

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



Eighteenth meeting of the Conference of the Parties  
Colombo (Sri Lanka), 23 May – 3 June 2019

Administrative and financial matters

Administration, finance and budget of the Secretariat and  
of meetings of the Conference of the Parties

BUDGET AND WORK PROGRAMME FOR 2020 TO 2022

1. This document has been prepared by the Secretariat.

Introduction

2. As per Resolution Conf. 17.2 on *Financing and the costed programme of work for the Secretariat for the triennium 2017-2019*, adopted at its 17th meeting (CoP17, Johannesburg, 2016), the Conference of the Parties among other items:

*NOTES with appreciation the three budget proposals submitted by the Secretariat for the triennium 2017-2019 budget period and REQUESTS the Secretary-General to prepare budget proposals in the same format for consideration of the Conference of the Parties at its 18th meeting, including as a minimum, a zero nominal growth scenario and a zero real growth budget scenario and, in consultation with the Standing Committee, if necessary, a third scenario.*

3. At its 70th meeting (Sochi, October 2018), the Standing Committee took note of the Secretariat's report (see document [SC70 Doc. 7](#)) on three proposed budget scenarios for the triennium 2020-2022.

Overview of the proposed budget scenarios

4. In response to these requests, the present document presents the costed programme of work and budget for the triennium 2020-2022, based on the growing needs and opportunities for the Secretariat for the triennium.
5. The information represents a continuation of the activities implemented in the current triennium 2017-2019, considers the Secretariat's assessment of the activities, available resources, requests for assistance from Parties to support their implementation of the Convention, Decisions and Resolutions adopted at CoP17 and outcomes achieved during this period.
6. The staffing proposal component for each of the budget scenarios was prepared based on the following assumptions:
  - a) Use of United Nations common standard salary costs for the years 2018-2019 as approved by the General Assembly in October 2018 and the specific post adjustment multiplier for Geneva of 72.2 were used to calculate staff cost for 2019, and were adjusted upwards by 2 per cent for each year in the triennium as agreed upon at CoP17. Note that this adjustment does not reflect an increase in staff salaries and is meant to buffer the impact of inflation and fluctuation of the exchange rates;
  - b) Reduction of Geneva post adjustment rate by a total of 5.2 per cent for internationally recruited staff set by the International Civil Service Commission (ICSC) and based on conducted cost of living survey for

Geneva during late 2016 and early 2017. The lower post adjustment rate was applicable as of February 2018;

- c) Furthermore, the changes in post adjustment rates and currency fluctuations are difficult to predict and therefore the Secretariat is recommending the use of the UN salary costs, which have been the norm for the previous budget periods. If the salary costs fluctuate during the triennium because of movements in the exchange rate between the US dollar and the Swiss franc, the Secretariat would request the Standing Committee to approve any draw-down from the core trust fund (CTL) to cover the actual salary expenditure, should the projected UN standard salary costs be an underestimate of actual costs;
  - d) New retirement age set at 65 years for staff members recruited from 1 January 2014 and for existing staff members in certain circumstances, applicable from 1 January 2018 (based on General Assembly resolutions 67/257 and 70/244, on human resources); and
  - e) Pause in the cost-neutral implementation of the Mobility and Career Development framework in 2018 for all internationally recruited staff members which required geographic moves every four to seven years depending on the duty station (for Geneva every seven years). The pause was introduced by the United Nations Secretary-General in October 2017 and will allow time to conduct a comprehensive review and assessment of the framework.
7. The calculation of the average annual assessed contribution of each Party is based on the current United Nations scale of assessment for the period 2016-2018, adopted by the General Assembly in Resolution 70/245 on 23 December 2015, and adjusted to take into account that not all Member States of the United Nations are Parties to the Convention.
  8. At the time of preparing this document, the new UN scale of assessment for the period 2019-2021 was not available, when released, a revised scale of assessment for the triennium will be applied to calculate the assessed contribution by Party for the triennium 2020-2022.

#### Presentation of the respective budget alternatives and their scenarios

9. The costed programme of work and budget for the triennium 2020-2022 has been developed and is presented in a similar format to that presented at CoP17 and maintains the current functional budget headings and most of the activities with some adjustments to specific activities, as necessary. In addition, the Secretariat has included any budgetary and workload implications for the Secretariat or permanent committees, as well as an indication of the source of funding.
10. The Secretariat, in line with the United Nations Secretariat financial regulations and rules, applies a 13 per cent programme support costs on core and voluntary extrabudgetary funding to cover the costs associated with providing administrative support for the Secretariat.
11. As presented at the 69th and 70th meetings of the Standing Committee (see documents [SC69 Doc. 9.1](#) and [SC70 Doc. 9.1](#)), a programme support cost allocation policy was introduced by UNEP and came into effect on 5 May 2017 in which UNEP will retain one third for its services. The balance of two thirds is used to cover the costs of “corporate initiatives” such as Umoja, the Global Service Delivery Module (GSDM) and Master Data Management (MDM) and the Secretariat’s own support component provided by the Administrative Support Team consisting of 1 P-4 and 2 GS.
12. The tables 1 and 2 below are showing the overview of all post and non-post resources requested for the core budget under the three budget scenarios as set out in annexes 2 to 4 of this document and compared to the approved resources for the trienniums 2014-2016 and 2017-2019.

