



**CONVENTION ON  
MIGRATORY  
SPECIES**

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FIRST EXTRAORDINARY MEETING OF THE CONFERENCE OF THE PARTIES  
Agenda Item 5

**INTERIM BUDGET FOR 2024**

*(Prepared by the Secretariat)*

Summary:

The dates of the 14<sup>th</sup> Meeting of the Conference of the Parties have been rescheduled to 12 to 17 February 2024 but the current CMS budget expires at the end of 2023 in accordance with CMS Resolution 13.2 Financial and Administrative Matters.

The Secretariat has prepared an interim budget for 2024 for adoption by an extraordinary meeting of the Conference of Parties to be convened through an electronic process, to ensure the continuity of operations of the Convention until COP14 has taken place in February 2024.

The triennium budget for 2024 - 2026 and scale of contributions to be adopted by COP14 will supersede the interim budget for 2024 and scale of contributions.

## INTERIM BUDGET 2024

### Background

1. The CMS Secretariat communicated to all Parties through its notification 2023/019 that the 14<sup>th</sup> Meeting of the Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals (CMS COP14) will be held in Samarkand, Uzbekistan, from 12 to 17 February 2024. It was originally planned to be held in October 2023.
2. This has significant implications for the CMS budget. COP13 adopted Resolution 13.2 on Financial and Administrative matters covering the budget period of 2021-2023, which expires after 31 December 2023. As a result, there is a need to take action this year to ensure the continuous operations of CMS by adopting an interim budget for 2024.
3. To determine the best process for this purpose, the CMS Secretariat consulted with the Corporate Services Division of UNEP as well as other MEA Secretariats. Furthermore, the Executive Secretary along with other members of the Secretariat met with the Chair of the Standing Committee and agreed on the way forward in terms of the interim budget approval process. The Secretariat also consulted with the Chair of the Finance and Budget Subcommittee about the proposed interim budget process.
4. According to the United Nations Financial Rules and Regulations (UNFRR), the budget period shall consist of the calendar year (1 January – 31 December). Thus, the Secretariat prepared the interim budget to cover the calendar year 2024 in compliance with the UNFRR. Furthermore, this will ensure that any unexpected circumstances which may cause unprecedented delays do not hamper the functioning of the Secretariat or the Convention bodies in the fiscal year. It is important to note that the interim budget for 2024 will be superseded by the budget adopted at COP14 for the full triennium period of 2024 – 2026.
5. For the preparation of the interim budget proposal to be submitted to an extraordinary meeting of the COP, the Secretariat took following steps:
  - a. The Secretariat submitted an initial draft interim budget for 2024 to the Finance and Budget Subcommittee on 18 September 2023 for its feedback and comments in accordance with Paragraphs 19 and 23 (ii) of Resolution 13.2. Financial and Administrative Matters.
  - b. The Secretariat then sent a revised draft budget on 5 October 2023, on behalf of the Chair of the Finance and Budget Subcommittee, to the Standing Committee for its consideration, in accordance with Paragraph 23 (ii) of Resolution 13.2, and Paragraph 1(e) of Resolution 9.15.
  - c. Based on the feedback provided by members of the Standing Committee and further consultation with the Chair of the Standing Committee and Chair of the Finance and Budget Subcommittee, the Secretariat sent a further revised interim budget to the Standing Committee on 26 October 2023, on behalf of the Chair of the Standing Committee.
  - d. Following the clearance by the Standing Committee, the Secretariat finalized the present proposed interim budget for 2024 for the adoption by the extraordinary meeting of the COP via silence procedure. The most significant difference between the draft interim budget submitted to the Standing Committee and that now proposed for adoption via silence procedure is that the proposed budget does not include any adjustment for inflation and any new costs.

