



**Conference of the Parties to the
Minamata Convention on Mercury
Fourth meeting**

Online, 1–5 November 2021*

Item 6 of the provisional agenda**

Programme of work and budget**Programme of work and budget: proposed operational budgets
for the two funding scenarios for the biennium 2022–2023****Note by the secretariat****I. Introduction**

1. The period 2022–2023 marks the third biennium of work for the secretariat of the Minamata Convention on Mercury. In its decision MC-3/12, the Conference of the Parties to the Minamata Convention, recalling decision MC-1/15, requested the Executive Secretary to prepare a budget for the biennium 2022–2023 for consideration by the Conference of the Parties at its fourth meeting, in 2021, explaining the key principles, assumptions and programmatic strategy on which the budget was based and presenting expenditures for that biennium in a programmatic format, broken down by budget activities, with each activity supported by a budget activity fact sheet. The Conference of the Parties also requested the Executive Secretary to present two budget scenarios, one maintaining the operational budget at the 2020–2021 level in nominal terms (the zero nominal growth scenario) and one reflecting the changes to that scenario that would be required to meet the projected needs and the related costs or savings, without exceeding a 5 per cent increase over the 2020–2021 level in nominal terms (the 5 per cent scenario).

2. During its meeting on 14 April 2021, the Bureau of the fourth meeting of the Conference of the Parties decided that, as a result of the coronavirus disease (COVID-19) pandemic and related restrictions on travel and gatherings, the meeting of the Conference of the Parties originally planned for November 2021 would take place in two parts: an online segment to be held from 1 to 5 November 2021 and an in-person segment tentatively scheduled for the first quarter of 2022, with the dates to be decided on by the Conference of the Parties during the online segment.

3. During the online segment, the Conference of the Parties will be invited to consider and approve the complete budget and programme of work for 2022. The budget must be adopted during the online segment to ensure that Parties can in principle be notified of the amount of their 2022 contribution in 2021, and thus before the contribution deadline stipulated in the Financial Rules for the Conference of the Parties to the Minamata Convention on Mercury and any of its subsidiary bodies, as well as financial provisions governing the functioning of the secretariat. Furthermore, and most importantly, the adoption of the budget will ensure the continued implementation of the Convention and operation of the secretariat.

* The resumed fourth meeting of the Conference of the Parties to the Minamata Convention on Mercury is to convene in person in Bali, Indonesia, and is tentatively scheduled for the first quarter of 2022.

** UNEP/MC/COP.4/1.

4. The Conference of the Parties may wish to consider and agree on elements of the proposed budget for 2023 during the online segment. However, it will only consider the programme of work and budget for 2023 and approve the 2023 budget, and thus the full budget for the biennium 2022–2023, during the in-person segment of its fourth meeting, once it can take into account any additional substantive decisions with budgetary implications that it may wish to take during the in-person segment.
5. Accordingly, the present note on the programme of work and budget for the biennium 2022–2023 presents proposed budgets for 2022 and 2023. Section II, on implementation, gives an overview of the proposal and includes the presentation of the programme budgets for the two requested scenarios, setting out the differences between the 5 per cent scenario and the zero nominal growth scenario, as well as proposed changes to the approved budget for the biennium 2021–2022. It also presents the projected cash balance and the additional costs associated with holding the fourth meeting of the Conference of the Parties in two parts. Section III presents the suggested action by the Conference of the Parties.
6. Annex I to the present note sets out a draft decision on the programme of work and budget for 2022, and possible elements for the programme of work and budget for 2023.
7. Annex II presents the two scenarios for the programme of work and budget for the biennium 2022–2023 compared to the approved budget for the general trust fund and the special trust fund for 2020–2021 (table 1), the 2022 budget scenarios for the general trust fund and the special trust fund (table 2), an overview of the resource requirements for the general trust fund for the biennium 2022–2023 (table 3), the projected cash balance of the general trust fund as at 31 December 2021 (table 4) and the estimated additional costs associated with holding the fourth meeting of the Conference of the Parties in two parts (table 5).
8. Annex III shows the indicative scale of assessments and contributions to the general trust fund for the biennium 2022–2023, for the two budget scenarios (table 6), as well as an overview of the indicative scale of assessments and contributions for the two scenarios for 2022 alone (table 7). Annex IV presents background data on the staffing component for the two budget scenarios for 2022–2023 for all sources of funding, including a table showing proposed staffing for the two scenarios compared to approved staffing for 2020–2021 (table 8).
9. The present document should be read in conjunction with the budget activity fact sheets setting out the details of the budgets proposed for 2022–2023 (UNEP/MC/COP.4/INF/22) and the information document on financial matters (UNEP/MC/COP.4/INF/21). Further, information on secretariat activities can be found in the note by the secretariat on progress in the implementation of the programme of work for the biennium 2020–2021 (UNEP/MC/COP.4/19) and the report on international cooperation and coordination (UNEP/MC/COP.4/23).
10. All amounts are in United States dollars, unless otherwise stated.

II. Implementation

A. Overview of the proposed programme of work and budget for the biennium 2022–2023

11. Pursuant to decision MC-1/15, the Executive Director of the United Nations Environment Programme (UNEP) established three trust funds to support the work of the Convention:
 - (a) The General Trust Fund of the Minamata Convention on Mercury, with an expiry date of 31 December 2035;
 - (b) The Special Trust Fund of the Minamata Convention on Mercury, with an expiry date of 31 December 2035;
 - (c) The Specific Trust Fund for the Specific International Programme to Support Capacity-Building and Technical Assistance. The Specific International Programme is time-limited, with an expiry date of 31 December 2028.
12. In its decision MC-3/12, the Conference of the Parties approved the budget for the general trust fund of \$7,579,959 for the biennium 2020–2021 (compared to a budget of \$7,759,597 for the biennium 2018–2019). It also adopted an indicative scale of assessments for the apportionment of expenses for 2020–2021 and authorized the Executive Secretary to adjust the scale to include all parties for which the Convention was in force by 1 January 2020. It further requested parties and

invited non-parties to the Convention and others in a position to do so to contribute to the special trust fund and the specific trust fund.

13. As mentioned in paragraph 1 of the present note, in the same decision, the Conference of the Parties requested the Executive Secretary to present two scenarios for the budgets and programme of work for the biennium 2022–2023.

14. The programme of work of the Minamata Convention secretariat for the biennium 2022–2023 is set out in 16 activities under seven functional headings. The proposed activities are mainly a continuation of the activities implemented in the biennium 2020–2021, taking into account the progress of work, upcoming needs and upcoming deadlines and targets relevant to the implementation of the Convention. The titles of most of the activities from the biennium 2020–2021 have been retained and one activity, on digital strategy, has been added to better reflect the activities carried out by the secretariat in response to the COVID-19 pandemic and in anticipation of the increased importance of digital transformation in international environmental work and within the secretariat.

15. All the proposed activities in the programmes of work for the biennium 2022–2023 are listed in table 1 of annex II to the present note. Information document UNEP/MC/COP.4/INF/22 sets out budget activity fact sheets and provides additional information on each of the activities, along with information on relevant meeting documents and mandates and other relevant details pertaining to each activity, including background and rationale, expected outcomes, indicators of achievement, means of verification, partners, resources approved for 2020–2021 and resources required for 2022 and for 2023.

B. Presentation of the programme budgets for the two scenarios

16. According to the United Nations financial management system, the activities that form the programme of work serve as the basis for budgeting. The proposed programme of work and the related budget for the Minamata Convention for the 16 proposed activities of the proposed programme of work for the Minamata Convention for the biennium 2022–2023 are presented under the seven functional headings in annex II to the present note.

17. In accordance with decision MC-3/12, the secretariat has prepared two budget scenarios, one at zero nominal growth and one at 5 per cent growth. Both reflect the changes compared to the previous biennium required to meet most of the projected needs associated with executing the work programme and fulfilling the mandate of the secretariat. The 5 per cent growth scenario is closer to the actual needs. In the 5 per cent scenario, essential activities have been prioritized for funding from the general trust fund for 2022 and, as far as possible, for 2023.

18. Activities funded from the special trust fund will be undertaken subject to the availability of resources.

19. The two budget scenarios are introduced below. Details can be found in the budget activity fact sheets (UNEP/MC/COP.4/INF/22) and in annex II.

20. For the 2020–2021 budget, Parties had been prepared to accept an increase in the budget compared to the 2018–2019 approved budget; however, the final budget reflected a decision not to undertake working items on effectiveness evaluation in the current biennium, removing a substantial \$525,000 from the final proposed budget and resulting in an approved budget for the biennium 2020–2021 that was \$179,639 lower than the budget for 2018–2019, including programme support costs.

