United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

DATE: 3 May 2013

TO: Maria Eugenia Casar
A: Assistant Secretary-General, Controller

REFERENCE:

THROUGH:
S/C DE:

FROM: The Secretary-General
DE:

SUBJECT: **Unforeseen and extraordinary expenses: Special Envoy of the**
OBJET: **Secretary-General for the Great Lakes Region**

1. It is estimated that a total of **$2,153,100** would be required to finance the activities of the Special Envoy of the Secretary-General for the Great Lakes Region for the initial period of 9.5 months from 18 March to 31 December 2013.

2. As no appropriation exists to cover this requirement, I hereby authorize you to enter into the necessary commitments up to a maximum of **$2,153,100** under the authority granted to me under para.1(a) of General Assembly resolution 66/249 relating to unforeseen and extraordinary expenses.

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

RECEIVED
MAY - 3 2013
EOSG / CENTRAL

13-04020/13-0375H BUD/01/201

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

MAY - 3
13-04020

TO: The Secretary-General

A:

DATE: 3 May 2013

REFERENCE:

THROUGH:

S/C DE:

FROM: Maria Eugenia Casar

DE: Assitant Secretary-General, Controller

SUBJECT: **Unforeseen and extraordinary expenses:**

OBJET: **Special Envoy of the Secretary-General for the Great Lakes Region (Revised)**

1. I have been requested by Ms. Haq, Under-Secretary General for Field Support through Mr. Feltman, Under-Secretary-General for Political Affairs for revised resources for the interim funding of the Office of the Special Envoy of the Secretary-General for the Great Lakes Region. I was also advised that the Special Envoy for the Great Lakes Region was appointed by the Secretary-General on 18 March 2013 to ensure the implementation of the Peace, Security and Cooperation Framework for the Democratic Republic of the Congo (DRC) and the region, in line with resolution 2098 (2013).

2. The Office of the Special Envoy will be primarily based in Nairobi, with a small liaison unit in Dublin and a support team in New York. It is proposed to establish interim funding arrangements to provide for the initial deployment and activities of the Office of the Special Envoy for a 9.5 month period through 31 December 2013.

3. The staffing complement of the Office of the Special Envoy comprises 19 positions including 16 substantive positions (11 in Nairobi, 2 in New York and 3 in Dublin), and 2 support and 1 security positions in Nairobi. A list of the functional titles of the 19 positions is contained in Annex I to this letter.

3. The revised total estimated requirements for the period 18 March to 31 December 2013 are $2,153,100 and comprise the following:

Expenditure group		Amount
General temporary assistance (see Annex I)	$	1,414,300
Travel of staff	$	336,700
Facilities and infrastructure	$	76,400
Ground transportation	$	64,700
Communications	$	104,600

BUD/01/001

Information technology	$	30,600
Other supplies, services and equipment	$	125,800
TOTAL	**$**	**2,153,100**

4. The initial requirements of the Special Envoy are currently being funded from extra budgetary resources. I recommend that this additional 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 66/249 to enter into commitments up to a maximum of $8 million in any one year of the biennium 2012-2013, as you certify, relating to the maintenance of peace and security.

5. Accordingly, I am attaching for your signature a memorandum by which you would authorize commitments in the amount up to a maximum of **$2,153,100** under the authority granted to you in accordance with General Assembly resolution 66/249 on unforeseen and extraordinary expenses for the biennium 2012-2013.

6. The authorization of **$2,153,100** referred to above would be the **second** authorization sought for 2013 as indicated in annex II to this memorandum, leaving a balance of $3,256,600 for 2013.

cc: Mr. Takasu

Annex I
Revised list of staffing position for the Office of the Special Envoy of the Secretary-General for the Great Lakes

Location	Level	Title
Dublin	USG	Special Envoy (WAE basis at 50%)
Dublin	Special Assistant	P-4
Dublin	Administrative Assistant	GS-OL
Nairobi	Senior Adviser	ASG
Nairobi	Chief of Staff	D-1
Nairobi	Senior Political Affairs Officer	P-5
Nairobi	Senior Program Officer	P-5
Nairobi	Gender Advisor	P-5
Nairobi	Political Affairs Officer	P-4
Nairobi	Public Information Officer	P-4
Nairobi	Personal Assistant	FS
Nairobi	Administrative Assistant	2 NS
Nairobi	Driver	NS
Nairobi	Administrative Officer (Support)	P-3
Nairobi	Administrative Assistant (Support)	NS
Nairobi	Security Coordination Officer (Security)	P-3
New York	Political Affairs Officer	P-4
New York	Administrative Assistant	GS-OL

Annex II

Commitments authorized by the Secretary-General pursuant to General Assembly resolution 66/249 on unforeseen and extraordinary expenses for 2012-2013

2013

No.	Description	Amount (US$)	Period covered	Reference	Remarks
1	Special Envoy for the Sahel	$2,590,300	1 January through 30 June 2013		
2	Special Envoy for the Great Lakes	$2,153,100	18 March through 31 December 2013		
	Total	**$4,743,400**			

Amount authorized for 2013 in General Assembly resolution 67/249	**Amount authorized**	**Balance**
$8,000,000	**$4,743,400**	**$3,256,600**

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

DATE: 3 May 2013

TO: Maria Eugenia Casar
A: Assitant Secretary-General, Controller

REFERENCE:

THROUGH:
S/C DE:

FROM: The Secretary-General
DE:

SUBJECT: **Unforeseen and extraordinary expenses:**
OBJET: **Special Envoy of the Secretary-General for the Great Lakes Region**

1. It is estimated that a total of **$2,153,100** would be required to finance the activities of the Special Envoy of the Secretary-General for the Great Lakes Region for the initial period of 9.5 months from 18 March to 31 December 2013.

