

**CONVENTION ON
BIOLOGICAL DIVERSITY**

Distr.
GENERAL

UNEP/CBD/COP/4/25
6 April 1998

Original: ENGLISH

CONFERENCE OF THE PARTIES
Fourth meeting
Bratislava, Republic of Slovakia
4 - 15 May, 1998
Item 17.2 of the provisional agenda*

ADMINISTRATIVE AND FINANCIAL MATTERS

PROPOSED PROGRAMME BUDGET OF THE CONVENTION FOR THE BIENNIUM 1999-2000

Note by the Executive Secretary

I. INTRODUCTION

A. Mandate

1. The core administrative costs of the Conference of the Parties, its subsidiary body, the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA) and the Convention Secretariat are met through a biennial programme budget to which contributions are made each year by Parties on the basis of an indicative scale. Both the budget and the scale are adopted by consensus by the Conference of the Parties. The budget is to be adopted by the Conference of the Parties.
2. The next programme budget will be for the biennium 1999-2000 and is to be adopted by the Conference of the Parties at its fourth meeting. This note is prepared to assist the Conference of the Parties in considering the budget for the activities of the Convention, setting out the budget based on programme activities.

* UNEP/CBD/COP/4/1

B. Scope of the present note

3. The proposed programme budget for the biennium 1999-2000, contained in this document, builds upon the programmes and subprogrammes envisaged by the decisions already taken. The activities which may be approved by the fourth meeting of the Conference of the Parties are, thus, not accounted for. An explanation of factors and assumptions taken into consideration in preparing the proposed budget may be found in chapter II below. The budget itself is presented in chapter III. Detailed information on activities and resource needs by programmes and subprogrammes are explained in the note by the Executive Secretary on Budget of the Trust Fund for the Convention on Biological Diversity for the biennium 1999-2000: programme of work, contained in document UNEP/CBD/COP/4/Inf/12.

4. The presentation of each programme includes summary tables of programme staffing and resource requirements from the core budget. A consolidated version of these tables is presented at the end of chapter III, showing staffing and resource requirements for the entire Secretariat (see part B of chapter III, tables 13 and 14).

5. An important feature of the detailed information on subprogrammes contained in document UNEP/CBD/COP/4/Inf/12 is the attempt to describe the limits of the activities that the Secretariat proposes to undertake. These limits arise from mandates, or lack thereof.

C. Possible action by the Conference of the Parties

6. The Conference of the Parties may wish to note that the proposed programme budget for the biennium 1999-2000 has combined the contents of part A, part B and part C of the budget as contained in decision III/24 adopted by the third meeting of the Conference of the Parties. The Conference of the Parties may wish to adopt:

(a) A programme budget of \$13,493,000 for the year 1999 and of \$14,616,600 for the year 2000, for the purposes listed in table 1 below. The United Nations scale of assessment indicating the contributions by each party is contained in annex I;

(b) The secretariat-wide staffing table broken down by level, as included in this document as table 13;

(c) A working capital reserve, established in accordance with the Financial Regulations and Rules of the United Nations;

(d) A contingency budget line of \$300,000 for implementing biosafety activities following the sixth session of the Open-Ended Ad Hoc Working Group on Biosafety; and

(e) The proposed supplementary budget for the activities related to biosafety, as included in the addition to this note (UNEP/CBD/COP/4/25/Add.1)

Table 1

PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1999 - 2000
(thousands of United States dollars)

	1999	2000
Expenditure		
I. Programmes		
Executive direction and management and inter-governmental affairs	2,654.7	2,787.0
Scientific, technical and technological matters	3,969.7	5,110.8
Implementation and communication	2,404.4	2,396.6
Biosafety Protocol	1,524.1	1,224.5
Support Service	2,272.7	2,301.1
Subtotal (I)	12,825.7	13,820.0
II. Programme support costs		
Subtotal (II)	1,667.3	1,796.6
III. Working capital reserve *		
Subtotal (III)	0.0	0.0
Total Expenditure Lines (I + II + III)	14,493.0	15,616.6
Income		
I. Contribution from the host Government		
Subtotal (I)	1,000.0	1,000.0
Total Income	1,000.0	1,000.0
NET TOTAL	13,493.0	14,616.6

* Such funds may be established, under the guidelines contained in the annex to the administrative instruction of 1 March 1982 (ST/AI/284, chapter III, section A, para. 1) recommending that operating each reserve of 15 per cent of planned annual expenditures be maintained in the Trust Fund. A portion of the savings from 1997 may be used to start the reserve.

