



**Intergovernmental Forum on Chemical Safety**  
*Global Partnerships for Chemical Safety*

**04w**  
**Agenda item 4**

*Contributing to the 2020 Goal*

**IFCS/FORUM-VI/04w**  
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**FORUM VI**  
**SIXTH SESSION**  
**OF THE**  
**INTERGOVERNMENTAL FORUM ON CHEMICAL SAFETY**

**Dakar, Senegal**  
**15 – 19 September 2008**

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**IFCS FINANCIAL STATEMENT**

**Prepared by: IFCS Secretariat**

**DECISION DOCUMENT**

This is not an official WHO report.

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The income and expenditure records in respect to all contributions are indicated in the WHO Financial Reports submitted to the World Health Assembly on an annual and biennial basis.

All contributions to WHO are subject exclusively to the Organization's internal and external auditing procedures. The External Auditor's certification of accounts and audit report are made available to the World Health Assembly on a biennial basis.

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**ACTION REQUESTED**

The Forum is invited to

- note the report set out in this document;
- in conjunction with considering and taking a decision on the future role of IFCS, as appropriate consider and approve a future budget.

## INTRODUCTION

This report presents information on:

- IFCS Trust Fund which supports the organizational and administrative arrangements of the IFCS and secretariat;
- IFCS Fund for Advocacy and Action Promotion;
- designated contributions;
- other resources contributed to support IFCS efforts (i.e. indirect and in-kind); and
- IFCS Twinning Funds and bilateral twinning.

Since its inception, interested stakeholders from national governments, and intergovernmental and non-governmental organizations have supported the IFCS through direct financial contributions and in-kind contributions of time and expertise. The money has been used for two purposes. The **Trust Fund** supports the overall organizational and administrative costs of the IFCS. The **Twining Funds** support the participation costs of countries (developing and in economic transition) and non-governmental organizations at IFCS events and meetings by covering their travel costs. Each is an independent financial requirement and yet both are necessary if the goals and objectives are to be achieved. For sessions of the Forum, the host government has the responsibility making arrangements for and covering the costs of the meeting including such items as conference facilities and related infrastructure, conference service staff, translation and interpretation, and organizing all other local arrangements.

## TRUST FUND

The day-to-day administrative and operational expenses of the IFCS are covered by the Trust Fund which was established and is administered by WHO. Expenses include personnel salaries, consultants, temporary staff, supplies and operating expenses.

In establishing the Forum, governments recognized and agreed that it would have to be financed through voluntary extra-budgetary contributions. The reasons for the Trust Fund method of financing included:

- An openness to voluntary rather than assessed contributions.
- Flexibility in funding (enables surpluses or deficits from one accounting period to the next).
- Acceptance of non-governmental monies as contributions.
- No minimum or maximum limits for contributors.

Another reason for the establishment of the Trust Fund was to have the ability to build and maintain a basic reserve in operational funds so as to ensure the IFCS would provide effective leadership and quick response to emerging issues in a timely manner.

An overview of the contributions, expenditures and balance of the Trust Fund for the period 2007 to 2008 is presented in Table 1; details are provided in subsequent tables.

## Resources received and pledged

Undesignated contributions received or pledged since the establishment of the IFCS (April 1994) are shown in Table 2. Designated contributions received or pledged during the period 2007-2008 are listed in Table 3. In addition to financial contributions to the IFCS, domestic funds or in-kind resources have been made available by a number of donors; these are listed in Table 4. Contributions in-kind are difficult to reflect in monetary terms, but have been invaluable in furthering the work of the IFCS.

