

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

Fifth Meeting of the Conference of the Parties

Buenos Aires (Argentina), 22 April to 3 May 1985

Financing and Budgeting of the Secretariat and of Meetings
of the Conference of the Parties

BUDGET FOR 1986-1987 AND MEDIUM TERM PLAN FOR 1986-1989

1. In accordance with paragraphs 5 and 6 of the Terms of Reference for the Administration of the Trust Fund for the Convention, adopted by Resolution Conf. 4.3 at the fourth meeting of the Conference of the Parties (Gaborone, 1983, Proceedings, page 41), the Secretariat has prepared the 1986-87 budget estimate attached hereto, together with two draft scales of contributions (Annexes 2, 3 and 4). In accordance with paragraph 6 of the Terms of Reference, the Secretariat has also prepared a medium term plan covering 1986-89 inclusive which incorporates the budget for the 1986-87 financial period (Annex 5). The Secretariat has also prepared an estimate of the expenditure for 1985 (Annex 1).
2. The proposed 1986-87 budget differs from previous budgets presented to the Parties mainly because of the new structure of the Secretariat. New headings such as "premises" and "communications" (which used to be part of "sundries"), have been inserted to provide for a more accurate picture of the financial provisions.
3. The budget, as presented to the Parties, reflects the requirements for "minimum expenditure". No provisions have been made for shortfall in contributions.
4. It must be realized, however, that this very restrictive approach places a heavy burden on the workload of the Secretariat. Programmes such as consultants and part time translations have been reduced. This means that the Secretariat will have to address itself to related activities such as translation in the 3 working languages (English, French and Spanish) of regular correspondence, notifications and other documentation, public information, technical assistance to the Parties, organization of the Conference and committee meetings, etc.
5. The Secretariat submits to the attention of the Parties two scales of contributions:
 - a) the first (Annex 3) is based on the applicable United Nations scale, as adopted by the UN General Assembly in December 1982 and has been applied to the total budget figure for the biennium 1986-87, i.e. US\$ 1,520,359. However, considering that our membership falls short of the UN membership by 9.41% (90.59% compared to 100%), this creates a

shortfall in the income, by comparison to the budget of US\$ 142,929.00 for the biennium (total income under that scale would be US\$ 1,377,430). This shortfall cannot in any manner be covered by other expected sources of income.

- b) for the second scale of contributions (Annex 4), the Secretariat has added 9.41% to the total budget for 1986-87 to reach the figure of US\$ 1,520,410.00. The UN scale of contributions was applied to that amount.
- c) the UN General Assembly decided to maintain for 1985 the present scale of contributions until such time as the Contribution Committee had completed its study of the proposed scale of contributions and had submitted its findings to the General Assembly for review and decision. It is therefore recommended that the scale of contributions which will be adopted by the Parties be amended, as soon as the UN General Assembly has adopted its new scale of contributions for 1986, 1987 and 1988 and that the Parties be immediately notified of such amendment by the Secretariat.

The Secretariat recommends that the second scale of contributions (Annex 4) be adopted.

- 6. The budget also takes into account the programme support costs which are provided for in respect of all Trust Fund activities under applicable United Nations regulations [UNEP statement at the 1979 San José meeting, Plen. 2.7 (Rev.), Proceedings, page 106]. The estimate does not include projects submitted or to be submitted for separate external funding to UNEP (pursuant to section 4 of UNEP Governing Council decision 6/5 D, Nairobi, 1978) or other funding institutions, in accordance with Resolution Conf. 2.3 (San José, 1979).
- 7. With respect to the Terms of Reference for the Administration of the Trust Fund (Annex 6), some minor modifications have been made to reflect the new structure of the Secretariat.
- 8. In the absence of any UNEP contributions and of capital reserve for the Convention, financing of the Secretariat and of the Conference depends entirely on regular contributions by Parties. It is most alarming, therefore, to note that by the end of the fourth year of operation of the Trust Fund, 30% of the government contributions (more than US\$ 400,000) were in arrears. Parties are urged to pay their outstanding contributions as soon as possible and to make the necessary advance provision in their national budgets for future annual or biennial contributions as outlined in the scale which will be adopted by the Parties.

