

## INITIAL DRAFT MODEL BUDGET

### Introduction

1. At its seventh session, the Intergovernmental Negotiating Committee (INC) for an International Legally Binding Instrument for Implementing International Action on Certain Persistent Organic Pollutants adopted, *inter alia*, decision INC-7/1 on budget for 2003 and 2004-2005, which is contained in annex I of the report of the session, document UNEP/POPS/INC.7/28. Paragraph 7 of the decision:

Requests the Secretariat to develop a model budget presentation and format for consideration by the first session of the Conference of the Parties. The presentation and format should be developed on the basis of the materials annexed to this decision, and should take into consideration the discussions of the budget group during the present session of the Committee as well as experience gained under other multilateral environmental agreements. It should also address how to provide a clear picture of total costs and revenues, as well as how to appropriately report any distribution of funds between general and special accounts. The Secretariat should circulate an initial draft of such a model to Governments by 31 January 2004 for comments and further input, with the request that Governments provide such comments and input by 30 June 2004.

2. In response to the request, the Secretariat prepared the initial draft model budget provided below. It assumes that the first meeting of the Conference of the Parties (COP) of the Stockholm Convention on Persistent Organic Pollutants will take place as scheduled in 2005. As budgets are to be considered and approved on two-year intervals<sup>1</sup> (e.g., 2007, 2009, 2011, ...), subsequent budgets would reflect actual expenditures for the previous two calendar years, the previously approved budget and spending to date of the current calendar year, current balance, and budgets for the next two calendar years. For example, the 2007 meeting of the Conference of the Parties budget would include actual expenditures for 2005 and 2006, the previously approved budget and expenditures to date for 2007, current balance (as of a certain date in 2007), and budgets for 2008 and 2009.

3. Regarding how to appropriately report any distribution of funds between general and special accounts: should the COP decide to adopt paragraph 3 of Rule 4 of the draft financial rules for Conference of the Parties of the Stockholm Convention, its subsidiary bodies and the Convention Secretariat including the text currently in brackets<sup>2</sup> then separate budget tables may need to be created to report on special account funds earmarked to support the participation of representatives of developing countries and countries with economies in transition in meetings of the COP and its subsidiary bodies. If this is done, it may also be necessary to make corresponding adjustments to participant travel and daily subsistence allowance budget items lines in tables 2.1 and 2.2.

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<sup>1</sup> According to rule 2 of the draft financial rules for Conference of the Parties of the Stockholm Convention, its subsidiary bodies and the Convention Secretariat (annex IV of UNEP/POPS/INC.7/28) to be considered and adopted with any amendments by the Conference of the Parties at its first meeting: "The financial period shall be a biennium, of which the first calendar year shall be an even-number year."

<sup>2</sup> Paragraph 3 of rule 4 of draft financial rules for Conference of the Parties of the Stockholm Convention, its subsidiary bodies and the Convention Secretariat (Annex IV of UNEP/POPS/INC.7/28) reads as follows:

"A Special Trust Fund shall be established by the Executive Director of the United Nations Environment Programme and managed by the head of the Convention Secretariat. This fund shall receive contributions pursuant to rule 5, paragraph 1 (b) and (c) [that have been earmarked to support the participation of representatives of developing countries and countries with economies in transition in meetings of the Conference of the Parties and its subsidiary bodies]."

Part I: Programme staff 2004-2007

TABLE 1.1: PROGRAMME STAFF

	Staff category and level	2003 actual	2004 actual	2005 actual to date	2005 budget	2006 budget	2007 budget
A.	Professional category						
	D-1 level						
	P-5 level						
	P-4 level						
	P-3 level						
	P-2 level						
	Subtotal						
B.	General service category						
	TOTAL (A+B)						

TABLE 1.2: STANDARD STAFF COSTS  
(based on United Nations Standard Salary Costs for Geneva)

	Staff category and level	2005	2006	2007
A.	Professional category			
	D-1 level			
	P-5 level			
	P-4 level			
	P-3 level			
	P-2 level			
	Subtotal			
B.	General service category			
	TOTAL (A+B)			

Part II: Proposed Budget for 2006-2007

TABLE 2.1: ACTUAL EXPENDITURE FOR 2004, APPROVED BUDGET FOR 2005 AND PROPOSED BUDGET FOR 2006 AND 2007

Budget item	2003 expenditure	2004 expenditure	2005 budget (approved by INC-7)	2005 actual	Current balance	2006 budget	2007 budget
<b>10 PERSONNEL COMPONENT</b>							
1100 <b>Professional staff</b>							
1199 Total							
1200 <b>Consultants</b>							
1201 Project [title]							
1202 Project [title]							
...							
1299 Total							
1300 <b>Administrative support</b>							
1301 General service staff total							
1320 Temporary assistance total							
1330 Conference servicing:							
1331 Meeting [title]							
1332 Meeting [title]							
...							
1339 Conference servicing subtotal							
1399 Total							
1600 <b>Travel on official business</b>							
1601 Staff travel							
1699 Total							
1999 Component total							
<b>20 SUBCONTRACT COMPONENT</b>							
2100 <b>Subcontracts (cooperation agencies)</b>							
2101 Project [title]							
2102 Project [title]							
...							
2199 Total							

