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**Rotterdam Convention on the Prior  
Informed Consent Procedure for Certain  
Hazardous Chemicals and Pesticides in  
International Trade  
Conference of the Parties  
Fourth meeting**

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Item 8 of the provisional agenda\*

**Programme of work and consideration of the  
proposed budget for the biennium 2009–2010**

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2009–2010**

**Note by the Secretariat**

1. By decision RC-3/9, the Conference of the Parties requested, among other things, the Secretariat to prepare an operational budget for the biennium 2009–2010.
2. The annexes to the addendum to the present note (UNEP/FAO/RC/COP.4/23/Add.1) contain a detailed proposal for the programme of work and budget for the biennium 2009–2010.
3. The Conference of the Parties may wish:
  - (a) To consider and adopt the programme of work;
  - (b) To consider and adopt the proposed operational budget and staffing levels for 2009–2010.

**I. Background**

4. By paragraph 20 of decision RC-1/17, the Conference of the Parties requested the Secretariat to report on the Secretariat's activities, income and budget for 2005 and 2006, to prepare a budget for the biennium 2007–2008 and to make recommendations on the future trusteeship of the Convention trust funds to the Conference of the Parties at its third meeting. In the light of the limited experience it was considered premature to make recommendations to the Conference of the Parties on the future trusteeship of the Convention trust funds and that discussion of the matter should be postponed until the fifth meeting of the Conference of the Parties, tentatively scheduled for 2010.

\* UNEP/FAO/RC/COP.4/1.

5. By paragraphs 19 and 20 of decision RC-3/9, the Conference of Parties requested the Secretariat to prepare the 2009–2010 operational budgets on the basis of a programmatic structure and to make efforts towards achieving a harmonized budget format with the secretariats of the Stockholm Convention on Persistent Organic Pollutants and the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal. It also requested, for comparative purposes, that the new budget be presented in the format of the biennium 2007–2008.

6. In line with the above request, the programme of work and budget for 2009–2010 is presented in two formats: the same format as that considered at the ninth meeting of the Conference of the Parties to the Basel Convention in June 2008; and, for comparative purposes, the same format as the biennium 2007–2008.

## **II. Introduction**

7. The present note and its addendum set forth the programme of work and proposed budget for the biennium 2009–2010. The present note contains three substantive chapters: chapter III, “Overview of the proposed programme of work”, briefly introduces the range of activities included in the programme of work; chapter IV, “Costing of the proposed programme of work”, describes the costs for the implementation of the programme of work according to three distinct budget scenarios; while chapter V, “Points to consider in reviewing the three budget scenarios”, identifies points relevant to the implementation of the proposed programme of work that the Conference of the Parties may wish to consider when reviewing the three budget scenarios.

8. The addendum to the present note contains five annexes. Annexes 1–3 reflect the three distinct budget scenarios for the biennium 2009–2010. Annex 4 sets out the standard salary costs for Geneva and Rome, while annex 5 includes a brief comparison of the three budget scenarios and their consequences for programme implementation. Each of the annexes for the three budget scenarios (annexes 1–3) is divided into six parts, (a)–(f), as set out below:

- (a) Detailed overview of the proposed programme of work and budget for the biennium 2009–2010 in the format of the Basel Convention;
- (b) Summary table of non-staff costs and requirements per core functions and programme and cross-cutting support functions;
- (c) Summary tables of detailed costs for the General Trust Fund for the Operational Budget (RO) and the Voluntary Special Trust Fund (RV);
- (d) Presentation of the operational budget for 2009–2010 in the format used for the biennium 2007–2008;
- (e) Indicative scale of assessment for the General Trust Fund;
- (f) Proposed staffing tables.

## **III. Overview of the proposed programme of work and proposed budget for the biennium 2009–2010**

9. This chapter briefly sets out the range of activities included in the programme of work. These include the Secretariat’s functions as set forth in subparagraphs 2 (a)–(e) of article 19 of the Convention and tasks undertaken by the Secretariat in accordance with the decisions of the Conference of the Parties, together with new activities related to increased synergies and cooperation with the secretariat of the Stockholm Convention. The proposed programme of work for each of the three budget scenarios over the biennium 2009–2010 may be found in part (a) of annexes 1–3. In line with decision RC-3/9, it has been prepared based on a programmatic structure and in the same format as that used by the Basel Convention. For comparative purposes, each budget scenario is also presented in the format of the biennium 2007–2008 in part (d) of annexes 1–3.

10. In line with the format used within the Basel Convention, the programme of work of the Rotterdam Convention during the biennium 2009–2010 has been organized into two principal clusters core functions, which focuses on meetings of the Conference of the Parties and its subsidiary bodies; and programme and cross-cutting support functions, which includes a range of activities organized into six subheadings, relevant to the effective implementation of the Convention.

