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TIMBER COUNCIL**

**COMMITTEE ON  
FINANCE AND ADMINISTRATION**

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**APPROVED ADMINISTRATIVE BUDGET  
FOR THE 2024 AND 2025 FINANCIAL BIENNIUM**

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**Table 1**

**Approved Administrative Budget for the Financial Biennium 2024-25**  
**Part A. BASIC ADMINISTRATIVE COSTS**

(in United States dollars)

[Calculations based on the Scales and Rates Applicable in July 2023]

[U.N. Rate of Exchange: US\$1.00 = Yen138.89]

| Budget Heading                  | Description                              | 2023                |                 | 2024                  |                       | 2025            |                       |                       |
|---------------------------------|--|---------------------|-----------------|-----------------------|-----------------------|-----------------|-----------------------|-----------------------|
|                                 |  | Approved Allocation | Estimated Total | JPY-related Component | USD-related Component | Estimated Total | JPY-related Component | USD-related Component |
| <b>A. SALARIES AND BENEFITS</b> |  |                     |                 |                       |                       |                 |                       |                       |
| A1.                             | Salaries                                 | 2,444,714           | 2,258,490       | 1,066,007             | 1,192,483             | 2,303,660       | 1,087,328             | 1,216,332             |
| A2.                             | Tax Refund (not included in total)       | 395,551 (a)         | 228,347 (a)     | 228,347               | 0                     | 237,668 (a)     | 237,668               | (0)                   |
| A3.                             | Post Adjustment                          | 988,624             | 696,001         | 0                     | 696,001               | 709,921         | 0                     | 709,921               |
| A4.                             | Rental Subsidy                           | 2,389               | 2,041           | 0                     | 2,041                 | 2,041           | 0                     | 2,041                 |
| A5.                             | Education Grant (incl. Education Travel) | 263,718             | 117,296         | 3,519                 | 113,777               | 117,296         | 3,519                 | 113,777               |
| A6.                             | Dependency Allowance                     | 194,829             | 141,625         | 58,633                | 82,992                | 144,458         | 59,805                | 84,653                |
| A7.                             | Home Leave                               | 93,452              | 36,847          | 30,067                | 6,780                 | 134,653         | 109,877               | 24,776                |
| A8.                             | Language Allowance                       | 0                   | 0               |                       |                       | 0               |                       |                       |
| A9.                             | Overtime                                 | 23,797              | 25,305          | 25,254                | 51                    | 25,811          | 25,759                | 52                    |
| A10.                            | Mobility & Hardship Allowance            | 5,292               | 11,340          | 0                     | 11,340                | 11,340          | 0                     | 11,340                |
| A11.                            | Separation Benefits                      | 320,117             | 332,488         | 0                     | 332,488               | 196,159         | 0                     | 196,159               |
| A12.                            | Removal Costs                            | 53,640              | 121,000         | 33,880                | 87,120                | 55,500          | 15,540                | 39,960                |
| A13.                            | Repatriation/Recruitment Travel          | 102,200             | 218,000         | 111,616               | 106,384               | 168,000         | 86,016                | 81,984                |
|                                 | Component Total:                         | 4,492,772           | 3,960,433       | 1,328,976             | 2,631,457             | 3,868,839       | 1,387,844             | 2,480,995             |
| <b>B. INSTALLATION COSTS</b>    |  |                     |                 |                       |                       |                 |                       |                       |
| B1.                             | Assignment Grant                         | 59,200              | 62,000          | 0                     | 62,000                | 62,000          | 0                     | 62,000                |
| B2.                             | Lumpsum Benefit                          | 64,100              | 67,250          | 0                     | 67,250                | 67,250          | 0                     | 67,250                |
|                                 | Component Total:                         | 123,300             | 129,250         | 0                     | 129,250               | 129,250         | 0                     | 129,250               |
| <b>C. OFFICIAL TRAVEL</b>       |  |                     |                 |                       |                       |                 |                       |                       |
| C1.                             | Transportation/Tickets                   | 99,746              | 166,085         | 132,868               | 33,217                | 166,085         | 132,868               | 33,217                |
| C2.                             | DSA & Travel Expenses                    | 54,905              | 84,905          | 0                     | 84,905                | 84,905          | 0                     | 84,905                |
|                                 | Component Total:                         | 154,651             | 250,990         | 132,868               | 118,122               | 250,990         | 132,868               | 118,122               |
| <b>D. SOCIAL SECURITY</b>       |  |                     |                 |                       |                       |                 |                       |                       |
| D1.                             | Provident Fund                           | 663,250             | 645,986         | 59,431                | 586,555               | 658,906         | 60,619                | 598,287               |
| D2.                             | Accident/Health Insurance                | 147,572             | 148,905         | 30,823                | 118,082               | 151,884         | 31,440                | 120,444               |
| D3.                             | Japanese National Scheme                 | 161,057             | 162,635         | 104,574               | 58,061                | 165,888         | 106,666               | 59,222                |
|                                 | Component Total:                         | 971,879             | 957,526         | 194,828               | 762,698               | 976,678         | 198,725               | 777,953               |
| <b>E. SPECIAL ACTIVITIES</b>    |  |                     |                 |                       |                       |                 |                       |                       |
| E1.                             | Consultants                              | 30,634              | 99,516          | 15,524                | 83,992                | 99,516          | 15,524                | 83,992                |
| E2.                             | Workshops and Meetings                   | 10,003              | 50,088          | 19,584                | 30,504                | 50,088          | 19,584                | 30,504                |
| E3.                             | Other Activities (Legal Advisor)         | 11,690              | 11,143          | 2,229                 | 8,914                 | 11,143          | 2,229                 | 8,914                 |
|                                 | Component Total:                         | 52,327              | 160,747         | 37,337                | 123,410               | 160,747         | 37,337                | 123,410               |
| <b>F. DATA PROCESSING</b>       |  |                     |                 |                       |                       |                 |                       |                       |
| F1.                             | Computer Software and Servicing          | 54,891              | 47,004          | 43,526                | 3,478                 | 47,004          | 43,526                | 3,478                 |
| F2.                             | Network, Hardware and Supplies           | 83,205              | 71,262          | 65,347                | 5,915                 | 71,262          | 65,347                | 5,915                 |
| F3.                             | Training and Staff Development           | 6,548               | 5,300           | 4,320                 | 980                   | 5,300           | 4,320                 | 980                   |
|                                 | Component Total:                         | 144,644             | 123,566         | 113,193               | 10,373                | 123,566         | 113,193               | 10,373                |

(a) Payable by Japan (not included in total estimates) and applied to Staff Members who are Japanese nationals or permanent residents in Japan only. The estimated amounts also take account of balance carried over from previous years.

