



TO: Mr. Vijay Nambiar  
A: Chef de Cabinet

LOPPBA

DATE: 24 May 2007

THROUGH:

S/C DE:

ACTION

COPY

FROM: Warren Sach

DE: Assistant Secretary-General, Controller

SUBJECT: Request for discretionary use of funds under the programme  
OBJET: budget for the biennium 2006-2007 - Proposed resource requirements for 2007 to ensure operational preparedness and business continuity in a protracted crisis of human influenza pandemic

1. The Office of the New York Pandemic Influenza Preparedness has estimated requirements of \$5,969,900 for pandemic crisis preparedness for the remainder of 2007. I recommend that this requirement be funded under the discretionary authority granted to the Secretary-General in resolution 60/283. Since this is the first proposal to be considered for funding under these arrangements, background information on the limited discretion authority is summarized below, in addition to substantive aspects of the proposal.

Secretary-General's limited discretion in budget implementation

2. In July 2006, the General Assembly authorized a limited discretion for the Secretary-General in budgetary implementation on an experimental basis for the bienniums 2006-2007 and 2008-2009 (resolution 60/283). The discretion consists of authority for the Secretary-General to enter into commitments up to \$20 million in each biennium for positions and non-post requirements to meet the evolving needs of the Organization in attaining its mandated programmes and activities. The discretion is limited to \$6 million under the authority of the Secretary-General and any amounts in excess of this level would require submission to and approval by the Advisory Committee on Administrative and Budgetary Questions.

3. Under the terms of the resolution, amounts authorized would not constitute new funding made available by the General Assembly (no new appropriation), but instead would require the redistribution of resources from "potential" savings during implementation of the programme budget as a whole. Further, existing arrangements and processes for flexibility within budget sections to accommodate various needs during programme implementation would continue to apply, and the budgetary discretion authority would only apply in those cases where discretion would be needed across budget sections.

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4. The modalities for the implementation of this authority were reviewed and approved by the Management Committee at its 12 September 2006 meeting.

a. In terms of accountability and reporting arrangements, it was agreed that:

- i. Requests would be submitted to the Executive Office of the Secretary-General (and as it deems necessary to the Management/Policy Committee) for overarching policy consideration and approval in principle.
- ii. Detailed resource submission would be submitted to the Controller for review following established budgetary procedures and to ensure availability of funding and preparation of relevant exchange of letters with the Secretary-General for his/her approval on the use of the funds and flexibility;
- iii. Full reporting on the implementation of the flexibility would be submitted to the General Assembly in the context of the First and/or Second Performance Reports.

b. In terms of criteria for application of the discretion, it was agreed that:

- i. Proposals should be mandated and justified. The proposed activity should effectively promote the strategic priorities of the Organization, with linkage to objectives, accomplishments, or mandates. In general, proposals which have been previously reviewed and not supported by an intergovernmental body should not be proposed under this modality. There should be a clear expected outcome with related time-frames for completion.
- ii. Proposals should address a need which has evolved since adoption of the programme budget. Proposals should detail linkages, and differences, to currently approved plans and budgets, as well as new developments and approaches. To the extent possible, the proposed activity should utilize opportunities for cross-organizational collaboration among programmes, and should contribute to ensuring a balanced focus on priorities across programmes or parts of the budget.
- iii. Proposals should be under-resourced. Overall resources already available and allotted at the programme level should be insufficient for the implementation of the proposal. Proposals should not include those activities more appropriately funded under extra-budgetary or other funding sources, or under provisions for unforeseen and extraordinary expenses for peace and security.



