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INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

GENEVA

COUNCIL

Twenty-seventh Ordinary Session

Geneva, October 29, 1993

DRAFT PROGRAM AND BUDGET FOR THE 1994-95 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 1994-95 biennium, a summary of the staff posts and a comparison, by budget headings, of the expenditure and income proposed for 1994-95 with the 1992-93 budget.

Chapter I (Summary of Budget and Comparisons) contains a summary of the income and expenditure proposed for the 1994-95 biennium as compared with the 1992-93 budget, and also gives the corresponding actual figures for the 1990-91 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 1994 and 1995, respectively; the calculations in the said Annex are based on the assumption that the contributions for the 1994-95 biennium would be payable in two equal instalments (one in January 1994, the other in January 1995), that UPOV would have 24 member States, and that the total number of the contribution units will be 47.0.

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 1994-95 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 1978 and 1991 Acts of the UPOV Convention (until the 1978 Act becomes closed to further accessions);

(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 and to establish guidelines for the implementation of the principle of essential derivation;

(vi) to promote a greater harmony between the domestic legislation and administrative practices of member States; to examine the possibility of creating and if appropriate implementing a centralized system relating to variety denominations and other data;

(vii) to explain, where appropriate in cooperation with national governments, with intergovernmental and with international non-governmental organizations, the protection of plant breeders' rights; to continue to publish information for that purpose;

(viii) to continue the progressive introduction of the Spanish 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 1994-95 Biennium with the Budget Adopted for the 1992-93 Biennium

4.	<u>Total Expenditure</u>	<u>1992-93</u>	<u>1994-95</u>
	In thousands of francs*	4,513	4,975
	Percentage increase for the biennium .		10.2%

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>1992-93</u> <u>Budget</u>	<u>Program</u> <u>Variation</u>		<u>Cost</u> <u>Variation</u>		<u>1994-95</u> <u>Budget</u>
		<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	
Expenses proper to UPOV	3,343	-107	-3.2%	443	+13.3%	3,679
Common Expenses	<u>1,170</u>	<u>-11</u>	<u>-0.9%</u>	<u>137</u>	<u>+11.7%</u>	<u>1,296</u>
Total Expenses	4,513	-118	-2.6%	580	+12.8%	4,975
	=====	====	=====	===	=====	=====

6. As far as the expenses proper to UPOV are concerned, the program variation of -107,000 francs is essentially due to the fact that no seminars will be funded from the UPOV budget in the 1994-95 biennium. They will only be held if extra-budgetary resources can be found to finance them.

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.

*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.

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>1992-93</u>	<u>1994-95</u>
In thousands of francs	2,591	2,975
Percentage increase for the biennium .		14.8%

The net increase of 384,000 francs for the biennium is due to the following factors:

(i) statutory cost increases for the cost of living provisions (202,000 francs (+7.8%)) 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 (55,000 francs (+2.1%)), for changes in grade (102,000 francs (+3.9%)), for increases in medical insurance premiums (10,000 francs (+0.4%)) and for higher dependency allowances and education grants (5,000 francs (+0.2%)), calculated on the basis of the UN/CCAQ standards (see Annex C);

(ii) a decrease in the amount of Swiss francs (9,000 francs (-0.3%)) 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 1.43 Swiss francs for one US dollar when the draft budget for the 1994-95 biennium was prepared, as opposed to 1.49 Swiss francs for one US dollar when the draft budget for the 1992-93 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.

(iii) an increase of 19,000 francs (+0.7%) in social charges. It is to be noted that the amount budgeted for social charges and other miscellaneous staff costs has been kept, as in the previous budget, at 5% of the budgeted standard costs for the biennium, i.e., 142,000 francs. It is proposed that, as for previous budgetary periods, any part of this amount not spent in the 1994-95 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), and C/25/4, paragraph 9(iii)).

B. Travel on Official Business

(a) <u>Missions</u>	<u>1992-93</u>	<u>1994-95</u>
In thousands of francs	154	168
Percentage increase for the biennium .		9.1%

The increase of 14,000 francs for the biennium is due to cost increases of 14,000 francs.

(b) <u>Third Party Travel</u>	<u>1992-93</u>	<u>1994-95</u>
In thousands of francs	108	15
Percentage decrease for the biennium .		-86.1%

The decrease of 93,000 francs for the biennium is due to a reduction of 94,000 francs for travel in respect of UPOV seminars, partly offset by cost increases of 1,000 francs.

