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**ADMINISTRATIVE AND FINANCIAL MATTERS**

**PROGRAMME BUDGET FOR THE BIENNIUM 2004–2005**

**Revised programme budget**

**Note by the Executive Secretary**

**Addendum**

**WORK PROGRAMME AND RESOURCE REQUIREMENTS**

**Summary**

This document summarizes the work programme and resource requirements for the biennium 2004–2005 for consideration by the Subsidiary Body for Implementation (SBI) at its nineteenth session and for adoption by the Conference of the Parties at its ninth session. The work programme and resource requirements have been revised from those considered by the SBI at its eighteenth session, in the light of discussions and conclusions by the SBI at that session. This document provides further details to the proposed programme budget for 2004–2005 presented in document FCCC/SBI/2003/15.

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## I. INTRODUCTION

1. This document summarizes the work programme of the secretariat. It is organized according to the programme and subprogramme structure of the secretariat and specific resource requirements of each subprogramme. This note should be read in conjunction with document FCCC/SBI/2003/15 which contains information on the proposed structure, staffing and costs for the 2004–2005 programme budget. It covers:

- (a) Responsibilities
- (b) Objectives
- (c) Expected results
- (d) Post requirements and estimates of core budget costs
- (e) Activities which would be funded through the interim allocation for operational activities of the Kyoto Protocol (FCCC/SBI/2003/15, chapter III) and activities for which funding will be sought through the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund
- (f) Contingency estimates, where applicable.

2. The work programme has been revised from that considered by the Subsidiary Body for Implementation (SBI) at its eighteenth session in the light of discussions and conclusions by the SBI at that session, in particular, the request to the Executive Secretary to propose a revised programme budget for the 2004–2005 biennium based on two options: US\$ 35,792,430 (referred to as option A) and US\$ 32,837,100 (referred to as option B). Given the budget limitation, no new posts have been proposed. Some of the established posts have been frozen and will remain vacant unless they can be financed within the ceilings set by the adopted budget (FCCC/SBI/2003/15, section II.C). All posts included in the staffing table (FCCC/SBI/2003/15, table 1) are listed under the required posts in the work programme presented below, but the posts that would be frozen under options A or B are specified.

3. The basis for the work programme presented is option A of the budget. The impacts of reducing the budget to the level of option B are noted where appropriate.

## II. WORK PROGRAMME AND RESOURCE REQUIREMENTS UNDER OPTION A

### A. Executive Direction and Management (EDM)

Overview of responsibilities	Promoting the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. Heading internal coordination processes to advance these aims. Providing advice and support to the President and the Bureau of the COP (and the COP/MOP) with the support of Intergovernmental and Conference Affairs (ICA). Undertaking analysis of emerging policy issues. Coordinating the secretariat's representational, outreach and public information activities. Overseeing the work of Administrative Services and Information Services. Providing registry and mail functions for the whole secretariat.
Objectives	Enhance coordination of activities, programmes and management functions within the secretariat. Support the President and Bureau of the COP (and the COP/MOP). Support analysis of emerging policy issues.
Expected results (under option A)	<p>The leadership provided ensures that staff are motivated, that the secretariat's work is well planned and coordinated, and that the programme budget is prepared on time and its execution is properly monitored.</p> <p>Internal management processes function adequately.</p> <p>Responsiveness to intergovernmental mandates is ensured. The COP (and the COP/MOP), their subsidiary bodies and their Bureaux receive timely, coherent and appropriate advice and substantive input.</p> <p>Emerging policy issues (including compliance procedures, trade and environment) are analysed in an adequate and timely manner and brought to the attention of Parties.</p> <p>The views of the Convention and Protocol bodies and the secretariat, as appropriate, are communicated effectively to partner agencies, conferences and, to the extent possible, other events.</p> <p>Institutional outreach is provided to the coordinating bodies within the United Nations system and input, inter alia, to the General Assembly, Commission on Sustainable Development, UNEP and WTO.</p> <p>Support services are managed efficiently and effectively, in a way which maximizes the secretariat's ability to respond to the needs of the Convention and Protocol bodies.</p>
Impact of reduction under option B	<p>Substantive and organizational preparation for institutional outreach will be limited to key partners due to limited ability to prepare for such activities and limited travel funds.</p> <p>The ability of the secretariat to respond to new upcoming needs of the Convention bodies cannot be ensured to the extent desirable.</p>
Posts required, indicating posts frozen	<p>Management and coordination: ASG Executive Secretary, D-2 Deputy Executive Secretary, P-5 Special Assistant, P-3 Programme Officer, P-2 Programme Officer and four GS staff.</p> <p>Emerging issues Unit: D-1 Special Adviser, two P-4 Programme Officers and one GS staff</p> <p>Registry: Four GS staff</p> <p>Posts frozen under option A: D-2 Deputy Executive Secretary and two P-4 Programme Officers</p> <p>Additional posts frozen under option B: P-3 Programme Officer and one GS staff</p>
Core budget costs (non-staff)	<p>Travel: US\$ 209,065 (option A), US\$ 198,060 (option B)</p> <p>GTA: US\$ 50,200 (option A), US\$ 43,400 (option B)</p> <p>Overtime: US\$ 67,500 (option A), US\$ 60,000 (option B)</p> <p>Consultants: US\$ 48,000 (option A), US\$ 43,200 (option B)</p>

Executive Direction and Management, continued	
Additional resources expected from other sources <sup>1</sup>	<p>Additional resources of US\$ 426,200 would be provided through the interim allocation for operational costs of the Kyoto Protocol to cover the work necessary to support the Compliance Committee under the Kyoto Protocol. This would fund two P-4 Programme Officers as of January 2005. The interim allocation would also include resources for consultants (US\$ 12,000) and travel by committee members (US\$ 140,000).</p> <p>Supplementary funding estimated at US\$ 68,000 would be required to support preparations for the work of the Compliance Committee including preparation of draft rules of procedure and a draft work programme.</p>

### 1. Administrative Services (AS)

Overview of responsibilities	Managing the human and financial resources of AS. Representing the secretariat in negotiations and consultations on the full range of administrative matters. Developing and managing the implementation of administrative policies and systems for the secretariat in the areas of finance, budget, human resources, and procurement and general services. Managing the secretariat-wide operating costs from the core budget. Providing advice and ensuring standard implementation and compliance to policies, rules and regulations and procedures governing the respective administrative areas of work.
Objectives	Establish and manage administrative and financial services and systems in conformity with United Nations Rules and Regulations and Administrative Instructions and administrative guidelines of the UNFCCC secretariat. Deliver and administer policies and systems to the highest standard of work in partnership with substantive programmes on behalf of the Executive Secretary.
Expected results <sup>2</sup>	<p>Effective and efficient administrative systems are produced to manage the secretariat's human, financial, budgetary and office management resources.</p> <p>The secretariat responds to and negotiates/consults with the auditors, other United Nations agencies, common premises in Bonn, and host government officials.</p> <p>The four trust funds and overhead support resources are effectively managed within budget and reported upon accurately to Parties.</p> <p>All financial transactions are expeditiously and accurately expended, reconciled and reported upon.</p> <p>All payroll, general payments, accounts and treasury functions are authorized according to delegated authorities and efficiently managed.</p> <p>The IMIS administrative and financial system is managed and implemented.</p> <p>As authorized by executive management and approved by the Parties, all administrative and financial actions are issued in compliance with the appropriate policies and United Nations Rules and Regulations.</p> <p>The programme budget is effectively executed within budget ceilings and available resources; voluntary contributions to supplementary activities are maximized and financial assistance is provided for delegate participation in meetings.</p> <p>Accurate and comprehensive reports on budget performance, income and expenditure are submitted to Parties on all established trust funds and overhead budget resources.</p>

<sup>1</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.

<sup>2</sup> The work programme is independent of budget options A and B and also covers servicing activities funded from additional resources.

