

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES
OF WILD FAUNA AND FLORA



Sixteenth meeting of the Conference of the Parties
Bangkok (Thailand), 3-14 March 2013

Committee II

Financing and budgeting of the Secretariat and of meetings of the Conference of the Parties

DRAFT RESOLUTION OF THE CONFERENCE OF THE PARTIES

This document has been prepared by the Budget Working Group, on the basis of document CoP16 Doc. 8.3 (Rev. 1) and CoP16 Doc. 8.4, after discussion in the first session of Committee II.

Draft resolution Conf. 16.1

**Financing and the costed programme of work for the Secretariat
for the triennium 2014-2016**

RECALLING that the financial amendment to the Convention, adopted in Bonn in 1979, entered into force on 13 April 1987;

ALSO RECALLING Resolution Conf. 15.1 adopted at the 15th meeting of the Conference of the Parties (Doha, 2010);

HAVING NOTED the 2010-2011 actual expenditures incurred by the Secretariat (document CoP16 Doc. 8.1);

ALSO HAVING NOTED the preliminary report on the implementation of the costed programme of work for 2012 presented by the Secretariat [document CoP16 Doc. 8.2 (Rev. 1)];

HAVING REVIEWED the proposed costed programme of work for the triennium 2014-2016, submitted by the Secretariat (document CoP16 Doc. 8.3);

ACKNOWLEDGING the Memorandum of Understanding between the Standing Committee of the Conference of the Parties to the Convention on International Trade in Endangered Species of Wild Fauna and Flora and the Executive Director of the United Nations Environment Programme concerning Secretariat Services to and Support of the Convention, effective 1 September 2011;

NOTING the increase in the number of Parties to the Convention, as well as species listed in its Appendices; the need for greater assistance to the Parties to achieve more effective implementation; the necessity to provide adequately for implementation of all Decisions and Resolutions of the Conference of the Parties as well as the Strategic Vision: 2008-2020 as revised at this meeting, and the resulting increasing expenditure incurred by the Secretariat;

RECALLING paragraph 203 of the outcome document of the United Nations Conference on Sustainable Development (also known as Rio+ 20) entitled *The future we want*¹, highlighting the importance of CITES;

¹ Paragraph 203. **We recognize the important role of CITES** (the Convention on International Trade in Endangered Species of Wild Fauna and Flora), an international agreement that stands at the intersection between trade, environment and development; promotes the conservation and sustainable use of biodiversity; should contribute to tangible benefits for local people; and ensures that no species entering into international trade is threatened with extinction. We recognize the economic, social and environmental impacts of

RECOGNIZING the value of and expressed need for enhanced financing for CITES implementation to assist Parties in more effectively meeting the objectives of the convention;

REITERATING the CITES Strategic Vision and stressing the importance of full and effective implementation of CITES as a significant contribution towards achieving the relevant Aichi Biodiversity Targets; and

NOTING that decisions of the Parties, directed to the Secretariat, have an impact on the operation and expenditures incurred by the Secretariat;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

EXPRESSES its appreciation to the Government of Switzerland as the host country for its support to the Secretariat and INVITES it to consider further opportunities to support the CITES Secretariat in a manner that is comparable to the other convention secretariats based in Switzerland;

ACCEPTS and APPROVES the report of expenditures against the costed programme of work for the years 2010, 2011 as endorsed by the Standing Committee at its 61st and 62nd meetings;

ACCEPTS and APPROVES the report of expenditures against the costed programme of work for the year 2012;

ACCEPTS and APPROVES the new format of the costed programme of work and the budgetary presentations for the triennium 2014-2016, as proposed by the Secretariat and endorsed by the Standing Committee, on the recommendation of its Finance and Budget Subcommittee, at its 62nd meeting;

NOTES with appreciation the two budget proposals submitted by the Secretariat for the triennium 2014-2016 budget period and REQUESTS the Secretary-General to prepare budget proposals in the same format for consideration of the Conference of the Parties at its 17th meeting, including, as a minimum, a zero nominal growth budget scenario and a zero real growth budget scenario and, in consultation with the Standing Committee, if necessary, a third scenario.

DECIDES that the implementation of the costed programme of work for the triennium 2014-2016, Annex 1, shall be covered by the Trust Fund budget (CTL), Annex 2, in the amounts of USD 5,836,735 for 2014, USD 6,018,089 for 2015 and USD 6,655,307 for 2016 and by the Support to CITES Activities Trust Fund (QTL), Annex 3, and ADOPTS the scale of contributions for 2014-2016 as contained in Annex 4;

NOTES that many Parties expressed their concern and regret that the Trust Fund (CTL) budget does not contain adequate finances for all the priorities identified by the Parties for the triennium 2014-2016, and CALLS ON the Parties to ensure that this does not become standard practice in future budgets;

REQUESTS the Secretariat to carefully monitor exchange rate fluctuations and adjust levels of expenditure, where necessary; and DECIDES that the Secretariat, as a last resort, can request the Standing Committee to drawdown from the Trust Fund Balance on an exceptional basis;

REQUESTS the Secretariat to maintain an operating cash reserve of not less than 15 % of the average annual budget to ensure financial liquidity and AUTHORIZES the Secretariat, in consultation with the Standing Committee, to draw additional funds from the CITES Trust Fund balance at the end of each year, provided that it is not reduced below the operating cash reserve specified above;

TAKES NOTE of the funding estimates of the Trust Fund on Support to CITES Activities (QTL) for the 2014-2016 budget period and URGES the Secretariat, where activities that are to be externally-funded are concerned, to seek funds, preferably non-earmarked, for the implementation of activities identified in the costed programme of work;

APPROVES the Terms of Reference for the Administration of the Trust Fund, in Annex 5, for the budget period beginning on 1 January 2014 and ending on 31 December 2016;

illicit trafficking in wildlife where firm and strengthened action needs to be taken on both the supply and demand sides. In this regard, we emphasize the importance of effective international cooperation among relevant multilateral environmental agreements and international organizations. We further stress the importance of basing the listing of species on agreed criteria.