## **A. Core functions**

11. The core functions are defined to include the preparation and delivery of the fifth regular meeting of the Conference of the Parties, and also of an extraordinary meeting of a joint conference of the Parties to the Rotterdam, Stockholm and Basel conventions. The core functions cluster also provides for the fifth and sixth regular meetings of the Chemical Review Committee and three meetings of the Bureau of the Conference of the Parties.

## **B. Programme and cross-cutting support functions**

12. The programme and cross-cutting support functions include a comprehensive range of activities to support the implementation of the Rotterdam Convention. These have been organized as follows:

- (a) Legal support;
- (b) Regional and national delivery of technical assistance;
- (c) Outreach, publications and public awareness;
- (d) Knowledge and information management;
- (e) Executive direction, management and strategic planning;
- (f) Office equipment and services.

13. For each of the individual elements in the programme of work detailed information on the mandate, relevant objectives, indicators of achievement, the specific activities and expected outputs is provided.

14. In developing the programme, the overall objective has been to provide a full programme of activities that correspond to country needs in the implementation of the Convention. At the Secretariat level, the proposed programme of work reflects actions taken to improve efficiency in administrative functions jointly with the secretariat of the Stockholm Convention. It is also consistent with many of the elements of the recommendation of the Ad Hoc Joint Working Group on Enhancing Cooperation and Coordination among the Basel, Rotterdam and Stockholm Conventions (document UNEP/FAO/RC/COP.4/20). In addition, activities aimed at facilitating Parties' implementation of the Convention involving a broad range of partners and facilitating regional delivery have been strengthened further and include joint activities with the secretariat of the Stockholm Convention and a range of partners at the international, regional and national levels.

15. The programme includes an expansion of some of the previously identified programmes and a number of new programme activities, such as:

- (a) Development of a programme of work to assist countries in developing relevant infrastructure for the management of industrial chemicals;
- (b) Provision of legal support and advice to the Secretariat, the Conference of the Parties, subsidiary bodies and Parties;
- (c) Series of workshops to assist Parties in developing project proposals to secure funding from a range of sources relevant to their specific needs;
- (d) Series of activities that would be implemented jointly with the secretariat of the Stockholm Convention;
- (e) Development of a public awareness programme and a communications strategy to raise public awareness of the Rotterdam Convention at the global and national levels;
- (f) Series of activities to ensure that the broad range of information on hazardous chemicals available under the Convention is readily accessible to Parties. This will include further development of the Convention website and additional communication materials.

16. The programme also includes a range of technical assistance activities that address the challenges that Parties face in implementing the Convention. The strategy is based on experience acquired and, focusing on the needs expressed by Parties, is largely demand-driven. The programme for technical assistance has been expanded to cover all aspects related to the implementation of the Convention. Experience in working with Parties during 2007–2008, as described in document

UNEP/FAO/RC/COP.4/16, has been in part the basis for the programme of technical assistance described in detail in document UNEP/FAO/RC/COP.4/17.

17. As the Secretariat moves to being fully operational, there is a need to ensure that staffing resources are sufficient to provide the services required. There has been no increase in staff since the approval of the staffing table in paragraph 8 of decision RC-1/17. The current staffing proposals are seen as necessary so that the Secretariat can achieve its full operational capacity for the foreseeable future. As a function of the enlarged core activities carried out by the Secretariat, and to implement the comprehensive programme of technical assistance activities, the Secretariat's proposed staffing needs are presented in part (f) of annexes 1–3.

#### **IV. Costing the proposed programme of work for the biennium 2009–2010**

18. This chapter briefly describes how the estimates of the costs of the various elements of the programme of work for 2009–2010 have been developed. It also considers the available sources of funding for the various activities and presents the proposed programme of work according to three distinct budget scenarios (annexes 1–3).

19. As noted in the preceding chapter, the programme of work, set out in part (a) of the three scenarios (annexes 1–3), is divided into two principal clusters of activities: core functions and programme and cross-cutting support functions. For each of the specific activities in the programme of work an estimate of resources required for its implementation is provided, divided into the General Trust Fund and the Voluntary Special Trust Fund. These estimates cover both staff and non-staff items. The cost of staff members is shared between all activities to which they contribute. Assignment of staff costs is based on the preparation and analysis of staff time allocations for the biennium 2007–2008 for activities undertaken in that biennium.

20. In developing this budget, the 2009 standard staff costs for the Geneva and Rome duty stations have been applied in accordance with the United Nations budget policy and were adjusted by 4 per cent to calculate the staff costs for 2010. Annex 4 shows these standard figures as compared to the staff costs used in the preparation of the Secretariat's budget for the biennium 2007–2008.

