United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Mr. Chandramouli Ramanathan
A: Officer-in-Charge
Office of Programme Planning, Budget and Accounts

DATE: 17 October 2014

REFERENCE:

THROUGH:
S/C DE:

FROM: The Secretary-General
DE:

SUBJECT: **Unforeseen and extraordinary expenses: Advance Team to commence**
OBJET: **preparations for the establishment of a United Nations Electoral Observer Mission in Burundi (MENUB) in 2015**

1. It is estimated that a total of **$449,500** would be required to finance the activities of the advance team slated to deploy to Burundi to ensure that the United Nations Electoral Observer Mission in Burundi (MENUB) is operational on 1 January 2015.

2. As no appropriation exists to cover this requirement, I hereby authorize you to enter into the necessary commitments up to a maximum of **$449,500** by the authority granted to me under paragraph 1(a) of General Assembly resolution 68/249 relating to unforeseen and extraordinary expenses.

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

cc: Mr. Takasu

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14-09580 BUD/01/001

Note to the Deputy Secretary-General
(through Mr. Akiwumi)

Unforeseen and extraordinary expenses: Advance Team to commence preparations for the establishment of a United Nations Electoral Observer Mission in Burundi (MENUB) in 2015

1. The memorandum from the OiC/OPPBA on the above subject refers. It informs that an estimated amount of $449,500 would be required to finance the activities of the advance team slated to deploy to Burundi to ensure that the United Nations Electoral Observer Mission in Burundi (MENUB) is operational on 1 January 2015.

2. As no appropriation exists to cover this requirement, authorization of the Secretary-General is requested to enter into the necessary commitments up to a maximum of $449,500 under the authority granted to the Secretary-General under paragraph 1(a) of General Assembly resolution 68/249 relating to unforeseen and extraordinary expenses

3. The issue was reviewed and discussed by Mr. Carey with CdC. OCdC recommends approval.

4. Based on advice of OPPBA and in accordance with practice on such requests, approval of the proposal is recommended.

Proposed action:

- Your approval of the signature of the Secretary-General is requested.

Asim Sharma
17 October 2014

Received in ODSG
17 Oct 2014

Seen by:

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ACTION COPY

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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

TO: The Secretary-General

A:

THROUGH:

S/C DE:

FROM: Chandramouli Ramanathan

DE: Officer-in-Charge, Office of Programme Planning, Budget and Accounts

DATE: 13 October 2014

REFERENCE:

For

SUBJECT: **Unforeseen and extraordinary expenses:**

OBJET: **Advance team to commence preparations for the establishment of a United Nations Electoral Observer Mission (MENUB) in Burundi in 2015**

1. On 25 September 2014, the Security Council took note of your intention to deploy an advance team to commence preparations for the establishment of a United Nations Electoral Observer Mission in Burundi. Upon your approval, the team is expected to deploy to Burundi to ensure the Mission is fully operational on 1 January 2015, in accordance with the expectation of the Security Council.

2. An advance team would be deployed immediately to Burundi to ensure all necessary logistics and operational tasks are fulfilled, including: (a) urgent selection, recruitment, deployment and on boarding of staff; and (b) establishment of both MENUB's headquarters in Bujumbura and the four field offices; considering the need to secure BNUB premises and assets while BNUB's presence will be gradually shrinking, with regional offices closing in November 2014.

3. In addition, given the extremely complex electoral and political landscape, it is essential for the advance team to deploy and familiarize with the situation on the ground as soon as possible. This will enable commencing preparations required to start monitoring and supporting the process to the maximum extent possible, within the mandate for MENUB and capabilities, from 1 January 2015. Notably the electoral process has already started with a tense pre-electoral campaign, a contested formation of local electoral commissions, voter registration scheduled in November 2014, credible potential candidates for the Presidency being neutralized and continued violence by parties' youth wings.

