S-0046-0008-006-00015

Expanded Number **S-0046-0008-006-00015**

External ID

Title

Item in KAA: OPPBF/Controller - Office /Programme Planning, Budget & Finance 2006 (Jan. - Aug.)

Date Created	*Date Registered*	*Date Closed*
06/02/2007 at 10:08 AM	**06/02/2007 at 10:08 AM**	

Primary Contact

Home Location **S-0046-0008-006 (In Container)**

Assignee **Marvin Cordova since 06/02/2007 at 10:09 AM**

Priority

Owner Location **Archives and Records Management Section**

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Notes

Date Published

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United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

DATE: 11 July 2006

TO: Warren Sach
A: Assistant Secretary-General, Controller

REFERENCE:

THROUGH:
S/C DE:

FROM: The Secretary-General
DE:

SUBJECT: **Unforeseen and extraordinary expenses:**
OBJET: **Independent Special Commission of Inquiry for Timor-Leste**

1. It is estimated that a total of **$1,328,700** would be required for financing the activities of the Independent Special Commission of Inquiry for Timor-Leste.

2. As no appropriation exists to cover this requirement, I hereby authorize you to use an amount of **$1,328,700**,out of the total amount of $3,741,800 that I have already authorized in commitments, in accordance with paragraph 1(a) of General Assembly resolution 60/249 on unforeseen and extraordinary expenses for the biennium 2006-2007.

3. I certify that these expenses relate to the maintenance of peace and security.

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United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

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RECEIVED
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EXECUTIVE OFFICE
OF THE SECRETARY-GENERAL

TO: The Secretary-General

A:

DATE: 7 July 2006

REFERENCE: 2.WCF.4

THROUGH:

S/C DE:

FROM: Warren Sach

DE: Assistant Secretary-General, Controller

SUBJECT: **Unforeseen and extraordinary expenses:**

OBJET: **Independent Special Commission of Inquiry for Timor-Leste**

1. At the request of the Government of Timor-Leste, you have requested the High Commissioner for Human Rights to establish an Independent Special Commission of Inquiry for Timor-Leste. The cost of the activities of the Commission is estimated at **$1,328,700** consisting of the following:

Staffing costs (1 D-1, 1 GS (PL), 6 GS (OL), & 23 LL)	$	235,600
Services of experts and consultants	$	61,500
Travel	$	839,100
Other operational costs	$	192,500
TOTAL	**$**	**1,328,700**

2. As no appropriation has been made for this purpose, I would recommend that this requirement be funded under the resolution on unforeseen and extraordinary expenses, using a portion of the $3,741,800 in commitments which you have already authorized for the Special Envoy of the Secretary-General in Kosovo (UNOSEK) and the Special Envoy of the Secretary-General for the implementation of Security Council resolution 1559, but which remain unassigned after the approval of the 2006 budgets for special political missions at the first resumed session of the General Assembly.

..... 3. Accordingly, I am attaching for your signature a memorandum by which you would authorize using **$1,328,700** out of the total amount of $3,741,800 already authorized in commitments under the authority granted to you in accordance with paragraph 1(a) of General Assembly resolution 60/249 on unforeseen and extraordinary expenses for the biennium 2006-2007.

..... 4. The **$1,328,700** referred to above would be the **fifth** authorization sought for 2006 and would be covered from the total commitments amounting to **$3,741,800** you have authorized to date as indicated in the annex to this memorandum.

Commitments authorized by the Secretary-General pursuant to General Assembly resolution 60/249 on unforeseen and extraordinary expenses for 2006-2007

2006

No.	Description	Amount (US$)	Period covered	Reference
1	Special Envoy of the Secretary-General in Kosovo (UNOSEK)	$3,302,200	1 January to 31 March 2006 (Interim period); subsequently full budget for 2006 was approved by the Assembly in its resolution 60/255	S/2005/708, S/2005/709
2	Special Envoy of the Secretary-General for the implementation of Security Council resolution 1559 (2004)	$439,600	1 January to 31 March 2006, pending submission of the budget to the General Assembly; subsequently budget for the period from 1 January to 15 June 2006 was approved by Assembly in its resolution 60/255)	S/Res/1559 (2004)
	Special Envoy of the Secretary-General in Kosovo (UNOSEK) - adjustments following approval of the mission's budget by the General Assembly	($2,500,500)		
3	Special Adviser of the Secretary-General on Territorial Dispute between Gabon and Equatorial Guinea	$610,500	1 year	Good offices function
4	Special Adviser of the Secretary-General on Peace and Policy Matters relating to his good offices	$561,300	1 year	Good offices function
5	Independent Special Commission of Inquiry for Timor-Leste	$1,328,700	7 months	Good offices function
	Total	$3,741,800		

Amount authorized for 2006 in General Assembly resolution 60/249	**Amount authorized**	**Balance**
$8,000,000	**$3,741,800**	**$4,258,200**

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HAUT-COMMISSARIAT AUX DROITS DE L'HOMME

UNITED NATIONS
HIGH COMMISSIONER FOR HUMAN RIGHTS

MEMORANDUM

TO: Ms. Sharon Van Buerle, Director
A: Programme Planning and Budget Division
Office of Programme Planning, Budget and Accounts
Department of Management

DATE: 28 June 2006

THROUGH:
S/C DE:

REF:

FROM: Kyle Ward, Chief
DE: Programme Support and Management Services

SUBJECT:
OBJET: **Allotment for the conduct of the Special Commission of Inquiry for Timor-Leste**

1. The Secretary-General has requested the Office of the High Commissioner to establish a Special Commission of Inquiry for Timor-Leste and has indicated that he would endeavour to finance the work of the Commission from his reserve for unforeseen and extraordinary expenditures. In this connection, attached please find a budget for the Commission in the amount of $1,221,300 gross ($1,155,300 net), which finances the deployment of three Commissioners serving as Experts on Mission, one D-1, four P-5, five P-4, five P-3, 12 GS and 23 national staff for a period of three months.

