

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

Eleventh meeting of the Conference of the Parties
Gigiri (Kenya), 10-20 April 2000

Strategic and administrative matters

Financing and budgeting of the Secretariat and of meetings of the Conference of the Parties

BUDGET FOR 2001-2002 AND MEDIUM-TERM PLAN FOR 2001-2005

1. In keeping with the approach agreed at the 10th meeting of the Conference of the Parties, the Secretariat presents its medium-term budget plan (covering five years, split into two financial periods, namely the fixed budget period 2001-2002 and the projected budget period 2003-2005). This document includes the following annexes:

Annex 1a: Budget estimates for the biennium 2001-2002
Annex 1b: New and modified budget items included in the budget estimates for 2001-2002
Annex 2: Budget estimates for the CITES medium-term plan 2001-2005
Annex 3: Scale of contributions for the biennium 2001-2002
Annex 4: Proposed staffing table (CITES Secretariat – Professional staff)
Annex 5: Proposed staffing table (CITES Secretariat – Support staff)
Annex 6: Draft resolution of the Conference of the Parties.
2. In the presentation of budget estimates in Annexes 1 and 2, the Secretariat has followed the approach agreed by the Parties to prepare them in Swiss francs. However, for ease of reference, along with the estimates given in Swiss francs, the figures are provided also in US dollars. The latter are only indicative and have been calculated using the exchange rate of USD 1 = CHF 1.50.

The budget period 2001-2002

3. The Secretariat herewith presents to the Conference of the Parties a draft budget of CHF 9.17 million for 2001 and CHF 10.50 million for 2002 (the year of the 12th meeting of the Conference of the Parties).
4. The grand total of the budget for the biennium 2001-2002 (namely CHF 19,681,000) is higher than the estimates for the period 2001-2002 in the medium-term plan agreed at the 10th meeting of the Conference of the Parties (namely CHF 15,047,013; see Resolution Conf. 10.1, especially Annex 3).
5. Much of the increase in this proposed budget is due to the new staff posts approved by the Standing Committee, at its 40th and 42nd meetings¹, to be funded from the draw-down provisions detailed in Resolution Conf. 10.1. The cost of these additional posts for the 2001-2002 budget period is CHF 2,678,000. **Importantly, the costs of these new posts will continue to be funded from the draw-down funds for the 2001-2002 budget period and no additional contributions will be sought from the Parties to fund these posts during this period.** Consequently, the Secretariat has not included the cost of these new posts in calculating the scale of contributions of Parties for the CITES Trust Fund (see Annex 3).
6. The annual contributions sought from the Parties for the biennium 2001-2002 amount to CHF 8,501,500. This represents a 13 per cent increase on the estimates for the 2001-2002 period in the medium-term plan agreed at the 10th meeting of the Conference of the Parties.

¹ Seven new posts were approved by the Standing Committee, namely: Documentation Officer (P3), Legal and Trade Policy Analyst (P3), Regional Assistance Officer (P3), Senior Capacity Building Officer (P4), 2X Senior Enforcement Officers (P4), and a Permit and Data Assessment Assistant (G5).

7. This increase is due mainly to a number of consequential factors, to new or modified budget items (see Annex 1b). The consequential factors include:
- a) the ever-growing number of Parties to the Convention, which is a measure of the international success of CITES and of the importance the States attach to it. At the time of preparation of this document the number of Parties had grown from 135 at the time of the 10th meeting of the Conference of the Parties to 151 (an increase of 12 per cent). This fact alone increases the amount required for almost every budget line, especially when it is realised that all of the new Parties are developing countries, which need greater assistance for the more effective implementation of CITES (capacity building, relevant national legislation, etc.), for more meaningful participation in the meetings and Committees of the Convention and for better communications with the Secretariat and with other Parties, especially within the regions;
 - b) the necessity to implement the various Decisions and Resolutions of the Conference of the Parties (there are 144 current CITES Decisions), which have very serious financial implications;
 - c) the increased costs of maintaining the Secretariat (both professional and support staff) are a result of the obligatory changes of the UN salary scale (generally a five per cent annual increase); and
 - d) the increased costs of maintenance of the Secretariat office owing to the increased number of Secretariat staff as well as to the increased maintenance and utilities charges.

