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INTERGOVERNMENTAL NEGOTIATING COMMITTEE FOR AN  
INTERNATIONAL LEGALLY BINDING INSTRUMENT  
FOR IMPLEMENTING INTERNATIONAL ACTION ON  
CERTAIN PERSISTENT ORGANIC POLLUTANTS

Seventh session

Geneva, 14-18 July 2003

Item 4 of the provisional agenda\*

**Activities of the secretariat and review of the situation as regards  
extrabudgetary funds**

**DRAFT PROGRAMME OF WORK AND BUDGET \*\***

Note by the secretariat

Introduction

1. In resolution 1, paragraph 3, of the Conference of Plenipotentiaries on the Stockholm Convention, the Conference invited the Executive Director of the United Nations Environment Programme (UNEP) to convene such further sessions of the Intergovernmental Negotiating Committee, during the period between the date on which the Convention was opened for signature and the date of the opening of the first meeting of the Conference of the Parties, as were necessary to oversee the implementation, during the interim period, of international action to protect human health and the environment from persistent organic pollutants (POPs) within the scope of the Convention and to prepare for and service the Conference of the Parties until the end of the fiscal year in which the first meeting of the Conference of the Parties took place (for the text of the resolution, see the report of the Conference in annex I to document UNEP/POPS/CONF/4).
2. In paragraph 12 of resolution 1, the Conference requested the Executive Director of UNEP to provide, during the interim period, secretariat services for the operation of the interim activities.
3. In keeping with the above mandates, the sixth session of the Intergovernmental Negotiating Committee was held from 17 to 21 June 2002 with secretariat services provided for its preparation, organization and follow-up provided by UNEP. Regarding the secretariat's programme of work and budget,

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\* UNEP/POPS/INC.7/1.

\*\* Conference of Plenipotentiaries on the Stockholm Convention, resolution 1, paragraphs 3 and 12; UNEP/POPS/INC.6/22, paragraphs 38-52 and annex VI.

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as indicated in paragraphs 49-51 and annex VI of the report of the session, UNEP/POPS/INC.6/22, the Committee:

- (a) Agreed to note the budget for the year 2003, on the understanding that the budget for 2004 would be indicative only and would be further examined in detail by the Committee at its seventh session;
- (b) Agreed to establish a budget group at its seventh session, which would also be able to examine the possible budgetary implications of the Committee's decisions and report on them;
- (c) Requested the Executive Secretary to request the Executive Director of UNEP to examine the possibility of retiring some or all of the \$818,241 debt to the UNEP Environment Fund reserve incurred by the secretariat in conducting and servicing the first five sessions of the Committee; and
- (d) Called for an examination of the possibility of reducing the costs of the 13 per cent overhead charge to be paid to UNEP, or of UNEP providing a finance officer under that allocation.

4. In response to the request by the Committee referred to in subparagraphs 3 (c) and (d) above, the Executive Secretary sent a letter to the Executive Director of UNEP in July 2002 requesting that he consider the possibility of retiring some or all of the debt to the UNEP Environment Fund Reserve and of reducing the costs, or of UNEP providing a finance officer under the allocation, of the 13 percent overhead charge to be paid to UNEP.

5. In September 2003 funding became available from interest earned from the POPs trust fund and this was used to repay all of the \$818,241 debt to the UNEP Environment Fund reserve.

6. In February 2003 the Governing Council of UNEP adopted decision 22/4 II, in which it authorized the continued participation of the UNEP secretariat in an interim secretariat of the Stockholm Convention, as requested by the Conference of Plenipotentiaries.

7. In accordance with the above, in the present note the secretariat provides information on the following:

- (a) Income and expenditures during 2002;
- (b) Funding and expenditures under the budget for 2003 noted by the Committee at its sixth session;
- (c) Proposed programme of work and budget for 2004; and
- (d) Possible indicative work plan and budget for 2005.

