

## RESOLUTION 5.6\*

### FINANCIAL AND ADMINISTRATIVE MATTERS

Adopted by the Conference of the Parties at its Fifth Meeting (Geneva, 10-16 April 1997)

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*Recalling* Article VII, paragraph 4, of the Convention which states:

"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, the depositary Government, and the Parties to the Convention;

*Appreciating* especially the announcement of the depositary Government that they will allocate annually the sum of DEM 100,000 as an additional voluntary contribution to the Trust Fund, to cover special measures and projects aimed at the improvement of the implementation of the Convention and the effectiveness of its Secretariat, designation of the measures to be decided by the Standing Committee on the basis of proposals of the Secretariat and, as appropriate, the advice of the Scientific Council, and to be approved by the Conference of the Parties at its subsequent meeting;

*Recognizing* the need to strengthen the capacity of the Secretariat of the Convention to enable it to better serve the Parties in all regions;

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

*Noting* the considerable number of Parties as well as organizations attending the meeting of the Conference of the 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 shall 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 1998-2000 attached as Annex 1 to this resolution;
3. *Agrees* to the scale of contributions of Parties to the Convention as listed in Annex 2 to this resolution and to the application of that scale *pro rata* to new Parties;
4. *Requests* all Parties to pay their contributions promptly as far as possible but in any case not later than the end of the year to which they relate;
5. *Takes note* of the medium-term plan for 1998-2003 attached as Annex 3 to this resolution and of the priorities agreed in Resolution 5.4;

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\* The original draft of this resolution, considered by the Conference of the Parties, was numbered 5.8.

6. *Urges* 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;
7. *Invites* States not Parties to the Convention, governmental, intergovernmental and non-governmental organizations and other sources to consider contributing to the Trust Fund referred to below or to special activities;
8. *Decides* that the standard participation fee for all non-governmental organizations shall be fixed at USD 100 and urges such organizations to make a greater contribution if possible;
9. *Requests* the Executive Director of UNEP to extend the duration of the Trust Fund to 31 December 2000; and
10. *Approves* the terms of reference for the administration of the Trust Fund as set out in Annex 4 to the present resolution, for the period 1998-2000.

## BUDGET ESTIMATES FOR 1998-2000

(Budget lines correspond to standard UNEP budget codes)

	Estimated cost in United States dollars			
	1998	1999	2000	Total
<b>10 Personnel Component</b>				
1100 Professional Staff				
1101 Executive Secretary (P5/D1)	127,500	130,000	132,500	390,000
1102 Deputy Executive Secretary (P4/P5)	94,000	96,000	98,000	288,000
1103 Programme (Information) Officer (P3/P4)	80,000	82,500	85,000	247,500
1104 Programme (Technical) Officer (P3/P4)	122,000	124,000	126,000	372,000
1105 Administrative Officer (P3) - UNEP *	0	0	0	0
1107 Regional Officer - Africa (P3) - secondment	0	0	0	0
1108 Regional Officer - Asia (P3) - secondment	0	0	0	0
1199 Total	423,500	432,500	441,500	1,297,500
1200 Consultants				
1201 Translators	20,000	35,000	20,000	75,000
1220 Consultancies - other	60,000	65,000	70,000	195,000
1299 Total	80,000	100,000	90,000	270,000
1300 Administrative support				
1301 Administrative Assistant (G4/G5)	46,000	47,000	48,000	141,000
1302 Finance Assistant (G4/G5)	46,000	47,000	48,000	141,000
1303 Database Clerk/Secretary (G3/G4)	41,000	42,000	43,000	126,000
1304 Information Assistant/Secretary (G3/G4)	43,000	44,000	45,000	132,000
1305 Secretary (G3/G4)	41,000	42,000	43,000	126,000
1306 Clerk (G2/G3)	36,000	37,000	38,000	111,000
1321 Temporary Assistance / Overtime	7,000	18,000	9,000	34,000
1322 Conference Servicing Costs	0	150,000	0	150,000
1399 Total	260,000	427,000	274,000	961,000
1600 Travel on official business				
1601 General	75,000	70,000	80,000	225,000
1602 Conference	0	20,000	0	20,000
1699 Total	75,000	90,000	80,000	245,000
1999 Component Total	838,500	1,049,500	885,500	2,773,500