INSTRUCTS the Standing Committee to review the Terms of Reference for the Administration of the Trust Fund and, if necessary, make proposals to the 17th meeting of the Conference of the Parties for any necessary changes;

DECIDES that:

- a) contributions to the Trust Fund (CTL) are based on the United Nations scale of assessment, as amended from time to time and adjusted to take account of the fact that not all members of the United Nations are Parties to the Convention;
- b) any other basis of calculation of contributions shall not be used without the consent of all Parties present and voting at a meeting of the Conference of the Parties; and
- c) any change in the basic scale of contributions that would increase the expected contribution of a Party does not apply to that Party without its consent, and that any proposal to change the basic scale of contributions from that currently in use shall only be considered by the Conference of the Parties if notice of such proposal has been communicated by the Secretariat to all Parties at least 150 days before the meeting;

EXPECTS Parties to pay their contributions to the Trust Fund (CTL) in a timely manner and in accordance with the basic scale and, whenever possible, ENCOURAGES them to make special contributions to the Trust Funds above their regular contributions;

REQUESTS all Parties to pay their contributions as far as possible during the year prior to the one to which they relate or, otherwise, promptly by the beginning of the calendar year (1 January to 31 December) to which the contributions apply;

NOTES with concern that a number of Parties have pending contributions to the Trust Fund (CTL), thus affecting adversely the implementation of the Convention;

REQUESTS the Secretariat to continue to monitor Parties that have pending contributions to the Convention by:

- a) sending reminders twice yearly, with copies to the permanent missions in Geneva;
- b) initiating talks with the permanent missions in Geneva of the Parties with pending contributions for three or more years,

URGES all Parties with pending contributions to cooperate with the Secretariat in arranging for the payment of their outstanding contributions without delay;

INVITES States not Parties to the Convention, other governmental, inter-governmental and non-governmental organizations, and other sources to contribute to the Trust Fund in Support of CITES Activities (QTL);

DECIDES that the standard participation charge for all observer organizations other than the United Nations and its specialized agencies shall be set at a minimum of USD 600 (except as otherwise decided by the Secretariat as required and following consultation with the Finance and Budget Subcommittee) and URGES such organizations to make a greater contribution if possible at least to meet their effective costs of participation;

AFFIRMS that:

- a) all meetings of the Conference of the Parties and all regular meetings of the Standing Committee, the Animals Committee and the Plants Committee should be held in Switzerland unless a candidate host country pays the difference in costs between its proposed venue and Switzerland; and
- b) no more than two regular meetings each of the Standing Committee, and the Animals and Plants Committees should be convened between regular meetings of the Conference of the Parties;

DIRECTS the Secretariat to make provision for the payment, if requested, of reasonable and justifiable travel expenses of members, including attendance at the relevant committee meetings, and other expenses of the

Chairs of the Standing Committee, the Animals Committee and the Plants Committee, other than members from developed countries;

INSTRUCTS the Standing Committee to keep under review the implementation of the Memorandum of Understanding between the CITES Standing Committee and the Executive Director of UNEP concerning Secretariat Services to and Support of the Convention;

REQUESTS the Secretariat:

- a) to make provisions for all the costs the Secretariat incurs, including costs associated with the hiring of temporary staff and consultants, when seeking funds for the implementation of externally-funded projects;
- b) in consultation with proponent Parties, when necessary, to advise the Conference of the Parties on proposals with budgetary implications, including staff costs; and
- c) in consultation with the Chairs of the Animals and Plants Committees, to assign scientific consultants and define terms of reference for specific science-based projects. Such a process should be implemented in a fashion that would not have a negative impact on the budget but rather effectively utilize the scientific expertise of the Parties which is available to the Secretariat via the Chairs of the technical committees;

ENCOURAGES the Secretary-General, in line with UN rules, to use opportunities provided by upcoming vacancies to explore ways to strengthen the capacity of the Secretariat within its assigned budget, including through structural change;

ENCOURAGES Parties, in the revision of their national biodiversity strategies and action plans, to integrate CITES objectives and priorities in order to facilitate identification of opportunities for GEF-eligible projects relevant for CITES, including species-based projects;

INVITES the GEF Council to note relevant resolutions and decisions of the Conference of the Parties to CITES in the development of the GEF Biodiversity Strategy consistent with the GEF's mandate and the Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets;

DECIDES to convey to the Conference of the Parties of the Convention on Biological Diversity (CBD CoP) the CITES objectives and priorities in support of the Aichi Targets and invites the CBD CoP to take these into account in providing the broad strategic guidance to the GEF;

Within the context of the Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets, CALLS upon Parties, established financing mechanisms, donors, international organizations, academia, non-governmental organizations and other relevant stakeholders to provide adequate and timely support for the relevant CITES objectives and priorities;

DECIDES that:

- a) the Secretary-General shall have the authority to make staffing decisions as necessary to implement the priorities of the Parties in accordance with the costed programme of work provided they are within the overall budget and taken in accordance with the Memorandum of Understanding between the CITES Standing Committee and the Executive Director of UNEP concerning Secretariat Services to and Support of the Convention; and
- b) any change in the costed programme of work of the Secretariat deriving from a new resolution or decision shall be made only if the source of the necessary additional funds has been identified or if that programme is reprioritized at the time such a resolution or decision is adopted by the Conference of the Parties;

the Secretariat, in collaboration with the Secretariat of the Convention on Biological Diversity, shall continue to explore a closer working relationship with the GEF to address CITES priorities within the context of its Biodiversity Strategy, and consistent with CITES' and the GEF's mandates; and

REPEALS Resolution Conf. 15.1 (Doha, 2010) – *Financing and the costed programme of work for the Secretariat for the biennium 2012-2013*, which, however, remains on the record as an indication of the expected levels of annual contributions for Parties that have not paid these amounts.

