Secretariat of the INC on Plastic Pollution
Donors Update

Jyoti Mathur-Filipp, Executive Secretary and Head of the INC Secretariat
29 August 2023, 14:00-16:00 EAT
Virtual meeting
Agenda

1. Welcome and introduction
2. Budget update for the INC process
   2.1. Overview of status of contributions and expenditure
   2.2. Projections for 2023-2025
   2.3. Regional consultations
   2.4. Possible inter-sessional work to be decided by the Committee
   2.5. Existing funding gaps
3. Structure of the Secretariat of the INC.
4. Any other business
1. Introduction: INC timeline

- **INC 1**
  - 28 Nov-2 Dec 2022
  - Hosted by Uruguay, Punta del Este

- **INC 2**
  - 29 May – 2 June 2023
  - Hosted by France, Paris

- **INC 3**
  - 13 – 19 Nov 2023
  - Hosted by Kenya, Nairobi

- **INC 4**
  - April 2024
  - Hosted by Canada, Ottawa

- **INC 5**
  - TBD, 2024
  - Hosted by Republic of Korea, location TBD

- **UEA 6**
  - 26 Feb – 1 March 2024
  - Host TBD

- **Diplomatic conference 2025**
  - Venue and date tbc
2.1. Overview of status of contributions
(as of August 2023)

Pledges as of August 2023 is USD 21.7 million and cash received is USD 17 million.

*Blue is cash received. In yellow represents pledged contributions. In orange is the amount incurred by France directly with hosting of INC-2 (~ USD 780,000).
2.1. Overview of status of expenses by donor
(as of August 2023)

Significant expenses have already been incurred mainly from Denmark, European Commission, Norway, Sweden, Switzerland and the USA contributions.
2.1. Actual expenditure incurred by the INC Secretariat  
(from 2022 to July 2023)

<table>
<thead>
<tr>
<th>INC Expenses Category</th>
<th>FY -2022</th>
<th>FY -2023</th>
<th>Total Expenses as of July 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>INC Staff and Personnel Cost</td>
<td>401,070</td>
<td>1,007,024</td>
<td>1,408,094</td>
</tr>
<tr>
<td>INC Operations Cost</td>
<td>35,261</td>
<td>77,552</td>
<td>112,813</td>
</tr>
<tr>
<td>OEWG Dakar, Senegal Meeting</td>
<td>1,085,160</td>
<td>1,085,160</td>
<td>1,085,160</td>
</tr>
<tr>
<td>INC Meeting -INC 1</td>
<td>1,853,674</td>
<td>62,947</td>
<td>1,916,621</td>
</tr>
<tr>
<td>INC Meeting -INC 2</td>
<td></td>
<td>1,494,963</td>
<td>1,494,963</td>
</tr>
<tr>
<td>PSC</td>
<td>338,433</td>
<td>325,805</td>
<td>664,238</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td>3,713,598</td>
<td>2,968,291</td>
<td>6,681,889</td>
</tr>
</tbody>
</table>

The actual expenses as of 31 July 2023 amount to approx. USD 6.7 million. These include the expenses for the Financial Year 2022 and actual expenses for year 2023, for 7 months.
2.2. Projections for 2023-2025

