

FICSA/C/74/A&B/4
Provisional agenda item 4



Draft Program Budget 2021

One strong Federation – One strong voice

Geneva, 20 January 2021

Draft Programme and Budget for 2021

Executive Summary

The proposed budget for 2021 has been calculated at **CHF 431,179** (2020 **CHF 485,285**) which is a reduction of 11.15% compared to the amount budgeted for 2020.

1. Total funding needs

Based on the spending trend observed in recent years and on the activities anticipated for the current year, the Treasurer estimates the Federation's funding needs for 2021 at **CHF 431,179** (2020 **CHF 485,285**).

Due to the global pandemic caused by COVID19 travel has been extremely limited during 2020, and it is expected to remain the same for the first two quarters of 2021. The budget has taken this into account, while also being prepared for a return to normalcy, in a hybrid model, between virtual meetings and face-to-face consultation. There is an expectation that travel costs may increase after travel restrictions are lifted, as international meetings resume, and FICSA will continue to play its role to re-establish relationships & network, convey the view of its Membership to Member States and the Organizations, and be involved in informal consultations and side-meetings that generally shape the outcome of major meetings.

Chapter-by-chapter funding

Chapter 1 – FICSA Representation

Year 2020: CHF 82,600

Proposed Budget Year 2021: CHF 52,600 (decrease by 35%)

In principle, the budget assumes that physical meetings will resume after the second quarter of 2021. Some meetings will take place in a hybrid model, while others will require physical participation, especially meetings involving the ICSC working groups, where negotiations will take place.

1.01 UN General Assembly Meetings and Presence in New York – Sep – Dec (10,000)

The UN General Assembly met virtually in 2020, and it is unclear whether this trend will continue in 2021. The budget is kept at CHF 10,000 which would cover the FICSA's Presidents presence in New York at the UNGA at key timings, i.e. first when the topic of UN Common System was presented and debated, followed by comprehensive information sessions with Member States. The second session if necessary, would be when the 5th Committee had resumed its deliberations on this topic, by providing more information that could help the Member States take the appropriate decisions.

In the meantime, virtual meetings and close contact with members of the 5th Committee through electronic and telephone means are expected.

1.02 UNJSPB – (6,000)

FICSA attended the UNJSPB through virtual means in 2020. It is envisaged that the meeting in 2021 may be held physically, therefore budgeted at CHF 6,000

1.03 HLCM - (2,000)

Most HLCM sessions in 2020 took place virtually, with the exception of meetings prior to March 2020. HLCM has expressed interest in conducting hybrid meetings and consultations in the future, alternating between virtual meetings and physical. The budget for HLCM is set at CHF 2,000.

1.04 HR Network - (1,000)

Based on historical trend, the HR network meeting may take place back-to-back with the HLCM or ICSC sessions. The budget should remain at **1,000 CHF** similar to the previous two years.

1.05 ICSC (Sessions, Working Groups, Committees). (30,000)

There is an expectation of a large number of ICSC meetings in 2021, as the review of the Post Adjustment and Local Salary Survey methodologies continue, in addition to the customary two ICSC sessions in a year, a session of ACPAQ, and Working Groups such as mid-year and year-end review of hardship classification of duty stations etc.

1.06 IASMN - (600)

The first session of IASMN was held on 18 to 22 January, during pre-meetings of the 74th FICSA Council. Therefore, as per the practice of the last several years, FICSA was represented by one of its sister federations, UNISERV, as per its co-operation agreement. The budget is estimated at **600 CHF** for the second session of IASMN which should normally be held in Montreux, Switzerland, and mostly paid for by the Swiss Federation.

1.07 External Relations, Contingency Travel (4000)

This budget line includes FICSA ExCom travelling to FICSA Members to provide any assistance or aid as necessary, unexpected/unscheduled meetings in the UN Common System where FICSA representation is required, as well as attendance at sister federations' general assemblies. This is normally set at about 10,000 for the whole year, however, as no travel is foreseen for the first two quarters of 2021, the amount is scaled down accordingly for the final two quarters of 2021.

Chapter 2 – FICSA Council and ExCom

Year 2020: CHF 37,000

Proposed Budget Year 2021: CHF 6,000 (Exceptionally decreased by 83% due to Virtual Council)

This amount normally covers travel and DSA for the ExCom members, the Information Officer, two members of the Secretariat, one Intern and the Rapporteur to attend the FICSA Council, however since the meeting is taking place virtually in 2021 instead of being held in Copenhagen, the cost is reduced. The CHF 6,000 will cover the cost of the facilitator during Joint Pre-meeting Sessions, cost of the rapporteur and any support or work done related to the 74th FICSA Council.