21. For the biennium 2022–2023, the requested 5 per cent cap on the budget increase in that scenario made it quite difficult for the secretariat to sufficiently and responsibly reflect on the upcoming needs. It was even more challenging to come up with a zero nominal growth scenario, given that the standard salary cost used for budgeting and estimated to accurately reflect the costs to be incurred entails a 17.78 per cent increase in staff costs compared to the 2020–2021 standard salary costs for Minamata Convention secretariat staff.

22. The figures provided in this section are net of programme support costs, which usually represent 13 per cent of the budgeted expenditures.

23. The budget scenarios have been constructed to include the anticipated needs for 2022, so that the Conference of the Parties can adopt the budget for 2022 during the online segment of its fourth meeting and then discuss and, if needed, update and thereafter finalize the budget for 2023 during the in-person segment of the meeting after finalizing other decisions on substantive matters.

5 per cent scenario

24. The 5 per cent scenario has been developed with a view to budgeting for elements of the work programme that are essential for complying with the activities mandated under the Convention. These constitute the same elements as in the budget for 2020–2021, with proposed changes in a few core activities to allow for the existing mandates and needs of the Parties to be financed from the general trust fund. While most of the costs have been estimated, the costs associated with work on the upcoming effectiveness evaluation have been assumed. The Conference of the Parties is expected to decide on further work on evaluating the effectiveness of the Convention, as mandated by article 22, at its fourth meeting; however, the scope and full nature of such work is difficult to define at this stage. An amount has nevertheless been allocated in the 5 per cent scenario to allow work to be done in 2022, on the understanding that the Conference of the Parties will decide on a full budget for effectiveness evaluation during the in-person segment of its fourth meeting. With the additional core activities proposed in the 5 per cent scenario, the total budget for 2022–2023, before programme support costs, is \$7,043,325, \$335,397 higher than the approved budget for the biennium 2020–2021, corresponding to \$2,981,258 for 2022 and \$4,062,067 for 2023.

25. The 5 per cent scenario does not result in any savings compared to the zero nominal growth scenario. The changes are as follows:

Added costs relative to the zero nominal growth scenario

26. The added costs relative to the zero nominal growth scenario, which has a total budget of \$6,707,928 before programme support costs (\$2,710,861 for 2022 and \$3,997,067 for 2023), are related to just two activities, as follows:

(a) Activity 6: For effectiveness evaluation, an additional \$110,000 (\$45,000 for 2022) has been allocated to the general trust fund to cover meeting costs for an effectiveness evaluation committee, including participant travel costs funded in 2022 and 2023, and translation of the report, with the expectation that the Conference of the Parties will establish the committee during the in-person segment of its fourth meeting. Furthermore, a lump sum of \$220,000 has been added for 2022 for preparatory scientific work and reports, to cover such things as meetings and preparation of additional reports. The lump sum amount was set at the level of the proposed annual budget for similar activities in the 2020–2021 budget.

(b) Activity 12: For international cooperation within the chemicals and waste cluster, an additional \$5,397 is provided to increase the total amount available for ongoing and new initiatives for collaboration with other multilateral environmental agreements.

27. The 5 per cent scenario represents both decreases and increases relative to the 2020–2021 approved budget, as follows:

Decreases relative to the 2020–2021 approved budget

28. The 5 per cent scenario reflects the following decreases relative to the 2020–2021 approved budget:

(a) Activity 1: A decrease of \$100,000 is estimated in connection with the fifth meeting of the Conference of the Parties, on the assumption that no costs associated with meetings of any intersessional time-based expert groups will be mandated by the Conference of the Parties other than those covered under other activity lines.

(b) Activity 3: \$8,000 less is budgeted for costs associated with the specific work identified by the Implementation and Compliance Committee, mainly to stay within the 5 per cent cap on the budget increase.

(c) Activity 5: No general trust fund resources are allocated for scientific support for parties, representing a decrease of \$120,000. The decrease is due to the finalization of work on customs codes and on mercury waste and contaminated sites.

(d) Activity 6: The proposed budget for effectiveness evaluation is \$10,000 less than in the previous biennium.

(e) Activity 9: There is a decrease of \$71,000 in the communication area; however, this is not a true decrease as this amount has been reallocated to new activity 10 on digital strategy (see the corresponding increase described in paragraph 29 (c) below).

Increases relative to the 2020–2021 approved budget

29. The 5 per cent scenario reflects the following increases relative to the 2020–2021 approved budget:

(a) Activity 7: An additional \$33,500 is budgeted for national reporting under the Minamata Convention to support various reporting-related activities with specialist knowledge. The costs are split equally between 2022 and 2023.

(b) Activity 8: An additional \$5,000 is budgeted for publications, including online publications, to meet overall needs for information materials. The costs are split equally between 2022 and 2023.

(c) Activity 10: \$70,000 is allocated for the new proposed digital strategy activity for, among other things, website improvement and maintenance, including enhancement of semantic relationships and content classification and search engine optimization, and creation of a digital repository for publications. These kind of activities were formerly budgeted under the communication activity.

(d) Activity 11: The increase of \$400,139 mostly results from an increase in the United Nations standard costs used for budgeting for all positions (an increase of \$321,349) and reflects the estimated actual staff costs based on current staffing. It also covers the reclassification of two GS-4 Programme Management Assistants as GS-5, which is cost-neutral, and of the P-3 Legal and Programme Officer as P-4, which results in an increase of \$80,388 for the biennium. Further, it includes a proportion of the costs of the two-year extension of the P-3 Programme Officer for reporting and effectiveness evaluation, corresponding to 8.5 months until 31 December 2023 (\$138,402). These increases are partly offset by a decrease of \$140,000 in staff travel on the assumption that several meetings would continue to be held virtually in the biennium 2022–2023.

(e) Activity 12: The secretariat is proposing to set aside \$11,258 for 2022 for international cooperation and coordination within the chemicals and waste cluster; there was no budget for this activity in the biennium 2020–2021.

(f) Activity 13: \$47,000 has been added for the financial resources and mechanism for 2022 to review the financial mechanism, create a projects database with visualization and provide impact analysis; there was no budget for this activity in the biennium 2020–2021.

(g) Activity 15: In the area of office maintenance and services, the secretariat estimates an increase of \$60,000 to cover increased common costs paid to the United Nations Office at Geneva, increased UMOJA¹ licence costs, maintenance and security costs associated with additional office space required to accommodate the full Minamata team and provision of the buyer service by UNEP. The costs are equally split between 2022 and 2023.

(h) Activity 16: For information technology services, an increase of \$17,500 is foreseen to cover the costs of providing information technology services to all Minamata Convention staff and to lease the needed laptops, and in part to have a stable expenditure level every year. The costs are equally split between 2022 and 2023.

C. Additional budget for organizing the fourth meeting of the Conference of the Parties in two parts and projected cash balance

30. Holding the fourth meeting of the Conference of the Parties in two parts entails an additional estimated cost of \$222,158, including programme support costs, to cover additional conference services and logistical arrangements, interpretation and meeting documents (including a report) and additional surge capacity requirements. Details can be found in annex II, table 5. These additional costs, to be incurred in 2022, are not included in either budget scenario.

31. It is proposed that 50 per cent of these additional costs (\$111,079) be covered by contributions from parties in 2022 in addition to those required to cover the 5 per cent or zero nominal growth budget shown in annex II, tables 1 and 2. This proposal is already reflected in the indicative scale of assessments and contributions shown in annex III, table 6.

32. It is proposed that the remaining 50 per cent (\$111,079) be covered by the existing cash balance, expected to be \$157,413 as at 31 December 2021. Details are presented in annex II, table 4, which takes into account the opening 2021 cash balance, estimated cash receipts for contributions at 80 per cent (as per the historical trend), the estimated expenditure for 2021 and funds from the

¹ Umoja is the United Nations Secretariat-wide enterprise resource planning system, introduced in 2015.

biennium 2020–2021 budget earmarked for the two-year contract of the P-3 Programme Officer position approved by the Conference of the Parties at its third meeting and for the trade report, whose preparation will carry over to 2022 to align it with work on the effectiveness evaluation. These two commitments, from the biennium 2020–2021, have been taken into account in the projected cash balance (see annex II, table 4) and the Conference of the Parties during its online segment is invited to approve that these commitments be carried forward into the biennium 2022–2023.

33. There are no major savings from the biennium 2020–2021 as there were no major meetings planned for the biennium to be cancelled or postponed. Furthermore, the savings in travel costs for secretariat staff were offset by salary cost increases, including for the relocation of new staff members, leading to a projected overrun of approximately \$134,000 on staff salaries and related costs in 2021, as well as \$74,000 spent on experts and consultants assisting the secretariat in adapting its work to an online setting and \$60,000 in costs for a maternity leave replacement during the biennium 2020–2021.

