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**ECONOMIC COMMISSION FOR EUROPE**

Administrative Committee for the TIR Convention, 1975

Forty-sixth session  
Geneva, 9 October 2008  
Item 3 (b) (ii) of the provisional agenda

**ACTIVITIES AND ADMINISTRATION OF THE TIR EXECUTIVE BOARD (TIRExB)**

ADMINISTRATION OF THE TIREXB AND THE TIR SECRETARIAT

Procedure for financing of the operation of the TIRExB and TIR secretariat in 2009

Revised budget proposal and cost plan for the year 2009

Note by the secretariat

1. In accordance with Annex 8, Article 13 of the Convention, the TIRExB has prepared the present budget proposal and a cost plan providing for its operation in the year 2009. The budget proposal and cost plan, as contained in the present document, will be finalized and approved by the TIRExB at its October meeting prior to the meeting of the TIR Administrative Committee. Modifications, if any, decided upon by the TIRExB at this meeting, will be reflected in a corrigendum to this document.

2. The proposed cost plan for 2009 estimated at US\$ 1,474,800 inclusive of programme support cost (see annex 1) reflects an increase of US\$ 269,500 over the approved budget and cost plan for the TIRExB and the TIR secretariat for 2008 (US\$ 1,205,300 inclusive of programme support cost). The increase relates mainly to the increased cost of Project Personnel and Administrative Support Personnel due to the weak US dollar compared to the Swiss Francs and the fact that one Project Person will revert back to work 100 per cent (instead of 50 per cent).

3. In addition, the United Nations requires that an operating cash reserve at the level of 15 per cent of the annual estimated expenditures be maintained to cover exchange rate fluctuation, any shortfalls and to meet final expenditures including any liquidating liabilities. An operating cash reserve equivalent to US\$ 195,800 (i.e. 15 per cent of US\$ 1,305,100) would therefore need to be provided in 2009. As such the total 2009 estimated resource requirements amount to a total of US\$ 1,670,600. However, taking into account the projected balance at 31 December 2008 available for 2009 operations (US\$ 396,638), the actual additional amount that will be required for 2009 is estimated at US\$ 1,274,000 (rounded). The resources of US\$ 305,000, exceptionally transferred by IRU in 2004 to be used in the event of termination of the UNECE/IRU agreement, and the provision of US\$ 307,100 for Installation and Separation Costs will be left unallotted and carried forward from year to year until required (see Fund Statement in annex 2 for details of all the foregoing).

4. It is currently estimated that some 3 million TIR Carnets will be issued in 2009. Under this scenario, an amount per TIR Carnet of US\$ 0.4246 will be required to generate the income necessary to cover the additional funds of US\$ 1,274,000 needed for the 2009 operations.

5. Annex 4 of 2008-2010 UNECE-IRU Agreement (ECE/TRANS/WP.30/AC.2/2007/14) provides steps, procedures and related timeline for the financing of the operation of the TIRExB.

Annex I**Proposed Cost Plan for 2009**

United Nations Economic Commission for Europe, Transport Division

**Programme:** TIR Executive Board (TIRExB) and TIR secretariat  
**Title of Trust Fund:** “Transport International Routier - TIR”;  
 Account No.: ZL-RER-8001.

<u>Object of expenditure</u>	<u>Amount (in US\$)</u>
Project Personnel	935,100
Administrative Support Personnel	228,000
Consultants fees and travels	30,000
Travel on official business	40,000
Travel of experts	20,000
Staff Training	15,000
Office automation & equipment	20,000
Operation and maintenance of equipment	2,000
External contractual services	14,000
General operating expenses	1,000
<b>Total estimated direct expenditures</b>	<b>1,305,100</b>
<b>Programme support (13% of Total direct expenditures)</b>	<b>169,700</b>
<b>Grand Total</b>	<b>1,474,800</b>

TIR Trust Fund resource requirements for the year 2009Project Personnel US\$ 935,100

The proposed amount under this object of expenditure is intended to cover the salary and related costs<sup>1</sup> for one year of four experts on fixed-term appointments: one Customs expert, one Legal officer, one Project Management expert and one Computer Information System expert. It also includes provisions for a short-term expert to assist in the development of mandated IT projects (i.e. ITDBonline+ project, online Register of Customs sealing devices and stamps project) and to prepare the 2009 updated version of the TIR Handbook.