### Proposed interim budget for 2024

6. Given that COP14 will take place just 6 weeks into the year 2024, the proposed budget interim budget for 2024 takes a simple, straightforward approach, and applies the 2023 budget adopted by COP13, while excluding the budget lines that are part of the 2023 budget for COP14 Servicing and staff travel to COP14. The total proposed interim budget for 2024, provided in Annex 2, amounts to 2,765,014 Euros and is 435,678 Euros less than the current 2023 budget. The interim budget for 2024 covers both staffing costs and operational costs of the Secretariat.
7. The staffing table of the Secretariat, adopted by COP13, is applied in the interim budget as provided in Annex 1.

### Scale of Contributions by the Parties

8. Parties' assessed contributions for the interim budget are contained in Annex 3. The assessed contributions are based on the current United Nations Scale of Assessment for 2022-2024, which was adopted by the General Assembly by Resolution A/RES/76/238 of 4 January 2022, adjusted to take account of the fact that not all member states of the United Nations are Parties to the Convention. This annex also provides, for the sake of comparison, the assessed contributions for 2023.

### Carry-over of the remaining balance from the 2023 budget

9. The 2021-2023 budget adopted by COP13 included 325,868 Euros for COP-Servicing and 59,688 Euros for COP14 staff travel. Due to the change in the COP14 dates, the Secretariat will incur associated costs in 2024. Hence, the Secretariat requests the Parties to agree to carry over any unspent balance of the 2023 funds budgeted for COP14 Servicing and COP14 staff travel to 2024 for the same purposes. This is reflected in Paragraph 4 of the draft Resolution contained in Annex 4.

### Recommended actions

10. The extraordinary Meeting of the Conference of the Parties is recommended to adopt the draft Resolution contained in Annex 4 of this document.

### Annexes

- Staffing table – Annex 1
- Proposed interim budget for 2024 – Annex 2
- Scale of Contributions for the Interim Budget for 2024 – Annex 3
- Draft Resolution on Financial and Administrative Matters – Annex 4

**STAFFING TABLE**

(used for costing purposes only)

| <b>Professional positions and higher</b> | <b>Total</b> |
|--|--------------|
| D-1                                      | 0.97         |
| P-5                                      | 0.85         |
| P-4                                      | 3.85         |
| P-3                                      | 1.20         |
| P-2                                      | 3.75         |
| <b>Sub Total</b>                         | <b>10.62</b> |
| <b>General Service positions</b>         |              |
| G-7                                      | 1.00         |
| G-6                                      | 1.00         |
| G-5                                      | 1.50         |
| G-4                                      | 3.50         |
| <b>Sub Total</b>                         | <b>7.00</b>  |
| <b>Grand Total</b>                       | <b>17.62</b> |

**ANNEX 2**

**PROPOSED INTERIM BUDGET FOR 2024**

(all figures in Euros)

| <b>Object of expenditure</b>                                       | <b>2024</b>      |
|--|------------------|
| <b>Staff Costs</b>   |                  |
| Professional Staff   | 1,591,998        |
| General Support Staff  | 517,500          |
| <b>Subtotal</b>  | <b>2,109,498</b> |
| <b>Contractual Services</b>  |                  |
| Contractual services (translations and report writing)             | 99,553           |
| Servicing of Governing Bodies (translations, interpretation, etc.) |                  |
| Information Material and Document Production                       | 14,077           |
| <b>Subtotal</b>  | <b>113,630</b>   |
| <b>Operating Costs</b>   |                  |
| ICT Tools, Website Development and Maintenance                     | 7,320            |
| Staff Development (training, retreats etc.)                        | 21,666           |
| Information Technology Services (including UNV)                    | 78,831           |
| Office Automation Services (printer leases, hosting etc.)          | 11,262           |
| Communication and Courier Services                                 | 10,404           |
| Miscellaneous  | 4,210            |
| <b>Subtotal</b>  | <b>133,693</b>   |
| <b>Supplies</b>  |                  |
| Office Supplies  | 6,532            |
| <b>Subtotal</b>  | <b>6,532</b>     |
| <b>Equipment</b>   |                  |
| Non-expendable Equipment   | 11,825           |
| <b>Subtotal</b>  | <b>11,825</b>    |
| <b>Travel</b>  |                  |
| Staff travel   | 71,737           |
| Staff travel – COP14   |                  |
| Standing Committee meetings  |                  |
| Scientific Council meetings  |                  |
| <b>Subtotal</b>  | <b>71,737</b>    |
| <b>Total</b>   | <b>2,446,915</b> |
| Programme Support Costs  | 318,099          |
| <b>Grand total</b>   | <b>2,765,014</b> |

