

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

Eighth Meeting of the Conference of the Parties
Kyoto (Japan), 2 to 13 March 1992

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

ANTICIPATED EXPENDITURES FOR 1992

This document reports anticipated expenditures for 1992 and a forecast of the cost related to the organization of the 8th meeting of the Conference of the Parties.

As agreed at the 7th meeting, the budget is presented in Swiss francs (CHF).

1. The proposed budget for 1992 also excludes external funding, to enable a direct comparison with the figures approved at the 7th meeting. There are two seconded posts, the Enforcement and Plants Officers, and three posts funded by UNEP, the Administrative Officer, the Administrative Assistant and the Finance Assistant.
2. Apart from the costs related to the 8th meeting of the Conference of the Parties, the budget anticipated the possible expenses to incurred if the relocation of the Secretariat to temporary premises is agreed.
3. This document includes two Annexes.

FINANCIAL REPORT
ANTICIPATED EXPENDITURES IN 1992
(in CHF)

| Budget Line | Description | 1992 | |
|-------------|-----------------------------------------|--------------------------|--------------------------------------|
| | | Approves Budget (CHF) | Anticipated Expenditures (CHF) |
| 1100 | Prof. staff (1D-1,1P-5, 1P-4,2-P3,3P-2) | 1,107,150 | 684,000 |
| | Subtotal | 1,107,150 | 684,000 |
| 1200 | Consultants (general) | 42,900 | |
| 1201 | Consultants for COP | | 80,850 |
| 1202 | Consultants (short term) | | |
| 1203 | Research assistance | 19,800 | 91,000 |
| 1298 | Prior year adjustments | | |
| | Subtotal | 62,700 | 171,850 |
| 1300 | Support staff (1G-6,4G-5,2G-3,1G-2) | 752,400 | 625,000 |
| 1305 | Conference translators | | 85,000 |
| 1305 | Conference interpreters | | 220,000 |
| 1305 | Conference report writers | | 50,000 |
| 1321 | Temporary assistance for COP | | 20,000 |
| 1398 | Prior year adjustments | | |
| | Subtotal | 752,400 | 1,000,000 |
| 1600 | Regular travel | 156,750 | 156,000 |
| 1601 | Travel COP | 19,800 | 190,000 |
| 1698 | Prior year adjustments | | |
| | Subtotal | 176,550 | 346,000 |
| 2101 | Subcontract IUCN (nomenclature) | 63,525 | 49,000 |
| 2101 | Subcontract IUCN (significant trade) | 63,525 | |
| 2102 | WTMU-WCMC | 206,250 | 110,250 |
| 2103 | Species in legislation | 107,250 | 50,000 |
| 2104 | Other subcontracts | | |
| 2198 | Prior year adjustments | | |
| 2201 | Subcontract advisory COP services | | 9,450 |

| Budget Line | Description | 1992 | |
|-------------|-----------------------------------------------|-----------------------|--------------------------------|
| | | Approves Budget (CHF) | Anticipated Expenditures (CHF) |
| | Subtotal | 440,550 | 218,700 |
| 3201 | Meetings of the Standing Committee | 59,400 | 27,000 |
| 3204 | Meetings of the Plants Committee | 39,600 | 19,100 |
| 3205 | Meetings of the Animals Committee | 39,600 | 19,100 |
| 3206 | African elephant panel of experts | 165,000 | 38,250 |
| 3298 | Prior year adjustments | | |
| | Subtotal | 303,600 | 103,450 |
| 3300 | Miscellaneous charges (COP meetings) | | 29,400 |
| 3301 | Meeting of the Parties | | |
| 3302 | Other costs related to meeting of the Parties | | |
| 3398 | Prior year adjustments | | |
| | Subtotal | | 29,400 |
| 4100 | Expendable equipment | 24,750 | 59,000 |
| 4198 | Prior year adjustments | | |
| 4200 | Non-expendable equipment | 39,600 | 65,000 |
| 4201 | Other non-expendable equipment | | |
| 4298 | Prior year adjustments | | |
| 4298 | Unliquidated obligations | | |
| 4300 | Premises (rent) | 41,250 | 69,000 |
| | Subtotal | 105,600 | 193,000 |
| 5100 | Operation and maintenance | | 22,000 |
| 5101 | Rental of computer | 19,800 | 13,000 |
| 5102 | Rental of photocopier | 54,450 | 52,000 |
| 5103 | Insurance | 3,300 | 5,200 |
| 5104 | Office installation and improvements | 8,250 | 120,000 |
| 5105 | Other operational costs | 14,850 | 22,050 |
| 5198 | Prior year adjustments | | |
| | Subtotal | 100,650 | 234,250 |
| 5200 | Reporting costs | | |
| 5201 | Identification Manual | 123,750 | 60,000 |
| 5202 | Reporting costs during COP | 28,875 | 85,000 |