The overall INC estimated budget is USD 29.8 million

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>ACTUAL 2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>Total</th>
<th>Funded</th>
<th>Unfunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretariat Annual Requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff and other personnel costs</td>
<td>401,070</td>
<td>1,541,655</td>
<td>1,894,148</td>
<td>1,950,973</td>
<td>5,787,845</td>
<td>4,740,360</td>
<td>(1,047,485)</td>
</tr>
<tr>
<td>Contractual services</td>
<td>33,720</td>
<td>171,000</td>
<td>171,000</td>
<td>171,000</td>
<td>546,720</td>
<td>546,720</td>
<td></td>
</tr>
<tr>
<td>Operational cost</td>
<td>1,541</td>
<td>15,512</td>
<td>15,512</td>
<td>7,756</td>
<td>40,320</td>
<td>40,320</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>50,000</td>
<td>50,000</td>
<td>275,000</td>
<td>375,000</td>
<td>625,000</td>
<td>125,000</td>
<td>(250,000)</td>
</tr>
<tr>
<td>Other costs (Fixed)</td>
<td>89,568</td>
<td>89,568</td>
<td>89,568</td>
<td>268,705</td>
<td>268,705</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td>436,330</td>
<td>1,867,734</td>
<td>2,220,228</td>
<td>2,494,297</td>
<td>7,018,590</td>
<td>5,721,105</td>
<td>(1,297,485)</td>
</tr>
<tr>
<td>INC Meetings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OEWG Dakar</td>
<td>1,085,160</td>
<td></td>
<td></td>
<td></td>
<td>1,085,160</td>
<td>1,085,160</td>
<td></td>
</tr>
<tr>
<td>INC Meeting - INC1</td>
<td>1,916,621</td>
<td></td>
<td></td>
<td></td>
<td>1,916,621</td>
<td>1,916,621</td>
<td></td>
</tr>
<tr>
<td>INC Meeting - INC2</td>
<td>1,494,963</td>
<td></td>
<td></td>
<td></td>
<td>1,494,963</td>
<td>1,494,963</td>
<td></td>
</tr>
<tr>
<td>INC Meeting - INC3</td>
<td>2,430,783</td>
<td></td>
<td></td>
<td></td>
<td>2,430,783</td>
<td>2,430,783</td>
<td></td>
</tr>
<tr>
<td>INC Meeting - INC4</td>
<td>3,594,460</td>
<td></td>
<td></td>
<td></td>
<td>3,594,460</td>
<td>3,343,057</td>
<td>(161,404)</td>
</tr>
<tr>
<td>INC Meeting - INC5</td>
<td>3,593,469</td>
<td></td>
<td></td>
<td></td>
<td>3,593,469</td>
<td>1,019,333</td>
<td>(2,574,136)</td>
</tr>
<tr>
<td>Diplomatic Conference</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(2,663,329)</td>
</tr>
<tr>
<td>Multistakeholder Forum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(2,663,329)</td>
</tr>
<tr>
<td>Regional Consultations</td>
<td>892,514</td>
<td>1,785,028</td>
<td></td>
<td></td>
<td>2,677,542</td>
<td>2,195,477</td>
<td>(482,065)</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td>3,001,781</td>
<td>4,818,259</td>
<td>8,972,957</td>
<td>2,663,329</td>
<td>19,456,327</td>
<td>13,575,393</td>
<td>(5,880,934)</td>
</tr>
<tr>
<td>PSC</td>
<td>338,433</td>
<td>869,179</td>
<td>1,455,114</td>
<td>670,491</td>
<td>3,333,218</td>
<td>2,364,400</td>
<td>(968,818)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,776,545</td>
<td>7,555,173</td>
<td>12,648,299</td>
<td>5,828,118</td>
<td>29,808,135</td>
<td>21,660,898</td>
<td>8,147,236</td>
</tr>
</tbody>
</table>
2.2. Host country responsibilities

A Host Government is responsible for covering:

1. Venue and all related costs
2. INC Secretariat Staff travel costs
3. Conference services support, including interpretation, report writers, in-session translation of documents.
4. UN Department of Security and Safety costs

All these aspects and requirements for the INC sessions are to be agreed through a Host Country Agreement between UNEP and the host country.
The extension of INC-3 by an additional two days amounts to a $439,467 increase of the estimate budget.

USD $1,645,311 from earmarked contributions from donors are allocated to cover travel of delegates.

Additional contribution from Norway will cover the existing gap for conference services for INC-3 equivalent to USD $1,086,453.
2.3. Regional consultations

At the request of Member States, and following previous practice, regional consultations will be held prior to INC-3. As of August 2023, 4 of the regions have expressed interest in holding their consultations and the secretariat has already commenced preparations for all 4 consultations to take place during the month of October.

The regional consultations will be done at the level of the UN regions. The projection is that regional consultations will continue prior to each INC session.