## ANNEX 3

## SCALE OF CONTRIBUTIONS TO INTERIM BUDGET 2024

(all figures in Euros)

| N° | Party                            | UN Scale<br>2022-2024 | Adjusted Scale<br>% | Assessed<br>contribution<br>for 2024 | Assessed<br>contributions<br>for 2023 |
|----|----------------------------------|-----------------------|---------------------|--------------------------------------|---------------------------------------|
| a  | b                                | c                     | d                   | e                                    | f                                     |
| 1  | Afghanistan                      | 0.006                 | 0.014               | 382                                  | 502                                   |
| 2  | Albania                          | 0.008                 | 0.018               | 509                                  | 572                                   |
| 3  | Algeria                          | 0.109                 | 0.251               | 6,936                                | 9,890                                 |
| 4  | Angola                           | 0.01                  | 0.023               | 636                                  | 717                                   |
| 5  | Antigua and Barbuda              | 0.002                 | 0.005               | 127                                  | 143                                   |
| 6  | Argentina                        | 0.719                 | 1.655               | 45,750                               | 65,575                                |
| 7  | Armenia                          | 0.007                 | 0.016               | 445                                  | 502                                   |
| 8  | Australia                        | 2.111                 | 4.858               | 134,324                              | 158,384                               |
| 9  | Austria                          | 0.679                 | 1.563               | 43,205                               | 48,519                                |
| 10 | Bangladesh                       | 0.01                  | 0.023               | 636                                  | 717                                   |
| 11 | Bahrain                          | 0.054                 | 0.124               | 3,436                                | -                                     |
| 12 | Belarus                          | 0.041                 | 0.094               | 2,609                                | 3,512                                 |
| 13 | Belgium                          | 0.828                 | 1.905               | 52,686                               | 58,839                                |
| 14 | Benin                            | 0.005                 | 0.012               | 318                                  | 215                                   |
| 15 | Bolivia (Plurinational State of) | 0.019                 | 0.044               | 1,209                                | 1,147                                 |
| 16 | Bosnia and Herzegovina           | 0.012                 | 0.028               | 764                                  | 860                                   |
| 17 | Brazil                           | 2.013                 | 4.632               | 128,088                              | 211,275                               |
| 18 | Bulgaria                         | 0.056                 | 0.129               | 3,563                                | 3,297                                 |
| 19 | Burkina Faso                     | 0.004                 | 0.009               | 255                                  | 215                                   |
| 20 | Burundi                          | 0.001                 | 0.002               | 64                                   | 72                                    |
| 21 | Cabo Verde                       | 0.001                 | 0.002               | 64                                   | 72                                    |
| 22 | Cameroon                         | 0.013                 | 0.030               | 827                                  | 932                                   |
| 23 | Central African Republic         | 0.001                 | 0.002               | 64                                   |                                       |
| 24 | Chad                             | 0.003                 | 0.007               | 191                                  | 287                                   |
| 25 | Chile                            | 0.42                  | 0.967               | 26,725                               | 29,169                                |
| 26 | Congo                            | 0.005                 | 0.012               | 318                                  | 430                                   |
| 27 | Cook Islands                     | 0.001                 | 0.002               | 64                                   | 72                                    |
| 28 | Costa Rica                       | 0.069                 | 0.159               | 4,390                                | 4,443                                 |
| 29 | Côte d'Ivoire                    | 0.022                 | 0.051               | 1,400                                | 932                                   |
| 30 | Croatia                          | 0.091                 | 0.209               | 5,790                                | 5,518                                 |
| 31 | Cuba                             | 0.095                 | 0.219               | 6,045                                | 5,733                                 |
| 32 | Cyprus                           | 0.036                 | 0.083               | 2,291                                | 2,580                                 |
| 33 | Czechia                          | 0.34                  | 0.782               | 21,634                               | 22,288                                |
| 34 | Democratic Republic of the Congo | 0.01                  | 0.023               | 636                                  | 717                                   |
| 35 | Denmark                          | 0.553                 | 1.273               | 35,188                               | 39,704                                |
| 36 | Djibouti                         | 0.001                 | 0.002               | 64                                   | 72                                    |
| 37 | Dominican Republic               | 0.067                 | 0.154               | 4,263                                | 3,798                                 |
| 38 | Ecuador                          | 0.077                 | 0.177               | 4,900                                | 5,733                                 |
| 39 | Egypt                            | 0.139                 | 0.320               | 8,845                                | 13,330                                |
| 40 | Equatorial Guinea                | 0.012                 | 0.028               | 764                                  | 1,147                                 |
| 41 | Eritrea                          | 0.001                 | 0.002               | 64                                   | 72                                    |
| 42 | Estonia                          | 0.044                 | 0.101               | 2,800                                | 2,795                                 |
| 43 | Eswatini                         | 0.002                 | 0.005               | 127                                  | 143                                   |
| 44 | Ethiopia                         | 0.01                  | 0.023               | 636                                  | 717                                   |
| 45 | European Union                   |                       | 2.500               | 69,125                               | 80,017                                |
| 46 | Fiji                             | 0.004                 | 0.009               | 255                                  | 215                                   |
| 47 | Finland                          | 0.417                 | 0.960               | 26,534                               | 30,172                                |
| 48 | France                           | 4.318                 | 9.937               | 274,756                              | 317,270                               |
| 49 | Gabon                            | 0.013                 | 0.030               | 827                                  | 1,075                                 |
| 50 | Gambia                           | 0.001                 | 0.002               | 64                                   | 72                                    |