2. The Commission is an independent body, and it will report to the Secretary-General through the High Commissioner for Human Rights. Its mandate will be as follows:

- Establish the facts and circumstances relevant to incidents on 28 and 29 April, 23, 24 and 25 May and related events or issues that contributed to the crisis, including issues related to the functioning of the security sector;
- Clarify responsibility for the above-mentioned events;
- Recommend measures to ensure accountability for crimes and serious violations of human rights allegedly committed during the above-mentioned period, taking into account that the Government of Timor-Leste considers that the domestic justice system, which has the participation of international judges, prosecutors and defence lawyers, should be the primary avenue of accountability for these alleged crimes and violations; and
- Report its findings within three months of its establishment through the United Nations High Commissioner for Human Rights to the Secretary-General and the National Parliament of Timor-Leste.

3. A core team comprising the Executive Director (D-1), the Coordinator of the Investigative Team (P-5), the Administrative Officer (P-4), the Special Assistant to

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[✓] Service II | [ ] PCO | Comments [ ]
[ ] Service III | [ ] Other | Information [ ]

the Executive Director (P-3), a Security Officer (P-3), the Database Manager (P-3), an Administrative Assistant (GS) and a Logistics Assistant (GS) has commenced deployment to Timor-Leste. This core team will require the hiring of a total of ten national staff, including three language assistants, one translator and 6 drivers. Temporary funding for this phase of the deployment of the Commission team has been identified from extrabudgetary sources of OHCHR.

4. Once fully deployed, the Commission will comprise 27 international staff, 23 national staff and the three Commissions serving as Experts on Mission. The international posts include one D-1 post for the Executive Director; four P-5 posts for one Expert in Military Sector Reform, one Expert in Police Sector Reform, one Human Rights Legal Adviser and one Coordinator of Investigations; five P4 posts for one Political Affairs Officer, one Administrative Officer, two Criminal Investigators and one Security Officer; five P-3 posts for two Human Rights Officers, one Security Officer, one Data Management Officer and one Special Assistant to the Executive Director; and 12 international GS posts, comprising one Administrative Assistant, one Logistics Assistant, one Security Assistant and nine Close Protection Officers. The United Nations Office at Geneva has reviewed the international posts and has found them classifiable at the levels proposed. The national posts provide for the positions of Human Rights Assistants/Interpreters (7), Language Assistants/Translators (3) and Drivers (13).

5. An internal review of available vacant posts in OHCHR has indicated that all the international professional positions can be covered from existing vacant posts, with the exception of the post of Executive Director and six of the international GS posts. We have therefore budgeted on the basis of financing the salaries of 19 of the international posts from the regular budget allotments of OHCHR, although the travel and DSA requirements for staff against these posts are included in the present proposal. It should be noted that the functional titles of the posts identified within OHCHR may differ from those proposed for actual deployment to Timor-Leste. Furthermore, as certain staff may be made available to the Commission on a reimbursable loan basis from other United Nations Offices and Agencies, we intend to reimburse those releasing offices from OHCHR allotments corresponding to the posts identified for this purpose.

6. OHCHR has coordinated the logistical requirements for the Special Commission with the administration of the United Nations Office in Timor-Leste (UNOTIL) in Dili. The current proposals have been prepared in light of the material support that is available from UNOTIL. As UNOTIL is under liquidation, many of their assets have already been transferred to ongoing operations, sold to private individuals or donated to the Government, in accordance with established practice.

7. The Commission will be located in a building outside the Obrigado barracks, which will require minor alterations and rewiring, at a total cost of approximately $10,000. This building will also be utilized by UNOTIL and the cost of alterations will be prorated accordingly.

8. The present proposal further includes a range of equipment that will be required for the work of the Commission, including radios, laptop computers, personal protection gear and mobile phones. The holdings of OHCHR have been

thoroughly reviewed and available assets have been taken into account in arriving at the numbers requested. At the close of the work of the Commission, these assets will be returned to OHCHR in Geneva and retained for future use.

9. Attached please find the cost estimates for the Special Commission of Inquiry on Timor-Leste:

a) Attachment A - Terms of reference of the Commission

b) Attachment B - Narrative on budgetary requirements

c) Attachment C – Summary cost estimates and detailed table

d) Attachment D – Calculation of salaries and related costs

e) Attachment E – Staffing table

f) Attachment F – Functional titles of posts

g) Attachment G – Deployment schedule

h) Attachment H – Other official travel

i) Attachment I – Travel on assignment

j) Attachment J – Facilities and infrastructure

k) Attachment K – Air support

l) Attachment L – Ground transportation

m) Attachment M – Communications

n) Attachment N – Information technology

o) Attachment O – Medical

p) Attachment P – Other supplies, services and equipment

q) Attachment Q – Job descriptions for international posts

10. Your attention to this matter is appreciated.