



Seventy-Eighth Session  
17 – 20 March 2015

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### **NOTE BY THE DIRECTOR-GENERAL**

#### **TRANSFERS OF FUNDS DURING 2014**

1. Financial Regulation 4.5 states that the Director-General shall notify the Executive Council (hereinafter “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 informs the Council that, during the period from 1 January to 31 December 2014, none of the transfers made between programmes exceeded 10% of the original appropriation for the programme to which the transfers were made. A summary of such transfers is presented in the Annex 1 to this Note.
2. Furthermore, Financial Regulation 4.6 states that the Director-General shall notify the Council of any transfers of appropriated funds between subprogrammes within a budget programme. None of the transfers made between subprogrammes exceeded 15% of the original appropriation for the subprogramme 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 2014 (C-18/DEC.6, dated 4 December 2013) was approved at the subprogramme level, the transfers listed in the annex to this Note were processed to cover budget shortfalls and to fund new programme activities. The Technical Secretariat will review the utilisation of resources as part of the 2014 programme performance review, and any lessons learned will be considered when formulating the 2016 Programme and Budget. The 2014 programme performance report will be submitted to the Council at its Seventy-Ninth Session.

#### Annexes:

Annex 1: Transfers of Appropriated Funds between Programmes, 1 January to 31 December 2014

Annex 2: Transfers of Appropriated Funds between Subprogrammes within a Budget Programme, 1 January to 31 December 2014



**Annex 1****TRANSFER OF APPROPRIATED FUNDS BETWEEN PROGRAMMES  
I JANUARY TO 31 DECEMBER 2014**

<b>Transferred From</b>	<b>Transferred To</b>	<b>Amount (In Euros)</b>	<b>Note</b>
Inspections Programme	Verification Programme	50,000	1
Executive Management Programme/External Relations Programme	International Cooperation and Assistance Programme	91,500	2
Executive Management Programme	Support to the Policy-Making Organs Programme	300,000	3
Executive Management Programme	Administration Programme	194,550	4

**Explanation of notes:**Note 1

The transfer of funds from the Inspections Programme to the Verification Programme (EUR 50,000) was to cover mission-related travel and premises rental costs. The transfer took place without detriment to the approved activities of the Inspections Programme.

Note 2

The transfer of funds from the Executive Management and External Relations Programmes to the International Cooperation and Assistance Programme (EUR 91,500) was to cover a number of events that were added to the programme's work plan in 2014. The transfer took place without detriment to the approved activities of either the Executive Management or External Relations Programmes.

Note 3

The transfer of funds from the Executive Management Programme to the Programme for the Support to the Policy-Making Organs (EUR 300,000) was to cover a staff cost budget shortfall. The transfer took place without detriment to the approved activities of the Executive Management Programme.

Note 4

The transfer of funds from the Executive Management Programme to the Administration Programme (EUR 194,550) was to cover costs related to the Windows migration project. The transfer took place without detriment to the approved activities of the Executive Management Programme.

## Annex 2

**TRANSFERS OF APPROPRIATED FUNDS BETWEEN SUBPROGRAMMES  
WITHIN A BUDGET PROGRAMME  
1 JANUARY TO 31 DECEMBER 2014**

<b>Transferred From</b>	<b>Transferred To</b>	<b>Amount (In Euros)</b>	<b>Note</b>
<b><i>Verification Programme</i></b>			
Declarations Branch	Office of the Director, Verification Division	34,000	1
Declarations Branch	Chemical Demilitarisation Branch	95,000	2
Declarations Branch and Industry Verification Branch	OPCW Laboratory	158,130	3
<b><i>Inspections Programme</i></b>			
Office of the Director, Inspectorate Division and Inspection Team Leaders and Personnel subprogramme	Inspectorate Management Branch	31,000	4
Inspection Team Leaders and Personnel subprogramme	Operations and Planning Branch	444,000	5
<b><i>International Cooperation and Assistance Programme</i></b>			
Office of the Director, ICA, Assistance and Protection Branch, and International Cooperation Branch	Implementation Support Branch	89,500	6
<b><i>Programme for the Support to the Policy-Making Organs</i></b>			
Office of the Director, PMO	Language Services Branch	141,000	7
<b><i>External Relations Programme</i></b>			
Office of the Director, External Relations Division	Media and Public Affairs Branch	58,300	8
<b><i>Executive Management Programme</i></b>			
Office of the Deputy Director-General	Office of Confidentiality and Security	82,450	9
<b><i>Administration Programme</i></b>			
Human Resources Branch	Office of the Director of Administration	14,000	10
Budget, Planning and Control Branch and Procurement and Support Services Branch	Finance and Accounts Branch	122,500	11
Human Resources Branch and Procurement and Support Services Branch	Information Services Branch	110,000	12

