



**United Nations  
Environment Programme**

**Food and Agriculture Organization  
of the United Nations**

Distr. General  
25 February 2011

Original: English

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

Geneva, 20–24 June 2011

Item 7 of the provisional agenda\*

**Programme of work of the Secretariat and adoption of the budget**

## **Financial report and review of the staffing situation in the Secretariat**

### **Note by the Secretariat**

#### **Introduction**

1. By its decision RC-4/12 on financing and budget for the triennium 2009–2011, the Conference of the Parties to the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, among other things:

(a) Endorsed the procedure set out in the annex to the decision for the allocation of funding from the Voluntary Special Trust Fund (RV) for facilitating the participation of parties in meetings of the Conference of the Parties and requested the Executive Secretaries of the Convention Secretariat to consult the executive secretaries of the Rio conventions on their experience in facilitating party participation;

(b) Invited the President of the Conference of the Parties and the Executive Secretaries to write to parties that had not yet paid their contributions to the operational budgets of the Convention for prior periods, impressing upon them the importance of paying their arrears;

(c) Authorized the Executive Secretaries to agree to a payment schedule with any party whose contributions were in arrears for two or more years to permit such party to clear all outstanding arrears within six years, depending on the financial circumstances of the party, and to pay future contributions by their due dates, and requested the Executive Secretaries to report on progress under any such schedule to the Bureau and to the Conference of the Parties at their next meetings;

(d) Invited parties to note that contributions to the operational budget for a calendar year were expected on 1 January of that year and urged parties in a position to do so to pay their contributions promptly and in full and, in that regard, requested that parties should be notified of the amount of their contributions for a given year by 15 October of the previous year.

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\* UNEP/FAO/RC/COP.5/1/Rev.1.

2. In response to the above-mentioned requests and to assist the Conference of the Parties in its consideration of budget issues, annexes I–III to the present note contain a financial report and review of the Secretariat’s staffing situation. Except as otherwise noted or where apparent from the context, the present note covers the period from 1 January 2009 to 30 November 2010. All figures are given in United States dollars, unless otherwise stated.

## **I. General issues**

### **A. Financial support for the operation of the Convention in 2009 and 2010 from the United Nations Environment Programme and the Food and Agriculture Organization of the United Nations towards the Secretariat of the Convention**

3. In paragraph 5 of decision RC-4/12, the Conference of the Parties invited the governing bodies of the United Nations Environment Programme (UNEP) and the Food and Agriculture Organization of the United Nations (FAO) to continue their financial and other support for the operation of the Convention and its Secretariat in 2009–2011.

4. During the period covered by the present note UNEP provided in kind contributions in the form of legal and administrative support and technical support through its regional multilateral environmental agreement focal points.

5. During the period FAO increased its contribution to the Secretariat in the form of in kind and cash contributions. They included an in kind contribution in the amount of \$450,000 annually in staff, specifically, 25 per cent of one D-1 post (co-Executive Secretary), one P-5 post, one P-3 post and 25 per cent of one General Service post. Further in kind contributions, estimated at \$150,000, included administrative and legal support at FAO headquarters and office space and conference facilities. In addition, the 16 FAO subregional and regional plant protection officers took an active role in technical assistance activities, a contribution estimated at some \$200,000 annually. FAO also made an annual cash contribution of \$300,000.

### **B. Experience of the Rio conventions in facilitating party participation**

6. In April 2010, a letter was sent to the secretariats of the Rio conventions (the Convention on Biological Diversity, the United Nations Convention to Combat Desertification in Those Countries Experiencing Serious Drought and/or Desertification, Particularly in Africa, and the United Nations Framework Convention on Climate Change), requesting information about their experience in facilitating party participation at meetings of their conferences of the parties.

7. The responses received describe procedures and policies approved by the conferences of the parties similar to the procedure adopted in decision RC-4/12 and set out in the annex to that decision.

### **C. Timely payments of annual assessed contributions and arrears**

8. For 2010, 80 per cent of parties are up to date with their contributions, in an amount equal to approximately 92 per cent of the assessed contributions.

9. In May 2010, a reminder was sent to parties reiterating the importance of the timely payment of assessed contributions. While the situation in respect of arrears has improved during the current biennium, arrears totalling some \$148,000 remain outstanding for prior years, representing a reduction of approximately 54 per cent over the previous biennium’s arrears of \$276,000.

10. At the end of August 2010, a letter was sent to parties that were not least developed countries or small island developing States and whose contributions had been in arrears for two or more years, underscoring the importance of settling any outstanding assessed contributions.

11. A total of 29 parties have been in arrears for two or more years, with outstanding payments totalling \$79,709. It should be noted that of this number 10 parties, whose arrears total \$57,421, are not least developed countries or small island developing States. Further communication is anticipated on this matter during 2011 as very few parties have responded to the Secretariat’s letter.

12. As at 30 November 2010, significant portions of the host country contributions for 2009 and 2010 remained outstanding. This has had a major impact on the Secretariat’s activities during the period, and the effect will become more critical as the end of the triennium approaches. The Secretariat has sent periodic reminders regarding the status of the outstanding contributions and has sought guidance on the matter from the Bureau. Further communication has been initiated and will continue.

## **D. Status of contributions received as at 30 November 2010**

13. Regularly updated information on pledges and contributions received according to the scale of assessed contributions is provided on the Convention's website (www.pic.int). Information on the status of assessed contributions to the General Trust Fund as at 30 November 2010 is provided in table 1 of annex II to the present note. Outstanding assessed contributions total \$162,537 for 2010 and \$148,841 for prior years.

14. Information on contributions to the voluntary Special Trust Fund as at 30 November 2010 is provided in table 2 of annex II to the present note.

15. Updated information on contributions pledged and received for both trust funds is provided in document UNEP/FAO/RC/COP.5/INF/9.

## **II. Financial reports**

### **A. Expenditure report and statement of accounts as at 30 November 2010**

16. The expenditure report for 2010, as set out in table 1 of annex III to the present note, provides an overview of resources and their use in the format approved by the Conference of the Parties at its fourth meeting.

17. Interim statements of expenditure for 2010 for the operational budget under the General Trust Fund and the voluntary Special Trust Fund are set out in tables 2 and 3 of annex III to the present note.

18. Overall, expenditure from the General Trust Fund in 2010 is estimated to total about \$3.7 million (excluding programme support costs).

19. Expenditure from the voluntary Special Trust Fund to support technical programmes approved for the biennium is estimated to be about \$895,000 (excluding programme support costs).

20. The financial statements of income and expenditure and changes in the reserve and fund balance for the years 2005–2010 for the General Trust Fund and the voluntary Special Trust Fund, showing the audited amounts for 2005–2009, are set out in annex IV to the present note. Copies of the certified accounts for the trust funds for the biennium 2008–2009 ended 31 December 2009 are also included.

21. These interim reports are presented without prejudice to the financial statements to be produced pursuant to paragraph 21 of the financial rules for the Conference of the Parties, its subsidiary bodies and the Convention Secretariat.<sup>1</sup>

22. Updated information on expenditures for both trust funds is provided in document UNEP/FAO/RC/COP.5/INF/9.

## **III. Secretariat staffing situation**

23. A table showing the Secretariat staffing situation as at 30 November 2010 is provided in annex I to the present note.

24. During the period, the recruitment process was completed for one P-5 Senior Programme Officer and one P-3 Programme Officer in the FAO part of the Secretariat. All posts are filled in the FAO part of the Secretariat.

25. In UNEP, the recruitment of one P-5 Senior Scientific Advisor, one P-3 Public Awareness Officer and the new P-3 Programme Officer were completed. The functions of the unfilled posts for 0.5 Legal Assistant and 0.25 Secretary are currently being performed by temporary staff. With this exception, all Secretariat posts have been filled.

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

26. The Conference of the Parties may wish:

(a) To take note of the information provided in the present note;

(b) To consider further action that could be taken in respect of parties with outstanding balances in unpaid assessed contributions;

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<sup>1</sup> The financial rules are set out in the annex to decision RC-1/4.

(c) To call upon parties that have not yet done so to pay their contributions based on the scale of assessments under the Convention as soon as practicable;

(d) To call upon those parties that are in a position to do so to contribute to the voluntary Special Trust Fund.

## Annex I

**Staffing of the Rotterdam Convention secretariat for the triennium  
2009–2011 as at 30 November 2010**

<i>Staff category and level</i>	<i>Approved 2009–2011</i>	<i>FAO filled posts</i>	<i>UNEP filled posts</i>	<i>Total filled posts</i>	<i>Remarks</i>
<i>Staffing</i>					
A. Professional category					
D-1	0.50	0.25	0.25	0.50	note 1, 2
P-5	2.00	1.00	1.00	2.00	note 1
P-4	2.50	1.00	1.50	2.50	note 2
P-3	7.00	3.00	4.00	7.00	note 1
P-2	2.00	1.00	1.00	2.00	
<b>Subtotal</b>	<b>14.00</b>	<b>6.25</b>	<b>7.75</b>	<b>14.00</b>	
B. General Service category	7.25	2.50	4.75	7.25	note 1, 3
<b>Total (A + B)</b>	<b>21.25</b>	<b>8.75</b>	<b>12.50</b>	<b>21.25</b>	

Note 1. FAO includes 0.25 of one D-1, one P-5, one P-3 and 0.25 of one General Service post provided in kind by FAO.

Note 2. UNEP includes 0.25 of one D-1, which is co-financed by the Rotterdam and Stockholm conventions, and 0.50 of one Administrative Officer funded from programme support costs.

Note 3. UNEP includes 0.50 of one finance/budget assistant, 0.50 of one administrative assistant, 0.50 of one database assistant and 0.50 of one publication assistant, all funded from programme support costs.

