



# CONVENTION ON MIGRATORY SPECIES

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Agenda Item 14.3

## PROPOSED BUDGET FOR THE TRIENNIUM 2015–2017

### Summary:

This document contains the proposed budget of the Convention on the Conservation of Migratory Species of Wild Animals for the triennium 2015–2017. The proposed budget has been prepared by the Executive Secretary for consideration by the Conference of the Parties at its 11<sup>th</sup> Session.

The document should be considered in conjunction with: UNEP/CMS/COP11/Doc.14.1 on the execution of the CMS budget during the 2012–2014 triennium; UNEP/CMS/COP11/Doc.14.2 on the Costed Programme of Work for the triennium 2015–2017; and UNEP/CMS/COP11/Doc.14.4 on resource mobilization.

### Summary of Revisions Introduced on 16 October to the original document UNEP/CMS/COP11/Doc. 14.3 of 1 August 2014

#### Changes Introduced to Annex I:

- figures are in Euros.

#### Changes Introduced to Annex II

- figures are in Euros;
- Addition of Kyrgyzstan which was erroneously omitted;
- “Adjusted Scale” for the Cook Islands corrected;
- Adjusted proposed contributions of all Parties to reflect the introduction of Kyrgyzstan and the correction to the “Adjusted Scale” for the Cook Islands.

## **PROPOSED BUDGET FOR THE TRIENNIUM 2015–2017**

*(Note by the Executive Secretary)*

### **I. Introduction**

1. The present document responds to Resolution 10.1, Annex IV, Paragraphs 12-14 of the Conference of the Parties (COP), whereby it was decided that a triennial budget proposal shall be provided by the Secretariat and made available to Parties 90 days prior to the Meeting of the COP.

2. Cognizant of the prevailing financial constraints faced by Governments, the Executive Secretary has prepared three budget proposals aimed at keeping increases to an absolute minimum while paying the utmost attention to ensuring that resources are used in the most economic and effective manner possible.

3. In developing his budget proposals, the Executive Secretary has been guided by the imperative to focus the Secretariat's efforts on maximizing support for the implementation of the Convention's objectives. To this end, the Executive Secretary has aligned the resources of the Secretariat to deliver on the following strategic objectives:

- (a) **IMPLEMENTATION SUPPORT:** providing seed money for activities and making staffing adjustments to support the implement the Convention's objectives and relevant resolutions;
- (b) **PROMOTING SYNERGIES WITHIN CMS AND THE CMS FAMILY:** Maximizing synergies for the propose of creating greater resource efficiency, developing specialization, and redirecting savings and strengthening of resources towards enhancing implementation support;
- (c) **PROGRAMATIC PARTNERSHIPS:** Forging strategic partnerships with relevant NGOs and stakeholders and engaging in joint initiatives between UNEP, IGOs, and Multilateral Environmental Agreements with a view to directing collective efforts towards coherent and coordinated approaches to supporting the implementation of the Convention;
- (d) **SCIENTIFIC INFORMATION AND MONITORING:** Coordinating research and leveraging the knowledge and expertise of the Scientific Council and key partners to provide the COP with sound and timely scientific advice for decision-making;
- (e) **INFORMATION AND OUTREACH:** Raising the Convention's profile by expanding membership throughout the CMS Family as well as utilizing modern technologies and media networks to provide access to authoritative information to promote the implementation of the Convention's objectives;
- (f) **STRATEGIC PARTNERSHIPS:** Developing long-term strategic partnerships with key donors and other funding institutions with a view to ensuring that the priority programmes of the CMS Family receive adequate and predictable resources; and

- (g) **CAPACITY BUILDING:** Developing enabling tools and technical assistance programmes to assist Parties to implement the Convention and for new Parties to accede to the Convention.

4. In addition, the Executive Secretary is implementing a number of measures to enhance the efficiency of the Secretariat's operations and to maximize the effectiveness of the resources entrusted to it. These measures include:

- (a) Optimizing the use of the travel budget by instituting quarterly CMS Family-wide travel plans which are reducing travel costs by: (a) enabling joint representation at meetings by the staff of the CMS Family; and (b) realizing significant savings in travel costs by purchasing tickets well in advance of travel dates;
- (b) Making greater use of technology including: the use of online workspaces for collaboration; internet-based communication technologies for virtual meetings; and the database technologies underlying the new website for facilitating access to the CMS Family's data; and
- (c) Enhancing the knowledge and skills of the staff of the CMS Family, particularly by ensuring that all staff undergo the mandatory United Nations training and are provided with opportunities to further develop their skills.

## **II. Proposed Budget**

5. Three scenarios have been presented in Annex I for the 2015–2017 triennium namely: (i) a zero real growth scenario (Scenario 1); (ii) a 3% real growth scenario (Scenario 2); and (iii) a 5% real growth scenario (Scenario 3). All scenarios incorporate a 2% year-on-year inflation rate which takes into account the impact of inflation on statutory staff costs such as post adjustment and other entitlements as well as normal within-grade salary increments and revisions. The three scenarios build on each other with Scenarios 2 and 3 providing the incremental costs of the additional activities proposed.

### **Key Benefits of the Scenarios Proposed**

6. Table 1 provides the key benefits of each of the scenarios proposed. While mindful of the prevailing economic climate, the Executive Secretary is of the view that the modest increase in the budget proposed in Scenario 3 would yield the greatest impact for the Convention as it would enable the Secretariat to concentrate its efforts on implementing the priorities of Parties. Under Scenario 1, the Secretariat would need to expend enormous efforts mobilizing extra-budgetary resources before embarking on implementation. Under this scenario, the difficulty in mobilizing voluntary contributions under the present economic conditions is likely to seriously jeopardize the successful implementation of the programme. Although Scenario 2 provides seed funding to enable the Secretariat to initiate implementation in a number of key priority areas, the annual allocations for activities are still quite modest. It is therefore worth noting that in monetary terms, the difference in cost between Scenarios 1 and 3 is €388,002 (or €129,334 annually), which when divided among the 120 Parties to the Convention, would result in small increases in each Party's contribution (refer to Annex II), but would go a long way towards equipping the Secretariat to carry out its functions and to catalyse additional resources for programme implementation.

**Table 1**  
**Key Benefits of Proposed Scenarios**

Scenario 1 (zero real growth) €7,760,890	✓ 50% P-2 position to support implementation of the Central Asian Mammals Initiative; ✓ €60,000 allocated for implementation support activities; ✓ P-2 position <sup>1</sup> for the further development of ICT tools (new website; e-community; national reporting tool etc.); ✓ €19,500 for ICT tools and the website; ✓ €35,400 invested in Staff Development.
Scenario 2 (3% growth) €7,993,630	✓ €90,000 (additional €30,000) for implementation support activities; ✓ €45,000 for the Strategic Plan; ✓ 25% P-3 position to support joint CMS-Family communication and outreach activities; ✓ €5,800 for joint communication and outreach activities; ✓ €50,000 for the analysis of national reports; ✓ €15,000 for capacity building activities.
Scenario 3 (5% growth) €8,148,892	✓ €180,000 (additional €90,000) for implementation support activities; ✓ €35,800 (additional €30,000) for joint communication and outreach activities; ✓ €32,400 (additional €17,400) for capacity building activities.

