



INTERNATIONAL COTTON ADVISORY COMMITTEE

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Aide Memoire

To: Delegates to the Standing Committee, Coordinating Agencies, and Members of the Private Sector Advisory Panel

From: Executive Director

Subject: Proposed Secretariat Budget for 2005-06

Date: March 24, 2005

Members of the Subcommittee on Budget from Australia, Germany and the USA and the executive director met today in the office of the Secretariat to consider a proposed budget for fiscal year 2005-06. Ms. Andrea Nicandri of Australia serves as Chair and Mr. James Johnson of the USA serves as Vice Chair of the Subcommittee on Budget.

During a previous meeting of the Subcommittee on Budget, the executive director submitted a Proposed Budget of \$1.7 million, including expenditures under the Secretariat Business Plan. The Proposed Budget represents an increase of 5% over the budget for the current fiscal year. The Proposed Budget contains a provision to extend the contract of the executive director for two years from January 1, 2006.

During the discussion today, delegates asked for clarification on several points:

- The relationship between salary scales in the UN system and salaries paid to members of the Secretariat,
- Levels of life insurance and disability insurance coverage provided to the Secretariat,
- The reasons for variations in income from assessments, interest, publication sales and research projects projected by the Secretariat,
- Increases in Secretariat printing costs during 2004-05,
- Increases in Secretariat costs for office rent over recent years, and
- The correct designation of grade and step for the executive director.

Based on these discussions, members of the Subcommittee gave provisional agreement to the Proposed Budget, pending confirmation from governments. Accordingly, the Subcommittee agreed to hold open the date of Tuesday, April 19 for a possible meeting to review any additional concerns that may be raised. The Subcommittee intends to present the Proposed Budget to the Standing Committee during the 477th meeting on April 21, for approval of the Secretariat Budget and the Scale of Assessments by the Standing Committee at its 478th Meeting on May 17. Delegates who wish to see budget documents prior to the 477th Meeting of the Standing Committee are asked to contact the executive director.

The Subcommittee on Budget will also schedule a meeting during first-half May for a general review of the relationship between Secretariat salaries and benefits and salaries and benefits paid in the UN system and in other international organizations.

Schedule of future meetings of the Subcommittee on Budget:

Tuesday	April 19	Review of Proposed Budget, if necessary
Date to be determined	May	Review of Salaries and Benefits