Proposal for funding pandemic crisis preparedness

5. On 25 September 2005, in response to the emergency of the virulent strain of avian influenza, known as A(H5N1), which has the potential to cause a new human influenza pandemic, the United Nations responded with a coordinated effort to meet the needs of Member States by establishing a United Nations System Influenza Coordinator (UNSIC) (SG/A/946, SAG/398). The Coordinator was tasked with developing and implementing a comprehensive unified strategy for the United Nations system globally on pandemic influenza prevention, preparedness and response, and with improving efforts, both at international and national levels, to control avian influenza.
6. The United Nations system has also given renewed attention to its own organizational capacity to sustain operations and protect staff in the event of a major protracted crisis, by ensuring that agencies have in place viable business continuity and staff protection plans. In this context, the Secretary-General, on 15 March 2006, issued a directive to the entire United Nations system requesting all offices and agencies to appoint an avian and human influenza coordinator at all duty stations. The coordinators were to work with management teams and existing crisis management and preparedness mechanisms to ensure that pandemic plans are in place and that preparedness is monitored. To this end, the Secretary-General created the Office of the New York Pandemic Influenza Preparedness Coordinator in May of 2006, which is responsible for ensuring the preparedness of the United Nations Secretariat, funds, programmes and liaison offices in New York for a potential pandemic. This office initiated a comprehensive stock-taking and planning exercise designed to highlight gaps in the existing crisis management plans and to heighten awareness of the need to ensure business continuity.
7. In September 2006, it was decided that the Under Secretary-General for the Department of Management (DM) would, in cooperation with UNSIC and the Office of the New York Pandemic Influenza Preparedness Coordinator, ensure that all Headquarters locations and regional commissions complete preparedness plans and accompanying budgets. While the general pandemic budget for the United Nations in New York relates for the most part to the Secretariat only (funds, programmes and liaison offices located in New York will cover costs specifically related to their own staff), certain services, such as security, staff training and medical treatment, are provided by the Secretariat to all New York United Nations offices, and are thus included in the general pandemic budget for New York.
8. Two overall goals for pandemic contingency planning for the United Nations Headquarters locations and regional commissions were identified: (a) protecting the health, safety and security of United Nations staff and physical assets; and (b) ensuring the continuation of critical United Nations functions and operations. In order to achieve these goals, the proposal contained in this memorandum is

directly aligned with the Secretariat crisis management and continuity of operations strategy and it encompasses the specialized requirements for pandemic crisis preparedness. Pandemic preparedness measures also demand specialized business continuity capabilities for telecommuting and remote operations. Proposed requirements for telecommuting and remote operations are also included herein.

9. Due to the uncertainty surrounding when a pandemic could arise, it is prudent to undertake certain activities, among them the procurement of critical equipment and supplies, on a priority basis. This strategy will hasten the achievement of a state of full preparedness for a pandemic, and will also mitigate the risk that certain items will be in short supply as a pandemic approaches. Keeping stocks of emergency supplies up to date, and conducting regular activities such as training, simulations and maintenance of emergency systems, will become part of the regular workplan of the United Nations during the 2008-2009 biennium.

10. Further, the pandemic planning exercise, which all United Nations Headquarters and regional commissions have undertaken in the past months, has shown that there is a need to establish a unit for the coordination and monitoring of crisis planning and preparedness activities at the United Nations Headquarters in New York. Accordingly, a Business Continuity Management Unit (BCMU) is proposed to be established within the Office of Central Support Services (OCSS) of the Department of Management. This unit will be dedicated to ensure regular monitoring and follow-up on pandemic and crisis planning.

11. The tables in Annex I illustrate the proposed 2007 resource requirements for pandemic crisis preparedness. Table 1 details proposed resources under the different budget sections that comprise the United Nations Secretariat, including proposed resources for the newly established Business Continuity Management Unit under the Office of Central Support Services of the Department of Management. Table 2 illustrates resource requirements for these sections by object of expenditure.

12. The overall resources required for the remainder of 2007 for pandemic crisis preparedness amount to \$5,969,900. Pursuant to General Assembly resolution 60/283 of 7 July 2006, by which the Secretary-General was authorized limited discretion in budgetary implementation on an experimental basis for the biennia 2006-2007 and 2008-2009, and following the modalities for the limited discretion for budgetary implementation, the Secretary-General's approval of funds for the pandemic response for the year 2007 is hereby requested.



13. It is anticipated that full reporting on the implementation of the flexibility will be included in the second performance report to be submitted to the General Assembly at its sixty-second session.

