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**ECONOMIC COMMISSION FOR EUROPE**

Administrative Committee for the TIR Convention, 1975

(Thirty-seventh session, 14 and 15 October 2004,  
agenda item 3 (b)(iii))

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

**Administration of the TIRExB**

**Budget proposal and cost plan of the TIRExB and the TIR secretariat for the year 2005**

**Note by the TIR Secretary**

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 2005. The budget proposal and cost plan, as contained in the present document, is expected to be finalized and approved by the TIRExB at its October meeting. Modifications, if any, decided upon by the TIRExB at this meeting, will be reflected in a corrigendum to this document.
2. The budget proposal and cost plan for the year 2005 does not differ substantially from the approved budget and cost plan of the TIRExB and the TIR secretariat for the year 2004, as contained in document TRANS/WP.30/AC.2/2003/8/Rev. 1. The increase in the budget proposal, in the order of 0.7% compared with the budget for the year 2004, is a consequence of an increase in standard salary costs.
3. The amount of the resulting levy on each TIR Carnet and the procedure for its collection will be contained in a document, which will be submitted to the Administrative Committee for endorsement at its forthcoming session.

4. The estimated budget and cost plan for the TIRExB and the TIR secretariat for the year 2005 is provided below. The budget for the year 2005 amounts to US\$ 1,563,300. The effective amount to be provided will be around US\$ 883,000. This is the result of the estimated positive balance which could amount to approximately US\$ 528,532<sup>1</sup> for the budget year 2004 and US\$ 151,768 of unallotted funds for the year 2004 (refer to TRANS/WP.30/AC.2/2004/9).

|   |                     |
|---|---------------------|
| Estimated budget and cost plan 2005                     | US\$ 1,563,300      |
| - Estimated left over budget and programme support 2004 | US\$ 325,942        |
| - Operating reserve not used in 2004                    | US\$ 202,590        |
| - Left over budget 2003 and interest income 2003        | <u>US\$ 151,768</u> |
| <br>Funds to be transferred by IRU                      | <br>US\$ 883,000    |

5. For the estimated ... million TIR Carnets to be issued in the year 2005, this would represent a levy on each TIR Carnet of US\$ ....

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<sup>1</sup> The cost plan proposed for the year 2005, just as the cost plans approved for the years 1999, 2000, 2001, 2002, 2003, and 2004 make provisions to enable the TIRExB and TIR secretariat to operate under a worst case scenario (including recruitment of new staff, removal costs, repatriation grants, etc.). For this reason there will be most likely a positive balance of approximately US\$ 325,942 at the end of the year 2004. In addition, at the end of the financial year 2004, the amount of Operating Reserve (US\$ 202,590) not utilized, will constitute the Operating Reserve Fund for 2005.

COST PLAN

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.

Proposed cost plan for the year 2005

| <u>Budget line</u>                            | <u>Object of expenditure</u>                         | <u>Amount (in US\$)</u> |
|---|--|-------------------------|
| 1100  | Project Personnel (4 experts as well as consultancy) | 876,000                 |
| 1301  | Administrative Support Personnel                     | 215,000                 |
| 1501  | Travel on Official Business                          | 30,000                  |
| 1601  | Mission costs  | 15,000                  |
| 2101  | Sub-contracts  | 5,000                   |
| 4301  | Premises   | 25,000                  |
| 4501  | Local procurement                                    | 20,000                  |
| 5101  | Operation and maintenance of equipment               | 2,000                   |
| 5301  | Sundry   | 15,000                  |
| <b>Total net allotment</b>                    |  | <b>1,203,000</b>        |
| Programme support (13% of Total)              |  | 156,390                 |
| 15% Operating Reserve for 2004 <sup>2 3</sup> |  | <u>203,910</u>          |
|   |  | 360,300                 |
| <b>Grand Total</b>                            |  | <b>1,563,300</b>        |

<sup>2</sup> Actual requirement for Operating Reserve for 2005 will be: US\$ 203,910- US\$ 202,590 (Operating Reserve for 2004)  
= US\$ 1,320.-.

<sup>3</sup> According to new regulations introduced as per 2001, the Operating Reserve has to be calculated on the basis of the sum of the "Total net allotment" plus "Programme support".

TIR Trust Fund resource requirements for the year 2005

Project Personnel (1100) - US\$ 876,000

The proposed amount under this object of expenditure is intended to cover the standard salary costs<sup>4</sup> for one year of four experts on fixed-term appointments: 2 Customs experts, one Administrative and EDI expert and one Computer Information System expert. It also includes provisions for consultancies to administer the on-line ITDB and to carry out mandated research.

Administrative Support Personnel (1301) – US\$ 215,000

The proposed amount under this object of expenditure is intended to cover the standard salary costs of administrative support staff for one year.

Travel on Official Business (1501) - US\$ 30,000

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

Mission costs (1601) - US\$ 15,000

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.

Sub-contracts (2101) - US\$ 5,000

The proposed amount under this object of expenditure is intended to cover institutional contractors to provide possibly required conference support services (including rental of office equipment, conference room, interpretation, local transportation, etc.).

Premises (4301) - US\$ 25,000

The proposed amount under this object of expenditure is intended to cover the rent of three/four offices (depending on the size) at the Palais des Nations in Geneva.

Local procurement (4501) - US\$ 20,000

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

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<sup>4</sup> In line with the United Nations staff regulations.

Operation and maintenance of equipment (5101) - 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.).

Sundry (5301) - US\$ 15,000

The proposed amount under this object of expenditure is intended to cover other operational costs of the TIR secretariat and the TIRExB (paper, mail, telephone/fax, external printing of publications, stationery, interpretations, translations, expenses for seminars, miscellaneous expenses, etc.).

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