#### I. INCOME AND EXPENDITURES IN 2002

8. During 2002 UNEP continued to serve as the secretariat for the Committee and other interim activities called for by the Conference of Plenipotentiaries. This involved: preparation for and conduct of the sixth session of the Committee; finalization of the report of the session; initial action to implement intersessional work requested by the Committee, including work related to the 19 decisions which it had taken; preparations for and conduct of a workshop on liability and redress together with its host, the Government of Austria; provision of assistance and information to developing countries and countries with economies in transition, including helping to strengthen national focal points; and planning and preparations for the seventh meeting of the Committee.

9. A summary of the total income and expenditure for 2002 to cover these expenses appears in annex II to the present note. Information on secretariat staffing for the period by category and level is provided in annex I.

## II. PROGRAMME OF WORK AND BUDGET FOR 2003

### A. Programme of work

10. According to the budget breakdown by work area in the budget noted by the Committee contained in part B of annex VI of UNEP/POPS/INC.6/22, the programme of work for the secretariat for 2003 comprises the following:

- (a) Ensuring effective functioning of the Intergovernmental Negotiating Committee, including:
  - (i) Preparing for and convening future sessions of the Committee and meetings of any subsidiary bodies that it may establish, including providing legal, policy and technical support and analysis in all aspects of POPs assessment and management and completing any intersessional work requested by the Committee;
  - (ii) Developing draft formats for reporting in pursuance of Convention requirements;
  - (iii) Collecting, compiling and generating data needed for the first meeting of the Conference of the Parties, including information necessary to review the continued need for DDT in disease vector control, evaluating the effectiveness of the Convention and continuing to compile a master list of actions to address POPs; and
  - (iv) Providing support on matters relating to: financing of activities by the interim financial mechanism for the Convention; developing guidance for the financial mechanism established under the Convention, as well as decisions on the institutional structure of the mechanism and a process for its evaluation; and collecting information from relevant funding institutions on ways in which they can support Convention implementation;
- (b) Undertaking activities to assist countries in implementing the Convention, including:
  - (i) Supporting the development of guidance or guidelines on how to estimate releases of unintentionally produced POPs, and on best available techniques and best environmental practices for reducing or eliminating releases from new and existing sources of these pollutants;
  - (ii) Supporting national focal points for the Convention;
  - (iii) Conducting a feasibility study and case studies as requested by the Committee; and
  - (iv) 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) Developing and operating the clearing-house mechanism for information on POPs by maintaining the existing clearing-house mechanism provided by UNEP Chemicals in its current state;
- (d) Developing the modalities of the capacity assistance network in collaboration with the Global Environment Facility (GEF); and
- (e) Other activities necessary to support implementation of decisions by the Conference of Plenipotentiaries and the Committee in such areas as coordination with secretariats of other relevant international bodies, including in the development of guidelines for the environmentally sound management of POPs wastes and other activities that may arise from interim work that is or will be conducted under the Stockholm Convention.

11. For the interim secretariat to fulfil its responsibilities described above, it will need resources to cover:
- (a) Staff costs, including Professional and General Service category staff of the secretariat, consultants, administrative support and travel on official business;
  - (b) Contractual services;
  - (c) Meeting costs, including conference servicing, participant travel and other costs related to the conducting of meetings and workshops;
  - (d) Premises and equipment, including computer hardware and software, office equipment and supplies, as well as office space rental and maintenance; and
  - (e) Operational and miscellaneous costs, including operation and maintenance of equipment (e.g., photocopiers), publication and printing, communications (e.g., telephone and fax), and postage and freight.

