



**MEMORANDUM OF UNDERSTANDING ON  
THE CONSERVATION OF MIGRATORY  
SHARKS**

CMS/Sharks/Outcome 2.5

20 February 2016

Original: English

---

Second Meeting of the Signatories  
San José, Costa Rica, 15-19 February 2016

## **ADMINISTRATIVE AND BUDGETARY MATTERS**

### **Secretariat**

1. In furtherance of Paragraph 27(b) of the Sharks MOU, the Signatories of the Sharks MOU:
  - a) Decided that the Secretariat should be the permanent Secretariat of the Sharks MOU;
  - b) Invited the CMS Parties to request the CMS Secretariat to become the permanent Secretariat of the Sharks MOU, in line with the decision taken by the Signatories of the Sharks MOU to have the CMS Secretariat serve as the Sharks MOU as the permanent Secretariat of the Sharks MOU; and
  - c) Requested the interim Secretariat of the Sharks MOU to communicate with the Executive Secretary of the Convention on Migratory Species to bring this invitation to the attention of CMS, as appropriate.

### **Budget (Annex 1)**

2. The Signatories agreed the attached budget, which aims to provide adequate resources for the MOU for the triennium 2016-2018, in particular with regard to the implementation of the Programme of Work.
3. Given the non-binding nature of the MOU, contributions would be voluntary. Germany committed itself to provide funding for the P2 position for three years and the United Kingdom pledged GB£15,000 for the coming year.

### **Trust Fund (Annex 2)**

4. Signatories requested the UNEP Executive Director to extend the United Nations Trust Fund for the management of resources of the MOU by three years, for the period 2016-2018, according to the attached Terms of Reference.

## Budget for the 2016-2018 Triennium (in Euros)

	2016	2017	2018	Total
<b>Staff</b>				
1 Programme Officer, P-2	103,994	106,074	108,195	318,263
2 Administrative Assistant, G-5 (50%)	34,053	34,734	35,429	104,216
3 Staff training	5,000	5,000	5,000	15,000
<b>Subtotal</b>	<b>143,047</b>	<b>145,808</b>	<b>148,624</b>	<b>437,479</b>
<b>Activities of the Secretariat</b>				
4 Travel on official business	15,000	15,000	15,000	45,000
5 Translation (documents, publications etc.), English, French and Spanish	10,000	15,000	30,000	55,000
6 Analytical studies, scientific assessments, development of guidelines etc.	15,000	15,000	15,000	45,000
7 Printing of technical / information materials, website production	5,000	5,000	5,000	15,000
<b>Subtotal</b>	<b>45,000</b>	<b>50,000</b>	<b>65,000</b>	<b>160,000</b>
<b>Activities of the Advisory Committee &amp; External Experts</b>				
8 Travel on official business	30,000	30,000	30,000	90,000
<b>Subtotal</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>90,000</b>
<b>Meetings of Governing Bodies</b>				
<b>3rd Meeting of the Signatories (MoS)</b>				
9 Logistical arrangements (venue, technical equipment, interpretation booths, catering)			30,000	30,000
10 Support for participation of delegates			120,000	120,000
11 Interpretation (English, French and Spanish)			40,000	40,000
12 Report writers			5,000	5,000
13 Development of technical documents for submission to		15,000	15,000	30,000
<b>Meeting of the Advisory Committee (AC)</b>				
14 Online Workspace for the Advisory Committee	250	250	250	750
15 Logistical arrangements (venue, technical equipment, catering)		5,000	5,000	10,000
16 Support for participation of delegates		30,000	30,000	60,000
17 Report Writers		2,000	2,000	4,000
<b>Subtotal</b>	<b>250</b>	<b>52,250</b>	<b>247,250</b>	<b>299,750</b>
<b>Meeting of Working Groups</b>				
18 Logistical arrangements (venue, technical equipment, catering)	5,000	5,000		10,000
19 Support for participation of delegates	10,000	10,000		20,000
20 Report Writers	2,000	2,000		4,000
<b>Subtotal</b>	<b>17,000</b>	<b>17,000</b>	<b>0</b>	<b>34,000</b>
<b>Operating Costs</b>				
21 Miscellaneous Office Supplies	500	700	700	1,900
22 Office Equipment, furniture etc.	500	500	500	1,500
23 Information and Communication Technology (ICT) Services	3,000	3,000	3,000	9,000
24 Maintenance of computers / photocopiers	200	200	200	600
25 Communications (Telephone, fax, postage etc.)	1,200	1,200	1,200	3,600
<b>Subtotal</b>	<b>5,400</b>	<b>5,600</b>	<b>5,600</b>	<b>16,600</b>
<b>Total</b>	<b>240,697</b>	<b>300,658</b>	<b>496,474</b>	<b>1,037,829</b>
Programme Support Costs (13%)	31,291	39,086	64,542	134,918
<b>Grand Total</b>	<b>271,988</b>	<b>339,744</b>	<b>561,016</b>	<b>1,172,747</b>
<b>In-kind Contributions</b>				
26 Executive Secretary, CMS, D-1 (2%)	4,173	4,449	4,583	13,205
27 Deputy Executive Secretary, CMS, P-5 (3%)	5,329	6,023	6,203	17,554
28 Agreements Officer, CMS, P-4 (10%)	15,205	17,262	17,780	50,247
29 Government of Germany: rent and maintenance costs	12,500	12,500	12,500	37,500
30 Services of the Administrative and Fund Management Unit, P-4 (5%); G-6 (5%); 2xG-5 (5%) (partly funded through 13% PSC)	18,260	21,933	22,591	62,784
<b>Total</b>	<b>55,467</b>	<b>62,167</b>	<b>63,657</b>	<b>181,291</b>