Budget item	2003 expenditure	2004 expenditure	2005 budget (approved by INC-7)	2005 actual	Current balance	2006 budget	2007 budget
2200 <b>Subcontracts (supporting organizations)</b>							
2201 Project [title]							
2202 Project [title]							
...							
2299 Total							
2300 <b>Subcontracts (commercial purposes)</b>							
2301 Project [title]							
2302 Project [title]							
...							
2399 Total							
2999 Component total							
<b>30 TRAINING COMPONENT</b>							
3300 <b>Meetings: participant travel/DSA</b>							
3301 Meeting [title]							
3302 Meeting [title]							
...							
3399 Total							
3999 Component total							
<b>40 EQUIPMENT/PREMISES COMP.</b>							
4100 <b>Non-expendable equipment</b>							
4101 Office equip.: hard/software							
4199 Total							
4200 <b>Expendable equipment</b>							
4201 Office equip.: paper, toner, etc.							
4299 Total							
4300 <b>Premises (rent)</b>							
4301 Office space, utilities							
4399 Total							
4999 Component total							

Budget item	2003 expenditure	2004 expenditure	2005 budget (approved by INC-7)	2005 actual	Current balance	2006 budget	2007 budget
<b>50 MISCELLANEOUS COMPONENT</b>							
5100 Operation/maintenance of equipment							
5101 Maintenance of office equip.							
5199 Total							
5200 Reporting cost							
5201 Web publishing							
5202 Other electronic media publ.							
5203 Hard copy printing							
5299 Total							
5300 Sundry							
5301 Mailing/dispatch							
5302 Internet connection							
5303 Office supplies							
5304 Communications							
5399 Total							
5400 Hospitality and entertainment							
5401 Meeting/event[title]							
...							
5499 Total							
5999 Component total							
<b>99 TOTAL DIRECT COST</b>							
Programme support cost (13%)							
<b>TOTAL BUDGET</b>							



**TABLE 2.2: 2006 AND 2007 PROPOSED BUDGET BREAKDOWN  
BY GENERAL COSTS AND OUTPUTS IN PROGRAMME OF WORK**

A. General cost

Table 2.2.1: General cost (in US\$)

<b>Budget component and any subcomponents</b>	<b>2006</b>	<b>2007</b>
10 PERSONNEL		
1100 Professional Staff		
1200 Consultant		
1301 General service staff		
1320 Temporary assistance		
1330 Conference services		
1600 Staff travel of official business		
20 SUBCONTRACTS		
30 TRAINING/Participants travel		
40 EQUIPMENT AND PREMISES		
50 MISCELLANEOUS		
Subtotal		
Programme support costs (13%)		
Total		

B. Outputs

1. [title of first output]

(a) [title of first activity area under the output]

Table 2.2.2: [title]

<b>Budget component and any subcomponents</b>	<b>2006</b>	<b>2007</b>
10 PERSONNEL		
1100 Professional Staff		
1200 Consultant		
1301 General service staff		
1320 Temporary assistance		
1330 Conference services		
1600 Staff travel of official business		
20 SUBCONTRACTS		
30 TRAINING/Participants travel		
40 EQUIPMENT AND PREMISES		
50 MISCELLANEOUS		
Subtotal		
Programme support costs (13%)		
Total		

(b) [title of second activity area under the output]

Table 2.2.3: [title]

<b>Budget component and any subcomponents</b>	<b>2006</b>	<b>2007</b>
10 PERSONNEL		
1100 Professional Staff		
1200 Consultant		
1301 General service staff		
1320 Temporary assistance		
1330 Conference services		
1600 Staff travel of official business		
20 SUBCONTRACTS		
30 TRAINING/Participants travel		
40 EQUIPMENT AND PREMISES		

50	MISCELLANEOUS
	Subtotal
	Programme support costs (13%)
	Total

...

2. [title of second output]

(a) [title of first activity area under the output]

Table 2.2.4: [title]

<b>Budget component and any subcomponents</b>		<b>2006</b>	<b>2007</b>
10	PERSONNEL		
1100	Professional Staff		
1200	Consultant		
1301	General service staff		
1320	Temporary assistance		
1330	Conference services		
1600	Staff travel of official business		
20	SUBCONTRACTS		
30	TRAINING/Participants travel		
40	EQUIPMENT AND PREMISES		
50	MISCELLANEOUS		
	Subtotal		
	Programme support costs (13%)		
	Total		

(b) [title of second activity area under the output]

Table 2.2.5: [title]

<b>Budget component and any subcomponents</b>		<b>2006</b>	<b>2007</b>
10	PERSONNEL		
1100	Professional Staff		
1200	Consultant		
1301	General service staff		
1320	Temporary assistance		
1330	Conference services		
1600	Staff travel of official business		
20	SUBCONTRACTS		
30	TRAINING/Participants travel		
40	EQUIPMENT AND PREMISES		
50	MISCELLANEOUS		
	Subtotal		
	Programme support costs (13%)		
	Total		

...