4. DFS and DPA have informed us the advance team would require $449,500 in staff and travel costs. The proposed level of

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resources would provide for 18 positions (1 USG, 1 D-2, 1 D-1, 1 P-5, 4 P-4, 4 P-3, 2 FS, 4 UNV) and travel costs as summarized in the table below.

Expenditure group	**Amount**
International staff	352,500
United Nations Volunteers	47,000
Official travel	50,000
Total	**449,500**

5. The staffing required prior to 1 January 2015 includes personnel in the Office of the Head of Mission, Field Coordination Unit, Monitoring and Reporting Unit, Field Offices, and Mission Support.

6. The Office of the Head of Mission includes the Special Envoy/Head of Mission (USG), who will have a when actual employed (WAE) contract, Deputy Head of Mission (D-2), Chief of Staff (D-1), Special Assistant (P-4), and Administrative Assistant (FS). They will be responsible to make selections of all substantive positions in the mission; establish electoral observation protocols; ensure the Special Envoy's first visit/deployments are thoroughly prepared for; explain the mandate of the mission and start developing working relations with national stakeholders including the Government and the Electoral Commission, as well as representatives of regional organizations and the international community on the ground, including the UN Country Team.

7. The Field Coordination Unit consists of one Electoral Affairs Officer (P-3), and will ensure that the field offices are up and running, and backstopping and reporting functions are set up prior to 1 January 2015. The Monitoring and Reporting Unit consists of one Electoral Affairs Officer (P-4), one Electoral Affairs Officer (P-3), and one Administrative Assistant (FS), and will set up an electoral and media monitoring system and protocols on reporting. They will also be responsible to prepare induction material for all MENUB staff.

8. The mission will also begin to set up four field offices consisting of one Electoral Affairs Officer at the P-3 or P-4 level and one Electoral Adviser (UNV) in Bujumbura rural, Gitega, Ngozi, and Makamba.

9. The mission will also deploy as part of the advanced team the Chief of Mission Support (P-5), who will rely on BNUB staff and other temporary assistance (e.g., through TDYs) as well as the RSCE

(and if needed, UNLB in Brindisi) to carry out mission support activities.

10. As no appropriation exists for the funding of this activity, I recommend that this requirement be funded under the provisions of the General Assembly resolution on unforeseen and extraordinary expenses. Authority has been granted to you under para.1(a) of General Assembly resolution 68/249 to enter into commitments up to a maximum of $8 million in any one year of the biennium 2014-2015, as you certify, relating to the maintenance of peace and security.

11. Accordingly, I am attaching for your signature a memorandum by which you would authorize commitments in the amount up to a maximum of $449,500 under the authority granted to you in accordance with General Assembly resolution 68/249 on unforeseen and extraordinary expenses for the biennium 2014-2015.

12. The authorization of $449,500 referred to above would be the eleventh authorization sought for 2014 as indicated in annex I to this memorandum, leaving a balance of $1,566,200 for 2014.

cc: Mr. Takasu

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INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

DATE: 10 October 2014

TO: Chandramouli Ramanathan
A: Officer-in-Charge, Office of Programme Planning, Budget and Accounts

REFERENCE:

THROUGH:
S/C DE:

FROM: The Secretary-General
DE:

SUBJECT: **Unforeseen and extraordinary expenses:**
OBJET: **Advance team to commence preparations for the establishment of a United Nations Electoral Observer Mission (MENUB) in Burundi in 2015**

1. It is estimated that a total of $449,500 would be required for the advance team to deploy to Burundi to ensure the mission is operational on 1 January 2015.

2. As no appropriation exists to cover this requirement, I hereby authorize you to enter into the necessary commitments up to a maximum of $449,500 under the authority granted to me under para.1(a) of General Assembly resolution 68/249 relating to unforeseen and extraordinary expenses.