| Budget Heading                                       | Description                   | 2023                | 2024             |                       |                       | 2025             |                       |                       |
|--|-------------------------------|---------------------|------------------|-----------------------|-----------------------|------------------|-----------------------|-----------------------|
|  |                               | Approved Allocation | Estimated Total  | JPY-related Component | USD-related Component | Estimated Total  | JPY-related Component | USD-related Component |
| <b>G. OTHER COSTS</b>                                |                               |                     |                  |                       |                       |                  |                       |                       |
| G1.  | Communications                | 35,621              | 27,791           | 26,124                | 1,667                 | 27,791           | 26,124                | 1,667                 |
| G2.  | Publications                  | 29,165              | 24,254           | 17,463                | 6,791                 | 24,254           | 17,463                | 6,791                 |
| G3.  | Transport                     | 68,601              | 54,163           | 48,747                | 5,416                 | 54,163           | 48,747                | 5,416                 |
| G4.  | Library                       | 12,765              | 11,413           | 5,170                 | 6,243                 | 11,413           | 5,170                 | 6,243                 |
| G5.  | Supplies                      | 30,735              | 24,432           | 21,427                | 3,005                 | 24,432           | 21,427                | 3,005                 |
| G6.  | Hospitality                   | 15,258              | 50,685           | 36,544                | 14,141                | 50,685           | 36,544                | 14,141                |
| G7.  | Bank Charges                  | 23,799              | 20,794           | 11,229                | 9,565                 | 20,794           | 11,229                | 9,565                 |
| G8.  | Audit                         | 138,472             | 148,793          | 117,993               | 30,800                | 148,793          | 117,993               | 30,800                |
| G9.  | Miscellaneous                 | 6,414               | 6,405            | 38                    | 6,367                 | 6,405            | 38                    | 6,367                 |
|  | Component Total:              | 360,830             | 368,730          | 284,735               | 83,995                | 368,730          | 284,735               | 83,995                |
| <b>H. COUNCIL MEETINGS</b>                           |                               |                     |                  |                       |                       |                  |                       |                       |
| H1.  | Costs not met by Host Country | 8,457               | 25,479           | 25,479                | 0                     | 25,479           | 25,479                | 0                     |
| H2.  | Council Session Outside Japan | 200,000 (b)         | 200,000 (b)      | 0                     | 200,000               | 200,000 (b)      | 0                     | 200,000               |
|  | Component Total:              | 208,457             | 225,479          | 25,479                | 200,000               | 225,479          | 25,479                | 200,000               |
| <b>I. COSTS MET BY JAPAN (not included in total)</b> |                               |                     |                  |                       |                       |                  |                       |                       |
| I1.  | Office, equipment, utilities  | 524,922 (c)         | 434,461 (c)      | 434,461               | 0                     | 452,461 (c)      | 452,461               | 0                     |
| I2.  | Council Meetings              | 0 (d)               | 412,888 (c)      | 211,154               | 201,734               | 0 (d)            | 0                     | 0                     |
| I3.  | Initial Travel                | 0 (c)               | 0 (c)            | 0                     | 0                     | 0 (c)            | 0                     | 0                     |
| I4.  | Removal Costs                 | 0 (c)               | 0 (c)            | 0                     | 0                     | 0 (c)            | 0                     | 0                     |
| I5.  | Supporting Staff              | 89,940 (c)          | 80,783 (c)       | 80,783                | 0                     | 80,783 (c)       | 80,783                | 0                     |
|  | Component Total:              | 614,862 (c,d)       | 928,132 (c)      | 726,398               | 201,734               | 533,244 (c,d)    | 533,244               | 0                     |
| <b>J. CONTINGENCY/SPECIAL RESERVE</b>                |                               |                     |                  |                       |                       |                  |                       |                       |
|  | Component Total:              | --                  | --               | --                    | --                    | --               | --                    | --                    |
| <b>K. ALLOCATION FROM WORKING CAPITAL RESERVE</b>    |                               |                     |                  |                       |                       |                  |                       |                       |
|  |                               | (304,565)           | (72,493)         | 0                     | (72,493)              | 0                | 0                     | 0                     |
|  | <b>GRAND TOTAL:</b>           | <b>6,204,295</b>    | <b>6,104,228</b> | 2,117,416             | 3,986,812             | <b>6,104,278</b> | 2,180,181             | 3,924,097             |

(b) The Council, in its Decision 7(XLVI), decided that "the costs for convening a Council session outside Headquarters, covered by the Administrative budget, in any two-year period shall be budgeted equally between the two years and shall not exceed US\$400,000 in total". The amount of US\$200,000 (50%) included in the budget for 2024 is to be transferred and to be allocated in 2025 to meet expenditures for holding the Council Session to be held outside of Japan in 2025.

(c) Paid directly or reimbursable by Japan based on actual expenditures (not included in total estimates). Figures are estimates based on actual expenditures from previous years.

(d) Session of Council to be held outside Japan and costs not reimbursed by Japan (not included in total estimates).

**Table 2**

**Approved Administrative Budget for the Financial Biennium 2024-25**  
**Part B. CORE OPERATIONAL COSTS**

(in United States dollars)

[Calculations based on the Scales and Rates Applicable in July 2023]

[U.N. Rate of Exchange: USD.1.00 = JPY.138.89]

| Budget Heading                                  | Description                              | 2023                | 2024             |                       | 2025                  |                  |                       |                       |
|---|--|---------------------|------------------|-----------------------|-----------------------|------------------|-----------------------|-----------------------|
|   |  | Approved Allocation | Estimated Total  | JPY-related Component | USD-related Component | Estimated Total  | JPY-related Component | USD-related Component |
| <b>O. COMMUNICATION AND OUTREACH</b>            |  |                     |                  |                       |                       |                  |                       |                       |
|   | O1. Publications                         | 195,000             | 195,000          | 16,185                | 178,815               | 195,000          | 16,185                | 178,815               |
|   | O2. Outreach Activities                  | 155,000             | 200,000          | 28,000                | 172,000               | 200,000          | 28,000                | 172,000               |
|   | O3. ITTO Website                         | 85,000              | 85,000           | 51,000                | 34,000                | 85,000           | 51,000                | 34,000                |
|   | Component Total:                         | 435,000             | 480,000          | 95,185                | 384,815               | 480,000          | 95,185                | 384,815               |
| <b>P. EXPERT MEETINGS BY COUNCIL</b>            |  |                     |                  |                       |                       |                  |                       |                       |
|   | P1. Expert Meetings/Workshops            | 110,000             | 110,000          | 61,600                | 48,400                | 110,000          | 61,600                | 48,400                |
|   | P2. Other Meetings as decided by Council | 0                   | 0                | 0                     | 0                     | 0                | 0                     | 0                     |
|   | Component Total:                         | 110,000             | 110,000          | 61,600                | 48,400                | 110,000          | 61,600                | 48,400                |
| <b>Q. POLICY WORK (Article 24)</b>              |  |                     |                  |                       |                       |                  |                       |                       |
|   | Q1. Action Plan                          | (e)                 | (e)              | (e)                   | (e)                   | (e)              | (e)                   | (e)                   |
|   | Q2. Guidelines, Manuals, Studies, etc.   | (e)                 | (e)              | (e)                   | (e)                   | (e)              | (e)                   | (e)                   |
|   | Component Total:                         | (e)                 | (e)              | (e)                   | (e)                   | (e)              | (e)                   | (e)                   |
| <b>R. STATISTICS, STUDIES &amp; INFORMATION</b> |  |                     |                  |                       |                       |                  |                       |                       |
|   | R1. Market Information Service (MIS)     | 210,000             | 250,000          | 67,500                | 182,500               | 250,000          | 67,500                | 182,500               |
|   | R2. Market Discussion                    | 35,000              | 50,000           | 36,000                | 14,000                | 50,000           | 36,000                | 14,000                |
|   | R3. Relevant Market Studies              | 0                   | 0                | 0                     | 0                     | 0                | 0                     | 0                     |
|   | R4. Work on Statistics                   | 20,000              | 20,000           | 0                     | 20,000                | 20,000           | 0                     | 20,000                |
|   | Component Total:                         | 265,000             | 320,000          | 103,500               | 216,500               | 320,000          | 103,500               | 216,500               |
| <b>S. ANNUAL REPORT &amp; BIENNIAL REVIEW</b>   |  |                     |                  |                       |                       |                  |                       |                       |
|   | S1. Annual Report                        | 30,000              | 30,000           | 26,400                | 3,600                 | 30,000           | 26,400                | 3,600                 |
|   | S2. Biennial Review                      | 60,000              | 60,000           | 7,200                 | 52,800                | 60,000           | 7,200                 | 52,800                |
|   | S3. Promotion of Exchange of Views       | 0                   | 0                | 0                     | 0                     | 0                | 0                     | 0                     |
|   | Component Total:                         | 90,000              | 90,000           | 33,600                | 56,400                | 90,000           | 33,600                | 56,400                |
|   | <b>GRAND TOTAL:</b>                      | <b>900,000</b>      | <b>1,000,000</b> | <b>293,885</b>        | <b>706,115</b>        | <b>1,000,000</b> | <b>293,885</b>        | <b>706,115</b>        |
| <b>ADMINISTRATIVE BUDGET GRAND TOTAL:</b>       |  | <b>7,104,295</b>    | <b>7,104,228</b> |                       |                       | <b>7,104,278</b> |                       |                       |

(e) The new ITTO Action Plan and other guidelines and manuals are normally produced every few years. In order to avoid sudden increases in the budget for certain years that require expenditures under this sub-heading, alternative funding sources, including voluntary contributions or the Working Capital Reserve, are used at the time the Council takes the decision to produce these.