| N°  | Party                      | UN Scale  | Adjusted Scale | Assessed contributions for 2024 | Assessed contributions for 2023 |
|-----|----------------------------|-----------|----------------|---------------------------------|---------------------------------|
|     |                            | 2022-2024 | %              |                                 |                                 |
| a   | b                          | c         | d              | e                               | f                               |
| 51  | Georgia                    | 0.008     | 0.018          | 509                             | 572                             |
| 52  | Germany                    | 6.111     | 14.063         | 388,845                         | 436,453                         |
| 53  | Ghana                      | 0.024     | 0.055          | 1,527                           | 1,075                           |
| 54  | Greece                     | 0.325     | 0.748          | 20,680                          | 26,230                          |
| 55  | Guinea                     | 0.003     | 0.007          | 191                             | 215                             |
| 56  | Guinea-Bissau              | 0.001     | 0.002          | 64                              | 72                              |
| 57  | Honduras                   | 0.009     | 0.021          | 573                             | 645                             |
| 58  | Hungary                    | 0.228     | 0.525          | 14,508                          | 14,763                          |
| 59  | India                      | 1.044     | 2.403          | 66,430                          | 59,770                          |
| 60  | Iran (Islamic Republic of) | 0.371     | 0.854          | 23,607                          | 28,524                          |
| 61  | Iraq                       | 0.128     | 0.295          | 8,145                           | 9,245                           |
| 62  | Ireland                    | 0.439     | 1.010          | 27,934                          | 26,589                          |
| 63  | Israel                     | 0.561     | 1.291          | 35,697                          | 35,117                          |
| 64  | Italy                      | 3.189     | 7.339          | 202,917                         | 237,003                         |
| 65  | Jordan                     | 0.022     | 0.051          | 1,400                           | 1,505                           |
| 66  | Kazakhstan                 | 0.133     | 0.306          | 8,463                           | 12,757                          |
| 67  | Kenya                      | 0.03      | 0.069          | 1,909                           | 1,720                           |
| 68  | Kyrgyzstan                 | 0.002     | 0.005          | 127                             | 143                             |
| 69  | Latvia                     | 0.05      | 0.115          | 3,182                           | 3,368                           |
| 70  | Lebanon                    | 0.036     | 0.083          | 2,291                           | 3,368                           |
| 71  | Liberia                    | 0.001     | 0.002          | 64                              | 72                              |
| 72  | Libya                      | 0.018     | 0.041          | 1,145                           | 2,150                           |
| 73  | Liechtenstein              | 0.01      | 0.023          | 636                             | 645                             |
| 74  | Lithuania                  | 0.077     | 0.177          | 4,900                           | 5,088                           |
| 75  | Luxembourg                 | 0.068     | 0.156          | 4,327                           | 4,802                           |
| 76  | Madagascar                 | 0.004     | 0.009          | 255                             | 287                             |