Administrative Services (AS), continued	
	<p>Management of human resources is overseen responsibly to meet the needs of the secretariat in a timely, cost-effective and consistent manner.</p> <p>Staff career development and training are planned and managed; staff entitlements and conditions of service are administered within and to the standards of United Nations policies and Rules and Regulations; and selection and recruitment services are completed and all human resource services assistance to management and staff are provided.</p> <p>Services to programmes are delivered in the areas of travel, purchasing and procurement, freight forwarding, inventory records and building management. Workflow processes and procedures are established for travel and procurement and the planning and office moves is managed.</p>
Posts required	<p>All posts are funded from overhead charges</p> <p>Management and coordination: D-1 Coordinator and one GS staff</p> <p>Financial Resources Management Unit: P-5 Chief of Unit, P-4 Budget Officer, P-3 IMIS Finance Accountant and four GS staff</p> <p>Human Resources Management Unit: P-4 Chief of Unit, P-3 Human Resources Officer, P-2 Associate Human Resources Officer and three GS staff</p> <p>Procurement and General Services Unit: P-4 Chief of Unit and five GS staff</p> <p>Programme Support: Two P-3 Programme Support Officers and seven GS staff</p> <p><u>Non-staff costs funded from overhead charges</u></p> <p>External Auditing: US\$ 110,000</p> <p>Travel: US\$ 40,000</p> <p>GTA: US\$ 240,000</p> <p>Overtime: US\$ 20,000</p> <p>Total: US\$ 410,000</p>
Core budget costs (non-staff)	<p>Secretariat-wide operating costs for the biennium (US\$ 3,620,280 under option A, US\$ 3,418,600 under option B) are charged against this programme (FCCC/SBI/2003/15, tables 2 (a) and 3 (a)).</p>

## 2. Information Services (IS)

Overview of responsibilities	<p>Ensuring that information and communication technology (ICT), information management and public information services are in place to assist Parties and the secretariat in managing and disseminating information.</p>
Objectives	<p>Maintain a secure and efficient computer network and service to support the work of the secretariat. Plan and implement mobile, flexible computer networking and support services to support Parties, observers, the media and the secretariat at conferences and relevant workshops and expert meetings. Put in place robust, secure and reliable Internet and telecommunications services to speed communication between the secretariat, Parties and others and make it easy and fast to access information. Establish ICT standards, common data structures and systems to facilitate the sharing and management of data and information within the secretariat and externally. Maintain and develop the UNFCCC web site (<a href="http://unfccc.int">http://unfccc.int</a>), as the sole portal for all data, information, documents and reports from the climate change process, and as a gateway to other relevant climate change information. Facilitate the participation of press and media in the climate change process and publish information products to inform the general public of the Convention's objective and activities.</p>
Expected results (under option A)	<p>Information and communications technology infrastructure at the secretariat and at conferences is maintained at present levels, including essential security systems to prevent corruption of data or systems or external intrusion.</p>

Information Services (IS), continued	
	<p>ICT services to the secretariat, visiting experts, conferences and some workshops are provided.</p> <p>The secretariat web site continues to be the principal means of disseminating UNFCCC information for Parties and their experts and national focal points, as well as observer organizations, press and media and the general public. Data, official documents, national communications and other information are accessible.</p> <p>Global awareness on the climate change process is maintained through appropriate cooperation with press and media and publication of a range of web-based information products and publications targeted at key audiences.</p> <p>Communications partnerships with the United Nations, UNEP, IISD and other organizations are in place to extend reach beyond target audiences.</p>
Impact of reduction under option B	<p>The level of ICT support services to Bonn-based workshops, expert meetings, etc. will be reduced.</p> <p>Maintenance of adequate levels of computer security monitoring may not be possible, putting secretariat data and systems at risk.</p> <p>Further enhancement of the web site, such as the cross-referencing of content, enhanced search capabilities and preparation of summary and background information, will be put on hold making it more difficult for participants in the process to keep track of the many topics and streams of activities.</p> <p>Liaison and cooperation with press and media will be substantially reduced, except for accreditation.</p>
Posts required, indicating posts frozen	<p>P-5 Manager, P-4 Head, Information and Technology Unit, P-4 Head, Communications and Media Relations Unit, four P-3 (one network administrator, one software applications officer, one information officer and one librarian), two P-2 (one Lotus Notes administrator and one webmaster) and seven and a half GS staff</p> <p>Posts frozen under option B: P-4 Head, Communications and Media Relations Unit, and one GS staff</p>
Core budget costs (non-staff)	<p>Travel: US\$ 137,088 (option A), US\$ 129,870 (option B)</p> <p>GTA: US\$ 59,000 (option A), US\$ 51,400 (option B)</p> <p>Overtime: US\$ 56,250 (option A), US\$ 48,750 (option B)</p> <p>Consultants: US\$ 240,000 (option A), US\$ 216,000 (option B)</p> <p>Data processing equipment US\$ 775,000 (option A), US\$ 486,000 (option B)</p> <p>Rental and maintenance of equipment: US\$ 88,000 (option A), US\$ 62,000 (option B)</p> <p>Library books and supplies: US\$ 60,000 (option A), US\$ 50,000 (option B)</p> <p>Electronic communications: US\$ 240,000</p> <p>Public information supplies: US\$ 200,000 (option A), US\$ 100,000 (option B)</p>
Additional resources expected from other sources <sup>3</sup>	<p>Additional resources of US\$ 151,300 would be provided in 2005 through the interim allocation for operational costs of the Kyoto Protocol to cover ICT support, in particular, an additional P-3 computer network officer and equipment.</p> <p>Supplementary funding estimated at US\$ 405,000 would be needed to replace aging equipment and convert existing databases and information systems to be web-accessible; and to improve ICT support for specialized systems development e.g. GHG inventories and for production of publications and public information products on the web and in print.</p>

<sup>3</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.

**B. Intergovernmental and Conference Affairs (ICA)**

B.1 Management and Coordination subprogramme (ICA/M&C)	
Overview of responsibilities	Managing the human and financial resources of the ICA programme. Contributing to the overall management, policy formulation and effective operation of the secretariat. Providing support to the Convention and Protocol bodies and their Bureaux, in particular by performing the functions of the Secretary of the COP (and the COP/MOP). Planning sessional activities and promoting coherence in the intergovernmental process. Advising the Presidents/Bureaux and following up with representatives of Parties. Overseeing all aspects of the planning, organizing and servicing of conferences and meetings of Convention and Protocol bodies.
Objectives	Effectively manage the resources of the ICA programme. Coordinate and manage all sessional and intersessional intergovernmental activities. Effectively and efficiently deliver conference support and legal services to Parties, observers and the secretariat.
Expected results (under option A)	<p>The staff, financial resources and activities of the ICA programme are managed in a way which maximizes fulfilment of needs identified by Parties.</p> <p>Official documents are of high quality and meet the requirements of the Executive Secretary and Parties. Proper distribution of documents is assured, if necessary by electronic means.</p> <p>Follow-up activities to the sessions of the intergovernmental bodies are monitored, in particular the implementation of resolutions, decisions and recommendations, in order to ensure that such matters are properly reported upon at future meetings.</p> <p>Activities of the intergovernmental bodies, including those of the COP Bureau and its President, are supported in an effective and efficient manner.</p> <p>Proper custody of documents and records of the intergovernmental bodies is assured.</p> <p>The Executive Secretary receives timely and substantive advice.</p>
Impact of reduction under option B	Reduced resources for consultants would affect specialized projects carried out in support of the negotiation process at sessions of Convention bodies.
Posts required, indicating posts frozen	D-1 Coordinator, P-3 Programme Officer (COP focal point) and one GS staff No posts frozen.
Core budget costs (non-staff)	Travel: US\$ 50,160 (option A), US\$ 47,520 (option B) GTA: US\$ 57,400 Overtime: US\$ 45,000 Consultants: US\$ 70,000 (option A), US\$ 63,000 (option B)

B.2 Intergovernmental and Legal Affairs subprogramme (ICA/ILA)	
Overview of responsibilities	Providing legal advice to the Presidents and the Bureaux of Convention and Protocol bodies, Parties, the secretariat and observer States on the procedural, conceptual and institutional issues concerning implementation, interpretation and application of provisions, and on further development of the Convention and the Protocol. Advising Parties on amendments to provisions of and annexes to the Convention and the Protocol, and responding to requests for information. Organizing meetings of the Bureau of the COP (and the COP/MOP) and informal high-level consultations of ministers and senior officials.