## Annex II

## Status of assessed contributions and contributions to the voluntary Special Trust Fund

Table 1  
Status of assessed contributions as at 30 November 2010

	<i>Member State</i>	<i>Unpaid contributions for prior years</i>	<i>Assessed contributions for 2010</i>	<i>Collections in 2010 for prior years</i>	<i>Collections in 2010 for 2010</i>	<i>Collections in 2010 for 2011</i>	<i>Unpaid contributions for 2010 and prior years</i>
1	Albania	—	17	—	—	—	17
2	Antigua and Barbuda	—	17	—	—	—	17
3	Argentina	8 502	8 736	—	—	—	17 238
4	Armenia	—	209	—	209	—	—
5	Australia	—	48 036	—	48 036	50 154	—
6	Austria	—	23 843	—	23 843	—	—
7	Belgium	—	29 623	—	29 606	—	17
8	Belize	—	209	—	209	—	—
9	Benin	(30)	209	—	—	—	179
10	Bolivia (Plurinational State of)	695	209	695	209	—	—
11	Bosnia and Herzegovina	—	209	—	209	—	—
12	Botswana	—	376	—	376	—	—
13	Brazil	65 080	23 548	65 080	—	—	23 548
14	Bulgaria	—	538	—	538	—	—
15	Burkina Faso	112	209	—	—	—	321
16	Burundi	407	209	—	—	—	616
17	Cameroon	1 152	209	—	—	—	1 361
18	Canada	—	80 024	—	80 024	83 552	—
19	Cape Verde	605	209	—	—	—	814
20	Chad	1 043	209	—	—	—	1 252
21	Chile	—	4 328	—	4 328	—	—
22	China	—	71 691	—	71 691	—	—
23	Colombia	2 056	2 817	2 056	2 817	—	—
24	Congo	605	209	—	—	—	814
25	Cook Islands	641	209	—	—	—	850
26	Costa Rica	65	806	—	—	—	871
27	Côte d'Ivoire	1 389	209	—	—	—	1 598

	<i>Member State</i>	<i>Unpaid contributions for prior years</i>	<i>Assessed contributions for 2010</i>	<i>Collections in 2010 for prior years</i>	<i>Collections in 2010 for 2010</i>	<i>Collections in 2010 for 2011</i>	<i>Unpaid contributions for 2010 and prior years</i>
28	Croatia	—	1 344	—	1 344	1 403	—
29	Cuba	2 604	1 452	—	—	—	4 056
30	Cyprus	—	1 183	—	1 183	—	—
31	Czech Republic	—	7 553	—	7 553	—	—
32	Democratic People's Republic of Korea	247	209	—	—	—	456
33	Democratic Republic of the Congo	941	209	—	—	—	1 150
34	Denmark	—	19 332	—	19 332	—	—
35	Djibouti	1 015	209	—	—	—	1 224
36	Dominica	203	209	—	—	—	412
37	Dominican Republic	628	645	—	—	—	1 273
38	Ecuador	—	564	—	564	—	—
39	El Salvador	—	538	—	—	—	538
40	Equatorial Guinea	453	209	—	—	—	662
41	Eritrea	—	209	—	209	203	—
42	Estonia	30	430	—	430	—	30
43	Ethiopia	(209)	209	—	—	218	—
44	European Union	—	52 268	—	52 268	—	—
45	Finland	—	15 161	—	15 161	—	—
46	France	—	169 376	—	169 376	—	—
47	Gabon	1 270	209	—	—	—	1 479
48	Gambia	203	209	—	—	—	412
49	Georgia	(209)	209	—	—	—	—
50	Germany	—	230 556	—	230 556	—	—
51	Ghana	203	209	203	—	—	209
52	Greece	—	16 021	—	—	—	16 021
53	Guatemala	—	134	—	—	—	134
54	Guinea	1 043	209	—	—	—	1 252
55	Guinea-Bissau	203	209	—	—	—	412
56	Guyana	25	209	—	209	—	25

	<i>Member State</i>	<i>Unpaid contributions for prior years</i>	<i>Assessed contributions for 2010</i>	<i>Collections in 2010 for prior years</i>	<i>Collections in 2010 for 2010</i>	<i>Collections in 2010 for 2011</i>	<i>Unpaid contributions for 2010 and prior years</i>
57	Hungary	—	6 559	—	—	—	6 559
58	India	11 792	12 096	11 772	12 061	—	55
59	Iran (Islamic Republic of)	9 285	4 839	—	—	—	14 124
60	Ireland	11 641	11 962	11 641	11 962	12 489	—
61	Italy	—	136 257	—	136 257	—	—
62	Jamaica	—	269	—	—	—	269
63	Japan	—	459 955	—	459 955	—	—
64	Jordan	—	323	—	323	—	—
65	Kazakhstan	—	780	—	762	—	18
66	Kenya	—	269	—	269	—	—
67	Kuwait	13 614	4 892	—	—	—	18 506
68	Kyrgyzstan	(209)	209	—	—	—	—
69	Latvia	—	484	—	484	488	—
70	Lebanon	889	914	—	—	—	1 803
71	Lesotho	—	209	—	41	—	168
72	Liberia	605	427	—	—	—	1 032
73	Libyan Arab Jamahiriya	17 276	1 667	8 293	—	—	10 650
74	Liechtenstein	—	209	—	209	—	—
75	Lithuania	(833)	833	—	—	870	—
76	Luxembourg	—	2 285	—	2 285	—	—
77	Madagascar	9	209	—	209	—	9
78	Malawi	119	209	—	—	—	328
79	Malaysia	—	5 107	—	5 107	5 333	—
80	Maldives	—	209	—	209	—	—
81	Mali	1 043	209	1 043	209	—	—
82	Marshall Islands	821	209	204	—	—	826
83	Mauritania	867	209	—	—	—	1 076
84	Mauritius	—	296	—	296	309	—
85	Mexico	—	60 670	—	—	—	60 670
86	Mongolia	—	209	—	209	218	—
87	Mozambique	—	87	—	—	—	87



	<i>Member State</i>	<i>Unpaid contributions for prior years</i>	<i>Assessed contributions for 2010</i>	<i>Collections in 2010 for prior years</i>	<i>Collections in 2010 for 2010</i>	<i>Collections in 2010 for 2011</i>	<i>Unpaid contributions for 2010 and prior years</i>
88	Namibia	886	209	479	137	—	479
89	Nepal	523	209	—	—	—	732
90	Netherlands	48 989	50 348	—	99 337	58 995	—
91	New Zealand	—	6 881	—	6 881	7 185	—
92	Nicaragua	203	209	—	—	—	412
93	Niger	605	209	—	—	—	814
94	Nigeria	—	1 290	—	1 000	—	290
95	Norway	—	21 021	—	21 021	—	—
96	Oman	—	1 962	—	1 962	—	—
97	Pakistan	—	1 586	—	1 586	976	—
98	Panama	2 855	618	—	—	—	3 473
99	Paraguay	203	209	203	—	—	209
100	Peru	7 068	2 097	—	—	—	9 165
101	Philippines	2 040	2 097	2 040	590	—	1 507
102	Poland	10	13 467	—	13 467	—	10
103	Portugal	—	14 166	—	14 166	—	—
104	Qatar	—	2 285	—	2 285	—	—
105	Republic of Korea	—	58 412	—	58 412	—	—
106	Republic of Moldova	—	209	—	209	—	—
107	Romania	—	1 882	—	—	—	1 882
108	Rwanda	203	209	—	—	—	412
109	Samoa	—	209	—	209	—	—
110	Saudi Arabia	19 740	20 107	—	—	—	39 847
111	Senegal	1 043	209	—	—	—	1 252
112	Serbia	83	511	83	511	—	—
113	Singapore	—	9 328	—	9 328	9 739	—
114	Slovakia	15	1 693	—	1 708	1 753	—
115	Slovenia	—	2 581	—	2 581	2 694	—
116	Somalia	—	35	—	—	—	35
117	South Africa	—	7 795	—	7 795	—	—

	<i>Member State</i>	<i>Unpaid contributions for prior years</i>	<i>Assessed contributions for 2010</i>	<i>Collections in 2010 for prior years</i>	<i>Collections in 2010 for 2010</i>	<i>Collections in 2010 for 2011</i>	<i>Unpaid contributions for 2010 and prior years</i>
118	Spain	—	79 782	—	79 782	—	—
119	Sri Lanka	—	430	—	—	—	430
120	Sudan	1 107	269	—	—	—	1 376
121	Suriname	203	209	203	209	—	—
122	Sweden	—	28 789	—	—	—	28 789
123	Switzerland	—	28 074	—	28 074	—	—
124	Syrian Arab Republic	5	430	—	435	456	—
125	Thailand	—	5 000	—	5 000	5 220	—
126	The former Yugoslav Republic of Macedonia	—	17	—	—	—	17
127	Togo	1 043	209	—	—	—	1 252
128	Tonga	—	105	—	—	—	105
129	Trinidad and Tobago	—	444	—	444	—	—
130	Uganda	(209)	209	—	—	2 412	—
131	Ukraine	—	1 210	—	—	—	1 210
132	United Arab Emirates	7 920	8 118	—	—	—	16 038
133	United Kingdom of Great Britain and Northern Ireland	—	178 542	—	178 542	—	—
134	United Republic of Tanzania	(195)	209	—	—	—	14
135	Uruguay	706	726	706	726	—	—
136	Venezuela (Bolivarian Republic of)	5 232	5 376	5 232	—	—	5 376
137	Viet Nam	—	645	—	645	674	—
138	Yemen	605	209	—	—	—	814
	<b>Subtotal</b>	<b>258 774</b>	<b>2 090 706</b>	<b>109 933</b>	<b>1 928 169</b>	<b>245 341</b>	<b>311 378</b>
	Host country contribution <sup>1</sup>						
	Italy	840 433	876 000	434 487	—	—	1 281 946
	Switzerland	—	876 000	—	817 613	—	—
	<b>Subtotal</b>	<b>840 433</b>	<b>1 752 000</b>	<b>434 487</b>	<b>817 613</b>	<b>—</b>	<b>1 281 946</b>
	<b>Grand total</b>	<b>1 099 207</b>	<b>3 842 706</b>	<b>544 420</b>	<b>2 745 782</b>	<b>245 341</b>	<b>1 593 324</b>

Note 1. The host country contribution of EUR 600 000 per host Government and year was estimated at a total of \$1,752,000 based on the United Nations rate of 1.46 as at 1 October 2008. Actual payments have been made in EUR and recorded at the exchange rate in effect on the date of deposit.