The administrative and financial arrangements relating to the location of the IFCS Secretariat at the headquarters of the World Health Organization were renewed in 2000. The terms of the arrangement may be modified at any time upon an Exchange of Letter and remain in effect unless terminated by WHO or the President of the IFCS subject to three months written notice (Annex ). As part of the administrative and financial arrangements between WHO and the IFCS, WHO charges 13% programme support costs on the expenditures of the resources in the Trust Fund. In return, WHO provides the following facilities without extra charge: office space for up to 6 persons, conference accommodation, storage space, heating, lighting, cleaning, basic furniture of the aforementioned offices and other items needed for the maintenance and operation of an office building. WHO has established the Trust Fund for the IFCS and is responsible for its overall management. In addition, the services of such departments as information systems (including Internet access and facility for IFCS web site), travel and the library are provided free of charge, while services such as duplication, mailing facilities and translation are made available at reasonable costs.

### **IFCS Fund for Advocacy & Action Promotion**

The IFCS has a responsibility to promote the support required for all its participants to respond to its recommendations and agreed actions. The functions of the IFCS include the promotion of the strengthening of national capabilities and capacities for chemicals management, especially in relation to infrastructure building, training, education, research and monitoring, and provision of information. To raise awareness and inform developing countries and other stakeholders on the IFCS recommended actions, the IFCS undertakes through its participants a range of activities. In 2004 in response to a proposal from the Government of Thailand, a separate fund was established to support the special initiatives undertaken by the IFCS. The contributions to and expenditures from this fund are reported in Table 3.

### **Expenditures**

Table 5 shows the financial disbursements in terms of personnel costs, consultants, temporary staff, travel, document production, supplies and operating expenses in 2006-2007 and an estimate of expenditures incurred in 2008.

### **TWINNING FUNDS**

#### **Government Participants**

The success of the Forum depends on the wide participation of IFCS members, especially developing countries and countries with economies in transition (CEIT). In accordance with IFCS adopted practice, no IFCS Trust Funds may be used to support travel or accommodation costs of participants in IFCS activities or meetings. Rather "twinning" arrangements are fostered wherein a developed country or organization supports the participation costs of countries needing assistance. Participants who are in a position to offer such support are encouraged to do so either through contributions to the IFCS Twinning Fund or bilateral arrangements.

Information on the contributions and expenditures for IFCS developing country and CEIT "twinning arrangements" for the time period including Forum V through Forum VI are provided in Tables 6 and 8. Bilateral, in-kind and cost sharing contributions are listed also in Table 6.

## Non-governmental Organizations

The full recognition of the role of all sectors of society - governments, social partners, industry, scientific organizations, and environmental, public interest and worker groups - in promoting the sound management of chemical risks is an essential element in the Forum's working mechanism. A special Twinning Fund to support participation by non-governmental organizations at IFCS events and meetings was established in 1999 with the aim to enhance NGO participation in IFCS activities and encouraged governments to promote NGO participation at national and international levels. It is through active participation in IFCS efforts and meetings that NGOs become part of the contributing solution to global chemical safety. Without this financial support to cover travel and accommodation costs, their participation would be extremely limited.

To support this approach and help ensure adequate representation from all non-governmental groups, donors may make designated contributions to the Twinning Fund to support the participation of non-governmental organizations needing assistance in IFCS meetings. Designated contributions for NGO support are managed separately in the Twinning Fund.

Tables 7 and 8 provide information on the contributions and expenditures for the IFCS NGO Twinning Fund for the time period including Forum V through Forum VI. Bilateral, in-kind and cost sharing contributions are listed also in Table 7.

## Future budget

In light of the adoption of the Strategic Approach to International Chemicals Management (SAICM) by the International Conference on Chemicals Management (ICCM) in February 2006,<sup>1</sup> Forum V considered the future role of IFCS, including the invitation by the ICCM to the Forum:

to continue its important role in providing an open, transparent and inclusive forum for discussing issues of common interest and also new and emerging issues, and to continue to contribute through this to the implementation of the Strategic Approach to International Chemicals Management and the work of other chemicals-related international organizations and institutions.<sup>2</sup>

Recognizing the desirability of continuing to have such a forum, Forum V adopted a resolution on the future of IFCS.<sup>3</sup> The Resolution established a working group to prepare a draft decision on the future role and functions of IFCS for consideration at Forum VI. The draft decision document (background document and recommendations on options and alternatives) prepared by the Forum working group is presented to Forum VI as meeting document IFCS/FORUM-VI/05w.