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<sup>1</sup> In line with the United Nations Staff regulations and Rules.

Administrative Support Personnel US\$ 228,000

The proposed amount under this object of expenditure is intended to cover the salary and related costs<sup>1</sup> of two administrative support staff for one year.

Consultant fees and travels US\$ 30,000

The proposed amount under this object of expenditure is intended to cover consultancy costs for a security audit to test the level of security of the Internet applications developed within the secretariat: ITDBonline+ project and online Register of Customs sealing devices and stamps project.

Travel on official business US\$ 40,000

The proposed amount under this object of expenditure is intended to cover the travel cost of Project Staff and the TIR Secretary.

Travel of experts US\$ 20,000

The proposed amount under this object of expenditure is intended to cover DSA for the nine members of the TIRExB for meetings held outside Geneva and in Geneva when not in conjunction with the meetings of WP.30 and AC.2.

Staff Training US\$ 15,000

The proposed amount under this object of expenditure is intended to cover training costs of the TIR secretariat staff.

Office automation & equipment US\$ 20,000

The proposed amount under this object of expenditure is intended to cover the acquisition and replacement of relevant electronic and computer office equipment (PCs, printers, copy machine, fax, office furniture, etc.), including data base hard and software systems.

Operation and maintenance of equipment US\$ 2,000

The proposed amount under this object of expenditure is intended to cover the cost of repair and maintenance of office and computer equipment (PCs, printers, copy machine, fax, etc.).

External contractual services US\$ 14,000

The proposed amount under this object of expenditure is intended to cover expenses for meeting rooms, interpretations, translations, external printing of training materials, hospitality, telephone/fax, miscellaneous expenses, etc, related to one TIR Seminar and one TIRExB meetings organized outside the UN premises.

General operating expenses US\$ 1,000

The proposed amount under this object of expenditure is to provide for communication costs (i.e. postage, fax, long distance calls, and pouch) and other miscellaneous expenses.

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<sup>1</sup> In line with the United Nations Staff regulations and Rules.

Annex II

<b>Local Technical Cooperation Trust Fund</b>			
<b>Transport International Routier - TIR</b>			
<b>Fund Statement (US Dollars)</b>			
<b>(1) 2009 Projected Expenditures:</b>			
2009 Estimated direct expenditures			1,305,100
13 % Programme Support Cost			169,700
15% Operating Cash Reserve (US\$1,305,100 X 15%)			<u>195,800</u>
2009 Estimated projected requirements (rounded) <sup>1</sup>			<b>1,670,600</b>
 <b>Estimated Funds Available at 31 December 2008:</b>			
Actual fund balance at 31 December 2007 <sup>2</sup>	1,252,038		
2008 Contribution received in 2007	<u>962,000</u>		
<b>Total funds as at 31 December 2007<sup>3</sup></b>		2,214,038	
 Less:(The following estimates are inclusive of 13% Programme Support Cost)			
2008 Estimated projected expenditures	1,205,300		
Provision for Installation and Separation Costs	307,100		
Provision for early termination UNECE/IRU Agreement (forwarded year-to-year)	<u>305,000</u>	<u>1,817,400</u>	
<b>(2) Total estimated available balance as at 31 December 2008 for 2009 operations</b>			<u>396,638</u>
<b>(3) Estimated Funds to be transferred for 2009 operation [(1)-(2)] (rounded)</b>			<u><u>1,274,000</u></u>
 <b>Note 1:</b> The Operating Cash Reserve will be used to complement the provision for separation costs in case of closure of the TIR secretariat.			
<b>Note 2:</b> See document ECE/TRANS/WP.30/AC.2/2008/5			
<b>Note 3:</b> Source: UNOG Financial statements as at 31 December 2007.			

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