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

Commitments authorized by the Secretary-General pursuant to General Assembly resolution 68/249 on unforeseen and extraordinary expenses for 2014-2015

2014

No.	Description	Amount (US$)	Period covered	Reference	Remarks
1	Panel of Experts on the Central African Republic	$846,500	1 January through 30 June 2014		
	Reversal of commitment for the Panel of Experts on the Central African Republic, following submission of a report and approval of resources by GA	($846,500)	1 January through 30 June 2014		
2	BINUCA	$141,400	1 February through 30 June 2014		
	Reversal of commitment for BINUCA based on the estimated level expenditure for 2014.	($141,400)			
3	Panel of Experts on Yemen	$311,900	1 April through 30 June 2014		
	Reversal of commitment for the Panel of Experts on Yemen, following submission of a report and approval of resources by GA	($311,900)	1 April through 30 June 2014		
4	Human rights team to Ukraine	$850,700	16 March through 16 June 2014		
5	WHO and OPCW charges in support of the UN mission to investigate alleged use of chemical weapons in Syria in March 2013.	$668,200	1 April through 31 December 2013		
6	First Extension of Human Rights team in Ukraine	$1,059,600	16 June to 15 September 2014		
7	Second Extension of Human Rights team in Ukraine	$724,100	16 September to 15 December 2014		
8	Humanitarian Monitoring Mechanism in Syria	$2,031,200	14 July to 13 October 2014		
9	United Nations Mission for Ebola Emergency Response (UNMEER)	$2,000,000	Start-up pending submission of full amount of resources for the period up to December 2014		
	Reversal of commitment for United Nations Mission for Ebola Emergency Response (UNMEER), following approval of a commitment authority by the General Assembly	($2,000,000)			
10	Good offices in furtherance of the implementation of Security Council resolution 2118 (2013) – Syria	$650,500	1 October to 31 December 2014		
11	Advance team to Burundi to support the UN Electoral Observer Mission in Burundi (MENUB) - 1 October 2014	$449,500	1 October to 31 December 2014		
	Total	**$6,433,800**			

Amount authorized for 2014 in General Assembly resolution 68/249	**Amount authorized**	**Balance**
$8,000,000	**$6,433,800**	**$1,566,200**

Amounts rounded to the closest hundred

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INTEROFFICE MEMORANDUM — MEMORANDUM INTERIEUR

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Most Immediate

TO: Mr. Chandramouli Ramanathan, Deputy Controller
A: OPPBA, Department of Management

DATE: 8 October 2014

THROUGH: Jeffrey Feltman, Under-Secretary-General
S/C DE: for Political Affairs

REFERENCE: UNHQ-FBFD-Memo-2-2014-2179

FROM: Ameerah Haq, Under-Secretary-General
DE: for Field Support

SUBJECT: **MENUB – Requirements in support of an advance team**
OBJET:

1. I am writing further to my memorandum of 18 September 2014 providing you with a budget proposal for the United Nations Electoral Observer Mission in Burundi (MENUB).

2. In that memorandum, I indicated there would be a separate requirement for the deployment of an advance team during the 2014 period in order to ensure that the Mission was fully operational on 1 January 2015.

3. In this regard, in his letter S/2014/700, the Secretary-General informed the President of the Security Council of his intention to immediately deploy an advance team to commence preparations for the establishment of the Mission, and ensure that the Mission is fully operational on 1 January 2015 in accordance with the expectations of the Security Council (enclosed).

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4. In her response (S/2014/701), the President of the Security Council informed the Secretary-General that the Council had taken note of his intention.

5. In this context, I would therefore be grateful for your urgent support in securing funding for the advance team, including the establishment of a number of critical posts reflecting minimum requirements to be deployed by the end of 2014.

6. The enclosed submission proposes net funding of $449,500 for the period to 31 December 2014 to support the deployment of up to 18 civilian personnel to be based in the Mission's headquarters in Bujumbura, and across the regional locations of Bujumbura rural, Makamba, Gitega and Ngozi.

7. A copy of the full funding requirements has been provided electronically to OPPBA. Requests for further clarification can be directed through Mr. Rick Martin of the Field Budget and Finance Division.