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## INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

GENEVA

## COUNCIL

**Twenty-ninth Ordinary Session  
Geneva, October 17, 1995**

## DRAFT PROGRAM AND BUDGET FOR THE 1996-97 BIENNIUM

*presented by the Secretary-General*The Present Document

1. The present document contains an introduction and two chapters followed by three Annexes.

The Introduction contains, in particular, an enumeration of the principal aims of the program for the 1996-97 biennium, a summary of the staff posts and a comparison, by budget headings, of the expenditure and income proposed for 1996-97 with the 1994-95 budget.

Chapter I (Summary of Budget and Comparisons) contains a summary of the income and expenditure proposed for the 1996-97 biennium as compared with the 1994-95 budget, and also gives the corresponding actual figures for the 1992-93 biennium.

Chapter II (Program and Expenses) describes each proposed activity and gives the cost of the activity.

Annex A contains the definitions of the budget headings (sources of income and objects of expenditure).

Annex B shows the amount of the contribution payable by each member State, for the years 1996 and 1997, respectively; the calculations in the said Annex are based on the

assumption that the contributions for the 1996-97 biennium would be payable in two equal instalments (one in January 1996, the other in January 1997), that UPOV would have 27 member States, and that the total number of the contribution units will be 48.9.

Annex C contains the cost increase forecasts by the United Nations organizations in Geneva (hereinafter referred to as the "UN/CCAQ standards").

## INTRODUCTION

### Aims of the Program

2. The principal aims of the program for 1996-97 are the following:

- i) to propagate the idea of plant variety protection, particularly in countries that do not yet afford such protection, and to advise them (if they so desire) on the introduction of such protection;
- ii) to promote accession of States to the 1991 Act of the UPOV Convention or, until the 1991 Act enters into force, to the 1978 Act;
- iii) to assist States in taking those measures, in particular legislative measures, which will enable them to accede to the 1978 or 1991 Act of the UPOV Convention;
- iv) to identify sources of extra-budgetary funding for programs of training and education and for new projects in the field of plant variety protection, and propose appropriate programs;
- v) to further develop the legal and technical cooperation among member States, particularly to support plans to establish cooperation between States for the examination of applications for protection;
- vi) to promote a greater harmony between the domestic legislation and administrative practices of member States; to develop and make available the CD-ROM database on plant variety protection and related matters;
- vii) to explain, where appropriate in cooperation with national governments, with intergovernmental and with international non-governmental organizations, the need for and the modalities of the protection of plant breeders' rights; to publish information for that purpose;
- viii) to continue the progressive introduction of the Spanish language in the work of the Office through more interpretation into Spanish at meetings and more information and documentation published in that language;
- ix) to take all necessary steps to facilitate the work of the breeders and the tasks of the plant variety protection authorities of member States;
- x) to observe developments outside UPOV concerning the conservation and making available of genetic resources, and to examine the possible impact of such developments on plant variety protection in general and on UPOV in particular;
- xi) to examine various possibilities for the legal protection of innovations in the field of genetic engineering and biotechnology, and to observe developments relating to the legal protection of innovations relating to animals.

Staff Posts

3. The number of posts for staff working exclusively for UPOV is maintained at its existing level\*, that is:

one Vice Secretary-General,  
one post in the Special (Director) category,  
two posts in the Professional category, and  
four posts in the General Service category.

Comparison of the Draft Budget for the 1996-97 Biennium with the Budget Adopted for the 1994-95 Biennium

4. <u>Total Expenditure</u>		<u>1994-95</u>	<u>1996-97</u>
In thousands of francs**	.....	4,949.5	5,516
Percentage increase for the biennium	.....		11.4%

The reasons for the increase are explained in detail in paragraphs 5 to 8, below.

Comparison of Expenditure, Distinguishing Between Program Variation and Cost Variation\*\*\*

5. The following table shows this comparison (in thousands of francs):

	<u>1994-95 Budget</u>	<u>Program Variation</u>		<u>Cost Variation</u>		<u>1996-97 Budget</u>
		<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	
Expenses proper to UPOV	3,653.5	298	+8.2%	146.5	+4.0%	4,098
Common Expenses	<u>1,296</u>	<u>-12</u>	<u>-0.9%</u>	<u>134</u>	<u>+10.3%</u>	<u>1,418</u>
Total Expenses	<u>4,949.5</u>	<u>286</u>	<u>+5.8%</u>	<u>280.5</u>	<u>+ 5.7%</u>	<u>5,516</u>

\* It is expected that there will be a Junior Professional Officer funded by the Japanese Government under a trust fund. The associated expenses and the trust fund income to cover these are extrabudgetary, so are not reflected herein.