**Terms of Reference  
for the Administration of the Trust Fund for the Memorandum of Understanding on the  
Conservation of Migratory Sharks (2016-2018)**

1. The Trust Fund for the Memorandum of Understanding (MoU) on the Conservation of Migratory Sharks (hereinafter referred to as the Trust Fund) shall be extended by three years to provide financial support for the aims of the MoU.
2. The present Terms of Reference shall be effective from 1 January 2016 to 31 December 2018.
3. The financial period shall be three calendar years beginning 1 January 2016 and ending 31 December 2018, subject to the approval of the UNEP Environment Assembly.
4. The Trust Fund shall be administered by the Executive Director of the United Nations Environment Programme (UNEP).
5. The administration of the Trust Fund shall be governed by the Financial Regulations and Rules of the United Nations, the Staff Regulations and Rules of the United Nations and other administrative policies or procedures promulgated by the Secretary-General of the United Nations.
6. Commitments against the resources of the Trust Fund may be made only if they are covered by the necessary income. No commitments shall be made in advance of the receipt of contributions.
7. In accordance with the United Nations rules, UNEP shall deduct from the income of the Trust Fund an administrative charge equal to 13 per cent of the expenditure charged to the Trust Fund in respect of activities financed under the Trust Fund.
8. The Trust Fund shall be subject to audit by the United Nations Board of Auditors.
9. The financial resources of the Trust Fund for 2016-2018 should be derived from Voluntary Contributions from Signatories and Non-Signatories to the MoU, other governmental, intergovernmental and non-governmental organizations and other sources.
10. For the convenience of Signatories, for each of the years of the financial period, the Executive Director of UNEP should, as soon as possible, after the first day of each year, request contributions from Signatories.
11. Contributions received into the Trust Fund that are not immediately required shall be invested at the discretion of the United Nations, and any income shall be credited to the Trust Fund.
12. Budget estimates covering the income and expenditure for the three calendar years constituting the financial period, should be submitted to the meeting of the Signatories.

13. The estimates for each of the calendar years covered by the financial period should be specified according to budget lines and should be accompanied by such information as may be required by or on behalf of the contributors and such further information as the Executive Director of UNEP may deem useful and advisable.
14. The proposed budget, including all necessary information, should be made available by the Secretariat to all Signatories at least 30 days before the date fixed for the opening of the Meeting of the Signatories to which they are to be considered.
15. The budget should be adopted by consensus of the Signatories present at the Meeting of the Signatories.
16. In the event that the Executive Director of UNEP anticipates that there might be a shortfall in resources over the financial period as a whole, the Executive Director should consult with the Secretariat, which should seek the advice of the Signatories regarding priorities for expenditure.
17. Upon the request of the Secretariat of the MoU, after seeking the advice of the Signatories, the Executive Director of UNEP should, to the extent consistent with the Financial Regulations and Rules of the United Nations, make transfers from one budget line to another. At the end of the first and second calendar year of the financial period, the Executive Director of UNEP may proceed to transfer any unspent balance of appropriations to the second and third calendar year respectively, provided that the total budget approved by the Parties shall not be exceeded, unless specifically sanctioned in writing by the Signatories.
18. At the end of each calendar year of the financial period<sup>1</sup>, the Executive Director of UNEP should make available, through the MoU Secretariat, the year-end accounts. The Executive Director should also make available, as soon as practicable, the audited accounts for the financial period. Those accounts should include full details of actual expenditure compared to the original provisions for each budget line.
19. Extra-budgetary contributions may be accepted for purposes that are consistent with the objectives of the MoU.
20. Extra-budgetary contributions should be used in accordance with terms and conditions agreed upon between the Contributor and the Secretariat.

---

<sup>1</sup> The calendar year 1 January to 31 December is the accounting and financial year, but the accounts' official closure date is 31 March of the following year. Thus, on 31 March the accounts of the previous year must be closed, and, it is only then that the Executive Director may submit the accounts of the previous calendar year.