<sup>1</sup> Position approved for voluntary funding in Annex II to Resolution 10.1

## Scenario 1

7. Under Scenario 1, the Secretariat aims to regularize the ad hoc arrangements that have been in place during the 2012–2014 triennium to staff the Secretariat using the resources available from the core budget. As shown in Table 2, COP10 approved the full-time equivalent of 8.695 professional posts funded from the core budget. In addition, COP10 provided resources to extend the staffing of the Secretariat to service MoUs and approved the establishment of the position of Associate Information Officer to be funded from voluntary contributions.

**Table 2**  
**Professional posts funded from the core budget**

	Level	2012 - 2014		2015 - 2017			
		Core Budget	Core Savings / Future Shape	Total	Core Scenario 1	Core Scenario 2	Core Scenario 3
Executive Secretary	D-1	0.97		0.97	0.97	0.97	0.97
Deputy Executive Secretary	P-5	1		1	1	1	1
Senior Advisor and Head of IOSEA	P-5	0.125		0.125	0.125	0.125	0.125
Head, Aquatic Species	P-4	0.85		0.85	0.85	0.85	0.85
Head, Avian Species	P-4	1		1	1	1	1
Scientific Advisor	P-4	1		1	1	1	1
Head, Capacity Building	P-4	1		1	1	1	1
Programme Office, Information, Communication and Outreach	P-3				0.25	0.25	
Ass. Partnerships and Fundraising Officer	P-2	1		1	1	1	1
Ass. Programme Officer, Washington	P-2	0.5		0.5	0.5	0.5	0.5
Ass. Marine Mammals Officer	P-2	0.25		0.25	0.25	0.25	0.25
Ass. Programme Officer (Terrestrial)	P-2	1		1	1	1	1
Ass. Programme Officer (Central Asia) <sup>1</sup>	P-2		1	1	0.5	0.5	0.5
Ass. Information Officer <sup>2</sup>	P-2		1	1	1	1	1
Ass. Programme Officer (Agreements and COP Servicing) <sup>3</sup>	P-2		1	1			
<b>Total Professional Posts</b>		<b>8.695</b>	<b>3</b>	<b>11.695</b>	<b>10.195</b>	<b>10.445</b>	<b>10.445</b>

<sup>1</sup>Core funded since 1 October 2013; <sup>2</sup>Core funded since 14 September 2012; <sup>3</sup>Core funded since 3 January 2013

8. During the initial part of the previous triennium, the Secretariat was able to strengthen its staff capacity, particularly with respect to agreement implementation and its capacity to exploit modern technologies for the revamped website as well as other internet-based communication platforms through support from Governments that provided the Secretariat with Junior Professional Officers. With the endorsement of the Standing Committee and / or

its Chair (as appropriate), the Secretariat has been able to utilize the core resources provided in the approved budget, including savings arising mainly from vacancies, to extend these staffing arrangements until the end of the current triennium—effectively, the Secretariat was able to increase its staffing complement by the equivalent of 3 P-2 positions during the triennium. With the expiry of these arrangements at the end of 2014, the Secretariat stands to lose a significant proportion of its current staff capacity.

9. Within the zero growth proposal under this scenario, the Secretariat proposes normalizing some of these ad hoc staffing arrangements through the provision of core funding for the P-2 Associate Information Officer position that was established by COP10 for voluntary funding and for a part-time (50%) P-2 Associate Programme Officer position to continue the implementation support activities for terrestrial species programme, particularly the Central Asian Mammals Initiative. Although Scenario 1 would effectively result in a reduction in the Secretariat's present staff capacity by the equivalent of 1½ full time positions (see Table 2: from 11.695 in the current triennium to 10.195 under Scenario 1), the 1½ positions proposed would equip the Secretariat with the critical mass required to maintain and enhance the new website and to successfully deliver on the terrestrial species implementation support programme.

10. In terms of non-staff costs, under this scenario, priority has also been given to implementation support activities and to the maintenance of the new website. In this regard, a triennial allocation of €20,000 has been made for implementation support activities for each of the Aquatic, Avian and Terrestrial Species Programmes. In addition, €19,500 has been allocated for the maintenance and enhancement of the new website. Mindful of the reform of the Scientific Council, the real growth allocation for the meeting of the Council remains unchanged from the previous triennium. However, the allocation has been equally apportioned to the first and second years of the forthcoming triennium as it is anticipated that the restructured Council would require smaller meetings of regional representatives that would meet more frequently within the triennium. With the savings realized from the restructuring of the Council, the Secretariat proposes that this allocation also be used to enable the Chair of the Council to attend one meeting of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) annually.

11. With respect to operating costs, the real growth allocations for “Communication costs (telephone, fax)” and “Postage and courier” have been combined into one line – “Communication and Courier Services” – to reflect the changing nature of communication costs, whereby the use of traditional postal services is increasingly being replaced by a commensurate shift towards modern telecommunication services. Recognizing the importance of investing in staff and organizational development, the Secretariat proposes allocating €35,400 for this purpose. This provision is intended to respond to the United Nations learning and development policy's requirement that all staff engage in a minimum of five days of learning development annually. In addition, the resources will be used to enable the periodic holding of retreats to enable the CMS Family to be more strategic and coherent in the delivery of its programmes as well as to foster cohesiveness and collaboration among the CMS Family.

## **Scenario 2**

12. Scenario 2 proposes a 3% increase over the zero real growth proposal in Scenario 1. Building on the successful pilot phase of the initiative to enhance synergies within the CMS Family, the Secretariat proposes formalizing this arrangement through the establishment of a

common Information Management, Communication and Outreach Unit. The pilot demonstrated the potential of leveraging pooled resources to delivering a more strategic and coherent programme. Under the pilot, CMS (1xP2; 1xG7 and 1xG4 (50%)) and AEWA (1xP2 and 1xG4) contributed staff to a common unit servicing the information needs of the entire CMS Family. In order to institutionalize this arrangement, the Secretariat proposes establishing a P-3 position to oversee the programme with 25% of the position funded from the CMS core budget and the remainder funded from the AEWA budget. The proposal would entail upgrading an established P-2 position in AEWA to account for the position's increased portfolio. However, as this proposal would be cost-neutral to AEWA and given that it would yield significant synergies for the CMS Family, it is expected that the AEWA MOP would support this initiative. As such, the 25% contribution from CMS for this position is budgeted from 2016 onwards to enable AEWA MOP6 to consider the proposal in November 2015.

13. Also under this scenario, the Secretariat proposes allocating non-staff costs to a number of high priority activities that will be of critical importance to the Convention in the forthcoming triennium. Specifically: (a) €45,000 for the further development of the Strategic Plan, in particular the development of indicators and a companion volume; (b) €30,000 for additional implementation support activities (i.e. an additional €10,000 in 2015 for each of the species programmes); (c) €50,000 for the analysis of national reports; (d) €5,800 for the implementation of information and outreach activities; and (e) €15,000 to initiate capacity-building activities.

