

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 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 September 2022.

Administrative matters

Staffing situation

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

- Document Assistant, GS – appointed and on-boarded by 25 July 2022

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

Summary of vacant position under recruitment:

Functional title	Funding source	Status
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 September 2022, the Secretariat has spent around 79% of the total budget for 2022 on mainly staff salaries and recurrent annual commitments. The assessed contributions collection rate for the same period was 47.9% as shown in below table causing a negative cash balance for the operation of the Secretariat.

Description	Average Budget 2022 (USD)	Expenditure 2022 (USD)	Assessed contribution collected for 2022 (USD)	Cash & funds balance (USD)
Post & salary items	3,919,455	3,497,323	-	-
Consultants	505,000	393,808	-	(2,181,814)
Non-post & salary items	1,804,065	1,042,526	-	6,221,313
Total:	6,228,520	4,933,657 (79%)	2,981,226 (47.9%)	4,039,499

The assessed contributions collection rate for the period up to 30 September 2022 is significant lower compared to previous years as shown in below table and is causing problems for the Secretariat as its now operating with a negative cash balance of nearly USD 2.2 million for the year 2022 on the core trust fund (CTL).

Assessed contributions collection rate per year	%
Year 2022 as of 30 September 2022	47.9
Year 2021 as of 30 September 2021	78.2
Year 2020 as of 30 September 2020	70.6
Year 2019 as of 30 September 2019	55.9
Year 2018 as of 30 September 2018	47.7

The Secretariat will continue to closely monitor the payments related to 2022 and prior years assessed contribution during the year.

As of 30 September 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 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. However, we are now 3 months before the end of the fiscal year and more than 50% of the assessed contribution for 2022 is still outstanding.

In addition to the cash and fund balance of around USD 4 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 September 2022, the following contributions have been collected on the external trust fund for ongoing and new activities:

- As of 31 December 2021: nearly USD 9,8 millions
- As of 30 June 2022: nearly USD 3.8 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/ct09-22_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_6Oct2022.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 19th 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.

As reported in the previous quarter on the security assessment, the report has now been finalized by UN Department of Safety & Security (UNDSS) and based on inputs from the host country on number of local resources, we are now able to reduce the number of UN security officers from 15 to 4 at a cost of USD 32,200 and therefore remain within the core budget amount for CoP logistics for 2022.

The Sponsored Delegates Project (SDP) has managed to fund-raise and received deposits of 52% or USD 519,364 out of the total required amount of USD 1 million. As of 30 September 2022, a total of 91 Party delegates have been approved for sponsorship with full airfare, daily subsistence allowance and terminal costs. A dedicated webpage on the CITES website for the SDP including relevant documents, funding status and selection criteria is available on: https://cites.org/eng/disc/sponsored_delegates_project

As of 30 September 2022, an amount of USD 148,735 has been collected from observers for registration fees for CoP19. This amount is available for Parties to decide on usage at the CoP19 meeting.