

Sample format of the Costed Programme of Work of the CITES Secretariat for 2014-2016

A. Governing Bodies and Meeting Services

Activity No.	Activities	2014			2015			2016		
		Amount	Source of funding		Amount	Source of funding		Amount	Source of funding	
			CTL	QTL		CTL	QTL		CTL	QTL
1	Organization of the 17th meeting of the Conference of the Parties (CoP17)									
2	Organization of the 65th, 66th, 67th and 68th meetings of the Standing Committee									
3	Organization of the 27th and 28th meetings of the Animals Committee									
4	Organization of the 21st and 22nd meetings of the Plants Committee									
5	Other meetings and workshops: scientific, legislative, capacity building, enforcement									
6	Documentation, etc.									
Total		-	-	-	-	-	-	-	-	-

B. Scientific Services

Activity No.	Activities	2014			2015			2016		
		Amount	Source of funding		Amount	Source of Funding		Amount	Source of funding	
			CTL	QTL		CTL	QTL		CTL	QTL
1	Facilitate and manage the Review of Significant Trade									
2	Non-detriment findings									
3	CoP16 Decisions									
4	Periodic Review of the Appendices									
Total		-	-	-	-	-	-	-	-	-

C. Enforcement Support Services

Activity No.	Activities	2014			2015			2016		
		Amount	Source of funding		Amount	Source of funding		Amount	Source of funding	
			CTL	QTL		CTL	QTL		CTL	QTL
1	Guidance to Parties and law enforcement agencies									
2	Coordination of Enforcement Task Forces									
3	CoP16 Decisions									
4	Enforcement-related missions									
Total		-	-	-	-	-	-	-	-	-

D. Legal Affairs and Trade Policy Services

Activity No.	Activities	2014			2015			2016		
		Amount	Source of funding		Amount	Source of funding		Amount	Source of funding	
			CTL	QTL		CTL	QTL		CTL	QTL
1	Implementation of National Legislation Project									
2	Compilation of annual and biennial reports									
3	Permits (including e-permitting)									
4	CoP16 Decisions									
Total		-	-	-	-	-	-	-	-	-

E. Knowledge Management and Outreach Services

Activity No.	Activities	2014			2015			2016		
		Amount	Source of funding		Amount	Source of funding		Amount	Source of funding	
			CTL	QTL		CTL	QTL		CTL	QTL
1	Creation of training materials and training courses									
2	Provision of training primarily focusing for Management & Scientific Authorities									
3	Development of CITES e-learning (Virtual College)									
4	Project Management									
5	Maintenance of the website									
6	Raise public awareness about CITES and seek funding for CITES activities									

Total - - - - -

F. Equipment, maintenance and services

Activity No.	Activities	2014			2015			2016		
		Amount	Source of funding		Amount	Source of funding		Amount	Source of funding	
			CTL	QTL		CTL	QTL		CTL	QTL
1	Rental of office space, electricity and cleaning.									
2	Procurement of non-expendable equipment and expendable office supplies									
3	Rental and maintenance of equipment, communications, internet connection, mail/dispatching and postage.									
4	Communications, including telephones, postage, fax, video conferencing,									

Total - - - - -

Total Operational Costs - - - - -

Staff Costs

Grand Total - - - - -