

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

Forty-second meeting of the Standing Committee
Lisbon (Portugal), 28 September-1 October 1999

FINANCE AND ADMINISTRATION

1. This document has been prepared by the CITES Secretariat for consideration by the Standing Committee.
2. The annexes to this report provide information on the state of the Trust Fund of the Convention for the period 1998-2000. The Secretariat presents also its medium-term budget plan (covering five years, split into two financial periods, namely the fixed budget period 2001-2002 and the projected budget period 2003-2005) for endorsement by the Standing Committee.
3. Annex 1 shows the status of contributions to the CITES Trust Fund as at 30 June 1999. Unpaid contributions totalled CHF 3,400,532, of which CHF 658,862 were due for 1998 and prior years.

Disappointingly, the total unpaid contributions for 1999, as at 30 June, stood at CHF 2,741,670. Some 64% of Parties were still to pay their full contributions for this year (i.e. 88 States [61% of Parties] were yet to pay anything and five States [3% of Parties] had not paid the full amount of their scheduled contributions). Of the 88 Parties that had not paid anything for 1999, there were 37 in Africa, 23 in Central and South America and the Caribbean, 16 in Asia, 10 in Europe, and 2 in Oceania. The Secretariat has sent reminders to these Parties.

Only five Parties had paid their contribution or any part of it for 2000.

The Standing Committee should note that the total unpaid contributions for 1991 & prior years now stands at CHF 4,116 (slightly lower than the CHF 4,245 reported at the previous meeting of the Standing Committee). As agreed at the forty-first meeting of the Committee, the Secretariat has omitted this outstanding amount from its table of contributions due.

4. Annex 2 provides the revised accumulated fund balances as at 30 June 1999.
5. Annex 3 is a copy of the certified accounts of the Trust Fund of the Convention for 1998. These accounts have been certified as correct and in accordance with the accounting policies and financial regulations and rules of the United Nations. The certified accounts for the CITES Trust Fund are included as an integral part of the certified accounts of UNEP for 1998. The audited UNEP accounts are submitted to the General Assembly on a biennial basis, in line with United Nations practice. Accordingly, the audited 1998 accounts, together with the 1999 accounts, will be forwarded to the General Assembly next year.
6. Annex 4 provides the final report of expenditures for 1998.
7. Annex 5 provides a preliminary report of expenditures for 1999 to 30 June.

The professional and support staff costs remain as previously approved at CoP10 and modified subsequently at meetings of the Standing Committee. These approved costs include the post adjustments made following the recently completed classification of Secretariat posts required under UN Administrative Instruction ST/AI/1998/9 and staff regulation 2.1.

It should be noted that this report is based on the Secretariat's accounts as of 30 June 1999 and that these are yet to be confirmed by UNEP Headquarters in Nairobi.

8. Annex 6 details the additional funds required in 1999 for priority activities. The Standing Committee is requested to consider these activities and decide on the priorities for additional funding.
9. Annex 7 refers to the projected expenditures for 2000.
10. Annex 8 contains a review of the CITES banking arrangements.
11. Annex 9 presents the medium-term budget plan for endorsement by the Standing Committee.
12. Annex 10 provides information on the recently completed classification review of posts in the Secretariat.

List of Annexes

Annex 1 Status of Contributions as of 30 June 1999

Annex 2 CITES Trust Fund

Income, Expenditure and Accumulated Fund Balances as of 30 June 1999 (in CHF)

Annex 3 CITES Trust Fund

Certified Accounts for 1998

Annex 4 UNEP/CITES Secretariat

1998 Expenditures (Final) – in CHF

Annex 5 UNEP/CITES Secretariat

1999 Expenditures to 30 June (Provisional) – in CHF

Annex 6 Additional Funds for Priority Activities (1999)

Annex 7 CITES Trust Fund

Estimated Financial Requirements for the Operations of the UNEP/CITES Secretariat in the Year 2000 – in CHF

Annex 8 CITES Banking Arrangements

Annex 9 CITES Trust Fund

Estimated Financial Requirements for the Operations of the Secretariat for the Medium Term Plan 2001-2005

Annex 10 Classification Review of Posts in the Secretariat

CITES Trust Fund

STATUS OF CONTRIBUTIONS AS OF 30 JUNE 1999

Country	Unpaid contributions		Received in 1999		Total unpaid
	For 1992-1998	Contributions due for 1999	For 1992-1998	For 1999 and future years	For 1999 and prior years
	CHF	CHF	CHF	CHF	CHF
Afghanistan	643.00	643.00			1,286.00
Algeria	30,712.00	10,292.00			41,004.00
Antigua and Barbuda	802.00	643.00			1,445.00
Argentina	9,534.20	30,877.00			40,411.20
Australia	96,363.95	95,203.00	96,363.95	95,203.00	0.00
Austria	0.00	55,964.00		55,964.00	0.00
Bahamas	-35.14	1,287.00			1,251.86
Bangladesh	0.00	643.00		643.00	0.00
Barbados	0.00	643.00			643.00
Belarus	21,925.00	18,011.00			39,936.00
Belgium	-30.00	64,970.00		64,940.00	0.00
Belize	643.00	643.00	643.00	643.00	0.00
Benin	0.00	643.00		643.00	0.00
Bolivia	711.82	643.00	634.50		720.32
Botswana	5.00	643.00	5.00	643.00	0.00
Brazil	122,186.28	104,209.00			226,395.28
Brunei Darussalam	3,201.00	1,287.00			4,488.00
Bulgaria	0.00	5,146.00		5,146.00	0.00
Burkina Faso	316.98	643.00	316.98	1,614.13	-971.13
Burundi	4,455.68	643.00			5,098.68
Cambodia	802.00	643.00			1,445.00
Cameroon	4,811.00	643.00			5,454.00
Canada	0.00	200,055.00		200,055.00	0.00
Central African Republic	960.60	643.00			1,603.60
Chad	4,811.00	643.00			5,454.00
Chile	3,130.16	5,146.00			8,276.16
China	0.00	47,601.00		47,601.00	0.00
Colombia	0.00	6,433.00			6,433.00
Comoros	2,377.00	643.00			3,020.00
Congo	5.00	643.00			648.00
Costa Rica	-49,045.32	643.00			-48,402.32
Côte d'Ivoire	4,111.00	643.00			4,754.00
Cuba	3,469.68	3,216.00			6,685.68
Cyprus	0.00	1,930.00		1,930.00	0.00
Czech Republic	0.00	16,082.00		16,082.00	0.00

