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**UPOV**UPOV/C/VI/5  
Original: English  
Date: July 25, 1972INTERNATIONALER VERBAND  
ZUM SCHUTZ VON  
PFLANZENZÜCHTUNGENUNION INTERNATIONALE  
POUR LA PROTECTION  
DES OBTENTIONS VÉGÉTALESINTERNATIONAL UNION  
FOR THE PROTECTION OF  
NEW PLANT VARIETIES

## COUNCIL

## Sixth Session

Geneva, November 8 and 9, 1972

DRAFT PROGRAM AND BUDGET FOR 1973

presented by the Secretary General

## SUMMARY

This document contains the draft program and budget of UPOV for 1973.

The proposed budget provides for expenses amounting to 613,000 Swiss francs.

This document also indicates the amount of the contribution units to be paid by member States as 28,000 Swiss francs for 1973.

## PART I: PROGRAM

1. It is proposed that the program for 1973 be a continuation of the work done in the preceding years and, consequently, consist of the following activities:
2. Council. The Council will meet once for three days in the autumn to exercise its functions as provided in the UPOV Convention.
3. The Consultative Working Committee, consisting of the delegates from all member States, will meet once for two or three days in the exercise of its functions as a consultative body to the Council.
4. The Technical Steering Committee will meet for two or three days to study and make proposals concerning the possibilities of adopting uniform methods, procedures and standards for the examination of varieties, uniform administrative procedures in that field and exchange of results of examination between national authorities. No language interpretation will be provided by UPOV.
5. The five Technical Working Parties for
  - (i) Self-fertilized Agricultural Crops (including potatoes),
  - (ii) Cross-fertilized Agricultural Crops,
  - (iii) Vegetables,
  - (iv) Fruit Crops,
  - (v) Ornamental Plants,will each meet once for one or two days, at a national office or at the headquarters of UPOV, to draw up guidelines for the conduct of tests of new varieties and standard forms for technical information from breeders applying for protection. No language interpretation will be provided.
6. The Secretariat will assist, as far as possible, the Technical Steering Committee and the Chairmen of the Technical Working Parties in the preparation and organization of the meetings of the Working Parties.
7. The Working Group on Variety Denominations will meet once for two or three days to study and elaborate proposals on questions related to the denomination of new plant varieties.
8. The Fee Harmonization Working Party will meet once for one day to discuss problems relating to the question of fees to be paid by the breeders.
9. Joint Trial Arrangements. The Secretariat will collaborate with the national authorities of member States with a view to the joint utilization of services entrusted with the examination of new varieties under Articles 7 and 30(2) of the Convention so as to reduce the costs of trials and to establish a division of labor between member States. Besides the work to be done by the Technical Steering Committee and the Technical Working Parties for the harmonization of the trials, practical solutions will depend on the harmonization of trial fees, agreements on reference collections, exchange of information and plant material directly between national services. The Secretariat will study these problems and discuss them with the national authorities.
10. Information and Documentation Service. The Secretariat will:
  - (i) publish collections of legislative texts of the member States;
  - (ii) collect information regarding plant breeders' rights systems adopted by countries not represented at the meetings of the Council of UPOV;
  - (iii) establish a vocabulary of UPOV terms in three languages.
11. Exchange of Variety Denominations. By decision of the Council the implementation of Article 13(6) of the Convention on the exchange of variety denominations through the Secretariat has been postponed, and for the time being the Secretariat will not carry out the tasks provided for under Article 13(6).

12. Advice to Governments. As far as possible the Secretariat will--if so required--be available to give advice and information concerning the application of the UPOV Convention to the Governments of member States as well as to the Governments of States not yet members of UPOV which are contemplating the possibility of ratifying or acceding to the Convention or of following the work of UPOV.

13. Public Relations. The Secretariat will maintain contacts not only with Governments but also with interested inter-governmental organizations, particularly the Food and Agriculture Organization (FAO), the Organisation for Economic Cooperation and Development (OECD), with semi-governmental organizations such as the International Seed Testing Organization (ISTA) and with private (professional) international organizations such as ASSINSEL, CIOPORA, AIPPI, FIS and ICC in order to:

- (i) inform them of the objectives and activities of UPOV;
- (ii) learn about their activities;
- (iii) examine the desirability of establishing regular contacts between UPOV and such organizations in the form of exchanges of publications, mutual attendance of certain meetings, and other appropriate means;
- (iv) hear the views of such organizations as to the priorities that ought to be fixed in the field of international cooperation concerning plant breeders' rights.

