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منظمة الأغذية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

Item 10 of the Draft Provisional Agenda

COMMISSION ON GENETIC RESOURCES FOR FOOD AND AGRICULTURE

Second meeting of the Commission on Genetic Resources for Food and Agriculture acting as the Interim Committee for the International Treaty on Plant Genetic Resources for Food and Agriculture

Rome, 15 - 19 November 2004

DRAFT WORK PROGRAMME AND BUDGET FOR THE INTERIM COMMITTEE

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Appendix: Matrix for Establishing the Budget for Adoption by the Interim Committee of the International Treaty on Plant Genetic Resources for Food and Agriculture

I. INTRODUCTION

1. The Interim Committee will wish to establish a budget for the first meeting of the Governing Body and for any other meetings it may decide should be convened. The budget should cover the period up to and including the first meeting of the Governing Body. Thereafter, the Governing Body will establish its own budget.
2. The First Meeting of the Interim Committee took note of a Consolidated Work Programme and Indicative Budget¹. The First Meeting of the Interim Committee also considered a draft work programme for the period 2003/2004. It decided, subject to the availability of adequate extra-budgetary resources, to hold meetings of
 - the Expert Group on the Terms of the Standard MTA (latest estimated cost \$391,945); and
 - an Open-ended Working Group on the Rules of Procedure of the Governing Body, the Financial Rules of the Governing Body and on Compliance (latest estimated cost \$608,065).
3. Despite the considerable efforts of the Secretariat, insufficient extra-budgetary funds were received to enable the meeting of the Open-ended Working Group to take place. The Expert Group on the Terms of the Standard MTA took place on 4 to 8 October 2004, only as a result of the generous invitation of the European Commission. There have been no funds to employ additional Secretariat staff.
4. The Director General's Programme of Work and Budget 2004/2005² proposed making \$360,000 available under the Regular Programme towards the cost of the Interim Committee process. Under the budget adopted by the Conference, with this being treated as a protected area, only \$180,000 was made available. In addition, at the time of writing this document (August 2004), \$257,684 of extra-budgetary funds had been made available by the governments of Ireland, Japan, Norway, Spain and the USA, and a further \$371,600 had been promised. This compares with the total need identified in the Consolidated Work Programme and Indicative Budget prepared for the First Meeting of the Interim Committee of \$2,886,965.
5. It is expected that all the Regular Programme funds and the extra-budgetary resources currently provided or promised, will be utilised in the convening of the second meeting of the Interim Committee. There will be no resources for any meetings that the Interim Committee may decide should be convened in the period before the first meeting of the Governing Body. Additionally, resources for the first meeting of the Governing Body itself are as yet not forthcoming.

II. METHODOLOGY FOR PREPARING THE BUDGET

6. In *Appendix I* is a matrix, which sets out the main components of the budget. This will be projected during the meeting of the Interim Committee so that as decisions are taken, for example on the number and type of meetings, the implications for the total budget requirement can be shown.

¹ CGRFA/MIC-1/02/REP, Appendix E.

² Conference document C2003/3

III. ELEMENTS OF THE INTER-SESSIONAL WORK PROGRAMME AND BUDGET

A. SECRETARIAT

7. The Secretariat of the Commission on Genetic Resources for Food and Agriculture is acting as the Secretariat for the Interim Committee, while continuing to manage the complete programme of the Commission. It consists of two professionals and three general service staff. Currently it has, in addition, one Assistant Professional Officer and one senior Consultant on a short-term secondment from the UK.

8. Following the completion of the negotiations on the International Treaty, the ordinary work of the Commission is expanding and, consequently, the work of the Secretariat is also increasing. It is therefore essential that, if the Secretariat is to be able to provide the correct level of support to complete the Interim Committee process, additional staff be engaged, dedicated to work on the International Treaty. These staff could be transferred into the Secretariat of the International Treaty, once this has been established following the First Meeting of the Governing Body.

9. In preparation for meetings, the Secretariat is likely to be asked to perform activities in the nature of gathering and analysis of information on a range of issues. The most cost efficient way of carrying out such tasks is through the short term hire of consultants. The Interim Committee may therefore wish to include an appropriate provision for consultants in its initial budget.

10. On the basis of a possible work programme that will be developed from the elements set out below, minimum incremental secretariat needs are indicated in the following table.

	Cost (\$)	
	2005	2006
1 P5 Senior Policy Coordinator	180,000	182,000
1 P3 Treaty Support Officer	145,000	147,000
1 G4 Administrator	68,000	71,000
1 G3 Secretary	59,000	61,000
Consultancy	156,000	156,000
Sub Total	608,000	617,000
Project Servicing Costs (6%)	36,000	37,000
TOTAL	644,000	654,000

B. MEETINGS

11. The Interim Committee will wish to decide whether, in addition to the first meeting of the Governing Body, any other meetings should be held in the budget period. Such meetings might include further meetings of:

- the Interim Committee itself;
- the Expert Group on the Terms of the Standard Material Transfer Agreement;

- the Open-ended Working Group on the Rules of Procedure of the Governing Body, the Financial Rules of the Governing Body and on Compliance.