### **Scenario 3**

14. Under Scenario 3 (5% zero real growth increase, 2% over the Scenario 2 proposal), the Secretariat proposes further strengthening its capacity for implementation support with an additional triennial allocation of €30,000 (over the Scenario 2 option) for activities in each of the Aquatic, Avian and Terrestrial Species Programmes. Effectively, this would bring the annual allocation for each of the species programmes to €20,000 which, although small, would provide seed funding to kick-start activities. Also under this scenario, the triennial allocation for communication and outreach would be increased by €30,000 bringing the total allocation to €35,800 and the allocation for capacity building activities would be increased by €17,400 bringing the total triennial allocation to €32,400.

### **III. Issues Requiring Further Consideration**

15. In Annex IV to Resolution 9.14, Parties established the Subcommittee on Finance and Budget. Whereas the resolution stipulates that members of the Subcommittee should meet one day prior to the meetings of the Standing Committee, the resolution does not require that members of the Subcommittee be members of the Standing Committee. As such, securing the participation of non-Standing Committee Members at the half-day meeting of the Subcommittee on Finance and Budget has proven both difficult and costly. In view of this, the Standing Committee has recommended that membership of the Subcommittee be limited to members of the Standing Committee.

16. In the same Annex, Parties requested the Secretariat to provide the Subcommittee with quarterly reports on projected expenditure. Recognizing the enormous workload involved in preparing such comprehensive reports, the Standing Committee decided that the reports be produced every six months and that they be circulated to all members of the Standing

Committee. In line with the executive authority accorded to other Secretariat heads within the UN system, the Executive Secretary believes that these reports should be simplified further and that, expenditure on staff should be reported against the overall budget provided for staffing the Secretariat. In this regard, Parties may wish to accord the Executive Secretary greater flexibility on the use of the staff resources provided to the Secretariat, in particular, to use opportunities provided by vacancies to strengthen the capacity of the Secretariat, including through structural change, provided such changes are within the overall budget. This authority would enable the Executive Secretary to more efficiently allocate the resources provided to better respond to operational requirements and programme priorities.

17. In Resolution 10.1, operational paragraph 25, Parties requested for a review of the grading of the Secretariat's posts. Following consultations with the United Nations Office at Nairobi (UNON), Human Resource Management Service, it emerged that such a review would cost approximately US\$30,000. In view of resource constraints, the Secretariat has not been able to undertake the review during the current triennium. However, Parties may wish to request the Secretariat to request UNEP's assistance in undertaking the review during the forthcoming triennium.

18. The changes noted in this section have been incorporated in the draft Resolution contained in Annex III and the revised Terms of Reference for the Subcommittee on Finance and Budget contained in Annex III (C).

#### IV. Methodology and Assumptions

19. The figures used in calculating staff costs are provided in table 3 below:

Table 3  
**Standard Staff Costs**

<i>Level</i>	<i>Duty Station</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>
D-1	Bonn	175 045	178 546	182 116
P-5	Bonn	157 059	160 200	163 404
P-4	Bonn	143 264	146 129	149 051
P-3	Bonn	116 800	119 136	121 519
P-2	Bonn	90 203	92 007	93 847
P-2	Washington	90 203	92 007	93 847
G-6/G-7	Bonn	82 775	84 430	86 119
G-4/G-5	Bonn			
		64 310	65 596	

20. The standard costs in Table 3 are based on the standard costs used in the 2012 – 2014 triennium, incremented by 2% annually to account for the impact of inflation on statutory staff costs such as post adjustment and other entitlements as well as normal within-grade salary increments and revisions. These cost increases result from United Nations system-wide standards, directives and calculations that are promulgated through the International Civil Service Commission (ICSC) and as such, are non-discretionary.

21. In accordance with the United Nations General Assembly Resolution 35/217 of 17 December 1980, the United Nations Environment Programme (UNEP) charges a 13% fee on Trust Fund expenditure for administering the Convention Secretariat. The General Assembly resolution is intended to ensure that the core resources provided to UN organizations are not diverted away from the core mandates approved by their legislative organs towards administering or implementing extra-budgetary activities. In the case of UNEP, the Executive

Director has decided to return 67% of the 13% PSC charged on the expenditure of all the funds in the CMS Family to help cover the direct costs of the CMS Secretariat's administrative support services. These resources are currently used to fund one professional level position (Administrative and Finance Management Officer, P-4) and five General Service positions (one located in Abu Dhabi and four located in Bonn).

## **V. Contributions**

22. Parties' assessed contributions for each of the budget scenarios are contained in Annex II. The contributions are based on the United Nations scale of assessments for the apportionment of the expenses of the United Nations adopted by the General Assembly in resolution 67/238 on 24 December 2012. The scale has been adjusted to reflect the fact that not all United Nations Member States are Party to the Convention.

## **VI. Possible Action by the Conference of the Parties**

23. The COP is requested to review and adopt a budget for the triennium 2015-2017. To this end, a draft resolution is provided in Annex III to the present document.



**Annex I**  
**Proposed Budget Scenarios for the 2015 – 2017 Triennium** (all figures in Euros)

	Scenario 1 Zero Real Growth Scenario				Scenario 2 3% Growth - Additional Activities				Scenario 3 5% Growth - Additional Activities			
	2015	2016	2017	Total	2015	2016	2017	Total	2015	2016	2017	Total
<b>Executive Direction and Management</b>												
1 Executive Secretary <sup>1</sup> , 97%	169 794	173 190	176 653	519 637								
2 Deputy Executive Secretary	157 059	160 200	163 404	480 663								
3 Personal Assistant to the Executive Secretary	82 775	84 430	86 119	253 324								
4 Secretary to Deputy Executive Secretary, 50%	32 155	32 798	33 454	98 407								
5 Strategic Plan (Indicators, Companion Volume etc.)					15 000	15 000	15 000	45 000				
	<b>441 783</b>	<b>450 618</b>	<b>459 630</b>	<b>1 352 031</b>	<b>15 000</b>	<b>15 000</b>	<b>15 000</b>	<b>45 000</b>				
<b>Implementation Support</b>												
<b>Aquatic Species</b>												
6 Head, Aquatic Species <sup>1</sup> , 85%	121 774	124 210	126 694	372 678								
7 Associate Marine Mammals Officer <sup>1</sup> , 25%	22 551	23 002	23 463	69 016								
8 Senior Advisor <sup>2</sup> , approx 12.5%	20 376	20 376	20 376	61 128								
9 Implementation Activities	6 700	6 700	6 600	20 000	10 000			10 000	10 000	10 000	10 000	30 000
<b>Avian Species</b>												
10 Head, Avian Species	143 264	146 129	149 051	438 444								
11 Implementation Activities	6 700	6 700	6 600	20 000	10 000			10 000	10 000	10 000	10 000	30 000
<b>Terrestrial Species</b>												
12 Head <sup>3</sup> , Terrestrial Species												
13 Associate Programme Officer	90 203	92 007	93 847	276 057								
14 Associate Programme Officer (CAMI), 50%	45 102	46 004	46 924	138 030								
15 Implementation Activities	6 700	6 700	6 600	20 000	10 000			10 000	10 000	10 000	10 000	30 000
	<b>463 370</b>	<b>471 828</b>	<b>480 155</b>	<b>1 415 353</b>	<b>30 000</b>			<b>30 000</b>	<b>30 000</b>	<b>30 000</b>	<b>30 000</b>	<b>90 000</b>
<b>Scientific Advisory Services</b>												
16 Scientific Advisor	143 264	146 129	149 051	438 444								
	<b>143 264</b>	<b>146 129</b>	<b>149 051</b>	<b>438 444</b>								
<b>Conferences and Support Services</b>												
17 Head <sup>3</sup>												
18 Programme Assistant	64 310	65 596	66 908	196 814								
19 Secretary, 50%	32 155	32 798	33 454	98 407								
20 Clerk, 50%	32 155	32 798	33 454	98 407								
21 Secretary, 50%	32 155	32 798	33 454	98 407								
22 Secretary, 50%	32 155	32 798	33 454	98 407								
	<b>192 930</b>	<b>196 788</b>	<b>200 724</b>	<b>590 442</b>								
<b>Resource Mobilization and Interagency Affairs</b>												
23 Associate Partnerships and Fundraising Officer	90 203	92 007	93 847	276 057								
24 Associate Programme Officer, Washington, 50%	45 102	46 004	46 924	138 030								
	<b>135 305</b>	<b>138 011</b>	<b>140 771</b>	<b>414 087</b>								
<b>Information Management, Communication and Outreach</b>												
25 Programme Officer, 25%						29 784	30 380	60 164				
26 Associate Information Officer <sup>4</sup>	90 203	92 007	93 847	276 057								
27 Senior Information Assistant	82 775	84 430	86 119	253 324								
28 Administrative Assistant	64 310	65 596	66 908	196 814								
29 ICT Tools, Website Development and Maintenance	6 500	6 500	6 500	19 500								
30 Analysis of National Reports							50 000	50 000				
31 Communication and Outreach Activities					5 800			5 800	10 000	10 000	10 000	30 000

