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INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

GENEVA

COUNCIL

**Fifteenth Ordinary Session
Geneva, November 10 to 12, 1981**

DRAFT PROGRAM AND BUDGET FOR 1982

presented by the Secretary-GeneralThe Present Document

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

(i) The Introduction contains, in particular, a comparison by budget heading of the expenditure and income proposed for 1982 with the 1981 budget as adopted.

(ii) Chapter I (Summary of Budget) contains a summary of income and expenditure proposed for 1982 as compared with the budget adopted for 1981, and also gives the actual figures for 1980.

(iii) Chapter II (Program and Expenses) describes each activity proposed and gives its cost wherever applicable.

(iv) Annex A contains a description of the budget headings.

INTRODUCTION

Program

2. The program for 1982 has eight principal aims, namely:

(i) to adjust all agreements in which UPOV is a party and all administrative and financial rules and regulations of UPOV to the Revised Act of the UPOV Convention of 1978;

(ii) to assist the member States of UPOV in taking all measures, in particular legislative measures, called for under the Revised Act of the UPOV Convention of 1978 or intended to be taken by the member States in connection with the entering into force of the said Revised Act;

(iii) to promote the ratification, acceptance or approval of, or accession to, the 1978 Revised Act of the UPOV Convention;

(iv) to propagate, where appropriate, the idea of plant variety protection in countries that do not yet afford such protection, and to advise them (if they so desire) on the introduction of such protection; to promote the accession to the Union of any non-member State wishing to join the Union;

(v) to intensify the existing legal and technical cooperation among member States in examination;

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(vi) to assist member States in establishing of a closer legal and technical cooperation;

(vii) to assist member States in establishing a greater harmony between the domestic legislations and practices;

(viii) to cooperate with national governments and international organizations in the defense of the plant breeders' rights system.

Staff

3. The number of posts for staff working exclusively for UPOV would remain at its 1981 level, that is:

- one Vice Secretary-General,
- three "P" posts, and
- four "G" posts.

Budget Headings

4. The budget headings are described in Annex A.

Comparison of the Draft Budget for 1982 with the 1981 Budget as Adopted

5. <u>Expenses in General</u>	<u>1981</u>	<u>1982</u>
In thousands of francs ¹	1,273	1,462
Percentage above previous year	-	+ 14.8%

The reasons for the increase are explained in detail in paragraphs 6 and 7 below.

Comparison of Expenditure Distinguishing Between "Program Variation"² and "Cost Variation"²

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

	(A)	(B)	(C)	(D)	(E)
	1981 Budget	1982 Program Costed at Same Cost Rates as 1981 Budget	Program Variation Increase/ (Decrease) (B) - (A) Amount %	Cost Variation Increase/ (Decrease) Amount %	1982 Program Costed at the Rate of Costs Applicable for 1982 (B) + (D)
Expenses proper to UPOV	907	870	37 +4.0%	132 +14.6%	1,076
Common Expenses	366	378	(12) -3.2%	32 + 8.7%	386
TOTAL Expenses	1,273	1,248	25 +1.9%	164 +12.9%	1,462

¹ In this document "francs" means Swiss francs.

² The Consultative Committee for Administrative Questions (CCAQ), a subsidiary body of the Administrative Committee on Coordination (ACC) within the United Nations Systems, 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.

(a) As far as the expenses proper to UPOV are concerned, the program increase is mainly due to the new activities foreseen for the harmonization of descriptor lists of plant species published by international organizations and by the publishing of the UPOV gazette in bound form. The cost increase is mainly due to the forecasting of inflation at the rate of approximately 5% in general and 10% on travel costs above the level of 1981, and also to the increase in staff costs not linked with inflation (e.g. seniority increases and reclassifications).

(b) As far as common expenses are concerned, the percentage of cost increase is, for similar reasons, the same as the cost increase--excluding reclassifications--of the expenses proper to UPOV; the program decrease reflects a decrease of the estimated share of UPOV in the common expenses of WIPO.

