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Item 3 (b) (iv) of the provisional agenda

Activities and administration of the TIR Executive Board:

Administration of the TIR Executive Board and the TIR secretariat –

Budget proposal and cost plan for the year 2025

Budget proposal and Unreleased Budget (cost plan) for the year 2025

Note by the secretariat

Background

1. The present document is submitted pursuant to Annex 8, Article 13 of the TIR Convention, 1975, which stipulates that the budget and Unreleased Budget (cost plan) of the TIR Executive Board (TIRExB) and TIR secretariat have to be approved by the Administrative Committee.
2. In accordance with Annex 8, Article 13 of the Convention, TIRExB has prepared the present budget proposal and a cost plan providing for its operation in the year 2025. The budget proposal and cost plan, as contained in the present document, will be finalized and approved by TIRExB at its October 2024 meeting. Modifications, if any, decided upon by TIRExB at this meeting, will be reflected in a corrigendum to this document.
3. The proposed Unreleased Budget (cost plan) for 2025 is estimated at US\$ 1,929,154 inclusive of programme support costs (see annex I), reflecting a net increase of US\$ 144,075 compared to the approved budget and Unreleased Budget (cost plan) for TIRExB and the TIR secretariat for 2024. The changes in the Unreleased Budget (cost plan) are detailed by object of expenditure in line with object class groupings as defined in the Enterprise Resource Planning (ERP) system utilized by the United Nations (Umoja) and are reflected in annex I.
4. The United Nations require that an operating cash reserve at the level of 15 per cent of the annual estimated expenditures be maintained to cover exchange rate fluctuation, shortfalls and to meet final expenditures including any liquidating liabilities. An operating cash reserve equivalent to US\$ 256,082 (i.e., 15 per cent of US\$ 1,707,216) would, therefore, be needed in 2025. As such, the estimated resource requirements for 2025 amount to a total of US\$ 2,185,236. However, taking into account the estimated balance of US\$ 458,241 as at 31 December 2024 available for 2025 operations, the actual additional amount required for 2025 is estimated at US\$ 1,726,995. The resources provision of US\$ 305,000, exceptionally transferred by the International Road Transport Union (IRU) in 2004 to be used in the event of termination of the Agreement between the Economic Commission for Europe (ECE) and

IRU, and the provision of US\$ 307,100 for installation and separation costs will be left unallotted and carried forward from year to year until required (see annex II).

5. Annex II to the Agreement between ECE and IRU for the period 2023–2025 provides steps, procedures and related timeline for the financing of the operation of TIRExB (see ECE/TRANS/WP.30/AC.2/2022/4).

Annex I

Proposed Unreleased Budget (Cost Plan) for 2025

Programme: TIR Executive Board (TIRExB) and TIR secretariat

(Title of Trust Fund: "Transport International Routier - TIR" Project ID: ECE-E211)

<i>Object of expenditure</i>	<i>Amount (in US\$)</i>
Staff and personnel costs (P level, G level and consultants)	1 501 300
Travel (official travel of staff, travel of meeting participants)	65 316
Operating and other direct costs (e.g. rental of premises, staff training, communication costs, hospitality etc.)	42 100
Contractual services	80 000
Supplies, commodities and materials	3 500
Equipment, vehicles and furniture	15 000
Sub-total	1 707 216
Programme Support at 13%	221 938
Total	1 929 154

TIR Trust Fund resource requirements for the year 2025

1. Staff and personnel costs: US\$ 1,501,300

The proposed resources of US\$ 1,501,300 under this object class reflect an increase of US\$ 178,400 and provide for a total of seven posts (five Professional and two General Service posts), comprising the TIR secretariat, as well as for consultants' fees and travels. The responsibility for the TIR secretariat is vested in the TIR Secretary (P-5), under the supervision of the Director of the Sustainable Transport Division (D-1). The functions of the TIR secretariat are to assist the TIR Secretary in the servicing and implementation of the decisions of TIRExB, as laid down in the TIR Convention, Annex 8, Article 12. The proposed resources for staff and personnel costs in the TIR secretariat are based on the United Nations Standard Salary Costs for the year 2025 and are sub-divided as follows:

(a) Professional grade staff US\$ 1,113,900

The proposed resources of US\$ 1,113,900, based on the United Nations standard salary costs, reflect an increase of US\$ 127,200 and provide for salary and related costs¹ for one year (12 months) of five internationally recruited staff on fixed-term appointments (three P-4, one P-3 and one P-2).

(b) Administrative Support Personnel US\$ 327,400

The proposed resources of US\$ 327,400, based on the United Nations standard salary costs, reflect an increase of US\$ 21,200 and provide for the salary and related costs² for one year (12 months) of two administrative support staff on fixed term appointments (one G-5 and one G-4).