14. The requirements for pandemic crisis preparedness for the biennium 2008-2009 will be addressed in the context of a separate report to the General Assembly at its sixty-second session.

cc: Deputy Secretary-General  
Ms. Barcena  
Ms. Van Buerle

# A N N E X I

**Table 1 - Regular budget for pandemic preparedness:  
Requirements by budget section for the biennium 2006-2007**  
(thousands of United States dollars)

Budget section	2007 resource requirements
17 Economic and social development in Africa	23.1
18 Economic and social development in Asia and the Pacific	93.8
20 Economic and social development in Latin America and the Caribbean	383.2
21 Economic and social development in Western Asia	57.0
27 Department of Public Information	92.5
28A Office of the Under Secretary-General/Department of Management	390.8
28C Office of Human Resource Management	1,168.2
28D Office of Central Support Services (including the Business Continuity Management Unit)	1,904.7
28E United Nations Office in Geneva	589.8
28F United Nations Office in Vienna	530.0
28G United Nations Office in Nairobi	736.8
<b>Total</b>	<b>5,969.9</b>

**Table 2 - Regular budget of pandemic preparedness:  
Requirements by object of expenditure for the biennium 2006-2007**  
(thousands of United States dollars)

Object of expenditure	2007 resource requirements
General temporary assistance	1,185.5
Travel	112.1
Contractual services	949.1
General operating expenses	819.1
Supplies and materials	1,716.7
Furniture and equipment	1,187.4
<b>Total</b>	<b>5,969.9</b>

## Resource requirements

### General temporary assistance

The requirements of \$1,185,500 relate to: (a) staff costs; (b) coordination of the preparation and implementation of staff training plan and medical guidelines and simulations; (c) maintenance of the pandemic telecommuting infrastructure; (d) maintenance of the virtual meeting support infrastructure for the General Assembly and the Security Council; (e) set-up of the Virtual Private Network (VPN) server; and (f) integrated business continuity planning.

### Travel

The requirements of \$112,100 relate mainly to travel on official missions to liaise with other Headquarters locations.

### Contractual services

The requirements of \$949,100 relate to: (a) strategic planning exercise for staff working on contingency planning; (b) interactive education material on the pandemic for United Nations staff; (c) engineering for telecommuting; (d) validation of the plan; and (e) simulation exercises.

### General operating expenses

The requirements of \$819,100 relate to: (a) connectivity charges for telephone, facsimile, satellite phones and Blackberries; (b) client/professional licenses for various software such as Citrix, Microsoft Windows, McAfee Antivirus, RSA SecurID tokens, GoToAssist, and VPN, to enable secure telecommuting and remote operations; (c) set-up to enable video-conference meetings of the Security Council and the General Assembly.

### Supplies and materials

The requirements of \$1,716,700 relate to the purchase of medical and office supplies, such as automated external defibrillators, an electronic portable Spiro meter, antibiotics required to treat pandemic-related infections, courses of Tamiflu, personal protective equipment (PPE) for security and other staff with an occupational risk exposure to the pandemic virus, stockpiles of food, water and bedding supplies for emergency sheltering, etc.

### Furniture and equipment

The requirements of \$1,187,400 relate to the acquisition of: (a) mobile and satellite phones and their corresponding servers and broadband terminals for emergency communications; (b) backup servers for remote IT access; (c) computer kits to enable telecommuting; (d) hand-held UHF and vehicle radios and UHF repeater with antenna; (e) Citrix servers; and (f) laptops for support to the General Assembly video-conferencing.

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## DETAILED REQUIREMENTS BY BUDGET SECTION AND OBJECT OF EXPENDITURE

### Economic and social development in Africa

*(Total requirements: \$23,100)*

Supplies and materials: (a) \$7,500 for two automated external defibrillators for emergency treatment of UN pandemic cases; (b) \$3,500 for an electronic portable Spiro meter for emergency treatment of UN pandemic cases; (c) \$6,500 for seasonal influenza vaccines for UN staff and dependants; and (d) \$5,600 for antibiotics to treat pandemic-related infections.