#### B. Budget

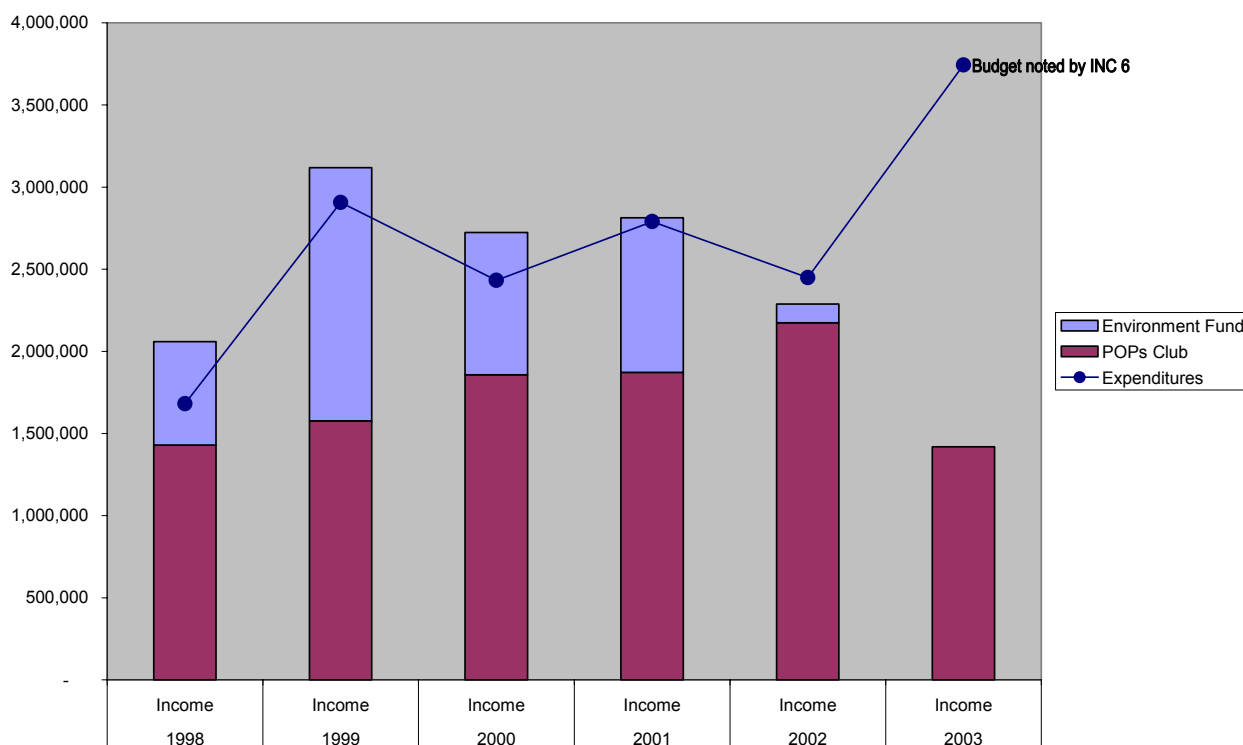
12. The 2003 budget as noted by the Committee at its sixth session is set at \$3,743,696. A breakdown of the budgeted secretariat staff for the period by category and level is provided in annex I to the present note. Funds available to implement activities included in the budget amount to \$1,418,745 as of 1 April 2003. A summary of the budget and the relevant current funding situation is provided in annex III to the present note.

13. The shortfall in meeting the current budget targets limited the secretariat's capacity to implement many of the decisions taken by the Committee at its sixth session. Priority has been given to ensuring the preparation and conduct of the seventh session of the Committee and the first session of the Expert Group on Best Available Techniques and Best Environmental Practice. Other activities under the budget have had to be curtailed or left undone. The feasibility study and case studies on the subregional and regional centres for technical assistance and technology transfer called for under decisions INC-6/9 and INC-6/10 have been postponed. If sufficient additional funding is not received or pledged by the end of July 2003, it may be necessary to reassign some secretariat staff, at least temporarily, to projects elsewhere in UNEP that are funded and not hire any new staff.

14. Not included in this budget is the second session of the Expert Group on Best Available Techniques and Best Environmental Practices, which is tentatively scheduled to take place in December 2003.

15. Figure 1 gives an overview of income and expenditures relating to the secretariat of the Committee between 1998 and 2002, and the state of finances as of 1 April 2003.