(c) Consultant fees and travel US\$ 60,000

The proposed resources amounting to US\$ 60, 000, reflect an increase of US\$ 30,000 (previously under Equipment, vehicles and materials budget line) and are intended for

¹ In line with the United Nations Staff regulations and Rules.

² In line with the United Nations Staff regulations and Rules.

consultancy services to be used to fulfil technological assessments / support required for the operations of the eTIR international system.

2. Travel: US\$ 65,316

The proposed resources amounting of US\$ 65,316 and provide for the official travel of staff and the travel and United Nations Daily Subsistence Allowance for meeting participants. The proposed amount for travel is sub-divided as follows:

(a) Travel of staff US\$ 40,600

The proposed resources amounting to US\$ 40,600 provide for travel of project staff and the TIR Secretary for (a) consultation and participation in conferences, meetings and seminars concerning the TIR Convention including the eTIR international system organized by the TIR secretariat, TIRExB or other international organizations as well as travel by TIR secretariat for Upgrading of IT skills training; (b) meetings and consultations with other international organizations relevant to the TIR Convention and the eTIR international system; (c) attending meetings of TIRExB held outside Geneva.

(b) Travel of meeting participants US\$ 24,716

The proposed resources amounting to US\$ 24,716 provide for the Daily Subsistence Allowance (DSA) for the members of TIRExB for its regular meetings in Geneva or elsewhere, as well as for travel and DSA for experts invited to take part in TIR seminars and workshops.

3. Operating and other direct costs: US\$ 42,100

The proposed resources amounting to US\$ 42,100 reflect a decrease of US\$ 45,900 and provide for rental of premises, staff training, communication costs, hospitality, and miscellaneous expenses. The proposed resources for operating and other direct costs are sub-divided as follows:

(a) Rental of premises including utilities US\$ 30,100

The estimated resource requirements under this object of expenditure, amounting to US\$ 30,100, provide for rental of premises, utilities, facilities etc. related to the implementation of the project activities. This cost is included in the budget proposal in line with the directive of the United Nations Office at Geneva (UNOG) and based on the Annual Standard Common Service Costs for the year 2025.

(b) Staff training, communication costs, hospitality and miscellaneous expenses US\$ 12,000

The proposed resources of US\$ 12,000 under this object of expenditure provide for training costs of the TIR secretariat staff, communication costs (i.e., postage, fax, calls and pouch), hospitality, stationery and miscellaneous expenses related to the implementation of the project activities.

4. Contractual Services: US\$ 80,000

The estimated resource requirements of US\$ 80,000, under this object class, are intended to cover expenditures for hosting costs for the eTIR international system and the International TIR Data Bank (ITDB) as well as payment of meeting rooms, interpretation, translations, external printing of training materials, and other miscellaneous expenses, etc., related to TIR seminars and TIRExB meetings organized outside the United Nations premises.

5. Supplies, commodities and materials: US\$ 3,500

The proposed resources amounting to US\$ 3,500 provide for office supplies and other related expenditures.

6. Equipment, vehicles and furniture: US\$ 15,000

The proposed resources amounting to US\$ 15,000 under office automation and equipment, reflect a decrease of \$5,000 and provide for the acquisition, replacement and repairs/maintenance of relevant electronic and computer office equipment (PCs, printers, copy machine, fax, office furniture, etc.), including data base hardware and software systems needed for the daily operations and development of the eTIR and the maintenance of the ITDB.

Annex II

Technical Cooperation Trust Fund		
Transport international routier – TIR (Project ID: E211)		
Fund Statement (US dollars)		
(1) 2025 Projected Expenditures:		
2025 Estimated direct expenditures		1 707 216
13 % Programme Support Cost		221 938
15% Operating Cash Reserve		256 082
2025 Estimated projected requirements (rounded)		<u>2 185 236</u>
Estimated Funds Available as at 31 December 2024:		
Fund balance as at 31 December 2023	1 129 622	
2024 Contribution (received on 8/11/2023)	1 622 242	
Total funds as at 31 December 2023	<u>2 751 864</u>	
<u>Less:(The following estimates are inclusive of 13% Programme Support Cost)</u>		
2024 Estimated projected expenditures	1 681 522	
Provision for Installation and Separation Costs (carried forward from year to year)*	307 100	
Provision for early termination UNECE/IRU Agreement (carried forward from year to year)*	<u>305 000</u>	
		2 293 622
(2) Total estimated available balance as at 31 December 2024 for 2025 operations		<u>458 241</u>
(3) Estimated Funds to be transferred for 2025 operations [(1)-(2)] (rounded)		<u><u>1 726 995</u></u>

* The competent financial services of the United Nations shall undertake to review these amounts in order to ascertain if, for future budget cycles, these amounts need to be revised.