12th MEETING OF THE CONFERENCE OF THE PARTIES

## Manila, Philippines, 23 - 28 October 2017

Agenda Item 14.2

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|  **CMS** |
|  | CONVENTION ONMIGRATORYSPECIES | Distribution: GeneralUNEP/CMS/COP12/Doc.14.224 July 2017Original: English |

## Budget and Programme of Work 2018-2020

*(Prepared by the Secretariat)*

Summary:

As requested in Resolution 11.1. Financial and Administrative Matters by the Conference of the Parties at its 11th Meeting, the Secretariat has prepared three budget scenarios: a zero nominal and zero real growth budget as well as a third scenario for the triennium 2018-2020.

In addition, the Secretariat has developed a Programme of Work for 2018-2020.

The document should be considered in conjunction with: UNEP/CMS/COP12/Doc.14.1 on the Execution of CMS Budget 2015-2017; and UNEP/CMS/COP12/Doc.14.3 on Resource Mobilization.

**BUDGET AND PROGRAMME OF WORK 2018-2020**

Background

1. The present document responds to Resolution 11.1. Financial and Administrative Matters. paragraph 28 of the Conference of the Parties (COP) whereby it was decided that a triennial budget proposal shall be provided by the Secretariat and made available to Parties 90 days prior to the COP.
2. Through Resolution 11.1 the Secretariat has been requested to prepare a series of budget scenarios, including, as a minimum, a zero nominal growth budget scenario, a zero real growth budget scenario and in consultation with the Finance and Budget Sub-Committee, if necessary, a third scenario for consideration by COP12 Meeting.
3. For the preparation of the budget proposals to be submitted to COP12, the Secretariat consulted on a number of budget scenarios with the Finance and Budget Sub-Committee during the 45th Standing Committee Meeting in November 2016. It has been recommended by the Finance and Budget Sub-Committee that three budget scenarios should be submitted for the consideration of COP12. During the meeting with the Finance and Budget Sub-Committee in November 2016, the Secretariat orally presented a new budget format for the 2018-2020 triennium which is compatible with United Nations Secretariat’s new enterprise resource planning system “Umoja”.
4. For the preparation of the proposed Programme of Work, the Secretariat produced a new template which was revised and endorsed by the 45th Standing Committee Meeting.

Draft Budget Proposal for 2018-2020

**General Introduction**

1. Using the budget 2015-2017 adopted by COP11 and the budget implementation report 2015-2017 as a basis, the present proposal includes three different scenarios for the triennium budget 2018-2020 as summarized below:
* Scenario 1: Zero nominal growth with respect to the 2015-2017 budget
* Scenario 2: Zero real growth with respect to the 2015-2017 budget
* Scenario 3: 4 per cent increase with respect to Scenario 2 above
1. Details on the rationale for each scenario are provided in the following sections of this document.
2. The scenarios included in this proposal use the new budget format that is compatible with the new enterprise resource planning system “Umoja” to facilitate simplified and coherent reporting to the Governing Bodies while meeting the needs of the Parties.
3. All scenarios incorporate a 2 per cent year-on-year inflation rate, which takes into account the impact of inflation on staff costs such as post adjustment and other entitlements as well as normal within-grade salary increments and revisions. The same 2 per cent inflation rate has been applied to all other operating costs such as contractual services, equipment, supplies as well as travel.
4. The three scenarios aim to keep the increase to an absolute minimum while paying the utmost attention ensuring that resources are used in the most economic and effective manner. However, it should be noted that due to inflation, costs have been increasing over the last triennium. For the budget period 2015-2017, this increase has not been compensated by a corresponding increase of the budget. Consequently, if scenario 1 were the preferred one, substantial cuts e.g. operational costs in Servicing of COP13 and meetings of Governing Bodies, would need to be made. In the event of scenario 2 being selected, the incremental costs compared to the budget 2015-2017 caused by inflation would be covered. Only in scenario three, a small increase of 4 per cent is proposed over scenario 2 to cover additional costs to ensure that the Secretariat can fulfil the mandate given by COP.

**Key Elements and considerations for the draft budget proposal 2018 – 2020**

1. In drafting the various scenarios, several elements and considerations have been taken into account. The following section summarizes them.

***UMOJA and IPSAS***

1. Within the framework of an administrative reform initiative, the United Nations Secretariat introduced and deployed a new enterprise resource planning system “Umoja” to streamline the business processes of the United Nations Organization. As it is administered by the United Nations Environment Programme (UN Environment), the CMS Secretariat enrolled on this system in June 2015.
2. Umoja is designed to support the International Public Sector Accounting Standards (IPSAS) which have been successfully implemented by UN Environment in 2014. In compliance with IPSAS, Multilateral Environment Agreements (MEAs), including the CMS Secretariat, have been requested to take into consideration the following budgetary implications for the preparation of the budget proposal:
* Corporate initiative (Umoja licence fee and Global Service delivery module (GSDM) costs): Although the deployment costs of Umoja were initially absorbed by UN Headquarters and UN Environment centrally, the future costs associated with corporate initiatives, starting from 2017, will be passed on to user entities based on the level of expenditure incurred in the previous year. In 2017, the cost share of the corporate initiative for the entire CMS Family (CMS Secretariat and all Agreements such as AEWA, ASCOBANS and EUROBATS) is estimated at US$14,014 based on the level of expenditure incurred in 2016. However, Executive Director of UN Environment has generously announced that it will absorb the corporate initiatives’ costs of all MEAs, including CMS, for 2017 because no allocation was made available for this purpose in the approved 2017 budgets. For the proposed three budget scenarios, the estimated allocation of the budget for corporate initiatives is included under the operating cost.
* Strict cash management: Umoja applies strict cash management of the contributions from the Parties: funds shall be committed when the contributions are paid to the Trust Fund as available cash. Therefore, it is imperative for the Parties to pay their contributions as early as possible before the relevant financial year commences. This applies to commitments related to assessed as well as voluntary contributions.
* Operating reserve requirement: In view of the strict cash management, the UN Board of Auditors recommended that all MEAs, including the CMS Secretariat, establish a funded operative reserve of 15 per cent to cushion uneven inward cashflows as well as unanticipated programme budget fluctuations, within limited thresholds set by the Governing Bodies. As per CMS Resolution 11.1. Financial and Administrative Matters, the operating reserve of the Trust Fund should be maintained at a constant level of at least 15 per cent of the estimated annual expenditure or US$500,000, whichever is higher. Although the current funded operating reserve shows as US$500,000 for CMS Trust Fund, to remain operational during the budget period 2018-2020, the Secretariat has proposed not to withdraw any funds from the Trust Fund reserve in all three scenarios.

***Standard salary cost***

1. The budget implementation report 2015-2017 had shown over-expenditures for some professional officers’ positions due to under-estimated entitlement applied to the internationally recruited staff members. So far, savings from other positions as well as few vacant posts compensated such over-expenditures. However, the Secretariat is not in a position to continue using 2015-2017 budget for staff costs for the new triennium taken into account that all staff positions of the Secretariat are expected to be filled.
2. To create more coherence among all UN Environment administrated MEAs, the CMS Family has already started introducing standard salary costs applicable to Bonn duty station to its budgets. At the 6th Session of the Meeting of the Parties to the Agreement on the Conservation of African Eurasian Migratory Birds, standard salary costs applicable to the Bonn duty station based on the real costs were reflected in the proposed budget 2016-2018, which was adopted by the MOP.
3. The Standard Salary Costs applicable to Bonn duty station below are based on the cost for each staff category in 2018-2020, including all statutory staff costs such as post adjustment and other entitlements as well as normal within-grade increments and revisions. These cost increases result from United Nations system-wide standards, directives and calculations that are promulgated through the International Civil Service Commission (ICSC) and as such are non-discretionary. Additionally, standard salary cost included after service and health insurance monthly charge, which has been enforced by UN Secretariat, effective from 1 January 2017, in accordance with IPSAS requirement. The figures used in calculating staff costs are provided in table 1 below.

