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**Conference of the Parties to the
Minamata Convention on Mercury
Third meeting**
Geneva, 25–29 November 2019
Item 7 of the provisional agenda**
Programme of work and budget

**Programme of work and budget: proposed operational budgets
for the two funding scenarios**

Note by the secretariat

1. The period 2020–2021 marks the second biennium of work for the secretariat of the Minamata Convention on Mercury. At its second meeting, the Conference of the Parties, in its decision MC-2/12 on update on the budget for 2019, recalling decision MC-1/15, requested the Executive Secretary to prepare a budget for the biennium 2020–2021, for consideration by the Conference of the Parties at its third meeting, in 2019, explaining the key principles, assumptions and programmatic strategy on which the budget was based and presenting expenditures for that biennium in a programmatic format and broken down by budget activities. In the same decision, the Conference of the Parties also requested the Executive Secretary, in preparing the budget and programme of work for the biennium 2020–2021, to present two scenarios, one maintaining the operational budget at the 2018–2019 level in nominal terms, and one reflecting required changes to the above-mentioned scenario to meet the projected needs and costs or savings related thereto.
2. The present document should be read in conjunction with the notes by the secretariat on the main activities of the secretariat in the intersessional period (UNEP/MC/COP.3/19), on information on financial matters (UNEP/MC/COP.3/INF/10), entitled “Programme of work and budget: budget activity fact sheets” (UNEP/MC/COP.3/INF/9), and on the programme of work and budget for the biennium 2020–2021 (UNEP/MC/COP.3/20).
3. Annex I to the present note presents the two scenarios for the programme of work and budget for the biennium 2020–2021 compared to the approved budget for the general trust fund and the special trust fund for 2018–2019 (table 1), as well as an overview of the resource requirements for the general trust fund (table 2). Annex II provides an overview of the indicative scale of assessments for the general trust fund for the operational budgets for the two scenarios (table 3). Annex III presents the background data on the staffing component for the two budget scenarios for 2020–2021 for all sources of funding and includes the staffing tables of the scenarios compared to the approved staffing table for 2018–2019 (table 4), the organizational chart, including staff from all funding sources for the Executive Secretary’s scenario (table 5), as described in document UNEP/MC/COP.3/19, and the organizational chart for the zero nominal growth scenario (table 6). For ease of reference, the current organizational chart based on the approved staffing table for 2018–2019 is presented in table 7.
4. All amounts are in United States dollars, unless otherwise stated. The annexes are presented without formal editing.

* Reissued for technical reasons on 22 October 2019.

** UNEP/MC/COP.3/1.

Annex I

Presentation of the two scenarios for the programme of work and budget for 2020–2021

1. Table 1 below presents the two budget scenarios for 2020-2021 for the general trust fund and the special trust fund for each budgeted activity and, for ease of reference, the approved 2018-2019 budget for both trust funds. It further compares the Executive Secretary's scenario with the zero nominal growth scenario as well as the zero nominal growth scenario with the 2018-2019 approved budget.
2. Table 2 provides the overall resource requirements for the 2020-2021 biennium for the two proposed scenarios, taking into account the working capital reserve of 15%.

Table 1

Comparison of the two scenarios for 2020-2021 for the General Trust Fund and the Special Trust Fund