Table 1 – Financial resources under the core budget (in United States dollars)

Approved Core Budget for 2014-2016	18,510,131
Approved Core Budget for 2017-2019	18,554,791
Proposal for 2020-2022 (Scenario 1 – zero real growth)	18,810,054
Proposal for 2020-2022 (Scenario 2 – zero nominal growth)	18,565,748
Proposal for 2020-2022 (Scenario 3 – incremental growth)	21,894,887

Table 2 – Post resources under the core budget

	Number	Level
Approved Core Budget for 2014-2016	22.25	1 D-2, 5 P-5, 5 P-4, 3.25 P-3, 8 GS
Approved Core Budget for 2017-2019	24.25	1 D-2, 5 P-5, 5 P-4, 3.25 P-3, 1 P-2, 9 GS
Proposal for 2020-2022 (Scenario 1 – real growth)	24.25	1 D-2, 5 P-5, 5 P-4, 3.25 P-3, 1 P-2, 9 GS
Proposal for 2020-2022 (Scenario 2 – zero nominal growth)	24.25	1 D-2, 5 P-5, 5 P-4, 3.25 P-3, 1 P-2, 9 GS
Proposal for 2020-2022 (Scenario 3 – incremental growth)	27.25	1 D-2, 5 P-5, 5 P-4, 4.25 P-3, 2 P-2, 10 GS

#### Scenario 1 – Zero real growth

13. The proposal under scenario 1, annex 2, presents an average annual increase of USD 85,088 in the budget amount during the triennium. This scenario maintains the current number of staff positions, but entails an increase in the operating costs related to actual operating expenditure during the period 2017-2018 and reflects the additional costs related to organization of governing bodies and scientific committee meetings.
14. Appendix A to Annex 2 shows the costed programme of work of the Secretariat, tailored to its functional chart as well as the priority ranking of the Secretariat's activities along with the resources required for each activity per year and the currently foreseen requirement for external resources.
15. Appendix B presents the core operational budget under the Core Trust Fund (CTL) and shows adjustments on several operational costs to reflect the analysis of the 2017-2018 expenditures. This Appendix reflects the actual costs for organizing governing bodies and scientific committee meetings related to the number of interpreters required, logistical and security costs as presented at the 69th and 70th meetings of the Standing Committee (see documents [SC69 Doc. 7](#) and [SC70 Doc. 6](#)).
16. Appendix C shows the core operational budget arranged by class level in Umoja format.
17. Appendix D shows the activities funded from the External Trust Fund (QTL) and the voluntary funds sought by the Secretariat. It should be noted that the cost estimates included are indicative and the implementation of the activities are subject to the availability of resources.
18. Appendix E is the scale of contributions from each Party and is based on the UN scale of assessment approved by the General Assembly in December 2015 and adjusted to consider that not all UN Member States are Parties to CITES.
19. Appendix F contains the UN common standard salary costs for 2018-2019 for the Geneva duty station and was used to calculate the staff costs for the triennium 2020-2022.
20. Appendix G shows the indicative staffing table and includes tables on core and external funded positions for the Secretariat.

21. The overall operational budget under this scenario would be USD 18,810,054, an increase of 1.38 per cent over the operational budget adopted for the triennium 2017-2019.

#### Scenario 2 – Zero nominal growth

22. In this scenario, shown in Annex 3, the current level of staff and operating costs are maintained at the 2017-2019 level and reflects the UN common standard salary costs for 2018-2019, while changes have been made in the operating costs to remain within given level.
23. Appendices A to G show the similar information as presented above for scenario 1.
24. The zero-nominal growth scenario contains adjustment of the operating costs based on actual expenditure during the period 2017-2018 and this, if adopted, would put the Secretariat in a difficult situation as funds would not be sufficient to cover expected expenditures during the period 2020-2022.
25. The overall operational budget under this scenario would be USD 18,565,748, an increase of 0.06 per cent over the current triennium budget for 2017-2019 funded from the Core Trust Fund (CTL).