Country	Unpaid contributions		Received in 1999		Total unpaid
	For 1992-1998	Contributions due for 1999	For 1992-1998	For 1999 and future years	For 1999 and prior years
	CHF	CHF	CHF	CHF	CHF
Democratic Republic of the Congo	4,420.40	643.00			5,063.40
Denmark	0.00	46,315.00		46,315.00	0.00
Djibouti	3,843.00	643.00			4,486.00
Dominica	1,919.00	643.00	1,919.00	643.00	0.00
Dominican Republic	5,489.81	643.00			6,132.81
Ecuador	1,287.00	1,287.00	1,287.00		1,287.00
Egypt	9,613.00	5,146.00	9,613.00		5,146.00
El Salvador	4,811.00	643.00			5,454.00
Equatorial Guinea	3,808.00	643.00			4,451.00
Eritrea	0.00	643.00			643.00
Estonia	0.00	2,573.00		2,573.00	0.00
Ethiopia	643.00	643.00			1,286.00
Fiji	643.00	643.00	643.00	643.00	0.00
Finland	0.00	39,882.00		39,882.00	0.00
France	0.00	412,974.00			412,974.00
Gabon	7,523.59	643.00			8,166.59
Gambia	1,128.70	643.00			1,771.70
Georgia	14,096.00	7,076.00			21,172.00
Germany	0.00	582,796.00		582,796.00	0.00
Ghana	0.00	643.00			643.00
Greece	0.00	24,444.00		24,444.00	0.00
Guatemala	0.00	1,287.00		1,287.00	0.00
Guinea	3,981.00	643.00			4,624.00
Guinea-Bissau	4,569.00	643.00			5,212.00
Guyana	929.44	643.00			1,572.44
Honduras	2,051.80	643.00			2,694.80
Hungary	0.00	9,006.00			9,006.00
India	19,941.00	19,941.00	19,941.00		19,941.00
Indonesia	9,006.00	9,006.00	9,006.00	9,462.85	-456.85
Iran (Islamic Republic of)	269,561.75	28,947.00			298,508.75
Israel	0.00	17,368.00			17,368.00
Italy	389,080.94	337,713.00	267,068.86		459,725.08
Jamaica	643.00	643.00			1,286.00
Japan	1,006,706.00	1,006,706.00	1,006,706.00		1,006,706.00
Jordan	622.00	643.00			1,265.00
Kenya	0.00	643.00		643.00	0.00
Latvia	3,403.00	5,146.00			8,549.00
Liberia	4,811.00	643.00			5,454.00
Liechtenstein	0.00	643.00			643.00
Luxembourg	0.00	4,503.00		4,503.00	0.00
Madagascar	984.19	643.00			1,627.19

Country	Unpaid contributions		Received in 1999		Total unpaid
	For 1992-1998	Contributions due for 1999	For 1992-1998	For 1999 and future years	For 1999 and prior years
	CHF	CHF	CHF	CHF	CHF
Malawi	1,281.00	643.00			1,924.00
Malaysia	0.00	9,006.00		9,006.00	0.00
Mali	2,560.00	643.00			3,203.00
Malta	0.00	643.00		643.00	0.00
Mauritania	375.00	375.00			750.00
Mauritius	0.00	643.00		643.00	0.00
Mexico	-11,669.30	50,818.00			39,148.70
Monaco	0.00	643.00		643.00	0.00
Mongolia	643.00	643.00	643.00	643.00	0.00
Morocco	1,926.00	1,930.00			3,856.00
Mozambique	643.00	643.00	643.00	643.00	0.00
Myanmar	856.00	643.00			1,499.00
Namibia	0.00	643.00			643.00
Nepal	0.00	643.00			643.00
Netherlands	0.00	102,279.00		102,279.00	0.00
New Zealand	0.00	15,438.00		15,425.00	13.00
Nicaragua	360.25	643.00	360.25	312.23	330.77
Niger	4,811.00	643.00			5,454.00
Nigeria	-22,912.78	7,076.00			-15,836.78
Norway	0.00	36,023.00		36,023.00	0.00
Pakistan	4,165.00	3,860.00			8,025.00
Panama	2,095.32	643.00			2,738.32
Papua New Guinea	3,814.00	643.00			4,457.00
Paraguay	827.95	643.00			1,470.95
Peru	6,333.99	3,860.00	2,210.56		7,983.43
Philippines	1,403.56	3,860.00	1,403.56	3,860.00	0.00
Poland	0.00	21,228.00		21,228.00	0.00
Portugal	18,011.00	18,011.00	18,011.00	18,011.00	0.00
Republic of Korea	0.00	52,748.00			52,748.00
Romania	0.00	9,649.00			9,649.00
Russian Federation	0.00	274,673.00			274,673.00
Rwanda	4,811.00	643.00			5,454.00
Saint Kitts and Nevis	643.00	643.00	643.00	643.00	0.00
Saint Lucia	0.00	643.00		643.00	0.00
Saint Vincent and the Grenadines	4,811.00	643.00			5,454.00
Saudi Arabia	0.00	45,672.00		45,672.00	0.00
Senegal	4,811.00	643.00			5,454.00
Seychelles	2,468.00	643.00			3,111.00
Sierra Leone	0.00	643.00			643.00
Singapore	0.00	9,006.00		9,006.00	0.00
Slovakia	0.00	5,146.00		5,146.00	0.00

Country	Unpaid contributions		Received in 1999		Total unpaid
	For 1992-1998	Contributions due for 1999	For 1992-1998	For 1999 and future years	For 1999 and prior years
	CHF	CHF	CHF	CHF	CHF
Somalia	4,811.00	643.00			5,454.00
South Africa	0.00	20,584.00		20,584.00	0.00
Spain	0.00	153,096.00			153,096.00
Sri Lanka	0.00	643.00		643.00	0.00
Sudan	4,811.00	643.00			5,454.00
Suriname	3,566.00	643.00			4,209.00
Swaziland	1,015.00	643.00			1,658.00
Sweden	0.00	79,121.00		79,121.00	0.00
Switzerland	0.00	74,618.00		74,618.00	0.00
Thailand	0.00	8,362.00		8,362.00	0.00
Togo	4,681.79	643.00			5,324.79
Trinidad and Tobago	0.00	1,930.00		1,930.00	0.00
Tunisia	1,450.35	1,930.00	1,450.35	463.75	1,466.25
Turkey	0.00	24,444.00		24,444.00	0.00
Uganda	-1,863.00	643.00			-1,220.00
United Arab Emirates	0.00	12,222.00			12,222.00
United Kingdom	0.00	342,216.00		342,216.00	0.00
United Republic of Tanzania	643.00	643.00	643.00	643.00	0.00
United States of America	689,463.00	1,608,156.00	689,463.00	1,538,087.00	70,069.00
Uruguay	5,126.00	2,573.00	2,553.00		5,146.00
Uzbekistan	8,362.00	8,362.00			16,724.00
Vanuatu	-252.49	643.00			390.51
Venezuela	-8,797.97	21,228.00			12,430.03
Viet Nam	0.00	643.00			643.00
Yemen	643.00	643.00			1,286.00
Zambia	1,281.00	643.00			1,924.00
Zimbabwe	643.00	643.00			1,286.00
Total	2,791,033.18	6,307,550.00	2,132,171.01	3,565,879.96	3,400,532.22

CITES Trust Fund

INCOME, EXPENDITURE AND ACCUMULATED FUND BALANCES AS OF 30 JUNE 1999
(IN CHF)