\*\* In this document "francs" means Swiss francs.

\*\*\* The Consultative Committee for Administrative Questions (CCAQ), a subsidiary body of the Administrative Committee on Coordination (ACC) within the United Nations System, defines these variations as follows:

Program variation: Any change in resources resulting from an increase or decrease in the volume of activities carried out under a program.

Cost variation: Any increase or decrease in the cost of a resource input in the budget period compared with that in the previous budget period, arising from changes in costs, prices and exchange rates.

6. As far as the expenses proper to UPOV are concerned, the program increase of 298,000 francs is essentially due to the production costs of the new UPOV CD-ROM (180,000 francs), the need for more missions of staff (30,000 francs) for providing technical advice to member States and promotion of UPOV activities, two more meetings of the Consultative Committee during the biennium (16,000 francs), the increased introduction of the Spanish language through interpretation into Spanish at the meetings of the Technical Committee and the Administrative and Legal Committee (22,000 francs), other contractual services for translation of the related documents of these bodies (40,000 francs) and additional printing costs (10,000 francs).

7. As far as the expenses proper to UPOV are concerned, the cost increase results from the combined effect of (i) the application of the UN/CCAQ standards as set forth in Annex C, and (ii) the application, in respect of staff costs, of statutory and other cost increases as explained in paragraph 9, below.

8. As far as common expenses are concerned, the program decrease reflects a lower share in the expenses of the common services due to growth in the activities of the Fee-financed Unions administered by WIPO. The cost increase results from the application of UN/CCAQ standards.

9. Expenses According to Objects of Expenditure

These are taken in the order in which they appear in the table in Chapter I.

A. <u>Staff Expenses</u>	<u>1994-95</u>	<u>1996-97</u>
In thousands of francs	2,975	3,066
Percentage increase for the biennium		3.1%

The net increase of 91,000 francs for the biennium is due to the following factors:

i) an adjustment of the staff cost amount budgeted in document C/27/4 for 1994 and 1995, due to the fact that the increases in the remuneration for staff members in the Professional and higher categories in July 1994, and in their pensionable remuneration in November 1993 and November 1994 were by lesser amounts than had been budgeted in 1994 and 1995, and several General Service staff movements, including, in particular, new staff appointed at a lower step than budgeted (-135,000 francs (-4.5%)).

ii) statutory cost increases for the cost of living provisions (137,000 francs (+4.6%)) calculated on the basis of the UN/CCAQ standards (see Annex C), for advancement to a higher step (yearly salary increment) within the same grade (50,000 francs (+1.7%)), and for increases in medical insurance premiums (10,000 francs (+0.3%)).

iii) a decrease in the amount of Swiss francs (56,000 francs (-1.9%)) needed to purchase US dollars, the currency in which contributions to the UNJSPF in respect of Professional staff are determined, it being noted that the rate of exchange of the United Nations was 1.14 Swiss francs for one US dollar when the draft budget for the 1996-97 biennium was prepared, as opposed to 1.43 Swiss francs for one US dollar when the draft budget for the 1994-95

biennium was prepared, and that no provision has been made for the increase in the amount of Swiss francs needed in the event of any subsequent variation in the said rate of exchange.

iv) an increase of 85,000 francs (+2.9%) in social charges, to the amount of 227,000 francs for the biennium. The amount budgeted for social charges and other miscellaneous staff costs has been increased to 8% of budgeted staff costs, reflecting the experience of past bienniums of an increasing number of staff movements and related additional costs for repatriation and recruitment, as well as increased social charges for home leave, education grants and dependency allowances. It is proposed that, as for previous budgetary periods, any part of this amount not spent in the 1996-97 biennium be put into a special reserve for expenses (namely, repatriation grants, accumulated annual leave and household removal expenses) which would have to be paid by UPOV if any staff member of UPOV were to leave (see documents C/XVIII/4, paragraph 8(v); C/XIX/4, paragraph 12; C/XXI/4, paragraph 8(ii)); C/XXIII/4, paragraph 8(ii), C/25/4, paragraph 9(iii) and C/27/4, paragraph 9(iii)).