**Table 1**

**Standard Staff Costs (in Euros)**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Level*** | ***2018*** | ***2019*** | ***2020*** |
| D-1 |  213,943  |  218,222  |  222,586  |
| P-5 |  182,144  |  185,787  |  189,503  |
| P-4 |  155,926  |  159,044  |  162,225  |
| P-3 |  130,694  |  133,308  |  135,974  |
| P-2 |  106,642  |  108,775  |  110,950  |
| G-7 |  86,833  |  88,569  |  90,341  |
| G-6 |  76,933  |  78,472  |  80,041  |
| G-5 |  68,106  |  69,468  |  70,858  |
| G-4 |  60,215  |  61,419  |  62,648  |

**Budget Scenarios for 2018- 2020**

1. For the different scenarios described below the budget has been divided in the following categories:
* Staff
* Contractual Services
* Operating costs
* Supplies
* Equipment
* Travel
* Programme Support Costs (13 per cent UN Environment Overhead costs)
1. Further details for each scenario are provided in Annex 1. The figures in red in the proposed budget indicate that an increase in the amount of the budget item is proposed compared to the previous scenario. Annex 2 provides an overview of the scale of annual contributions to Parties for the period 2018-2020 with indicative average annual contributions as per the proposed budget. This annex also provides, as a matter of comparison, the assessed contribution for the period 2015-2017 and relevant UN Scale of assessment.

**Scenario 1: Zero nominal growth with respect to the 2015 - 2017 budget**

1. Under Scenario 1, no increase is foreseen with respect to the budget approved for the triennium 2015-2017. In terms of Secretariat staff, this option provides for a confirmation of all posts currently existing as regular staff and application of standard salary and 2 per cent incremental inflation rate applied for all budget items. In order to maintain same level of budget in this scenario, no funds are allocated for the meetings of the Governing Bodies. Therefore, the Secretariat would need to expend enormous efforts mobilizing extra-budgetary resources before embarking on organizing the meetings of the Governing Bodies such as the Sessional Committee of the Scientific Council and the Standing Committee. Also, no funds could be allocated for servicing of COP 13, including interpretation services and report writing.

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| **Total costs per category for the period 2018-2020 (in Euros)** |
| Staff  |  5 606 860  |
| Contractual services | 314 970  |
| Operating costs |  367 532  |
| Supplies |  18 105  |
| Equipment |  32 777  |
| Travel  |  246 152  |
| Programme Support Costs |  856 232  |
| **Grand total to be shared by the Parties** |  **7 442 628**  |

**Scenario 2: Zero real growth**

1. Scenario 2 is based on Scenario 1 with the addition of the funds for servicing COP 13 and the meeting of the Governing Bodies. This means that resources are available for services related to the preparation of COP13, including translation, interpretation and report writing. Additionally, it would cover the cost of travel and subsistence of eligible members of the Sessional Committee of Scientific Council and the Standing Committee. Both Committees are scheduled to meet twice during the triennium.

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| **Total costs per category for the period 2018-2020 (in Euros)** |
| Staff  |  5 606 860  |
| Contractual services |  622 043  |
| Operating costs |  367 532  |
| Supplies |  18 105  |
| Equipment |  32 777  |
| Travel  |  407 378  |
| Programme Support Costs |  917 110  |
| **Grand total to be shared by the Parties** |  **7 971 806**  |

**Scenario 3: 4 per cent increase over Scenario 2**

1. Scenario 3 foresees a limited increase of 4 per cent with respect to Scenario 2. Scenario 3 keeps all elements already included in Scenario 2 with the addition of the upgrade of the current P-2 position of Associate Information Officer, which is provided by AEWA, to P-3 to oversee the Common Information Management, Communication and Outreach Unit, which was established in the framework of synergies within the CMS Family since 2015. The difference between the P-2 and P-3 level would be 18 per cent of the costs of this position while the remaining 82 per cent of the costs is currently covered by the AEWA budget. The reason for this upgrade is that this position is supervising a team of five co-workers and the portfolio has increased substantially. As this proposal would be cost-neutral to AEWA and would yield significant synergies for the CMS Family, it is expected that AEWA Parties would support it.
2. COP11 agreed to establish the part-time position of the P2 Associate Information Officer. This Officer deals primarily with maintaining and developing the websites (CMS Family, World Migratory Bird Day) and the different online platforms that have been created e.g. exchange of information on a certain topic within the Scientific Council and social media. It has turned out that, due to the high demand for such kind of expertise, it was not feasible to find a suitable candidate on a part-time basis. However, a consultant was hired to cover the gap, which is not a sustainable solution due to limited duration of two years as a maximum for such consultants as per UN Rules and Regulations. The Secretariat, therefore, proposes to consider to increase the current post from 50 per cent to 100 per cent, to attract highly qualified applicants to fill this post for the years to come.
3. In terms of non-staff costs under Scenario 3, one time allocation of €25,000 is included for the Analysis of National Reports provided the by the Parties to the Convention.

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| **Total costs per category for the period 2018-2020 (in Euros)** |
| Staff  |  5 869 723  |
| Contractual services |  622 043  |
| Operating costs |  367 532  |
| Supplies |  18 105  |
| Equipment |  32 777  |
| Travel  |  407 378  |
| Programme Support Costs |  951 283  |
| **Grand total to be shared by the Parties** |  **8 268 842**  |

1. The staffing component of the three scenarios is calculated based on the indicative staffing table for the triennium 2015–2017. COP11 approved the 9.195 professional posts funded from the core budget. With zero nominal and zero real growth budget scenarios, professional posts funded by core budget would remain same. Under Scenario 3, it is proposed that professional posts funded by core budget will be increased by 0.68 compared to the 2015–2017 staffing table for the Secretariat.

***Programme Support Costs***

1. In accordance with the United Nations General Assembly Resolution 35/217 of 17 December 1980, UN Environment charges a 13 per cent fee on Trust Fund expenditure for administering the CMS Secretariat. The General Assembly resolution is intended to ensure that the core resources provided to UN organizations are not diverted away from the core mandates approved by their legislative organs towards administering or implementing extra-budgetary activities. In the case of UN Environment, the Executive Director has, in accordance with the established PSC policy, decided to return a portion of the 13 per cent PSC charged on the expenditure of all the funds in the CMS Family to help cover the costs of the CMS Secretariat’s administrative support services. These resources are currently used to fund one professional level position (Administrative and Finance Management Officer P-4) and five General Service positions (four located in Bonn, Germany and one located in Abu Dhabi, United Arab Emirates).

Scale of Contributions by the Parties

1. Parties’ assessed contributions for each of the budget scenarios are contained in Annex 2. The assessed contributions are based on the current United Nations scale of assessments for 2016-2018, which was adopted by the General Assembly by resolution 70/245 of 23 December 2016, adjusted to take account of the fact that not all Members States of the United Nations are Parties to the Convention.