21. Non-staff costs include consultants, contractual services, travel, meetings, workshops and publications. Operational expenses, such as office maintenance costs, communications, supplies, computer equipment and other expenses, are shown separately. Part (b) of each scenario provides a tabular summary of the non-staff costs for each of the activities included under the programme and cross-cutting support functions item.

##### **A. Sources of funding**

22. The operational budget includes costs to be covered from assessed contributions from Parties and the host country contributions to the General Trust Fund, together with activities funded from voluntary contributions to the Voluntary Special Trust Fund. Many activities draw upon resources from both funds.

23. The Secretariat's core activities, including the operation of the Conference of the Parties and subsidiary bodies, are funded from the General Trust Fund and from in kind contributions from the Food and Agriculture Organization of the United Nations (FAO) and the United Nations Environment Programme (UNEP). Technical assistance activities and the travel of developing country participants to Conference of the Parties are paid for by voluntary contributions to the Voluntary Special Trust Fund. Part (c) of each scenario provides a tabular summary of the detailed costs to be funded by both trust funds.

24. The host country contributions represent a total of 1.2 million euros annually from the Governments of Italy and Switzerland (600,000 euros each) to the General Trust Fund. Full details of the status of the General Trust Fund and Voluntary Special Trust Fund, as of 31 May 2008, may be found in document UNEP/FAO/RC/COP.4/22.

25. By paragraph 2 of decision RC-3/9, the Conference of the Parties invited the governing bodies of UNEP and FAO to continue their financial support for the operation of the Convention and its Secretariat in 2007 and 2008.

26. The Secretariat located in Geneva will continue to benefit from in kind contributions from UNEP in 2009–2010 to offset costs in the operational budget at a level of approximately \$250,000 in the form of legal advice and general financial and administrative support. This is greatly augmented through the implementation of the UNEP chemicals programme of work in conjunction with the Secretariat in the regions. This is expected to exceed \$1 million per year in 2009 and 2010, concentrated at the regional and national levels. The Secretariat will also benefit from expanded administrative support and efficiencies through the newly operational joint services section, jointly shared with the Secretariat of the Stockholm Convention, which is presented in part (f) of annexes 1–3.

27. FAO intends to maintain its financial contribution to the Secretariat. FAO has biennial budgets that are currently asynchronous with the Rotterdam Convention budget, as they apply to 2008–2009 and 2010–2011. The resources are anticipated to include the post of co-Executive Secretary (25 per cent of one D-1 post), one professional at the P-5 level, one at the P-3 level and 25 per cent of a General Service administrative post (totalling approximately \$450,000 at 2009 rates). Given that the continued contribution of FAO to the staff costs of the Secretariat is contingent upon the continued support of FAO, the Conference of the Parties established a contingency reserve of \$380,000 (paragraph 5 of decision RC-2/7). The increase in the contingency fund in the budget for 2009–2010 is estimated at \$64,877 (for a total of \$468,019 in 2010). The part of the secretariat situated in Rome also benefits from in kind contributions in the form of legal advice and administrative support, and also from joint activities with the FAO regional offices, which may be estimated to be around \$300,000 annually.

## **B. Three budget scenarios**

28. The Ad Hoc Joint Working Group on Enhancing Cooperation and Coordination among the Basel, Rotterdam and Stockholm Conventions requested the three conferences of the parties to prepare their operational budgets in a programmatic structure and to work towards a common format. At the third meeting of the Conference of the Parties to the Stockholm Convention and the eighth meeting of the Conference of the Parties to the Basel Convention, the secretariats were requested to prepare their operational budgets according to three distinct funding scenarios. Accordingly, the Secretariat, with the Bureau's endorsement, has prepared the following three budget scenarios for the programme of work for 2009–2010:

- (a) Annex 1: Executive Secretaries' assessment of the required rate of growth of the operational budget;
- (b) Annex 2: Maintained at the 2007–2008 level in nominal terms;
- (c) Annex 3: Increasing the 2007–2008 level by 10 per cent in nominal terms.

29. The individual scenarios are appended to this document as annexes 1–3, respectively. A comparison of the three budget scenarios and their consequences for the implementation of the programme of work in 2009–2010 is presented in annex 5.

### **1. Executive Secretaries' assessment of the required rate of growth of the operational budget for 2009–2010**

30. This scenario, presented in annex 1, is based on the option of putting in place a fully operational Secretariat structure, maintaining the preparation and servicing of meetings at the current level and implementing all activities that the Executive Secretaries consider to be necessary for providing appropriate programme support for the implementation of the Convention. To deliver this programme of work, including the new programmes and activities listed in paragraph 15, will require the establishment of a resource mobilization officer post (at the P-5 level, shared on a 50 per cent basis with the Stockholm Convention), two programme officer posts (at the P-3 level) and an administrative clerk (General Service).

