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

Fourteenth meeting of the Conference of the Parties
The Hague (Netherlands), 3-15 June 2007

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

COSTED PROGRAMME OF WORK FOR THE SECRETARIAT FOR THE TRIENNIUM 2009-2011

The attached document has been prepared by the CITES Secretariat. It is a copy of the presentation given by the Secretary-General during discussion of agenda item 7.3 on the Costed programme of work for the Secretariat for the triennium 2009-2011.
A new way of managing resources for CITES

- The new approach is directly linked to the Strategic Vision, Resolutions and Decisions
  
  This implies that the CPW needs to be updated throughout the meeting so that it accurately reflects the decisions of the Parties
  
- A complete overview of required resources
  
- A tool for financial decision-taking and prioritization by the Parties

The Secretariat's proposal starts with the ideal situation: everything is funded from the Trust Fund, but the funding source is for the Parties to decide.

A new way of managing resources for CITES

- It is not possible at this stage to determine a percentage for an increase in contributions.
  
  This will be the result of decisions by the Parties on the implementation and funding source of activities.

A new way of managing resources for CITES

- Allows to verify the use of resources
  
- Indicates exactly what expectations (developing) countries can have for capacity building and support to be provided in a given year
  
- Establishes a tool to better approach donors with a better chance of securing external funding

Contributions to externally funded projects can be earmarked, but contributions that are not earmarked are to be preferred as they allow a better planning.
The presentation of the CPW

- Activities in 2009-2011 are aligned with the Strategic Vision for 2008-2013
- Sections for each goal and objective
- Clear description of activities
- Clear description of expected outputs
- Realistically estimated costs and requirements

Calculation of resource requirements

- Every activity contains a percentage of the time of contributing staff members, which may differ from year to year
- The total costs of a staff member are shared between all the activities to which he or she contributes
- The staff costs for 2009-2011 are the 2007 UN Standard Salary Costs for Geneva with an increment of 4.5% per year

To avoid any misunderstanding:

Total staff costs are not staff salaries, the increases are no salary increases, they should provide a buffer for inflation and fluctuation of exchange rates, which affect UN staff costs

Calculation of resource requirements

- Non-staff costs, or direct costs, are costs for consultants, contractual services, travel, meetings, workshops, training, publications, etc.
- Indirect costs, such as office maintenance, communications, supplies, computer equipment and other general costs are shown separately
- Executive direction and management are also covered separately

Parties set priorities

- The proposed CPW is not a proposal for doubling the contributions of Parties
- It does propose an action plan for the Secretariat under the Strategic Vision and other decisions
- The Parties must decide which activities they want to have implemented and how they are to be funded.
Parties choose source of funding

➢ Trust Fund
  ➢ i.e. assessed contributions
➢ External funding
  ➢ with two levels of priority to choose from
➢ No funding at all
  ➢ i.e. activity not to be implemented

The Secretary-General has the authority – Resolution Conf. 13.1 and proposed Conf. 14.1 – to, in respect of the review of activities in any work unit, make staffing decisions as necessary to implement the priorities of the Parties within the overall budget and in accordance with UN rules.

An example of how it works

➢ Proposed activities are related to the Strategic Vision:
➢ To achieve Objective 1.5 – Robust scientific information is the basis for non-detriment findings – the Secretariat proposes three activities, one of which is:

The second column indicates the result expected from the proposed activity:

Expected outputs:
- Information exchange, status reports on key species, assessment of compliance with Committee recommendations. Regular reports to CITES committees.

