

**CONVENTION ON
MIGRATORY
SPECIES**

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**FINANCIAL AND ADMINISTRATIVE MATTERS AND TERMS OF REFERENCE
FOR THE ADMINISTRATION OF THE TRUST FUND FOR THE CONVENTION ON
THE CONSERVATION OF MIGRATORY SPECIES OF WILD ANIMALS**

Adopted by the Conference of the Parties at its Ninth Meeting (Rome 1-5 December 2008)

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”;

Appreciating that the financial position of the Convention has improved markedly since the previous COP as a result of the change in the currency for subscriptions substantial increases in additional voluntary contributions in cash and kind, and careful stewardship by the CMS Secretariat;

Giving special thanks to the Host Government (Germany,) to the Governments of Australia, Belgium, France, Italy, Monaco, Netherlands, Norway, Spain, Sweden and the United Kingdom, to the European Commission, and to CMS partners in the voluntary and private sectors, for their substantial additional voluntary contributions in support of special measures and projects aimed at improving implementation of the Convention, and other support offered to the organs of the Convention during the previous triennium;

Acknowledging also the financial and other services provided in 2006-2008 through the United Nations Environment Programme (UNEP);

Aware that the permanent staff complement of the Secretariat has not been increased since COP7 in 2002 but that the workload has increased substantially in the last six years;

Recognizing the need to provide sufficient resources, including manpower, to enable the Secretariat of the Convention to continue to carry out the Convention’s work programme set out in the Strategic Plan 2006-2011 and to serve its Parties in all regions;

Recognizing also that the Fund balance at the end of 2008 is not projected to be at a high level and that several decisions taken at COP9 have significant implications for the Convention’s budget;

Expressing thanks to the Secretariat for producing two main budget options for adoption by the Ninth meeting of the Conference of the Parties, Rome 2008;

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 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 2009 to 2011 attached as Annex I to the present resolution;
3. *Agrees* to the scale of contributions of Parties to the Convention as listed in Annex II to the present resolution and to the application of that scale pro rata to new Parties;
4. *Agrees* that all contributions to the Trust Fund shall be paid in Euro;
5. *Agrees* that there shall be maintained a working capital at a constant level of at least 15 per cent of estimated annual expenditure or \$500,000, whichever is higher;
6. *Requests* 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. *Agrees* that those Parties wishing to do so, may pay their contributions in three equal instalments;
8. *Agrees* 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 in the following order of priority for the allocation of funding:
 - (a) Countries lowest on the scale, and others with no unpaid pledges to the Convention, in ascending order up to the 0.200 per cent threshold;
 - (b) Countries with unpaid pledges to the Convention in ascending order on the scale, up to the 0.200 per cent threshold; and
 - (c) Non-Party developing countries, Range States and countries actively preparing accession that had not previously received a subsidy to attend a meeting of the Conference of the Parties to the Convention;

9. *Approves* the medium-term plan for 2012 to 2014 attached as Annex III to the present resolution and the programme outlined in the Strategic Plan (Resolution 8.2, Nairobi, 2005);
10. *Instructs* the Executive Secretary to service the implementation of the 2006-2011 Strategic Plan (as adopted in resolution 8.2) as an entity within available resources;
11. *Confirms* the willingness that the CMS Secretariat continues to provide Secretariat services to ASCOBANS in the next triennium; and:
 - (a) *Invites* the Meeting of the Parties of ASCOBANS to discuss the final draft review document in 2009, to decide on the best organizational solutions for ASCOBANS to be implemented from 1 January 2010, and to report their conclusions to the Standing Committee of CMS and to the Working Group for the Future Shape of CMS;
 - (b) *Instructs* the Standing Committee to finalize in 2009, in consultation with the ASCOBANS Parties, the organizational arrangements for 2010 and onwards, taking into account that CMS will not bear any additional costs arising in connection with a definitive organizational solution for ASCOBANS;
12. *Instructs* the Standing Committee to establish a Finance and Budget Subcommittee for the consideration of all financial and budgetary matters, which shall:
 - i) meet one day prior to the start of every regular meeting of the Standing Committee, and shall 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) which will operate under the terms of reference attached as Annex IV to this Resolution;
13. *Instructs* the Executive Secretary to use all opportunities to improve the flow of income (including for conservation and implementation projects) and the savings throughout the period 2009–2011 (including arrears from contracting parties), in order, *inter alia*, to present a balanced budget for the next triennium 2012–2014;
14. *Requests* the Executive Secretary to seek for tender for Information Technology Services that could be alternatively provided by an external service provider in a more cost effective manner;
15. *Invites* Parties to consider the feasibility of financing Junior Professional Officers or providing interns, volunteers and technical experts to the Secretariat to increase its technical capacity in accordance with the United Nations rules and regulations and to agree on providing modest funding within the approved budget of the Convention to cover the difference in cost and applicable UNEP overhead charges for such staff;
16. *Encourages* all Parties to make voluntary contributions to the Trust Funds to support requests from developing countries to participate in and implement the Convention throughout the triennium;