Table 2

**Income and contributions to the Voluntary Special Trust Fund (RV) as at 30 November 2010**

	<i>Pledge</i>	<i>Amount</i>	<i>Remarks</i>
<b>Income</b>			
Carry-over from 2005		930 000	Includes \$580,000 earmarked by Switzerland for projects to be decided upon
Unspent from 2005		30 000	
Carry-over from 2006		242 065	Decision RC-2/7
Unspent from 2006		119 000	
	<b><i>Subtotal</i></b>	<b><i>1 321 065</i></b>	
<b>Contributions received 2007</b>			
Czech Republic	8 000	7 980	Second meeting of the Ad Hoc Joint Working Group
Japan	600 000	400 000	Asbestos
Netherlands	84 992	84 992	50 per cent for technical assistance and 50 per cent for participant travel
Norway	16 722	16 722	Participant travel
Spain	32 153	32 153	Technical assistance
Spain	€25 000	36 443	Regional activities in Latin America
Sweden	62 014	62 014	Participant travel for synergies and other meetings
United States of America	150 000	150 000	Technical assistance
	<b><i>Subtotal</i></b>	<b><i>790 304</i></b>	
<b>Contributions received 2008</b>			
European Community	€64 000	94 675	Grant for resource kits
Finland	€15 000	23 328	Participant travel to COP-4
Germany	€20 000	26 588	Participant travel to COP-4
Netherlands	€6 091	7 890	Reception at COP-4
Norway	NKr 150 000	28 743	Participant travel to COP-4
Norway	NKr 700 000	99 573	Technical assistance
Spain	€50 000	64 683	Technical assistance in Latin America
Sweden (KEMI)	SKr 200 000	30 257	Participant travel to COP-4
United States of America	150 000	150 000	Technical assistance
	<b><i>Subtotal</i></b>	<b><i>525 737</i></b>	

	<i>Pledge</i>	<i>Amount</i>	<i>Remarks</i>
<b>Contributions received 2009</b>			
European Community	€80 000	105 820	Grant for participant travel to COP-4 (first instalment)
European Community	€20 000	31 038	Grant for participant travel to COP-4 (final instalment)
European Community	€120 000	177 515	Technical assistance (first instalment)
Netherlands	170 000	169 990	Technical assistance
Norway	NKr 150 000	22 624	Participation of developing countries at intergovernmental meetings
Spain	€50 000	70 225	Technical assistance
United States of America	150 000	150 000	Technical assistance
	<b><i>Subtotal</i></b>	<b><i>727 212</i></b>	
<b>Contributions received 2010</b>			
Germany	€50 000	68 027	Support for synergies between the Rotterdam and Stockholm conventions
Netherlands	85 000	84 990	Technical assistance
Norway	NKr 90 000	14 925	Participation of developing countries at intergovernmental meetings
Sweden	33 330	33 330	Small grants programme with regional centres (support for synergies among the Basel, Rotterdam and Stockholm conventions)
	<b><i>Subtotal</i></b>	<b><i>201 272</i></b>	
	<b>Total income</b>	<b>3 565 590</b>	

## Annex III

### Implementation of the operational programme budget for the triennium 2009–2011

Table 1

#### Programme activities and operational programme budget for the triennium 2009–2011

##### Preparation and delivery of meetings of the Conference of the Parties and subsidiary bodies

##### (A. Ensure effective functioning of the Conference of the Parties and its subsidiary bodies)

##### Mandate:

The Secretariat's functions as mandated by paragraph 2 (a) of Article 19 of the Convention, the rules of procedures and subsequent decisions of the Conference of the Parties.

##### Objectives:

To ensure effective preparation, delivery and follow-up of meetings of the Conference of the Parties and its subsidiary bodies.

##### Indicator of achievement:

1. Adequate meeting facilities and services provided;
2. Percentage of meeting documents made available to parties in all working languages within deadlines;
3. Efficient and effective logistical and substantive support provided at meetings;
4. Adequate participation at meetings of representatives of developing countries and countries with economies in transition ensured (subject to availability of funding).

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
1	Fifth meeting of the Conference of the Parties: prepare and dispatch invitations; organize travel of sponsored delegates; prepare, translate and publish all meeting documents; provide support to the President before and during the meeting; register participants and observers; provide logistical support including meeting rooms, interpretation, security, etc.; provide support	A successfully organized meeting of the Conference of the Parties; documentation for the meeting in the six official languages of the United Nations.	Internal; funds for staff travel (\$30,000), salaries/travel of conference staff, translation, logistics (\$625,000) and participation of sponsored delegates at the fifth meeting of the Conference of the Parties (\$500,000).	The fifth meeting of the Conference of the Parties will be held from 20 to 24 June 2011 in Geneva. It will be a paperless meeting.	400 000	—	121 071	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	to the Conference and its working groups during and between meetings. Duration: five days.									
2	Fifth, sixth and seventh meetings of the Chemical Review Committee; organize logistical arrangements; prepare and dispatch invitations; work with the Bureau on a preliminary review and priority setting for candidate chemicals; provide support to intersessional task groups and drafting groups; prepare and publish all related documents; organize travel of sponsored experts; register participants and observers; provide support to the Chair before and during the meeting; arrange for nomination/ designation of new members for CRC-6. Duration: 5 days each for CRC-5 in Rome, CRC-6 in Geneva and CRC-7 in Rome.	Successfully organized meetings of the Committee; effective operation of intersessional task groups and drafting groups, as appropriate.	Internal; funds for staff travel (\$52,500), salaries/travel of conference staff, translation, logistics (\$330,000) and participation of sponsored delegates and experts at the Committee's fifth and sixth meetings of the (\$270,000).	The fifth meeting was held in Rome from 23 to 27 March 2009 and the sixth meeting in Geneva from 15 to 19 March 2010. The Secretariat arranged for conference facilities and staff and liaised with various service providers. The seventh meeting will be held in Rome from 28 March to 1 April 2011.	435 000	—	475 093	19 375		
3	Annual meetings of the Bureau: arrange venue, travel of Bureau members, logistics and documentation for each meeting. An additional Bureau meeting is foreseen back-to-back with the fifth meeting of the Conference of the Parties, in 2010; one	Successfully organized meetings of the Bureau; documentation for meetings in English only.	Internal; funds for staff travel (\$20,000) and logistics and travel of the Bureau (\$50,000).	A meeting of the Bureau was held in Rome on 7 September 2010. The report of the meeting is available at <a href="http://www.pic.int">www.pic.int</a> .	35 000	—	14 594	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	meeting in 2009 (Geneva), one meeting in 2010 (Rome). and two meetings in 2011 (Rome and Geneva).									
4	Organize and support the extraordinary meeting of the conference of the parties to be held simultaneously with extraordinary meetings of the parties to the Basel and Stockholm conventions (February 2010): organize travel of sponsored delegates; prepare, translate and publish all related documents; provide support to the President before and during the meetings; register participants and observers; arrange shared logistical support including interpretation and security.	A successfully organized extraordinary meeting of the conference of the parties; documentation for the meeting in the six official languages of the United Nations.	Internal; funds for staff travel (\$10,000). External (funded via separate trust fund); translation, logistics and participation of sponsored delegates at the extraordinary meeting in February 2010.	The simultaneous extraordinary meetings of the conferences of the parties to the Basel, Rotterdam and Stockholm conventions were held in Bali, Indonesia, from 22 to 24 February 2010. The Secretariat arranged for travel of sponsored delegates, translation and publishing of meeting documents and registration of delegates and liaised with UNON Conference Services on all logistical support at the meeting.	10 000	—	—	—		
		<b>Subtotal</b>			<b>880 000</b>	—	610 758	<b>19 375</b>	—	—

**Programme and cross-cutting support****(B. Outreach and assistance to parties in the implementation of the Convention)****I. Legal support****Mandate:**

Secretariat's functions as mandated by paragraphs 2 (b) and 2 (d) of Article 19 of the Convention.

**Objectives:**

1. To facilitate the operation of the Convention, its Secretariat and the Conference of the Parties and its subsidiary bodies in a manner consistent with the provisions of the Convention;
2. To facilitate assistance to parties, upon their request, in the implementation of the Convention;
3. To enhance compliance by parties with the obligations of the Convention;
4. To ensure the compatibility of decisions and actions with United Nations regulations.

**Indicator of achievement:**

Legal guidance in implementing the Convention and legal advice provided promptly and appropriately to individual parties, the Secretariat and the Conference of the Parties and its subsidiary bodies.

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)		Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
5	Provide general and legal policy advice: respond to parties' queries relating to the implementation of and compliance with the Convention.	Advice on general, legal and policy questions provided to parties and the Secretariat as needed.	Internal; funds for staff travel (\$11,500).	The Secretariat provided legal and policy advice and assistance, orally and in writing, in response to oral and written queries from parties and observers, Secretariat staff members, partners and stakeholders, as follows: (1) legal and policy issues, (i) the provisions of the Convention and the rules of procedures, (ii) multilateral environment agreements, (iii) international, public, private, and administrative law, (iv)	7 000	—	8 423	—		



Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
				international trade issues, (v) instruments governing United Nations activities and operations; (2) legal services provided in connection with (i) the extraordinary meetings of the conferences of the parties in February 2010 (e. g., accreditation), (ii) the sixth meeting of the Chemical Review Committee, in March 2010, (iii) relevant legal expert groups (e.g., with UNEP Chemicals on the development of legal and institutional infrastructure and cost-recovery measures for the sound management of chemicals), (iv) task forces.						
6	Develop a technical assistance programme for parties to ensure that they have effective legal bases for the implementation of the Convention:	Production of legal information and assistance tools to facilitate national programme implementation.	Internal; funds for staff travel (\$15,000) and consultant for the development of materials (\$15,000).	The Secretariat provided advice on, administered and developed of legal and technical assistance and capacity-building programmes, in addition to legal components of other technical assistance	25 000	—	—	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	facilitate the development of national capacity, including personnel and infrastructure needed to comply with Convention obligations; develop new and innovative mechanisms for delivering the information and assistance package to parties upon request.			activities. The Secretariat is also updating and developing legal guidance materials and case studies.						
7P	Develop a legal and administrative framework for the sound management of industrial chemicals to complement the agricultural chemicals management programmes in effect in most parties.	Parties are better able to benefit from the provisions of the Convention; promotion of a synergistic approach to activities relevant to industrial chemicals under other agreements, including the Basel and Stockholm conventions and the Strategic Approach.	Internal; funds for staff travel (\$15,000) and consultant for the development of materials (\$45,000).	The Secretariat provided legal input on a set of documents, currently being tested in pilot countries, and collaborated with key partners on activities relating to, among other things: (i) an industrial chemicals road map or strategy; (ii) a strategic plan on helping parties to strengthen their capacity to provide import responses and adopt final regulatory actions for industrial chemicals; (iii) regional meetings; (iv)	55 000	—	52 115	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
				pilot studies on improving industrial chemicals management in developing countries and countries with economies in transition, involving the preparation of case studies on the development of legal frameworks for industrial chemicals, including an analysis of the challenges and lessons learned In the development of legal instruments in specific countries, to serve as practical guidance to parties; (v) the World Health Organization risk assessment toolkit, which includes a section on the Convention.						
		<b>Subtotal</b>			<b>87 000</b>	—	60 538	—	—	—

## II. Regional and national delivery of technical assistance

### Mandate:

Secretariat's functions as mandated by paragraph 2 (b) of Article 19 and subsequent decisions of the Conference of Parties regarding regional and national delivery of technical assistance.

