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Agenda item 14

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**Resolution A.942(23)**

**Adopted on 5 December 2003  
(Agenda item 14)**

**WORK PROGRAMME AND BUDGET FOR THE TWENTY-THIRD FINANCIAL  
PERIOD 2004-2005**

**A. WORK PROGRAMME AND BUDGET FOR 2004-2005**

THE ASSEMBLY,

RECALLING Article 15 of the Convention on the International Maritime Organization and in particular paragraphs (f) and (g) thereof with regard to the functions of the Assembly in relation to the work programme and budget,

RECALLING FURTHER resolution A.726(17) by which the revised assessment formula for apportioning the contributions of Member States to the Organization's budget and amendments to the Rules of Procedure of the Assembly concerning enforcement of the payment of contributions were approved,

NOTING the provision of article III of the Financial Regulations with regard to the preparation of the programme budget estimates,

1. APPROVES the work programme submitted by the Secretary-General comprising major programmes which are divided into programmes and sub-programmes, capital investments and general operating expenses including the running costs of the Headquarters premises;
2. DECIDES that:
  - (a) For the financial period 2004-2005 appropriations are here voted for the following purposes:

<b>Major programmes</b>	<b>£ 2004-2005</b>
General policy and direction	1,666,700
♣Management of unbudgeted posts (up to £200,000)	
Maritime safety and security	6,294,800
Marine environment protection	3,611,200
Legal affairs	1,603,700
Facilitation of maritime traffic	366,300
TC and institutional development	2,657,000
Conference services	10,579,600
Administrative services	5,508,600
External relations and information services	1,813,100
Information technology	1,441,500
Publishing services	1,978,900
<b>Total estimated direct costs</b>	<b>37,521,400</b>
♣Capital investment programme	200,000
General operating expenses and Headquarters premises	8,873,500
Estimated staff turnover	(400,000)
<b>Total proposed appropriations</b>	<b>46,194,900</b>
Less:	
Costs recovered from publishing activities from the Printing Fund	(2,855,400)
Estimated reimbursements of Technical Co-operation support costs	(800,000)
Estimated miscellaneous income	(925,200)
<b>Net to be assessed</b>	<b>41,614,300</b>

- (b) The appropriation voted in subparagraph (a) above shall be financed by contributions from Member States after deductions for miscellaneous income (estimated at £925,200 for the biennium), reimbursements of Technical Co-operation support costs (estimated at £800,000 for the biennium) and the estimated reimbursements from the Printing Fund for the costs associated with IMO publishing (estimated at £2,855,400 for the biennium);
- (c) Transfers of uncommitted balances of appropriations to the same major programme of the budget in the second calendar year other than those authorized by article IV of the Financial Regulations, and transfer of appropriations between major programmes of the budget, shall only be carried out with the prior concurrence of the Council; and
- (d) In respect of each of the calendar years 2004 and 2005 covered by the financial period, the approved meetings shall be as in appendix 1, the approved posts as in appendix 2, and the appropriations and assessments shall be those indicated under the relevant programme headings in appendix 3,

NOTING the provision in regulation 5.1 of the Financial Regulations and Rules concerning the use of the Working Capital Fund to finance the approved appropriation pending receipt of contributions,

RECOGNIZING ALSO that exceptional and unforeseen circumstances could arise pending receipt of contributions and when the funds in the Working Capital Fund are insufficient to finance the approved appropriations,

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♣ The Secretary General may draw upon the capital investment programme budget line to finance unbudgeted posts at his discretion.

3. AUTHORIZES the Secretary-General to draw upon the Printing Fund, the Headquarters Capital Fund, the Technical Co-operation Fund and the Termination Benefit Fund, to finance the approved appropriations. Advances made from these Funds to finance budgetary appropriations during a financial period shall be reported to the Council immediately and reimbursed to each respective Fund as soon as and to the extent that income is available for that purpose;

RECOGNIZING further the provision in regulation 3.8 of the Organization's Financial Regulations and Rules concerning supplementary estimates and the past practice of the Assembly in authorizing the Council to approve any necessary recalculation of the appropriations for the second year of the biennium,

RECOGNIZING ALSO that in accordance with article IV of Financial Regulation 4.4 the Secretary-General may make transfers from one programme to another within the same major programme,

4. AUTHORIZES the Council at its ninety-third session to review the 2005 programme budget provisions and, if it decides it is necessary, to approve any appropriate recalculation of the 2005 appropriations and assessment figures in the light of the budgetary and exchange rate situation at that time;

5. AUTHORIZES the Secretary-General to draw upon the provision made in the capital investment programme up to £200,000 to finance unbudgeted posts during the biennium 2004-2005;

6. INVITES the attention of the Council to the above-mentioned provisions;

7. REQUESTS the Secretary-General to ensure their application while endeavouring to effect the maximum economies in the budget; and

8. REQUESTS the Council to keep under review the Organization's financial framework during the 2004-2005 biennium and to report on the outcome to the twenty-fourth session of the Assembly.