17. *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;
18. *Requests* the Secretariat to allocate the contributions of Parties that accede to the Convention after 1 January 2009 towards the funding of projects not covered by the core budget;
19. *Encourages* 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;
20. *Takes note* of document UNEP/CMS/Conf.9.33 on the execution of the budget of the Convention in the triennium 2006-2008 and expresses its concern with regard to outstanding unpaid pledges to the Trust Fund and urges the Governments concerned to pay their contributions in a timely manner;
21. *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;
22. *Approves* the creation of the following posts at P2 level, subject to the classification of the posts by the United Nations:

Partnerships & Fundraising Officer
Scientific Support Officer
23. *Requests* the Executive Director of UNEP to undertake a review of the grading of the Secretariat's posts by 2011, 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 COP10;
24. *Requests* the Secretariat to start developing, as soon as possible in this triennium, a costed work program using a results based process, to ensure that in future budgets, the resource requests will be linked more systematically to expected results;
25. *Requests* the Executive Director of UNEP to extend the duration of the Convention Trust Funds to 31 December 2011;
26. *Invites* the Executive Director of UNEP to consider, on a case-by-case basis, the allocation of financial resources from the income generated under the Programme Support Costs from the Trust Fund on voluntary contributions for the implementation of activities;
27. *Requests* the Executive Director of UNEP to continue to incorporate aspects of the Convention's program of work into the program of work of UNEP and consider, as appropriate, providing financial support to specific CMS activities in this context; and
28. *Approves* the terms of reference for the administration of the Trust Fund, as set forth in Annex V to the present resolution, for the period 2009 to 2011.

