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**ECONOMIC COMMISSION FOR EUROPE**

Meeting of the Parties to the  
Convention on Access to Information,  
Public Participation in Decision-making and  
Access to Justice in Environmental Matters

Working Group of the Parties to the Convention  
(Second meeting, Geneva, 3-4 May 2004)

**OVERVIEW OF CONTRIBUTIONS AND EXPENDITURES FOR 2003**

**Prepared by the secretariat in consultation with the Bureau**

1. At its first meeting, the Working Group of the Parties to the Convention requested the secretariat to provide a financial report on the funds received and the expenditures incurred in the implementation of the work programme in the fiscal year 2003, including the funds made available from the regular UNECE budget (MP.PP/WG.1/2003/2, para. 57). The present document has been prepared by the secretariat in response to that request.
2. Through decision I/12, the Meeting of the Parties adopted the work programme with an estimated core requirement for its implementation of US\$ 855,000. This core requirement was revised downwards by the Working Group in 2003 (MP.PP/WG.1/2003/2, para. 56, and MP.PP/WG.1/2003/7, annex). The table below shows the pledged and actual contributions in relation to the revised estimate of the core requirement (all figures in US\$):

Core requirement (MP.PP/WG.1/2003/7)	Contributions received by 31 December 2003	Total expenditures and funds allotted for extrabudgetary staff expenses in 2003
681,390	665,259.12	726,061.36

Some of the funds received were earmarked by donors for the capacity-building service and the clearing-house mechanism, for activities on pollutant release and transfer registers (PRTR) or for the compliance mechanism. In addition, some activities were funded through contributions in kind. The breakdown of funds received in the trust fund during 2003, as well as the contributions in kind made during that year, is presented in annex I.

3. The breakdown of expenditures incurred during 2003, including a summary for each budget line, is shown in the table in annex II, alongside the core requirements for the sake of comparison. For each activity, the following budget lines are included where and as appropriate:

(a) Staff time (including secretarial support and overhead). This figure is based on the standard costs for Professional and General Service Staff in UNECE. Actual expenditures are adjusted according to the specific qualifications and entitlements of an engaged staff member;

(b) Travel and daily subsistence allowance (DSA) for participants in meetings. The core requirement is based on estimates of the number of supported participants, using the criteria established by the Committee on Environmental Policy and in accordance with the United Nations rules on travel and DSA;

(c) Staff travel. Travel and DSA based on the United Nations rules;

(d) Equipment for additional extrabudgetary staff (e.g. computer, printer, etc.);

(e) Consultants and subcontracts. This covers any study, analysis, report or other intellectual service needed inter alia to respond to requests of working groups or task forces, where the secretariat lacks the time or the necessary expertise or where an external view is sought. Subcontracts with partners to undertake the local organization of workshops and meetings outside Geneva are also covered under this budget line.

4. The expenditures incurred in each area of activity during the fiscal year 2003, presented in tabular form in annex II, are discussed in the following paragraphs.

5. **Compliance Committee.** The estimated core requirements were US\$ 133,000. The actual costs of the activities of the Committee are somewhat lower. This is because, in its first year, the Committee focused on designing the procedures rather than undertaking the more time-consuming task of processing communications. In fact, the Committee did not consider any actual cases of non-compliance during the fiscal year 2003, primarily because communications from the public could not be submitted before 23 October 2003. This meant that the recruitment of additional extra-budgetary staff supporting the activities of the Committee did not occur during 2003, though the allotment of funds for this purpose did take place towards the end of the year (see paras. 16 to 18).

6. **Pollutant release and transfer registers.** The core requirements were estimated at US\$ 103,000. During 2003, funds budgeted for travel and DSA of participants in the Working Group were also used to cover the costs of participation in the events related to the adoption of the Protocol on PRTRs during the Ministerial Conference 'Environment for Europe' (Kiev, 21-23 May 2003). The expected recruitment of extrabudgetary staff to support these activities did not occur during 2003, though the allotment of funds for this purpose did take place towards the end of the year (see paras. 16 to 18).

7. **Genetically modified organisms.** The estimated costs of the core requirements were US\$ 35,000. The actual costs were broadly in line with projected costs for 2003, except for costs related to consultancy contracts for expert studies. These costs were not incurred, primarily because a study prepared at the request of the Working Group for its second meeting was prepared by the secretariat.

8. **Access to justice.** The total core requirement was estimated at US\$ 40,000. The costs of the first meeting of the Task Force (including the travel and DSA of participants as well as costs additional to those foreseen in the work programme, but not including UNECE extrabudgetary staff time) were entirely covered by the host country (Belgium) as a contribution in kind worth approximately €47,000 and are not reflected in annex II.

9. **Electronic information tools.** The estimated core requirements were US\$ 30,000. The actual costs of activities of the Task Force were lower in 2003, primarily because the Task Force met only once during that fiscal year.

