


March 2012

	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	Продовольственная и сельскохозяйственная организация Объединенных Наций	Organización de las Naciones Unidas para la Alimentación y la Agricultura
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# COMMISSION ON PHYTOSANITARY MEASURES

<b>Seventh Session</b>
<b>Rome, 19 - 23 March 2012</b>
<b>IPPC Provisional Budget and Operational Plan for 2012</b>
<b>Agenda item 9.4 of the Provisional Agenda</b>

## I. Introduction

1. The following is a provisional budget and operational plan for 2012. The values for expenditures are based on the FAO regular programme allotment for 2012 and anticipated contributions to the various trust funds. Finalization of the updated 2012 provisional Budget and Operational Plan will be undertaken at the June 2012 CPM Bureau meeting.
2. Planned expenditures for all 2012 activities, aggregated by the proposed six 5-year goals of the CPM Strategic Framework, are presented in Annex 1 to this paper. Planned expenditures for staff posts are also aggregated and presented to more clearly identify the relationship to the budget in Annex 2. As the Secretariat posts are not fully staffed, the expected percentage they will be staffed is indicated. This list does not include consultants, hired or provided in-kind, for defined activities under specific goals. However, the totals per goal presented in Annex 1 include the expenditures for such consultants.
3. Contributions which will finance the IPPC Secretariat's 2012 activities are from FAO's Regular Programme, the Trust Fund for the IPPC, the Trust Fund of the European Union, the IRSS Trust Fund, the new Capacity Development Trust Fund and payments from FAO projects for seconded staff. For the Trust Funds, only contributions brought into the consolidated contributions for 2012 are presented in Annex 1, and the Trust Fund for the IPPC balance (including carry forward from previous years) is presented separately in Annex 4.
4. Despite a continuing effort to reduce major components of the CPM work programme (i.e. standard setting, information exchange and capacity development), planned 2012 expenditures slightly exceed contributions.
5. Due to the change from seven strategic objectives during the preceding five years to the proposed six strategic goals in the new strategic framework, the actual contributions and expenditures for 2011 are not provided in this document but can be reviewed in the 2011 financial report.

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6. If decisions taken at CPM-7 (2012) require additional financial resources, it may be necessary to cancel or postpone until a future year some of the activities identified in the provisional Operational Plan. The Secretariat will update the provisional Operational Plan for 2012 after CPM-7 (2012) to reflect decisions made at CPM-7 (2012).

## **II. FAO Regular Programme**

7. The allocation of resources from the Regular Programme is approved by the FAO Conference, which meets biennially. Consequently, the FAO budget is biennial with the cycles being 2010-11, 2012-13, etc.

8. The FAO Regular Programme contribution for the first year of the 2012-13 biennium is estimated (as at February 2012) as USD 3 038 311 and covers both fixed costs (salaries) and variable costs (operational activities). The Secretariat actively participates in the new FAO Results Based Management (RBM) System with regards detailing the work programme of the CPM, securing regular programme contributions and reporting to the FAO governing bodies on deliverables. This has significantly increased the workload of the Secretariat.

## **III. Trust Fund for the IPPC**

9. The 2012 Budget for the Trust Fund for the IPPC is also presented in Attachment 1. This Attachment outlines the anticipated contributions, carry forward and expenditures to the Trust Fund for the IPPC. The Secretariat has received notification from the Republic of Korea of an intention to contribute USD 100 000 to the Trust Fund in 2012. This Trust Fund is subject to the Financial Guidelines for the Trust Fund for the IPPC which stipulates that the Secretariat will distribute the budget on the Trust Fund to Members of the Commission.

## **IV. Contributions to the other Trust Funds**

10. During 2012, it is expected that contributions will also be made to bilateral trust funds between the IPPC and donors. These include the Trust Fund of the European Union and Associate Professional Officer trust fund (United States of America). The anticipated contributions and expenditures for the European Trust Fund are reported in Attachment 1 as these are used to fund activities in the operational plan. The contributions and expenditures from the Associate Professional Officer trust fund, which only fund APOs, are not included in Attachment 1. The budgets for contributions and expenditures from these funds are not reported in detail in this document, as specific reporting requirements are established when each of these trust funds were created.

