

Annex 2

Operational budget under the General Trust Fund (CTL) for 2020-2022

Budget line	Act #	Description	2017	2018	2019		2020	2021	2022
			USD	USD	USD		USD	USD	USD
10		Personnel component							
1101		Secretary General - D2	293,046	298,907	304,885		291,720	297,554	303,505
1103		Chief, SSU - P5	242,250	247,095	252,037		242,352	247,199	252,143
1104		Chief, LCU - P5	242,250	247,095	252,037		242,352	247,199	252,143
1105		Legal Officer - P4	208,284	212,450	216,699		208,080	212,242	216,486
1106		Chief, CSU - P5	242,250	247,095	252,037		242,352	247,199	252,143
1107		Environ! Affairs Officer, Plants - P4	208,284	212,450	216,699		208,080	212,242	216,486
1108		Chief, KMOS - P5	242,250	247,095	252,037		242,352	247,199	252,143
1109		Environ! Affairs Officer, Fauna - P4	208,284	212,450	216,699		208,080	212,242	216,486
1112		Documentation Officer - P3	172,074	175,515	179,026		171,768	175,203	178,707
1116		Programme Officer (Communication) - P4	208,284	212,450	216,699		208,080	212,242	216,486
1117		Senior Enforcement Officer - P5	242,250	247,095	252,037		242,352	247,199	252,143
1118		Enforcement Support Officer - P3	172,074	175,515	179,026		171,768	175,203	178,707
OTA		Administrative Officer - P4 (PSC funded)	-	-	-		-	-	-
1121		Information Network Officer - P3	172,074	175,515	179,026		171,768	175,203	178,707
1122		Programme Officer - P2	140,862	143,679	146,553		141,372	144,199	147,083
New		Marine Species Officer - P2 (temporary for 2020-2022)	-	-	-		141,372	144,199	147,083
1100		Total Professional staff	2,994,516	3,054,406	3,115,494		3,133,848	3,196,525	3,260,455
1200		Consultants							
1201	A1	Translation of CoP documents	-	-	350,000		-	-	350,000
1202	A2	Translation of SC documents	140,000	140,000	40,000		140,000	140,000	40,000
1203	A3	Translation of AC documents	60,000	60,000	-		60,000	60,000	-
1204	A4	Translation of PC documents	50,000	50,000	-		50,000	50,000	-
1205	A6	General translation of documents	115,000	115,000	115,000		115,000	115,000	115,000
1299		Total, Consultants	365,000	365,000	505,000		365,000	365,000	505,000
1300		Administrative support							
1301		Conference Services Assistant - GS	130,254	132,859	135,516		138,210	140,974	143,794
1302		Documents Assistant - GS	130,254	132,859	135,516		138,210	140,974	143,794
1303		Secretary to S.G. - GS	130,254	132,859	135,516		138,210	140,974	143,794
1306		Research Assistant - GS	130,254	132,859	135,516		138,210	140,974	143,794
1307		Research Assistant - GS	130,254	132,859	135,516		138,210	140,974	143,794
1309		Documents Clerk - GS	130,254	132,859	135,516		138,210	140,974	143,794
OTA		Finance Assistant - GS (PSC funded)	-	-	-		-	-	-
OTA		Administrative Assistant - GS (PSC funded)	-	-	-		-	-	-
1310		Programme Assistant - GS	130,254	132,859	135,516		138,210	140,974	143,794
New		Research Assistant - GS (temporary for 2020-2022)	-	-	-		69,105	140,974	143,794
1320		Total, General support staff	911,778	930,014	948,614		1,036,575	1,127,794	1,150,349
1321	A1	Conference staff to CoP	-	-	380,500		-	-	380,500
1322	A2	Conference staff to SC mtg	35,000	35,000	13,500		40,500	40,500	13,500
1323	A3	Conference staff to AC mtg	35,000	35,000	-		35,000	35,000	-
1324	A4	Conference staff to PC mtg	35,000	35,000	-		35,000	35,000	-
1399		Total, Administrative support	1,016,778	1,035,014	1,342,614		1,147,075	1,238,294	1,544,349
1600		Travel on official business							
1601	F3	General travel	75,000	75,000	75,000		75,000	75,000	75,000
1699		Total, Travel on official business	75,000	75,000	75,000		75,000	75,000	75,000
10		Total, Personnel component	4,451,294	4,529,420	5,038,108		4,720,923	4,874,819	5,384,805
20		Sub-contract component							
2101	B1	Scientific support	125,000	125,000	125,000		125,000	125,000	125,000
2102	C1	Enforcement	15,000	15,000	15,000		4,000	4,000	4,000
2103	E5	CITES website including helpdesk	10,000	10,000	10,000		20,000	20,000	20,000
2104	D1	Legal affairs and trade policy	10,000	10,000	10,000		4,000	4,000	4,000
2105	E3	Trade monitoring and support	146,749	146,749	146,749		146,749	146,749	146,749
2106	E9	Resource mobilization	10,000	10,000	10,000		4,000	4,000	4,000
20		Total, Sub-contract component	316,749	316,749	316,749		303,749	303,749	303,749
30		Meetings and training component							
3200		Group Training							
3201	E1	Training courses/seminars	30,000	30,000	30,000		30,000	30,000	30,000