Year	Income				Expenditures			Balance	Adjustments	Accumulated balance
	Contributions collected	Interest	Other	Total	Project	PSC (13%)	Total			
	Brought forward from previous years ...									3,131,993
1994	4,751,147	68,307	216,612	5,036,066	4,193,532	545,158	4,738,691	297,375	213,707	3,643,075
1995	5,165,799	7,766	156,491	5,330,057	4,053,785	526,993	4,580,779	749,278	-212,115	4,180,238
1996	4,780,410	25,516	69,945	4,875,871	4,497,991	584,739	5,082,730	-206,858	-121,423	3,851,957
1997	5,859,892	105,949	38,136	6,003,976	5,269,777	685,066	5,954,843	49,133	-243,845	3,657,245
1998	6,574,364	126,970	19,345	6,720,679	5,542,866	720,567	6,263,432	457,246	-346,329	3,768,163
1999	5,698,051	75,000	0	5,773,051	2,755,953	358,274	3,114,226	2,658,825	-200,000	6,226,987

Notes

1. The 1993-1998 figures are actuals, consistent with the audited and/or certified accounts of UNEP.
2. The figures for 1999 are up to 30 June. They are provisional and contain some estimates.
3. Exchange rates between the Swiss Franc (CHF) and the U.S. Dollar (USD)

While the reporting is in CHF, most of the figures are derived from the USD-based official accounts of the Trust Fund. The following exchange rates have been used in order to arrive at the most meaningful and accurate CHF figures practically possible:

Fund balance: Calculated from the official USD amounts using the United Nations operational exchange rate in effect on 31 December each year.

Contributions collected: Actual CHF figures from Secretariat records.

Other income and expenditure: Annual income and expenditure figures have been converted from USD to CHF using the average of the twelve UN operational rates applicable for each year.

The method chosen to determine exchange rates differs somewhat from that used in previous reporting to the Standing Committee. The current method provides for more meaningful and accurate information, as the rates used are very close or equal to those actually prevailing at the time individual transactions were effected and fund balances determined.

4. The adjustments column contains gains and losses in exchange and the minor discrepancies due to the use of average exchange rates in converting expenditures USD into CHF.

CITES Trust Fund

CERTIFIED ACCOUNTS FOR 1998

1. **Statement of income and expenditure and changes in reserve and fund balance for the first year of the 1998-1999 biennium ended 31 December 1998**

	USD
INCOME	
Voluntary contributions	4,001,335
Interest income	87,065
Miscellaneous income	13,267
Total income	4,101,667
EXPENDITURE	
Staff and other personnel costs	2,549,623
Consultants	61,227
Travel	159,538
Contractual services	495,275
Meetings and conferences	228,147
Rentals	93,429
Operating expenses	63,871
Acquisitions	50,845
Reporting costs	24,162
Sundry	74,514
Hospitality	159
Bank charges	33
Loss on exchange	124,038
Programme support costs	494,103
Total expenditure	4,418,964
Excess of income over expenditure	(317,297)
Excess/(shortfall) of income over expenditure	(317,297)
Reserve and fund balance, beginning of period	5,120,498
Reserve and fund balance, end of period	4,803,201

2. Statement of assets, liabilities, reserve and fund balance as at 31 December 1998

	USD
ASSETS	
Cash and term deposits	4,298,702
Voluntary contributions receivable	6,540,916
Other accounts receivable	98,662
Other assets – deferred charges	46,177
Total assets	10,984,457
LIABILITIES	
Contributions received in advance	4,410,171
Unliquidated obligations	471,630
Inter-fund balances payable	284,433
Other accounts payable	890,196
Other liabilities – advances by implementing agencies	124,826
Total liabilities	6,181,256
RESERVE AND FUND BALANCE	
Cumulative surplus	4,803,201
Total reserve and fund balance	4,803,201
TOTAL LIABILITIES, RESERVE AND FUND BALANCE	10,984,457

UNEP/CITES Secretariat

1998 EXPENDITURES (FINAL) – IN CHF

	Budget item	Approved budget *	Expenditures **	Balance
11	Professional Staff	2,656,000	2,256,392	399,608
12	Consultants			
1201	Translation of documents	16,667	8,946	7,721
1202	General Consultancy	40,000	68,040	-28,040
1203	Technical Assistance	40,000	46,600	-6,600
1205	Evaluation of captive breeding/ranching operat.	50,000	12,820	37,180
1298	Prior years' adjustments	0	-47,117	47,117
12	Total, Consultants	146,667	89,289	57,378
13	Administrative Support			
130	General Service staff	1,225,000	943,566	281,434
1320	Temporary assistance/overtime	100,000	85,202	14,798
1321	Salary&travel of Conf. Staff	0	0	0
1398	Prior years' adjustments	0	-31,666	31,666
13	Total, Administrative Support	1,325,000	997,102	327,898
16	Travel of Staff			
1601	Travel of staff – General	170,000	225,759	-55,759
1602	Travel of staff to CoP and SC	10,000	4,367	5,633
1603	Travel of staff to seminars	50,000	25,140	24,860
1698	Prior years' adjustments	0	-22,607	22,607
16	Total, Travel of Staff	230,000	232,659	-2,659
1	TOTAL PERSONNEL COMPONENT	4,357,667	3,575,442	782,225
2	SUB-CONTRACTS			
	Nomenclature studies			
2101	Nomenclature studies – animals	10,000	1,578	8,422
2102	Nomenclature studies – plants	62,500	60,993	1,507
	Significant trade			
2103	Significant trade – animals	170,000	168,724	1,276
2104	Significant trade – plants	249,333	160,706	88,627
2105	National legislation	105,000	88,231	16,769
	Identification manuals			
2106	Identification manual – animals	105,000	65,859	39,141
2107	Identification manual – plants	30,000	28,445	1,555
2108	Technical publications	10,000	8,843	1,157

	Budget item	Approved budget *	Expenditures **	Balance
2109	Trade monitoring and technical support, WCMC	164,000	343,476	-179,476
2110	CITES Web site	32,800	26,864	5,936
2111	CITES List server	7,200	0	7,200
2112	CITES, Checklist w/annot. Append. and reserv.	0	0	0
2113	Rhinoceros – standardized indicators	42,000	34,826	7,174
2114	Unspecified – Implementation elephant decisions	180,000	131,917	48,083
2115	Unspecified – counterpart contributions for projects	60,000	19,854	40,146
2198	Prior years' adjustments	0	-42,525	42,525
2	TOTAL, SUB-CONTRACTS COMPONENT	1,227,833	1,097,793	130,040
3	TRAINING			
32	Group training			
3201	Travel of participants to seminars	90,000	12,067	77,933
3202	Training courses and materials	70,000	74,776	-4,776
3298	Prior years' adjustments	0	-3,282	3,282
32	Total, Group Training	160,000	83,560	76,440
33	Meetings/Committees			
3301	Standing Committee	97,500	107,572	-10,072
3302	Plants Committee	71,000	31,724	39,276
3303	Animals Committee	71,000	112,922	-41,922
3304	African Elephant Panel of Experts	0	0	0
3305	Co-ordination with other conventions and ECG	0	0	0
3398	Prior years' adjustments	0	-3,063	3,063
33	Total, Meetings/Committees	239,500	249,154	-9,654
3	TOTAL, TRAINING COMPONENT	399,500	332,715	66,785
4	EQUIPMENT AND PREMISES			
41	Expendable Equipment			
4101	Office supplies	60,000	49,750	10,250
4102	Training supplies	0	0	0
4198	Prior years' adjustments	0	-7,821	7,821
41	Total, Expendable Equipment	60,000	41,930	18,070
42	Non Expendable Equipment			
4201	Non-expendable equipment	105,000	77,396	27,604
4298	Prior years' adjustments	0	-3,248	3,248
42	Total, Non Expendable Equipment	105,000	74,148	30,852
43	Premises			
4301	Rent (including cleaning and heating)	140,000	136,250	3,750
43	Total, Premises	140,000	136,250	3,750