The Forum working group recognized that to make an informed decision about the future of IFCS, the Forum should have a sense of the budgetary costs of each option under its consideration. It requested the IFCS secretariat, the SAICM secretariat and UNEP to provide this budgetary information in the form a supplemental paper for Forum VI. The available information is presented in meeting document IFCS/FORUM-VI/11 INF.

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<sup>1</sup> See generally, Strategic Approach to International Chemicals Management, *First session of the International Conference on Chemicals Management (ICCM1)*, Dubai, 4-6 February 2006, [http://www.chem.unep.ch/saicm/iccm\\_sec.htm](http://www.chem.unep.ch/saicm/iccm_sec.htm).

<sup>2</sup> Report of the International Conference on Chemicals Management on the work of its first session (SAICM/ICCM.1/7), Annex IV, Resolution I/3, [http://www.chem.unep.ch/saicm/iccm\\_sec.htm](http://www.chem.unep.ch/saicm/iccm_sec.htm)

<sup>3</sup> Forum V Resolution on the Future of IFCS (IFCS/FORUM-V/05w), (<http://www.who.int/ifcs/documents/forums/forum5/report/en/index.html>). The text of the Resolution is reproduced in this document in Annex 3.

<b>Table 1</b>	
<b>IFCS Trust Fund – Overview</b>	
<b>2007-2008</b>	
	TOTAL (US\$) <sup>1</sup>
<b>Balance 1 January 2007</b>	<b>68,000</b>
Contributions 2007	533,367
Expenditures 2007	(444,235)
Contributions 2008	371,312
Expenditures 2008 ( <i>estimated maximum</i> )	(628,280) <sup>2,3</sup>
<b><i>Estimated Balance (minimum) at December 2008</i></b>	<b><i>(99,836)<sup>3</sup></i></b>

<sup>1</sup> Program Support Cost (PSC 13%) included in all items

<sup>2</sup> Budget figures are shown in US Dollars, actual costs are based in Swiss Francs therefore dependent on exchange rate (+ 20% approx. from 2007 to 2008)

<sup>3</sup> Advance estimate - pending information and reconciliation of accounts in new WHO Global Management System

As at September 2008

<b>Table 2 - IFCS Trust Fund - Financial contributions and pledges (in US\$)</b>					
<b>April 1994 (post Forum I9 - To date (pledges-approx \$ value and other currencies -in italics)</b>					
<b>Donor</b>	<b>1994-2003</b>	<b>2004-2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Australia	85,022	44,022			
Austria	9,977			3,500	
Canada	311,570	83,153			
Denmark	63,177	17,575			
Croatia			4,323		
Cyprus		2,275	1,142	<i>1,000<sup>1</sup></i>	
European Comm.	50,987				
Finland	21,875				
Germany	1,171,914	500,571	133,600	167,367	<i>€103,000</i>
Hungary	5,000				
Ireland	59,809				
Japan	438,411	72,894	7,400		
Korea, Rep. of			32,000		
Madagascar			309	<i>500</i>	
Netherlands	44,248				
Norway	42,756		19,000		
Philippines			1,000		
Slovenia		13,827	10,900	<i>10,700</i>	<i>€8,000</i>
Spain	42,639	29,843	8,100	<i>8,000</i>	
Sweden	108,960	60,337			
Switzerland	211,075	290,546	252,180	120,327 <sup>2</sup>	
Tanzania			1,000		
Thailand		72,402 <sup>3</sup>	57,693	58,918	<i>THB2,000,000</i>
Trinidad & Tobago	3,000	2,000	1,000	<i>1,000</i>	<i>1,000</i>
United Kingdom	129,330				
USA	1,619,265	85,000			
VCI - Germany	125,420	60,455			
Special contributions NGOs and individuals <sup>4</sup>		4,017	<i>3,720</i>		
<b>TOTAL</b>	<b>4,544,435</b>	<b>1,338,917</b>	<b>533,367</b>	<b>371,312</b>	<b>221,700<sup>5</sup></b>