34. For the fourth meeting of the Conference of the Parties, the secretariat will have to spend more in 2021 to hold both the online and in-person segments and, as such, there are no anticipated savings in 2021. The committed funds will be spent at the latest for the in-person segment in 2022, together with the additional \$222,158 needed to hold the meeting in two parts.

35. The secretariat's recommendation to not fund the entire additional amount from 2020–2021 savings is aimed at ensuring a healthy cash balance and hence continued operations in future years. A future healthy financial situation and sufficient liquidity will also depend on the timely payment of contributions and settlement of outstanding contributions by Parties. Details can be found in document UNEP/MC/COP.4/INF/21 containing information on financial matters.

D. Cooperation between the secretariat of the Minamata Convention and the secretariat of the Basel, Rotterdam and Stockholm conventions for the meeting of the Conference of the Parties to the Minamata Convention

36. The secretariat of the Minamata Convention and the secretariat of the Basel, Rotterdam and Stockholm conventions have taken various measures to implement decision MC-3/11 on enhanced cooperation between the two secretariats.

37. Information on enhanced cooperation between the two secretariats, and particularly the inter-secretariat working groups established in accordance with decision MC-3/11 is included in document UNEP/MC/COP.4/20.

38. The Minamata Convention secretariat continued to implement shared services and purchase relevant services from the secretariat of the Basel, Rotterdam and Stockholm conventions on a cost recovery basis, as needed for the organization of both the online and in-person segments of the fourth meeting of the Conference of the Parties. The services were similar to those provided for the third meeting of the Conference of the Parties, covering areas such as registration, in-session document management and information technology. As at the date of this document, both secretariats had made good progress towards the finalization of an agreement specifying the services to be provided and the associated budget.

39. This stable arrangement will be needed for future meetings of the Conference of the Parties and the same amount has therefore been budgeted under the activity of the fifth meeting of the Conference of the Parties under “surge capacity requirements”.

E. Additional reflection by the Executive Secretary on future needs

40. This section of the document sets out the Executive Secretary's additional thoughts on future and upcoming resource needs of the Convention and the secretariat, above and beyond the proposed budget for the biennium 2022–2023, with the aim of making parties aware of such considerations and supporting the timely consideration and planning of future activities. The Conference of the Parties is invited to take note of this information and to use it as it considers appropriate.

41. During the biennium 2020–2021, the secretariat finalized the recruitment of the remaining vacant positions. The team of the Minamata Convention secretariat currently consists of 10 Professional staff members, including a Junior Professional Officer, and 5 General Service staff members. Two General Service staff members assist in administrative and financial matters and one public information assistant supports communication, knowledge management and public awareness activities. The remaining two General Service staff members cover a limited number of prioritized tasks of as many as seven Professional staff, including the Executive Secretary. This situation results

in the need for Professional staff to devote a substantial amount of time to general and administrative tasks, taking time away from their main substantive duties. Additional General Service staff would provide much-needed assistance to their secretariat colleagues, enabling them to provide better services, including online meeting support, in a more timely manner.

42. The secretariat has started to seize opportunities for digital transformation in its data, processes and organization of work. This includes the creation of a new data-driven website, a fully-fledged reporting system for parties' use and organization of the intersessional work of the Convention online. The United Nations Secretary-General's data strategy² lays out a vision for modernization and upgrading of ways of working. In response, the UNEP medium-term strategy (2022–2025) includes a new “digital transformations” enabling subprogramme to support the harnessing of data and digital transformation to tackle climate change, biodiversity loss and pollution. The efforts of both the Secretary-General and UNEP are aimed at creating internal capacity in digitalization and increasing staff digital literacy as a means of better serving Member States. Digital solutions could also be put to greater use for the Minamata Convention, not only for communication, awareness-raising, knowledge management and capacity-building but also to support implementation of and compliance with the provisions of the Convention and enhance its overall effectiveness. The secretariat's technical literacy can be expected to grow over time, in tandem with the need to devise and implement electronic tools and processes. A number of other convention secretariats are already laying the groundwork for electronic approaches to notification and movement documents, and the Minamata Convention is expected to soon have similar needs. In-house technical knowledge for day-to-day operations, including to maintain such tools and processes and link them to the Convention website as needed, will be imperative.

43. Noting the decision of the Conference of the Parties at its third meeting to retain the current level of staffing for the Specific International Programme, the secretariat has worked diligently to ensure that parties' needs and expectations with respect to the programme are met. Through the hiring in 2020 of the Programme Officer for capacity-building and technical assistance (a single position, split to cover both the Specific International Programme and the secretariat's work on capacity-building) and through the strategic use of management, substantive, administrative, legal and other staff capacity, supplemented by targeted consultant support, the secretariat has been able to maintain a high level of secretariat support for the management and administration of the Specific International Programme and increase its engagement with applicant government parties, donors and partners. With three application rounds completed, however, the secretariat will be administering approximately 25 projects in the biennium 2022–2023, a number that is likely to grow with future rounds and beyond, as early projects will end and need to be evaluated and closed. Parties will need to consider appropriate resource allocation at some stage if they wish to maintain high-quality management and administration of this programme.

III. Suggested action

44. In the light of decision MC-3/12, and after considering the information set out in the present note, the budget activity fact sheets (UNEP/MC/COP.4/INF/22) and the information document on financial matters (UNEP/MC/COP.4/INF/21), the Conference of the Parties may wish to consider a decision based on the proposed text set out in annex I to the present note.

45. An updated presentation of the programme of work and budget for the biennium 2022–2023, taking into account budget-related decisions taken by the Conference of the Parties during the online segment of the fourth meeting, along with suggested action, will be made available before the in-person segment of the meeting as a revision to the present note.

² See <https://www.un.org/en/content/datastrategy/index.shtml>.

Annex I

Draft decision MC-4[--]: Programme of work and budget for 2022 [and elements of the proposed budget for 2023]

The Conference of the Parties,

Recalling its decision MC-3/12 on the programme of work and budget for the biennium 2020–2021,

Welcoming the annual contribution by Switzerland, the host country of the secretariat, of 1 million Swiss francs, apportioned 60 per cent to the general trust fund and 40 per cent to the special trust fund to be prioritized for the purpose of supporting the participation of representatives from developing countries in the meetings of the Conference of the Parties,

Taking note of the contributions paid to the general trust fund by parties,

Noting that the Convention's full working capital reserve in the general trust fund was established in 2018,

Recognizing with appreciation the contributions and pledges made by Austria, the European Union, Finland, France, Japan, Norway, Sweden and Switzerland to the special trust fund in the biennium 2020–2021,

Recognizing also, with appreciation, the contributions and pledges made by Austria, Denmark, France, Germany, the Netherlands, Norway, Sweden, Switzerland and the United States of America to the specific trust fund to support Specific International Programme activities for the third round of applications,

Recalling its request to the Executive Secretary to prepare a budget for the biennium 2022–2023 for consideration by the Conference of the Parties at its fourth meeting, explaining the key principles, assumptions and programmatic strategy on which the budget was based and presenting expenditures for that biennium in a programmatic format and broken down by budget activity, with each activity supported by a budget activity fact sheet,

Recalling also its request to the Executive Secretary, in preparing the budgets and programme of work for the biennium 2022–2023, to present two scenarios:

- (a) One maintaining the operational budget at the 2020–2021 level in nominal terms;
- (b) One reflecting required changes to the above-mentioned scenario to meet the projected needs and costs or savings related thereto, which should not exceed a 5 per cent increase over the 2020–2021 level in nominal terms,

I

General Trust Fund of the Minamata Convention on Mercury

1. *Takes note* of the proposed programme of work and budget for the biennium 2022–2023;¹ the information on financial matters, including the report on expenditures,² and the budget activity fact sheets;³ and the information provided by the secretariat on progress in implementing the 2020–2021 work programme⁴ and on international cooperation and coordination;⁵
2. *Approves* the budget for the general trust fund for 2022 of [--] United States dollars as part of the budget for the biennium 2022–2023;
3. [*Approves* the elements of the preliminary budget for 2023...];

¹ UNEP/MC/COP.4/24.

² UNEP/MC/COP.4/INF/21.

³ UNEP/MC/COP.4/INF/22.

⁴ UNEP/MC/COP.4/19.

⁵ UNEP/MC/COP.4/23.

