

## Costed Programme of Work of the CITES Secretariat for 2016 as at 31 December 2016

## A. Governing Bodies and Meeting Services

Activity No.	Activities	Priority ranking	Trust Fund		External Fund			Donor
			Budget	Provisional Expenditure	Indicative Budget	Contribution received	Provisional Expenditure	
			CTL*	CTL*	QTL**	QTL**	QTL**	
1	Organization and support of the 17th meeting of the Conference of the Parties	Core	750,000	897,882	1,000,000	1,137,440	1,048,913	Globe Foundation, Oak Foundation, Netherlands, WAZA, Germany, PEW Charitable Trusts, Finland, Sweden, United States of America, Vulcan Philanthropy, China Green Foundation, Switzerland, Australia, New Zealand, Canada, South Africa and Registration fees
2	Organization and support of the 65th, 66th, 67th and 68th meeting of the Standing Committee	Core	40,000	46,114	-	9,273	5,195	Switzerland and registration fees for SC66
3	Organization and support of the 27th and 28th meetings of the Animals Committee	Core	-	-	-	373	-	Registration fees for AC28
4	Organization and support of the 21st and 22nd meetings of the Plants Committee	Core	-	-	-	200	-	Registration fees for PC22
5	Maintenance, updating and publication of all official CITES reference documentation	Core	10,000	10,000	-	-	-	
6	Provision of translation of documents	Core	100,000	110,000	-	-	-	
7	Organization of other CITES workshops and meetings	High	-	-	-	771,344	699,475	European Union
8	Provision of assistance to office mail, photocopying, fax and other dispatch system	High	-	-	-	-	-	
	<b>Total</b>		<b>900,000</b>	<b>1,063,996</b>	<b>1,000,000</b>	<b>1,918,630</b>	<b>1,753,583</b>	
	<b>Staff costs: D2 (1/10), P5 (1), P3 (1) &amp; GS (3)</b>		<b>1,005,084</b>	<b>929,654</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Grand total</b>		<b>1,905,084</b>	<b>1,993,650</b>	<b>1,000,000</b>	<b>1,918,630</b>	<b>1,753,583</b>	

## B. Scientific Services

Activity No.	Activities	Priority ranking	Trust Fund		External Funds			Donor
			Budget	Provisional Expenditure	Indicative Budget	Contribution received	Provisional Expenditure	
			CTL*	CTL*	QTL**	QTL**	QTL**	
1	Facilitation and management of the Review of Significant Trade	Core	125,000	125,000	-	-	-	
2	Provision of advice in the Periodic Review of the Appendices	Medium	-	-	100,000	-	-	
3	Provision of advice to the Parties on proposals to amend the Appendices	Core	-	-	-	-	-	
4	Cooperation with others over scientific issues, including ITTO, CMS and IPBES	Medium	-	-	150,000	-	11,021	
5	Capacity-building support to Parties on scientific issues, particularly in relation to non-detriment findings	High	-	-	300,000	-	27,566	
6	CoP16 Decisions and Resolutions related to scientific issues	High	-	-	-	-	443,104	
7	Participation in the Biodiversity Indicators Partnership and CBD AHTEG on indicators	Low	-	-	-	-	-	
8	Implementation of MIKE Phase III	High	-	-	-	-	-	
9	Implementation of the programme to Monitor the Illegal Killing of Endangered Species (MIKES) in Africa	High	-	-	2,600,000	3,432,909	3,961,883	European Union, Japan
	<b>Total</b>		<b>125,000</b>	<b>125,000</b>	<b>3,150,000</b>	<b>3,432,909</b>	<b>4,443,574</b>	
	<b>Staff costs: D2 (1/10), P5 (1), P4 (2) &amp; GS (1)</b>		<b>983,374</b>	<b>780,180</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Grand total</b>		<b>1,108,374</b>	<b>905,180</b>	<b>3,150,000</b>	<b>3,432,909</b>	<b>4,443,574</b>	