### Objectives:

To ensure that parties' technical assistance needs for implementing the Convention are met so that they might fully benefit from the provisions of the Convention.

### Indicator of achievement:

1. Technical assistance and advice promptly provided to parties in response to their identified needs;
2. Parties' understanding of the benefits of the Convention and ability to comply with its provisions are strengthened.

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	<b>A. Resource kit</b>									
8P	Resource kits: review and update existing documents as necessary, including translation into all United Nations languages; print and disseminate to regional offices and partners and use in the regional and national delivery of technical assistance to parties and for other purposes as needed.	Existing documents, tools and guidance reviewed, updated, translated as necessary and disseminated (total of 600 kits per year; 400 under RO trust fund and 200 under RV trust fund).	Internal; funds for developing electronic learning tools, translation and reproduction (\$160,000) and consultant (\$40,000).	Resource kit updated, expanded and revised; existing publications revised and reprinted. Translation of documents into all six official languages of the United Nations. Continued the work on the e-learning programme (CD-ROM) that was launched in 2008. New materials have been developed and published (PIC Chemicals, Chemicals Snapshot, Customs toolkit) and guidance on notifications of final regulatory action was developed.	100 000	45 000	60 000	8 400		
		<b>Subtotal</b>			<b>100 000</b>	<b>45 000</b>	60 000	<b>8 400</b>	—	—

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
<b>B. National and subregional meetings</b>										
<b>1. Subregional training and awareness-raising meetings</b>										
9P	Hold subregional awareness- raising and training meetings: focusing on parties experiencing difficulty in meeting their basic obligations under the Convention, the meetings will provide practical training in complying with the operational elements of the Convention, including training in the use of existing decision guidance documents in national decision-making and provide an opportunity for countries to share experiences (four subregional meetings, five countries each and 25 participants per workshop). In cooperation with the Basel and Stockholm conventions.	Support to countries in meeting their obligations under the Basel, Rotterdam and Stockholm conventions provided.	Internal; funds for workshops/ meetings (\$240,000).	During the period, six subregional training and awareness-raising meetings were held: one in Armenia, one in El Salvador, one in Ghana, two in South Africa, and one in Viet Nam. The meetings covered all the African subregions, the Asian and Pacific region, the Eastern European region and the Latin American and Caribbean region.	—	180 000	—	337 090	Overall for technical assistance activities received funding from European Community, Netherlands, Norway, Spain and USA	690 269

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
<b>2. National and subregional planning meetings</b>										
10	Assist parties to identify elements of national action plans or strategies for the implementation of the Convention and, as appropriate, hold national follow-up seminars: arrange six national meetings, six subregional meetings (max. three countries and 15 participants) and 24 national follow-up seminars. In cooperation with the Basel and Stockholm conventions.*	Technical and scientific advice provided.	Internal; funds for workshops/ meetings (\$642,000).	Six national action plan development meetings took place in the Democratic People's Republic of Korea, the Libyan Arab Jamahiriya, Madagascar, South Africa, Togo and Uganda. In addition, five subregional national action plan meetings took place in Botswana, Chile, Rwanda, the Syrian Arab Republic and Ukraine. In total, 38 countries developed national action plans for the implementation of the Convention.	—	428 000	27 640	47 075		
<b>3. Thematic meetings</b>										
<b>(a) Thematic meetings - specific issues</b>										
11P	Trade-related issues: hold national training sessions focused on exporting countries and their export obligations (two national trade meetings); and trade partner meetings involving exporting countries and key trade	Parties enabled to meet their obligations related to the export of chemicals.	Internal; funds for workshops/ meetings (\$240,000).	Two meetings on trade-related issues under the Convention were held in 2009; one for the European Community and selected trade partners and one for China and its partners.	—	240 000	—	6 443		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	partners (two meetings involving four trade partners)									
12P	Develop a monitoring programme for severely hazardous pesticide formulations (SHPF): arrange four monitoring progress meetings on SHPF and four programmes on SHPF.	Parties monitoring health and environmental effects of pesticides.	Internal; funds for workshops/ meetings (\$280,000).	Pilot programmes on monitoring and reporting pesticide poisoning were implemented in Benin, Burkina Faso, Côte d'Ivoire, Ethiopia, Ghana, Mali, Togo and the United Republic of Tanzania. In addition, inception workshops for the development of pilot projects were convened for Jordan, Lebanon and the Syrian Arab Republic. During the period, one proposal for the listing of a severely hazardous pesticide formulation was received for a formulation containing paraquat, which will be reviewed by the Chemical Review Committee in March 2011.	—	210 000	—	—		
13P	Resource mobilization: develop and implement a programme to facilitate improved access to financial and other resources to	Support to countries in meeting their obligations under the Convention provided.	Internal; funds for workshops/ meetings (\$200,000).	Three training sessions on the development of project proposals were conducted as part of the regional awareness-raising workshops on	—	150 000	—	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	assist parties in meeting their obligations under the Convention (four subregional meetings on project proposal development). In cooperation with the Basel and Stockholm conventions.*			coordination and cooperation between the Basel, Rotterdam and Stockholm conventions. These workshops were held in Pretoria, South Africa (2009), Montevideo (2009) and Beijing (2010). In addition, a training tool on resource mobilization was developed in cooperation with UNITAR and the three conventions. These materials were tested during two regional workshops in Bratislava and San Salvador in 2010. Another workshop is scheduled in Senegal for April 2011.						
14P	Preparation of notifications of final regulatory action: build the capacity of developing-country parties to prepare and submit notifications of final regulatory action that satisfy the requirements of the Convention as applied by the Chemical	Parties submit notifications of final regulatory action that meet the requirements of the Convention.	Internal; funds for workshops/ meetings (\$150,000).	Regional technical synergy workshops focusing on effective participation in the work of the Persistent Organic Pollutants Review Committee and the Chemical Review Committee feature components on this activity. Three workshops were	—	100 000	—	—		



Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)		Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	Review Committee (three subregional meetings on the preparation of notifications of final regulatory action, each including three countries and 15 participants).			organized in conjunction with the Stockholm Convention addressing priority areas 14, 20, 21, 22 of the programme of work. In addition, training on the preparation of notifications of final regulatory action was also provided at other meetings such as awareness-raising workshops and meetings for the preparation of national action plans.						
15	Programme for parties who wish to review their chemicals listings under the Convention: develop a programme of assistance for parties who wish to review their chemicals listings under the Convention to maximize their benefits at the national level (three meetings, each including 10 countries and 20 participants).	Parties review the chemicals listed.	Internal; funds for workshops/ meetings (\$240,000).	One subregional meeting in Asia was organized.	—	160 000	—	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
<b>(b) Joint delivery with the Secretariat of the Stockholm Convention</b>										
16	Hold public to raise public awareness: such meetings would focus on health and environment issues relevant to the chemicals covered by the Basel, Rotterdam and Stockholm conventions, stressing the life-cycle approach, and would target a broad audience, i.e., the public and private sectors (four meetings, each including five countries). In cooperation with the Basel and Stockholm conventions.*	Increased awareness of the Convention at the national level.	Internal; funds for workshops/ meetings (\$160,000).	During the period, four subregional meetings were organized in Ghana (October 2009), South Africa (October 2009), El Salvador (March 2010) and Viet Nam (June 2010), with another scheduled for Jamaica in June 2011.	—	120 000	—	—		
17P	Customs training activities: organize Customs training activities for both importing and exporting partners; work with the Green Customs Initiative in providing support to parties to facilitate their compliance with their obligations under the conventions (four meetings, each	Customs officers trained.	Internal; funds for workshops/ meetings (\$300,000).	The Secretariat has participated, jointly with the Basel and Stockholm conventions, in Green Customs initiative workshops in India, Kenya, Mongolia, Nigeria and Qatar in 2009 and in the Dominican Republic, Malawi, Maldives and Viet Nam in 2010. In addition, the Secretariat participated in regional	—	225 000	10 107	15 783		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	including five countries). In cooperation with the Basel and Stockholm conventions.*			meetings that were held in cooperation with UNEP/OzonAction in Budapest (2009) and Turkmenistan (2010) and the Multilateral Environmental Agreements Regional Enforcement Network in Thailand (2009) and Beijing (2010).						
18P	Develop and implement a programme to increase parties' capacity to gain access to and use the clearing-house mechanism. (Four meetings, each including five countries). In cooperation with the Basel and Stockholm conventions.*	Information on chemicals provided.	Internal; funds for workshops/ meetings (\$160,000).	Two pilot training sessions were organized in conjunction with subregional awareness-raising workshops held in Armenia in November 2009 and Viet Nam in June 2010 to present, test and collect feedback on the prototype for import responses online module of the Rotterdam Convention components of the joint clearing-house mechanism. The meetings were both attended by representatives of eight countries from the respective regions.	—	120 000	—	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
19	Develop and implement a component of the technical assistance package to facilitate the delivery of legal and related information and projects to parties at the regional and national levels: arrange for four meetings, each including five countries.	Increased legal assistance provided.	Internal; funds for workshops/ meetings (\$200,000).	The Secretariat has launched a cycle of legal workshops jointly with the secretariats of the Basel and Stockholm conventions and the first workshop took place back-to-back with a synergies workshop in El Salvador in December 2010. In addition, the Secretariat cooperated with UNEP Chemicals and the UNEP Division of Law and Environmental Conventions on legal workshops organized in Zambia (July 2010) and Uruguay (December 2010).	—	150 000	—	—		
<b>4. Fostering cooperation</b>										
20	Foster cooperation between designated national authorities, including cooperation with technical focal points from related multilateral environmental agreements and other agreements, in addition to UNEP and FAO, by continuing meetings in each of the seven PIC	Support for cooperation between national authorities provided.	Internal; funds for workshops/ meetings (\$400,000).	Regional technical synergy workshops focusing on effective participation in the work of the Persistent Organic Pollutants Review Committee and the Chemical Review Committee feature components on this activity. Three workshops were organized in	—	300 000	—	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	regions (eight subregional meetings for designated national authorities, each including 10 countries and 25 participants).			conjunction with the Stockholm Convention addressing priority areas 14, 20, 21, 22 of the programme of work.						
21	Regional and subregional meetings of designated national authorities and Stockholm Convention focal points: arrange for four subregional meetings for designated national authorities and Stockholm Convention focal points (each including 10 countries and 25 participants) in 2010. In cooperation with the Basel and Stockholm conventions.*	Progress towards joint implementation at the national level.	Internal; funds for workshops/ meetings (\$260,000).	Regional technical synergy workshops focusing on effective participation in the work of the Persistent Organic Pollutants Review Committee and the Chemical Review Committee feature components on this activity. Three workshops were organized in conjunction with the Stockholm Convention addressing priority areas 14, 20, 21, 22 of the programme of work.	—	260 000	—	96 267	Sweden	33 330
22	Cooperate with the contact points for the Strategic Approach to International Chemicals Management, the Stockholm Convention, the Basel Convention and the Rotterdam Convention: arrange	Progress towards cooperation among multilateral environmental agreements and other organizations.	Internal; funds for workshops/ meetings (\$180,000).	During the period, three regional awareness-raising workshops on coordination and cooperation between the Basel, Rotterdam and Stockholm conventions were held in Pretoria, South Africa, Montevideo (2009) and Beijing	—	144 000	—	1 306		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	for 10 meetings featuring extra day for participants to discuss Rotterdam Convention issues.			(2010), with the participation of the secretariat of the Strategic Approach.						
		<b>Subtotal</b>			—	<b>2 787 000</b>	37 747	<b>503 964</b>	—	<b>723 599</b>
<b>C. Working directly with individual countries on specific issues</b>										
23P	Develop programmes to assist parties on specific issues upon request through integration with activities under way in the country or at the regional level, including training in the use of existing decision guidance documents in national decision-making.	Support on specific issues provided.	Internal; funds for workshops/ meetings (\$100,000).	Meetings to assist parties with ratification were held in Colombia in 2010 and are scheduled for Brunei Darussalam in 2011.	—	70 000	—	—		
		<b>Subtotal</b>			—	<b>70 000</b>	—	—	—	—

