

# **The estimated financial requirements for the review mechanism of the United Nations Convention against Transnational Organized Crime and the Protocols thereto**

## **Non-paper by the Secretariat**

### **I. Introduction**

1. This non-paper on the estimated financial requirements for the review mechanism of the United Nations Convention against Transnational Organized Crime and the Protocols thereto has been prepared by the Secretariat for purposes of the informal consultations on the review mechanism for the United Nations Convention against Transnational Organized Crime and the Protocols thereto, in preparation for the Conference of the Parties, to be held from 15 to 19 October 2012.

### **II. Estimated financial requirements**

2. The preliminary cost estimates presented in the table are based on the following parameters, as proposed during the second session of the working group:<sup>1</sup>

(a) The review mechanism follows a five-year cycle;

(b) Approximately forty States parties are to be reviewed per year during a five-year cycle;

(c) The requirement for the translation of responses to the self-assessment tool and of other supporting working documentation is estimated at 7,000 pages, starting in 2014.<sup>2</sup>

(d) Annual sessions of the Palermo Implementation Review Group are held, with a total number of 2,5 days (5 meetings) in 2013 from the number of meetings still available for the working group on the review of the implementation of the United Nations Convention against Transnational Organized Crime and the Protocols thereto allocated for the biennium 2012-2013, and eight days (16 meetings) in two sessions in 2014 and 2015, respectively; funding is provided for the participation of governmental experts from least developed countries in the sessions. Should the Palermo Implementation Review Group subsume some of the other established Working Groups of the Conference, possible cost savings could be

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<sup>1</sup> The parameters as well as costing are based on actual expenditures incurred in the framework of the UNCAC review mechanism and reflect current deliberations on this matter. The information in the table containing the additional regular budget and extrabudgetary requirements has been disaggregated into two periods — 2013 and 2014-2015 — as it is expected that the costs for 2013 will be lower.

<sup>2</sup> The requirement for translation of the responses to the self-assessment checklist in the context of the UNCAC review was over 5,000 pages/year. As the UNTOC review will include four instruments, the requirements for translation are estimated higher, at 7,000 pages/year. This higher requirement is however limited by the narrow scope of the first UNTOC review cycle and the partial overlap with the first review cycle of the UNCAC, as recommended by the open-ended intergovernmental working group on the review of the implementation of the United Nations Convention against Transnational Organized Crime and the Protocols thereto in its report CTOC/COP/WG.5/2012/1

achieved by using the unutilized regular budget resources allocated for further meetings of the Palermo Implementation Review Group during 2013;<sup>3</sup>

(e) Thirty country visits and joint meetings are organized per year, starting in 2014, funding is provided for the participation of governmental experts from least developed and developing countries in these visits and meetings;

(f) Training for up to 4 governmental experts from each State Party in preparation for country visits and joint meetings;

(g) Computer maintenance and communication costs.

3. The estimated staffing requirements have been established as follows:<sup>4</sup>

(a) Forty reviews at 12 staff workweeks each = 480 staff workweeks;

(b) Preparation of 40 reports at 2 weeks each = 80 staff workweeks;

(c) Preparation of aggregate analytical and regional reports = 25 staff workweeks;

(d) Preparation and servicing of the session of the Palermo Implementation Review Group = 14 staff workweeks;

(e) Active dialogue, including country visits at 2 weeks each (including preparation time) as well as tele/video conferences = 80 staff workweeks;

(f) Maintenance of expert database and other miscellaneous activities = 20 staff workweeks;

(g) Outsourcing of translation of non-parliamentary documentation and liaison with least developed countries<sup>5</sup> = 48 staff workweeks in six regional offices. On the basis of these parameters, the total number of staff workweeks per year is 747. Based on an average annual figure of 42 effective workweeks per staff member, the total requirement to support the possible review mechanism(s) would be 16 staff members at various levels, including Professional and General Service staff in the headquarters and, starting in 2014, two working months annually for field office local staff in six regional offices. In view of the experience gathered from UNCAC, CMS is exploring the possibility of managing the outsourcing centrally.

4. The anticipated new tasks need to be considered in the context of the overall requirements for the Conference of the States parties and the other mandated functions of the Secretariat, which in the case of the Conference Support Section of the Organized Crime Branch (CSS/OCB) include a large volume of activities that are not directly related to the Organized Crime Convention and the review mechanism.<sup>6</sup> While this will depend very much on the extent to which current requirements for preparing and servicing the Conference and its established Working Groups would be subsumed under the work of the review mechanism, it is possible that a minimal amount of the work can be accomplished by the current staff of the Secretariat. This would additionally depend, however, upon other work

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<sup>3</sup> Section 2 of the regular budget is intended to cover, within its limits, mandated conference servicing requirements of all Vienna-based organizations; however, it does not include dedicated resources for any particular body.