	Budget item	Approved budget *	Expenditures **	Balance
4	TOTAL, EQUIPMENT AND PREMISES COMPONENT	305,000	252,328	52,672
5	MISCELLANEOUS			
51	Operation and Maintenance of equipment			
5101	Maintenance of Computers	5,000	2,919	2,081
5102	Maintenance of Photocopiers	40,000	64,416	-24,416
5103	Insurance	15,000	0	15,000
5198	Prior years' adjustments	0	-16,121	16,121
51	Total, Operations and Maintenance of Equipment	60,000	51,215	8,785
52	Reporting/Printing Costs			
5201	CoP – related documents	0	1,340	-1,340
5202	Documents not related to CoP	630	646	-16
5203	Permits on security paper	23,470	10,338	13,132
5204	Other publications	32,150	36,521	-4,371
5298	Prior years' adjustments	0	-52,173	52,173
52	Total, Reporting costs	56,250	-3,327	59,577
53	Sundry			
5301	Communications (telephone, fax, e-mail, internet, etc.)	300,000	133,949	166,051
5302	Logistics for CoP	0	0	0
5303	Logistics for regional seminars	21,667	0	21,667
5304	Other (bank charges, etc.)	15,000	19,504	-4,504
5398	Prior years' adjustments	0	-63,015	63,015
53	Total, Sundry	336,667	90,438	246,229
54	Hospitality			
5401	Hospitality	10,000	232	9,768
54	Total, Hospitality	10,000	232	9,768
5	TOTAL, MISCELLANEOUS COMPONENT	462,917	138,557	324,360
	TOTAL OPERATIONAL COSTS	6,752,917	5,396,836	1,356,081
	Programme Support Costs (13%)	877,879	701,589	176,291
	GRAND TOTAL	7,630,796	6,098,424	1,532,372
<p>* This budget incorporates the approved budget by CoP10 and the additional and increased budget decided during the 40th meeting of the Standing Committee.</p> <p>** The conversion rate used to calculate the expenditure in Swiss francs from the official UNEP accounts maintained in USD is 1.4583. This is the average of the UN operational rates for 1998.</p>				

UNEP/CITES Secretariat

1999 EXPENDITURES TO 30 JUNE (PROVISIONAL) – IN CHF

	Budget item	Approved budget *	Expenditures **	Balance
11	Professional Staff	2,720,000	928,343	1,791,657
12	Consultants			
1201	Translation of documents	111,667	25,883	85,785
1202	General Consultancy	40,000	5,661	34,339
1203	Technical Assistance	50,000	9,198	40,802
1205	Evaluation of captive breeding/ranching operat.	40,000	0	40,000
1206	Assistance to scientific authorities	70,000	0	70,000
12	Total, Consultants	311,667	40,741	270,926
13	Administrative Support			
130	General Service staff (10, G6 to G3)	1,252,000	464,627	787,373
1320	Temporary assistance/overtime	160,000	70,354	89,646
13	Total, Administrative Support	1,412,000	534,981	877,019
16	Travel of Staff			
1601	Travel of staff – General	250,000	163,050	86,950
1602	Travel of staff to CoP and SC	30,000	12,396	17,604
1603	Travel of staff to seminars	20,000	4,455	15,545
1604	Travel of staff on Elephant Decisions	65,000	70,507	-5,507
1605	Travel of staff on Tiger missions	50,000	50,288	-288
16	Total, Travel of Staff	415,000	300,696	114,304
1	TOTAL PERSONNEL COMPONENT	4,858,667	1,804,761	3,053,906
2	SUB-CONTRACTS			
	Nomenclature studies			
2101	Nomenclature studies – animals	10,000	0	10,000
2102	Nomenclature studies – plants	57,500	0	57,500
	Significant trade			
2103	Significant trade – animals	170,000	18,362	151,638
2104	Significant trade – plants	249,333	39,083	210,250
2105	National legislation	105,000	40,699	64,301
	Identification manuals			
2106	Identification manual – animals	80,000	14,368	65,633
2107	Identification manual – plants	55,000	26,765	28,235
2108	Technical publications	15,000	0	15,000
2109	Trade monitoring and technical support, WCMC	194,000	20,488	173,512

	Budget item	Approved budget *	Expenditures **	Balance
2110	CITES Web site	100,000	50,000	50,000
2111	CITES List server	12,000	8,000	4,000
2114	Unspecified – Implementation elephant decisions	61,250	55,326	5,924
2115	Unspecified – counterpart contributions for projects	100,000	18,813	81,188
2116	Tiger mission	100,000	33,268	66,733
2117	MIKE	143,000	134,320	8,680
2118	IUCN FOR CoP11	143,000	0	143,000
2	TOTAL, SUB-CONTRACTS COMPONENT	1,595,083	459,491	1,135,592
3	TRAINING			
32	Group training			
3201	Travel of participants to seminars	90,000	4,556	85,444
3202	Training courses and materials	85,000	0	85,000
32	Total, Group Training	175,000	4,556	170,444
33	Meetings/Committees			
3301	Standing Committee	100,000	143,725	-43,725
3302	Plants Committee	71,000	89,321	-18,321
3303	Animals Committee	71,000	44,897	26,103
3304	African Elephant Panel of Experts	45,000	0	45,000
33	Total, Meetings/Committees	287,000	277,944	9,056
3	TOTAL, TRAINING COMPONENT	462,000	282,500	179,500
4	EQUIPMENT AND PREMISES			
41	Expendable Equipment			
4101	Office supplies	70,000	52,041	17,959
41	Total, Expendable Equipment	70,000	52,041	17,959
42	Non Expendable Equipment			
4201	Non-expendable equipment	105,000	64,501	40,499
42	Total, Non Expendable Equipment	105,000	64,501	40,499
43	Premises			
4301	Rent (including cleaning and heating)	100,000	40,268	59,732
43	Total, Premises	100,000	40,268	59,732
4	TOTAL, EQUIPMENT AND PREMISES COMPONENT	275,000	156,810	118,190
5	MISCELLANEOUS			
51	Operation and Maintenance of equipment			
5101	Maintenance of Computers	10,000	3,010	6,990
5102	Maintenance of Photocopiers	70,000	37,970	32,030
5103	Insurance	15,000	77	14,923