	Scenario 1				Scenario 2				Scenario 3			
	Zero Real Growth Scenario				3% Growth - Additional Activities				5% Growth - Additional Activities			
	2015	2016	2017	Total	2015	2016	2017	Total	2015	2016	2017	Total
<b>Capacity Building</b>	<b>243 788</b>	<b>248 533</b>	<b>253 374</b>	<b>745 695</b>	<b>5 800</b>	<b>29 784</b>	<b>80 380</b>	<b>115 964</b>	<b>10 000</b>	<b>10 000</b>	<b>10 000</b>	<b>30 000</b>
32 Head, Capacity Building	143 264	146 129	149 051	438 444								
33 Secretary, 50%	32 155	32 798	33 454	98 407								
34 Capacity Building Activities					5 000	5 000	5 000	15 000	5 800	5 800	5 800	17 400
	<b>175 419</b>	<b>178 927</b>	<b>182 505</b>	<b>536 851</b>	<b>5 000</b>	<b>5 000</b>	<b>5 000</b>	<b>15 000</b>	<b>5 800</b>	<b>5 800</b>	<b>5 800</b>	<b>17 400</b>
<b>Servicing of Governing Bodies</b>												
35 Contractual Services (translation, interpretation, etc.)			289 710	289 710								
36 COP-12 travel of CMS Staff			53 061	53 061								
37 Standing Committee Meetings (delegates etc.)	21 649	22 082		43 731								
38 Scientific Council (delegates, intergov processes etc.)	50 408	50 408		100 815								
	<b>72 057</b>	<b>72 490</b>	<b>342 771</b>	<b>487 317</b>								
<b>Operating Costs</b>												
39 Contractual Services (translation etc.)	74 285	74 285	92 326	240 896								
40 Secretariat Travel	66 326	66 326	63 723	196 375								
41 Staff Development (training, retreats etc.)	15 400	10 000	10 000	35 400								
42 Office Supplies	5 731	5 846	5 962	17 539								
43 Non-expendable Equipment	10 613	10 825	11 041	32 479								
44 Information Technology Services	74 285	75 771	77 286	227 342								
45 Office Automation Services (printer leases, hosting etc.)	10 613	10 825	11 041	32 479								
46 Information Material and Document Production	13 266	13 266	13 266	39 798								
47 Communication and Courier Services	17 935	17 935	17 983	53 853								
48 Miscellaneous	3 290	3 356	3 423	10 069								
49 Hospitality	531	531	531	1 593								
	<b>292 275</b>	<b>288 966</b>	<b>306 582</b>	<b>887 823</b>								
<b>Total</b>	<b>2 160 191</b>	<b>2 192 290</b>	<b>2 515 563</b>	<b>6 868 043</b>	<b>55 800</b>	<b>49 784</b>	<b>100 380</b>	<b>205 964</b>	<b>45 800</b>	<b>45 800</b>	<b>45 800</b>	<b>137 400</b>
<b>Programme Support Costs</b>	<b>280 825</b>	<b>284 998</b>	<b>327 024</b>	<b>892 847</b>	<b>7 332</b>	<b>7 408</b>	<b>12 036</b>	<b>26 776</b>	<b>5 954</b>	<b>5 954</b>	<b>5 954</b>	<b>17 862</b>
<b>Grand Total</b>	<b>2 441 016</b>	<b>2 477 288</b>	<b>2 842 587</b>	<b>7 760 890</b>	<b>63 132</b>	<b>57 192</b>	<b>112 416</b>	<b>232 740</b>	<b>51 754</b>	<b>51 754</b>	<b>51 754</b>	<b>155 262</b>
<b>Total Scenario Cost</b>	<b>7 760 890</b>				<b>7 993 630</b>				<b>8 148 892</b>			

<sup>1</sup> Posts cost shared with the ASCOBANS Secretariat

<sup>2</sup> Post cost shared with IOSEA

<sup>3</sup> Functions performed by the Deputy Executive Secretary

<sup>4</sup> Position approved for funding from voluntary contributions in Annex II to Resolution 10.1

