ANNEX III

PROPOSED BUDGET FOR THE FUND SECRETARIAT FOR 1994-1996

In accordance with the decision IV/18 of the Parties at its Fourth Meeting at Copenhagen in 1992, establishing the Multilateral Fund and its terms of reference and in line with paragraph D.18 of Annex IX (UNEP/OzL.Pro.4/15), stating that "The Multilateral Fund shall cover Secretariat costs, based on regular budgets to be submitted for decision by the Executive Committee", the Secretariat is hereby submitting, for the approval of the 11th Meeting of the Executive Committee, a detailed budget proposal for the Secretariat costs for the three-year period of 1994-1996.

The present proposal shows a decrease in totals, keeping in view a slightly favourable exchange rate and rationalization of operating costs (as against start-up operational costs). Thus, the Secretariat would be liable to pay only servicing costs for some of the equipment leased (telecommunications, photocopier, computers) etc. since the lease agreements would have come to end by mid-1994. No new furniture/equipment are being considered for acquisition during the period 1994-1996.

The lease for the Secretariat premises provides for an increase in base rental cost from Cdn $24/sq.m to Cdn $29/sq.m., as of 1 February 1995. Maintenance and other utilities costs, not covered under the lease, are also expected to be increased as a consequence. Budgetline 4301, under component 40 of the proposed budget for the three-year period 1994-1996, reflects the corresponding change, from US $409,000 to US $490,000.

PROPOSED BUDGET FOR THE FUND SECRETARIAT FOR 1994-1996
(US DOLLARS)

Number	DESCRIPTION		W/M	1994	1995	1996	TOTAL
10	**PROJECT PERSONNEL COMPONENT**						
1100	**Project Personnel (Title & Grade)**						
1101	Chief Officer	D.2	12	106,040	108,161	110,324	324,525
1102	Deputy Chief Officer	P.5	12	85,680	87,394	89,141	262,215
1103	Deputy Chief Officer	P.5	12	85,680	87,394	89,141	262,215
1104	Programme Officer	P.3	12	63,240	64,505	65,795	193,540
1105	Programme Officer	P.3	12	63,240	64,505	65,795	193,540
1106	Programme Officer	P.3	12	63,240	64,505	65,795	193,540
1107	Programme Officer	P.3	12	63,240	64,505	65,795	193,540
1108	Information Officer	P.3	12	63,240	64,505	65,795	193,540
1109	Fund and Administrative Officer	P.4	12	71,400	72,828	74,285	218,513
1199	Total			**665,000**	**678,300**	**691,866**	**2,035,166**
1200	**Consultants**						
1201	Evaluations of Projects, etc.			150,000	150,000	150,000	450,000
1299	Total			**150,000**	**150,000**	**150,000**	**450,000**
1300	**Administrative Support (Title & Grade)**						
1301	Administrative Assistant	G.9	12	43,860	44,737	45,632	134,229
1302	Library Assistant	G.7	12	36,100	36,822	37,558	110,480
1303	Senior Secretary to Chief Officer	G.7	12	39,780	40,576	41,387	121,743
1304	Senior Secretary	G.6	12	33,660	34,333	35,020	103,013
1305	Senior Secretary	G.6	12	33,660	34,333	35,020	103,013
1306	Senior Secretary	G.6	12	33,660	34,333	35,020	103,013
1307	Senior Secretary	G.6	12	33,660	34,333	35,020	103,013
1308	Typist / Receptionist	G.5	12	31,620	32,252	32,897	96,770
1309	Registry Clerk	G.4	12	25,500	26,010	26,530	78,040
	Conference Servicing Costs						
1321	12th Executive Committee Meeting			90,000	0	0	90,000
1322	13th Executive Committee Meeting			90,000	0	0	90,000
1323	14th Executive Committee Meeting			90,000	0	0	90,000
1324	15th Executive Committee Meeting			0	90,000	0	90,000
1325	16th Executive Committee Meeting			0	90,000	0	90,000
1326	17th Executive Committee Meeting			0	90,000	0	90,000
1327	18th Executive Committee Meeting			0	0	90,000	90,000
1328	19th Executive Committee Meeting			0	0	90,000	90,000
1329	20th Executive Committee Meeting			0	0	90,000	90,000
1330	2 Sub-Committee Meetings			20,000	20,000	20,000	60,000
1399	Total			**601,500**	**607,730**	**614,085**	**1,823,315**

