

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

---

Fifty-third meeting of the Standing Committee  
Geneva (Switzerland), 27 June-1 July 2005

Strategic and administrative matters

Financial matters

ESTIMATED EXPENDITURES FOR 2005

1. This document has been prepared by the Secretariat.
2. Annex 1 to this document presents the estimated expenditures for the year 2005.
3. It is expected that the budgetary provision modified by the Conference of the Parties at its 13th meeting (Bangkok, 2004) should be adequate to cover the projected costs for the majority of items. However, owing to the continuing depreciation of the US dollar, there might be insufficiently funded budget lines, which relate to the staff costs in the professional and general service categories. The Secretariat proposes to use savings made under the post of the Deputy Secretary-General, as a result of his absence on unpaid leave for six months, to offset potential over-expenditures, under these lines if it becomes necessary.
4. In addition to the modifications to the budget lines referred to in paragraph 3 above, there is a need for an updated budget to cover the increased costs of temporary assistance in the year 2005. A short-term temporary assistant was required to replace a staff member on maternity leave in the Scientific Support Unit. It is proposed to cover these costs through the transfer of funds from the budget line for office supplies (USD 10,000). There is also a need to hire a short-term assistant to prepare the Identification Manual sheets for inclusion in the CITES website. The required funds have been made available through the transfer of funds from the budget line for the Identification Manual (USD 25,000).
5. The projection of income to and expenditures from the CITES Trust Fund leads to an estimated balance of USD 0.915 million at the end of the current triennium, of which the amount of USD 0.7 million represents the operating cash reserve. This projection is based on the past two years' collection rate of contributions due for the current and prior years, and the average level of miscellaneous income in non-CoP years. An overview of the projected income to and expenditures from the CITES Trust Fund is presented in Annex 2.

CITES TRUST FUND  
ESTIMATED EXPENDITURES FOR 2005  
(in US dollars)

Description	Approved budget*	Proposed modifications	Modified budget
<b>Personnel costs</b>			
Professional staff - 16 posts	2,262,000	0	2,262,000
Support staff - 9 posts	720,000		720,000
Temporary assistance	10,000	35,000	45,000
Staff travel	144,000	0	144,000
<b>Total</b>	<b>3,136,000</b>	<b>35,000</b>	<b>3,171,000</b>
<b>Office maintenance costs</b>			
Office supplies	31,000	-10,000	21,000
Non-expendable equipment	22,000	0	22,000
Maintenance of the office	67,000	0	67,000
Maintenance of office equipment	41,000	0	41,000
Communications (telephone, fax, mail)	80,000	0	80,000
Bank charges	7,000	0	7,000
Hospitality	5,000	0	5,000
<b>Total</b>	<b>253,000</b>	<b>-10,000</b>	<b>243,000</b>
<b>SC meeting</b>			
External translation of documents	5,000	0	5,000
Salary/travel of Conference staff	30,000	0	30,000
Travel of SC members	30,000	0	30,000
Logistics for SC meeting	10,000	0	10,000
<b>Total</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>
<b>AC meeting</b>			
External translation of documents	5,000	0	5,000
Salary/travel of Conference staff	30,000	0	30,000
Travel of AC members	30,000	0	30,000
Logistics for AC meetingg	10,000	0	10,000
<b>Total</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>
<b>PC meeting</b>			
External translation of documents	5,000	0	5,000
Salary/travel of Conference staff	30,000	0	30,000
Travel of PC members	30,000	0	30,000
Logistics for PC meeting	10,000	0	10,000
<b>Total</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>

Description	Approved budget*	Proposed modifications	Modified budget
<b>Publications</b>			
Identification Manual	31,000	-25,000	6,000
CITES, Checklist w/annot. Append. and reserv.	57,800	0	57,800
Newsletter	15,000	0	15,000
In-house printing	21,000		21,000
Other publications/documents	18,200	0	18,200
<b>Total</b>	<b>143,000</b>	<b>-25,000</b>	<b>118,000</b>
<b>Other activities</b>			
Significant trade	74,000	0	74,000
Assistance to Scientific Authorities	146,000	0	146,000
Training courses/seminars	60,000	0	60,000
Trade monitoring and support	108,000	0	108,000
Legislation, compliance and enforcement	10,000	0	10,000
Consultants	36,000		36,000
<b>Total</b>	<b>434,000</b>	<b>0</b>	<b>434,000</b>
<b>TOTAL DIRECT COSTS</b>	<b>4,191,000</b>	<b>0</b>	<b>4,191,000</b>
<b>Programme support costs (13%)</b>	<b>544,830</b>	<b>0</b>	<b>544,830</b>
<b>GRAND TOTAL</b>	<b>4,735,830</b>	<b>0</b>	<b>4,735,830</b>

\*Including modifications approved by the Conference of the Parties at its 13th meeting (Bangkok, October 2004)

PROJECTION OF INCOME AND EXPENDITURES  
FROM THE CITES TRUST FUND FOR THE YEAR 2005  
(in US dollars)

	2005*
<b>INCOME</b>	
Balance on 1 January 2005	1,089,000
Paid contributions for the year 2005 (1)	4,218,734
Paid contributions for prior years (2)	317,466
Interest income (3)	16,335
Miscellaneous income (4)	10,000
Total resources available	5,651,535
<b>EXPENDITURES (5)</b>	
Direct expenditures	4,191,000
Programme support cost	544,830
Total expenditures	4,735,830
Net of income over expenditure	915,705
Prior years adjustments	0
Balance of fund on 31 December	915,705
<b>RESERVE AND FUND BALANCE</b>	
Fund operational reserve	700,000
Fund balance	215,705
Total fund reserve and fund balance	915,705

\* Projection

- (1) The rate of payment of 89 per cent was used to calculate payment of contributions for 2005, based on the past two years' performance. Assessed contributions for 2005 amount to USD 4,740,151
- (2) The unpaid contributions for 2004 and prior years totaled USD 907,045 as on 31 December 2004. The payment rate of 35 per cent that was experienced in the past two years was used to calculate payments of prior years contributions
- (3) Calculated at an annual 1.5 per cent rate of the programmable resources available at the beginning of the year
- (4) Sale of publications and registration fees projected at the average level experienced in previous non-COP years
- (5) Expenditures projected at 100 per cent of budget performance of the approved budget for 2005