Chapter 3 – FICSA Administration

Year 2020: CHF 362,685

Proposed Budget Year 2021: CHF 371,579 (an increase of 2.45% due to inclusion of rebates for early payment into this chapter)

3.01 Staff costs (268,578)

FICSA's secretariat is the Federation's major asset and strength since it allows FICSA to offer a large range of services to the membership, mainly in the fields of information and communication. As mentioned in the Treasurer's Report for 2020, the restructuring of the FICSA secretariat is now completed.

The secretariat now comprises of one Team Assistant graded at G5 at 80%, and one Information Officer graded at P3 at 100%, based in Kuala Lumpur. There is a requirement under the contractual arrangement for the Information Officer, hosted by WHO under reimbursable loan agreement, to be covered by professional injury and accident insurance. Therefore, a third-party insurance was signed with an insurance company at the cost of CHF 2,260 per year.

3.02 Consultants/Experts/Additional Assistance post/pre-Council (35,000)

Item 3.02 includes various expert studies that FICSA requisitions from lawyers, statisticians, etc., to support staff representation activities. It also includes the amount budgeted for the FICSA Accountant for accountancy services (approximately CHF 12,000 per year). It includes stipends for FICSA Interns, and for consultancy work on communications.

This is budgeted at 35,000.

Items 3.03 to 3.10 are as per the below table:

Item 3.03 External Audit	Travel to Geneva and DSA for the External Reviewer to conduct his annual review of FICSA's accounts. The Reviewer charges no honorarium for this service.	CHF 3,000
Item 3.04 IT Services, Website Support, Communications & Digitization of Documents	Costs of IT, communications, including telephones, fax, mail, pouch, the renewal of FICSA's software licenses (SurveyMonkey, ElectionBuddy, Mentimeter, FICSA website support & hosting, domain name, FICSA Accounting Software, Adobe Professional etc.)	CHF 25,000
Item 3.05 Supplies & Materials	Normal office supplies and materials for the Secretariat in Geneva. It also includes business cards for the newly elected members of the ExCom.	CHF 2,446
Item 3.06 Office Rent	The cost of office space at UNOG has remained stable and is not expected to increase.	CHF 8,805
Item 3.07 Bank Charges	The maximum anticipated ceiling for bank charges for 2021.	CHF 1,750
Item 3.08 Contingencies	Unforeseen expenditures at the Secretariat, other than travel.	CHF 2,000
Item 3.09 Staff Training	This is redundant to the Staff Development and Learning Fund which fully funded and available to all secretariat staff.	CHF 0
Item 3.10 Rebates for Early Payment	Based on CRP 2, FICSA members utilized an average of CHF 22,205 per year for rebates on early payments. 74 th FICSA Council decided to provision the rebates in the budget in the amount of CHF 25,000	CHF 25,000

2. Use of unspent funds and reserves

Refer to [CRP.2](#) on the establishment of a dedicated FICSA Reserve Fund. Based on this new development requested by 73rd Council, there is a fund balance of CHF 88,668.50, and since the average amount of discounts/rebates utilized by members, CHF 25,000 per year is now included in the budget and will no longer be taken from the fund balance, for 2021, it is proposed to utilize CHF 75,000 from the unspent amount from 2020's budget to offset and reduce membership dues.

Therefore, a total of CHF 13,668.5 unspent fund balance is available after its utilization as mentioned above.

3. Revenue for 2021

As is customary, the main source of revenue is derived from dues of full and associate members, which should be in the order of CHF 370,000 (after the early payment grants proposed above but before deduction of the dues of consultative members). Other sources of revenue, such as interest, will be negligible.

The Treasurer takes this opportunity to urge members to pay their dues on time, as this allows the Federation to carry out its programme of work in a timely manner. Members are also reminded that it is in their best interest to pay their dues early since they can benefit from the five per cent rebate granted on payment received in full before 31 March of the current year. A second lower rebate of 2.5 per cent is granted on 30 June. Most importantly, timely payments avoid the Secretariat and Treasurer having to devote time and energy in having to repeatedly send out reminders to the membership.