1 Subject to Parliamentary approval

2 Annual contribution pledged through Forum VI, and additional contribution for Forum VI preparation

3 Thai Advocacy Fund

4 See table below

5 Estimation based on current exchange rates

Forum V 25-29 September 2006 to Forum VI 15-19 September 2008

Contributions and Pledges to IFCS (Financial and in-kind)  
Organizations and Individuals

Currency: US\$

Organizations	2006	2007	2008	2009	
AAMAM Argentina *	500	€100			
AWHHE Armenia	100	100			
AGENDA, Tanzania	1,000				
APAMT	500				
CIEL		100			
FRI Belarus	100	100			
ISDE International	500				2007 amount to be specified
ISDE Austria	1,250				€ 1,000
IPEN		100			\$15,000 NGO Forum VI participation in-kind (estimated/planned)
Lowell Center for Sustainable Development - Joel Tickner	1000				in-kind - 100+ hours
National Toxics Network Australia	100				
PAN Asia Pacific		485			amount to be specified
PAN International	1,000				
PAN Philippines		100			
PSR Kenya - Paul Saoke	100				
THANAL, Kerala, India *	200				
Trade Unions	1,000				Bjorn Erikson
<b>Individuals</b>					
Francis Morales, METSA Philippines *	10	25			
Romy Quijano, Philippines *	50	100			
Virgie Damay, APIT TAKO Philippines *	10	25			
Sarao Rengam, Malaysia *	50				2007 amount to be specified
GAIA/Manny Calonzo, Philippines *	50				
GAIA/Anabela Lemos, Mozambique*	50				
Jack Weinberg & Family, USA	1,000				2007 amount to be specified
Glenn Wiser & Family, USA	105	200			130 CHF
Bjorn Beeler & Family, USA *	100	100			
Swit Wibulpolprasert & wife *	500				
Georg Karlaganis & wife	400				
Ethelyn Nieto *	100	100			\$100 minimum at a later date (after retirement in several months)
Alex Von Hildreband & Family	230				€ 184
Japanese Delegation * . Takashi Fukushima . Akira Ogihara . Name to be confirmed	42				Forint 9,000 5000 forint 2000 forint 2000 forint
Jennifer Mourin, Malaysia *	50				
Meriel Watts, PAN Aotearoa, New Zealand *	50				
Jorge & Jenny Garbino					pending
Philippe Chemin, France					min 100 Euros amount pending
B. Erikson & wife	<i>t.b.d.</i>	100			amount to be specified
Kathy Shea					100 hours annually until Forum VI

Forum V 25-29 September 2006 to Forum VI 15-19 September 2008

Contributions and Pledges to IFCS (Financial and in-kind)  
Organizations and Individuals

Currency: US\$

Lilian Corra, ISDE		<i>100</i>			
Jamidu Katima, IPEN co-chair					amount to be specified
Mariann Lloyd Smith, IPEN co-chair					amount to be specified
Joe De Gangi, EHF					amount to be specified
Dan McGraw, CIEL		100			
Philip Landrigan	250				
Daniel Magraw		100			