Review of the grading of the Secretariat’s posts

1. From COP9 onwards, the COP has requested the Executive Director of UN Environment to undertake a review the grading of all the Secretariat’s posts. This request was re-iterated at COP11 through Resolution 11.1, operational paragraph 15. The actual review took place in 2016 and was undertaken by an independent consultant, who reviewed the original job descriptions and compared them with the current responsibilities of the incumbents. Since Staff Members entered on duty, sometimes ten years ago or more, their job description has never been amended to reflect any changes in duties. The report of the consultant is attached as Annex 5 to this document.
2. With the exception of the P-3 Information Officer described in paragraph 20, no change of grading of CMS posts is proposed under any of the three scenarios mentioned above. To implement the outcome of the grading exercise gradually in the years to come, use could be made of opportunities that might arise, for instance, through structural changes and within the assigned budget.

Proposed Programme of Work for 2018-2020

1. The proposed Programme of Work for 2018-2020 is included in Annex 4.

Annexes

* Proposed Budget for the Triennium 2018-2020 - Scenarios 1 – Zero Nominal Growth, Annex 1 (A)
* Proposed Budget for the Triennium 2018-2020 - Scenarios 2 – Zero Real Growth, Annex 1 (B)
* Proposed Budget for the Triennium 2018-2020 - Scenarios 3, Annex 1 (C)
* Scale of Contributions to the Triennium 2018 – 2020 Budget, Annex 2
* Draft Resolution on Financial and Administrative Matters, Annex 3
* Proposed Programme of Work for 2018-2020, Annex 4
* Report of the grading of the Secretariat’s posts, Annex 5

Recommended actions

1. The Conference of the Parties is recommended to:
2. adopt the draft Resolution contained in Annex 3 of this document.

**Annex 1 (a)**

**PROPOSED BUDGET FOR THE TRIENNIUM 2018 - 2020:**

**SCENARIO 1 – ZERO NOMINAL GROWTH**

(all figures in Euros)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Object of expenditure***  | ***2018*** | ***2019*** | ***2020*** | ***Total*** |
| **Staff Costs** |  |  |  |  |
| Professional Staff  | 1 359 336 | 1 386 523 | 1 414 253 | 4 160 113 |
| General Support Staff | 472 732 | 482 186 | 491 830 | 1 446 747 |
| **Subtotal** | **1 832 068** | **1 868 709** | **1 906 083** | **5 606 860**  |
| **Contractual Services** |  |  |  |  |
| Contractual services (general translations and document editing) | 90 168 | 91 971 | 93 811 | 275 950 |
| Servicing of COP13 (interpretation, report writing etc.) | 0 | 0 | 0 | 0 |
| Information Material Production | 12 750 | 13 005 | 13 265 | 39 020 |
| **Subtotal** | **102 918** | **104 976** | **107 076** | **314 970** |
| **Operating Costs** |  |  |  |  |
| ICT Tools Website Development and Maintenance | 6 630 | 6 763 | 6 898 | 20 290 |
| Staff Development (training, retreats) | 10 200 | 10 404 | 10 612 | 31 216 |
| Information Technology Services (UNV) | 71 400 | 72 828 | 74 285 | 218 513 |
| Office Automation Services (printer leases hosting etc.) | 10 200 | 10 404 | 10 612 | 31 216 |
| Communication and Courier Services | 17 850 | 18 207 | 18 571 | 54 628 |
| Miscellaneous | 3 813 | 3 889 | 3 967 | 11 669 |
| **Subtotal** | **120 093** | **122 495** | **124 945** | **367 532** |
| **Supplies** |  |  |  |  |
| Office Supplies | 5 916 | 6 034 | 6 155 | 18 105 |
| **Subtotal** | **5 916** | **6 034** | **6 155** | **18 105** |
| **Equipment** |  |  |  |  |
| Non-expendable Equipment | 10 710 | 10 924 | 11 143 | 32 777 |
| **Subtotal** | **10 710** | **10 924** | **11 143** | **32 777** |
| **Travel**  |  |  |  |  |
| Staff travel | 64 974 | 66 273 | 67 599 | 198 846 |
| Staff travel - COP13 | 0 | 0 | 47 306 | 47 306 |
| Standing Committee meetings | 0 | 0 | 0 | 0 |
| Scientific Council meetings | 0 | 0 | 0 | 0 |
| **Subtotal** | **64 974** | **66 273** | **114 905** | **246 152** |
| **Total**  | **2 136 678** | **2 179 412** | **2 270 306** | **6 586 397** |
| Programme Support Costs | 277 768 | 283 324 | 295 140 | 856 232 |
| **Grand total**  | **2 414 447** | **2 462 736** | **2 565 446** | **7 442 628** |

**Annex 1 (b)**

**PROPOSED BUDGET FOR THE TRIENNIUM 2018 - 2020:**

**SCENARIO 2 - ZERO REAL GROWTH**

(all figures in Euros)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Object of expenditure***  | ***2018***  | ***2019***  | ***2020***  |  ***Total***  |
| **Staff Costs** |  |  |  |  |
| Professional Staff  | 1 359 336  | 1 386 523  | 1 414 253  | 4 160 113  |
| General Support Staff | 472 732  | 482 186  | 491 830  | 1 446 747  |
| **Subtotal** | **1 832 068**  | **1 868 709**  | **1 906 083**  | **5 606 860**  |
| **Contractual Services** |  |  |  |  |
| Contractual services (general translations and document editing) | 90 168  | 91 971  | 93 811  | 275 950  |
| Servicing of COP13 (interpretation, report writing etc.) | 0  | 0  | 307 073  | 307 073  |
| Information Material Production | 12 750  | 13 005  | 13 265  | 39 020  |
| **Subtotal** | **102 918**  | **104 976**  | **414 149**  | **622 043**  |
| **Operating Costs** |  |  |  |  |
| ICT Tools Website Development and Maintenance | 6 630  | 6 763  | 6 898  | 20 290  |
| Staff Development (training, retreats) | 10 200  | 10 404  | 10 612  | 31 216  |
| Information Technology Services (UNV) | 71 400  | 72 828  | 74 285  | 218 513  |
| Office Automation Services (printer leases, hosting etc.) | 10 200  | 10 404  | 10 612  | 31 216  |
| Communication and Courier Services | 17 850  | 18 207  | 18 571  | 54 628  |
| Miscellaneous | 3 813  | 3 889  | 3 967  | 11 669  |
| **Subtotal** | **120 093**  | **122 495**  | **124 945**  | **367 532**  |
| **Supplies** |  |  |  |  |
| Office Supplies | 5 916  | 6 034  | 6 155  | 18 105  |
| **Subtotal** | **5 916**  | **6 034**  | **6 155**  | **18 105**  |
| **Equipment** |  |  |  |  |
| Non-expendable Equipment | 10 710  | 10 924  | 11 143  | 32 777  |
| **Subtotal** | **10 710**  | **10 924**  | **11 143**  | **32 777**  |
| **Travel**  |  |  |  |  |
| Staff travel | 64 974  | 66 273  | 67 599  | 198 846  |
| Staff travel - COP13 | 0  | 0  | 56 245  | 56 245  |
| Standing Committee meetings | 22 965  | 23 425  | 0  | 46 390  |
| Scientific Council meetings | 52 424  | 53 473  | 0  | 105 897  |
| **Subtotal** | **140 364**  | **143 171**  | **123 844**  | **407 378**  |
| **Total**  | **2 212 068**  | **2 256 309**  | **2 586 318**  | **7 054 696**  |
| Programme Support Costs | 287 569  | 293 320  | 336 221  | 917 110  |
| **Grand total**  | **2 499 637**  | **2 549 630**  | **2 922 540**  | **7 971 806**  |

