
International Conference on Chemicals Management**Third session**

Nairobi, 17–21 September 2012

Item 7 of the provisional agenda*

Activities of the secretariat and adoption of the budget**Activities of the secretariat for the period 2009–2012 and draft indicative budget for the period 2013–2015****Report by the secretariat****I. Introduction**

1. Pursuant to paragraph 29 of the Overarching Policy Strategy of the Strategic Approach to International Chemicals Management, the International Conference on Chemicals Management, in its resolution I/1, requested the Executive Director of the United Nations Environment Programme (UNEP) to establish and assume overall administrative responsibility for the Strategic Approach secretariat and to co-locate it with the chemicals and wastes cluster of UNEP. The Conference invited the Executive Director and the Director-General of the World Health Organization (WHO) to provide staff and other resources in accordance with the indicative budget and staffing provisions contained in resolution I/1.

2. The functions of the secretariat set out in paragraph 28 of the Overarching Policy Strategy include facilitating the sessions and intersessional work of the Conference, along with regional meetings; reporting on Strategic Approach implementation; promoting a network of Strategic Approach stakeholders; facilitating the development of guidance materials; guiding stakeholders in the initiation of project proposals; providing information clearing-house services; disseminating the recommendations of the Conference; promoting the exchange of scientific and technical information; and maintaining a working relationship with the participating organizations of the Inter-Organization Programme for the Sound Management of Chemicals. In addition, the secretariat was requested by the Conference in its resolution I/4 to perform certain facilitative functions in relation to the Quick Start Programme.

3. The present report provides an account of the secretariat's activities since the adoption by the Conference of its resolution II/10 on indicative budget, staffing table and programme of work for the period 2010–2012. It provides information on the secretariat's staffing, funding, administrative setting and mechanisms for operational guidance, together with a proposal by the secretariat for its budget and staffing requirements for the period 2013–2015.

4. Activities carried out by the secretariat since the second session of the Conference include organizing two rounds of meetings for each United Nations region, except for Western Europe and other States, for which only one meeting was held during this period; servicing two meetings and six teleconferences of the Bureau, in addition to various meetings of regional coordination groups; facilitating meetings of the Quick Start Programme Implementation Committee and Executive Board; administering a portfolio of projects of approximately \$33 million funded by the Quick Start

* SAICM/ICCM.3/1.

Programme Trust Fund; facilitating the expansion of the network of Strategic Approach focal points; undertaking outreach activities; facilitating initial reporting on Strategic Approach implementation; preparing and organizing the first meeting of the Open-ended Working Group and undertaking preparatory work for the third session of the Conference.

II. Possible action by the Conference

5. The Conference may wish:

- (a) To take note of the work undertaken by the secretariat since the adoption of the Strategic Approach to International Chemicals Management;
- (b) To welcome the support of the United Nations Environment Programme and the World Health Organization in providing staffing for the secretariat during the reporting period;
- (c) To note with concern the withdrawal of such support by the World Health Organization due to its financial situation;
- (d) To approve the indicative budget and staffing structure for the secretariat for the period 2013–2015 as set out in the annex to the present report;
- (e) To encourage all Governments and organizations in a position to do so to contribute resources to enable the secretariat to perform its mandated functions as set out in paragraph 28 of the Overarching Policy Strategy and in resolutions of the Conference, in particular resolution I/4;
- (f) To encourage the World Health Organization to reassign a staff member to the secretariat at the earliest date possible;
- (g) To confirm the establishment of the Open-ended Working Group in accordance with resolution II/6 and request the secretariat to organize its second meeting in 2014 to prepare for the fourth session of the Conference;
- (h) To request the secretariat to prepare a budget for the period 2015–2020 for consideration by the Conference at its fourth session.

III. Activities and financing of the secretariat from May 2009 to June 2012

A. Activities

6. The present report presents the activities of the secretariat for the period from May 2009 to June 2012 according to the functions set out in paragraph 28 of the Overarching Policy Strategy. Priority was accorded during this period to the organization of regional meetings to enable the regions to review the outcomes of the second session of the Conference and prepare for the first meeting of the Open-ended Working Group and the third session of the Conference.

