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**PROPOSED BUDGET FOR THE INTERNATIONAL SEABED  
AUTHORITY FOR 1997**

**Report of the Secretary-General**

Addendum

In his report contained in ISBA/A/9 of 19 July 1996, the Secretary-General had proposed, *inter alia*, estimated budgetary requirements in the total amount of \$5,402,000 for 1997 comprising \$3,788,300 for administrative costs, \$1,400,000 for conference servicing costs, and \$213,700 for programme support. The aforementioned administrative costs included the establishment of 34 new posts for 1997 for a total of 54 posts.

After having taken into account the discussions in the Finance Committee and in order to give effect to an evolutionary approach to the establishment of the Secretariat, the Secretary-General considers it desirable to reduce in the interim, the total number of posts to an establishment of 44 to be phased-in over a three-year period starting from 1997. The phasing-in schedule is attached as annex A. The non-post requirements have also been reviewed and reductions have also been made. A summary of the revised budgetary requirements for the period from 1 January to 31 December 1997 is attached as annex B showing total requirements in the amount of \$4,250,500. This latter amount would provide \$2,696,900 for administrative costs including \$1,526,900 for salaries and common staff costs for 30 posts; \$1,400,000 for conference servicing costs and \$153,600 for programme support.

Following is a summary of the generic functions of each of the 30 posts:

**Office of the Secretary-General**

#### 1 SG Secretary-General

- Chief Administrative Officer of the Authority.

#### 1 GS Secretary to the Secretary-General

#### 1 P-5 Special Assistant to the Secretary-General

- External relations,
- Supervision of the staff of the office of the Secretary-General,
- Support to the Secretary-General.

#### 1 P-3 Protocol Officer

- Deal with protocol, liaison and representation, organize official ceremonies and similar functions and make arrangements for Permanent . Representatives to present credentials to the Secretary-General.
- Maintain up-to-date lists of Permanent Representatives and other representatives and issue official identification passes to accredited representatives.
- Notify the host country of the arrivals and departures of members of the Permanent Missions accredited to the Authority as required by the Host country Agreement.
- Coordinate with the office of conference and support services of the Department of Administration and Management of the United Nations in New York on the conference-servicing requirements of the Authority; during its biannual schedule of meetings.

#### 1 GS Secretary

### **Office of legal Affairs**

#### 1 D- 1 Chief, Office of Legal Services and Implementation Affairs

- Secretary to the Council;
- Assistance to the Council and the Assembly in relation to the completion of the Headquarters Agreement, Relationship Agreement with the United Nations and the protocol on Privileges and Immunities,
- Advise the Secretary-General on questions of international and national,

public, private and administrative law;

- Overall direction and oversight of the office of Legal Services and Implementation Affairs.
- Provision of Secretariat services of a legal nature to the organs of the Authority, including the Legal and Technical Commission;

#### 1 GS Secretary to Chief of Office

##### 1 P-5 Senior Legal Officer

- Preparation of rules, regulations and procedures for processing applications for approval of plans of work for exploration,
- Assist the Legal and Technical Commission and the Council in the adoption of the rules, regulations and procedures,
- Formulate terms of contracts and prepare contracts,
- Develop mechanisms to monitor compliance with the rules, regulations and procedures and assist the Council and the Legal and Technical Commission in their consideration of issues relating to compliance.
- Monitor the status of activities in the Area and compliance with the rules, regulations and procedures for the conduct of activities in the Area,
- Carry out operational and administrative actions in relation to the application of the rules, regulations and procedures, including receipt, recording and processing of applications, preparation and execution of contracts and notifications to applicants and member States;
- Maintenance of a database of relevant national legislation and international instruments pertaining to activities in the Area.

##### 1 P-4 Legal Officer

- Provision of general legal advice to the Secretary-General on the interpretation and application of national law, international law and administrative law,
- Advice on personnel, financial and pension matters, including application of the Staff Regulations and Rules and administrative directions;
- Privileges and immunities and relations with host government;

- Legal advice to the Secretary-General on contracts entered into by or on behalf of the Authority,
- Liaison on legal matters with the Legal Office of the United Nations,
- Preparation of the Headquarters Agreement with the host Government and the relationship agreement with the United Nations.