**Annex II**  
**Proposed Contributions Required to Fund the 2015 – 2017 Budget (all figures in Euros)**

Party / Economic Integration Area	UN Scale	Adjusted Scale	Scenario 1				Scenario 2				Scenario 3			
			2015	2016	2017	Total	2015	2016	2017	Total	2015	2016	2017	Total
Albania	0.010	0.0219	535	543	623	1 701	548	555	647	1 750	560	566	658	1 784
Algeria	0.137	0.2997	7 316	7 424	8 519	23 259	7 505	7 596	8 856	23 957	7 660	7 751	9 011	24 422
Angola	0.010	0.0219	535	543	623	1 701	548	555	647	1 750	560	566	658	1 784
Antigua and Barbuda	0.002	0.0044	107	109	125	341	110	112	130	352	112	114	132	358
Argentina	0.432	0.9451	23 070	23 413	26 865	73 348	23 667	23 953	27 927	75 547	24 156	24 442	28 417	77 015
Armenia	0.007	0.0153	373	379	435	1 187	383	388	452	1 223	391	396	460	1 247
Australia	2.074	4.5373	110 755	112 401	128 975	352 131	113 620	114 996	134 076	362 692	115 968	117 344	136 425	369 737
Austria	0.798	1.7458	42 615	43 248	49 625	135 488	43 717	44 246	51 588	139 551	44 621	45 150	52 492	142 263
Bangladesh	0.010	0.0219	535	543	623	1 701	548	555	647	1 750	560	566	658	1 784
Belarus	0.056	0.1225	2 990	3 035	3 482	9 507	3 068	3 105	3 620	9 793	3 131	3 168	3 683	9 982
Belgium	0.998	2.1833	53 294	54 086	62 061	169 441	54 673	55 335	64 516	174 524	55 802	56 465	65 646	177 913
Benin	0.003	0.0066	161	163	188	512	165	167	195	527	169	171	198	538
Bolivia	0.009	0.0197	481	488	560	1 529	493	499	582	1 574	504	509	592	1 605
Bulgaria	0.047	0.1028	2 509	2 547	2 922	7 978	2 574	2 605	3 038	8 217	2 627	2 659	3 091	8 377
Burkina Faso	0.003	0.0066	161	163	188	512	165	167	195	527	169	171	198	538
Burundi	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Cabo Verde	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Cameroon	0.012	0.0263	642	652	748	2 042	659	667	777	2 103	672	680	791	2 143
Chad	0.002	0.0044	107	109	125	341	110	112	130	352	112	114	132	358
Chile	0.334	0.7307	17 836	18 101	20 770	56 707	18 298	18 519	21 592	58 409	18 676	18 897	21 970	59 543
Congo, Republic of	0.005	0.0109	266	270	310	846	273	276	322	871	279	282	328	889
Cook Islands		0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Costa Rica	0.038	0.0831	2 028	2 059	2 362	6 449	2 081	2 106	2 456	6 643	2 124	2 149	2 499	6 772
Côte d'Ivoire	0.011	0.0241	588	597	685	1 870	603	611	712	1 926	616	623	725	1 964
Croatia	0.126	0.2757	6 730	6 830	7 837	21 397	6 904	6 987	8 147	22 038	7 047	7 130	8 290	22 467
Cuba	0.069	0.1510	3 686	3 741	4 292	11 719	3 781	3 827	4 462	12 070	3 859	3 905	4 540	12 304
Cyprus	0.047	0.1028	2 509	2 547	2 922	7 978	2 574	2 605	3 038	8 217	2 627	2 659	3 091	8 377
Czech Republic	0.386	0.8445	20 614	20 920	24 005	65 539	21 147	21 403	24 955	67 505	21 584	21 841	25 392	68 817
Democratic Republic of the Congo	0.003	0.0066	161	163	188	512	165	167	195	527	169	171	198	538
Denmark	0.675	1.4767	36 046	36 582	41 976	114 604	36 979	37 426	43 636	118 041	37 743	38 190	44 401	120 334
Djibouti	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Ecuador	0.044	0.0963	2 351	2 386	2 737	7 474	2 411	2 441	2 846	7 698	2 461	2 491	2 895	7 847
Egypt	0.134	0.2932	7 157	7 263	8 334	22 754	7 342	7 431	8 664	23 437	7 494	7 583	8 816	23 893
Equatorial Guinea	0.010	0.0219	535	543	623	1 701	548	555	647	1 750	560	566	658	1 784
Eritrea	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Estonia	0.040	0.0875	2 136	2 168	2 487	6 791	2 191	2 218	2 586	6 995	2 236	2 263	2 631	7 130
Ethiopia	0.010	0.0219	535	543	623	1 701	548	555	647	1 750	560	566	658	1 784
European Union		2.5000	61 025	61 932	71 064	194 021	62 603	63 361	73 874	199 838	63 897	64 655	75 168	203 720
Fiji	0.003	0.0066	161	163	188	512	165	167	195	527	169	171	198	538
Finland	0.519	1.1354	27 715	28 127	32 274	88 116	28 432	28 776	33 551	90 759	29 019	29 364	34 139	92 522
France	5.593	12.2359	298 677	303 115	347 811	949 603	306 404	310 113	361 568	978 085	312 735	316 445	367 901	997 081
Gabon	0.020	0.0438	1 069	1 085	1 245	3 399	1 097	1 110	1 294	3 501	1 119	1 133	1 317	3 569

Party / Economic Integration Area	UN Scale	Adjusted Scale	Scenario 1				Scenario 2				Scenario 3			
			2015	2016	2017	Total	2015	2016	2017	Total	2015	2016	2017	Total
Gambia	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Georgia	0.007	0.0153	373	379	435	1 187	383	388	452	1 223	391	396	460	1 247
Germany	7.141	15.6225	381 344	387 010	444 077	1 212 431	391 209	395 945	461 641	1 248 795	399 292	404 030	469 728	1 273 050
Ghana	0.014	0.0306	747	758	870	2 375	766	776	904	2 446	782	791	920	2 493
Greece	0.638	1.3958	34 071	34 578	39 676	108 325	34 953	35 376	41 246	111 575	35 675	36 098	41 968	113 741
Guinea	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Guinea-Bissau	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Honduras	0.008	0.0175	427	434	497	1 358	438	444	517	1 399	447	453	526	1 426
Hungary	0.266	0.5819	14 204	14 415	16 541	45 160	14 572	14 748	17 195	46 515	14 873	15 049	17 496	47 418
India	0.666	1.4570	35 565	36 094	41 416	113 075	36 485	36 927	43 054	116 466	37 239	37 681	43 808	118 728
Ireland	0.418	0.9145	22 323	22 655	25 995	70 973	22 900	23 178	27 023	73 101	23 374	23 651	27 497	74 522
Islamic Republic of Iran	0.356	0.7788	19 010	19 293	22 138	60 441	19 502	19 738	23 013	62 253	19 905	20 141	23 416	63 462
Israel	0.396	0.8663	21 146	21 461	24 625	67 232	21 693	21 956	25 599	69 248	22 142	22 404	26 047	70 593
Italy	4.448	9.7310	237 533	241 063	276 608	755 204	243 677	246 627	287 549	777 853	248 712	251 664	292 586	792 962
Jordan	0.022	0.0481	1 174	1 192	1 367	3 733	1 204	1 219	1 421	3 844	1 229	1 244	1 446	3 919
Kazakhstan	0.121	0.2647	6 461	6 557	7 524	20 542	6 628	6 709	7 822	21 159	6 765	6 846	7 959	21 570
Kenya	0.013	0.0284	693	704	807	2 204	711	720	839	2 270	726	734	854	2 314
Kyrgyzstan	0.002	0.0044	107	109	125	341	110	112	130	352	112	114	132	358
Latvia	0.047	0.1028	2 509	2 547	2 922	7 978	2 574	2 605	3 038	8 217	2 627	2 659	3 091	8 377
Liberia	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Libya	0.142	0.3107	7 584	7 697	8 832	24 113	7 780	7 875	9 181	24 836	7 941	8 035	9 342	25 318
Liechtenstein	0.009	0.0197	481	488	560	1 529	493	499	582	1 574	504	509	592	1 605
Lithuania	0.073	0.1597	3 898	3 956	4 540	12 394	3 999	4 048	4 719	12 766	4 082	4 130	4 802	13 014
Luxembourg	0.081	0.1772	4 325	4 390	5 037	13 752	4 437	4 491	5 236	14 164	4 529	4 583	5 328	14 440
Madagascar	0.003	0.0066	161	163	188	512	165	167	195	527	169	171	198	538
Mali	0.004	0.0088	215	218	250	683	220	223	260	703	225	228	265	718
Malta	0.016	0.0350	854	867	995	2 716	876	887	1 034	2 797	895	905	1 052	2 852
Mauritania	0.002	0.0044	107	109	125	341	110	112	130	352	112	114	132	358
Mauritius	0.013	0.0284	693	704	807	2 204	711	720	839	2 270	726	734	854	2 314
Monaco	0.012	0.0263	642	652	748	2 042	659	667	777	2 103	672	680	791	2 143
Mongolia	0.003	0.0066	161	163	188	512	165	167	195	527	169	171	198	538
Montenegro	0.005	0.0109	266	270	310	846	273	276	322	871	279	282	328	889
Morocco	0.062	0.1356	3 310	3 359	3 854	10 523	3 396	3 437	4 007	10 840	3 466	3 507	4 077	11 050
Mozambique	0.003	0.0066	161	163	188	512	165	167	195	527	169	171	198	538
Netherlands	1.654	3.6185	88 327	89 640	102 858	280 825	90 612	91 709	106 926	289 247	92 484	93 582	108 799	294 865
New Zealand	0.253	0.5535	13 511	13 712	15 734	42 957	13 860	14 028	16 356	44 244	14 147	14 315	16 642	45 104
Niger	0.002	0.0044	107	109	125	341	110	112	130	352	112	114	132	358
Nigeria	0.090	0.1969	4 806	4 878	5 597	15 281	4 931	4 990	5 818	15 739	5 033	5 092	5 920	16 045
Norway	0.851	1.8617	45 444	46 119	52 920	144 483	46 619	47 184	55 013	148 816	47 583	48 147	55 976	151 706
Pakistan	0.085	0.1860	4 540	4 608	5 287	14 435	4 658	4 714	5 496	14 868	4 754	4 810	5 593	15 157
Palau	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Panama	0.026	0.0569	1 389	1 410	1 617	4 416	1 425	1 442	1 681	4 548	1 454	1 472	1 711	4 637
Paraguay	0.010	0.0219	535	543	623	1 701	548	555	647	1 750	560	566	658	1 784
Peru	0.117	0.2560	6 249	6 342	7 277	19 868	6 411	6 488	7 565	20 464	6 543	6 621	7 697	20 861
Philippines	0.154	0.3369	8 224	8 346	9 577	26 147	8 436	8 539	9 955	26 930	8 611	8 713	10 130	27 454
Poland	0.921	2.0149	49 184	49 914	57 275	156 373	50 456	51 067	59 540	161 063	51 498	52 109	60 583	164 190
Portugal	0.474	1.0370	25 313	25 689	29 477	80 479	25 968	26 282	30 643	82 893	26 504	26 819	31 180	84 503

