

Decision I/7

INSTITUTIONAL AND FINANCIAL ARRANGEMENTS

The Conference,

Recalling paragraph 3 of Article 16 of the Basel Convention stipulating that at its first meeting the Conference of the Parties shall designate the Secretariat from among those existing competent intergovernmental organizations

which have signalled their willingness to carry out the Secretariat functions under this Convention,

Having considered the note of the Executive Director of the United Nations Environment Programme in document UNEP/CHW.1/9 and its corrigenda,

1. Requests the United Nations Environment Programme to carry out the functions of the Basel Convention Secretariat;
2. Further requests the Executive Director of UNEP to establish the Secretariat in accordance with the structure contained in the budget and to have the Secretariat located in Geneva;
3. Approves the budget of the Convention and its Secretariat for 1993 and 1994 as included in the Annex I of this decision;
4. Decides that the contributions of the Parties to the budget of the Convention and its Secretariat shall be according to the formula in the annex to this decision and subject to consideration by the Open-ended ad hoc committee of the distribution of the contributions for 1994,
5. Invites the Secretary-General of the United Nations to establish a Trust Fund for the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal and a technical cooperation trust fund to support developing countries and other countries in need of technical assistance in the implementation of the Basel Convention, in accordance with the financial regulations and rules of the United Nations, the general procedures governing the operations of the Environment Fund of the United Nations Environment Programme and the terms of reference for the administration of these Trust Funds to receive the contributions of the Parties for the implementation of the Convention (attached in Annex II to this decision),
6. Calls on Parties and non-Parties which agreed to contribute to pay their contributions as soon as possible so as to ensure the smooth functioning of the Secretariat and the implementation of the decisions of the Conference of the Parties,
7. Requests the Executive Director of UNEP to inform the Parties and non-Parties on the financial changes in the implementation of the Basel Convention and to request them to pay their contributions into the respective trust funds as soon as possible.

Annex I

I. Budget of the Trust Funds

COST OF THE IMPLEMENTATION OF THE BASEL CONVENTION 1993-1994
SECRETARIAT LOCATED IN GENEVA, SWITZERLAND
(United States dollars)

		1993	1994	TOTAL
10	PROJECT PERSONNEL COMPONENT			
1100	Project Personnel (title and grade)			
1101	Co-ordinator D-1	155,000	170,000	325,000
1102	Prog. Officer (Chem.Engineer) P-4/5	130,000	145,000	275,000
1103	Prog. Officer (Scientist) P-4/5	130,000	145,000	275,000
1104	Prog. Officer (Lawyer) P-4/5	130,000	145,000	275,000
1105	Information Officer (20% share) P-3/4	26,000	29,000	55,000
1106	Librarian (20% share) P-3/4	26,000	29,000	55,000
1107	Fund Management Officer (Support costs) P-3/4	0	0	0
1108	Administrative Officer (Support costs) P-4	0	0	0
1199	Sub-total Project Personnel	597,000	663,000	1,260,000
1200	Consultants			
1201	WG meetings documents preparation	50,000	50,000	100,000
1299	Sub-total Consultants	50,000	50,000	100,000
1300	Administrative support			
	Administrative personnel (title and grade)			
1301	Administrative/Information Assistant G-6/7	65,000	75,000	140,000
1302	Secretary G-4/5	55,000	65,000	120,000
1303	Secretary G-4/5	55,000	65,000	120,000
1304	Secretary G-4/5	55,000	65,000	120,000
	Sub-total Administrative personnel	230,000	270,000	500,000
	Conference servicing costs			
1321	Conference of the parties	0	200,000	200,000
1322	WG Meetings (2 Op End Ad Hoc Committees)	80,000	80,000	160,000
1323	WG Meetings (2 Liabilities)	80,000	80,000	160,000
1324	WG Meetings (2 technical guidelines)	80,000	0	80,000
1325	Bureau Meetings (1 per year)	16,000	16,000	32,000
1326	Informal meetings (1 per year)	20,000	20,000	40,000
	Sub-total conference servicing	276,000	396,000	672,000
1399	Sub-total administrative support	506,000	666,000	1,172,000
1600	Travel on official business			
1601	Staff travel on official business	45,000	50,000	95,000
1699	Sub-total travel on official business	45,000	50,000	95,000
1999	Component total	1,198,000	1,429,000	2,627,000