## **B. WORKING CAPITAL FUND**

THE ASSEMBLY,

RECALLING resolution A.363(IX) by which the Working Capital Fund was established in the amount of \$250,000 as of 1 January 1976 by means of advances assessed on Member States,

RECALLING FURTHER resolution A.508(XII) authorizing the transfer to the Working Capital Fund of \$400,000 from the Printing Fund surplus, resolution A.552(13) authorizing the transfer to the Working Capital Fund of \$350,000 from the General Fund cash surplus, resolution A.633(15)B increasing the level of the Working Capital Fund to £1.25 million by a transfer from the Exchange Reserve Fund, and resolution A.837(19) increasing the level of the Working Capital Fund to £2 million in two stages by the transfer of £375,000 in each year of the 1996-1997 biennium from the surpluses of the Printing Fund which arose at the end of 1995 and 1996,

NOTING that, after taking into account payments by new Members, the level of the Working Capital Fund presently stands at £2,005,520,

1. DECIDES that new Members shall be assessed for their advances to the Working Capital Fund on the basis only of the part assessed on Members on 1 January 1976;

2. AUTHORIZES the Secretary-General:

- (a) To advance from the Working Capital Fund such sums as may be necessary to finance the appropriations for the years 2004 and 2005 pending receipt of contributions from Members; such amounts so advanced shall be reimbursed to the Working Capital Fund as soon as contributions are available;
- (b) To advance from the Working Capital Fund such sums as may be necessary to finance additional expenditure arising from movements in the rate of exchange during 2004-2005 from the rate adopted for calculation of the appropriation; sums so advanced to be returned to the Working Capital Fund as soon as possible and in a manner decided on by the Council; and
- (c) With the prior agreement of the Council, to advance such sums as may be necessary to meet unforeseen or extraordinary expenses arising during the financial period 2004-2005, provided that such expenses are of a clearly exceptional nature and relate specifically to the approved work programme of the Organization and that the Council is assured that the relevant expenditure cannot be met by appropriate transfer action within the total budget approved for a calendar year;

3. REQUESTS the Secretary-General to report to the Council and the Assembly all advances made under the present resolution, and the circumstances relating thereto, and to submit supplementary estimates for reimbursement to the Working Capital Fund of advances made therefrom to meet unforeseen or extraordinary expenses.

#### **C. PRINTING FUND**

THE ASSEMBLY,

RECALLING that, in accordance with resolution A.100(IV), the disposal of any amount standing to the credit of the Printing Fund at the end of the financial period shall be decided by the Assembly,

RECALLING ALSO resolution A.307(VIII) of 17 December 1973, concerning the charging of expenditure to the Printing Fund,

RECALLING ALSO resolution A.873(20) of 27 November 1997 by which the Assembly authorized the Secretary-General to transfer, at the beginning of each year from 1 January 2000, all surplus funds from the Printing Fund to the Technical Co-operation Fund, unless otherwise decided by the Assembly,

RECALLING ALSO resolution A.877(21) of 25 November 1999 by which the Assembly authorized the Secretary-General, with effect from the twenty-second financial period, to charge to the Printing Fund the attributable indirect costs associated with the printing of the Organization's publications and show them in the Printing Fund accounts,

RECALLING ALSO resolution A.906(22) of 29 November 2001 by which the Assembly decided that the direct costs associated with the Organization's printing and publishing activities funded wholly by the regular budget would be reimbursed from the Printing Fund on a phased basis: 60% of the direct costs of the Publishing Service, including relevant financial services, for 2002-2003 and 100% of the direct costs for 2004-2005,

1. DECIDES that the reimbursements from the Printing Fund to the regular budget shall be shown in the Printing Fund accounts. In respect of each of the calendar years 2004 and 2005 covered by the financial period, the approved appropriations voted to meet the Organization's printing and publishing activities financed from the Printing Fund shall be as shown in appendix 4;

