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UPOV

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INTERNATIONAL UNION FOR THE PROTECTION OF NEW VARIETIES OF PLANTS

GENEVA

COUNCIL

Tenth Ordinary Session
Geneva, October 13 to 15, 1976

DRAFT PROGRAM AND BUDGET FOR 1977

presented by the Secretary General

SUMMARY

This document contains the draft program and budget of UPOV for 1977. The proposed budget provides for expenses amounting to 964,000 Swiss francs; approximately 97% of this amount would be covered by contributions payable by member States (933,000 Swiss francs) and the balance by miscellaneous income.

The 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 expenditure and income proposed for 1977 with the 1976 adopted budget;

(ii) Chapter I (Summary of Budget) contains a Summary of Income and Expenditure proposed for 1977 with comparison to the 1976 adopted budget and also gives the actual figures for 1975;

(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 amount of the contribution payable by each member State on the assumption that the total amount of contributions proposed in the present budget is adopted and on the basis of the present membership of UPOV.

INTRODUCTION

Budget headings:

2. The program will in essence have to be only a continuation of the work done in previous years though the necessity to hold a revision conference soon and other factors would have asked for the enlargement of certain activities. The Office has abstained from proposing any enlargement, and has even proposed cuts on certain items, in view of the fact that the budget for 1977 has probably again to be based on the contribution of only six member States as, until today, no further States have ratified the UPOV Convention or have acceded to it. Also, the budgetary situation in all member States is reported to be very serious. Under these circumstances, and as long as they last, the Office thinks it to be necessary to postpone any increase in the activities. The program will consist of the activities described in detail in Chapter II below.

3. The budget headings (described in Annex A) are the same as in the 1976 budget as far as income headings are concerned. As far as expenditure is concerned, they differ somewhat from those used in the 1976 budget. The changes are desirable to conform with the headings adopted by the International Bureau of WIPO in order to be as much in line as possible with the "objects of expenditure classification" developed through consultation among the United Nations System of organizations.

Comparison of the draft budget for 1977 with Adopted Budget for 19764. Expenses in General

	<u>1976</u>	<u>1977</u>
In thousands of francs	832	964
In percentages above previous year	-	+ 15.9%

The reasons for the increase are explained in detail in paragraph 5, below.

5. Expenses According to Objects of Expenditure

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

A. Salaries and Common Staff Costs*

	<u>1976</u>	<u>1977</u>
In thousands of francs	433	498
In percentages above previous year	-	+ 15.0%

* Heading abbreviated "Staff" in the budget Tables.

This heading increases by 65,000 francs. Of that amount 12,000 francs or 2.8% is due to a salary increase of approximately 13% granted, in the UN common system to staff belonging to the General Service category; 6,000 francs or 1.4% represent provision for "within grade" (that is, seniority caused) increases for staff continuing in service in 1977 (except the Secretary-General who does not have such an increase and the Vice Secretary-General who has such an increase every two years only); approximately 18,000 francs or 4.2% is due to provision for promotion of a staff member from P1 to P2; 15,000 francs or 3.5% is due to the change in the indemnity of the Secretary General (see item G, below) and approximately 22,000 francs or 5.0% represent provision for increases in the cost of living. These make up a total of 73,000 francs from which may be deducted some 8,000 francs or 1.9% representing slight overcostings in the 1976 budget.

B. Travel on Official Business*

	<u>1976</u>	<u>1977</u>
In thousands of francs	27	29
In percentages above previous year	-	+ 7.4%

The increase, 2,000 francs is modest and, in view of the expected increase in the cost of travel and hotels, it is foreseen that the number of missions in 1977 will probably be the same as, if not less than, in 1976.

C. Contractual Services

(a) Conferences

	<u>1976</u>	<u>1977</u>
In thousands of francs	43	50
In percentages above previous year	-	+ 16.3%

The increase of 7,000 francs is mainly due to provision, in 1977, for interpretation in the session of the Committee of Experts for International Cooperation in Examination which the Council had decided, as an exceptional measure, not to provide for in the 1976 budget (5,000 francs). The remaining increase of 2,000 francs is due to the normal rise in the cost of interpretation and other expenses connected with servicing meetings.