	1993	1994	TOTAL
40 EQUIPMENT AND PREMISES COMPONENT			
4300 Premises	0	0	0
4301 Rent	6,000	7,000	13,000
4302 Building maintenance	3,000	4,000	7,000
4303 Insurance	25,000	28,000	53,000
4304 Security services	5,000	6,000	11,000
4305 Utilities			
4399 Sub-total premises	39,000	45,000	84,000
4999 Component Total	39,000	45,000	84,000
50 MISCELLANEOUS COMPONENT			
5100 Maintenance of equipment			
5101 Computers	3,000	4,000	7,000
5102 Photocopying machines	2,000	3,000	5,000
5103 Others	2,000	3,000	5,000
5199 Sub-total maintenance of equipment	7,000	10,000	17,000
5200 Reporting			
5201 Printing	15,000	20,000	35,000
5202 Documents translation	8,000	10,000	18,000
5203 Promotional materials	7,000	9,000	16,000
5299 Sub-total reporting	30,000	39,000	69,000
5300 Sundry			
5301 Communication	18,000	20,000	38,000
5302 Freight charges	4,000	5,000	9,000
5303 Other	4,000	5,000	9,000
5399 Sub-total sundry	26,000	30,000	56,000
5400 Hospitality			
5401 Hospitality	5,000	5,000	10,000
5499 Sub-total	5,000	5,000	10,000
5999 Component Total	68,000	84,000	152,000
99 TOTAL SECRETARIAT COSTS	1,305,000	1,558,000	2,863,000
13% Programme Support Costs	169,650	202,540	372,190
GRAND TOTAL	1,474,650	1,760,540	3,235,190

NB: The conference servicing costs have been based on a calculation of:

- (1) US\$200,000 for a five day six languages meeting including some reasonable documentation preparation before, during and after meetings.
- (2) US\$80,000 for a five day three languages meeting including some reasonable documentation preparation before, during and after the meetings.

Appendix

BASEL CONVENTION ON THE CONTROL OF TRANSBOUNDARY MOVEMENTS OF
HAZARDOUS WASTES AND THEIR DISPOSAL
SCALE OF 1993 CONTRIBUTIONS BY THE PARTIES BASED ON THE UNITED NATIONS
SCALE OF ASSESSMENT WITH NO COUNTRY PAYING MORE THAN 25 PER CENT
SECRETARIAT LOCATED IN GENEVA, SWITZERLAND
(US dollars)