2. DECIDES ALSO that the amount standing to the credit of the Printing Fund at the end of the financial period 2002-2003 shall be carried forward to the Printing Fund for the financial period 2004-2005;
3. DECIDES FURTHER that the interest earnings accruing in the Printing Fund shall continue to be credited to the Printing Fund;
4. AUTHORIZES the Secretary-General:
  - (a) To transfer, on 1 January 2004, £1,000,000 from the balance of the 2003 Printing Fund surplus to the Technical Co-operation Fund, as noted in paragraph 1(a) of Part E of this resolution;
  - (b) To transfer, on 1 January 2005, £1,000,000 from the balance of the 2004 Printing Fund surplus to the Technical Co-operation Fund, as noted in paragraph 1(b) of Part E of this resolution;
  - (c) To transfer, on 1 January 2004, £250,000 from the balance of the 2003 Printing Fund surplus to the Headquarters Capital Fund, as noted in paragraph 1(b) of Part D of this resolution; and
  - (d) To transfer, on 1 January 2005, £250,000 from the balance of the 2004 Printing Fund surplus to the Headquarters Capital Fund, as noted in paragraph 1(d) of Part D of this resolution.

**D. HEADQUARTERS CAPITAL FUND**

THE ASSEMBLY,

RECALLING that the Assembly decided at its eighteenth regular session, in resolution A.778(18), to establish the Headquarters Capital Fund by transferring the balance held in the Headquarters Installation Fund and by transfers from the Printing Fund of £500,000 in 1994 and £250,000 in 1995,

RECALLING ALSO that the Headquarters Capital Fund was established with effect from 1 January 1994 with the primary purpose of meeting the capital expenditure necessary for the efficient operation of the Organization and for fulfilling the Organization's liabilities under the terms of the Lease for the Headquarters building between the Organization and the United Kingdom Government, and with scope to include:

- (a) expenditure on repairs to or replacement of apparatus and machinery for the Headquarters building (other than regular, planned maintenance costs);
- (b) purchase and installation of office automation equipment, office furniture and equipment, telecommunications equipment and document production machinery;
- (c) official vehicles;
- (d) other items of capital equipment which relate to the primary purpose of the Fund; and
- (e) expenditure on the design, installation and implementation of office automation systems, including training needs.

RECALLING ALSO the Assembly's decision that the Fund should be replenished from time to time by such transfers from other funds of the Organization as may be approved by the Assembly or by the transfer of such funds from the Organization's regular budget as may be approved by the Assembly,

RECALLING ALSO that the Fund has enabled the Secretary-General to plan for and implement major capital programmes since 1994, notably in the field of office automation and communications which improve the Organization's efficiency and effectiveness,

NOTING ALSO that the capital expenditure programme for the next biennium indicates that fresh transfers of funds are required to rebuild the base of the Fund,

1. AUTHORIZES the Secretary-General:

- (a) To transfer £300,000 from the General Fund on 1 January 2004 to the Headquarters Capital Fund, subject to sufficient cash surplus in the General Fund on 31 December 2003;
- (b) To transfer £250,000 from the surplus of the Printing Fund on 1 January 2004 to the Headquarters Capital Fund;
- (c) To transfer £300,000 from the General Fund on 1 January 2005 to the Headquarters Capital Fund, subject to sufficient cash surplus in the General Fund on 31 December 2004; and
- (d) To transfer £250,000 from the surplus of the Printing Fund on 1 January 2005 to the Headquarters Capital Fund.

2. DECIDES that the income arising from investments of the Headquarters Capital Fund shall continue to be credited to the Headquarters Capital Fund;

3. DECIDES ALSO that the appropriations voted to meet the Organization's capital investment programme financed from the Headquarters Capital Fund shall be as shown in appendix 5.

#### **E. TECHNICAL CO-OPERATION FUND**

THE ASSEMBLY,

RECALLING resolution A.593(14) of 20 November 1985 by which the Technical Co-operation Fund was established, and which resolved that the interest shall be used to assist the Technical Co-operation Programme of the Organization in accordance with proposals approved by the Assembly,

RECALLING FURTHER resolution A.837(19) of 23 November 1995 by which the funds from the Technical Co-operation Fund were drawn down and converted into pounds sterling for the application of technical co-operation activities, and which enables the level of the funds to be increased through donor contributions and by such transfers from other funds of the Organization as may be approved by the Assembly,