4. *Decides to review and agree on* the [whole] budget for the general trust fund for 2023 during the in-person segment of its fourth meeting, which will complete the consideration of the full budget of the Convention for the biennium 2022–2023;

5. *Authorizes* the Executive Secretary to draw down from the estimated available surplus of the general trust fund the amount of [--] United States dollars to cover a portion of the additional costs of the fourth meeting of the Conference of the Parties in order to meet the commitment for the P-3 programme management position to be carried forward from the biennium 2020–2021, and to finalize the trade report budgeted for in the biennium 2020–2021;

6. *Adopts* the indicative scale of assessments for the apportionment of expenses for 2022 as set out in table [--] of the present decision and authorizes the Executive Secretary, consistent with the Financial Regulations and Rules of the United Nations, to adjust the scale to include all parties for which the Convention is in force by 1 January 2022;

7. *Recalls* that contributions to the general trust fund are due by 1 January of the year for which those contributions have been budgeted and at the latest by 31 December of that year, and requests parties to pay their contributions as soon as possible to enable the secretariat to carry out its work;

II

Special Trust Fund of the Minamata Convention on Mercury

8. *Takes note* of the report provided by the Executive Secretary on the activities and expenditures for 2018–2019 and 2020–2021 through the special trust fund as contained in the information on financial matters,⁶ as well as the information provided by the secretariat on progress in implementing the 2020–2021 work programme⁷ and on international cooperation and coordination;⁸

9. *Also takes note* of the proposed programme of work and budget for the biennium 2022–2023,⁹ as well as the additional information on financial matters¹⁰ and the budget activity fact sheets;¹¹

10. *Agrees* to the estimates for the special trust fund for 2022 of [--] United States dollars;

11. *Notes* that implementation of the planned activities is subject to the availability of resources contributed to the special trust fund;

12. *Requests* parties to the Convention, and invites non-parties to the Convention and others in a position to do so, to contribute to the special trust fund;

13. *Invites* parties and non-parties to the Convention and others in a position to do so to contribute to the special trust fund to support the participation of representatives of parties from developing countries and countries with economies in transition in the meetings of the Conference of the Parties and its subsidiary bodies.

⁶ UNEP/MC/COP.4/INF/21.

⁷ UNEP/MC/COP.4/19.

⁸ UNEP/MC/COP.4/23.

⁹ UNEP/MC/COP.4/24.

¹⁰ UNEP/MC/COP.3/INF/21.

¹¹ UNEP/MC/COP.3/INF/22.

Annex II

Presentation of the two scenarios for the programme of work and budget for 2022–2023

1. Table 1 below presents the two budget scenarios for the biennium 2022–2023 for the general trust fund and the special trust fund. It also shows the approved 2020–2021 budget for both trust funds for ease of reference, as well as how each scenario compares with that budget. The \$222,158 extraordinary additional cost of holding the fourth meeting of the Conference of the Parties in two parts and the proposal for how that might be covered are also shown in the table.
2. Table 2 is a separate presentation of the budget scenarios for 2022 alone.
3. Table 3 shows the overall general trust fund resource requirements for the biennium 2022–2023 for the two budget scenarios, taking into account the working capital reserve of 15 per cent.
4. Table 4 provides an overview of the projected cash balance of the general trust fund as at 31 December 2021.
5. Table 5 presents the estimated additional costs associated with holding the fourth meeting of the Conference of the Parties in two parts.

Table 1
2022–2023 budget scenarios for the general trust fund and the special trust fund
 (United States dollars)

Activity	Approved budget (2020–2021)		5 per cent scenario						Zero nominal growth scenario						5 per cent scenario vs. 2020–2021 approved budget		Zero nominal growth scenario vs. 2020–2021 approved budget	
	General trust fund ^b	Special trust fund	General trust fund			Special trust fund			General trust fund			Special trust fund			General trust fund	Special trust fund	General trust fund	Special trust fund
			2022	2023	Total	2022	2023	Total	2022	2023	Total	2022	2023	Total				
A. Conferences and meetings	1 234 000	1 030 000	0	1 126 000	1 126 000	0	845 000	845 000	0	1 126 000	1 126 000	0	845 000	845 000	-108 000	-185 000	-108,000	-185,000
1 Fifth meeting of the Conference of the Parties	1 155 000	1 030 000		1 055 000	1 055 000	0	845 000	845 000		1 055 000	1 055 000	0	845 000	845 000	-100 000	-185 000	-100,000	-185,000
2 Bureau of the Conference of the Parties	26 000	0		26 000	26 000	0	0	0		26 000	26 000	0	0	0	0	0	0	0
3 Implementation and Compliance Committee	53 000	0		45 000	45 000	0	0	0		45 000	45 000	0	0	0	-8 000	0	-8,000	0
B. Capacity-building and technical assistance	0	1 235 000	0	0	0	785 000	735 000	1 520 000	0	0	0	785 000	735 000	1 520 000	0	285 000	0	285,000
4 Capacity-building and technical assistance programme of the Minamata Convention		1 235 000	0	0	0	785 000	735 000	1 520 000	0	0	0	785 000	735 000	1 520 000	0	285 000	0	285,000
C. Scientific and technical activities	606 500	1 290 000	340 000	170 000	510 000	750 000	680 000	1 430 000	75 000	105 000	180 000	1 015 000	745 000	1 760 000	-96 500	140 000	-426,500	470,000
5 Scientific support to the States parties to the Minamata Convention	120 000	1 140 000	0	0	0	700 000	600 000	1 300 000	0	0	0	700 000	600 000	1 300 000	-120 000	160 000	-120,000	160,000
6 Effectiveness evaluation	370 000	150 000	265 000	95 000	360 000	50 000	80 000	130 000	0	30 000	30 000	315 000	145 000	460 000	-10 000	-20 000	-340 000	310 000

Activity	Approved budget (2020–2021)		5 per cent scenario						Zero nominal growth scenario						5 per cent scenario vs. 2020–2021 approved budget		Zero nominal growth scenario vs. 2020–2021 approved budget	
			General trust fund			Special trust fund			General trust fund			Special trust fund			General trust fund	Special trust fund	General trust fund	Special trust fund
	General trust fund ^b	Special trust fund	2022	2023	Total	2022	2023	Total	2022	2023	Total	2022	2023	Total				
7 National reporting under the Minamata Convention	116 500		75 000	75 000	150 000	0	0	0	75 000	75 000	150 000	0	0	0	33 500	0	33 500	0
D. Knowledge and information management, and outreach	200 000	85 000	112 000	92 000	204 000	95 000	90 000	185 000	112 000	92 000	204 000	95 000	90 000	185 000	4 000	100 000	4 000	100 000
8 Publications	45 000	60 000	25 000	25 000	50 000	0	0	0	25 000	25 000	50 000	0	0	0	5 000	–60 000	5 000	–60 000
9 Communication, outreach and public awareness	155 000	25 000	42 000	42 000	84 000	0	0	0	42 000	42 000	84 000	0	0	0	–71 000	–25 000	–71 000	–25 000
10 Digital strategy	0	0	45 000	25 000	70 000	95 000	90 000	185 000	45 000	25 000	70 000	95 000	90 000	185 000	70 000	185 000	70 000	185 000
E. Overall management	4 273 928	0	2 293 758	2 438 567	4 732 325	0	35 000	35 000	2 288 361	2 438 567	4 726 928	0	35 000	35 000	458 397	35 000	453 000	35 000
11 Executive direction and management	4 273 928	0	2 235 500	2 438 567	4 674 067	0	0	0	2 235 500	2 438 567	4 674 067	0	0	0	400 139	0	400,139	0
12 International cooperation and coordination	0	0	11 258	0	11 258	0	0	0	5 861	0	5 861	0	0	0	11 258	0	5 861	0
13 Financial resources and mechanism	0	0	47 000	0	47 000	0	35 000	35 000	47 000	0	47 000	0	35 000	35 000	47 000	35 000	47 000	35 000
F. Legal and policy activities	0	234 000	0	0	0	70 000	30 000	100 000	0	0	0	70 000	30 000	100 000	0	–134 000	0	–134 000
14 Legal and policy activities		234 000	0	0	0	70 000	30 000	100 000	0	0	0	70 000	30 000	100 000	0	–134 000	0	–134 000
G. Office maintenance and services	393 500	0	235 500	235 500	471 000	0	0	0	235 500	235 500	471 000	0	0	0	77 500	0	77 500	0
15 Office maintenance and services	290 000	0	175 000	175 000	350 000	0	0	0	175 000	175 000	350 000	0	0	0	60 000	0	60 000	0
16 Information technology services	103 500	0	60 500	60 500	121 000	0	0	0	60 500	60 500	121 000	0	0	0	17 500	0	17 500	0