11. The IPPC Trust Fund rules do not allow for the acceptance of project funding for developing countries as the content and expenditure planned are already pre-determined and not subject to CPM approval.

## **V. Projects**

12. When personnel are seconded to FAO projects such as Technical Cooperation Projects (TCPs), the cost for the staff member's participation in the project is reimbursed.

13. It is anticipated that the Secretariat will generate a small amount of additional income through the participation in FAO projects through the provision of technical advice, assistance in project formulation or quality assurance during project implementation as the implementing agency.

## **VI. Extra Budgetary Funding**

14. In order to deliver the CPM's work programme for 2012, extra budgetary funding through members' voluntary contributions to the Trust Fund for the IPPC or other trust funds, and/or in-kind contributions, are required to supplement funds made available from FAO's Regular Programme budget.

15. In this regard, members are encouraged to consider ways to contribute and the Secretariat is actively engaging possible donors in this regard.
16. In-kind contributions of staff members have already been offered for 2012 and are listed in Attachment 2. The Secretariat is actively engaged in discussions with a number of countries regarding in-kind staff contributions.

## **VII. CPM Operational Plan**

17. The 2012 provisional Operational Plan is presented in Attachment 2. This plan lists activities to be performed by all stakeholders involved in implementing the IPPC, aggregated by goal and strategic area outlined in the CPM's Business Plan.
18. The provisional Operational Plan is based on the recommendations of the SPTA and Bureau and the anticipated ability of the Secretariat to deliver given resource limitations. In several instances there are no financial allotments for planned activities due to lack of resources.
19. However, a number of agenda items for consideration by CPM-7 (2012) may have a significant impact on the provisional Operational Plan and resources available for 2012. The Secretariat will prepare an Operational Plan for 2012 as soon as possible after CPM-7 (2012) taking into account the decisions made and any additional information on Trust Fund contributions. This will be finalized with the Bureau in June 2012.
20. While the majority of the activities will be delivered by the IPPC Secretariat, all contracting parties are encouraged to help deliver these described activities by assisting the Secretariat.
21. In addition, the active participation of members of subsidiary bodies to the CPM, including the Bureau and SPTA are fundamentally important to ensuring the delivery of the IPPC work programme.
22. The Secretariat work programme will go through a significant consolidation phase in 2012. The emphasis will be on resource mobilization and advocacy to enable a more sustainable CPM work programme and Secretariat. This will mean all deliverables will have to be adjusted to allow the staff time to work on strategic issues – this is being done in consultation with the CPM Bureau.
23. The CPM is invited to:
- 1) *Note* the anticipated contributions and budgeted expenditures of the IPPC Secretariat for 2012 as presented in Attachment 1.
  - 2) *Note* the staffing situation of the IPPC Secretariat for 2012 as presented in Attachment 1.
  - 3) *Adopt* the 2012 Budget for the Trust Fund for the IPPC as presented in Attachment 2.
  - 4) *Request* the Secretariat to update the budget and Operational Plan for 2012 to reflect decisions made at CPM-7 (2012).
  - 5) *Note* that as at 31 December 2011, the Secretariat had received notification from the Republic of Korea of the intention to contribute USD 100 000 to the Trust Fund in 2012, and from Japan to provide in-kind support for capacity development.
  - 6) *Urgently encourage* contracting parties to contribute to the Trust Fund for the IPPC.
  - 7) *Encourage* contracting parties to contribute in kind to help deliver activities in the CPM's Operational Plan.