Contributions pledged: italics

\* 2007 contribution received in Budapest

<b>Table 3</b>	
<b>IFCS Fund for Advocacy and Action Promotion and Designated Contributions</b>	
<b>2004-2006, 2007-2008</b>	
<b>2004-2006</b>	
<b>Contributions - undesignated</b>	
Thailand	US\$73,700
<b>Contributions - designated</b>	
Switzerland - Addressing the widening gap initiative	US\$33,335
US - Children and Chemical Safety	US\$50,000
European Commission - Capacity Building for Use and Contribution to INFOCAP in Developing Countries	€189,000
Swiss Sponsored Forum V Heavy Metals Side Event: "Health and Environmental Concerns associated with Heavy Metals. Global Needs for Further Actions?"	US\$180,000
<b>2007-2008</b>	
<b>Contributions - designated</b>	
Switzerland - FSC June 2007 face-to-face meeting (including Funds for Twinning)	USD52,700 <sup>1</sup>
Switzerland - FSC meeting and meeting of Forum Working Group on Future of IFCS – 26-29 February 2008 (pre- meeting documents preparation and travel support for participants and secretariat)	USD44,700 <sup>1</sup>
Austria - Forum VI plenary sessions on Substitution and Alternatives (travel costs for presenters)	USD35,000 <sup>1</sup> (maximum)
Austria – translation of the Forum VI Meeting Document “Forum VI – Thought Starter 02.TS Substitution and Alternatives” into all UN languages	CHF3,750
Germany - Forum VI plenary sessions in particular session on International Transport of Lead and Cadmium via trade: an International concern? (travel support for presenters)	18,000 <sup>1</sup> (maximum)
Germany – translation of the Forum VI Meeting Document “Forum VI – Thought Starter 03.TS International Transport of Lead and Cadmium via trade: an International concern?” into all UN languages	€9,600
Switzerland - preparation of Forum VI plenary session on Nanotechnology and manufactured nanomaterials: opportunities and challenges (travel support for presenters and key participants)	CHF25,000 <sup>1</sup>
Switzerland - preparation of Forum VI plenary session on Lead and Cadmium	CHF25,000
Switzerland – translation of the Forum VI Information Document entitled “Nanotechnologies at the OECD” into all UN languages	CHF6,500

<sup>1</sup> Twinning portion also reported on Twinning contributions tables

**Table 4**

**In-Kind Contributions: 2006 (post Forum V) – 2008**

- Senegal: Forum VI – Host government – local and conference service arrangements
- Switzerland: ENB reporting Forum VI
- Austria: lead sponsor Forum VI topic " Substitution and alternatives"
- Switzerland: lead sponsor Forum VI topic " Nanotechnology and manufactured nanomaterials: opportunities and challenges"
- Germany: lead sponsor Forum VI topic " International transport of lead and cadmium via trade: an international concern?"
- Islamic Republic of Iran and Pesticide Action Network Asia-Pacific: lead sponsors Forum VI topic " Ecologically based Integrated Pest Management and Integrated Vector Management: key elements of pesticide risk reduction strategies"
- Switzerland: hosting Forum Standing Committee Meeting 2007
- Thailand: hosting Forum Standing Committee Meeting 2008 and Forum Working Group on the Future of IFCS meeting 2008
- Argentina - Spanish translation of several Forum VI Meeting Documents, IFCS papers and IFCS booklet "Managing chemicals in a changing climate to protect health"
- WHO - graphic design of IFCS booklet "Managing chemicals in a changing climate to protect health"
- The Center for International Environmental Law (CIEL): staff time of Dr G. Wisner as lead writer/editor in support of the Forum Working Group on the Future of IFCS to prepare the draft decision document on the future of IFCS for Forum VI
- Dr Kathy Shea, MD, MPH, Adjunct Professor, Maternal and Child Health, University of North Carolina School of Public Health - 100 hour annually until Forum VI; lead author IFCS booklet "Managing chemicals in a changing climate to protect health"
- Dr Joel Tickner, Assistant Professor, Lowell Center for Sustainable Development - 100+ hours staff time; web site: Applying Precaution in the context of chemical safety, Tools, case examples, and selected references
- Switzerland - meeting facilities in Geneva

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*For "twinning" in-kind contributions, please see Twinning Funds section of report.*