ANNEX I TO RESOLUTION 9.14

BUDGET ESTIMATES FOR 2009-2011 - CMS TRUST FUND IN EURO

| BL | Budget Item | 2009 | 2010 | 2011 | Total 2009 - 2011 |
|-----------|--|----------------|----------------|------------------|----------------------|
| | | EUR | EUR | EUR | EUR |
| BL | EXECUTIVE OFFICE (HQ) | | | | |
| 1101 | Executive Secretary (D1); 97% (3% ASCOBANS) | 166,840 | 170,177 | 173,580 | 510,597 |
| 1102 | Deputy Executive Secretary (P5) | 140,000 | 142,800 | 145,656 | 428,456 |
| 1103 | Inter-Agency Liaison Officer (P4) | 128,000 | 130,560 | 133,171 | 391,731 |
| 1104 | Partnerships and Fundraising Officer (P2) | | 81,600 | 83,232 | 164,832 |
| 1301 | Personal Assistant to the Executive Secretary (GS-6) | 70,000 | 73,500 | 77,175 | 220,675 |
| 1302 | Secretary to the Deputy Executive Secretary (GS-4) - Part Time | 27,500 | 28,875 | 30,319 | 86,694 |
| | Subtotal | 532,340 | 627,512 | 643,133 | 1,802,985 |
| | Executive Management Support | | | | |
| 2210 | Outreach and Fundraising Projects | 46,675 | 46,675 | 46,675 | 140,026 |
| 2290 | Membership promotion | 1,456 | 1,456 | 1,456 | 4,368 |
| 5401 | Hospitality | 500 | 500 | 500 | 1,500 |
| | Subtotal | 48,631 | 48,631 | 48,631 | 145,894 |
| | Institutions | | | | |
| 3301 | Standing Committee Meetings - Support to delegates | 16,963 | 18,023 | | 34,985 |
| 3302 | Scientific Council Meetings - Support to delegates | 32,652 | 32,652 | | 65,304 |
| 3303 | COP 10 - Support of Delegates | | | 53,286 | 53,286 |
| 1201 | Consultancies - Translation | 69,883 | 69,883 | 87,354 | 227,121 |
| 1202 | Consultancies - COP Servicing - (Salary/travel) | | | 273,164 | 273,164 |
| 1203 | Consultancies - Experts | 4,368 | | | 4,368 |
| 1612 | COP 10 Travel of CMS Staff | | | 50,475 | 50,475 |
| | Subtotal | 123,866 | 120,558 | 464,279 | 708,703 |
| | Total Executive Office (HQ) | 704,838 | 796,701 | 1,156,043 | 2,657,582 |
| | INFORMATION, CAPACITY BUILDING & FUNDRAISING UNIT (FICFU) - SHARED WITH ASCOBANS & EUROBATS | | | | |
| 1105 | Head of Unit (P4) | 128,000 | 130,560 | 133,171 | 391,731 |
| 1303 | Senior Information Assistant (GS-7) | 70,000 | 73,500 | 77,175 | 220,675 |
| 1304 | Secretary (GS-4) -Part time | 27,500 | 28,875 | 30,319 | 86,694 |
| 1305 | Documents Clerk (GS-4) | 55,000 | 57,750 | 60,638 | 173,388 |
| | Subtotal | 280,500 | 290,685 | 301,302 | 872,487 |
| | Information and Capacity Building Projects | | | | |
| 2201 | Capacity Building events | 21,814 | 21,814 | 21,814 | 65,442 |

| | | | | | |
|---|---|----------------|----------------|----------------|------------------|
| 2205 | Information Management and Technology | 25,270 | 25,270 | 24,270 | 74,810 |
| 5201 | Information and Publicity Materials | 8,481 | 8,481 | 8,481 | 25,443 |
| | Subtotal | 55,565 | 55,565 | 54,565 | 165,695 |
| Total FICFU | | 336,065 | 346,250 | 355,867 | 1,038,182 |
| SCIENCE, DATA AND MARINE UNIT(SDMU) | | | | | |
| 1106 | Head of Unit (P4); 85% (15% ASCOBANS) | 108,800 | 110,976 | 113,196 | 332,972 |
| 1107 | Scientific Support Officer (P2) | | 81,600 | 83,232 | 164,832 |
| 1108 | Associate Marine Mammals Officer (P2); 25% (75% ASCOBANS) | 20,000 | 20,400 | 20,808 | 61,208 |
| 1306 | Administrative Assistant (GS-4) | 70,000 | 73,500 | 77,175 | 220,675 |
| | Subtotal | 198,800 | 286,476 | 294,411 | 779,687 |
| Conservation Projects | | | | | |
| 2230 | Conservation grants and projects | 56,696 | 56,696 | 56,696 | 170,088 |
| | Subtotal | 56,696 | 56,696 | 56,696 | 170,088 |
| Total SDMU | | 255,496 | 343,172 | 351,107 | 949,775 |
| POLICY AND AGREEMENTS UNIT (PAU) | | | | | |
| 1109 | Head of Unit (P4) | 128,000 | 130,560 | 133,171 | 391,731 |
| 1307 | Administrative Assistant (GS-5) | 70,000 | 73,500 | 77,175 | 220,675 |
| 1308 | Secretary (GS-4) | 55,000 | 57,750 | 60,638 | 173,388 |
| | Subtotal | 253,000 | 261,810 | 270,984 | 785,794 |
| Implementation and Partnerships projects | | | | | |
| 2260 | Agreements, MoUs and Partnerships | 54,317 | 54,317 | 54,317 | 162,951 |
| | Subtotal | 54,317 | 54,317 | 54,317 | 162,951 |
| Total PAU | | 307,317 | 316,127 | 325,301 | 948,745 |
| ADMINISTRATIVE AND FINANCIAL SERVICES UNIT | | | | | |
| 1110 | AFMO (P4) | - | - | - | - |
| 1309 | Finance Assistant (GS-6) | - | - | - | - |
| 1310 | Finance Assistant (GS-5) | - | - | - | - |
| 1311 | Administrative Assistant (GS-5) | - | - | - | - |
| 1312 | Administrative Assistant (GS-5) | - | - | - | - |
| | Subtotal | 0 | 0 | 0 | 0 |
| HQ Secretariat costs | | | | | |
| 1611 | Travel: Staff on mission | 67,000 | 67,000 | 66,000 | 200,000 |
| 4110 | Office supplies | 4,368 | 4,805 | 5,242 | 14,415 |
| 4210 | Non-expendable equipment | 8,735 | 9,609 | 10,482 | 28,827 |
| 5101 | IT Equipment | 18,000 | 18,000 | 18,000 | 54,000 |
| 5102 | IT Services | 72,000 | 72,000 | 72,000 | 216,000 |
| 5111 | Maintenance of computers | 1,747 | 2,184 | 2,620 | 6,551 |
| 5112 | Maintenance of printers | 5,242 | 5,678 | 6,115 | 17,035 |

