

Resolution A.906(22)  
Adopted on 29 November 2001 (Agenda item 22)  
WORK PROGRAMME AND BUDGET FOR THE TWENTY-SECOND  
FINANCIAL PERIOD 2002-2003



IMO

*E*

ASSEMBLY  
22nd session  
Agenda item 22

A 22/Res.906  
25 January 2002  
Original: ENGLISH

**Resolution A.906(22)**

**Adopted on 29 November 2001  
(Agenda item 22)**

**WORK PROGRAMME AND BUDGET FOR THE TWENTY-SECOND  
FINANCIAL PERIOD 2002-2003**

**A. WORK PROGRAMME AND BUDGET FOR 2002-2003**

THE ASSEMBLY,

RECALLING Article 15 of the Convention on the International Maritime Organization and in particular paragraphs (f) and (g) thereof with regard to the functions of the Assembly in relation to the work programme and budget,

RECALLING FURTHER resolution A.726(17) by which the revised assessment formula for apportioning the contributions of Member States to the Organization's budget and amendments to the Rules of Procedure of the Assembly concerning enforcement of the payment of contributions were approved,

NOTING the provision of Article III of the Financial Regulations with regard to the preparation of the programme budget estimates,

1. APPROVES the work programme submitted by the Secretary-General comprising twelve major programmes which are divided into programmes and sub-programmes;

For reasons of economy, this document is printed in a limited number. Delegates are kindly asked to bring their copies to meetings and not to request additional copies.

## 2. DECIDES that:

- (a) For the financial period 2002-2003 appropriations are here voted for the following purposes:

<b>Major Programmes</b>	<b>£ 2002-2003</b>
General policy and direction	1,511,400
Maritime safety	3,816,600
Marine environment protection	2,939,000
Legal affairs	1,302,900
Facilitation of maritime traffic	376,800
Cross Sectoral Activities	1,148,100
TC and institutional development	3,314,000
Conference services	10,267,900
Administrative services	5,217,100
External relations and information services	1,589,800
Information Technology	1,180,400
Publication Services	1,796,700
<b>Total Estimated Direct Costs</b>	<b>34,460,700</b>
General Operating Expenses and Headquarters Premises	7,513,600
Estimated staff turnover	(272,000)
<b>Total Proposed Appropriations</b>	<b>41,702,300</b>
Less:	
Direct costs recoverable from the Printing Fund	(1,123,800)
Indirect costs recoverable from the Printing Fund	(499,000)
Reimbursement of Technical Co-operation support costs	(548,400)
<b>Net proposed appropriation</b>	<b>39,531,100</b>

- (b) The appropriation voted in subparagraph (a) above shall be financed by contributions from Member States after reduction for miscellaneous income (estimated at £400,000 for the biennium), and for a transfer from the surplus in the Printing Fund of £800,000 during the biennium;
- (c) Transfers of uncommitted balances of appropriations to the same major programme of the budget in the second calendar year other than those authorized by Article IV of the Financial Regulations, and transfer of appropriations between major programmes of the budget, shall only be carried out with the prior concurrence of the Council;
- (d) In respect of each of the calendar years 2002 and 2003 covered by the financial period, the approved meetings shall be as in Appendix 1, the approved posts as in Appendix 2, and the appropriations and assessments shall be those indicated under the relevant programme headings in Appendix 3; and

NOTING the provision in regulation 5.1 of the Financial Regulations and Rules concerning the use of the Working Capital Fund to finance the approved appropriation pending receipt of contributions,

RECOGNIZING ALSO that exceptional and unforeseen circumstances could arise pending receipt of contributions and when the funds in the Working Capital Fund are insufficient to finance the approved appropriations,

3. AUTHORIZES the Secretary-General to draw upon the Printing Fund, the Headquarters Capital Fund, the Technical Co-operation Fund and the Termination Benefit Fund, to finance the approved appropriations. Advances made from these Funds to finance budgetary appropriations during a financial period shall be reported to the Council immediately and reimbursed to each respective Fund as soon as and to the extent that income is available for that purpose,

RECOGNIZING further the provision in regulation 3.8 of the Organization's Financial Regulations and Rules concerning supplementary estimates and the past practice of the Assembly in authorizing the Council to approve any necessary recalculation of the appropriations for the second year of the biennium,

4. AUTHORIZES the Council at its eighty-ninth session to review the 2003 programme budget provisions and, if it decides it is necessary, to approve any appropriate recalculation of the 2003 appropriations and assessment figures in the light of the budgetary and exchange rate situation at that time;

5. INVITES the attention of the Council to the above-mentioned provisions;

6. REQUESTS the Secretary-General to ensure their application while endeavouring to effect the maximum economies in the budget.