Costed Programme of Work of the CITES Secretariat for 2014-2016

A. Governing Bodies and Meeting Services

Activity No.	Activities	Priority ranking	2014			2015			2016		
			Source of funding		Total funding	Source of funding		Total funding	Source of funding		Total funding
			CTL*	QTL**		CTL*	QTL**		CTL*	QTL**	
1	Organization and support of the 17th meeting of the Conference of the Parties	Core	-	-	-	-	-	-	750'000	1'000'000	1'750'000
2	Organization and support of the 65th, 66th, 67th and 68th meeting of the Standing Committee	Core	155'000	-	155'000	155'000	-	155'000	40'000	-	40'000
3	Organization and support of the 27th and 28th meetings of the Animals Committee	Core	119'000	-	119'000	119'000	-	119'000	-	-	-
4	Organization and support of the 21st and 22nd meetings of the Plants Committee	Core	119'000	-	119'000	119'000	-	119'000	-	-	-
5	Maintenance, updating and publication of all official CITES reference documentation	Core	10'000	-	10'000	10'000	-	10'000	10'000	-	10'000
6	Provision of translation of documents	Core	100'000	-	100'000	100'000	-	100'000	100'000	-	100'000
7	Organization of other CITES workshops and meetings	High	-	-	-	-	-	-	-	-	-
8	Provision of assistance to office mail, photocopying, fax and other dispatch system	High	-	-	-	-	-	-	-	-	-
	Total		503'000	-	503'000	503'000	-	503'000	900'000	1'000'000	1'900'000
	Staff costs: D2 (1/10), P5 (1), P3 (1) & GS (3)		929'257	-	929'257	966'427	-	966'427	1'005'084	-	1'005'084
	Grand total		1'432'257	-	1'432'257	1'469'427	-	1'469'427	1'905'084	1'000'000	2'905'084

B. Scientific Services

Activity No.	Activities	Priority ranking	2014			2015			2016		
			Source of funding		Total funding	Source of funding		Total funding	Source of funding		Total funding
			CTL*	QTL**		CTL*	QTL**		CTL*	QTL**	
1	Facilitation and management of the Review of Significant Trade	Core	125'000	-	125'000	125'000	-	125'000	125'000	-	125'000
2	Provision of advice in the Periodic Review of the Appendices	Medium	-	100'000	100'000	-	100'000	100'000	-	100'000	100'000
3	Provision of advice to the Parties on proposals to amend the Appendices	Core	-	-	-	-	-	-	-	-	-
4	Cooperation with others over scientific issues, including ITTO, CMS and IPBES	Medium	-	150'000	150'000	-	150'000	150'000	-	150'000	150'000
5	Capacity-building support to Parties on scientific issues, particularly in relation to non-detriment findings	High	-	300'000	300'000	-	300'000	300'000	-	300'000	300'000
6	CoP16 Decisions and Resolutions related to scientific issues	High	-	300'000	300'000	-	-	-	-	-	-
7	Participation in the Biodiversity Indicators Partnership and CBD AHTEG on indicators	Low	-	-	-	-	-	-	-	-	-
8	Implementation of MIKE Phase III	High	-	1'300'000	1'300'000	-	-	-	-	-	-
9	Implementation of the programme to Monitor the Illegal Killing of Endangered Species (MIKES) in Africa	High	-	-	-	-	2'600'000	2'600'000	-	2'600'000	2'600'000
	Total		125'000	2'150'000	2'275'000	125'000	3'150'000	3'275'000	125'000	3'150'000	3'275'000
	Staff costs: D2 (1/10), P5 (1), P4 (2) & GS (1)		909'185	-	909'185	945'552	-	945'552	983'374	-	983'374
	Grand total		1'034'185	2'150'000	3'184'185	1'070'552	3'150'000	4'220'552	1'108'374	3'150'000	4'258'374

C. Enforcement Support Services

Activity No.	Activities	Priority ranking	2014			2015			2016		
			Source of funding		Total funding	Source of funding		Total funding	Source of funding		Total funding
			CTL*	QTL**		CTL*	QTL**		CTL*	QTL**	
1	Provision of guidance and best-practice advice to Parties and law-enforcement agencies	Core	15'000	50'000	65'000	15'000	50'000	65'000	15'000	50'000	65'000
2	Continued coordination of Enforcement Task Forces	High	-	150'000	150'000	-	150'000	150'000	-	150'000	150'000
3	Verification, technical and enforcement-related missions	High	-	50'000	50'000	-	50'000	50'000	-	50'000	50'000
4	CoP16 Decisions and Resolutions related to enforcement matters	High	-	300'000	300'000	-	-	-	-	-	-
5	ICCWC Support Officer	High	-	151'216	151'216	-	157'265	157'265	-	163'555	163'555
6	ICCWC activities	High	-	100'000	100'000	-	100'000	100'000	-	100'000	100'000
7	Participation in UNEP Green Customs activities and other initiatives	Medium	-	30'000	30'000	-	30'000	30'000	-	30'000	30'000
	Total		15'000	831'216	846'216	15'000	537'265	552'265	15'000	543'555	558'555
	Staff costs: D2 (1/10), P5 (1), P3 (1) & GS (1/2)		569'937	-	569'937	592'734	-	592'734	616'443	-	616'443
	Grand total		584'937	831'216	1'416'153	607'734	537'265	1'144'999	631'443	543'555	1'174'999