B.2 Intergovernmental and Legal Affairs subprogramme (ICA/ILA), continued	
	Providing guidance on legal issues relating to the technical and analytical work of the secretariat and support to the work of constituted bodies under the Convention and the Protocol. Providing legal advice to the secretariat on its administrative and operational activities, implementation of the headquarters agreements, and privileges and immunities of staff. Liaising with the United Nations Office of Legal Affairs and with the legal offices of United Nations agencies and other international organizations.
Objectives	Provide advice to Parties to ensure the sound implementation and interpretation, legally, procedurally and institutionally, of the Convention and the Protocol, and ensure that the activities of the secretariat are carried out in accordance with the arrangements on the institutional linkage between the secretariat and the United Nations.
Expected results (under option A)	<p>Sound advice is provided to the Presidents and Bureaux of intergovernmental bodies, Parties and observer States on legal, procedural, and institutional issues pertaining to the implementation, interpretation and application of provisions and on further development of the Convention and the Protocol.</p> <p>Advice is provided to Parties on amending provisions of and annexes to the Convention and the Protocol.</p> <p>Requests for information are dealt with in a timely manner.</p> <p>Meetings of the Bureau and informal high-level consultations are efficiently and effectively organized.</p> <p>The work of the constituted bodies under the Convention and the Protocol is consistent with the rules of procedure.</p> <p>Legal advice relating to the analytical and technical work of the secretariat is provided.</p> <p>Host country agreements, contracts, memorandums of understanding, notes verbales, and agreements with other United Nations agencies, intergovernmental and international organizations and the private sector are concluded in a timely manner.</p> <p>The administrative services and operation of the secretariat, the implementation of the headquarters agreements, the privileges and immunities of the staff, and the relocation of the secretariat to the United Nations campus are carried out in a manner consistent with United Nations Rules and Regulations.</p>
Posts required, indicating post frozen	<p>P-5 Manager, P-3 Programme Officer and one GS staff</p> <p>No frozen posts.</p>
Core budget costs (non-staff)	<p>Travel: US\$ 38,856 (option A), US\$ 36,810 (option B)</p> <p>Consultants: US\$ 40,000 (option A), US\$ 36,000 (option B)</p>

B.3 Conference Affairs Services subprogramme (ICA/CAS)	
Overview of responsibilities	<p>Providing conference facilities and services for all sessions of the Convention and Protocol bodies (allowing for between 2,000 and 7,000 participants), pre-session meetings and workshops.</p> <p>Planning and overseeing security and protocol arrangements. Carrying out external relations functions for Parties, observer States and admitted IGOs and NGOs. Planning, facilitating and enhancing Party and observer participation at sessions, meetings and workshops relating to the Convention and Protocol bodies. Planning and editing documents, managing the documentation process, liaising with UNOG for translation and reproduction services and for ensuring the dissemination and storage of official documents in hard copy and in electronic form.</p>

B.3 Conference Affairs Services subprogramme (ICA/CAS), continued	
Objectives	Plan for and provide adequate conference facilities, documentation and related requirements for all sessions of the constituted bodies under the Convention and the Protocol. Provide conference facilities and related requirements for workshops in Bonn. Facilitate participation of Parties and observers in those sessions and workshops. Maintain external relations with Parties and liaison with NGOs and IGOs.
Expected results (under option A)	<p>Meetings in Bonn: Premises are set up appropriately and on time, in accordance with UNFCCC standards.</p> <p>Meetings abroad: Technical input to the host country agreement is provided and the set-up of facilities is monitored to ensure that all requirements are met.</p> <p>Adequate security is put in place for all meetings.</p> <p>Effective relations with Parties, observer States and observer organizations are maintained.</p> <p>A network of contacts for effecting exchange of information is maintained.</p> <p>Appropriate advice on strategies for managing participation by Parties and observer participation is provided in a timely fashion.</p> <p>Parties, observer States and admitted IGOs and NGOs are notified of, and kept informed about, meetings.</p> <p>Using appropriate technologies, identification and registration of all participants to meetings is maintained in a timely and efficient manner.</p> <p>Travel arrangements and attendance of participants to the meetings are managed and protocol arrangements are organized.</p> <p>New observer organizations are admitted using a transparent and clear process. Activities by observers, including special events and exhibits at sessions, are coordinated in a manner to allow useful input to the intergovernmental processes.</p> <p>Documentation (4,500–9,000 pages per year) is edited and made available in a timely and efficient manner for sessions of the Convention bodies and, to the extent possible, for the newly constituted bodies and workshops, in accordance with the relevant legislative mandates and policies regarding languages.</p>
Impact of reduction under option B	Reduced resources for consultants would limit the secretariat's ability to update and develop systems for access control and registration, including the newly implemented online application modules for observers. Reporting on side-events at sessions would also be affected.
Posts required, indicating posts frozen	<p>Management: P-5 Manager and one GS staff</p> <p>Logistics: One GS staff</p> <p>Documentation: P-4 Senior Editor</p> <p>External Relations: P-4 External Relations Officer and one GS staff</p> <p>NGO Liaison: P-3 Liaison Officer and one GS staff</p> <p>No posts frozen</p>
Core budget costs (non-staff)	<p>Travel: US\$ 87,686 (option A), US\$ 83,070 (option B)</p> <p>GTA: US\$ 420,000 (temporary assistance for meetings)</p> <p>Consultants: US\$ 240,000 (option A), US\$ 216,000 (option B)</p>

B.3 Conference Affairs Services subprogramme (ICA/CAS), continued	
Additional resources expected from other sources <sup>4</sup>	<p>Additional resources of US\$ 112,200 would be provided through the interim allocation for operational costs of the Kyoto Protocol to fund in 2005 one additional P-3 editor needed in view of the quasi-judicial nature of much of the documentary work under the Protocol.</p> <p>Rental/fit-out of conference facilities for meetings held in Bonn: about US\$ 1,600,000 (Bonn Fund)</p> <p>Two P-3 Editors (one post upgraded from P-2), one P-2 Meetings Services Officer and four GS staff (Documentation Assistant, Documentation Clerk, Meetings Services Clerk and Registration Clerk) funded from the Bonn Fund.</p>
Contingency	If the General Assembly decides to discontinue the practice of providing conference services through the regular United Nations budget resources, US\$ 5,960,100 would be needed to cover conference services (see table 7 of document FCCC/SBI/2003/15).

### C. Cooperative Mechanisms (COOP)

C.1. Management and Coordination subprogramme (COOP/M&C)	
Overview of responsibilities	Managing the human and financial resources of the COOP programme, including the mobilization of additional resources for the functioning of the constituted bodies. Contributing to the overall management, policy formulation and effective operation of the secretariat. Assisting Parties in implementing decisions on project-based mechanisms, including activities implemented jointly (AIJ) under the pilot phase, and emissions trading, including registries systems. Guiding secretariat work relating to cooperative mechanisms. Supporting the intergovernmental process and constituted bodies, as appropriate. Facilitating dialogue on capacity-building activities and providing information on cooperative mechanisms to Parties and interested actors. Representing the secretariat externally.
Objectives	Provide effective policy advice on cooperative mechanisms and related issues to the intergovernmental process, constituted bodies, as appropriate, and other actors. Provide efficient overall management to the subprogrammes engaged in the implementation of project-based mechanisms and emissions trading and registries. Ensure coherence by collaborating with management and staff of other programmes on issues of common concern.
Expected results (under option A)	<p>Human and financial resources of the COOP programme are managed in a manner which maximizes the fulfilment of needs identified by the relevant intergovernmental bodies and contributes to the overall effective management, administration and operation of the secretariat. Efforts are undertaken to mobilize additional resources, commensurate with the mandated tasks.</p> <p>Activities of intergovernmental bodies relating to cooperative mechanisms and core needs of the CDM Executive Board and on the development of registry systems are supported.</p> <p>Dialogue on cooperative mechanisms and related issues between Parties and other actors is encouraged with a view to enhancing capacity-building by interested actors.</p>
Impact of reduction under option B	Participation of the secretariat at outside meetings would be reduced.
Posts required, indicating posts frozen	<p>D-2 Coordinator and one GS staff</p> <p>Post frozen under option A: D-2 Coordinator (the D-1 Deputy Coordinator/Manager, Project-based Mechanisms subprogramme, will act as coordinator for COOP.)</p>

<sup>4</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.

C.1. Management and Coordination subprogramme (COOP/M&C), continued	
Core budget costs (non-staff)	Travel: US\$ 55,706 (option A), US\$ 47,510 (option B) GTA: US\$ 31,000 (option A), US\$ 24,200 (option B) Overtime: US\$ 15,000 (option A), US\$ 7,500 (option B) Consultants: US\$ 20,000
Additional resources expected from other sources <sup>5</sup>	Additional resources of US\$ 312,600 would be provided through the interim allocation for operational costs of the Kyoto Protocol to fund in 2005 the post of the D-2 Coordinator (US\$ 180,000) and consultants and travel (US\$ 132,600).