	Budget item	Approved budget *	Expenditures **	Balance
51	Total, Operations and Maintenance of Equipment	95,000	41,057	53,943
52	Reporting/Printing Costs			
5201	CoP – related documents	40,000	0	40,000
5202	Documents not related to CoP	30,000	0	30,000
5203	Permits on security paper	25,000	17,467	7,533
5204	Other publications	20,000	6,943	13,057
5205	Newsletter	23,000	11,181	11,819
52	Total, Reporting costs	138,000	35,591	102,409
53	Sundry			
5301	Communications (telephone, fax, e-mail, internet, etc.)	150,000	42,477	107,523
5303	Logistics for regional seminars	21,667	0	21,667
5304	Other (bank charges, etc.)	20,000	3,509	16,491
53	Total, Sundry	191,667	45,985	145,682
54	Hospitality			
5401	Hospitality	10,000	6,878	3,122
54	Total, Hospitality	10,000	6,878	3,122
5	TOTAL, MISCELLANEOUS COMPONENT	434,667	129,511	305,156
	TOTAL OPERATIONAL COSTS	7,625,417	2,833,073	4,792,344
	Programme Support Costs (13%)	991,304	368,299	623,005
	GRAND TOTAL	8,616,721	3,201,372	5,415,349
<p>* This budget incorporates the approved budget by CoP10 and the additional and increased budget decided during the 40th and 41st meetings of the Standing Committee.</p> <p>** The conversion rate used to calculate the expenditure in Swiss francs from the official UNEP accounts maintained in USD is 1.4583. This is the average of the UN operational rates for the first six months of 1999.</p>				

ADDITIONAL FUNDS FOR PRIORITY ACTIVITIES (1999)

1. This proposal has been prepared by the Secretariat in response to the fifth operative paragraph of Resolution Conf. 10.1, which “*Authorizes the Secretariat ... to draw additional funds from the Trust Fund balance at the end of each year, provided that it is not reduced below CHF 2.3 million at the commencement of any year.*”
2. In the sixth operative paragraph, the Conference of the Parties noted the following priorities as having strong support from Parties:
 - a) capacity building (especially for new Parties);
 - b) legislation for CITES implementation; and
 - c) significant trade studies.

Additionally, the Conference of the Parties noted the following activities as having some support from more than one Party:

- d) regional co-ordination;
 - e) enforcement; and
 - f) technical assistance from WCMC.
3. As instructed in the seventh operative paragraph of Resolution Conf. 10.1, the Secretariat, in association with the Standing Committee, is required “*to establish the priorities for funding the ... work deriving from Resolutions adopted at the 10th meeting of the Conference of the Parties from any available drawdown in the Trust Fund balance...*”.
4. Since the accumulated Trust Fund balance at the end of 1998 exceeded CHF 2.3 million by about CHF 1.5 million (see Annex 2 of this document), the Secretariat has sufficient additional funds available to allocate to additional, high priority activities in 1999. At its 41st meeting, the Standing Committee approved the allocation of CHF 588,000 for new budget lines, as follows:

– Assistance to Scientific Authorities	70,000
– Newsletter	23,000
– Tiger Missions	150,000
– Botswana – verification mission and monitoring of ivory sales/shipments	65,000
– MIKE (start-up phase)	140,000
– IUCN (analysis of proposals for CoP11)	140,000

5. Considering the priorities outlined in paragraph 2 above, the Secretariat presents the following proposals for allocating the remaining CHF 880,000 for consideration by the Standing Committee.

Additional Posts

6. For CITES, as for other Multilateral Environmental Agreements, there are significant problems with compliance and enforcement of its provisions. The cause of a great many of the problems for CITES is a lack of resources to implement the various regulatory mechanisms required under the Convention. To effectively run sophisticated regulatory regimes for controlling trade in CITES-listed species requires substantial administrative, technical and enforcement expertise. In particular there is a need for those in Management Authorities and Customs agencies to be able to discern the difference between the various types of shipments, to know what is and what is not covered by the Convention, and which category they fall in. Staff need to understand the obligations and procedures of CITES, and to be able to make informed judgements about

particular proposed shipments. Surprisingly, about 85 per cent of CITES Parties have incomplete or otherwise inadequate legislation for implementing the Convention. Parties without appropriate legislation have no framework to verify the validity of the import, export and re-export documents, or to interdict or seize illegal shipments or to prosecute violators. Greater capacity building is needed in those countries with special difficulties in implementing CITES and the Secretariat needs to develop the technical programmes (both bilateral and multilateral) that these countries require.

Greater efforts need to be made to offer the Parties implementation and enforcement assistance that is tailored to their specific needs. This more individualized approach, combined with a higher degree of regional co-ordination than has so far been possible, requires additional staff resources.

Similarly, the need for CITES to play its part among the multitude of multilateral environmental agreements and to ensure synergy and compatibility of its policy with these and other international legal instruments demands much greater attention and a much more proactive attitude. This growing necessity of synergy and compatibility cannot be ensured with existing staff resources.

The above requires an important increase in the Secretariat's communication capacity and capability. The skills required to exploit fully the potential of electronic multimedia information and educational technology are not currently available within the Secretariat. This seriously hampers the development of state of the art information and training material and is thus a major stumbling block on the road to the necessary decentralization of information and educational activities.

The Secretariat requests the Standing Committee to support these and other initiatives to enhance the Secretariat's professionalism, both in its 'traditional activities' and where new demands and challenges present themselves. The necessary investments are essential for innovation and making progress. The alternative would be to miss important opportunities for greatly enhanced implementation and enforcement of the Convention. A reinforced, professional Secretariat should be ready to face the challenges of the next century and of the Strategic and Action Plans being developed.

A. Executive Management Unit

a) Legal Affairs and Trade Policy Analyst (P4)

7. The Secretariat requires the services of a legal and trade policy analyst:
- to develop CITES-based 'trade and environment' policy analyses for presentation and discussion at meetings of the Conference of the Parties and for consideration by fora such as the OECD and the WTO;
 - to provide the legislative drafting advice required by the many Parties whose legislation is currently inadequate to implement the requirements of the Convention;
 - to act as the CITES spokesperson and press officer, to explain the requirements and benefits of the Convention to civil society, particularly the trade community; and
 - to monitor the developments in international law through existing and future conventions and agreements that might affect the policy and functioning of CITES and to safeguard the interests of the Convention in the context thereof.

b) Regional Assistance Officer (P3)

8. At its 40th meeting, the Standing Committee approved the establishment of a Regional Programme Officer post to assist the Secretariat in its regional assistance programme. This post has been advertised and an appointment is imminent. Although this appointment will provide much needed support to the Parties, the Secretariat believes that an additional

Programme Officer post is required to adequately address the regional assistance needs of the Parties. The proposed new staff member would:

- provide assistance to Management Authorities of Parties in the implementation of the Convention;
- assist in the organization of regional CITES meetings and in other relevant fora to inform countries about CITES and its mission;
- provide new Parties and non-Parties with the information they require to implement the Convention;
- analyse and assess the capacity of Parties in the regions to implement CITES and prepare reports highlighting the assistance required; and
- actively liaise and establish structural co-operation with, amongst others, UNEP Regional Offices and secretariats of Regional Seas Conventions and Action Plans with a view to facilitating practical regional co-operation and co-ordination.

c) Communications/Operations Control Assistant (G3)

9. The mobility of CITES Secretariat staff makes it difficult to contact people, which causes serious communication deficiencies and an insufficient level of direct response and support, particularly where urgent questions from Party authorities are concerned. To ensure that the Secretariat can be reached and that it responds appropriately at all times, it requires a full-time communications assistant, who, under the supervision of the personal assistant to the Secretary General, shall answer and direct all incoming calls in the Secretariat, to ensure that calls for absent staff are being redirected or promptly returned, to register, log and direct all incoming correspondence and to inform and remind responsible officers of follow-up dates and deadlines for responses to specific actions. The post will also provide secretarial support to the administration and finance group and assist with filing in the Secretariat.

