

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



Seventy-eighth meeting of the Standing Committee  
Geneva (Switzerland), 3-8 February 2025

Administrative and financial matters

FINANCIAL MATTERS

1. This document has been prepared by the Secretariat.
2. The present document highlights the financial performance of the Secretariat since the 77th meeting of the Standing Committee (SC77; Geneva, November 2023) and provides information on income and expenditure from 1 January 2023 to 30 September 2024 for both Convention trust funds. The report should be read in conjunction with the document on administrative matters (SC78 Doc. 9.1) and budget scenarios (SC78 Doc. 8).

Financial report on costed programme of work for 2023

3. At SC77, the Secretariat presented its report on expenditure associated with its costed programme of work for the period up to 30 September 2023 in document SC77 Doc. 8 on *Financial matters*.
4. Annex 1 to the present document provides information on the budget performance for the core Trust Fund (CTL) for the full year of 2023. Out of the total average annual total budget of USD 6.6 million, there was a total expenditure including programme support costs amounting to USD 6,589,761 million or an implementation rate of 99.65 per cent.
5. The most significant changes are related to actual staff costs applied which is around USD 180,000 higher than budgeted for the period, consisting of the retirement of two staff members (one P-5 from 28 February 2023 and one General Service from 30 June 2023) and their payout of accumulated benefits. In addition, the two posts which were approved for the triennium and to be funded from the fund balance have been fully charged to the core budget. Furthermore, higher costs in organizing governing and scientific meetings in Geneva have contributed to higher expenditures than budgeted due to increased venue and UN/private security costs. These higher expenditure costs under the staffing and meeting components were offset by putting on-hold other expenditures, such as maintenance services and office supplies.
6. Annex 2 is presenting information on the status of annual assessed contributions as of 31 December 2023. The overall collection rate for 2023 was 91.8 per cent and includes the full or partial contribution received from 102 Parties for 2023. For prior years, an amount of USD 1.2 million was outstanding as of 31 December 2023.
7. Annex 3 shows various donor contributions for specific activities funded from the external Trust Fund (QTL). A total amount of USD 18.5 million was deposited by 31 December 2023.
8. As reported at CoP and SC77, the Secretariat has continued its work on identifying areas for efficiency savings by using global or local system contracts issued by United Nations headquarters (UNHQ), the United Nations Office at Geneva (UNOG) and the United Nations Environment Programme (UNEP) for areas related to online meeting platforms, purchase of goods and services related to information technology and web services, office supplies and mobile phone and photocopy services, as well as translation services.

9. Since the last quarter of 2023, the Secretariat has entered in leasing arrangements with UNOG for IT equipment. The first batch of equipment has now been migrated as only the older equipment was replaced. The full migration is expected to be finalized in 2025 and then UNOG will be responsible for the procurement, inventory, maintenance, and disposal of equipment. The annual leasing amount is within the approved budget for non-expendable equipment.

Financial report on costed programme of work for 2024 (up to 30 September 2024)

10. Annex 4 is providing information on the budget performance for the CTL for the year 2024 up to 30 September 2024. Out of the total average annual budget of USD 6.6 million, there was a total expenditure including programme support costs for the first nine months of the year amounting to USD 5.8 million or an implementation rate of 87 per cent.
11. The main changes are related to staff salary costs and includes the separation on retirement of one General Service (GS) staff from 30 June 2024 as well as the fluctuation of exchange rates during the year resulting on higher costs of USD 360,000 than budgeted for 2024. The Secretariat is highly concerned about the increased expenditures for organization of the governing and scientific meetings at the International Conference Centre Geneva (CICG). The below table is showing the actual venue costs for CICG during 2023 and 2024 versus the budgeted amount. In addition, costs for UN and private security are not included in the below table.

Table. Venue costs at CICG during 2023 and 2024

Meeting	Venue cost (USD)	Subsidy by Government of Switzerland (USD)	CITES cost (USD)	CITES budget (USD)
Animals Committee in 2023 (AC32)	206,698	188,150	18,548	18,900
Plants Committee in 2023 (PC27)	232,679	213,000	19,679	18,900
Animals and Plants Committees in 2024 (AC34/PC28)	532,086	494,000	38,086	37,800
Standing Committee in 2023 (SC77)	234,944	213,000	21,944	23,900
Standing Committee in 2025 (SC78)	301,746	266,000	35,746	23,900

12. Annex 5 shows the information on the status of assessed contributions as of 30 September 2024. The overall collection rate for the first nine (9) months of 2024 was 61 per cent and includes the full or partial contribution of USD 3.3 million received from 75 Parties.
13. Annex 6 shows various donor contributions during the first nine months of 2024 and USD 1.6 million was deposited by 30 September 2024.
14. Updated information on expenditures and contributions for both trust funds for the period 1 January to 30 December 2024 will be provided by mid-January 2025 allowing for more up-to-date data for 2024. The updated information will be presented in Annexes 7 to 9. The Secretariat notes that final closure of the year 2024 will only be completed by March 2025.
15. The certified accounts for 2023 for the two trust funds are presented in Annexes 10 and 11 (available in English only) and are included as an integral part of the certified accounts of UNEP for 2023.
16. Finally, the Secretariat recalls that quarterly reports are prepared and made available to the Finance and Budget Subcommittee members on the financial status of CITES regarding contributions and expenditures for the two trust funds. These reports and updated information can be found on the CITES website on its page – *How is CITES financed?* - <https://cites.org/eng/disc/fund.php>

## Recommendations

17. The Standing Committee is invited to:

- a) approve the reports on the costed programme of work for the full year of 2023 and for the period up to 30 September 2024;
- b) approve the request to transfer the amount of USD 40,500 budgeted for year 2024 (under Standing Committee - conference staff - interpretation) to year 2025 to cover the actual SC78 meeting in February 2025; and
- c) take note of other information provided in the report.

- Annex 1 – Financial report on costed programme of work for the Secretariat for 2023 as of 31 December 2023
- Annex 2 – CITES core Trust Fund (CTL) contributions as of 31 December 2023
- Annex 3 – CITES external Trust Fund (QTL) contributions as of 31 December 2023
- Annex 4 – Financial report on costed programme of work for the Secretariat for 2024 as of 30 September 2024
- Annex 5 – CITES core Trust Fund (CTL) contributions as of 30 September 2024
- Annex 6 – CITES external Trust Fund (QTL) contributions as of 30 September 2024
- Annex 7 – Interim financial report on costed programme of work for the Secretariat for 2024 as of 31 December 2024
- Annex 8 – CITES core Trust Fund (CTL) contributions as of 31 December 2024
- Annex 9 – CITES external Trust Fund (QTL) contributions as of 31 December 2024
- Annex 10 – Statement of income and expenditure for CTL as of 31 December 2023
- Annex 11 – Statement of income and expenditure for QTL as of 31 December 2023