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FINANCE COMMITTEE
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**Item No. 7 on the Agenda: Draft Budget for 2018
and observations submitted by member States**

(prepared by the UNIDROIT Secretariat)

<i>Summary</i>	<i>Explanation of the proposed expenditure and receipts under the 2018 draft Budget, the proposed contributions of member States and observations submitted by member States</i>
<i>Action to be taken</i>	<i>Formulation of opinion to be transmitted to the General Assembly at its 76th session (Rome, 7 December 2017)</i>
<i>Related documents</i>	<i>None</i>

INTRODUCTION

1. The first estimates of receipts and expenditure for the 2018 financial year prepared by the Secretariat (F.C. (81) 2) were examined by the Finance Committee at its 81st session (Rome, 6 April 2017), in accordance with Article 31 of the Regulations. Those first estimates were then submitted to the Governing Council, which at its 96th session (Rome, 10 to 12 May 2017), established the draft Budget for 2018, as set forth in the Annex to this document, taking into account the opinion expressed by the Finance Committee.

2. In line with the Institute's practice, the draft Budget resulting from this procedure has been submitted to the Governments of UNIDROIT member States with a view to their formulation of such observations as they might wish to make by 5 September 2017. At the time of writing (22 August 2017), no comments have been received. Overall, the Secretariat proposes a total expenditure of € 2,271,870.00 for the year 2018, which represents no increase compared to the expenditure authorised under the 2017 budget. The Secretariat proposes to cover the Institute's expenditure in 2018 as follows:

Statutory contributions of other member States ¹	€	2,223,870.00
Other receipts	€	33,000.00

¹ See Explanatory Note 1 To The Draft Budget – Receipts.

3. The draft budget for 2018 does not anticipate a balance being carried over from the 2017 financial year, neither does it include estimates on financing from private sources for particular projects and activities (e.g. organisation of meetings, sponsoring of research fellows, scholarship, purchase of books and journals and the promotion of UNIDROIT instruments). The Secretariat will continue to solicit voluntary contributions of this type, which will be accounted for separately.

4. The Secretariat would propose that the statutory contributions of all member States for 2018 be calculated on the basis of a unit of contribution amounting to € 2,530.

5. Under this proposal, the statutory contributions of member States would be as follows:

Category I	€ 126,500.00
Category II	€ 55,660.00
Category III	€ 45,540.00
Category IV	€ 32,890.00
Category V	€ 27,830.00
Category VI	€ 22,770.00
Category VII	€ 20,240.00
Category VIII	€ 12,650.00
Special Category	€ 2,530.00

6. *Subject to any such observations that may be received from Governments of the member States before the deadline set for the submission of such observations (5 September 2017), the Finance Committee may wish to formulate a favourable opinion on the draft Budget for 2018, as set out in the Annex, for transmission to the General Assembly at its 76th session (7 December 2017).*

ANNEX

**DRAFT BUDGET
FOR THE 2018 FINANCIAL YEAR**

RECEIPTS (in Euro)

	Budget 2017	Budget 2018
Chapter 1: Contributions of member States¹		
Contributions of member States	2,223,870.00	2,223,870.00
Chapter 2: Other receipts:		
Art. 1 (Interest) ²	1,000.00	1,000.00
Art. 2 (Contributions to overhead expenses) ³	15,000.00	15,000.00
Art. 3 (Sale of publications) ⁴	17,000.00	17,000.00
Chapter 3: Various receipts		
Tax reimbursement credit ⁵	15,000.00	15,000.00
Total of receipts	2,271,870,00	2,271,870,00

EXPLANATORY NOTES TO THE DRAFT BUDGET - RECEIPTS

1 No change is proposed for 2018.

2 The Secretariat estimates the interests earned on deposits in checking accounts to be the same as in previous years.

3 This sum represents the share of the Office for Italy and San Marino of the International Labour Organization in the operating expenses of the premises of UNIDROIT.

4 The Secretariat estimates the income earned from the sale of publications to be approximately the same as in previous years.

