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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 of the TIRExB and the TIR secretariat for the year 2004

Note by the TIR Secretary

1. The budget and cost plan for the TIR Executive Board (TIRExB) and the TIR secretariat for the year 2004, including Programme support (13% of total budget) and Operating Reserve Fund (15% of total budget and Programme support) amounted to US\$ 1,553,170.
2. As of 30 July 2004, approximately 68% of the total net allotment for the year 2004 (total budget net of programme support and operating reserve) has been utilized.
3. The TIR Secretary presents below a detailed report on the financial situation of the TIRExB and the TIR secretariat as of 30 July 2004. Allotments refer to the resources estimated in 2003 and available in 2004. Expenditures cover disbursements made and obligations already undertaken as of 30 July 2004.

4. A complete financial report for the year 2004 will be prepared for approval by the Administrative Committee at its forthcoming session in spring 2005. The budget and cost plan for the operation of the TIRExB and the TIR secretariat for the year 2004, as approved by the Administrative Committee on 26 September 2003 (TRANS/WP.30/AC.2/71, para. 40), is contained in document TRANS/WP.30/AC.2/2003/8/Rev.1.

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 July 2004 (in US\$)

<u>Budget line</u>	<u>Object of expenditure</u>	<u>Allotment</u>	<u>Expenditures</u> (Obligations + Disbursements)	<u>Balance</u>
1100	Project Personnel	872,000	576,606	295,394
1301	Admin. Support Personnel	211,200	208,352	2,848
1501	Travel on Official Business	30,000	14,501	15,499
1601	Mission costs	15,000	12,825	2,175
2101	Sub-contract	5,000	0	5,000
4301	Premises	25,000	0	25,000
4501	Local procurement	20,000	0	20,000
5101	Equipment maintenance	2,000	0	2,000
5301	Sundry	15,000	1,875	13,125
Total net allotment		1,195,200	814,159	381,041
Programme Support (13% of Total)		155,380		
Operating Reserve Fund (15% of Total + Programme Support)		202,590		
Grand total		1,553,170		

Specification of expenditures (as of 30 July 2004)

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)

Participation of the TIR secretariat: at the twenty-second session of the TIRExB (Rome), at the fifth session of the Informal ad hoc Expert Group on the Conceptual and Technical Aspects of Computerization of the TIR Procedure (Warsaw), at national TIR seminars (Beijing) and at meetings on ITDB and computerization (Bonn, Brussels, Bern).

Mission costs (1601)

Participation of TIRExB members at the twenty-first session and at the twenty-second session of the TIRExB (Geneva, Rome).

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)

No cost occurred so far under this budget line.

Operation and maintenance of equipment (5101)

No cost occurred so far under this budget.

Sundry (5301)

Miscellaneous administrative expenses (small office equipment and interpretation services).
