

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 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 30 September 2023.

Administrative matters

Staffing situation

Since the report at CoP19 meeting, the Secretariat has completed the following recruitment:

- Document Assistant, GS – appointed and on-boarded by 25 July 2022
- Chief, Governing Bodies Unit, P-5 – temporary assignment from 1 March 2023
- Chief, Scientific Unit, P-5 – temporary assignment from 9 April 2023
- Legal Officer, P-4 – temporary assignment from 15 June 2023
- Finance & Budget Assistant, GS – appointed and on-boarded by 28 August 2023

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

- Data Analyst, P-3 (MIKE) on 30 September 2022
- Programme Management Officer, P-4 on 23 November 2022
- 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:

Functional title	Funding source	Status
Associate Programme Management Officer, P-2 with OPU	External Trust Fund (QTL)	Job Opening-196778 closed in Inspira; selection done & onboarding expected by 6 November 2023
Programme Management Officer, P-3 (MIKE) with OPU	External Trust Fund (QTL)	JO-202318 closed in Inspira; selection done & onboarding expected by end of November 2023
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

Public Information Officer, P-3 with OPU	External Trust Fund (QTL)	JO-210713 closed in Inspira; review of applicants is ongoing
Programme Management Officer, P-3 with LU	External Trust Fund (QTL)	JO-211543 closed in Inspira; review of applicants is ongoing
Associate Programme Management Officer, P-2 with EU	External Trust Fund (QTL)	JO-215334 closed in Inspira; selection done & onboarding expected by December 2023
Associate ICCWC Support Officer, P-2 with EU	External Trust Fund (QTL)	JO-215752 has been posted on Inspira between 25 October to 8 December 2023
Finance & Budget Officer, P-3 (MIKE) with OPU	External Trust Fund (QTL)	JO-215957 has been posted on Inspira between 15 September to 29 October 2023
Associate Fund Management Officer, P-2 with AFU	External Trust Fund (QTL)	JO-217662 has been posted on Inspira between 9 October to 9 November 2023
Documents Assistant, GS with GBU	Core Trust Fund (CTL)	JO-220414 pending posting on Inspira

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)

Financial data for the year 2022 as of 31 December 2022

Overall implementation rate of the approved budget for 2022 was 98%

- Budget of USD 6.7 million compared to
- Expenditure of USD 6.6 million.

Collection rate of assessed contribution for 2022 was 90%

- Included full or partial payment by 112 Parties.
- Unpaid contributions for prior years amount to USD 1.3 million as of end of 2022

Description	Budget 2022 (USD)	Expenditure 2022 (USD)	Assessed contribution collected for 2022 (USD)	Cash & funds balance (USD)
Post & salary items	4,804,804	4,829,421	-	-
Consultants	505,000	481,591	-	6,224,594

Non-post & salary items	1,387,767	1,042,526	-	1,049,553
Total:	6,697,571	6,592,525 (98%)	4,785,804 (90%)	7,271,147

Financial data for the year 2023 as of 30 September 2023

As of 30 September 2023, the Secretariat has spent around 78% of the total budget for 2023 on mainly staff salaries and recurrent annual commitments. The assessed contributions collection rate for the same period was 60% as shown in below table causing a negative cash balance for the operation of the Secretariat.

Description	Budget 2023 (USD)	Expenditure 2023 (USD)	Assessed contribution collected for 2023 (USD)	Cash & funds balance (USD)
Post & salary items	4,756,821	3,688,882	-	(1,671,856)
Consultants	365,000	319,138	-	6,224,594
Non-post & salary items	1,223,287	1,139,090	-	1,049,553
Total:	6,345,108	5,147,110 (78%)	3,539,713 (60%)	5,599,291

The assessed contributions collection rate for the period up to 30 September 2023 is significant higher compared to previous years as shown in below table. Due to the no payment of the annual contribution, the Secretariat is now operating with a negative cash balance of USD 1.6 million for the year 2023 on the core trust fund (CTL).

Assessed contributions collection rate per year	%
Year 2023 as of 30 September 2023	60.0
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

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

As of 30 September 2023, an amount of USD 1.4 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. However, we are now 3 months before the end of the fiscal year and 40% of the assessed contribution for 2023 is still outstanding.

In addition to the cash and fund balance of around USD 6.2 million, the core trust fund also has its working capital reserve of USD 1,049,553.

Support of the CITES Activities Trust Fund (QTL)

During 2022 and up to 30 September 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 30 September 2023: nearly USD 4.7 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/ct6-23_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_30June2023.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 77th meeting of the Standing Committee

Preparations are ongoing for the meeting taking place in Geneva at CIGG during 6 to 10 November 2023.

As of 30 September 2023, an amount of USD 24,589 has been collected from observers for registration fees for AC32, PC26 and SC77.