

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

Report to Finance and Budget Subcommittee

Administrative and financial matters as of 30 September 2021

As per the Terms of Reference for the Finance and Budget Subcommittee (FBSC) of the CITES Standing Committee, please find below report on administrative and financial report as of 30 September 2021.

Administrative matters

Delegation of Authority

The final version has now been signed by the Executive Director of UNEP and is in places since 15 September 2021.

The DOA has been uploaded on CITES website and can be reached on below link:

https://cites.org/sites/default/files/common/disc/sec/CITES_Secretary-General_Delegation_of_Authority.pdf

Programme Support Cost Policy and allocation

No further information on this item is available and the note received from UNEP on the allocation and utilization of the programme support costs will be included in the coming SC74 working documents and further discussed at its meeting with opportunity of direct discussion and questions with UNEP.

Staffing situation

The temporary hiring freeze is still in place for UNEP on its regular and Environmental funded positions while no such freeze is in place for CITES vacant positions. However, the Secretariat is closely monitoring the expenditure and collected contribution rates to ensure that we are within the available resources. This may delay the process as the Secretariat will proceed up to selection of the new staff while the on boarding may take longer time.

Since the previous quarterly report, the Secretariat has completed the following recruitments:

- Chief Outreach & Project Unit, P-5 – temporary appointment by 15 November 2021
- Chief Scientific Unit, P-5 – appointment by 1 January 2022
- Chief, Governing Bodies Unit, P-5 – temporary appointment by 1 January 2022
- Programme Management Officer, P-3 – recruitment has been finalized and selected candidate is expected to start in mid-January 2022

Further details are included in below table on vacant positions under recruitment.

Summary of vacant position under recruitment:

Functional title	Funding source	Status
No ongoing at this moment		

Please note that the all vacancy announcements for staff or consultancy positions are posted on CITES website with direct link to the UN recruitment system *Inspira*.

A notification to Parties is being prepared and will inform about the staff changes since 1 April until 15 November 2021 was published on the CITES website.

Financial matters

CITES Trust Fund (CTL)

Financial data for the year 2021 as at 30 September 2021

As of 30 September 2021, the Secretariat has spent around 71% of the total budget for 2021 on mainly staff salaries and recurrent annual commitments. The assessed contributions collection rate for the same period was 78.2% as shown in below table.

Description	Budget 2021 (USD)	Expenditure 2021 (USD)	Assessed contribution collected for 2021 (USD)	Cash & funds balance (USD)
Post & salary items	4,324,319	3,352,039	-	-
Consultants	475,500	183,539	-	416,950
Non-post & salary items	1,556,126	996,079	-	5,288,215
Total:	6,355,945	4,531,657 (71%)	4,281,763 (78.2%)	5,705,165

The assessed contributions collection rate for the first 6 months of 2021 is slightly lower than in previous years as shown in below table.

Assessed contributions collection rate per year	%
Year 2021 as at 30 September 2021	78.2
Year 2020 as at 30 September 2020	70.6
Year 2019 as at 30 September 2019	55.9
Year 2018 as at 30 September 2018	47.7

The Secretariat will continue to closely monitor the payments related to 2021 and prior years assessed contribution during the year and consult with Parties on regular basis.

The invoices for the annual assessed contribution for the year 2022 based on the percentage included in the Resolution 18.1 on *Financing and costed programme of work for the Secretariat for the triennium 2020-2022* will be sent out in early October and will also include data on any outstanding contributions from prior years.

In addition to the cash and fund balance of around USD 5.7 million, the core trust fund also has its working capital reserve of USD 899,955.

Audit of CITES

The Office of Internal Oversight Services (OIOS) audit of the CITES Secretariat has been completed and the draft audit report will be shared with the CITES Secretariat and UNEP allowing for response on the proposed recommendations.

The final audit report is expected to be finalized and issued by early November 2021.

Support of the CITES Activities Trust Fund (QTL)

During 2020 and up 30 September 2021, the following contributions have been collected on the external trust fund for ongoing and new activities:

- As at 31 December 2020: nearly USD 9,2 millions
- As at 30 September 2021: nearly USD 3.14 millions

The Secretariat is posting on monthly basis on its website detailed information on contributions collected on both the core and external trust funds and the data can be found on the below links:

- Core trust fund (CTL) – https://cites.org/sites/default/files/eng/disc/funds/ct10-21_en.pdf
- External trust fund (QTL) – https://cites.org/sites/default/files/eng/disc/funds/status_of_external_contributions_to_the_CITES_External_Trust_Fund_02Nov2021.pdf

The page on financial matters on the CITES website has been amended and now includes more relevant information related to financial matters including financial resolutions, audit reports, UN financial regulations and rules etc.

Coming work of the FBSC in early 2022

1. CITES language strategy with representative from Chinese and Russian speaking Parties – separate email will be sent regarding the advance English SC74 working document; and
2. Possible financial impact on back-up plans for governing bodies meetings during 2022 including event cancellation insurance for the 19th meeting of Conference of the Parties.