RECALLING ALSO resolution A.873(20) of 27 November 1997 by which the Assembly authorized the Secretary-General to transfer, at the beginning of each year from 1 January 2000, all surplus funds from the Printing Fund to the Technical Co-operation Fund, unless otherwise decided by the Assembly,

NOTING that the Assembly decided upon transfers from the General Fund of £500,000 in 1996 and £500,000 in each year of 1998 and 1999 and from the Printing Fund of £2.3 million in 1996, £700,000 in 1997 and £500,000 in each year of 1998 and 1999 to the Technical Co-operation Fund to carry out its technical co-operation activities,

NOTING with concern the continued decline of the extrabudgetary funds donated to the Organization for technical assistance and the very low level of funds available to finance the Integrated Technical Co-operation Programme of the Organization,

RECOGNIZING the need to finance a core programme of technical co-operation which will assist developing countries in implementing the Organization's conventions and instruments,

1. AUTHORIZES the Secretary-General:
  - (a) To transfer £1,000,000 from the surplus of the Printing Fund on 1 January 2004 to the Technical Co-operation Fund;
  - (b) To transfer £1,000,000 from the surplus of the Printing Fund on 1 January 2005 to the Technical Co-operation Fund.
2. DECIDES that the income arising from investments of the Technical Co-operation Fund shall continue to be credited to the Technical Co-operation Fund;
3. REQUESTS the Secretary-General to submit programmes of technical co-operation activities, indicating outputs and end results arising from the use of the Fund's resources during the 2004-2005 biennium.

#### **F. TERMINATION BENEFIT FUND**

THE ASSEMBLY,

NOTING the Organization's liability for termination indemnity and repatriation grants of approximately £5.0 million as at 31 December 1999,

RECALLING resolution A.837(19), which established the Termination Benefit Fund by an initial transfer of £900,000 from the cash surplus of the General Fund on 1 January 1996, in order to meet the costs associated with payment of termination benefit to the staff of the Organization,

RECALLING ALSO the decision of the Assembly that the Fund shall be replenished from time to time by such transfers from other funds of the Organization as may be approved by the Assembly and by the transfer of such funds from the Organization's regular budget as may be approved by the Assembly, and that the Fund shall be administered in accordance with the Financial Regulations and Rules of the Organization,

RECALLING ALSO the decision of the Assembly at its twenty-second session, by resolution A.906(22), that the scope of the Fund should be widened to allow the financing of the additional costs of temporary assistance required to replace staff on long-term sick leave,

NOTING also that, after taking into account payments to former staff members in connection with separation from service, the level of the Termination Benefit Fund presently stands at approximately £1.35 million,

1. DECIDES that income arising from investments of the Termination Benefit Fund shall be credited to the Termination Benefit Fund;
2. DECIDES ALSO that the appropriations voted to meet the Organization's activities financed from the Termination Benefit Fund shall be as shown in appendix 6.

## **G. TRAINING AND DEVELOPMENT FUND**

THE ASSEMBLY,

RECALLING that the Assembly at its twenty-first regular session in November 1999 decided that the Organizational Review of the Secretariat should be conducted during 2001 and approved the terms of reference of the review, and that the report of the review was considered by the Council at its eighty-sixth session,

RECALLING ALSO that the Council at its eighty-sixth session decided to convene an Intersessional Working Group open to participation by the whole Membership to discuss the report of the review and the Secretary-General's initial reactions to the recommendations,

RECALLING ALSO that the Assembly at its twenty-second session decided, by resolution A.906(22), that a new Fund should be established with an initial transfer of £200,000 from the surplus of the Printing Fund on 1 January 2002, in order to finance organizational strengthening initiatives, and that the Fund should be administered in accordance with the Financial Regulations and Rules of the Organization,

NOTING that under the guidance of the Council, the organizational reforms which are being implemented will generate further efficiency savings as well as improved service standards in the delivery of the work programme of the Organization,

NOTING ALSO that the Fund will be replenished from time to time by such transfers from other funds of the Organization as may be approved by the Assembly or by the transfer of such funds from the Organization's regular budget as may be approved by the Assembly,

1. AUTHORIZES the Secretary-General:
  - (a) To transfer £200,000 from the General Fund on 1 January 2004 to the Training and Development Fund, subject to sufficient cash surplus in the General Fund on 31 December 2003;
  - (b) To transfer £200,000 from the General Fund on 1 January 2005 to the Training and Development Fund, subject to sufficient cash surplus in the General Fund on 31 December 2004.
2. DECIDES that the income arising from investments of the Training and Development Fund shall be credited to the Training and Development Fund;
3. DECIDES ALSO that the appropriations voted to meet the Organization's training and development activities financed from the Training and Development Fund shall be as shown in appendix 7.



