



## Annex 4

**COMPREHENSIVE REPORT ON THE STATUS OF RESOURCES  
AND RECRUITMENT TO 31 OCTOBER 2011****(Version 01.0)****I. Overview**

1. This budget performance report contains information on income, expenditure and recruitment for the period ending 31 October 2011. Excluding the carry-over from 2010, the income received in this period of USD 59.6 million represents considerably more than the projected figure of USD 33 million for the whole of 2011 (Clean development mechanism (CDM) Management Plan (CDM-MAP) 2011, EB59, annex 17). This is attributable to the three registration and issuance caseload backlog interventions made (see annex X “Compliance with indicative timelines for different processes”), subsequently leading to peaks in receipts as seen in Figure 1.
2. The expenditure rate against budget as at 31 October had a level of 73% and when compared against a linear projection of 82% this represents an overall implementation rate of 89%. This is further elaborated under the section “Status of Expenditure”.

**II. Budget performance****A. Status of income**

3. Table 1 shows the total available income from fees received during the reporting period. The current total represents just over 186% of the USD 33.2 million projected total fees for the year.

**Table 1. Income from share of proceeds and fees, 1 January to 31 October 2011**

<b>Fees and carry-over</b>		<b>USD</b>
2010 Carry-over balance		38,045,707
2011 Fees		59,594,797
Methodology fees	11,908	
Registration fees	18,925,452	
Shares of Proceeds (SOP)	40,396,699	
Accreditation Fee	114,505	
Accreditation process-related fees	146,233	
<b>Total available income 2011<sup>1</sup></b>		<b>USD 97,640,504</b>

4. Interest accruing on the Trust Fund for the CDM in 2009 and 2010 totalled USD 4,402,055. This amount is available to fund the loan scheme as decided by Parties to the Kyoto Protocol (3/CMP.6, paragraph 65).

<sup>1</sup> The reserve of USD 45 million set by EB45 is not included in Table 1 figures above.



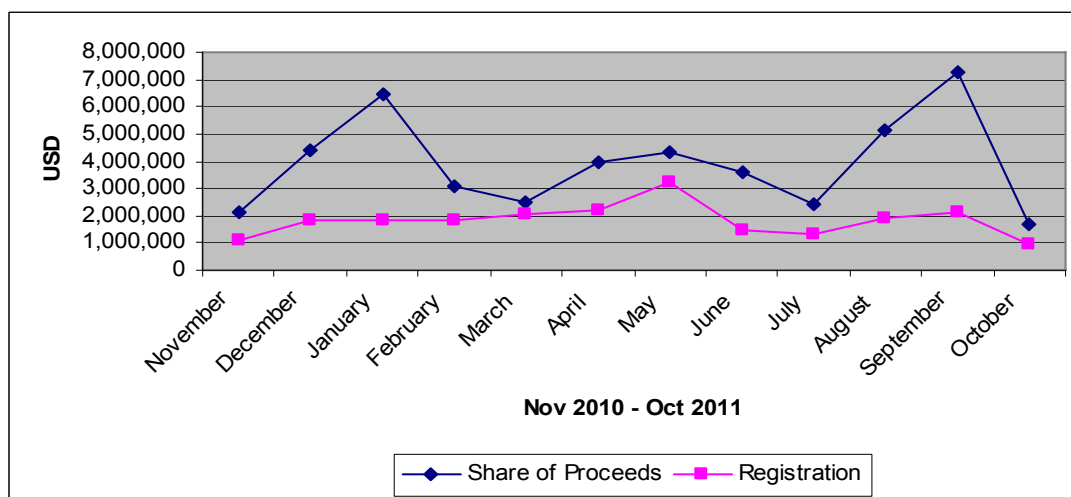
5. Table 2 details the share of proceeds and registration fees by month for the period from 1 November 2010 to 31 October 2011.

**Table 2. Share of proceeds and registration fees by month (Amounts are in USD)**

		Share of Proceeds	Registration
2010	November	2,136,454	1,094,400
	December	4,403,545	1,804,904
2011	January	6,436,385	1,824,231
	February	3,108,132	1,857,806
	March	2,480,487	2,059,230
	April	3,965,016	2,180,490
	May	4,350,121	3,263,430
	June	3,594,347	1,466,989
	July	2,397,838	1,315,913
	August	5,152,190	1,918,962
	September	7,236,738	2,097,897
	October	1,671,619	933,006
	November		
	December		

6. The graph below (Figure 1) compares the trends in registration fees and share of proceeds over the past 12 months, from 1 November 2010 to 31 October 2011. During that period, income from shares of proceeds increased dramatically due to the backlog interventions during 2011.