Activity	Approved budget (2020–2021)		5 per cent scenario						Zero nominal growth scenario						5 per cent scenario vs. 2020–2021 approved budget		Zero nominal growth scenario vs. 2020–2021 approved budget	
	General trust fund ^b	Special trust fund	General trust fund			Special trust fund			General trust fund			Special trust fund			General trust fund	Special trust fund	General trust fund	Special trust fund
			2022	2023	Total	2022	2023	Total	2022	2023	Total	2022	2023	Total				
Total direct costs (excluding programme support costs)	6 707 928	3 874 000	2 981 258	4 062 067	7 043 325	1 700 000	2 415 000	4 115 000	2 710 861	3 997 067	6 707 928	1 965 000	2 480 000	4 445 000	335 397	241 000	0	571 000
Programme support costs (13 per cent)	872 031	503 620	387 564	528 069	915 632	221 000	313 950	534 950	352 412	519 619	872 031	255 450	322 400	577 850	-166 564	-380 682	0	74 230
Grand total	7 579 959	4 377 620	3 368 822	4 590 136	7 958 957	1 921 000	2 728 950	4 649 950	3 063 273	4 516 686	7 579 959	2 220 450	2 802 400	5 022 850	168 833	-139 682	0	645 230
Extraordinary additional costs for the fourth meeting of the Conference of the Parties (including programme support costs) ^a			111 079	0	111 079				111 079	0	111 079							
Grand total including extraordinary costs			3 479 901	4 590 136	8 070 036				3 174 352	4 516 686	7 691 038							

^a The *estimated* additional cost of holding the fourth meeting of the Conference of the Parties in two parts, with an online segment in November 2021 and an in-person segment in 2022, is \$222,158. The secretariat proposes to use additional contributions in 2022 to cover 50 per cent of the additional cost, corresponding to \$111,079, and savings from prior years to cover the remaining 50 per cent.

^b The *approved* budget for 2018–2019 was \$7,759,598.

Table 2
2022 budget scenarios for the general trust fund and the special trust fund
 (United States dollars)

Activity number	Activity	5 per cent scenario		Zero nominal growth scenario	
		General trust fund	Special trust fund	General trust fund	Special trust fund
	A. Conferences and meetings	0	0	0	0
1	Fifth meeting of the Conference of the Parties	0	0	0	0
2	Bureau of the Conference of the Parties	0	0	0	0
3	Implementation and Compliance Committee	0	0	0	0
	B. Capacity-building and technical assistance	0	785 000	0	785 000
4	Capacity-building and technical assistance programme of the Minamata Convention	–	785 000	0	785 000
	C. Scientific and technical activities	340 000	750 000	75 000	1 015 000
5	Scientific support to the parties	–	700 000	0	700 000
6	Effectiveness evaluation	265 000	50 000	0	315 000
7	National reporting	75 000	0	75 000	0
	D. Knowledge and information management, and outreach	112 000	95 000	112 000	95 000
8	Publications	25 000	0	25 000	0
9	Communication, outreach and public awareness	42 000	0	42 000	0
10	Digital strategy	45 000	95 000	45 000	95 000
	E. Overall management	2 293 758	0	2 288 361	0
11	Executive direction and management	2 235 500	0	2 235 500	0
12	International cooperation and coordination	11 258	0	5 861	0
13	Financial resources and mechanism	47 000	0	47 000	0
	F. Legal and policy activities	0	70 000	0	70 000
14	Legal and policy activities	0	70 000	0	70 000
	G. Office maintenance and services	235 500	0	235 500	0
15	Office maintenance and services	175 000	0	175 000	0
16	Information technology services	60 500	0	60 500	0
	Total direct costs (excluding programme support costs)	2 981 258	1 700 000	2 710 861	1 965 000
	Programme support costs (13 per cent)	387 564	221 000	352 412	255 450
	Grand total	3 368 822	1 921 000	3 063 273	2 220 450
	Extraordinary additional cost of holding the fourth meeting of the Conference of the Parties in two parts (including programme support costs) ^a	111 079	0	111 079	0
	Grand total including extraordinary costs	3 479 901		3 174 352	

^a The estimated additional cost of holding the fourth meeting of the Conference of the Parties in two parts, with an online session in November 2021 and an in-person session in 2022, is \$222,158. The secretariat proposes to use additional contributions in 2022 to cover 50 per cent of the additional cost, corresponding to \$111,079, and savings from prior years to cover the remaining 50 per cent.

Table 3
Overview of overall resource requirements for the general trust fund for 2022–2023
 (United States dollars)

	<i>5 per cent scenario</i>	<i>Zero nominal growth scenario</i>
Proposed budget for 2022–2023^a		
Proposed budget direct costs 2022–2023	7 141 625	6 806 228
Programme support costs (13 per cent)	928 411	884 810
Total operational budget 2022–2023	8 070 036	7 691 038
<i>Percentage change in direct costs from 2020–2021 to 2022–2023</i>	<i>6.47</i>	<i>1.47</i>
Current level of the working capital reserve (15 per cent)	587 479	587 479
Required level of the working capital reserve (15 per cent)	605 253	587 479
Change in the working capital reserve	17 774	0
Total resources required for 2022–2023	8 087 810	7 691 038

^a Includes 50 per cent of the additional cost of holding the fourth meeting of the Conference of the Parties in two parts, corresponding to \$111,079 including programme support costs.

Table 4
Projected cash balance of the general trust fund as at 31 December 2021
 (United States dollars)

Cash balance as at 1 January 2021	3 796 880
Add: estimated cash receipts in 2021	4 011 110
Total cash before anticipated expenses	7 807 990
Less deferred income	–1 740 394
Less established working capital reserve (15 per cent)	–679 157
Less additional working capital reserve for 5 per cent scenario	–9 363
Less estimated expenditure up to 31 December 2021	–4 338 116
Less commitment for P-3 Programme Officer position (effectiveness evaluation, reporting) ^a	–245 029
Less earmarked funding for trade report ^b	–100 000
Less three months' salary net cash retention	–538 517
Projected cash balance as at 31 December 2021	157 413

^a To meet the contractual commitment for a staff member for two years, up to 18 April 2023, as approved by the Conference of the Parties at its third meeting.

^b The trade report activity approved by the Conference of the Parties at its third meeting will, to a large extent, be undertaken in the biennium 2022–2023, in part to make use of article 21 reporting.

Table 5
Estimated costs associated with holding the fourth meeting of the Conference of the Parties in two parts
 (United States dollars)

	<i>Budget^a</i>	<i>Estimated cost for in-person segment</i>	<i>Estimated cost for the two parts</i>
Conference services and logistics	295 000	220 000	272 000
Interpretation	120 000	100 000	150 000
Meeting documents	300 000	300 000	328 000
Meeting report	70 000	70 000	87 000
Surge capacity requirements	270 000	270 000	355 000
Contingencies (5 per cent)	0	48 000	59 600
Total	1 055 000	1 008 000	1 251 600
Programme support costs (13 per cent)	137 150	131 040	162 708
Total including programme support costs	1 192 150	1 139 040	1 414 308

^a Approved by the Conference of the Parties at its third meeting.

Annex III

Indicative scale of assessments for contributions to the general trust fund for 2022–2023

1. Table 6 presents the indicative scale of assessments and contributions to the general trust fund for the biennium 2022–2023 for parties who had ratified the Minamata Convention as at 30 April 2021, for the two budget scenarios. The indicative scale of assessments is based on the United Nations scale of assessments for 2019–2021, adjusted in line with the financial rules for the Conference of the Parties to the Minamata Convention on Mercury, its subsidiary bodies and the secretariat of the Convention, as set out in the annex to decision MC-1/10. The European Union continues to contribute at a rate of 2.5 per cent.¹
2. Table 7 is a separate presentation of the scale of assessments and contributions to the general trust fund for 2022 alone.

¹ The United Nations scale of assessments for 2022–2024 will be published after the fourth meeting of the Conference of the Parties.

Table 6
Indicative scale of assessments and contributions to the general trust fund for the biennium 2022–2023
 (United States dollars)

Party	United Nations scale of assessments (percentage)	Minamata scale, reflecting a 22 per cent ceiling and 0.010 per cent base (percentage)	5 per cent scenario			Zero nominal growth scenario			Total contributions (2020–2021) ^b	
			2022	2023	Total 2022–2023	2022	2023	Total 2022–2023		
AFRICA (36)										
1	Benin	0.003	0.0100	287	400	687	256	392	648	645
2	Botswana	0.014	0.0160	459	639	1 097	409	627	1 036	1 098
3	Burkina Faso	0.003	0.0100	287	400	687	256	392	648	645
4	Burundi	0.001	0.0100	287	400	687	256	392	648	0
5	Cameroon	0.013	0.0148	426	593	1 019	380	582	962	0
6	Central African Republic	0.001	0.0100	287	400	687	256	392	648	0
7	Chad	0.004	0.0100	287	400	687	256	392	648	645
8	Comoros	0.001	0.0100	287	400	687	256	392	648	645
9	Congo	0.006	0.0100	287	400	687	256	392	648	645
10	Côte d'Ivoire	0.013	0.0148	426	593	1 019	380	582	962	1 020
11	Djibouti	0.001	0.0100	287	400	687	256	392	648	645
12	Equatorial Guinea	0.016	0.0183	524	730	1 254	468	716	1 184	1 255
13	Eswatini	0.002	0.0100	287	400	687	256	392	648	645
14	Gabon	0.015	0.0171	492	684	1 176	439	671	1 110	1 177
15	Gambia	0.001	0.0100	287	400	687	256	392	648	645
16	Ghana	0.015	0.0171	492	684	1 176	439	671	1 110	1 177
17	Guinea	0.003	0.0100	287	400	687	256	392	648	645
18	Guinea-Bissau	0.001	0.0100	287	400	687	256	392	648	645
19	Lesotho	0.001	0.0100	287	400	687	256	392	648	645
20	Madagascar	0.004	0.0100	287	400	687	256	392	648	645
21	Mali	0.004	0.0100	287	400	687	256	392	648	645
22	Mauritania	0.002	0.0100	287	400	687	256	392	648	645
23	Mauritius	0.011	0.0126	361	502	862	322	492	814	863
24	Namibia	0.009	0.0103	295	411	705	263	403	666	706
25	Niger	0.002	0.0100	287	400	687	256	392	648	645