Summary of Estimated Income and Expenditures for the Financial Year 2024  
(in United States dollars)

A. BASIC ADMINISTRATIVE COSTS

|   |  |                |
|---|--|----------------|
| 1 | Estimated Expenditures for the Financial Year 2024<br>(See pages 3-4)                    | \$6,104,228.00 |
| 2 | <u>Add Discount to Members for timely payment of contributions in 2022-2023 (50%) */</u> | \$139,714.00   |
| 3 | Less (partial use of) Bank Interest earned in 2023                                       | \$0.00         |
|   |  | \$6,243,942.00 |
|   | Assessed Contributions of Members for 2024   |                |
|   | (a) Producer Members (50%)   | \$3,121,971.00 |
|   | (b) Consumer Members (50%)   | \$3,121,971.00 |

B. CORE OPERATIONAL COSTS

|   |  |                |
|---|--|----------------|
| 1 | Estimated Expenditures for the Financial Year 2024<br>(See page 5)                       | \$1,000,000.00 |
| 2 | <u>Add Discount to Members for timely payment of contributions in 2022-2023 (50%) */</u> | \$25,000.00    |
| 3 | <u>Less</u> (partial use of) Bank Interest earned in 2023                                | \$0.00         |
|   |  | \$1,025,000.00 |
|   | Assessed Contributions of Members for 2024   |                |
|   | (a) Producer Members (20%)   | \$205,000.00   |
|   | (b) Consumer Members (80%)   | \$820,000.00   |

C. TOTAL NET ASSESSMENTS TO THE ADMINISTRATIVE BUDGET FOR 2024  
(See pages 14-15)

|   |  |                |
|---|--|----------------|
| 1 | Assessed Contributions of Members for 2024     | \$7,268,942.00 |
|   | (a) Producer Members                           | \$3,326,971.00 |
|   | (b) Consumer Members                           | \$3,941,971.00 |
| 2 | Net Assessed Contributions of Members for 2024 | \$7,104,228.00 |
|   | (a) Producer Members                           | \$3,280,222.00 |
|   | (b) Consumer Members                           | \$3,824,006.00 |

\*/ In accordance with Article 19, paragraph 8 of the Agreement, any member which has paid its full contribution within four months of the due date shall receive a discount at a rate to be determined from time to time by the Council. Such discounts shall be applied in the form of rebates from the assessed contributions of members in the financial biennium following that in which the discount was earned, and the total amount of such discounts shall become part of the estimated expenditures described in Rule 2 paragraph(a) for the budget for the Administrative Account of the aforesaid following biennium.  
(Financial Rules and Rules Relating to Projects of the International Tropical Timber Organization, Chapter III, Rule 4, paragraph 4)

Summary of Estimated Income and Expenditures for the Financial Year 2025  
(in United States dollars)

A. BASIC ADMINISTRATIVE COSTS

|   |  |                |
|---|--|----------------|
| 1 | Estimated Expenditures for the Financial Year 2025<br>(See pages 3-4)                    | \$6,104,278.00 |
| 2 | <u>Add Discount to Members for timely payment of contributions in 2022-2023 (50%) */</u> | \$139,715.00   |
| 3 | <u>Less</u> (partial use of) Bank Interest earned in 2023                                | \$1.00         |
|   |  | \$6,243,994.00 |
|   | Assessed Contributions of Members for 2025   |                |
|   | (a) Producer Members (50%)   | \$3,121,997.00 |
|   | (b) Consumer Members (50%)   | \$3,121,997.00 |

B. CORE OPERATIONAL COSTS

|   |  |                |
|---|--|----------------|
| 1 | Estimated Expenditures for the Financial Year 2025<br>(See page 5)                       | \$1,000,000.00 |
| 2 | <u>Add Discount to Members for timely payment of contributions in 2022-2023 (50%) */</u> | \$25,000.00    |
| 3 | <u>Less</u> (partial use of) Bank Interest earned in 2023                                | \$0.00         |
|   |  | \$1,025,000.00 |
|   | Assessed Contributions of Members for 2025   |                |
|   | (a) Producer Members (20%)   | \$205,000.00   |
|   | (b) Consumer Members (80%)   | \$820,000.00   |

C. TOTAL NET ASSESSMENTS TO THE ADMINISTRATIVE BUDGET FOR 2025  
(See pages 16-17)

|   |  |                       |
|---|--|-----------------------|
| 1 | Assessed Contributions of Members for 2025     | <b>\$7,268,994.00</b> |
|   | (a) Producer Members                           | \$3,326,997.00        |
|   | (b) Consumer Members                           | \$3,941,997.00        |
| 2 | Net Assessed Contributions of Members for 2025 | <b>\$7,104,279.00</b> |
|   | (a) Producer Members                           | \$3,280,248.00        |
|   | (b) Consumer Members                           | \$3,824,031.00        |

\*/ In accordance with Article 19, paragraph 8 of the Agreement, any member which has paid its full contribution within four months of the due date shall receive a discount at a rate to be determined from time to time by the Council. Such discounts shall be applied in the form of rebates from the assessed contributions of members in the financial biennium following that in which the discount was earned, and the total amount of such discounts shall become part of the estimated expenditures described in Rule 2 paragraph(a) for the budget for the Administrative Account of the aforesaid following biennium.  
(Financial Rules and Rules Relating to Projects of the International Tropical Timber Organization, Chapter III, Rule 4, paragraph 4)

## EXPLANATORY MEMORANDUM

This Administrative Budget for the financial biennium 2024-2025 is prepared using the official exchange rate of the United Nations for the month of July 2023 of US\$1 = Yen138.89. As per the decision at the Forty-fourth Council the approved Administrative Budget will use the official exchange rate for the month when it was prepared (in July 2023) and will not be revised at the time when the Committee considers the Budget (in November 2023).

The exchange rate of US\$1 = Yen138.89 used in the calculation of this administrative budget for the financial biennium is 25.45% lower than the rate applied in calculation of the budget for 2023 that the Council approved in December 2021 of US\$1 = Yen110.71. Other increases or decreases in the current proposed budget are further elaborated in the notes below.

### BASIC ADMINISTRATIVE COSTS

#### A. Salaries and Benefits

Calculations of the Administrative Budget for the financial biennium 2024-2025 are, as in previous years, based on current United Nations schedules and rates in accordance with Regulations 2.2 and 2.3 of the ITTO Staff Regulations and Rules. Information and details on the United Nations salary scales and rates, etc., are available on the website of the International Civil Service Commission (ICSC) – <http://icsc.un.org/>.

Annex I shows the staff establishment of the Secretariat with a break-down of all posts established for 2024-2025. As seen therein, the total number of staff for funding from the administrative budget is 25.

The staff establishment includes two positions provided by the City of Yokohama in recent years, in accordance with the Council document ITTC(III)/9 (one operations assistant and one driver). Positions for two "Programme Officers" and a "Secretary/Finance Assistant" position are included under positions funded from the Programme Support Fund for this biennium, bearing in mind the need for succession planning during this period and thereafter. The costs for the five positions mentioned here are not included in the expenditures for the proposed Administrative Budget for the financial biennium 2024-2025 as presented in this document.

#### A1. Salaries

The United Nations last revised the salary scale in 2023. The salary for staff members in the professional category is paid in U.S. dollars while those for staff members in the General Service category are quoted and paid in Japanese Yen. This budget sub-heading would normally increase to take account of the salary increments within the levels set out in the prevailing salary scales of the United Nations, subject to satisfactory service, in accordance with ITTO Staff Rules and Regulations, Regulation 2.4.

#### A2. Tax Refund

The tax refund has been calculated for staff members who are Japanese nationals or are permanent residents in Japan only in accordance with Regulation 2.11 of the ITTO Staff Regulations and Rules. This is to cover income tax and regional tax of Japan for such staff members. The cost is fully reimbursed by Japan and is not a burden to the Administrative Budget and therefore not charged to the budget. The estimates for 2024 of US\$ 228,347 (JPY31,715,115) and 2025 of US\$237,668 (JPY33,009,709) are less than the actual cost due to adjustments to include the surplus reimbursed by Japan to the Organization against actual expenditures in previous years. The estimates are calculated based on the actual number of staff members who are Japanese nationals or permanent residents in Japan only.

#### A3. Post Adjustment

Post adjustment is paid only to staff members in the Professional and higher categories in conformity with the prevailing post adjustments schedules of the United Nations, as per Regulation 2.7 of the ITTO Staff Regulations and Rules. The scale for post adjustment is the same as that of the base salary (A1), where one point of post adjustment equals one per cent of base salary. This budget sub-heading in 2024 shows a decrease of US\$292,623 or 29.6% and in 2025 a decrease of US\$278,703 or 28.19% compared with the allocation for 2023. This is due mainly to the change in the post adjustment multiplier of 57.4 points used in the budget for 2024-2025 against 80.4 points used in the budget for 2023.

#### A4. Rental Subsidy

Rental subsidy is calculated based on the amounts of rent paid locally (in Japanese Yen). The



allocation for 2024 and 2025, similar to 2023, is on the assumption that one staff member in the professional and a higher category may be recruited in 2024 and 2025 who may claim for rental subsidy. The budgeted amount under this sub-heading for 2024 and 2025 is US\$2,041 which is a 14.57% decrease against the approved amount for 2023.

A5. Education Grant

In 2024-2025, the number of dependents of staff members receiving education grant has been reduced substantially compared to 2023 due to changes in staff personnel and some dependents becoming ineligible for the grant.

A6. Dependency Allowance

Dependency allowances are budgeted for dependents of staff members both in the General Service category as well as in the Professional and higher categories. This budget sub-heading shows a decrease of US\$53,204 (27.31%) in 2024 and a decrease of US\$50,371 (25.85%) in 2025 compared with the allocation for 2023 to account for exchange rate differences and changes in personnel circumstances.