CITES
1985 ESTIMATES OF EXPENDITURE

Budget/Programme Position	Estimated costs in US\$
1100 <u>EXPERTS</u> Professional staff (one P-4 and three P-3)	237,500.00
1200 Consultants: long-term (24 m/m p.a.) (continuing consultancy contract for trade monitoring and statistics, with IUCN/Wildlife Trade Monitoring Unit)	38,000.00
Consultants: short-term (3 m/m p.a.) (technical assistance missions, development of guidelines for legislation and administration)	4,000.00
1300 <u>ADMINISTRATIVE SUPPORT PERSONNEL</u> (3 secretaries, 1 photocopier operator/ messenger: G-5, G-4, G-3, G-2 + part-time translators and secretaries)	113,000.00
1600 <u>TRAVEL ON OFFICIAL BUSINESS</u> (Staff and consultants)	19,000.00
3200 <u>GROUP TRAINING, MEETINGS</u> Meetings of the Conference of the Parties	100,000.00
Meetings of the Standing Committee	20,000.00
4100 <u>EXPENDABLE EQUIPMENT</u>	2,000.00
4200 <u>NON-EXPENDABLE EQUIPMENT</u>	3,000.00
4300 <u>PREMISES</u>	20,000.00
5101 <u>OPERATION AND MAINTENANCE</u> Maintenance of word processing and computer equipment	3,500.00
Rental and maintenance of photocopier	15,000.00
Maintenance of premises	7,350.00
5200 <u>REPORTING COSTS</u> Proceedings, Conference of the Parties, other reports and publications (including editing, translation, printing, distribution)	10,000.00

CITES
1985 ESTIMATES OF EXPENDITURE

Budget/Programme Position (cont.)	Estimated costs in US\$
5301 <u>COMMUNICATIONS</u>	20,000.00
5304 <u>OTHER MISCELLANEOUS COSTS</u>	5,000.00
5400 <u>UNEP PROGRAMME SUPPORT COSTS</u>	80,255.50
9900 <u>TOTAL</u>	697,605.50
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Notes:-

- 1) In view of the recent fluctuation in exchange rate, an average rate of US\$ 1 = Sfr. 2.40 has been assumed here for those expenditures incurred in Sfrs.
- 2) Budget lines correspond with standard UNEP project positions.
- 3) Out of the Programme Support Costs, UNEP is providing for the services of an Administrative Assistant for the Secretariat.

CITES
1986-87 BUDGET ESTIMATE

Budget/Programme Position	Estimated costs in US\$		
	1986	1987	
1100	<u>EXPERTS</u>		
	Professional staff (one P-4 and three P-3)	251,000	247,000
1200	Consultants: long-term (24 m/m p.a.) (continuing consultancy contract for trade monitoring and statistics, with IUCN/Wildlife Trade Monitoring Unit)		
		41,000	44,000
	Consultants: short-term (3 m/m p.a.) (technical assistance missions, development of guidelines for legislation and administration)		
		4,500	5,000
1300	<u>ADMINISTRATIVE SUPPORT PERSONNEL</u> (4 secretaries, 1 photocopier operator/ messenger: G-5, G-4, G-3, G-3*, G-2 + part-time translators and secretaries)		
		138,500	142,700
1600	<u>TRAVEL ON OFFICIAL BUSINESS</u> (Staff and consultants)		
		35,000	18,000
3200	<u>GROUP TRAINING, MEETINGS</u>		
	Meetings of the Conference of the Parties	--	120,000
	Meetings of the Standing Committee	45,000	50,000
4100	<u>EXPENDABLE EQUIPMENT</u>		
		2,300	2,750
4200	<u>NON-EXPENDABLE EQUIPMENT</u>		
		5,500	7,300
4300	<u>PREMISES</u>		
		18,250	18,250
5101	<u>OPERATION AND MAINTENANCE</u>		
	Maintenance of word processing and computer equipment	3,400	3,650
	Rental and maintenance of photocopier	13,750	13,750
	Maintenance of premises	7,050	7,450

* This represents the addition of one secretary (G-3), in 1986. At present Administrative Support Personnel is composed of four members (G-5, G-4, G-3 and G-2).