1 GS Secretary

**Office of Resources and Environmental Monitoring**

1 D-1 Interim Director-General and Programme Coordinator

- Secretary to the Assembly,
- Deputy to the Secretary-General and Programme Coordination,
- Overall direction and oversight of the Office Resources and Environmental Monitoring;
- Interim Director-General of the Enterprise, the mining arm of the Authority.

1 P-5 Marine Geologist / Resolution II Officer

1 P-4 Systems Analyst

1 P-4 Marine Biologist / Training Officer

1 GS Secretary to the interim Director-General and Programme Coordinator

1 GS Secretary to Marine Biologist / Training Officer

1 GS Systems Assistant

**Office of Administration and Management**

a) Office of Administration and Management

1 P-5 Chief of Administration and Management

- Advising the Secretary General on the Administrative, Financial and Management issues;
- Overall direction and oversight of the Office of Administration and Management,
- Representing the Secretary General. As required, in inter-agency

discussions on personnel questions and other administrative issues relevant to the work of the Organization

1 GS Administrative Assistant

b) Programme Planning, and Budgeting

1 P-3 Budget Officer

1 GS Budget Assistant

c) Accounts and Treasury

1 P-3 Finance Officer

1 GS Finance Assistant

- Payroll;
- General payments and disbursements.

1 GS Treasury Assistant

- Cashier,
- Assessment of contributions.

d) Personnel Recruitment and Administration

1 P-3 Personnel Officer

1 GS Personnel Assistant

e) General Support Services

1 P-3 Administrative Officer

- General administrative responsibilities including EDP infrastructure.

1 GS Procurement Assistant

1 GS Travel and Transport Clerk;

g) Security

1 GS Security Officer

Annex A

1996:

20 Posts

Professional level and above

30 Posts

Professional level and above

Annex A

1996:

20 Posts

Professional level and above

Grade	O/SG	LEG	RES	ADM	TOTAL
SG					1
D-1			1		
P-5		1		1	2
P-4					
P-3					
P-2/1	1			1	2
Total	2	1		1	6

General Service:

	4	2	1	7	14
Total	4	2	1	7	14

Grand total 6 3 2 9 20

30 Posts

Professional level and above

Grade	O/SG	LEG	RES	ADM	TOTAL
SG	1				1
D-1		1	1		2
P-5		1	1	1	4
P-4		1	2		3
P-3	1				1
P-2/1				4	4
Total	3	3	4	5	15

General Service:

	2	2	3	8	15
Total	2	2	3	8	15

Grand total 5 5 7 13 30

1998:

39 Posts

Professional level and above

Grade	O/SG	LEG	RES	ADM	TOTAL
SG	1				1
D-1		1	1		2
P-5		1	1	1	4
P-4		1	3		4
P-3				4	4
P-2/1			1	1	2
Total	3	3	6	6	18

General Service:

	3	2	4	12	21
Total	3	2	4	12	21

Grand total 6 5 10 18 39

44 Posts

Professional level and above

Grade	O/SG	LEG	RES	ADM	TOTAL
SG	1				1
D-1		1	1		2
P-5	1	1	1	1	4
P-4		1	3		4
P-3	1	1			2
P-2/1			2	1	3
Total	3	4	7	2	16

General Service:

	3	3	5	13	24
Total	3	3	5	13	24

Grand total 6 7 12 19 44

O/SG - Office of the Secretary-General  
 LEG - Office of Legal Affairs  
 RES - Office of Resources and Environmental Monitoring  
 ADM - Office of Administration and Management

Annex B

(Thousands of United States dollars)

	<u>Amount</u>
A. Administrative expenses of the Secretariat	
Established posts	1072.5
Temporary assistance for meeting	51.0

General temporary assistance	10.0
Overtime	8.0
Consultants	120.0
Common staff costs	454.4
Travel of staff to official meetings	41.0
Other official travel	64.0
External printing and binding	30.0
Rental and maintenance of premises	425.0
Rental and maintenance of furniture & equi.	45.0
Local transportation	18.0
Communications	40.0
Official functions	8.0
Freight	25.0
Miscellaneous services	15.0
Supplies and materials	30.0
Acquisition of furniture and equipment	<u>240.0</u>
	2,696.9
B. Conference servicing costs	1,400.0
C. Programme support (United Nations)	<u>153.6</u>
Total	4,250.5