B. Travel on Official Business

a) <u>Missions</u>	<u>1994-95</u>	<u>1996-97</u>
In thousands of francs .....	168	210
Percentage increase for the biennium .....		25.0%

The increase of 42,000 francs for the biennium is due to cost increases of 12,000 francs and a program increase of 30,000 francs due to the higher number of missions for providing technical advice to member States and for promoting accessions to the UPOV Convention.

b) <u>Third Party Travel</u>	<u>1994-95</u>	<u>1996-97</u>
In thousands of francs .....	15	16
Percentage increase for the biennium .....		6.7%

The increase of 1,000 francs for the biennium is due to a cost increase of 1,000 francs.

C. Contractual Services

a) <u>Conferences</u>	<u>1994-95</u>	<u>1996-97</u>
In thousands of francs .....	112	157
Percentage increase for the biennium .....		40.2%

The increase of 45,000 francs for the biennium is due to a cost increase of 7,000 francs and a program increase of 38,000 francs for interpretation of the meetings of the Technical Committee and the Administrative and Legal Committee (22,000 francs) into Spanish and two more meetings of the Consultative Committee (16,000 francs).

b) <u>Printing</u>		<u>1994-95</u>	<u>1996-97</u>
In thousands of francs	.....	128	148
Percentage increase for the biennium	.....		15.6%

The increase of 20,000 francs is due to a cost increases of 10,000 francs and a program increase in the same amount for printing the documents of the Technical Committee and Administrative and Legal Committee in Spanish.

c) <u>Other</u>		<u>1994-95</u>	<u>1996-97</u>
In thousands of francs	.....	71	296
Percentage increase for the biennium	.....		316.9%

The increase of 225,000 francs for the biennium is due to provision for the production of UPOV CD-ROMs (180,000 francs), and other contractual services for translation of the documents of the Technical Committee and the Administrative and Legal Committee into Spanish (40,000 francs) and 5,000 francs for cost increases.

D. <u>General Operating Expenses</u>		<u>1994-95</u>	<u>1996-97</u>
This includes only one sub-heading:			
Rental of premises (in thousands of francs)	.....	127	140
Percentage increase for the biennium	.....		10.2%

The increase of 13,000 francs for the biennium is due to provision for cost increases.

E. <u>Supplies and Materials</u>		<u>1994-95</u>	<u>1996-97</u>
In thousands of francs	.....	8	9
Percentage increase for the biennium	.....		12.5%

The increase of 1,000 francs for the biennium is due to provision for cost increases.

F. <u>Acquisition of Furniture and Equipment</u>		<u>1994-95</u>	<u>1996-97</u>
In thousands of francs	.....	14	15
Percentage increase for the biennium	.....		7.1%

The increase of 1,000 francs for the biennium is due to provision for cost increases.



G. Other Expenses

a) <u>Unforeseen</u>	<u>1994-95</u>	<u>1996-97</u>
In thousands of francs	35.5	41
Percentage increase for the biennium		15.5%

As in previous years, this provision is calculated on the basis of one percent of the expenses proper to UPOV.

b) <u>Common Expenses</u>	<u>1994-95</u>	<u>1996-97</u>
In thousands of francs	1,296	1,418
Percentage increase for the biennium		9.4%

The increase of 122,000 francs for the biennium is due to cost increases resulting from the application of UN/CCAQ standards, partially offset by a program decrease reflecting a lower share in the expenses of the common services due to growth in the activities of the Fee-financed Unions administered by WIPO (see paragraph 8, above).

10. Financing of the Expenses for the 1996-97 Biennium

It is proposed that the expenses of 5,516,000 francs for the 1996-97 biennium be financed by the contributions of member States to the extent of 5,246,000 francs and by publications income and miscellaneous income to the extent of 130,000 francs, and by the utilization of 140,000 francs from the Reserve Fund.

11. Comparison of Income (in thousands of francs)

	<u>1994-95</u>	<u>1996-97</u>	<u>Percentage Variation</u>
Contributions	4,855.5	5,246	+8.0%
Publications Income and Miscellaneous Income	94	130	+38.3%
Reserve Fund*	<u>0</u>	<u>140</u>	<u>-</u>
Total	<u>4,949.5</u>	<u>5,516</u>	<u>+11.4%</u>

12. The amount of 5,246,000 francs shown in the preceding paragraph for contributions relates to the biennium. Half of that amount, i.e., 2,623,000 francs, would be payable in the month of January of each of the years 1996 and 1997. On the basis of the present membership of UPOV (27 States totalling 48.9 units), the amount payable each year for one contribution unit would be 53,641 francs, which is the same amount as the contribution unit for 1995. The increased income derived from contributions (i. e., 390,500 francs) is due to the accessions of

\* It is to be noted that UPOV's Reserve Fund stood at 372,000 francs on December 31, 1993, and is expected to be about 525,000 francs on December 31, 1995.

new member States and to the fact that the amount of the contributions unit in 1995 was higher than in 1994.