Party / Economic Integration Area	UN Scale	Adjusted Scale	Scenario 1				Scenario 2				Scenario 3			
			2015	2016	2017	Total	2015	2016	2017	Total	2015	2016	2017	Total
Republic of Moldova	0.003	0.0066	161	163	188	512	165	167	195	527	169	171	198	538
Romania	0.226	0.4944	12 068	12 248	14 054	38 370	12 380	12 530	14 609	39 519	12 636	12 786	14 865	40 287
Rwanda	0.002	0.0044	107	109	125	341	110	112	130	352	112	114	132	358
Samoa	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Sao Tome and Principe	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Saudi Arabia	0.864	1.8902	46 140	46 825	53 730	146 695	47 333	47 906	55 855	151 094	48 311	48 884	56 833	154 028
Senegal	0.006	0.0131	320	325	372	1 017	328	332	387	1 047	335	339	394	1 068
Serbia	0.040	0.0875	2 136	2 168	2 487	6 791	2 191	2 218	2 586	6 995	2 236	2 263	2 631	7 130
Seychelles	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Slovakia	0.171	0.3741	9 132	9 267	10 634	29 033	9 368	9 481	11 055	29 904	9 562	9 675	11 248	30 485
Slovenia	0.100	0.2188	5 341	5 420	6 219	16 980	5 479	5 545	6 465	17 489	5 592	5 659	6 579	17 830
Somalia	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
South Africa	0.372	0.8138	19 865	20 160	23 133	63 158	20 379	20 625	24 048	65 052	20 800	21 047	24 469	66 316
Spain	2.973	6.5041	158 764	161 124	184 882	504 770	162 872	164 843	192 195	519 910	166 237	168 209	195 561	530 007
Sri Lanka	0.025	0.0547	1 335	1 355	1 555	4 245	1 370	1 386	1 616	4 372	1 398	1 415	1 645	4 458
Swaziland	0.003	0.0066	161	163	188	512	165	167	195	527	169	171	198	538
Sweden	0.960	2.1002	51 266	52 027	59 699	162 992	52 592	53 229	62 060	167 881	53 679	54 315	63 148	171 142
Switzerland	1.047	2.2905	55 911	56 742	65 109	177 762	57 357	58 052	67 684	183 093	58 542	59 237	68 869	186 648
Syrian Arab Republic	0.036	0.0788	1 924	1 952	2 240	6 116	1 973	1 997	2 329	6 299	2 014	2 038	2 369	6 421
Tajikistan	0.003	0.0066	161	163	188	512	165	167	195	527	169	171	198	538
The FYR of Macedonia	0.008	0.0175	427	434	497	1 358	438	444	517	1 399	447	453	526	1 426
Togo	0.001	0.0022	54	54	63	171	55	56	65	176	56	57	66	179
Tunisia	0.036	0.0788	1 924	1 952	2 240	6 116	1 973	1 997	2 329	6 299	2 014	2 038	2 369	6 421
Uganda	0.006	0.0131	320	325	372	1 017	328	332	387	1 047	335	339	394	1 068
Ukraine	0.099	0.2166	5 287	5 366	6 157	16 810	5 424	5 490	6 400	17 314	5 536	5 602	6 513	17 651
United Kingdom	5.179	11.3302	276 569	280 679	322 066	879 314	283 724	287 158	334 805	905 687	289 586	293 022	340 669	923 277
United Republic of Tanzania	0.009	0.0197	481	488	560	1 529	493	499	582	1 574	504	509	592	1 605
Uruguay	0.052	0.1138	2 778	2 819	3 235	8 832	2 850	2 884	3 363	9 097	2 909	2 943	3 422	9 274
Uzbekistan	0.015	0.0328	801	813	932	2 546	821	831	969	2 621	838	848	986	2 672
Yemen	0.010	0.0219	535	543	623	1 701	548	555	647	1 750	560	566	658	1 784
Zimbabwe	0.002	0.0044	107	109	125	341	110	112	130	352	112	114	132	358
	44.566	100.0010	2 441 016	2 477 288	2 842 587	7 760 891	2 504 148	2 534 480	2 955 003	7 993 631	2 555 902	2 586 234	3 006 757	8 148 893

## Annex III

### DRAFT RESOLUTION

#### FINANCIAL AND ADMINISTRATIVE MATTERS

*Recalling* Article VII, paragraph 4, of the Convention, which reads as follows:

“The Conference of the Parties shall establish and keep under review the financial regulations of this Convention. The Conference of the Parties shall, at each of its ordinary meetings, adopt the budget for the next financial period. Each Party shall contribute to this budget according to a scale to be agreed upon by the Conference”;