Number	DESCRIPTION	W/M	1994	1995	1996	TOTAL
1600	**Travel on official business**					
1601	Travel and perdiem (Staff)		120,000	120,000	120,000	360,000
19	COMPONENT TOTAL		**1,536,500**	**1,556,030**	**1,575,951**	**4,668,481**
20	**CONTRACTS COMPONENT**					
2100	Sub-contracts					
2101	Production of information materials		30,000	30,000	30,000	90,000
29	COMPONENT TOTAL		**30,000**	**30,000**	**30,000**	**90,000**
30	**MEETING COMPONENT**					
3300	Travel and DSA for participants (meetings)					
3301	Chairman and Vice-Chairman		30,000	30,000	30,000	90,000
3302	12th Executive Committee (7 x 3 x $ 3,500)		75,000	0	0	75,000
3303	13th Executive Committee (7 x 3 x $ 3,500)		75,000	0	0	75,000
3304	14th Executive Committee (7 x 3 x $ 3,500)		75,000	0	0	75,000
3305	15th Executive Committee (7 x 3 x $ 3,500)		0	75,000	0	75,000
3306	16th Executive Committee (7 x 3 x $ 3,500)		0	75,000	0	75,000
3307	17th Executive Committee (7 x 3 x $ 3,500)		0	75,000	0	75,000
3308	18th Executive Committee (7 x 3 x $ 3,500)		0	0	75,000	75,000
3309	19th Executive Committee (7 x 3 x $ 3,500)		0	0	75,000	75,000
3310	20th Executive Committee (7 x 3 x $ 3,500)		0	0	75,000	75,000
3311	2 Sub-Committee meetings (2 x 3 x $ 3,500)		21,000	21,000	21,000	63,000
39	COMPONENT TOTAL		**276,000**	**276,000**	**276,000**	**828,000**
40	**EQUIPMENT AND PREMISES COMPONENT**					
4100	Expendable equipment					
4101	Office stationery supplies		10,000	10,000	10,000	30,000
4102	Software and other computer items (under $500)		3,000	3,000	3,000	9,000
4199	Total		**13,000**	**13,000**	**13,000**	**39,000**
4200	Non-expendable equipment					
4201	Office furniture		0	0	0	0
4202	Personal computers		0	0	0	0
4203	Portable computers		0	0	0	0
4204	Others		3,000	3,000	3,000	9,000
4299	Total		**3,000**	**3,000**	**3,000**	**9,000**
4301	Rental of offices premises		409,000	490,000	490,000	1,389,000
49	COMPONENT TOTAL		**425,000**	**506,000**	**506,000**	**1,437,000**

Number	DESCRIPTION	W/M	1994	1995	1996	TOTAL
50	**MISCELLANEOUS COMPONENT**					
5100	Operation and maintenance of equipment					
5101	Maintenance of Equipment		7,000	7,000	7,000	21,000
5102	Maintenance of office		5,000	5,000	5,000	15,000
5103	Maintenance of computer equipment		5,000	5,000	5,000	15,000
5104	Rental of photocopier(s)		14,000	6,000	6,000	26,000
5105	Rental of telecommunication equipment		15,000	9,000	9,000	33,000
5199	Total		**46,000**	**32,000**	**32,000**	**110,000**
5200	Reporting costs (documentation costs)					
5201	Executive Committee Meetings		45,000	45,000	45,000	135,000
5202	Others (including meetings of Parties)		20,000	20,000	20,000	60,000
5299	Total		**65,000**	**65,000**	**65,000**	**195,000**
5300	Sundry costs					
5301	Communications		30,000	30,000	30,000	90,000
5302	Freight (documents)		20,000	20,000	20,000	60,000
5303	Miscellaneous (bank charges, etc.)		5,000	5,000	5,000	15,000
5399	Total		**55,000**	**55,000**	**55,000**	**165,000**
5400	Hospitality					
5401	Hospitality for meetings		7,000	7,000	7,000	21,000
59	COMPONENT TOTAL		**173,000**	**159,000**	**159,000**	**491,000**
99	GRAND TOTAL		2,440,500	2,527,030	2,546,951	7,514,481
	Programme Support Costs		126,945	129,484	132,074	388,502
	Less Counterpart Contribution (Canada)		(650,000)	(650,000)	(650,000)	(1,950,000)
	TOTAL COST TO FUND		**1,917,445**	**2,006,514**	**2,029,024**	**5,952,983**