C.2. Project-based Mechanisms subprogramme (COOP/PBM)	
Overview of responsibilities	Supporting the development and implementation of project-based mechanisms, including on AIJ under the pilot phase, in the context of providing support to the intergovernmental process and in accordance with mandates. Supporting the constituted bodies on project-based mechanisms, the CDM Executive Board and the Article 6 (Kyoto Protocol) Supervisory Committee, while drawing on other programmes for legal advice and technical, procedural and logistical support as appropriate.
Objectives	Provide effective support to Convention and Protocol bodies on project-based mechanisms, including on AIJ under the pilot phase. Provide efficient service to the CDM Executive Board and the Article 6 Supervisory Committee so that these bodies can fulfil their mandates to the satisfaction of the intergovernmental body under whose authority they function. Provide accurate and timely information to Parties and other interested actors on project-based mechanisms and communicate effectively with them as well as with the public.
Expected results (under option A)	Technical work is undertaken to further develop methodological and procedural issues, in particular regarding baseline and monitoring methodologies, verification and certification, and the accreditation of operational entities.  Servicing is provided to the intergovernmental process in addressing project-based mechanisms as well as to three meetings of the CDM Executive Board per year and to three annual meetings of each of its panels on accreditation and methodologies, including preparing reports of each meeting and the annual reports of the Board to the COP (or COP/MOP).  Support is provided in launching work relating to the Article 6 Supervisory Committee.  Regarding AIJ under the pilot phase, further work by Parties is supported through the provision of information and analysis contained in the synthesis report in 2004 to the COP and annual updates.  Reliable general information on project-based mechanisms is provided to Parties and other actors through the maintenance of existing information systems and web sites.
Impact of reduction under option B	The level of technical and information support on project-based mechanisms would be reduced, in particular delaying the process of accrediting operational entities under the CDM and reducing the capacity to respond to specific queries by stakeholders and the public on implementation modalities of project-based mechanisms.  Information systems and the CDM web site would not be regularly updated or expanded. The JI web site would not be launched in 2004–2005.  The synthesis report on AIJ under the pilot phase, due in 2004, and the recurring updates would not be prepared in 2004–2005.

<sup>5</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.

C.2. Project-based Mechanisms subprogramme (COOP/PBM), continued	
Posts required, indicating posts frozen	D-1 Deputy Coordinator/Manager, P-4 Programme Officer, two P-3 Programme Officers and one GS staff Under option A, the D-1 Deputy Coordinator/Manager will act as coordinator for COOP. Posts frozen under option B: P-3 Programme Officer, one GS staff
Core budget costs (non-staff)	Travel: US\$ 60,000 Consultants: US\$ 46,000 (option A), US\$ 36,400 (option B)
Additional resources expected from other sources <sup>6</sup>	<p>Additional resources of US\$ 1,157,850 would be provided through the interim allocation for operational costs of the Kyoto Protocol to carry out the following operational activities relating to the CDM in 2005: three mandated meetings of the CDM Executive Board (US\$ 150,000); provision of specialized technical expertise in support of the CDM Executive Board (US\$ 250,000); enhanced database support (US\$ 40,000); two coordination workshops for members of the CDM Executive Board, panel members and experts (US\$ 150,000); specialized expertise and documentation in support of two workshops on the topic of assistance in arranging funding for CDM projects (Article 12.6 of the Kyoto Protocol) (US\$ 100,000); and secretariat support for processing 30 applications of certifying bodies, 30 proposed methodologies for baselines and monitoring plans, 50 registration requests and the issuing of certified emission reductions (CERs), and for the provision of enhanced technical, communication and outreach functions (e.g. work on the development of the CDM registry, interactive web module and facilities to respond to specific queries by stakeholders and the public) requiring one P-5 Senior Programme Officer, one P-4 Programme Officer, one P-3 Programme Officer, one GS staff and related costs (US\$ 467,850).</p> <p>Further resources of US\$ 529,750 would be provided through the interim allocation for operational costs of the Kyoto Protocol to carry out the following operational activities relating to the Article 6 (Kyoto Protocol) Supervisory Committee in 2005: two meetings of the Article 6 Supervisory Committee (US\$ 100,000); provision of specialized technical expertise in support of the Article 6 Supervisory Committee (US\$ 100,000); enhanced database support (US\$ 20,000); and secretariat support relating to the Committee including the provision of technical, procedural, communication and outreach functions requiring one P-4 Programme Officer, one P-3 Programme Officer, one GS staff and related costs (US\$ 309,750).</p> <p>Additional resources from the UNFCCC Trust Fund for Supplementary Activities would be needed to carry out the full scope of operational activities on the CDM and Article 6 (Kyoto Protocol) in 2004 and 2005, in the latter year complementing those received through the interim allocation for operational costs of the Kyoto Protocol. Such resources would also include fees paid for user-specific services such as accreditation and registration. To the extent that CERs will be issued, a share of proceeds may be available for covering part of the costs.</p> <p>Operational activities for the CDM to be funded from supplementary resources are as follows: six meetings of the CDM Executive Board in 2004 and three in 2005, related technical (methodologies, accreditation, data base, web site, CDM registry) and logistical support, including staff costs for one P-5 Senior Programme Officer (2004), one P-4 Programme Officer (2004), one P-3 Programme Officer (2004), two P-3 Programme Officers (2004–2005), and three GS staff (2004–2005). The total amount is estimated at US\$ 3,735,000. In addition, the two workshops on assistance in arranging funding for CDM activities, mentioned above, would need to be funded from supplementary resources.</p> <p>Operational activities relating to the Article 6 Supervisory Committee include three meetings in 2004 and one meeting in 2005 as well as required technical and logistical support. Also included are one technical workshop and staff resources of one P-4 Programme Officer (2004), one P-3 Programme Officer (2004) and one GS staff (2004). The total amount is estimated at US\$ 1,300,000.</p>

<sup>6</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.

C.3 Emissions Trading and Registries subprogramme (COOP/ETR)	
Overview of responsibilities	Providing support to the Convention and Protocol bodies for the implementation of relevant provisions contained principally in decisions 15/CP.7, 18/CP.7, 19/CP.7 and 24/CP.8, and other decisions adopted at COP 9 or COP/MOP 1 regarding emissions trading and registries in the context of Articles 17 and 7.4 of the Kyoto Protocol. Supporting Parties in their work on emissions trading and related issues with particular focus on developing and operating registries systems, in particular the transaction log and the CDM registry.
Objectives	Provide effective support to the Convention and Protocol bodies in their work on emissions trading and registries as well as related issues through the provision of comprehensive and accurate information and technical, procedural and legal advice as appropriate. Give assistance to Parties in the development and implementation of their national registries and the establishment of the transaction log and the CDM registry in a manner which ensures accountability, effectiveness and transparency as well as compatibility among trading schemes.
Expected results (under option A)	<p>Relevant technical, procedural and organizational tasks for the establishment of the transaction log are carried out, taking into account the technical standards for data exchange for registry systems. Completion of work and testing is expected by the end of 2005.</p> <p>Technical reports, including reports to the relevant intergovernmental bodies, are prepared, and efforts are undertaken to mobilize additional resources.</p> <p>A database and information system is provided, including maintaining a publicly accessible list of Parties that meet the eligibility requirements for making transfers/acquisitions and of Parties that have been suspended.</p>
Posts required, indicating posts frozen	<p>P-5 Manager, P-4 Programme Officer</p> <p>Post frozen under option A: P-5 Manager</p>
Core budget costs (non-staff)	<p>Travel: US\$ 40,000</p> <p>Consultants: US\$ 30,000</p>
Additional resources expected from other sources <sup>7</sup>	<p>Additional resources of US\$ 797,050 would be provided through the interim allocation for operational costs of the Kyoto Protocol to carry out the following operational activities relating to registry systems, including the transaction log and provisions for the CDM registry, in 2005: technical tasks required for the establishment of the transaction log, including management of contract (US\$ 200,000); consultancies supporting the administration and maintenance of the transaction log (US\$ 130,000); enhanced database support (US\$ 40,000); and secretariat support for performing managerial oversight and for providing technical and procedural advice, as well as communication and outreach functions, including efficient servicing to registry administrators, requiring one P-5 Manager, one P-3 Programme Officer, one P-2 Programme Officer, one GS staff and related costs (US\$ 427,050).</p> <p>Additional resources from the UNFCCC Trust Fund for Supplementary Activities would be needed to carry out the full scope of operational activities on registry systems, including the transaction log and provisions for the CDM registry, in 2004 and 2005, in the latter year complementing those funds received through the interim allocation. These resources may include, where appropriate, in-kind contributions by Parties. These activities are as follows: four meetings of technical experts on registries (US\$ 112,000); four meetings of registry administrators, in particular for support to administrators from Parties with economies in transition (US\$ 130,000); two capacity-building workshops on registry systems (US\$ 120,000); related technical expertise (US\$ 70,000); and the development, implementation and testing of the transaction log to allow emissions trading to go ahead and the integrity of the system to be monitored (US\$ 1,500,000, subject to review at COP 9). Related staff costs for one P-5 Manager (2004), one P-3 Programme Officer (2004–2005), one P-3 Programme Officer (2004), one P-2 Programme Officer (2004), one GS staff (2004) and one GS staff (2004–2005) are US\$ 755,000. The total amount is estimated at US\$ 2,687,000.</p>

<sup>7</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.