7. The Conference of the Parties may also wish to take note of the budget for travel of developing countries. The current proposed budget includes funds for participants from the least developed countries and small island developing States. A proposal for a special voluntary trust fund for facilitating participation of developing country Parties other than the least developed countries and small island developing States is set forth in annex II.

II. CONTEXT OF THE PROPOSED BUDGET

A. Structure

8. The table providing comparison between the budget approved by the third meeting of the Conference of the Parties and the proposed budget for 1999-2000 is contained in annex III.

9. The summary of the resource estimates for the biennium 1999-2000 is contained in annex IV.

10. The programme budget for 1999-2000 has been prepared on the basis of the Secretariat structure presented in Figure 1, which illustrates the programme structure and the proposed allocation of staff by subprogramme.

B. Programme support costs

11. In accordance with the Financial Regulations and Rules of the United Nations the Convention is required to pay a thirteen per cent overhead charge to the United Nations Environment Programme (UNEP) to cover the costs of the administrative services it provides to the Convention. UNEP returns a portion of these payments to the Convention Secretariat to help cover costs of the Secretariat's Support Service.

12. In 1996-1997, overhead funds were returned from UNEP to finance the cost of one Professional post, which had been approved by the Conference of the Parties as part of the core budget. Funding was increased in 1998 to finance one additional Professional post.

13. These arrangements are being reviewed with UNEP, to give effect to the administrative arrangements signed between the Executive Director of UNEP and the Executive Secretary of the Convention on Biological Diversity, which promotes the concept of further autonomy in administrative issues for the Secretariat. For the biennium 1999-2000, UNEP is considering the provision of one additional Professional post and 5 General Service posts to the Secretariat's Support Services. Any further support will depend on the size of the programme approved, income received and expected expenditures.

C. Standard figures used in calculating staff costs

14. The figures used in calculating staff costs in the budget proposed for the biennium 1999-2000 are based on the standard figures used in the preparation of the UNEP programme budget for the same biennium, taking Montreal as a duty station. They include both salaries and common staff costs (benefits and entitlements estimated at 35 per cent of net salary plus post adjustment for Professionals, and 25 per cent of net salary adjustment for General Service staff members). These figures are listed in table 2 below.

Table 2

STANDARD FIGURES USED IN CALCULATING STAFF COSTS

(United States dollars)

Level	1999	2000
D-2	\$ 143,415	\$ 150,586
D-1	\$ 130,596	\$ 137,125
P-5	\$ 121,144	\$ 127,201
P-4	\$ 103,923	\$ 109,119
P-3	\$ 88,457	\$ 92,880
P-2	\$ 74,074	\$ 77,778
General service	\$ 32,718	\$ 34,354

E. Other methods and assumptions applied

15. The following methods have been followed in preparing the proposed programme budget:

(a) Administrative support costs (such as communications, office supplies, maintenance) have been grouped under the Support Services, rather than being distributed by programme; and

(b) Each programme's direction and management subprogramme includes the temporary assistance and overtime costs for the programme as a whole.

16. For budgetary calculations, it has been assumed that:

(a) The meetings of the Conference of the Parties will be held annually for the period of two weeks and SBSTTA for the period of one week at the seat of the Secretariat in Montreal;

(b) An extraordinary meeting of the Conference of the Parties on Biosafety Protocol will be held in 1999 and one session of the Intergovernmental Committee on Biosafety Protocol will be held in 2000;

and

(c) The rent for the main office will be charged from August 1999, while the office space earmarked for the Biosafety unit is already subject to rent charges. Additional office space required to accommodate the proposed increase in the number of staff is calculated on the basis of 10,000 sq. ft. of additional space at the same rent per sq. ft. for the main office space.

17. Changes in any of the above assumptions may result in changes in the resources required in the Convention's core budget for the biennium 1999-2000.