7. Expenses According to Objects of Expenditure

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

A. <u>Salaries and Common Staff Costs</u>	<u>1981</u>	<u>1982</u>
In thousands of francs	722	838
Percentage above previous year	-	+ 16.1%

The net increase of 116,000 francs is mainly due to the following factors:

(i) provision for the increase of the indemnity of the Secretary-General according to Article 3 of the Administrative Regulations of UPOV, provided the level of 30 contribution units is reached: 11,000 francs (or 1.5%);

(ii) provision for within-grade increases (due to seniority) for staff continuing in service (except the Secretary-General, who does not receive such an increase): 18,000 francs (or 2.5%);

(iii) provision for salary adjustment due to inflation: 36,000 francs (or 5.0%);

(iv) provision for reclassifications and upgradings referred to in item UV.09: 54,000 francs (or 7.5%).

B. <u>Travel on Official Business</u>	<u>1981</u>	<u>1982</u>
In thousands of francs	33	40
Percentage above previous year	-	+ 21.2%

The increase of 7,000 francs is mainly due to the increase forecast in the cost of air travel and of daily subsistence allowances (approximately 10%) and in the volume of travel in connection with negotiations with other international organizations with the aim to harmonize descriptor lists for certain plant species and preparations for representation of UPOV in the International Garden Show at Munich.

C. Contractual Services

(a) <u>Conferences</u>	<u>1981</u>	<u>1982</u>
In thousands of francs	44	51
Percentage above previous year	-	+ 15.9%

The increase of 7,000 francs is mainly due to the fact that in 1982 two sessions of the Technical Committee are envisaged while in 1981, exceptionally, the Technical Committee met only once.

(b) <u>Printing</u>	<u>1981</u>	<u>1982</u>
In thousands of francs	62	94
Percentage above previous year	-	+ 51.6%

The increase of 32,000 francs is mainly due to the publication in an improved form of the UPOV Newsletter which will be called UPOV Gazette (20,000 francs), to the printing of the General Information Brochure in four languages--rather than two languages as foreseen in the 1981 budget-- (9,000 francs) and to an increase of 5% due to forecasted inflation (3,000 francs).

<u>(c) Other</u>	<u>1981</u>	<u>1982</u>
In thousands of francs	3	4
Percentage above previous year . . .	-	+ 33.3%

The increase of 1,000 francs is relatively small.

D. General Operating Expenses

In the present draft budget of expenses proper to UPOV, this heading includes only one subhead:

	<u>1981</u>	<u>1982</u>
Rental of premises (in thousands of francs)	30	32
Percentage above previous year . . .	-	+ 6.6%

The increase of 2,000 francs is due to a reassessment of the rent payable by UPOV for the offices occupied in the WIPO building.

<u>E. Supplies and Materials</u>	<u>1981</u>	<u>1982</u>
In thousands of francs	2	4
Percentage above previous year . . .	-	+ 100%

The increase of 2,000 francs is due to reestimation in the light of experience.

<u>F. Furniture and Equipment</u>	<u>1981</u>	<u>1982</u>
In thousands of francs	2	2
Percentage change against previous year	-	0%

G. Other Expenses

<u>(a) Unforeseen</u>	<u>1981</u>	<u>1982</u>
In thousands of francs	9	11
Percentage above previous year . . .	-	+ 22.2%

As in the past, 1% of total expenditure proper to UPOV is budgeted for under this item.

<u>(b) Common Expenses</u>	<u>1981</u>	<u>1982</u>
In thousands of francs	366	386
Percentage above previous year . . .	-	+ 5.5%

The increase of 8,000 francs represents only 5.5% increase in common expenses whereas the expenses proper to UPOV increase by 18.6% (1,076,000 francs in 1982 against 907,000 francs in 1981). The reason therefor is explained in paragraph 6(b) above. It must however be borne in mind that the amount of the actual share of UPOV in the common expenses of WIPO will be established only in connection with the closing of the yearly accounts since the share of UPOV is, to a large extent, based on statistics relating to the actual situation in 1982.

Financing of the Expenses for 1982

8. It is proposed that the total expenses of 1,462,000 francs (see paragraph 5, above) be financed as follows:

	Francs
Contributions	1,437,000
Other Income	25,000
Total Income	<u>1,462,000</u> =====

9. Since at the time of preparing this document it is still unknown whether the Revised Act of 1978 will be in force on January 1, 1982, and since the number of contribution units chosen by one of the three new member States, namely the United States of America, is not yet known, the value of each unit will be the subject matter of an addendum to this document.