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	<b>D. Work on industrial chemicals</b>									
24P	Develop a programme on industrial chemicals to establish or increase parties' capacity to manage industrial chemicals at the national level. The programme should complement the facilities available nationally for the management of agricultural chemicals and should include legal, administrative and financial components in addition to training and other capacity-building initiatives necessary to enable parties to participate effectively in the programme (six meetings, each including six countries and 20 participants).	Capacity to manage industrial chemicals increased.	Internal; funds for workshops/ meetings (\$420,000).	During the period, the following workshops were organized: (i) Joint Rotterdam Convention, World Health Organization, Center for International Environmental Law and German Agency for Technical Cooperation awareness-raising workshop on strengthening of industrial chemicals risk assessment and management (in Abidjan, Côte d'Ivoire and Kingston); (ii) international expert conference on asbestos and persistent organic pollutants: policies and practices in Kazakhstan and the European Union (Astana); (iii) international expert conference on chemical safety and Rotterdam Convention policies and practices in the Russian Federation (Moscow); (iv) inter-agency awareness-raising workshop on the sound management of	—	350 000	144 083	292 662	Germany	34 012

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
				industrial chemicals, with special emphasis on asbestos, for the Asian and Pacific region (Bangkok); and (v) pilot studies for improving industrial chemicals management in developing countries and countries with economies in transition under the Convention (two pilot projects under way in Botswana and Jordan).						
		<b>Subtotal</b>			—	<b>350 000</b>	144 083	<b>292 662</b>	—	<b>34 012</b>
<b>E. Partners in the regional delivery of technical assistance</b>										
25	Facilitate annual meetings with representatives of the FAO and UNEP regional offices: arrange for up to two meetings per year (five UNEP and 14 FAO, including 9 subregional offices).	Cooperation and lessons learned in providing technical assistance.	Internal; funds for workshops/ meetings (\$140,000).	A consultation meeting with FAO and UNEP regional officers was held in February 2009 in Rome. A first joint consultation of Basel, Rotterdam and Stockholm conventions with the Basel and Stockholm Convention regional centres and FAO and UNEP regional offices was held in September 2010 in Barcelona, Spain.	—	140 000	—	—		



Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
26	Facilitate annual meetings with the group of regional experts: arrange for up to one meeting per year for an estimated 20 representatives.	Cooperation between parties within and between subregions promoted.	Internal; funds for workshops/ meetings (\$100,000).	A meeting of regional experts is tentatively scheduled for the end of 2011. A concept note was developed proposing to convene this as a joint activity together with the Basel and Stockholm conventions and to establish a group of experts to cover implementation issues under all three conventions.	—	100 000	—	—		
27	Work with regional liaison offices in Latin America and the Caribbean, Africa, Asia and Eastern Europe in collaboration with key partners to coordinate the delivery of technical assistance and capacity-building programmes at the regional and national levels. The goal is to ensure the maximum use of resources to benefit the parties and a synergistic approach to chemicals management at the national level. The	Coordination of the delivery of technical assistance at the regional and national levels.	External; funded via UNEP.	Coordination with the UNEP regional office chemicals cluster officers for the delivery of technical assistance and capacity-building is under way in all regions. A meeting was held in Geneva on 23 and 24 August 2010 to discuss the workplans for each region.	—	—	—	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	programme will be conducted in conjunction with UNEP and the Basel and Stockholm conventions and will be coordinated through chemicals waste cluster managers in the UNEP regional offices.									
28	Participate in the twenty-sixth session of the Asia and Pacific Plant Protection Commission: promote integration with work on the Convention; participate in one meeting during 2009 with regional experts.	Inclusion of the Convention in Asia and Pacific Plant Protection Commission workplan promoted. See above, under activity 24P.	Internal; funds for staff travel (\$18,000).	In August 2009, a Secretariat representative and a limited number of selected designated national authorities from Asia and Pacific Plant Protection Commission member countries convened a parallel session to discuss issues related to the implementation of the Convention.	18 000	—	—	—		
		<b>Subtotal</b>			<b>18 000</b>	<b>240 000</b>	—	—	—	—
<b>F. Measuring progress</b>										
29	Continue to develop long-term indicators for measuring success.	Quantitative indicators developed.	Internal; funds for consultant, including travel (\$20,000).	The Secretariat has continued working on the development of long-term indicators and their performance.	—	20 000	—	—		
		<b>Subtotal</b>			—	<b>20 000</b>	—	—	—	—

### III. Outreach, publications and public awareness

#### Mandate:

Paragraph 2 (b) of Article 19: to facilitate parties' implementation of the Convention and subsequent decisions of the Conference of the Parties.

#### Objectives:

1. To develop, maintain and distribute comprehensive information on the Convention targeted at a broad range of end-users, including the general public, designated national authorities and stakeholders involved in the implementation of the Convention.
2. To maintain and distribute key technical guidelines, guidance and training materials to facilitate parties' implementation of the Convention.

#### Indicators of achievement:

1. Increased awareness and understanding by parties, the media, non-governmental organizations, donors and the public of the key objectives and provisions of the Convention.
2. Quantified and qualified overall client satisfaction through feedback to the Secretariat regarding its publications.

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)		Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
30	Develop and implement a communications strategy: promote public awareness and information specifically related to the Convention, its activities and meetings; produce press releases; manage press relations for major meetings; monitor media coverage to achieve increased visibility.	Integration of the communications strategy into work by the Secretariat and parties, greater awareness of the Convention among all target audiences achieved through production and dissemination of posters, exhibitions, leaflets, brochures and photo archive.	Internal; funds for design via consultant, translation, printing, production and distribution of products (\$45,000).	Conventions' synergies strategy and Safe Planet campaign prepared; Body Burden Forum launched with participation of the Under-Secretaries-General, high-level government officials, media and sports celebrities (Bali, New York); three public awareness and outreach strategic workshops held (Czech Republic, Switzerland, United Kingdom); five Secretariat-related press releases (Geneva, Bali, Parma, Geneva and New York and Geneva and Rio de Janeiro); synergies art exhibition and reception held at	30 000	—	—	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
				CSD-18 in May 2010; production and screening of PAO films (in NY, Geneva, Houston); participated in the Safe Planet Film Festival (Pune, India); 2,500 member social network with photo gallery launched ( <a href="http://www.facebook.com/safeplanet">www.facebook.com/safeplanet</a> ); synergies publications developed and published (Chemicals Snap Shot, Substantialis Corporis Mixti exhibition catalogue).						
31	Reprint key technical publications: maintain sufficient number of publications for dissemination at meetings and other events.	Availability of electronic and printed versions of key technical publications aimed at designated national authorities, e.g., text of the Convention, guidance to designated national authorities, legal guide to the Convention, guide to the PIC Circular, etc.	Internal; funds for reprinting and reproduction of publications (\$120,000).	During the reporting period, five documents were translated into French and Spanish (PIC Circular, two Customs case studies, Customs package, e-learning CD-ROM and guidance on notifications of final regulatory action. The English versions were updated. These documents were printed for dissemination to all designated national authorities and to others upon request.	80 000	—	56 154	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
32	Develop new publications: identify need for and produce new publications, both technical and non-technical, in addition to the resource kit and communications strategy.	Availability of electronic and printed versions of new publications in at least languages (English, French and Spanish).	Internal; funds for translation and reproduction of publications (\$120,000).	During the period, three new publications were developed (on working with Customs authorities, guidance on notifications of final regulatory action and the PIC Chemicals brochure). Over 20 existing documents and 800 resource kits were reprinted for dissemination at meetings, workshops and other events, and posted on the Convention website.	80 000	—	80 491	—		
		<b>Subtotal</b>			<b>190 000</b>	—	136 645	—	—	—

**Knowledge and information management****(D. Other Secretariat functions as specified by the Convention and determined by the Conference of the Parties)****Management and circulation of information submitted by parties in accordance with their obligations under the Convention****Mandate:**

Relevant decisions of the Conference of the Parties; articles 4–7, 10, 11, 14, 21 and 22 of the Convention.