1. Secretariat functions according to the Overarching Policy Strategy: core mandate

(a) Facilitate meetings and intersessional work of the Conference and regional meetings

7. The secretariat:

- (a) Organized the first meeting of the Open-ended Working Group, held in Belgrade from 15 to 18 November 2011, and prepared for the third session of the Conference;
- (b) Organized regional meetings to facilitate input to Strategic Approach activities, prepared for the first meeting of the Open-ended Working Group and the third session of the International Conference on Chemicals Management and facilitated the exchange of regional expertise and information as follows:
 - (i) Africa: Abidjan, Côte d'Ivoire, 28 and 29 January 2010, and Nairobi, 7 and 8 April 2011;
 - (ii) EU-JUSSCANNZ:¹ Paris, 18 and 19 November 2010;
 - (iii) Central and Eastern Europe: Lodz, Poland, 10 and 11 December 2009 and 28 and 29 June 2011;

¹ The acronym EU-JUSSCANNZ refers to the European Union, Japan, the United States of America, Switzerland, Canada, Australia, Norway and New Zealand.

- (iv) Asia and the Pacific: Beijing, 23–27 November 2009 and 8 and 9 September 2011;
- (v) Latin America and the Caribbean: Kingston, 10 and 11 March 2010 and Panama City, 2 and 3 June 2011;

(c) Organized meetings of regional coordinating bodies to prepare for regional meetings, identify priority needs in relation to implementation of the Strategic Approach and to develop regional positions on key issues as follows:

- (i) African core group meetings were held in Nairobi on 20 and 21 August 2009, in Abidjan, Côte d'Ivoire, on 24 January 2010 and in Nairobi on 4 April 2011;
- (ii) Latin American and the Caribbean regional coordinating committee meetings were held in Santiago on 15 and 16 November 2009, in Kingston on 7 March 2010 and in Panama City on 29 May 2011;
- (iii) The Central and Eastern European regional coordinating group met in Brno, Czech Republic, on 6 September 2009 and in Lodz, Poland, on 6 December 2009;

(d) Organized meetings of the Bureau in New York on 4 May 2010 and in Ljubljana on 9 and 10 June 2011;

(e) Facilitated six teleconferences of the Bureau.

(b) Report to the Conference on implementation of the Strategic Approach

8. An online data-collection tool allowing stakeholders to report on progress in the implementation of the Strategic Approach was developed and implemented. The data collected from Governments and intergovernmental and non-governmental organizations was analysed and used to develop a baseline and preliminary reports on progress in the implementation of the Strategic Approach, which were considered by the Open-ended Working Group at its first meeting. On the basis of the outcomes of the first meeting of the Open-ended Working Group, the first report on progress in the implementation of the Strategic Approach for the period 2009–2010, a summary report synthesising the information on progress in implementation and the baseline report on progress in the implementation of the Strategic Approach for the period 2006–2008 were prepared and are submitted for consideration by the Conference at its third session (see SAICM/ICCM.3/4, SAICM/ICCM.3/INF/5 and SAICM/ICCM.3/INF/6).

9. The secretariat also collected comments from stakeholders on proposed additions to the Global Plan of Action of the Strategic Approach, coordinated the provision of progress reports on the implementation of the decisions of the Conference at its second session, including on resolution II/3 on financial and technical resources for implementation, and facilitated the conduct of the midterm evaluation of the Quick Start Programme.

(c) Promote the establishment and maintenance of a network of Strategic Approach stakeholders

10. Since the second session of the conference, the secretariat has proactively encouraged the nomination of focal points by Strategic Approach stakeholders, generating a steady rise in the number of focal points. At the time of writing this document, 172 national focal points, 5 regional focal points, 76 non-governmental organization focal points and 12 intergovernmental organization focal points were part of the Strategic Approach network. The secretariat has also conducted outreach activities for the health sector, including the development of a draft strategy for strengthened engagement, pursuant to resolution II/8 on health aspects of the sound management of chemicals. Monthly email updates to Strategic Approach stakeholders were issued in preparation for the third session of the Conference.