13. As in the preceding budgets, it is proposed that, even if any member State increases its number of contribution units, or if any State not yet a member joins UPOV, the contribution unit should remain at 53,641 francs for the years 1996 and 1997.

CHAPTER I - SUMMARY OF BUDGET AND COMPARISONS  
(expressed in thousands of francs)

1992-93 <u>Actual</u>	1994-95 <u>Budget</u>		Draft 1996-97 <u>Budget</u>
4,116	4,855.5	INCOME	
		Contributions	5,246
		Other Income	
17	5	- Publications	12
211	89	- Miscellaneous	118
<u>4,344</u>	<u>4,949.5</u>		<u>5,376</u>
		EXPENDITURE	
2,644	2,975	UV.09 <u>Staff Expenses</u>	3,066
		<u>Travel on Official Business</u>	
		- Missions [Staff]	
		-----	
		UV.04 - Technical Working Parties 60	
		UV.08 - Contacts with Governments and Organizations 150	
204	168	- Sub-total	210
		- Third Party Travel [non-staff]	
		-----	
		UV.01 - Council: Symposium speakers 16	
32	15	- Sub-total	16
		<u>Contractual Services</u>	
		- Conferences	
		-----	
		UV.01 - Council 31	
		UV.02 - Consultative Committee 30	
		UV.03 - Technical Committee 41	
		UV.05 - Administrative and Legal Committee 48	
		UV.06 - Meeting with International Organizations 7	
105	112	- Sub-total	157
82	128	UV.07 - Printing: Information and Documentation	148
		- Other	
		-----	
		UV.03 - Technical Committee 27	
		UV.05 - Administrative and Legal Committee 13	
		UV.07 - Information and Documentation 247	
		UV.10 - Program Support Expenses 9	
74	71	- Sub-total	296
113	127	UV.10 <u>General Operating Expenses: Rental of Premises</u>	140
7	8	UV.10 <u>Supplies and Materials</u>	9
2	14	UV.10 <u>Acquisition of Furniture and Equipment</u>	15
9	35.5	UV.10 <u>Other Expenses</u>	41
<u>3,272</u>	<u>3,653.5</u>	Sub-total: Expenses proper to UPOV	<u>4,098</u>
1,191	1,296	* UV.11 Common Expenses	<u>1,418</u>
<u>4,463</u>	<u>4,949.5</u>	Total Expenditure	<u>5,516</u>
(119)	0	(DEFICIT) - Transferred from Reserve Fund	(-140)

\* Exclusive of UPOV's share in the WIPO common income which is included under "Other Income - Miscellaneous," above.

CHAPTER II - PROGRAM AND EXPENSES  
(amounts expressed in thousands of francs)

UV.01 COUNCIL  
[Ex UV.01]\*

The Council will meet in ordinary session for one day in 1996 and for two days in 1997 in Geneva. One day of the session in 1997 will be devoted to a symposium.

Simultaneous interpretation will be provided for in four languages.

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellowships	Other Expenses
	Total	Staff	Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.01	47			16	31									

UV.02 CONSULTATIVE COMMITTEE  
[Ex UV.02]

In 1996 and 1997, the Consultative Committee will meet twice in each year for one day, i.e., four days in total in Geneva. The meetings will be held in conjunction with other UPOV meetings.

Simultaneous interpretation will be provided for in four languages.

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellowships	Other Expenses
	Total	Staff	Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.02	30				30									

UV.03 TECHNICAL COMMITTEE  
[Ex UV.03]

The Technical Committee will meet in the years 1996 and 1997 in Geneva for a total of six days. It will adopt uniform methods, procedures and standards for the examination of varieties, discuss the application of new technologies in such examination, supervise under the guidance of the Council the work of the Technical Working Parties and of the Working Group on Biochemical and Molecular Techniques and DNA-Profiling in Particular, approve the Test Guidelines elaborated by those Working Parties, coordinate possible further workshops on the examination of new varieties, as well as give advice to the Council on all questions of a technical nature within UPOV, including, in particular, the principle of essential derivation introduced in the 1991 Act of the UPOV Convention.

Simultaneous interpretation will be provided for in four languages.

\* "Ex" numbers refer to the numbers of the corresponding program items in the document that contained the draft program and budget for the 1994-95 biennium (C/27/4, Chapter II).