| 77  | Malawi                     | 0.002     | 0.005          | 127                             | 143                             |
| 78  | Maldives                   | 0.004     | 0.009          | 255                             | 287                             |
| 79  | Mali                       | 0.005     | 0.012          | 318                             | 287                             |
| 80  | Malta                      | 0.019     | 0.044          | 1,209                           | 1,218                           |
| 81  | Mauritania                 | 0.002     | 0.005          | 127                             | 143                             |
| 82  | Mauritius                  | 0.019     | 0.044          | 1,209                           | 788                             |
| 83  | Monaco                     | 0.011     | 0.025          | 700                             | 788                             |
| 84  | Mongolia                   | 0.004     | 0.009          | 255                             | 358                             |
| 85  | Montenegro                 | 0.004     | 0.009          | 255                             | 287                             |
| 86  | Morocco                    | 0.055     | 0.127          | 3,500                           | 3,942                           |
| 87  | Mozambique                 | 0.004     | 0.009          | 255                             | 287                             |
| 88  | Netherlands                | 1.377     | 3.169          | 87,619                          | 97,181                          |
| 89  | New Zealand                | 0.309     | 0.711          | 19,662                          | 20,855                          |
| 90  | Niger                      | 0.003     | 0.007          | 191                             | 143                             |
| 91  | Nigeria                    | 0.182     | 0.419          | 11,581                          | 17,917                          |
| 92  | North Macedonia            | 0.007     | 0.016          | 445                             | 502                             |
| 93  | Norway                     | 0.679     | 1.563          | 43,205                          | 54,037                          |
| 94  | Pakistan                   | 0.114     | 0.262          | 7,254                           | 8,242                           |
| 95  | Palau                      | 0.001     | 0.002          | 64                              | 72                              |
| 96  | Panama                     | 0.09      | 0.207          | 5,727                           | 3,225                           |
| 97  | Paraguay                   | 0.026     | 0.060          | 1,654                           | 1,147                           |
| 98  | Peru                       | 0.163     | 0.375          | 10,372                          | 10,893                          |
| 99  | Philippines                | 0.212     | 0.488          | 13,490                          | 14,692                          |
| 100 | Poland                     | 0.837     | 1.926          | 53,259                          | 57,477                          |
| 101 | Portugal                   | 0.353     | 0.812          | 22,461                          | 25,083                          |
| 102 | Republic of Moldova        | 0.005     | 0.012          | 318                             | 215                             |
| 103 | Romania                    | 0.312     | 0.718          | 19,853                          | 14,190                          |
| 104 | Rwanda                     | 0.003     | 0.007          | 191                             | 215                             |
| 105 | Samoa                      | 0.001     | 0.002          | 64                              | 72                              |

