ANNEX II

REVISED 1994 AND 1995 BUDGETS OF THE FUND SECRETARIAT

(Report from the Treasurer)

In accordance with decision UNEP/OzL.Pro/ExCom/3/18/Rev.1, paragraph 72 of the Third Meeting of the Executive Committee, the Secretariat has prepared revised 1994 and 1995 budgets for the consideration and approval by the Executive Committee. It may be noted that the Eleventh Meeting of the Executive Committee had approved budgets for the Secretariat covering the years 1994, 1995 and 1996.

Revisions to the 1994 budget were made in order to provide additional allocation to cover the costs of the review study under paragraph 8 of Article 5 of the Montreal Protocol as per decision of the Executive Committee UNEP/OzL.Pro/ExCom/12/37 paragraphs 177 and 178 and to hold a meeting of the Executive Committee additionally to the three originally budgeted. The resultant effect is an increase of US $559,732 to the 1994 approved budget.

The revision to the 1995 budget is in anticipation of having four meetings of the Executive Committee during the year and an allowance for meetings of the Sub-Committees. The increase in the budget over the approved one amounts to US $184,000.

The approved 1996 budget is unchanged and is presented alongside to give the complete three year picture of the Secretariat budgets.

				1994	1995	1996
10 PROJECT PERSONNEL COMPONENT						
1100	Project personnel (Title and Grade)					
	1101	Chief Officer	(D-2)	106,040	108,161	110,324
	1102	Deputy Chief	(P-5)	85,680	87,394	89,141
	1103	Deputy Chief	(P-5)	85,680	87,394	89,141
	1104	Programme Officer	(P-3)	63,240	64,505	65,795
	1105	Programme Officer	(P-3)	63,240	64,505	65,795
	1106	Programme Officer	(P-3)	63,240	64,505	65,795
	1107	Programme Officer	(P-3)	63,240	64,505	65,795
	1108	Information Officer	(P-3)	63,240	64,505	65,795
	1109	Fund and Administration Officer	(P-4)	71,400	72,826	74,285
	1199	**Sub-total**		**665,000**	**678,300**	**691,866**
1200	**Consultants**					
	1201	Consultancies (projects evaluation, etc.)		150,000	150,000	150,000
	1299	**Sub-total**		**150,000**	**150,000**	**150,000**
1300	**Administrative support staff (Title and Grade)**					
	1301	Administrative assistant	(G-9)	43,860	44,737	45,632
	1302	Library assistant	(G-7)	36,100	36,822	37,558
	1303	Senior Secretary to the Chief Officer	(G-7)	39,780	40,576	41,387
	1304	Senior Secretary (Deputy Chief)	(G-6)	33,660	34,333	35,020
	1305	Senior Secretary (Deputy Chief)	(G-6)	33,660	34,333	35,020
	1306	Senior Secretary (for 2 Programme Officers)	(G-6)	33,660	34,333	35,020
	1307	Senior Secretary (for 2 Programme Officers)	(G-6)	33,660	34,333	35,020
	1308	Secretary	(G-5)	31,620	32,253	32,897
	1309	Clerk/Messenger/Receptionist	(G-4)	25,500	26,010	26,530
	1301 - 09 Administrative support staff sub-total			**311,500**	**317,730**	**324,084**

			1994	1995	1996
1320	**Conference Servicing Costs**				
	1321	12th Executive Committee Meeting	90,000	0	0
	1322	13th Executive Committee Meeting	90,000	0	0
	1323	14th Executive Committee Meeting	90,000	0	0
	1324	15th Executive Committee Meeting	90,000	0	0
	1325	16th Executive Committee Meeting	0	90,000	0
	1326	17th Executive Committee Meeting	0	90,000	0
	1327	18th Executive Committee Meeting	0	90,000	0
	1328	19th Executive Committee Meeting	0	90,000	0
	1329	20th Executive Committee Meeting	0	0	90,000
	1330	21st Executive Committee Meeting	0	0	90,000
	1331	22nd Executive Committee Meeting	0	0	90,000
	1332	Sub-Committee meetings	20,000	20,000	20,000
	1321 - 31 Conference servicing costs sub-total		**380,000**	**380,000**	**290,000**
	1399	**Sub-total**	**691,500**	**697,730**	**614,084**
1600	**Official travel on business**				
	1601	Staff travel on official business	120,000	120,000	120,000
	1699	**Sub-total**	**120,000**	**120,000**	**120,000**
1999	**Component total**		**1,626,500**	**1,646,030**	**1,575,950**
20 SUB-CONTRACTS COMPONENT					
2100	**Sub-contracts with UN agencies**				
	2101	Sub-contracts (information materials)	30,000	30,000	30,000
	2199	**Sub-total**	**30,000**	**30,000**	**30,000**
2300	**Sub-contracts with profit making institutions**				
	2301	Sub-contract (paragraph 8 article 5)	347,910	0	0
	2399	**Sub-total**	**347,910**	**0**	**0**
2999	**Component total**		**377,910**	**30,000**	**30,000**