#### UV.05 ADMINISTRATIVE AND LEGAL COMMITTEE [Ex UV.05]

The Administrative and Legal Committee will meet in the years 1996 and 1997 on four occasions, for a total of eight days, in Geneva. It will deal with all questions of an administrative and legal nature, including, in particular, matters arising from the revision of the UPOV Convention, including the principle of essential derivation, and will give advice on these questions to the Council.

Simultaneous interpretation will be provided for in four languages.

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellowships	Other Expenses
	Total	Staff	Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.05	61				48			13						

#### UV.06 MEETING WITH INTERNATIONAL ORGANIZATIONS [Ex UV.07]

There will be a meeting in 1997 with international organizations on questions of mutual interest to UPOV and those organizations. The meeting, which will immediately precede or follow a session of another body of UPOV, will last for one day, and simultaneous interpretation will be provided for in four languages.

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellowships	Other Expenses
	Total	Staff	Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.06	7				7									

#### UV.07 INFORMATION AND DOCUMENTATION [Ex UV.08]

The Office of the Union will:

- i) continue the publication of "Plant Variety Protection" (the UPOV Gazette and Newsletter);
- ii) continue to collect legislative texts of member States and non-member States, treaties and information on the interpretation, in practice, of plant breeders' rights systems in the various countries; continue the updating of the "Collection of Plant Variety Protection Laws and Treaties;"
- iii) reprint the brochures containing the texts of the UPOV Convention when necessary;
- iv) publish as necessary new editions of the UPOV General Information Brochure in four languages;
- v) print or reprint flyers containing summary information on UPOV in six languages; publish in additional languages when necessary;



**UV.09 STAFF EXPENSES**  
[Ex UV.10]

The Office of the Union will consist, as at present, of the Secretary-General, the Vice Secretary-General, one post in the Special (Director) category, two posts in the Professional category and four posts in the General Service category.

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellowships	Other Expenses
	Total	Staff	Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.09	3,066	3,066												

**UV.10 OTHER ADMINISTRATIVE AND PROGRAM SUPPORT EXPENSES**  
[Ex UV.11]

Contractual Services - Other:

Maintenance of the text-processing equipment installed for the exclusive use of the Office of the Union.

General Operating Expenses (Rental of Premises):

The Office of the Union will continue to occupy space in the WIPO Building.

Supplies and Materials:

Stationery and office supplies, subscriptions to periodicals, purchase of technical literature, etc., for the exclusive use of the Office of the Union.

Acquisition of Furniture and Equipment:

Cost of office furniture and equipment purchased or rented for the exclusive use of the Office of the Union.

Other Expenses

As in previous years, approximately one percent of the total expenses proper to UPOV is budgeted for expenses not specifically provided for in this Chapter and for unforeseen expenses.

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellowships	Other Expenses
	Total	Staff	Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.10	214							9	140	9	15			41



UV.11 COMMON EXPENSES  
[Ex UV.12]

UPOV's share in the common expenses is, where statistical data are available, based on a calculation of the services actually rendered by WIPO; otherwise, it is based on an estimation of the value of such services. Reference is made to WIPO document AB/XXVI/2, whose Annex 3, in particular, gives for each WIPO item the share attributable to UPOV. Summary details of these expenses are as follows:

1992-93 <u>Actual</u>	1994-95 <u>Budget</u>		1996-97 <u>Budget</u>
924	983	Staff Expenses	993
-	16	Data Processing	21
90	113	Maintenance of Buildings	164
63	53	Equipment and Supplies	83
100	115	Communications	142
<u>14</u>	<u>16</u>	Other Expenses	<u>15</u>
<u>1,191</u>	<u>1,296</u>		<u>1,418</u>

It is to be noted that the share of UPOV in the "common income" of WIPO is included in UPOV's budget under the heading "Other Income; Miscellaneous."

	TOTAL Total	Staff Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellow- ships	Other Expenses
			Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.11	1,418													1,418

- . -

14. *The Council is invited to adopt the program and budget as proposed in this document and to approve the proposals concerning contributions contained in paragraphs 12 and 13, above.*

[The Annexes follow]

## ANNEX A

## DEFINITIONS OF BUDGET HEADINGS

## SOURCES OF INCOME

"Contributions"

Contributions of member States under Article 26 of the UPOV Convention.

"Publications"

Revenue from the sale of publications and from subscriptions to periodicals published by the Office of the Union.