#### Scenario 3 – Incremental growth

26. The incremental growth scenario presented in Annex 4 to this document builds on the zero-real growth scenario and includes the following proposals described below with reference to respective heading and annual cost estimates per activity and fully funded from the core trust fund (CTL):
- a) Inclusion of nomenclature experts participating at Animals or Plants Committees in 2020 and 2021 at an annual cost of USD 8,800 for travel included under heading A-7 and in line with revision of Resolution Conf. 11.1 (Rev. CoP17) on *Establishment of committees*;
  - b) Regulation of trade in specimens not taken from the wild (captive-breeding) as described in document CoP18 Doc. 57 with costing as follows: USD 40,000 in 2020 and thereafter annual amount each of USD 15,000 for 2021-2022 and reflected under activity A-9;
  - c) Provision included for storage and management of illegal trade data as per document CoP18 Doc. 36 under heading C-8 with USD 188,983 for 2020 and annual amount of USD 165,223 each for years 2021 and 2022;
  - d) Establishment of a Compliance Assistance Programme (CAP) has been included under heading D-11 with an annual cost estimate of USD 207,200 as described in document CoP18 Doc. 28;
  - e) Communication and outreach material under activity E-2 with an annual cost estimate of USD 25,000;
  - f) Secretariat's coordination of World Wildlife Day on 3 March with an annual costing of USD 15,000 under activity E-15; and
  - g) Increase in staffing resources with three (3) additional positions to assist with the implementation of the programme of work; one Compliance Assistance Officer at P-3 level working with the Compliance Assistance Programme (CAP), the National Ivory Action Plans process (NIAPs) and captive-breeding tasks, one Marine Species Officer at P-2 level and one Research Assistant at General Service level providing programmatic and administrative support to the respective programmes.
27. Appendices A to G show the similar information as presented above for scenarios 1 and 2.
28. The overall operational budget under this scenario – funded from the core trust fund – would be USD 21,894,887, an increase of 18 per cent over the operational budget adopted for the triennium 2017-2019.

#### Draft proposed resolution

29. A draft resolution on *Financing and costed programme of work for the Secretariat for the triennium 2020-2022* is presented in Annex 1 to the present document and is based on Resolution Conf. 17.2, with proposed new text underlined and deletions in strikethrough.

## Consultation on the proposed budgetary scenarios

30. The Memorandum of Understanding between Standing Committee of the Conference of the Parties to CITES and the Executive Director of UNEP states the following in paragraph 23:

*“The Standing Committee understands that a copy of the draft Secretariat budget will be shared with the Executive Director for review and comments in respect of any matters of direct relevance to the role and functions of the Executive Director before the final proposed budget is submitted by the Secretary-General for consideration by the Conference of the Parties”.*

31. Accordingly, the Secretary-General forwarded the draft budget scenarios to the UNEP headquarters on 21 December 2018 for their review and comments.
32. The comments received from UNEP have been considered in the final proposed budget scenarios presented in the annexes to the present document.

## Recommendation

33. Considering the significant changes and increases in the workload of the Secretariat and the prudent and well managed use of the resources, the Secretariat requests the Conference of the Parties to consider the incremental growth budget scenario in Annex 4 to this document, when reviewing and adopting the budget for the triennium 2020-2022.

## Annexes to the present document

34. This document consists of one annex containing a draft resolution on *Financing and the costed programme of work for the Secretariat for the triennium 2020-2022* and seven Appendices for each budget scenario, as follows:

- Annex 1: Draft resolution on financing and the costed programme of work for the Secretariat for the triennium 2020-2022
- Annex 2 Scenario 1 – Zero real growth budget
- Appendix A: Proposed costed programme of work for 2020-2022 by activity level
- Appendix B: Operational budget under the Core Trust Fund (CTL) for 2020-2022 by budget code levels
- Appendix C: Operational budget under the Core Trust Fund (CTL) for 2020-2022 in UN Umoja format
- Appendix D: Indicative budget for the External Trust Fund (QTL) for 2020-2022 by budget code levels
- Appendix E: Scale of contribution for the triennium 2020-2022 for the Core Trust Fund (CTL) for Parties based on UN scale of assessment for 2016-2018
- Appendix F: UN Standard salary costs for Geneva for the triennium 2020-2022
- Appendix G: Indicative staffing table for the triennium 2020-2022
- Annex 3 Scenario 2 – Zero nominal growth budget
- Appendix A: Proposed costed programme of work for 2020-2022 by activity level
- Appendix B: Operational budget under the Core Trust Fund (CTL) for 2020-2022 by budget code levels
- Appendix C: Operational budget under the Core Trust Fund (CTL) for 2020-2022 in UN Umoja format

Appendix D: Indicative budget for the External Trust Fund (QTL) for 2020-2022 by budget code levels

Appendix E: Scale of contribution for the triennium 2020-2022 for the Core Trust Fund (CTL) for Parties based on UN scale of assessment for 2016-2018

Appendix F: UN Standard salary costs for Geneva for the triennium 2020-2022

Appendix G: Indicative staffing table for the triennium 2020-2022

Annex 4 Scenario 3 – Incremental growth budget

Appendix A: Proposed costed programme of work for 2020-2022 by activity level

Appendix B: Operational budget under the Core Trust Fund (CTL) for 2020-2022 by budget code levels

Appendix C: Operational budget under the Core Trust Fund (CTL) for 2020-2022 in UN Umoja format

Appendix D: Indicative budget for the External Trust Fund (QTL) for 2020-2022 by budget code levels

Appendix E: Scale of contribution for the triennium 2020-2022 for the Core Trust Fund (CTL) for Parties based on UN scale of assessment for 2016-2018

Appendix F: UN Standard salary costs for Geneva for the triennium 2020-2022

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