Budget/Programme Position (cont.)

Estimated costs in US\$

		<u>1986</u>	<u>1987</u>
5200	<u>REPORTING COSTS</u> Proceedings, Conference of the Parties, other reports and publications (including editing, translation, printing, distribution)	16,400	12,750
5301	<u>COMMUNICATIONS</u>	20,650	23,100
5304	<u>OTHER MISCELLANEOUS COSTS</u>	4,550	5,000
5400	<u>UNEP PROGRAMME SUPPORT COSTS</u>	78,890	93,691
9900	<u>TOTALS</u>	685,740	814,391
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	GRAND TOTAL FOR BIENNIUM		US\$ 1,500,131
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Notes:-

- 1) The United Nations operational rate of exchange for April 1985 (US\$ 1 = Sfrs. 2.64) has been used here for those expenditure incurring in Sfrs. (positions 4100 to 5304 inclusive).
- 2) Budget lines correspond with standard UNEP project positions.
- 3) Out of the Programme Support Costs, UNEP is providing for the services of an Administrative Assistant for the Secretariat.

TRUST FUND FOR THE CONVENTION ON INTERNATIONAL TRADE IN
ENDANGERED SPECIES OF WILD FAUNA AND FLORA

Scale of Contributions for the Biennium 1986-1987

<u>Party</u>	<u>UN scale</u> <u>%</u>	<u>1986-87</u> <u>share</u> <u>US\$</u>	<u>Annual</u> <u>share</u> <u>US\$</u>
Algeria	0.13	1,978	989
Argentina	0.71	10,796	5,398
Australia	1.57	23,870	11,935
Austria	0.75	11,404	5,702
Bahamas	0.01	154	77
Bangladesh	0.03	458	229
Belgium	1.28	19,462	9,731
Benin	0.01	154	77
Bolivia	0.01	154	77
Botswana	0.01	154	77
Brazil	1.39	21,134	10,567
Cameroon	0.01	154	77
Canada	3.08	46,828	23,414
Central African Republic	0.01	154	77
Chile	0.07	1,066	533
China	0.88	13,380	6,690
Colombia	0.11	1,674	837
Congo	0.01	154	77
Costa Rica	0.02	306	153
Cyprus	0.01	154	77
Denmark	0.75	11,404	5,702
Ecuador	0.02	306	153
Egypt	0.07	1,066	533
Finland	0.48	7,298	3,649
France	6.51	98,976	49,488
Gambia	0.01	154	77
German Democratic Republic	1.39	21,134	10,567
Germany, Federal Republic of	8.54	129,840	64,920
Ghana	0.02	306	153
Guatemala	0.02	306	153
Guinea	0.01	154	77
Guyana	0.01	154	77
India	0.36	5,474	2,737
Indonesia	0.13	1,978	989
Iran, Islamic Republic of	0.58	8,820	4,410
Israel	0.23	3,498	1,749
Italy	3.74	56,862	28,431
Japan	10.32	156,902	78,451
Jordan	0.01	154	77
Kenya	0.01	154	77
Liberia	0.01	154	77
Liechtenstein	0.01	154	77