"Miscellaneous Income"

All other income not described above, including accounting adjustments (credits) in respect of prior years and currency adjustments (credits); UPOV's share in WIPO common income.

## OBJECTS OF EXPENDITURE

"Staff Expenses"

All items connected with the staff members' monthly payroll, in particular: salaries, post adjustments, rental subsidy, non-resident allowances, assignment grants and representation allowances; dependency allowances; language allowances; employer's contribution towards Pension Fund; participation in sickness insurance scheme; also all staff related costs not connected with staff members' monthly payroll, in particular: education grants; removal expenses; travel expenses of dependent children attending educational institutions; home leave; grants to cover costs of installation in the duty station; professional accident insurance premiums; recruitment costs; cost of medical examinations; short-term appointments; overtime; termination costs and repatriation grants; staff training; refund of national income taxes on salaries, allowances, indemnities or grants paid by the Office of the Union.

"Travel on Official Business"

Missions: travel expenses and daily subsistence allowances for the staff of the Office of the Union on official missions.

Third Party Travel: travel expenses and daily subsistence allowances (DSA) for persons other than the staff of the Office of the Union (except trainees whose travel and DSA are included under "Fellowships," below; except also travel of consultants, interpreters, etc: see below).

### "Contractual Services"

Conferences: remuneration, travel expenses and daily subsistence allowances for interpreters and translators; renting of premises, offices and simultaneous interpretation equipment; cost of engaging supernumeraries (telephonists, secretaries, ushers and others); refreshments and receptions.

Consultants: all expenses connected with the employment of consultants, in particular: remuneration, travel expenses and daily subsistence allowances; honoraria paid to lecturers.

Printing: outside printing and binding, in particular: reviews: paper and printing; other printing: reprints of articles published in reviews; brochures; treaties; collections of texts; manuals; working forms and other miscellaneous printed material.

Other: all other contractual services, in particular: fees of translators of documents; rental of computer time and fees for producing and purchasing computer software.

### "General Operating Expenses"

Rental of premises: rental value of premises which are used exclusively by the Office of the Union. (This item does not include the contribution of UPOV to the WIPO common expenses for the space occupied by the Common Services.)

Maintenance of premises: cleaning; repairs; building insurance; upkeep of park; supervision of installations; heating; lighting; water.

Rental and Maintenance of Equipment and Furniture: rental and maintenance of all equipment and furniture, in particular: office furniture and machines; reproduction equipment; text-processing and data processing equipment; transportation equipment including petrol and lubricants.

Communications: cost of telephone, telegrams, telexes, facsimile and mail, including postage and carriage of documents.

Other: all general operating expenses not described above, in particular: hospitality; bank charges; interest on bank and other loans (except building loans); currency adjustments (debits); audit expenses.

### "Supplies and Materials"

All supplies and materials, in particular: stationery and office supplies; internal reproduction supplies (offset, microfilms, etc.); library books and subscriptions to reviews and periodicals; uniforms; data processing supplies (magnetic tapes, etc.)

"Acquisition of Furniture and Equipment"

Purchases of furniture and equipment, in particular: office furniture and office machines; text-processing and data processing equipment; conference servicing equipment; reproduction equipment; transportation equipment.

"Acquisition and Improvement of Premises"

New Buildings: expenses directly connected with the acquisition or construction of buildings but not covered by building loans. Includes, in particular: additions to existing premises and purchase of land.

Improvements to Premises: expenses connected with the alterations, improvements or major maintenance of existing buildings not covered by building loans.

"Fellowships"

Includes, in particular: travel expenses, daily subsistence allowances and other expenses in connection with trainees.

"Other Expenses"

Expenses not specifically provided for above, unforeseen expenses and accounting adjustments (debits) in respect of prior years; expenses payable to WIPO for services rendered to UPOV.

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Note

This Annex is the same as the corresponding annex in the budget document for the 1994-95 biennium (C/27/4, Annex A), except for minor editorial changes.