CONTRIBUTORS	UN SCALE OF ASSESSMENT (per cent)	PERCENTAGES ADJUSTED TO EXCLUDE NON CONTRIBUTORS	1993 CONTRIBUTIONS BASED ON UN SCALE	1993 INTERIM CONTRIBUTIONS	TOTALS
I. PARTIES					
1. Argentina	0.57	0.57	6,411	9,560	15,971
2. Australia	1.51	1.51	18,982	25,305	42,287
3. Bahamas	0.02	0.00	0	0	0
4. Bahrain	0.03	0.00	0	0	0
5. Brazil	1.59	1.59	17,882	26,654	44,536
6. Canada	3.11	3.11	34,977	52,183	87,160
7. Chile	0.08	0.00	0	0	0
8. China	0.77	0.77	8,660	12,933	21,593
9. Cyprus	0.02	0.00	0	0	0
10. Czechoslovakia	0.55	0.55	6,186	9,222	15,408
11. El Salvador	0.01	0.00	0	0	0
12. Estonia	0.07	0.00	0	0	0
13. Finland	0.57	0.57	6,411	9,560	15,971
14. France	6.00	6.00	67,479	73,102	140,581
15. Hungary	0.18	0.18	2,024	3,037	5,061
16. India	0.36	0.36	4,049	6,017	10,066
17. Jordan	0.01	0.00	0	0	0
18. Latvia	0.13	0.13	1,462	2,193	3,655
19. Liechtenstein	0.01	0.00	0	0	0
20. Maldives	0.01	0.00	0	0	0
21. Mexico	0.88	0.88	9,897	14,790	24,687
22. Monaco	0.01	0.00	0	0	0
23. Nigeria	0.20	0.20	2,249	3,374	5,623
24. Norway	0.55	0.55	6,186	9,222	15,408
25. Panama	0.02	0.00	0	0	0
26. Poland	0.47	0.47	5,286	7,872	13,158
27. Romania	0.17	0.17	1,912	2,868	4,780
28. Saudi Arabia	0.96	0.96	10,797	16,082	26,879
29. Senegal	0.01	0.00	0	0	0
30. Sri Lanka	0.01	0.00	0	0	0
31. Sweden	1.11	1.11	12,484	18,613	31,097
32. Switzerland	1.16	1.16	13,046	19,456	32,502
33. Syrian Arab Republic	0.04	0.00	0	0	0
34. United Arab Emirates	0.21	0.21	2,362	3,543	5,905
35. Uruguay	0.04	0.00	0	0	0
SUB-TOTALS	21.44	21.05	236,739	325,586	562,325
II. Other parties/non-parties additional voluntary contributions					
(i) Switzerland(*)				350,000	350,000
(ii) Other, for example Austria, Belgium, Denmark, EC, Germany, Greece, Ireland, Italy, Japan, Luxembourg, Netherlands, Portugal, Spain, Turkey, United Kingdom, the United States and any other countries which would indicate their readiness to contribute to the Fund on a voluntary basis.				562,325	562,325
TOTAL BUDGET				1,237,911	1,474,650

II. Budget of the Technical Trust Fund

TECHNICAL COOPERATION TRUST FUND TO ASSIST DEVELOPING COUNTRIES MEMBERS IN THE IMPLEMENTATION OF THE BASEL CONVENTION BUDGET

Revised

		1993	1994	TOTAL
30	TRAINING COMPONENT			
3100	Training			
3101	Technical assistance to 10 countries	125,000	125,000	250,000
3199	Sub-total technical co-operation	125,000	125,000	250,000
3200	Group training			
3201	Regional/sub-regional workshops and seminars	150,000	150,000	300,000
3299	Sub-total group training	150,000	150,000	300,000
3300	Meetings/Conferences			
3301	Conference of the Parties	0	255,000	255,000
3302	WG Meetings (2 Op End Ad Hoc Committees)	125,000	125,000	250,000
3303	WG Meetings (2 Liabilities)	125,000	125,000	250,000
3304	WG Meetings (2 technical guidelines)	125,000	0	125,000
3305	Bureau Meetings (1 x year)	18,000	18,000	36,000
3306	Informal meetings (1 x year)	30,000	32,000	62,000
3399	Sub-total Meetings/Conferences	423,000	555,000	978,000
3999	Component Total	698,000	830,000	1,528,000
99	13% Programme Support Costs	90,740	107,900	198,640
	GRAND TOTAL	788,740	937,900	1,726,640

Annex II

TERMS OF REFERENCE FOR THE ADMINISTRATION OF THE
TRUST FUNDS FOR THE BASEL CONVENTION ON THE CONTROL
OF TRANSBOUNDARY MOVEMENTS OF HAZARDOUS
WASTES AND THEIR DISPOSAL