| | | | | | |
|---|---|------------------|------------------|------------------|------------------|
| 5311 | Communication costs (telephone, fax) | 14,851 | 15,683 | 16,597 | 47,131 |
| 5312 | Postage and courier | 5,242 | 5,678 | 6,115 | 17,035 |
| 5313 | Miscellaneous | 2,184 | 2,620 | 3,057 | 7,861 |
| | Subtotal | 199,368 | 203,257 | 206,229 | 608,854 |
| | SECRETARIAT EFFICIENCY SAVINGS - 5% | -9,968 | -10,163 | -10,311 | -30,443 |
| | SAVINGS - 2% OF SALARY COSTS | -25,677 | -29,714 | -30,581 | -85,971 |
| | Total Savings | -35,645 | -39,877 | -40,892 | -116,414 |
| | Total AFSU | 163,723 | 163,381 | 165,337 | 492,441 |
| TOTAL HQ | | | | | |
| | | 1,767,438 | 1,965,631 | 2,353,655 | 6,086,724 |
| CMS'S REGIONAL OFFICES | | | | | |
| ASIA | | | | | |
| 1111 | CMS Senior Advisor and Head of IOSEA (P5) - 20% | 19,200 | 19,200 | 19,200 | 57,600 |
| | TOTAL REGIONAL OFFICES | 19,200 | 19,200 | 19,200 | 57,600 |
| GRAND TOTAL | | 1,786,638 | 1,984,831 | 2,372,855 | 6,144,324 |
| | Programme Support Cost (PSC), 13% | 232,263 | 258,028 | 308,471 | 798,762 |
| GRAND TOTAL, including PSC | | 2,018,901 | 2,242,859 | 2,681,326 | 6,943,086 |
| LESS: DRAWDOWN FROM THE PROJECTED FUND BALANCE PLUS FUTURE MISCELLANEOUS INCOME (Post of Documents Clerk & IT services) | | -123,055 | -123,055 | -123,054 | -369,164 |
| TOTAL TO BE SHARED BY PARTIES | | 1,895,846 | 2,119,804 | 2,558,272 | 6,573,922 |
| Total to be shared by Parties 2006_2008 | | 1,869,715 | 1,979,923 | 2,514,587 | 6,364,225 |
| PERCENTAGE INCREASE OVER THE 2006-2008 BUDGET PLUS NEW PARTIES | | 1.4% | 7.1% | 1.7% | 3.3% |
| PERCENTAGE INCREASE OVER THE APPROVED MEDIUM TERM PLAN | | -12% | -7% | -10% | -10% |