**Figure 1. Income from registration fees and share of proceeds in USD, period from November 2010 to October 2011**





## B. Status of expenditure

7. Expenditure<sup>2</sup> for the reporting period amounted to USD 29,091,936, which was just under 90% of projected expenditure<sup>3</sup>.
8. Staff costs, which include regular and temporary staff, were 2% above that projected<sup>4</sup>
9. Consultant costs, which were 10% below projected expenditure, are expected to increase in the final quarter when consultants will be brought to the secretariat, for example to assist with registration and issuance caseloads.
10. Objects of expenditure for expert fees and travel are below projected expenditure. However, this is expected to increase as costs related to workshops/panels held in September are recorded in the final quarter.
11. Operating expenses, which include services provided to SDM by the secretariat, were 10% below the projected level for the period. This may drop off again in the final quarter when such services, referred to as total cost of ownership, are reflected. This is estimated to amount to USD 2.38 million in 2011, significantly less than the estimated USD 2.8 million at the beginning of the year. Provision for licences and fees for Sharepoint software represents the largest component of Supplies and materials. This cost will only be incurred during the final quarter of the year.
13. Grants to the CDM Executive Board are currently 45% below projections. This is due to the fact that these are reflected as expenditure after each six-month period. The second expenditure installment will appear at the end of the final quarter.
14. Table 3 below shows the breakdown by object of expenditure. Column d shows each type of expenditure as a percentage of the budget. It should be noted that the total figure for expenditure in row 12 amounting to (USD 25,745,076) does not include the 13% programme support costs. This cost item is however included in the grand total which is captured in row 14 (USD 29,091,936).

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<sup>2</sup> Expenditure comprises actual costs and amounts obligated or encumbered for future activities.

<sup>3</sup> The expenditure reported in the report is subject to change as the accounting period was still open at the time of preparing this report.

<sup>4</sup> This and subsequent numbers in this section are percentages above or below a linear projection of expenditure for the reporting period. As such, a low percentage does not necessarily represent slow or under-implementation and a high percentage does not necessarily indicate accelerated or over-implementation.