C. Contractual Services

(a) <u>Conferences</u>	<u>1992-93</u>	<u>1994-95</u>
In thousands of francs	139	137
Percentage decrease for the biennium .		-1.4%

The decrease of 2,000 francs for the biennium is due to a reduction of 27,000 francs in respect of UPOV seminars and partly offset by increases of 6,000 francs for an additional meeting of the Consultative Committee and 5,000 francs for an additional meeting of the Technical Committee in conjunction with a meeting of the Working Group on Biochemical and Molecular Techniques and DNA-Profiling in Particular and cost increases of 14,000 francs.

(b) <u>Printing</u>	<u>1992-93</u>	<u>1994-95</u>
In thousands of francs	118	128
Percentage increase for the biennium .		8.5%

The increase of 10,000 francs for the biennium is due to provision for cost increases.

(c) <u>Other</u>	<u>1992-93</u>	<u>1994-95</u>
In thousands of francs	65	71
Percentage increase for the biennium .		9.2%

The increase of 6,000 francs for the biennium is due to provision for cost increases.

D. <u>General Operating Expenses</u>	<u>1992-93</u>	<u>1994-95</u>
This includes only one sub-heading:		
Rental of premises (in thousands of francs)	114	127
Percentage increase for the biennium .		11.4%

The increase of 13,000 francs for the biennium is due to provision of 3,000 francs for more office space because of a change in grade and for cost increases of 10,000 francs.

E. <u>Supplies and Materials</u>	<u>1992-93</u>	<u>1994-95</u>
In thousands of francs	7	8
Percentage increase for the biennium .		14.3%

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>1992-93</u>	<u>1994-95</u>
In thousands of francs	13	14
Percentage increase for the biennium .		7.7%

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

G. <u>Other Expenses</u>		
(a) <u>Unforeseen</u>	<u>1992-93</u>	<u>1994-95</u>
In thousands of francs	34	36
Percentage increase for the biennium .		5.9%

As in previous years, this provision is calculated on the basis of 1 percent of the expenses proper to UPOV.

(b) <u>Common Expenses</u>	<u>1992-93</u>	<u>1994-95</u>
In thousands of francs	1,170	1,296
Percentage increase for the biennium .		10.8%

The increase of 126,000 francs for the biennium is due to a cost increase 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.

10. Financing of the Expenses for the 1994-95 Biennium

It is proposed that the expenses of 4,975,000 francs for the 1994-95 biennium be financed by the contributions of member States to the extent of 4,881,000 francs and by publications income and miscellaneous income to the extent of 94,000 francs.

11. Comparison of Income (in thousands of francs)

	<u>1992-93</u>	<u>1994-95</u>	<u>Percentage Variation</u>
Contributions	4,001	4,881	+22.0%
Publications Income and Miscellaneous Income	195	94	-51.8%
Reserve Fund*	317	0	
Total	<u>4,513</u> =====	<u>4,975</u> =====	+10.2%

12. The amount of 4,881,000 francs shown in the preceding paragraph for contributions relates to the biennium. Half of that amount, i.e., 2,440,500 francs, would be payable in the month of January of each of the years 1994 and 1995. On the basis of the present membership of UPOV (24 States totalling 47 units), the amount payable each year for one contribution unit would be 51,926 francs. Since, for 1993, the amount of the contribution unit was 45,989 francs, the increase for 1994 would be 5,937 francs (or +12.9%), and there would, of course, be no change for 1995 as compared to 1994. The balance of the increased income derived from contributions (consisting of the difference between the overall 22.0% increase in income from contributions and the 12.9% increase in the contribution unit) is due to the accessions of the Czech Republic, Finland, Norway and Slovakia and the additional half unit of Spain.

13. Article 26(4)(a) of the 1978 Act of the UPOV Convention states:

"For each budgetary period, the amount corresponding to one contribution unit shall be obtained by dividing the total amount of the expenditure to be met in that period from the contributions of the member States of the Union by the total number of units applicable to those States."

As for the 1992-93 biennium, 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 not change but should remain at 51,926 francs for each of the years 1994 and 1995.

14. The Council is invited to adopt the program and budget of the Union for the biennium 1994-95, to fix the annual contributions for each of the two years, and to approve the proposal made in paragraph 13, above.

*It is to be noted that UPOV's Reserve Fund stood at 491,000 francs on December 31, 1991, and is expected to be about 208,000 francs on December 31, 1993.