5 The extraordinary income estimated under this Chapter relates to the reimbursement by the Government of the United States of America of federal, state and municipal taxes payable by a US citizen appointed to the UNIDROIT Secretariat, under the terms of a tax reimbursement agreement signed between UNIDROIT and the Government of the United States of America on 17 September 2013 (see Expenditure, note 3).

EXPENDITURE (in Euro)

	2017	2018
Chapter 1 – Meeting and travel costs ¹		
Art. 1 (Governing Council and Permanent Committee)	50,000.00	50,000.00
Art. 2 (Auditor)	4,500.00	4,500.00
Art. 3 (Administrative tribunal)	-	-
Art. 4 (Committees of Experts)	120,000.00	120,000.00
Art. 5 (Official journeys and promotion of activities)	50,000.00	50,000.00
Art. 6 (Interpreters)	36,000.00	36,000.00
Art. 7 (Representation)	8,000.00	8,000.00
Subtotal	268,500.00	268,500.00
Chapter 2 – Salaries and allowances		
Art.1 (Salaries of Categories A, B and C staff and consultant) ²	1,179,293.00	1,179,293.00
Art. 2 (Remuneration for occasional collaborators)	20,000.00	20,000.00
Art. 3 (Tax reimbursement) ³	15,000.00	15,000.00
Subtotal	1,214,293.00	1,214,293.00
Chapter 3 – Social security charges		
Art. 1 (Insurance against disablement, old age and sickness) ⁴	414,327.00	414,327.00
Art. 2 (Accidents' insurance) ⁵	9,000.00	9,000.00
Art. 3 (Compensation retired members of staff) ⁶	2,250.00	2,250.00
Subtotal	425.577.00	425.577.00
Chapter 4 – Administrative expenses⁷		
Art. 1 (Stationery)	20,000.00	20,000.00
Art. 2 (Telephone, fax and Internet)	23,000.00	23,000.00
Art. 3 (Postage)	11,500.00	11,500.00
Art. 4 (Miscellaneous)	5,000.00	5,000.00
Art. 5 (Printing of publications)	15,000.00	15,000.00
Subtotal	74,500.00	74,500.00
Chapter 5 – Maintenance costs ⁸		
Art. 1 (Electricity)	20,000.00	20,000.00
Art. 2 (Heating)	20,000.00	20,000.00
Art. 3 (Water)	7,000.00	7,000.00
Art. 4 (Insurance of premises)	12,000.00	12,000.00
Art. 5 (Office equipment)	26,000.00	26,000.00
Art. 6 (Upkeep of building, public services)	30,000.00	30,000.00
Art. 7 (Labour costs)	45,000.00	45,000.00
Subtotal	160,000.00	160,000.00
Chapter 6 – Library ⁹		
Art. 1 (Purchase of books)	90,000.00	90,000.00
Art. 2 (Binding)	9,000.00	9,000.00
Art. 3 (Software)	30,000.00	30,000.00
Subtotal	129,000.00	129,000.00
Total expenditure	2,271,870.00	2,271,870.00

EXPLANATORY NOTES TO THE DRAFT BUDGET - EXPENDITURE

1. Purpose of expenditure: to cover travel and subsistence expenses incurred by the members of the Governing Council and of the Permanent Committee in their attendance of sessions of those bodies; the fees due to the auditor appointed by the General Assembly; the costs of hearings of the Administrative Tribunal, registrar services and sums awarded by the Tribunal for settlement of claims; the costs incurred by UNIDROIT in organising meetings of committees of experts and other meetings associated with the organisation's Work Programme; the travel and subsistence expenses incurred by representatives of UNIDROIT, members of staff and collaborators in connection with the attendance of meetings of other organisations with which UNIDROIT cooperates, as well as missions intended to further awareness of UNIDROIT's work in general and, where appropriate, to encourage accession to the Statute of the Organisation; cover the cost of simultaneous interpretation at meetings held by UNIDROIT; the cost of representation functions, such as receptions and similar events organised by UNIDROIT in connection with its meetings.