Conclusions

8. As can be seen from the above, the main reason for the proposed increase in the budget, as compared to the projections made in 1997, relates to the substantive activities rather than to the administrative costs of the Secretariat. The Parties are asked to decide whether they support the substantive activities presented here which will require a 13 per cent increase in annual contributions to the Trust Fund during the biennium 2001-2002.

The projected budget period 2003-2005

9. The financial provisions for the second period of the medium-term plan, the triennium 2003-2005 have been prepared on the basis of zero growth. Parties should note however, that the costs of the new posts, approved by the Standing Committee, have been included in these budgets and would need to be funded from increased contributions to the CITES Trust Fund. It is expected that the draw-down provisions detailed in Resolution Conf. 10.10 will not be available in 2003 to finance these posts.
10. In conclusion, the Secretariat wants to thank the Parties for their continuous support for its work. The Secretariat expresses its hope that all the Parties to the Convention will in the future pay their contributions fully and on time, i.e. at the beginning of the year for which the contribution is due. This would be of a great help for the better planning and implementation of the tasks with which the Secretariat has been charged.
11. For its part, the Secretariat will continue to manage the funds provided by the Parties and other agencies and organizations very frugally, as it has done in previous years.

NEW AND SIGNIFICANTLY MODIFIED BUDGET ITEMS
INCLUDED IN THE BUDGET ESTIMATES FOR 2001-2002

Regional Assistance Officer (line 1113)

1. At its 40th meeting the Standing Committee approved the establishment of a Regional Assistance Officer post to support the Secretariat in its regional assistance programme. This post, which is funded from the draw down provisions detailed in Resolution Conf. 10.1, has been advertised and an appointment made. Although this appointment will provide much needed support to the Parties, the Secretariat believes that an additional Regional Assistance Officer post is required to adequately address the regional assistance needs of the Parties.

The proposed new staff member would share responsibility for:

- a) identifying, assessing and advising on CITES problems relevant to the countries in the region;
 - b) establishing contacts with Management Authorities in the region and acting as their focal point;
 - c) providing direct assistance to the Management Authorities, in particular regarding documentation or information relevant to CITES implementation;
 - d) assisting in, and facilitating, the identification of needs of Parties in the region, such as training, enforcement and legislation, species projects and, within the Secretariat, communicating and co-operating with the relevant functional work units to provide the assistance that the Parties require;
 - e) during visits to any Party, contacting the Management Authority and, with the consent of the Management Authority, contacting the Scientific Authority(ies) and any other organizations concerned with the implementation of the Convention;
 - f) establishing, where necessary, close links with permanent missions in Geneva regarding activities carried out in the countries in the region;
 - g) providing assistance to Parties in the identification of infractions and in following-up infractions in the region;
 - h) attending and, if necessary, assisting in the organization of regional CITES meetings and participating in other relevant fora in the region to inform countries about CITES and its mission;
 - i) visiting all new Parties and providing them with the information they require to implement the Convention;
 - j) establishing contacts with non-Parties in the region and providing information and documentation and any assistance that may be required; and
 - k) assisting in identifying issues for the development of CITES project proposals to be implemented in the region.
2. Currently within the Secretariat, the officers responsible for areas such as scientific co-ordination, plants, fauna, enforcement, capacity building, project management and Convention interpretation are also working as Regional Co-ordinators. This has created tremendous pressure on the staff, especially because of the substantial increase in the number of Parties that the Regional Co-ordinators have to work with. For example, there are now 48 Parties in Africa, 27 in Asia, 31 in Central and South America and the Caribbean, 37 in Europe, 3 in North America and 5 in Oceania, as well as numerous Small Island Development States (SIDS) requiring support from the Secretariat. To establish this new position the Secretariat requires CHF 181,800 (2001) and CHF 183,618 (2002).