Figure 1 – Income and expenditures for activities of the secretariat, 1998-2003(1 April) in US\$



### III. PROPOSED PROGRAMME OF WORK AND BUDGET FOR 2004 AND POSSIBLE INDICATIVE PROGRAMME OF WORK AND BUDGET FOR 2005

#### A. Programme of work

16. Consistent with the budget breakdown by work area in the indicative budget contained in part B of annex VI of UNEP/POPS/INC.6/22, the proposed programme of work for the secretariat for 2004 comprises the following:

- (a) Ensuring effective functioning of the Conference of the Parties, including:
  - (i) Preparing and convening sessions of the Conference of the Parties<sup>1</sup> and meetings of any subsidiary bodies that it may establish, including providing legal, policy and technical support and analysis in all aspects of assessment and management of persistent organic pollutants and completing any intersessional work requested by the Conference of the Parties or the Committee prior to the first session of the Conference of the Parties;
  - (ii) Developing draft formats for reporting in pursuance of Convention requirements, for adoption by the Conference of the Parties;
  - (iii) Collecting, compiling and generating data needed for the first meeting of the Conference of the Parties, including information necessary to review the continued need for DDT in disease vector control, evaluating the effectiveness of the Convention and continuing to compile a master list of actions to address POPs; and

<sup>1</sup> Expected to occur in first half of 2005.

- (iv) Providing support on matters relating to: financing of activities by the interim financial mechanism for the Convention; developing guidance for the financial mechanism established under the Convention, as well as decisions on the institutional structure of the mechanism and a process for its evaluation; and collecting information from relevant funding institutions on ways in which they can support Convention implementation;
- (b) Undertaking activities to assist countries in implementing the Convention, including:
  - (i) Supporting the development and updating of guidance or guidelines on how to estimate releases of unintentionally produced POPs, and on best available techniques and best environmental practices for reducing or eliminating releases from new and existing sources of these pollutants;
  - (ii) Supporting national focal points for the Convention;
  - (iii) Conducting studies requested by the Conference of the Parties or the Committee prior to the first session of the Conference of the Parties;
  - (iv) 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; and
  - (v) Developing and operating modalities of the Capacity Assistance Network in collaboration with GEF;
- (c) Enhancing and operating a clearing-house mechanism for information on POPs by maintaining the existing clearing-house mechanism at a level of activity determined by the Committee or the Conference of the Parties;
- (d) Other activities necessary to support implementation of decisions of the Conference of Plenipotentiaries or the Committee in such areas as coordination with secretariats of other relevant international bodies, including in the development of guidelines for the environmentally sound management of POPs wastes and other activities that may arise from interim work that is or will be conducted under the Stockholm Convention.

17. No session of the Committee is envisaged for 2004. The first session of the Conference of the Parties is expected to be held in the first half of 2005. Until that meeting, the secretariat is to continue to carry out the work described under paragraph 16 above.

#### B. Budget

18. To fund the activities projected under the above programme of work for 2004, a budget of \$2,618,986 is proposed, as set out in annex IV to the present note. A breakdown of the proposed secretariat staff for the period by category and level is provided in annex I.

19. For the activities projected under the programme of work for 2005, an indicative budget of \$4,329,250 is proposed, as set out in annex V to the present note. A breakdown of the potential secretariat staff for the period by category and level is provided in annex I.

#### C. Priorities

20. With regard to the priorities within the budget proposed above, the secretariat suggests the following:

- (a) Priority one: Ensuring effective preparation for the Conference of the Parties and any subsidiary bodies it may establish;

(b) Priority two: Ensuring effective preparation for and conduct of any subsidiary bodies established by the Committee that are to complete work for consideration by the Conference of the Parties at its first session, including the Expert Group on Best Available Techniques and Best Environmental Practices;

(c) Priority three: Operating and further developing the clearing-house mechanism, to ensure that information on POPs better meets the needs of Parties and other priority users;

(d) Priority four: Supporting activities to assist countries in implementing the Convention, including the development and implementation of a capacity assistance network; and

(e) Priority five: Undertaking other activities included in the above programme of work, including coordination with other relevant bodies.