Luxembourg	0.06	914	457
Madagascar	0.01	154	77
Malawi	0.01	154	77
Malaysia	0.09	1,370	685
Mauritius	0.01	154	77
Monaco	0.01	154	77
Morocco	0.05	762	381
Mozambique	0.01	154	77
Nepal	0.01	154	77
Netherlands	1.78	27,064	13,532
Nicaragua	0.01	154	77
Niger	0.01	154	77
Nigeria	0.19	2,890	1,445
Norway	0.51	7,754	3,877
Pakistan	0.06	914	457
Panama	0.02	306	153
Papua New Guinea	0.01	154	77
Paraguay	0.01	154	77
Peru	0.07	1,066	533
Philippines	0.09	1,370	685
Portugal	0.18	2,738	1,369
Rwanda	0.01	154	77
Saint Lucia	0.01	154	77
Senegal	0.01	154	77
Seychelles	0.01	154	77
South Africa	0.41	6,234	3,117
Sri Lanka	0.01	154	77
Sudan	0.01	154	77
Suriname	0.01	154	77
Sweden	1.32	20,070	10,035
Switzerland	1.10	16,724	8,362
Tanzania, United Republic of	0.01	154	77
Thailand	0.08	1,218	609
Togo	0.01	154	77
Trinidad and Tobago	0.03	458	229
Tunisia	0.03	458	229
Union of Soviet Socialist Republics	10.54	160,246	80,123
United Arab Emirates	0.16	2,434	1,217
United Kingdom of Great Britain and Northern Ireland	4.67	71,002	35,501
United States of America	25.00	380,090	190,045
Uruguay	0.04	610	305
Venezuela	0.55	8,362	4,181
Zaire	0.01	154	77
Zambia	0.01	154	77
Zimbabwe	0.02	306	153
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TOTAL	90.59	1,377,430	688,715

TRUST FUND FOR THE CONVENTION ON INTERNATIONAL TRADE IN
ENDANGERED SPECIES OF WILD FAUNA AND FLORA

Scale of Contributions for the Biennium 1986-1987
(9.41 percent added to total budget)

<u>Party</u>	<u>UN scale</u> <u>%</u>	<u>1986-87</u> <u>share</u> <u>US\$</u>	<u>Annual</u> <u>share</u> <u>US\$</u>
Algeria	0.13	2,182	1,091
Argentina	0.71	11,916	5,958
Australia	1.57	26,350	13,175
Austria	0.75	12,588	6,294
Bahamas	0.01	168	84
Bangladesh	0.03	504	252
Belgium	1.28	21,484	10,742
Benin	0.01	168	84
Bolivia	0.01	168	84
Botswana	0.01	168	84
Brazil	1.39	23,330	11,665
Cameroon	0.01	168	84
Canada	3.08	51,692	25,846
Central African Republic	0.01	168	84
Chile	0.07	1,176	588
China	0.88	14,770	7,385
Colombia	0.11	1,848	924
Congo	0.01	168	84
Costa Rica	0.02	336	168
Cyprus	0.01	168	84
Denmark	0.75	12,588	6,294
Ecuador	0.02	336	168
Egypt	0.07	1,176	588
Finland	0.48	8,056	4,028
France	6.51	109,258	54,629
Gambia	0.01	168	84
German Democratic Republic	1.39	23,330	11,665
Germany, Federal Republic of	8.54	143,326	71,663
Ghana	0.02	336	168
Guatemala	0.02	336	168
Guinea	0.01	168	84
Guyana	0.01	168	84
India	0.36	6,042	3,021
Indonesia	0.13	2,182	1,091
Iran, Islamic Republic of	0.58	9,736	4,868
Israel	0.23	3,862	1,931
Italy	3.74	62,768	31,384
Japan	10.32	173,200	86,600
Jordan	0.01	168	84
Kenya	0.01	168	84
Liberia	0.01	168	84