INC Secretariat is currently funding 1 delegate per eligible country to participate in the consultations, as well as venue and conference services.
2.4. Existing funding gaps*

<table>
<thead>
<tr>
<th>INC Expenses Category</th>
<th>Budget</th>
<th>Funded</th>
<th>Unfunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cost</td>
<td>23,126,246</td>
<td>14,979,008</td>
<td>8,147,237</td>
</tr>
</tbody>
</table>

Which expense categories remain unfunded?

- Staffing and personnel (~USD 1 million)
- Bureau and chair (USD 150,000)
- Operational costs (USD 100,000)
- INC-4 travel support for delegates (USD 161,000)*
- INC-5 Travel support and conference services for INC-5 (~USD 3.7 million)
- Diplomatic Conference travel support and Conference services (~ USD 2.7 million)
- Travel support and conference services for regional consultations (~ USD 480,000)

Figures do not include any possible future inter-sessional work to be decided by the Committee.

*Reissued slide. No funding gaps remain for host country requirements for the hosting of INC-4. Travel support for delegates is funded from voluntary contributions made by donors.
2.4. Possible inter-sessional work to be decided by the Committee at its third session

- Should the Committee at its third session decide on any intersessional work to be carried out before INC-4, the secretariat would need to mobilize additional resources.
- Accordingly, the approximate costs for 3, 4, and 5-day expert meetings (per meeting), held at the seat of the Secretariat in Nairobi, for either 5 or 7 experts per regions, are as indicated below for information purposes only.
- Expert meetings will be held in English only.
- Should a Member State wish to host an expert meeting, the incremental costs from Nairobi can be provided. Flights and DSA will change based on cities selected. Secretariat travel will be included.
- If meetings are held online, there would be no associated costs.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Meeting for 5 Delegates per Region</th>
<th>Meeting for 7 Delegates per Region</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 Day</td>
<td>4 Day</td>
</tr>
<tr>
<td>Conference Services</td>
<td>940</td>
<td>1,215</td>
</tr>
<tr>
<td>Equipment Services, ICTS and FMTS</td>
<td>1,585</td>
<td>2,090</td>
</tr>
<tr>
<td>Expert Group meeting participants - Travel</td>
<td>89,747</td>
<td>91,956</td>
</tr>
<tr>
<td>Contingencies (5%) - Per UNON Estimates</td>
<td>126</td>
<td>165</td>
</tr>
<tr>
<td><strong>Sub- Total</strong></td>
<td>92,398</td>
<td>95,426</td>
</tr>
<tr>
<td>PSC- 13%</td>
<td>12,012</td>
<td>12,405</td>
</tr>
<tr>
<td><strong>Overall Total - (incl. PSC)</strong></td>
<td>104,410</td>
<td>107,831</td>
</tr>
</tbody>
</table>
3. Structure of the Secretariat of the INC

- Executive Secretary, D2
  INC Secretariat
  - Communications Officer, P4
    - Vacant U/R
  - Programme Management Assistant, G7
    - Under Recruitment

- Administrative Officer, P4
- Budget and Finance Officer, P3
- Finance Assistant, G7
  - Under Recruitment

- Programme Management Officer, P4
  - Under Recruitment
  - Programme Management Officer, P3
    - (Stakeholder Engagement)
  - Associate Programme Officer
    - (IPO P2 - Funded by France)

- Admin Assistant, G6

- Senior Programme Management Officer (Substantive-Geneva), P5
  - Trade Advisor, P5
    - (WTO Secondee)
  - Legal Advisor
    - (50% RL Europe Office), P4
      - Legal Officer, P3
        - Associate Programme Officer - Legal
          - (IPO P2 - Funded by Germany)
            - Final recruitment phase
      - Programme Management Officer, P3
        - Associate Programme Officer
          - (IPO P2 - Funded by Norway)
            - Final recruitment phase
5. AOB

Status of contributions and budgetary update available on the INC website: https://www.unep.org/inc-plastic-pollution
Thank you for all of your support!

For questions and queries, please write to:
unep-incplastic.secretariat@un.org