A7. Home Leave

Allocations are made for home leave travel of eligible staff members and their dependents in 2024 and 2025. The estimates are US\$36,847 in 2024 for 3 Professional staff and US\$134,653 for 7 Professional staff in 2023. The amount needed from year to year varies because eligible staff members are entitled to home leave once in every two years, which leads to a different number of eligible staff members each year.

A8. Language Allowance

In accordance with the instructions of the Committee on Finance and Administration, no allocation is provided for language allowance until it becomes necessary at a later stage.

A9. Overtime

Compensation for overtime work is paid only to staff members in the General Service category and in accordance with the salary level (in Japanese Yen). The changes in grade and steps of staff members affect the compensation for overtime work. This budget sub-heading shows a decrease of 6.34% in 2024 and 8.46% in 2025 compared with 2023.

A10. Mobility and Hardship Allowance

This allowance is paid only for the initial five years to applicable staff members in the Professional and higher categories in U.S. dollars and therefore is not affected by the variation of exchange rates. Allocations are made for 2024 and 2025 for the planned recruitment of one Professional and higher category staff.

A11. Separation Benefits

This budget sub-heading covers payments to separating staff members (repatriation grant, unused accumulated annual leave, etc.). It is difficult to predict and provide allocations to take account of the changes in staff separation and, normally, allocation is made for separation of one staff member. For 2024, allocations are made for the retirement of two additional professional posts and for 2025 one additional professional post, based on the employment status of current staff.

A12. Removal Costs

A13. Repatriation/Recruitment Travel

These budget sub-headings cover costs for removal of household goods and personal effects for repatriation of entitled staff members and their repatriation travel. For staff members who are recruited to replace positions already established in the Secretariat and for whom Japan does not pay for removal, entitlement for removal and recruitment travel also exist. As indicated in heading A11 above, in addition to provisions being made in for the recruitment of one Professional and higher category Staff in both years, allocations are made for the retirement of two additional professional posts in 2024 and one additional professional post in 2025.

B. Installation Costs

- B1. Assignment Grant
- B2. Lumpsum Benefit

The grant consists of payment for each newly recruited staff member of an amount equivalent to 30 days of daily subsistence allowance (DSA) plus 15 days' DSA each for accompanying spouse and accompanying dependent children and a lump-sum payment equivalent to one-month's salary should the staff member opt for reduced removal entitlement. Provisions are made for payment of the grant in 2024-2025 for the recruitment of three professional and higher category staff each for both years.

C. Official Travel

The Organization's programme of activities continues to expand in areas related to international forestry developments, including climate change and biodiversity considerations. There is continuing need for frequent consultations and contacts with Members, the Collaborative Partnership on Forests (and related bodies) as well as non-governmental organizations (NGOs), timber trade bodies, and relevant United Nations agencies, thus necessitating adequate travel by the Executive Director and Secretariat staff members. This is necessary to strengthen co-operation and obtain feedback on the concerns of Members and other global developments which have impact on the programme of work and situation of the Organization. The proposed travel schedules, as in the past, will also enable ITTO's participation in and contributions to various conferences, seminars and international gatherings on subjects related to the activities of the Organization as well as other travel related to dissemination of the results of the work of the Organization. The allocation for 2024 and 2025 is increased to account for the need to enhance ITTO's visibility and impact at international fora and events, and to reflect the increase in flight costs, based on such experience in 2022-23.

D. Social Security

D1. Provident Fund

A decrease of 2.60% in 2024 and 0.65% in 2025 against the allocation of 2023 is being budgeted in budget sub-heading D1 (Provident Fund). Under the ITTO Staff Regulation 5.1, a provision is made for the establishment and operation of a Provident Fund with the joint participation of the Organization and staff members, both at the percentage rates set by the United Nations Joint Staff Pension Fund (UNJSPF). Accordingly, allocations are made for the Organization's share of the Provident fund and all operational fees involved in the management of the fund including transaction costs.

D2. Accident/Health Insurance

An increase of US\$ 1,333 in 2024 and US\$ 4,312 in 2025 against the allocation of 2023 is being budgeted in budget sub-heading D2 (accident/health insurance) based on the latest estimates for the current staff establishment. Under the ITTO Staff Rule 504, the Organization is responsible for providing staff members with an insurance scheme to compensate staff members in the event of death, injury or illness in connection with official duties, which the premium is borne by the Organization, and a health insurance scheme, which is subsidized by the Organization.

D3. Japanese National Scheme

An increase of US\$ 1,578 (0.98%) in 2024 and an increase of US\$ 4,831 (3.00%) in 2025 against 2023 is being budgeted to cover Social security and pensionable insurance for the Japanese staff members under the Japanese national scheme. The total expenditure under this sub-heading is paid in Japanese Yen and is affected by the exchange rate variation. The allocations are made based on the actual staff establishment.

E. Special Activities

The sub-heading E1 (Consultants) is designated for contracted consultancy work to supplement the tasks of the Secretariat, and sub-heading E2 (Workshops and Meetings) for activities related to ITTO's participation and sponsorship of meetings of interest to the Organization. Additional allocations are made for 2024 and 2025 to expand the work carried out by the secretariat, as envisaged under C. above and current activities.

The sub-heading E.3 Other Activities is allocated to procure the services of a Legal Advisor.

F. Data Processing

F1. Computer Software and Servicing

This budget sub-heading covers expenses for annual service contracts with suppliers for the maintenance of the Secretariat's computer network, software licensing packs and upgrading fees for the current software.

F2. Network, Hardware & Supplies

Funds in this budget sub-heading cover charges for the hosting and maintenance of the broad-band network, Internal Control Systems, ITTO homepage and other IT-related infrastructure. Also, replacements for outdated computer hardware and supplies (servers, data storage, printer toners and displays etc.) are covered under this budget sub-heading.

F3. Training and Staff Development

This budget sub-heading covers activities for training and staff development. There will continue to be a need for staff in both the professional and general service categories to attend training and staff development sessions to learn new developments and knowledge in relevant fields.

G. Other Costs

G1. Communications

This budget sub-heading includes charges for telephone, facsimile, postage and courier delivery services, etc. as necessary. The allocation for this sub-heading has been decreased by US \$7,830 (21.98%) due to exchange rate differences.

G2. Publications

As in previous years, the Organization produces publicity materials as well as other publications as instructed by the Council and for which no funds are provided for in the Special Account. The allocation for this sub-heading is decreased by 16.84% over the previous year's to take into account exchange rate differences.

G3. Transport

The allocation in this budget sub-heading is decreased by US\$14,438 (21.05%) over the previous years due to exchange rate differences. The allocation covers mainly costs for gasoline and maintenance of the two official vehicles as well as local transport of staff, mostly by using public transport for official purposes (e.g. attendance at relevant meetings in Japan, etc.), as necessary and for general costs related to staff retreats.

G4. Library

The allocation for libraries is decreased by US\$1,352 (10.59%) to account for exchange rate differences.

G5. Supplies

Allocation in this budget sub-heading is decreased by US \$6,303 (20.51%) due to exchange rate differences. The allocation covers costs for supplies used in the day-to-day operations of the Secretariat such as stationeries and paper, and replacement of furniture and equipment.

G6. Hospitality

There is an increase of US\$35,427 over the previous year's to increase hospitality functions and events to enhance work-related relationships, including reciprocal courtesy as afforded by ITTO's collaborating partners.

G7. Bank Charges

There is a decrease of US\$ 3,005 (12.63%) over the previous year's that takes into account the exchange rate differences. The allocation covers charges levied by the bank on transactions in the Administrative Account as well as in contributions received from Members.

G8. Audit

The auditors are to be selected by the Council from firms qualified to conduct audits in Japan which normally invoice the Organization in Japanese Yen. Additional to the annual external audit, ITTO conducts internal audits and additional auditing services as needed in accordance with the Financial Rules. There is an increase of US\$10,321 (7.45%) over the previous year's allocation to reflect approved increases in auditing fees and to conduct audit related field missions as necessary.

G9. Miscellaneous

A similar level of expenditures is expected in this budget sub-heading in 2024 and 2025 and is budgeted to be allocated to cover expenses that could not be appropriately charged to other budget headings like fees for attendance at meetings or unexpected expenses which are approved under the discretion of the Executive Director.

H. Council Meetings

The allocation in budget sub-heading H1 (Costs not met by Host Country) is to meet costs related to the Council meetings which are not reimbursed by Japan (under sub-heading "1.2") or those not reimbursable by the host country when the Session is held outside of Japan. An amount of US\$25,479 (increased by \$17,022) is allocated for this sub-heading in the proposed budget for 2024 and 2025. The increase is made to have sufficient funds to cover additional and necessary costs that may be incurred but are not covered by the Host Country.

