

**Agenda Item for discussions in the Session on  
APMCHUD Organizational Matters**

**1130 hrs – 1200 hrs  
December 10, 2012**



**The 4<sup>th</sup> Asia Pacific Ministerial Conference on  
Housing and Urban Development (APMCHUD)**

**Amman, Hashemite Kingdom of Jordan  
10-12 December, 2012**

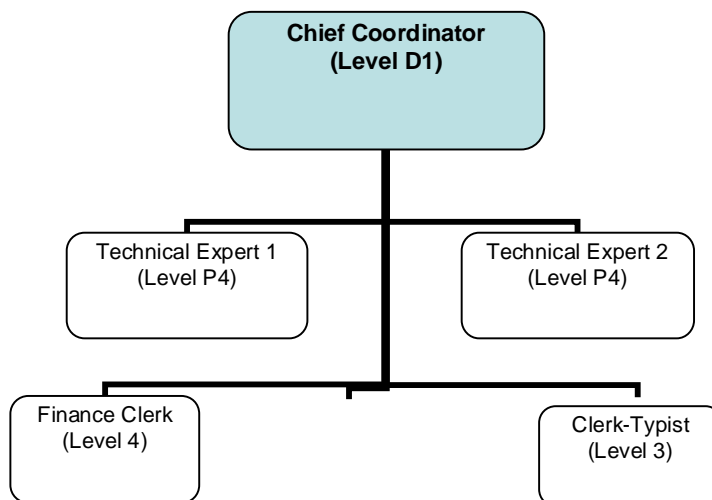
## PROPOSAL FOR CONSIDERATION OF CONTRIBUTION BY MEMBER COUNTRIES FOR APMCHUD

The Bureau decided that the Secretariat may work out the tentative financial requirements for supporting the manpower as approved in the Solo Conference, as well as for undertaking initial and preparatory actions in line with the Solo Implementation Plan. The Bureau had further decided that the financing mechanisms of some of the other intergovernmental bodies may also be looked into.

### Tentative Financial Requirements

The Solo Conference has decided the following initial staffing pattern of the Secretariat with the following skeletal staff including their levels as per UN Staffing pattern:

### INITIAL ORGANISATIONAL CHART



Chief Coordinator	-	Level D1
Technical Expert 1	-	Level P4
Technical Expert 2	-	Level P4
Finance Clerk	-	Level 4
Clerk Typist	-	Level 3

Based on the latest salary structure for UN, the annual expenditure on manpower works out to about US\$ 350,000 for the above positions.

Further, it is estimated that about US\$ 80,000 would be needed as office expenses for the Secretariat.

It is also proposed to create a corpus for supporting and undertaking initial and preparatory actions pursuant to the Solo Implementation Plan with annual provision, which may be decided by the bureau.

The tentative expenditure for the above works out as under:

Type of Expenses	Particulars	Level	No. of Post	Gross Annual Salary	Gross Annual Salary per head	Total Gross Annual Salary
<b>Expenses on Manpower</b>	Head of the Secretariat ©	D1	1		\$139,074	\$139,074
	Technical Experts ©	P4	2		\$94,268	\$188,536
	Finance Clerk*	4	1	Rs.569,830	\$12,663	\$12,663
	Clerk/Typist*	3	1	Rs.465,090	\$10,335	\$10,335
	Total staff expenses					
<b>Office Expenses</b>	9 International trips of the experts (3 each)			\$2,200	(\$1,200 Ticket +\$1,000 other expenses/DA) per expert	\$19,800
	Vehicles for 3 experts			\$3,000	per month	\$36,000
	Other Office expenses (lump sum) (in \$ terms)					\$30,000
<b>Contribution to Corpus</b>	\$2,50,000 for creating corpus for supporting studies & pilot projects as per APMCHUD Action Plan (Lump sum provision - to be deliberated)					\$250,000
<b>Total</b>						<b>\$686,408</b>
Average contribution needed from 69 members countries in APMCHUD						\$9,948
						say <b>\$10,000</b>

Considered Rs.45/- for \$1 as the conversion rate.

\* Latest Salary Revision as on 1st June 2010

© Latest Salary Revision as on 1st January 2011

Additionally, the cost of the premises of the Secretariat would be about US\$35,000 per annum@ \$5 per sft for the furnished space provided. This is currently being supported by the Government of India.

a. The financing mechanisms of other relevant inter-governmental bodies

The financial mechanisms of G77, AMCHUD and MINURVI were studied and the provisions made by them are as under:

- a. Minurvi had traditionally two distinct secretariats, one political for policy and advocacy issues assigned to the chair from time to time and other a technical Secretariat run operated by ECLAC (Economic Commission for Latin American Countries) with support of UN-Habitat. The professional staff was drawn from both the organizations and was based at *Santiago de Chile*. Later both the secretariats were merged and were assigned to the chair, and accordingly formal support of ECLAC ended, which however continued to provide technical assistance. As such the costs are met by the hosting countries and other organisations providing technical professional and related help.
- b. G-77 has its secretariat in UN HQs at New York and has a compact staff positions. The members are expected to contribute a minimum of US\$ 5000 annually and richer countries able to afford more are expected to contribute significantly higher. Apart from the same the G-77 has created a The Perez-Guerrero Trust Fund for Economic and Technical Cooperation among Developing Countries (PGTF) which is a fund established for the purpose of supporting activities in economic and technical cooperation among developing countries (ECDC/TCDC) of critical importance to developing countries members of the Group of 77, in order to achieve national or collective self-reliance, to provide seed money for (i) financing pre-investment/feasibility studies/reports prepared by professional consultancy organizations in developing countries members of the Group of 77; and (ii) facilitating the implementation of projects. The fund is envisaged to be of US\$ 10 Million and so far US\$ 1.5 Million has been contributed by various countries.
- c. AMCHUD, established in 2005 is having its activities very similar to APMCHUD. The secretariat so far has been hosted by the Government of South Africa and its initiatives are supported through African Union, which has passed a resolution urging support to the AMCHUD. It also has an additional advantage of having the UN-Habitat HQs in Kenya for having access to logistical and technical support. In its recent conference at Bamako, Mali in November 2010, it has requested the UN-Habitat to host its secretariat in the interim period till they take a final decision on the location of the permanent secretariat. They have also resolved to contribute a sum of US\$ 10,000 annually by every member state.

In regard to APMCHUD, India has been catering to all the requirements of the Secretariat, ever since it was established in April, 2007. The Government of

India has provided a large space in India Habitat Centre complete with all logistic facilities, where one of the meeting of the Bureau was also held in October 2008. It has also provided the services of its senior officials in manning the secretariat. The Chief Coordinator has been nominated by the Government of India at the level of Joint Secretary supported by two senior officials of HUDCO. The Travel and other expenses incurred for the activities of the secretariat have been met by the Government of India. The website of APMCHUD has been developed and maintained by the secretariat.

The issue of contribution by the member countries was discussed in various meetings of the Bureau and it was agreed that the issue of contributions by the member countries would ideally need to be considered at the level of APMCHUD. Accordingly, the Bureau decided that the item be brought up for consideration in the next main Conference of APMCHUD.

Accordingly, the proposal for pertaining to the total expenditure for the operation of the Permanent Secretariat of the Bureau, the contribution to the corpus for supporting and undertaking initial and preparatory actions pursuant to the Solo Implementation Plan and the pattern of contribution by the member countries, is placed for consideration of the APMCHUD.