

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

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**Report to Finance and Budget Subcommittee**

**Administrative and financial matters as of 30 June 2022**

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 June 2022.

**Administrative matters**

**Programme Support Cost Policy and allocation**

The outstanding invoices with UN Office at Geneva (UNOG) for 2021 and prior years have all been settled as inline with the recommendation from FBSC at the 74<sup>th</sup> meeting of the Standing Committee (SC74). The payment was made by UNEP using CITES portion of the programme support cost balance as of 31 December 2021.

**Staffing situation**

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

- Chief Outreach & Project Unit, P-5 – temporary assignment since 15 November 2021
- Chief Scientific Unit, P-5 – appointed by 1 January 2022
- Chief, Governing Bodies Unit, P-5 – temporary assignment since 1 January 2022
- Programme Management Officer, P-3 – staff on-board since 14 February 2022
- Programme Management Assistant, GS (project) – staff on-board for one year since 1 April 2022
- MIKE Coordinator, P-4 (project) – temporary assignment since 6 June 2022
- MIKE Finance and Budget Assistant, GS (project) – staff on-board since 27 June 2022

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

**Summary of vacant position under recruitment:**

<b>Functional title</b>	<b>Funding source</b>	<b>Status</b>
Documents Assistant, GS	Core trust fund (CTL)	Following retirement of staff; new selection is being made and new staff is expected to be on-board by mid-July 2022
MIKE Programme Management Officer, P-3	External trust fund (QTL)	Following retirement of staff; JO-179884 will close on 7 July 2022

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

## Financial matters

### CITES Trust Fund (CTL)

#### Financial data for the year 2021 as at 30 September 2021

As of 30 June 2022, the Secretariat has spent around 53% of the total budget for 2022 on mainly staff salaries and recurrent annual commitments. The assessed contributions collection rate for the same period was 45.5% as shown in below table.

<b>Description</b>	<b>Average Budget 2022 (USD)</b>	<b>Expenditure 2022 (USD)</b>	<b>Assessed contribution collected for 2022 (USD)</b>	<b>Cash &amp; funds balance (USD)</b>
Post & salary items	3,919,455	2,163,418	-	-
Consultants	505,000	394,664	-	-1,030,420
Non-post & salary items	1,804,065	736,911	-	5,288,215
<b>Total:</b>	<b>6,228,520</b>	<b>3,294,993 (53%)</b>	<b>2,264,573 (45.5%)</b>	<b>4,257,795</b>

The assessed contributions collection rate for the first 6 months of 2022 is similarly to those collected for previous years as shown in below table.

<b>Assessed contributions collection rate per year</b>	<b>%</b>
Year 2022 as at 30 June 2022	45.5
Year 2021 as at 30 June 2021	39.5
Year 2020 as at 30 June 2020	45.5
Year 2019 as at 30 June 2019	40.8
Year 2018 as at 30 June 2018	37.3

The Secretariat will continue to closely monitor the payments related to 2022 and prior years assessed contribution during the year and consult with Parties on regular basis.

As of 30 June 2022, an amount of USD 1.7 million remains outstanding from 2021 and prior years. It should be noted that the unpaid contribution will have impact on the available fund balance as it will be considered as doubt debt and can't be used for the benefit of all Parties.

The Secretariat keeps reminding and contacting individual Parties to arrange for payment and if required payment schedule, but the unpaid level remains high.

In addition to the cash and fund balance of around USD 4.2 million, the core trust fund also has its working capital reserve of USD 899,955.

#### Support of the CITES Activities Trust Fund (QTL)

During 2021 and up to 30 June 2022, the following contributions have been collected on the external trust fund for ongoing and new activities:

- As at 31 December 2021: nearly USD 9,8 millions
- As at 30 June 2022: nearly USD 1.4 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/ct07-22\\_en.pdf](https://cites.org/sites/default/files/eng/disc/funds/ct07-22_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\\_2August2022.pdf](https://cites.org/sites/default/files/eng/disc/funds/status_of_external_contributions_to_the_CITES_External_Trust_Fund_2August2022.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.

#### Preparation for 19<sup>th</sup> meeting of the Conference of the Parties

Preparations are ongoing with the host country Panama. As per the signed host country agreement, the host country contribution was deposit in March 2022 and will be used for the Secretariat's staff and conference staff supporting the meeting in November 2022.

A security assessment has been undertaken by UN Department of Safety & Security (UNDSS) and a draft security plan has been presented to the Secretariat. This plan includes a new methodology established by UNDSS in estimating the number of UNDSS security officers required for UN organized events which is one security officer per 200 participants.

The Secretariat has estimated the number of participants to around 3,000 which means that 15 UNDSS security officers will be required to establish the UN Blue Zone area. Initial cost for this support by UNDSS for travel and replacement is estimated to around USD 156,000. Considering that the core budget for 2022 includes a budget of USD 30,000 for CoP logistics, we may require additional resources to meet the new UNDSS requirements.

Please note that the Secretariat is discussing this with the host country to see if additional local resources can be utilized.