The Council, in its Decision 7(XLVI), decided that the "costs for convening a Council session outside Headquarters, (to be) covered by the Administrative Budget, in any two-year period shall be budgeted equally between the two years and shall not exceed US\$400,000 in total". The amount of US\$200,000 budgeted under the budget sub-heading H.2 (Council Session Outside Japan) to be allocated in 2024, and will be added to the same allocation from 2025 to meet expenditures for holding the Council Session outside of Japan in 2025.

I. Costs Met by Japan

Certain costs such as office space, utilities and most of the equipment (heading I.1) have been provided gratis by the Government of Japan through the City of Yokohama. Japan also provides two support staff (heading I.5). In addition, as part of the host country's offer, Japan bears the costs of Council meetings (heading I.2) which are held at ITTO Headquarters in Yokohama. However, from the Seventeenth Session of the ITTC onward, Japan decided to limit translation costs of documents to US\$85,000 per Session. Expenditures in excess of this amount will be charged to the Special Account for which a provision was made under Decision 4(XV). Additionally, Japan decided that from 2007 onward, to no longer provide support in meeting part of the costs for the meetings of the Council which are held outside Japan (Decision 4[XLII]).

J. Contingency Reserve

The Council, at its Thirty-first Session (Yokohama, November 2001), approved the recommendation by the Tenth Session of the Committee on Finance and Administration (CFA) to increase the "Special Reserve Fund" from its previous level of \$600,000.00 to \$1,500,000.00 by transferring an amount of \$900,000.00 from the Working Capital Reserve of the Administrative Account to the Reserve Fund. Furthermore, the Council, at its Fifty-second Session (Yokohama, November 2016), through a CFA recommendation, increased the "Special Reserve Fund" from \$1,500,000.00 to \$1,850,000.00 by transferring an amount of \$350,000 from the Working Capital Reserve. Subsequently, the Council, at its Fifty-third Session (Yokohama, December 2017), through a CFA recommendation, further increased the "Special Reserve Fund" from \$1,850,000.00 to \$2,500,000 by transferring an amount of \$650,000 from the Working Capital Reserve. This "Special Reserve Fund" (of **\$2,500,000.00**) will only be utilized as determined by the Council.

Any unexpected shortfalls in the budget, if any, will need to be financed from the Working Capital Reserve (of the Administrative Account), as in previous years. It should be noted that if the value of the yen strengthens against the US\$ by more than 3% compared to current levels, or if fewer members pay their assessed contributions than in

recent years, there will be shortfalls in the ability of the approved administrative budget to cover all expenses that will need to be addressed by Council. This problem is expected to recur in future administrative budgets.

**K. Allocation from Working Capital Reserve**

In exceptional cases, the Council has allowed the use of the Working Capital Reserve to absorb non-recurring substantial increases to the budget that would have an impact on the total budget amount. An amount of \$72,493 for the 2024 budget is proposed to be allocated from the Working Capital Reserve to absorb the increases under A11. Separation benefits, A12. Removal costs and A13. Repatriation Travel to account for the retirement of two senior level staff during that year.

**CORE OPERATIONAL COSTS**

**O. Communication and Outreach**

**O.1 Publications**

The core publication of the Secretariat is the Tropical Forest Update (TFU) which is produced up to four times a year and distributed widely among member countries and the public (in three languages distributed to 15,000 mostly developing country subscribers). This budget sub-heading also provides for the production of publications of the Organization under its Technical and Policy Series (TS and PS), as well as production of posters, pamphlets and other public relation materials.

**O.2 Outreach activities**

Costs related to ITTO's presence at relevant conferences, including sponsoring booths and the production of relevant supporting promotional tools to disseminate ITTO materials and hosting events to highlight impactful aspects of ITTO's organizational work are covered under this budget heading.

**O.3 ITTO website**

The ITTO's new website will require the same amount of US\$85,000 to maintain and periodically develop new features. The ITTO website is designed to leverage the current tools available to share knowledge and to disseminate information to users in all the official languages of ITTO.

**P. Expert Meetings by Council**

Allocations are made to hold, as necessary, up to two expert panel meetings per year on project appraisal.

**Q. Policy Work of the Organization (Article 24)**

**Q.1 New Strategic Action Plan**

A new ITTO Strategic Action Plan is normally produced every 5 years before the end of its duration. In order to avoid sudden increases in the budget for certain years that require expenditures under this sub-heading, the secretariat will propose the usage of alternative funding sources, including voluntary contributions, or the Working Capital Reserve at the time the Council takes the decision to produce the new ITTO Strategic Action Plan. Accordingly, the development of the new Strategic Action Plan is funded through the Biennial Work Programme (BWP) under item 11. Other policy related activities are also conducted through the BWP Group 2 – "Normative work on policy guidelines or other strategic work"

**Q.2 Guidelines, Manuals, Studies, etc.**

The production of guidelines, manuals and studies are not envisaged at this time and Council will be notified as needs arise.

**R. Statistics, Studies and Information**

R.1 Market Information Service (MIS)

This activity is to continue to publish the ITTO bi-weekly Market Information Service (MIS) which has previously been implemented by the Secretariat through the extension of project PD 16/03 Rev.4 (M). An estimated amount of US\$250,000 is being requested to meet the costs of publishing the bi-weekly Market Information Service which include: (a) an amount of US\$240,000 to cover consultancy fees for a lead consultant and 11 correspondents; and (b) an amount of US\$10,000 to cover costs of subscription of relevant market reports and other miscellaneous costs related to the publication of the MIS.

R.2 Market Discussion

This activity is for the Secretariat to collaborate with the Trade Advisory Group (TAG) and private sector in organizing and holding the ITTO Annual Market Discussion on the world tropical timber trade during sessions of the Council in 2024 and 2025 and to be implemented by the Secretariat through the extension of pre-project PPD 14/00 (M) – Strengthening the Annual Market Discussion. An amount of US\$50,000 is estimated to be needed for holding the Market Discussion in 2024 and 2025. The fund is to meet travel costs, DSA and honoraria of at least five speakers/presenters and some minor miscellaneous costs.

R.3 Relevant Market Studies

Allocations under this sub-heading have been transferred to S2. Biennial Review in order to streamline costs related to market studies for the biennial review.

R.4 Work on Statistics

An amount of \$20,000 is estimated for 2024 and 2025 to meet the cost of updating and improving ITTO statistics pursuant to Article 27 of ITTA, 2006.

S. Annual Report and Biennial Review

S.1 Annual Report

There is no change in the allocation requested of US\$30,000 to cover the costs for the publication of the ITTO Annual Report for 2023 (to be published in 2024) and the ITTO Annual Report for 2024 (to be published in 2025) in the three working languages (English, French and Spanish).

S.2 Biennial Review

The amount of US\$60,000, allocated in 2024, would be necessary for consideration of the draft elements for the biennial review. The amount of US\$60,000 would be necessary for the publication of the review as it becomes due in 2025.

S3 Promotion of Exchange of Views

No allocation is envisaged at this point in time.

STAFF ESTABLISHMENT – 2024 & 2025

**A. Staff Funded from Assessed Contributions under Administrative Budget**

| <b><u>(i) Executive Director and Professional Staff</u></b> |   | <u>Level</u> | <u>2024</u> | <u>2025</u> |
|---|---|--------------|-------------|-------------|
| 1   | Executive Director .....                      | ASG          | X           | X           |
| 2   | Director (Trade and Industry).....            | D-1          | X           | X           |
| 3   | Director (Operations).....                    | D-1          | X           | X           |
| 4   | Director (Forest Management) ..... <u>1/</u>  | D-1          | X           | X           |
| 5   | Projects Manager (TI) .....                   | P-5          | X           | X           |
| 6   | Systems/Market Analyst .....                  | P-5          | X           | X           |
| 7   | Projects Manager (FM) - 1.....                | P-4          | X           | X           |
| 8   | Projects Manager (FM) - 2.....                | P-4          | X           | X           |
| 9   | Projects Manager (FM) - 3 ..... <u>1/</u>     | P-3/4        | X           | X           |
| 10  | Finance/Programme Manager .....               | P-4/5        | X           | X           |
| 11  | Outreach & Communications Officer.....        | P-4          | X           | X           |
| 12  | Administrative Officer..... <u>1/</u>         | P-3/4        | X           | X           |
| <br>  |   |              |             |             |
| <b><u>(ii) General Service Staff</u></b>                    |   |              |             |             |
| 13  | Secretary/Programme Assistant.....            | GS-7         | X           | X           |
| 14  | Programme Assistant (TI) .....                | GS-7         | X           | X           |
| 15  | Senior Finance/Administrative Assistant ..... | GS-7         | X           | X           |
| 16  | Statistical Assistant (TI).....               | GS-7         | X           | X           |
| 17  | Secretary (FM) .....                          | GS-6         | X           | X           |
| 18  | Secretary (FM) .....                          | GS-6         | X           | X           |
| 19  | Secretary/Programme Assistant.....            | GS-6         | X           | X           |
| 20  | IT Assistant.....                             | GS-6         | X           | X           |
| 21  | Finance/Administrative Assistant - 1.....     | GS-6         | X           | X           |
| 22  | Fellowship Assistant.....                     | GS-6         | X           | X           |
| 23  | Communications Assistant.....                 | GS-5         | X           | X           |
| 24  | Finance/Administrative Assistant - 2.....     | GS-5         | X           | X           |
| 25  | Assistant (OED) .....                         | GS-5         | X           | X           |
| SUB-TOTAL:  |   |              | 25          | 25          |
| <br>  |   |              |             |             |
| <b>B. Staff funded from Other Accounts</b>                  |   |              |             |             |
| <u>Programme Support Staff</u>                              |   |              |             |             |
| 26  | Programme Officer..... <u>2/</u>              | P-4          | X           | X           |
| 27  | Programme Officer..... <u>2/</u>              | P-4          | X           | X           |
| 28  | Secretary/Finance Assistant.....              | GS-4         | X           | X           |
| <br>  |   |              |             |             |
| <u>Staff provided by the City of Yokohama</u>               |   |              |             |             |
| 29  | Operations Assistant .....                    | -            | X           | X           |
| 30  | Driver .....                                  | -            | X           | X           |
| SUB-TOTAL:  |   |              | 5           | 5           |
| TOTAL:  |   |              | 30          | 30          |