**Table 3. Comparison of budget and expenditure 2011 by UN object of expenditure**

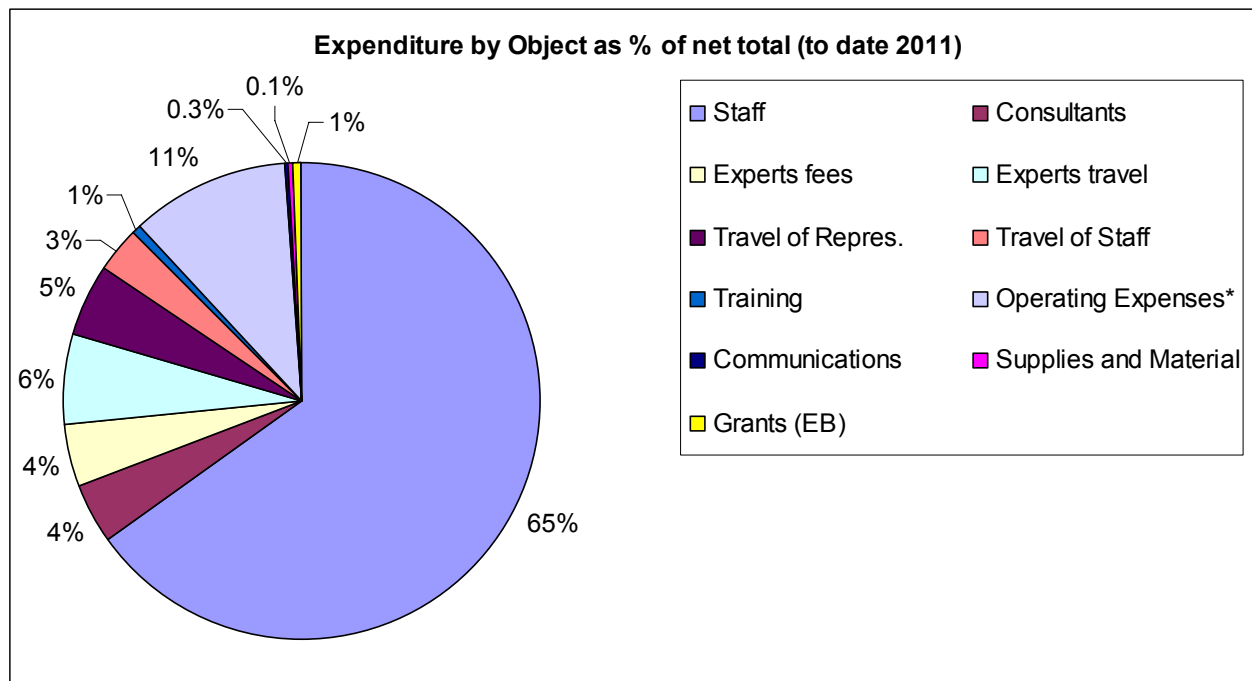
	a	b	c (a-b)	d (b/a)	e (a/365 * 300)	f (d/e)
UN Object of Expenditure	Budget 2011	2011 Expenditure & obligated amounts	Available balance	% Expenditure rate vs budget	Linear projection %	Expenditure rate vs linear projection %
Staff	19,917,247	16,734,044	3,183,203	84	82	102
Consultants	1,474,226	1,060,380	413,846	72	82	88
Experts fees	1,568,400	1,083,969	484,431	69	82	84
Experts travel	3,069,500	1,573,073	1,496,427	51	82	62
Travel of Repres.	2,083,500	1,312,622	770,878	63	82	77
Travel of Staff	1,271,300	772,868	498,432	61	82	74
Training	831,000	139,919	691,081	17	82	20
Operating Expenses <sup>5</sup>	3,881,610	2,811,322	1,070,288	72	82	88
Communications	72,000	76,105	-4,105	106	82	129
Supplies and Material	631,535	28,774	602,761	5	82	6
Grants (EB)	362,000	152,000	210,000	42	82	51
<b>Total</b>	<b>35,162,318</b>	<b>25,745,076</b>	<b>9,417,242</b>	<b>73</b>	82	89
13% Programme support <sup>6</sup>	4,571,101	3,346,860	1,224,241	73	82	89
<b>Grand total incl. 13%</b>	<b>39,733,419</b>	<b>29,091,936</b>	<b>10,641,484</b>	<b>73</b>	82	89

15. Figure 2 “Expenditure by Object” below provides a breakdown by expenditure type which is based on the data in rows 1 to 11 of table 3. The percentages are calculated based on the total indicated in row 12 of the same table. For example, in row 1 “Staff costs” the expenditure of USD 16,734,044 is divided by the total expenditure for the period in row 12 (USD 25,745,076) which is approximately 65%.

<sup>5</sup> This expenditure line includes provision for total cost of ownership (TCO) which is a UNFCCC secretariat-wide cost recovery mechanism for the reimbursement of services and activities provided to Programmes. Applied per Secretariat Management Team decision taken in 2007.

<sup>6</sup> In accordance with the financial procedures of the United Nations, 13 per cent overhead charges are payable on all trust funds of the UNFCCC to cover administrative services provided by United Nations Office at Geneva and UNFCCC secretariat.

**Figure 2. Expenditure by Object**



16. USD 1,498,100 was budgeted for meetings and related expenditure of the Board. To date USD 1,295,624 had been expended or committed, which includes USD 152,000 in member grants.

**III. SDM human resources**

17. Table 4 provides an overview of the staffing status by unit as at 31 October which corresponds to 90% of the total approved CDM posts.

**Table 4. Current CDM funded posts**

Unit	Approved	In place as at 31 October	Positions filled by temporary staff
OD	3	3	
SPD	5	5	
OSD	18	16	
SSU	31	27	1
PEA	56	52	4
PMU	37	33	
SMS	21	18	4
Total	171	154	9

18. At the beginning of the year a total of 39 vacancies were carried forward from the prior year. In the period under review, 32 of the 39 posts were filled, leaving a total of 7 vacancies. As at 31 October:

- (a) One job description previously funded as a temporary position is in the process of being re-classified and a vacancy announcement will be issued in November;
- (b) One post is at the interview stage and the process will be finalized and submitted to the Review Board in November;
- (c) Recommendations to fill two posts have been submitted to the Review Board for approval and appointment;
- (d) Three posts have been filled as temporary appointments.