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

1990-91 <u>Actual</u>	1992-93 <u>Budget</u>		Draft 1994-95 <u>Budget</u>
3,699	4,001	INCOME	
		Contributions	4,881
		Other Income	
16	25	- Publications	5
<u>259</u>	<u>170</u>	- Miscellaneous	<u>89</u>
<u>3,974</u>	<u>4,196</u>		<u>4,975</u>
=====	=====		=====
		EXPENDITURE	
2,227	2,591	UV.10 <u>Staff Expenses</u>	2,975
		<u>Travel on Official Business</u>	
		- Missions [Staff]	

		UV.04 - Technical Working Parties 48	
		UV.09 - Contacts with Governments and Organizations 120	
161	154	- Sub-total	168
		- Third Party Travel [non-staff]	

		UV.01 - Council: Symposium speakers 15	
106	108	- Sub-total	15
		<u>Contractual Services</u>	
		- Conferences	

		UV.01 - Council 29	
		UV.02 - Consultative Committee 28	
		UV.03 - Technical Committee 31	
		UV.05 - Administrative and Legal Committee 42	
		UV.07 - Meeting with International Organizations 7	
274	139	- Sub-total	137
89	118	UV.08 - Printing: Information and Documentation	128

		- Other	

		UV.08 - Information and Documentation 63	
48	65	UV.11 - Program Support Expenses 8	
		- Sub-total	71
104	114	UV.11 <u>General Operating Expenses: Rental of Premises</u>	127
3	7	UV.11 <u>Supplies and Materials</u>	8
4	13	UV.11 <u>Acquisition of Furniture and Equipment</u>	14
6	34	UV.11 <u>Other Expenses</u>	36
<u>3,072</u>	<u>3,343</u>	Sub-total: Expenses proper to UPOV	<u>3,679</u>
<u>1,115</u>	<u>1,170</u>	*UV.12 <u>Common Expenses</u>	<u>1,296</u>
4,187	4,513	Total Expenditure	4,975
=====	=====		=====
(213)	(317)	(DEFICIT) - Transferred from Reserve Fund	0

*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 two days in 1994 and for one day in 1995 in Geneva. One day of the session in 1994 will be devoted to a symposium (possibly on animal breeders' rights).

Simultaneous interpretation will be provided for in four languages.

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellowships	Other Expenses
			Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.01	44			15	29									

UV.02 CONSULTATIVE COMMITTEE
[Ex UV.02]

In 1994 and 1995, the Consultative Committee will meet twice for one day in each year 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
			Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.02	28				28									

UV.03 TECHNICAL COMMITTEE
[Ex UV.03]

The Technical Committee will meet in the years 1994 and 1995 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 three languages.

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellowships	Other Expenses
			Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.03	31				31									

*"Ex" numbers refer to the numbers of the corresponding program items in the document that contained the draft program and budget for the 1992-93 biennium (C/25/4, Chapter II).

UV.04 TECHNICAL WORKING PARTIES
[Ex UV.04]

The Technical Working Parties for

- Agricultural Crops
- Fruit Crops
- Vegetables
- Ornamental Plants and Forest Trees
- Automation and Computer Programs

will each meet once in each of the years 1994 and 1995 for three to four days generally outside Geneva but from time to time in Geneva. Subgroups, set up for special subjects or individual species, will meet for one or exceptionally two days before several sessions or for two to four days at dates not connected with sessions of the respective Technical Working Party. All Technical Working Parties will discuss technical questions of a general nature and prepare standard forms for technical information requested from breeders applying for protection. In addition, the first four of the above-mentioned Working Parties will work on the drawing up or revision of guidelines for the conduct of tests on new varieties and on the impact of the application of new technologies to the testing of varieties. The Working Party on Automation and Computer Programs will discuss the possibilities of harmonizing computer programs used by national authorities of member States for the administrative handling of applications for plant variety protection, for the preparation of growing tests, for the statistical evaluation of the test results, for the description of varieties and for the exchange of data between those authorities. It will furthermore study the setting up of a UPOV central computerized data base.

The Working Group on Biochemical and Molecular Techniques and DNA-Profiling in Particular will meet once or twice in each of the years 1994 and 1995 to discuss the possibilities of biochemical and molecular techniques in the testing of varieties and their possible harmonization for use for the testing for distinctness and uniformity. The meetings will in general be held in Geneva, but might occasionally be held at a national Office applying or studying those methods in order to see the methods and their difficulties in practice.

Depending on the development in the technical field, one or two workshops may be organized.

No interpretation will be provided for these meetings.

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellowships	Other Expenses
			Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.04	48		48											

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

The Administrative and Legal Committee will meet in the years 1994 and 1995 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 three languages.

	TOTAL	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellowships	Other Expenses
			Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.05	42				42									

UV.06 UPOV SEMINARS

[Ex UV.06]

No seminars will be funded from the UPOV budget in 1994-95. They will only be held if extra-budgetary resources can be found to finance them.