2. As no appropriation exists to cover this requirement, I hereby authorize you to enter into the necessary commitments up to a maximum of **$2,153,100** under the authority granted to me under para.1(a) of General Assembly resolution 66/249 relating to unforeseen and extraordinary expenses.

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

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

APR 25
13-03754

TO: The Secretary-General

A:

DATE: 23 April 2013

REFERENCE:

THROUGH:

S/C DE:

FROM: Maria Eugenia Casar

DE: Assitant Secretary-General, Controller

SUBJECT: **Unforeseen and extraordinary expenses:**

OBJET: **Special Envoy of the Secretary-General for the Great Lakes Region**

1. I have been requested by Ms. Haq, Under-Secretary General for Field Support through Mr. Feltman, Under-Secretary-General for Political Affairs for resources for the interim funding of the Office of the Special Envoy of the Secretary-General for the Great Lakes Region. I was also advised that the Special Envoy for the Great Lakes Region was appointed by the Secretary-General on 18 March 2013 to ensure the implementation of the Peace, Security and Cooperation Framework for the Democratic Republic of the Congo (DRC) and the region, in line with resolution 2098 (2013).

2. The Office of the Special Envoy will be primarily based in Nairobi, with a small liaison unit in Dublin and a support team in New York. It is proposed to establish interim funding arrangements to provide for the initial deployment and activities of the Office of the Special Envoy for a 9.5 month period through 31 December 2013.

3. The staffing complement of the Office of the Special Envoy comprises 29 positions including 23 substantive positions (16 in Nairobi, 4 in New York and 3 in Dublin), and 5 support and 1 security positions in Nairobi. A list of the functional titles of the 29 positions is contained in Annex I to this letter.

3. The total estimated requirements for the period 18 March to 31 December 2013 are $2,857,400 and comprise the following:

Expenditure group		Amount
General temporary assistance (see Annex I)	$	2,057,900
Travel of staff	$	274,200
Facilities and infrastructure	$	115,100
Ground transportation	$	64,700
Communications	$	151,000
Information technology	$	41,600

BUD/01/001

Other supplies, services and equipment	$	152,900
TOTAL	**$**	**2,857,400**

4. The initial requirements of the Special Envoy are currently being funded from extra budgetary resources. I recommend that this additional 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 66/249 to enter into commitments up to a maximum of $8 million in any one year of the biennium 2012-2013, as you certify, relating to the maintenance of peace and security.

5. Accordingly, I am attaching for your signature a memorandum by which you would authorize commitments in the amount up to a maximum of **$2,857,400** under the authority granted to you in accordance with General Assembly resolution 66/249 on unforeseen and extraordinary expenses for the biennium 2012-2013.

6. The authorization of **$2,857,400** referred to above would be the **second** authorization sought for 2013 as indicated in annex II to this memorandum, leaving a balance of $2,552,300 for 2013.

cc: Mr. Takasu

Annex I
List of staffing position for the Office of the Special Envoy of the Secretary-General for the Great Lakes

Location	Level	Title
Dublin	USG	Special Envoy (WAE basis at 50%)
Dublin	Political Affairs Officer	P-4
Dublin	Administrative Assistant	GS-OL
Nairobi	Senior Adviser	ASG
Nairobi	Chief of Staff	D-1
Nairobi	Senior Political Affairs Officer	P-5
Nairobi	Senior Political Affairs (Mediation)	P-5
Nairobi	Senior Gender Adviser	P-5
Nairobi	Senior Economic Adviser	P-5
Nairobi	Political Affairs Officer	1 P-4, 2 P-3
Nairobi	Human Rights Officer	P-4
Nairobi	Economic Affairs Officer	P-4
Nairobi	Public Information Officer	P-4
Nairobi	Liaison Officer	P-3
Nairobi	Personal Assistant	FS
Nairobi	Administrative Assistant	2 NS
Nairobi	Administrative Officer (Support)	P-4
Nairobi	Finance/Administrative Assistant (Support)	FS
Nairobi	Human Resources Assistant (Support)	NS
Nairobi	Drivers	2 NS
Nairobi	Security Coordination Officer (Security)	P-3
New York	Political Affairs Officer	1 P-4, 1 P-2
New York	Coordination Officer	1 P-4
New York	Administrative Assistant	1 GS-OL

Annex II

Commitments authorized by the Secretary-General pursuant to General Assembly resolution 66/249 on unforeseen and extraordinary expenses for 2012-2013

2013

No.	Description	Amount (US$)	Period covered	Reference	Remarks
1	Special Envoy for the Sahel	$2,590,300	1 January through 30 June 2013		
2	Special Envoy for the Great Lakes	$2,857,400	18 March through 31 December 2013		
	Total	**$5,447,700**			

Amount authorized for 2013 in General Assembly resolution 67/249	**Amount authorized**	**Balance**
$8,000,000	**$5,447,700**	**$2,552,300**

United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

DATE: 23 April 2013

TO: Maria Eugenia Casar
A: Assitant Secretary-General, Controller

REFERENCE:

THROUGH:
S/C DE:

FROM: The Secretary-General
DE:

SUBJECT: **Unforeseen and extraordinary expenses:**
OBJET: **Special Envoy of the Secretary-General for the Great Lakes Region**

1. It is estimated that a total of **$2,857,400** would be required to finance the activities of the Special Envoy of the Secretary-General for the Great Lakes Region for the initial period of 9.5 months from 18 March to 31 December 2013.

2. As no appropriation exists to cover this requirement, I hereby authorize you to enter into the necessary commitments up to a maximum of **$2,857,400** under the authority granted to me under para.1(a) of General Assembly resolution 66/249 relating to unforeseen and extraordinary expenses.

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