

CoP14 Inf. 47  
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Únicamente en inglés, dos copias por delegación únicamente /  
Seulement en anglais, deux exemplaires par délégation uniquement)

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

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

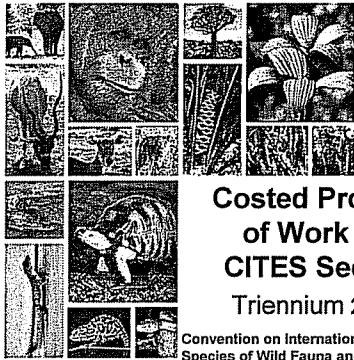
Administrative matters

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.

1



**Costed Programme  
of Work for the  
CITES Secretariat**  
Triennium 2009-2011

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




2

***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



3


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



4

***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



5


***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



6

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



The standard figures for calculating staff costs for the triennium 2009-2011 are contained in Annex 5 of Document 7.3

Standard figures used in calculating staff costs for the triennium 2009-2011

Staff category and level	2007	2009	2010	2011
A. Professional category				
D-2	235,220	256,806	268,425	280,504
D-1	214,035	233,732	244,249	255,241
P-5	169,430	205,862	216,171	225,899
P-4	163,590	178,644	188,683	195,084
P-3	137,845	150,530	157,304	164,383
P-2	129,900	141,854	148,237	154,908
B. General Service category	95,700	108,875	113,774	118,894



### 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.



13


**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



14


**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**



15


**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:



16


Activities
Facilitate and manage the Review of Significant Trade



17

**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.



18

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


Method of implementation internal/external
Internal /external (funds for desk study of Significant Trade species)



### Cost estimates

➤ For this activity the cost estimates are as follows:

2009		2010		2011	
staff costs	non-staff costs	staff costs	non-staff costs	staff costs	non-staff costs
116,551	100,000	121,796	105,000	133,222	110,000




### A look behind these figures

2009	
staff costs	non-staff costs
116,551	100,000

This figure represents the total staff time involved:

- P5 level: 10%
- P4 level: 30%
- P3 level: 10%
- GS level: 25%

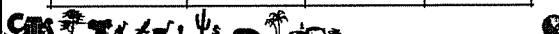
This amount is required for the desk study of Significant Trade species



### The total costs for this activity for the triennium are:

Total funding required	Source of funding		
	CITES Trust Fund	External funding priority A	External funding priority B
686,569			686,569


Or as priority B external funding as priority A



### There can also be a combination of funding sources:

Total funding required	Source of funding		
	CITES Trust Fund	External funding priority A	External funding priority B
686,569	371,569	315,000	


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



### This activity includes a new staff element


Total funding required	Source of funding		
	CITES Trust Fund	External funding priority A	External funding priority B
686,569			686,569

If this is not approved, the equivalent funding must be sought externally, here in addition to the desk studies



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

Activity	2009	2010	2011	Total funding required
Publicize and manage the review of Significant Trade	44,411	100,000	117,796	162,207
Information exchange, online reports on key species, assessment of species with Significant Trade (specie)				
Regular reports to CITES members				



25

### 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:

26

### Anti-smuggling, fraud and organized crime

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

Anti-smuggling, fraud and  
 organized crime Officer  
 (P-3)\*\*\*\*

27

### Scientific Support Unit

David Morgan  
 Chief, Scientific Support  
 Unit (P-5)

Vacancy  
 Senior Scientific  
 Officer (P-4)

Milena Sosa Schmidt  
 Scientific Officer  
 (P-4)

Victoria Zentilli  
 Research Assistant  
 (G-5)

Paulin Nicolin  
 Research Assistant  
 (G-5)

**Timber Officer  
 (P-3)\*\*\*\***

**Fisheries Officer  
 (P-3)\*\*\*\***

28

### Capacity Building Unit

Stephen Nash  
 Chief, Capacity Building

MIKE Coordinator  
 (L-5)\*\*\*

MIKE Data Analyst  
 (L-3)\*\*\*

Programme Assistant  
 (G-5)\*\*\*

Programme Assistant  
 (G-5)\*\*\*

**Part of this Unit is the MIKE Central Coordination Unit, which is funded by the European Commission through 31 March 2011**  
**From 1 April 2011, the MIKE CCU needs to be incorporated in the Secretariat to guarantee continuity of the programme**

29

### Legal Affairs and Trade Policy Unit

Marcell Yeater  
 Chief, Legal Affairs and  
 Trade Policy Unit (P-5)

Juan-Carlos Vasquez  
 Legal and Trade Policy  
 Officer (P-3)

Penelope-Anne Benn  
 Research Assistant  
 (G-5)

**Trade Monitoring and  
 Support Officer  
 (P-3)\*\*\*\***

30

The resulting staffing table would be as follows:


Post category and level	SGD	CSU	CBU	ASFOC	LATPU	SSU	TOTAL	Current no of posts	New posts
<b>A. Professional category</b>									
D-2	1	0	0	0	0	0	1	1	0
D-1	1	0	0	0	0	0	1	1	0
P-5	0	1	1	1	1	1	5	5	0
P-4	0	2	2	0	0	2	6	6	0
P-3	0	2	1	1	2	2	8	3	5
P-2	0	0	0	0	0	0	0	0	0
Subtotal	2	5	4	2	3	5	21	16	5
<b>B. General Service category</b>									
	1	4	1	0	1	2	9	9	0
<b>TOTAL (A + B)</b>	<b>3</b>	<b>9</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>7</b>	<b>30</b>	<b>25</b>	<b>5</b>

The job descriptions for the new posts are contained in Annex 6

31

### **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



32

### **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



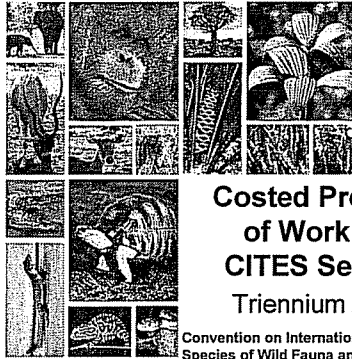
33

### **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



34



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

Triennium 2009-2011

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