ANNEX II TO RESOLUTION 9.14

SCALE OF CONTRIBUTIONS BY PARTIES TO THE UNEP/CMS TRUST FUND FOR 2009-2011

| N° | Party | UN Scale in % | 2009 | 2010 | 2011 | Total |
|----|----------------------------------|---------------|---------|---------|---------|-----------|
| | | 2008 | EUR | EUR | EUR | 2009-2011 |
| 1 | Albania | 0.006 | 238 | 266 | 321 | 826 |
| 2 | Algeria | 0.085 | 3,373 | 3,772 | 4,552 | 11,697 |
| 3 | Angola | 0.003 | 119 | 133 | 161 | 413 |
| 4 | Antigua & Barbuda | 0.002 | 79 | 89 | 107 | 275 |
| 5 | Argentina | 0.325 | 12,898 | 14,422 | 17,405 | 44,724 |
| 6 | Australia | 1.787 | 70,919 | 79,296 | 95,698 | 245,913 |
| 7 | Austria | 0.887 | 35,201 | 39,360 | 47,501 | 122,062 |
| 8 | Bangladesh | 0.01 | 397 | 444 | 536 | 1,376 |
| 9 | Belarus | 0.02 | 794 | 887 | 1,071 | 2,752 |
| 10 | Belgium | 1.102 | 43,734 | 48,900 | 59,015 | 151,649 |
| 11 | Benin | 0.001 | 40 | 44 | 54 | 138 |
| 12 | Bolivia | 0.006 | 238 | 266 | 321 | 826 |
| 13 | Bulgaria | 0.02 | 794 | 887 | 1,071 | 2,752 |
| 14 | Burkina Faso | 0.002 | 79 | 89 | 107 | 275 |
| 15 | Cameroon | 0.009 | 357 | 399 | 482 | 1,239 |
| 16 | Cape Verde | 0.001 | 40 | 44 | 54 | 138 |
| 17 | Chad | 0.001 | 40 | 44 | 54 | 138 |
| 18 | Chile | 0.161 | 6,389 | 7,144 | 8,622 | 22,156 |
| 19 | Congo | 0.001 | 40 | 44 | 54 | 138 |
| 20 | Cook Islands | 0.001 | 40 | 44 | 54 | 138 |
| 21 | Costa Rica | 0.032 | 1,270 | 1,420 | 1,714 | 4,404 |
| 22 | Cote d'Ivoire | 0.009 | 357 | 399 | 482 | 1,239 |
| 23 | Croatia | 0.05 | 1,984 | 2,219 | 2,678 | 6,881 |
| 24 | Cuba | 0.054 | 2,143 | 2,396 | 2,892 | 7,431 |
| 25 | Cyprus | 0.044 | 1,746 | 1,952 | 2,356 | 6,055 |
| 26 | Czech Republic | 0.281 | 11,152 | 12,469 | 15,048 | 38,669 |
| 27 | Democratic Republic of the Congo | 0.003 | 119 | 133 | 161 | 413 |
| 28 | Denmark | 0.739 | 29,328 | 32,792 | 39,575 | 101,696 |
| 29 | Djibouti | 0.001 | 40 | 44 | 54 | 138 |
| 30 | Ecuador | 0.021 | 833 | 932 | 1,125 | 2,890 |
| 31 | Egypt | 0.088 | 3,492 | 3,905 | 4,713 | 12,110 |
| 32 | Eritrea | 0.001 | 40 | 44 | 54 | 138 |
| 33 | Estonia | 0.016 | 635 | 710 | 857 | 2,202 |
| 34 | Finland | 0.564 | 22,383 | 25,027 | 30,204 | 77,613 |
| 35 | France | 6.301 | 250,061 | 279,601 | 337,434 | 867,096 |
| 36 | Gabon | 0.008 | 317 | 355 | 428 | 1,101 |
| 37 | Gambia | 0.001 | 40 | 44 | 54 | 138 |
| 38 | Georgia | 0.003 | 119 | 133 | 161 | 413 |
| 39 | Germany | 8.577 | 340,386 | 380,596 | 459,320 | 1,180,302 |
| 40 | Ghana | 0.004 | 159 | 177 | 214 | 550 |
| 41 | Greece | 0.596 | 23,653 | 26,447 | 31,917 | 82,017 |
| 42 | Guinea | 0.001 | 40 | 44 | 54 | 138 |
| 43 | Guinea-Bissau | 0.001 | 40 | 44 | 54 | 138 |
| 44 | Honduras | 0.005 | 198 | 222 | 268 | 688 |
| 45 | Hungary | 0.244 | 9,683 | 10,827 | 13,067 | 33,577 |
| 46 | India | 0.45 | 17,859 | 19,968 | 24,099 | 61,926 |
| 47 | Iran | 0.18 | 7,143 | 7,987 | 9,639 | 24,770 |
| 48 | Ireland | 0.445 | 17,660 | 19,746 | 23,831 | 61,238 |
| 49 | Israel | 0.419 | 16,628 | 18,593 | 22,439 | 57,660 |
| 50 | Italy | 5.079 | 201,565 | 225,376 | 271,993 | 698,934 |