19. During this period, some of the recruitments have resulted in internal promotion of staff, thus creating additional vacancies. There have also been a few cases of staff turnover. A total of an additional 10 new vacancies, two at the managerial level and eight at other levels, have arisen due to the above-cited reasons. Recruitment for seven positions is ongoing, with one position at the Review Board stage. Regarding the recruitment for the two managerial positions, a decision was taken not to fill the positions at this stage.

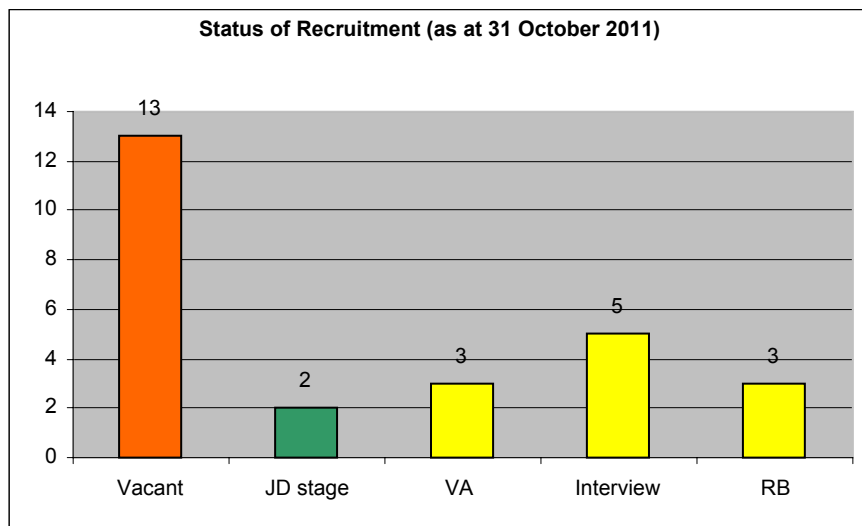
20. Timelines to complete the vacancies carried over from 2010 have been created with the aim to complete the selection process by the end of December 2011. Table 6 provides an overview of the current vacancies detailed by unit and indicates the stage of recruitment.

**Table 5. Vacancies by unit and stage of recruitment as at 31 October 2011**

	OSD	SPD	SMS	PMU	SSU	PEA	OD	OC	Total
Job description stage				1		1			2
Vacancy announcement			1			2			3
Interview		1		2	2				4
Review Board	1				2				3
Totals	1	1	1	3	4	3			13

21. Figure 3 shows the number of posts at each stage of the recruitment process.

**Figure 3. Chart detailing the status of recruitment as at 31 October 2011**



JD (Job description); VA (Vacancy Announcement) and RB (Review Board)



22. Table 6 shows estimated offer of appointment dates as at 31 October 2011.

**Table 6. Planned recruitments to be submitted to the Review Board for approval**

Level	Unit	October		November		December		January	
		Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
P5	SPD								
P4	OSD								
	SSU								
P3	PMU								
	SSU			1		1			
P2	PEA							2	
	OSD	1	1						
	PMU			2					
	SMS								
	SSU	2	2						
G5	PMU	1	1						
	PEA					1			
	SMS	1	1			1			
G4	PMU					1			
Totals		5	5	3	0	4	0		
<b>Total planned</b>			<b>12</b>						
<b>Total actual completed</b>			<b>5</b>						



23. In addition to the 171 positions in SDM, 23 CDM-funded posts are located outside SDM, thereby yielding a total of 194. These posts are detailed below:

- (a) 17 to ITS;
- (b) 1 to LA;
- (c) 5 to CAS.

24. Table 8 provides a comparison of the change in the gender balance and geographical distribution of CDM staff in the professional category as at April and October 2011.