Activity Number	Activity	Approved Budget (2018-2019)		Executive Secretary's scenario (2020-2021)		Zero nominal growth scenario (2020-2021)		Comparison Executive Secretary's scenario vs zero nominal growth scenario		Comparison Executive Secretary's scenario vs 2018-2019 approved budget		Comparison zero nominal growth scenario vs 2018-2019 approved budget	
		General Trust Fund	Special Trust Fund*	General Trust Fund	Special Trust Fund	General Trust Fund	Special Trust Fund	General Trust Fund	Special Trust Fund	General Trust Fund	Special Trust Fund	General Trust Fund	Special Trust Fund
	A. Conferences and meetings	2,000,000	2,350,000	1,385,000	1,006,905	1,330,000	845,000	55,000	161,905	(615,000)	(1,343,095)	(670,000)	(1,505,000)
1	Fourth meeting of the Conference of the Parties	1,890,000	2,350,000	1,280,000	1,006,905	1,225,000	845,000	55,000	161,905	(610,000)	(1,343,095)	(665,000)	(1,505,000)
2	Bureau of the Conference of the Parties	50,000		52,000		52,000				2,000		2,000	
3	Implementation and compliance committee	60,000		53,000		53,000				(7,000)		(7,000)	
	B. Capacity-building and technical assistance		3,630,000		1,265,000		1,265,000			-	(2,365,000)		(2,365,000)
4	Capacity-building and technical assistance programme of the Minamata Convention		3,630,000		1,265,000		1,265,000				(2,365,000)		(2,365,000)
	C. Scientific and technical activities	60,000		905,000	1,410,000	288,000	1,960,000	617,000	(550,000)	845,000	1,410,000	228,000	1,960,000
5	Scientific support to the States parties to the Minamata Convention				1,260,000		1,260,000				1,260,000		1,260,000
6	Effectiveness evaluation and global monitoring plan			810,000	150,000	228,000	700,000	582,000	(550,000)	810,000	150,000	228,000	700,000
7	National reporting under the Minamata Convention	60,000		95,000		60,000		35,000	(50,000)	35,000			
	D. Knowledge and information management, and outreach	210,000		265,000	25,000	200,000	85,000	65,000	(60,000)	55,000	25,000	(10,000)	85,000
8	Publications	60,000		110,000	25,000	45,000	60,000	65,000	(35,000)	50,000	25,000	(15,000)	60,000
9	Communication, outreach and public awareness	150,000		155,000		155,000	25,000		(25,000)	5,000		5,000	25,000
	E. Overall management	4,161,900		5,513,706		4,698,424		815,283		1,351,806	-	536,524	
10	Executive direction and management	4,161,900		5,513,706		4,698,424		815,283		1,351,806		536,524	
11	International cooperation and coordination												
12	Financial resources and mechanism												
	F. Legal and policy activities			234,000		234,000	234,000	(234,000)	234,000	-			234,000
13	Legal and policy activities			234,000		234,000	234,000	(234,000)	234,000				234,000
	G. Office maintenance and services	435,000		363,000		350,476		12,524		(72,000)	-	(84,524)	
14	Office maintenance and services	320,000		255,000		245,476		9,524		(65,000)		(74,524)	
15	Information technology services	115,000		108,000		105,000		3,000		(7,000)		(10,000)	
	Total direct costs (excluding Programme Support Costs)	6,866,900	5,980,000	8,665,706	3,706,905	6,866,900	4,389,000	1,798,807	(682,095)	1,798,806	(2,273,095)	(0)	(1,591,000)
	Programme Support Costs (13%)	892,697	777,400	1,126,542	481,898	892,697	570,570	233,845	(88,672)	233,845	(295,502)	(0)	(206,830)
	Grand total	7,759,597	6,757,400	9,792,248	4,188,802	7,759,597	4,959,570	2,032,651	(770,768)	2,032,651	(2,568,598)	(0)	(1,797,830)
*	In 2019, an additional USD 398,000 was approved for the special trust fund (see UNEP/MC/COP.2/19, table 1). Out of these, the USD 248,000 for scientific support was received; the USD 150,000 for legal and policy activities intended to support countries to ratify / accede to the Convention was not received.												

Table 2

Overview of overall resource requirements for the General Trust Fund

	Executive Secretary's scenario	Zero nominal growth scenario
Proposed budget for 2020-2021		
Proposed Budget Direct Costs 2020-2021	8,665,706	6,866,900
Programme Support Costs (13%)	1,126,542	892,697
Total operational budget 2020-2021	9,792,248	7,759,597
<i>Percentage change in direct costs from 2018-19 to 2020-21</i>	<i>26%</i>	<i>0%</i>
Current Level of the Working Capital Reserve (15%)	587,479	587,479
Required Level of the Working Capital Reserve (15%)	734,419	587,479
Change in the Working Capital Reserve	146,940	0
Total resources required for 2020-2021 (in USD)	9,939,188	7,759,597

Annex II

Indicative scale of assessments for the General Trust Fund for contributions for 2020–2021

1. Table 3 presents the indicative scale of assessment for the general trust fund for the two operational budget scenarios based on the UN Scale of Assessment for 2019 to 2021 for the Parties who have ratified the Minamata Convention as at 15 July 2019, modified in line with the Financial rules for the conference of the Parties to the Minamata Convention on Mercury and any of its subsidiary bodies, as well as financial provisions governing the functioning of the secretariat as adopted in decision MC-1/10. The European Union continues contributing at a rate of 2.5%.