				1994	1995	1996
30	**MEETING PARTICIPATION COMPONENT**					
	3300		**Participation in meetings/conferences**			
		3301	(Chairman/Vice Chairman	30,000	30,000	30,000
		3302	12th Executive Committee meeting	75,000	0	0
		3303	13th Executive Committee meeting	75,000	0	0
		3304	14th Executive Committee meeting	75,000	0	0
		3305	15th Executive Committee meeting	75,000	0	0
		3306	16th Executive Committee meeting	0	75,000	0
		3307	17th Executive Committee meeting	0	75,000	0
		3308	18th Executive Committee meeting	0	75,000	0
		3309	19th Executive Committee meeting	0	75,000	0
		3310	20th Executive Committee meeting	0	0	75,000
		3311	21st Executive Committee meeting	0	0	75,000
		3312	22nd Executive Committee meeting	0	0	75,000
		3313	Sub-Committee meetings	67,822	40,000	21,000
		3399	**Sub-total**	**397,822**	**370,000**	**276,000**
		3999	**Component total**	**397,822**	**370,000**	**276,000**
40	**EQUIPMENT AND PREMISES COMPONENT**					
	4100		**Expendable equipment (items under US$1,500)**			
		4101	Office supplies	10,000	10,000	10,000
		4102	Software and computer expendables	3,000	3,000	3,000
		4199	**Sub-total**	**13,000**	**13,000**	**13,000**
	4200		**Non-expendable equipment**			
		4205	General non-expendable equipment	3,000	3,000	3,000
		4299	**Sub-total**	**3,000**	**3,000**	**3,000**
	4300		**Rental of premises**			
		4301	Rental of office premises	409,000	490,000	490,000
		4399	**Sub-total**	**409,000**	**490,000**	**490,000**
		4999	**Component total**	**425,000**	**506,000**	**506,000**

			1994	1995	1996
50	**MISCELLANEOUS COMPONENT**				
5100	**Operation and maintenance of equipment**				
	5101	Maintenance of equipment	7,000	7,000	7,000
	5102	Maintenance of offices	5,000	5,000	5,000
	5103	Rental of computer equipment	5,000	5,000	5,000
	5104	Rental of photocopier(s)	14,000	6,000	6,000
	5105	Rental of telecommunication equipment	15,000	9,000	9,000
	5199	**Sub-total**	**46,000**	**32,000**	**32,000**
5200	**Reporting costs**				
	5201	Executive Committee meetings reporting	45,000	45,000	45,000
	5202	Reporting (others)	20,000	20,000	20,000
	5299	**Sub-total**	**65,000**	**65,000**	**65,000**
5300	**Sundry**				
	5301	Communications	30,000	30,000	30,000
	5302	Freight charges (documents shipment)	20,000	20,000	20,000
	5303	Others	5,000	5,000	5,000
	5399	**Sub-total**	**55,000**	**55,000**	**55,000**
5400	**Hospitality**				
	5401	Hospitality	7,000	7,000	7,000
	5499	Sub-total	7,000	7,000	7,000
	5999	**Component total**	**173,000**	**159,000**	**159,000**
99	**TOTAL**		**3,000,232**	**2,711,030**	**2,546,950**
	Programme support costs		126,945	129,484	132,074
	Less Cost to the Government of Canada		(650,000)	(650,000)	(650,000)
	COST TO THE MULTILATERAL FUND		**2,477,177**	**2,190,514**	**2,029,024**