Annex II

REVISED ESTIMATED BUDGET FOR SECRETARIAT FOR 1992

The Executive Committee at its third meeting, considered the three-year budget for the Secretariat of the Multilateral Fund and "agreed that budgets for the second and third years ahead could not be formulated with precision at the present juncture and declared its intention to request the Chief Officer to present revised budgets for every year at the meeting of the Committee immediately preceding each calendar year" (UNEP/OzL.Pro/ExCom/3/18/Rev.1, para. 76).

Accordingly, the Secretariat has prepared the revised estimated budget for 1992 as presented in this document.

While the recruitment process has just been completed, the selected candidates have not yet taken-up their posts in the Secretariat. This has complicated the task of the Secretariat in accurately evaluating needs for the Secretariat for the year 1992.

Following is detailed analysis of changes mentioned in the revision:

Budgetline 1199: Personnel Costs: shows an increase of $ 45,000 due mainly to actual contractual status of candidates selected, and adjustment to fluctuations in the exchange rate in the Canadian dollar to the US dollar (which is reflected in the post adjustment element as part of the net salary) since the preparation of the budget earlier in the year.

Budgetline 1399: Administrative support costs: increase of $ 39,000 due to underestimation of conference servicing costs in our earlier submission.

Budgetline 3999: Meetings, conferences, etc.: while a decrease of approximately $ 69,750 has been estimated in this revision based on our experience so far, however, this may have to be revised should air travel costs undergo major changes in tariff structures.

Budgetline 5499: Hospitality: We have revised costs downwards, due to favourable arrangements so far.

As said earlier, the present revision is at best an interim revision, since the Secretariat has not yet begun functioning to its capacity as forecast in the original budget presentation.

However, the Secretariat will be in a better position to evaluate its needs by April 1992, when the next meeting of the Executive Committee is tentatively scheduled for.

Interim Multilateral Fund Secretariat: Approved Budget and Revised Estimated Expenditure for 1992

Number	Description	W/M	Approved Budget	Revised Estimates
1100	**Personnel**			
1101	Chief, Fund Secretariat	12	111,000	111,000
1102	Deputy Chief		80,000	91,000
1103	Deputy Chief		80,000	84,000
1104	Programme Officer		59,000	67,000
1105	Programme Officer		59,000	67,000
1106	Programme Officer		59,000	67,000
1107	Programme Officer		59,000	67,000
1108	Information Officer		59,000	67,000
1109	Administrative Officer		70,000	60,000
1199	TOTAL		**636,000**	**681,000**
1200	**Consultants**			
1201	Consultancies and other related studies		–	–
1202	Evaluation studies		200,000	200,000
1299	TOTAL		**200,000**	**200,000**
1300	**Administrative Support**			
1301	Administrative Assistant	12	39,000	40,000
1302	Library Assistant	12	39,000	36,000
1303	Senior Secretary (Chief Officer)	12	35,000	36,000
1304	Senior Secretary (Deputy)	12	35,000	32,000
1305	Secretary (Deputy)	12	31,000	32,000
1306	Secretary (for 3 P–3s)	12	35,000	32,000
1307	Secretary (for P–3/P–4)	12	31,000	32,000
1308	Secretary (for P–3/Consultants)	12	31,000	32,000
1309	Clerk/Messenger/Receptionist	12	26,000	24,000
1321	Conference servicing costs (CSC):			
1325	VIth Meeting		75,000	90,000
1326	VIIth Meeting		75,000	90,000
1327	VIIIth Meeting		75,000	90,000
1328	2 Meetings Sub–Committee		20,000	20,000
1399	TOTAL		**547,000**	**586,000**
1600	**Travel on official business**			
1601	Travel & subsistence (Secretariat Staff)		100,000	100,000
1699	TOTAL		**100,000**	**100,000**
1999	**Component total, Personnel**		**1,483,000**	**1,567,000**
30	MEETINGS COMPONENT			
3300	**Meetings, conferences ect.**			
3305	Travel and substance of Chairman and Vice–Chairman		37,500	37,500
3306	VIth Meeting		110,250	87,000
3307	VIIth Meeting		110,250	87,000

Number	Description	W/P	Approved Budget	Revised Estimates
3308	VIIIth Meeting		110,250	87,000
3309	2 Sub-Committees		31,500	31,500
3399	TOTAL		399,750	330,000
3999	Component total, Meetings		399,750	330,000
4100	Expendable equipment (items under $500)			
4101	Office stationery supplies		15,000	15,000
4102	Software and computer expendables		15,000	15,000
4199	TOTAL		30,000	30,000
4200	Non-expendable equipment			
4201	Furniture		-	-
4202	Typewriters		-	-
4203	Personal computers - 3		22,500	22,500
4204	Portable computers- 3		15,000	18,000
4205	Others		10,000	7,000
4299	TOTAL		47,500	47,500
4300	Premises			
4301	Rent of offces		-	-
4399	TOTAL		-	-
4999	1992 Component total		-	-
50	MISCELLANEOUS COMPONENT			
5100	Operation and maintenance of equipment			
5101	Maintenance of equipment		5,000	5,000
5102	Maintenance of offices		5,000	5,000
5103	Rental of computer equipment		18,000	18,000
5104	Rental of photocopier(s)		15,000	15,000
5105	Rental of telecommunication equipment		18,000	18,000
5199	TOTAL		61,000	61,000
5200	Reporting costs			
5201	Reporting (document production costs)		50,000	50,000
5299	TOTAL		50,000	50,000
5300	Sundry			
5301	Communications		50,000	50,000
5302	Freight charges (shipment of documents)		20,000	20,000
5303	Others		5,000	5,000
5399	TOTAL		75,000	75,000
5400	Hospitality			
5401	Official hospitality		15,000	10,000
5499	TOTAL		15,000	10,000
5999	Component total, Miscellaneous		201,000	196,000
	GRAND TOTAL		2,161,250	2,170,500