

**NOTE BY THE DIRECTOR-GENERAL****TRANSFERS OF FUNDS DURING 2016**

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 2016, 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 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 2016 (C-20/DEC.6, dated 3 December 2015) was approved at the subprogramme level, the transfers listed in both annexes 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 2016 programme performance review, and any lessons learned will be considered when formulating the 2018 Programme and Budget. The 2016 programme performance report will be submitted to the Council at its Eighty-Fifth Session.

Annexes:

Annex 1: Transfers of Appropriated Funds between Programmes, 1 January to 31 December 2016

Annex 2: Transfers of Appropriated Funds between Subprogrammes within a Budget Programme, 1 January to 31 December 2016



Annex 1**TRANSFERS OF APPROPRIATED FUNDS BETWEEN PROGRAMMES
I JANUARY TO 31 DECEMBER 2016**

Transferred From	Transferred To	Amount (In Euros)	Note
International Cooperation and Assistance Programme	Programme for the Support to the Policy-Making Organs	30,000	1
Programme for the Support to the Policy-Making Organs	Administration Programme	18,666	2
External Relations Programme	Executive Management Programme	28,146	3
Administration Programme	Executive Management Programme	254,000	4
International Cooperation and Assistance Programme	Administration Programme	6,000	5

Explanation of notes:Note 1

The transfer of funds from the International Cooperation and Assistance Programme to the Programme for the Support to the Policy-Making Organs (EUR 30,000) was to cover staff costs. The transfer took place without detriment to the approved activities of the International Cooperation and Assistance Programme.

Note 2

The transfer of funds from the Programme for the Support to the Policy-Making Organs to the Administration Programme (EUR 18,666) was to partially cover reprographic equipment and required services. The transfer took place without detriment to the approved activities of the Programme for the Support to the Policy-Making Organs.

Note 3

The transfer of funds from the External Relations Programme to the Executive Management Programme (EUR 28,146) was to cover the rental of premises for the International Day for the Foundation of the OPCW and contractual services. The transfer took place without detriment to the approved activities of the Executive Management Programme.

Note 4

The transfer of funds from the Administration Programme to the Executive Management Programme (EUR 254,000) was to cover staff costs. The transfer took place without detriment to the approved activities of the Administration Programme.

Note 5

The transfer of funds from the International Cooperation and Assistance Programme to the Administration Programme (EUR 6,000) was to cover costs related to staff development (training). The transfer took place without detriment to the approved activities of the International Cooperation and Assistance Programme.

Annex 2

**TRANSFERS OF APPROPRIATED FUNDS BETWEEN SUBPROGRAMMES
WITHIN A BUDGET PROGRAMME
1 JANUARY TO 31 DECEMBER 2016**

Transferred From	Transferred To	Amount (In Euros)	Note
<i>Verification Programme</i>			
Office of the Director	Industry Verification Branch	13,027	1
Declarations Branch	Chemical Demilitarisation Branch	130,000	2
<i>Inspections Programme</i>			
Operations and Planning Branch	Inspection Team Leaders and Personnel	135,000	3
Inspection Team Leaders and Personnel	Inspectorate Management Branch	150,000	4
<i>International Cooperation and Assistance Programme</i>			
Assistance and Protection Branch	Office of Director	53,000	5
<i>Programme for the Support to the Policy-Making Organs</i>			
Office of the Director	Language Services Branch	342,000	6
<i>External Relations Programme</i>			
Office of the Director	Political Affairs and Protocol Branch	11,635	7
Public Affairs Branch	Office of the Director	40,000	8
Public Affairs Branch	Political Affairs and Protocol Branch	34,000	9
<i>Executive Management Programme</i>			
Office of Strategy and Policy	Office of the Director-General	35,000	10
Office of the Director-General	Office of the Deputy Director-General	14,000	11
Health and Safety Branch	Office of Internal Oversight	40,000	12
<i>Administration Programme</i>			
Office of the Director	Finance and Accounts Branch	22,000	13

Explanation of notes:Note 1

The transfer of funds within the Verification Programme from the Office of the Director to the Industry Verification Branch (EUR 13,027) was to cover contractual services. The transfer took place without detriment to the approved activities of the Office of the Director.

Note 2

The transfer of funds within the Verification Programme from the Declarations Branch to the Chemical Demilitarisation Branch (EUR 130,000) was to cover staff costs. The transfer took place without detriment to the approved activities of the Declarations Branch.

Note 3

The transfer of funds within the Inspections Programme from the Operations and Planning Branch to the Inspection Team Leaders and Personnel subprogramme (EUR 135,000) was to cover for additional costs of cargo required for samples, analysis, missions, and training missions. The transfer took place without detriment to the approved activities of the Operations and Planning Branch.

Note 4

The transfer of funds within the Inspections Programme from the Inspection Team Leaders and Personnel subprogramme to Inspectorate Management Branch (EUR 150,000) was to cover staff costs. The transfer took place without detriment to the approved activities of the Inspection Team Leaders and Personnel subprogramme.

Note 5

The transfer of funds within the International Cooperation and Assistance Programme from the Assistance and Protection Branch to the Office of the Director (EUR 53,000) was to cover staff costs. The transfer took place without detriment to the approved activities of the Assistance and Protection Branch.

Note 6

The transfer of funds within the Support to the Policy-Making Organs Programme from the Office of the Director to the Language Services Branch (EUR 342,000) was to cover staff costs. The transfer took place without detriment to the approved activities of the Office of the Director.

Note 7

The transfer of funds within the External Relations Programme from the Office of the Director to the Political Affairs and Protocol Branch (EUR 11,635) was to cover an extension of a short-term contract and fund contractual services. The transfer took place without detriment to the approved activities of the Office of the Director.

Note 8

The transfer of funds within the External Relations Programme from the Public Affairs Branch to the Office of the Director (EUR 40,000) was to cover staff costs. The transfer took place without detriment to the approved activities of the Public Affairs Branch.

Note 9

The transfer of funds within the External Relations Programme from the Public Affairs Branch to the Political Affairs and Protocol Branch (EUR 34,000) was to cover staff costs, hospitality costs for a reception during the regular session of the Conference of the States Parties, and a speechwriter. The transfer took place without detriment to the approved activities of the Public Affairs Branch.

Note 10

The transfer of funds within the Executive Management Programme from the Office of Strategy and Policy to the Office of the Director-General (EUR 35,000) was to cover staff costs. The transfer took place without detriment to the approved activities of the Office of Strategy and Policy.

Note 11

The transfer of funds within the Executive Management Programme from the Office of the Director-General to the Office of the Deputy Director-General (EUR 14,000) was to cover staff costs. The transfer took place without detriment to the approved activities of the Office of the Director-General.

Note 12

The transfer of funds within the Executive Management Programme from the Health and Safety Branch to the Office of Internal Oversight (EUR 40,000) was to cover staff costs. The transfer took place without detriment to the approved activities of the Health and Safety Branch.

Note 13

The transfer of funds within the Administration Programme from the Office of the Director to the Finance and Accounts Branch (EUR 22,000) was to cover staff costs and general operating costs. The transfer took place without detriment to the approved activities of the Office of the Director.

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