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INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

GENEVA

COUNCIL

**Sixteenth Ordinary Session
Geneva, October 13 to 15, 1982**

PROGRAM AND BUDGET FOR 1983

adopted by the CouncilThe Present Document

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

(i) The Introduction contains, in particular, an enumeration of the principle aims of the program for 1983 and a comparison by budget heading of the expenditure and income proposed for 1983 with the budget as adopted for 1982.

(ii) Chapter I (Summary of Budget) contains a summary of income and expenditure proposed for 1983 as compared with the budget adopted for 1982, and also gives the actual figures for 1981.

(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.

(v) Annex B shows the contribution payable by each member State if, on January 1, 1983, UPOV has 16 member States, contributing a total of 40.25 units.

INTRODUCTION

Program

2. The program for 1983 has the following principal aims:

(i) to assist, where still necessary, 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 for these States;

(ii) to promote the ratification, acceptance or approval of, or accession to, the 1978 Revised Act of the UPOV Convention by further States;

(iii) 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;

(iv) to intensify the existing legal and technical cooperation among member States in the examination of varieties and in the approval of variety denominations;

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

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

(vii) to cooperate with national governments and international organizations in explaining the protection of plant breeders' rights;

(viii) to take all necessary steps to facilitate the work of the breeders and the tasks of the plant variety authorities of member States;

(ix) to complete the adjustment of agreements to which UPOV is party and of all administrative and financial rules and regulations of UPOV to the 1978 Revised Act of the UPOV Convention.

Staff

3. The number of posts for staff working exclusively for UPOV under the UPOV budget would remain at its 1982 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 1983 with the 1982 Budget as Adopted

5. <u>Expenses in General</u>	<u>1982</u>	<u>1983</u>
In thousands of francs ¹	1,415	1,535
Percentage above previous year	-	+8.5%

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

¹ In this document "francs" means Swiss francs.

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)
	1982 Budget	1983 Program Costed at Same Cost Rates as 1982 Budget	1983 Program Variation Increase/ (Decrease) (B) - (A) Amount %	1983 Cost Variation Increase/ (Decrease) Amount %	1983 Program Costed at the Rate of Costs Applicable for 1983 (B) + (D)
Expenses proper to UPOV	1,029	1,044	15 +1.5%	109 +10.6%	1,153
Common Expenses	386	341	(45) -11.7%	41 +10.6%	382
TOTAL Expenses	1,415	1,385	(30) -2.1%	150 +10.6%	1,535

(a) As far as the expenses proper to UPOV are concerned, the program increase is mainly due to the provision for the attendance of one person, other than a staff member, at the Pan American Seed Seminar, to the provision for participating in the costs for preparing a new color chart, and also to the rental of an additional text processing workstation. The cost increase is mainly due to the forecasting of inflation at the rate of approximately 6% in general and 8% on travel costs above the level of 1982, and also to the increase in staff costs not linked with inflation (e.g. seniority increases, increases as a result of reclassifications in 1982 and an increase of 5% in professional salary scales foreseen in 1983).

(b) As far as common expenses are concerned, the percentage of cost increase is, for similar reasons, the same as the cost increase of the expenses proper to UPOV.

(c) All these variations are explained in detail in the following paragraph.

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>	1982	1983
In thousands of francs	807	933
Percentage above previous year	-	+15.6%

In making the comparison between the figures for 1983 and 1982, it must be borne in mind that the figure for 1982 under this subhead contains no provision for the reclassification of three "P" posts since the amount then estimated to be needed to cover such reclassification for the six months July to December 1982 (15,000 francs) was transferred from the subhead "Salaries and Common Staff Costs" to the subhead "Other expenses" (see subparagraph G, below).

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.

The net increase of 126,000 francs is due to the following factors:

(i) provision for within-grade increases (due to seniority) for staff continuing in service (except the Secretary-General and Vice Secretary-General, who do not receive such an increase): 12,000 francs (or 1.5%);

(ii) provision for possible salary adjustment due to inflation: 48,000 francs (or 5.9%);

(iii) provision for the higher salaries for the "P" staff due to the re-classifications and upgradings agreed upon in 1982 but not budgeted for in that year under the present subhead, as explained above: 26,000 francs (or 3.2%);

(iv) provision for possible increases in pensionable remuneration (brought about by adjustments decided in the United Nations system): 4,000 francs (or 0.5%);

(v) provision for a possible increase of 5% in professional salary scales: 28,000 francs (or 3.5%);

(vi) possible increases in common and other staff costs due to re-estimation on the basis of past experience: 8,000 francs (or 1.0%);

B. Travel on Official Business

(a) <u>Missions</u>	<u>1982</u>	<u>1983</u>
In thousands of francs	33	33
Percentage below/above previous year		+0%
 (b) <u>Third Party Travel</u>	 <u>1982</u>	 <u>1983</u>
In thousands of francs	4	14
Percentage above previous year		+250%

The increase of 10,000 francs is mainly due to the forecast that, as is the case in 1982 even though it was not anticipated in the 1982 budget, one of the speakers invited to address the annual UPOV Symposium would come from a country remote from Switzerland (4,000 francs) and to the provision for the attendance of a non-staff member at the Pan American Seed Seminar (6,000 francs).