**D. Implementation (IMP)**

D.1 Management and Coordination subprogramme (IMP/M&C)	
Overview of responsibilities	Managing the human and financial resources of the IMP programme. Providing support to the SBI and to the COP on relevant matters, including national communications and the financial mechanism. Coordinating secretariat-wide activities relating to the financial mechanism and maintaining an effective relationship with the GEF Secretariat. Coordinating the preparation of the reports on implementation. Participating in secretariat-wide activities relating to capacity-building and adaptation. Representing the secretariat externally, including enhancing collaboration with multilateral development banks and the business community on activities relating to adaptation and to mitigation of climate change.
Objectives	Ensure coherent and sound management of the human and financial resources of the programme. Provide adequate support to the COP, the SBI and their elected officers. Ensure coordination of secretariat-wide work relating to the financial mechanism and ensure the maintenance of an effective relationship between the UNFCCC and GEF secretariats. Effectively participate in secretariat-wide work relating to supporting capacity-building and adaptation activities.
Expected results (under option A)	<p>The staff, financial resources and activities of the IMP programme are managed in a way that fully meets the needs identified by the Convention and Protocol bodies and contributes to the overall management and effective operation of the secretariat.</p> <p>Activities of the COP and SBI relating to national communications and the financial mechanism are supported in an effective and efficient manner.</p> <p>Parties are provided with adequate and timely support, harmonized with activities of other international conventions and of various bodies of the United Nations system, as well as with those of other intergovernmental and non-governmental organizations.</p> <p>Secretariat activities relating to the implementation of COP guidance to the GEF are coordinated, but there will be no capacity for detailed work such as screening mitigation projects in order to monitor the implementation of guidance provided by the COP.</p> <p>An effective relationship between the UNFCCC and GEF secretariats is maintained.</p> <p>Non-Annex I Parties are assisted in the process of accessing financial and technical assistance from bilateral and multilateral institutions, including the GEF, to develop climate change project proposals, including those identified in their national communications.</p> <p>Reports on implementation are well prepared and disseminated widely to Parties.</p> <p>The participation of the business community in activities which enhance the goals of the Convention is encouraged.</p>
Impact of reduction under option B	The support to the work of the CGE would be diminished (fewer meetings and less funding for experts), affecting the quality of the support that CGE members provide to Parties in the preparation of national communications.
Posts required, indicating posts frozen	<p>D-2 Coordinator, P-4 Programme Officer (GEF), P-3 Programme Officer (SBI focal point) and one GS staff</p> <p>One P-3 Programme Officer has been redeployed to the SD/M&amp;C subprogramme. One GS staff has been redeployed to IMP/AI subprogramme.</p> <p>No posts frozen</p>

D.1 Management and Coordination subprogramme (IMP/M&C), continued	
Core budget costs (non-staff)	Travel: US\$ 89,016 (option A), US\$ 84,330 (option B) GTA: US\$ 86,400 Overtime: US\$ 45,000 Consultants: US\$ 110,000 (option A), US\$ 99,000 (option B) Experts: US\$ 300,000
Additional resources expected from other sources <sup>8</sup>	Resources totalling US\$ 200,000 would be needed from supplementary funding for the production of the reports on implementation. The resources needed would cover human resources (US\$ 50,000) and materials for production and printing (US\$ 150,000).

D.2 Annex I Implementation subprogramme (IMP/AI)	
Overview of responsibilities	Providing Convention and Protocol bodies with support in their consideration of the issues relating to implementation of the Convention by Annex I Parties, including on policies and measures and on the implementation of these policies and measures in such a way as to minimize impacts of response measures on developing country Parties. Assisting and supporting Parties in their activities relating to the implementation of the Convention and in preparations for negotiations on future commitments in an adequate way.
Objectives	Provide the COP (and the COP/MOP) and their subsidiary bodies with adequate information relating to the implementation of the Convention by Annex I Parties. Prepare synthetic and analytical documentation supporting consideration of all issues relating to the implementation of the Convention by Annex I Parties. Assist Parties with preparations for negotiations on future commitments.
Expected results (under option A)	Parties are assisted with the assessment of the progress in the implementation of the Convention by Annex I Parties and provided with analytical materials, including sectoral analysis of emission trends and their main drivers, and analytical documentation and materials in support of ongoing work on policies and measures implemented or planned in Annex I Parties.  The information system on policies and measures and the policies and measures clearing house (web-based tool) are further developed.  Documentation in support of the work on projections is prepared, including on methods of estimating effects of policies and measures,  Material is prepared on the operational and methodological aspects of minimizing the impacts of response measures on developing country Parties in collaboration with other programmes.  Input is provided to the analytical work on adaptation based on the information submitted by Annex I Parties.  Collaboration with IGOs (e.g. OECD and IEA) is coordinated across the secretariat.  The secretariat is represented at external events relating to the implementation of the Convention by Annex I Parties.  Input is provided to the preparation of reports on implementation.  The preparation of fourth national communications is facilitated and Parties are advised on good practices of presenting information in national communications.

<sup>8</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.



D.2 Annex I Implementation subprogramme (IMP/AI), continued	
	<p>Analytical material is prepared to support the intergovernmental processes on matters relating to the post-first-commitment period.</p> <p>Parties are assisted with the preparations for reporting on demonstrable progress under Article 3.2 of the Kyoto Protocol, including development of relevant criteria.</p>
Impact of reduction under option B	<p>There would be some delays in the production of documents due to an increase in staff members' workloads as a result of reduced funds for consultants.</p> <p>Reduced resources for travel would limit the ability of the secretariat to be represented at meetings.</p>
Posts required, indicating posts frozen	<p>D-1 Deputy Coordinator/Manager, two P-4 Programme Officers, two P-3 Programme Officers and two GS staff</p> <p>One GS staff has been redeployed from IMP/M&amp;C</p> <p>No posts frozen</p>
Core budget costs (non-staff)	Travel: US\$ 102,126 (option A), US\$ 96,750 (option B)

D.3 Non-Annex I Implementation subprogramme (IMP/NAI)	
Overview of responsibilities	<p>Assisting non-Annex I Parties with the implementation of the Convention and, in particular, the preparation of national communications by: facilitating the provision of financial and technical support to non-Annex I Parties to meet their reporting obligations under the Convention; preparing the compilation and synthesis report of national communications; preparing information documents on the efforts made by non-Annex I Parties to facilitate the implementation of the Convention; providing support to non-Annex I Parties in building capacity to use the guidelines for the preparation of national communications; providing support to intergovernmental negotiations on all matters relating to national communications from non-Annex I Parties; contributing to secretariat-wide support to facilitate the implementation of adaptation activities by non-Annex I Parties; contributing to the preparation of the reports on implementation; collecting and compiling information on the status of preparation of national communications; facilitating information and networking between non-Annex I Parties and multilateral and bilateral support programmes; supporting the CGE by facilitating the work of, and providing technical and administrative support to, the CGE, and preparing CGE reports to the SBI and liaising with non-Annex I Parties and multilateral and bilateral support programmes as well as United Nations specialized agencies.</p>
Objectives	<p>Provide effective assistance, including sound technical advice, to non-Annex I Parties in fulfilling their reporting obligations under the Convention. Give substantive assistance to the CGE in the execution of its mandate and terms of reference. Provide effective support to Convention bodies in their work on matters relating to national communications and the implementation of the Convention. Facilitate the provision of adequate financial and technical support to non-Annex I Parties in implementing the Convention. Provide non-Annex I Parties with effective support to implement their adaptation activities.</p>
Expected results (under option A)	<p>Non-Annex I Parties are supported in the preparation and submission of national communications.</p> <p>The Convention bodies are adequately supported in their work on all matters relating to the preparation of national communications, including the compilation and synthesis of national communications.</p> <p>Non-Annex I Parties are supported in the implementation of the Convention.</p> <p>The CGE is effectively supported in fulfilling its mandate and terms of reference as established by the COP.</p>