Liechtenstein	0.01	168	84
Luxembourg	0.06	1,008	504
Madagascar	0.01	168	84
Malawi	0.01	168	84
Malaysia	0.09	1,512	756
Mauritius	0.01	168	84
Monaco	0.01	168	84
Morocco	0.05	840	420
Mozambique	0.01	168	84
Nepal	0.01	168	84
Netherlands	1.78	29,874	14,937
Nicaragua	0.01	168	84
Niger	0.01	168	84
Nigeria	0.19	3,190	1,595
Norway	0.51	8,560	4,280
Pakistan	0.06	1,008	504
Panama	0.02	336	168
Papua New Guinea	0.01	168	84
Paraguay	0.01	168	84
Peru	0.07	1,176	588
Philippines	0.09	1,512	756
Portugal	0.18	3,022	1,511
Rwanda	0.01	168	84
Saint Lucia	0.01	168	84
Senegal	0.01	168	84
Seychelles	0.01	168	84
South Africa	0.41	6,882	3,441
Sri Lanka	0.01	168	84
Sudan	0.01	168	84
Suriname	0.01	168	84
Sweden	1.32	22,154	11,077
Switzerland	1.10	18,462	9,231
Tanzania, United Republic of	0.01	168	84
Thailand	0.08	1,344	672
Togo	0.01	168	84
Trinidad and Tobago	0.03	504	252
Tunisia	0.03	504	252
Union of Soviet Socialist Republics	10.54	176,892	88,446
United Arab Emirates	0.16	2,686	1,343
United Kingdom of Great Britain and Northern Ireland	4.67	78,376	39,188
United States of America	25.00	419,572	209,786
Uruguay	0.04	672	336
Venezuela	0.55	9,232	4,616
Zaire	0.01	168	84
Zambia	0.01	168	84
Zimbabwe	0.02	336	168
TOTAL	90.59	1,520,410	760,205

CITES
1986-89 MEDIUM TERM BUDGET ESTIMATE

Budget/Programme Position		Estimated costs in US\$			
		<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>
1100	<u>EXPERTS</u> Professional staff (one P-4 and three P-3)	251,000	247,000	262,000	258,000
1200	Consultants: long-term (24 m/m p.a.) (continuing consultancy contract for trade monitoring and statistics, with IUCN/Wildlife Trade Monitoring Unit)	41,000	44,000	48,500	53,000
	Consultants: short-term (3 m/m p.a.) (technical assistance missions, development of guidelines for legislation and administration)	4,500	5,000	5,500	6,000
1300	<u>ADMINISTRATIVE SUPPORT PERSONNEL</u> (4 secretaries, 1 photocopier operator/ messenger: G-5, G-4, G-3, G-3*, G-2 + part-time translators and secretaries)	138,500	142,700	148,000	153,500
1600	<u>TRAVEL ON OFFICIAL BUSINESS</u> (Staff and consultants)	35,000	18,000	38,500	20,000
3200	<u>GROUP TRAINING, MEETINGS</u> Meetings of the Conference of the Parties	--	120,000	--	135,000
	Meetings of the Standing Committee	45,000	50,000	56,000	62,000

* This represents the addition of one secretary (G-3), in 1986. At present Administrative Support Personnel is composed of four members (G-5, G-4, G-3 and G-2).

Budget/Programme Position (continued)

Estimated costs in US\$

	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>
4100 <u>EXPENDABLE EQUIPMENT</u>	2,300	2,750	3,500	4,000
4200 <u>NON-EXPENDABLE EQUIPMENT</u>	5,500	7,300	10,000	12,000
4300 <u>PREMISES</u>	18,250	18,250	20,000	20,000
5101 <u>OPERATION AND MAINTENANCE</u>				
Maintenance of word processing and computer equipment	3,400	3,650	4,500	5,000
Rental and maintenance of photocopier	13,750	13,750	16,500	18,000
Maintenance of premises	7,050	7,450	8,600	9,000
5200 <u>REPORTING COSTS</u>				
Proceedings, Conference of the Parties, other reports and publications (including editing, translation, printing, distribution)	16,400	12,750	20,000	17,000
5301 <u>COMMUNICATIONS</u>	20,650	23,100	28,500	32,000
5304 <u>OTHER MISCELLANEOUS COSTS</u>	4,550	5,000	6,000	6,500
5400 <u>UNEP PROGRAMME SUPPORT COSTS</u>	78,890	93,691	87,893	105,430
9900 <u>TOTALS</u>	685,740	814,391	763,993	916,430

Notes:-

- 1) The United Nations operational rate of exchange for April 1985 (US\$ 1 = Sfrs. 2.64) has been used here for those expenditures occurring in Sfrs. (positions 4100 to 5304 inclusive).
- 2) Budget lines correspond with standard UNEP project positions.
- 3) Out of the Programme Support Costs, UNEP is providing for the services of an Administrative Assistant for the Secretariat.