10. The Council is invited to adopt the program and budget of the Union for 1982.

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

<u>1980 Actual</u>	<u>1981 Adopted Budget</u>		<u>1982 Proposed Budget</u>
		INCOME	
1,169	1,228	Contributions	1,437 (a)
	25	Other Income	25
3		- Publications	5
45		- Miscellaneous	<u>20</u>
13	20	Utilization of Reserve Fund	
<u>1,230</u>	<u>1,273</u>		<u>1,462</u>
=====	=====		=====
		EXPENDITURE	
660	722	UV.09 <u>Staff:</u> Salaries and Common Staff Costs	838
		<u>Travel on Official Business:</u>	
		UV.01 - Council	4
		UV.04 - Technical Working Parties	12
		UV.08 - Contacts with Governments and Organizations	<u>24</u>
31	33	- Sub-total	40
		<u>Contractual Services:</u>	
		- <u>Conferences</u>	
		UV.01 - Council	10
		UV.02 - Consultative Committee	9
		UV.03 - Technical Committee	14
		UV.04 - Technical Working Parties	1
		UV.05 - Administrative and Legal Committee	<u>17</u>
55	44	- Sub-total	51
49	62	UV.06 - <u>Printing:</u> Information and Documentation	94
18	3	UV.06 - <u>Other:</u> Information and Documentation	4
28	30	UV.10 <u>General Operating Expenses:</u> Rental of Premises	32
5	2	UV.10 <u>Supplies and Materials</u>	4
9	2	UV.10 <u>Furniture and Equipment</u>	2
2	9	UV.10 <u>Other Expenses</u>	11
<u>857</u>	<u>907</u>	Sub-total: EXPENSES PROPER TO UPOV	<u>1,076</u>
373	366	* UV.12 Common Expenses	386
<u>1,230</u>	<u>1,273</u>	TOTAL EXPENSES	<u>1,462</u>
=====	=====		=====

(a) As to the value of the contribution unit, see paragraph 9 above.

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

UV.05		ADMINISTRATIVE AND LEGAL COMMITTEE														
<p>The Administrative and Legal Committee will meet twice, during a total of five days, in Geneva. It will treat all questions of an administrative and legal character and will give advice on these questions to the Council. Major tasks to be tackled by it will be the measures to be taken in view of the entry into force of the Revised Act of the Convention of 1978, in particular the preparation of an agreement of cooperation with the World Intellectual Property Organization, the preparation of a Headquarter's Agreement with the Swiss Confederation, the adjustment of the administrative and financial rules and regulations of UPOV, the discussion of legislative matters to be taken by the member States in view, or in connection with, the entry into force of the Revised Act of 1978, the planning for the medium and long-term development of the Union, including the preparation of any special agreements that member States might wish to conclude.</p> <p>Simultaneous interpretation will be provided for in three languages.</p>																
UV.05	TOTAL	Staff	Man/Months		Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
			(P & Sp.)	(G)	Missions	3rd. Party	Conferences	Consult.	Printing	Other						
	17						17									

UV.06		INFORMATION AND DOCUMENTATION														
<p>The Office of the Union will:</p> <ul style="list-style-type: none"> (i) have the Records of the Diplomatic Conference of 1978 printed and distributed in the third language; (ii) continue to collect legislative texts of member States and non-member States and information on the interpretation, in practice, of plant breeders' rights systems in various countries; (iii) print folders containing summary information on UPOV; (iv) publish brochures containing all texts of the UPOV Convention in two further languages other than the original languages; (v) publish new editions of the General Information Brochure of UPOV; (vi) publish a bound brochure containing the UPOV Model Law in up to two languages; (vii) continue the publication of the UPOV information newsletter, which will be called UPOV Gazette and will include official announcements concerning the Union, in a bound form. <p>Outside translators will be necessary for preparing some of the translations.</p>																
UV.06	TOTAL	Staff	Man/Months		Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
			(P & Sp.)	(G)	Missions	3rd. Party	Conferences	Consult.	Printing	Other						
	98								94	4						

UV.09		SALARIES AND COMMON STAFF COSTS													
<p>The Office of the Union will consist as in the previous year of the Secretary-General, the Vice Secretary-General, three staff members in the Professional category and four staff members in the General Services category.</p> <p>The amount budgeted covers the costs (54,000 francs) of reclassifying the post of the Vice Secretary-General (to the same level as the posts of Deputy Directors General in WIPO) and each of the three posts in the Professional category (by upgrading them by one grade). This is justified since the Secretary-General's work has become comparable to that of the Deputy Directors General and since, due to reclassifications in WIPO, the comparable posts are now classified higher in WIPO.</p>															
TOTAL	Staff	Man/Months *		Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
		(P & Sp.)	(G)	Missions	3rd. Party	Conferences	Consult.	Printing	Other						
UV.09	838	838	(48)	(48)											