*Acknowledging* with appreciation the financial and other support provided by the United Nations Environment Programme (UNEP) and giving special thanks to the Host Government (Germany) and other donors for their substantial additional contributions in support of the implementation of the Convention, as well as other support offered to the organs of the Convention during the previous triennium;

*Appreciating* the importance of all Parties being able to participate in the implementation of the Convention and related activities; and

*Noting* the increased number of Parties, other countries and also organisations attending the meeting of the Conference of Parties as observers, and the resulting additional expenditure to Parties so incurred;

#### *The Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals*

1. *Confirms* that all Parties should contribute to the budget adopted at the scale agreed upon by the Conference of the Parties in accordance with Article VII, paragraph 4, of the Convention;
2. *Adopts* the budget for 2015 to 2017 attached as Annex III (A) to the present Resolution;
3. *Adopts* the scale of contributions of Parties to the Convention, based on the UN Scale of Assessment, as listed in Annex III (B) to the present Resolution and *decides* to apply that scale *pro rata* to new Parties;
4. *Instructs* the Secretariat to allocate the contributions of Parties that accede to the Convention after the adoption of this Resolution towards the funding of approved activities not covered by the core budget;
5. *Requests* Parties, in particular those that are required to pay small contributions, to consider paying for the whole triennium in one instalment;
6. *Urges* all Parties to pay their contributions as promptly as possible preferably not later than the end of March in the year to which they relate and, if they so wish, to inform the

Secretariat whether they would prefer to receive a single invoice covering the whole triennium;

7. *Notes* with concern that a number of Parties have not paid their contributions to the core budget for 2014 and prior years which were due on 1 March of each year, thus affecting adversely the implementation of the Convention;

8. *Urges* all Parties with arrears to co-operate with the Secretariat in arranging for the payment of their outstanding contributions without delay;

9. *Decides* to set the threshold of eligibility for funding delegates to attend the Convention's meetings at 0.200 per cent on the United Nations scale of assessment, and as a general rule furthermore to exclude from such eligibility countries from the European Union, European countries with strong economies and/or countries that have payments in arrears of more than three years;

10. *Decides* that representatives from countries with contributions in arrears three years or more should be excluded from holding office in Convention bodies and denied the right to vote; and *requests* the Executive Secretary to explore with these Parties innovative approaches for the identification of possible funding to resolve their arrears prior to the next meeting;

11. *Decides* that Resolutions adopted by this Conference of the Parties that establish, *inter alia*, bodies, mechanisms or activities that have financial implications not provided for in Annex III (A), are subject to available funds from voluntary contributions;

12. *Encourages* all Parties to make voluntary contributions to the Trust Fund to support requests from developing countries to participate in and implement the Convention throughout the triennium;

13. *Requests* the Executive Secretary to provide Parties with a detailed list of core ongoing and future activities and projects not covered by the core budget, to assist Parties to identify those they intend to fund;

14. *Encourages* States not Parties to the Convention, governmental, intergovernmental and non-governmental organizations and other sources to consider contributing to the Trust Fund or to special activities;

15. *Decides* that the Executive Secretary shall have the authority to make staffing decisions as necessary to implement the priorities of the Parties in accordance with the programme of work, provided that they are within the overall budget;

16. *Encourages* the Executive Secretary, in line with UN rules, to use opportunities provided by vacancies to explore ways to strengthen the capacity of the Secretariat within its assigned budget, including through structural change;

17. *Approves* the creation of:

- a) one part-time (50%) P-2 position of Associate Programme Officer, Central Asian Mammals Initiative (CAMI);

- b) one full-time P-2 position of Associate Information Officer; and
  - c) one part-time (25%) P-3 position of Programme Officer, Information Management, Communication and Outreach;
18. *Requests* the Executive Director of UNEP to assist the Secretariat to undertake a review of the grading of the Secretariat's posts, taking into account the outcome of the Working Group on Future Shape of CMS, to enable decisions on the grading of the posts to be taken by Parties at COP12;
19. *Invites* Parties to consider the feasibility of financing Junior Professional Officers and / or providing gratis personnel or technical experts to the Secretariat to increase its technical capacity;
20. *Instructs* the Finance and Budget Subcommittee of the Standing Committee to:
- i) meet one day prior to the start of every regular meeting of the Standing Committee, and to work intersessionally by electronic or other means;
  - ii) work with the Secretariat to prepare all financial and budgetary documents for consideration by the Standing Committee; and
  - iii) operate under the terms of reference attached as Annex III (C) to this Resolution;
21. *Confirms* that the CMS Secretariat will continue to provide Secretariat services to ASCOBANS and to the Gorilla Agreement in the next triennium;
22. *Requests* the Executive Director of UNEP to continue to incorporate aspects of the Convention's programme of work into the programme of work of UNEP and consider, as appropriate, providing financial support to specific CMS activities in this context;
23. *Requests* the Executive Director of UNEP to extend the duration of the Convention Trust Fund to 31 December 2017;
24. *Approves* the terms of reference for the administration of the Trust Fund, as set forth in Annex III (D) to the present Resolution, for the period 2015 to 2017;
25. *Decides* that all contributions to the Trust Fund shall be paid in Euros;
26. *Requests* the Secretariat to carefully monitor exchange rate fluctuations and adjust levels of expenditure, where necessary; and *Decides* that the Secretariat, as a last resort, can request the Standing Committee to drawdown from the Trust Fund balance on an exceptional basis; and
27. *Further decides* that there should be maintained a working capital at a constant level of at least 15 per cent of estimated annual expenditure or US\$500,000, whichever is higher.



**Annex III (A)**  
**Budget for the 2015-2017 Triennium**

[To be completed after the adoption of the budget]

**Annex III (B)**  
**Assessed Contributions for the Convention during the 2015-2017 Triennium**

[To be completed after the adoption of the budget]

**Annex III (C)**  
**Revised Terms of Reference of the Finance and Budget Subcommittee**

1. *Composition of the Subcommittee:*

- a) The Finance and Budget Subcommittee shall be composed, from among the members of the Standing Committee, of one country representative from each of the CMS regions, nominated by the region; and
- b) The Subcommittee shall elect a Chairman from among its members.

2. *Meetings and mode of operation of the Subcommittee:*

- a) The Subcommittee shall meet in closed session (i.e. attended only by members of the Subcommittee, Party observers and the Secretariat) one day prior to each meeting of the Standing Committee; and
- b) The members of the Subcommittee shall communicate by electronic means between meetings of the Standing Committee. For this purpose, the Secretariat shall establish a forum on its website for communications among the members and for the sharing of documents, which may be read by non-members, who would communicate their views to their regional representative on the Subcommittee.

3. *Responsibilities of members of the Subcommittee:*

Members of the Subcommittee shall seek and represent the views of their region in carrying out their duties, and shall report back to their regions.

