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Our Ref: ICCM resource mobilization – SAICM Secretariat

24 November 2020

**Subject:** Invitation to contribute to the Strategic Approach and the sound management of chemicals and waste beyond 2020

Dear Madam/Sir,

I have the pleasure to refer to the Strategic Approach to International Chemicals Management, a global multi-stakeholder and multi-sectoral policy framework aimed at minimizing the significant adverse effects of chemicals on human health and the environment by 2020. We have reached a critical moment to continue the momentum and commitment built towards meeting the Strategic Approach 2020 goal and to support stakeholders in the intersessional process considering the Strategic Approach and the sound management of chemicals and waste beyond 2020.

As you may be aware, due to the ongoing COVID-19 pandemic and the uncertainties regarding its medium- and long-term development, the necessity to postpone the Fifth International Conference on Chemicals Management (ICCM5), which had been planned to take place from 5 to 9 October 2020 was recently announced. The Conference will now take place from 5-9 July 2021 in Bonn, Germany.

Today, we need to address the COVID-19 pandemic and protect the health of citizens everywhere. This, however, does not mean forgetting about other pressing global challenges. We continue to need an enhanced framework for managing chemicals and waste internationally. According to the World Health Organization chemical pollution kills almost 1.6 million people per year. That means every day about 4,300 people die because they are exposed to hazardous chemicals. Our previous collective efforts have not been successful enough in reducing that number. We will work hard to maintain the momentum and get agreement on the future framework, building upon the unique SAICM multi-stakeholder approach and the good work done to date.

Postponing the ICCM5 from October 2020 to July 2021 will provide negotiators with more time to develop the beyond 2020 instrument. To this end, the SAICM Secretariat has explored options to maintain dialogue and make further progress in the meantime. Further information on the virtual intersessional work is available on the SAICM website.

As you may be aware the Strategic Approach Open-Ended Working Group held in March 2019, in Montevideo, Uruguay approved a 2019-2020 budget<sup>1</sup>. Contributions received in 2019 and 2020 have been used to support developing countries in preparatory work and will be used to support the Secretariat's work in 2020 to convene virtual meetings and online consultations.

I would like to draw your attention that I have circulated a draft decision under a silent procedure authorizing me in consultation with the Bureau, to enable ICCM to take a limited number of procedural decisions on organizational, administrative and budgetary matters in order to ensure that continuation of its mandated activities and those of the Secretariat. The proposed 2021 budget as presented in the Annex to this letter will be circulated for a silent procedure by the end of November 2020.

To: SAICM stakeholders

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<sup>1</sup> [http://www.saicm.org/Portals/12/Documents/meetings/OEWG3/doc/OEWG3-8\\_e.pdf](http://www.saicm.org/Portals/12/Documents/meetings/OEWG3/doc/OEWG3-8_e.pdf)



Secretariat for the  
Strategic Approach  
to International  
Chemicals Management



Below is a brief overview of upcoming events and activities that require financial support for the 2021 period for your consideration:

1. Fourth meeting of the intersessional process, tentatively scheduled for February/March 2021;
2. Regional meetings, tentatively scheduled between April – June 2021;
3. Fifth session of the International Conference on Chemicals Management, scheduled from 5 to 9 July 2021 in Bonn, Germany; and,
4. SAICM Secretariat core functions and operating costs.

We are ever grateful and would like to thank our donors for the contributions received to-date. To ensure that the momentum we have built since the 2006 Dubai Declaration continues beyond 2020, we would kindly invite all stakeholders in a position to do so to contribute to the cost of these important Strategic Approach efforts.

You are invited to address your pledges to the UNEP SAICM Secretariat ([saicm.chemicals@un.org](mailto:saicm.chemicals@un.org)) with copy to me. UNEP will subsequently provide you with the invoice for the payment.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "G. Sahler".

Ms. Gertrud Sahler  
President of ICCM5

**Annex A**  
Proposed 2021 Budget<sup>1</sup>

<i>Budget item</i>	<i>Breakdown</i>	<i>Amount (in USD)</i>		
		<i>OEWG3 Approved 2020 budget</i>	<i>Revised 2020 budget</i>	<i>Proposed 2021 budget</i>
<b>Meetings of the Conferences bodies</b>				
Fifth meeting of the International Conference on Chemicals Management (ICCM5)	(Meeting costs: 848 483, travel costs: 1 294 601)	1 450 000	0	2 143 084
Fourth session of the intersessional process (IP4) (6 days)	(Meeting costs: 110 500, travel costs: 149 607)	200 000	0	260 107
Regional meetings (2 – 3 days)	(Meeting costs: 231,800, travel costs: 398 200)	0	0	630 000
Bureau meeting <sup>2</sup> (3 days)	(Meeting costs: 3 000, travel costs: 27 500)	28 250	0	30 500
Bureau meeting <sup>3</sup> (3 days)	(Meeting costs: 3 000, travel costs: 27 500)	0	0	30 500
Expert meetings to implement the intersessional process	Virtual <sup>4</sup>	0	0	0
<b>Subtotal</b>		<b>1 678 250</b>	<b>0</b>	<b>3 094 191</b>
<b>Secretariat</b>				
Secretariat	P5 – SAICM Coordinator <sup>5</sup>	0	0	0
	P4 – Programme management officer	289 563	196 988	206 838
	P3 – Programme management officer	238 707	311 960	327 558
	P3 – Programme management officer <sup>6</sup>	0	190 005	199 505
	P3 – Programme management officer <sup>7</sup>	238 707	0	0
	P2 – Associate programme officer <sup>8</sup>	196 368	0	198 000
	P2 – Junior professional officer <sup>9</sup>	0	0	0
	G4 – Administrative support staff	183 441	149 985	157 484

<sup>1</sup> It should be noted that the proposed budget is subject to change as it will depend on different factors including, host country contributions to the meeting(s), whether back to back meetings are held, and so on.