Annex 1: Table 1 – Draft budget for 2021

Annex 2: Table 2 – Proposed income / revenue for 2021

Annex 3: Calculation of the dues for 2021

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Annex 1
Table 1
2021 DRAFT BUDGET
in Swiss Francs (CHF)

Expenditures by Line

	2020 Approved Budget	2021 estimates at 2020 prices	variance 2021 over 2020	variance 2021 over 2020 - %	Price Adjustment *	2021 estimates at 2021 prices
1 Chapter One, FICSA Representation						
1.01 UN General Assembly Meetings & Presence in New York	15,000	10,000	(5,000)	-33.33%	0.0%	10,000
1.02 UNJSPB		6,000	6,000	0.00%	0.0%	6,000
1.03 HLCM	4,000	2,000	(2,000)	-50.00%	0.0%	2,000
1.04 HR Network	1,000	1,000	-	0.00%	0.0%	1,000
1.05 ICSC (Sessions, Working Groups & Committees)	52,000	30,000	(22,000)	-42.31%	0.0%	30,000
1.06 IASMN	600	600	-	0.00%	0.0%	600
External Relations, Contingency						
1.07 Travel	10,000	4,000	(6,000)	-60.00%	0.0%	4,000
Total, Chapter One	82,600	53,600	(29,000)	-35.11%		53,600
2 Chapter Two, FICSA Council and EXCOM						
2.01 FICSA Council	31,000	4,000	(27,000)	-87.10%	0.0%	4,000
2.02 EXCOM and Regional Activities	2,000	2,000	-	0.00%	0.0%	2,000
2.03 FICSA Council overheads	4,000	-	(4,000)	-100.00%	0.0%	-
Total, Chapter Two	37,000	6,000	(31,000)	-83.78%		6,000
3 Chapter Three, FICSA Administration						
3.01 Staff costs	291,042	268,578	(22,464)	-7.72%	0.0%	268,578
3.02 Consultants/Experts/Additional Assistance post/pre Council	42,642	35,000	(7,642)	-17.92%	0.0%	35,000
3.03 External Audit	3,000	3,000	-	0.00%	0.0%	3,000
3.04 IT services, Website Support & Digitalization of Documents	10,000	25,000	15,000	150.00%	0.0%	25,000
3.05 Supplies & Materials	2,446	2,446	-	0.00%	0.0%	2,446
3.06 Geneva Office Cost	8,805	8,805	-	0.00%	0.0%	8,805
3.07 Bank Charges	1,750	1,750	-	0.00%	0.0%	1,750
3.08 Contingencies	2,000	2,000	-	0.00%	0.0%	2,000
3.09 Staff Training	1,000	-	(1,000)	-100.00%	0.0%	-
3.1 Rebates for Early Payment		25,000			0.0%	25,000
Total, Chapter Three	362,685	371,579	8,894	2.45%	-	371,579
Grand Total	485,285	431,179	(54,106)	-11.15%		431,179

* Source: International Monetary Fund, Switzerland Country Report, Projected 2021, <https://www.imf.org/en/Countries/CHE>

Annex 2

Table 2
PROPOSED INCOME FOR THE YEAR 2021
in Swiss Francs (CHF)

INCOME**Income, Dues**

Receipts Current Year
Receipts Previous Years
Receipts Associate and Special Status
Receipts Consultants
Receipts Observers
Income, Dues

Budget 2020	Actual 2020	Proposed Budget 2021
	308,591	
	23,711	
	19,596	
	7,500	
485,285	359,398	431,179 *

Income, Other

Receipts, Bank Interest
Workshops - External Participants
Receipts, Other
Total Income
Loss/Gain on Exchange Rates
Income, Other

3,000	1,161	3,000
	770	
0	1,032	
3,000	2,963	3,000
(3,000)	(96)	(3,000)
0	2,867	0

Total

485,285	362,265	431,179
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* Amount to be used for the calculation of Members'/Associate Members' contributions

Annex 3

Annex 3
CALCULATION OF THE CONTRIBUTIONS FOR 2021

	CHF
Total budget	431,179
Contributions by Consultative Members: 13 x CHF 600 ¹	7,800
Amount to be covered by funds from Reserves ²	75,000
Special Request(s) for Reduced Fees	
Total Amount to be covered by funds from Reserves²	75,000
Total amount to be covered by Full and Associate Members	348,379
Total number of units	100.5459
Value of one unit	3,464.88