1. A Trust Fund for the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (hereinafter referred to as the Trust Fund) shall be established to provide financial support for the ordinary expenditure of the Secretariat of the Basel Convention. A Technical Cooperation Trust Fund (hereinafter referred to as the Technical Trust Fund) shall be established to assist developing countries and other countries in need of technical assistance in the implementation of the Basel Convention.
2. Pursuant to the Financial Regulations and Rules of the United Nations, the Executive Director of the United Nations Environment Programme (UNEP), with the approval of the Governing Council of UNEP, shall establish the Trust Funds for the administration of the Convention.
3. The Trust Fund shall be established for an initial period of two years, beginning 1 January 1993 and ending 31 December 1994. The appropriations of the Trust Fund for this period shall be financed from:
 - (a) Contributions made by the Parties to the Convention, by reference to the Table attached as an Appendix to the Budget, including additional contributions and contributions from any new Parties which are to be added to the Table;
 - (b) Contributions from States not party to the Convention, other governmental, intergovernmental and non-governmental organizations, and other sources.
4. The Technical Trust Fund shall be established for an initial period of two years, beginning 1 January 1993 and ending 31 December 1994. The appropriation of the Technical Trust Fund for this period shall be financed from contributions made by the Parties and the non-Parties to the Convention.
5. The contributions referred to in Article 3 (a) above are to be based on the United Nations scale of assessments for the apportionment of the expenses of the United Nations (adjusted to provide that no one contribution shall exceed 25 per cent of the total).
6. The budget estimates, prepared in United States dollars, covering income and expenditure for each of the two calendar years 1993 and 1994 shall be as approved by the First Meeting of the Conference of the Parties to the Convention and further such budget estimates for subsequent periods of two years shall be prepared and approved at any ordinary or extraordinary meeting of the Parties. The Bureau shall prepare a report based on a special survey by the Secretariat for the Open-ended ad hoc Committee to review and provisionally adopt contributions to the budget for 1994 by the end of September 1993.
7. The decision of the Conference of the Parties on the budget, including contributions thereto, shall be made by consensus.

8. The Bureau of the Parties may, on the advice of the Executive Director, approve expenditure on any one or more objects of expenditure over and above the level approved by the Conference of the Parties for those objects of expenditure, provided that there shall be no overall increase in the budget above that approved by the Conference of the Parties.

9. Commitments against the resources of the Trust Funds may be made only if they are covered by the necessary income. No commitments shall be made in advance of the receipt of contributions.

10. In the event that the Executive Director of UNEP anticipates that there might be a shortfall in resources over the financial period as a whole, he shall, with the advice of the members of the bureau, have discretion to adjust the budget so that expenditures are at all times fully covered by contributions received.

11. At the end of a calendar year of a financial period, the Executive Director may transfer any uncommitted balance of appropriations to the following calendar year.

12. All contributions are due to be paid in the year immediately preceding the year to which the contributions relate.

13. All contributions shall be paid in United States dollars into the following account: Account No. 015-002756, UNEP General Trust Funds Account, Chemical Bank, United Nations Branch, New York, N.Y. 10017, United States of America.

14. Contributions from States that become Parties after the beginning of the financial period shall be made *pro rata temporis* for the balance of the financial period.

15. Contributions not immediately required for the purposes of both Funds shall be invested at the discretion of the United Nations and any interest so earned shall be credited to the Fund.

16. The Executive Director shall deduct from the income of both Trust Funds an administrative support charge equal to 13 per cent of other expenditures recorded during any accounting period in order to meet the cost of administrative activities financed from both Trust Funds and provide services relating to personnel, accounting, audit, etc.

17. The financial period of both Trust Funds will be a biennium consisting of two consecutive calendar years. At the end of each calendar year of a financial period, the Executive Director shall submit to the Parties the certified accounts for the year and a report of activities under the Convention. He shall submit the accounts for the two-year financial period audited by the Board of Auditors of the United Nations as soon as practicable.

18. The General Procedures governing the operations of the Fund of UNEP and the Financial Regulations and Rules of the United Nations and these terms of reference shall govern the financial operations of the Convention.

19. In the event that the Parties wish both Trust Funds to be extended beyond 31 December 1994, the Executive Director of UNEP shall be so requested by the Parties at least six months earlier. Such extension of both Trust Funds shall be subject to the approval of the UNEP Governing Council.