### Economic and social development in Asia and the Pacific

*(Total requirements: \$93,800)*

Contractual services: \$37,500 for Citrix licenses and tokens.

Supplies and materials: (a) \$9,400 for additional 303 courses of Tamiflu; (b) \$14,400 for personal protective equipment (PPE) for security and other staff with occupational risk of exposure to the pandemic virus (72 kits); and (c) \$26,500 for stockpile of food and water.

Furniture and equipment: \$6,000 for mobile telephones for emergency communications.

### Economic and social development in Latin America and the Caribbean

*(Total requirements: \$383,200)*

Contractual services: (a) \$15,000 for facilitation of strategic planning exercise for staff working on contingency planning; (b) \$5,000 for coordination of training on infectious diseases for medical staff; and (c) \$5,000 for organization of pandemic-related technical training for security staff.

Supplies and materials: (a) \$4,100 for antibiotics to treat pandemic-related infections; (b) \$5,600 for protective surgical masks for staff and dependants; (c) \$400 for body bags for repatriation of remains of international staff and dependants; (d) \$1,200 for medical supplies (cleaning solutions for disinfection of premises, syringes and needles, bandages, alcohol swabs, and physiological serum; (e) \$39,000 for PPE kits for security and other staff with occupational risk of exposure to the pandemic virus; (f) \$7,900 for bedding supplies for emergency sheltering of critical staff; and (g) \$4,100 for potable water supplies for emergency sheltering of critical staff.



Furniture and equipment: (a) \$52,000 for a mobile generator as a back-up to existing emergency generators; (b) \$500 for a gas refrigerator to store medicines and vaccines; (c) \$15,000 for two backup servers for remote IT access; (d) \$79,000 for computer kits for critical telecommuting staff (includes laptop computer, extra battery, generator and fuel); (e) \$8,000 for installation of a 2,000 litre fuel tank for emergency gasoline storage (for vehicles); (f) \$4,600 for ten handheld UHF radios; (g) \$11,900 for 17 vehicle radios to serve as base stations for critical telecommuting staff; (h) \$10,000 for UHF repeater with antenna to enable communication among critical telecommuting staff; (i) \$83,500 for 23 satellite telephones with broadband terminals for critical staff; (j) \$500 for three air exhaust fans for the Medical Service; (k) \$26,300 for food ration kits for emergency sheltering of critical staff; (l) \$2,500 for personal hygiene kits for emergency sheltering of critical staff; (m) \$700 for a canvas tent for medical use (fever clinic); and (n) \$1,400 for 35 sets of flashlights and batteries.

**Economic and social development in Western Asia**

*(Total requirements: \$57,000)*

Contractual services: \$3,000 for awareness and training sessions for UN doctors and nurses with the Ministry of Public Health and WHO.

General operating expenses: \$2,500 for three satellite phones for medical emergencies.

Supplies and materials: (a) \$600 for Tamiflu; (b) \$3,100 for antibiotics to treat pandemic-related infections; (c) \$10,000 for protective surgical masks for staff and dependants; (d) \$32,800 for PPE kits for medical and security staff with occupational risk of exposure to the pandemic virus; (e) \$5,000 for medical supplies (antiseptic solution, protective gloves and goggles for medical and security personnel).

**Department of Public Information**

*(Total requirements: \$92,500)*

Contractual services: (a) \$25,000 to establish a public website; and (b) \$67,500 for translation of public website content into six official languages.

**Office of the Under Secretary-General/Department of Management**

*(Total requirements: \$390,800)*

General temporary assistance: \$341,400 for staff costs at New York Pandemic Coordinator office.

Contractual services: \$30,000 for external validation of preparedness plans.

Travel of staff: \$12,000 for mission of New York Pandemic Coordinator to coordinate with other headquarters locations.

Furniture and equipment: (a) \$3,400 for computers for New York Coordinator office; and (b) \$4,000 for Blackberry voice and data services for New York Coordinator office.