Information Management Officer (line 1119)

3. The current CITES Web site is a success, with thousands of users visiting the CITES site to obtain information. However, this initiative has also brought significant additional work for the Secretariat. A large number of users send e-mails to the CITES Secretariat requesting information on a wide variety of topics. The Information Management Officer will, in liaison with other colleagues from the Secretariat and/or the Parties, handle all these enquiries in a standard form and within a predefined strategy. At the same time, the Information Management Officer will identify the most common enquiries and will create and maintain an electronic source for the most frequently requested information. Currently the CITES Web site is making use of information available on the Internet. For example, it points directly to the sites of TRAFFIC, the World Customs Organization, etc. Unfortunately most of these are in English only. The Information Management Officer will negotiate with the owners of these sites for the acquisition and translation of valuable information for further dissemination to all CITES users in the working languages of the Convention.

4. The CITES Secretariat is aware that many topics of valuable CITES-related information are available through the various CITES Parties. This information is not only in text form but also in the form of species distribution maps, videos, images and graphics (e.g. statistics). The Information Management Officer will compile knowledge about the existence of relevant information in order to create a core system for CITES information. Such a system will not be centralized; users will be forwarded to the Web site where the information resides. This core CITES information system will become the most complete source of CITES information available.
5. Once this source of information is operational, the CITES Information Management Officer will extract valuable information in order to create CITES brochures to be printed and sent to the Parties for further dissemination, and will use it for the creation of CITES toolkits, incorporation of this information into the CITES Information Management Strategy, etc. The CITES Secretariat recognizes that the value of information is in its use. Up to now most of the current CITES information has been oriented only to the CITES family (e.g. the CITES Parties and partners: TRAFFIC, IUCN, WCMC).
6. The Information Management Officer will work with all Units of the Secretariat and CITES Parties willing to assist, in order to convert data into information easy to understand by the general public and the media. This information once it becomes available will then be further disseminated, to ensure the widest familiarity with CITES requirements and procedures and to improve awareness of CITES-listed species currently under particular attention (e.g. tigers, Tibetan antelope, etc.). It is expected that amongst the main challenges for CITES in the next millennium will be the speed with which information will be required using all the new information technology. The appointment of a CITES Information Management Officer will enable the Secretariat to face these challenges directly by developing access to the information required by the Parties to effectively implement the Convention. To establish this new position the Secretariat requires CHF 181,800 (2001) and CHF 183,618 (2002).

Communications/Operations Control Assistant (line 1311)

7. The movements of the CITES Secretariat staff make it difficult to contact people, which causes serious communication deficiencies and an insufficient level of direct response and support, particularly where urgent questions from Parties are concerned. To ensure that the Secretariat can be reached and that it responds appropriately at all times, it requires a full-time communications assistant, who, under the supervision of the personal assistant to the Secretary General, shall answer and direct all incoming calls in the Secretariat to ensure that calls for absent staff are being redirected or promptly replied to, log and direct all incoming correspondence and remind responsible officers of follow-up dates and deadlines for responses to specific actions. The post will also provide secretarial support to the administration and finance group and assist with filing in the Secretariat. To establish this new position the Secretariat requires CHF 120,119 (2001) and CHF 121,391 (2002).

CITES Web site (line 2110)

8. A large number of users are now visiting the CITES Web site. This includes CITES authorities, CITES partners (e.g. TRAFFIC, IUCN, etc.), non-governmental organizations, the general public and the media. In September 1999, for the first time, all documents for the Standing Committee were put on the CITES Web site and made available to all users. Proposals to amend the appendices at CoP11 were available on the Web site from 30 November 1999. The large number of users making use of the Web site, as well as the large number of files available, increased the associated maintenance cost. There was a need to acquire larger storage space as well as a better access line.
9. With the approval of the Standing Committee, the associated budget was increased. The cost of only servicing the current Web site is CHF 70,000 a year. An additional CHF 30,000 is currently being used to maintain the CITES server at an adequate level of current technology. Although the associated costs are larger than the original costs estimated at CoP10 when the relevant budget was approved, the idea of the CITES Web site was then only as a general information site. Today it is much more than this. If the budget continues to be provided, the CITES Web site will continue growing in order to become a central source of data, documents and information. This will benefit not only the CITES family but all users. To continue this work, the Secretariat requires CHF 101,000 for the year 2001 and CHF 102,000 for the year 2002.