| | | | | | | |
|-----|--|-------|---------|---------|---------|---------|
| 51 | Jordan | 0.012 | 476 | 532 | 643 | 1,651 |
| 52 | Kazakhstan | 0.029 | 1,151 | 1,287 | 1,553 | 3,991 |
| 53 | Kenya | 0.01 | 397 | 444 | 536 | 1,376 |
| 54 | Latvia | 0.018 | 714 | 799 | 964 | 2,477 |
| 55 | Liberia | 0.001 | 40 | 44 | 54 | 138 |
| 56 | Libya | 0.062 | 2,461 | 2,751 | 3,320 | 8,532 |
| 57 | Liechtenstein | 0.01 | 397 | 444 | 536 | 1,376 |
| 58 | Lithuania | 0.031 | 1,230 | 1,376 | 1,660 | 4,266 |
| 59 | Luxembourg | 0.085 | 3,373 | 3,772 | 4,552 | 11,697 |
| 60 | Madagascar | 0.002 | 79 | 89 | 107 | 275 |
| 61 | Mali | 0.001 | 40 | 44 | 54 | 138 |
| 62 | Malta | 0.017 | 675 | 754 | 910 | 2,339 |
| 63 | Mauritania | 0.001 | 40 | 44 | 54 | 138 |
| 64 | Mauritius | 0.011 | 437 | 488 | 589 | 1,514 |
| 65 | Monaco | 0.003 | 119 | 133 | 161 | 413 |
| 66 | Mongolia | 0.001 | 40 | 44 | 54 | 138 |
| 67 | Morocco | 0.042 | 1,667 | 1,864 | 2,249 | 5,780 |
| 68 | Netherlands | 1.873 | 74,332 | 83,113 | 100,304 | 257,748 |
| 69 | New Zealand | 0.256 | 10,160 | 11,360 | 13,709 | 35,229 |
| 70 | Niger | 0.001 | 40 | 44 | 54 | 138 |
| 71 | Nigeria | 0.048 | 1,905 | 2,130 | 2,571 | 6,605 |
| 72 | Norway | 0.782 | 31,034 | 34,700 | 41,878 | 107,613 |
| 73 | Pakistan | 0.059 | 2,341 | 2,618 | 3,160 | 8,119 |
| 74 | Palau | 0.001 | 40 | 44 | 54 | 138 |
| 75 | Panama | 0.023 | 913 | 1,021 | 1,232 | 3,165 |
| 76 | Paraguay | 0.005 | 198 | 222 | 268 | 688 |
| 77 | Peru | 0.078 | 3,096 | 3,461 | 4,177 | 10,734 |
| 78 | Philippines | 0.078 | 3,096 | 3,461 | 4,177 | 10,734 |
| 79 | Poland | 0.501 | 19,883 | 22,231 | 26,830 | 68,944 |
| 80 | Portugal | 0.527 | 20,914 | 23,385 | 28,222 | 72,522 |
| 81 | Republic of Moldova | 0.001 | 40 | 44 | 54 | 138 |
| 82 | Romania | 0.07 | 2,778 | 3,106 | 3,749 | 9,633 |
| 83 | Rwanda | 0.001 | 40 | 44 | 54 | 138 |
| 84 | Samoa | 0.001 | 40 | 44 | 54 | 138 |
| 85 | Sao Tome and Principe | 0.001 | 40 | 44 | 54 | 138 |
| 86 | Saudi Arabia | 0.748 | 29,685 | 33,192 | 40,057 | 102,934 |
| 87 | Senegal | 0.004 | 159 | 177 | 214 | 550 |
| 88 | Serbia | 0.021 | 833 | 932 | 1,125 | 2,890 |
| 89 | Seychelles | 0.002 | 79 | 89 | 107 | 275 |
| 90 | Slovakia | 0.063 | 2,500 | 2,796 | 3,374 | 8,670 |
| 91 | Slovenia | 0.096 | 3,810 | 4,260 | 5,141 | 13,211 |
| 92 | Somalia | 0.001 | 40 | 44 | 54 | 138 |
| 93 | South Africa | 0.29 | 11,509 | 12,868 | 15,530 | 39,908 |
| 94 | Spain | 2.968 | 117,788 | 131,702 | 158,944 | 408,434 |
| 95 | Sri Lanka | 0.016 | 635 | 710 | 857 | 2,202 |
| 96 | Sweden | 1.071 | 42,504 | 47,525 | 57,355 | 147,383 |
| 97 | Switzerland | 1.216 | 48,258 | 53,959 | 65,120 | 167,337 |
| 98 | Syrian Arab Republic | 0.016 | 635 | 710 | 857 | 2,202 |
| 99 | Tajikistan | 0.001 | 40 | 44 | 54 | 138 |
| 100 | The FYR of Macedonia | 0.005 | 198 | 222 | 268 | 688 |
| 101 | Togo | 0.001 | 40 | 44 | 54 | 138 |
| 102 | Tunisia | 0.031 | 1,230 | 1,376 | 1,660 | 4,266 |
| 103 | Uganda | 0.003 | 119 | 133 | 161 | 413 |
| 104 | Ukraine | 0.045 | 1,786 | 1,997 | 2,410 | 6,193 |
| 105 | United Kingdom of Great Britain and Northern Ireland | 6.642 | 263,594 | 294,732 | 355,696 | 914,022 |