4. *Responsibilities of the Subcommittee:*

To fulfil the mandate of Resolution Conf. 9.14, the Subcommittee shall:

- a) Broadly, consider all aspects of the financing and budgeting of the Convention and develop recommendations to the Standing Committee. The Subcommittee should focus on keeping the Convention fiscally solvent while providing for essential support services for the efficient and effective functioning of the Convention;
- b) Evaluate the programme of work of the Secretariat and other documents with budgetary implications relative to:
  - ii) The duties and responsibilities of the Secretariat mandated in the text of the Convention; and
  - iii) Ensuring that the activities undertaken by the Secretariat under the approved budget are consistent with Resolutions and Decisions of the Conference of the Parties;
- c) Consider administrative procedures and other aspects of the financing and budgeting of the Convention, and make recommendations for improving the efficiency with which funds are expended;

- d) Using the information developed through the processes described in paragraphs a)-c):
- i) work with the Secretariat to prepare all financial and budgetary documents for consideration by the Standing Committee;
  - ii) further develop the report format to ensure that the financial reports are easily understood and transparent, and that they enable informed decisions to be taken in relation to the financial performance of the Convention;
  - iii) make recommendations to the Standing Committee on all financial and budgetary documents and proposals developed through this process; and
  - iv) otherwise assist the Standing Committee in providing oversight of financial and budgetary matters, including the preparation of documents for meetings of the Conference of the Parties;
- e) The Secretariat shall issue to all Standing Committee ~~the Subcommittee~~ members a ~~quarterly~~ report, every six months, to be sent electronically, which identifies and explains any projected expenditure that differs from the approved budget by more than 20 % for total staff costs or, in the case of non-staff costs, for ~~relating to~~ each activity, together with the proposed approach for managing any such projected over-expenditure.

**Annex III (D)**

**Draft Terms of Reference for the Administration of the Trust Fund for the Convention on the Conservation of Migratory Species of Wild Animals**

1. The Trust Fund for the Convention on the Conservation of Migratory Species of Wild Animals (hereinafter referred to as the Trust Fund) shall be continued for a period of three years to provide financial support for the aims of the Convention.
2. The financial period shall be three calendar years beginning 1 January 2015 and ending 31 December 2017, subject to the approval of the Governing Council of UNEP.
3. The Trust Fund shall continue to be administered by the Executive Director of the United Nations Environment Programme (UNEP).
4. The administration of the Trust Fund shall be governed by the Financial Regulations and Rules of the United Nations, the Staff Regulations and Rules of the United Nations and other administrative policies or procedures promulgated by the Secretary-General of the United Nations.
5. In accordance with United Nations rules, UNEP shall deduct from the expenditure of the Trust Fund an administrative charge equal to 13 per cent of the expenditure charged to the Trust Fund in respect of activities financed under the Trust Fund.
6. The financial resources of the Trust Fund for 2015-2017 shall be derived from:
  - (a) The contributions made by the Parties by reference to Annex II, including contributions from any new Parties; and
  - (b) Further contributions from Parties and contributions from States not Parties to the Convention, other governmental, intergovernmental and non-governmental organizations and other sources.
7. All contributions to the Trust Fund shall be paid in Euros. For contributions from States that become Parties after the beginning of the financial period, the initial contribution (from the first day of the third month after deposit of the instrument of ratification, acceptance or accession till the end of the financial period) shall be determined pro rata based on the contributions of other States Parties on the same level as the United Nations scale of assessment, as it applies from time to time. However, if the contribution of a new Party determined on this basis were to be more than 22 per cent of the budget, the contribution of that Party shall be 22 per cent of the budget for the financial year of joining (or pro rata for a partial year). The scale of contributions for all Parties shall then be revised by the Secretariat on 1 January of the next year. Contributions shall be paid in annual instalments. Contributions shall be due on 1 January 2015, 2016 and 2017.

8. Contributions shall be paid into the following accounts:

Contributions in Euros:

UNEP Euro Account  
Account No. 6161603755  
J.P. Morgan AG  
Junghofstrasse 14  
60311 Frankfurt/Main, Germany  
Bank code number 501 108 00  
SWIFT No. CHASDEFX  
IBAN: DE 565011080061616 03755

Contributions in US Dollars:

UNEP Trust Fund  
Account No. 485 002 809  
J.P. Morgan Chase  
International Agencies Banking Division  
270 Park Avenue 43<sup>rd</sup> Floor  
New York, N.Y. 10017, USA  
Wire transfers: Chase ABA number 021000021  
SWIFT number BIC-CHASUS33, or  
CHIPS participant number 0002

9. For the convenience of the Parties, for each of the years of the financial period the Executive Director of UNEP shall as soon as possible notify the Parties to the Convention of their assessed contributions.

10. Contributions received into the Trust Fund that are not immediately required to finance activities shall be invested at the discretion of the United Nations, and any income shall be credited to the Trust Fund.

11. The Trust Fund shall be subject to audit by the United Nations Board of Auditors.

12. Budget estimates covering the income and expenditure for each of the three calendar years constituting the financial period, prepared in Euros, shall be submitted to the meeting of the Conference of the Parties to the Convention.

13. The estimates for each of the calendar years covered by the financial period shall be divided into sections and objects of expenditure, shall be specified according to budget lines, shall include references to the programmes of work to which they relate, and shall be accompanied by such information as may be required by or on behalf of the contributors and such further information as the Executive Director of UNEP may deem useful and advisable. In particular, estimates shall also be prepared for each programme of work for each of the calendar years, with expenditures itemized for each programme so as to correspond to the sections, objects of expenditure and budget lines described in the first sentence of the present paragraph.

14. The proposed budget, including all necessary information, shall be dispatched by the Secretariat to all Parties at least 90 days before the date fixed for the opening of the ordinary meeting of the Conference of the Parties at which they are to be considered.

15. The budget shall be adopted by unanimous vote of the Parties present and voting at that Conference of the Parties.
16. In the event that the Executive Director of UNEP anticipates that there might be a shortfall in resources over the financial period as a whole, the Executive Director shall consult with the Secretariat, which shall seek the advice of the Standing Committee as to its priorities for expenditure.
17. Commitments against the resources of the Trust Fund may be made only if they are covered by the necessary income of the Convention.
18. Upon the request of the Secretariat of the Convention, after seeking the advice of the Standing Committee, the Executive Director of UNEP should, to the extent consistent with the Financial Regulations and Rules of the United Nations, make transfers from one budget line to another. At the end of the first calendar year of the financial period, the Executive Director of UNEP may proceed to transfer any unspent balance of appropriations to the second calendar year, provided that the total budget approved by the Parties shall not be exceeded, unless specifically sanctioned in writing by the Standing Committee.
19. At the end of each calendar year of the financial period<sup>1</sup> the Executive Director of UNEP shall submit to the Parties, through the UNEP/CMS Secretariat, the year-end accounts. The Executive Director shall also submit, as soon as practicable, the audited accounts for the financial period. Those accounts shall include full details of actual expenditure compared to the original provisions for each budget line.
20. Those financial reports required to be submitted by the Executive Director of UNEP shall be transmitted simultaneously by the Secretariat of the Convention to the members of the Standing Committee.
21. The Secretariat of the Convention shall provide the Standing Committee with an estimate of proposed expenditures over the coming year simultaneously with, or as soon as possible after, distribution of the accounts and reports referred to in the preceding paragraphs.
22. The present terms of reference shall be effective from 1 January 2015 to 31 December 2017.

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<sup>1</sup> The calendar year 1 January to 31 December is the accounting and financial year, but the accounts official closure date is 31 March of the following year. Thus, on 31 March the accounts of the previous year must be closed, and, it is only then that the Executive Director may submit the accounts of the previous calendar year.