Table 3

Indicative scale of assessment for the general trust fund for the operational budget scenarios

(in United States dollars)

	Party	UN Scale of Assessment (%)	Minamata Scale with 22% ceiling and 0.010% base (%)	Total Contributions ES Scenario (2020-2021)	Total Contributions Zero Nominal Growth Scenario (2020-2021)	Total Contributions (2018-2019)**
AFRICA (28)						
1	Benin	0.003	0.010	877	671	662
2	Botswana	0.014	0.018	1,571	1,202	1,341
3	Burkina Faso	0.003	0.010	877	671	662
4	Chad	0.004	0.010	877	671	662
5	Djibouti	0.001	0.010	877	671	662
6	Gabon	0.015	0.019	1,684	1,288	1,628
7	Gambia	0.001	0.010	877	671	662
8	Ghana	0.015	0.019	1,684	1,288	1,532
9	Guinea	0.003	0.010	877	671	662
10	Guinea-Bissau	0.001	0.010	877	671	-
11	Lesotho	0.001	0.010	877	671	662
12	Madagascar	0.004	0.010	877	671	662
13	Mali	0.004	0.010	877	671	662
14	Mauritania	0.002	0.010	877	671	662
15	Mauritius	0.011	0.014	1,235	944	1,148
16	Namibia	0.009	0.012	1,010	773	957
17	Niger	0.002	0.010	877	671	662
18	Nigeria	0.250	0.320	28,061	21,461	15,643
19	Rwanda	0.003	0.010	877	671	662
20	Sao Tome and Principe	0.001	0.010	877	671	329
21	Senegal	0.007	0.010	877	671	662
22	Seychelles	0.002	0.010	877	671	662
23	Sierra Leone	0.001	0.010	877	671	662
24	South Africa	0.272	0.348	30,530	23,350	-
25	Eswatini	0.002	0.010	877	671	662
26	Togo	0.002	0.010	877	671	662
27	Uganda	0.008	0.010	877	671	-
28	Zambia	0.009	0.012	1,010	773	662
ASIA PACIFIC (26)						
29	Afghanistan	0.007	0.010	877	671	662
30	China	12.005	15.362	1,347,489	1,030,560	758,411
31	India	0.834	1.067	93,611	71,594	32,580
32	Indonesia	0.543	0.695	60,948	46,613	48,256
33	Iran (Islamic Republic)	0.398	0.509	44,673	34,166	45,097
34	Japan	8.564	10.959	961,257	735,170	926,829
35	Jordan	0.021	0.027	2,357	1,803	1,915
36	Kiribati	0.001	0.010	877	671	662
37	Kuwait	0.252	0.322	28,285	21,633	27,288

