



Distr.: General  
23 February 2006

Original: English



**United Nations  
Environment  
Programme**

**Conference of the Parties of the Stockholm  
Convention on Persistent Organic Pollutants  
Second meeting**  
Geneva, 1–5 May 2006  
Item 6 of the provisional agenda\*

**Activities of the Secretariat and adoption of the budget**

**Activities of the Secretariat and budget for 2006 and 2007 \*\***

**Note by the Secretariat**

**Introduction**

1. At its first meeting, the Conference of the Parties of the Stockholm Convention adopted decision SC-1/4 on financing and budget for the biennium 2006–2007, in which, among other things, the Conference:

- (a) Took note of the programme of work for the Secretariat and the staffing levels and budget for 2005 as contained in document UNEP/POPS/COP.1/2;
- (b) Approved the operational budget for 2006 and an indicative operational budget for 2007, for the purposes set out in table 1 of the decision;
- (c) Approved the staffing table for the Convention Secretariat for the operational budget for 2006 and the indicative staffing table for 2007 set out in table 3 of the decision;
- (d) Decided that the indicative budget figure for 2007 would be reconsidered at the second meeting of the Conference on the basis of any recommendations made by the Secretariat;
- (e) Invited the United Nations Environment Programme (UNEP) and the contributors to the Trust Fund established for the interim phase of the Convention to transfer the unused balance of that Fund to the General Trust Fund for the Convention or the Special Trust Fund provided for in rule 4 of the financial rules for the Conference, its subsidiary bodies and the Convention Secretariat, as set out in the annex to decision SC-1/3, and requested the Secretariat to account for the money thus transferred;

\* UNEP/POPS/COP.2/1.

\*\* Stockholm Convention, Article 19, paragraph 4 and Article 20; report of the Conference of the Parties of the Stockholm Convention on Persistent Organic Pollutants on the work of its first meeting (UNEP/POPS/COP.1/31), annex I, decisions SC-1/3 and SC-1/4.

K0650688 060306

(f) Requested the Secretariat to publish on the website of the Convention a list of contributions received and to keep the list up to date;

(g) Requested the Secretariat to provide the Parties with an indication of the staffing and financial implications of recommendations that have been forwarded to the Conference at its future meetings.

2. The financial rules for the Conference of the Parties, its subsidiary bodies and the Convention Secretariat were adopted by the Conference at its first meeting. Paragraph 1 of rule 4 states that a General Trust Fund for the Convention shall be established by the Executive Director of UNEP to provide financial support to the work of the Convention Secretariat. In addition, pursuant to paragraph 3 of rule 4, a Special Trust Fund shall be established by the Executive Director. That Fund shall receive contributions in addition to those assessed from Parties and to the annual contribution made by the Government hosting the Convention Secretariat.

3. In response to the above requests, the Secretariat has prepared the information provided in the present note.

## **I. Activities undertaken by the Secretariat and expenditures incurred in 2005**

4. Consistent with the budget for 2005 noted by the Conference in paragraph 1 of decision SC-1/4, the Secretariat undertook the following activities in 2005:

(a) Completed preparations for and conducted the first meeting of the Conference of the Parties, held from 2 to 6 May 2005 in Punta del Este, Uruguay;

(b) Prepared for and conducted the first meeting of the Persistent Organic Pollutant Review Committee, held from 7 to 11 November 2005 in Geneva, Switzerland;

(c) Prepared for and conducted the first meeting of the Expert Group on Best Available Techniques and Best Environmental Practices, from 28 November to 2 December 2005;

(d) Conducted intersessional activities as requested by the Conference at its first meeting, including:

- (i) Working to establish a permanent Convention Secretariat in Geneva, including consultations with the host Government regarding the necessary practical arrangements;
- (ii) Initiating the hiring of staff at levels approved by the Conference of the Parties;
- (iii) Transmitting to the Global Environment Facility, as the principal entity entrusted with the operations of the financial mechanism, the guidance to the financial mechanism;
- (iv) Transmitting to the Council of the Global Environment Facility the memorandum of understanding between the Conference of the Parties and the Council and communicating and cooperating with the secretariat of the Global Environment Facility on a regular basis;
- (v) Collaborating with other relevant organizations to begin the process of developing guidance, in addition to the guidance for developing national implementation plans, on social and economic assessment and calculation of action plan costs, taking into consideration the particular circumstances of developing countries and countries with economies in transition;
- (vi) Developing a roster of experts whose assistance could be sought with respect to the development of action plans;
- (vii) Elaborating further the process of reviewing and updating national implementation plans;

- (viii) Developing a background scoping paper for a global monitoring plan and identifying existing monitoring programmes that could provide the Conference of the Parties with comparable monitoring data on to be used in its evaluation of the effectiveness of the Convention;
  - (ix) Developing a draft text of procedures and institutional mechanisms on non-compliance under Article 17 of the Convention;
  - (x) Developing draft terms of reference and the criteria for evaluating the performance of regional and subregional centres;
  - (xi) Preparing draft terms of reference for work on modalities for a needs assessment for Parties that are developing countries or countries with economies in transition to implement the provisions of the Convention over the period 2006–2010;
  - (xii) Completing the initial development of a study on improving synergies and cooperation between itself and the secretariats of the Basel Convention on the Transboundary Movement of Hazardous Wastes and the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade;
  - (xiii) Initiating activities to promote guidelines on best available techniques and best environmental practices;
  - (xiv) Undertaking cooperative activities with the secretariat of the Basel Convention in order to strengthen cooperation and synergies related to various technical and other issues;
  - (xv) Preparing a cost estimate for developing an electronic system for reporting pursuant to Article 15 of the Convention;
  - (xvi) Developing a draft format for reporting on polychlorinated biphenyls (PCBs) under the Convention;
  - (xvii) Elaborating further, in cooperation with the World Health Organization (WHO), the reporting and evaluation process on DDT and preparing a cost estimate for such a process;
  - (xviii) Providing, in cooperation with WHO, an overview of alternatives to DDT and their effectiveness;
  - (xix) Working with WHO on activities to provide leadership for global partnerships on long-term strategies for developing and deploying cost-effective alternatives to DDT;
  - (xx) Compiling and developing guidance materials in cooperation with WHO to assist countries in information gathering and managing DDT use in disease vector control;
  - (xxi) Preparing and conducting, in cooperation with WHO and UNEP, two out of a series of four regional workshops on reporting and data requirements for countries that use or produce DDT;
  - (xxii) Developing draft criteria to be applied to the process for entries in the register of specific exemptions; and
  - (xxiii) Developing draft arrangements for official communications with Parties and observers;
- (e) Maintained the information exchange activities required under the Convention and prepared a strategy for developing a clearing-house mechanism for information on persistent organic pollutants (POPs);
- (f) Coordinated with the secretariats of other relevant international bodies on activities related to the programme of work.

5. Updated information on expenditures incurred and contributions pledged or received will be provided in document UNEP/POPS/COP.2/INF/13, including final accounting information for 2005.

## II. Transfer of funds of unspent balance

6. As at 31 January 2006, the accounts for 2005 had not yet been closed. As soon as the final accounts information is available, the Secretariat will send a letter to all contributors to the trust fund established for the interim phase of the Convention, requesting them to indicate whether they wish to transfer any unspent portion of their contributions to the General or the Special trust funds of the Convention. The Secretariat will then transfer the funds accordingly and will report on the transfers to the Conference.

## III. Programme of work, staffing and budgets for the biennium 2006–2007

7. The work plan for the biennium 2006–2007 described below is based on the functions of the Secretariat indicated in Article 20 of the Convention and on the decisions taken by Conference at its first meeting. The work plan includes:

- (a) Ensuring effective functioning of the Conference of the Parties, including:
  - (i) Preparing and convening annual meetings of the Conference of the Parties. The second and third ordinary meetings of the Conference of the Parties shall be held in 2006 and 2007, respectively;
  - (ii) Preparing and convening meetings of any subsidiary bodies that the Conference of the Parties may establish. These include:
    - a. Annual meetings of the Persistent Organic Pollutants Review Committee established, pursuant to paragraph 6 of Article 19 of the Convention, by Conference decision SC-1/7;
    - b. One meeting in 2006 of the Expert Group on Best Available Techniques and Best Environmental Practices established by Conference decision SC-1/19; and
    - c. One meeting in 2006 of the Open-ended Ad Hoc Working Group on Non-compliance established by Conference decision SC-1/14.
  - (iii) Providing support to activities relating to the implementation provisions of the Convention as directed by the Conference of the Parties. Activities requested by the Conference at its first meeting are included in the decisions adopted by the Conference, as set out in annex I of the report of that meeting (UNEP/POPS/COP.1/31). Many of these activities commenced in 2005;
- (b) Undertaking activities to assist Parties in implementing the Convention, including:
  - (i) Supporting the development and updating of guidance or guidelines relevant to implementation of the Convention:
    - a. Further develop the draft guidelines on best available techniques and best environmental practices relevant to Article 5 and Annex C of the Stockholm Convention, to identify further work to be undertaken on the draft guidelines and provisional guidance, determine the modalities for completing the work and identify the modalities for updating the draft guidelines and provisional guidance;
    - b. Finalize the development of the second edition of the Standardized Toolkit for Identification and Quantification of Dioxin and Furan Releases;
    - c. Update guidance for developing national implementation plans for the Stockholm Convention, including information related to Rotterdam Convention implementation, and provide additional information on social and economic considerations and action plans;
    - d. Facilitate implementation of guidance on technical assistance pursuant to paragraph 3 of Article 12;

- (ii) Assisting national focal points for the Convention to develop, maintain and update the infrastructure necessary for their exchange of information at the national level, with other national focal points and with the Secretariat;
  - (iii) Supporting training and capacity-building activities to assist developing countries and countries with economies in transition in their efforts to develop or strengthen capacities to implement the Convention;
- (c) Operating, pursuant to paragraph 4 of Article 9, a clearing-house mechanism for information on POPs and undertaking other information exchange requirements of the Convention;
- (d) Other activities necessary to support implementation of the Convention, including cooperation and coordination with the secretariats of other relevant international bodies, such as the secretariats of the Global Environment Facility, the Basel Convention, the Rotterdam Convention and WHO.
8. The approved staffing for the 2006 operational budget and approved indicative staffing for 2007 as set out in table 3 of decision SC-1/4 are provided in annex I to the present note for ease of reference. As of 10 February 2006, all the positions had been advertised.
9. The approved budget for 2006 and approved indicative budget for 2007 as set out in table 1 of decision SC-1/4 are provided in annex II to the present note for ease of reference.
10. The funding estimate for activities under the Special Trust Fund for 2006 and 2007 as set out in table 4 of decision SC-1/4 is provided in annex III to the present note for ease of reference.

#### **IV. Status of contributions received**

11. Regularly updated information on contributions received according to the assessed scale is provided on the website of the Convention at [www.pops.int](http://www.pops.int).
12. In addition, contributions to the Special Trust Fund will be reported at each meeting of the Conference. Updated information on expenditures incurred and contributions pledged or received will be provided in document UNEP/POPS/COP.2/INF/13.

#### **V. Staff and financial implications of recommendations forwarded to the Conference**

13. A cost analysis of new proposals before the Conference of the Parties at its second meeting is provided in document UNEP/POPS/COP.2/INF/16.

#### **VI. Establishment of trust funds**

14. The General Trust Fund and Special Trust Fund of the Stockholm Convention were established on 13 July 2005.

#### **VII. Possible action by the Conference of the Parties**

15. The Conference of the Parties may wish:
- (a) To note the activities undertaken by the Secretariat in 2005 as indicated in paragraph 4 above and staffing and expenditures for 2005 as set out in document UNEP/POPS/COP.2/INF/13;
  - (b) To adopt, with any amendments, the programme of work for the biennium 2006–2007 set out in paragraph 7 above;
  - (c) To adopt, with any amendments, the staffing table for 2007 set out in annex I to the present document;
  - (d) To adopt, with any amendments, the budget for 2007 set out in annex II to the present note;
  - (e) To consider any modifications to the funding estimate for activities under the Special Trust Fund for 2006 and 2007 as set out in annex III to the present note that may be necessary as a result of decisions taken by the Conference at its second meeting;