| N°           | Party  | UN Scale      | Adjusted Scale | Assessed contributions for 2024 | Assessed contributions for 2023 |
|--------------|--|---------------|----------------|---------------------------------|---------------------------------|
| a            | b  | c             | d              | e                               | f                               |
| 106          | Sao Tome and Principe                                | 0.001         | 0.002          | 64                              | 72                              |
| 107          | Saudi Arabia   | 1.184         | 2.725          | 75,338                          | 83,994                          |
| 108          | Senegal  | 0.007         | 0.016          | 445                             | 502                             |
| 109          | Serbia   | 0.032         | 0.074          | 2,036                           | 2,007                           |
| 110          | Seychelles   | 0.002         | 0.005          | 127                             | 143                             |
| 111          | Slovakia   | 0.155         | 0.357          | 9,863                           | 10,965                          |
| 112          | Slovenia   | 0.079         | 0.182          | 5,027                           | 5,447                           |
| 113          | Somalia  | 0.001         | 0.002          | 64                              | 72                              |
| 114          | South Africa   | 0.244         | 0.562          | 15,526                          | 19,493                          |
| 115          | Spain  | 2.134         | 4.911          | 135,787                         | 153,798                         |
| 116          | Sri Lanka  | 0.045         | 0.104          | 2,863                           | 3,153                           |
| 117          | Sweden   | 0.871         | 2.004          | 55,422                          | 64,930                          |
| 118          | Switzerland  | 1.134         | 2.610          | 72,157                          | 82,489                          |
| 119          | Syrian Arab Republic                                 | 0.009         | 0.021          | 573                             | 788                             |
| 120          | Tajikistan   | 0.003         | 0.007          | 191                             | 287                             |
| 121          | Togo   | 0.002         | 0.005          | 127                             | 143                             |
| 122          | Trinidad and Tobago                                  | 0.037         | 0.085          | 2,354                           | 2,867                           |
| 123          | Tunisia  | 0.019         | 0.044          | 1,209                           | 1,792                           |
| 124          | Turkmenistan   | 0.034         | 0.078          | 2,163                           | -                               |
| 125          | Uganda   | 0.01          | 0.023          | 636                             | 572                             |
| 126          | Ukraine  | 0.056         | 0.129          | 3,563                           | 4,085                           |
| 127          | United Arab Emirates                                 | 0.635         | 1.461          | 40,405                          | 44,147                          |
| 128          | United Kingdom of Great Britain and Northern Ireland | 4.375         | 10.068         | 278,383                         | 327,304                         |
| 129          | United Republic of Tanzania                          | 0.01          | 0.023          | 636                             | 717                             |
| 130          | Uruguay  | 0.092         | 0.212          | 5,854                           | 6,235                           |
| 131          | Uzbekistan   | 0.027         | 0.062          | 1,718                           | 2,293                           |
| 132          | Yemen  | 0.008         | 0.018          | 509                             | 717                             |
| 133          | Zimbabwe   | 0.007         | 0.016          | 445                             | 358                             |
| <b>Total</b> |  | <b>42.368</b> | <b>100.00</b>  | <b>2,765,014</b>                | <b>3,200,692</b>                |

