

**NOTE BY THE DIRECTOR-GENERAL****TRANSFERS OF FUNDS IN 2004**

1. During the period from 1 January to 31 December 2004, the following transfers were made between or within programmes and subprogrammes, in accordance with Financial Regulations 4.5 and 4.6. All amounts given are in Euros.

Transfers of funds between budget programmes within a budget chapter

2. In no instance did the total of such transfers in 2004 exceed 10% of the original appropriation for the budget programme to which the transfer was made.

(a)

<u>From:</u>	Programme 4: Secretariat for the Policy-Making Organs	Amount
	Common staff costs	161,500
<u>To:</u>	Programme 8: Common Services Not Distributed to Programmes	
	Staff turnover	130,000
	Overtime	29,000
	Childcare	2,500

Justification for transfers: to meet higher-than-expected staff-turnover costs that emerged during the year, including fees charged by the International Labour Organization Administrative Tribunal to consider claims submitted by staff members; to cover the higher-than-expected number of overtime hours that staff in the Human Resources Branch needed to work in order to implement the OPCW policy on tenure; and to meet childcare costs

Transfers of funds between budget subprogrammes within a budget programme

3. In no instance did the total of such transfers in 2004 exceed 15% of the original appropriation for the budget subprogrammes to which the transfers were made.

(a)

	Programme 1: Verification	Amount
<u>From:</u>	Subprogramme 1.5: Technical Support Branch	
	Contractual services	21,785
<u>To:</u>	Subprogramme 1.1: Verification Management	
	Consultants	21,785



Justification for transfer: to meet higher-than-planned expenses related to the engagement of professional services to support verification activities

(b)

	Programme 2: Inspection Management and Operations	Amount
<u>From:</u>	Subprogramme 2.3: Inspections – Schedule 1	
	Interpretation	20,000
<u>From:</u>	Subprogramme 2.4: Inspections – Schedule 2	
	Daily-subsistence allowance	10,000
<u>To:</u>	Subprogramme 2.6: Inspections – Discrete Organic Chemicals	
	Interpretation	30,000

Justification for transfers: to meet variances in the costs of inspections resulting from differences between the planned and actual levels of activity for the year

(c)

	Programme 2: Inspection Management and Operations	Amount
<u>From:</u>	Subprogramme 2.6: Inspections – Discrete Organic Chemicals	
	Other amenities	3,000
<u>To:</u>	Subprogramme 2.1: Inspection management	
	Operations and planning centre running costs	3,000

Justification for transfer: to purchase a new recording system that inspection teams need in order to communicate during inspections

(d)

	Programme 7: Administration	Amount
<u>From:</u>	Subprogramme 7.2: Budget and Finance	
	Common staff costs	30,000
<u>From:</u>	Subprogramme 7.4: Procurement and Support Services	
	Salaries	90,000
<u>To:</u>	Subprogramme 7.5: Training and Staff Development	
	Training	120,000

Justification for transfer: to meet additional costs related to the preparation and delivery of training programmes across the Technical Secretariat