Assistance to the scientific authorities (line 2113)

10. At its 40th meeting, the Standing Committee agreed to allocate CHF 70,000 from the Trust Fund for the organization of the second workshop on the development of guidelines for Scientific Authorities on making

non-detriment findings. This workshop was held in October 1999. At its 42nd meeting, the Standing Committee agreed to allocate CHF 70,000 from the Trust Fund for the year 2000 to allow the Secretariat to initiate a programme of work for the further development of these guidelines. The amounts requested for the year 2001 and 2002 are needed to complete this work. The report of the 1999 workshop and details of the programme of work for the period 2000-2002, developed by the Secretariat, are included in document Doc. 11.40. To continue this work, the Secretariat requires additional funds: CHF 150,000 for the year 2001 and CHF 150,000 for the year 2002.

Group training (lines 3201, 3202, 3203)

11. The demand for training exceeds significantly the resources available to the Secretariat. Previously, training activities were implemented only through external funding. This has caused difficulties in planning the training sessions and disappointments for Parties that could not receive training. An increased budget has been approved by the Standing Committee. In order to assist as many Parties as possible, a sub-regional approach has been implemented. Neighbouring Parties have, for example, been invited to join training sessions. The Secretariat is endeavouring to ensure an appropriate balance in the attention given to each region. The Secretariat is continuing to search for external funding for training sessions. To continue its work, the Secretariat requires CHF 153,000 for each of the years 2001 and 2002.

Plants and Animals Committees (lines 3302 and 3303)

12. The Plants and Animals Committees recommend to increase the annual budget for each Committee from CHF 50,000 to CHF 90,000. The explanation for the increase in the annual budgets of the Plants and Animals Committees can be found in document Doc. 11.11.2 paragraph 32-36.

Proposed staffing table

CITES Secretariat – Professional staff
(after 1.1.2001)

| Post description and number | Source of funding and legislative authority |
|---|--|
| Secretary General (D-2), 1101 | Approved by CoP to be funded from the Trust Fund |
| Deputy Secretary General (D-1), 1102 | Approved by CoP to be funded from the Trust Fund |
| Chief of Scientific Co-ord. Unit (P-5), 1103 | Approved by CoP to be funded from the Trust Fund |
| Chief of Enforcement Assist. Unit (P-5), 1104 | Approved by CoP to be funded from the Trust Fund |
| Chief of Capacity Building Unit (P-5), 1105 | Approved by CoP to be funded from the Trust Fund |
| Chief, Convention Interpretation and Servicing Unit (P-5), 1106 | Approved by CoP to be funded from the Trust Fund |
| Senior Scientific Officer, Flora (P-4), 1107 | Approved by CoP to be funded from the Trust Fund |
| Senior Scientific Officer, Fauna (P-4), 1109 | Approved by CoP to be funded from the Trust Fund |
| Senior Capacity Building Officer (Training) (P-4), 1108 | Approved by CoP to be funded from the Trust Fund |
| Senior Capacity Building Officer (Projects) (P-4), 1116 | Approved by the Standing Committee to be funded from the Trust Fund |
| Legal and Trade Policy Analyst (P-3), 1115 | Approved by the Standing Committee to be funded from the Trust Fund |
| Senior Enforcement Officer (Customs) (P-4), 1118 | Approved by the Standing Committee to be funded from the Trust Fund |
| Senior Enforcement Officer (Police) (P-4), 1117 | Approved by the Standing Committee to be funded from the Trust Fund |
| Regional Assistance Officer (P-3), 1114 | Approved by the Standing Committee to be funded from the Trust Fund |
| Documentation Officer (P-3), 1112 | Approved by the Standing Committee to be funded from the Trust Fund |
| Translator French (P-3), 1110 | Approved by CoP to be funded from the Trust Fund |
| Translator Spanish (P-3), 1111 | Approved by CoP to be funded from the Trust Fund |
| Information Management Officer (P-3), 1119 | Presented to CoP11 for its approval to be funded from the Trust Fund |
| Regional Assistance Officer (P-3), 1113 | Presented to CoP11 for its approval to be funded from the Trust Fund |
| Administrative and Fund Management Officer (P-4) | Post funded by UNEP from the 13 per cent overhead |

