

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 31 December 2023**

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 31 December 2023.

**Administrative matters**

**Staffing situation**

Since the report at SC77 meeting, the Secretariat has completed the following recruitment:

- Associate Programme Management Officer, P-2 with OPU was on-boarded on 6 November 2023;
- Programme Management Officer, P-3 with MIKE team was on-boarded on 3 January 2024; and
- Programme Management Assistant, GS (temporary) was on-boarded on 1 March 2024.

In addition to be above details, six (6) staff members were separated or moved to another position within UNEP:

- Chief, Scientific Unit, P-5 on 28 February 2023
- Finance & Budget Assistant, GS on 30 June 2023
- Officer-in-Charge, MIKE Coordinator, P-4 on 11 September 2023
- Finance & Budget Officer, P-3 (MIKE) on 15 September 2023

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>
Chief, Science Unit, P-5	Core Trust Fund (CTL)	JO- 210423 closed in Inspira; review of applicants is ongoing
Chief, Governing Bodies Unit, P-5	Core Trust Fund (CTL)	JO- 210441 closed in Inspira; review of applicants is ongoing
Programme Management Officer, P-3 with LU	External Trust Fund (QTL)	JO-211543 closed in Inspira; interviews are finalized and awaiting Central Review Committee comments before selection
Associate Programme Management Officer, P-2 with EU	External Trust Fund (QTL)	JO-215334 closed in Inspira; selection done & onboarding expected by May 2024
Associate ICCWC Support Officer, P-2 with EU	External Trust Fund (QTL)	JO-215752 closed in Inspira; interviews scheduled for April 2024

Finance & Budget Officer, P-3 (MIKE) with OPU	External Trust Fund (QTL)	JO-215957 closed in Inspira; review of applicants ongoing
Associate Fund Management Officer, P-2 with AFU	External Trust Fund (QTL)	JO-217662 closed in Inspira; review of applicants ongoing
Documents Assistant, GS with GBU	Core Trust Fund (CTL)	JO-220414 closed in Inspira; interviews are finalized and awaiting Central Review Board comments before selection

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

### Financial matters

#### CITES Trust Fund (CTL)

##### Preliminary financial data for the year 2023 as of 31 December 2023

Overall implementation rate of the annual average approved budget for 2023 was 99%

- Annual average budget of USD 6.6 million compared to
- Expenditure of nearly USD 6.6 million.

Collection rate of assessed contribution for 2023 was 91.8%

- Included full or partial payment by 122 Parties.
- Unpaid contributions for 2022 and prior years amount to USD 1,236,365 million as of end of 2023

Description	Average annual budget 2023 (USD)	Expenditure 2023 (USD)	Assessed contribution collected for 2023 (USD)	Cash & funds balance (USD)
Post & salary items	4,867,321	4,725,258	-	-
Consultants	365,000	316,431	-	6,104,984
Non-post & salary items	1,380,834	1,556,581	-	951,766
<b>Total:</b>	<b>6,613,155</b>	<b>6,598,270</b> <b>(99%)</b>	<b>5,638,067</b> <b>(91.8%)</b>	<b>7,056,750</b>

The assessed contributions collection rate for the period up to 31 December 2023 compared to previous years as shown in below table.

<b>Assessed contributions collection rate per year</b>	<b>%</b>
Year 2023 as of 31 December 2023	91.8
Year 2022 as of 31 December 2022	90.7
Year 2021 as of 31 December 2021	87.5
Year 2020 as of 31 December 2020	75.5
Year 2019 as of 31 December 2019	58.0

The Secretariat will continue to closely monitor the payments related to 2023 and prior years assessed contribution during the coming year.

As of 31 December 2023, an amount of USD 1.2 million remains outstanding from 2022 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 doubtful 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. During the year, the Secretariat has continued to consult with Parties on regular basis by sending reminder letters, providing invoices to Party delegates attending CITES organized meetings/workshops.

In addition to the cash and fund balance of around USD 6.1 million, the core trust fund also has its working capital reserve of USD 951,766.

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

During 2022 and up to 31 December 2023, the following contributions have been collected on the external trust fund for ongoing and new activities:

- As of 31 December 2022: nearly USD 7.3 millions
- As of 31 December 2023: nearly USD 11.3 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/CT\\_02\\_2024\\_%20EN.pdf](https://cites.org/sites/default/files/CT_02_2024_%20EN.pdf)
- External trust fund (QTL) – [https://cites.org/sites/default/files/2023-2025\\_CITES\\_external\\_Trust\\_Fund\\_\(QTL\)\\_status\\_as\\_of\\_29\\_February\\_2024.pdf](https://cites.org/sites/default/files/2023-2025_CITES_external_Trust_Fund_(QTL)_status_as_of_29_February_2024.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, financial statements, audit reports, UN financial regulations and rules etc.

### Preparation for 78<sup>th</sup> meeting of the Standing Committee

Preparations are ongoing for the meeting taking place in Geneva at CICG during February 2025.

The next quarterly report as of 31 March 2024 will include information on planned overspending of the Standing Committee meeting due to the extra meeting day on Saturday and possible evening sessions.

As of 31 December 2023, an amount of USD 26,883 has been collected from observers for registration fees for AC32, PC26 and SC77.

The overall balance of the registration fees including from CoP meetings is amounting to USD 358,255 and is recorded on a specific Umoja grant.