D.3 Non-Annex I Implementation subprogramme (IMP/NAI), continued	
	<p>Regular reports to the SBI on progress made by the CGE in fulfilling its mandate and terms of reference are submitted for consideration.</p> <p>Non-Annex I Parties are provided with information on financial and technical assistance provided by multilateral and bilateral agencies in support of climate change activities.</p>
Impact of reduction under option B	Less support will be given to non-Annex I Parties in the critical initial phase of the preparation of second national communications.
Posts required, indicating posts frozen	<p>P-5 Manager, two P-4 Programme Officers, two P-3 Programme Officers, P-2 Programme Officer and three GS staff</p> <p>No posts frozen</p>
Core budget costs (non-staff)	Travel: US\$ 108,966 (option A), US\$ 103,230 (option B)
Additional resources expected from other sources <sup>9</sup>	<p>Resources totalling US\$ 300,000 would be needed from supplementary funding for supporting and facilitating the efforts of non-Annex I Parties to implement the Convention (one P-3 Programme Officer and consultants).</p> <p>Resources totalling US\$ 200,000 would be needed from supplementary funding for strengthening and enhancing support to national communications information systems, networks and training (consultants and human resources US\$ 150,000, maintenance of information system and development of information material US\$ 50,000).</p> <p>Supplementary funds would also be needed for the organization of regional and global workshops of the CGE. The number of workshops required by the CGE is determined by the work programme of the CGE, and currently stands at three per year.</p>

### E. Methods, Inventories and Science (MIS)

E.1 Management and Coordination subprogramme (MIS/M&C)	
Overview of responsibilities	Managing the human and financial resources of the MIS programme. Contributing to the overall management, policy formulation and effective operation of the secretariat. Coordinating the SBSTA and providing support to the COP on relevant matters including the review of GHG inventory data and methodological work relating to the preparation of national communications. Facilitating the flow of scientific information into the Convention process and working with scientific organizations and secretariats of other conventions to ensure that information is conveyed to Parties in an effective manner. Representing the secretariat externally.
Objectives	Provide efficient and effective management of all resources of the programme to ensure the fulfilment of the mandates of the Parties and respond to COP decisions.
Expected results (under option A)	<p>The staff, financial resources, and activities of the MIS programme are managed in a way which maximizes fulfilment of needs identified by the COP and contributes to the overall management, administration and effective operation of the secretariat.</p> <p>Activities of the SBSTA are supported in an effective and efficient manner.</p>

<sup>9</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.

E.1 Management and Coordination subprogramme (MIS/M&C), continued	
	<p>The SBSTA is provided with information relating to the activities of the IPCC. Very limited coordination with the IGBP, WCRP and other scientific organizations will be pursued. No documentation will be provided on research, systematic observation or other emerging scientific issues.</p> <p>Coordination with other organizations, to the extent resources allow, results in more effective communications between intergovernmental bodies.</p>
Impact of reduction under option B	The programme's capacity to cooperate with scientific organizations beyond the IPCC will be further reduced. Specifically, cooperation with WMO, WCRP and the GCOS secretariat at the technical level will almost cease.
Posts required, indicating posts frozen	<p>D-2 Coordinator, P-3 Programme Officer (SBSTA focal point) and one GS staff</p> <p>One P-3 Programme Officer has been redeployed to the MIS/INV subprogramme.</p>
Core budget costs (non-staff)	<p>Travel: US\$ 64,600 (option A), US\$ 61,200 (option B)</p> <p>GTA: US\$ 84,900 (option A), US\$ 79,700 (option B)</p> <p>Overtime: US\$ 45,000</p> <p>Consultants: US\$ 240,000 (option A), US\$ 216,000 (option B)</p> <p>IPCC: US\$ 700,000 (option A), US\$ 630,000 (option B)</p>

E.2 Methods subprogramme (MIS/METH)	
Overview of responsibilities	Analysing and synthesizing information on methods relating to land use, land-use change and forestry, climate change impacts, vulnerability and adaptation, emissions resulting from fuel used in international aviation and maritime transportation, projections, GHG inventories and electricity trading.
Objectives	Ensure that all Parties have methods to respond to decisions of the COP (and the COP/MOP), for example on the preparation of national communications, in a transparent and consistent manner.
Expected results (under option A)	<p>LULUCF: Parties are assisted to implement good practice guidance on LULUCF, including development of a common reporting format and training of reviewers; technical support is provided for the review of LULUCF GHG inventory data; a synthesis of LULUCF data is prepared to support the Convention process; Parties are provided with information on biome-specific definitions and harvested wood products; and collaboration with relevant international organizations (CBD, CPF, FAO, UNCCD, UNFF) is undertaken, to the extent resources allow.</p> <p>Climate change impacts, vulnerability and adaptation: Parties are provided with information on methods and tools to assess impacts and adaptation but no new activities relating to the evaluation, improvement and quality of methods used by Parties will be supported.</p> <p>Emissions resulting from fuel used in international aviation and maritime transportation: methodologies used for estimating emissions from these activities are assessed in collaboration with ICAO and IMO; and information is provided to Parties on options relating to the emissions from these activities.</p> <p>Projections: information on methods used by Annex I Parties is synthesized and communicated to Parties to promote transparency and to improve future projections.</p> <p>GHG inventories: methods used to estimate emissions in each sector are analysed, to the extent resources allow; information is made available to the SBSTA and to the IPCC to revise the 1996 inventory guidelines.</p> <p>The subprogramme supports the work of SD and of the MIS/INV and IMP/AI subprogrammes by assessing data, contributing to the development of guidance, and identifying methodologies.</p>

E.2 Methods subprogramme (MIS/METH), continued	
	<p>Analytical and methodological work relating to the above tasks is done in a way which allows the subsidiary bodies and the COP to adopt conclusions and decisions advancing the Convention process.</p> <p>The methods subprogramme will continue without a manager, and the managerial responsibilities will be born by the coordinator of MIS. This will limit the ability of the programme to plan and respond to the needs of Parties relating to methods and will hamper the direction and coherence of the subprogramme's work.</p>
Impact of reduction under option B	<p>Work on LULUCF will be severely curtailed, especially after the first half of 2004, when the supplementary funds allocated to this work will be depleted. There will be no capacity for additional work on harvested wood products, on factoring out of natural effects from changes caused by other effects, and on methods and tools to assess impacts and adaptation options for the forestry sector. Collaboration on forestry issues with key international organizations will be reduced and, in some cases, almost terminated, and technical support for the review of LULUCF data by GHG inventory expert will be affected. In addition, the methodological work on adjustments for LULUCF will be delayed.</p> <p>The work on methodological issues will be curtailed even further as a consequence of reductions of funds for consultants.</p> <p>Attendance at international meetings on issues pertinent to the work of the subprogramme will be further reduced, affecting the consideration of the ongoing methodological work in other organizations.</p>
Posts required, indicating posts frozen	<p>D-1 Deputy Coordinator/Manager, two P-4 Programme Officers, P-3 Programme Officer, P-2 Programme Officer and two GS staff</p> <p>Post frozen under option A: D-1 Deputy Coordinator/Manager (2005 only)</p> <p>Additional post frozen under option B: one P-4 Programme Officer</p>
Core budget costs (non-staff)	<p>Travel: US\$ 93,623 (option A), US\$ 88,690 (option B)</p> <p>Experts: US\$ 120,000 (option A), US\$ 90,000 (option B)</p>
Additional resources expected from other sources <sup>10</sup>	<p>Additional resources amounting to US\$ 110,000 would be needed from supplementary funding (one P-3 Programme Officer for one year) to support methodological work on impacts, vulnerability and adaptation in order to respond to new requirements likely to emerge.</p> <p>An additional US\$ 110,000 would be needed from supplementary funding (one P-3 Programme Officer for one year) to support cooperation with scientific organizations and development of documentation relating to research and systematic observation.</p> <p>In view of the importance of the work on LULUCF, an additional amount of US\$ 125,000 will be needed from supplementary funding to support the implementation of good practice guidance on LULUCF, technical review of LULUCF inventory data and methodological work (harvested wood products, projections) under the Convention. In addition, an amount of US\$ 100,000 will be needed from supplementary funding for the development of methods/adjustments, guidelines and work on submitted LULUCF data under the Kyoto Protocol.</p>

<sup>10</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.

