ECONOMIC COMMISSION FOR EUROPE

Administrative Committee for the TIR Convention, 1975
(Thirty-fifth session, 25 and 26 September 2003,
agenda item 3 (b) (ii))

ACTIVITIES AND ADMINISTRATION OF THE TIR EXECUTIVE BOARD (TIRExB)

Administration of the TIRExB

Budget of the TIRExB and the TIR secretariat for the year 2003

Note by the TIR Secretary

1. The budget and cost plan for the TIR Executive Board (TIRExB) and the TIR secretariat for the year 2003, including Programme support (13% of total budget) and Operating Reserve Fund (15% of total budget and Programme support) amounted to US$ 1,248,170.

2. As of 30 June 2003 approximately 62% of the total net allotment for the year 2003 (total budget net of programme support and operating reserve) has been utilized.

4. A complete financial report for the year 2003 will be prepared for approval by the Administrative Committee at its forthcoming session in spring 2004. The budget and cost plan for the operation of the TIRExB and the TIR secretariat for the year 2003, as approved by the Administrative Committee on 25 October 2002 (TRANS/WP.30/AC.2/67, para. 28), is contained in document TRANS/WP.30/AC.2/2002/5.

5. 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: “Transport International Routier - TIR” Account No.: ZL-RER-8001

Status report as of 30 June 2003 (in US$)

<table>
<thead>
<tr>
<th>Budget line</th>
<th>Object of expenditure</th>
<th>Allotment</th>
<th>Expenditures (Obligations + Disbursements)</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>Project Personnel</td>
<td>695,700</td>
<td>439,081</td>
<td>256,619</td>
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<tr>
<td>1301</td>
<td>Admin. Support Personnel</td>
<td>152,800</td>
<td>149,306</td>
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<tr>
<td>1501</td>
<td>Travel on Official Business</td>
<td>30,000</td>
<td>3,245</td>
<td>26,755</td>
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<tr>
<td>1601</td>
<td>Mission costs</td>
<td>15,000</td>
<td>5,675</td>
<td>9,325</td>
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<tr>
<td>2101</td>
<td>Sub-contract</td>
<td>5,000</td>
<td>0</td>
<td>5,000</td>
</tr>
<tr>
<td>4301</td>
<td>Premises</td>
<td>25,000</td>
<td>0</td>
<td>25,000</td>
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<tr>
<td>4501</td>
<td>Local procurement</td>
<td>20,000</td>
<td>4,570</td>
<td>15,430</td>
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<tr>
<td>5101</td>
<td>Equipment maintenance</td>
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<tr>
<td>5301</td>
<td>Sundry</td>
<td>15,000</td>
<td>121</td>
<td>14,879</td>
</tr>
</tbody>
</table>

Total net allotment 960,500 601,998 358,502
Programme Support (13% of Total) 124,865
Operating Reserve Fund 162,805
(15% of Total + Programme Support)

Grand total 1,248,170
Specification of expenditures (as of 30 June 2003)

Project Personnel (1100)
Four experts recruited on fixed-term appointments.

Administrative Support Personnel (1301)
Recruitment of administrative personnel for secretarial support, data entry of information into the International TIR Data Bank and updating of the TIR web site.

Travel on Official Business (1501)

Mission costs (1601)
Participation of TIRExB members at the seventeenth session of the TIRExB (Geneva).

Sub-contract (2101)
No cost occurred so far under this budget line.

Premises (4301)
No cost occurred so far under this budget line.

Local procurement (4501)
Computer equipment (3 computers) and software have been purchased.

Operation and maintenance of equipment (5101)
No cost occurred so far under this budget.

Sundry (5301)
Miscellaneous administrative expenses (software manuals).