**Table 5: IFCS Trust Fund – Report on Expenditures (US\$)**

CATEGORY <sup>1</sup>	Total 2006	Total 2007	Approved budget 2008	Revised (est.) Budget 2008 <sup>2</sup>	Total 2008 (estimated <sup>3</sup> )
Executive Secretary	187,310	213,980	182,000	215,000	250,000
Professional Staff	-	-	-	-	-
Secretarial, technical (web manager), administrative, financial staff	152,630	162,800	160,000	180,000	210,000
Temporary Staff	4,970	-	-	-	
Consultants	34,401	10,263	30,000	-	
Duty Travel: staff & temp advisors	27,070	2,105	25,000	40,000	37,000
Document Production					
• translation/word processing	26,511	605	35,000	50,000	50,000
• duplication/printing	724	121	1,000	1,000	1,000
Communications (telephone & fax; mailing) <i>Including costs of teleconferences (FSC &amp; WGs)</i>	4,427	3,118	5,000	10,000	5,000
Equipment, supplies & misc operating expense	9,551	136	15,000	10,000	3,000
<b>Sub-total</b>	<b>447,594</b>	<b>393,128</b>	<b>453,000</b>	<b>506,000</b>	<b>556,000</b>
Programme support costs (13%)	56,519	51,107	58,890	65,780	72,280
<b>TOTAL</b>	<b>505,781</b>	<b>444,235</b>	<b>511,890</b>	<b>571,780</b>	<b>628,280</b>

<sup>1</sup> Except as noted, staff costs shown are total (salary, post adjustment, benefits, etc).

<sup>2</sup> Budget figures are shown in US Dollars, actual costs are based in Swiss Francs therefore dependent on exchange rate (+ 20% approx. from 2007 to 2008)

<sup>3</sup> Maximum: advance estimate - pending information and reconciliation of accounts in new WHO Global Management System

<b>Table 6</b>			
<b>IFCS Twinning fund – Governments</b>			
<b>Financial Contributions and pledges (USD)</b>			
<b>CONTRIBUTORS</b>	<b>1995 - 2006 Summary</b>	<b>2007</b>	<b>2008</b>
Australia	15,411		
Canada	25,748		
Denmark	63,478		
Finland	10,988		
Germany	341,102		16,319 <sup>1</sup>
Norway	15,331		19,608
Slovenia			31,726 <sup>2</sup>
Sweden	19,994		83,000
Switzerland	137,243	124,327	
Thailand			32,412 <sup>3</sup>
United Kingdom	14,974		
United States	185,891		
CropLife (formerly GCPF)	30,000		
ICCA	63,000		
OPCW			18,000 <sup>4</sup>
WCC	10,000		
UNITAR	10,000		
<b>Cumulative total</b>	<b>943,160</b>	<b>1,067,487</b>	<b>1,268,552</b>

<b>Other Contributions:</b>
- OPCW (2003 Forum IV) 20 participants (value approx. USD45,000)
- OPCW (2006 Forum V) 12 participants (value approx. USD43,000)
<b>In-kind/bilateral/cost-sharing contributions (information received by secretariat):</b>
<i>Argentina: DSA paid by Government for Representative</i>
<i>Botswana: Ticket paid by Government for Representative</i>
<i>Haiti: Ticket &amp; DSA paid by Government for 1 participant</i>
<i>Suriname: Ticket paid by Government for Representative</i>
<i>Thailand: Travel + DSA for 1 plenary presenter (approx USD6,000). Cost shearing 1 participant</i>
<i>WHO SEARO: Travel + DSA for 1 plenary presenter (Sri Lanka)</i>
<i>WHO country office - Myamar: Travel + DSA for government representative</i>
<b>1995 – 2006: see Financial Reports for Forum II through Forum V</b>

