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**ECONOMIC COMMISSION FOR EUROPE**

Administrative Committee for the TIR Convention, 1975

(Thirty-third session, 24 and 25 October 2002,  
agenda item 3 (b) (ii))

**ACTIVITIES AND ADMINISTRATION OF THE TIR EXECUTIVE BOARD (TIRExB)**

**Administration of the TIRExB**

**Budget of the TIRExB and the TIR secretariat for the year 2002**

**Note by the TIR Secretary**

1. The budget and cost plan for the TIR Executive Board (TIRExB) and the TIR secretariat for the year 2002, including Programme support (13% of total budget) and Operating Reserve Fund (15% of total budget and Programme support) amounted to US\$ 1,049,866.
2. As of 30 June 2002 approximately 60% of the total net allotment for the year 2002 (total budget net of programme support and operating reserve) has been utilized.
3. The TIR Secretary presents below a detailed report on the financial situation of the TIRExB and the TIR secretariat as of 30 June 2002. Allotments refer to the resources estimated in 2001 and available in 2002. Expenditures cover disbursements made and obligations already undertaken as of 30 June 2002.

4. A complete financial report for the year 2002 will be prepared for approval by the Administrative Committee at its forthcoming session in spring 2003. The budget and cost plan for the operation of the TIRExB and the TIR secretariat for the year 2002, as approved by the Administrative Committee on 26 October 2001 (TRANS/WP.30/AC.2/63, para. 40), is contained in document TRANS/WP.30/AC.2/2001/11 and Corr.1.

5. The Administrative Committee may wish to take note of the present status report.

**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**

Status report as of 30 June 2002 (in US\$)

<u>Budget line</u>	<u>Object of expenditure</u>	<u>Allotment</u>	<u>Expenditures</u> (Obligations + Disbursements)	<u>Balance</u>
1100	Project Personnel	575,900	349,438	226,462
1301	Admin. Support Personnel	120,000	81,100	38,900
1501	Travel on Official Business	30,000	12,140	17,860
1601	Mission costs	15,000	9,281	5,719
2101	Sub-contract	5,000	0	5,000
4301	Premises	25,000	0	25,000
4501	Local procurement	20,000	3,927	16,073
5101	Equipment maintenance	2,000	0	2,000
5301	Sundry	15,000	2,035	12,965
Total net allotment		807,900	457,921	349,979
Programme Support (13% of Total)		105,027		
Operating Reserve Fund (15% of Total + Programme Support)		136,939		
Grand total		1,049,866		

Specification of expenditures (as of 30 June 2002)

Project Personnel (1100)

Four experts recruited on fixed-term appointments, one-month consultancy to update the TIR Handbook in Russian.

Administrative Support Personnel (1301)

Recruitment of administrative personnel for secretarial support, data entry of information into the International TIR Data Bank and updating of the TIR web site.

Travel on Official Business (1501)

Participation of the TIR secretariat at the thirteenth sessions of the TIRExB (Trieste) and at the TIR Contact Group (Athens).

Mission costs (1601)

Participation of TIRExB members at the twelfth and thirteenth session of the TIRExB (Geneva, Trieste).

Sub-contract (2101)

No cost occurred so far under this budget line.

Premises (4301)

No cost occurred so far under this budget line.

Local procurement (4501)

Computer equipment (1 complete IT development computer) has been purchased.

Operation and maintenance of equipment (5101)

No cost occurred so far under this budget.

Sundry (5301)

Miscellaneous administrative expenses (toner cartridges for laser colour printer, small office equipment and interpretation services).

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