1/ Position currently vacant

2/ Newly proposed position

Annex II

**ASSESSED CONTRIBUTIONS OF MEMBERS FOR 2024**

[Assessed Contributions: (A) Basic Administrative Costs = US\$6243942; (b) Core Operational Costs = US\$1025000]

(in United States Dollars)

| PRODUCER MEMBERS          | Vote<br>(in numbers) | Assessed Contribution   |               |                     |                     |              |                     | Total<br>Discount | TOTAL<br>NET<br>CONTRIBUTION |
|---------------------------|----------------------|-------------------------|---------------|---------------------|---------------------|--------------|---------------------|-------------------|------------------------------|
|                           |                      | Basic<br>Administrative | Discount      | Net<br>Contribution | Core<br>Operational | Discount     | Net<br>Contribution |                   |                              |
| <b>Africa</b>             |                      |                         |               |                     |                     |              |                     |                   |                              |
| Angola                    | 21                   | 65,561                  | 1,793         | 63,768              | 4,305               | 114          | 4,191               | (1,907)           | <b>67,959</b>                |
| Benin                     | 20                   | 62,439                  |               | 62,439              | 4,100               |              | 4,100               | 0                 | <b>66,539</b>                |
| Cameroon                  | 21                   | 65,561                  |               | 65,561              | 4,305               |              | 4,305               | 0                 | <b>69,866</b>                |
| Central African Republic  | 21                   | 65,561                  |               | 65,561              | 4,305               |              | 4,305               | 0                 | <b>69,866</b>                |
| Congo                     | 21                   | 65,561                  |               | 65,561              | 4,305               |              | 4,305               | 0                 | <b>69,866</b>                |
| Côte d'Ivoire             | 20                   | 62,439                  |               | 62,439              | 4,100               |              | 4,100               | 0                 | <b>66,539</b>                |
| Demo.Rep.of the Congo     | 21                   | 65,561                  |               | 65,561              | 4,305               |              | 4,305               | 0                 | <b>69,866</b>                |
| Gabon                     | 21                   | 65,561                  |               | 65,561              | 4,305               |              | 4,305               | 0                 | <b>69,866</b>                |
| Ghana                     | 21                   | 65,561                  |               | 65,561              | 4,305               |              | 4,305               | 0                 | <b>69,866</b>                |
| Liberia                   | 20                   | 62,439                  |               | 62,439              | 4,100               |              | 4,100               | 0                 | <b>66,539</b>                |
| Madagascar                | 20                   | 62,439                  |               | 62,439              | 4,100               |              | 4,100               | 0                 | <b>66,539</b>                |
| Mali                      | 20                   | 62,439                  |               | 62,439              | 4,100               |              | 4,100               | 0                 | <b>66,539</b>                |
| Mozambique                | 21                   | 65,561                  |               | 65,561              | 4,305               |              | 4,305               | 0                 | <b>69,866</b>                |
| Togo                      | 20                   | 62,439                  | 1,801         | 60,638              | 4,100               | 106          | 3,994               | (1,907)           | <b>64,632</b>                |
| <b>Asia &amp; Pacific</b> |                      |                         |               |                     |                     |              |                     |                   |                              |
| Cambodia                  | 22                   | 68,683                  |               | 68,683              | 4,510               |              | 4,510               | 0                 | <b>73,193</b>                |
| Fiji                      | 14                   | 43,708                  |               | 43,708              | 2,870               |              | 2,870               | 0                 | <b>46,578</b>                |
| India                     | 28                   | 87,415                  |               | 87,415              | 5,740               |              | 5,740               | 0                 | <b>93,155</b>                |
| Indonesia                 | 95                   | 296,588                 | 15,966        | 280,622             | 19,475              | 935          | 18,540              | (16,901)          | <b>299,162</b>               |
| Malaysia                  | 61                   | 190,441                 | 11,841        | 178,600             | 12,505              | 694          | 11,811              | (12,535)          | <b>190,411</b>               |
| Myanmar                   | 25                   | 78,049                  |               | 78,049              | 5,125               |              | 5,125               | 0                 | <b>83,174</b>                |
| Papua New Guinea          | 42                   | 131,123                 |               | 131,123             | 8,610               |              | 8,610               | 0                 | <b>139,733</b>               |
| Philippines               | 15                   | 46,830                  | 2,518         | 44,312              | 3,075               | 147          | 2,928               | (2,665)           | <b>47,240</b>                |
| Thailand                  | 47                   | 146,733                 |               | 146,733             | 9,635               |              | 9,635               | 0                 | <b>156,368</b>               |
| Vietnam                   | 24                   | 74,927                  | 1,372         | 73,555              | 4,920               | 81           | 4,839               | (1,453)           | <b>78,394</b>                |
| <b>Latin America</b>      |                      |                         |               |                     |                     |              |                     |                   |                              |
| Brazil                    | 134                  | 418,345                 |               | 418,345             | 27,470              |              | 27,470              | 0                 | <b>445,815</b>               |
| Colombia                  | 23                   | 71,805                  | 2,083         | 69,722              | 4,715               | 121          | 4,594               | (2,204)           | <b>74,316</b>                |
| Costa Rica                | 12                   | 37,464                  |               | 37,464              | 2,460               |              | 2,460               | 0                 | <b>39,924</b>                |
| Ecuador                   | 21                   | 65,561                  |               | 65,561              | 4,305               |              | 4,305               | 0                 | <b>69,866</b>                |
| Guatemala                 | 12                   | 37,464                  |               | 37,464              | 2,460               |              | 2,460               | 0                 | <b>39,924</b>                |
| Guyana                    | 15                   | 46,830                  |               | 46,830              | 3,075               |              | 3,075               | 0                 | <b>49,905</b>                |
| Honduras                  | 12                   | 37,464                  |               | 37,464              | 2,460               |              | 2,460               | 0                 | <b>39,924</b>                |
| Mexico                    | 24                   | 74,927                  | 1,949         | 72,978              | 4,920               | 115          | 4,805               | (2,064)           | <b>77,783</b>                |
| Panama                    | 13                   | 40,586                  |               | 40,586              | 2,665               |              | 2,665               | 0                 | <b>43,251</b>                |
| Peru                      | 27                   | 84,294                  | 4,830         | 79,464              | 5,535               | 283          | 5,252               | (5,113)           | <b>84,716</b>                |
| Suriname                  | 16                   | 49,952                  |               | 49,952              | 3,280               |              | 3,280               | 0                 | <b>53,232</b>                |
| Trinidad and Tobago       | 10                   | 31,220                  |               | 31,220              | 2,050               |              | 2,050               | 0                 | <b>33,270</b>                |
| Venezuela                 | 20                   | 62,440                  |               | 62,440              | 4,100               |              | 4,100               | 0                 | <b>66,540</b>                |
| <b>Sub-Total:</b>         | <b>1,000</b>         | <b>3,121,971</b>        | <b>44,153</b> | <b>3,077,818</b>    | <b>205,000</b>      | <b>2,596</b> | <b>202,404</b>      | <b>(46,749)</b>   | <b>3,280,222</b>             |



