



**Economic and Social
Council**

Distr.
GENERAL

TRANS/WP.30/AC.2/2000/11
11 December 2000

ENGLISH ONLY

ECONOMIC COMMISSION FOR EUROPE

Administrative Committee for the TIR Convention, 1975

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 2001

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 2001. 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 2001 does not differ substantially from the approved budget and cost plan of the TIRExB and the TIR secretariat for the year 2000 as contained in document TRANS/WP.30/AC.2/1999/6. The slight increase of the budget proposal of less than 4% compared with the actual budget for the year 2000 (total net allotment for the year 2000 was US\$ 722,400 (TRANS/WP.30/AC.2/2000/10)) is mainly due to an increase in administrative support personnel required to maintain the International TIR Data Bank and the TIR web site.
3. The amount of the resulting levy on each TIR Carnet and the procedure for its collection will be contained in the agreement between the UN/ECE and the IRU which will be submitted to the Administrative Committee for endorsement at its forthcoming session in spring 2001.

4. The estimated budget and cost plan for the TIRExB and the TIR secretariat for the year 2001 is given below. The budget for the year 2001 amounts to US\$ 961.408, but the effective amount to be provided will be around US\$ 600,000. This is a result of the positive balance estimated to amount to approximately US\$ 300,000¹ for the budget year 2000 (refer to TRANS/WP.30/AC.2/2000/10). For the estimated 2.5 million TIR Carnets to be issued in the year 2001, this would represent a levy on each TIR Carnet of US\$ 0.24.

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 2001

<u>Budget line</u>	<u>Object of expenditure</u>	<u>Amount (in US\$)</u>
1100	Project Personnel (3 experts as well as consultancy)	529,100
1301	Administrative Support Personnel	120,000
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	5,000
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Total net allotment		751,100
Programme support (13% of Total)	97,600	
15% Operating Reserve for 2001 ²	<u>112,700</u>	
		210,300
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Grand Total		961,400

¹ The cost plan proposed for the year 2001, as the cost plans approved for the years 1999 and 2000, 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\$ 300,000 at the end of the year 2000. The actual operating costs of the TIRExB and the TIR secretariat, financed through a levy on TIR Carnets, are therefore estimated to be in the order of US\$ 600,000, even though the proposed total budget for the year 2001 is US\$ 961,400.

² Actual requirement for Operating Reserve for 2001 will be: US\$ 112,700 - US\$ 108,360 (Operating Reserve for 2000) = US\$ 4,340.

TIR Trust Fund resource requirements for the year 2001Project Personnel (1100) - US\$ 529,100

The proposed amount under this object of expenditure is intended to cover the standard salary costs for one year of three experts on fixed-term appointments: 2 Customs experts, one Administrative and EDI expert. It also includes provisions for consultancies to maintain the international TIR data bank, to administer the TIRExB web site and to carry out mandated research.

Administrative Support Personnel (1301) - US\$ 120,000

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 and some travel cost for the nine members of the TIRExB in case the concerned Governments are not willing to provide the required resources. (Calculation base:

Geneva <u>DSA</u> : SFr 283= US\$ 172 (official exchange rate 31.07.2000: 1US\$= 1.65 SFr)	
3 (meetings in Geneva) x 2 (days) x 9 (persons) x US\$ 172 = US\$ 9,288	
	= approx. US\$ 10,000
+ airline tickets (in case of need or urgency) =	US\$ 5,000
Total:	= US\$ 15,000)

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 (4300) - 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, etc.), including data bank hard and software systems.

Operation and maintenance of equipment (5100) - 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 (5300) - US\$ 5,000

The proposed amount under this object of expenditure is intended to cover other operational costs of the TIR secretariat (paper, mail, telephone/fax, etc.).