B. Enforcement Assistance Unit

10. At present, the Enforcement Assistance Unit has only one professional staff post allocated under budget line 1100. That post, Head of Unit, is currently being recruited. For the past year, enforcement activities in the Secretariat have been conducted by persons seconded to the Secretariat and consultants employed to undertake specific project work. Working in that way does not allow continuity of service to the Parties or standardization of working practices. Temporary appointments are not as cost-effective as employing full-time professional staff and they also result in a loss to the Secretariat of the experience acquired by the individuals involved.
11. Of the 144 Decisions of the Conference of the Parties to CITES that remain in effect after the 10th meeting, 49 relate directly to matters where the Secretariat's Enforcement Assistance Unit (EAU) has the allocated responsibility for progressing the issue. The EAU also, of course, provides inputs to the work of the other functional work Units in the Secretariat.
12. Enforcement is regarded as a key area of the Secretariat's service to the Parties and requires specialized input to be effective. Requests to the Secretariat for enforcement assistance have noticeably increased. So too have requests from international, regional and national law enforcement organizations, in accordance with Resolution Conf. 9.8 (Rev.) and Decision 10.106. At current staffing levels, the Unit is straining to cope with the demands. Decisions 10.1 (elephants) and 10.66 (tigers) placed especially heavy workloads upon the EAU and required its professional staff member to be away on missions for much of the time. During the period October 1997 to June 1999, the duties of the Acting Head of the Enforcement Assistance Unit required him to undertake 36 missions to 23 different countries.
13. The Secretariat believes that a more appropriate number of professional posts within the EAU would be three; a Head of Unit, assisted by two Senior Enforcement Officers. It is

suggested that the Senior Enforcement Officers should provide specialist knowledge and support and divide their efforts between wildlife crime and trade control aspects of the Unit's activities. It is further suggested that these appointments would enable increased co-operation between the Convention's two main enforcement partners, ICPO-Interpol and the World Customs Organization.

d) Senior Enforcement Officer (P4)

14. This person will assist with the implementation of all Secretariat activities related to issues of wildlife crime, including:

- liaison with ICPO-Interpol;
- collection and dissemination of information regarding infractions against the Convention;
- development of appropriate and practical CITES intelligence gathering and dissemination protocols for use by law enforcement agencies; and
- provision of advice and support to international and national law enforcement agencies.

e) Senior Enforcement Officer (P4)

15. This person will assist with the implementation of Secretariat activities related to issues of trade and border controls, including:

- liaison with the World Customs Organization;
- provision of advice relating to the validity of permits;
- development of a risk assessment protocol suitable for CITES implementation for use by Customs and other inspection authorities; and
- provision of advice and support to regional and national Customs agencies.

f) Permit and Data Assessment Assistant (G5)

16. This person will assist with the Secretariat's permit assessment requests and the maintenance of the Enforcement Assistance Unit's compliance databases:

- evaluates permits sent by Parties and determines their authenticity and validity;
- responsible for correspondence with Parties related to permit confirmation;
- responsible for the printing and distribution of the security stamps requested by Parties;
- supports the Secretariat's infractions tracking system; and
- enters data in the Secretariat's Intelligence Database.

C. Capacity Building Unit

17. Additional capacity building posts are required to facilitate the work of the Secretariat's Capacity Building Unit.

g) Senior Capacity Building Officer (P4)

18. This person will assist with all issues related to CITES projects, including:

- assisting Parties in the formulation of projects with a capacity-building component included and preparing new project proposals for presentation to the Standing Committee;
- converting project proposals into project documents to be presented to donors, for possible funding and assist in the associated fund-raising activities;
- co-ordinating project activities with the relevant officers in the Secretariat responsible for project implementation; and

- assisting with the implementation of externally funded capacity-building activities, including: regional consultations (needs assessment), training workshops, creation of training material in various languages, etc.

h) Capacity Building Information Officer (P3)

19. This person will assist with all issues related to information dissemination, including:

- co-ordinating the CITES information management strategy;
- developing and maintaining the Secretariat's information management systems;
- preparing information for posting on the CITES Web site, including: the CITES Newsletter, training information, relevant information for the Parties and civil society; and
- developing an electronic 'CITES Toolkit', including: permit issuing, national reporting, relevant WWW pages.

New Budget Lines

20. New budget line 'SIDS Implementation'.

In order to fulfil the requirements of Decision 10.112, regarding small island developing States (SIDS) the Secretariat requests approval to allocate CHF 56,000 to be used as 'seed funds' in order to organize meetings for SIDS in Oceania and the Caribbean. Co-operation with the Secretariats of the Cartagena Convention, SPREP and the Alliance of Small Island States has already been established, see document Doc. SC.42.17. This co-operation needs to be strengthened and complemented with the envisaged meetings in order to start making practical progress. Results of these consultation meetings as well as the associated action plans will be reported at CoP11.

CITES Trust Fund

Additional Budget Items for 1999 – in CHF

NEW BUDGET LINES

Budget line	Description	Maximum cost for 1999*	Average cost per year
1115	Legal and trade policy analyst (P4)	35,000	195,000
1116	Senior Capacity Building Officer (P4)	35,000	195,000
1117	Senior Enforcement Officer (P4)	35,000	195,000
1118	Senior Enforcement Officer (P4)	0 ¹	50,000 ²
1119	Senior Capacity Building Officer (P4)	35,000	195,000
1120	Information Officer (P3)	30,000	170,000
1121	Regional Programme Officer (P3)	30,000	170,000
1311	Permit and Data Assessment Assistant (G5)	0 ¹	10,000 ²
1313	Communications/Operations Control Assistant (G3)	18,000	110,000
3306	SIDS Implementation	56,000	–
	TOTAL	274,000	1,290,000
<p>* If the new staff posts are approved at the 42nd meeting of the Standing Committee meeting, only temporary appointments (c. two months) will be possible in 1999. However, approval of the new budget lines in this year will enable the administrative arrangements to be completed to enable the filling of these posts in 2000.</p> <p>¹ Funding for these posts were approved at SC40 and hence there are no additional costs for 1999.</p> <p>² Since funds for these posts were approved at SC40, most of the costs of these re-defined posts are already available.</p>			

FUNDS AVAILABLE FOR ALLOCATION IN 1999 = CHF 880,000
MAXIMUM COST OF NEW BUDGET ITEMS IN 1999 = CHF 274,000

Members of the Standing Committee may wish to note that there can be no guarantee whatsoever that any staff contracts approved in this context could be prolonged beyond a 12 month period.