E.3 GHG Inventories subprogramme (MIS/INV)	
Overview of responsibilities	Compiling, processing, assessing and storing inventory data from Parties. Coordinating the review of Annex I Parties' inventories in accordance with decision 19/CP.8, and providing information on GHG inventories and emission trends to Parties, Convention and Protocol bodies and the public. Maintaining and developing the inventory database, related software and the web site. Providing training to experts, including lead reviewers.
Objectives	Ensure the consistent and rigorous application of the guidelines for reporting and review of GHG inventories. Maintain and strengthen the information base of the Convention. Provide accurate, transparent and comprehensive information on GHG inventories and trends.
Expected results (under option A)	<p>Efficient and effective annual reviews of the national GHG inventories from Annex I Parties are conducted. Problems that affect the reliability of GHG data submitted by Parties are identified and the quality of national GHG inventories is improved.</p> <p>Parties are provided with reliable information on GHG trends, particularly in Annex I Parties. GHG data and information are made available to Parties to the Convention to provide a consistent and accurate picture of emission-related aspects of the implementation of the Convention.</p> <p>A complex database, related software and web site are maintained, to the extent resources allow, to support the information needs of the Convention relating to GHG emissions and the specific needs of the technical review process of GHG inventories.</p> <p>Activities of the SBSTA, the SBI and the COP and their officers relating to the consideration of GHG emissions and related data and to the improvement of methods for compiling and reporting GHG data are supported in an effective and efficient way.</p>
Impact of reduction under option B	<p>The development of the GHG information system will be curtailed as a consequence of reductions of funds for consultants. The consistency and coherence of the technical review of GHG inventories will be affected as a result of the elimination of one annual lead reviewers' meeting.</p> <p>The attendance at international meetings on GHG inventories will be further reduced, affecting the level of technical preparation of the staff in charge of the coordination of review activities.</p>
Posts required, indicating posts frozen	<p>P-5 Manager, two P-4 Programme Officers, five P-3 Programme Officers, P-2 Programme Officer and three GS staff</p> <p>Post frozen under option A: One P-3 Programme Officer</p> <p>One P-3 Programme Officer has been redeployed from the MIS/M&amp;C subprogramme</p>
Core budget costs (non-staff)	<p>Travel: US\$ 120,270 (option A), US\$ 113,940 (option B)</p> <p>Experts: US\$ 461,000 (option A), US\$ 415,000 (option B)</p>
Additional resources expected from other sources <sup>11</sup>	<p>Additional resources of US\$ 166,200 would be provided through the interim allocation for operational costs of the Kyoto Protocol for an additional P-3 post to maintain the database for compilation of assigned amounts, to produce the corresponding annual report and to coordinate training on this matter (US\$ 110,000) and for expert and staff travel for four visits exclusively relating to the pre-commitment period review under Article 8 of the Kyoto Protocol (US\$ 56,200). A further US\$ 64,400 will be needed from supplementary funding for training activities under the Protocol.</p> <p>Resources totalling US\$ 600,000 would be needed from supplementary funding to support the further development of the GHG information system for processing and supporting review of GHG inventory data under the Convention, including the integration of NAI data into the GHG database and the development of improved software to facilitate inventory preparation by non-Annex I Parties. The amount comprises US\$ 220,000 for a P-3 Programme Officer (programmer) for two years work on GHG information systems; US\$ 270,000 for consultancy work and purchase of specialized</p>

<sup>11</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.

E.3 GHG Inventories subprogramme (MIS/INV), continued	
	<p>software; and US\$ 110,000 for one year of work of a P-3 Programme Officer to further integrate NAI data into the GHG database and for the development of related software.</p> <p>An amount of US\$ 227,600 is also required from supplementary funding for training activities for reviewers and lead reviewers during the biennium to enhance the efficiency and effectiveness of the review process.</p>

## **F. Sustainable Development (SD)**

F.1 Management and Coordination subprogramme (SD/M&C)	
Overview of responsibilities	<p>Managing human and financial resources of the SD programme. Contributing to the overall management, policy formulation and effective operation of the secretariat. Providing support to the COP (and the COP/MOP) and their subsidiary bodies on matters relating to the development and transfer of technologies, capacity-building, Article 6 of the Convention, LDCs and adaptation strategies. Representing the secretariat externally. Facilitating the implementation of the framework for capacity-building and of the New Delhi Work Programme on Article 6 of the Convention.</p>
Objectives	<p>Provide effective management of the human and financial resources of the programme, and strategic guidance relating to its work. Support the development of a strategic approach for work on impacts and adaptation in the secretariat, with Parties and with partner IGOs and NGOs.</p> <p>Provide support for the intergovernmental process on capacity-building and matters relating to Article 6 of the Convention. Cooperate with the GEF, its implementing agencies and other relevant organizations to facilitate the implementation of the provisions contained in decisions 2/CP.7, 3/CP.7 and 11/CP.8. Encourage coherent approaches to support capacity-building and work on Article 6 of the Convention in the secretariat and by partner organizations.</p>
Expected results (under option A)	<p>The staff, financial resources and activities of the SD programme are well-managed, maximizing the use of available resources. A coordinated approach is adopted to activities of the secretariat relating to the work of development and transfer of technologies, capacity-building, Article 6 of the Convention, LDCs and adaptation strategies.</p> <p>Support and documentation are provided during the negotiations on capacity-building and on Article 6 of the Convention. Workshops supporting the negotiations are well prepared, organized and held.</p> <p>Cooperation with partner organizations, such as the GEF, UNDP, UNEP, UNITAR, World Bank, IUCN and NGOs, in the development and implementation of common approaches on capacity building is maintained.</p> <p>Networking with Parties, IGOs and NGOs to improve the knowledge base on activities relating to Article 6 is ensured.</p> <p>Funds are raised for necessary information systems and clearing houses, and their implementation by relevant partners is monitored to ensure effective services to Parties.</p> <p>Coordination of activities within the secretariat to support the implementation of capacity-building activities is maintained.</p>
Impact of reduction under option B	<p>In the area of capacity-building, cooperation with partner organizations will suffer, resulting in less coherent provision of capacity-building support to Parties.</p>
Posts required, indicating posts frozen	<p>D-1 Coordinator and two GS staff</p> <p>Capacity-building and Outreach unit: two P-3 Programme Officers and one GS staff</p> <p>One P-3 Programme Officer has been redeployed from IMP/M&amp;C.</p> <p>One P-2 Programme Officer has been redeployed to the SD/ALDC subprogramme</p>

F.1 Management and Coordination subprogramme (SD/M&C), continued	
Core budget costs (non-staff)	<p>Travel: US\$ 71,126 (option A), US\$ 68,250 (option B)</p> <p>GTA: US\$ 52,000 (option A), US\$ 48,400 (option B)</p> <p>Overtime: US\$ 22,500</p> <p>Consultants: US\$ 92,000 (option A), US\$ 82,800 (option B)</p> <p>Experts: US\$ 56,000 (option A), US\$ 42,000 (option B)</p>
Additional resources expected from other sources <sup>12</sup>	<p>Additional resources amounting to US\$ 730,000 would be needed from supplementary funding to develop and implement improved information processing activities to support the monitoring of the implementation of the capacity-building frameworks (US\$ 310,000, including funding for a GS staff, travel, experts and consultants); and to organize a series of regional and sectoral awareness raising workshops, and to implement the Article 6 clearing house with relevant partner organizations (US\$ 420,000, including funding for staff, travel, experts and consultants).</p>