**Objectives:**

1. To develop and implement effective and timely processes for the submission, review and dissemination of information relevant to the operation of the prior informed consent procedure;
2. To ensure that parties and relevant stakeholders have ready and reliable access to information on all chemicals subject to the Convention.

**Indicators of achievement:**

1. PIC Circular prepared and published twice a year in three languages;
2. Decision guidance documents drafted and forwarded to the Conference of the Parties in the six official United Nations languages;
3. Parties have reliable access to the information on chemicals subject to the Convention contained in the prior informed consent database;
4. Improved accessibility of data and information on the operation of the Convention through the Convention website.

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009–2010 budget (non-staff costs)	Total 2009–2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
33	Review information submitted and liaise with parties concerning: (i) nomination and changes of designated national authorities and official contact points; (ii) notifications of final regulatory action; (iii) severely hazardous pesticide formulations; (iv) importing country responses.	Accurate and timely processing of submitted information to support operation of the prior informed consent procedure and information exchange provisions of the Convention.	Internal.	The Secretariat received 939 import responses for chemicals listed in Annex III from 85 parties. Information from the responses, together with information on all cases of failure to provide a response, was circulated to parties in Appendix IV to PIC circulars in English, French and Spanish. In October 2009, the Secretariat wrote to the designated national authorities of 74 parties with few or interim import responses. The	—	—	—	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009–2010 budget (non-staff costs)	Total 2009–2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
				Secretariat noted a significant increase in the number of import responses submitted, resulting from various activities, including the letter. As at 31 October 2010, 12 parties had failed to submit import responses for any of the chemicals included in Annex III. The Secretariat is actively working with those countries to help them fulfil their obligations under the Convention. The Secretariat did not receive specific requests for assistance under the provisions of Article 10 during the reporting period.						
34	Prior informed consent database: enter data and maintain the database in English, French and Spanish; basis for generating reports, including country reports on status of implementation, archiving of correspondence	Accurate and up-to-date information that meets parties' requirements and provides useful information to other stakeholders available through the database.	Internal; funds for consultant for design (\$30,000).	Development and analysis of reports for the purpose of preparing information on the implementation of the Convention, as country profiles, chemical profiles and several online forms connected to the PIC database will be presented at the fifth meeting of the Conference of the Parties.	20 000	—	—	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009–2010 budget (non-staff costs)	Total 2009–2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	with countries, maintenance and upgrading as necessary.									
35	PIC Circular: prepare in English, French and Spanish, publish on CD-ROM every six months, post on Convention website and send to all parties.	Timely publication and distribution of PIC Circular in support of the prior informed consent procedure and information exchange provisions of the Convention.	Internal; funds for printing and translation (\$90,000).	Maintenance of register of designated national authorities and circulation of complete list of designated national authorities every six months with the PIC Circular; verification of contact addresses of official contact points and designated national authorities; 169 notifications from 38 parties examined and published; 46 notifications of final regulatory action for 15 chemicals forwarded to the Chemical Review Committee.	60 000		49 155	—		
36	Decision guidance documents: translate into all United Nations languages; print and distribute to all designated national authorities and post on the Convention website.	Transparent and reliable process for the preparation of decision guidance documents in line with the timelines and workplans established by the Chemical Review Committee and forwarding of draft decision guidance	Internal; funds for printing and translation (\$15,000)	The Chemical Review Committee prepared draft decision guidance documents for alachlor, aldicarb and endosulfan. It approved the decision guidance documents and adopted a recommendation to the Conference of the Parties that it should include alachlor,	10 000	—	5 000	—		



Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009–2010 budget (non-staff costs)	Total 2009–2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
		documents to the Conference of the Parties for consideration.		aldicarb and endosulfan in Annex III to the Convention at its fifth and sixth meetings, respectively. The draft decision guidance documents are before the Conference of the Parties in documents UNEP/FAO/RC/COP.5/13–15 and the Committee is finalizing the draft decision guidance document for azinphos-methyl.						
37	Convention website: maintain and develop the Convention website, disseminate meeting documents, official reference materials, comprehensive information on all Secretariat programmes and activities, and updated technical data; and provide access to guidance documents, publications and the PIC database in	A constantly improving Convention website that meets the requirements of the Parties and provides useful information to other audiences.	Internal; funds for consultant (\$45,000) and translation (\$15,000).	Meeting documents, publications, guidance materiala, announcements, programmes and activities were regularly uploaded to the Convention website.	40 000	—	—	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009–2010 budget (non-staff costs)	Total 2009–2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
	three languages (English, French and Spanish).									
38P	Clearing house mechanism: establish in cooperation with the Basel and Stockholm conventions a clearing-house mechanism that provides online access to information and facilities that assist parties to implement the Convention.	Increased access to electronic information and information exchange mechanism.	Internal; funds for consultant (\$200,000).	Establishment of the Rotterdam Convention components of the joint clearing-house mechanism and integration of all information exchange and clearing-house mechanism activities under the joint clearing-house mechanism, including the integration of all facilities, portals and other information management tools in a new website platform fully harmonized for the three conventions and the migration of existing content from the current websites to the new joint website platform were completed during the reporting period.	—	150 000	—	80 352	Germany	34 015
		<b>Subtotal</b>			<b>130 000</b>	<b>150 000</b>	54 155	<b>80 352</b>	—	<b>34 015</b>

**Executive direction, management and strategic planning**  
**(C. Coordination with Secretariats of other international bodies)**  
**(E. Core Secretariat costs)**

**Mandate:**

Article 19 of the Convention and decisions of the Conference of the Parties.

**Objectives:**

1. To ensure the efficient, effective and timely delivery of the programme of work for 2009–2010.
2. To receive increased positive feedback from parties and others on the substance and organizational support provided by the Secretariat.
3. To ensure the provision of sufficient resources in the voluntary Special Trust Fund of the Convention to support the technical assistance programme adopted by the Conference of the Parties and the travel of eligible participants to meetings of the Conference of the Parties.

**Indicators of achievement:**

1. Procedures and resources in place to ensure the implementation of the Secretariat's programme of work in a cost-efficient and timely manner;
2. Sufficient financial resources to carry out the programme of work approved by the Conference of Parties at its fourth meeting provided;
3. Improved capacity of parties and Secretariat to mobilize required financial resources.

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
39	Provide overall management of the Secretariat: ensure oversight of the implementation of the programme of work and budget adopted by the Conference of the Parties; organize and convene Secretariat meetings every quarter and staff exchanges as needed; plan work and supervise staff.	Effective and efficient delivery by the Secretariat of the outputs set out in its programme of work for 2009–2010.	Internal; funds for staff travel (\$105,000).	Regular meetings of the senior management team to discuss management and policy issues. Respective unit leader oversees and coordinates work programmes. Regular staff meetings to inform all staff about activities and issues.	143 200	—	40 219	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)		Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
40	Ensure financial management and administration of the Secretariat: monitor and follow up on budget, income and expenditures, including contributions from parties and donors; develop letters of agreement and memorandums of understanding; arrange travel for Secretariat staff members; file correspondence; hire new staff members.	Effective and efficient performance of the financial and administrative functions of the Secretariat.	Internal; funds for staff travel (\$27,000) and consultant to develop database (\$20,000).	Monitoring of and following up on budget, expenditure and income are under way. Review of all contractual arrangements, travel plans and human resource activities was undertaken.	35 000	—	16 921	—		
41	Cooperate and coordinate with partners, including other multilateral environmental agreements and intergovernmental organizations, such as the secretariats of the Stockholm and Basel conventions, the World Trade Organization, the Green Customs Initiative; the World Customs Organization and the Strategic Approach, on issues of common concern.	Effective and collaborative relationships are established with partner institutions to ensure the coordinated and complementary development and delivery of technical assistance to parties on common issues.	Internal; funds for staff travel (\$45,000).	The Secretariat participated in meetings to enhance cooperation and coordination with other partners: first session of the intergovernmental negotiating committee to prepare a global legally binding instrument on mercury in June 2010 (Sweden), Advisory Committee on the Green Belt Movement in January 2010 (Kenya), multi-stakeholder meeting on GEO-5 in March 2010 (Kenya) and the International Centre for Science and High Technology.	30 000	—	80 598	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009–2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
42	Follow up on recommendations of the Ad Hoc Joint Working Group: undertake specific activities resulting from the review and endorsement of the recommendations of the Ad Hoc Joint Working Group by the Conference of the Parties at its fourth meeting.	Decision of the Conference of the Parties at its fourth meeting on cooperation and coordination among the Basel, Rotterdam and Stockholm conventions requiring action by the Secretariat is implemented.	Internal.	A synergies oversight team was established to support the implementation of the synergies decisions and to prepare for the simultaneous extraordinary meetings of the conferences of the parties. The team comprises the executive secretaries of the conventions, one representative of the UNEP Executive Director and one of the FAO Director-General. In addition, a coordination group comprising coordinators from the three secretariats and a representative of the UNEP Executive Director was set up to support the preparations for the simultaneous meetings.	—	—	—	—		

Activity number	Activities	Expected outputs	Method of implementation internal/external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
43	Contribute to related activities on chemicals in FAO and UNEP, including those on United Nations system coherence and the Bali Strategic Plan for Technology Support and Capacity-building, participate where appropriate at meetings of relevant bodies, e.g., meetings of the conferences of the parties to related multilateral environmental agreements, the Governing Council of UNEP and the FAO Conference.	Increased integration of the work of the Convention into relevant activities on chemicals and pesticides within UNEP and FAO.	Internal; funds for staff travel (\$45,000).	The Secretariat participated in the eleventh special session of the UNEP Governing Council/Global Ministerial Environmental Forum in February 2010 in Bali, Indonesia, and the special Council session and Assembly of the Global Environment Facility in Uruguay.	30 000	—	19 353	—		
44	Raise funds for activities under the voluntary Special Trust Fund (RV), including technical assistance activities, participant travel to meetings of the Conference of the Parties.	Increase in secured funding for planned programmes within the biennium.	Internal; funds for staff travel (\$50,000) and hospitality (\$15,000).	Fund-raising activities were undertaken during the period.	45 000	—	13 803	—		
		<b>Subtotal</b>			<b>283 200</b>	—	170 894	—	—	—