<sup>4</sup> This calculation includes staff funded from both regular budget and extrabudgetary resources.

<sup>5</sup> Bangkok, Cairo, Dakar, Mexico City, Pretoria, Tashkent.

<sup>6</sup> Currently, the Conference Support Section in the Organized Crime and Illicit Trafficking Branch comprises eight regular budget posts (2 P-5, 3 P-4, 2 P-3, 1 P-2, 1 General Service (Other level)), 2 General Service (Other level) funded from general temporary assistance, and 1 P-3 and 2 General Service (Other level) temporary posts funded through voluntary contributions.

assigned to the Section. The bulk of activities currently implemented by CSS/OCB (in addition to the servicing of the COP), includes *inter alia* the implementation of mandated activities related to several types of emerging crimes (including UNODC's cybercrime programme and all related activities), to international judicial cooperation and drug legislation, as well as several other activities not related to the review mechanism, mandated by the commissions, the Conference, ECOSOC and the GA. The incumbents of the additional posts would be responsible for, *inter alia*, the organization of country reviews and joint meetings, the preparation of supplementary documentation and reports as well as organization of sessions of the Palermo Implementation Review Group. This would represent an additional regular budget requirement of \$489,800 for 2013 and \$3,429,200 for 2014-2015, respectively.

5. It is anticipated that for each of the 30 country visits and joint meetings, a minimum of four days would be required in order to undertake a proper review. On the basis of average travel costs for eight participants (including 6 governmental experts and 2 Secretariat staff), the annual costs for country visits and joint meetings would amount to \$2,164,200 for 2014-2015. A small amount of funding would be reserved for local interpretation during country visits, if required. Furthermore, the translation of responses to the self-assessment tool and other pertinent supporting working documentation (ca. 7,000 pages) would represent an additional extrabudgetary requirement in the amount \$700,000 for 2014-2015. For purposes of outsourcing the translation of non-parliamentary documentation and liaison with least developed countries, an additional extrabudgetary requirement in the amount of \$192,000 would be required as of 2014 for field office local staff in six regional offices.

6. In order to hold annual sessions of the Palermo Implementation Review Group for a duration of 2,5 days (5 meetings) in 2013 from the number of meetings still available for the working group on the review of the implementation of the United Nations Convention against Transnational Organized Crime and the Protocols thereto allocated for the biennium 2012-13 and 8 days (16 meetings) in 2014 and 2015 respectively, or a total of 32 meetings with interpretation in six languages and other conference services, regular budget resources would be required in the amount of \$369,800 for 2014-2015. The estimated requirement for the translation of 101 pages in 2013 would be covered from the regular budget allocated for the biennium 2012-2013 as part of the overall UNODC translation quota. In 2014 and 2015, the translation of 586 pages of documentation for the annual sessions into all six official languages<sup>7</sup> will require additional regular budget resources in the amount of \$2,352,800 for 2014-2015. In order to enable the travel of representatives of least developed countries to the sessions and payment of daily subsistence allowance, voluntary contributions in the amount of \$131,200 and \$572,100 would be required for 2013 and 2014-2015, respectively. This amount was calculated on the basis of an average of 39 representatives of the least developed countries attending each session of the Palermo Implementation Review Group, if mandated by the Conference of the Parties.

7. In the draft terms of reference it is proposed that the governmental experts scheduled to take part in the review process as part of the review teams undergo training. In order to provide for travel costs for participation in four day training courses for up to four experts per State Party, extrabudgetary resources in the

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<sup>7</sup> In 2014-15, the annual requirement includes the executive summaries (41x10 pages), the thematic reports (2x16 pages), the regional reports (5x16 pages) and other meeting documentation (4x16 pages).

amount of \$1,320,100 and \$1,144,100 in 2013 and 2014-2015, respectively, would be required.

8. A total amount of \$109,400 to be funded from the regular budget would also be required for general operating expenses as follows: (a) computer maintenance (\$50,800 for 2014-15) and (b) communication costs (\$58,600 for 2014-2015, respectively).

9. Should extrabudgetary resources be available, an additional 13 per cent representing programme support costs (\$188,700 for 2013 and \$620,400 for 2014-2015, respectively) should be included in the cost estimate.

10. The financial requirements corresponding to the scenario are presented in the tables below.

### **III. Summary of cost-saving measures**

11. The Secretariat plans to undertake the following cost-saving measures:

(a) Out of the overall requirements of 16 posts, to implement the activities in the framework of the review mechanism, 3 posts would be accommodated through the use of existing posts in the Organized Crime and Illicit Trafficking Branch.

(b) With regard to the Palermo Implementation Review Group, under section 2, General Assembly and Economic and Social Council affairs and conference management, of the proposed programme budget for the biennium 2012-2013, provision can be made for 2,5 days (5 meetings) in 2013 from the number of meetings still available for the working group on the review of the implementation of the United Nations Convention against Transnational Organized Crime and the Protocols thereto.