(d) Facilitate the development and dissemination of guidance materials

11. The guidelines for the submission of project proposals to be funded under the Quick Start Programme Trust Fund were revised and updated in consultation with the Trust Fund Implementation Committee and the Executive Board.

(e) Provide guidance to stakeholders in the initiation of project proposals

12. The secretariat provided written and oral guidance on draft applications for funding submitted for the seventh to the twelfth rounds of application to the Quick Start Programme Trust Fund. Feedback was provided in response to over 222 applications and to approximately 250 requests for information.

(f) Provide information clearing house services

13. The secretariat launched the information clearing house of the Strategic Approach in May 2010 in fulfilment of one of its functions as set out in the Overarching Policy Strategy. Technical problems with the platform in 2011 affected its full development and sustainability, however, until its re-activation in August 2012. An update on the provision of information clearing house services is set out in document SAICM/ICCM.3/INF/28.

(g) Ensure that recommendations from the Conference are conveyed to relevant organizations and institutions

14. In disseminating the outcomes and recommendations of the Conference, the secretariat held side events on the Strategic Approach during meetings of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade and the Stockholm Convention on Persistent Organic Pollutants and provided briefings to diplomatic missions based in Geneva. In addition, letters were sent to relevant organizations and institutions communicating the outcomes and decisions of the Conference of relevance to their specific mandates. Pertinent information was also posted on the Strategic Approach website for consideration by stakeholders.

(h) Promote the exchange of relevant scientific and technical information

15. The establishment of a working relationship with the Society of Environmental Toxicology and Chemistry, the International Union of Pure and Applied Chemistry and the International Union of Toxicology resulted in the participation of their representatives in Strategic Approach meetings and the nomination of focal points from these associations. Invitations have also been extended to the secretariat to participate in and provide briefings at events and meetings organized by the associations.

(i) Maintain a working relationship with participating organizations of IOMC

16. The secretariat participated in biannual meetings of the Inter-Organization Programme for the Sound Management of Chemicals (IOMC) and arranged for the participating organizations of IOMC to take part in Strategic Approach regional meetings.

2. Secretariat functions according to the Overarching Policy Strategy and resolution I/4 on the Quick Start Programme

(a) Facilitate meetings of the Quick Start Programme Executive Board and the Quick Start Programme Trust Fund Implementation Committee

17. Since the second session of the Conference, the secretariat has facilitated three meetings of the Executive Board: 29 and 30 June 2010, 13 and 14 September 2011, and 7 and 8 May 2012, and six meetings of the Quick Start Programme Trust Fund Implementation Committee: 15 and 16 October 2009, 30 and 31 March 2010, 18–20 October 2010, 13 and 14 April 2011, 22 and 23 November 2011, and 9 May 2012.

(b) Provide administrative support to the Quick Start Programme Trust Fund

18. The secretariat finalized 78 agreements with Governments and their implementing agencies for approved projects funded by the Quick Start Programme Trust Fund and facilitated other arrangements to enable the initiation of projects, including the transfer of funds to project implementers.

(c) Screen Trust Fund project proposals for completeness and eligibility

19. The secretariat screened 222 project proposals during the seventh to twelfth application rounds.

3. Secretariat functions according to resolution II/4 on emerging policy issues

(a) Implement procedures for receiving and screening nominations of emerging policy issues

20. The secretariat received nominations for new emerging policy issues and prepared summary information for the consideration of the Open-ended Working Group and the Conference at its third session for their prioritization.

(b) Report on progress on emerging policy issues considered by the Conference at its second session

21. The secretariat coordinated the development of progress reports on the implementation of resolutions II/3, II/4 and II/5 with lead participating organizations of IOMC and other relevant stakeholders and developed summary progress reports for the consideration of the Open-ended

Working Group and the Conference at its third session. It also provided updates on progress at regional meetings and through its working relationship with IOMC.