**C. Enforcement Support Services**

Activity No.	Activities	Priority ranking	Trust Fund		External Funds			
			Budget	Provisional Expenditure	Indicative Budget	Contribution received	Provisional Expenditure	Donor
			CTL*	CTL*	QTL**	QTL**	QTL**	QTL**
1	Provision of guidance and best-practice advice to Parties and law-enforcement agencies	Core	15,000	15,000	50,000	-	-	
2	Continued coordination of Enforcement Task Forces	High	-	-	150,000	-	-	
3	Verification, technical and enforcement-related missions	High	-	-	50,000	51,381	49,871	Hong Kong SAR
4	CoP16 Decisions and Resolutions related to enforcement matters	High	-	-	-	290,590	244,320	Switzerland, United States of America
5	ICCWC Support Officer	High	-	-	163,555	283,929	159,040	Switzerland, United Kingdom, United States of America
6	ICCWC activities	High	-	-	100,000	90,167	-	France
7	Participation in UNEP Green Customs activities and other initiatives	Medium	-	-	30,000	-	-	
	<b>Total</b>		<b>15,000</b>	<b>15,000</b>	<b>543,555</b>	<b>716,067</b>	<b>453,231</b>	
	<b>Staff costs: D2 (1/10), P5 (1), P3 (1) &amp; GS (1/2)</b>		<b>616,443</b>	<b>585,937</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Grand total</b>		<b>631,443</b>	<b>600,937</b>	<b>543,555</b>	<b>716,067</b>	<b>453,231</b>	

**D. Legal Affairs and Trade Policy Services**

Activity No.	Activities	Priority ranking	Trust Fund		External Funds			
			Budget	Provisional Expenditure	Indicative Budget	Contribution received	Provisional Expenditure	Donor
			CTL*	CTL*	QTL**	QTL**	QTL**	QTL**
1	Implementation of the National Legislation Project	Core	10,000	5,000	100,000	6	121,713	Japan
2	Regular compilation and updating of annual and biennial reports	High	-	-	-	-	-	
3	Compliance-related assistance, assessment and verification missions to Parties	High	-	-	50,000	-	9,346	
4	Provision of security stamps, permits and sample signatures and tags	High	-	-	-	-	-	
5	Coordination and promotion of international cooperation and synergies, including participation in meetings of relevant bodies (IPBES, EMG, BLG, etc.)	Medium	-	-	30,000	-	-	
6	Review of Resolutions, bilateral cooperations and multilateral measures	Medium	-	-	50,000	-	-	
7	CoP16 Decisions and Resolutions related to legislation and compliance	High	-	-	-	-	15,000	
8	Continued collaboration with WTO, ITC, UNEP/ETB, UNCTAD and other agencies on wildlife trade policy reviews	Low	-	-	30,000	-	-	
9	Assistance and guidance in addressing livelihood impacts	Medium	-	-	60,000	-	57,687	
10	Temporary assistance (GS staff)	High	-	-	155,456	-	-	
	<b>Total</b>		<b>10,000</b>	<b>5,000</b>	<b>475,456</b>	<b>6</b>	<b>203,745</b>	
	<b>Staff costs: D2 (1/10), P5 (1), P4 (1/2) and GS (1/2)</b>		<b>533,091</b>	<b>460,213</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Grand total</b>		<b>543,091</b>	<b>465,213</b>	<b>475,456</b>	<b>6</b>	<b>203,745</b>	