**Explanation of notes:**

Note 1

The transfer of funds within the Verification Programme from the Declarations Branch to the Office of the Director of the Verification Division (EUR 34,000) was to cover a staff cost budget shortfall. The transfer took place without detriment to the approved activities of the Declarations Branch.

Note 2

The transfer of funds within the Verification Programme from the Declarations Branch to the Chemical Demilitarisation Branch (EUR 95,000) was to cover a staff cost budget shortfall. The transfer took place without detriment to the approved activities of the Declarations Branch.

Note 3

The transfer of funds within the Verification Programme from the Declarations Branch and Industry Verification Branch to the OPCW Laboratory (EUR 158,130) was to cover project costs associated with the establishment of a new training unit in the laboratory. The transfer took place without detriment to the approved activities of either the Declarations Branch or the Industry Verification Branch.

Note 4

The transfer of funds within the Inspections Programme from the Office of the Director of the Inspectorate Division and the Inspection Team Leaders and Personnel subprogramme to the Inspectorate Management Branch (EUR 31,000) was to cover a staff cost budget shortfall. The transfer took place without detriment to the approved activities of the Office of the Director of the Inspectorate Division or the Inspection Team Leaders and Personnel subprogramme.

Note 5

The transfer of funds within the Inspections Programme from the Inspection Team Leaders and Personnel subprogramme to the Operations and Planning Branch (EUR 444,000) was to cover consultancy costs, the procurement of inspection equipment, and a staff cost budget shortfall. The transfer took place without detriment to the approved activities of the Inspection Team Leaders and Personnel subprogramme.

Note 6

The transfer of funds within the International Cooperation and Assistance Programme from the Office of the Director, ICA and the Assistance and Protection and International Cooperation Branches to the Implementation Support Branch (EUR 89,500) was to cover a number of events that were added to the Implementation Support Branch's work plan in 2014. The transfer took place without detriment to the approved activities of the Office of the Director, ICA and the Assistance and Protection and International Cooperation Branches.

Note 7

The transfer of funds within the Programme for the Support to the Policy-Making Organs from the Office of the Director, PMO to the Language Services Branch (EUR 141,000) was to cover unbudgeted contingency meetings of the Executive Council and to fund a staff cost

budget shortfall. The transfer took place without detriment to the approved activities of the Office of the Director, PMO.

Note 8

The transfer of funds within the External Relations Programme from the Office of the Director of the External Relations Division to the Media and Public Affairs Branch (EUR 58,300) was to cover a staff cost budget shortfall and consultancy costs. The transfer took place without detriment to the approved activities of the Office of the Director of the External Relations Division.

Note 9

The transfer of funds within the Executive Management Programme from the Office of the Deputy Director-General to the Office of Confidentiality and Security (EUR 82,450) was to cover the procurement of security-related hardware and software as well as a staff cost budget shortfall. The transfer took place without detriment to the approved activities of the Office of the Deputy Director-General.

Note 10

The transfer of funds within the Administration Programme from the Human Resources Branch to the Office of the Director of Administration (EUR 14,000) was to cover a staff cost budget shortfall. The transfer took place without detriment to the approved activities of the Human Resources Branch.

Note 11

The transfer of funds within the Administration Programme from the Budget, Planning and Control and Procurement and Support Services Branches to the Finance and Accounts Branch (EUR 122,500) was to cover exchange rate losses and a staff cost budget shortfall. The transfer took place without detriment to the approved activities of the Budget, Planning and Control and Procurement and Support Services Branches.

Note 12

The transfer of funds within the Administration Programme from the Human Resources and Procurement and Support Services Branches to the Information Services Branch (EUR 110,000) was to cover costs related to the Windows migration project. The transfer took place without detriment to the approved activities of the Human Resources and Procurement and Support Services Branches.