(b) Printing

	<u>1976</u>	<u>1977</u>
In thousands of francs	4	21
In percentages above previous year	-	+ 425.0%

The increase under this subhead (17,000 francs) must be reduced by 7,000 francs of receipts foreseen from the sale of UPOV publications and newsletters and included under "Miscellaneous Income" in the present draft budget. The amount budgeted for 1977 is based on the experience of 1975.

D. General Operating Expenses**

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

Rental of premises

	<u>1976</u>	<u>1977</u>
In thousands of francs	25	27
In percentages above previous year		+ 8.0%

The increase of 2,000 francs is due to foreseeable increase in the cost of rentals.

* Heading abbreviated "Travel" in the budget Tables.

** Heading abbreviated "Operating Expenses" in the budget Tables.

E. Supplies and Materials

	<u>1976</u>	<u>1977</u>
In thousands of francs	2	2
In percentages above previous year	-	0%

F. Furniture and Equipment

	<u>1976</u>	<u>1977</u>
In thousands of francs	6	1
In percentages below previous year	-	- 83.3%

The Office of the Union will have to postpone any greater expenditure for furniture and equipment, as it has done already during 1975 and is doing in 1976, until future years.

G. Other Expenses(a) Unforeseen

	<u>1976</u>	<u>1977</u>
In thousands of francs	16	6
In percentages below previous year	-	- 62.5%

In comparing the figure proposed for 1977 to the figure for 1976, it must be borne in mind that the Council had increased the 1976 provision for unforeseen expenses by 10,000 francs mainly for the possible increase of the indemnity of the Secretary General (see document C/IX/12, paragraph 32(vi)).

(b) Common Expenses

	<u>1976</u>	<u>1977</u>
In thousands of francs	276	330
In percentages below previous year	-	+ 19.6

The Common expenses increase of 54,000 francs may be analyzed as follows:

	<u>1976</u>	<u>1977</u>	
Salaries and Common Staff costs	224	234	+ 4.5%
General Operating Expenses:			
Maintenance of premises	13	44	+ 238.0%
Communications	13	21	+ 61.5%
All other	26	31	+ 19.2%

(i) It should be noted that, although staff costs in the WIPO Budget for 1977 increase by 11.4%, the increase in this subhead reflected here is only 4.5%.

(ii) The substantial increase in the cost of Maintenance of Premises is due to expenses connected with the move of the UPOV Office into the new WIPO Building (see paragraph 18(D)(b)(i)* and item SA.10 in the WIPO budget**). It must be reduced by 11,000 francs of receipts from UPOV's participation in the rental of the WIPO Old building left vacant after the move to the New building and included under "Miscellaneous Income" in the present draft budget.

* Paragraph 18(D)(b)(i) reads as follows:

"From 342,000 francs in 1976, the expenses budgeted for under this heading increase to 1,468,000 francs in 1977, that is, by 1,126,000 francs. The amount for 1977 is calculated on the assumption that, in mid-1977, the present premises will be abandoned and the new building will be occupied. It is estimated that, for six months in 1977, the maintenance and running costs of the new building will amount to approximately 810,000 francs (insurances, 45,000; cleaning, 255,000; maintenance contracts for air-conditioning equipment, lifts, fire detectors, etc., 85,000; heating, 255,000; electricity and water, 170,000). In addition, the 1977 budget carries provision for the initial cleaning of the building and landscaping prior to occupation (270,000 francs), for the initial filling of fuel tanks (80,000 francs) and for an initial stock of spare parts (65,000 francs). Thus, the increase for 1977 due to the new building will be 1,225,000 francs, from which may be deducted some 100,000 francs savings on the maintenance cost of the present buildings for six months."

** Document AB/VII/2 (available in English and French only).

(iii) The increase in expenses of Communications (telephone and postage) are due, for the most part to the fact that postal rates and telephone charges have been sharply increased in Switzerland in 1976 and this was not reflected in the 1976 budget figure of 13,000 francs.

6. Income

The comparison, expressed in thousands of francs is as follows:

	<u>1976</u>	<u>1977</u>	
Contributions	774	933	+ 20.5%
Miscellaneous	16	31	+ 93.8%
Withdrawal from Reserve Fund	42	-	-

A. Contributions

It should be noted that, as indicated by the Secretary General when the budget for 1976 was presented and approved (see document C/IX/4, paragraph 29), the Reserve Fund is expected to be totally exhausted by the end of 1976. Consequently, and contrary to the budgets for 1976 and preceding years, it is necessary that all the expenses be covered from contributions (with the exception of the relatively small amount (31,000 francs) of miscellaneous income). These are calculated on the basis that the membership of the Union will be the same in 1977 as in 1976. It is recalled that when the budget for 1976 was approved the Council noted that "unless new member States adhere in the course of 1976, the increase of contributions between 1976 and 1977, with unchanged program, will be around 25%" (document C/IX/4, paragraph 29). According to the present draft budget it is 20.5%.