Office equipment, supplies and services

E. Core Secretariat cost

Activity number	Activities	Expected outputs	Method of implementation internal/ external	Status of activities/outputs	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 budget (non-staff costs)	Total 2009-2010 expenditure (as at 30 November 2010)		RV Trust Fund	
					RO Trust Fund	RV Trust Fund	RO Trust Fund	RV Trust Fund	Donors	Funds available
45	Procure expendable equipment, including office supplies such as toner and stationery.	Effective and efficient delivery by the Secretariat of the outputs envisaged under its programme of work for 2009-2011.	Internal; funds for expendable equipment (\$72,000).	Procurement of expendable equipment and office supplies is under way.	48 000	—	24 034	—		
46	Procure non-expendable office equipment, including computer software and hardware, required licenses and furniture.	Effective and efficient delivery by the Secretariat of the outputs envisaged under its programme of work for 2009-2011.	Internal; funds for non-expendable equipment (\$143,000).	Procurement of non-expendable equipment, including required licenses and furniture via established contracts, is under way.	108 000	—	80 730	—		
47	Rent and maintain equipment, maintain communication tools, arrange for mail, postage and rental of a dedicated communications link between the UNEP and FAO offices of the Secretariat.	Effective and efficient delivery by the Secretariat of the outputs envisaged under its programme of work for 2009-2011.	Internal; funds for rental and maintenance (\$132,000).	Contracts for and usage of photocopiers, fax and other office equipment and an internet connection were established. Mailing and dispatching of documents under way.	88 000	—	136 557	—		
48	Rent office space; purchase electricity and cleaning services.	Effective and efficient delivery by the Secretariat of the outputs envisaged under its programme of work for 2009-2011.	Internal; funds for rental (\$124,000).	Maintenance contracts, including electricity and cleaning based on usage, under way.	79 400	—	153 986	—		
		<b>Subtotal</b>			<b>323 400</b>	<b>—</b>	<b>395 307</b>	<b>—</b>	<b>—</b>	<b>—</b>
		<b>Grand total</b>			<b>2 011 600</b>	<b>3 662 000</b>	<b>1 670 128</b>	<b>904 753</b>	<b>—</b>	<b>791 626</b>

Table 2

## Operational budget and expenditure for the General Trust Fund for 2009–2010 as at 30 November 2010

				RO	RO	RO	RO	RO
				2009	2009	2010	2010	RO
				Budget	Expenditure	Budget	Expenditure	Total
								2009–2010
								Expenditure
<b>10</b>	<b>Project personnel component</b>							
1100	<b>Professional staff</b>							
1101	Executive Secretary	3	58 975	88 714	61 334	74 518	163 232	
1102	Senior Scientific Adviser, P-5	12	208 899	7 500	217 255	74 748	82 248	
1103	Programme Officer P-4	12	180 400	207 666	187 616	214 619	422 285	
OTL	Administrative Officer P-4 (to be covered by UNEP OTL)	6	—	—	—	—	—	
1104	Programme Officer P-3	12	151 800	90 072	157 872	143 623	233 695	
1105	Programme Officer P-3	12	151 800	171 146	157 872	155 540	326 686	
1106	Programme Officer P-3	12	151 800	9 019	157 872	182 998	192 017	
1107	Programme Officer P-2	12	127 000	140 192	132 080	126 047	266 239	
1108	GTA Programme Officer P-3	12	151 800	61 877	157 872	121 919	183 796	
1120	GTA Programme Officer P-3		—	176 606	—	226 370	402 976	
1121	GTA Public Awareness Officer L-3		—	66 419	—	—	66 419	
UNEP	Chemicals Cluster Officer in Eastern Europe P-4	4	—	—	—	—	—	
UNEP	Chemicals Cluster Officer in GRULAC (Panama) P-4	4	—	—	—	—	—	
UNEP	Chemicals Cluster Officer in Africa (Nairobi) P-4	4	—	—	—	—	—	
UNEP	Chemicals Cluster Officer in Asia (Bangkok) P-4	4	—	—	—	—	—	
1111	Executive Secretary D 1 (in kind by FAO)	4	—	—	—	—	—	
1112	Senior Programme Officer P-5 (in kind by FAO)	1	—	—	—	—	—	
1113	Programme Officer P-4	1	184 824	184 824	192 217	192 217	377 041	
1114	Programme Officer P-3 (in kind by FAO)	1	—	—	—	—	—	
	1116	Programme Officer P-3	1	150 216	150 216	156 225	156 225	306 441
	1117	Programme Officer P-3	1	150 216	75 216	156 225	156 225	231 441
	1118	Programme Officer P-2	1	127 956	127 956	133 074	123 171	251 127
	<b>1199</b>	<b>Total Professional staff</b>		<b>1 795 686</b>	<b>1 557 423</b>	<b>1 867 513</b>	<b>1 948 220</b>	<b>3 505 643</b>
1200	<b>Consultants</b>							
1202	Core Secretariat Costs consultants		90 000	130 000	85 000	48 531	178 531	
<b>1299</b>	<b>Total consultants</b>		<b>90 000</b>	<b>130 000</b>	<b>85 000</b>	<b>48 531</b>	<b>178 531</b>	
1300	<b>General Service staff</b>							
1301	Legal Assistant G-5	6	51 250	—	53 300	—	—	
1302	Information Assistant G-5	12	102 500	132 023	106 600	121 454	253 477	
1303	Secretary (G-5)	3	25 625	—	26 650	—	—	
1304	Programme assistant G-5	12	102 500	123 065	106 600	115 532	238 597	
1306	GTA Administrative Clerk G-4		—	109 595	—	100 720	210 315	



			RO	RO	RO	RO	RO
			2009	2009	2010	2010	RO
			Budget	Expenditure	Budget	Expenditure	Total 2009–2010 Expenditure
1307	Conference Clerk (G-4) GTA		—	42 100	—	90 780	132 880
OTL	Finance and Budget Assistant (to be covered by UNEP OTL)	6	—	—	—	—	—
OTL	Administrative Assistant HR (to be covered by UNEP OTL)	6	—	—	—	—	—
OTL	IT/Database Assistant (to be covered by UNEP OTL)	6	—	—	—	—	—
OTL	Publication Clerk (to be covered by UNEP OTL)	6	—	—	—	—	—
1311	Secretary (in kind by FAO)	3	—	—	—	—	—
1312	Secretary	3	26 667	20 000	27 734	20 800	40 801
1313	Secretary	12	106 668	99 127	110 935	110 935	210 062
1314	Secretary	12	106 668	99 468	110 935	110 935	210 403
	<b>General service staff subtotal</b>		<b>521 878</b>	<b>625 378</b>	<b>542 753</b>	<b>671 155</b>	<b>1 296 533</b>
	<b>Conference servicing</b>						
1305	Conference Services COP		150 000	55 292	230 000	47 672	102 964
1315	Conference Services CRC-5		65 000	65 000			65 000
1331	Conference Services CRC-6		45 000	66 912	110 000	144 774	211 686
1334	Conference Services CRC (translation of two decision guidance documents)		—	2 134	—	—	2 134
	<b>Conference servicing subtotal</b>		<b>260 000</b>	<b>189 338</b>	<b>340 000</b>	<b>192 446</b>	<b>381 784</b>
<b>1399</b>	<b>Total General Service staff</b>		<b>781 878</b>	<b>814 716</b>	<b>882 753</b>	<b>863 602</b>	<b>1 678 318</b>
1600	<b>Travel on official business</b>						
1601	Travel on official business		155 000	140 962	150 000	130 547	271 509
<b>1699</b>	<b>Total travel on official business</b>		<b>155 000</b>	<b>140 962</b>	<b>150 000</b>	<b>130 547</b>	<b>271 509</b>
<b>1999</b>	<b>Component total: project personnel</b>		<b>2 822 564</b>	<b>2 643 101</b>	<b>2 985 267</b>	<b>2 990 899</b>	<b>5 634 001</b>
<b>20</b>	<b>Subcontracts with commercial companies</b>						
2311	Core Secretariat Costs: dedicated line		20 000	15 551	20 000	20 000	35 551
<b>2399</b>	<b>Subcontracts</b>		<b>20 000</b>	<b>15 551</b>	<b>20 000</b>	<b>20 000</b>	<b>35 551</b>
<b>2999</b>	<b>Component total: Subcontracts</b>		<b>20 000</b>	<b>15 551</b>	<b>20 000</b>	<b>20 000</b>	<b>35 551</b>
<b>30</b>	<b>Training component</b>						
3300	<b>Meetings: participant travel and DSA</b>						
3301	Participant travel (Bureau meeting)		12 500	—	12 500	10 963	10 963
3302	CRC experts travel		—	—	90 000	82 049	82 049
3304	Participant travel (compliance committee)		36 600	—	36 600	9 184	9 184