<b>20</b>	<b>Projects Component</b>				
	2100 Projects				
	2101 Conservation projects	142,000	142,000	142,000	426,000
	2102 Implementation measures supported by host country	58,000	58,000	58,000	174,000
	2103 Subcontract with WCMC	30,000			30,000
	2199 Sub-total	230,000	200,000	200,000	630,000
	2999 Component Total	230,000	200,000	200,000	630,000
<b>30</b>	<b>Meetings Component</b>				
	3300 Meetings				
	3301 Scientific Council	55,000	45,000	5,000	105,000
	3302 Standing Committee	7,500	7,500	7,500	22,500
	3303 Siberian Crane MoU meeting	12,500	0	15,000	27,500
	3304 Slender-billed Curlew MoU meeting	0	20,000	0	20,000
	3305 Developing country participants (at meetings)	20,000	90,000	20,000	130,000
	3199 Sub-total	95,000	162,500	47,500	305,000
	3999 Component Total	95,000	162,500	47,500	305,000
<b>40</b>	<b>Equipment and Premises Component</b>				
	4100 Expendable equipment				
	4101 Miscellaneous office supplies	7,000	8,000	7,500	22,500
	4199 Total	7,000	8,000	7,500	22,500
	4200 Non-expendable equipment				
	4201 Office equipment	20,000	15,000	15,000	50,000
	4299 Total	20,000	15,000	15,000	50,000
	4300 Premises				
	4301 Rent and maintenance costs **	0	0	0	
	4399 Total	0	0	0	0
	4999 Component Total	27,000	23,000	22,500	72,500
<b>50</b>	<b>Miscellaneous Component</b>				
	5100 Operation and Maintenance				
	5101 Operation/maintenance of computers	4,000	5,000	4,500	13,500
	5102 Operation/maintenance of photocopiers	4,000	5,000	4,500	13,500
	5103 Operation/maintenance - other	500	500	500	1,500
	5199 Total	8,500	10,500	9,500	28,500
	5200 Reporting Costs				
	5201 Document production (external)	5,000	7,500	5,500	18,000
	5202 Information material	10,000	15,000	12,000	37,000
	5203 Reference material	500	500	500	1,500
	5299 Total	15,500	23,000	18,000	56,500

5300 Sundry				
5301 Telephone, Fax, Postage	50,000	65,000	55,000	170,000
5303 Other/Contingency	5,000	5,000	5,000	15,000
5399 Total	55,000	70,000	60,000	185,000
5400 Hospitality				
5401 Hospitality	3,000	3,000	3,000	9,000
5499 Total	3,000	3,000	3,000	9,000
5999 Component Total	82,000	106,500	90,500	279,000
<b>Subtotal</b>	<b>1,272,500</b>	<b>1,541,500</b>	<b>1,246,000</b>	<b>4,060,000</b>
6000 UNEP overhead costs (13%)	165,425	200,395	161,980	527,800
<b>Total</b>	<b>1,437,925</b>	<b>1,741,895</b>	<b>1,407,980</b>	<b>4,587,800</b>
LESS ANNUAL CONTRIBUTION FROM HOST COUNTRY ***	<b>58,000</b>	<b>58,000</b>	<b>58,000</b>	<b>174,000</b>
LESS WITHDRAWAL FOR PROJECTS ****	<b>230,000</b>	<b>200,000</b>	<b>200,000</b>	<b>630,000</b>
LESS WITHDRAWAL TO REDUCE CONTRIBUTIONS *****	<b>33,000</b>	<b>34,000</b>	<b>33,000</b>	<b>100,000</b>
<b>Budget to be shared by Parties</b>	<b>1,116,925</b>	<b>1,449,895</b>	<b>1,116,980</b>	<b>3,683,800</b>

Notes:

\* Provided from UNEP programme support costs (ca. USD 80,000 - 120,000 per annum)

\*\* Paid entirely by the host country as long as the Secretariat remains in Germany.

\*\*\* The equivalent of an annual contribution of DEM 100,000 (at an exchange rate of USD 1.70 to 1 DEM).