**Appendix 1**

**List of meetings approved for 2004 and 2005**

<b>Meeting</b>	<b>2004</b>	<b>2005</b>
	Number of meeting weeks	Number of meeting weeks
Assembly, twenty-fourth session		2.0
Council	2.0	1.2
Technical Co-operation Committee	0.6	0.6
MSC & MEPC	5.0	2.6
Sub-Committees	9.0	9.0
Legal Committee	2.0	2.0
Facilitation Committee	1.0	1.0
London Convention	1.0	1.0
<b>Diplomatic Conferences</b>		
SUA Convention or Wreck Removal		1.0
Ballast Water $\gamma$	1.0	
<b>Total</b>	<b>21.6</b>	<b>20.4</b>

$\gamma$  Finance from the accumulated reserves of the General Fund

## Appendix 2

### List of posts approved for 2004 and 2005 Including non-established positions

	Professional and higher categories		General Service category		Total
	Regular budget	Printing Fund	Regular budget	Printing Fund	
<b>Office of the Secretary-General (OSG)</b>	6	-	4	-	<b>10</b>
<b>Maritime Safety Division (MSD)</b>	24	1	19	-	<b>44</b>
<b>Marine Environment Division (MED)</b>	15	-	10	-	<b>25</b>
<b>Legal Affairs and External Relations Division (LED)</b>	13	-	11	-	<b>24</b>
<b>Administrative Division (AD)</b>	27	3	72	17	<b>119</b>
<b>Conference Division (CD)</b>	42	2	49	2	<b>95</b>
<b>Technical Co-operation Division (TCD)</b>	8	-	13	-	<b>21</b>
<b>Total</b>	<b>135</b>	<b>6</b>	<b>178</b>	<b>19</b>	<b>338</b>

#### Summary of posts approved for 2004 and 2005

	Professional and higher categories		General Service category		Total
	Regular budget	Printing Fund	Regular budget	Printing Fund	
Total posts approved by resolution A.906(22)	129	6	152	19	<b>306</b>
Total non-established <sup>β</sup> positions approved by resolution A.906(22)	1	-	15	-	<b>16</b>
Proposed increase in posts					
MSD	2	-	3	-	<b>5</b>
MED	2	-	2	-	<b>4</b>
LED	-	-	1	-	<b>1</b>
TCD	-	-	3	-	<b>3</b>
CD	-	-	1	-	<b>1</b>
AD	1	-	1	-	<b>2</b>
<b>Total</b>	<b>135</b>	<b>6</b>	<b>178</b>	<b>19</b>	<b>338</b>

<sup>β</sup> Associated costs were included in resolution A.906(22) biennium work programme and budget but excluded from the established posts.

**Appendix 3**  
**WORK PROGRAMME AND PROGRAMME BUDGETS FOR THE**  
**TWENTY-THIRD FINANCIAL PERIOD (2004-2005 BIENNIUM)**