12. In addition, the Interim Committee may wish to establish an *ad hoc* technical committee to consider the further development of the funding strategy.³ If such a technical committee is to be convened, the Interim Committee will need to determine its structure, mandate and duration. The structure might be based on the Inter-governmental Technical Working Group on Plant Genetic Resources for Food and Agriculture. Its mandate might be determined in the light of the discussion under Agenda Item 8 *Preparation of a draft Funding Strategy for the Treaty*. Its duration could, perhaps, be of three or five days.

13. The estimated costs of single meetings of the above, including developing country participation but excluding project servicing costs, are set out in the table below:

MEETING	ESTIMATED MEETING COSTS	DEVELOPING COUNTRY PARTICIPATION	TOTAL
First Meeting of the Governing Body (5-day)	575,000	287,500 ⁴	862,500 ⁵
Expert Group on the Terms of the Standard Material Transfer Agreement			
• 3-day	125,000	135,000	260,000
• 5-day	160,000	155,000	315,000
Open-ended Working Group on the Rules of Procedure for the Governing Body, the Financial Rules of the Governing Body and on Compliance			
• 3-day	135,000	255,000	390,000
• 5-day	170,000	295,000	465,000
Technical Working Group ⁶			
• 3-day	120,000	55,000	175,000
• 5-day	155,000	65,000	220,000

³ See paragraph 39 of document CGRFA/MIC-2/04/4 *Preparation for Consideration of the Governing Body of the Funding Strategy for the Treaty*

⁴ Estimated cost for the participation of one delegate from developing countries, considering that 65 developing countries may be Contracting Parties when the Governing Body first meets. The same calculation for participation of two delegates would raise the cost of developing country participation to \$585,000 (total cost of the meeting: \$1,160,000).

⁵ Estimated total costs for a 5-day meeting. The estimated costs for a 10-day meeting with participation of two delegates from developing countries would bring the total cost to \$1,555,000 (estimated meeting costs: \$820,000; developing country participation: \$735,000).

⁶ Based on the structure of the Commission's Inter-governmental Technical Working Groups, that is, 27 member nations (5 each from Africa, Europe, Latin America and the Caribbean; 3 from the Near East; and 2 each from North America and the Southwest Pacific).

C. OTHER COSTS

14. In the latest 12 month period \$57,891 has been spent on travel for officers attending international meetings to promote the Treaty, publications and communications to promote the Treaty, etc. The Interim Committee will wish to consider the inclusion of an amount to cover such additional costs in the budget.

IV. FUNDING THE BUDGET

15. As mentioned in paragraph 4 above, considerable efforts were made in 2003 and 2004 to raise extra-budgetary resources for the process of implementing the Treaty, with limited success. In addition, the effort deflected the very limited staff resources available from direct work on the Treaty.

16. In the light of this, the Interim Committee may wish to consider ways in which the process of raising the necessary extra-budgetary resources can be facilitated so that the limited Secretariat resources are used efficiently and the necessary funding can be made available in a timely fashion.

V. GUIDANCE REQUESTED FROM THE INTERIM COMMITTEE

17. The Interim Committee is invited to:

- agree the proposed incremental staff needs identified in paragraph 10;
- indicate the meetings it would wish to see convened during the period of this budget;
- adopt its budget and work programme .

18. Should the Interim Committee decide that a meeting of an *ad hoc* technical working group be convened, it is invited to determine its structure, mandate and duration.

19. The Interim Committee is further invited to advise the Secretariat on the actions it should take to raise the necessary extra-budgetary resources. In this regard, donor countries may wish to make pledges in the course of the meeting.

**APPENDIX: MATRIX FOR ESTABLISHING THE BUDGET FOR ADOPTION
BY THE INTERIM COMMITTEE OF THE INTERNATIONAL TREATY
ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE**

**BUDGET PERIOD: UP TO AND INCLUDING THE FIRST MEETING OF THE
GOVERNING BODY**

	Secretariat, Meeting and Other Costs		Developing country Participation		Total Budget
	Number	Cost \$	Number of Participants Supported	Cost \$	
<u>A. Secretariat</u>					
Senior Policy Coordinator (P5)	1	180,000			
Treaty Support Officer (P3)	1	145,000			
Administrator (G4)	1	68,000			
Secretary (G3)	1	59,000			
Consultancy	1	156,000			
Sub-total		608,000			
<u>B. Project Servicing costs (6%)</u>		36,000			
<u>C. Total Secretariat Costs</u>		644,000			
<u>D. Meetings</u>					
• Governing Body			130		
• Expert Group on the Terms of the Standard MTA			34		
• Open-ended Working Group on the Rules of Procedure of the Governing Body, the Financial Rules of the Governing Body and on Compliance			65		
• <i>Ad hoc</i> Technical Working Group			14		
Sub-total					
<u>E. Project Servicing costs (6%)</u>					
<u>F. Total Meeting Costs</u>					
<u>G. Other Costs</u>					

• Travel and Publications		60,000			
<u>H. Project Servicing costs (6%)</u>		3,600			
<u>I. Total Other Costs</u>		63,600			
<u>J. Grand total (C + F + I)</u>					