**Annex 1 (c)**

**PROPOSED BUDGET FOR THE TRIENNIUM 2018 - 2020:**

**SCENARIO 3**

(all figures in Euros)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Object of expenditure***  | ***2018*** | ***2019*** | ***2020*** | ***Total*** |
| **Staff Costs** |  |  |  |  |
| Professional Staff  | 1 437 059  | 1 465 800  | 1 495 116  | 4 397 976  |
| General Support Staff | 472 732  | 482 186  | 491 830  | 1 446 747  |
| Consultant -Analysis of National report | 0  | 0  | 25 000  | 25 000  |
| **Subtotal** | **1 909 791**  | **1 947 986**  | **2 011 946**  | **5 869 723**  |
| **Contractual Services** |  |  |  |  |
| Contractual services (general translations and document editing) | 90 168  | 91 971  | 93 811  | 275 950  |
| Servicing of COP13 (interpretation, report writing etc.) | 0  | 0  | 307 073  | 307 073  |
| Information Material Production | 12 750  | 13 005  | 13 265  | 39 020  |
| **Subtotal** | **102 918**  | **104 976**  | **414 149**  | **622 043**  |
| **Operating Costs** |  |  |  |  |
| ICT Tools Website Development and Maintenance | 6 630  | 6 763  | 6 898  | 20 290  |
| Staff Development (training, retreats) | 10 200  | 10 404  | 10 612  | 31 216  |
| Information Technology Services (UNV) | 71 400  | 72 828  | 74 285  | 218 513  |
| Office Automation Services (printer leases hosting etc.) | 10 200  | 10 404  | 10 612  | 31 216  |
| Communication and Courier Services | 17 850  | 18 207  | 18 571  | 54 628  |
| Miscellaneous | 3 813  | 3 889  | 3 967  | 11 669  |
| **Subtotal** | **120 093**  | **122 495**  | **124 945**  | **367 532**  |
| **Supplies** |  |  |  |  |
| Office Supplies | 5 916  | 6 034  | 6 155  | 18 105  |
| **Subtotal** | **5 916**  | **6 034**  | **6 155**  | **18 105**  |
| **Equipment** |  |  |  |  |
| Non-expendable Equipment | 10 710  | 10 924  | 11 143  | 32 777  |
| **Subtotal** | **10 710**  | **10 924**  | **11 143**  | **32 777**  |
| **Travel**  |  |  |  |  |
| Staff travel | 64 974  | 66 273  | 67 599  | 198 846  |
| Staff travel - COP13 | 0  | 0  | 56 245  | 56 245  |
| Standing Committee meetings | 22 965  | 23 425  | 0  | 46 390  |
| Scientific Council meetings | 52 424  | 53 473  | 0  | 105 897  |
| **Subtotal** | **140 364**  | **143 171**  | **123 844**  | **407 378**  |
| **Total**  | **2 289 791**  | **2 335 587**  | **2 692 181**  | **7 317 559**  |
| Programme Support Costs | 297 673  | 303 626  | 349 984  | 951 283  |
| **Grand total**  | **2 587 464**  | **2 639 213**  | **3 042 165**  | **8 268 842**  |