- (f) To consider the new proposals forwarded to the Conference at its second meeting as set out in document UNEP/POPS/COP.2/INF/16 and for those proposals that Conference approves, include them in the operational budget for 2007 or in the funding estimate for the Special Trust Fund;
- (g) To urge Parties that have not already done so to provide their contributions based on the scale of assessments;
- (h) To encourage Parties and others to provide contributions for activities to be funded from the Special Trust Fund for the Convention.

## Annex I

## Staffing table for the Convention Secretariat

Staff category and level	2006	2007
<b>A. Professional category</b>		
D-1 level	0.75	0.75
P-5 level	2.00	2.00
P-4 level	4.00	4.00
P-3 level	3.50	3.50
P-2 level		
Sub-total	10.25	10.25
<b>B. General Service Category</b>		
GS	7.5	7.5
<b>Total A + B</b>	<b>17.75</b>	<b>17.75</b>

## Standard staff costs (United States dollars)

Staff category and level	2006 <sup>a/</sup>	2007 <sup>b/</sup>
<b>A. Professional category</b>		
D-1 level	222,800	222,800
P-5 level	195,900	195,900
P-4 level	169,600	169,600
P-3 level	140,800	140,800
P-2 level	112,800	112,800
<b>B. General Service category</b>		
GS	96,100	96,100

<sup>a/</sup> United Nations Standard Salary Costs for Geneva, Version 20 (2005)

<sup>b/</sup> Figures for 2007 reflected here are based on United Nations Standard Salary Costs for Geneva, version 20 for 2005. An updated version of these costs to reflect United Nations Standard Salary Costs for Geneva, version 21 (2006–2007) will be provided in document UNEP/POPS/COP.2/INF/13.

## Annex II

## Operational budget for 2006 and indicative operational budget for 2007 (in United States dollars)

			2006	2007
<b>10</b>	<b>Project personnel component</b>			
	1100	<b>Professional staff</b>		
	<b>1199</b>	<b>Total professional staff</b>	10.25	<b>1,659,700</b>
	1200	<b>Consultants</b>		
	1201	Consultants unspecified	100,000	100,000
	1202	Consultants on regional centres	50,000	*
	1203	Consultants on guidelines on development of NIPS	80,000	20,000
	1204	Consultants on effectiveness evaluation	100,000	
	1205	Consultants on financial mechanism evaluation	60,000	
	<b>1299</b>	<b>Total consultants</b>		<b>390,000</b>
	<b>1300</b>	<b>General Service staff</b>		
		General Service staff subtotal	7.5	624,650
		Conference servicing		
	1330	Conference of the Parties	650,000	650,000
	1331	POPs Review Committee	281,000	281,000
	1332	BAT/BEP Expert Group meeting	100,000	
	1333	Non compliance meeting	30,000	*
	1334	Effectiveness evaluation	50,000	
		Conference servicing sub-total	1,111,000	931,000
	<b>1399</b>	<b>Total General Service staff</b>		<b>1,735,650</b>
	<b>1600</b>	<b>Travel on official business</b>		
	1601	Staff travel	100,000	100,000
	<b>1699</b>	<b>Total travel on official business</b>		<b>100,000</b>
	<b>1999</b>	<b>Component total: project personnel</b>		<b>3,885,350</b>
<b>30</b>	<b>Training component</b>			
	<b>3300</b>	<b>Meetings: participant travel and DSA</b>		
	3301	POPs Review Committee	90,500	90,500
	3302	BAT/BEP Expert Group meeting	116,000	
	<b>3399</b>	<b>Total meetings: participant travel and DSA</b>		<b>90,500</b>
	<b>3999</b>	<b>Component total: training</b>		<b>206,500</b>
<b>40</b>	<b>Equipment and premises component</b>			
	4100	<b>Expendable equipment</b>		
	4101	Office equipment: hardware and software	60,000	30,000
	<b>4199</b>	<b>Total expendable equipment</b>		<b>60,000</b>
	4200	<b>Non-expendable equipment</b>		
	4201	Office equipment: paper, toner, diskettes, CD-ROMs	10,000	10,000
	<b>4299</b>	<b>Total non-expendable equipment</b>		<b>10,000</b>
	4300	<b>Premises</b>		
	4301	Office space, maintenance, utilities	54,000	54,000
	<b>4399</b>	<b>Total premises</b>		<b>54,000</b>
	<b>4999</b>	<b>Component total: equipment and premises</b>		<b>124,000</b>