**Office of Human Resources Management**

*(Total requirements: \$1,168,200)*

General temporary assistance: (a) \$100,900 for coordination of preparation and implementation of staff training plan (6 months); and; (b) \$100,900 for preparation of medical guidelines and simulations (6 months).

Travel of staff: (a) \$43,200 for the travel of UN facilitators to conduct five SOS provider workshops for stress counselling; (b) \$15,000 to enable three missions for the Medical Director in order to harmonize pandemic preparations at the various UN headquarters locations; and (c) \$21,900 for the travel of UN medical staff on assessment missions of other headquarters locations.

Contractual services: (a) \$150,000 for a contract to develop interactive education material on the pandemic for UN staff; (b) \$6,000 for facilitation of training-of-trainers in telecrisis; (c) \$100,500 for engineering of pandemic/emergency website for staff; (d) \$80,000 for management of content of pandemic/emergency website for staff; (e) \$16,200 for infrastructure support for pandemic/emergency website for staff; and (g) \$2,000 for training of the Medical Services Division staff.

Supplies and materials: (a) \$46,000 for printing information booklets and posters; (b) \$5,000 for stickers, magnets and key chains with emergency information; (c) \$61,900 for Tamiflu; (d) \$24,200 for antibiotics to treat pandemic-related infections; (e) \$81,600 for antiseptic dispensers and solutions; (f) \$126,000 for protective surgical masks for staff and dependants; and (g) \$130,000 for PPE kits for security, cleaning and other staff with an occupational risk of exposure to the pandemic virus.

Furniture and equipment: (a) \$3,500 for inventory software for medical supplies; and (b) \$53,400 for development of pandemic/emergency website for staff.



**Office of Central Support Services (including the Business Continuity Management Unit)**

(Total requirements: \$1,904,700)

**(A) Office of Central Support Services**

General temporary assistance: (a) \$82,600 for maintaining the pandemic telecommuting infrastructure (6 months); and (b) \$41,300 for maintaining the virtual meeting support infrastructure for the General Assembly and Security Council (3 months).

Contractual services: \$241,900 for engineering Citrix applications.

General operating expenses: (a) \$25,200 for establishing Blackberrys for critical staff; (b) \$440,000 for Citrix client licenses for critical staff; (c) \$60,000 for videoconference meetings of the Security Council (\$500 per user per month, with 15 member users and five Secretariat users); and (d) \$60,000 for support to videoconference meetings of the General Assembly.

Supplies and materials: (a) \$35,500 for an emergency food supply; (b) \$5,700 for bedding to be used during emergency sheltering of staff during the pandemic; (c) \$600 for caution tape; and (d) \$500 for water purification tablets.

Furniture and equipment: (a) \$300,000 for 10 Citrix servers; (b) \$6,000 for four laptops for support to General Assembly videoconferencing; and (c) \$31,800 for fit-out of New York Pandemic Coordinator office.

**(B) Business Continuity Management Unit**

General temporary assistance: (a) \$118,900 for chief of business continuity (6 months); (b) \$100,900 for specialist on business continuity preparedness (6 months); (c) \$46,600 for assistant (6 months); and (d) \$59,000 for integrated business continuity planning (3 months).

Travel: \$20,000 for two missions to other headquarters locations.

Contractual services: (a) \$27,500 for rental of offices; and (b) \$50,000 for simulation exercises for all New York-based UN organizations.

General operating expenses: (a) \$4,500 for telephone and facsimile connection and charges; and (b) \$3,000 for service-level agreements.

Supplies and materials: \$1,300 for office supplies.

Furniture and equipment: (a) \$131,900 for furniture and alterations; (b) \$10,000 for computers.

**United Nations Office in Geneva**

*(Total requirements: \$589,800)*

General temporary assistance: \$42,100 for assistance in setting up the VPN server for four months.

General operating expenses: (a) \$72,100 for Microsoft professional licenses; (b) \$8,300 for McAfee Antivirus licenses; and (c) \$12,600 for VPN licenses.