7. REQUESTS the Council to keep under review the Organization's financial framework during the 2002-2003 biennium and to report on the outcome to the twenty-third session of the Assembly.

## **B. WORKING CAPITAL FUND**

THE ASSEMBLY,

RECALLING resolution A.363(IX) by which the Working Capital Fund was established in the amount of \$250,000 as of 1 January 1976 by means of advances assessed on Member States,

RECALLING FURTHER resolution A.508(XIII) authorizing the transfer to the Working Capital Fund of \$400,000 from the Printing Fund surplus, resolution A.552(13) authorizing the transfer to the Working Capital Fund of \$350,000 from the General Fund cash surplus, resolution A.633(15)B increasing the level of the Working Capital Fund to £1.25 million by a transfer from the Exchange Reserve Fund, and resolution A.837(19) increasing the level of the Working Capital Fund to £2 million in two stages by the transfer of £375,000 in each year of the 1996-1997 biennium from the surpluses of the Printing Fund which arose at the end of 1995 and 1996,

NOTING that, after taking into account payments by new Members, the level of the Working Capital Fund presently stands at £2,005,520,

1. DECIDES that new Members shall be assessed for their advances to the Working Capital Fund on the basis only of the part assessed on Members as at 1 January 1976;

## 2. AUTHORIZES the Secretary-General:

- (a) To advance from the Working Capital Fund such sums as may be necessary to finance the appropriations for the years 2002 and 2003 pending receipt of contributions from Members; such amounts so advanced shall be reimbursed to the Working Capital Fund as soon as contributions are available;
- (b) To advance from the Working Capital Fund such sums as may be necessary to finance additional expenditure arising from movements in the rate of exchange during 2002-2003 from the rate adopted for calculation of the appropriation; sums so advanced to be returned to the Working Capital Fund as soon as possible and in a manner decided on by the Council;
- (c) With the prior concurrence of the Council, to advance such sums as may be necessary to meet unforeseen or extraordinary expenses arising during the financial period 2002-2003, provided that such expenses are of a clearly exceptional nature and shall relate specifically to the approved work programme of the Organization and that the Council is assured that the relevant expenditure cannot be met by appropriate transfer action within the total budget approved for a calendar year;

3. REQUESTS the Secretary-General to report to the Council and the Assembly all advances made under the present resolution, and the circumstances relating thereto, and to submit supplementary estimates for reimbursement to the Working Capital Fund of advances made therefrom to meet unforeseen or extraordinary expenses.

**C. PRINTING FUND**

THE ASSEMBLY,

RECALLING that, in accordance with resolution A.100(IV), the disposal of any amount standing to the credit of the Printing Fund at the end of the financial period shall be decided by the Assembly,

RECALLING ALSO resolution A.307(VIII) of 17 December 1973, concerning the charging of expenditure to the Printing Fund,

RECALLING ALSO resolution A.873(20) of 27 November 1997 by which the Assembly authorized the Secretary-General to transfer, at the beginning of each year from 1 January 2000, all surplus funds from the Printing Fund to the Technical Co-operation Fund, unless otherwise decided by the Assembly,

RECALLING ALSO resolution A.877(21) of 2 December 1999 by which the Assembly authorized the Secretary-General to charge the attributable indirect costs associated with the printing of the Organization's publications, with effect from the twenty-second financial period, to the Printing Fund and displayed on the Printing Fund accounts;

1. APPROVES that the amount standing to the credit of the Printing Fund at the end of the financial period 1998-1999 shall be carried forward to the Printing Fund for the financial period 2000-2001;

