



Seventy-Fifth Session
4 – 7 March 2014

EC-75/DG.4
C-19/DG.1
13 February 2014
Original: ENGLISH

NOTE BY THE DIRECTOR-GENERAL

TRANSFERS OF FUNDS DURING 2013

1. Financial Regulation 4.6 states that the Director-General shall notify the Executive Council (hereinafter “the Council”) of any transfers of appropriated funds between subprogrammes within a budget programme. In pursuance of this Financial Regulation, the Director-General in this Note informs the Council that, during the period from 1 January to 31 December 2013, none of the transfers made between subprogrammes exceeded 15% of the original appropriation for the subprogramme to which the transfers were made. A summary of such transfers is presented in Annex 1 to this Note.
2. Furthermore, Financial Regulation 4.5 states that the Director-General shall notify the Council of any transfers of appropriated funds between programmes within a budget chapter. None of the transfers made between programmes exceeded 10% of the original appropriation for the programme to which the transfers were made. A summary of such transfers is presented in Annex 2 to this Note.
3. Recalling that the Programme and Budget for 2013 (C-17/DEC.4, dated 27 November 2012) was approved at the subprogramme level, a number of the transfers listed in the annexes to this Note were inevitable. The Technical Secretariat will review these transfers in 2014, to ensure that lessons learned are incorporated into the 2015 budget-preparation process. In fact, these transfers, together with the aspect of under-utilisation of resources, will be subject to analysis as part of the 2013 programme-performance report, to be submitted to the Council at its Seventy-Sixth Session.

Annexes:

- Annex 1: Transfers of Appropriated Funds between Subprogrammes within a Budget Programme, 1 January to 31 December 2013
- Annex 2: Transfers of Appropriated Funds between Programmes, 1 January to 31 December 2013



Annex 1

**TRANSFERS OF APPROPRIATED FUNDS BETWEEN SUBPROGRAMMES
WITHIN A BUDGET PROGRAMME
1 JANUARY TO 31 DECEMBER 2013**

Transferred From	Transferred To	Amount (In Euros)	Note
Declarations Branch	Chemical Demilitarisation Branch	50,000	1
Inspection Team Leaders and Personnel	Operations and Planning Branch	200,000	2
Health and Safety Branch	Office of Internal Oversight	30,000	3
Office of Strategy and Policy	Office of the Deputy Director-General	23,000	4
Office of the Legal Adviser	Office of the Deputy Director-General	7,000	4
Office of the Director - PMO	Languages Services Branch	90,000	5
Office of the Director - ADM	Finance and Accounts Branch	24,000	6
Training, Development and Results-Based Management Branch	Finance and Accounts Branch	36,000	6
Training, Development and Results-Based Management Branch	Procurement and Support Services Branch	100,000	7

Explanation of notes:Note 1

The transfer of funds from the Declarations Branch (EUR 50,000) to the Chemical Demilitarisation Branch was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the aforementioned subprogrammes.

Note 2

The transfer of funds from the Inspection Team Leaders and Personnel (EUR 200,000) to the Operations and Planning Branch was carried out in order to cover Inspection and laboratory equipment due to unforeseen activities. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the aforementioned subprogrammes.

Note 3

The transfer of funds from the Health and Safety Branch (EUR 30,000) to the Office of Internal Oversight was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the aforementioned subprogrammes.

Note 4

The transfer of funds from the Office of Strategy and Policy (EUR 23,000) and Office of the Legal Adviser (EUR 7,000) to the Office of the Deputy Director-General amounting to EUR 30,000 was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs, as well as Official travel – staff. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the aforementioned subprogrammes.

Note 5

The transfer of funds from the Office of the Director PMO to the Languages Services Branch amounting to EUR 90,000 was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs, as well as Translation and Interpretation and Overtime. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Office of the Director PMO.

Note 6

The transfer of funds from the Training, Development and Results-Based Management Branch (EUR 36,000) and the Office of the Director ADM (EUR 24,000) to the Finance and Accounts Branch amounting to EUR 60,000 was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs, as well as temporary assistance. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the aforementioned subprogrammes.

Note 7

The transfer of funds from the Training, Development and Results-Based Management Branch (EUR 100,000) to the Procurement and Support Services Branch was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Training, Development and Results-Based Management Branch.

Annex 2**TRANSFERS OF APPROPRIATED FUNDS BETWEEN PROGRAMMES
1 JANUARY TO 31 DECEMBER 2013**

Transferred From	Transferred To	Amount (In Euros)	Note
International Cooperation Branch (ICA)	Procurement and Support Services Branch (ADM)	185,000	1
Assistance and Protection Branch (ICA)	Languages Services Branch (PMO)	55,000	2
Implementation Support Branch (ICA)	Languages Services Branch (PMO)	110,000	2

Explanation of notes:Note 1

The transfer of funds from the International Cooperation Branch (EUR 185,000) to the Procurement and Support Services Branch was carried out in order to cover Office Furniture and Equipment due to unforeseen activities. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the International Cooperation Branch.

Note 2

The transfer of funds from the Assistance and Protection Branch (EUR 55,000) and Implementation Support Branch (EUR 110,000) to the Languages Services Branch amounting to EUR 165,000 was carried out in order to cover salaries and common staff costs that proved to be higher than the standard costs. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the aforementioned subprogrammes.