| | | | | | | |
|-----|-----------------------------|---------------|------------------|------------------|------------------|------------------|
| 106 | United Republic of Tanzania | 0.006 | 238 | 266 | 321 | 826 |
| 107 | Uruguay | 0.027 | 1,072 | 1,198 | 1,446 | 3,716 |
| 108 | Uzbekistan | 0.008 | 317 | 355 | 428 | 1,101 |
| 109 | Yemen | 0.007 | 278 | 311 | 375 | 963 |
| | subtotal | 46.577 | 1,848,450 | 2,066,809 | 2,494,315 | 6,409,574 |
| 110 | EU | | 47,396 | 52,995 | 63,957 | 164,348 |
| | GRAND TOTAL | | 1,895,846 | 2,119,804 | 2,558,272 | 6,573,922 |

ANNEX III TO RESOLUTION 9.14

MEDIUM TERM PLAN FOR 2009-2014 IN EURO

| Description | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
| Professional Staff | 838,840 | 1,018,433 | 1,038,417 | 1,069,570 | 1,101,657 | 1,134,707 |
| Consultants | 74,252 | 69,883 | 87,354 | 89,975 | 92,674 | 95,454 |
| Administrative Support | 445,000 | 467,250 | 490,613 | 505,331 | 520,491 | 536,106 |
| Travel on Official Business | 67,000 | 67,000 | 66,000 | 67,980 | 70,019 | 72,120 |
| Subcontracts and Subprojects | 157,688 | 157,688 | 157,688 | 162,419 | 167,291 | 172,310 |
| Meetings and Trainings | 98,155 | 99,215 | 424,465 | 437,199 | 450,315 | 463,824 |
| Equipment | 26,735 | 27,609 | 28,482 | 29,337 | 30,217 | 31,123 |
| Operation and Maintenance | 78,989 | 79,862 | 80,735 | 83,157 | 85,652 | 88,222 |
| Reporting cost and Information material | 8,481 | 8,481 | 8,481 | 8,735 | 8,997 | 9,267 |
| Sundry(Communication) | 26,644 | 28,786 | 31,011 | 31,942 | 32,900 | 33,887 |
| Hospitality | 500 | 500 | 500 | 515 | 530 | 546 |
| <i>2% of salary cost</i> | -25,677 | -29,714 | -30,581 | -31,498 | -32,443 | -33,416 |
| <i>Secretariat efficiency</i> | -9,968 | -10,163 | -10,311 | -10,621 | -10,939 | -11,268 |
| subtotal | 1,786,638 | 1,984,831 | 2,372,855 | 2,444,041 | 2,517,362 | 2,592,883 |
| UNEP Administrative Costs | 232,263 | 258,028 | 308,471 | 317,725 | 327,257 | 337,075 |
| Total | 2,018,901 | 2,242,859 | 2,681,326 | 2,761,766 | 2,844,619 | 2,929,957 |
| Less: Reserve, Recoveries & New Parties | -123,055 | -123,055 | -123,054 | 0 | 0 | 0 |
| Budget to be shared by Parties | 1,895,846 | 2,119,804 | 2,558,272 | 2,761,766 | 2,844,619 | 2,929,957 |