		2006	2007
<b>50</b>	<b>Miscellaneous component</b>		
	5100	<b>Operation and maintenance of equipment</b>	
	5101	Maintenance of office equipment	58,000
	5199	<b>Total operation and maintenance of equipment</b>	<b>58,000</b>
	5200	<b>Reporting cost</b>	
	5201	Web publishing	1,500
	5202	Other electronic media publishing	3,000
	5203	Printing costs	5,000
	5204	Document translations	62,500
	5205	Reports on effectiveness evaluation	10,000
	5299	<b>Total reporting cost</b>	<b>82,000</b>
	5300	<b>Sundry</b>	
	5301	Communications: mailing dispatching	10,000
	5302	Communications: Internet connection	18,000
	5303	Office supplies	1,000
	5399	<b>Total sundry</b>	<b>29,000</b>
<b>5999</b>	<b>Component total: miscellaneous</b>	<b>169,000</b>	<b>159,000</b>
<hr/>			
<hr/>			
<hr/>			
<b>99</b>	<b>Total direct cost</b>	<b>4,384,850</b>	<b>3,778,850</b>
	<b>Programme support costs (13%)</b>	<b>570,031</b>	<b>491,251</b>
	<b>Fund programme reserve (8.3%, incl. programme support costs)</b>	<b>411,255</b>	<b>-56,837</b>
	<b>Grand total</b>	<b>5,366,136</b>	<b>4,213,264</b>
	<b>Host country contribution</b>	<b>-1,725,000</b>	<b>-1,600,000</b>
	<b>Total budget (to be covered by assessed contributions)</b>	<b>3,641,136</b>	<b>2,613,264</b>

\* No provision has been made in 2007 because policy on this line item is to be reviewed by the Conference of the Parties at its second meeting

**Annex III****Funding estimate for activities under the Special Trust Fund  
(in United States dollars)**

		2006	2007
<b>10</b>	<b>Project personnel component</b>		
	1200 <b>Consultants</b>		
	1201 Consultants on DDT	250,000	
	1202 Consultants on effectiveness evaluation		70,000
	<b>1299 Total consultants</b>	<b>250,000</b>	<b>70,000</b>
<b>1999</b>	<b>Component total: project personnel</b>	<b>250,000</b>	<b>70,000</b>
<b>30</b>	<b>Training component</b>		
	3300 <b>Meetings: participant travel and DSA</b>		
	3301 Conference of the Parties	500,000	500,000
	3302 POPs Review Committee	90,500	90,500
	3303 Non compliance meeting	41,250	
	3304 Meetings on DDT	75,000	
	3305 Meetings on Effectiveness Evaluation		120,000
	<b>3399 Total meetings: participant travel and DSA</b>	<b>706,750</b>	<b>710,500</b>
<b>3999</b>	<b>Component total: training</b>	<b>706,750</b>	<b>710,500</b>
<b>50</b>	<b>Miscellaneous component</b>		
	5200 5201 Reports on effectiveness evaluation		10,000
	<b>5299 Total reporting cost</b>		<b>10,000</b>
<b>5999</b>	<b>Component total: miscellaneous</b>		<b>10,000</b>
<b>99</b>	<b>Total direct cost</b>	<b>956,750</b>	<b>790,500</b>
	<b>Programme support costs (13%)</b>	<b>124,378</b>	<b>102,765</b>
	<b>Grand total</b>	<b>1,081,128</b>	<b>893,265</b>