## ANNEX 4

## DRAFT RESOLUTION EX.1

## FINANCIAL AND ADMINISTRATIVE MATTERS

*Recalling* Resolution 13.2 through which the Conference of the Parties adopted the budget of the Convention for the triennium 2021-2023,

*Recognizing* that pursuant to Article VII paragraph 4 of the Convention, the Conference of the Parties is mandated to adopt the budget for the next financial period at each of its ordinary meetings,

*Noting* that the dates of 14<sup>th</sup> Meeting of the Conference of Parties have been rescheduled to 12 to 17 February 2024 and that the current CMS budget expires at the end of 2023,

*Further noting* the agreement provided by the Standing Committee and its Finance and Budget Subcommittee to submit a one-year interim budget for 2024 to the Parties for adoption, based on the 2023 budget, excluding the budget for COP14 Servicing and staff travel to COP14, in order to ensure the continuity of operations of CMS,

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

1. *Adopts* the interim budget for 2024 attached as Annex [ ] to the present Resolution;
2. *Adopts* the scale of contributions of Parties to the Convention as set forth in Annex [ ] to the present Resolution and decides to apply that scale pro rata to new Parties;
3. *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;
4. *Agrees* to carry-over the remaining balance of the 2023 budget approved for COP14 Servicing and staff travel for COP14 to 2024 for the same purposes;
5. *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, other European countries with strong economies and/or countries that have payments in arrears of three years or more;
6. *Decides* that representatives from countries with contributions in arrears of three years or more should be excluded from holding office in Convention bodies and be denied the right to vote;
7. *Confirms* the staffing table of the Secretariat as adopted by COP13, as set forth in Annex [ ], used for costing purposes to set the interim budget for 2024;

8. *Decides* that the Executive Secretary, subject to the approval of the Standing Committee and in urgent cases with the approval of the Chair of the Standing Committee alone, shall have the authority to spend or apply funds saved from the implementation of the core budget and funds from new Parties joining the Convention to activities in the approved costed Programme of Work not covered by the core budget;
9. *Confirms* that the CMS Secretariat will continue to provide Secretariat services to Agreement on the Conservation of Small Cetaceans of the Baltic, North East Atlantic, Irish and North Seas (ASCOBANS), Memorandum of Understanding on the Conservation and Management of Marine Turtles and their Habitats of the Indian Ocean and South-East Asia (IOSEA MOU), Memorandum of Understanding on the Conservation of Migratory Sharks (Sharks MOU) and to the Agreement on the Conservation of Gorillas and Their Habitats;
10. *Requests* the Executive Director of United Nations Environment Programme to extend the duration of the Convention Trust Fund - MSL to 31 December 2024;
11. *Decides* that there should be maintained an operating reserve at a constant level of at least 15 per cent of estimated annual expenditure or US\$500,000, whichever is higher;
12. *Approves* the terms of reference for the administration of the Trust Fund as set forth in Annex [ ] to the present Resolution for the period 2024;
13. *Agrees* that the triennium budget for 2024 - 2026 and scale of contributions to be adopted by the 14<sup>th</sup> Meeting of the Conference of the Parties in 2024 shall supersede the interim budget for 2024 and the scale of contributions of the present Resolution;
14. *Confirms* that the present Resolution supplements Resolution 13.2, which remains in effect until the 14<sup>th</sup> Meeting of the Conference of the Parties and whose provisions will apply also to the year 2024, unless otherwise provided for in the present Resolution.

**ANNEX 4 (A)**

**INTERIM BUDGET FOR 2024**

[To be completed after the adoption of the budget]

**ANNEX 4 (B)**

**ASSESED CONTRIBUTIONS FOR THE CONVENTION FOR 2024**

[To be completed after the adoption of the budget]

**ANNEX 4 (C)**

**STAFFING TABLE**

[To be completed after the adoption of the budget]

**ANNEX 4 (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 one year to provide financial support for the aims of the Convention.
2. The financial period shall be one calendar year beginning 1 January 2024 and ending 31 December 2024, subject to the approval of the United Nations Environment Assembly.
3. The Trust Fund shall continue to be administered by the Executive Director of the United Nations Environment Programme.
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, the United Nations Environment Programme 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 2024 shall be derived from:
  - (a) The contributions made by the Parties by reference to Annex [ ], 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 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 instalment. Contributions shall be due on 1 January 2024.
8. Contributions shall be paid to the bank account of the United Nations based on the invoice provided by United Nations Environment Programme.
9. For the convenience of the Parties, for each of the years of the financial period, the Executive Director of United Nations Environment Programme 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 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 the United Nations Environment Programme 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 and objects of expenditure described in the first sentence of the present paragraph.
14. The proposed budget, including all necessary information inclusive of a staffing table of the Secretariat for costing purposes to set the overall budget, 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 the United Nations Environment Programme 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 the United Nations Environment Programme should to the extent consistent with the Financial Regulations and Rules of the United Nations make transfers from one object of expenditure to another. At the end of the first calendar year of the financial period, the Executive Director of the United Nations Environment Programme 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 the United Nations Environment Programme shall submit to the Parties through the 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 object of expenditure.

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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.

20. Those financial reports required to be submitted by the Executive Director of the United Nations Environment Programme 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 2024 to 31 December 2024.