

**NOTE BY THE DIRECTOR-GENERAL****TRANSFERS OF FUNDS DURING 2011**

1. Financial Regulation 4.6 states that the Director-General shall notify the Executive Council (hereinafter “the Council”) of any transfers of appropriated funds between subprogrammes within a budget programme. In pursuance of this Financial Regulation, the Director-General in this Note informs the Council that, during the period from 1 January to 31 December 2011, none of the transfers made between subprogrammes exceeded 15% of the original appropriation for the subprogramme to which the transfers were made, with the exception of one transfer made to the Protocol and Visa Branch, for which prior concurrence of the Council was sought (EC-66/DG.17, dated 30 September 2011). A summary of such transfers is presented in Annex 1 to this Note.
2. Furthermore, Financial Regulation 4.5 states that the Director-General shall notify the Council of any transfers of appropriated funds between programmes within a budget chapter. In pursuance of this Financial Regulation, the Director-General in this Note also informs the Council that, during the period from 1 January to 31 December 2011, none of the transfers made between programmes within a budget chapter exceeded 10% of the original appropriation for the programme to which the transfers were made. A summary of such transfers is presented in Annex 2 to this Note.
3. Recalling that the Programme and Budget for 2011 (C-15/DEC.6, dated 2 December 2010) was approved at the subprogramme level, a number of the transfers listed in the annexes to this Note were inevitable. The Technical Secretariat will review these transfers in 2012, to ensure that lessons learned are incorporated into the 2013 budget-preparation process. In fact, these transfers, together with the aspect of under-utilisation of resources, will be subject to analysis as part of the 2011 programme-performance report, to be submitted to the Council at its Sixty-Ninth Session.

**Annexes:**

- Annex 1: Transfers of Appropriated Funds Between Subprogrammes Within a Budget Programme, 1 January to 31 December 2011
- Annex 2: Transfers of Appropriated Funds Between Programmes Within a Budget Chapter, 1 January to 31 December 2011



**Annex 1**

**TRANSFERS OF APPROPRIATED FUNDS BETWEEN SUBPROGRAMMES  
WITHIN A BUDGET PROGRAMME  
1 JANUARY TO 31 DECEMBER 2011**

<b>Transferred From</b>	<b>Transferred To</b>	<b>Amount (In Euros)</b>	<b>Note</b>
Chemical Demilitarisation Branch	Industry Verification Branch	22,000	1
OPCW Laboratory	Industry Verification Branch	15,400	1
OPCW Laboratory	Policy and Review Branch	51,360	2
Office of the Director, International Cooperation and Assistance Division	Assistance and Protection Branch	27,000	3
Office of the Director, Secretariat for the Policy-Making Organs	Language Services Branch	15,000	4
Office of the Director, External Relations Division	Protocol and Visa Branch	23,479	5
Government Relations and Political Affairs Branch	Protocol and Visa Branch	68,821	5
Office of the Legal Adviser	Office of the Director-General	21,871	6
Office of the Legal Adviser	Office of Internal Oversight	1,560	7
Office of the Legal Adviser	Office of Confidentiality and Security	126,569	8
Health and Safety Branch	Office of Confidentiality and Security	145,000	8
Procurement and Support Services Branch	Budget, Planning and Control Branch	42,680	9
Procurement and Support Services Branch	Finance and Accounts Branch	47,698	10
Procurement and Support Services Branch	Human Resources Branch	78,180	11
Procurement and Support Services Branch	Information Services Branch	21,442	12

**Explanation of notes:**Note 1

The transfer of funds from the Chemical Demilitarisation Branch (EUR 22,000) and the OPCW Laboratory (EUR 15,400) to the Industry Verification Branch amounting to EUR 37,400 was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the aforementioned subprogrammes.

Note 2

The transfer of funds from the OPCW Laboratory to the Policy and Review Branch amounting to EUR 51,360 was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the OPCW Laboratory.

Note 3

The transfer of funds from the Office of the Director, International Cooperation and Assistance Division (ICA) to the Assistance and Protection Branch amounting to EUR 27,000 was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs, as well as other general operating expenses. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Office of the Director, ICA.

Note 4

The transfer of funds from the Office of the Director, Secretariat for the Policy-Making Organs (PMO) to the Language Services Branch amounting to EUR 15,000 was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Office of the Director, PMO.

Note 5

The transfer of funds from the Office of the Director, External Relations Division (EUR 23,479) and the Government Relations and Political Affairs Branch (EUR 68,821) to the Protocol and Visa Branch amounting to EUR 92,300 was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs, as well as hospitality expenses that were higher than budgeted. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the aforementioned subprogrammes. In this regard, reference is made to EC-66/DG.17.

Note 6

The transfer of funds from the Office of the Legal Adviser to the Office of the Director-General amounting to EUR 21,871 was necessary in order to cover salaries and common staff costs as well as travel expenses that were higher than budgeted. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Office of the Legal Adviser.

