

**Montreal Protocol
on Substances that
Deplete the Ozone Layer**

Distr.: General
18 October 2022
Original: English

**Thirty-Fourth Meeting of the Parties to
the Montreal Protocol on Substances
that Deplete the Ozone Layer**

Montreal, Canada, 31 October–4 November 2022

Item 3 (a) of the provisional agenda for the preparatory
segment*

**Administrative matters: budget of the Trust Fund for
the Montreal Protocol and financial reports**

**Proposed budgets for 2023 and 2024 of the Trust Fund for the
Montreal Protocol on Substances that Deplete the Ozone Layer**

**Proposed revision to the approved budget for 2022 for the Trust
Fund for the Montreal Protocol on Substances that Deplete the
Ozone Layer**

Note by the Secretariat

Addendum

I. Introduction

1. The present note is an addendum to document UNEP/OzL.Pro.34/4.
2. At the time of preparation of the budgets for 2023 and 2024, the Secretariat did not consider it necessary to propose a revision to the approved budget for 2022 for the reasons explained in paragraph 2 of document UNEP/OzL.Pro.34/4. However, having successfully held in-person meetings in July 2022, namely the forty-fourth meeting of the Open-Ended Working Group of the Parties to the Montreal Protocol and the sixty-eighth meeting of the Implementation Committee under the Non-Compliance, and having received cost estimates for the Thirty-Fourth Meeting of the Parties and its associated meetings, the Secretariat anticipates that estimated expenditures in certain categories might exceed the allowable 10 per cent threshold. Accordingly, it considered prudent the proposal of a revision to the budget for consideration by the parties.
3. Section II of the present note sets out the proposed revision to the budget, while the annex sets out the proposed budget for 2022 in detail.

* UNEP/OzL.Pro.34/1.

II. Revised budget for 2022

4. The proposed revised budget for 2022 is at the same level as the approved budget of \$5,885,129, including activities funded by the cash balance, with the following adjustments:

- (a) Employee salaries, allowances and benefits **reduced** by \$319,115, with the post of Deputy Executive Secretary still vacant. While recruitment for the post was completed in the second week of September, the onboarding of the selected candidate is ongoing. The Deputy Executive Secretary is expected to be on board on 1 January 2023;
- (b) Consultancy budget **reduced** by \$4,449;
- (c) Operating costs and public awareness budgets **reduced** by \$57,075 and \$2,608, respectively. With staff returning to the office as of October 2022, the Secretariat needs to replace some old furniture and equipment to embrace the “new normal” way of working. However, it is opting to save the operating costs budget to cater for any unforeseen increase in the meeting services costs in order to avoid the total approved budget being exceeded;
- (d) Budget to cater for conference services costs **increased** by \$325,849, resulting from:
 - (i) An exponential increase in post-pandemic air travel costs. There are fewer flights available than before the pandemic and discounted fares are not always available;
 - (ii) There was a change in the United Nations travel agent just before the forty-fourth meeting of the Open-ended Working Group. This transition led to delays in ticket-processing, resulting in higher costs;
 - (iii) In the absence of any offer to host the Thirty-Fourth Meeting of the Parties, the approved budget for the meeting was based on the assumption that it would be held in Nairobi. However, early in 2022, in consultation with the parties, it was decided that the meeting would be held in Montreal, Canada. The change in venue has attracted additional costs;
 - (iv) Due to the travel restrictions related to the coronavirus disease (COVID-19) pandemic that continued in 2022 in some countries, the Secretariat made provision for online meeting platforms at the forty-fourth meeting of the Open-ended Working Group and the Thirty-Fourth Meeting of the Parties to enable the relevant parties to participate online;
- (e) Budget for the travel of representatives of parties operating under paragraph 1 of Article 5 (Article 5 parties) and Secretariat staff **increased** by \$3,878 and \$38,082, respectively, for the reasons explained in paragraph (d) (i)–(iii) above;
- (f) An **increase** of \$15,438 in the budget for activities funded by the cash balance, mainly due to the cost of the Fifth Extraordinary Meeting of the Parties (see paragraph (d) (i) and (ii)). The relevant budget line included the costs of meeting services and travel of representatives of Article 5 parties.