**Annex 2**

## SCALE OF CONTRIBUTIONS TO THE TRIENNIUM 2018 – 2020 BUDGET

##  (all figures in Euros)

| **N°** | **Party** | **UN Scale for 2017** | **Adjusted Scale %** | **Scenario 1 –****Zero Nominal growth** | **Scenario 2 –****Zero Real growth** | **Scenario 3** | **UN Scale for 2014** | **Assessed contributions approved by COP11 for****2015-2017** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|
| **Assessed contributions 2018-2020** | **Average Annual Contribution** | **Assessed contributions 2018-2020** | **Average Annual Contribution** | **Assessed contributions 2018-2020** | **Average Annual Contribution** |
| 1 | Afghanistan \* | 0.006 | 0.0127 | 942 | 314 | 1 009 | 336 | 1 047 | 349 |  | new Party |
| 2 | Albania | 0.008 | 0.0169 | 1 257 | 419 | 1 346 | 449 | 1 396 | 465 | 0.0100 | 1 630 |
| 3 | Algeria | 0.161 | 0.3398 | 25 289 | 8 430 | 27 087 | 9 029 | 28 096 | 9 365 | 0.1370 | 22 305 |
| 4 | Angola | 0.010 | 0.0211 | 1 571 | 524 | 1 682 | 561 | 1 745 | 582 | 0.0100 | 1 630 |
| 5 | Antigua & Barbuda | 0.002 | 0.0042 | 314 | 105 | 336 | 112 | 349 | 116 | 0.0020 | 327 |
| 6 | Argentina | 0.892 | 1.8825 | 140 111 | 46 704 | 150 073 | 50 024 | 155 665 | 51 888 | 0.4320 | 70 339 |
| 7 | Armenia | 0.006 | 0.0127 | 942 | 314 | 1 009 | 336 | 1 047 | 349 | 0.0070 | 1 138 |
| 8 | Australia | 2.337 | 4.9322 | 367 085 | 122 362 | 393 185 | 131 062 | 407 835 | 135 945 | 2.0740 | 337 691 |
| 9 | Austria | 0.720 | 1.5195 | 113 094 | 37 698 | 121 135 | 40 378 | 125 649 | 41 883 | 0.7980 | 129 932 |
| 10 | Bangladesh | 0.010 | 0.0211 | 1 571 | 524 | 1 682 | 561 | 1 745 | 582 | 0.0100 | 1 630 |
| 11 | Belarus | 0.056 | 0.1182 | 8 796 | 2 932 | 9 422 | 3 141 | 9 773 | 3 258 | 0.0560 | 9 118 |
| 12 | Belgium | 0.885 | 1.8678 | 139 012 | 46 337 | 148 895 | 49 632 | 154 443 | 51 481 | 0.9980 | 162 493 |
| 13 | Benin | 0.003 | 0.0063 | 471 | 157 | 505 | 168 | 524 | 175 | 0.0030 | 491 |
| 14 | Bolivia (Plurinational State of) | 0.012 | 0.0253 | 1 885 | 628 | 2 019 | 673 | 2 094 | 698 | 0.0090 | 1 466 |
| 15 | Brazil \* | 3.823 | 8.0684 | 600 499 | 200 166 | 643 195 | 214 398 | 667 161 | 222 387 |  | new Party |
| 16 | Bulgaria | 0.045 | 0.0950 | 7 068 | 2 356 | 7 571 | 2 524 | 7 853 | 2 618 | 0.0470 | 7 651 |
| 17 | Burkina Faso | 0.004 | 0.0084 | 628 | 209 | 673 | 224 | 698 | 233 | 0.0030 | 491 |
| 18 | Burundi | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 19 | Cabo Verde | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 20 | Cameroon | 0.010 | 0.0211 | 1 571 | 524 | 1 682 | 561 | 1 745 | 582 | 0.0120 | 1 958 |
| 21 | Chad | 0.005 | 0.0106 | 785 | 262 | 841 | 280 | 873 | 291 | 0.0020 | 327 |
| 22 | Chile | 0.399 | 0.8421 | 62 673 | 20 891 | 67 129 | 22 376 | 69 630 | 23 210 | 0.3340 | 54 383 |
| 23 | Congo | 0.006 | 0.0127 | 942 | 314 | 1 009 | 336 | 1 047 | 349 | 0.0050 | 811 |
| 24 | Cook Islands | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 25 | Costa Rica | 0.047 | 0.0992 | 7 383 | 2 461 | 7 907 | 2 636 | 8 202 | 2 734 | 0.0380 | 6 185 |
| 26 | Côte d’Ivoire | 0.009 | 0.0190 | 1 414 | 471 | 1 514 | 505 | 1 571 | 524 | 0.0110 | 1 794 |
| 27 | Croatia | 0.099 | 0.2089 | 15 550 | 5 183 | 16 656 | 5 552 | 17 277 | 5 759 | 0.1260 | 20 519 |
| 28 | Cuba | 0.065 | 0.1372 | 10 210 | 3 403 | 10 936 | 3 645 | 11 343 | 3 781 | 0.0690 | 11 238 |
| 29 | Cyprus | 0.043 | 0.0908 | 6 754 | 2 251 | 7 234 | 2 411 | 7 504 | 2 501 | 0.0470 | 7 651 |
| 30 | Czech Republic | 0.344 | 0.7260 | 54 034 | 18 011 | 57 876 | 19 292 | 60 032 | 20 011 | 0.3860 | 62 852 |
| 31 | Democratic Republic of the Congo | 0.008 | 0.0169 | 1 257 | 419 | 1 346 | 449 | 1 396 | 465 | 0.0030 | 491 |
| 32 | Denmark | 0.584 | 1.2325 | 91 732 | 30 577 | 98 254 | 32 751 | 101 915 | 33 972 | 0.6750 | 109 905 |
| 33 | Djibouti | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 34 | Ecuador | 0.067 | 0.1414 | 10 524 | 3 508 | 11 272 | 3 757 | 11 692 | 3 897 | 0.0440 | 7 167 |
| 35 | Egypt | 0.152 | 0.3208 | 23 875 | 7 958 | 25 573 | 8 524 | 26 526 | 8 842 | 0.1340 | 21 822 |
| 36 | Equatorial Guinea | 0.010 | 0.0211 | 1 571 | 524 | 1 682 | 561 | 1 745 | 582 | 0.0100 | 1 630 |
| 37 | Eritrea | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 38 | Estonia | 0.038 | 0.0802 | 5 969 | 1 990 | 6 393 | 2 131 | 6 631 | 2 210 | 0.0400 | 6 512 |
| 39 | Ethiopia | 0.010 | 0.0211 | 1 571 | 524 | 1 682 | 561 | 1 745 | 582 | 0.0100 | 1 630 |
| 40 | European Union |  | 2.5000 | 186 066 | 62 022 | 199 295 | 66 432 | 206 721 | 68 907 |  | 186 063 |
| 41 | Fiji | 0.003 | 0.0063 | 471 | 157 | 505 | 168 | 524 | 175 | 0.0030 | 491 |
| 42 | Finland | 0.456 | 0.9624 | 71 626 | 23 875 | 76 719 | 25 573 | 79 578 | 26 526 | 0.5190 | 84 502 |
| 43 | France | 4.859 | 10.2548 | 763 229 | 254 410 | 817 495 | 272 498 | 847 955 | 282 652 | 5.5930 | 910 664 |
| 44 | Gabon | 0.017 | 0.0359 | 2 670 | 890 | 2 860 | 953 | 2 967 | 989 | 0.0200 | 3 259 |
| 45 | Gambia | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 46 | Georgia | 0.008 | 0.0169 | 1 257 | 419 | 1 346 | 449 | 1 396 | 465 | 0.0070 | 1 138 |
| 47 | Germany | 6.389 | 13.4839 | 1 003 554 | 334 518 | 1 074 907 | 358 302 | 1 114 959 | 371 653 | 7.1410 | 1 162 713 |
| 48 | Ghana | 0.016 | 0.0338 | 2 513 | 838 | 2 692 | 897 | 2 792 | 931 | 0.0140 | 2 278 |
| 49 | Greece | 0.471 | 0.9940 | 73 982 | 24 661 | 79 243 | 26 414 | 82 195 | 27 398 | 0.6380 | 103 884 |
| 50 | Guinea | 0.002 | 0.0042 | 314 | 105 | 336 | 112 | 349 | 116 | 0.0010 | 164 |
| 51 | Guinea-Bissau | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 52 | Honduras | 0.008 | 0.0169 | 1 257 | 419 | 1 346 | 449 | 1 396 | 465 | 0.0080 | 1 303 |
| 53 | Hungary | 0.161 | 0.3398 | 25 289 | 8 430 | 27 087 | 9 029 | 28 096 | 9 365 | 0.2660 | 43 308 |
| 54 | India | 0.737 | 1.5554 | 115 764 | 38 588 | 123 995 | 41 332 | 128 616 | 42 872 | 0.6660 | 108 438 |
| 55 | Iran (Islamic Republic of) | 0.471 | 0.9940 | 73 982 | 24 661 | 79 243 | 26 414 | 82 195 | 27 398 | 0.3560 | 57 963 |
| 56 | Iraq \* | 0.129 | 0.2723 | 20 263 | 6 754 | 21 703 | 7 234 | 22 512 | 7 504 |  | new Party |
| 57 | Ireland | 0.335 | 0.7070 | 52 620 | 17 540 | 56 362 | 18 787 | 58 462 | 19 487 | 0.4180 | 68 062 |
| 58 | Israel | 0.430 | 0.9075 | 67 542 | 22 514 | 72 345 | 24 115 | 75 040 | 25 013 | 0.3960 | 64 475 |
| 59 | Italy | 3.748 | 7.9101 | 588 718 | 196 239 | 630 576 | 210 192 | 654 072 | 218 024 | 4.4480 | 724 236 |
| 60 | Jordan | 0.020 | 0.0422 | 3 142 | 1 047 | 3 365 | 1 122 | 3 490 | 1 163 | 0.0220 | 3 580 |
