

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

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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 2010 AND 2011

1. This document has been prepared by the Secretariat in accordance with the reporting obligation per Resolution Conf. 15.1.

Costed programme of work for 2010

2. At the 61st meeting of the Standing Committee (SC61, Geneva, August 2011), the Secretariat presented the expenditures associated to its costed programme of work (CPW) for 2010 in document SC61 Doc. 10.1.
3. Annex 1 shows the total Trust Fund expenditure, including the programme support costs, amounting to USD 5.04 million, which is 99.57 % of the Secretariat's budget of USD 5.07 million. As in previous years, staff costs were higher than budgeted, owing to the continuous devaluation of the US dollar against the Swiss franc. These costs were primarily offset by savings from the CoP15 arrangements. Other savings came from technical meetings and operating costs, such as office supplies and equipment, communications and hospitality. Savings resulting from the non-replacement of the in-house French translator after her retirement in April 2010 were used for procuring external translation and offsetting higher salary costs. Furthermore, the external funds received from various donors facilitated the implementation of various activities identified in the CPW without the use of the Trust Fund resources.
4. The sources of external funds are also shown in Annex 1, along with the funds secured for each activity. The European Commission and the United States of America provided funding for Decisions adopted at the 15th meeting of the Conference of the Parties (Doha, 2010). Other major donors were Denmark, France, Germany, Hong Kong SAR (China), Japan, Norway, Qatar, Sweden, and the United Kingdom of Great Britain and Northern Ireland.
5. CITES celebrated the 35th anniversary of its entry into force in July 2010. To mark this occasion, Switzerland provided funding for an official reception that was held at the Museum of Natural History in Geneva. It also provided funds to the Secretariat for the purchase of video-conferencing equipment. This has enabled Geneva staff to communicate more effectively with CITES-MIKE staff in Nairobi, to participate in many meetings via video-conferencing, resulting in savings on travel costs and a reduction of the carbon footprint of the Secretariat.
6. The United States also provided funds to the Secretariat for the acquisition of new portable computers for every staff member. This came at an opportune time because of the urgent need to replace computer workstations originally acquired with funds from the Swiss Government in 2003. This contributed significantly to the savings in the office equipment component of the budget.
7. Annex 2 shows the status of contributions as of 31 December 2010. Annex 3 shows the summary of the paid contributions for 2010, 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 %.

8. Following the report of the Finance and Budget Subcommittee (FBSC) at SC61 (document FBSC/SC61 Doc. 1), the Standing Committee accepted the report of the Secretariat on the implementation of the 2010 CPW.

#### Costed programme of work for 2011

9. At SC61, the Standing Committee agreed to an extraordinary drawdown from the Trust Fund reserve for 2011 amounting to approximately 5 to 10 % of the CPW.
10. At SC62 (Geneva, July 2012), the Secretariat presented the expenditures associated to its 2011 CPW in document SC62 Doc. 9.1. Annex 4 shows the total Trust Fund expenditures, including the programme support costs, in the amount of USD 5.51 million, which is 4.38 % over the budget of USD 5.28 million (as compared to the agreed extraordinary drawdown of approximately 5 to 10 %).
11. The actual salary costs and the higher costs of organizing the committee meetings contributed to the over-expenditure for this period. The Secretariat took significant measures to offset these over-expenditures through savings made in its programmatic activities and its operational and office running costs, such as office supplies and equipment, travel, publications, communication and hospitality.
12. Additionally, external funds received from various donors, in particular the European Commission, facilitated the implementation of various activities identified in the CPW without the use of Trust Fund resources. Other major donors for the support of CITES activities were France, Germany, Hong Kong SAR (China), Japan, the Netherlands, Norway, the United Kingdom and the United States. These are all reflected in Annex 4.
13. Furthermore, the participation of the Secretariat in workshops, meetings or events was sometimes funded by the governments or organizations hosting these activities. These included events hosted by the Management Authority of China, the International Tropical Timber Organization, the European Commission, the Amazon Cooperation Treaty Organization and the University of Eastern Finland.
14. Annex 5 shows the status of contributions as of 31 December 2011, while Annex 6 shows the summary of the paid contributions for 2011. The payment rate in 2011 was 86.05 % of the total assessed contributions for that year. This rate is lower than for previous years because of the non-payment of contributions by three Parties, namely Greece, Italy and Mexico, whose total contributions represent approximately 6 % of the assessed contributions. The Secretariat continued its efforts to try to collect the contributions from these Parties.
15. At SC62, Greece, Italy and Mexico stated that the payment of their Trust Fund contributions was being processed and should be transferred to the CITES account by the end of 2012.
16. Annex 7 shows the unpaid contributions as of 31 December 2011. It should be noted that some Parties that had been in arrears for several years have been sending payments to bring their contributions to date. These are El Salvador, the Islamic Republic of Iran, Papua New Guinea, Paraguay, Suriname and Uzbekistan.
17. Annex 8 (available in English only) presents an overview of the flow and use of the CITES Trust Fund for the biennium 2010-2011. The balance of the CITES Trust Fund reserve as of 31 December 2011 stood at USD 2,298,264, of which USD 700,000 represents the operating cash reserve to guarantee the liquidity of the Trust Fund.
18. The Standing Committee noted and endorsed the recommendations of the Finance and Budget Subcommittee on the implementation of the 2011 CPW, contained in document FBSC/SC62 Doc. 1.

#### Recommendations

19. The Conference of the Parties is requested to accept the expenditures incurred and approve the costed programmes of work for 2010 and 2011, as reported by the Secretariat.