

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



Sixteenth meeting of the Conference of the Parties
Bangkok (Thailand), 3-14 March 2013

Administrative matters

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

IMPLEMENTATION OF THE COSTED PROGRAMME OF WORK FOR 2012

1. This document has been prepared by the Secretariat.
2. At its 15th meeting (Doha, 2010), the Conference of the Parties decided that the budget for the biennium 2012-2013 should be met by the Parties through their contributions and through an exceptional drawdown from the Trust Fund reserve in the amount of USD 450,000 per year, which limited the increase in contributions from the Parties to 6 %.
3. At its 62nd meeting (SC62, Geneva, July 2012), the Standing Committee endorsed the transfer within the Trust Fund of USD 275,000 from 2013 to 2012. These funds, which had been originally budgeted for the logistical arrangements in support of the 16th meeting of the Conference of the Parties (CoP16) were committed for the contractual arrangements for interpreters, rapporteurs, translators and secretarial assistance during the present meeting, and for the translation costs of CoP16 documents.
4. Annex 1 shows the total Trust Fund expenditure, including the programme support costs, amounting to USD 5.80 million, which is 96.94 % of the Secretariat's budget of USD 5.99 million. Being highly conscious of the impacts on the Secretariat's budget of recent currency fluctuations and changes in exchange rates between the US dollar and the Swiss franc, the Secretariat ensured that expenditures were monitored extremely carefully and conservatively.
5. This resulted in the total unspent balance of the Trust Fund budget of USD 183,134, which reduced the drawdown from the Trust Fund reserve from USD 450,000 to USD 266,866.
6. The project *Strengthening the CITES implementation capacity of developing countries to ensure sustainable wildlife management and non-detrimental trade*, funded by the European Commission for a total amount of EUR 2.5 million and implemented from 2010 to 2013, has greatly assisted the Secretariat in implementing its programme of work, and resulted in savings to the Trust Fund.
7. Furthermore, through the generous contribution of the United Kingdom of Great Britain and Northern Ireland, the Secretariat purchased a Computer-Assisted Translation (CAT) tool. This software expedites the preparation of documents for translation and helps ensure accuracy and consistency in translations, thereby partially compensating the loss of the two in-house translators in terms of quality control.
8. The Secretariat has also contracted a company to optimize the maintenance and use of its databases, including the registration database. The registration database is being updated in an effort to facilitate the registration of participants, particularly at the present meeting, reducing the time required to process registrations, and offering new options for registration, including self-registration from remote locations. This upgrading of the Secretariat's databases was made possible through the generous contribution of the United States of America.

9. The sources of external funds are shown in Annex 1, along with the funds secured for each activity. Besides the European Commission, the United Kingdom and the United States, other major donors were Germany, Hong Kong SAR (China), Norway and Sweden.
10. The total budget for the translation of documents for the three permanent committees and for general translation was USD 265,000. The total translation costs incurred for these purposes amounted to USD 210,020. In addition, USD 50,000 was transferred to the translation budget for CoP16 in 2012. The translation budget for that meeting is split between two financial years, 2012 and 2013. The breakdown of translation expenditures in 2012 was follows:

– Animals Committee:	27,971
– Plants Committee:	34,168
– Standing Committee:	100,876
– General translation:	47,005
11. The translation costs for the Animals and Plants Committee meetings in 2012 were lower than can be expected in the future. This is due to the fact that these Committees held a joint meeting in 2012. It was therefore possible to make savings on the translation cost, since 13 of the documents were shared between the two Committees, and their translation was generously paid for by the United States of America. Moreover, with the agreement of the Chairs of the Committees, a number of documents, notably the reports of regional representatives, were not translated.
12. The loss of the two P4 translator posts has meant that the coordination of procuring the translation of documents has fallen onto existing staff, which has placed the Secretariat under significant strain, given the volume of documentation requiring translation, in particular for the permanent committee and the CoP meetings. Because of this, the translation of the summary records of the various committees has not yet been completed. Consequently, the expenditures presented in this document are not yet final. Furthermore, general translation costs were lower than for previous years because arrangements for the meetings of the permanent committees and CoP16 during the year provided the Secretariat with less time to generate other documents for translation.
13. The annual budget of USD 265,000 for translation of core documents for the committees and for general office translation during a non-CoP year appears to be sufficient, provided that the costs are minimized in the ways indicated in para. 11 above. This does not include the translation of documents produced through projects, which need to be budgeted for within the projects themselves. The CoP16 translation cost will only be determined after the meeting and cannot be presented yet. A more detailed analysis of all translation costs will be presented at the 65th meeting of the Standing Committee, in 2014.
14. Annex 2 shows the status of contributions as of 31 December 2012. Annex 3 shows the summary of the paid contributions for 2012, which amounts to USD 5,527,704 and represents payments of USD 4,807,504 for the current year, USD 347,007 for prior years and USD 373,193 for future years. This represents a payment rate of 93.16 %.
15. Annex 4 shows the unpaid contributions as of 31 December 2012. At the end of 2011, the total unpaid contributions were USD 722,856, while it was USD 444,927 at the end of 2012. It should be noted that Greece, Italy and Mexico, which were in arrears for the previous year, have paid their contributions for 2011 and 2012. The Comoros, Papua New Guinea, Paraguay and Uzbekistan, which had been in arrears for several years, have also sent payments to clear some arrears or bring their contributions up to date.
16. Annex 5 presents an overview of the flow and use of the CITES Trust Fund for 2012. The balance of the CITES Trust Fund reserve as of 31 December 2012 stood at USD 1,918,652, of which USD 851,300 represents the operating cash reserve of 15 % of the 2012 approved budget, to guarantee the liquidity of the Trust Fund. It should be noted that this report is produced prior to the closing of the accounts for 2012 and adjustments may be made after the release of this document.