Party	United Nations scale of assessments (percentage)	Minamata scale, reflecting a 22 per cent ceiling and 0.010 per cent base (percentage)	5 per cent scenario			Zero nominal growth scenario			Total contributions (2020–2021) ^b	
			2022	2023	Total 2022–2023	2022	2023	Total 2022–2023		
			26	Nigeria	0.25	0.2853	8 193	11 403		19 597
27	Rwanda	0.003	0.0100	287	400	687	256	392	648	645
28	Sao Tome and Principe	0.001	0.0100	287	400	687	256	392	648	645
29	Senegal	0.007	0.0100	287	400	687	256	392	648	6
30	Seychelles	0.002	0.0100	287	400	687	256	392	648	645
31	Sierra Leone	0.001	0.0100	287	400	687	256	392	648	645
32	South Africa	0.272	0.3104	8 914	12 407	21 321	7 953	12 176	20 129	21 335
33	United Republic of Tanzania	0.01	0.0114	328	456	784	292	448	740	0
34	Togo	0.002	0.0100	287	400	687	256	392	648	645
35	Uganda	0.008	0.0100	287	400	687	256	392	648	645
36	Zambia	0.009	0.0103	295	411	705	263	403	666	706
ASIA-PACIFIC (32)										
37	Afghanistan	0.007	0.0100	287	400	687	256	392	648	645
38	Cambodia	0.006	0.0100	287	400	687	256	392	648	0
39	China	12.005	13.7015	393 449	547 593	941 043	351 027	537 396	888 423	941 660
40	India	0.834	0.9519	27 333	38 042	65 375	24 386	37 333	61 720	65 418
41	Indonesia	0.543	0.6197	17 796	24 768	42 564	15 877	24 307	40 184	42 592
42	Iran (Islamic Republic of)	0.398	0.4542	13 044	18 154	31 198	11 638	17 816	29 454	31 219
43	Japan	8.564	9.7743	280 675	390 636	671 311	250 412	383 362	633 774	671 751
44	Jordan	0.021	0.0240	688	958	1 646	614	940	1 554	1 647
45	Kiribati	0.001	0.0100	287	400	687	256	392	648	645
46	Republic of Korea	2.267	2.5874	74 298	103 406	177 705	66 287	101 481	167 768	177 821
47	Kuwait	0.252	0.2876	8 259	11 495	19 754	7 369	11 281	18 649	19 767
48	Lao People's Democratic Republic	0.005	0.0100	287	400	687	256	392	648	645
49	Lebanon	0.047	0.0536	1 540	2 144	3 684	1 374	2 104	3 478	3 687
50	Marshall Islands	0.001	0.0100	287	400	687	256	392	648	645
51	Mongolia	0.005	0.0100	287	400	687	256	392	648	645

Party	United Nations scale of assessments (percentage)	Minamata scale, reflecting a 22 per cent ceiling and 0.010 per cent base (percentage)	5 per cent scenario			Zero nominal growth scenario			Total contributions (2020–2021) ^b	
			2022	2023	Total 2022–2023	2022	2023	Total 2022–2023		
			52	Oman	0.115	0.1313	3 769	5 246		9 015
53	Pakistan	0.115	0.1313	3 769	5 246	9 015	3 363	5 148	8 511	0
54	Palau	0.001	0.0100	287	400	687	256	392	648	645
55	Qatar	0.282	0.3219	9 242	12 863	22 105	8 246	12 624	20 869	0
56	Samoa	0.001	0.0100	287	400	687	256	392	648	645
57	Saudi Arabia	1.172	1.3376	38 411	53 459	91 870	34 269	52 464	86 733	91 930
58	Singapore	0.485	0.5535	15 895	22 123	38 018	14 181	21 711	35 892	38 043
59	Sri Lanka	0.044	0.0502	1 442	2 007	3 449	1 287	1 970	3 256	3 451
60	State of Palestine	0.008	0.0100	287	400	687	256	392	648	645
61	Syrian Arab Republic	0.011	0.0126	361	502	862	322	492	814	863
62	Thailand	0.307	0.3504	10 062	14 003	24 065	8 977	13 743	22 719	24 081
63	Philippines	0.205	0.2340	6 719	9 351	16 069	5 994	9 177	15 171	9 842
64	Tonga	0.001	0.0100	287	400	687	256	392	648	645
65	Tuvalu	0.001	0.0100	287	400	687	256	392	648	645
66	United Arab Emirates	0.616	0.7031	20 189	28 098	48 287	18 012	27 575	45 587	48 318
67	Vanuatu	0.001	0.0100	287	400	687	256	392	648	645
68	Viet Nam	0.077	0.0879	2 524	3 512	6 036	2 251	3 447	5 698	6 040
CENTRAL AND EASTERN EUROPE (15)										
69	Albania	0.008	0.0100	287	400	687	256	392	648	397
70	Armenia	0.007	0.0100	287	400	687	256	392	648	645
71	Bulgaria	0.046	0.0525	1 508	2 098	3 606	1 345	2 059	3 404	3 608
72	Croatia	0.077	0.0879	2 524	3 512	6 036	2 251	3 447	5 698	6 040
73	Czechia	0.311	0.3550	10 193	14 186	24 379	9 094	13 922	23 015	24 395
74	Estonia	0.039	0.0445	1 278	1 779	3 057	1 140	1 746	2 886	3 059
75	Hungary	0.206	0.2351	6 751	9 396	16 148	6 023	9 221	15 245	16 158
76	Latvia	0.047	0.0536	1 540	2 144	3 684	1 374	2 104	3 478	3 687
77	Lithuania	0.071	0.0810	2 327	3 239	5 566	2 076	3 178	5 254	5 569
78	Republic of Moldova	0.003	0.0100	287	400	687	256	392	648	645

Party	United Nations scale of assessments (percentage)	Minamata scale, reflecting a 22 per cent ceiling and 0.010 per cent base (percentage)	5 per cent scenario			Zero nominal growth scenario			Total contributions (2020–2021) ^b	
			2022	2023	Total 2022–2023	2022	2023	Total 2022–2023		
			79	Montenegro	0.004	0.0100	287	400		687
80	North Macedonia	0.007	0.0100	287	400	687	256	392	648	397
81	Romania	0.198	0.2260	6 489	9 032	15 521	5 790	8 863	14 653	15 531
82	Slovakia	0.153	0.1746	5 014	6 979	11 993	4 474	6 849	11 323	12 001
83	Slovenia	0.076	0.0867	2 491	3 467	5 957	2 222	3 402	5 624	5 961
LATIN AMERICA AND THE CARIBBEAN (24)										
84	Antigua and Barbuda	0.002	0.0100	287	400	687	256	392	648	645
85	Argentina	0.915	1.0443	29 988	41 737	71 725	26 755	40 959	67 714	71 772
86	Bahamas	0.018	0.0205	590	821	1 411	526	806	1 332	864
87	Bolivia (Plurinational State of)	0.016	0.0183	524	730	1 254	468	716	1 184	1 255
88	Brazil	2.948	3.3646	96 617	134 469	231 087	86 200	131 965	218 165	231 238
89	Chile	0.407	0.4645	13 339	18 565	31 904	11 901	18 219	30 120	31 925
90	Colombia	0.288	0.3287	9 439	13 137	22 576	8 421	12 892	21 313	22 590
91	Costa Rica	0.062	0.0708	2 032	2 828	4 860	1 813	2 775	4 588	4 863
92	Cuba	0.08	0.0913	2 622	3 649	6 271	2 339	3 581	5 920	6 275
93	Dominican Republic	0.053	0.0605	1 737	2 418	4 155	1 550	2 373	3 922	4 157
94	Ecuador	0.08	0.0913	2 622	3 649	6 271	2 339	3 581	5 920	6 275
95	El Salvador	0.012	0.0137	393	547	941	351	537	888	941
96	Guyana	0.002	0.0100	287	400	687	256	392	648	645
97	Honduras	0.009	0.0103	295	411	705	263	403	666	706
98	Jamaica	0.008	0.0100	287	400	687	256	392	648	645
99	Mexico	1.292	1.4746	42 344	58 933	101 277	37 778	57 836	95 614	101 343
100	Nicaragua	0.005	0.0100	287	400	687	256	392	648	645
101	Panama	0.045	0.0514	1 475	2 053	3 527	1 316	2 014	3 330	3 530
102	Paraguay	0.016	0.0183	524	730	1 254	468	716	1 184	1 255
103	Peru	0.152	0.1735	4 982	6 933	11 915	4 444	6 804	11 249	11 923
104	Saint Kitts and Nevis	0.001	0.0100	287	400	687	256	392	648	645