2. DECIDES that the interest earnings accruing in the Printing Fund shall continue to be credited to the Printing Fund;
3. DECIDES that the direct costs associated with the Organization's printing and publishing activities funded wholly by the regular budget be reimbursed from the Printing Fund on a phased basis: 60% of the direct costs of the Publishing Service including relevant financial services would be recovered in 2002-2003 and 100% of the direct costs shall be recovered in 2004-2005. These transfers shall be displayed on the Printing Fund accounts. In respect of each of the calendar years 2002 and 2003 covered by the financial period, the approved appropriations voted to meet the Organization's printing and publishing activities financed from the Printing Fund shall be as in Appendix 4;
4. AUTHORIZES the Secretary-General to make the transfer noted in paragraph 2(b) of Part A of this resolution and additionally;
  - (a) To transfer at 1 January 2002, £1,750,000 from the balance of the 2001 Printing Fund surplus to the Technical Co-operation Fund, as noted in paragraph 1(a) of Part E of this resolution;
  - (b) To transfer at 1 January 2002 an additional amount of £500,000 of the balance of the Printing Fund surplus at 31 December 2001 to the Technical Co-operation Fund as noted in paragraph 1(b) of Part E of this resolution, with the purpose of assisting developing countries to strengthen their capacity to review and respond to the risks of terrorism in the maritime sector and to help give effect to Assembly resolution A.924(22) on Review of measures and procedures to prevent acts of terrorism which threaten the security of passengers and crews and the safety of ships;
  - (c) To transfer at 1 January 2002 an additional amount of £2,800,000 being equivalent to 40% of the balance of the Printing Fund surplus at 31 December 2001 to the Technical Co-operation Fund, as noted in paragraph 1(c) of Part E of this resolution;
  - (d) To transfer £200,000 from the surplus of the Printing Fund at 1 January 2002 to establish a new Training and Development Fund, as noted in paragraph 2 of Part G of this resolution;
  - (e) To transfer at 1 January 2002 an additional amount of £700,000 being equivalent to 10% of the balance of the Printing Fund surplus at 31 December 2001 to the Headquarters Capital Fund, as noted in paragraph 1(b) of Part D of this resolution;
  - (f) To transfer at 1 January 2003, £1,750,000 from the balance of the 2002 Printing Fund surplus to the Technical Co-operation Fund, as noted in paragraph 1(d) of Part E of this resolution; and
  - (g) To transfer at 1 January 2003 an additional amount of £500,000 of the balance of the Printing Fund surplus at 31 December 2002 to the Technical Co-operation Fund as noted in paragraph 1(e) of Part E of this resolution with the purpose described at sub-paragraph (b) above.

**D. HEADQUARTERS CAPITAL FUND**

THE ASSEMBLY,

RECALLING that the Assembly decided at its eighteenth regular session, in resolution A.778(18), on the establishment of the Headquarters Capital Fund by transferring the balance held in the Headquarters Installation Fund and by transfers from the Printing Fund of £500,000 in 1994 and £250,000 in 1995,

RECALLING ALSO that:

- (a) a Headquarters Capital Fund was established effective 1 January 1994. Its primary purposes shall be to meet the capital expenditure necessary for the efficient operation of the Organization, and for fulfilling the Organization's liabilities under the terms of the Lease for the Headquarters building between the Organization and the United Kingdom Government. The scope of the Fund may also include:
  - (i) expenditure on repairs to or replacement of apparatus and machinery for the Headquarters building (other than regular, planned maintenance costs);
  - (ii) purchase and installation of: office automation equipment, office furniture and equipment; telecommunications equipment; document production machinery;
  - (iii) official vehicles;
  - (iv) other items of capital equipment which relate to the primary purposes of the Fund: and
  - (v) expenditure on the design, installation and implementation, including training, of office automation systems.

RECALLING ALSO that the Assembly decided that the Fund shall be replenished from time to time by such transfers from other funds of the Organization as may be approved by the Assembly or by any transfer of funds from the Organization's regular budget as may be approved by the Assembly,

NOTING that the Fund has enabled the Secretary-General to plan for and implement major capital programmes since 1994 notably in the field of office automation and communications which improve the Organization's efficiency and effectiveness,

NOTING ALSO that the capital expenditure programme for the next biennium indicates that fresh transfers of funds are required to rebuild the base of the Fund,

1. AUTHORIZES the Secretary-General:

- (a) To transfer £500,000 from the surplus of the General Fund at 1 January 2002 to the Headquarters Capital Fund;

- (b) To transfer at 1 January 2002 an additional amount of £700,000 being equivalent to 10% of the balance of the Printing Fund surplus at 31 December 2001 to the Headquarters Capital Fund; and
- (c) To transfer £500,000 from the surplus of the General Fund at 1 January 2003 to the Headquarters Capital Fund.

