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ECONOMIC COMMISSION FOR EUROPE

Administrative Committee for the TIR Convention, 1975
(Thirty-third session, 24 and 25 October 2002,
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 2003

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 2003. 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 2003 do not differ in substantive terms from the approved budget and cost plan of the TIRExB and the TIR secretariat for the year 2002, as contained in document TRANS/WP.30/AC.2/2001/11 and Cor.1. The increase in the budget proposal is a consequence of the projected lower exchange rate of the US dollar compared to the Swiss franc in which most expenditures occur and 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 an annex to the agreement between the UNECE and the IRU, which will be submitted to the Administrative Committee for endorsement at its forthcoming session in spring 2003.

4. The estimated budget and cost plan for the TIRExB and the TIR secretariat for the year 2003 is given below. The budget for the year 2003 amounts to US\$ 1,248,170. The effective amount to be provided will be around US\$ 685,300. This is a result of the positive balance estimated to amount to approximately US\$ 452,000^{1/} for the budget year 2002 and US\$ 110,884 of unallotted funds of the year 2001 (refer to TRANS/WP.30/AC.2/2002/3).

5. For the estimated ... million TIR Carnets to be issued in the year 2003, this would represent a levy on each TIR Carnet of US\$

^{1/} The cost plan proposed for the year 2003, as the cost plans approved for the years 1999, 2000, 2001 and 2002, have to 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\$ 315,000 at the end of the year 2002. In addition, at the end of the financial year 2002, the amount of Operating Reserve (US\$ 136,939) not utilized, will constitute the Operating Reserve Fund for 2003.

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 2003

<u>Budget line</u>	<u>Object of expenditure</u>	<u>Amount (in US\$)</u>
1100	Project Personnel (4 experts as well as consultancy)	695,700
1301	Administrative Support Personnel	152,800
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
Total net allotment		960,500
Programme support (13% of Total)		124,865
15% Operating Reserve for 2003 ^{2/ 3/}		<u>162,805</u>
		287,670
Grand Total		1,248,170

TIR Trust Fund resource requirements for the year 2003

Project Personnel (1100) - US\$ 695,700

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

^{2/} Actual requirement for Operating Reserve for 2003 will be: US\$ 162,805 - US\$ 136,939 (Operating Reserve for 2002) = US\$ 25,866.

^{3/} 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”.

^{4/} In line with the United Nations staff regulations.

Administrative Support Personnel (1301) – US\$ 152,800

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.

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.).