1 Includes lead sponsor support for plenary session presenter (approx. USD3,100)

2 Designated for CEE Government representatives.

3 Total contribution USD62,412 for developing countries and NGOs

4 Value approx. DSA for 20 participants.

<b>Table 7:</b>			
<b>IFCS Twinning fund - Nongovernmental Organizations Financial Contributions and pledges (USD)</b>			
<b>CONTRIBUTORS</b>	<b>1999 - 2006 Summary</b>	<b>2007</b>	<b>2008</b>
<b>Twining - NGOs</b>			
Austria			35,550 <sup>1</sup>
Denmark	20,403		
Germany	130,144		15,082 <sup>1</sup>
Canada (CCOHS)	22,000		
Switzerland		20,500	24,085 <sup>1</sup>
Thailand			30,000 <sup>2</sup>
<b>Cumulative total</b>	<b>172,547</b>	<b>193,047</b>	<b>297,764</b>

<b>In-Kind /bilateral/cost-sharing contributions (information received by secretariat):</b>
<b>France:</b> Travel + DSA for 1 plenary presenter (bilateral arrangement, approx. USD3,650)
<b>Germany:</b> Travel + DSA for 1 plenary presenter (bilateral arrangement, approx. USD4,000)
<b>Switzerland:</b> bilateral arrangements; travel + DSA for 3 plenary presenters (approx USD12,000) and travel for 1 plenary speaker
<b>AAMMA (2008 Forum VI)</b> cost-sharing contribution for representative (airfare value approx. from Argentina USD3,000)
<b>PAN Asia Pacific:</b> Partial DSA for 1 participant; travel and DSA for 1 participant
<b>ISDE or University of Ulster (t.b.c.)</b> cost sharing DSA for Prof Vyvyan Howard (approx USD300)
<b>1999 – 2006:</b> see Financial Reports for Forum II through Forum V

1 Lead sponsor support for plenary sessions presenters - Value represents maximum contribution, not to be exceeded, surplus to be returned to Government.

2 Total contribution USD62,412 for developing countries and NGOs

<b>Table 8:</b>		
<b>Twinning Funds - Expenditures</b>		<b>USD<sup>1</sup></b>
<b>Government Twinning Fund</b>		
Available funds January 2008		88,500
Contributions received (confirmed and pledges) <sup>2</sup>		201,065 <sup>3</sup>
FSC Meeting – Bangkok, February 2008 (10 participants)	37,500	
<i>(Estimated) IFCS Forum VI – Dakar, September 2008</i>	230,000	
<i>(75 participants approx.)</i>		
Balance <i>(est.)</i>		22,000
<b>Twinning Fund NGO</b>		
Available funds January 2008		12,770
Contributions received (confirmed and pledges) <sup>2</sup>		104,717 <sup>3</sup>
FSC Meeting – Bangkok, February 2008 (4 participants)	12,770	
<i>(Estimated) IFCS Forum VI – Dakar, September 2008</i>	104,000	
<i>(30 participants approx.)</i>		
Balance <i>(est.)</i>		717

1 All the amounts include Programme Support Cost (13%)

2 Government of Thailand total contribution USD62,412 (see tables 5 & 6 for distribution)

3 Includes designated contributions for plenary presenter(s)

Annex

**STATEMENT OF ADMINISTRATIVE AND FINANCIAL ARRANGEMENTS  
RELATING TO THE PROVISION OF THE SECRETARIAT FOR THE  
INTERGOVERNMENTAL FORUM ON CHEMICAL SAFETY AT THE  
HEADQUARTERS OF THE WORLD HEALTH ORGANIZATION (WHO)**

**Extension of arrangement**

**1. Purpose**

1.1 The purpose of this Statement is to explain the administrative and financial arrangements relating to the provision of secretariat services to the Intergovernmental Forum on Chemical Safety (henceforth called "Forum") at the Headquarters of the World Health Organization (WHO) which has been hosted by WHO since 1994.

**2. Staff Arrangements**

2.1 WHO will provide such staff, both at the professional and general service levels, as requested by the Forum and covered by sufficient financial resources in the Forum Trust Fund, to act as Secretariat ("the Secretariat") for the Forum. All staff of the Secretariat will be WHO officials and, as such, subject to the WHO Staff Regulations and Rules. The Secretariat will be subject to the administrative supervision of the Director-General.

