



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

CMS/Sharks/Outcome 4.6
3 March 2023
Original: English

4th Meeting of the Signatories (Sharks MOS4)
Bonn, 28 February – 2 March 2023

ADMINISTRATIVE AND BUDGETARY MATTERS

(This Document replaces CMS/Sharks/Outcome 3.10)

Budget for the triennium 2023-2025 (Annex 1)

1. The Signatories adopted a budget, which aims to provide adequate resources for the Memorandum of Understanding on the Conservation of Migratory Sharks (Sharks MOU) for the triennium 2023-2025 which is contained in Annex 1 to this document.

List of indicative voluntary contributions (Annex 2)

2. The Signatories adopted the list of Indicative Voluntary Contributions of Signatories for the period 2023-2025 as per the agreed budget which is contained in Annex 2 to this document.

Terms of Reference of the Trust Fund (Annex 3)

3. The Signatories adopted revised Terms of Reference for the Administration of the Trust Fund (2023-2025), requesting the Executive Director of the United Nations Environment Programme (UNEP) to extend the Trust Fund for the management of the resources of the MOU by three years for the period of 2023-2025.
4. Furthermore, Signatories instructed the Secretariat to request contributions from Signatories for each of the years of the financial period, as soon as possible, after the first day of each year. Furthermore, it was agreed that invoices should be based on the list of indicative voluntary contributions where possible and unless otherwise instructed by the Signatories given that these are voluntary contributions.
5. The adopted Terms of Reference for the Trust Fund are contained in Annex 3 to this document.

ANNEX 1

BUDGET FOR THE 2023-2025 TRIENNIUM
(in EURO)

Budget Lines	2023	2024	2025	Total
Personnel				
1 Programme Officer, P-3 (100%)	144,297	147,183	150,127	441,607
2 Programme Officer, P-2 (50%)	58,871	60,048	61,249	180,167
3 Consultant/Individual Contractor	-	-	-	-
4 Administrative Assistant, G-5 (50%)	37,598	38,350	39,117	115,064
5 Staff training	7,500	7,500	7,500	22,500
Subtotal	248,266	253,080	257,992	759,338
Activities of the Secretariat				
6 Staff travel on official business	15,000	15,000	15,000	45,000
7 Translation	10,000	15,000	30,000	55,000
Subtotal	25,000	30,000	45,000	100,000
Activities of the Advisory Committee & External Experts				
8 AC and experts travel on official business	15,000	15,000	15,000	45,000
Subtotal	15,000	15,000	15,000	45,000
Meetings of Governing Bodies				
5th Meeting of the Signatories (MOS5)				
9 Logistical arrangements (venue, technical equipment, interpretation booths, catering)	-	-	15,000	15,000
10 Support for participation of delegates (including staff)	-	-	140,000	140,000
11 Interpretation	-	-	75,000	75,000
12 Report writers	-	-	8,000	8,000
Subtotal	-	-	238,000	238,000
Meeting of the Advisory Committee (AC4, AC5)				
13 Logistical arrangements (venue, technical equipment, catering)	5,000	-	5,000	10,000
14 Support for participation of AC members and experts	40,000	-	40,000	80,000
Subtotal	45,000	-	45,000	90,000
Operating Costs				
15 Software	500	500	500	1,500
16 Office equipment	3,500	-	-	3,500
17 Information and Communication Technology (ICT) Services	6,900	6,900	6,900	20,700
18 Umoja fees	6,900	6,900	6,900	20,700
19 Website	600	600	600	1,800
Subtotal	18,400	14,900	14,900	48,200
Total	351,665	312,980	615,892	1,280,538
Programme Support Costs (13%)	45,716	40,687	80,066	166,470
Grand Total	397,381	353,668	695,958	1,447,008

