

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

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Sixty-fifth meeting of the Standing Committee  
Geneva (Switzerland), 7-11 July 2014

Administrative and financial matters

Financial matters

REVIEW OF THE TERMS OF REFERENCE FOR THE ADMINISTRATION OF THE TRUST FUND

1. This document has been prepared by the Secretariat.
2. At its 16th meeting (Bangkok, 2013), the Conference of the Parties adopted Resolution Conf. 16.2 on *Financing and the costed programme of work for the Secretariat for the triennium 2014-2016*, in which it instructs:

*the Standing Committee to review the Terms of Reference for the Administration of the Trust Fund and, if necessary, make proposals at the 17th meeting of the Conference of the Parties for any necessary changes.*

3. The Finance and Budget Subcommittee of the Standing Committee is reviewing the Terms of Reference, which is annexed to the present document. It will report to the Standing Committee at its 66th meeting so that the Committee can, if necessary, submit a proposal for consideration at the 17th meeting of the Conference of the Parties.

**Terms of Reference for the Administration of the Trust Fund (CTL) for the Convention on International Trade in Endangered Species of Wild Fauna and Flora**

1. The Trust Fund for the Convention on International Trade in Endangered Species of Wild Fauna and Flora (hereinafter referred to as the Trust Fund) shall be further continued for a period of three calendar years, which begins on 1 January 2014 and ends on 31 December 2016, to provide financial support for the aims of the Convention.
2. Pursuant to the Financial Regulations and Rules of the United Nations, the Executive Director of the United Nations Environment Programme (UNEP), with the approval of the Governing Council of UNEP and the Secretary-General of the United Nations, shall continue the Trust Fund for the administration of the Convention.
3. The appropriations of the Trust Fund shall be financed from:
  - a) the contributions made by the Parties by reference to the table attached in Annex 4 including contributions from any new Parties which are to be added to the table; and
  - b) a drawdown from the Fund balance upon decision of the Parties.
4. The estimates for each of the calendar years covered by a budget period shall be specified in a costed programme of work and shall be accompanied by such information as may be required by, or on behalf of, the contributors and such further information as the Executive Director of UNEP may deem useful and advisable.
5. The proposed costed programme of work covering the income and expenditure for each of the calendar years constituting the financial period to which it relates, prepared in US dollars, including all the necessary information, shall be dispatched by the Secretariat to all Parties at least 150 days before the date fixed for the opening of the next regular meeting of the Conference of the Parties.
6. The costed programme of work shall be adopted by a three-quarters majority of the Parties present and voting at the regular meeting.
7. In the event that the Executive Director of UNEP expects that there might be a shortfall in resources, over the year as a whole, he shall consult with the Secretary-General of the Convention, who shall seek the advice of the Standing Committee as to its priorities for expenditure.
8. The Secretary-General of the Convention is authorized, to the extent consistent with the Financial Regulations and Rules of the United Nations, to:
  - a) transfer resources between main activity lines, as reflected in the costed programme of work, Annex to Res. Conf. 16.1, up to a maximum of 10 % over and above the annual amount foreseen in the costed programme of work under any activity line. When any such transfers are made, these shall be reported to the Standing Committee at its following meeting. Any adjustments between main activity lines over and above the 10 % flexibility mentioned above may be made only after they have been agreed by the Standing Committee.
  - b) transfer resources between financial years within the same activity line. Any such transfers may be made only after they have been agreed by the Standing Committee.

However, all adjustments to the costed programme of work will be made within the overall level of the approved triennial budget.
9. Commitments against the resources of the Trust Fund may be made only if they are covered by the expected income of the Convention.
10. All contributions shall be paid in any convertible currency. The amount of any payment, however, shall be equal to the amount payable in US dollars on the day the contribution is made. Contributions from States that become Parties after the beginning of the financial period should be made on a pro-rata basis for the balance of the financial period.
11. At the end of each calendar year, the Executive Director of UNEP shall submit to the Parties the accounts for the year. He shall also submit, as soon as practicable, the audited accounts for the financial period.

12. The Secretary-General of the Convention shall provide the Standing Committee with an estimate of proposed expenditure over the coming calendar year simultaneously with, or as soon as possible after, distribution of the accounts and reports referred to in the preceding paragraph.
13. The general procedures governing the operations of the Fund of UNEP and the Financial Regulations and Rules of the United Nations shall govern the financial operations of the Trust Funds for the Convention.
14. These Terms of Reference shall be effective for the financial period of 1 January 2014 to 31 December 2016, subject to amendments at the 17th meeting of the Conference of the Parties.