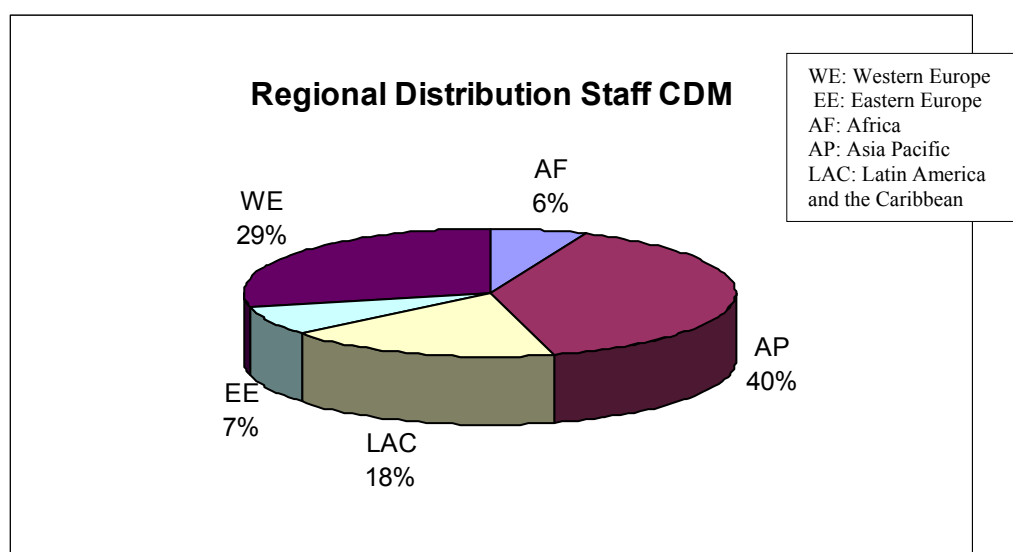
**Table 7. Summary of the gender balance and geographical distribution of staff in professional categories**

Gender		Geog. distribution numbers		Annex I/Non-Annex I	
Apr 11	Oct 11	Apr 11	Oct 11	Apr 11	Sep 11
m = 63	m = 66	AF = 7	AF = 7	A1 = 39	A1 = 43
f = 39	f = 45	AP = 41	AP = 44	NA1 = 63	NA1 = 68
Total = 102	Total = 111	LAC = 19	LAC = 20	Total = 102	Total = 111
		EE = 8	EE = 8		
		WE = 27	WE = 32		
		Total = 102	Total = 111		

WE: Western Europe, EE: Eastern Europe, AF: Africa, AP: Asia Pacific, LAC: Latin America and the Caribbean and A1 NA1: Annex 1 and Non-Annex 1 respectively.

25. Figure 4 details the percentage of regional distribution of staff at the professional category as at 31 October 2011.

**Figure 4. Regional distribution of staff in the clean development mechanism subprogramme (percentage of staff at Professional level and above)**



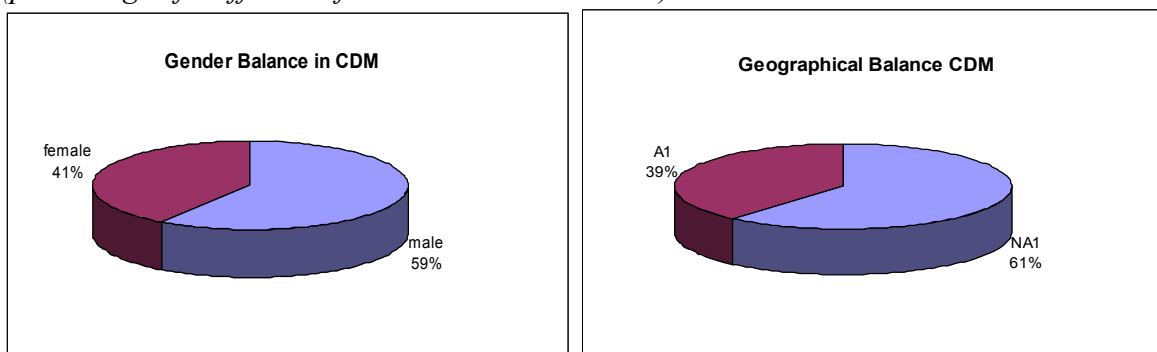
**Regional Distribution CDM posts in SDM**



26. Figure 5 details the percentage of staff by grade at the professional level and breakdown by Annex I/Non-Annex I at the professional level as at 31 October 2011.

**Figure 5: Gender and geographical balance of staff in the clean development mechanism subprogramme**

*(percentage of staff at Professional level and above)*



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