Budget line	Act #	Description	2017	2018	2019		2020	2021	2022
			USD	USD	USD		USD	USD	USD
3299		Total, Group Training	30,000	30,000	30,000		30,000	30,000	30,000
3300		Meetings							
3301	A2	Standing Committee (members' travel)	44,000	44,000	11,000		44,000	44,000	11,000
3302	A3	Animals Committee (members' travel)	26,400	26,400	-		26,400	26,400	-
3303	A4	Plants Committee (members' travel)	26,400	26,400	-		26,400	26,400	-
3304	A1	CoP; SC, Committee I, II and Credentials chairs	-	-	32,000		-	-	32,000
3305 (New)	A3	Nomenclature experts to AC or PC meetings	-	-	-		8,800	8,800	-
3399		Total, Meetings	96,800	96,800	43,000		105,600	105,600	43,000
30		Total, Meetings and training component	126,800	126,800	73,000		135,600	135,600	73,000
40		Equipment and premises component							
4100		Expendable equipment							
4101	G2	Office supplies	20,000	20,000	20,000		15,000	15,000	15,000
4199		Total, Expendable equipment	20,000	20,000	20,000		15,000	15,000	15,000
4200		Non-expendable equipment							
4201	G2	Non-expendable equipment	20,000	20,000	20,000		20,000	20,000	20,000
4299		Total, Non-expendable equipment	20,000	20,000	20,000		20,000	20,000	20,000
4300		Premises							
4301	G1	Maintenance of the office	140,000	140,000	140,000		140,000	140,000	140,000
4399		Total, Premises	140,000	140,000	140,000		140,000	140,000	140,000
40		Total, Equipment and premises component	180,000	180,000	180,000		175,000	175,000	175,000
50		Miscellaneous component							
5100		Operation and maintenance of equipment							
5101	G3	Maintenance of office equipment	45,000	45,000	45,000		35,000	35,000	35,000
5199		Total, Operation and maintenance of equipment	45,000	45,000	45,000		35,000	35,000	35,000
5200		Reporting costs							
5201	A1	CoP-related documents	-	-	120,000		-	-	120,000
5205	A5	Publications CITES reference documents	10,000	10,000	10,000		10,000	10,000	10,000
5299		Total, Reporting costs	10,000	10,000	130,000		10,000	10,000	130,000
5300		Sundry							
5301	G4	Communications (telephone, fax, mail, Internet)	60,000	60,000	60,000		50,000	50,000	50,000
5302	A1	Logistics for CoP	-	-	30,000		-	-	30,000
5303	A2	Logistics for SC meeting	15,000	15,000	-		23,900	23,900	-
5304	A3	Logistics for AC meeting	10,000	10,000	-		18,900	18,900	-
5305	A4	Logistics for PC meeting	10,000	10,000	-		18,900	18,900	-
5306	G5	Bank charges	1,500	1,500	1,500		500	500	500
5307	G5	Security improvements in MIE	-	-	-		-	-	-
5308	A5	Meeting registration system	-	-	-		7,500	7,500	7,500
5309	G5	Umoja licenses	-	-	-		-	-	-
5399		Total, Sundry	96,500	96,500	91,500		119,700	119,700	88,000
5400		Hospitality							
5401	G5	Hospitality	5,000	5,000	5,000		2,500	2,500	2,500
5499		Total, Hospitality	5,000	5,000	5,000		2,500	2,500	2,500
50		Total, Miscellaneous component	156,500	156,500	271,500		167,200	167,200	255,500
		Sub-total direct costs					5,502,472	5,656,368	6,192,054
		Drawdown/ loan from Trust Fund fund balance (accumulated surplus)					(175,000)	(175,000)	(165,000)
		Registration fee from 2017-2019					(100,000)	(100,000)	(100,000)
		Total direct costs	5,231,343	5,309,469	5,879,357		5,227,472	5,381,368	5,927,054
		Programme Support Costs (13 %)	680,075	690,231	764,316		679,571	699,578	770,517
		TOTAL COSTS	5,911,418	5,999,700	6,643,674		5,907,043	6,080,945	6,697,571
					18,554,791				18,685,560
					6,184,930				6,228,520

43,590

2017-2019 average annual budget

6,184,930

2020-2022 average annual budget

6,228,520

Difference

43,590

Average annual percentage of increase in the budget

0.70%