¹ A/RES/73/271

Party		UN Scale of Assessment (%)	Minamata Scale with 22% ceiling and 0.010% base (%)	Total Contributions ES Scenario (2020-2021)	Total Contributions Zero Nominal Growth Scenario (2020-2021)	Total Contributions (2018-2019)**
38	Lao People's	0.005	0.010	877	671	662
39	Lebanon	0.047	0.060	5,275	4,035	4,059
40	Marshall Islands	0.001	0.010	877	671	-
41	Mongolia	0.005	0.010	877	671	662
42	Palau	0.001	0.010	877	671	662
43	Palestine (State of)	0.008	0.010	877	671	-
44	Samoa	0.001	0.010	877	671	662
45	Saudi Arabia	1.172	1.500	131,550	100,609	-
46	Singapore	0.485	0.621	54,438	41,634	42,799
47	Sri Lanka	0.044	0.056	4,939	3,777	2,968
48	Syrian Arab Republic	0.011	0.014	1,235	944	2,298
49	Thailand	0.307	0.393	34,459	26,354	27,862
50	Tonga	0.001	0.010	877	671	-
51	Tuvalu	0.001	0.010	877	671	-
52	United Arab Emirates	0.616	0.788	69,142	52,880	57,831
53	Vanuatu	0.001	0.010	877	671	-
54	Viet Nam	0.077	0.099	8,643	6,610	5,553
CENTRAL AND EASTERN EUROPE (13)						
55	Armenia	0.007	0.010	877	671	592
56	Bulgaria	0.046	0.059	5,163	3,949	4,308
57	Croatia	0.077	0.099	8,643	6,610	9,479
58	Czech Republic	0.311	0.398	34,908	26,698	32,937
59	Estonia	0.039	0.050	4,378	3,348	3,629
60	Hungary	0.206	0.264	23,122	17,684	15,415
61	Latvia	0.047	0.060	5,275	4,035	4,787
62	Lithuania	0.071	0.091	7,969	6,095	5,527
63	Moldova (Republic of)	0.003	0.010	877	671	662
64	Montenegro	0.004	0.010	877	671	-
65	Romania	0.198	0.253	22,224	16,997	17,617
66	Slovakia	0.153	0.196	17,173	13,134	15,319
67	Slovenia	0.076	0.097	8,531	6,524	8,042
LATIN AMERICA AND THE CARIBBEAN (22)						
68	Antigua and Barbuda	0.002	0.010	877	671	662
69	Argentina	0.915	1.171	102,703	78,548	85,406
70	Bolivia (Plurinational State of)	0.016	0.020	1,796	1,374	1,148
71	Brazil	2.948	3.772	330,895	253,069	366,040
72	Chile	0.407	0.521	45,683	34,939	17,638
73	Costa Rica	0.062	0.079	6,959	5,322	4,500
74	Cuba	0.080	0.102	8,980	6,868	4,865
75	Dominican Republic	0.053	0.068	5,949	4,550	3,090
76	Ecuador	0.080	0.102	8,980	6,868	6,415
77	El Salvador	0.012	0.015	1,347	1,030	1,341
78	Guyana	0.002	0.010	877	671	662
79	Honduras	0.009	0.012	1,010	773	662
80	Jamaica	0.008	0.010	877	671	662
81	Mexico	1.292	1.653	145,019	110,911	137,396
82	Nicaragua	0.005	0.010	877	671	662
83	Panama	0.045	0.058	5,051	3,863	3,256
84	Paraguay	0.016	0.020	1,796	1,374	619
85	Peru	0.152	0.195	17,061	13,048	13,021
86	Saint Kitts and Nevis	0.001	0.010	877	671	662
87	Saint Lucia	0.001	0.010	877	671	-
88	Suriname	0.005	0.010	877	671	329
89	Uruguay	0.087	0.111	9,765	7,468	7,564
WESTERN EUROPEAN AND OTHERS GROUP (21)						
90	Austria	0.677	0.866	75,989	58,117	68,938
91	Belgium	0.821	1.051	92,152	70,478	62,849

Party		UN Scale of Assessment (%)	Minamata Scale with 22% ceiling and 0.010% base (%)	Total Contributions ES Scenario (2020-2021)	Total Contributions Zero Nominal Growth Scenario (2020-2021)	Total Contributions (2018-2019)**
92	Canada	2.734	3.499	306,875	234,698	279,677
93	Denmark	0.554	0.709	62,183	47,558	55,917
94	European Union	2.500	2.500	219,286	167,710	165,434
95	Finland	0.421	0.539	47,255	36,140	43,660
96	France	4.427	5.665	496,904	380,033	465,234
97	Germany	6.090	7.793	683,566	522,792	611,727
98	Iceland	0.028	0.036	3,143	2,404	1,017
99	Ireland	0.371	0.475	41,643	31,848	-
100	Liechtenstein	0.009	0.012	1,010	773	690
101	Luxembourg	0.067	0.086	7,520	5,752	6,128
102	Malta	0.017	0.022	1,908	1,459	1,532
103	Monaco	0.011	0.014	1,235	944	957
104	Netherlands	1.356	1.735	152,203	116,405	141,897
105	Norway	0.754	0.965	84,632	64,727	81,289
106	Portugal	0.350	0.448	39,285	30,045	17,329
107	Sweden	0.906	1.159	101,693	77,775	91,534
108	Switzerland	1.151	1.473	129,193	98,807	109,151
109	United Kingdom	4.567	5.844	512,618	392,051	299,851
110	United States of	22.000	22.000	1,929,717	1,475,849	1,455,822
Total Assessed Contributions			100.00	8,771,443	6,708,405	6,757,759
Total proposed budget (including Host Country Contribution*)				9,792,248	7,759,597	7,759,597

* Includes estimated host country contribution of Switzerland to the General Trust Fund in USD.