Party	United Nations scale of assessments (percentage)	Minamata scale, reflecting a 22 per cent ceiling and 0.010 per cent base (percentage)	5 per cent scenario			Zero nominal growth scenario			Total contributions (2020–2021) ^b	
			2022	2023	Total 2022–2023	2022	2023	Total 2022–2023		
			105	Saint Lucia	0.001	0.0100	287	400		687
106	Suriname	0.005	0.0100	287	400	687	256	392	648	645
107	Uruguay	0.087	0.0993	2 851	3 968	6 820	2 544	3 894	6 438	6 824
WESTERN EUROPEAN AND OTHER STATES (24)										
108	Austria	0.677	0.7727	22 188	30 881	53 068	19 796	30 305	50 101	53 103
109	Belgium	0.821	0.9370	26 907	37 449	64 356	24 006	36 752	60 758	64 398
110	Canada	2.734	3.1204	89 604	124 708	214 312	79 942	122 386	202 328	214 452
111	Cyprus	0.036	0.0411	1 180	1 642	2 822	1 053	1 612	2 664	1 728
112	Denmark	0.554	0.6323	18 157	25 270	43 427	16 199	24 799	40 998	43 455
113	European Union	2.5	2.5000	71 789	99 915	171 704	64 049	98 054	162 103	161 243
114	Finland	0.421	0.4805	13 798	19 203	33 001	12 310	18 846	31 156	33 023
115	France	4.427	5.0526	145 090	201 932	347 022	129 446	198 172	327 618	347 249
116	Germany	6.09	6.9506	199 592	277 788	477 380	178 072	272 615	450 687	477 693
117	Greece	0.366	0.4177	11 995	16 695	28 690	10 702	16 384	27 086	17 572
118	Iceland	0.028	0.0320	918	1 277	2 195	819	1 253	2 072	2 196
119	Ireland	0.371	0.4234	12 159	16 923	29 082	10 848	16 608	27 456	29 101
120	Italy	3.307	3.7743	108 383	150 845	259 228	96 697	148 036	244 733	0
121	Liechtenstein	0.009	0.0103	295	411	705	263	403	666	706
122	Luxembourg	0.067	0.0765	2 196	3 056	5 252	1 959	2 999	4 958	5 255
123	Malta	0.017	0.0194	557	775	1 333	497	761	1 258	1 333
124	Monaco	0.011	0.0126	361	502	862	322	492	814	863
125	Netherlands	1.356	1.5476	44 441	61 852	106 294	39 650	60 700	100 350	106 363
126	Norway	0.754	0.8606	24 711	34 393	59 104	22 047	33 752	55 799	59 143
127	Portugal	0.35	0.3995	11 471	15 965	27 436	10 234	15 668	25 902	27 454
128	Sweden	0.906	1.0340	29 693	41 326	71 019	26 492	40 556	67 048	71 066
129	Switzerland	1.151	1.3137	37 723	52 501	90 224	33 655	51 524	85 179	90 283
130	United Kingdom of Great Britain and Northern Ireland	4.567	5.2124	149 678	208 318	357 996	133 540	204 439	337 978	358 231

Party	United Nations scale of assessments (percentage)	Minamata scale, reflecting a 22 per cent ceiling and 0.010 per cent base (percentage)	5 per cent scenario			Zero nominal growth scenario			Total contributions (2020–2021) ^b
			2022	2023	Total 2022–2023	2022	2023	Total 2022–2023	
131 United States of America	22	22.0000	631 746	879 249	1 510 995	563 631	862 875	1 426 506	1 418 939
Total assessed contributions		100.00	2 871 573	3 996 587	6 868 160	2 561 958	3 922 159	6 484 117	6 449 721
Total proposed budget (including host country contribution^a)			3 479 901	4 590 136	8 070 036	3 174 352	4 516 686	7 691 038	7 579 959

^a Includes the estimated contribution of the host country, Switzerland, to the general trust fund.

^b New parties are invoiced separately.

Table 7
Indicative scale of assessments and contributions to the general trust fund for 2022

<i>Party</i>	<i>United Nations scale of assessments (percentage)</i>	<i>Minamata scale, reflecting a 22 per cent ceiling and 0.010 per cent base (percentage)</i>	<i>5 per cent scenario</i>	<i>Zero nominal growth scenario</i>	
AFRICA (36)					
1	Benin	0.003	0.0100	287	256
2	Botswana	0.014	0.0160	459	409
3	Burkina Faso	0.003	0.0100	287	256
4	Burundi	0.001	0.0100	287	256
5	Cameroon	0.013	0.0148	426	380
6	Central African Republic	0.001	0.0100	287	256
7	Chad	0.004	0.0100	287	256
8	Comoros	0.001	0.0100	287	256
9	Congo	0.006	0.0100	287	256
10	Côte d'Ivoire	0.013	0.0148	426	380
11	Djibouti	0.001	0.0100	287	256
12	Equatorial Guinea	0.016	0.0183	524	468
13	Eswatini	0.002	0.0100	287	256
14	Gabon	0.015	0.0171	492	439
15	Gambia	0.001	0.0100	287	256
16	Ghana	0.015	0.0171	492	439
17	Guinea	0.003	0.0100	287	256
18	Guinea-Bissau	0.001	0.0100	287	256
19	Lesotho	0.001	0.0100	287	256
20	Madagascar	0.004	0.0100	287	256
21	Mali	0.004	0.0100	287	256
22	Mauritania	0.002	0.0100	287	256
23	Mauritius	0.011	0.0126	361	322
24	Namibia	0.009	0.0103	295	263
25	Niger	0.002	0.0100	287	256
26	Nigeria	0.25	0.2853	8 193	7 310
27	Rwanda	0.003	0.0100	287	256
28	Sao Tome and Principe	0.001	0.0100	287	256
29	Senegal	0.007	0.0100	287	256
30	Seychelles	0.002	0.0100	287	256
31	Sierra Leone	0.001	0.0100	287	256
32	South Africa	0.272	0.3104	8 914	7 953
33	United Republic of Tanzania	0.01	0.0114	328	292
34	Togo	0.002	0.0100	287	256
35	Uganda	0.008	0.0100	287	256
36	Zambia	0.009	0.0103	295	263
ASIA-PACIFIC (32)					
37	Afghanistan	0.007	0.0100	287	256
38	Cambodia	0.006	0.0100	287	256
39	China	12.005	13.7015	393 449	351 027
40	India	0.834	0.9519	27 333	24 386
41	Indonesia	0.543	0.6197	17 796	15 877
42	Iran (Islamic Republic of)	0.398	0.4542	13 044	11 638

