



**Economic and Social  
Council**

Distr.  
GENERAL

TRANS/WP.30/AC.2/1999/5  
3 August 1999

Original: ENGLISH

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**ECONOMIC COMMISSION FOR EUROPE**

Administrative Committee for the TIR Convention, 1975  
(Twenty-seventh session, 21 and 22 October 1999,  
agenda item 4 (b))

**ADMINISTRATION OF THE TIR EXECUTIVE BOARD (TIREXB)**

**Budget of the TIRExB and the TIR secretariat for the year 1999**

**Note by the TIR Secretary**

1. The budget and cost plan for the TIR Executive Board (TIRExB) and the TIR secretariat for the year 1999, including the Operating Reserve Fund (15% of total budget) and the programme support (13% of total budget), amounted to US\$ 698,880.
2. As of 31 July 1999 less than 42% of the total net allotment for 1999 (total budget net of programme support and Operating Reserve Fund) have been utilized. This is mainly due to the fact that the TIRExB and the TIR secretariat have become operational only in February 1999, that the recruitment of personnel for the TIR secretariat has been completed only in June 1999, that part of the estimated costs have been carried in 1999 by the United Nations (in particular the cost for premises) and that the available resources have been utilized very efficiently.
3. The TIR Secretary presents below a detailed report on the financial situation of the TIRExB and the TIR secretariat as of 31 July 1999. Allotments refer to the resources estimated in 1998 and available in 1999; expenditures cover disbursements and obligations already made for future expenditures during the remainder of 1999.

4. A complete financial report for the year 1999 will be prepared for approval by the Administrative Committee at its forthcoming session in spring 2000.
5. The budget and cost plan for the operation of the TIRExB and the TIR secretariat for the year 1999 as approved by the Administrative Committee on 26 February 1999 (TRANS/WP.30/AC.2/53, para. 26) is contained in document TRANS/WP.30/AC.2/1999/1.
6. The Administrative Committee may wish to take note of the present status report.

United Nations Economic Commission for Europe, Transport Division  
 Programme: TIR Executive Board (TIRExB) and TIR secretariat  
 Title of Trust Fund: "TIR"  
 Account No.: ZL-RER-8001

Status report as of 31 July 1999

<u>Budget line</u>	<u>Object of expenditure</u>	<u>Allotment</u> (in US\$)	<u>Expenditures</u> (Obligations+ Disbursements)	<u>Balance</u>
1101	Customs expert (Eastern Europe)	142,000	75,031	66,968
1102	Customs expert (Western Europe)	142,000	41,564	100,436
1103	Administrative and EDI expert	142,000	75,406	66,594
1104	EDI data base consultant	<u>10,000</u>	<u>368</u>	<u>9,632</u>
1100	Project Personnel	436,000	192,369	243,630
1301	Admin. Support Personnel	20,000	6,067	13,932
1501	Travel of Project Staff	20,000	1,562	18,438
1502	Travel of TIR Secretary	<u>10,000</u>	<u>2,628</u>	<u>7,372</u>
1500	Official travel	30,000	4,190	25,810
1600	Mission costs	15,000	2,264	12,736
4300	Premises	5,000	0	5,000
4500	Local procurement	33,000	20,124	12,875
5100	Equipment maintenance	2,000	0	2,000
5300	Sundry	5,000	0	5,000
<b>Total</b>		<b>546,000</b>	<b>225,014</b>	<b>320,983</b>
Programme support (13% of Total)		70,980		
Operating Reserve Fund (15% of Total)		81,900		
<b>Grand Total</b>		<b>698,880</b>		

Specification of expenditures (31 July 1999)Project Personnel (1100)

Three experts recruited on fixed-term appointments (until 31 December 1999).  
2 days consultancy to set up the TIR web site on the Internet.

Administrative Support Personnel (1301)

This budget line has been established in May 1999, following consultations with the IRU, to allow for the temporary recruitment of personnel for the entry of data on authorized persons utilizing TIR Carnets (International TIR Data Bank). This proved to be necessary as only some Contracting Parties and national associations were in a position to make use of the data entry mask established and distributed by the TIR secretariat.

Official travel (1500)

One mission of one Customs expert (Finnish/Russian border (June/July 1999)).  
Two missions of the TIR Secretary (German/Polish border (June 1999); Finnish/Russian border (June/July 1999)).

Mission costs (1600)

Per diem for the participation to 2 TIRExB members at two meetings of the TIRExB in Geneva.

Premises (4300)

In 1999, the United Nations has provided the necessary office space for the TIR secretariat free-of-charge on the basis of an informal arrangement. US\$ 20,000 of the amount originally allotted under this budget line, have been transferred to the newly created budget line "Administrative Support Personnel" (1301) (see above).

Local procurement (4500)

Electronic and computer office equipment (4 personal computers, 3 printers, 1 portable computer and 1 portable printer) have been purchased, including required software packages.

Operation and maintenance of equipment (5100)

No cost occurred so far under this budget line as the equipment is still under guarantee.

Sundry (5300)

This budget line has not yet been used.

Expenditures foreseen for the remainder of 1999

In the remaining five months of 1999, it is expected that the major part of the allotments for the year 1999 will be used with the following exceptions:

(a) Project Personnel (1100)

The three experts charged against this budget line have been recruited in February 1999, March 1999 and June 1999 respectively. Thus considerably lower expenditures than estimated will occur under this budget line.

(b) Mission costs (1600)

Only a few members of the present TIRExB require financial support for the attendance of meetings of the TIRExB. Thus it is estimated that a large part of the allotted amount will not be needed in 1999.

(c) Premises (4300) (see above)

(d) Operation and maintenance of equipment (5100) (see above).

As a result, it is estimated that the budget for the year 1999 will close with a positive balance of at least: US\$ 300,000. To this amount the 15% Operating Reserve Fund (US\$ 81,900) has to be added which however also has to be re-established for the budget in the year 2000.

It should be noted that this rather large estimated positive balance will most likely not occur in the following years as it is mainly due to the late coming into operation of the TIRExB and the TIR secretariat in 1999.

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