** New Parties are invoiced separately.

Annex III

Background data on the staffing component for both scenarios for all sources of funding

1. The staffing component was budgeted using current UN standard salary costs as per usual UN budgeting practice, based on standard costs covering estimated salary costs including entitlements and mobility and including a 3% increase per year. Furthermore, an additional 5.2% was taken into account to cover a possible additional liability of bringing the salary levels back to its original level in 2017 in the Geneva duty station following a recent judgment adopted by the tribunal of the International Labour Organization which found shortcomings in the salary reductions recommended by the International Civil Servants Commission (ICSC) in 2017. The 2017 reductions in salary were implemented across all UN entities in Geneva including the specialized agencies. The judgment is applicable to all UN specialized agencies. The judgement of the UN Dispute Tribunal concerning the UN Secretariat entities in Geneva is expected later this year.
2. The proposed changes to the staffing table for the 2020-2021 biennium are as follows:
 - (a) In the Executive Secretary's scenario, in addition to the two new positions proposed in the zero nominal growth scenario, a P4 Programme Officer position is added to provide support to the Specific International Programme and provide secretariat services to the Governing Board, to manage the application and appraisal process to the Programme, to manage the administrative and substantive implementation of approved projects, to provide the substantive part of donor reports, and to oversee evaluation, monitoring and auditing requirements for the Programme. Furthermore, under this activity area, it is proposed that the current P-3 Communications/Knowledge Management Officer post is split into two distinct functional areas of expertise, that is a P-3 Communications Officer and a P-3 Knowledge Management Officer. This split in functions is necessitated based on the experience gained over the past 18 months on the need for specific expertise in both areas of work, and more capacity required to manage the tasks that need to be fulfilled for the communication portfolio, and for the knowledge management tasks.
 - (b) In the zero nominal growth scenario, a P-3 Programme Officer position was added to deal with reporting, effectiveness evaluation and capacity-building as well as a G-6 Administrative Assistant position to take over important functions in procurement and human resources as well as project administration. Some of these functions are currently provided by various UN entities, in most cases free of charge, which is neither stable nor sustainable in the long-term. Furthermore, the introduction of UMOJA extension 2 in 2019 starting with the implementing partner module, has further increased the workload of concluding agreements with implementing partners.
 - (c) In both scenarios, the two positions funded by Programme Support Costs (PSC) are being reclassified to a P4 Administrative Officer and a G-6 Finance and Budget Assistant to align the positions to reflect the level of the current duties, responsibilities and workload. These reclassifications do not have any cost implications for the Parties as these two positions are funded by PSC which is enough to cover these changes.
3. Table 4 provides an overview over the proposed staffing table for the 2020-2021 biennium compared to the 2018-2019 approved staffing level for all sources of funding. Table 5 provides the organizational chart of the Executive Secretary's scenario for the 2020-2021 biennium for all sources of funding and table 5 shows the organizational chart based on the proposed staffing table for the 2020-2021 biennium under the zero nominal growth scenario for all sources of funding. For ease of reference, the current organizational chart based on the approved staffing table for 2018-2019 is presented in table 7.