2. AUTHORIZES the Secretary-General to draw up to £200,000 from the Headquarters Capital Fund to finance the cost of software development during 2002-2003 biennium;

3. APPROVES that the income arising from investments of the Headquarters Capital Fund shall continue to be credited to the Headquarters Capital Fund.

#### **E. TECHNICAL CO-OPERATION FUND**

THE ASSEMBLY,

RECALLING resolution A.593(14) of 20 November 1985 by which the Technical Co-operation Fund was established, and which resolved that the interest shall be used to assist the Technical Co-operation Programme of the Organization in accordance with the proposals approved by the Assembly,

RECALLING FURTHER resolution A.837(19) of 23 November 1995 by which the funds from the Technical Co-operation Fund were drawn down and converted into pounds sterling for application to technical co-operation activities, and which further enables the level of the funds to be increased by donor contributions and by transfer from other funds of the Organization as may be approved by the Assembly,

RECALLING ALSO resolution A.873(20) of 27 November 1997 by which the Assembly authorized the Secretary-General to transfer, at the beginning of each year from 1 January 2000, all surplus funds from the Printing Fund to the Technical Co-operation Fund, unless otherwise decided by the Assembly,

NOTING that the Assembly decided upon transfers from the General Fund of £500,000 in 1996 and £500,000 in each year of 1998 and 1999 and from the Printing Fund of £2.3 million in 1996, £700,000 in 1997 and £500,000 in each year of 1998 and 1999 to the Technical Co-operation Fund to carry out its technical co-operation activities,

NOTING with concern the continued decline of the extra-budgetary funds donated to the Organization for technical assistance and the very low level of funds available to finance the Integrated Technical Co-operation Programme of the Organization,

RECOGNIZING the need to finance a core programme of technical co-operation, which will assist developing countries in the implementation of the Organization's conventions and instruments,

1. AUTHORIZES the Secretary-General:

- (a) To transfer £1,750,000 from the surplus of the Printing Fund at 1 January 2002 to the Technical Co-operation Fund;



- (b) To transfer at 1 January 2002 an additional amount of £500,000 of the balance of the Printing Fund surplus at 31 December 2001 with the purpose of assisting developing countries to strengthen their capacity to review and respond to the risks of terrorism in the maritime sector and to help give effect to Assembly resolution A.924(22) on Review of measures and procedures to prevent acts of terrorism which threaten the security of passengers and crews and the safety of ships;
  - (c) To transfer at 1 January 2002 an additional amount of £2,800,000 being equivalent to 40% of the balance of the Printing Fund surplus at 31 December 2001 to the Technical Co-operation Fund;
  - (d) To transfer £1,750,000 from the surplus of the Printing Fund at 1 January 2003 to the Technical Co-operation Fund; and
  - (e) To transfer at 1 January 2003 an additional amount of £500,000 of the balance of the Printing Fund surplus at 31 December 2002 to the Technical Co-operation Fund with the purpose described at sub-paragraph (b) above.
2. APPROVES that the income arising from investments of the Technical Co-operation Fund shall continue to be credited to the Technical Co-operation Fund;
  3. REQUESTS the Secretary-General to submit programmes of technical co-operation activities indicating outputs and end results from the use of the Fund's resources during the 2002-2003 biennium.

#### **F. TERMINATION BENEFIT FUND**

THE ASSEMBLY,

NOTING the Organization's liability for termination indemnity and repatriation grants of approximately £5.0 million as at 31 December 1999,

RECALLING resolution A.837(19) by which the Termination Benefit Fund was established by an initial transfer of £900,000 from the cash surplus of the General Fund as at 1 January 1996 to meet the costs associated with payment of termination benefit to the staff of the Organization,

RECALLING ALSO that the Assembly decided that the Fund shall be replenished from time to time by such transfers from other funds of the Organization as may be approved by the Assembly and by the transfer of funds from the Organization's regular budget as may be approved by the Assembly and that the Fund shall be administered in accordance with the Financial Regulations and Rules of the Organization,

NOTING that the Assembly decided upon the transfer from the General Fund of £250,000 in each year of 1998 and 1999 to meet the costs associated with termination benefit payments to the staff of the Organization,

NOTING ALSO that, after taking into account payments to former staff members in connection with separation from service, the level of the Termination Benefit Fund presently stands at £1.2 million,

1. AUTHORIZES the Secretary-General:
  - (a) To transfer £250,000 from the surplus of the General Fund at 1 January 2002 to the Termination Benefit Fund; and
  - (b) To transfer £250,000 from the surplus of the General Fund at 1 January 2003 to the Termination Benefit Fund.
2. APPROVES that income arising from investments of the Termination Benefit Fund shall be credited to the Termination Benefit Fund,
3. DECIDES that the scope of the Fund shall be widened to allow the financing of the additional costs of temporary assistance required to replace staff on long-term sick leave.