Programmes	2004	2005	Total
	Direct cost		2004-2005
<b>1 General policy and direction</b>			
0.1 Governance (Council, Assembly)	114,600	284,200	398,800
0.2 Office of the Secretary-General	407,800	412,700	820,500
0.3 Internal oversight	219,800	227,600	447,400
	<u>742,200</u>	<u>924,500</u>	<u>1,666,700</u>
<b>2 Maritime Safety</b>			
0.1 Direction and Management	695,300	617,400	1,312,700
0.2 Training and Human Element Matters	449,000	451,900	900,900
0.3 Stability, Load Lines and Fishing Vessel Safety	164,500	181,400	345,900
0.4 Ship Design and Equipment	131,600	170,100	301,700
0.5 Fire Protection	99,800	137,500	237,300
0.6 Radio Communications and Search and Rescue	221,000	222,000	443,000
0.7 Navigational Operations and Equipment	237,800	248,400	486,200
0.8 Bulk Liquid and Gases	91,700	127,200	218,900
0.9 Dangerous Goods, Solid Cargoes and Containers	228,000	226,400	454,400
2.10 TC and Institutional Development - Implementation of Safety, Security and Facilitation	236,100	242,500	478,600
2.11 Maritime and Port Security	228,100	228,100	456,200
2.12 Flag and Port State Matters	220,200	227,000	447,200
2.13 Special Safety Initiatives	44,800	167,000	211,800
	<u>3,047,900</u>	<u>3,246,900</u>	<u>6,294,800</u>
<b>3 Marine Environment Protection</b>			
0.1 Direction and Management	282,000	227,600	509,600
0.2 Pollution Prevention	447,300	527,600	974,900
0.3 Pollution Preparedness and Response (OPRC Convention and OPRC-HNS Protocol)	232,200	300,300	532,500
0.4 Management of Waste Disposal at Sea	215,600	217,200	432,800
0.5 Ballast Water Management	86,000	112,800	198,800
0.6 Co-operation with UN Agencies on ocean governance including GESAMP	169,500	172,000	341,500
0.7 TC and Institutional Development - Implementation of Environmental Programmes	294,400	326,700	621,100
	<u>1,727,000</u>	<u>1,884,200</u>	<u>3,611,200</u>
<b>4 Legal Affairs</b>			
0.1 Direction and Management	350,500	354,600	705,100
0.2 Legal Affairs	371,900	440,300	812,200
0.3 TC and Institutional Development - Implementation of Maritime Legislation Programmes	43,700	42,700	86,400
	<u>766,100</u>	<u>837,600</u>	<u>1,603,700</u>
<b>5 Facilitation of Maritime Traffic</b>			
0.1 Direction and Management	-	-	-
0.2 Amendments to & implementation of FAL	96,400	95,300	191,700
0.3 TC and Institutional Development - Implementation of FAL Programmes	57,800	55,500	113,300
0.4 Ship/port interface	30,700	30,600	61,300
	<u>184,900</u>	<u>181,400</u>	<u>366,300</u>
<b>6 TC and Institutional Development</b>			
0.1 Direction and Management	263,300	251,600	514,900
0.2 Regional Africa	122,900	122,700	245,600
0.3 Regional Arab and Africa (Francophone)	94,400	92,700	187,100
0.4 Regional Asia and Pacific	151,100	152,500	303,600
0.5 Regional CIS/Eastern Europe	148,300	148,100	296,400
0.6 Regional Latin America and Caribbean	78,500	116,700	195,200
0.7 Global	74,500	78,200	152,700
0.8 Implementation	151,000	163,500	314,500
0.9 Programme and Performance Management	221,400	225,600	447,000
	<u>1,305,400</u>	<u>1,351,600</u>	<u>2,657,000</u>
<b>7 Conference Services</b>			
0.1 Direction and Management	233,000	231,200	464,200
0.2 Translation Services	3,178,100	3,244,000	6,422,100
0.3 Word Processing Services	982,600	1,042,000	2,024,600
0.4 Conference Services	317,700	354,200	671,900
0.5 Document Services	483,800	503,200	987,000
	<u>5,205,000</u>	<u>5,374,600</u>	<u>10,579,600</u>
<b>8 Administrative Services</b>			
0.1 Direction and Management	266,600	269,000	535,600
0.2 Financial Services	780,500	788,600	1,569,100
0.3 Personnel Services	566,800	576,100	1,142,900
0.4 Facilities Management	938,400	913,300	1,851,700
0.7 Management Accounting Services	201,000	208,300	409,300
	<u>2,753,300</u>	<u>2,755,300</u>	<u>5,508,600</u>
<b>9 External Relations and Information Services</b>			
0.1 Direction and Management	227,500	234,300	461,800
0.2 External Relations	276,800	308,500	585,300
0.3 Information Services	379,200	386,800	766,000
	<u>883,500</u>	<u>929,600</u>	<u>1,813,100</u>
<b>10 Information Technology</b>	646,100	795,400	1,441,500
<b>11 Publications</b>	969,000	1,009,900	1,978,900
<b>Total estimated direct costs</b>	<b>18,230,400</b>	<b>19,291,000</b>	<b>37,521,400</b>
Capital investment programme	100,000	100,000	200,000
General Operating Expenses and Headquarters Premises	4,380,000	4,493,500	8,873,500
Estimated staff turnover	(200,000)	(200,000)	(400,000)
<b>Total proposed appropriation</b>	<b>22,510,400</b>	<b>23,684,500</b>	<b>46,194,900</b>
Less:			
100% of the direct and indirect costs recovered for printing activities from the Printing Fund	(1,403,700)	(1,451,700)	(2,855,400)
Reimbursement of Technical Co-operation support costs	(400,000)	(400,000)	(800,000)
Miscellaneous Income	(456,000)	(469,200)	(925,200)
<b>Net to be Assessed</b>	<b>20,250,700</b>	<b>21,363,600</b>	<b>41,614,300</b>