CHF				
Band	Weighted number of staff	Units	Member	Associate
1	1100 plus	11	38,114	3,430
2	1000 - 1099.9	10	34,649	3,118
3	900 - 999.9	9	31,184	2,807
3	800 - 899.9	8	27,719	2,495
4	700 - 799.9	7	24,254	2,183
5	600 - 699.9	6	20,789	1,871
6	500 - 599.9	5	17,324	1,559
7	400 - 499.9	4	13,860	1,247
8	300 - 399.9	3	10,395	936
9	200 - 299.9	2	6,930	624
10	150 - 199.9	1.5	5,197	468
11	100 - 149.9	1	3,465	312
12	60 - 99.9	0.6	2,079	187
13	40 - 59.9	0.4	1,386	125
14	<40	WN / 100		

¹Article 39bis states 'Any association/union holding Consultative Status and with at least seventy-five percent of its Membership comprising retirees of the United Nations common system shall be exonerated from paying fees to FICSA'

² Exceptionally for 2021 an amount of CHF 75,000 has been drawn from Reserve funds.

Annex 3
SCALE OF CONTRIBUTIONS FOR 2021

Member / Associate	W'ed Staff	Units	CHF	CHF	CHF	Difference 2020-21
			2021	2020	2019	
Bioversity	161.71	0.135	468	464	514	1%
CERN	2062.5	0.99	3,430	3,402	5,657	1%
CTBTO	233.5	0.18	624	618	1,028	1%
AP-in-FAO	1568.7	11	38,114	37,794	57,138	1%
FAO/WFP-UGSS	616	4	13,860	13,743	28,569	1%
ECB	3199	0.99	3,430	3,402	5,657	1%
ESO	407.7	0.36	1,247	1,237	1,543	1%
Global Fund	766	0.63	2,183	2,165	3,600	1%
IAEA	2207.2	11	38,114	37,794	62,852	1%
IARC	170.51	1.5	5,197	5,154	8,571	1%
ICAO	572.92	5	17,324	17,179	28,569	1%
ICCO	16	0.0144	50	49	75	1%
ICO	16	0.0144	50	49	80	1%
IDLO	334.8	0.27	936	928	206	1%
IFAD	481.11	4	13,860	13,743	22,855	1%
ILO/ITC	123.52	1	3,465	3,436	5,714	1%
IMO	210.1	2	6,930	6,872	11,428	1%
IOC	25	0.0225	78	77	118	1%
IOM	275.5	0.9	3,118	3,092	5,657	1%
IPU	33.5	0.335	1,161	1,168	1,886	-1%
ISSN/CIEPS	12	0.0108	37	37	46	1%
ITER	791	0.63	2,183	2,165	2,571	1%
OPCW	346	0.27	936	928	1,543	1%
OSCE	210	2	6,930	6,872	11,428	1%
PAHO/WHO	567.12	5	17,324	17,179	22,855	1%
SCBD	55	0.6	2,079	2,062	3,428	1%
UNAIDS	455.51	4	13,860	13,743	22,855	1%
UNESCO	1299.09	5.5	19,057	18,897	31,426	1%
UNFCCC	311	2	6,930	6,872	11,428	1%
UNGSC	132.5	1	3,465	3,436	5,714	1%
UNIDO	427.8	0.6	2,079	1,031		Second Year on Special Status
UNRWA/ASA	29.94	0.2994	1,037	1,029	1,890	1%
UNWTO	62.5	0.6	2,079	2,062	3,428	1%
UPU	137.9	1	3,465	3,436	5,714	1%
WCO	75.5	0.09	312	309	309	1%
WHO/AFRO	375.83	3	10,395	10,308	17,141	1%
WHO/EMRO	178.13	1.5	5,197	5,154	8,571	1%
WHO/EURO	359.66	3	10,395	10,308	17,141	1%
WHO/GSC	15.44	0.1544	535	664	928	-19%
WHO/HQ	1352.18	11	38,114	37,794	62,852	1%
WHO/SEARO	125.86	1	3,465	3,436	5,714	1%
WHO/WPRO	169.84	1.5	5,197	5,154	8,571	1%
WIPO	905.15	9	31,184	30,923	15,000	1%
WMO	278.4	2	6,930	6,872	11,428	1%
WTO/OMC	541	0.45	1,559	1,546	2,571	1%
Totals	22695.62	100.5459	348,379	361,885	526,470	
Consultative and Observer members contribut			7,800	7,800		
Amount covered by reserves			75,000	126,700		