#### IV. POSSIBLE ACTION BY THE COMMITTEE

21. The Committee may wish to take note of the information contained in the present note and to consider:

(a) Commenting or making recommendations on the programme of work of the interim secretariat for the remainder of 2003;

(b) Approving, with any amendments, the format for reporting included in annex II;

(c) Noting or approving the proposed programme of work and budget for 2004 and indicative budget for 2005; and

(d) Making recommendations on how to mobilize the necessary funds to meet the 2004 budget.

22. The Committee may wish to establish a budget group to assist it in this undertaking.

## Annex I

## PROGRAMME STAFF: 2002-2005

Table 1: Programme staff

Staff category and level		2002 actual	2003 budgeted	2003 actual	2004 budget <sup>1</sup>	2005 budget <sup>2</sup>
A.	Professional category					
	D-1	1.00	1.00	1.00	1.00	1.00
	P-5	2.00	2.00	2.00	2.00	2.00
	P-4	1.95	3.50	1.00	3.00	3.50
	P-3	0.50	2.00 <sup>3</sup>	0.50	3.50 <sup>3</sup>	4.50 <sup>3</sup>
	P-2	0.00	1.00	1.00	1.00	1.00
	<b>Subtotal</b>	5.45	9.50	5.50	10.00	11.00
B.	General Service category	3.25	6.00	3.25	6.00	7.00
	<b>TOTAL (A+B)</b>	<b>8.70</b>	<b>15.50</b>	<b>8.75</b>	<b>16.50</b>	<b>17.50</b>

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<sup>1</sup> Proposed budget.

<sup>2</sup> Indicative budget.

<sup>3</sup> Assumes that one fund management post to be funded from overhead charges.



## Annex II

## EXPENDITURE AND INCOME: 2002

Table 2 (a): Expenditure by item of expenditure  
(in US dollars)

		Work- years	Total 2002
<b>10Project Personnel Component</b>			
1100	Nr.	<b>Personnel Title</b>	
	1101	Executive Secretary (D-1)	89,793
	1102	Deputy (D-1)	104,703
	1103	Executive Coordinator (L-5)	148,807
	1104	Senior technical officer (L-5)	80,316
	1105	Senior technical officer (P-5)	85,839
	1106	Policy officer (P-4)	94,221
	1107	Technical officer (P-4)	33,735
	1108	Technical officer (P-4)	23,083
	1109	Technical officer (P-3)	29,610
	1110	Technical officer (P-3)	26,324
	1111	Junior professional officer (P-2)	1,695
	1199	<b>Total</b>	<b>718,124</b>
1200	Nr.	<b>Consultants</b>	
	1201	PCB project	36,137
	1202	NIP Guidelines	20,000
	1299	<b>Total</b>	<b>56,137</b>
1300	Nr.	<b>Administrative support</b> General service staff	
	1301	Budget officer (G-7)	22,513
	1302	Legal assistance (G-5)	17,143
	1302	Administrative assistant (G-5)	17,237
	1303	Internet/computer assistant (G-4)	29,246
	1304	Secretary (G-5)	19,714
	1305	Secretary (G-4)	13,019
	1306	Secretary (G-5)	78,857
	1307	Secretary (G-4)	18,939
	1310	Temporay assistance posts	13,757
		<b>Conference services</b>	
	1321	INC 6th session	398,674
	1399	<b>Total</b>	<b>629,098</b>
1600	Nr.	<b>Travel on official business</b>	
	1601	Official staff travel	33,020
	1699	<b>Total</b>	<b>33,020</b>
1999	Component total		1,436,379

**20Sub Contract Component**

2100	Nr.	<b>Sub-contracts (cooperation agencies)</b>	
		N/A	
	2199	Total	
2200	Nr.	<b>Sub-contracts (supporting organizations)</b>	
		N/A	
	2299	Total	
2300	Nr.	<b>Sub-contracts (for commercial purposes)</b>	
	2301	Master List	20,000
	2302	INC 6 costs	20,000
	2399	Total	40,000
2999	Component total		48,295