		RO	RO	RO	RO	RO	
		2009	2009	2010	2010	RO	
		Budget	Expenditure	Budget	Expenditure	Total 2009–2010 Expenditure	
	3313		CRC expert travel	90 000	90 000		90 000
	<b>3399</b>		<b>Total meetings: participant travel and DSA</b>	<b>139 100</b>	<b>90 000</b>	<b>139 100</b>	<b>102 196</b>
<b>3999</b>	<b>Component total: training</b>			<b>139 100</b>	<b>90 000</b>	<b>139 100</b>	<b>102 196</b>
<b>40</b>	<b>Equipment and premises component</b>						
	4100		<b>Expendable equipment</b>				
	4101		Office automation (software)	12 000	—	12 000	3 034
	4111		Office automation (software)	12 000	12 000	12 000	9 000
	<b>4199</b>		<b>Total expendable equipment</b>	<b>24 000</b>	<b>12 000</b>	<b>24 000</b>	<b>12 034</b>
	4200		<b>Non-expendable equipment</b>				
	4201		Core Secretariat costs: computer hardware and software	27 000	18 778	27 000	21 952
	4211		Core Secretariat costs: computer hardware and software	27 000	20 000	27 000	20 000
	<b>4299</b>		<b>Total non-expendable equipment</b>	<b>54 000</b>	<b>38 778</b>	<b>54 000</b>	<b>41 952</b>
	4300		<b>Premises</b>				
	4301		Office rental and premises	39 700	98 077	39 700	55 909
	<b>4399</b>		<b>Total premises</b>	<b>39 700</b>	<b>98 077</b>	<b>39 700</b>	<b>55 909</b>
<b>4999</b>	<b>Component total: equipment and premises</b>			<b>117 700</b>	<b>148 855</b>	<b>117 700</b>	<b>109 895</b>
<b>50</b>	<b>Miscellaneous component</b>						
	5200		<b>Reporting cost</b>				
	5201		Other Secretariat functions (printing of decision guidance documents in languages)	5 000	5 000	5 000	—
	5211		Outreach in the implementation of the Convention (resource kit)	40 000	30 000	40 000	30 000
	5212		Other Secretariat functions (translation and printing of the PIC Circular)	30 000	18 000	30 000	31 155
	5214		Other printing (reprinting and new publications)	85 000	56 491	85 000	80 154
	<b>5299</b>		<b>Total reporting cost</b>	<b>160 000</b>	<b>109 491</b>	<b>160 000</b>	<b>141 309</b>
	5300		<b>Sundry</b>				
	5301		Core Secretariat costs: (communications, postage, etc.)	12 000	51 492	12 000	30 514
	5311		Core Secretariat costs: (communications, postage, etc.)	12 000	10 000	12 000	9 000
	<b>5399</b>		<b>Total sundry</b>	<b>24 000</b>	<b>61 492</b>	<b>24 000</b>	<b>39 514</b>
							<b>101 006</b>

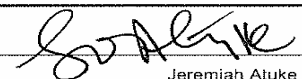

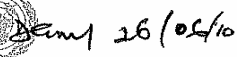
		RO	RO	RO	RO	RO
		2009	2009	2010	2010	Total
		Budget	Expenditure	Budget	Expenditure	2009–2010
						Expenditure
5400	<b>Hospitality and entertainment</b>					
5401	Hospitality technical meetings	5 000	—	5 000	—	—
5499	<b>Total hospitality and entertainment</b>	<b>5 000</b>	<b>—</b>	<b>5 000</b>	<b>—</b>	<b>—</b>
<b>5999</b>	<b>Component total: miscellaneous</b>	<b>189 000</b>	<b>170 983</b>	<b>189 000</b>	<b>180 823</b>	<b>351 806</b>
<b>99</b>	<b>Total direct cost</b>	<b>3 288 364</b>	<b>3 068 621</b>	<b>3 451 067</b>	<b>3 403 814</b>	<b>6 472 304</b>
	<b>Programme support costs (13%)</b>	<b>427 487</b>	<b>398 904</b>	<b>448 639</b>	<b>442 496</b>	<b>841 400</b>
	<b>Total operational budget</b>	<b>3 715 851</b>	<b>3 467 525</b>	<b>3 899 705</b>	<b>3 846 310</b>	<b>7 313 704</b>

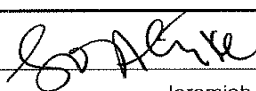

Table 3

## Operational budget and expenditure for the Special Trust Fund for 2009–2010 as at 30 November 2010

			RV	RV	RV	RV	RV
			2009	2009	2010	2010	RV
			Budget	Expenditure	Budget	Expenditure	Total
							2009-10
							Expenditure
<b>10</b>	<b>Project personnel component</b>						
	1200	<b>Consultants</b>					
	1202	Core Secretariat costs consultants	10 000	—	10 000	8 400	8 400
	1212	Outreach in the implementation of the Convention (website development)	100 000	47 802	50 000	32 550	80 352
	1215	Technical assistance; measuring success; work on indicators	20 000	—	—	—	—
	<b>1299</b>	<b>Total consultants</b>	<b>130 000</b>	<b>47 802</b>	<b>60 000</b>	<b>40 950</b>	<b>88 752</b>
<b>1999</b>	<b>Component total: project personnel</b>		<b>130 000</b>	<b>47 802</b>	<b>60 000</b>	<b>40 950</b>	<b>88 752</b>
<b>30</b>	<b>Training component</b>						
	3300	<b>Meetings: participant travel and DSA</b>					
	3303	Meetings/workshops	1 293 000	36 702	2 154 000	779 299	816 001
	<b>3399</b>	<b>Total meetings: participant travel and DSA</b>	<b>1 293 000</b>	<b>36 702</b>	<b>2 154 000</b>	<b>779 299</b>	<b>816 001</b>
<b>3999</b>	<b>Component total: training</b>		<b>1 293 000</b>	<b>36 702</b>	<b>2 154 000</b>	<b>779 299</b>	<b>816 001</b>
<b>50</b>	<b>Miscellaneous component</b>						
	5200	<b>Reporting cost</b>					
	5213	Technical assistance resource kit	10 000	—	15 000	—	—
	<b>5299</b>	<b>Total miscellaneous: reporting</b>	<b>10 000</b>	<b>—</b>	<b>15 000</b>	<b>—</b>	<b>—</b>
<b>5999</b>	<b>Component total: miscellaneous</b>		<b>10 000</b>	<b>—</b>	<b>15 000</b>	<b>—</b>	<b>—</b>
<b>99</b>	<b>Total direct cost</b>		<b>1 433 000</b>	<b>84 504</b>	<b>2 229 000</b>	<b>820 249</b>	<b>904 753</b>
	<b>Programme support costs (13%)</b>		<b>186 290</b>	<b>10 986</b>	<b>289 770</b>	<b>106 632</b>	<b>117 618</b>
	<b>Total operational budget</b>		<b>1 619 290</b>	<b>95 490</b>	<b>2 518 770</b>	<b>926 881</b>	<b>1 022 371</b>

**Certified accounts of the General Trust Fund for the Operational Budget of the Rotterdam Convention for the biennium 2008–2009 ended 31 December 2009**

General Trust Fund for Operational Budget of the Rotterdam Convention	
<b>I. Statement of income and expenditure and changes in reserves and fund balances for the twenty four months period of the biennium 2008-2009 ended 31 December 2009</b>	
<b>Income</b>	USD
Voluntary contributions	7,109,070
Interest income	127,391
<b>Total Income</b>	<b>7,236,461</b>
<b>Expenditure</b>	
Staff and other personnel costs	3,595,133
Contractual services	2,751,551
Travel	254,029
Operating expenses	198,386
Acquisitions	199,820
Programme support costs	909,735
<b>Total Expenditure</b>	<b>7,908,654</b>
<b>Excess/(shortfall) of income over expenditure</b>	<b>(672,193)</b>
<b>Net excess/(shortfall) of income over expenditure</b>	<b>(672,193)</b>
Transfers to reserves	3,190
Transfers to/from other funds	231,777
Reserves and fund balances, beginning of period	2,130,869
<b>Reserves and fund balances, end of period</b>	<b>1,693,643</b>
Operating reserves/Endowment Fund, beginning of period	936,534
Operating reserves/Endowment Fund, end of period	933,344
<b>II. Statement of assets, liabilities, reserves and fund balances as at 31 December 2009</b>	
<b>Assets</b>	
Cash pool - US dollar	3,167,684
Voluntary contributions receivable	303,015
Other	26,480
<b>Total assets</b>	<b>3,497,179</b>
<b>Liabilities</b>	
Payments or contributions received in advance	307,703
Unliquidated obligations	308,047
Interfund balances	215,252
Other accounts payable	39,190
<b>Total liabilities</b>	<b>870,192</b>
<b>Net assets/(liabilities)</b>	<b>2,626,987</b>
<b>Reserves and fund balances</b>	
Operating Reserve	933,344
Cumulative surplus	1,693,643
<b>Total reserves and fund balances</b>	<b>2,626,987</b>
<b>Total liabilities, reserve and fund balance</b>	<b>3,497,179</b>
 Jeremiah Atuke Chief ACCOUNTS SECTION BUDGET AND FINANCIAL MANAGEMENT SERVICE, UNON	
  United Nations Office at Nairobi ACCOUNTS SECTION Budget and Financial Management Service 22/06/2010	
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<b>General Trust Fund for the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals in International Trade</b>	
<b>i. <u>Statement of income and expenditure and changes in reserves and fund balances for the twenty four months period of the biennium 2008-2009 ended 31 December 2009</u></b>	
<b>Income</b>	<b>USD</b>
Voluntary contributions	1,256,573
Interest income	73,465
Miscellaneous income	26,000
<b>Total Income</b>	<b>1,356,038</b>
<b>Expenditure</b>	
Contractual services	47,802
Operating expenses	601,335
Programme support costs	84,388
<b>Total Expenditure</b>	<b>733,525</b>
<b>Excess/(shortfall) of income over expenditure</b>	<b>622,513</b>
<b>Net excess/(shortfall) of income over expenditure</b>	<b>622,513</b>
Transfers to/from other funds	(231,777)
Reserves and fund balances, beginning of period	1,345,100
<b>Reserves and fund balances, end of period</b>	<b>1,735,836</b>
<b>ii. <u>Statement of assets, liabilities, reserves and fund balances as at 31 December 2009</u></b>	
<b>Assets</b>	
Cash pool - Euro	1,679,526
Cash pool - US dollar	362,087
Voluntary contributions receivable	4,184
<b>Total assets</b>	<b>2,045,797</b>
<b>Liabilities</b>	
Unliquidated obligations	50,292
Interfund balances	129,694
Other accounts payable	129,975
<b>Total liabilities</b>	<b>309,961</b>
<b>Net assets/(liabilities)</b>	<b>1,735,836</b>
<b>Reserves and fund balances</b>	
Cumulative surplus	1,735,836
<b>Total reserves and fund balances</b>	<b>1,735,836</b>
<b>Total liabilities, reserve and fund balance</b>	<b>2,045,797</b>
 Jeremiah Atuke Chief ACCOUNTS SECTION BUDGET AND FINANCIAL MANAGEMENT SERVICE, UNON	
 United Nations Office at Nairobi ACCOUNTS SECTION Budget and Financial Management Service 22/06/2010	
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