| CONSUMER MEMBERS             | Vote       | Assessed Contribution |          |                  |                  |          |                  | Total Discount  | TOTAL NET CONTRIBUTION |
|------------------------------|------------|-----------------------|----------|------------------|------------------|----------|------------------|-----------------|------------------------|
|                              |            | Basic Administrative  | Discount | Net Contribution | Core Operational | Discount | Net Contribution |                 |                        |
| Albania                      | 10         | 31,220                |          | 31,220           | 8,200            |          | 8,200            | 0               | <b>39,420</b>          |
| Australia                    | 16         | 49,952                | 2,615    | 47,337           | 13,120           | 613      | 12,507           | (3,228)         | <b>59,844</b>          |
| China                        | 320        | 999,028               |          | 999,028          | 262,400          |          | 262,400          | 0               | <b>1,261,428</b>       |
| European Union <sup>*/</sup> | <b>331</b> |                       |          | <b>976,812</b>   |                  |          | <b>258,156</b>   | <b>(69,830)</b> | <b>1,234,968</b>       |
| Austria                      | 10         | 31,220                | 1,679    | 29,541           | 8,200            | 394      | 7,806            | (2,073)         | <b>37,347</b>          |
| Belgium                      | 15         | 46,830                | 2,518    | 44,312           | 12,300           | 590      | 11,710           | (3,108)         | <b>56,022</b>          |
| Bulgaria                     | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Croatia                      | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Cyprus                       | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Czech Republic               | 11         | 34,342                | 1,848    | 32,494           | 9,020            | 433      | 8,587            | (2,281)         | <b>41,081</b>          |
| Denmark                      | 11         | 34,342                | 1,847    | 32,495           | 9,020            | 433      | 8,587            | (2,280)         | <b>41,082</b>          |
| Estonia                      | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Finland                      | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| France                       | 24         | 74,927                | 4,199    | 70,728           | 19,680           | 984      | 18,696           | (5,183)         | <b>89,424</b>          |
| Germany                      | 19         | 59,317                | 3,190    | 56,127           | 15,580           | 748      | 14,832           | (3,938)         | <b>70,959</b>          |
| Greece                       | 11         | 34,342                | 1,847    | 32,495           | 9,020            | 433      | 8,587            | (2,280)         | <b>41,082</b>          |
| Hungary                      | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Ireland                      | 13         | 40,586                | 2,183    | 38,403           | 10,660           | 512      | 10,148           | (2,695)         | <b>48,551</b>          |
| Italy                        | 19         | 59,317                | 3,186    | 56,131           | 15,580           | 747      | 14,833           | (3,933)         | <b>70,964</b>          |
| Latvia                       | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Lithuania                    | 10         | 31,220                | 1,679    | 29,541           | 8,200            | 394      | 7,806            | (2,073)         | <b>37,347</b>          |
| Luxembourg                   | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Malta                        | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Netherlands                  | 21         | 65,561                | 4,175    | 61,386           | 17,220           | 979      | 16,241           | (5,154)         | <b>77,627</b>          |
| Poland                       | 11         | 34,342                | 1,847    | 32,495           | 9,020            | 433      | 8,587            | (2,280)         | <b>41,082</b>          |
| Portugal                     | 13         | 40,586                | 2,183    | 38,403           | 10,660           | 512      | 10,148           | (2,695)         | <b>48,551</b>          |
| Romania                      | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Slovakia                     | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Slovenia                     | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Spain                        | 12         | 37,464                | 2,178    | 35,286           | 9,840            | 511      | 9,329            | (2,689)         | <b>44,615</b>          |
| Sweden                       | 11         | 34,342                | 1,847    | 32,495           | 9,020            | 433      | 8,587            | (2,280)         | <b>41,082</b>          |
| Japan                        | 120        | 374,635               | 21,120   | 353,515          | 98,400           | 4,950    | 93,450           | (26,070)        | <b>446,965</b>         |
| New Zealand                  | 11         | 34,342                | 1,794    | 32,548           | 9,020            | 421      | 8,599            | (2,215)         | <b>41,147</b>          |
| Norway                       | 10         | 31,220                | 857      | 30,363           | 8,200            | 202      | 7,998            | (1,059)         | <b>38,361</b>          |
| Republic of Korea            | 64         | 199,805               | 10,811   | 188,994          | 52,480           | 2,533    | 49,947           | (13,344)        | <b>238,941</b>         |
| Switzerland                  | 11         | 34,342                | 1,798    | 32,544           | 9,020            | 421      | 8,599            | (2,219)         | <b>41,143</b>          |
| United Kingdom               | 28         | 87,415                |          | 87,415           | 22,960           |          | 22,960           | 0               | <b>110,375</b>         |
| United States of America     | 79         | 246,634               |          | 246,634          | 64,780           |          | 64,780           | 0               | <b>311,414</b>         |
| Sub-Total:                   | 1,000      | 3,121,971             | 95,561   | 3,026,410        | 820,000          | 22,404   | 797,596          | (117,965)       | <b>3,824,006</b>       |
| GRAND TOTAL:                 | N/A        | 6,243,942             | 139,714  | 6,104,228        | 1,025,000        | 25,000   | 1,000,000        | (164,714)       | <b>7,104,228</b>       |

<sup>\*/</sup> Total number of votes and assessed contribution amount of all Members of the European Union are shown in bold-italic figures.

**ASSESSED CONTRIBUTIONS OF MEMBERS FOR 2025**

[Assessed Contributions: (A) Basic Administrative Costs = US\$6243994; (b) Core Operational Costs = US\$1025000]

(in United States Dollars)

| PRODUCER MEMBERS          | Vote<br>(in numbers) | Assessed Contribution   |          |                     |                     |          |                     | Discount | TOTAL<br>NET<br>CONTRIBUTION |
|---------------------------|----------------------|-------------------------|----------|---------------------|---------------------|----------|---------------------|----------|------------------------------|
|                           |                      | Basic<br>Administrative | Discount | Net<br>Contribution | Core<br>Operational | Discount | Net<br>Contribution |          |                              |
| <b>Africa</b>             |                      |                         |          |                     |                     |          |                     |          |                              |
| Angola                    | 21                   | 65,562                  | 1,792    | 63,770              | 4,305               | 115      | 4,190               | (1,907)  | <b>67,960</b>                |
| Benin                     | 20                   | 62,440                  |          | 62,440              | 4,100               |          | 4,100               | 0        | <b>66,540</b>                |
| Cameroon                  | 21                   | 65,562                  |          | 65,562              | 4,305               |          | 4,305               | 0        | <b>69,867</b>                |
| Central African Republic  | 21                   | 65,562                  |          | 65,562              | 4,305               |          | 4,305               | 0        | <b>69,867</b>                |
| Congo                     | 21                   | 65,562                  |          | 65,562              | 4,305               |          | 4,305               | 0        | <b>69,867</b>                |
| Côte d'Ivoire             | 20                   | 62,440                  |          | 62,440              | 4,100               |          | 4,100               | 0        | <b>66,540</b>                |
| Demo.Rep.of the Congo     | 21                   | 65,562                  |          | 65,562              | 4,305               |          | 4,305               | 0        | <b>69,867</b>                |
| Gabon                     | 21                   | 65,562                  |          | 65,562              | 4,305               |          | 4,305               | 0        | <b>69,867</b>                |
| Ghana                     | 21                   | 65,562                  |          | 65,562              | 4,305               |          | 4,305               | 0        | <b>69,867</b>                |
| Liberia                   | 20                   | 62,440                  |          | 62,440              | 4,100               |          | 4,100               | 0        | <b>66,540</b>                |
| Madagascar                | 20                   | 62,440                  |          | 62,440              | 4,100               |          | 4,100               | 0        | <b>66,540</b>                |
| Mali                      | 20                   | 62,440                  |          | 62,440              | 4,100               |          | 4,100               | 0        | <b>66,540</b>                |
| Mozambique                | 21                   | 65,562                  |          | 65,562              | 4,305               |          | 4,305               | 0        | <b>69,867</b>                |
| Togo                      | 20                   | 62,440                  | 1,801    | 60,639              | 4,100               | 106      | 3,994               | (1,907)  | <b>64,633</b>                |
| <b>Asia &amp; Pacific</b> |                      |                         |          |                     |                     |          |                     |          |                              |
| Cambodia                  | 22                   | 68,684                  |          | 68,684              | 4,510               |          | 4,510               | 0        | <b>73,194</b>                |
| Fiji                      | 14                   | 43,708                  |          | 43,708              | 2,870               |          | 2,870               | 0        | <b>46,578</b>                |
| India                     | 28                   | 87,416                  |          | 87,416              | 5,740               |          | 5,740               | 0        | <b>93,156</b>                |
| Indonesia                 | 95                   | 296,589                 | 15,967   | 280,622             | 19,475              | 935      | 18,540              | (16,902) | <b>299,162</b>               |
| Malaysia                  | 61                   | 190,441                 | 11,841   | 178,600             | 12,505              | 694      | 11,811              | (12,535) | <b>190,411</b>               |
| Myanmar                   | 25                   | 78,050                  |          | 78,050              | 5,125               |          | 5,125               | 0        | <b>83,175</b>                |
| Papua New Guinea          | 42                   | 131,124                 |          | 131,124             | 8,610               |          | 8,610               | 0        | <b>139,734</b>               |
| Philippines               | 15                   | 46,830                  | 2,517    | 44,313              | 3,075               | 148      | 2,927               | (2,665)  | <b>47,240</b>                |
| Thailand                  | 47                   | 146,734                 |          | 146,734             | 9,635               |          | 9,635               | 0        | <b>156,369</b>               |
| Vietnam                   | 24                   | 74,928                  | 1,372    | 73,556              | 4,920               | 81       | 4,839               | (1,453)  | <b>78,395</b>                |
| <b>Latin America</b>      |                      |                         |          |                     |                     |          |                     |          |                              |
| Brazil                    | 134                  | 418,347                 |          | 418,347             | 27,470              |          | 27,470              | 0        | <b>445,817</b>               |
| Colombia                  | 23                   | 71,806                  | 2,082    | 69,724              | 4,715               | 121      | 4,594               | (2,203)  | <b>74,318</b>                |
| Costa Rica                | 12                   | 37,464                  |          | 37,464              | 2,460               |          | 2,460               | 0        | <b>39,924</b>                |
| Ecuador                   | 21                   | 65,562                  |          | 65,562              | 4,305               |          | 4,305               | 0        | <b>69,867</b>                |
| Guatemala                 | 12                   | 37,464                  |          | 37,464              | 2,460               |          | 2,460               | 0        | <b>39,924</b>                |
| Guyana                    | 15                   | 46,830                  |          | 46,830              | 3,075               |          | 3,075               | 0        | <b>49,905</b>                |
| Honduras                  | 12                   | 37,464                  |          | 37,464              | 2,460               |          | 2,460               | 0        | <b>39,924</b>                |
| Mexico                    | 24                   | 74,928                  | 1,949    | 72,979              | 4,920               | 115      | 4,805               | (2,064)  | <b>77,784</b>                |
| Panama                    | 13                   | 40,586                  |          | 40,586              | 2,665               |          | 2,665               | 0        | <b>43,251</b>                |
| Peru                      | 27                   | 84,294                  | 4,830    | 79,464              | 5,535               | 283      | 5,252               | (5,113)  | <b>84,716</b>                |
| Suriname                  | 16                   | 49,952                  |          | 49,952              | 3,280               |          | 3,280               | 0        | <b>53,232</b>                |
| Trinidad and Tobago       | 10                   | 31,220                  |          | 31,220              | 2,050               |          | 2,050               | 0        | <b>33,270</b>                |
| Venezuela                 | 20                   | 62,440                  |          | 62,440              | 4,100               |          | 4,100               | 0        | <b>66,540</b>                |
| Sub-Total:                | 1,000                | 3,121,997               | 44,151   | 3,077,846           | 205,000             | 2,598    | 202,402             | (46,749) | <b>3,280,248</b>             |