TERMS OF REFERENCE FOR THE ADMINISTRATION OF THE TRUST FUND
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 continued for a period of two years 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, shall continue the Trust Fund for the administration of the Convention.
3. The financial period shall be for two calendar years beginning 1 January 1986, and ending 31 December 1987. The appropriations of the Trust Fund for the financial period shall be financed from:
 - a) the contributions made by the Parties by reference to Table 1*, including contributions from any new Parties which are to be added to Table 1*;
 - b) contributions from states not Party to the Convention, other governmental, inter-governmental and non-governmental organizations and other sources; and
 - c) any uncommitted appropriations from the 1984-1985 financial period.
4. The budget estimates covering the income and expenditure for each of the two calendar years constituting the financial period to which they relate, prepared in US dollars, shall be submitted to the regular meeting of the Conference of the Parties to the Convention.
5. The estimates of each of the calendar years covered by the financial period shall be divided into sections and chapters; shall be specified according to budget lines; shall include references to the programmes of work to which they relate; 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. In particular, estimates shall also be prepared for each programme of work for each of the calendar years, with expenditure itemized for each programme so as to correspond to the sections, chapters, and budget lines described in the first sentence of this paragraph. The sum of the programme estimates shall equal the sum of the estimates described in the first sentence of this paragraph.
6. In addition to the budget estimates for the financial period described in the preceding paragraphs, the Secretary General of the Convention, in consultation with the Standing Committee and the Executive Director of

* Table 1 will be the scale of contributions for the biennium 1986-87 adopted by the Conference of the Parties. (Note from the Secretariat).

UNEP, shall prepare a medium term plan as envisaged in Chapter III of Legislative and Financial Texts Regarding The United Nations Environment Programme and the Environment Fund. The medium term plan will cover the years 1986-1989, inclusive, and will incorporate the budget for the 1986-1987 financial period.

7. The proposed budget and medium term plan shall be dispatched by the Secretariat to all Parties at least ninety days before the date fixed for the opening of the regular meeting of the Conference of the Parties.
8. The budget and medium term plan shall be adopted by a 3/4 majority of the Parties present and voting at the regular meeting.
9. In the event that the Executive Director of UNEP anticipates that there might be a shortfall in resources, over the year as a whole, he shall consult with the Secretary General, who shall seek the advice of the Standing Committee as to its priorities for expenditure.
10. Upon the request of the Secretary General, after seeking the advice of the Standing Committee, the Executive Director of UNEP should, to the extent consistent with the Financial Regulations and Rules of the United Nations, make transfers from one budget line to another. At the end of the first calendar year of a financial period, the Executive Director of UNEP may proceed to transfer any uncommitted balance of appropriations to the second calendar year, provided that the total budget approved by the Parties shall not be exceeded unless this is specifically sanctioned in writing by the Standing Committee.
11. All contributions shall be paid in convertible currencies. 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.
12. At the end of each calendar year of a financial period, 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.
13. Those financial reports now required to be submitted to the Executive Director of UNEP shall be transmitted simultaneously by the Secretary General of the Convention to members of the Standing Committee.
14. The Secretary General of the Convention shall provide the Standing Committee with an estimate of proposed expenditure over the coming quarter simultaneously with, or as soon as possible after, distribution of the accounts and reports referred to in the preceding paragraphs.
15. 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 Fund for the Convention.
16. These Terms of Reference shall be effective for the financial period of 1 January 1986 to 31 December 1987.