[Annex B follows]

## ANNEX B

CONTRIBUTIONS OF MEMBER STATES  
(expressed in Swiss francs)

1994 <u>Actual</u>	1995 <u>Actual</u>	<u>Member States</u>	Number of Units	<u>Draft 1996-97 Budget</u>	
				<u>Payable in January 1996</u>	<u>Payable in January 1997</u>
-	10,728	Argentina	0.2	10,728	10,728
49,668	53,641	Australia	1.0	53,641	53,641
-	80,462	Austria	1.5	80,462	80,462
74,502	80,462	Belgium	1.5	80,462	80,462
49,668	53,641	Canada	1.0	53,641	53,641
24,834	26,820	Czech Republic	0.5	26,820	26,820
74,502	80,462	Denmark	1.5	80,462	80,462
49,668	53,641	Finland	1.0	53,641	53,641
248,340	268,205	France	5.0	268,205	268,205
248,340	268,205	Germany	5.0	268,205	268,205
24,834	26,820	Hungary	0.5	26,820	26,820
49,668	53,641	Ireland	1.0	53,641	53,641
24,834	26,820	Israel	0.5	26,820	26,820
99,336	107,282	Italy	2.0	107,282	107,282
248,340	268,205	Japan	5.0	268,205	268,205
149,004	160,923	Netherlands	3.0	160,923	160,923
49,668	53,641	New Zealand	1.0	53,641	53,641
49,668	53,641	Norway	1.0	53,641	53,641
24,834	26,820	Poland	0.5	26,820	26,820
24,834	26,820	Slovakia	0.5	26,820	26,820
49,668	53,641	South Africa	1.0	53,641	53,641
74,502	80,462	Spain	1.5	80,462	80,462
74,502	80,462	Sweden	1.5	80,462	80,462
74,502	80,462	Switzerland	1.5	80,462	80,462
248,340	268,205	United Kingdom	5.0	268,205	268,205
248,340	268,205	United States of America	5.0	268,205	268,205
-	<u>10,728</u>	Uruguay	<u>0.2</u>	<u>10,728</u>	<u>10,728</u>
<u>2,334,396</u>	<u>2,623,045</u>		<u>48.9</u>	<u>2,623,045</u>	<u>2,623,045</u>

[Annex C follows]

## ANNEX C

COST INCREASE FORECASTS BY THE UNITED NATIONS  
ORGANIZATIONS IN GENEVA

The rates of cost increase estimated by the United Nations Organizations in Geneva, for the years 1996 and 1997, are summarized in a document of the Consultative Committee on Administrative Questions (Financial and Budgetary Questions) (CCAQ(FB)) of the Administrative Committee on Coordination (ACC) of the United Nations system (document ACC/1994/FB/R.38, dated September 30, 1994, which provides estimates of the cost increases that might be expected in 1995, 1996 and 1997 in Switzerland. Those estimates take account of available official statistics, statements of competent authorities, the views of reputable economic analysts and information gathered from professional associations and other appropriate sources. The said estimates are as follows (document ACC/1994/FB/R.38, Annex I, paragraphs 6 and 7):

i) overall rate of inflation: "it appeared reasonable to assume an overall rate of inflation in Geneva of 3 per cent per annum in 1995, as well as in 1996 and 1997."

ii) staff costs for the Professional and higher categories in Geneva (hereinafter referred to as the "Professional staff"): "in accordance with current practice, increases in the post adjustment at European and North American duty stations take place either after a full five per cent movement of the local consumer price index or after the completion of a 12-month period, whichever occurs first. Since a post adjustment increase had taken place in Geneva in July 1994, further increases could now be foreseen for the same month in 1995, 1996 and 1997, in amounts roughly equivalent to the general rate of inflation being assumed. The participants in the meeting were informed of the status of the margin between Professional salaries and those of the comparator civil service, and of the outlook for the future. Increases in excess of the cost-of-living movement were anticipated in the pay of civil servants in the United States. Hence, it was probable that the lower limit of the margin would be reached in 1996, which should normally result in an overall salary increase in 1997 for the United Nations system. Based on previous practice, this might be of the order of some 5 per cent."

iii) staff costs for the General Service category in Geneva: "a comprehensive salary survey was scheduled for 1995. Thereafter, interim adjustments would be made based on two criteria: a movement by the reference index of five per cent, or failing this, completion of a 12-month period since the last adjustment. For budget purposes, annual increases for 1995, 1996 and 1997 should, at this juncture, be forecasted at the general rate of inflation assumed. The results of the comprehensive salary survey might however affect the levels of salary actually payable."

iv) contributions of the Professional staff to the United Nations Joint Staff Pension Fund: "the scale of pensionable remuneration had last been adjusted on 1 November 1993 and reflected an across-the-board increase of 1.83 per cent over the previous scale. In accordance with article 54(b) of the UNJSPF Regulations, this pensionable remuneration was subject to adjustment on the same date as the net remuneration of staff members in the Professional and higher categories in New York; the adjustments represented a uniform percentage equal to the weighted average percentage variation in net remuneration amounts, as determined by the ICSC. The dates and values of future increases in pensionable remuneration would thus be the same as those of future increases in the New York net remuneration. The latter was expected

to rise by some 2.5 per cent in November 1994 and thereafter in accordance with increases in the cost of living, currently expected to be at about 3.0 per cent per annum for the years 1995, 1996 and 1997."