III. Concluding observations

5. The Secretariat is proposing the present revision to the approved budget for 2022 for the consideration of the parties. The revision is based on: (i) the interim expense statement of the meetings held in Bangkok in July 2022 (forty-fourth meeting of the Open-ended Working Group, sixty-eighth meeting of the Implementation Committee, Fifth Extraordinary Meeting of the Parties); and (ii) the cost estimates for meetings to be held in Montreal in October 2022 (Thirty-Fourth Meeting of the Parties and associated meetings). The actual costs for both sets of meetings are not yet available.

Annex*

Trust Fund for the Montreal Protocol on Substances that Deplete the Ozone Layer: proposed revised budget for 2022

Detailed revised budget for 2022

(United States dollars)

		<i>Approved budget</i>	<i>Revised budget</i>	<i>Variance</i>
1100	Employee salaries, allowances and benefits	1 691 100	1 371 985	(319 115)
1200	Consultants	85 000	80 551	(4 449)
1300	Meeting costs			
1321	Conference services costs: Open-ended Working Group meetings	632 000	649 620	17 620
1322	Conference services costs: preparatory meetings and meetings of the parties	650 000	859 800	209 800
1323	Communication costs of Article 5 assessment panel members and organizational costs of panel meetings	55 000	59 416	4 416
1324	Conference services costs: Bureau meetings	25 000	33 514	8 514
1325	Conference services costs: Implementation Committee meetings	125 000	210 714	85 714
5401	Hospitality	25 000	24 785	(215)
	Subtotal: Meeting costs	1 512 000	1 837 849	325 849
3300	Travel of Article 5 parties and experts			
3301	Travel of Article 5 parties: assessment panel meetings	380 000	252 648	(127 352)
3302	Travel of Article 5 parties: preparatory meetings and meetings of the parties	400 000	468 286	68 286
3303	Travel of Article 5 parties: Open-ended Working Group meetings	365 000	430 142	65 142
3304	Travel of Article 5 parties: Bureau meetings	15 000	15 000	-
3305	Travel of Article 5 parties: Implementation Committee meetings	65 000	62 802	(2 198)
	Subtotal: Travel of Article 5 parties and experts	1 225 000	1 228 878	3 878
1600	Travel on official business			
1601	Staff travel on official business	180 000	219 426	39 426
1602	Conference services staff travel on official business	15 000	13 656	(1 344)
	Subtotal: Travel on official business	195 000	233 082	38 082
4100–5300	Other operating costs			
4100	Expendable equipment	18 000	4 219	(13 781)
4200	Non-expendable equipment	25 000	9 895	(15 105)
4300	Rental of premises	32 000	28 824	(3 176)
5100	Operation and maintenance of equipment	20 000	9 756	(10 244)
5200	Reporting costs	75 000	69 986	(5 014)
5300	Sundry	25 000	15 245	(9 755)
	Subtotal: Other operating costs	195 000	137 925	(57 075)
5201	Public awareness and communication	59 900	57 292	(2 608)
	Total direct costs	4 963 000	4 947 562	(15 438)
	Programme support costs	645 190	643 183	(2 007)
	Total	5 608 190	5 590 745	(17 445)

* The present annex has not been formally edited.

		<i>Approved budget</i>	<i>Revised budget</i>	<i>Variance</i>
Additional activities				
5404	Communication campaign	27 100	26 312	(788)
5407	Temp Website Officer (P3)	-	(8 195)	(8 195)
5408	Digital tools: enhancements	37 500	37 500	-
5409	UNV Science	20 000	18 109	(1 891)
5411	Registration & Contacts Management System	25 000	24 800	(200)
5413	Conference services costs & travel of Article 5 parties – ExMOP5	108 930	135 442	26 512
Total additional activities		218 530	233 968	15 438
Programme support costs		28 409	30 416	2 007
Total direct costs		5 181 530	5 181 530	-
Overall programme support costs		673 599	673 599	-
Grand total		5 855 129	5 855 129	-