Proposed staffing table

CITES Secretariat – Support staff
(after 1.1.2001)

| Post description | Source of funding and legislative authority |
|--|--|
| Conference Services Assistant (G-6), 1301 | Approved by CoP to be funded from the Trust Fund |
| Personal Assistant to the Secretary General (G-6), 1303 | Approved by CoP to be funded from the Trust Fund |
| Senior Secretary to the Deputy Secretary General (G-5) ,1304 | Approved by CoP to be funded from the Trust Fund |
| Documents Assistant (G-5), 1302 | Approved by CoP to be funded from the Trust Fund |
| Research Assistant (G-5), 1305 | Approved by CoP to be funded form the Trust Fund |
| Unit Secretary (G-4), 1306 | Approved by CoP to be funded from the Trust Fund |
| Unit Secretary (G-4) , 1307 | Approved by CoP to be funded from the Trust Fund |
| Unit Secretary (G-4), 1308 | Approved by CoP to be funded from the Trust Fund |
| Documents Clerk (G-3), 1309 | Approved by CoP to be funded from the Trust Fund |
| Permit and Data Assessment Assistant (G-5), 1310 | Approved by the Standing Committee to be funded from the Trust Fund |
| Administrative Assistant (G-6) | Post funded by UNEP from the 13 per cent overhead |
| Finance Assistant (G-5) | Post funded by UNEP from the 13 per cent overhead |
| Communications/Operations Control Assistant (G-3), 1311 | Presented to CoP11 for its approval to be funded from the Trust Fund |

DRAFT RESOLUTION OF THE CONFERENCE OF THE PARTIES

Financing and budgeting of the Secretariat and of meetings of the Conference of the Parties

RECALLING Resolution Conf. 10.1 adopted at the 10th meeting of the Conference of the Parties (Harare, 1997;

HAVING REVIEWED the 1997-1998 actual expenditures submitted by the Secretariat (Doc. 11.10.1, Annex 1);

HAVING REVIEWED the actual expenditures for 1999 presented by the Secretariat (Doc. 11.10.1, Annex 2);

HAVING NOTED the revised estimates of expenditures for 2000 presented by the Secretariat (Doc. 11.10.2);

HAVING REVIEWED the 2001-2002 budget estimates submitted by the Secretariat (Doc. 11.10.3, Annex 1);

HAVING REVIEWED also the 2001-2005 medium-term budget estimates (Doc. 11.10.3, Annex 2);

RECOGNIZING that regular funding by UNEP ceased after 1983 and that the funding of the Secretariat and of meetings of the Conference of the Parties is now solely the responsibility of the Parties;

ACKNOWLEDGING that the financial amendment to the Convention, adopted in Bonn in 1979, entered into force on 13 April 1987;

RECOGNIZING the continuing need for administrative and financial arrangements between the Parties and the Executive Director of UNEP;

NOTING the considerable increase in the number of Parties, as well as organizations attending the meetings of the Conference of the Parties as observers, and the resulting additional expenditure incurred by the Secretariat;

THE CONFERENCE OF THE PARTIES TO THE CONVENTION

APPROVES the expenditures for 1997, 1998, 1999 and TAKES NOTE of the estimates of expenditure for 2000;

APPROVES the 2001-2002 budget and AGREES that during the biennium 2001-2002 funding required for the posts approved by the Standing Committee at its 40th and 42nd meetings will be drawn from the available balance in the CITES Trust Fund.

TAKES NOTE of the 2001-2005 medium-term budget estimates;

REQUESTS that the Executive Director of UNEP, with the approval of the Governing Council of UNEP, seeks the consent of the United Nations Secretary General for an extension of the Trust Fund until 31 December 2005, to provide financial support for the aims of the Convention in accordance with the Terms of Reference for the Administration of the Trust Fund for the Convention on International Trade in Endangered Species of Wild Fauna and Flora, attached to this Resolution;

APPROVES the Terms of Reference for the Administration of the Trust Fund, attached to this Resolution, for the financial period beginning on 1 January 2001 and ending on 31 December 2005;

AGREES:

- a) that contributions to the Trust Fund shall be based on the United Nations scale of assessment, as amended from time to time, adjusted to take account of the fact that not all members of the United Nations are Parties to the Convention;
- b) that any other basis of assessment of contributions shall not be used without the consent of all Parties present and voting at a meeting of the Conference of the Parties;