C. Contractual Services

(a) <u>Conferences</u>	<u>1982</u>	<u>1983</u>
In thousands of francs	43	48
Percentage above previous year	-	+11.6%

The increase of 5,000 francs is mainly due: (i) to the fact that the hearing of non-governmental organizations is foreseen to last two days rather than one day as provided for in the 1982 budget for the information meeting with such organizations (3,000 francs); (ii) to cost increases due to inflation (2,000 francs).

(b) <u>Printing</u>	<u>1982</u>	<u>1983</u>
In thousands of francs	74	66
Percentage below previous year	-	-10.8%

The decrease of 8,000 francs is due to the fact that a major and costly task for which provision was made in the previous budgets, namely the preparation of the Records of the 1978 Diplomatic Conference, has now been completed (savings 40,000 francs). This saving is partly offset by the provision for printing of binders to receive the "Collection of Texts of the UPOV Convention and other Important Documents established by UPOV" (10,000 francs), provision for participating in the printing costs of a new color chart (10,000 francs), by cost increases due to inflation (2,000 francs) and by the need for an increase in the volume of publications as a result of the growing membership of the Union (10,000 francs).

(c) <u>Other</u>	<u>1982</u>	<u>1983</u>
In thousands of francs	4	4
Percentage below/above previous year		+0%

D. General Operating Expenses

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

	<u>1982</u>	<u>1983</u>
Rental of premises (in thousands of francs)	32	37
Percentage above previous year	-	+15.6%

The increase of 5,000 francs is due to the expected need for larger floor space (3,000 francs) and to an increase in the rent payable by UPOV for the offices occupied in the WIPO building in keeping with inflation (2,000 francs).

E. <u>Supplies and Materials</u>	<u>1982</u>	<u>1983</u>
In thousands of francs	4	2
Percentage below previous year	-	-50%

The decrease of 2,000 francs is due to re-estimation in the light of experience.

F. <u>Furniture and Equipment</u>	<u>1982</u>	<u>1983</u>
In thousands of francs	2	5
Percentage above previous year	-	+150%

The increase of 3,000 francs is due to provision for the rental of an additional word processing workstation.

G. Other Expenses

(a) <u>Unforeseen</u>	<u>1982</u>	<u>1983</u>
In thousands of francs	26	11
Percentage below previous year	-	-57.7%

The decrease of 15,000 francs is due to the non-recurrence of a provision of that amount made in the 1982 budget to cover the cost of promotions for half a year in 1982 (see subheading A, above).

(b) <u>Common Expenses</u>	<u>1982</u>	<u>1983</u>
In thousands of francs	386	382
Percentage below previous year	-	-1.0%

It must 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 1983.

Financing of the Expenses for 1983

8. It is proposed that the total expenses of 1,535,000 francs (see paragraph 5, above) be financed as follows:

	Francs
Contributions	1,504,000
Other Income	31,000
Total Income	<u>1,535,000</u> =====
Value of one contribution unit	37,366
Decrease in value of one unit from 1982 (39,155 francs)	- 4.6%

9. The Council unanimously adopted the above program and budget of the Union for 1983 in its meeting held on October 15, 1982.

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CHAPTER I - SUMMARY OF BUDGET AND COMPARISONS

(expressed in thousands of francs)