D. Legal Affairs and Trade Policy Services

Activity No.	Activities	Priority ranking	2014			2015			2016		
			Source of funding		Total funding	Source of funding		Total funding	Source of funding		Total funding
			CTL*	QTL**		CTL*	QTL**		CTL*	QTL**	
1	Implementation of the National Legislation Project	Core	10'000	100'000	110'000	10'000	100'000	110'000	10'000	100'000	110'000
2	Regular compilation and updating of annual and biennial reports	High	-	-	-	-	-	-	-	-	-
3	Compliance-related assistance, assessment and verification missions to Parties	High	-	50'000	50'000	-	50'000	50'000	-	50'000	50'000
4	Provision of security stamps, permits and sample signatures and tags	High	-	-	-	-	-	-	-	-	-
5	Coordination and promotion of international cooperation and synergies, including participation in meetings of relevant bodies (IPBES, EMG, BLG, etc.)	Medium	-	30'000	30'000	-	30'000	30'000	-	30'000	30'000
6	Review of Resolutions, bilateral cooperations and multilateral measures	Medium	-	50'000	50'000	-	50'000	50'000	-	50'000	50'000
7	CoP16 Decisions and Resolutions related to legislation and compliance	High	-	200'000	200'000	-	-	-	-	-	-
8	Continued collaboration with WTO, ITC, UNEP/ETB, UNCTAD and other agencies on wildlife trade policy reviews	Low	-	30'000	30'000	-	30'000	30'000	-	30'000	30'000
9	Assistance and guidance in addressing livelihood impacts	Medium	-	60'000	60'000	-	60'000	60'000	-	60'000	60'000
10	Temporary assistance (GS staff)	High	-	143'728	143'728	-	149'477	149'477	-	155'456	155'456
	Total		10'000	663'728	673'728	10'000	469'477	479'477	10'000	475'456	485'456
	Staff costs: D2 (1/10), P5 (1), P4 (1/2) and GS (1/2)		492'873		492'873	512'588		512'588	533'091		533'091
	Grand total		502'873	663'728	1'166'601	522'588	469'477	992'065	543'091	475'456	1'018'547

E. Knowledge Management, Capacity Building and Outreach Services

Activity No.	Activities	Priority ranking	2014			2015			2016		
			Source of funding		Total funding	Source of funding		Total funding	Source of funding		Total funding
			CTL*	QTL**		CTL*	QTL**		CTL*	QTL**	
1	Provision of training primarily focusing on Management & Scientific Authorities	Core	30'000	80'000	110'000	30'000	80'000	110'000	30'000	80'000	110'000
2	Creation of training materials and training courses	High	-	30'000	30'000	-	30'000	30'000	-	30'000	30'000
3	Provision of trade monitoring database, trade data analysis and technical support	Core	110'000	-	110'000	110'000	-	110'000	110'000	-	110'000
4	Assistance & missions on capacity building and knowledge management	High	-	50'000	50'000	-	50'000	50'000	-	50'000	50'000
5	Publications, printing, including updating of the CITES website	Core	-	-	-	-	-	-	-	-	-
6	Assistance in the development of e-permitting systems that adhere to international open standards	Medium	-	50'000	50'000	-	50'000	50'000	-	50'000	50'000
7	Development of CITES e-learning (Virtual College)	High	-	40'000	40'000	-	40'000	40'000	-	40'000	40'000
8	CoP16 Decisions and Resolutions related to capacity building & knowledge management	High	-	200'000	200'000	-	-	-	-	-	-
9	Cooperation with financial institutions and donors to secure funding support for CITES	High	10'000	30'000	40'000	10'000	30'000	40'000	10'000	30'000	40'000
10	Provision of support to CITES Master's courses	Low	-	20'000	20'000	-	20'000	20'000	-	20'000	20'000
11	Assistance in strengthening the CITES implementation capacity of developing countries	High	-	2'600'000	2'600'000	-	-	-	-	-	-
12	Database & systems support (GS staff)	Medium	-	143'728	143'728	-	149'477	149'477	-	155'456	155'456
	Total		150'000	3'243'728	3'393'728	150'000	449'477	599'477	150'000	455'456	605'456
	Staff costs: D2 (1/10), P5 (1), P4 (1-1/2) & P3 (1)		794'551		794'551	826'333		826'333	859'386		859'386
	Grand total		944'551	3'243'728	4'188'279	976'333	449'477	1'425'810	1'009'386	455'456	1'464'842

F. Management and Administrative Services

Activity No.	Activities	Priority ranking	2014			2015			2016		
			Source of funding		Total funding	Source of funding		Total funding	Source of funding		Total funding
			CTL*	QTL**		CTL*	QTL**		CTL*	QTL**	
1	Provision of overall management of the Secretariat, including regular meetings of the Management Team	Core	-	-	-	-	-	-	-	-	-
2	Project management, including development of project documents and donor relations	Core	-	-	-	-	-	-	-	-	-
3	Representing CITES: raising public awareness; visibility; financial and in-kind support; and ensuring accuracy of CITES information	Core	60'000	-	60'000	60'000	-	60'000	60'000	-	60'000
4	CoP16 Decisions and Resolutions regarding cooperation, synergies, access to funding, etc.	High	-	100'000	100'000	-	-	-	-	-	-
	Total		60'000	100'000	160'000	60'000	-	60'000	60'000	-	60'000
	Staff costs: D2 (1/2) & GS (1)		316'451	913'727	1'585'210	329'109	598'808	1'291'155	342'274	731'181	1'496'836
	Grand total		376'451	100'000	476'451	389'109	-	389'109	402'274	-	402'274

G. Equipment, maintenance and other operating costs

Activity No.	Activities	Priority ranking	2014			2015			2016		
			Source of funding		Total funding	Source of funding		Total funding	Source of funding		Total funding
			CTL*	QTL**		CTL*	QTL**		CTL*	QTL**	
1	Office maintenance, electricity and cleaning	Core	130'000	-	130'000	130'000	-	130'000	130'000	-	130'000
2	Procurement of non-expendable equipment and expendable office supplies	Core	40'000	40'000	80'000	40'000	-	40'000	40'000	-	40'000
3	Rental and maintenance of equipment, including copiers, fax machines, Internet connection, VC equipment	Core	45'000	-	45'000	45'000	-	45'000	45'000	-	45'000
4	Communications, including telephones, postage, fax, video conferencing, etc.	Core	60'000	-	60'000	60'000	-	60'000	60'000	-	60'000
5	Miscellaneous expenses, including bank charges and hospitality	Core	15'000	-	15'000	15'000	-	15'000	15'000	-	15'000
	Total		290'000	40'000	330'000	290'000	-	290'000	290'000	-	290'000
	Staff costs		-	-	-	-	-	-	-	-	-
	Grand total		290'000	40'000	330'000	290'000	-	290'000	290'000	-	290'000