B. Staffing

22. The indicative staffing structure adopted by the Conference in resolution II/10, on indicative budget, staffing table and programme of work for the period 2010–2012, provides for the secretariat to be staffed by seven Professional staff members and one General Service staff member. Owing to funding constraints this level of staffing has never been achieved. The staff deficit has affected some key secretariat functions such as the servicing of its information clearing house, preparations for major meetings and processing of Quick Start Programme projects. Table 1 provides a comparative analysis of the current staffing situation in relation to the indicative staffing structure set out in resolution II/10.

Table 1

Staffing situation in relation to the indicative staffing structure set out in resolution II/10

<i>Secretariat posts</i>	<i>Approved 2010–2012</i>	<i>On board</i>	<i>Funding</i>	<i>Remarks</i>
A. Professional category				
P-5 level	1	1	UNEP Environment Fund	New coordinator hired in mid-February 2011
P-4 level	1	.60	WHO voluntary contribution	WHO contribution to the secretariat hired at P-5 level (to be discontinued as of 1 October 2012)
P-4 level	1	0	Voluntary contributions	Position filled as of 1 August 2012. Funds secured for one year
P-3 level (Quick Start Programme)	1	0	EU voluntary contribution	Currently under recruitment. Position filled by a consultant since November 2010
P-3 level (Information)	1	0	Voluntary contributions	Position filled by a consultant on a temporary basis from May to September 2012. Recruitment cannot be initiated unless funding for at least one year has been secured
P-2 level (Quick Start Programme)	1	0	Voluntary contributions	Position filled by a consultant on a temporary basis until December 2012. A request for a Junior Professional Officer has been presented to potential donors
P-2 level	1	1	Voluntary contributions	Position has been filled since the establishment of the secretariat. Funding has been secured for 2012
Subtotal A	7	2.6		
B. General Service category				
G-4/5	1	1	Voluntary contributions	Position has been filled since the establishment of the secretariat. Funding has been secured for 2012
Subtotal B	1	1		
Total (A+B)	8	3.6		

23. WHO has contributed to the staffing of the secretariat in accordance with resolution I/1 since September 2007 but is unable to do so through regular budget funds. In a letter to UNEP, dated 27 July 2012, WHO indicated that owing to financial constraints it would discontinue its staffing contribution to the secretariat as of 1 October 2012.

C. Funding

24. Details of contributions to the secretariat's core budget and its activities are provided below. These contributions do not include the additional resources that donors have provided to the Quick Start Programme Trust Fund, which are presented in documents SAICM/ICCM.3/INF/23 and SAICM/ICCM.3/INF/26.

25. The secretariat wishes to highlight the generous contributions to its core budget by the stakeholders listed in table 2. The term "core budget" refers to the indicative budget set out in resolution II/10, which covers staff salaries, office rental, equipment and other basic expenses.

Table 2

Contributions to the Strategic Approach secretariat core budget from January 2010 to June 2012^a

(United States dollars)

<i>Contributor</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>Total</i>
Austria		13 333		13 333
Denmark		36 089	127 127	163 216
European Union		495 314		495 314
Finland		46 666	39 588	86 254
Germany	101 343	188 547	110 225	400 115
Kenya			5 000	5 000
Netherlands		72 674		72 674
Norway	78 088	129 516		207 605
Slovenia	4 048	4 444		8 492
Spain		65 703		65 703
Sweden	44 360	137 619	41 350	223 329
Switzerland	221 290	175 103		396 394
United States of America	300 000	400 000		700 000
International Council of Chemical Associations		28 909		28 909
Total	749 130	1 793 918	323 290	2 866 336
<i>Resolution II/10 budget provision</i>	<i>1 400 460</i>	<i>2 555 003</i>	<i>3 320 681</i>	<i>7 276 144</i>

^a At the time of reporting, the secretariat had also received pledges from the following donors: Denmark (DKr 200,000), Nigeria (\$20,000), Norway (Nkr 400,000) and Sweden (SKr 1.5 million). The funds have not yet been received.

26. The secretariat also wishes to acknowledge the contributions made by WHO through the P-4 position, which is currently occupied by a P-5 incumbent. WHO is grateful to the Governments of Australia, Canada, Germany, Switzerland and the United Kingdom of Great Britain and Northern Ireland for their contributions to funding the WHO position since 2007.