CITES Trust Fund

ESTIMATED FINANCIAL REQUIREMENTS FOR THE OPERATIONS OF THE UNEP/CITES
SECRETARIAT IN THE YEAR 2000 – IN CHF

Budget line	Budget item	Approved budget *	Proposed modifications **	Proposed budget
1	PERSONNEL COMPONENT			
11	Professional Staff	3,970,000	0	3,970,000
12	Consultants			
1201	Translation of documents	16,667	83,333	100,000
1202	General Consultancy	50,000	40,000	90,000
1203	Technical Assistance	60,000	0	60,000
1205	Evaluation of breeding/ranching oper.	40,000	-40,000	0
1206	Assistance to scientific authorities	70,000	0	70,000
12	Total, Consultants	236,667	83,333	320,000
13	Administrative Support			
130	General Service Staff	1,400,000	0	1,400,000
1320	Temporary assistance/overtime	100,000	60,000	160,000
1321	Salary/travel of Conference staff	0	420,000	420,000
13	Total, Administrative Support	1,500,000	480,000	1,980,000
16	Travel on Official Business			
1601	Travel of staff – General	255,000	5,000	260,000
1602	Travel of staff to CoP and SC	30,000	220,000	250,000
1603	Travel of staff to seminars	50,000	-20,000	30,000
1604	Travel of staff on Elephant Decisions	65,000	-65,000	0
1605	Travel of staff on Tiger Missions	50,000	-50,000	0
16	Total, Travel on Official Business	450,000	90,000	540,000
1	TOTAL, PERSONNEL COMPONENT	6,156,667	653,333	6,810,000
2	SUB-CONTRACT COMPONENT			
2101	Nomenclature studies – animals	10,000	0	10,000
2102	Nomenclature studies – plants	60,000	-32,000	28,000
2103	Significant trade – animals	170,000	-70,000	100,000
2104	Significant trade – plants	249,333	-149,333	100,000
2105	National legislation	105,000	0	105,000
2106	Identification manual – animals	80,000	0	80,000
2107	Identification manual – plants	55,000	5,000	60,000
2108	Technical publications	12,500	500	13,000
2109	Trade monitoring and technical support, WCMC	179,000	0	179,000

Budget line	Budget item	Approved budget *	Proposed modifications **	Proposed budget
2110	CITES Web site	100,000	0	100,000
2111	CITES List server	12,000	0	12,000
2112	CITES, Checklist w/annot. Append. and reserv.	0	72,000	72,000
2114	Unspecified – Implementation elephant decisions	61,250	-61,250	0
2115	Unspecified – counterpart contributions for projects	100,000	0	100,000
2116	Tiger mission (technical)	100,000	-100,000	0
2117	Monitoring of Illegal Killing of Elephants (MIKE)	143,000	0	143,000
2118	IUCN, Preparatory work for CoP11	143,000	-143,000	0
2	TOTAL, SUB-CONTRACTS COMPONENT	1,580,083	-478,083	1,102,000
3	TRAINING COMPONENT			
32	Group Training			
3201	Travel of participants to seminars	130,000	-80,000	50,000
3202	Training courses and materials	85,000	-35,000	50,000
32	Total, Group Training	215,000	-115,000	100,000
33	Meetings			
3301	Standing Committee	97,500	500	98,000
3302	Plants Committee	71,000	19,000	90,000
3303	Animals Committee	71,000	19,000	90,000
3304	African Elephant Panel of Experts	0	75,000	75,000
3306	Criteria Working Group	0	130,000	130,000
33	Total, Meetings	239,500	243,500	483,000
3	TOTAL, TRAINING COMPONENT	454,500	128,500	583,000
4	EQUIPMENT AND PREMISES COMPONENT			
41	Expendable Equipment			
4101	Office supplies	80,000	0	80,000
41	Total, Expendable Equipment	80,000	0	80,000
42	Non-expendable Equipment			
4201	Non-expendable equipment	105,000	0	105,000
42	Total, Non-expendable Equipment	105,000	0	105,000
43	Premises			
4301	Rent of office premises	100,000	0	100,000
43	Total, Premises	100,000	0	100,000
4	TOTAL, EQUIPMENT AND PREMISES COMPONENT	285,000	0	285,000
5	MISCELLANEOUS COMPONENT			
51	Operation and Maintenance of Equipment			
5101	Maintenance of Computers	10,000	0	10,000
5102	Maintenance of Photocopiers	70,000	0	70,000

Budget line	Budget item	Approved budget *	Proposed modifications **	Proposed budget
5103	Insurance	15,000	0	15,000
51	Total, Operations and Maintenance of Equipment	95,000	0	95,000
52	Reporting/Printing Costs			
5201	CoP – related documents	40,000	110,000	150,000
5202	Documents not related to CoP	50,000	0	50,000
5203	Permits on security paper	25,000	0	25,000
5204	Other publications	25,000	0	25,000
5205	Newsletter	23,000	0	23,000
52	Total, Reporting/Printing costs	163,000	110,000	273,000
53	Sundry			
5301	Communications (telephone, fax, etc.)	150,000	150,000	300,000
5302	Logistics for CoP	0	150,000	150,000
5303	Logistics for regional seminars	21,667	333	22,000
5304	Other (bank charges, etc.)	20,000	5,000	25,000
53	Total, Sundry	191,667	305,333	497,000
54	Hospitality			
5401	Hospitality	10,000	0	10,000
54	Sub-total Hospitality	10,000	0	10,000
5	TOTAL, MISCELLANEOUS COMPONENT	459,667	415,333	875,000
	TOTAL DIRECT OPERATIONAL COSTS	8,935,917	719,083	9,655,000
	Programme Support Costs (13%)	1,161,669	93,481	1,255,150
	GRAND TOTAL	10,097,586	812,564	10,910,150
<p>* This budget incorporates the budget approved by CoP10 and the additional and increased budget decided during the 40th and 41st meetings of the Standing Committee. It also includes the proposal of additional staffing requirements already detailed in Annex 6 and submitted to this 42nd meeting of the Standing Committee for approval.</p> <p>** These proposed modifications include all items related to CoP11 which were originally approved in the 1999 budget. The modifications also include additions and deductions to some other operational cost elements. In addition, the modification include small amounts required for rounding up of the totals to the nearest thousand.</p>				

CITES BANKING ARRANGEMENTS

1. At its 41st meeting, the Standing Committee requested UNEP to investigate possibilities for increasing yields on invested cash balances.
2. Accounts in US dollars currently attract higher interest yields than Swiss-franc accounts. It would not, however, be prudent asset management for UNEP or the Secretariat to exchange its cash holdings from Swiss francs into US dollars or any other currency only for the purpose of obtaining higher interest rates. This would expose the Trust Fund to an exchange rate risk *vis-à-vis* the Swiss franc.
3. As the contributions and budgets of the Secretariat are determined in Swiss francs, prudent cash management requires that funds be held mainly in that currency. Cash should normally be held in US dollars to the extent that these holdings are close to or equal to commitments or liabilities also denominated in US dollars. Typical examples of these are unspent balances of US-dollar-denominated voluntary contributions, or US dollar amounts due from the Trust Fund to UNEP or other organizations.
4. In line with these principles, the Secretariat is currently investing the Swiss franc and US dollar balances in its bank accounts at the best possible rates obtainable for non-risk cash investments. The rates obtained have been very competitive.
5. The Secretariat has further streamlined its financial forecasting and some funds are now being invested for longer periods of time, which will enhance the interest yields obtained. It is expected that, after the 42nd meeting of the Standing Committee, a more precise picture can be obtained for projected cash flows into the year 2000 and beyond, and this will enable the Secretariat to further improve its decision-making on investment maturities.
6. The Treasurer of the United Nations has recently been approached by UNEP Financial Management for further advice on this matter