Total direct and operational costs	5'165'252	7'028'672	12'193'924	5'325'742	4'606'219	9'931'961	5'889'652	5'624'468	11'514'120
Programme support costs	671'483	913'727	1'585'210	692'347	598'808	1'291'155	765'655	731'181	1'496'836
Grand total	5'836'735	7'942'399	13'779'135	6'018'089	5'205'027	11'223'116	6'655'307	6'355'648	13'010'955

Notes:

* CTL - CITES Trust Fund

** QTL - CITES External Funds (subject to available funding)

Operational budget under the General Trust Fund (CTL) for 2014-2016

Budget line	Description	2014	2015	2016
		USD	USD	USD
10	Personnel component			
1100	Total Professional staff	3'149'884	3'275'880	3'406'915
1200	Consultants			
1201	Translation of CoP documents	0	0	200'000
1202	Translation of SC documents	65'000	65'000	20'000
1203	Translation of AC documents	50'000	50'000	0
1204	Translation of PC documents	50'000	50'000	0
1205	General translation of documents	100'000	100'000	100'000
1299	Total, Consultants	265'000	265'000	320'000
1300	Administrative support			
1320	Total, General support staff	862'368	896'863	932'737
1321	Conference staff to CoP	0	0	400'000
1322	Conference staff to SC mtg	35'000	35'000	10'000
1323	Conference staff to AC mtg	35'000	35'000	0
1324	Conference staff to PC mtg	35'000	35'000	0
1399	Total, Administrative support	967'368	1'001'863	1'342'737
1600	Travel on official business			
1601	General travel	60'000	60'000	60'000
1699	Total, Travel on official business	60'000	60'000	60'000
10	Total, Personnel component	4'442'252	4'602'742	5'129'652
20	Sub-contract component			
2101	Scientific support	125'000	125'000	125'000
2102	Enforcement	15'000	15'000	15'000
2103	CITES website	0	0	0
2104	Legal affairs and trade policy	10'000	10'000	10'000
2105	Trade monitoring and support	110'000	110'000	110'000
2106	Resource mobilization	10'000	10'000	10'000
20	Total, Sub-contract component	270'000	270'000	270'000
30	Meetings and training component			
3200	Group Training			
3201	Training courses/seminars	30'000	30'000	30'000
3299	Total, Group Training	30'000	30'000	30'000
3300	Meetings			
3301	Standing Committee (members travel)	40'000	40'000	10'000
3302	Animals Committee (members travel)	24'000	24'000	0
3303	Plants Committee (members travel)	24'000	24'000	0
3399	Total, Meetings	88'000	88'000	10'000
30	Total, Meetings and training component	118'000	118'000	40'000
40	Equipment and premises component			
4100	Expendable equipment			
4101	Office supplies	20'000	20'000	20'000
4199	Total, Expendable equipment	20'000	20'000	20'000
4200	Non-expendable equipment			
4201	Non-expendable equipment	20'000	20'000	20'000
4299	Total, Non-expendable equipment	20'000	20'000	20'000
4300	Premises			
4301	Maintenance of the office	130'000	130'000	130'000
4399	Total, Premises	130'000	130'000	130'000

Budget line	Description	2014	2015	2016
		USD	USD	USD
40	Total, Equipment and premises component	170'000	170'000	170'000

Budget line	Description	2014	2015	2016
		USD	USD	USD
50	Miscellaneous component			
5100	Operation and maintenance of equipment			
5101	Maintenance of office equipment	45'000	45'000	45'000
5199	Total, Operation and maintenance of equipment	45'000	45'000	45'000
5200	Reporting costs			
5201	CoP-related documents	0	0	120'000
5202	Identification Manual	0	0	0
5203	Checklist	0	0	0
5204	Newsletter	0	0	0
5205	Publications	10'000	10'000	10'000
5206	Other publications & printing	0	0	0
5299	Total, Reporting costs	10'000	10'000	130'000
5300	Sundry			
5301	Communications (telephone, fax, mail, Internet)	60'000	60'000	60'000
5302	Logistics for CoP	0	0	30'000
5303	Logistics for SC meeting	15'000	15'000	0
5304	Logistics for AC meeting	10'000	10'000	0
5305	Logistics for PC meeting	10'000	10'000	0
5306	Bank charges	10'000	10'000	10'000
5399	Total, Sundry	105'000	105'000	100'000
5400	Hospitality			
5401	Hospitality	5'000	5'000	5'000
5499	Total, Hospitality	5'000	5'000	5'000
50	Total, Miscellaneous component	165'000	165'000	280'000
	Total direct costs	5'165'252	5'325'742	5'889'652
	Programme Support Costs (13 %)	671'483	692'347	765'655
	TOTAL COSTS	5'836'735	6'018'089	6'655'307
				18'510'131
				6'170'044

2012-2013 average annual budget
2014-2016 average annual budget
Difference
Average annual percentage of increase in the budget