31. Accordingly, the proposed budget includes all Secretariat staff time and related costs to be funded from the General Trust Fund (apart from those staff provided in kind by FAO – see paragraph 27). The new activities set out in paragraph 15 would be funded from Voluntary Special Trust Fund.

32. The total programme resources required under this scenario for the biennium 2009–2010, including programme support costs, are \$14,976,288 of which \$9,109,328 is proposed to be financed from the General Trust Fund through assessed contribution by the Parties and \$5,866,960 from the Voluntary Special Trust Fund of the Parties and other donors.

33. This scenario would require an increase of 28.9 per cent in the General Trust Fund budget as compared to the biennium 2007–2008 and a 32.7 per cent increase in assessed contributions for the biennium by Parties.

## **2- Maintained at the 2007–2008 level in nominal terms**

34. This scenario, presented in annex 2, is based on the option of maintaining the 2007–2008 assessed contributions at the same level.

35. All existing Secretariat staff will continue to be funded from the General Trust Fund (apart from those staff provided in kind by FAO – see paragraph 27). The new posts – two programme officers and one administrative clerk (General Service) – would be funded from the Voluntary Special Trust Fund, while the resource mobilization officer post (at the P-5 level, shared on a 50 per cent basis with the Stockholm Convention) would be merged with the chief joint services section post. In the absence of reliable funding for the new staff, this scenario potentially represents a significant reduction in the Secretariat's ability to deliver the new activities listed in paragraph 15.

36. The total programme resources required under this scenario for the biennium 2009–2010, including programme support costs, are \$14,647,243 of which \$7,844,141 is proposed to be financed from the General Trust Fund through assessed contribution by the Parties and \$6,803,102 from the Voluntary Special Trust Fund of the Parties and other donors.

37. This scenario would require an 11 per cent increase in the General Trust Fund budget as compared to the biennium 2007–2008 and a 1 per cent increase in assessed contributions for the biennium by Parties.

## **3. Increasing the 2007–2008 level by 10 per cent in nominal terms**

38. This scenario, presented in annex 3, is based on the option of increasing the 2007–2008 assessed contribution level by 10 per cent in nominal terms.

39. All existing Secretariat staff will continue to be funded from the General Trust Fund (apart from those staff provided in kind by FAO – see paragraph 27), along with one new programme officer (at the P-3 level). The second new programme officer post (also at the P-3 level) and one administrative clerk (General Service) would be funded from the Voluntary Special Trust Fund, while the resource mobilization officer post (at the P-5 level, shared on a 50 per cent basis with the Stockholm Convention) would be merged with the chief joint services section post. In the absence of reliable funding for the new staff, this scenario potentially represents a reduction in the Secretariat's ability to deliver the new activities listed in paragraph 15.

40. The total programme resources required under this scenario for the biennium 2009–2010, including programme support costs, are \$14,673,487, of which \$8,220,315 is proposed to be financed from the General Trust Fund through assessed contributions by the Parties and \$6,453,172 from the Voluntary Special Trust Fund of the Parties and other donors.

41. This scenario will require a 16 per cent increase in the General Trust Fund budget as compared to the biennium 2007–2008 and an 11 per cent increase in the assessed contributions for the biennium by Parties.

## **V. Points to consider in reviewing the three budget scenarios**

42. This chapter sets out some points that the Conference of the Parties may wish to consider in reviewing the three budget scenarios relevant to the programme of work in particular with regard to the consequences for implementation of the programme of work.

43. All three scenarios take into account the Secretariat's functions described in chapter III, namely, core functions (preparation and delivery of meetings of the Conference of the Parties and subsidiary bodies) and programme and cross-cutting support services (legal support; regional and national delivery of technical assistance; outreach, publications and public awareness; knowledge and information management; executive direction, management and strategic planning; and office equipment and services).

44. It should be noted that the number and scope of tasks and activities related to the implementation of the Convention have expanded significantly, meaning that there is a clear need for additional resources for these activities, especially those planned under the Voluntary Special Trust Fund. Parties may therefore wish to consider how best to strike a balance between funding essential activities from assessed contributions and funding them from voluntary contributions.

45. Parties may wish to note that a number of activities, predominantly those related to legal support, public awareness, resource mobilization and technical assistance to Parties under the strategy for regional and national delivery of technical assistance are funded from the Voluntary Special Trust Fund. Staff costs, to a varying degree and depending on the scenario, are, however, partially funded from the operational budget (General Trust Fund) or from the voluntary budget (Voluntary Special Trust Fund).

46. Coordination of these activities requires significant resources in terms of Secretariat staff time, which are to a varying degree financed either from the General Trust Fund or from the Voluntary Special Trust Fund, as reflected in the proposed operational budget.

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