CITES Trust Fund

ESTIMATED FINANCIAL REQUIREMENTS FOR THE OPERATIONS OF THE SECRETARIAT FOR THE MEDIUM TERM PLAN 2001-2005
(amounts in USD are indicative. Rate used: 1 USD = 1.50 CHF)

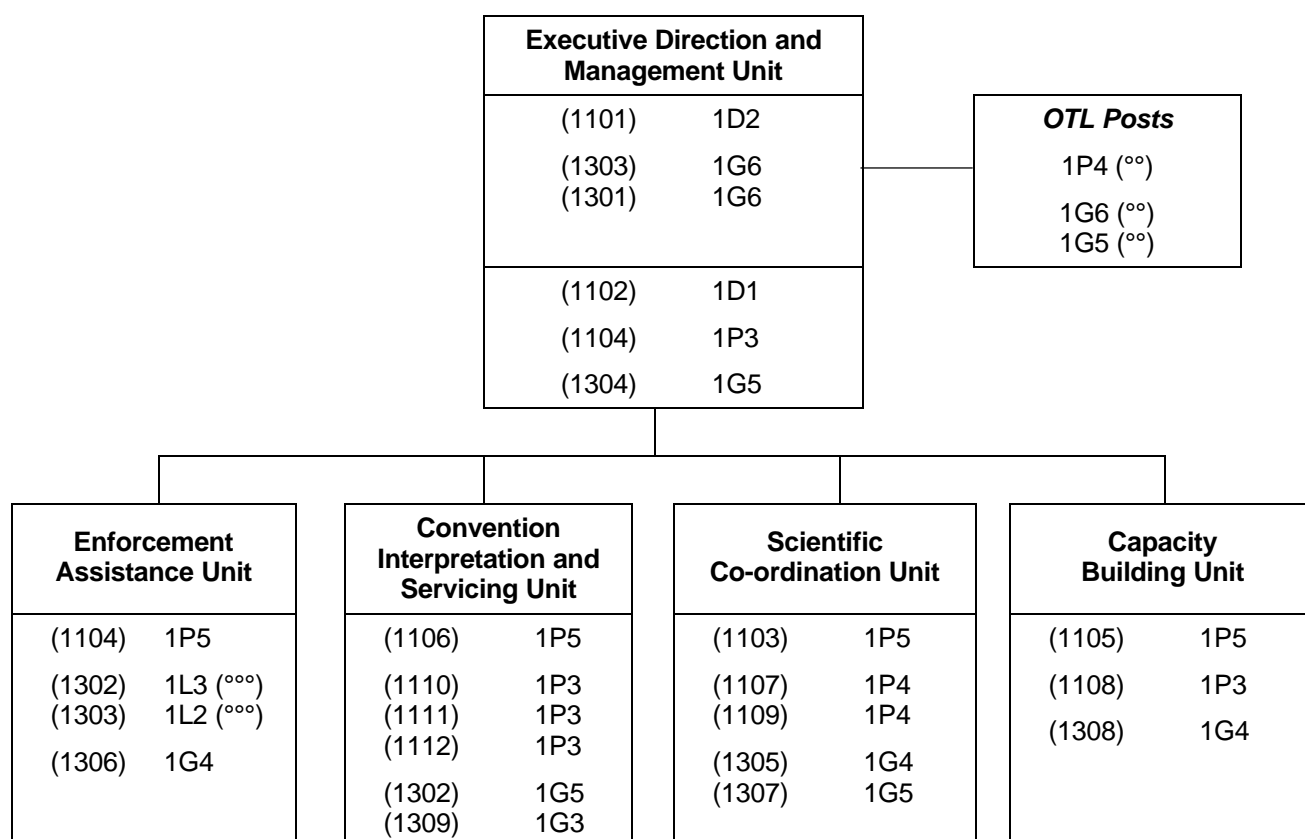
Budget line	Description	2001		2002*		2003		2004*		2005	
		CHF	USD	CHF	USD	CHF	USD	CHF	USD	CHF	USD
11	Professional staff	4,089,000	2,726,000	4,212,000	2,808,000	4,338,000	2,892,000	4,468,000	2,979,000	4,602,000	3,068,000
12	Consultants	182,000	121,000	326,000	218,000	185,000	124,000	333,000	222,000	189,000	126,000
13	Administrative support	1,549,000	1,033,000	2,101,000	1,400,000	1,643,000	1,096,000	2,229,000	1,486,000	1,744,000	1,162,000
16	Travel (staff)	323,000	215,000	551,000	367,000	330,000	220,000	562,000	375,000	336,000	224,000
20	Sub-contracts	1,113,000	742,000	1,124,000	749,000	1,135,000	757,000	1,147,000	764,000	1,158,000	772,000
32	Training	101,000	67,000	102,000	68,000	103,000	69,000	104,000	69,000	105,000	70,000
33	Meetings	488,000	325,000	493,000	328,000	498,000	332,000	503,000	335,000	508,000	338,000
40	Equipment and premises	288,000	192,000	291,000	194,000	294,000	196,000	297,000	198,000	300,000	200,000
51	Operation and maintenance	96,000	64,000	97,000	65,000	98,000	65,000	99,000	66,000	100,000	67,000
52	Reporting	165,000	110,000	278,000	186,000	168,000	112,000	284,000	189,000	171,000	114,000
53	Sundry	194,000	129,000	507,000	338,000	198,000	132,000	517,000	345,000	202,000	135,000
54	Hospitality	10,000	7,000	10,000	7,000	10,000	7,000	10,000	7,000	11,000	7,000
	TOTAL DIRECT OPERATIONAL COSTS	8,598,000	5,731,000	10,092,000	6,728,000	9,000,000	6,002,000	10,553,000	7,035,000	9,426,000	6,283,000
	Programme Support Costs (13%)	1,118,000	745,000	1,312,000	875,000	1,170,000	780,000	1,372,000	915,000	1,225,000	817,000
	GRAND TOTAL	9,716,000	6,476,000	11,404,000	7,603,000	10,170,000	6,782,000	11,925,000	7,950,000	10,651,000	7,100,000

* CoP year

CLASSIFICATION REVIEW OF POSTS IN THE SECRETARIAT

1. Consistent with the UN Administrative Instruction ST/AI/1998/9 and staff regulation 2.1, UNEP engaged the services of a consultant to undertake a classification review of all posts in the CITES Secretariat in the latter part of 1998.
2. The consultant's recommendations were reviewed in the Human Resources Management Service (HRMS) of UNON and in UNOG and also by the Office of Human Resources Management (OHRM) in New York. The classifications that were approved by the UN are presented, for the information of the Standing Committee, in the Classification Table below.
3. The Secretariat is advised that the existing budgetary provisions of the CITES Trust Fund, approved at CoP10 and modified subsequently by the Standing Committee, are sufficient to allow for the adoption of the newly approved classifications.
4. Members of the Standing Committee may wish to note that the budgetary provisions for the OTL posts in the Secretariat are approved directly by UNON – they do not require budgetary endorsement by the CITES Standing Committee.

CITES SECRETARIAT CLASSIFICATION TABLE (May 1999)



°° Posts provided by UNEP

°°° Posts through secondment from Governments