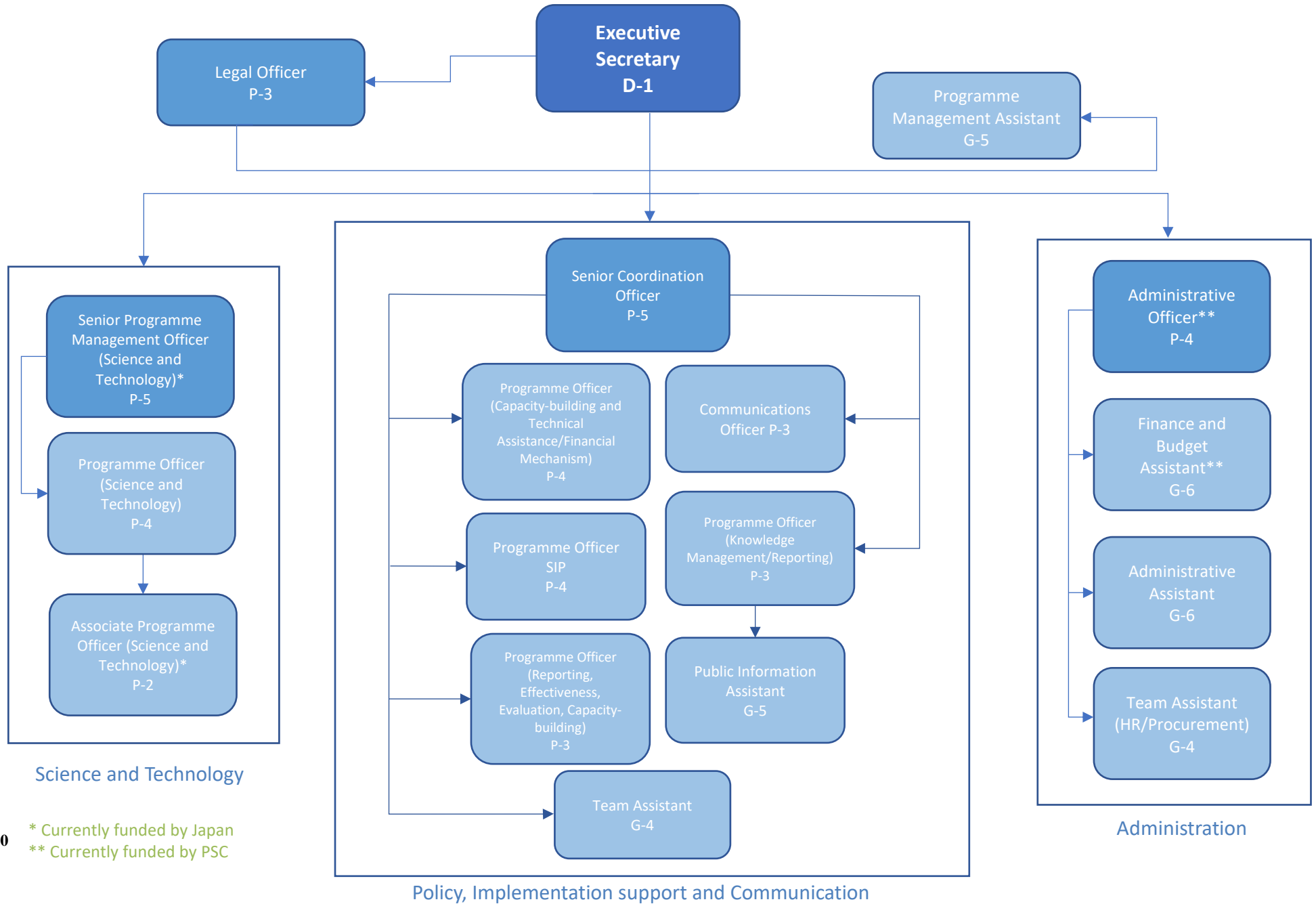
Table 4

Proposed staffing table for the Secretariat for the 2020-2021 biennium

Staff category and level	Approved 2018-2019				Proposed 2020-2021 Executive Secretary's sc.				Proposed 2020-2021 zero nominal growth sc.			
	General TF	Special TF	UNEP PSC	Total	General TF	Special TF	UNEP PSC	Total	General TF	Special TF	UNEP PSC	Total
A. Professional categories												
D-1	1			1	1			1	1			1
P-5	1	1		2	1	1		2	1	1		2
P-4	2			2	3		1	4	2		1	3
P-3	2		1	3	4			4	3			3
P-2												
<i>Sub-total (A)</i>	6	1	1	8	9	1	1	11	7	1	1	9
B. General Service categories												
GS	4		1	5	5		1	6	5		1	6
<i>Sub-total (B)</i>	4	0	1	5	5	0	1	6	5	0	1	6
Total (A+B)	10	1	2	13	14	1	2	17	12	1	2	15

Note: In addition to the above staffing table, Japan is funding a P-2 Junior Professional Officer for an original period from April 2019 to April 2021