10. **Financial arrangements and other substantive activities arising from or since the first meeting of the Parties.** The estimation was based on one or two meetings per year of the Task Force on Financial Arrangements in 2004-2005. The core requirements were estimated at US\$ 10,000. No expenses were incurred in 2003, since the first meeting of the Task Force was only scheduled for March 2004.

11. **Coordination and oversight of intersessional activities.** The core requirements were US\$ 35,000. The Working Group of the Parties met once in 2003, while the Bureau held three meetings in Geneva. The actual costs largely correspond to the cost estimate for each meeting of these two bodies.

12. **Capacity-building service.** The core requirements for this activity were estimated at US\$ 95,000. The actual costs were lower, primarily because the expected recruitment of extrabudgetary staff to support these activities did not occur during 2003, though the allotment of funds for this purpose did take place towards the end of the year (see paras. 16 to 18).

13. **Clearing house.** The core requirements were estimated at US\$ 20,000. A subcontract for the technical assistance was agreed with GRID-Arendal, covering a 6-month period in 2003 and 2004. The costs of this contract were US\$ 24,750.

14. **Awareness raising and promotion/Interlinkages with other conventions.** The core requirements for these areas of activity were estimated at US\$ 45,000 and US\$ 15,000 respectively. The actual costs of these activities in 2003 accurately reflect the estimated core requirements.

15. **Second ordinary meeting of the Parties.** The core requirements for this activity were estimated at US\$ 32,000. No costs were incurred during 2003, since the preparatory process for the meeting did not start at a significant level until 2004.

16. The issue of extrabudgetary personnel costs calls for special mention, as there is a clear discrepancy between the core requirement and the actual expenditure under that budget line. Under United Nations rules, an extrabudgetary staff member may be recruited only once sufficient funding to cover the full period of the proposed contract has been deposited in the

relevant trust fund. In theory, it would be possible to issue a series of short-term contracts, renewing these as and when sufficient funds become available. However, it is clearly desirable to avoid such a situation, partly because staff on longer-term contracts are usually able to make a more useful contribution (taking into account the training period involved for any new staff member), partly because even if short-term contracts are to some extent indefinitely renewable (with some constraints), they do not generally attract the same calibre of staff, and partly because of the uncertainty for all concerned. Effectively this means that a certain reserve needs to be built up in the case of personnel costs and that there is a necessary delay factor.

17. In the present case, it was considered prudent to wait before expanding the extrabudgetary staff until sufficient funds had been deposited to enable the issuing of contracts of sufficient duration to avoid such problems. In practice, this meant that only one of the three extrabudgetary posts envisaged at the time of the first meeting of the Parties was occupied during 2003 (apart from two months during the autumn when it was vacant due to a change of personnel). Towards the end of the year, funds were set aside, through an internal process known as allotment, to allow for the continuation of that post and to enable the hiring of two other professional staff members (one full-time, the other approximately two thirds of the time on Aarhus-related matters, with the remaining time on the education for sustainable development project, with separate funding) as well as a half-time secretary, throughout 2004 and in some cases up to mid-2005. All three new staff members had been recruited by the beginning of February 2004. This expansion was timed to take into account anticipated increases in workloads related to the compliance mechanism, the Protocol on PRTRs and the clearing-house mechanism among other areas. Although the allotment of these funds was not technically an expenditure, it is clearly relevant in understanding the full picture, and the figures have therefore been included separately in the table.

18. The three extrabudgetary Professional posts are a capacity-building and legal-support officer (covering inter alia the Compliance Committee and capacity-building activities in countries in transition), an environmental information management officer (supporting inter alia the Protocol on PRTRs, The Task Force on Electronic Tools and the clearing-house mechanism) and an outreach officer (focusing on outreach and awareness raising, and organization of the second meeting of the Parties). The precise distribution of tasks will be monitored closely and if necessary adjusted according to changing circumstances.

19. The United Nations regular budget covers certain costs related to the Convention's secretariat. The most significant of these are the salary and associated costs (including office space rental) for two staff members in the Professional category, which amounts to approximately US\$ 250,000. The salary of one staff member in the General Service category is covered from the programme support costs of the trust funds of the UNECE Environment and Human Settlements Division. The United Nations regular budget contributions also cover the costs of the provision of conference services by the United Nations Office in Geneva (UNOG), including meeting rooms and interpreters, and the costs of the preparation and distribution of official documents and publications.