14. Symposium. One of the main activities of UPOV in 1973 will be the Symposium to be held in the United Kingdom from June 2-6 under the sponsorship of UPOV and in cooperation with the Controller of the Plant Variety Rights Office in London. As decided at the fifth Council meeting in 1971, see documents UPOV/C/V/28 (paragraph 15(c)) and UPOV/C/V/29 (Chapter III), the amount of 40,000 Swiss francs has been reserved in the budget for that event, namely the difference between the estimated total costs to be covered by UPOV (85,000 Swiss francs) and the estimated income (45,000 Swiss francs). A detailed budget will be submitted when more information is available.

## PART II: BUDGET

15. General. The presentation of the budget has been changed as compared with previous years in the sense that the text of the budget itself has been shortened and the figures condensed. The attached Annexes, not being part of the budget, contain specifications and explanations.

16. Expenses (in thousands of Swiss francs)

A. Expenses proper to UPOV

Personnel	
(Secretary General,	
Vice Secretary General,	
1 assistant,	
2 secretaries)	302
Missions	16
Conferences	21
Contracts	7
Printing	4
Rental	16
Equipment and Supplies	7
Symposium estimated costs	
(85 minus income 45)	40
Library	3
Unforeseen	6
	<hr/>
<u>Total of proper expenses</u>	<u>422</u>

B. Common expenses

Personnel	157
Rental (share of common rentals)	4
Building maintenance	9
Equipment and supplies	8
Postage	8
Library	1
Telephone	2
Unforeseen	2

Total of common expenses 191

Total expenses:

Proper expenses 422  
Common expenses 191

613

17. Income (in thousands of Swiss francs)

Contributions from member States

(value of one unit: 28,000)

Denmark	1½ units	42
France	5 units	140
Germany (Federal Republic)	5 units	140
Netherlands	2 units	56
United Kingdom	5 units	140
Sweden	1½ units	42

Total contributions 560

Miscellaneous 13

Total income 573

18. Deficit to be borne by the Reserve Fund:

Expenses 613  
Income 573

Deficit 40

19. The Council is invited:

(i) to adopt the budget of a total  
expenditure of 613,000 Swiss francs;

(ii) to fix the amount of the contri-  
bution unit at 28,000 Swiss francs and the con-  
tributions from member States accordingly as  
set forth in paragraph 17 above;

(iii) to approve the budgetary deficit  
of 40,000 Swiss francs to be covered by the  
Reserve Fund.

/Annexes follow/

## I. GENERAL REMARK

1. The figures given below in the four columns headed 1971, 1972, 1973 and 1974 correspond to the latest accounts (1971), the approved budget for the current year (1972), the proposed budget for next year (1973) and an estimate for the following year (1974). With respect to this latter estimate it should be noted that it has not been subject to any detailed calculation and that it has been established on the basis of unchanged activities as compared with 1973.

## II. PROPER EXPENSES

2. Personnel

Expenses consist of basic salary, post adjustments, non-resident allowances, dependency and language allowances, education grants, employer's contribution towards Pension Fund, insurance premiums (sickness and professional accident), recruitment costs, and any other payments made to or on behalf of staff members under the Staff Rules and Regulations.

<u>1971</u>	<u>1972</u>		<u>1973</u>	<u>1974</u>
17	19	Secretary General	21	22
106	116	Vice Secretary General	123	132
-	70	Assistant (P2/3)	77	84
34	36	Secretary G.5	41	45
-	33	Secretary G.4	36	39
-	3	Temporary help	4	5
-	10	Recruitment costs	-	-
-	(29)	Savings for late recruitment	-	-
<u>157</u>	<u>258</u>		<u>302</u>	<u>327</u>

The salaries foreseen for 1973 include an estimated increase due to cost of living and within-grade increases.

3. Missions

Expenses consist of the cost of travel, per diem allowances and incidentals of the Secretary General, and the staff of the UPOV Department.

<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>
4	12	16	18

The small amount of expenditure in 1971 was mainly due to the fact that office work prevented the Vice Secretary General from going on missions.

The item for 1973 includes missions of the Vice Secretary General or the Assistant to meetings of the Technical Working Parties, missions of the Vice Secretary General to OECD meetings, the ASSINSEL Congress in Sweden and to visits to two member States, one long distance mission and a mission to Eastern Europe.