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

UV.07 MEETING WITH INTERNATIONAL ORGANIZATIONS

[Ex UV.07]

There will be a meeting in 1995 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
			Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.07	7				7									

UV.08 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;
- (vi) continue the updating of the "Collection of the Texts of the UPOV Convention and Other Important Documents Established by UPOV" in four languages.

UV.11 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
			Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.11	193							8	127	8	14			36

UV.12 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/XXIV/2, whose Annex 3, in particular, gives for each WIPO item the share attributable to UPOV. Summary details of these expenses are as follows:

1990-91 <u>Actual</u>	1992-93 <u>Budget</u>		1994-95 <u>Budget</u>
851	901	Staff Expenses	983
2	16	Data Processing	16
3	-	Miscellaneous Printing	-
95	83	Maintenance of Buildings	113
39	54	Equipment and Supplies	53
110	102	Communications	115
15	14	Other Expenses	16
<u>1,115</u> =====	<u>1,170</u> =====		<u>1,296</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	Staff	Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equipment	Premises	Fellowships	Other Expenses
			Missions	3rdParty	Conf.	Consult.	Print.	Other						
UV.12	1,296													1,296

[Annex A follows]

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 allowances 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: honoraria, 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: honoraria, 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 authors and translators of articles appearing in UPOV publications; 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 1992-93 biennium (C/25/4, Annex A).

[Annex B follows]

CONTRIBUTIONS OF MEMBER STATES
(expressed in Swiss francs)

1992 <u>Actual</u>	1993 <u>Actual</u>	<u>Member States</u>	Number <u>of Units</u>	<u>Draft 1994-95 Budget</u>	
				<u>Payable in January 1994</u>	<u>Payable in January 1995</u>
45,989	45,989	Australia	1.0	51,926	51,926
68,983	68,983	Belgium	1.5	77,889	77,889
45,989	45,989	Canada	1.0	51,926	51,926
22,994	22,994	Czechoslovakia	-	-	-
-	-	Czech Republic	0.5	25,963	25,963
68,983	68,983	Denmark	1.5	77,889	77,889
-	-	Finland	1.0	51,926	51,926
229,945	229,945	France	5.0	259,630	259,630
229,945	229,945	Germany	5.0	259,630	259,630
22,994	22,994	Hungary	0.5	25,963	25,963
45,989	45,989	Ireland	1.0	51,926	51,926
22,994	22,994	Israel	0.5	25,963	25,963
91,978	91,978	Italy	2.0	103,852	103,852
229,945	229,945	Japan	5.0	259,630	259,630
137,967	137,967	Netherlands	3.0	155,778	155,778
45,989	45,989	New Zealand	1.0	51,926	51,926
-	-	Norway*	1.0	51,926	51,926
22,994	22,994	Poland	0.5	25,963	25,963
-	-	Slovakia	0.5	25,963	25,963
45,989	45,989	South Africa	1.0	51,926	51,926
68,983	68,983	Spain	1.5	77,889	77,889
68,983	68,983	Sweden	1.5	77,889	77,889
68,983	68,983	Switzerland	1.5	77,889	77,889
229,945	229,945	United Kingdom	5.0	259,630	259,630
229,945	229,945	United States of America	5.0	259,630	259,630
<hr/> 2,046,506 =====	<hr/> 2,046,506 =====		<hr/> 47.0 =====	<hr/> 2,440,522 =====	<hr/> 2,440,522 =====

*Expected to become a member State of UPOV in September 1993

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 1994 and 1995, 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/1992/FB/R.35, dated August 19, 1992), which provides estimates of the cost increases that might be expected in 1994 and 1995 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/1992/FB/R.35, Annex I, paragraphs 7 and 8):

(i) overall rate of inflation: "it appeared reasonable to assume an overall rate of inflation in Geneva of four percent per annum both in 1994 and 1995, as well as in 1993."

(ii) staff costs for the Professional and higher categories in Geneva (hereinafter referred to as the "Professional staff"): "in 1990 the International Civil Service Commission had reaffirmed its previous decision to review post-adjustment indices at European and North American duty stations either after a full five per cent movement of the local consumer price index or after the completion of a 12-month period, whichever occurred first. Since a post-adjustment increase had taken place in Geneva in July 1992, further increases could now be foreseen for the same month in 1993, 1994 and 1995, in amounts roughly equivalent to the general rate of inflation being assumed. ... It was noted that the ICSC was planning to revise the methodology followed for measurement of the cost-of-living differential between Washington, the capital of the comparator country, and New York, the base of the common system. Depending on the outcome of this revision and the application of the Federal Employees' Pay Comparability Act, which provided for the adjustment of levels of remuneration in the comparator civil service, the lower limit of the margin (110) might be approached in 1994."