27. In addition to the above financial contributions, the following Governments and organizations provided valuable in-kind contributions, typically in the form of meeting facilities and support for meeting activities or participant travel: China, Côte d'Ivoire, Denmark, Finland, Jamaica, Kenya, Norway, Panama, Poland, Spain, Sweden, Switzerland, the United States of America, the Secretariat of the Basel Convention on the Control of Transboundary Movement of Hazardous Wastes and Their Disposal, the United Nations Development Programme, the UNEP regional offices for Africa and for Latin America and the Caribbean, the United Nations Institute for Training and Research and the participating organizations of the IOMC.

28. While the financial support to the secretariat during the period leading up to the first meeting of the Open-ended Working Group might be considered a healthy start for a newly established process, it has fallen significantly short of the indicative budget set out in resolution II/10, as indicated in table 2.

D. Administrative setting of the secretariat

29. The secretariat has operated within the administrative framework of the Chemicals Branch of the UNEP Division of Technology, Industry and Economics. Trustee functions for the Quick Start Programme Trust Fund are performed by the relevant units at UNEP headquarters in Nairobi.

E. Operational guidance for the secretariat

30. In conducting its operations the secretariat has had the benefit of policy guidance from the Bureau of the Conference, in particular with regard to the preparations for the first meeting of the Open-ended Working Group and the third session of the Conference. The terms of the current Bureau members will end at the end of the third session of the Conference, when new members will take office. In addition, the secretariat has received guidance and support from the regional focal points of the five United Nations regions, who have maintained close relationships with the secretariat. The secretariat wishes to acknowledge with appreciation that guidance and support.

IV. Proposed budget and indicative staffing structure for 2013–2015**A. Proposal to reflect major activities in the budget**

31. The secretariat's budget and staffing proposal for the period 2013–2015 is set out in the annex to the present report. The proposal repeats the core provisions of the budget for 2009–2012 with minor cost adjustments, adds budget lines for activities based on actual expenditures during the period 2009–2011 and annual cost increases of 4.0 per cent. As previously noted, all funding for the secretariat, with the exception of the Environment Fund support for one secretariat post committed by UNEP, is provided voluntarily.

32. Activities to be covered during the period 2013–2015 would include the organization of Bureau and regional meetings, a possible second meeting of the Open-ended Working Group, subject to confirmation by the Conference at its third session, organization of the fourth session of the Conference, meetings of the Quick Start Programme Executive Board and Implementation Committee and administrative support for the Quick Start Programme.

Proposed indicative staffing structure and budget for the secretariat of the Strategic Approach to International Chemicals Management for the period 2013–2015

Table 1
Proposed indicative staffing table

<i>Staff category and level</i>	<i>2013–2015</i>
A. Professional category	
P-5	1
P-4 filled by WHO (currently occupied by a P-5 incumbent)	1
P-4	1
P-3	2
P-2	2
Subtotal	7
B. General Service category	1
Total (A + B)	8

<i>Standard staff costs (revised) (per post)^a</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>
A. Professional category			
P-5	288 000	299 728	311 717
P-4	242 200	251 888	261 964
P-3	202 000	210 080	218 483
P-2	158 600	164 944	171 542
B. General Service category			
G-4	139 400	144 976	150 775

^a United Nations standard salary costs for Geneva (2013).

Table 2

Proposed indicative budget for the Strategic Approach secretariat for the period 2013–2015

(United States dollars)