2.2 Appropriate arrangements may also be made for the secondment or loan of staff, to be assigned to work with the Secretariat.

2.3 Except as otherwise provided below, all costs incurred in connection with the provision of such staff to provide secretariat services to the Forum, including the cost of all duty travel, shall be charged to the Forum Trust Fund.

2.4 The Director-General will designate an Executive Secretary in consultation with the Officers of the Forum. The Executive Secretary will assign duties to the staff and evaluate their performance in accordance with WHO rules and regulations.

**3. Accommodation**

3.1 WHO will provide, without charge, office space in accordance with its standards, for up to six persons. Any additional office space would have to be charged to the Trust Fund established for the Forum (see paragraph 7), at the rate applicable at the time and subject to availability.

3.2 Subject to availability, and on adequate notice, conference accommodation will be provided free-of-charge by WHO upon request of the Executive Secretary of the Forum in accordance with existing procedures. The servicing of meetings (conference staff, interpreters, etc.) can be arranged by WHO and will be charged to the Forum Trust Fund.

3.3 Storage space will be provided within WHO insofar as reasonably possible.

**4. Services**

4.1 The heating, lighting and cleaning of the aforementioned offices will be provided free-of-charge.

4.2 Direct dial telephone lines will be provided and the Forum Trust Fund will be billed for their use, as well as for the use of all other communication facilities (e.g. postage, telegrams, telex, facsimile, electronic mail, etc.).

4.3 Any Mainframe computing services required by the Secretariat will be provided in accordance with existing procedures, and charged to the Forum Trust Fund.

4.4 Document reproduction services (photocopying and printing) will be provided by WHO in accordance with existing procedures, and charged to the Forum Trust Fund. The Executive Secretary may opt to sub-contract the printing and publications of documents outside WHO at his/her discretion.

## **5. Supplies**

5.1 Basic furniture such as desks, tables chairs, cupboards, will be provided free-of-charge for the aforementioned offices, subject to availability.

5.2 A flat rate of US\$1,200/year will be charged for standard office supplies.

5.3 Office equipment utilised by the Secretariat, such as typewriters, calculators, dictaphones, etc., will be provided by WHO against reimbursement, and the maintenance and repair of such equipment will be charged to the Forum Trust Fund.

5.4 The Executive Secretary will be authorized to decide on the Secretariat's requirements with respect to the acquisition or rental of capital assets such as computer equipment, subject to availability of accommodation and budgetary resources.

## **6. Consultants, etc**

Any provision for accommodation, services and supplies required for short-term consultants, contractors and short-term staff required for the provision of the Secretariat services to the Forum shall be subject to prior mutual agreement.

## **7. Financial arrangements**

7.1 A Trust Fund for the Forum, including the Secretariat, has been established by WHO. The Executive Secretary, in consultation with Financial Services, shall call forward, at the appropriate time and in advance, the contributions required to finance the WHO costs incurred on behalf of the Forum and the Secretariat through the Trust Fund. All activities of the Forum financed by the Trust Fund, including the Secretariat, will operate within a fully-funded, approved budget and an appropriate allotment will be issued to the Executive Secretary. A statement of income and expenditure and balance of funds held by WHO on behalf of the Forum will be provided by WHO as and when reasonably required, but in any event as at 31 December of each calendar year.

7.2 Interest earned on funds held by WHO on behalf of the Forum which exceed thresholds established in accordance with WHO financial policy, will be accredited to the Trust Fund. Nevertheless, all activities financed from the Trust Fund will be subject to the Organization's standard programme support charge.

7.3 The Executive Secretary will be authorized to approve disbursements from the Trust Fund in accordance with WHO rules and regulations.

**8. Terms of Arrangements**

8.1 Except as otherwise specified, the administrative and financial arrangements may be modified at any time upon an Exchange of Letters between the Executive Director, General Management, WHO and the President of the Forum.

8.2 This statement of administration and financial arrangements may be terminated by WHO or by the President of the Forum subject to three months written notice.