| 61 | Kazakhstan | 0.191 | 0.4031 | 30 001 | 10 000 | 32 134 | 10 711 | 33 332 | 11 111 | 0.1210 | 19 700 |
| 62 | Kenya | 0.018 | 0.0380 | 2 827 | 942 | 3 028 | 1 009 | 3 141 | 1 047 | 0.0130 | 2 114 |
| 63 | Kyrgyzstan | 0.002 | 0.0042 | 314 | 105 | 336 | 112 | 349 | 116 | 0.0020 | 327 |
| 64 | Latvia | 0.050 | 0.1055 | 7 854 | 2 618 | 8 412 | 2 804 | 8 726 | 2 909 | 0.0470 | 7 651 |
| 65 | Liberia | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 66 | Libya | 0.125 | 0.2638 | 19 634 | 6 545 | 21 030 | 7 010 | 21 814 | 7 271 | 0.1420 | 23 124 |
| 67 | Liechtenstein | 0.007 | 0.0148 | 1 100 | 367 | 1 178 | 393 | 1 222 | 407 | 0.0090 | 1 466 |
| 68 | Lithuania | 0.072 | 0.1520 | 11 309 | 3 770 | 12 114 | 4 038 | 12 565 | 4 188 | 0.0730 | 11 886 |
| 69 | Luxembourg | 0.064 | 0.1351 | 10 053 | 3 351 | 10 768 | 3 589 | 11 169 | 3 723 | 0.0810 | 13 188 |
| 70 | Madagascar | 0.003 | 0.0063 | 471 | 157 | 505 | 168 | 524 | 175 | 0.0030 | 491 |
| 71 | Mali | 0.003 | 0.0063 | 471 | 157 | 505 | 168 | 524 | 175 | 0.0040 | 655 |
| 72 | Malta | 0.016 | 0.0338 | 2 513 | 838 | 2 692 | 897 | 2 792 | 931 | 0.0160 | 2 604 |
| 73 | Mauritania | 0.002 | 0.0042 | 314 | 105 | 336 | 112 | 349 | 116 | 0.0020 | 327 |
| 74 | Mauritius | 0.012 | 0.0253 | 1 885 | 628 | 2 019 | 673 | 2 094 | 698 | 0.0130 | 2 114 |
| 75 | Monaco | 0.010 | 0.0211 | 1 571 | 524 | 1 682 | 561 | 1 745 | 582 | 0.0120 | 1 958 |
| 76 | Mongolia | 0.005 | 0.0106 | 785 | 262 | 841 | 280 | 873 | 291 | 0.0030 | 491 |
| 77 | Montenegro | 0.004 | 0.0084 | 628 | 209 | 673 | 224 | 698 | 233 | 0.0050 | 811 |
| 78 | Morocco | 0.054 | 0.1140 | 8 482 | 2 827 | 9 085 | 3 028 | 9 424 | 3 141 | 0.0620 | 10 092 |
| 79 | Mozambique | 0.004 | 0.0084 | 628 | 209 | 673 | 224 | 698 | 233 | 0.0030 | 491 |
| 80 | Netherlands | 1.482 | 3.1277 | 232 786 | 77 595 | 249 337 | 83 112 | 258 627 | 86 209 | 1.6540 | 269 309 |
| 81 | New Zealand | 0.268 | 0.5656 | 42 096 | 14 032 | 45 089 | 15 030 | 46 769 | 15 590 | 0.2530 | 41 195 |
| 82 | Niger | 0.002 | 0.0042 | 314 | 105 | 336 | 112 | 349 | 116 | 0.0020 | 327 |
| 83 | Nigeria | 0.209 | 0.4411 | 32 829 | 10 943 | 35 163 | 11 721 | 36 473 | 12 158 | 0.0900 | 14 654 |
| 84 | Norway | 0.849 | 1.7918 | 133 357 | 44 452 | 142 839 | 47 613 | 148 161 | 49 387 | 0.8510 | 138 558 |
| 85 | Pakistan | 0.093 | 0.1963 | 14 608 | 4 869 | 15 647 | 5 216 | 16 230 | 5 410 | 0.0850 | 13 843 |
| 86 | Palau | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 87 | Panama | 0.034 | 0.0718 | 5 341 | 1 780 | 5 720 | 1 907 | 5 933 | 1 978 | 0.0260 | 4 235 |
| 88 | Paraguay | 0.014 | 0.0295 | 2 199 | 733 | 2 355 | 785 | 2 443 | 814 | 0.0100 | 1 630 |
| 89 | Peru | 0.136 | 0.2870 | 21 362 | 7 121 | 22 881 | 7 627 | 23 734 | 7 911 | 0.1170 | 19 053 |
| 90 | Philippines | 0.165 | 0.3482 | 25 917 | 8 639 | 27 760 | 9 253 | 28 795 | 9 598 | 0.1540 | 25 074 |
| 91 | Poland | 0.841 | 1.7749 | 132 100 | 44 033 | 141 493 | 47 164 | 146 765 | 48 922 | 0.9210 | 149 961 |
| 92 | Portugal | 0.392 | 0.8273 | 61 574 | 20 525 | 65 951 | 21 984 | 68 409 | 22 803 | 0.4740 | 77 179 |
| 93 | Republic of Moldova | 0.004 | 0.0084 | 628 | 209 | 673 | 224 | 698 | 233 | 0.0030 | 491 |
| 94 | Romania | 0.184 | 0.3883 | 28 902 | 9 634 | 30 957 | 10 319 | 32 110 | 10 703 | 0.2260 | 36 797 |
| 95 | Rwanda | 0.002 | 0.0042 | 314 | 105 | 336 | 112 | 349 | 116 | 0.0020 | 327 |
| 96 | Samoa | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 97 | Sao Tome & Principe | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 98 | Saudi Arabia | 1.146 | 2.4186 | 180 008 | 60 003 | 192 807 | 64 269 | 199 991 | 66 664 | 0.8640 | 140 678 |
| 99 | Senegal | 0.005 | 0.0106 | 785 | 262 | 841 | 280 | 873 | 291 | 0.0060 | 975 |
| 100 | Serbia | 0.032 | 0.0675 | 5 026 | 1 675 | 5 384 | 1 795 | 5 584 | 1 861 | 0.0400 | 6 512 |
| 101 | Seychelles | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 102 | Slovakia | 0.160 | 0.3377 | 25 132 | 8 377 | 26 919 | 8 973 | 27 922 | 9 307 | 0.1710 | 27 843 |
| 103 | Slovenia | 0.084 | 0.1773 | 13 194 | 4 398 | 14 132 | 4 711 | 14 659 | 4 886 | 0.1000 | 16 285 |
| 104 | Somalia | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 105 | South Africa | 0.364 | 0.7682 | 57 175 | 19 058 | 61 241 | 20 414 | 63 522 | 21 174 | 0.3720 | 60 568 |
| 106 | Spain | 2.443 | 5.1559 | 383 735 | 127 912 | 411 019 | 137 006 | 426 334 | 142 111 | 2.9730 | 484 071 |
| 107 | Sri Lanka | 0.031 | 0.0654 | 4 869 | 1 623 | 5 216 | 1 739 | 5 410 | 1 803 | 0.0250 | 4 071 |
| 108 | Swaziland | 0.002 | 0.0042 | 314 | 105 | 336 | 112 | 349 | 116 | 0.0030 | 491 |
| 109 | Sweden | 0.956 | 2.0176 | 150 164 | 50 055 | 160 841 | 53 614 | 166 834 | 55 611 | 0.9600 | 156 309 |
| 110 | Switzerland | 1.140 | 2.4059 | 179 066 | 59 689 | 191 798 | 63 933 | 198 944 | 66 315 | 1.0470 | 170 472 |
| 111 | Syrian Arab Republic | 0.024 | 0.0507 | 3 770 | 1 257 | 4 038 | 1 346 | 4 188 | 1 396 | 0.0360 | 5 865 |
| 112 | Tajikistan | 0.004 | 0.0084 | 628 | 209 | 673 | 224 | 698 | 233 | 0.0030 | 491 |
| 113 | The FYR of Macedonia | 0.007 | 0.0148 | 1 100 | 367 | 1 178 | 393 | 1 222 | 407 | 0.0080 | 1 303 |
| 114 | Togo | 0.001 | 0.0021 | 157 | 52 | 168 | 56 | 175 | 58 | 0.0010 | 164 |
| 115 | Tunisia | 0.028 | 0.0591 | 4 398 | 1 466 | 4 711 | 1 570 | 4 886 | 1 629 | 0.0360 | 5 865 |
| 116 | Uganda | 0.009 | 0.0190 | 1 414 | 471 | 1 514 | 505 | 1 571 | 524 | 0.0060 | 975 |
| 117 | Ukraine | 0.103 | 0.2174 | 16 179 | 5 393 | 17 329 | 5 776 | 17 975 | 5 992 | 0.0990 | 16 120 |
| 118 | United Arab Emirates \* | 0.604 | 1.2747 | 94 873 | 31 624 | 101 619 | 33 873 | 105 405 | 35 135 |  | new Party |
| 119 | United Kingdom | 4.463 | 9.4191 | 701 027 | 233 676 | 750 871 | 250 290 | 778 849 | 259 616 | 5.1790 | 843 256 |
| 120 | United Republic of Tanzania | 0.010 | 0.0211 | 1 571 | 524 | 1 682 | 561 | 1 745 | 582 | 0.0090 | 1 466 |
| 121 | Uruguay | 0.079 | 0.1667 | 12 409 | 4 136 | 13 291 | 4 430 | 13 786 | 4 595 | 0.0520 | 8 469 |
| 122 | Uzbekistan | 0.023 | 0.0485 | 3 613 | 1 204 | 3 870 | 1 290 | 4 014 | 1 338 | 0.0150 | 2 441 |
| 123 | Yemen | 0.010 | 0.0211 | 1 571 | 524 | 1 682 | 561 | 1 745 | 582 | 0.0100 | 1 630 |
| 124 | Zimbabwe | 0.004 | 0.0084 | 628 | 209 | 673 | 224 | 698 | 233 | 0.0020 | 327 |
|  | **GRAND TOTAL** | **46.198** | **100.000** | **7 442 628** | **2 480 876** | **7 971 806** | **2 657 269** | **8 268 842** | **2 756 281** |  | 1. **442 630**
 |