In view of the fact that some overseas countries consider acceding to UPOV and that this situation may need additional missions, the proposed amount for 1973 may be too low.

It should be added that as far as possible arrangements will be made to cover several missions by the same trip.

4. Conferences

Expenses consist of the interpreters' fees, operators of simultaneous interpretation equipment, refreshments and receptions, translators and minute writers if specially hired.

<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>
17	18	21	24

The proposed amount includes the cost of a three-day Council meeting (6,300) and a combined five-day meeting of the Consultative Working Committee and the Working Group on Variety Denominations(9,600) as well as provisions for other meetings as necessary (5,000).

5. Contracts

Fees for outside translators for translating documents and publications which neither the Secretariat nor the common services of WIPO can handle (mainly from and into German).

<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>
2	6	7	8

In 1971 few outside translations were contracted, since no translator sufficiently acquainted with the terms of UPOV was known. Later, this situation has changed and it is intended to contract more outside translations, mainly into German.

6. Printing

Expenses consist of the cost of paper, printing and binding of reviews, manuals and other publications.

<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>
-	4	4	4

No expenditure was incurred in 1971 due to the fact that it was not possible to print the official translation of the Convention in English. Arrangements for this printing in 1972 are in hand.

For 1973 some printing in connection with the collection of the laws of the member States is foreseen.

It should be noted that the costs of offset printing executed by the common services are not included under this subhead but under the common expenses.

7. Rental

The item includes only the rental value of premises which are used exclusively by the UPOV Department. With respect to the share of UPOV in the common expenses for the rooms occupied by the common services, see paragraph 12 below.

<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>
12	11	16	16

8. Equipment and supplies

Expenses include furniture, office machines, supplies and other materials specially purchased for the exclusive use of the UPOV Department.

<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>
8	10	7	4

The necessary furniture etc. for the new staff is expected to be bought in 1972. Some additional equipment will be bought in 1973.

9. Symposium

As stated in paragraph 14 of the Draft Program a detailed budget for the Symposium will be submitted later. Reference is made to the suggestion contained in document UPOV/C/V/29 that the costs of the Symposium estimated at 40,000 Swiss francs could be covered from the Reserve Fund.

10. Library

Expenses include subscriptions for periodicals, dictionaries and technical literature for the exclusive use of the UPOV Department.

<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>
-	3	3	4

Most subscriptions and purchases have been postponed until better staffing allows time for consideration.

11. Unforeseen

The item is being calculated as 1% of the total expense proper to UPOV.

<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>
-	5	6	6

III. COMMON EXPENSES

12. The share of UPOV in the common expenses is, where possible, based on a calculation of the services rendered by WIPO or else on an estimation. Reference is made to WIPO document AB/III/2 (available in English and French only) where specifications and explanations are given. In particular: paragraphs 89 and 90; tables DC. 1, DC. 4, DC. 5, DC. 6, DC. 7, DC. 8, DC. 9, DC. 10, DC. 11, DC. 20, DC. 21, DC. 22, DC. 23, DC. 25, DC. 26, DC. 27; and the summary tables of Expenses on pages 31 and 32.

These expenses include contributions towards (a) the cost of staff rendering common services, (b) the cost of premises used by common services, (c) equipment and supplies for the common services, (d) library, postage, telephone and unforeseen.

13. Annex II gives, in tabular form, comparative details by subhead of expenses incurred for 1971, budgeted for 1972, proposed in this document for 1973 and forecast tentatively for 1974.

IV. INCOME

14. In assessing the amount to be covered by contributions from member States, the following considerations have been taken into account:

- (i) a proposed total expenditure of 613,000 Swiss francs of which 40,000 Swiss francs (net cost of the Symposium) is a non-recurring item which it is proposed should be covered by the Reserve Fund;
- (ii) other income (miscellaneous), mostly consisting of interest on bank accounts, amounting to 13,000 Swiss francs.
- (iii) the existence of a Reserve Fund which amounted to 141,855 Swiss francs as at December 31, 1971, and is expected to increase by a further 55,000 Swiss francs at the end of 1972, due to late recruitment of staff provided for in the 1972 budget.



