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**ECONOMIC COMMISSION FOR EUROPE**

Administrative Committee for the TIR Convention, 1975

(Thirty-first session, 25 and 26 October 2001,  
agenda item 3(b)(iii))

**APPLICATION OF THE TIR CONVENTION, 1975**

**Administration of the TIRExB**

**Budget proposal and cost plan of the TIRExB and the TIR secretariat for the year 2002**

**Note by the TIR Secretary**

1. In accordance with Annex 8, Article 13 of the Convention, the TIRExB has prepared the present budget proposal and a cost plan providing for its operation in the year 2002. The budget proposal and cost plan, as contained in the present document, is expected to be finalized and approved by the TIRExB at its October meeting. Modifications, if any, decided upon by the TIRExB at this meeting, will be reflected in a corrigendum to this document.
2. The budget proposal and cost plan for the year 2002 does not differ substantially from the approved budget and cost plan of the TIRExB and the TIR secretariat for the year 2001 as contained in document TRANS/WP.30/AC.2/2000/11. The increase of the budget proposal, in the order of 6%, compared with the actual budget for the year 2001 (total net allotment for the year 2001 is US\$ 761,100 (TRANS/WP.30/AC.2/2001/10)) is due to the need for an information technology specialist/programmer to devise, install and maintain, together with the present EDI specialist, access to the International TIR Data Bank (ITDB) and to install and maintain a local area network to streamline further the work of the TIR secretariat.

3. The amount of the resulting levy on each TIR Carnet and the procedure for its collection will be contained in an annex to the agreement between the UNECE and the IRU, which will be submitted to the Administrative Committee for endorsement at its forthcoming session in spring 2002.

4. The estimated budget and cost plan for the TIRExB and the TIR secretariat for the year 2002 is given below. The budget for the year 2002 amounts to US\$ 1,049,866, but the effective amount to be provided will be around US\$ 450,000. This is a result of the positive balance estimated to amount to approximately US\$ 425,000<sup>1/</sup> for the budget year 2001 and US\$ 175,600 of not allotted funds of the year 2000 (refer to TRANS/WP.30/AC.2/2001/10).

5. For the estimated 2.5 million TIR Carnets to be issued in the year 2002, this would represent a levy on each TIR Carnet of US\$ 0.18.

### COST PLAN

United Nations Economic Commission for Europe, Transport Division  
 Programme: TIR Executive Board (TIRExB) and TIR secretariat  
 Title of Trust Fund: "Transport International Routier - TIR"; Account No.: ZL-RER-8001.

#### Proposed cost plan for the year 2002

<u>Budget line</u>	<u>Object of expenditure</u>	<u>Amount (in US\$)</u>
1100	Project Personnel (4 experts as well as consultancy)	575,900
1301	Administrative Support Personnel	120,000
1501	Travel on Official Business	30,000
1601	Mission costs	15,000
2101	Sub-contracts	5,000
4301	Premises	25,000
4501	Local procurement	20,000
5101	Operation and maintenance of equipment	2,000
5301	Sundry	15,000
Total net allotment		807,900
Programme support (13% of Total)		105,027
15% Operating Reserve for 2001 <sup>2/</sup>		<u>136,939</u>
		241,966
Grand Total		1,049,866

<sup>1/</sup> The cost plan proposed for the year 2002, as the cost plans approved for the years 1999, 2000 and 2001, have to make provisions to enable the TIRExB and TIR secretariat to operate under a worst case scenario (including recruitment of new staff, removal costs, repatriation grants, etc.). For this reason there will be most likely a positive balance of approximately US\$ 300,000 at the end of the year 2001. In addition, at the end of the financial year 2001, the amount of Operating Reserve (US\$ 129,006) not utilized, will constitute the Operating Reserve Fund for 2002.

<sup>2/</sup> Actual requirement for Operating Reserve for 2002 will be: US\$ 136,939 - US\$ 129,006 (Operating Reserve for 2001) = US\$ 7,933.

TIR Trust Fund resource requirements for the year 2002

Project Personnel (1100) - US\$ 575,900

The proposed amount under this object of expenditure is intended to cover the standard salary costs<sup>3/</sup> for one year of four experts on fixed-term appointments: 2 Customs experts, one Administrative and EDI expert and one Computer Information System expert (locally recruited). It also includes provisions for consultancies to administer the TIRExB web site and to carry out mandated research.

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

The proposed amount under this object of expenditure is intended to cover the standard salary costs of administrative support staff for one year.

Travel on Official Business (1501) - US\$ 30,000

The proposed amount under this object of expenditure is intended to cover the travel cost of Project Staff and the TIR Secretary.

Mission costs (1601) - US\$ 15,000

The proposed amount under this object of expenditure is intended to cover DSA and some travel cost for the nine members of the TIRExB. (Calculation base:

Geneva <u>DSA</u> : SFr 288=US\$ 162 (official exchange rate 31.07.2001: 1US\$=1.77 SFr)		
3 (meetings in Geneva) x 2 (days) x 9 (persons) x US\$ 162 = US\$ 8,748		
	= approx.	US\$ 10,000
+ airline tickets (in case of need or urgency)	=	US\$ 5,000
Total:	=	US\$ 15,000)

Sub-contracts (2101) - US\$ 5,000

The proposed amount under this object of expenditure is intended to cover institutional contractors to provide possibly required conference support services (including rental of office equipment, conference room, interpretation, local transportation, etc.).

Premises (4301) - US\$ 25,000

The proposed amount under this object of expenditure is intended to cover the rent of three/four offices (depending on the size) at the Palais des Nations in Geneva.

Local procurement (4501) - US\$ 20,000

The proposed amount under this object of expenditure is intended to cover the procurement of relevant electronic and computer office equipment (PCs, printers, copy machine, fax, office furniture, etc.), including data bank hard and software systems.

Operation and maintenance of equipment (5101) - US\$ 2,000

The proposed amount under this object of expenditure is intended to cover the cost of repair and maintenance of office and computer equipment (PCs, printers, copy machine, fax, etc.).

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<sup>3/</sup> In line with the United Nations staff regulations.

Sundry (5301) - US\$ 15,000

The proposed amount under this object of expenditure is intended to cover other operational costs of the TIR secretariat and the TIRExB (paper, mail, telephone/fax, external printing of publications, stationery, interpretations, translations, expenses for seminars, miscellaneous expenses, etc.).

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