5'924'304
6'170'044
245'740
4.15

Support to CITES activities (QTL) for 2014-2016

Budget line	Description	2014	2015	2016
10	Personnel component			
1100	Professional staff			
1101	ICCWC Support Officer	151'216	157'265	163'555
1199	Total, Professional staff	151'216	157'265	163'555
1200	Consultants			
1201	Periodic review of the Appendices	100'000	100'000	100'000
1202	National Legislation Project	100'000	100'000	100'000
1203	Assistance on livelihood issues	60'000	60'000	60'000
1204	E-permitting tools	50'000	50'000	50'000
1205	Review of Resolutions, multilateral measures	50'000	50'000	50'000
1220	General consultancy	0	0	0
1299	Total, Consultants	360'000	360'000	360'000
1300	Administrative support			
1301	Database and Systems Assistant	143'728	149'477	155'456
1320	Temporary assistance	143'728	149'477	155'456
1399	Total, Administrative support	287'456	298'954	310'912
1600	Travel on official business			
1601	Cooperation with other scientific bodies	150'000	150'000	150'000
1602	Compliance-related assistance & missions	50'000	50'000	50'000
1603	Enforcement-related missions	50'000	50'000	50'000
1604	Participation in UNEP Green Customs activities	30'000	30'000	30'000
1605	Travel related to capacity building and knowledge management	50'000	50'000	50'000
1606	Participation in meetings on international cooperation & synergies	30'000	30'000	30'000
1607	Access to financing & resource mobilization	30'000	30'000	30'000
1699	Total, Travel on official business	390'000	390'000	390'000
10	Total, Personnel component	1'188'672	1'206'219	1'224'468
20	Sub-contract component			
2101	CoP16 Decision - Scientific support	300'000	0	0
2102	CoP16 Decision - Enforcement	300'000	0	0
2103	CoP16 Decision - Legislation and compliance	200'000	0	0
2104	CoP16 Decision - Capacity building and KM	200'000	0	0
2105	CoP16 Decision - Synergies, cooperations, access to funding	100'000	0	0
2106	Non-detriment findings	300'000	300'000	300'000
2107	Enforcement-related activities	50'000	50'000	50'000
2107	Coordination of enforcement task forces	150'000	150'000	150'000
2108	ICCWC activities and projects	100'000	100'000	100'000
2109	Wildlife trade policy reviews	30'000	30'000	30'000
2110	Assistance to Master's course	20'000	20'000	20'000
2111	Implementation of MIKE Phase III	1'300'000	0	0
2112	Implementation of MIKES	0	2'600'000	2'600'000
20	Total, Sub-contract component	3'050'000	3'250'000	3'250'000
30	Meetings and training component			
3200	Group Training			
3201	Capacity-building workshop for MAs and SAs	80'000	80'000	80'000
3202	Strengthening implementation capacity of developing countries	2'600'000	0	0
3299	Total, Training	2'680'000	80'000	80'000
3300	Meetings			
3301	Sponsored Delegates Project	0	0	1'000'000
3399	Total, Meetings	0	0	1'000'000
30	Total, Training and meetings component	2'680'000	80'000	1'080'000

Budget line	Description	2014	2015	2016
40	Equipment and premises component			
4200	Non-expendable Equipment			
4201	Non-expendable equipment (lap-tops)	40'000		
4299	Total, Non-expendable equipment	40'000	0	0
50	Miscellaneous component			
5200	Reporting costs			
5201	Capacity-building training materials	30'000	30'000	30'000
5202	E-learning tools	40'000	40'000	40'000
5299	Total, Reporting costs	70'000	70'000	70'000
	Total direct costs	7'028'672	4'606'219	5'624'468
	Programme Support Costs (13%)	913'727	598'808	731'181
	TOTAL COSTS	7'942'399	5'205'027	6'355'648

CITES TRUST FUND
SCALE OF CONTRIBUTIONS FOR THE TRIENNIUM 2014-2016
(in US dollars)

Party	UN scale %*	CITES adjusted scale %	2014-2016 total contributions	Annual average contributions 2014-2016
Afghanistan	0.0050	0.0050	927	309
Albania	0.0100	0.0100	1'854	618
Algeria	0.1370	0.1372	25'401	8'467
Antigua and Barbuda	0.0020	0.0020	371	124
Argentina	0.4320	0.4327	80'095	26'698
Armenia	0.0070	0.0070	1'298	433
Australia	2.0740	2.0774	384'531	128'177
Austria	0.7980	0.7993	147'954	49'318
Azerbaijan	0.0400	0.0401	7'416	2'472
Bahamas	0.0170	0.0170	3'152	1'051
Bahrain	0.0390	0.0391	7'231	2'410
Bangladesh	0.0100	0.0100	1'854	618
Barbados	0.0080	0.0080	1'483	494
Belarus	0.0560	0.0561	10'383	3'461
Belgium	0.9980	0.9996	185'035	61'678
Belize	0.0010	0.0010	185	62
Benin	0.0030	0.0030	556	185
Bhutan	0.0010	0.0010	185	62
Bolivia (Plurinational State of)	0.0090	0.0090	1'669	556
Bosnia and Herzegovina	0.0170	0.0170	3'152	1'051
Botswana	0.0170	0.0170	3'152	1'051
Brazil	2.9340	2.9388	543'980	181'327
Brunei Darussalam	0.0260	0.0260	4'821	1'607
Bulgaria	0.0470	0.0471	8'714	2'905
Burkina Faso	0.0030	0.0030	556	185
Burundi	0.0010	0.0010	185	62
Cambodia	0.0040	0.0040	742	247
Cameroon	0.0120	0.0120	2'225	742
Canada	2.9840	2.9889	553'250	184'417
Cape Verde	0.0010	0.0010	185	62
Central African Republic	0.0010	0.0010	185	62
Chad	0.0020	0.0020	371	124
Chile	0.3340	0.3345	61'925	20'642
China	5.1480	5.1565	954'468	318'156
Colombia	0.2590	0.2594	48'020	16'007
Comoros	0.0010	0.0010	185	62
Congo	0.0050	0.0050	927	309
Costa Rica	0.0380	0.0381	7'045	2'348
Côte d'Ivoire	0.0110	0.0110	2'039	680
Croatia	0.1260	0.1262	23'361	7'787
Cuba	0.0690	0.0691	12'793	4'264
Cyprus	0.0470	0.0471	8'714	2'905
Czech Republic	0.3860	0.3866	71'567	23'856
Democratic Republic of the Congo	0.0030	0.0030	556	185
Denmark	0.6750	0.6761	125'149	41'716
Djibouti	0.0010	0.0010	185	62
Dominica	0.0010	0.0010	185	62
Dominican Republic	0.0450	0.0451	8'343	2'781
Ecuador	0.0440	0.0441	8'158	2'719
Egypt	0.1340	0.1342	24'844	8'281
El Salvador	0.0160	0.0160	2'966	989
Equatorial Guinea	0.0100	0.0100	1'854	618
Eritrea	0.0010	0.0010	185	62
Estonia	0.0400	0.0401	7'416	2'472
Ethiopia	0.0100	0.0100	1'854	618
Fiji	0.0030	0.0030	556	185
Finland	0.5190	0.5199	96'225	32'075
France	5.5930	5.6022	1'036'973	345'658
Gabon	0.0200	0.0200	3'708	1'236
Gambia	0.0010	0.0010	185	62
Georgia	0.0070	0.0070	1'298	433
Germany	7.1410	7.1527	1'323'981	441'327