10 Project personnel component		2013	2014	2015	Total
1100					
1101	Senior Programme Officer, Strategic Approach Coordinator, P-5 ^a	0	0	0	0
1102	Programme Officer P-4 (formerly provided by WHO)	242 200	251 888	261 964	756 052
1103	Programme Officer P-4	242 200	251 888	261 964	756 052
1104	Programme Officer P-3	202 000	210 080	218 483	630 563
1105	Associate Programme Officer P-2	158 600	164 944	171 542	495 086
1106	Programme Officer P-3, Quick Start Programme Trust Fund	202 000	210 080	218 483	630 563
1107	Associate Programme Officer P-2, Quick Start Programme Trust Fund	158 600	164 944	171 542	495 086
1199	Subtotal	1 205 600	1 253 824	1 303 977	3 763 401
1200 Consultants (description of activity or service)					
1201	Consultants Strategic Approach	70 000	72 800	75 200	218 512
1299	Subtotal	70 000	72 800	75 200	218 512
1300 Administrative support (title and grade)					
1301	Secretary (Strategic Approach) G-4/5	139 400	144 976	150 775	435 151
1304	Conference services (OEWG2)	0	508 000	0	508 000
1305	Conference services (ICCM4)	0	0	713 000	713 000
1320	Overtime or temporary assistance	0	0	12 000	12 000
1399	Total	139 400	652 976	875 775	1 668 151
1600 Travel on official business					
1601	Staff travel on official business	60 000	62 100	64 275	186 375
1699	Total	60 000	62 100	64 275	186 375
1999	Component total	1 475 600	2 041 700	2 319 739	5 836 439

20 Subcontract component**2100 Subcontracts (letters of agreement for cooperating agencies)**

2101	ICCM4 hosting	0	0	120 000	120 000
2199	Subtotal	0	0	120 000	120 000

2200 Subcontracts (letters of agreement for supporting organizations)

2201	Regional meetings hosting	155 000	252 700	0	407 700
2299	Subtotal	155 000	252 700	0	407 700

2999	Component total	155 000	252 700	120 000	527 700
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30 Training component**3100 Meetings and conferences (title)**

3101	Quick Start Programme Executive Board participants' travel	25 000	25 875	26 780	77 655
3102	Regional meetings participants' travel	174 000	182 700	0	356 700
3103	OEWG2 participants' travel	0	320 000	0	320 000
3104	Bureau meetings participants' travel	25 000	25 875	26 780	77 655
3105	ICCM4 participants' travel	0	0	1 365 000	1 365 000
3399	Subtotal	224 000	554 450	1 418 560	2 197 010

3999	Component total	224 000	554 450	1 418 560	2 197 010
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40 Equipment and premises component**4100 Expendable equipment (items under \$1,500)**

4101	Office supplies	1 200	1 200	1 200	3 600
4102	Computer software	2 000	2 000	2 000	6 000
4199	Subtotal	3 200	3 200	3 200	9 600

4200 Non-expendable equipment (see items listed on budget worksheet)

4201	Computer hardware	4 000	4 000	4 000	12 000
4299	Subtotal	4 000	4 000	4 000	12 000

4300 Premises (rent)

4301	Office rental and premises	15 900	16 377	16 868	49 145
4399	Subtotal	15 900	16 377	16 868	49 145

4999	Component total	23 100	23 577	24 068	70 745
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50	Miscellaneous component						
	5200	Reporting costs					
		5201	Printing and translation costs	7 000	7 245	7 500	21 745
		5202	Publication of Strategic Approach texts	20 000	0	0	20 000
		5299	Subtotal	27 000	7 245	7 500	41 745
	5300	Sundry					
		5301	Communications (telex, telephone, fax, Internet)	25 000	25 750	26 523	77 273
		5399	Subtotal	25 000	25 750	26 523	77 273
	5500	Evaluation					
		5501	Evaluation consultant	0	0	20 000	20,000
		5499	Subtotal	0	0	20 000	20 000
	5999	Component total		52 000	32 995	54 023	139 018
	Direct project cost			1 929 100	2 905 422	3 936 390	8 770 912
	Programme Support Costs (13 per cent)			250 783	377 705	511 731	1 140 219
99	Grand total			2 179 883	3 283 127	4 448 120	9 911 130

^a The Strategic Approach Coordinator P-5 position is funded from the Environment Fund of UNEP.

Table 3
Proposed indicative budget for UNEP personnel component
 (United States dollars)

			2013	2014	2015	Total
10						
	1100	Project personnel component				
		1101 Senior Programme Officer, Strategic Approach Coordinator, P-5	269 000	277 070	285 382	831 452
		1199 Subtotal	269 000	277 070	285 382	831 452