(c) With regard to the documentation requirements, under section 2, General Assembly and Economic and Social Council affairs and conference management, of the proposed programme budget for the biennium 2012-2013, provision can be made for the translation of 101 pages in 2013, which would be covered from the regular budget allocated for the biennium 2012-2013 as part of UNODC's overall regular budget allocation for documentation for the current biennium.

(d) Should the Palermo Implementation Review Group subsume some of the other established Working Groups of the Conference, possible cost savings could be achieved by using the unutilized regular budget resources allocated for further meetings of the Palermo Implementation Review Group during 2013; Section 2 of the regular budget is intended to cover, within its limits, mandated conference servicing requirements of all Vienna-based organizations; however, it does not include dedicated resources for any particular body.

(e) During the biennium 2014-2015, 3 posts would be accommodated through the use of existing posts in the Organized Crime and Illicit Trafficking Branch for the implementation of the activities in the framework of the review mechanism. In addition, should the Palermo Implementation Review Group subsume some of the other established Working Groups of the Conference, possible cost savings could be achieved by using the allocated and unutilized regular budget resources.

(f) With regard to the operational requirements, namely trainings of government experts, country visits, and travel and a daily subsistence allowance for representatives of least developed countries, UNODC will seek to realize several cost-efficiencies, including but

not limited to the organization of trainings back-to-back with the sessions of the Palermo Group, purchase of economy class tickets only and payment of DSAs for stays in Vienna only, and the organization of regional trainings. Furthermore, UNODC will seek to cooperate with UNDP in covering directly the costs of travel of additional participants.

(g) In view of the experience under the UNCAC Review Mechanism, the Conference Management Service is exploring the possibility of managing the outsourcing of translation of documentation in a centralized manner from extra-budgetary resources

**Table 1. Additional budgetary requirements for 2013 and 2014-2015 and proposed source of funding**

(United States dollars)

<i>Budgetary item</i>	2013	2014-2015
<b>A. Regular budget</b>		
<b>Posts and related general operating expenses</b>		
Posts (3 P-4, 6 P-3, 2 P-2 and 2 GS (OL) for core secretariat functions <sup>a</sup>	489,800	3,429,200
Computer maintenance	-	50,800
Communication costs	-	58,600
<b>Sub total</b>	<b>489,800</b>	<b>3,538,600</b>
<b>Palermo Implementation review group</b>		
Interpretation - 6 languages - & conference servicing		
2.5 days (5 meetings) in 2013 - no additional cost	-	-
8 days (16 meetings) in 2 sessions per year for 2014-2015	-	369,800
Translation of documentation		
101 pages in 2013 – as part of the UNODC quota; <sup>b</sup>	-	-
586 pages per year for 2014-2015	-	2,352,800
<b>Sub total</b>	<b>-</b>	<b>2,722,600</b>
<b>Total A. Regular budget</b>	<b>489,800</b>	<b>6,261,200</b>
<b>B. Extrabudgetary special purpose funds</b>		
<b>Posts and related general operating expenses</b>		
Field Office local staff costs (2 months each for regional offices Bangkok, Cairo, Dakar, Mexico City, Pretoria, Tashkent)	-	192,000
<b>Palermo Implementation review group</b>		
Participation of 39 least developed countries to the sessions of the Implementation Review Group	131,200	572,100
<b>Individual reviews</b>		
Travel of participants for country visits and joint meetings (30 country visits per year, 8 participants (6 government experts, 2 secretariat staff each visit)	-	2,164,200
<b>Translation</b>		
Translation of working documentation and pertinent supporting material (7,000 pages per year, outsourced)	-	700,000
<b>Training</b>		
Training of government experts	1,320,100	1,114,800
<b>Other expenditures</b>		
General operating expenses for conference calls and video conferences	-	-
Consultants	-	-
<b>Sub total. Extrabudgetary net</b>	<b>1,451,300</b>	<b>4,772,400</b>
Programme Support Costs (13%)	188,700	620,400
<b>Total B. Extrabudgetary</b>	<b>1,640,000</b>	<b>5,392,800</b>
<b>Total</b>	<b>2,129,800</b>	<b>11,654,000</b>

<sup>a</sup> In this table, posts are presented net of staff assessment and posts for 2013 are costed for three work months taking into account delays in recruitment

<sup>b</sup> Mandates will have to be respected under the CMS quota system.

**Table 2. Summary table - budgetary requirements for 2013 and 2014-2015 and proposed source of funding**  
(United States dollars)

<i>Funding source</i>	<i>2013</i>	<i>2014-2015</i>
Regular Budget	489,800	6,261,200
Extrabudgetary	1,640,000	5,392,800
<b>Total</b>	<b>2,129,800</b>	<b>11,654,000</b>