F.2 Technology subprogramme (SD/TECH)	
Overview of responsibilities	<p>Providing support to ongoing negotiations. Providing information on environmentally sound technologies to mitigate and adapt to climate change. Facilitating activities of Parties on capacity-building, enabling environments and technology needs assessments. Providing support to the work of the EGTT.</p>
Objectives	<p>Provide technical support to the intergovernmental process on the development and transfer of technologies. Facilitate implementation of provisions contained in the annex to decision 4/CP.7. Facilitate the work of the EGTT. Assess and synthesize information on technology transfer activities of Annex I Parties, including adaptation and mitigation technologies. Update and maintain the technology information system. Liaise with Parties, relevant IGOs and others on their activities relating to the development and transfer of technologies.</p>
Expected results (under option A)	<p>Intergovernmental work on the development and transfer of mitigation and adaptation technologies, assessment of Parties' technology needs, capacity-building, enabling environments and provision of information on technology transfer is supported in an effective and efficient manner.</p> <p>Information on technology transfer activities from Annex I Parties is assessed and synthesized.</p> <p>Parties are provided with an up-to-date inventory of mitigation and adaptation technologies and projects.</p> <p>The technology information system and its search engine are maintained and are available to Parties on the secretariat web site, and off-line.</p> <p>The EGTT is provided with timely and adequate support for implementing its annual programme of work.</p> <p>Liaison activities are undertaken with Parties, relevant international organizations and institutions on their activities relating to the development and transfer of technologies, in particular on technology needs assessments, technology information, enabling environments, and capacity-building for technology transfer, in order to promote collaboration and avoid duplicated efforts (e.g. with FAO, IEA, IPCC, OECD, UNDP/GEF, UNEP and UNIDO).</p>
Impact of reduction under option B	<p>Regular meetings of the EGTT will be reduced to three instead of four as mandated. Support for the preparation of technical papers and documents to facilitate the work of the EGTT, will be limited.</p> <p>The technology information clearing house system (TT:CLEAR) can be maintained, but there will be limited capacity to update the existing information and data.</p> <p>The secretariat will be able to participate in only a small number of workshops and expert meetings organized by Parties or relevant organizations to share information from the UNFCCC process.</p>

<sup>12</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.

F.2 Technology subprogramme (SD/TECH), continued	
Posts required, indicating posts frozen	P-5 Manager, P-4 Programme Officer, two P-3 Programme Officers and one GS staff No posts frozen
Core budget costs (non-staff)	Travel: US\$ 50,000 (option A), US\$ 47,500 (option B) Consultants: US\$ 80,000 (option A), US\$ 75,000 (option B) Experts: US\$ 40,000 (option A), US\$ 30,000 (option B)
Additional resources expected from other sources <sup>13</sup>	Additional resources totalling US\$ 300,000 will be required to undertake activities relating to the implementation of the framework for meaningful and effective actions to enhance the implementation of Article 4.5 of the Convention as mandated by Parties in accordance with the annex to decision 4/CP.7, including supporting the work of the EGTT (about US\$ 60,000 for preparing technical papers and documents by consultants; US\$ 60,000 for maintaining and updating the technology information system; and US\$ 180,000 for recruiting one P-2 Programme Officer to support the technology information system).

F.3 Adaptation and LDC Support subprogramme (SD/ALDC)	
Overview of responsibilities	Supporting the implementation of the LDC work programme adopted at COP 7, facilitating the effective engagement of representatives of LDC Parties in the climate change process, and supporting further negotiations relating to adverse effects and adaptation.
Objectives	Provide effective and timely support for the intergovernmental process on the LDC work programme. Respond to the substantive needs of the representatives of LDC Parties in the intergovernmental process. Support the work of the LEG. Facilitate the shift from the preparation to the implementation phase of NAPAs. Formulate plans for implementing those aspects of the LDC work programme that are not already being handled through other agencies. Organize intersessional events, as requested. Facilitate donor support for the above-mentioned activities. Enhance coherence and consistency among entities engaged in activities relating to adaptation to climate change, and to supporting LDCs in the climate change context, both within and outside the United Nations system. Support further negotiations in this area.
Expected results (under option A)	Effective advice and support is provided to the SBI Chair, the contact group chair(s), and the Parties in the intergovernmental process concerning LDC issues and adverse effects and adaptation, including the preparation of pre-session and in-session documentation. Relevant support is provided to LDC Parties and implementing agencies as they move into the implementation phase of NAPAs. Effective support is provided in respect of all aspects of the LDC work programme to be addressed by the donor community and the implementing and executing agencies. Effective substantive and logistical organization of intersessional events, including workshops and consultations, is provided. Donors are identified and support is solicited for the activities to be implemented by the secretariat and other entities in support of the work programme. Secretariat work on LDCs and on adverse effects and adaptation is smoothly integrated with that of other entities, including United Nations agencies, NGOs and other national and regional institutions.
Impact of reduction under option B	Under this scenario the secretariat will not be in a position to prepare technical papers for the LEG, so these would need to be done by the LEG itself. Also, the secretariat would not be in a position to assist the LEG in its outreach activities to LDC Parties.

<sup>13</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.



F.3 Adaptation and LDC Support subprogramme (SD/ALDC), continued	
Posts required, indicating posts frozen	P-4 Head, P-2 Programme Officer Post frozen under option B: P-2 Programme Officer Note: This subprogramme was previously a unit under SD/M&C
Core budget costs (non-staff)	Travel: US\$ 38,000 (option A), US\$ 35,000 (option B) Consultants: US\$ 80,000 (option A), US\$ 75,000 (option B) Experts: US\$ 40,000 (option A), US\$ 30,000 (option B)
Additional resources expected from other sources <sup>14</sup>	Supplementary funding totalling US\$ 770,000 will be sought to support the operation of this subprogramme. This includes US\$ 200,000 for the four regular meetings of the LEG; US\$ 520,000 for additional staff support (one P-3 Programme Officer, one P-2 Programme Officer and one GS Staff), and US\$ 50,000 to support additional activities in the LDC work programme.

<sup>14</sup> For example, from the interim allocation for operational costs of the Kyoto Protocol, the UNFCCC Trust Fund for Supplementary Activities and the Bonn Fund.

Annex**ABBREVIATIONS USED IN THIS DOCUMENT**

AI	Annex I Implementation subprogramme
AIJ	Activities implemented jointly
ALDC	Adaptation and Least Developed Countries Support subprogramme
AS	Administrative Services
ASG	Assistant Secretary General
CAS	Conference Affairs Services
CBD	Convention on Biological Diversity
CDM	Clean development mechanism
CER	Certified emissions reductions
CGE	Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention
COOP	Cooperative Mechanisms programme
COP	Conference of the Parties
COP/MOP	Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol
CPF	Collaborative Partnership on Forests
EDM	Executive Direction and Management
EGTT	Expert Group on Technology Transfer
ETR	Emissions Trading and Registries subprogramme
FAO	Food and Agriculture Organization of the United Nations
GCOS	Global Climate Observing System
GEF	Global Environment Facility
GHG	Greenhouse gas
GS	General Services
GTA	General Temporary Assistance
ICA	Intergovernmental and Conference Affairs programme
ICAO	International Civil Aviation Organization
ICT	Information and Communication Technology
IEA	International Energy Agency
IGBP	International Biosphere–Geosphere Programme
IGO	Intergovernmental organization
IISD	International Institute for Sustainable Development
ILA	Intergovernmental and Legal Affairs subprogramme
IMIS	Integrated Management Information System
IMO	International Maritime Organization
IMP	Implementation programme
INV	Inventories subprogramme
IPCC	Intergovernmental Panel on Climate Change
IS	Information Services
IUCN	IUCN – The World Conservation Union
JI	Joint Implementation
LDC	Least developed countries
LEG	Least developed countries Expert Group
LULUCF	Land-use, land-use change and forestry
M&C	Management and Coordination
METH	Methods subprogramme
MIS	Methods, Inventories and Science programme

NAI	Non-Annex I Implementation subprogramme
NAPAs	National adaptation programmes of action
NGO	Non-governmental organization
OECD	Organisation for Economic Co-operation and Development
PBM	Project-based Mechanisms subprogramme
SBI	Subsidiary Body for Implementation
SBSTA	Subsidiary Body for Scientific and Technological Advice
SD	Sustainable Development programme
TECH	Technology subprogramme
TT:CLEAR	UNFCCC Technology Transfer Information Clearing House
UNCCD	United Nations Convention to Combat Desertification
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
UNFF	United Nations Forum on Forests
UNIDO	United Nations Industrial Development Organization
UNITAR	United Nations Institute for Training and Research
UNOG	United Nations Office at Geneva
WCRP	World Climate Research Programme
WMO	World Meteorological Organization
WTO	World Trade Organization

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