



## Terms of Reference for the Finance and Budget Subcommittee of the CITES Standing Committee

[as adopted at the 15th meeting of the Conference of the Parties (CoP15, Doha, 2010)]

### 1. Composition of the Subcommittee

- a) The Finance and Budget Subcommittee shall be composed of two country representatives from Africa and one from each of the other CITES regions, nominated by the region, plus the Depository Government; and
- b) the Subcommittee shall elect a Chairman from among its members.

### 2. Meetings and mode of operation of the Subcommittee

- a) The Subcommittee shall meet in closed session (i.e. attended only by members of the Subcommittee, Party observers, and the Secretariat) prior to each meeting of the Standing Committee; and
- b) the members of the Subcommittee shall communicate by electronic means between meetings of the Standing Committee. For this purpose, the Secretariat shall establish a forum on its website for communications among the members and for the sharing of documents, which may be read by non-members, who would communicate their views to their regional representative on the Subcommittee.

### 3. Responsibilities of members of the Subcommittee

Members of the Subcommittee shall seek and represent the views of their region in carrying out their duties, and shall report back to their regions.

### 4. Responsibilities of the Subcommittee

To fulfil the mandate of Resolution Conf. 15.1<sup>1</sup>, the Subcommittee shall:

- a) broadly, consider all aspects of the financing and budgeting of the Convention and develop recommendations to the Standing Committee. The Subcommittee should focus on keeping the Convention fiscally solvent while providing for essential support services for the efficient and effective functioning of the Convention;
- b) Evaluate the costed programme of work of the Secretariat and other documents with budgetary implications relative to:
  - i) the duties and responsibilities of the Secretariat mandated in the text of the Convention; and
  - ii) ensuring that the activities undertaken by the Secretariat under the approved budget are consistent with Resolutions and Decisions of the Conference of the Parties;
- c) based on an evaluation of the costed programme of work and other documents with budgetary implications:
  - i) identify those activities that represent core functions of the Secretariat that should be funded through the Trust Fund; and

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<sup>1</sup> Originally referred to Resolution Conf. 14.1. Corrected by the Secretariat after CoP15 following the adoption at that meeting of Resolution Conf. 15.1, which repealed Resolution Conf. 14.1.

- ii) assign priority rankings to all other activities of the Secretariat to determine which items should be further funded through the Trust Fund or through external funding, with the purpose of guiding the Secretariat in its external funding efforts;
  - d) consider administrative procedures and other aspects of the financing and budgeting of the Convention, and make recommendations for improving the efficiency with which funds are expended;
  - e) consider potential mechanisms for funding the Convention and placing the CITES Trust Fund on a sustainable footing; and
  - f) using the information developed through the processes described in paragraphs a)-e):
    - i) work with the Secretariat to prepare all financial and budgetary documents for consideration by the Standing Committee;
    - ii) further develop the report format to ensure that the financial reports are easily understood and transparent, and that they enable informed decisions to be taken in relation to the financial performance of the Convention;
    - iii) make recommendations to the Standing Committee on all financial and budgetary documents and proposals developed through this process; and
    - iv) otherwise assist the Standing Committee in providing oversight of financial and budgetary matters, including the preparation of documents for meetings of the Conference of the Parties.
5. The Secretariat shall issue to the Subcommittee members a quarterly report, to be sent electronically, which identifies and explains any projected expenditure that exceeds the approved budget by more than 20 % for staff costs or non-staff costs relating to each activity, together with the proposed approach for managing any such projected over-expenditure.