Party	UN scale %*	CITES adjusted scale %	2014-2016 total contributions	Annual average contributions 2014-2016
Ghana	0.0140	0.0140	2'596	865
Greece	0.6380	0.6390	118'289	39'430
Grenada	0.0010	0.0010	185	62
Guatemala	0.0280	0.0280	5'191	1'730
Guinea	0.0010	0.0010	185	62
Guinea-Bissau	0.0010	0.0010	185	62
Guyana	0.0010	0.0010	185	62
Honduras	0.0080	0.0080	1'483	494
Hungary	0.2660	0.2664	49'318	16'439
Iceland	0.0270	0.0270	5'006	1'669
India	0.6660	0.6671	123'480	41'160
Indonesia	0.3460	0.3466	64'150	21'383
Iran (Islamic Republic of)	0.3560	0.3566	66'004	22'001
Ireland	0.4180	0.4187	77'500	25'833
Israel	0.3960	0.3967	73'421	24'474
Italy	4.4480	4.4553	824'684	274'895
Jamaica	0.0110	0.0110	2'039	680
Japan	10.8330	10.8508	2'008'499	669'500
Jordan	0.0220	0.0220	4'079	1'360
Kazakhstan	0.1210	0.1212	22'434	7'478
Kenya	0.0130	0.0130	2'410	803
Kuwait	0.2730	0.2734	50'616	16'872
Kyrgyzstan	0.0020	0.0020	371	124
Lao People's Democratic Republic	0.0020	0.0020	371	124
Latvia	0.0470	0.0471	8'714	2'905
Lebanon	0.0420	0.0421	7'787	2'596
Lesotho	0.0010	0.0010	185	62
Liberia	0.0010	0.0010	185	62
Libya	0.1420	0.1422	26'328	8'776
Liechtenstein	0.0090	0.0090	1'669	556
Lithuania	0.0730	0.0731	13'535	4'512
Luxembourg	0.0810	0.0811	15'018	5'006
Madagascar	0.0030	0.0030	556	185
Malawi	0.0020	0.0020	371	124
Malaysia	0.2810	0.2815	52'099	17'366
Mali	0.0040	0.0040	742	247
Maldives	0.0010	0.0010	185	62
Malta	0.0160	0.0160	2'966	989
Mauritania	0.0020	0.0020	371	124
Mauritius	0.0130	0.0130	2'410	803
Mexico	1.8420	1.8450	341'517	113'839
Monaco	0.0120	0.0120	2'225	742
Mongolia	0.0030	0.0030	556	185
Montenegro	0.0050	0.0050	927	309
Morocco	0.0620	0.0621	11'495	3'832
Mozambique	0.0030	0.0030	556	185
Myanmar	0.0100	0.0100	1'854	618
Namibia	0.0100	0.0100	1'854	618
Nepal	0.0060	0.0060	1'112	371
Netherlands	1.6540	1.6567	306'661	102'220
New Zealand	0.2530	0.2534	46'908	15'636
Nicaragua	0.0030	0.0030	556	185
Niger	0.0020	0.0020	371	124
Nigeria	0.0900	0.0901	16'687	5'562
Norway	0.8510	0.8524	157'780	52'593
Oman	0.1020	0.1022	18'911	6'304
Pakistan	0.0850	0.0851	15'759	5'253
Palau	0.0010	0.0010	185	62
Panama	0.0260	0.0260	4'821	1'607
Papua New Guinea	0.0040	0.0040	742	247
Paraguay	0.0100	0.0100	1'854	618
Peru	0.1170	0.1172	21'692	7'231
Philippines	0.1540	0.1543	28'552	9'517
Poland	0.9210	0.9225	170'759	56'920
Portugal	0.4740	0.4748	87'882	29'294
Qatar	0.2090	0.2093	38'750	12'917
Republic of Korea	1.9940	1.9973	369'699	123'233
Republic of Moldova	0.0030	0.0030	556	185
Romania	0.2260	0.2264	41'902	13'967