Table 5
Organizational chart of the Minamata Secretariat based on the proposed staffing table for 2020-2021 under the Executive Secretary's scenario



10 * Currently funded by Japan
 ** Currently funded by PSC

Table 6
Organizational chart of the Minamata Secretariat based on the proposed staffing table for 2020-2021 under the zero nominal growth scenario

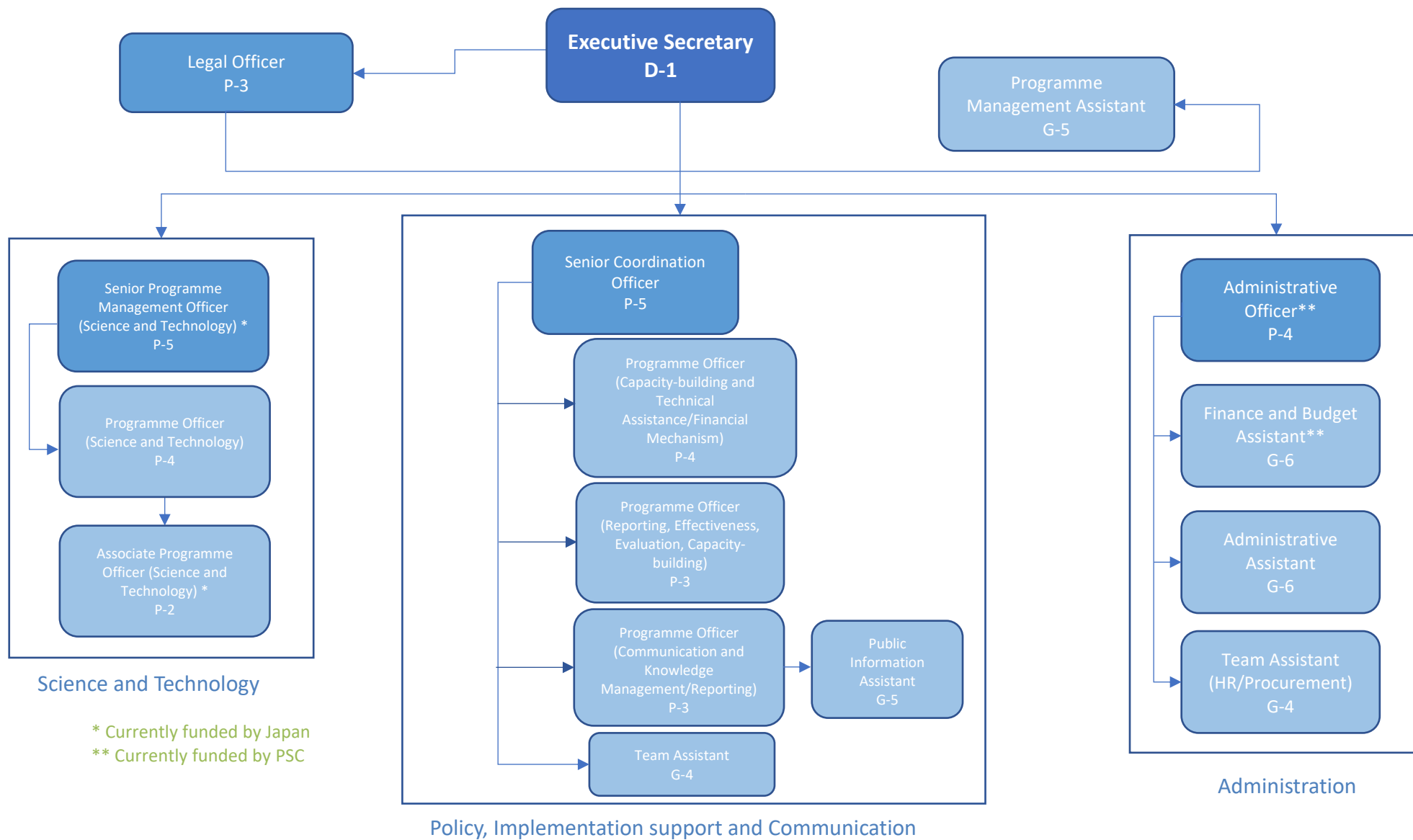


Table 7
Organizational chart of the Minamata Secretariat based on the approved staffing table for 2018-2019