\*\*\*\* Special withdrawal of funds accumulated in the CMS Trust Fund.

\*\*\*\*\* Special withdrawal of funds for the purpose of reducing the annual contributions of all Parties.

## SCALE OF CONTRIBUTIONS TO THE TRUST FUND (IN USD)

	Party	UN Scale in % 1998-2000	1998 Contribution	1999 Contribution	2000 Contribution
1	Argentina	0.48	12,735	16,639	12,736
2	Australia	1.48	39,268	51,305	39,270
3	Belgium	1.01	26,797	35,012	26,799
4	Benin	0.01	265	347	265
5	Burkina Faso	0.01	265	347	265
6	Cameroon	0.01	265	347	265
7	Chile	0.08	2,123	2,773	2,123
8	Czech Republic	0.25	6,633	8,666	6,633
9	Denmark	0.72	19,103	24,959	19,104
10	Egypt	0.08	2,123	2,773	2,123
11	Finland	0.62	16,450	21,492	16,451
12	France	6.42	170,336	222,551	170,345
13	Germany	9.06	240,381	314,067	240,393
14	Ghana	0.01	265	347	265
15	Guinea	0.01	265	347	265
16	Guinea-Bissau	0.01	265	347	265
17	Hungary	0.14	3,714	4,853	3,715
18	India	0.31	8,225	10,746	8,225
19	Ireland	0.21	5,572	7,280	5,572
20	Israel	0.27	7,164	9,360	7,164
21	Italy	5.25	139,294	181,993	139,301
22	Luxembourg	0.07	1,857	2,427	1,857
23	Mali	0.01	265	347	265
24	Monaco	0.01	265	347	265
25	Morocco	0.03	796	1,040	796
26	Netherlands	1.59	42,186	55,118	42,188
27	Niger	0.01	265	347	265
28	Nigeria	0.11	2,919	3,813	2,919
29	Norway	0.56	14,858	19,413	14,859
30	Pakistan	0.06	1,592	2,080	1,592
31	Panama	0.01	265	347	265
32	Philippines	0.06	1,592	2,080	1,592
33	Poland	0.33	8,756	11,440	8,756
34	Portugal	0.28	7,429	9,706	7,429
35	Saudi Arabia	0.71	18,838	24,612	18,839
36	Senegal	0.01	265	347	265
37	Slovakia	0.08	2,123	2,773	2,123
38	Somalia	0.01	265	347	265
39	South Africa	0.32	8,490	11,093	8,491
40	Spain	2.38	63,146	82,503	63,150
41	Sri Lanka	0.01	265	347	265
42	Sweden	1.23	32,635	42,638	32,636
43	Switzerland	1.21	32,104	41,945	32,105
44	Togo	0.01	265	347	265
45	Tunisia	0.03	796	1,040	796
46	United Kingdom	5.32	141,151	184,419	141,158
47	Uruguay	0.04	1,061	1,387	1,061
48	Zaire	0.01	265	347	265
49	EC *		30,700	30,700	30,700
	<b>Total:</b>	<b>40.94</b>	<b>1,116,925</b>	<b>1,449,895</b>	<b>1,116,980</b>

\* Contribution of the European Community (2.5 percent of administrative costs, excluding any project costs)

## MEDIUM-TERM PLAN 1998-2003 (IN USD)

Budget line							
		1998	1999	2000	2001	2002	2003
1100	Professional Staff	423,500	432,500	441,500	540,000	550,000	560,000
1200	Consultants	80,000	100,000	90,000	100,000	110,000	120,000
1300	Administrative support	260,000	427,000	274,000	280,000	410,000	310,000
1600	Travel on official business	75,000	90,000	80,000	85,000	95,000	95,000
2100	Projects	230,000	200,000	200,000	0	0	0
3300	Meetings	95,000	162,500	47,500	75,000	190,000	95,000
4000	Equipment (stationary, machines, premises)	27,000	23,000	22,500	25,000	30,000	30,000
5100	Operation and maintenance (premises,	8,500	10,500	9,500	10,000	10,500	11,500
5200	Reporting costs	15,500	23,000	18,000	20,000	25,000	21,000
5300	Sundry (communications)	55,000	70,000	60,000	75,000	85,000	80,000
5400	Hospitality	3,000	3,000	3,000	3,500	3,500	3,500
6000	UNEP administrative costs	165,425	200,395	161,980	157,755	196,170	172,380
	Less annual contribution from host country	(58,000)	(58,000)	(58,000)	(58,000)	(58,000)	(58,000)
	Less withdrawal for projects	(230,000)	(200,000)	(200,000)	0	0	0
	Less withdrawal to reduce contributions	(33,000)	(34,000)	(33,000)	0	0	0
Total		1,116,925	1,449,895	1,116,980	1,313,255	1,647,170	1,440,380