Party	UN scale %*	CITES adjusted scale %	2014-2016 total contributions	Annual average contributions 2014-2016
Russian Federation	2.4380	2.4420	452'019	150'673
Rwanda	0.0020	0.0020	371	124
Saint Kitts and Nevis	0.0010	0.0010	185	62
Saint Lucia	0.0010	0.0010	185	62
Saint Vincent and the Grenadines	0.0010	0.0010	185	62
Samoa	0.0010	0.0010	185	62
San Marino	0.0030	0.0030	556	185
Sao Tome and Principe	0.0010	0.0010	185	62
Saudi Arabia	0.8640	0.8654	160'190	53'397
Senegal	0.0060	0.0060	1'112	371
Serbia	0.0400	0.0401	7'416	2'472
Seychelles	0.0010	0.0010	185	62
Sierra Leone	0.0010	0.0010	185	62
Singapore	0.3840	0.3846	71'196	23'732
Slovakia	0.1710	0.1713	31'704	10'568
Slovenia	0.1000	0.1002	18'541	6'180
Solomon Islands	0.0010	0.0010	185	62
Somalia	0.0010	0.0010	185	62
South Africa	0.3720	0.3726	68'971	22'990
Spain	2.9730	2.9779	551'211	183'737
Sri Lanka	0.0250	0.0250	4'635	1'545
Sudan	0.0100	0.0100	1'854	618
Suriname	0.0040	0.0040	742	247
Swaziland	0.0030	0.0030	556	185
Sweden	0.9600	0.9616	177'989	59'330
Switzerland	1.0470	1.0487	194'120	64'707
Syrian Arab Republic	0.0360	0.0361	6'675	2'225
Thailand	0.2390	0.2394	44'312	14'771
The former Yugoslav Republic of Macedonia	0.0080	0.0080	1'483	494
Togo	0.0010	0.0010	185	62
Trinidad and Tobago	0.0440	0.0441	8'158	2'719
Tunisia	0.0360	0.0361	6'675	2'225
Turkey	1.3280	1.3302	246'219	82'073
Uganda	0.0060	0.0060	1'112	371
Ukraine	0.0990	0.0992	18'355	6'118
United Arab Emirates	0.5950	0.5960	110'316	36'772
United Kingdom of Great Britain and Northern Ireland	5.1790	5.1875	960'215	320'072
United Republic of Tanzania	0.0090	0.0090	1'669	556
United States of America	22.0000	22.0000	4'072'229	1'357'410
Uruguay	0.0520	0.0521	9'641	3'214
Uzbekistan	0.0150	0.0150	2'781	927
Vanuatu	0.0010	0.0010	185	62
Venezuela (Bolivarian Republic of)	0.6270	0.6280	116'249	38'750
Viet Nam	0.0420	0.0421	7'787	2'596
Yemen	0.0100	0.0100	1'854	618
Zambia	0.0060	0.0060	1'112	371
Zimbabwe	0.0020	0.0020	371	124
Total	99.8720	100.0000	18'510'131	6'170'044

Total budget:

2014	5'836'735
2015	6'018'089
2016	6'655'307
TOTAL	18'510'131

* The UN scale is based on Resolution A/Res/67/238 on the *Scale of assessments for the apportionment of the expenses of the United Nations* adopted by the General Assembly on 24 December 2012

Terms of Reference for the Administration of the Trust Fund (CTL) for the Convention on International Trade in Endangered Species of Wild Fauna and Flora

1. The Trust Fund for the Convention on International Trade in Endangered Species of Wild Fauna and Flora (hereinafter referred to as the Trust Fund) shall be further continued for a period of three calendar years, which begins on 1 January 2014 and ends on 31 December 2016, to provide financial support for the aims of the Convention.
2. Pursuant to the Financial Regulations and Rules of the United Nations, the Executive Director of the United Nations Environment Programme (UNEP), with the approval of the Governing Council of UNEP and the Secretary-General of the United Nations, shall continue the Trust Fund for the administration of the Convention.
3. The appropriations of the Trust Fund shall be financed from:
 - a) the contributions made by the Parties by reference to the table attached in Annex 4 including contributions from any new Parties which are to be added to the table; and
 - b) a drawdown from the Fund balance upon decision of the Parties.
4. The estimates for each of the calendar years covered by a budget period shall be specified in a costed programme of work 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.
5. The proposed costed programme of work covering the income and expenditure for each of the calendar years constituting the financial period to which it relates, prepared in US dollars, including all the necessary information, shall be dispatched by the Secretariat to all Parties at least 150 days before the date fixed for the opening of the next regular meeting of the Conference of the Parties.
6. The costed programme of work shall be adopted by a three-quarters majority of the Parties present and voting at the regular meeting.
7. In the event that the Executive Director of UNEP expects that there might be a shortfall in resources, over the year as a whole, he shall consult with the Secretary-General of the Convention, who shall seek the advice of the Standing Committee as to its priorities for expenditure.
8. The Secretary-General of the Convention is authorized, to the extent consistent with the Financial Regulations and Rules of the United Nations, to:
 - a) transfer resources between main activity lines, as reflected in the costed programme of work, Annex to Res. Conf. 16.1, up to a maximum of 10 % over and above the annual amount foreseen in the costed programme of work under any activity line. When any such transfers are made, these shall be reported to the Standing Committee at its following meeting. Any adjustments between main activity lines over and above the 10 % flexibility mentioned above may be made only after they have been agreed by the Standing Committee.
 - b) transfer resources between financial years within the same activity line. Any such transfers may be made only after they have been agreed by the Standing Committee.However, all adjustments to the costed programme of work will be made within the overall level of the approved triennial budget.
9. Commitments against the resources of the Trust Fund may be made only if they are covered by the expected income of the Convention.
10. All contributions shall be paid in any convertible currency. The amount of any payment, however, shall be equal to the amount payable in US dollars on the day the contribution is made. Contributions from States that become Parties after the beginning of the financial period should be made on a pro-rata basis for the balance of the financial period.
11. At the end of each calendar year, the Executive Director of UNEP shall submit to the Parties the accounts for the year. He shall also submit, as soon as practicable, the audited accounts for the financial period.

12. The Secretary-General of the Convention shall provide the Standing Committee with an estimate of proposed expenditure over the coming calendar year simultaneously with, or as soon as possible after, distribution of the accounts and reports referred to in the preceding paragraph.
13. The general procedures governing the operations of the Fund of UNEP and the Financial Regulations and Rules of the United Nations shall govern the financial operations of the Trust Funds for the Convention.
14. These Terms of Reference shall be effective for the financial period of 1 January 2014 to 31 December 2016, subject to amendments at the 17th meeting of the Conference of the Parties.