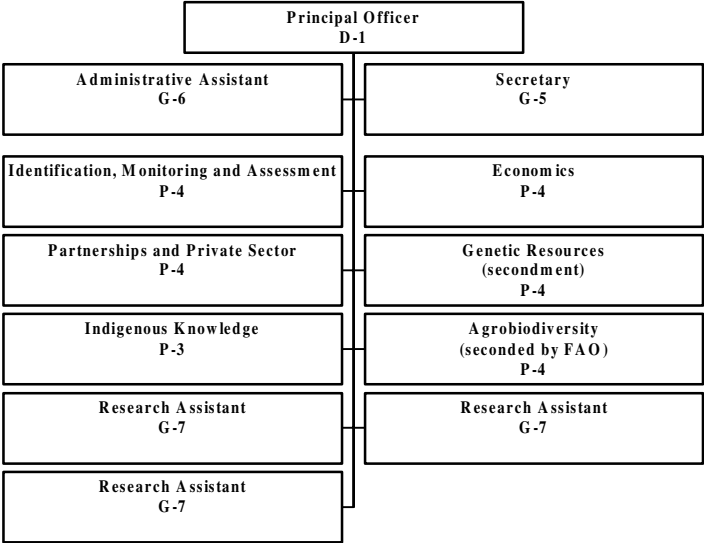
Executive Direction and Management



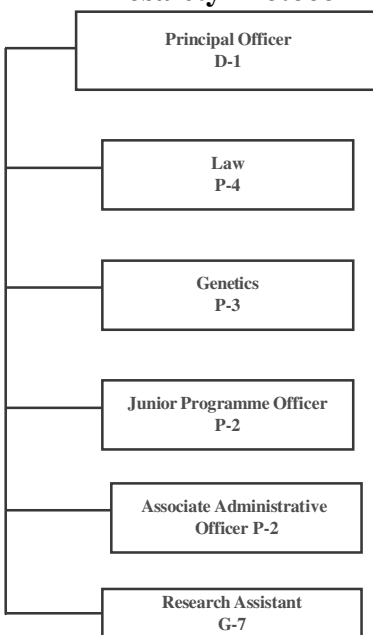
Intergovernmental Processes and Cooperative Affair



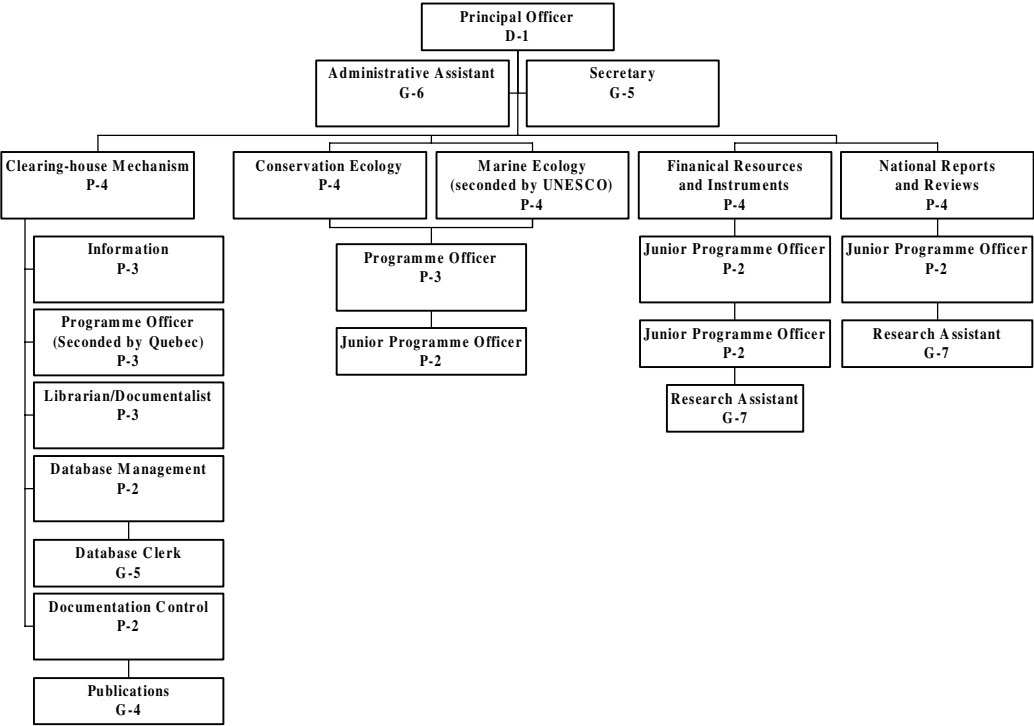
Scientific, Technical and Technological Matters



Biosafety Protocol



Implementation and Communication



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