15. These considerations would allow for the maintenance of the contribution unit at the same level as in previous years (26,000 francs per unit, approximately). However, it must be borne in mind that:

- if conditions with regard to the number of member States and the number of units chosen by member States remain unchanged,
- if the whole of the Reserve Fund is gradually used to finance future budgets instead of increasing contributions and
- if the inflation continues at its present rate,

then an abrupt increase in the year in which no reserves were available would be necessary. Moreover, the net cost of the Symposium to be held in 1973 may well be greater than what is now envisaged and, if this should be the case, a greater demand would have to be made on the Reserve Fund.

The following table illustrates the position on the basis of an unchanged contribution unit of 26,000 francs for 1973 and 1974 and an assumed average "inflationary" increase of 8% per year.

(thousands of Swiss francs)

Year	expenditure (excluding symposium)	unit amount	income from contributions (miscellaneous not included)	deficit to be covered by Reserve Fund	Reserve Fund at the end of the year
1973	573	26 (+ 1% over 1972)	520	53	104*
1974	619 (+ 8%)	26 (no change)	520	99	5
1975	669 (+ 8%)	33.2 (+ 27.7%)	664	5	-
1976	722 (+ 8%)	36.1 (+ 8.7%)	722	-	-

17. In the circumstances, it is prudent to plan for moderate increases in contributions and to use the Reserve Fund to cover occasional deficits. The following table is based on moderate annual increases not exceeding 10% and the assumed "inflation" increase of 8% per annum in expenses illustrates the position.

(thousands of Swiss francs)

Year	expenditure	unit amount	income from contributions (miscellaneous not included)	deficit to be covered by Reserve Fund	Reserve Fund at the end of the year
1973	573	28 (+ 8.3% over 1972)	560	13	144
1974	619	30 (+ 7%)	600	19	125
1975	668	33 (+ 10%)	660	8	117
1976	722	36.1 (+ 9.4%)	722	-	117

\* Reserve Fund at December 31, 1971 142  
Possible surplus 1972 + 55  
Symposium expense 1973 - 40  
Forecast deficit 1973 (excluding symposium) - 53

Annex I to UPOV/C/VI/5  
page 5

18. It should be noted that the expenses assumed in both tables above for the years 1974 to 1976 make no provision for increased staff or activities over the proposed level for 1973.

19. Annex II gives in tabular form, comparative details of income for 1971, budgeted for 1972, proposed in this document for 1973 and forecast tentatively for 1974.

End of Annex I;  
Annex II follows

Table of Recapitulation and ComparisonI. Expenditure (in thousands of Swiss francs)A. Expenses proper to UPOV

Actual 1971	Budget 1972	Subhead	Proposed Budget 1973	Tentative Forecast 1974
157	258	Personnel	302	327
-	5	Technical Consultant	-	-
4	12	Missions	16	18
-	1	Third party travel	-	-
17	18	Conferences	21	24
-	10	Revision conference	-	-
2	6	Contracts	7	8
-	4	Printing	4	4
12	11	Rental	16	16
8	10	Equipment and supplies	7	4
-	-	Symposium	40	-
-	3	Library	3	4
-	5	Unforeseen	6	6
<u>200</u>	<u>343</u>		<u>422</u>	<u>411</u>

B. Common Expenses

102	135	Personnel	157	172
11)	11	Rental	4	4
11)	11	Building maintenance	9	10
9	7	Equipment and supplies	8	8
5	6	Postage	8	9
-	-	Library	1	1
1	2	Telephone	2	2
-	2	Unforeseen	2	2
<u>128</u>	<u>174</u>		<u>191</u>	<u>208</u>

C. Total Expenses

<u>328</u>	<u>517</u>		<u>613</u>	<u>619</u>
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II. Income

A. Contributions (figures in brackets represent number of units)

Actual 1971	Budget 1972		Proposed Budget 1973	Tentative Forecast 1974
25,833 (1)	38,775 (1½)	Denmark	42,000 (1½)	45,000 (1½)
-	129,250 (5)	France	140,000 (5)	150,000 (5)
129,167 (5)	129,250 (5)	Germany (Federal Republic)	140,000 (5)	150,000 (5)
25,833 (1)	51,700 (2)	Netherlands	56,000 (2)	60,000 (2)
-	38,775 (1½)	Sweden	42,000 (1½)	45,000 (1½)
129,167 (5)	129,250 (5)	United Kingdom	140,000 (5)	150,000 (5)
<u>310,000</u> (12)	<u>517,000</u> (20)		<u>560,000</u> (20)	<u>600,000</u> (20)

B. Miscellaneous

10,383	-	Interest	13,000	12,000
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/End of Annex II and  
end of document/