Note 7

The transfer of funds from the Office of the Legal Adviser to the Office of Internal Oversight amounting to EUR 1,560 was carried out in order to cover salaries and common staff costs that proved to be higher than the standard costs. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Office of the Legal Adviser.

Note 8

The transfer of funds from the Office of the Legal Adviser (EUR 126,569) and the Health and Safety Branch (EUR 145,000) to the Office of Confidentiality and Security amounting to EUR 271,569 was carried out in order to cover salaries and common staff costs that proved to be higher than the standard costs, as well as expenses related to the acquisition of security equipment that were higher than budgeted. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the aforementioned subprogrammes.

Note 9

The transfer of funds from the Procurement and Support Services Branch to the Budget, Planning and Control Branch amounting to EUR 42,680 was carried out in order to cover salaries and common staff costs that proved to be higher than the standard costs and to cover expenses related to the hiring of a temporary assistant to provide support for the budget preparation and implementation process. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Procurement and Support Services Branch.

Note 10

The transfer of funds from the Procurement and Support Services Branch to the Finance and Accounts Branch amounting to EUR 47,698 was carried out in order to cover salaries and common staff costs that proved to be higher than budgeted standard costs, as well as expenses related to the implementation of the International Public Sector Accounting Standards. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Procurement and Support Services Branch.

Note 11

The transfer of funds from the Procurement and Support Services Branch to the Human Resources Branch amounting to EUR 78,180 was carried out in order to cover staff turnover expenditure that proved to be higher than budgeted. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Procurement and Support Services Branch.

Note 12

The transfer of funds from the Procurement and Support Services Branch to the Information Services Branch amounting to EUR 21,442 was carried out in order to cover expenses related to the acquisition of hardware that were higher than budgeted. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Procurement and Support Services Branch.

## Annex 2

**TRANSFERS OF APPROPRIATED FUNDS BETWEEN PROGRAMMES  
WITHIN A BUDGET CHAPTER  
1 JANUARY TO 31 DECEMBER 2011**

Transferred From	Transferred To	Amount (In Euros)	Note
Office of the Director, International Cooperation and Assistance Division	Language Services Branch	119,748	1
Government Relations and Political Affairs Branch	Office of the Director-General	46,179	2
Media and Public Affairs Branch	Office of the Deputy Director-General	25,340	3
Office of the Director, International Cooperation and Assistance Division	Office of Internal Oversight	16,751	4
Media and Public Affairs Branch	Office of Internal Oversight	18,789	4
Office of the Director, International Cooperation and Assistance Division	Office of Special Projects	5,120	5
International Cooperation Branch	Finance and Accounts Branch	91,142	6
Office of the Director, International Cooperation and Assistance Division	Human Resources Branch	19,271	7
International Cooperation Branch	Human Resources Branch	108,858	7
Media and Public Affairs Branch	Human Resources Branch	21,871	7

**Explanation of notes:**Note 1

The transfer of funds from the Office of the Director, ICA to the Language Services Branch amounting to EUR 119,748 was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Office of the Director, ICA.

Note 2

The transfer of funds from the Government Relations and Political Affairs Branch to the Office of the Director-General amounting to EUR 46,179 was necessary in order to cover salaries and common staff costs, as well as travel expenses, that proved to be higher than budgeted. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Government Relations and Political Affairs Branch.

Note 3

The transfer of funds from the Media and Public Affairs Branch to the Office of the Deputy Director-General amounting to EUR 25,340 was carried out in order to cover the costs of hosting a second session of the Scientific Advisory Board during 2011, as approved by the Conference of the States Parties at its Fifteenth Session (subparagraph 3(e) of C-15/DEC.6, dated 2 December 2010). The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Media and Public Affairs Branch.

Note 4

The transfer of funds from the Office of the Director, ICA (EUR 16,751) and the Media and Public Affairs Branch (EUR 18,789), to the Office of Internal Oversight amounting to EUR 35,540 was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the aforementioned subprogrammes.

Note 5

The transfer of funds from the Office of the Director, ICA to the Office of Special Projects amounting to EUR 5,120 was carried out in order to cover salaries and common staff costs that proved to be higher than the budgeted standard costs. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the Office of the Director, ICA.

Note 6

The transfer of funds from the International Cooperation Branch to the Finance and Accounts Branch amounting to EUR 91,142 took place in order to cover salaries and common staff costs that proved to be higher than budgeted standard costs, as well as expenses related to the implementation of the International Public Sector Accounting Standards. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the International Cooperation Branch.

Note 7

The transfer of funds from the Office of the Director, ICA (EUR 19,271), the International Cooperation Branch (EUR 108,858), and the Media and Public Affairs Branch (EUR 21,871) to the Human Resources Branch amounting to EUR 150,000 was carried out in order to cover staff turnover expenditure that proved to be higher than budgeted. The funds became available during the financial year and the transfer took place without detriment to the approved activities of the aforementioned subprogrammes.