## E. Knowledge Management, Capacity Building and Outreach Services

Activity No.	Activities	Priority ranking	Trust Fund		External Funds			
			Budget	Provisional Expenditure	Indicative Budget	Contribution received	Provisional Expenditure	Donor
			CTL*	CTL*	QTL**	QTL**	QTL**	QTL**
1	Provision of training primarily focusing on Management & Scientific Authorities	Core	30,000	30,000	80,000	-	-	
2	Creation of training materials and training courses	High	-	-	30,000	-	-	
3	Provision of trade monitoring database, trade data analysis and technical support	Core	110,000	112,000	-	-	-	
4	Assistance & missions on capacity building and knowledge management	High	-	-	50,000	-	-	
5	Publications, printing, including updating of the CITES website	Core	-	-	-	-	-	
6	Assistance in the development of e-permitting systems that adhere to international open standards	Medium	-	-	50,000	-	-	
7	Development of CITES e-learning (Virtual College)	High	-	-	40,000	-	-	
8	CoP16 Decisions and Resolutions related to capacity building & knowledge management	High	-	-	-	-	246,331	
9	Cooperation with financial institutions and donors to secure funding support for CITES	High	10,000	10,000	30,000	-	-	
10	Provision of support to CITES Master's courses	Low	-	-	20,000	-	-	
11	Assistance in strengthening the CITES implementation capacity of developing countries	High	-	-	-	-	176,528	
12	Database & systems support (GS staff)	Medium	-	-	155,456	-	61,505	
	<b>Total</b>		<b>150,000</b>	<b>152,000</b>	<b>455,456</b>	<b>-</b>	<b>484,364</b>	
	<b>Staff costs: D2 (1/10), P5 (1), P4 (1-1/2) &amp; P3 (1)</b>		<b>859,386</b>	<b>763,329</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Grand total</b>		<b>1,009,386</b>	<b>915,329</b>	<b>455,456</b>	<b>-</b>	<b>484,364</b>	

## F. Management and Administrative Services

Activity No.	Activities	Priority ranking	Trust Fund		External Funds			
			Budget	Provisional Expenditure	Indicative Budget	Contribution received	Provisional Expenditure	Donor
			CTL*	CTL*	QTL**	QTL**	QTL**	QTL**
1	Provision of overall management of the Secretariat, including regular meetings of the Management Team	Core	-	-	-	-	-	
2	Project management, including development of project documents and donor relations	Core	-	-	-	-	-	
3	Representing CITES: raising public awareness; visibility; financial and in-kind support; and ensuring accuracy of CITES information	Core	60,000	62,272	-	-	421	
4	CoP16 Decisions and Resolutions regarding cooperation, synergies, access to funding, etc.	High	-	-	-	-	2,946	
	<b>Total</b>		<b>60,000</b>	<b>62,272</b>	<b>-</b>	<b>-</b>	<b>3,367</b>	
	<b>Staff costs: D2 (1/2) &amp; GS (1)</b>		<b>342,274</b>	<b>328,744</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>Grand total</b>		<b>402,274</b>	<b>391,015</b>	<b>-</b>	<b>-</b>	<b>3,367</b>	

## G. Equipment, maintenance and other operating costs

Activity No.	Activities	Priority ranking	Trust Fund		External Funds			
			Budget	Provisional Expenditure	Indicative Budget	Contribution received	Provisional Expenditure	Donor
			CTL*	CTL*	QTL**	QTL**	QTL**	QTL**
1	Office maintenance, electricity and cleaning	Core	130,000	134,517	-	-	-	
2	Procurement of non-expendable equipment and expendable office supplies	Core	40,000	40,650	-	-	-	
3	Rental and maintenance of equipment, including copiers, fax machines, Internet connection, VC equipment	Core	45,000	42,670	-	-	-	
4	Communications, including telephones, postage, fax, video conferencing, etc.	Core	60,000	57,083	-	-	-	
5	Miscellaneous expenses, including bank charges and hospitality	Core	15,000	2,486	-	-	-	
	<b>Total</b>		<b>290,000</b>	<b>277,406</b>	-	-	-	
	<b>Staff costs</b>		-	-	-	-	-	
	<b>Grand total</b>		<b>290,000</b>	<b>277,406</b>	-	-	-	

<b>Total direct and operational costs</b>	<b>5,889,652</b>	<b>5,548,729</b>	<b>5,624,468</b>	<b>6,067,612</b>	<b>7,341,864</b>
<b>Programme support costs</b>	<b>765,655</b>	<b>721,335</b>	<b>731,181</b>	<b>-</b>	<b>615,042</b>
<b>Grand total</b>	<b>6,655,307</b>	<b>6,270,064</b>	<b>6,355,648</b>	<b>6,067,612</b>	<b>7,956,906</b>

**Notes:**

\* CTL - CITES Trust Fund

\*\* QTL - CITES External Funds (subject to available funding)