(iii) staff costs for the General Service category in Geneva: "two criteria now determined the application of interim adjustments to General Service salaries between surveys of the best prevailing local conditions: movement of the reference index by five per cent or more since the most recent adjustment or, failing this, completion of a 12-month period since that adjustment. On the basis of these criteria and of the general rate of inflation now being assumed, net salary increases for staff in the General Service category in Geneva would be of the order of four per cent in January of each of the years 1993, 1994 and 1995. The comprehensive salary survey scheduled for 1995 might, however, affect the levels of salary actually payable in that year."

(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 1991 and reflected an across-the-board increase of 3.9 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 post adjustment. The latter was expected to rise by 4.6 per cent in November 1992 and thereafter in

accordance with prevailing rates of inflation, currently projected at 4.5 per cent per annum for the years from 1993 to 1995."

(v) contributions of the General Service staff to the United Nations Joint Staff Pension Fund: "increases in the net Geneva General Service salary scale during the period under consideration would result in smaller increases than had previously been the case in the corresponding gross salary, and the pensionable remuneration derived from it. From 1993 onwards the increase in gross salary would be lower by about two per cent on average than that in net salary as a result of application of the new rates of staff assessment of January 1992, and from January 1994 onwards there would be an additional difference of about 2.4 per cent as a result of the new methodology for determining pensionable remuneration. On the basis of the four per cent annual increases in net salary expected under interim adjustment procedures, the increases in gross salary to be foreseen during the period 1993-1995 would accordingly come to two per cent as from January 1993 and to 1.6 per cent as from January 1994."

(vi) other common staff costs: for the Professional staff, "increases in dependency allowances and in maximum reimbursement levels under the education grant were foreseen in 1993. The increases amounted to 21 per cent in the children's allowance, 50 per cent in the secondary dependant's allowance and from 18 to 25 per cent for five separate currencies covered under the education grant. Further increases in education grant reimbursement levels in a number of currencies such as the pound sterling, the US dollar and the Swiss franc were foreseen for the academic year 1994-1995. The salary increases to be paid to staff in the General Service category were expected to be accompanied by some increases in dependency allowances, which were affected by local rates of taxation."

(vii) air fares and air freight: "it was agreed that increases in air fares should be foreseen for 1994 and 1995 at the same level as the general rate of inflation being assumed, i.e. four per cent per annum. It was also agreed that increases in the cost of air freight should be foreseen at 2 per cent above that rate, i.e. at six per cent per annum."

(viii) contractual printing and binding: "increases of four 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, higher 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."

(xi) other utilities: "for water, it was likely that rates would be raised fairly sharply to discourage consumption. Increases of eight per cent per annum could thus be foreseen for 1994 and 1995. For electricity, increases were expected to be in line with the general rate of inflation being assumed."

(xii) communications (telex and facsimile charges, telephone services, pouch services, postage): "facsimile messages could be expected to represent a growing proportion of the organizations' external and internal communications. No increases needed to be provided for in 1994 or 1995 for the cost of such messages or for telephone charges over long distances,

given the competitive conditions prevailing in this area. Local telephone and facsimile charges were expected to increase by three per cent per annum. 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, it was foreseen that an increase of 12 per cent for "A", or first-class, mail would be applied by the Swiss PTT with effect from 1 January 1993. Increases of over 20 per cent were expected to be put into effect on the same date for "B", or non-priority surface mail, including printed matter, which accounted for a large part of the organizations' shipments. Following these increases, postage costs were likely to remain stable in 1994 and 1995."

(xiii) paper and printing supplies: "for paper purchased in Switzerland, where significant economies were achieved through joint purchasing arrangements, the available information suggested that increases of four per cent per annum should be assumed for 1994 and 1995. Increases of the same magnitude could be expected for printing supplies."

(xiv) other supplies and materials: "it was recommended that increases of three per cent per annum should be foreseen for computer supplies. The cost of other supplies was expected to increase in accordance with the general rate of inflation being assumed."

(xv) acquisition of furniture and equipment: "for computer and office automation equipment, the steady price decreases currently experienced were expected to continue. On the other hand, there was usually a need to replace older equipment with more sophisticated equipment, which tended to increase costs. For other equipment and for furniture, average increases were foreseen in 1994 and 1995 at the same level as the general rate of inflation being assumed."

[End of document]