B. Miscellaneous

The increase is due to UPOV's participation in the rental of the WIPO Old building left vacant after the move into the new building (11,000 francs--see WIPO budget, Chapter I, page 19) and to the expected increase in the income from the sale of publications (7,000 francs in 1977 against 3,000 francs budgeted for in 1976).

7. The Council is invited to adopt the program and budget of the Union for the year 1977.

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

<u>1975</u> Actual	<u>1976</u> Adopted Budget		<u>1977</u> Proposed Budget
		<u>INCOME:</u>	
670	774	Contributions	933
<u>20</u>	<u>16</u>	Miscellaneous	<u>31</u>
690	790	TOTAL INCOME	964
===	===		===
		<u>EXPENDITURE:</u>	
380	433	Salaries and Common Staff Costs (UV.13)	498
38*	27	Travel on Official Business	29
		(UV.04 11)	
		(UV.12 18)	
		Contractual Services:	
60	43	Conferences	50
		(UV.01 7)	
		(UV.02 14)	
		(UV.03 1)	
		(UV.04 1)	
		(UV.05 7)	
		(UV.06 20)	
22	4	Printing (UV.09)	21
1	-	Other	-
		Other Operating Expenses:	
23	25	Rental of Premises (UV.14)	27
1	2	Supplies and Materials (UV.14)	2
1	6	Furniture and Equipment (UV.14)	1
		Other Expenses:	
<u>-</u>	<u>16</u>	Unforeseen (UV.14)	<u>6</u>
526	556	sub-total: expenses proper to UPOV	634
<u>251</u>	<u>276</u>	Common Expenses (UV.15)**	<u>330</u>
777	832	TOTAL EXPENDITURE	964
-87	-42	RESULT	-0-
===	===		===

* Includes also missions of members of the Council

** Details of common expenses:

<u>1975</u>	<u>1976</u>		<u>1977</u>
185	224	Salaries and Common Staff Costs	234
		Contractual Services:	
-	-	Printing	1
1	5	Other	4
		General Operating Expenses:	
12	12	Rental of Premises	8
17	13	Maintenance of Premises	44
16	13	Communications	21
20	14	Supplies and Materials; Furniture and Equipment	15
-	3	Other Expenses (Unforeseen)	3
<u>-</u>	<u>-8</u>	<u>Less: reduction (document C/IX/12, paragraph 32(iv))</u>	<u>-</u>
251	276		330
===	===		===

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

UV.01	COUNCIL														
<p>The Council will meet once for three days at Geneva to exercise its functions as provided in the UPOV Convention. No interpretation will be provided for the last day of the session.</p>															
UV.01	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					
	7						7								

UV.02	CONSULTATIVE COMMITTEE														
<p>The Consultative Committee, consisting of delegates from all member States, will meet twice in Geneva for a total of four days, in the exercise of its functions as a consultative body of the Council.</p>															
UV.02	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					
	14						14								

UV.03	TECHNICAL STEERING COMMITTEE														
<p>Though the tasks of the Technical Steering Committee will considerably increase due to the growing cooperation in examination between member States, it will not be possible to convene a greater number of sessions than in the previous years. The Committee will therefore meet twice, for up to three days each time, to study and make proposals concerning the possibility for adopting uniform methods, procedures and standards for the examination of varieties, to supervise under the guidance of the Council the work of the Technical Working Parties and to approve the test guidelines elaborated by these Working Parties as well as to give advice to the Council in all questions of a technical nature within UPOV. No interpretation will be provided for in these sessions.</p>															
UV.03	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					
	1						1								

UV.04		TECHNICAL WORKING PARTIES													
<p>The five Technical Working Parties for</p> <p>(i) Agricultural Crops, (ii) Vegetables, (iii) Fruit Crops, (iv) Ornamental Plants, and (v) Forest Trees,</p> <p>will each meet probably once or twice for two or three days. On the whole, seven sessions are foreseen at a National Office and one at the headquarters of UPOV. The Working Parties will work on the drawing up of guidelines for the conduct of tests of new varieties and standard forms for technical information from breeders applying for protection. No interpretation will be provided for these meetings.</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.04	12					11		1							