\* The Secretary General may draw upon the capital investment programme budget line to fund unbudgeted posts at his discretion

## Appendix 4

### Printing and publication activity Estimated revenue and expenditure from 2002 to 2005

	£ Actual 2002	£ Estimates 2003	£ Estimates 2004	£ Estimates 2005
<b>Revenue</b>	<b>5,359,158</b>	<b>5,166,000</b>	<b>5,191,000</b>	<b>5,196,700</b>
<b>Less: expenditure/transfers to other funds</b>				
DNV-IMO/Vega Database	63,626	70,500	67,500	69,500
IMO Model Courses	116,420	129,900	123,500	127,200
Sales promotion	117,327	117,300	125,000	135,000
<b>Personnel</b>				
Financed by the Printing Fund	1,085,618	1,010,200	1,242,800	1,306,800
Reimbursement of the regular budget direct costs	555,500	568,300	987,400	1,029,100
<b>Goods and services</b>				
Office reproduction supplies and paper	317,967	318,000	358,000	302,000
Equipment	89,492	90,000	185,000	206,000
Postage, freight and courier	158,146	158,100	190,000	200,000
Other supplies & services	151,281	187,600	231,000	247,500
Contracting out (external printing)	534,991	307,400	485,000	455,000
Electronic/online publications	48,517	81,700	120,000	140,000
Reimbursement of regular budget indirect costs	247,400	251,600	416,300	422,600
<b>Total expenditure</b>	<b>3,486,285</b>	<b>3,290,600</b>	<b>4,531,500</b>	<b>4,640,700</b>
<b>Net trading income</b>	<b>1,872,873</b>	<b>1,875,400</b>	<b>659,500</b>	<b>556,000</b>
<b>Reserves &amp; fund balances</b>				
Interest and miscellaneous income	108,825	50,400	60,000	60,000
<b>Net income</b>	<b>1,981,698</b>	<b>1,925,800</b>	<b>719,500</b>	<b>616,000</b>
Accumulated surplus bought forward	7,048,382	2,680,080	1,955,880	1,425,380
<b>Total surplus</b>	<b>9,030,080</b>	<b>4,605,880</b>	<b>2,675,380</b>	<b>2,041,380</b>
<b>Transfers</b>				
Regular budget	400,000	400,000	-	-
Training and Development Fund	200,000	-	-	-
Headquarters Capital Fund	700,000	-	250,000	250,000
Technical Co-operation Fund	5,050,000	2,250,000	1,000,000	1,000,000
<b>Total transfers</b>	<b>6,350,000</b>	<b>2,650,000</b>	<b>1,250,000</b>	<b>1,250,000</b>
<b>Working capital reserves &amp; fund balances (net)</b>	<b>2,680,080</b>	<b>1,955,880</b>	<b>1,425,380</b>	<b>791,380</b>

**Appendix 5**

<b>Headquarters Capital Investment Programme 2002-2005</b> financed by the Headquarters Capital Fund (expressed in pounds sterling)				
Description	2002	2003	2004	2005
<b>Balance brought forward</b>	1,115,079	990,010	2,534,307	909,307
<b>Interest, earnings and other misc income</b>	105,702	57,900	70,000	70,000
<b>Transfers from other Funds</b>	1,200,000	2,900,000	550,000	550,000
<b>Available balance</b>	<b>2,420,781</b>	<b>3,947,910</b>	<b>3,154,307</b>	<b>1,529,307</b>
<b>Less: expenditure</b>	<b>Actual</b>	<b>Estimate</b>	<b>Prospective</b>	<b>Prospective</b>
<b>Major building repairs:</b>				
<b>External and internal refurbishments</b>	1/			
Main roof	-	-	10,000	10,000
External/internal vertical surfaces	-	-	-	-
Lifts/escalators	3,064	3,920	40,000	10,000
Office renovation	15,938	20,353	20,000	30,000
Carpet replacement	24,086	9,035	20,000	20,000
<b>Engineering and electrical installations</b>				
Security/ fire alarm system renovation			20,000	10,000
Security pass system			-	-
Engineering services	11,153		25,000	25,000
Electrical services	11,883	40,700	20,000	20,000
Chiller replacement - air conditioning system	374,755			
	440,879	74,008	155,000	125,000
<b>Improving information technology</b>				
Software design, installation and implementation, including consultancy/	105,414	17,871	150,000	150,000
Replacement/upgrading hardware/network servers and software packages	109,695	147,384	150,000	150,000
Internal/local network upgrades	319,363	72,496	80,000	80,000
Personal desktop computers	3,697	134,455	120,000	120,000
Interim solution (software development)		200,000	-	-
Integrated Financial Planning and Accounting (ERP)		600,000	1,237,000	250,000
Review of financial/administrative processes - Consultancy support	383,539	-		-
	921,708	1,172,206	1,737,000	750,000
<b>Replacement of furniture and equipment</b>				
Document machinery	-	-	233,000	233,000
Purchase of office furniture, equipment and vehicles	68,184	167,389	120,000	50,000
Conference equipment				
	68,184	167,389	353,000	283,000
	1,430,771	1,413,603	2,245,000	1,158,000
<b>Balance carried forward</b>	<b>990,010</b>	<b>2,534,307</b>	<b>909,307</b>	<b>371,307</b>
20% IMO share balance being financed by UK Government				
3 year lease-purchase option				
<b>Resource transfers/others</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
General Fund 1/	500,000	2,900,000	300,000	300,000
Printing Fund cash surplus	700,000		250,000	250,000
	<b>1,200,000</b>	<b>2,900,000</b>	<b>550,000</b>	<b>550,000</b>
1/ Subject to available cash surplus.				