[This format would continue for each of the outputs and major activities under each identified in the programme of work]

### C. Totals

Table 2.2.X: Totals

	<b>2006</b>	<b>2007</b>
<b>TOTAL GENERAL</b>		
<b>TOTAL OUTPUTS</b>		
<b>TOTAL BUDGET</b>		



Part III: Income

Table 3: Income as at [date just prior to or during COP] in US\$<sup>3</sup>

Carry forward from prior year
Interest income
Contributions and pledges
UNEP in-kind contribution
Other contributions
<b>TOTAL INCOME</b>

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<sup>3</sup> Beginning at the 2007 meeting of the COP, in accordance with to rule 5 of the draft financial rules for Conference of the Parties of the Stockholm Convention, its subsidiary bodies and the Convention Secretariat, the resources to be listed in calculating income will include: contributions made by Parties on the basis of the indicative scale adopted by the COP; additional contributions made by Parties including those made by the Government hosting the Convention Secretariat; contributions by States not Parties to the Convention as well as intergovernmental and non-governmental organizations and other sources; uncommitted balance (“carry-over”) of appropriations from previous financial periods; and miscellaneous income.

Part IV: Contributions and pledges toward 2003-2005 budgeted activities<sup>4</sup>

A. Contributions and pledges 2003

Table 4.1: Contributions and pledges toward 2003 budgeted activities

Country/organization	Pledge	US\$ equivalent	Amount received	Unpaid balance
[name]				
[name]				
[name]				
[name]				
[name]				
[name]				
...				
<b>TOTAL</b>				

A. Contributions and pledges 2004

Table 4.2: Contributions and pledges toward 2004 budgeted activities

Country/organization	Pledge	US\$ equivalent	Amount received	Unpaid balance
[name]				
[name]				
[name]				
[name]				
[name]				
[name]				
...				
<b>TOTAL</b>				

A. Contributions and pledges 2005

Table 4.3: Contributions and pledges toward 2005 budgeted activities as at [date]

Country/organization	Pledge	US\$ equivalent	Amount received	Unpaid balance
[name]				
[name]				
[name]				
[name]				
[name]				
[name]				
[name]				
...				
<b>TOTAL</b>				

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<sup>4</sup> Beginning at the 2007 meeting of the COP, contributions for each calendar year will need to be separated into the following categories: contributions made by Parties on the basis of the indicative scale adopted by the COP; additional contributions made by Parties including those made by the Government hosting the Convention Secretariat; and contributions by States not Parties to the Convention as well as intergovernmental and non-governmental organizations and other sources.

Part V : Projected contributions to 2006 and 2007 budgets

A. Projected income for 2006 and 2007 budgets

Table 5.1: Projected income for 2006 and 2007 budgets

Income	2006 (US\$)	2007 (US\$)
Total contributions based on scale of assessments in Table 5.2 below		
Contributions by Parties in addition to those based on the scale of assessments in Table 5.2 below		
-- Host Government of the Convention Secretariat		
-- [name of Party] pledge		
-- [name of Party] pledge		
...		
Subtotal:		
Contributions from States not Parties to the Convention, intergovernmental organizations, non-governmental organizations, and other sources		
-- [name of source] pledge		
-- [name of source] pledge		
...		
Uncommitted balance ("carry over") of appropriations from previous financial periods		
Miscellaneous income (e.g., interest income)		
<b>TOTAL PROJECTED INCOME</b>		

**B. Contributions based on scale of assessments**

Table 5.2: Contributions based on scale of assessments adopted by the Conference of the Parties<sup>5</sup>

Party	Scale of assessment (%)	2006 Contribution (US\$)	2007 Contribution (US\$)
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
[name]			
...			
<b>TOTAL</b>	100.000		

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<sup>5</sup> The number of columns would need to be increased beginning with the budget adopted at the 2007 Conference of the Parties to include the following: Party; scale of assessment for previously approved budget; expected contribution for previous year; actual contribution received for previous year; expected contribution for current year; actual contribution received to date for current year; scale of assessment for new budget; expected contributions for next year and the year to follow. For example, for the 2007 meeting of the Conference of the Parties, the column headings for the table would be: Party; scale of assessment adopted for 2006 and 2007 budget years; expected contribution for 2006; actual contributions received for 2006; expected contributions for 2007; contributions received to date for 2007; scale of assessments for 2008 and 2009 budget years; expected contributions for 2008; and expected contributions for 2009. How this reporting will be undertaken would be determined by decision of the Conference of the Parties.