note: 3 percent annual increase from 2011

ANNEX IV TO RESOLUTION 9.14

TERMS OF REFERENCE OF THE FINANCE AND BUDGET SUBCOMMITTEE

1. *Composition of the Subcommittee:*
 - a) The Finance and Budget Subcommittee shall be composed 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;
 - 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:
 - i) The duties and responsibilities of the Secretariat mandated in the text of the Convention;
 - ii) 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 the Subcommittee members a quarterly report, to be sent electronically, which identifies and explains any projected expenditure that differs from the approved budget by more than 20 % for staff costs or non-staff costs relating to each activity, together with the proposed approach for managing any such projected over-expenditure.

ANNEX V TO RESOLUTION 9.14

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 2009 and ending 31 December 2011.
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. In the case of voluntary contributions, the Executive Director of UNEP will be prepared to allocate to the CMS Trust Fund the programme support cost portion of funds received as voluntary contributions with a view to providing additional support for CMS Secretariat projects. Those allocations will be issued by the Executive Director based on the proposals of the Executive Secretary of CMS.
6. In the event that the Parties wish the Trust Fund to be extended beyond 31 December 2011, the Executive Director of UNEP shall be so advised in writing immediately after the ninth meeting of the Conference of the Parties. It is understood that whether to so extend the Trust Fund shall be decided by and at the discretion of the Secretary-General of the United Nations.
7. The financial resources of the Trust Fund for 2009-2011 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.
8. All contributions to the Trust Fund shall be paid in euro. 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 percent

of the budget, the contribution of that Party shall be 22 percent 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 2009, 2010 and 2011.

9. Contributions shall be paid into the following accounts:

(a) Contributions in euros:

UNEP Euro Account
Account No. 616160755
J.P. Morgan AG
Gruneburgweg 2
60322 Frankfurt/Main, Germany
Bank code number 501 108 00
SWIFT No. CHASDEFX
IBAN: DE 565011080061616 03755

(b) Contributions in dollars:

UNEP Trust Fund
Account No. 485 002 809
J.P. Morgan Chase
International Agencies Banking
1166 Avenue of the Americas, 17th Floor
New York, N.Y. 10036-2708, USA
Wire transfers: Chase ABA number 021000021
SWIFT number BIC-CHASUS33
CHIPS participant number 0002

10. 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.

11. 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.

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

13. Budget estimates covering the income and expenditure for each of the three calendar years constituting the financial period, prepared in euros (with dollar equivalents), shall be submitted to the ordinary meeting of the Conference of the Parties to the Convention.

14. 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.

15. 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 2009 to 2014, inclusive, and shall incorporate the budget for the financial period 2009–2011.

16. The proposed budget and medium-term plan, 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.

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

18. 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.

19. 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.

20. 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 uncommitted 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.

21. At the end of each calendar year of the financial period,¹ the Executive Director of UNEP shall submit to the Parties, through the UNEP/CMS Secretariat, the accounts for the year in euros. The Executive Director shall also submit, as soon as practicable, the audited accounts for the financial period, in euros (with dollar equivalent). Those accounts shall include full details of actual expenditure compared to the original provisions for each budget line.

22. 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.

¹ The calendar year 1 January to 31 December is the accounting and financial year, but the account's 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.

23. 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.

24. The present terms of reference shall be effective from 1 January 2009 to 31 December 2011.