**30Training Component**

3300	Nr.	<b>Meetings: participant travel and DSA</b>	
	3301	INC 6th session	397,028
	3399	Total	397,028
3999	Component total		397,028

**40Equipment and Premises Component**

4100	Nr.	<b>Expendable Equipment</b>	
	4101	Office equipment: Hardware and Software	8,295
	4199	Total	8,295
4200	Nr.	<b>Non-expendable equipment</b>	
	4201	Office equipment: paper, toner, diskettes, CD-ROMs	13,938
	4299	Total	13,938
4300	Nr.	<b>Premises (rent)</b>	
	4301	Office space, utilities	20,750
	4399	Total	20,750
4999	Component total		42,984

**50Miscellaneous Component**

5100	Nr.	<b>Operation and maintenance of equipment</b>	
	5101	Maintenance of office equipment	10,428
	5199	Total	10,428
5200	Nr.	<b>Reporting cost</b>	
	5201	Printing costs	20,112
	5299	Total	20,112

5300	Nr.	<b>Sundry</b>	
	5301	Communications	25,079
	5399	<b>Total</b>	<b>25,079</b>
5400	Nr.	<b>Hospitality and entertainment</b>	
	5401	INC-6: briefings, related costs	1,962
	5499	<b>Total</b>	<b>1,962</b>
5999	Component total		57,581
<b>99</b>	<b>Total Direct Project Cost</b>		<b>1,982,267</b>
	Administrative fee (13 %)		257,695
	<b>Total Costs</b>		<b>2,239,961</b>

Table 2 (b): Total expenditure and income  
(in US dollars)

<b>Expenditure</b>		
	Total programme expenditure	1,982,267
	Overhead charge	257,695
	<b>TOTAL EXPENDITURE</b>	<b>2,239,961</b>
<b>Income</b>		
	Contributions to the POPs Club Trust Fund	1,471,377
	Contribution from the UNEP Environment Fund	534,087
	Other contributions	209,264
	<b>TOTAL INCOME</b>	<b>2,214,728</b>
	<b>BALANCE</b>	<b>-25,233</b>

Annex III

## BUDGET AND INCOME FOR 2003

Table 3 (a): Budget for 2003 by cost category  
(in US dollars)

ITEM OF EXPENDITURE	
Staff	1,475,043
Consultants	395,000
Official travel	90,000
Contractual services	48,000
Conference services	440,000
Participants travel	310,000
Other meeting costs	350,000
Premises and equipment	95,827
Publications, communications and other miscellaneous	109,135
TOTAL PROGRAMME BUDGET	3,313,025
OVERHEAD CHARGE	430,691
TOTAL EXPENDITURE	3,743,696

Table 3 (b): Total budget and income as of 1 April 2003  
(in US dollars)

<b>Total budget</b>	<b>3,743,696</b>
<b>Income</b>	
Contributions to the POPs Club Trust Fund	1,418,745
Contribution from the UNEP Environment Fund	not yet determined
Other contributions	0
<b>TOTAL INCOME</b>	<b>1,418,745</b>
<b>BALANCE</b>	<b>-2,324,951</b>

Annex IVPROPOSED BUDGET FOR 2004  
(in US dollars)

<u>Item of expenditure</u>	
Staff	1,738,800
Consultants	92,500
Official travel	100,000
Contractual services	62,000
Conference services	60,000
Participant travel	70,000
Premises and equipment	86,197
Miscellaneous	108,190
Total programme	2,317,687
Overhead charge (13%)	301,299
<b>TOTAL</b>	<b>2,618,986</b>

Annex VINDICATIVE BUDGET FOR 2005  
(in US dollars)

<b>Item of expenditure</b>	
Staff	1,977,841
Consultants	146,000
Official travel	100,000
Contractual services	62,000
Conference services	675,000
Participant travel	675,000
Premises and equipment	85,000
Miscellaneous	110,354
<b>Total programme</b>	<b>3,831,195</b>
<b>Overhead charge (13%)</b>	<b>498,055</b>
<b>TOTAL</b>	<b>4,329,250</b>

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