- c) that any change in the basic scale of contributions which would increase the liability of a Party to contribute, or would impose a new such liability, shall not apply to that Party without its consent, and that any proposal to change the basic scale of contributions from that currently in use shall only be considered by the Conference of the Parties if notice of such proposal has been communicated by the Secretariat to all Parties at least 90 days before the meeting; and
- d) that Parties should pay their contributions to the Trust Fund in accordance with the agreed scale as in the Table¹ attached to this Resolution and, whenever possible, should make special contributions to the Trust Fund above their assessed contributions;

REQUESTS all Parties to pay their contributions as far as possible during the year prior to the one to which they relate or, in any case, promptly by the beginning of the calendar year to which the contributions apply;

APPEALS strongly to those Parties which, for legal or other reasons, have so far been unable to contribute to the Trust Fund to do so;

URGES all Parties that have not yet done so to deposit as soon as possible an instrument of acceptance of the amendments to the Convention adopted on 22 June 1979 and 30 April 1983;

INVITES States not Parties to the Convention, other governmental, inter-governmental and non-governmental organizations, and other sources to consider contributing to the Trust Fund;

INVITES all Parties to support, through their representatives in UNEP, UNDP and the World Bank, the requests of the Secretariat for additional funding of CITES projects by the Global Environment Facility;

DIRECTS the Secretariat to implement the Procedures for Approval of Externally Funded Projects as developed and approved by the Standing Committee at its 23rd meeting, before accepting any external funds from non-governmental sources; and

APPROVES the Secretariat's reports.

¹ *The table will be the scale of contributions for the biennium 2001-2002 adopted by the Conference of the Parties. This table is based on the UN Scale of Assessment for the year 2000.*

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 further continued for a period of five years (1 January 2001–31 December 2005) 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 Trust Fund shall cover two financial periods of two and three calendar years respectively: the first financial period begins on 1 January 2001 and ends on 31 December 2002; the second financial period begins on 1 January 2003 and ends on 31 December 2005.
4. The appropriations of the Trust Fund for the first financial period shall be financed from:
 - a) the contributions made by the Parties by reference to the Table of scale of contributions (Doc. 11.10.3, Annex 3), including contributions from any new Parties which are to be added to the Table;
 - b) contributions from States not Parties to the Convention, other governmental, inter-governmental and non-governmental organizations and other sources; and
 - c) any uncommitted appropriations from any of the financial periods prior to 1 January 2001.
5. The budget estimates covering the income and expenditure for each of the calendar years constituting the financial period to which they relate, prepared in Swiss francs, shall be submitted for approval to the regular meeting of the Conference of the Parties to the Convention. Together with the estimates, prepared in Swiss francs, figures may be provided also in US dollars, for ease of reference and would only be indicative.
6. The estimates for each of the calendar years covered by a financial period shall be specified according to objects of expenditure 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.
7. 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 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 2001-2005 inclusive and will incorporate the budget for the 2001-2002 financial period.
8. The proposed budget and medium-term plan, including all the necessary information, shall be dispatched by the Secretariat to all Parties at least 90 days before the date fixed for the opening of the regular meeting of the Conference of the Parties.
9. The budget shall be adopted by a 3/4 majority of the Parties present and voting at the regular meeting.
10. 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.
11. Upon the request of the Secretary General of the Convention, 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 object of expenditure to another. At the end of any calendar year of a financial period, the Executive Director of UNEP may proceed to transfer any uncommitted balance of appropriations to the following calendar year, provided that the total budget

approved by the Parties for that financial period shall not be exceeded unless this is specifically sanctioned in writing by the Standing Committee.

12. Commitments against the resources of the Trust Fund may be made only if they are covered by the necessary income of the Convention.
13. All contributions shall be paid in any convertible currency. The amount of any payment, however, shall be at least equal to the amount payable in Swiss francs 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.
14. 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.
15. 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 paragraphs.
16. 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.
17. These Terms of Reference shall be effective for the financial period of 1 January 2001 to 31 December 2005 subject to amendments at the 12th meeting of the Conference of the Parties.