\* Countries acceded to the Convention after 1 January 2015

**Annex 3**

DRAFT RESOLUTION

**FINANCIAL AND ADMINISTRATIVE MATTERS**

*Recalling* Article VII paragraph 4 of the Convention, which reads as follows:

“The Conference of the Parties shall establish and keep under review the financial regulations of this Convention. The Conference of the Parties shall at each of its ordinary meetings adopt the budget for the next financial period. Each Party shall contribute to this budget according to a scale to be agreed upon by the Conference”;

*Appreciating* the importance of all Parties being able to participate in the implementation of the Convention and related activities; and

*Noting* the increased number of Parties, other countries and organizations attending the meeting of the Conference of Parties as observers and the resulting additional costs to Parties so incurred; and

*Recalling* Resolution 10.1 which requests the Secretariat to undertake a review of the grading of the Secretariat’s posts, taking into account the outcome of the Working Group on Future Shape of CMS, to enable decisions on the grading of the posts to be taken by Parties at COP11; and

*Noting* that the current level of the Trust Fund balance and the rising trend of year-end balances of Parties’ arrears make it impossible to drawdown on the Trust Fund balance to contribute to the financing of the current budget as this could adversely affect the liquidity of the fund;

*Having Reviewed* the proposed Programme of Work for 2018-2020 submitted by the Secretariat;

*Noting* the Decision of the Second Meeting of the Signatories to the Memorandum of Understanding on the Conservation of Migratory Sharks (Sharks MOU) about having the CMS Secretariat as permanent Secretariat of the Sharks MOU;

*The Conference of the Parties to the*

*Convention on the Conservation of Migratory Species of Wild Animals*

1. *Confirms* that all Parties should contribute to the budget adopted at the scale agreed upon by the Conference of the Parties in accordance with Article VII paragraph 4 of the Convention;
2. *Adopts* the budget for 2018 to 2020 attached as Annex [ ] to the present Resolution;
3. *Adopts* the scale of contributions of Parties to the Convention based on the UN Scale of Assessment as listed in Annex [ ] to the present Resolution and decides to apply that scale pro rata to new Parties;
4. *Requests* Parties, in particular those that are required to pay small contributions, to consider paying for the whole triennium in one instalment;
5. *Urges* all Parties to pay their contributions as promptly as possible preferably not later than the end of March in the year to which they relate and, if they so wish, to inform the Secretariat whether they would prefer to receive a single invoice covering the whole triennium;
6. *Notes* with concern that a number of Parties have not paid their contributions to the core budget for 2017 and prior years which were due on 1 March of each year thus affecting adversely the implementation of the Convention;
7. *Urges* all Parties with arrears to co-operate with the Secretariat in arranging for the payment of their outstanding contributions without delay;
8. *Decides* to set the threshold of eligibility for funding delegates to attend the Convention’s meetings 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, other European countries with strong economies and/or countries that have payments in arrears of more than three years;
9. *Decides* that representatives from countries with contributions in arrears of three years or more should be excluded from holding office in Convention bodies and be denied the right to vote; and requests the Executive Secretary to explore with these Parties innovative approaches for the identification of possible funding to resolve their arrears prior to the next meeting;
10. *Decides* that Resolutions adopted by this Conference of the Parties that establish inter alia bodies, mechanisms or activities that have financial implications not provided for in Annex I are subject to available funds from voluntary contributions;
11. *Encourages* all Parties to make voluntary contributions to the Trust Fund to support requests from developing countries to participate in and implement the Convention throughout the triennium;
12. *Endorses* the Programme of Work for 2018-2020 to assist Parties to identify those core ongoing and future activities and projects not covered by the core budget they intend to fund;
13. *Encourages* States that are not Parties to the Convention, governmental, intergovernmental and non-governmental organizations and other sources to consider contributing to the Trust Fund or to special activities;
14. *Decides* that the Executive Secretary, subject to the approval of the Standing Committee and in urgent cases with the approval of the Chair of the Standing Committee alone, shall have the authority to spend or apply funds saved from the implementation of the core budget and funds from new Parties joining the Convention to activities in the approved costed programme of work not covered by the core budget;
15. *Decides* that the Executive Secretary shall have the authority to make staffing decisions as necessary to implement the priorities of the Parties in accordance with the programme of work provided that the implications of the decisions can be met from the existing budget;
16. *Encourages* the Executive Secretary in line with UN rules to use opportunities provided by vacancies to explore ways to strengthen the capacity of the Secretariat within its assigned budget including through structural changes;
17. *Approves:*
	1. The upgrading of the part-time (50 per cent) P-2 position of Associate Information Officer to full time; and
	2. The creation of one part-time (18 per cent) P-3 position of Programme Officer of Common Information Management, Communication and Outreach Unit;
18. *Invites* Parties to consider the feasibility of financing Junior Professional Officers and / or providing gratis personnel or technical experts to the Secretariat to increase its capacity;
19. *Instructs* the Finance and Budget Subcommittee of the Standing Committee to*:*

i) meet one day prior to the start of every regular meeting of the Standing Committee and to work intersessionally by electronic or other means;

ii) work with the Secretariat to prepare all financial and budgetary documents for consideration by the Standing Committee; and

iii) operate under the terms of reference attached as Annex [ ] to this Resolution;

1. *Confirms* that the CMS Secretariat will continue to provide Secretariat services to ASCOBANS and to the Gorilla Agreement in the next triennium and *decides* that the CMS Secretariat will serve as the permanent Secretariat of the Sharks MOU;
2. *Requests* the Executive Director of UN Environment to continue to incorporate aspects of the Convention’s programme of work into the programme of work of UN Environment, and the projects that implement it, and consider as appropriate providing financial support to specific CMS activities in this context;
3. *Requests* the Executive Director of UN Environment to extend the duration of the Convention Trust Fund to 31 December 2020;
4. Approves the terms of reference for the administration of the Trust Fund as set forth in Annex [ ] to the present Resolution for the period 2018 to 2020;
5. *Decides* that all contributions to the Trust Fund shall be paid in Euros;
6. *Requests* the Secretariat to monitor exchange rate fluctuations carefully and adjust levels of expenditure where necessary; and decides that the Secretariat, as a last resort, can exceptionally request the Standing Committee to drawdown from the Trust Fund balance; and
7. *Further decides* that there should be maintained an operating reserve at a constant level of at least 15 per cent of estimated annual expenditure or US$500 000 whichever is higher;
8. *Repeals* Resolution 11.1, however assessed contributions of Parties to fund 2015-2017 budget as set out in the Annex II of the Resolution remain on the record.