| CONSUMER MEMBERS             | Vote       | Assessed Contribution |          |                  |                  |          |                  | Discount        | TOTAL NET CONTRIBUTION |
|------------------------------|------------|-----------------------|----------|------------------|------------------|----------|------------------|-----------------|------------------------|
|                              |            | Basic Administrative  | Discount | Net Contribution | Core Operational | Discount | Net Contribution |                 |                        |
| Albania                      | 10         | 31,220                |          | 31,220           | 8,200            |          | 8,200            | 0               | <b>39,420</b>          |
| Australia                    | 16         | 49,952                | 2,614    | 47,338           | 13,120           | 613      | 12,507           | (3,227)         | <b>59,845</b>          |
| China                        | 320        | 999,037               |          | 999,037          | 262,400          |          | 262,400          | 0               | <b>1,261,437</b>       |
| European Union <sup>*/</sup> | <b>331</b> |                       |          | <b>976,815</b>   |                  |          | <b>258,157</b>   | <b>(69,830)</b> | <b>1,234,972</b>       |
| Austria                      | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Belgium                      | 15         | 46,830                | 2,519    | 44,311           | 12,300           | 590      | 11,710           | (3,109)         | <b>56,021</b>          |
| Bulgaria                     | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Croatia                      | 10         | 31,220                | 1,679    | 29,541           | 8,200            | 394      | 7,806            | (2,073)         | <b>37,347</b>          |
| Cyprus                       | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Czech Republic               | 11         | 34,342                | 1,847    | 32,495           | 9,020            | 433      | 8,587            | (2,280)         | <b>41,082</b>          |
| Denmark                      | 11         | 34,342                | 1,848    | 32,494           | 9,020            | 433      | 8,587            | (2,281)         | <b>41,081</b>          |
| Estonia                      | 10         | 31,220                | 1,679    | 29,541           | 8,200            | 394      | 7,806            | (2,073)         | <b>37,347</b>          |
| Finland                      | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| France                       | 24         | 74,928                | 4,199    | 70,729           | 19,680           | 983      | 18,697           | (5,182)         | <b>89,426</b>          |
| Germany                      | 19         | 59,318                | 3,190    | 56,128           | 15,580           | 748      | 14,832           | (3,938)         | <b>70,960</b>          |
| Greece                       | 11         | 34,342                | 1,848    | 32,494           | 9,020            | 433      | 8,587            | (2,281)         | <b>41,081</b>          |
| Hungary                      | 10         | 31,220                | 1,679    | 29,541           | 8,200            | 394      | 7,806            | (2,073)         | <b>37,347</b>          |
| Ireland                      | 13         | 40,586                | 2,183    | 38,403           | 10,660           | 512      | 10,148           | (2,695)         | <b>48,551</b>          |
| Italy                        | 19         | 59,318                | 3,186    | 56,132           | 15,580           | 747      | 14,833           | (3,933)         | <b>70,965</b>          |
| Latvia                       | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Lithuania                    | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Luxembourg                   | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Malta                        | 10         | 31,220                | 1,679    | 29,541           | 8,200            | 394      | 7,806            | (2,073)         | <b>37,347</b>          |
| Netherlands                  | 21         | 65,562                | 4,175    | 61,387           | 17,220           | 979      | 16,241           | (5,154)         | <b>77,628</b>          |
| Poland                       | 11         | 34,342                | 1,847    | 32,495           | 9,020            | 433      | 8,587            | (2,280)         | <b>41,082</b>          |
| Portugal                     | 13         | 40,586                | 2,183    | 38,403           | 10,660           | 512      | 10,148           | (2,695)         | <b>48,551</b>          |
| Romania                      | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Slovakia                     | 10         | 31,220                | 1,679    | 29,541           | 8,200            | 394      | 7,806            | (2,073)         | <b>37,347</b>          |
| Slovenia                     | 10         | 31,220                | 1,680    | 29,540           | 8,200            | 394      | 7,806            | (2,074)         | <b>37,346</b>          |
| Spain                        | 12         | 37,464                | 2,179    | 35,285           | 9,840            | 511      | 9,329            | (2,690)         | <b>44,614</b>          |
| Sweden                       | 11         | 34,342                | 1,848    | 32,494           | 9,020            | 433      | 8,587            | (2,281)         | <b>41,081</b>          |
| Japan                        | 120        | 374,640               | 21,122   | 353,518          | 98,400           | 4,949    | 93,451           | (26,071)        | <b>446,969</b>         |
| New Zealand                  | 11         | 34,342                | 1,794    | 32,548           | 9,020            | 421      | 8,599            | (2,215)         | <b>41,147</b>          |
| Norway                       | 10         | 31,220                | 858      | 30,362           | 8,200            | 202      | 7,998            | (1,060)         | <b>38,360</b>          |
| Republic of Korea            | 64         | 199,808               | 10,811   | 188,997          | 52,480           | 2,533    | 49,947           | (13,344)        | <b>238,944</b>         |
| Switzerland                  | 11         | 34,342                | 1,798    | 32,544           | 9,020            | 421      | 8,599            | (2,219)         | <b>41,143</b>          |
| United Kingdom               | 28         | 87,416                |          | 87,416           | 22,960           |          | 22,960           | 0               | <b>110,376</b>         |
| United States of America     | 79         | 246,638               |          | 246,638          | 64,780           |          | 64,780           | 0               | <b>311,418</b>         |
| Sub-Total:                   | 1,000      | 3,121,997             | 95,564   | 3,026,433        | 820,000          | 22,402   | 797,598          | (117,966)       | <b>3,824,031</b>       |
| GRAND TOTAL:                 | N/A        | 6,243,994             | 139,715  | 6,104,279        | 1,025,000        | 25,000   | 1,000,000        | (164,715)       | <b>7,104,279</b>       |

<sup>\*/</sup> Total number of votes and assessed contribution amount of all Members of the European Union are shown in bold-italic figures.