**Attachment 1****IPPC PROVISIONAL BUDGET 2012**

As of December 31, 2012	Projected	Regular Programme	IPPC Trust Fund	EU Trust Fund	EU IRSS Trust Fund	CD Trust Fund	FAO Project Income
<b>Revenue (2012) - estimates</b>							
Staff Salaries - FAO Allotment	1,753,395	1,602,540				150,855	
Operational Funds - FAO Allotment	1,435,771	1,435,771					
Operational Funds - TF Allotment	2,492,811		1,133,336	360,000	535,475	372,000	92,000
<b>Total Anticipated Revenue</b>	<b>5,681,977</b>	<b>3,038,311</b>	<b>1,133,336</b>	<b>360,000</b>	<b>535,475</b>	<b>522,855</b>	<b>92,000</b>
<b>Expenses (2012)</b>							
Staff	2,027,339						
Non permanent Staff	1,040,311						
Regular Programme - operational	1,273,500						
Trust Fund for the IPPC - estimated	454,660						
European Community Trust Fund - participation	341,000						
European Community Trust Fund - IRSS	267,000						
Capacity Development	372,000						
<b>Total Expenses</b>	<b>5,775,810</b>						
<b>Revenue less Expenses</b>	<b>(93,833)</b>						
<b>STAFF</b>							
Secretary D-1	100%	264,036	264,036				
Coordinator P-5	100%	229,644	229,644				
Standards Officer P-4	100%	200,220	200,220				
Information Exchange P-4	100%	200,220	200,220				
Capacity Building P-4	100%	200,220	200,220				
Standards Officer P-3 (10 months)	80%	135,330	135,330				
Administrative Support G-5	100%	114,912	114,912				
Administrative Support G-4	100%	102,468	102,468				
Administrative Support G-3	100%	82,512	82,512				
<b>STAFF (PROJECT FUNDED)</b>							
IRSS P-4 - Implementation Review and Support System Officer	100%	163,000			163,000		
CD P-2 - Support officer (Japan)	100%	150,855				150,855	
<b>Divisional Administrative Support (percentage of management, finance and support staff)</b>	183,922	183,922					
<b>HQ staff on regular or project posts (includes pro rata payment for FAO support)</b>	<b>2,027,339</b>	<b>1,713,484</b>	<b>0</b>	<b>0</b>	<b>163,000</b>	<b>150,855</b>	<b>0</b>
General P3 short term	3 months	29,000	29,000				
IRSS P-2 short term analyst	11mth	83,413			83,413		
CD/IRSS P-2 short term technical resources and databases	11mth	83,446	8,280		41,723		33,443
CD Consultant Project management	11mth	117,114	58,557				58,557
CD Consultant Project preparation	6mth	63,800		63,800			
IE Consultant Resource Mobilization Communications	11mth	72,000	42,000	30,000			
IE Consultant Webmaster	6mth	30,000	30,000				
IE P-2 - short term Programmer for IPP	11mth	86,152	86,152				
IE P-2 - short term web design / programmer / editor	11mth	83,611	83,611				
IE Consultant Programmer	7mth	42,000	20,000	22,000			
IE Intern - communications	11mth	7,700	7,700				
SS P-2 - Standard setting APO (USA)	12mth	93,100	93,100				
SS consultant TPPT	60 days	15,000		15,000			
SS France - SC	1mth in-kind	0					
SS New Zealand - TPDP	10 days	0					
SS Japan SC	3mth	0					
SS New Zealand - TPFQ	30 days	0					
SS - Canada - SC OCS	55 days	0					
SS - Canada - Sea Containers	55 days	0					
SS Consultant TPPT	75 w/d	16,875		16,875			
SS Editor ISPMs	100 w/d	23,600		23,600			
SS Consultant TPG TPDP SC	40 w/d	11,400	11,400				
SS consultant publications		60,000	60,000				
CPM TAP		60,000	60,000				
IRSS TAP		60,000			60,000		
SS Intern	3mth	2,100	2,100				
<b>Total Staff on Non-permanent posts</b>	<b>1,040,311</b>	<b>562,900</b>	<b>171,275</b>	<b>0</b>	<b>185,136</b>	<b>0</b>	<b>92,000</b>
<b>Total staff costs</b>	<b>3,067,650</b>	<b>2,276,384</b>	<b>171,275</b>	<b>0</b>	<b>348,136</b>	<b>150,855</b>	<b>92,000</b>
<b>PROVISIONAL OPERATIONAL EXPENSES</b>							
Objective A: Protect sustainable agriculture and enhance global food security through the prevention of pest spread	823,660	510,000	229,660	84,000	-	-	
Objective B: Protect the environment, forests and biodiversity from plant pests	150,000	35,000	115,000	-	-	-	
Objective C: Facilitate economic and trade development through the promotion of harmonized, scientifically based phytosanitary	705,000	558,000	5,000	142,000	-	-	
Objective D: Develop phytosanitary capacity for members to accomplish A, B, and C.	804,000	15,000	35,000	115,000	267,000	372,000	
Objective X: Effective Collaboration with members and	115,500	110,500	5,000	-	-	-	
Objective Y: Efficient and Effective Administration	110,000	45,000	65,000	-	-	-	
<b>Total operational costs</b>	<b>2,708,160</b>	<b>1,273,500</b>	<b>454,660</b>	<b>341,000</b>	<b>267,000</b>	<b>372,000</b>	
<b>2012 Projected Funds available</b>	<b>5,681,977</b>	<b>3,038,311</b>	<b>1,133,336</b>	<b>360,000</b>	<b>535,475</b>	<b>522,855</b>	<b>92,000</b>
<b>2012 Projected Funds Used</b>	<b>5,775,810</b>	<b>3,549,884</b>	<b>625,935</b>	<b>341,000</b>	<b>615,136</b>	<b>522,855</b>	<b>92,000</b>
<b>2012 Projected Funds Remaining</b>	<b>(93,833)</b>	<b>(511,573)</b>	<b>507,401</b>	<b>19,000</b>	<b>(79,661)</b>	<b>-</b>	<b>0</b>