## **G. TRAINING AND DEVELOPMENT FUND**

THE ASSEMBLY,

RECALLING that the Assembly at its twenty-first regular session in November 1999 decided that the Organizational Review of the Secretariat should be conducted during 2001 and approved the terms of reference of the review, and that the report of the review was considered by the Council at its eighty-sixth session,

RECALLING ALSO that the Council at its eighty-sixth session decided to convene an Intersessional Working Group open to participation by the whole Membership to discuss the report of the review and the Secretary-General's initial reactions to the recommendations,

NOTING that under the guidance of the Council, the organizational reforms which are being implemented will generate further efficiency savings as well as improved service standards in the delivery of the work programme of the Organization,

1. DECIDES that a new Fund should be established to finance organizational strengthening initiatives and that the Fund be administered in accordance with the Financial Regulations and Rules of the Organization;
2. AUTHORIZES the Secretary-General to make an initial transfer of £200,000 from the surplus of the Printing Fund at 1 January 2002 to establish a Training and Development Fund;
3. RECOGNIZES that the Fund shall be replenished from time to time by such transfers from other funds of the Organization as may be approved by the Assembly or by the transfer of funds from the Organization's regular budget as may be approved by the Assembly;
4. APPROVES that the income arising from investments of the Training and Development Fund shall be credited to the Training and Development Fund.

### Appendix 1

#### List of meetings approved for 2002 and 2003

Meeting	2002	2003
	Number of meeting weeks	Number of meeting weeks
Assembly, twenty-third session		2.0
Council and Technical Co-operation Committee $\phi$	2.0	1.2
MSC & MEPC	5.0	2.5
Sub-committees	9.0	9.0
Legal Committee	2.0	2.0
Facilitation Committee	1.0	1.0
London Convention	1.0	1.0
<b>Diplomatic Conferences</b>		
Athens Protocol	1.0	-
Ballast Water	-	1.0
Protocol to the 1992 Fund Convention $\Psi$	-	-
<b>Total</b>	<b>21.0</b>	<b>19.7</b>

---

$\phi$  Includes 5 meeting days for the Technical Co-operation Committee; the allocation of which is to be decided by the Council at its 88th session in June 2002.

$\Psi$  A diplomatic conference will be convened by IMO in 2003 to adopt a protocol to the 1992 Fund Convention at no cost to the Organization.

**Appendix 2**

**List of posts approved for 2002 and 2003  
 Including non-established positions**

	Professional and higher categories		General Service category		Total
	Regular budget	Printing Fund	Regular budget	Printing Fund	
<b>Office of the Secretary-General (OSG)</b>	5	-	5	-	<b>10</b>
<b>Maritime Safety Division (MSD)</b>	20	1	16	-	<b>37</b>
<b>Marine Environment Division (MED)</b>	13	-	8	-	<b>21</b>
<b>Legal Affairs and External Relations Division (LED)</b>	13	1	10	-	<b>24</b>
<b>Administrative Division (AD)</b>	26	2	66	18	<b>112</b>
<b>Conference Division (CD)</b>	42	2	48	1	<b>93</b>
<b>Technical Co-operation Division (TCD)</b>	8	-	11	-	<b>19</b>
<b>Total</b>	<b>127</b>	<b>6</b>	<b>164</b>	<b>19</b>	<b>316</b>

Summary of posts approved for 2002 and 2003

	Professional and higher categories		General Service category		Total
	Regular budget	Printing Fund	Regular budget	Printing Fund	
Total posts approved by resolution A.877(21)	124	5	154	19	<b>302</b>
Total non-established β positions approved by resolution A.877(21)	2	-	10	-	<b>12</b>
Proposed increase posts					
MED	1	-	-	-	<b>1</b>
LED	-	1			<b>1</b>
<b>Total</b>	<b>127</b>	<b>6</b>	<b>164</b>	<b>19</b>	<b>316</b>

β Associated costs included in resolution A.877(21) biennium work programme and budget for 2000-2001 but excluded from the established posts