v) contributions of the General Service staff to the United Nations Joint Staff Pension Fund: "pensionable remuneration was the dollar equivalent of the sum of the local gross salary, any language allowance and any non-resident's allowance payable. The local gross salary for Geneva had last been adjusted with effect from 1 January 1994 in application of the interim salary adjustment procedures. The new methodology for determining pensionable remuneration in the General Service category, effective the date of the first salary adjustment due on or after 1 April 1994, included the use of a grossing-up factor of 66.25. The next increase in the net Geneva General Service salary scale during the period under consideration would thus result in a smaller increase in the corresponding gross salary, and the pensionable remuneration derived from it, by an amount of approximately 1.6 per cent. Assuming that the next increase in General Service net salaries, which could be expected in 1995, would be at roughly the same level as that of general inflation, i.e. 3 per cent, the increase in pensionable remuneration would thus be of the order of 1.4 per cent. From 1996 onwards the annual increase in pensionable remuneration would be equal to the increase in net salaries, i.e. for projection purposes equal to the general rate of inflation."

vi) other common staff costs: for the Professional staff, "increases in dependency allowances and in maximum reimbursement levels under the education grant would be proposed to the General Assembly at the end of 1994. The increases amounted to 10.26 per cent in both the children's and the secondary dependent's allowance, applicable from 1 January 1995, and from 10 to 30 per cent for seven separate currencies covered under the education grant."

vii) air fares and air freight: "it was agreed that increases in air fares should be foreseen for 1996 and 1997 at the same level as the general rate of inflation being assumed, i.e. 3 per cent per annum. It was also agreed that increases in the cost of freight should be foreseen at 3 to 4 per cent above that rate, i.e. at 6 to 7 per cent per annum, air freight increasing at a higher rate because the increase in demand would probably not be offset by a corresponding increase in capacity."

viii) contractual printing and binding: "increases of 3 per cent per annum were expected for printing and binding in Switzerland in terms of Swiss francs. Where orders were placed with suppliers and contractors in other countries, different annual rates of increase might need to be foreseen in terms of local currency."

ix) other contractual services (including contractual maintenance of premises and equipment): "increases consistent with the general rate of inflation being assumed were expected for these services. However, the cost of contractual maintenance, which depended on salary increases in this area, might increase at a somewhat higher rate."

x) fuel oil and gas: "it was recommended that organizations should take account of the latest price levels in effect at the time of completion of their proposed budgets. Based on present trends, prices were expected to rise at a much higher rate than that of general inflation."

xi) other utilities: "for water, it was likely that rates would continue to rise fairly sharply to discourage consumption. Increases of 10 per cent per annum could thus be foreseen for 1996 and 1997. For electricity, increases were expected to be of the order of 6 per cent per annum in 1996 and 1997."

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xii) communications (telephone, facsimile and telex charges, pouch services, postage): "as regards telephone, facsimile and telex charges, no increase is foreseen for 1996-1997 for long distance services but an increase of 3 per cent per annum could be expected for local services in the same period. The cost of communications involving air freight, such as pouch services, could be expected to increase at the rate assumed for air freight. For postage, an increase in the order of that provided for general inflation could be expected although this might be affected by the results of the UPU Assembly in the autumn of 1994. Organizations continued to take advantage of alternative arrangements for communications which had proved cost-effective."

xiii) paper and printing supplies: "the price of paper was related to that of paper pulp. For paper purchased in Switzerland, the available information suggested that annual increases estimated at 2 per cent higher than the general rate of inflation could be expected (i.e. 5 per cent), after the increase of 10 per cent which took place in 1994. Increases of the same magnitude could be expected for printing supplies."

xiv) other supplies and materials: "it was recommended that increases of the order of that expected for general inflation should be foreseen."

xv) acquisition of furniture and equipment: "for computer and office automation equipment, the steady price decreases currently experienced were expected to continue, although this was generally more than offset by an increasing need to replace older equipment with more sophisticated equipment, as technology evolved. For other equipment and for furniture, average increases were foreseen in 1996 and 1997 at the same level as the general rate of inflation being assumed. The prices of specialist equipment might however increase at a higher rate."

[End of Annex and of document]