**Attachment 2****IPPC TRUST FUND PROGRAMME 2012**

<b>Revenue (2012) - Balance 2011</b>	
Operational Fund - TF Allotment for IPPC	1,133,336
<b>Total Anticipated Revenue</b>	<b>1,133,336</b>
<b>Expenses (2012)</b>	
Non Permanent Staff	171,275
Trust Fund for the IPPC - estimated	454,660
<b>Total Expenses</b>	<b>625,935</b>
<b>Revenue less Expenses (to be carried over)</b>	<b>507,401</b>
<b>STAFF (PROJECT FUNDED)</b>	
Temporary expertise (to be financed with non-staff resources):	
CD Consultant Project preparation	63,800
IE Consultant Programmer	22,000
IE Consultant Resource Mobilization Communications	30,000
SS consultant TPPT	15,000
SS consultant TPPT	16,875
SS Editor ISPMs	23,600
<b>Total staff costs charged to IPPC Trust Fund</b>	<b>171,275</b>
<b>OPERATIONAL EXPENSES</b>	
Objective A: Protect sustainable agriculture and enhance global food security through the prevention of pest spread	229,660
Objective B: Protect the environment, forests and biodiversity from plant pests	115,000
Objective C: Facilitate economic and trade development through the promotion of harmonized, scientifically based phytosanitary measures	5,000
Objective D: Develop phytosanitary capacity for members to accomplish A, B, and C.	35,000
Objective X: Effective Collaboration with members and stakeholders	5,000
Objective Y: Efficient and Effective Administration	65,000
<b>Total operational costs</b>	<b>454,660</b>
<b>DETAIL OF IPPC TRUST FUND PROGRAMME</b>	
A020001 The production of advocacy material to identify the role of the IPPC in sustainable crop intensification	100,000
A030102 Focus Group: revision of stds setting programme	4,950
A030307 Coordinate the work of 5 Technical Panels (TP) to ensure their work plans are delivered. Reports from these meetings will be posted on the IPP.	124,710
	<b>229,660</b>
B030001 At least 1 Expert Working Group meeting will be organized per annum and documents will be developed and posted on the IPP. Reports from these meetings will be posted on the IPP.	30,000
B040001 10 national/sub-regional capacity building workshops on Information Exchange.	25,000
B040002 Secretariat maintains, improves and manages the IPPC Web site to communicate the Secretariat's activities, to highlight RPPO and NPPO activities, to publish documentation relating to the IPPC, and to provide technical information on phytosanitary measures	60,000
	<b>115,000</b>
C020103 Editing and translation of the IPP manual.	5,000
	<b>5,000</b>
D020301 Meeting of phytosanitary capacity building experts to be convened to further develop capacity building work programme.	35,000
X020105 Develop a promotional plan and materials, including with relevant partners.	5,000
	<b>5,000</b>
Y020101 Produce an annual report on IPPC Activities and Resources	5,000
Y040106 Maintain the On-line Comment System (OCS) to allow all countries to provide comments on draft ISPMs on-line.	60,000
	<b>65,000</b>
<b>TOTAL</b>	<b>454,660</b>