1981 <u>Actual</u>	1982 <u>Adopted Budget</u>		1983 <u>Proposed- Budget</u>
INCOME			
1,228	1,390	Contributions	1,504 (a)
		Other Income	
3	5	- Publications	5
25	20	- Miscellaneous	26
7	-	Utilization of Reserve Fund	-
<u>1,263</u> =====	<u>1,415</u> =====		<u>1,535</u> =====
EXPENDITURE			
725	807	UV.09 <u>Staff: Salaries and Common Staff Costs</u>	933
		<u>Travel on Official Business:</u>	
		- <u>Missions [Staff]</u>	
		UV.04 - Technical Working Parties	8
		UV.08 - Contacts with Governments and Organizations	25
23	33	- Sub-total	33
		- <u>Third Party Travel [non-staff]</u>	
		UV.01 - Council : members	6
		: Symposium speakers	8
6	4	- Sub-total	14
		<u>Contractual Services:</u>	
		- <u>Conferences</u>	
		UV.01 - Council	10
		UV.02 - Consultative Committee	9
		UV.03 - Technical Committee	7
		UV.04 - Technical Working Parties	1
		UV.05 - Administrative and Legal Committee	15
		UV.05 bis - Hearing	6
41	43	- Sub-total	48
68	74	UV.06 - <u>Printing: Information and Documentation</u>	66
-	4	UV.06 - <u>Other: Information and Documentation</u>	4
30	32	UV.10 <u>General Operating Expenses: Rental of Premises</u>	37
2	4	UV.10 <u>Supplies and Materials</u>	2
8	2	UV.10 <u>Furniture and Equipment</u>	5
1	26	UV.10 <u>Other Expenses</u>	11
<u>904</u>	<u>1,029</u>	Sub-total: EXPENSES PROPER TO UPOV	<u>1,153</u>
359	386	*UV.11 Common Expenses	382
<u>1,263</u> =====	<u>1,415</u> =====	TOTAL EXPENSES	<u>1,535</u> =====

(a) The value of the contribution unit is 1,504,000 divided by 40 1/4 units = 37,366
=====

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

UV.05 bis		HEARING OF NON-GOVERNMENTAL ORGANIZATIONS														
<p>There will be a hearing of non-governmental organizations on mainly two questions, the question of minimum distances between varieties and possibly the revised Guidelines for Variety Denominations. The hearing, which will immediately follow a meeting of the Administrative and Legal Committee, will last for two days and simultaneous interpretation will be provided for in three languages.</p>																
UV.05 bis	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						
	6						6									

UV.06		INFORMATION AND DOCUMENTATION														
<p>The Office of the Union will:</p> <ul style="list-style-type: none"> (i) continue the publication of "Plant Variety Protection," the UPOV Gazette and Newsletter, which will, as already started this year, contain publications of legislative texts of UPOV member States; (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) republish the brochure containing the texts of the UPOV Convention in two languages; publish such brochure in one further language; (v) publish new editions of the UPOV General Information Brochure in four languages; (vi) publish a bound brochure containing the UPOV Model Law in three languages; (vii) continue the publication and updating of the "Collection of Texts of the UPOV Convention and Other Important Documents Established by UPOV"; (viii) publish records on the annual Symposium in four languages; (ix) participate in the costs for preparing a new color chart; <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						
	70								66	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>																
UV.09	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						
	933	933	(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 or rented 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>																
UV.10	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						
	55										37	2	5			11

UV.11 COMMON EXPENSES

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:

1981 Actual	1982 * Budget		1983 * Budget
227	267	Salaries and Common Staff Costs	260
1	2	Printing	3
2	5	Other Contractual Services	3
40	38	Maintenance of Premises	44
32	35	Communications	35
47	35	Supplies and Materials; Furniture and Equipment	34
10	4	Other Expenses; Unforeseen Expenses	3
<u>359</u> =====	<u>386</u> ** =====		<u>382</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	382															382

* The WIPO budget was adopted for the 1982-1983 biennium

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

[Annexes follow]

BUDGET HEADINGS, OBJECTS OF EXPENDITURE AND DEFINITIONS

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; UPOV's share in WIPO common income.

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.

"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.

YEARLY CONTRIBUTIONS OF MEMBER STATES

(expressed in Swiss francs)

<u>1981</u> <u>Actual</u>	<u>1982</u> <u>Actual</u>	<u>Member States</u>	<u>Number</u> <u>of Units</u> <u>(1983)</u>	<u>1983</u> <u>Draft-Budget</u>
64,650	58,732	Belgium	1.5	56,050
64,650	58,732	Denmark	1.25	46,710
215,500	195,775	France	5.0	186,832
215,500	195,775	Germany, Federal Republic of	5.0	186,832
-	39,155	Ireland	1.0	37,366
21,550	19,577	Israel	0.5	18,683
86,200	78,310	Italy	2.0	74,733
-	-	Japan	5.0	186,832
129,300	117,465	Netherlands	3.0	112,100
-	39,155	New Zealand	1.0	37,366
43,100	39,155	South Africa	1.0	37,366
43,100	39,155	Spain	1.0	37,366
64,650	58,732	Sweden	1.5	56,050
64,650	58,732	Switzerland	1.5	56,050
215,500	195,775	United Kingdom	5.0	186,832
-	195,775	United States of America	5.0	186,832
<hr/> 1,228,350	<hr/> 1,390,000		<hr/> 40.25	<hr/> 1,504,000
=====	=====		=====	=====

[End of Annex B and of document]