The third column describes how the activity will be carried out:

Method of implementation:
- Internal/external (funds for desk study of Significant Trade species)
Cost estimates

For this activity the cost estimates are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff costs</td>
<td>118,551</td>
<td>121,796</td>
<td>113,222</td>
</tr>
<tr>
<td>Non-staff costs</td>
<td>100,000</td>
<td>105,800</td>
<td>110,000</td>
</tr>
</tbody>
</table>

A look behind these figures

This figure represents the total staff time involved:
- P5 level: 10%
- P4 level: 30%
- P3 level: 10%
- GS level: 25%

This amount is required for the desk study of Significant Trade species

The total costs for this activity for the triennium are:

<table>
<thead>
<tr>
<th>Source of funding</th>
<th>Total funding required</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITES Trust Fund</td>
<td>686,569</td>
</tr>
<tr>
<td>External funding</td>
<td></td>
</tr>
<tr>
<td>priority A</td>
<td></td>
</tr>
<tr>
<td>priority B</td>
<td></td>
</tr>
</tbody>
</table>

Or as priority B: external funding as priority A

There can also be a combination of funding sources:

<table>
<thead>
<tr>
<th>Source of funding</th>
<th>Total funding required</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITES Trust Fund</td>
<td>371,569</td>
</tr>
<tr>
<td>External funding</td>
<td></td>
</tr>
<tr>
<td>priority A</td>
<td>316,000</td>
</tr>
<tr>
<td>External funding</td>
<td></td>
</tr>
<tr>
<td>priority B</td>
<td></td>
</tr>
</tbody>
</table>

Staff costs are paid from the Trust Fund and the desk studies through external funding

This activity includes a new staff element

<table>
<thead>
<tr>
<th>Source of funding</th>
<th>Total funding required</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITES Trust Fund</td>
<td>665,569</td>
</tr>
<tr>
<td>External funding</td>
<td></td>
</tr>
<tr>
<td>priority A</td>
<td></td>
</tr>
<tr>
<td>priority B</td>
<td></td>
</tr>
</tbody>
</table>

If this is not approved, the equivalent funding must be obtained externally, hence addition to the desk studies:

- 56,000
- 52,224

It can also be decided that an activity will not be carried out at all, which may require a reallocation of staff resources.
**Additional staffing**

- The Strategic Vision, new Resolutions and Decisions add importantly to the workload of the Secretariat.
- To achieve the goals and objectives of the Strategic Vision, additional staff will be required.
- The listing of commercial fish and timber species requires appropriate expertise.
- The Secretariat proposes additions as follows:

**Anti-smuggling, fraud and organized crime**

- John Sokol
  - Senior Officer
  - Anti-smuggling, fraud and organized crime (P-5)

**Scientific Support Unit**

- Director: [Name]
- [List of positions and staff members]

**Capacity Building Unit**

- Director: [Name]
- [List of positions and staff members]

**Legal Affairs and Trade Policy Unit**

- Director: [Name]
- [List of positions and staff members]

**The resulting staffing table would be as follows:**

<table>
<thead>
<tr>
<th>Position Category</th>
<th>Level</th>
<th>Officer I</th>
<th>Officer II</th>
<th>Officer III</th>
<th>Officer IV</th>
<th>Officer V</th>
<th>Officer VI</th>
<th>Officer VII</th>
<th>Officer VIII</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional</td>
<td></td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

**The job descriptions for the new posts are contained in Annex 6.**
**Increased costs of meetings**

- There will be a further increase in costs of services for organizing meetings.
- The number of documents increases with every meeting, which requires substantially higher resources for translation.
- External funding for sponsored delegates becomes more and more difficult to raise, hence the proposed inclusion of travel of participants, also for CoP15, in the core budget.

**How to handle the proposal**

- The Secretariat proposes that a substantial discussion be held in Committee II on the proposed CPW.
- After that, a Budget Working Group would need to be formed, which should:
  - consist of an equitable number of representatives from the regions,
  - regularly meet for the duration of the meetings of Committees I and II in order to maintain an up-to-date picture of the CPW resulting from ongoing discussions.

**How to handle the proposal**

- Decisions by Committees with cost implications need to be adopted subject to decisions on the source of funding.
- Liaison between the BWG and Committees I and II shall be provided by Secretariat staff.
- The Chairman of the BWG needs to report daily to the Bureau.
- In the case of disagreement between a Committee and the BWG, the subject shall be left for decision by the Plenary.

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**Costed Programme of Work for the CITES Secretariat**

Triennium 2009-2011

Convention on International Trade in Endangered Species of Wild Fauna and Flora