UV.05		COMMITTEE OF EXPERTS FOR INTERNATIONAL COOPERATION IN EXAMINATION													
<p>This Committee will meet once in Geneva, for two days to promote the distribution of the work of testing new varieties of plants among National Offices and the exchange of test results between such Offices and search for other possibilities of technical cooperation between these Offices.</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.05	7							7							

UV.06		COMMITTEE OF EXPERTS FOR THE INTERPRETATION AND REVISION OF THE CONVENTION													
<p>This Committee will meet twice, for four days each time, to study and prepare proposals for revision of certain provisions of the Convention in preparation of the Revision Conference scheduled for 1978. Only for three days of each of these sessions, will interpretation be provided for.</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.06	20							20							

UV.07		WORKING GROUP ON VARIETY DENOMINATIONS													
<p>This Working Group will concentrate on questions of concern for the Revision Conference of 1978. It will hold short sessions jointly or in connection with sessions of the Committee of Experts on the Interpretation and Revision of the Convention. Consequently, no extra expenses arise.</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.07	No extra costs														

UV.08		FEE HARMONIZATION WORKING PARTY													
<p>This Working Party will meet, if necessary, jointly or in connection with a session of the Committee of Experts on International Cooperation in Examination. Consequently, no extra expenses arise.</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.08	No extra costs														

UV.09		INFORMATION AND DOCUMENTATION													
<p>The Office of the Union will:</p> <ul style="list-style-type: none"> (i) continue to collect legislative texts of member States and non member States; (ii) continue to collect information on the implementation, in practice, of plant breeders' rights systems in various countries; (iii) publish new editions of General Information Brochure on UPOV in three working languages and possibly in other languages such as Russian and Japanese; (iv) continue establishing a vocabulary of UPOV terms in English, French and German; (v) continue the publication of an Information Newsletter. Recipients will in general be charged a fee for the copies they receive so as to cover part of the cost; (vi) continue the publication and printing of brochures containing the UPOV Convention and Additional Act. 															
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	21									21					

UV.10		EXCHANGE OF VARIETY DENOMINATIONS														
<p>By decision of the Council, implementation of Article 13(6) of the Convention on the exchange of variety denominations through the Office of the Union has been postponed. As in previous years, and so also for 1977, the Office of the Union will not carry out the tasks provided for under the said Article (see documents UPOV/C/V/33 and UPOV/C/VII/5 Rev., paragraph 11).</p>																
UV.10	TOTAL	Staff	Man/Months		Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
	No extra costs		(P & Sp.)	(G)	Missions	3rd. Party	Conferences	Consult.	Printing	Other						

UV.11		ADVICE TO GOVERNMENTS														
<p>The Office of the Union will, as in former years, be available--if so requested--to give advice and information on 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 acceding to the UPOV Convention. It will especially give advice to States preparing national laws for the protection of plant varieties and comment on the compatibility of such laws with the UPOV Convention. This latter activity has considerably increased recently and is likely to further increase in the future.</p>																
UV.11	TOTAL	Staff	Man/Months		Travel		Contractual Services				Operating Expenses	Supplies & Materials	Furniture & Equip.	Premises	Fellowships	Other Expenses
	No extra costs		(P & Sp.)	(G)	Missions	3rd. Party	Conferences	Consult.	Printing	Other						

UV.12		CONTACTS WITH GOVERNMENTS, INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANIZATIONS														
<p>The Office of the Union will maintain contacts with Governments of both member States and non-member States, with interested intergovernmental organizations, particularly the Food and Agriculture Organization of the United Nations (FAO) and the Organization for Economic Cooperation and Development (OECD), with semi-governmental organizations (ISTA), and with international non-governmental organizations working in the field of plant breeding and seed trade such as AIPH, ASSINSEL, CIOPORA and FIS and with other international non-governmental organizations such as AIPPI and ICC, in order to:</p> <ul style="list-style-type: none"> (i) inform them, and discuss with them on, the objectives and activities of UPOV, especially on the items which will be the subject of the next Revision Conference of UPOV; (ii) learn about their activities and their position regarding UPOV and envisaged amendments of the UPOV Convention; (iii) institute, where appropriate, exchange of publications, mutual attendance of certain meetings, and other means of cooperation; (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 and as to other questions of mutual interest; (v) establish and maintain contacts with non-member States envisaging accession to the UPOV Convention. 																
UV.12	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						
	18				18											

UV.13		STAFF														
<p>The Office of the Union will continue to consist of the Secretary-General, the Vice Secretary-General (D2) and four staff members (P3, P2, G5, G4).</p>																
UV.13	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						
	498	498	(36) *	(24)												

* excluding the Secretary-General.