## Appendix 6

<b>Termination Benefit Fund</b>				
<b>Programme 2002 - 2005</b>				
<b>(expressed in pounds sterling)</b>				
Description	2002	2003	2004	2005
<b>Balance brought forward</b>	1,118,201	1,185,029	1,352,129	1,183,329
<b>Interest earnings and other misc income</b>	50,526	47,400	48,800	50,300
<b>Transfers from other Funds</b>	250,000	250,000	-	-
<b>Balance available</b>	<b>1,418,727</b>	<b>1,482,429</b>	<b>1,400,929</b>	<b>1,233,629</b>
<b>Less: expenditure</b>	<b>Actual</b>	<b>Estimates</b>	<b>Estimates</b>	<b>Estimates</b>
<b>Repatriation and termination indemnity</b>				
Repatriation grants	148,927	79,200	162,500	185,800
Shipment of personal effects and travel	34,611	32,600	36,000	21,000
<b>Long-term sick leave</b>				
Replacement of staff on long-term sick leave	50,160	18,500	19,100	19,700
	<b>233,698</b>	<b>130,300</b>	<b>217,600</b>	<b>226,500</b>
<b>Balance carried forward</b>	<b>1,185,029</b>	<b>1,352,129</b>	<b>1,183,329</b>	<b>1,007,129</b>
<b>Resource transfers/others</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
General Fund	250,000	250,000	-	-
	<b>250,000</b>	<b>250,000</b>	<b>-</b>	<b>-</b>

Appendix 7

<b>Training and Development Fund</b>				
<b>Work Programme 2002 - 2005</b>				
<b>£(expressed in pounds sterling)</b>				
Description	2002	2003	2004	2005
<b>Balance brought forward</b>	-	-	10,000	30,000
<b>Interests earnings and other misc income</b>	5,312	3,000	3,000	3,000
<b>Transfers from other Funds</b>	288,696	200,000	200,000	200,000
<b>Balance available</b>	<b>294,008</b>	<b>203,000</b>	<b>213,000</b>	<b>233,000</b>
<b>Less: expenditure</b>	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
<b>Change Management</b>				
<b>Human resource management</b>				
Leadership and management	286,639			
Performance management	-	133,000	133,000	143,000
Training on job classification	4,881	10,000	10,000	10,000
	291,520	143,000	143,000	153,000
<b>Financial and budgetary management</b>				
Budgetary setting and control		15,000	10,000	10,000
Technical Co-operation Project Management		15,000	10,000	10,000
Financial management /Oversight training/IT	2,488	20,000	20,000	20,000
	2,488	50,000	40,000	40,000
<b>Total</b>	<b>294,008</b>	<b>193,000</b>	<b>183,000</b>	<b>193,000</b>
<b>Balance carried forward</b>	-	10,000	30,000	40,000
1/ completed in 2002				
<b>Resource transfers/others</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
General Fund 1/		200,000	200,000	200,000
Headquarters Capital Fund	88,696	-	-	-
Printing Fund cash surplus	200,000	-	-	-
	-	-	-	-
	<b>288,696</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
1/ Subject to available cash surplus.				