ANNEX 2

**INDICATIVE VOLUNTARY CONTRIBUTIONS OF SIGNATORIES
FOR THE PERIOD 2023-2025
AS PER THE AGREED BUDGET
(in EURO)**

N°	Signatory	UN Scale of assessment	Adjusted scale	Indicative Voluntary Contribution for the Triennium
1	Australia	2.111	5.281	76,414
2	Belgium	0.828	2.071	29,972
3	Benin	0.005	0.013	181
4	Brazil	2.013	5.036	72,867
5	Chile	0.42	1.051	15,203
6	Colombia	0.246	0.615	8,905
7	Comoros	0.001	0.003	36
8	Congo	0.005	0.013	181
9	Costa Rica	0.069	0.173	2,498
10	Cote d'Ivoire	0.022	0.055	796
11	Denmark	0.553	1.383	20,017
12	Ecuador	0.077	0.193	2,787
13	Egypt	0.139	0.348	5,032
14	EU		2.5	36,175
15	France	4.318	10.802	156,303
16	Germany	6.111	15.287	221,206
17	Ghana	0.024	0.06	869
18	Guinea	0.003	0.008	109
19	Italy	3.189	7.978	115,435
20	Jordan	0.022	0.055	796
21	Kenya	0.03	0.075	1,086
22	Liberia	0.001	0.003	36
23	Libya	0.018	0.045	652
24	Madagascar	0.004	0.01	145
25	Mauritania	0.002	0.005	72
26	Monaco	0.011	0.028	398
27	Nauru	0.001	0.003	36
28	Netherlands	1.377	3.445	49,845
29	New Zealand	0.309	0.773	11,185
30	Palau	0.001	0.003	36
31	Philippines	0.212	0.53	7,674
32	Portugal	0.353	0.883	12,778
33	Romania	0.312	0.78	11,294
34	Samoa	0.001	0.003	36

N°	Signatory	UN Scale of assessment	Adjusted scale	Indicative Voluntary Contribution for the Triennium
35	Saudi Arabia	1.184	2.962	42,858
36	Senegal	0.007	0.018	253
37	Somalia	0.001	0.003	36
38	South Africa	0.244	0.61	8,832
39	Sri Lanka	0.045	0.113	1,629
40	Sudan	0.01	0.025	362
41	Sweden	0.871	2.179	31,528
42	Syrian Arab Republic	0.009	0.023	326
43	Togo	0.002	0.005	72
44	Tuvalu	0.001	0.003	36
45	United Arab Emirates	0.635	1.588	22,986
46	United Kingdom	4.375	10.944	158,366
47	United States of America		22	318,342
48	Vanuatu	0.001	0.003	36
49	Yemen	0.008	0.02	290
	Total to be shared by Signatories	30.181	100	1,447,008

ANNEX 3

**TERMS OF REFERENCE
FOR THE ADMINISTRATION OF THE TRUST FUND FOR THE MEMORANDUM OF
UNDERSTANDING ON THE CONSERVATION OF MIGRATORY SHARKS (2023-2025)**

1. The Trust Fund for the Memorandum of Understanding 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 2023 to 31 December 2025.
3. The financial period shall be three calendar years beginning 1 January 2023 and ending 31 December 2025, 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. There should be maintained an operating reserve at a constant level of at least 15 per cent of estimated annual expenditure or US\$100,000, whichever is higher.
8. 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.
9. The threshold of eligibility for funding delegates to attend the Meetings of the Signatories should be set at 0.200 per cent on the United Nations scale of assessment and as a general rule, furthermore, to exclude from such eligibility countries from the European Union, and other European countries with developed economies.
10. The Trust Fund shall be subject to audit by the United Nations Board of Auditors.
11. The financial resources of the Trust Fund for 2023-2025 should be derived from Voluntary Contributions from Signatories and Non-Signatories to the MOU, other governmental, intergovernmental and non-governmental organizations, and other sources.
12. Signatories will receive an invoice for their indicative voluntary contributions from the Secretariat, unless the Signatory has communicated to the Secretariat its wish not to receive an invoice. Signatories may indicate to the Secretariat if they would like to receive an invoice for a different amount. Contributions should be paid to the bank account of the United Nations.
13. Invoices should be based on the list of indicative voluntary contributions where possible and unless otherwise instructed by the Signatories given that these are voluntary

- contributions.
14. If the determined indicative voluntary contribution of a Signatory were to be more than 22 per cent of the budget, the contribution of that Signatory should be no more than 22 per cent of the budget for the financial year.
 15. For the convenience of Signatories, for each of the years of the financial period, the Secretariat should, as soon as possible, after the first day of each year, request contributions from Signatories.
 16. 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.
 17. 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.
 18. 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.
 19. The proposed budget, including all necessary information, should be made available by the Secretariat to all Signatories at least 60 days before the date fixed for the opening of the Meeting of the Signatories to which they are to be considered.
 20. The budget should be adopted by consensus of the Signatories present at the Meeting of the Signatories.
 21. 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 Chair and/or Vice-Chair regarding priorities for expenditure.
 22. Upon the request of the Secretariat of the MOU, after seeking the advice of the Chair and Vice-Chair of the Meeting 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 Chair and/or Vice-Chair of the Meeting of the Signatories.
 23. At the end of each calendar year of the financial period, the Executive Director of UNEP should make the year-end accounts available through the MOU Secretariat. 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.
 24. Extra-budgetary contributions may be accepted for purposes that are consistent with the objectives of the MOU.
 25. Extra-budgetary contributions should be used in accordance with terms and conditions agreed upon between the Contributor and the Secretariat.