<i>Party</i>	<i>United Nations scale of assessments (percentage)</i>	<i>Minamata scale, reflecting a 22 per cent ceiling and 0.010 per cent base (percentage)</i>	<i>5 per cent scenario</i>	<i>Zero nominal growth scenario</i>	
43	Japan	8.564	9.7743	280 675	250 412
44	Jordan	0.021	0.0240	688	614
45	Kiribati	0.001	0.0100	287	256
46	Republic of Korea	2.267	2.5874	74 298	66 287
47	Kuwait	0.252	0.2876	8 259	7 369
48	Lao People's Democratic Republic	0.005	0.0100	287	256
49	Lebanon	0.047	0.0536	1 540	1 374
50	Marshall Islands	0.001	0.0100	287	256
51	Mongolia	0.005	0.0100	287	256
52	Oman	0.115	0.1313	3 769	3 363
53	Pakistan	0.115	0.1313	3 769	3 363
54	Palau	0.001	0.0100	287	256
55	Qatar	0.282	0.3219	9 242	8 246
56	Samoa	0.001	0.0100	287	256
57	Saudi Arabia	1.172	1.3376	38 411	34 269
58	Singapore	0.485	0.5535	15 895	14 181
59	Sri Lanka	0.044	0.0502	1 442	1 287
60	State of Palestine	0.008	0.0100	287	256
61	Syrian Arab Republic	0.011	0.0126	361	322
62	Thailand	0.307	0.3504	10 062	8 977
63	Philippines	0.205	0.2340	6 719	5 994
64	Tonga	0.001	0.0100	287	256
65	Tuvalu	0.001	0.0100	287	256
66	United Arab Emirates	0.616	0.7031	20 189	18 012
67	Vanuatu	0.001	0.0100	287	256
68	Viet Nam	0.077	0.0879	2 524	2 251
CENTRAL AND EASTERN EUROPE (15)					
69	Albania	0.008	0.0100	287	256
70	Armenia	0.007	0.0100	287	256
71	Bulgaria	0.046	0.0525	1 508	1 345
72	Croatia	0.077	0.0879	2 524	2 251
73	Czechia	0.311	0.3550	10 193	9 094
74	Estonia	0.039	0.0445	1 278	1 140
75	Hungary	0.206	0.2351	6 751	6 023
76	Latvia	0.047	0.0536	1 540	1 374
77	Lithuania	0.071	0.0810	2 327	2 076
78	Republic of Moldova	0.003	0.0100	287	256
79	Montenegro	0.004	0.0100	287	256
80	North Macedonia	0.007	0.0100	287	256
81	Romania	0.198	0.2260	6 489	5 790
82	Slovakia	0.153	0.1746	5 014	4 474
83	Slovenia	0.076	0.0867	2 491	2 222

<i>Party</i>	<i>United Nations scale of assessments (percentage)</i>	<i>Minamata scale, reflecting a 22 per cent ceiling and 0.010 per cent base (percentage)</i>	<i>5 per cent scenario</i>	<i>Zero nominal growth scenario</i>	
LATIN AMERICA AND THE CARIBBEAN (24)					
84	Antigua and Barbuda	0.002	0.0100	287	256
85	Argentina	0.915	1.0443	29 988	26 755
86	Bahamas	0.018	0.0205	590	526
87	Bolivia (Plurinational State of)	0.016	0.0183	524	468
88	Brazil	2.948	3.3646	96 617	86 200
89	Chile	0.407	0.4645	13 339	11 901
90	Colombia	0.288	0.3287	9 439	8 421
91	Costa Rica	0.062	0.0708	2 032	1 813
92	Cuba	0.08	0.0913	2 622	2 339
93	Dominican Republic	0.053	0.0605	1 737	1 550
94	Ecuador	0.08	0.0913	2 622	2 339
95	El Salvador	0.012	0.0137	393	351
96	Guyana	0.002	0.0100	287	256
97	Honduras	0.009	0.0103	295	263
98	Jamaica	0.008	0.0100	287	256
99	Mexico	1.292	1.4746	42 344	37 778
100	Nicaragua	0.005	0.0100	287	256
101	Panama	0.045	0.0514	1 475	1 316
102	Paraguay	0.016	0.0183	524	468
103	Peru	0.152	0.1735	4 982	4 444
104	Saint Kitts and Nevis	0.001	0.0100	287	256
105	Saint Lucia	0.001	0.0100	287	256
106	Suriname	0.005	0.0100	287	256
107	Uruguay	0.087	0.0993	2 851	2 544
WESTERN EUROPEAN AND OTHER STATES (24)					
108	Austria	0.677	0.7727	22 188	19 796
109	Belgium	0.821	0.9370	26 907	24 006
110	Canada	2.734	3.1204	89 604	79 942
111	Cyprus	0.036	0.0411	1 180	1 053
112	Denmark	0.554	0.6323	18 157	16 199
113	European Union	2.5	2.5000	71 789	64 049
114	Finland	0.421	0.4805	13 798	12 310
115	France	4.427	5.0526	145 090	129 446
116	Germany	6.09	6.9506	199 592	178 072
117	Greece	0.366	0.4177	11 995	10 702
118	Iceland	0.028	0.0320	918	819
119	Ireland	0.371	0.4234	12 159	10 848
120	Italy	3.307	3.7743	108 383	96 697
121	Liechtenstein	0.009	0.0103	295	263
122	Luxembourg	0.067	0.0765	2 196	1 959
123	Malta	0.017	0.0194	557	497
124	Monaco	0.011	0.0126	361	322
125	Netherlands	1.356	1.5476	44 441	39 650
126	Norway	0.754	0.8606	24 711	22 047
127	Portugal	0.350	0.3995	11 471	10 234

<i>Party</i>		<i>United Nations scale of assessments (percentage)</i>	<i>Minamata scale, reflecting a 22 per cent ceiling and 0.010 per cent base (percentage)</i>	<i>5 per cent scenario</i>	<i>Zero nominal growth scenario</i>
128	Sweden	0.906	1.0340	29 693	26 492
129	Switzerland	1.151	1.3137	37 723	33 655
130	United Kingdom	4.567	5.2124	149 678	133,540
131	United States of America	22.000	22.0000	631 746	563,631
Total assessed contributions			100.00	2 871 573	2 561 958
Total proposed budget (including host country contribution ^a)				3 479 901	3 174 352

^a Includes the estimated contribution of the host country, Switzerland, to the general trust fund.

Annex IV

Background data on the staffing component for both scenarios for all sources of funding

1. The staffing component was budgeted using current United Nations standard salary costs as per usual United Nations budgeting practice, based on standard costs covering estimated salary costs, including entitlements and mobility, and providing for a 3 per cent increase per year.
2. The proposed changes to the staffing table for the biennium 2022–2023 are as follows:
 - (a) In both budget scenarios, the secretariat proposes to extend the P-3 Programme Officer post (reporting, effectiveness evaluation) for another two years, from April 2023 until April 2025. Consequently, the secretariat has included funding for 8.5 months in the 2023 budget to cover the salary and related costs until 31 December 2023, corresponding to \$138,402. The current, already-decided two-year term during 2022 and 2023 will be covered by funding earmarked for this position from the approved funding for the biennium 2020–2021. The position is proposed to be extended for another two years to continue the work on article 21 reporting and effectiveness evaluation and, in addition, on capacity-building. Reporting under article 21 of the Convention is a major and, in some instances, the only source of information on the implementation of the Convention, serving various Convention processes. The extension will enable the secretariat to a) fully process and analyse the results of reporting under article 21 due by 31 December 2021 for the purposes of the report to the Conference of the Parties and the report to the Implementation and Compliance Committee in the time period leading to the consideration of national reports by the Conference of the Parties at its fifth meeting; b) provide support and expertise for the effectiveness evaluation, and in particular its products, based on information and data from the reporting; c) continue building parties' capacity for reporting under article 21, including for short reporting by 31 December 2023 and full reporting in 2025; and d) build awareness and knowledge of national challenges in meeting the requirements of the Convention and the corresponding needs of the Parties for the purpose of capacity-building and technical assistance activities undertaken by the secretariat and by partners. Details of the work to be covered by the officer in 2023 are included in the budget activity fact sheets.¹
 - (b) In both scenarios, it is proposed that the position of the Legal Officer (P-3) be reclassified as P-4 and the two G-4 Programme Management Assistant positions be reclassified as G-5 to align the positions with the level of required duties, responsibilities and workload and thus ensure stable and fair staffing of the positions. The reclassification of the Legal Officer entails an additional \$80,388 but there are no budgetary cost implications for the reclassification of the Programme Management Assistants.
3. Table 8 provides an overview of the proposed staffing for the biennium 2022–2023 compared to the 2020–2021 approved staffing level, for all sources of funding.

¹ UNEP/MC/COP4/INF/22.

Table 8
Proposed secretariat staffing for the biennium 2022–2023

<i>Staff category and level</i>	<i>Approved 2020–2021</i>				<i>Proposed 2022–2023 5 per cent and zero nominal growth scenarios</i>			
	<i>General trust fund</i>	<i>Special trust fund</i>	<i>UNEP programme support costs</i>	<i>Total</i>	<i>General trust fund</i>	<i>Special trust fund</i>	<i>UNEP programme support costs</i>	<i>Total</i>
A. Professional categories								
D-1	1	–	–	1	1	–	–	1
P-5	1	1	–	2	1	1	–	2
P-4	2	–	1	3	3	–	1	4
P-3	3	–	–	3	2	–	–	2
P-2	–	–	–	–	–	–	–	–
Subtotal (A)	7	1	1	9	7	1	1	9
B. General Service category								
GS	4	–	1	5	4	–	1	5
Subtotal (B)	4	0	1	5	4	0	1	5
Total (A + B)	11	1	2	14	11	1	2	14

Note: In addition to the above staffing table, Japan is co-funding a P-2 Junior Professional Officer until April 2022.