<sup>2</sup> To be decided.

<sup>3</sup> To be decided.

<sup>4</sup> To be decided.

<sup>5</sup> The P5 SAICM Coordinator is provided by the United Nations Environment Programme (UNEP).

<sup>6</sup> The P3 position was included in September 2019 to support the logistics for SAICM meetings originally planned for 2020 although it was not part of the 2019 – 2020 budget approved by the third session of the Open-Ended Working Group in April 2019.

<sup>7</sup> Position financed by the GEF project on knowledge management.

<sup>8</sup> Position presently financed by the GEF project.

<sup>9</sup> JPO positive by the Government of Germany.

<i>Budget item</i>	<i>Breakdown</i>	<i>Amount (in USD)</i>		
		<i>OEWG3 Approved 2020 budget</i>	<i>Revised 2020 budget</i>	<i>Proposed 2021 budget</i>
	G4 – Administrative support staff <sup>10</sup>	183 441	0	0
<b>Subtotal</b>		<b>1 330 227</b>	<b>848 938</b>	<b>1 089 385</b>
<b>Additional support to the Secretariat</b>				
Secretariat support	Personnel costs to support the work of the Secretariat in the lead up to ICCM5	60 000	240 000	240 000
<b>Subtotal</b>		<b>60 000</b>	<b>240 000</b>	<b>240 000</b>
<b>Publications, outreach and communications</b>				
Outreach and communications	Website, corporate materials, outreach events, outreach and communications strategy	19 200	19 200	60 000
<b>Subtotal</b>		<b>19 200</b>	<b>19 200</b>	<b>60 000</b>
<b>Operating costs</b>				
Operating costs	Office rental and premises and equipment	20 200	61 000	72 050
<b>Subtotal</b>		<b>20 200</b>	<b>61 000</b>	<b>72 050</b>
Secretariat staff travel cost	IP4	0	0	27 352
	ICCM5	0	0	0
	Travel of Secretariat staff on official business	60 000	0	60 000
<b>Subtotal</b>		<b>60 000</b>	<b>0</b>	<b>87 352</b>
<b>Subtotal</b>			<b>1 169 138</b>	<b>4 642 978</b>
Contingency	(5 per cent of total budget)	0	58 457	232 149
Evaluation		30 000	0	50 000
<b>Programme Support Costs (13%)</b>		<b>415 757</b>	<b>159 588</b>	<b>640 266</b>
<b>Grand total</b>		<b>3 613 884</b>	<b>1 387 183</b>	<b>5 565 393</b>

<sup>10</sup> Position financed by the GEF project on knowledge management.

**Annex B**

Explanation on the main differences between the approved 2020 budget and the proposed 2021 budget

	<b>2020 Budget approved at OEWG3</b>	<b>Revised 2021 budget</b>	<b>Comments</b>
<b>TOTAL</b>	<b>3 613 884</b>	<b>5 565 393</b>	
ICCM5	1 450 000	2 143 084	The original budget was underestimated at ICCM5. The 2021 budget includes travel costs for 400 participants, including a ten percent increase in air ticket costs anticipated due to Covid-19. It also includes a projection of meeting costs that is not covered by the venue costs and a revised budget provided by Conference Services of USD 788,000.
IP4	200 000	260 107	The 2021 budget includes travel costs <sup>11</sup> for 40 participants, including a ten percent increase in air ticket costs anticipated due to Covid-19. It also includes meeting costs
Regional meetings	0	630 000	The regional meetings planned in 2019 did not take place. These have been costed in 2021 at USD 630,000 USD if the meetings are held in person.
Secretariat	1 330 227	1 089 385	A number of Secretariat staff are financed by the SAICM GEF project. A P3 position was introduced in September 2019 to support the logistics for upcoming SAICM meetings in 2020. It is not part of the 2019-2020 budget approved at OEWG3 in April 2019.
Additional support to the Secretariat	60 000	240 000	USD 120,000 has been spent in Q1/Q2 2020 to provide substantive and outreach and communications support the preparations of the IP process and ICCM5. Based on the 6-monthly expenditure, USD 240,000 has been budgeted annually for 2020 and 2021.
Communications	19 200	60 000	Targeted communications and outreach support towards ICCM5.
Operating costs	20 200	72 050	Includes rental costs and IT costs for staff and consultants.
Staff travel on official business	60 000	87 352	Includes staff travel costs of SAICM Secretariat to IP4 in case they are not covered by the Host Country.
Contingency	0	232 149	A 5% contingency of all direct costs in 2020 and 2021.
Evaluation	30 000	50 000	USD 50,000 has been budgeted noting that the UNEP Evaluation Office recommends a budget range of USD 50,000 – USD 70,000 for projects more than USD 1 million.
Programme support costs	415 757	640 266	13% PSC is calculated on the direct cost of the budget for each year. The higher the direct cost, the PSC increases proportionally.

<sup>11</sup> Travel costs include ticket costs, DSA and terminal expenses.