Annex I**CONTRIBUTIONS RECEIVED IN 2003**

Currency	Amount	Amount in US\$	Donor	Payer Long Name
€	60,000.00	62,630.48	France	Ministère du développement
\$	9,973.00	9,973.00	Denmark	Miljoministeriet Skov OG Natursyrelsen
€	15,000.00	15,657.62	Germany	Bundeskasse
\$	10,000.00	10,000.00	Finland	Ymparistoministerio
€	40,000.00	43,057.05	Netherlands	Ministerie Van Vrom
€	15,000.00	17,667.84	Germany	Bundeskasse
€	34,094.80	40,158.78	Germany	Bundeskasse
\$	19,851.46	19,851.46	Norway	Miljoverndepartementet
\$	19,913.35	19,913.35	Norway	Miljoverndepartementet
€	20,000.00	22,857.14	Spain	Ministerio de Medio Ambiente
\$	40,000.00	40,000.00	United Kingdom	DEFRA, Dept for Environment Food & Rural Affairs
\$	78,216.66	78,216.66	Denmark	Miljostyrelsen
\$	10,000.00	10,000.00	Finland	Ymparistoministerio
\$	59,980.00	59,980.00	Netherlands	Ministerie Van Vrom
€	100,000.00	118,764.85	EC	European Commission
\$	19,975.00	19,975.00	Sweden	Miljodepartementet
€	9,982.66	11,855.89	Austria	BM LFIJW
In kind		54,700.00	Belgium	
In kind		10,000.00	Bulgaria	

**Total** **\$665,259.12**

Annex II<sup>1</sup>**OVERVIEW OF EXPENDITURES**

Activity	Actual expenditure (US\$)	Core requirement per activity (US\$)
<b>a. Travel, DSA (participants)</b>	(1)	(2)
a.1 PRTR	46,657.23	40,000.00
a.2 Electronic Tools	17,202.63	25,000.00
a.3 Compliance Committee	23,058.83	40,000.00
a.4 GMO	25,343.14	30,000.00
a.5 Working Group of the Parties and the Bureau	18,205.72	35,000.00
a.6 Access to Justice	16,446.12	25,000.00
a.7 Financial Arrangements	0.00	10,000.00
a.8 MOP-2	0.00	14,000.00
<b>a. Subtotal: Travel, DSA (participants)</b>	<b>146,913.67</b>	<b>219,000.00</b>
<b>b. Consultancy, Subcontracts, Capacity-building</b>	(1)	(2)
b.1 Capacity-building	22,260.00	30,000.00
b.2 Clearing house	24,750.00	15,000.00
b.3 PRTR	572.16	10,000.00
b.4 Compliance Committee	403.87	30,000.00
b.5 GMO	0.00	5,000.00
b.6 Electronic Tools	0.00	5,000.00
b.7 MOP-2	0.00	4,000.00
<b>b. Subtotal: Consultancy, Subcontracts, Capacity-building</b>	<b>47,986.03</b>	<b>99,000.00</b>
<b>c. Extrabudgetary staff time</b>	(1)	(2)
c.1 Compliance Committee	22,233.01	53,000.00
c.2 PRTR	18,527.51	43,000.00
c.3 Access to Justice	7,411.00	15,000.00
c.4 Financial arrangements	0.00	10,000.00

<sup>1</sup> Only expenditures made from the relevant UNECE trust funds are included here. Expenditures incurred by third parties in support of the work programme and counted as contributions in kind (see annex I) are not included.

c.5 Capacity building	14,822.00	65,000.00
c.6 Clearing house	0.00	5,000.00
c.7 Awareness raising	7,411.00	35,000.00
c.8 Interlinkages	3,705.50	5,000.00
c.9 MOP-2	0.00	7,000.00
<b>c. Subtotal: Extrabudgetary staff time</b>	<b>74,110.02</b>	<b>238,000.00</b>
<b>d. Travel, DSA (staff)</b>	<b>(1)</b>	<b>(2)</b>
d.1 Compliance Committee	216.80	5,000.00
d.2 PRTR	3,528.49	5,000.00
d.3 Awareness raising	11,151.69	10,000.00
d.4 Interlinkages	9,208.37	10,000.00
d.5 MOP-2	0.00	7,000.00
<b>d. Subtotal: Travel, DSA (staff)</b>	<b>24,105.35</b>	<b>37,000.00</b>
<b>e. Equipment</b>	<b>(1)</b>	<b>(2)</b>
e.1 Compliance Committee	3,564.16	5,000.00
e.2 PRTR	0.00	5,000.00
<b>e. Subtotal: Equipment</b>	<b>3,564.16</b>	<b>10,000.00</b>
<b>f. Hospitality</b>	<b>(1)</b>	<b>(2)</b>
f.1 PRTR	182.13	0.00
<b>f. Subtotal: Hospitality</b>	<b>182.13</b>	<b>0.00</b>
<b>CORE REQUIREMENT</b>		<b>603,000.00</b>
Programme support costs (13%)		78,390.00
<b>TOTAL CORE REQUIREMENT</b>		<b>681,390.00</b>
<b>TOTAL EXPENDITURE (1)</b>	<b>296,861.36</b>	
TOTAL ALLOTTED FUNDS FOR 2004 STAFF SALARIES AND RELATED ENTITLEMENTS (2)	429,200.00	
<b>TOTAL (1)+(2)</b>	<b>726,061.36</b>	