Supplies and materials: (a) \$20,000 for bedding supplies for emergency sheltering of staff; (b) \$162,100 for food ration packages and drinking water for sheltering of staff during a pandemic.

Furniture and equipment: (a) \$1,500 for pocket computers (Blackberrys) for physician communication; (b) \$20,000 for 10 satellite telephones for the USG and Deputies; (c) \$125,500 for VPN server and access for telecommuting staff; (d) \$34,400 for additional videoconferencing equipment; (e) \$15,600 for additional audio conferencing equipment; (f) \$7,600 for remote control unit to control heating, ventilation and air conditioning systems at the Palais; and (g) \$68,000 for surgical masks for staff and dependants.

**United Nations Office in Vienna**

*(Total requirements: \$530,000)*

Contractual services: (a) \$10,000 to design a dedicated website to provide information to staff; (b) \$8,000 for staff website maintenance and backstopping; (c) \$5,000 to develop a Standard Operating Procedure (SOP) on critical functions to ensure business continuity; and (d) \$18,000 for engineering Citrix and Novell applications to enable telecommuting.

General operating expenses: (a) \$20,000 for Citrix licenses to enable telecommuting; (b) \$30,000 for Windows licenses for telecommuting; (c) \$47,000 for RSA tokens and licenses for secure telecommuting; and (d) \$20,000 for technician licenses for GoToAssist for remote support for telecommuting.

Supplies and materials: (a) \$6,000 for back-up tapes to store existing IT files; (b) \$56,000 for servers to enable telecommuting; (c) \$80,000 for upgrade of backup robot (to enable remote backup of data on tapes); (d) \$100,000 for upgrading LAN connectivity in Vienna International Centre auxiliary buildings; (e) \$40,000 for 20 notebook computers for telecommuting of senior personnel; and (f) \$90,000 for Cisco switch modules, router modules and microwave link equipment.



United Nations Office in Nairobi

(Total requirements: \$736,800)

General temporary assistance: (a) \$55,100 for two assistants in the pandemic preparedness secretariat for 12 months (each assistant for six months at \$55,100/year); and (b) \$95,800 for a coordination specialist in the pandemic preparedness secretariat for six months.

Contractual services: (a) \$17,500 for WHO/FAO training of avian influenza secretariat staff; and (b) \$28,500 training of critical staff.

General operating expenses: (a) \$6,400 for internet connectivity and computer maintenance for avian influenza secretariat; (b) \$1,400 for lease of network printer; (c) \$2,600 for booklets and posters for awareness campaign; (d) \$900 for official transport and after-hours travel from office; and (e) \$2,600 for international and local calls of avian influenza secretariat.

Supplies and materials: (a) \$75,000 for Tamiflu; (b) \$36,000 for seasonal influenza vaccine; (c) \$96,700 for personal protective equipment (PPE) for staff at high risk of occupational exposure; (d) \$127,000 for surgical masks for staff and dependants; (e) \$1,200 for medical supplies (needles and syringes) and for office supplies for the avian influenza secretariat; (f) \$105,000 for food, water, bedding and sanitation for sheltering of staff; (g) \$1,200 for four digital pulse oxymeters for emergency treatment in the UNON fever clinic; (h) \$1,000 for four perfusor sets for intravenous emergency treatment in the UNON fever clinic; and (i) \$14,000 for four ventilators for emergency treatment in the UNON fever clinic.

Furniture and equipment: (a) \$7,400 for chairs and desks for avian influenza secretariat; (b) \$10,900 for computers for avian influenza secretariat; (c) \$9,200 for laptops for critical staff; (d) \$6,000 for 17 telephone headsets for avian influenza secretariat and critical staff; (e) \$2,400 for 17 mobile telephones for avian influenza secretariat and critical staff; (f) \$5,600 for telephone sets; (g) \$9,200 for 17 radio handsets for avian influenza secretariat and critical staff; (h) \$1,900 for diesel for emergency power; (i) \$1,300 for petrol/gasoline for emergency transport; and (j) \$15,000 to construct a dedicated storage area with distribution points for storage and distribution of pandemic supplies.

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