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 for three calendar years beginning 1 January 1998, and ending 31 December 2000.
3. The Trust Fund shall continue to be administered by the Executive Director of the United Nations Environment Programme (UNEP), subject to the approval of the Governing Council of UNEP and the consent of the Secretary-General of the United Nations.
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 income 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. In the event that the Parties wish the Trust Fund to be extended beyond 31 December 2000, the Executive Director of UNEP shall be so advised in writing immediately after the sixth meeting of the Conference of the Parties. It is understood that such extension of the Trust Fund shall be decided at the discretion of the Secretary-General of the United Nations.
7. The financial resources of the Trust Fund for 1998-2000 shall be derived from:
  - (a) the contributions made by the Parties by reference to Annex 2, 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.
8. All contributions to the Trust Fund shall be paid in fully convertible United States dollars. 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 contribution of other States Parties on the same level on 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 would be more than 25 per cent of the budget, the contribution of that Party shall be 25 per cent of the budget for the financial year of joining (or *pro rata* for a part-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. The contributions shall be due on 1 January 1998, 1999 and 2000. Contributions shall be paid into the following account:

Account No. 001-1-507001  
Chase Manhattan Bank  
United Nations Branch  
New York, N.Y. 10017, USA

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. The budget estimates covering the income and expenditure for each of the three calendar years constituting the financial period to which they relate, prepared in US dollars, shall be submitted to the ordinary meeting of the Conference of the Parties to the Convention.

13. The estimates of each of the calendar years covered by the financial period shall be divided into sections and objects of expenditures, 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 expenditure itemized for each programme so as to correspond to the sections, objects of expenditure, and budget lines described in the first sentence of this paragraph.

14. In addition to the budget estimates for the financial period described in the preceding paragraphs, the Secretariat of the Convention, in consultation with the Standing Committee and the Executive Director of UNEP, shall prepare a medium-term plan as envisaged in Chapter III of the Legislative and Financial Texts Regarding the United Nations Environment Programme and the Environment Fund. The medium-term plan will cover the years 2001-2006, inclusive, and shall incorporate the budget for the financial period 2001-2003.

15. The proposed budget and medium-term plan, including all the necessary information, shall be dispatched by the Secretariat to all Parties at least ninety days before the date fixed for the opening of the ordinary meeting of the Conference of the Parties.

16. The budget and medium-term plan shall be adopted by unanimous vote of the Parties present and voting at the ordinary meeting.

17. 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, who shall seek the advice of the Standing Committee as to its priorities for expenditure.

18. Commitments against the resources of the Trust Fund may be made only if they are covered by the necessary income of the Convention. No commitments shall be made in advance of the receipt of contributions.

19. 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 or second calendar year of the financial period, the Executive Director of UNEP may proceed to transfer any uncommitted balance of appropriations to the second or third calendar year respectively, provided that the total budget approved by the Parties shall not be exceeded, unless this is specifically sanctioned in writing by the Standing Committee.

20. 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 accounts for the year. The Executive Director shall also submit, as soon as practicable, the audited accounts for the financial period. These shall include full details of actual expenditure compared to the original provisions for each budget line.

21. Those financial reports required to be submitted to the Executive Director of UNEP shall be transmitted simultaneously by the Secretariat of the Convention to the members of the Standing Committee.

22. 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.

23. The present terms of reference shall be effective from 1 January 1998 to 31 December 2000.

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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 have to be closed, and it is only then that the Executive Director can submit the accounts of the previous calendar year.