### Appendix 3

#### WORK PROGRAMME AND PROGRAMME BUDGETS FOR THE TWENTY-SECOND FINANCIAL PERIOD 2002-2003 BIENNIUM

Programmes	2002	2003	Sub-total	Total
	£			
<b>1 General policy and direction</b>				
1 Governance (Council, Assembly)	92,000	242,300	334,300	
2 Office of the Secretary-General	391,100	398,900	790,000	
3 Internal oversight	192,300	194,800	387,100	1,511,400
<b>2 Maritime Safety</b>				
1 Direction and Management	275,900	206,700	482,600	
2 Training and Human Element Matters	403,100	423,400	826,500	
3 Stability, Load Lines and Fishing Vessels Safety	109,400	114,300	223,700	
4 Ship Design and Equipment	141,100	148,700	289,800	
5 Fire Protection	196,200	199,100	395,300	
6 Radio Communications and Search and Rescue	267,000	277,200	544,200	
7 Navigational Operations and Equipment	274,400	291,800	566,200	
8 Bulk Liquid and Gases	63,700	66,600	130,300	
9 Dry Cargoes and Containers	175,800	182,200	358,000	3,816,600
10 TC and Inst. Develop. - Implement. of Safety Prog. (shown in Prog. 7.5.1)				
<b>3 Marine Environment Protection</b>				
1 Direction and Management	294,200	258,100	552,300	
2 Amendments to and Implementation of MARPOL and Related Codes	425,900	494,100	920,000	
3 Marine Pollution Conference	79,300	82,700	162,000	
4 Pollution Preparedness and Response (OPRC Convention and HNS Protocol)	299,200	304,300	603,500	
5 Management of Waste Disposal at Sea (London Convention 1972 & the 1996)	161,500	167,700	329,200	
6 Follow-up to UNCED	42,000	44,600	86,600	
7 GESAMP and GIPME	141,500	143,900	285,400	2,939,000
8 TC and Inst. Develop. - Implement. of Safety Prog. (shown in Prog. 7.5.2)				
<b>4 Legal Affairs</b>				
1 Direction and Management	191,200	194,900	386,100	
2 Legal Affairs	485,200	431,600	916,800	1,302,900
3 TC and Inst. Develop. - Implement. of Maritime. Legisl. Prog. (shown in Prog. 7.5.3)				
<b>5 Facilitation of Maritime Traffic</b>				
1 Direction and Management	14,700	15,000	29,700	
2 Amendments to & implementation of FAL	168,900	178,200	347,100	376,800
3 TC and Inst. Develop. - Implement. of FAL Prog. (shown in Prog. 7.5.4)				
<b>6 Cross Sectoral Activities</b>				
1 Direction and Management	58,100	59,600	117,700	
2 Flag State Implementation	138,700	145,200	283,900	
3 Port State Control	64,200	67,500	131,700	
4 Ship Casualties	53,000	56,100	109,100	
5 Survey and Certification	42,600	44,100	86,700	
6 Dry Cargoes	70,700	73,300	144,000	
7 New Approach to Safety	31,000	32,500	63,500	
8 Co-operation with the UN and other Int'l bodies	78,300	81,900	160,200	
9 Maritime Security	25,200	26,100	51,300	1,148,100
<b>7 TC and Institutional Development</b>				
1 Direction and Management	226,000	226,500	452,500	
2 ITCP: Strategy development, programming and financial planning	275,000	285,200	560,200	
3 Resource Mobilization	241,100	155,700	396,800	
4 Management ITCP execution	233,300	242,300	475,600	
5 Programme implementation				
0.1 Maritime safety	227,300	237,700	465,000	
0.2 Marine environment	158,800	164,000	322,800	
0.3 Maritime legislation	74,700	73,800	148,500	
0.4 Facilitation of International Maritime Traffic	27,200	25,600	52,800	
6 ITCP monitoring and impact-assessment	175,800	182,100	357,900	
7 Institutional development	61,800	20,100	81,900	3,314,000
<b>8 Conference Services</b>				
1 Direction and Management	201,300	205,000	406,300	
2 Conference Management and Support Services	4,834,400	5,027,200	9,861,600	10,267,900
<b>9 Administrative Services</b>				
1 Direction and Management	161,700	165,800	327,500	
2 Financial Services	968,200	999,400	1,967,600	
3 Personnel Services	659,800	679,400	1,339,200	
4 Facilities Management	776,600	806,200	1,582,800	5,217,100
<b>10 External Relations and Information Services</b>				
1 Direction and Management	60,200	59,500	119,700	
2 Accreditation and Liaison Services	260,400	271,100	531,500	
3 Inter-Agency Relations	81,200	80,000	161,200	
4 Information Services	186,100	194,700	380,800	
5 Library Services	194,900	201,700	396,600	1,589,800
<b>11 Information Technology</b>	576,000	604,400		1,180,400
<b>12 Publication</b>	888,100	908,600		1,796,700
<b>Total Estimated Direct Costs</b>	<b>16,997,300</b>	<b>17,463,400</b>		<b>34,460,700</b>
General Operating Expenses and Headquarters Premises	3,718,300	3,795,300		7,513,600
Estimated staff turnover	(136,000)	(136,000)		(272,000)
<b>Total Proposed Appropriation</b>	<b>20,579,600</b>	<b>21,122,700</b>		<b>41,702,300</b>
<b>Less:</b>				
Direct and indirect costs recovered for printing activities from the Printing Fund	(802,900)	(819,900)		(1,622,800)
Reimbursement of Technical Co-operation support costs	(274,200)	(274,200)		(548,400)
<b>Net Proposed Appropriation</b>	<b>19,502,500</b>	<b>20,028,600</b>		<b>39,531,100</b>
<b>Less:</b>				
Miscellaneous income	(200,000)	(200,000)		(400,000)
Transfer from the Printing Fund	(400,000)	(400,000)		(800,000)
<b>Net to be Assessed</b>	<b>18,902,500</b>	<b>19,428,600</b>		<b>38,331,100</b>