| Budget Line | Description | 1992 | |
|-------------|---------------------------------------------|--------------------------|--------------------------------------|
| | | Approves Budget (CHF) | Anticipated Expenditures (CHF) |
| 5202 | Proceedings COP | | 8,085 |
| 5203 | Security stamps | 24,750 | 10,000 |
| 5204 | Other publications | 16,500 | |
| 5298 | Prior year adjustments | | |
| 5298 | Unliquidated obligations | | |
| | Subtotal | 193,875 | 163,085 |
| 5300 | Sundry | | |
| 5301 | Communications (telex, telephone, postage) | 132,000 | 191,000 |
| 5303 | Logistics for COP | | 23,000 |
| 5304 | Contingency | 82,500 | |
| 5398 | Prior year adjustments | | |
| 5398 | Prior year adjustments (Ivory Unit deficit) | | |
| | Subtotal | 214,500 | 214,000 |
| 5400 | Hospitality | | 6,000 |
| 5498 | Prior year adjustments | | |
| | Subtotal | | 6,000 |
| 6198 | UNOG overhead | | |
| 6999 | UNEP overhead (13%) | 449,485 | 496,265 |
| | Subtotal | 449,485 | 496,265 |
| | GRAND TOTAL | 3,907,060 | 3,860,000 |

SPECIFIC EXPLANATIONS OF THE BUDGET
OF THE 8TH MEETING OF THE CONFERENCE OF THE PARTIES

ESTIMATED COST TO THE TRUST FUND 1992 (in CHF)

| Budget Line | Description | 1992 | |
|-------------|---------------------------------------------------------------------------------------------------------|---------------------------|------------------------|
| | | Budget presented to COP7* | Estimated Expenditures |
| 1201 | Translation costs prior to the meeting (the budget of COP 7 assumed two fixed-term CITES translators) | 24,750 | 50,000 |
| 1313 | Report writers | 24,750 | 50,000 |
| 1314 | Translation costs for the meeting itself (the budget of COP 7 assumed two fixed-term CITES translators) | 24,750 | 85,000 |
| 1315 | Interpreters fees and travel costs | 140,250 | 220,000 |
| 1316 | Additional support staff during the meeting | 82,500 | 23,000 |
| 1603 | Secretariat staff travel | 82,500 | 190,000 |
| 4201 | Supply for reproduction of documents | 8,250 | 85,000 |
| 5102 | Reproduction of documents | 33,000 | |
| 5302 | Communications | 24,750 | 45,000 |
| 1202 | Documents editor | | 28,000 |
| 1317 | Miscellaneous costs | | 29,400 |
| 5400 | Official functions | | 6,000 |
| | GRAND TOTAL | 445,500 | 811,400 |

* This budget was originally reflected in USD. The exchange rate of USD = 1.65 CHF was used to convert the amount shown here.

- The amount forecasted during COP 7 was based on average costs in two African countries; Kenya and the United Republic of Tanzania. The costs for the organization of the meeting in Japan are considerably higher.
- It had been expected that two translators would be hired on a fixed-term basis by the CITES Secretariat at the beginning of 1991.
- The communications component has rapidly increased. For example, the postage for Conference documents to Parties costs an average of CHF 7,000 for each shipment.