**Annex 3 (A)**

**Budget for the 2018-2020 Triennium**

[To be completed after the adoption of the budget]

**Annex 3 (b)**

**Assessed Contributions for the Convention during the triennium 2018-2020**

## [To be completed after the adoption of the budget]

**Annex 3 (c)**

**Terms of Reference of the Finance and Budget Subcommittee**

1. *Composition of the Subcommittee:*

1. The Finance and Budget Subcommittee shall be composed from among the members of the Standing Committee, with one country representative from each of the CMS regions nominated by the region; and

b) The Subcommittee shall elect a Chair from among its members.

2. *Meetings and mode of operation of the Subcommittee:*

1. The Subcommittee shall meet in closed session (i.e. attended only by members of the Subcommittee, Party observers and the Secretariat) one day prior to each meeting of the Standing Committee; and

b) The members of the Subcommittee shall communicate by electronic means between meetings of the Standing Committee. For this purpose, the Secretariat shall establish a forum on its website for communications among the members and for the sharing of documents, which may be read by non-member Parties, who should communicate their views to their regional representative on the Subcommittee.

3. *Responsibilities of members of the Subcommittee:*

Members of the Subcommittee shall seek and represent the views of their region in carrying out their duties and shall report back to their regions.

4. *Responsibilities of the Subcommittee:*

To fulfil the mandate of Resolution Conf. 9.14, the Subcommittee shall:

* + 1. Broadly consider all aspects of the financing and budgeting of the Convention and develop recommendations to the Standing Committee. The Subcommittee should focus on keeping the Convention solvent while providing for essential support services for the efficient and effective functioning of the Convention;
		2. Evaluate the programme of work of the Secretariat and other documents with budgetary implications relative to:
			1. The duties and responsibilities of the Secretariat mandated in the text of the Convention; and
			2. Ensuring that the activities undertaken by the Secretariat under the approved budget are consistent with Resolutions and Decisions of the Conference of the Parties;
		3. Consider administrative procedures and other aspects of the financing and budgeting of the Convention and make recommendations for improving the efficiency with which funds are expended;
		4. Using the information developed through the processes described in paragraphs a)-c):
1. work with the Secretariat to prepare all financial and budgetary documents for consideration by the Standing Committee;
2. further develop the report format to ensure that the financial reports are easily understood and transparent and that they enable informed decisions to be taken in relation to the financial performance of the Convention;
3. make recommendations to the Standing Committee on all financial and budgetary documents and proposals developed through this process; and
4. otherwise assist the Standing Committee in providing oversight of financial and budgetary matters, including the preparation of documents for meetings of the Conference of the Parties;
	* 1. The Secretariat shall issue to all Standing Committee a report every six months to be sent electronically, which identifies and explains any projected expenditure that differs from the approved budget by more than 20 per cent for total staff costs or, in the case of non-staff costs, for each activity, together with the proposed approach for managing any such projected over-expenditure

**Annex 3 (d)**

**Draft Terms of Reference for the Administration of the Trust Fund for the Convention on the Conservation of Migratory Species of Wild Animals**

1. The Trust Fund for the Convention on the Conservation of Migratory Species of Wild Animals (hereinafter referred to as the Trust Fund) shall be continued for a period of three years to provide financial support for the aims of the Convention.

2. The financial period shall be three calendar years beginning 1 January 2018 and ending 31 December 2020, subject to the approval of the United Nations Environment Assembly.

3. The Trust Fund shall continue to be administered by the Executive Director of the UN Environment.

4. 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.

5. In accordance with United Nations Rules, UN Environment shall deduct from the expenditure 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.

6. The financial resources of the Trust Fund for 2018-2020 shall be derived from:

(a) The contributions made by the Parties by reference to Annex [ ], including contributions from any new Parties; and

(b) Further contributions from Parties and contributions from States, not Parties to the Convention, other governmental, intergovernmental and non-governmental organizations and other sources.

7. All contributions to the Trust Fund shall be paid in Euros. For contributions from States that become Parties after the beginning of the financial period, the initial contribution (from the first day of the third month after deposit of the instrument of ratification, acceptance or accession till the end of the financial period) shall be determined pro rata based on the contributions of other Parties on the same level as the United Nations scale of assessment as it applies from time to time. However, if the contribution of a new Party determined on this basis were to be more than 22 per cent of the budget, the contribution of that Party shall be 22 per cent of the budget for the financial year of joining (or pro rata for a partial year). The scale of contributions for all Parties shall then be revised by the Secretariat on 1 January of the next year. Contributions shall be paid in annual instalments. Contributions shall be due on 1 January 2018, 2019 and 2020.

8. Contributions shall be paid to the bank account of the United Nations based on the invoice provided by UN Environment.

9. For the convenience of the Parties, for each of the years of the financial period, the Executive Director of UN Environment shall as soon as possible notify the Parties to the Convention of their assessed contributions.

10. Contributions received into the Trust Fund that are not immediately required to finance activities shall be invested at the discretion of the United Nations and any income shall be credited to the Trust Fund.

11. The Trust Fund shall be subject to audit by the United Nations Board of Auditors.

12. Budget estimates covering the income and expenditure for each of the three calendar years constituting the financial period prepared in Euros shall be submitted to the meeting of the Conference of the Parties to the Convention.

13. The estimates for each of the calendar years covered by the financial period shall be divided into sections and objects of expenditure shall include references to the programmes of work to which they relate and shall 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 UN Environment may deem useful and advisable. In particular, estimates shall also be prepared for each programme of work for each of the calendar years with expenditures itemized for each programme so as to correspond to the sections and objects of expenditure described in the first sentence of the present paragraph.

14. The proposed budget, including all necessary information shall be dispatched by the Secretariat to all Parties at least 90 days before the date fixed for the opening of the ordinary meeting of the Conference of the Parties at which they are to be considered.

15. The budget shall be adopted by unanimous vote of the Parties present and voting at that Conference of the Parties.

16. In the event that the Executive Director of UN Environment anticipates that there might be a shortfall in resources over the financial period as a whole, the Executive Director shall consult with the Secretariat, which shall seek the advice of the Standing Committee as to its priorities for expenditure.

17. Commitments against the resources of the Trust Fund may be made only if they are covered by the necessary income of the Convention.

18. Upon the request of the Secretariat of the Convention after seeking the advice of the Standing Committee, the Executive Director of UN Environment should to the extent consistent with the Financial Regulations and Rules of the United Nations make transfers from one object of expenditure to another. At the end of the first calendar year of the financial period, the Executive Director of UN Environment may proceed to transfer any unspent balance of appropriations to the second calendar year, provided that the total budget approved by the Parties shall not be exceeded unless specifically sanctioned in writing by the Standing Committee.

19. At the end of each calendar year of the financial period[[1]](#footnote-1) the Executive Director of UN Environment shall submit to the Parties through the CMS Secretariat the year-end accounts. The Executive Director shall also submit, as soon as practicable, the audited accounts for the financial period. Those accounts shall include full details of actual expenditure compared to the original provisions for each object of expenditure.

20. Those financial reports required to be submitted by the Executive Director of UN Environment shall be transmitted simultaneously by the Secretariat of the Convention to the members of the Standing Committee.

21. The Secretariat of the Convention shall provide the Standing Committee with an estimate of proposed expenditures over the coming year simultaneously with or as soon as possible after distribution of the accounts and reports referred to in the preceding paragraphs.

22. The present terms of reference shall be effective from 1 January 2018 to 31 December 2020.

**Annex 3 (E)**

**Programme of Work 2018-2020**

[To be completed after the adoption of the budget]

**ANNEX 4**

**Proposed Programme of Work 2018-2020**

[will follow shortly]

**ANNEX 5**

**Report of the Grading of Secretariat’s Posts**

[will follow shortly]

1. 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. [↑](#footnote-ref-1)