### Appendix 4

<b>Printing and publication activity</b>				
<b>Estimated revenue and expenditure from 2000 to 2003</b>				
	£	£	£	£
	Actual	Estimates	Estimates	Estimates
	2000	2001	2002	2003
Revenue	4,440,729	4,732,000	5,050,000	4,821,000
<b>Less: expenditure/transfers to other funds</b>				
<b>Promotion of sales</b>	91,698	91,900	94,700	97,500
<b>Personnel</b>				
Financed directly by the Printing Fund (PF)	849,773	855,800	951,700	963,100
Direct costs reimbursed to the regular budget	-	-	555,500	568,300
<b>Goods and services</b>				
Office reproduction supplies	258,372	250,000	270,000	300,000
Equipment	182,259	90,000	190,000	140,000
Communications	101,407	125,000	130,000	135,000
Other supplies & services	109,584	110,700	114,000	117,400
Contracting out (external printing)	408,333	290,000	300,000	340,000
Electronic/on line publications	50,583	95,400	98,300	101,200
Indirect costs reimbursed to the regular budget	-	-	247,400	251,600
<b>Total expenditure</b>	<b>2,052,009</b>	<b>1,908,800</b>	<b>2,951,600</b>	<b>3,014,100</b>
<b>Net trading income</b>	<b>2,388,720</b>	<b>2,823,200</b>	<b>2,098,400</b>	<b>1,806,900</b>
<b>Reserves &amp; fund balances</b>				
Interest and miscellaneous income	283,290	200,000	200,000	200,000
<b>Net income</b>	<b>2,672,010</b>	<b>3,023,200</b>	<b>2,298,400</b>	<b>2,006,900</b>
Accumulated surplus bought forward	4,660,244	5,632,254	6,955,454	2,903,854
<b>Total surplus</b>	<b>7,332,254</b>	<b>8,655,454</b>	<b>9,253,854</b>	<b>4,910,754</b>
<b>Transfers</b>				
Regular Budget	200,000	200,000	400,000	400,000
Technical Co-operation Fund	1,500,000	1,500,000	1,750,000	1,750,000
Human Resources Training and Development Fund	-	-	200,000	-
sub-total transfers	1,700,000	1,700,000	2,350,000	2,150,000
<b>Additional transfers towards the TC Fund</b>				
40% of the PF estimated surplus 31/12/2001			2,800,000	-
Additional transfers proposed by the Secretary-General			500,000	500,000
<b>Additional transfers towards the HQs Capital Fund</b>				
10% of the PF estimated surplus 31/12/2001			700,000	-
<b>Reserves &amp; fund balances (net)</b>	<b>5,632,254</b>	<b>6,955,454</b>	<b>2,903,854</b>	<b>2,260,754</b>