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INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

OPPBA
EOSG

TO: Mr. Vijay Nambiar, Chef de Cabinet
A: Executive Office of the Secretary-General

DATE: 25 November 2008

FROM: Jun Yamazaki
DE: Assistant Secretary-General, Controller

SUBJECT: **Status of allotment and projected travel requirements**
OBJET: **for the Executive Office of the Secretary-General**

DEC - 2 2008
28-13968
EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

1. I refer to your memorandum dated 7 November 2008 on the above mentioned subject in which you have requested that an additional allotment in the amount of $523,611.59 be made available to the Executive Office of the Secretary-General to cover the travel expenses of the Secretary-General and the Deputy Secretary-General through December 2008. I have carefully reviewed your request and have the following comments and observations.

2. To date, EOSG has been provided with a total amount of $991,900 ($214,000 for RC 6075 and $777,900 for RC 6080) to cover the travel expenses of the Secretary-General and the Deputy Secretary-General. Part of these funds has been provided through the redeployment of operational funds allocated for 2008 to: (a) the Committee for Programme and Coordination ($200,000) and (b) the Internal Audit Advisory Committee ($291,900). It should be noted that the redeployments are temporary in nature as the offices concerned would most likely require these funds for their programme delivery.

3. The balance of $500,000 has been made available by bringing forward the provisions provided under the two responsibility centres for 2009. After the redeployment, the total amount that would be available to EOSG for travel for all of 2009 amounts to $700,100. Based on the projected overall requirements of $2,682,100 for travel in 2008 and assuming that the level of travel expenditure would be at the same level, there would be a shortfall of $1,982,000 in 2009 in addition to the shortfall in the current year.

4. Under the circumstances, a longer term solution to address the chronic shortfall in travel funds in the EOSG would need to be identified. I am ready at your convenience to further discuss this issue.

5. In the interim, OPPBA will continue to identify unencumbered resources from other offices and make them available to EOSG in order to meet its immediate travel requirements.

cc:Ms. Kane
Mr. Issa