UV.14		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 buildings, and, from autumn 1977 onward in the new 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>																
UV.14	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						
	36										27	2	1			6

UV.15		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/VII/2 of April 9, 1976 (available in English and French only), where specifications and explanations are given. The attention of the Council is drawn, in particular, to paragraphs 6 and 10 of the said document and to items MG.01, ER.01, ER.02, ER.03, ER.04, SA.01, SA.02, SA.03, SA.04, SA.05, SA.06, SA.07, SA.08, SA.09, SA.10, SA.11, SA.12, SA.13, SA.14, SA.15, BL.01, OT.01, OT.02, OT.03, OT.04 and the "Comparative Table of Income" Table I of Annex C. Attention is also drawn to paragraph 19(d) of the said document, as well as Table I on Page 18. It is to be noted that, in estimating the percentage allocated to UPOV in item MG.01, the indemnity of the Secretary General of UPOV was not taken into account. Summary details of these expenses appear in Chapter I of the present document.</p>																
UV.15	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						
	330															330

UV.99		RECAPITULATION														
<p>The total proposed expenditure for 1977 is indicated below. It is the total of items UV.01 to UV.15, above.</p> <p>A comparison with expenditure for 1976 is given in Chapter I.</p>																
UV.99	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						
	964	498	(36)	(24)	29		50		21		27	2	1			336

BUDGET HEADINGS AND DEFINITIONS

A. INCOME

"Contributions"

Mandatory contributions payable by member States under Article 26 of the UPOV Convention.

"Miscellaneous"

All other income including bank interest and sales of brochures and newsletters.

B. OBJECTS OF EXPENDITURE

"Salaries & Common Staff Costs"

Basic salaries, post adjustments, non-resident allowances, dependency and language allowances, education grants, employer's contribution towards Pension Fund, participation in sickness and accident insurance scheme, recruitment costs, installation and removal expenses, and any other payments made to or on behalf of staff members under the Staff Rules and Regulations.

"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: interpreters; translators; minute writers; renting of premises, offices, and simultaneous interpretation equipment; translation, reproduction and printing of documents made under contract; cost of engaging supernumeraries (telephonists, secretaries, ushers, and others); cost of carriage of documents; refreshments and receptions; other expenses connected with conferences. Travel of interpreters, translators, or other persons engaged specifically for a conference.

Consultants: All expenses connected with the employment of consultants, in particular: honorarium, travel and DSA.

Printing: Printing and binding outside WIPO, 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 publications, fees of translators of documents (except those concerning conferences), 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; wages and insurance of cleaning staff; 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 installation, upkeep and rental of telephone equipment and sets; installation, upkeep and rental of telex machines; postage; carriage of documents (other than those concerning conferences).

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 thereto.

"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; conferences servicing and reproducing 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.

Amortization of Loans: repayment of loans originally obtained for New Buildings or Improvements as defined above, including interest on such loans.

"Fellowships"

Includes, in particular: travel, DSA 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.

C/X/4

ANNEX B

YEARLY CONTRIBUTIONS OF MEMBER STATES

<u>1975</u>	<u>1976</u>	<u>Member States</u>	<u>Number of units</u>	<u>Proposed for 1977</u>
Swiss francs				Swiss francs
50,250	58,050	Denmark	(1½)	69,975
167,500	193,500	France	(5)	233,250
167,500	193,500	Germany (Federal Republic of)	(5)	233,250
67,000	77,400	Netherlands	(2)	93,300
50,250	58,050	Sweden	(1½)	69,975
167,500	193,500	United Kingdom	(5)	233,250
<u>670,000</u>	<u>774,000</u>		<u>(20)</u>	<u>933,000</u>
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[End of Annex B and of document]