2. **Purpose of expenditure:** to cover the salaries and allowances of the professional, administrative, secretarial and library members of UNIDROIT staff as well remuneration of a consultant.

The Secretariat expects that the costs of salary raises due to regular step-in-grade increments pursuant to the UNIDROIT Regulations will be entirely offset by the cost reductions resulting from departure of long-serving staff members during the year 2018 and recruitment of new staff members at a lower entry level. The Secretariat also intends to keep one part-time position vacant, utilising the resources thus freed for commissioning studies by outside experts.

No change is proposed for 2018.

However, the Secretariat notes that the final figures may be different, depending on whether a different salary scale is adopted in the context of the ongoing review of the compensation and social security package offered to UNIDROIT staff (see UNIDROIT 2017 – F.C. (81) 1, Annotation for Item No. 5; UNIDROIT 2017 – F.C. (81) 5), which is expected to be concluded in 2017. UNIDROIT's outside consultant on compensation aspects estimates that transitioning all staff, as of 1 January 2018, to their respective places on the UN salary scales localised for Rome may result in an increase of up to 1.98% in this line of expenditure compared to 2017. The Secretariat, however, further notes that such an increase would not affect the overall budget, as adjustments would be made within chapters to account for it.

3. **Purpose of expenditure:** to cover the cost of federal, state and municipal taxes payable by a US citizen appointed to the UNIDROIT Secretariat. These costs will be refunded by the Government of the United States of America, under the terms of a tax reimbursement agreement signed in September 2013.

The first financial year in which taxes were refunded by UNIDROIT was the year 2015. The Secretariat has retained for the year 2018 the estimate figure stated in the budget approved for the year 2017.

4. **Purpose of expenditure:** insurance coverage of staff members against disability, old age and sickness. With a few exceptions, all staff members of staff are insured for these purposes with the Italian social security system (INPS).

No change is proposed for 2018.

However, the Secretariat notes that the final figures may be different, depending on whether a different salary scale or social security arrangement is adopted in the context of the ongoing review of the compensation and social security package offered to UNIDROIT staff (see UNIDROIT 2017 – F.C. (81) 1, Annotation for Item No. 5; UNIDROIT 2017 – F.C. (81) 5; UNIDROIT 2017 – F.C. (81) 6 rev.), which is expected to be concluded in 2017. UNIDROIT's outside consultant on compensation aspects estimates that transitioning all staff, as of 1 January 2018, to their respective places on the UN salary scales localised for Rome, assuming the continuation of existing social security arrangements, may result in an increase of up to 2.67% in this line of expenditure compared to 2017. The Secretariat, however, further notes that (a) such an increase would not affect the overall budget, as adjustments would be made within chapters to account for it; and (b) this estimate does not take into consideration any changes resulting from the adoption of an alternative pension and health insurance scheme, such as the alternative pension scheme proposed by the International Service for Remunerations and Pensions (ISRP) (see UNIDROIT 2017 – F.C. (81) 6 rev.).

5. **Purpose of expenditure:** insurance coverage of all staff members against accidents. All staff members are insured for this purpose with a private Italian insurance company.

No change is proposed for 2018.

6. **Purpose of expenditure:** payments to one retired member of staff to cover the periods, in the past, during which he was not covered for social security purposes.

No change is proposed for 2018.

7 **Purpose of expenditure:** to cover ordinary running expenses of UNIDROIT (purchase of stationary, telephone charges, postage of materials and correspondence etc.).

No change is proposed for 2018.

8 **Purpose of expenditure:** to cover utilities fees (electricity, water and gas bills), building maintenance costs (insurance, ordinary repairs in the building, maintenance of elevators) and charges for municipal services (i.e. waste disposal).

No change is proposed for 2018.

9 **Purpose of expenditure:** to cover the cost of acquisitions for the Library's stock of books and the maintenance of its subscriptions to law journals, binding of periodicals and subscriptions to electronic journals and databases.

No change is proposed for 2018.

Overall, the Secretariat proposes a total expenditure of € 2,271,870.00 for the year 2018, which equals the expenditure authorised under the 2017 budget.