* excluding the Secretary-General

UV.10		OTHER ADMINISTRATIVE AND PROGRAM SUPPORT EXPENSES													
<p><u>Operating Expenses (Rental of Premises):</u> The Office of the Union will continue to occupy space in the WIPO Building.</p> <p><u>Supplies and Materials:</u> Stationery and office supplies, subscriptions to periodicals, purchase of dictionaries, technical literature, etc., for the exclusive use of the Office of the Union.</p> <p><u>Furniture and Equipment:</u> Cost of office furniture and equipment purchased for the exclusive use of the Office of the Union.</p> <p><u>Other Expenses: Unforeseen Expenses:</u> 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 or for unforeseen expenses.</p>															
TOTAL	Staff	Man/Months		Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
		(P & Sp.)	(G)	Missions	3rd. Party	Conferences	Consult.	Printing	Other						
UV.10	49									32	4	2			11

UV.11		COMMON EXPENSES														
<p>UPOV's share in the common expenses is, where possible, 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/XII/2 (available in English, French, Spanish and Russian). Annex C, in particular, gives for each WIPO program item the share attributable to UPOV. Summary details of these expenses are as follows:</p>																
	<u>1980 Actual</u>	<u>1981 Budget</u>											<u>1982 Draft Budget</u>			
	244	246											267			
	1	2											2			
	9	5											5			
	34	29											38			
	41	38											35			
	43	42											35			
	1	4											4			
	<u>373 *</u>	<u>366 *</u>											<u>386 *</u>			
	===	===											===			
	TOTAL	Staff	Man/Months		Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
			(P & Sp.)	(G)	Missions	3rd. Party	Conferences	Consult.	Printing	Other						
UV.11	386															386

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

[Annex follows]

ANNEX

BUDGET HEADINGS, OBJECTS OF EXPENDITURE AND DEFINITIONS

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A. INCOME

"Ordinary Contributions"

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

"Publications"

Subscription dues paid for periodicals published by the Office of the Union; revenue from the sale of publications of the Office of the Union.

"Miscellaneous Income"

All other income not described above; accounting adjustments (credits) in respect of prior years; exchange gains.

B. OBJECTS OF EXPENDITURE

"Salaries & Common Staff Costs"

Standard Staff Costs: this subdivision includes all items which are connected with the staff members' monthly payroll, in particular: salaries, post adjustments, non-resident allowances and representation allowances; dependency allowances; language allowances; adjustments due to currency fluctuations; employer's contribution towards Pension Fund; participation in sickness insurance scheme.

Social Charges and Other Miscellaneous Staff Costs: this subdivision includes all staff related costs not included under the above subdivision, in particular: education grants; removal expenses; travel expenses of dependent children attending educational institutions; home leave; grants to cover costs of installation in Geneva; professional insurance premiums; recruitment costs; cost of medical examinations; short-term appointments; overtime; termination costs and repatriation grants; staff training.

"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: Travel, honoraria 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: honorarium, travel and daily subsistence allowance.

Printing: outside printing and binding, in particular: (i) reviews: paper and printing; (ii) 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 authors and translators of articles appearing in UPOV publications, fees of translators of documents; rental of computer time and fees for producing computer software.

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"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; data processing equipment; transportation equipment including petrol and lubricants.

Communications: cost of telephone, telegrams, telexes 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); exchange losses; audit fees and expenses connected therewith.

"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, cards, etc.)

"Acquisition of Furniture and Equipment"

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

"Acquisition and Improvement of Premises"

New Buildings: expenses directly connected with the acquisition or construction of buildings 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, daily subsistence allowance 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.

[NOTE]

It is to be noted that, subject to the following exceptions, the above definitions are the same as in the 1981 budget (see document C/XIV/4, Annex A):

(i) the definitions of "Conferences" and "Other Contractual Services" have been rearranged within the main object "Contractual Services";

(ii) the definitions of "Rental of Premises," "Maintenance of Premises" and "Communications" have been rearranged within the main object "General Operating Expenses".

[End of Annex and of document]