



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

CMS/Sharks/MOS3/Doc.17.2
02 October 2018
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3rd Meeting of the Signatories (Sharks MOS3)
Monaco, 10 – 14 December 2018
Agenda Item 17

PROPOSED BUDGET FOR THE TRIENNIUM (2019-2021)

(Prepared by the Secretariat)

1. This document contains three proposed budget scenarios for the next triennium (2019-2021). They are presented in Annexes 1-3. Furthermore, Annex 4 provides a table with “Indicative Annual Contributions of Signatories” to cover the costs for each of the scenarios. Annex 5 includes the amended “Terms of Reference of the Trust Fund”.

Background

2. To support the implementation of the Programme of Work, outlined in CMS/Sharks/MOS2/Doc.16.1, and to cover the costs of a fully operational Secretariat, sustainable funding is a fundamental requirement. This document provides a proposal for resourcing the Secretariat in accordance with Section 8 of the MOU.

Current funding

3. The Memorandum of Understanding on the conservation of Migratory Sharks (Sharks MOU) is legally non-binding. Therefore, the 1st Meeting of the Signatories (MOS1) agreed that budget contributions would be voluntary and rejected the proposed apportionment of contributions based on the UN scale of assessment. However, voluntary contributions received from Signatories in both previous triennia (2013-2015 and 2016-2018) were significantly lower than the approved budgets, as shown in CMS/Sharks/MOS3/Doc.17.1.
4. The Secretariat has continued to apply a very restrictive expenditure regime, due to the nature of the Trust Fund as being voluntary, resulting uncertainty in the forthcoming contributions to the Trust Fund. The new enterprise resource planning system “Umoja”, which was deployed since June 2015 for the United Nations Secretariat, including UNEP, requires also stringent cash management of the Trust Fund because funds shall be committed only when the contributions are received to the Trust Fund as available cash.
5. For instance, the recruitment of the part-time G5 assistant (50 per cent), which was approved by MOS1 and MOS2, has been postponed until recently. Consequently, the Secretariat continued to rely on a P2 Officer to perform the day-to-day functions of the Secretariat; this officer is being funded by the German Government from August 2016 until July 2019. Consultants were hired temporarily to support the Secretariat during peaks in workloads such as during the preparation of meetings.

6. The Secretariat benefited from the direction and support provided by staff of the CMS Secretariat. The staff time of the Executive Secretary, the Deputy Executive Secretary, the head of the Aquatic Team (in excess of the 10 per cent indicated in the budget), and the Administration and Fund Management Unit were provided as an in-kind contribution from the CMS core budget.
7. In addition, the Secretariat was significantly supported by the Information Management and Communications (IMCA) Team and the Conference Services Team of CMS. These services are now also included in the budget to better showcase the full in-kind contribution, which the CMS Secretariat provides to the Sharks MOU.
8. As outlined in CMS/Sharks/MOS3/Doc.17.1, contributions have not exceeded 50 per cent of the budget each year. The lack of sufficient funding and its unpredictability continues to oblige the Secretariat to apply a restrictive approach regarding expenditure for activities. This makes long-term planning difficult and resulted in the ad hoc development of activities as and when funding was made available by donors.

Proposed Budget Scenarios

Overview

9. For the triennium 2019-2021 the Secretariat has developed three scenarios for Signatories to consider in the context of their ability to provide resources to the Trust Fund. This provides flexibility to accommodate the decisions to be taken regarding the proposed Programme of Work.
10. Following a request from MOS2, CMS Parties confirmed "... that the CMS Secretariat will serve as the permanent Secretariat of the Sharks MOU" (Resolution 12.2 paragraph 20). Therefore, all three scenarios are based on the continued operations of the Secretariat at the CMS headquarters in Bonn, Germany, allowing for the provision of managerial direction and administrative support.
11. **Scenario 1** is a "zero-nominal growth scenario" (0.1 percent increase) compared with the approved budget of the last triennium. Staff costs show a minimal increase as standard costs are automatically increasing every year. Savings in comparison with the last budget were made by removing budget lines for Meetings of the Conservation Working Group (CWG), the Online Workspace for the Advisory Committee (AC) and the report writers for AC meetings. Otherwise, the scenario would cover the costs of a fully functional Secretariat and the implementation of core activities as outlined in the Programme of Work. As such, it contains full costs for two meetings of the AC and for MOS4. The travel budget to support participation at Meetings of the AC has been increased in order to include the participation of additional experts from the CWG. Provisions for travel of AC members and external experts to relevant meetings of e.g. Regional Fisheries Management Organizations (RFMOs) are included in this scenario. The latter refers also to discussions under agenda item 10 "Engagement with RFMOs", where Signatories are requested to provide guidance on the activities of AC members regarding their role in engaging with RFMOs. Costs for interpretation at MOS4 have been adjusted to cover most costs for fees and travel of the interpreters. Operational Costs are slightly higher than in the previous triennium.

Table 1: Overview on budget scenario 1 (Euros). Details are provided in [Annex 1](#).

Budget Lines	Budget 2016-2018	2019	2020	2021	Total
Staff	437,479	148,509	151,379	154,307	454,194
Activities of the Secretariat	160,000	45,000	50,000	65,000	160,000
Activities of the Advisory Committee & External Experts	90,000	30,000	30,000	30,000	90,000
Meetings of Governing Bodies (MOS and AC)	299,750	40,000	55,000	217,000	312,000
Meeting of Working Groups	34,000	0	0	0	0
Operating Costs	16,600	9,400	6,400	6,800	22,600
Total	1,037,829	272,909	292,779	473,107	1,038,794
Programme Support Costs (13%)	134,918	35,478	38,061	61,504	135,043
Grand Total	1,172,747	308,387	330,840	534,610	1,173,837

12. **Scenario 2** shows an increase of 10.4 per cent in comparison with the budget of the last triennium. The scenario contains all elements, that are also included in Scenario 1. The increase derives primarily from the proposal to include of a P3 position for the coordination of the MOU, instead of a P2 position. The travel budget for meetings of the AC has been slightly increased as well as operating costs.

Table 2: Overview on budget scenario 2 (Euros). Details are provided in [Annex 2](#).

Budget Lines	Budget 2016-2018	2019	2020	2021	Total
Staff	437,479	173,042	176,403	179,832	529,276
Activities of the Secretariat	160,000	45,000	50,000	65,000	160,000
Activities of the Advisory Committee & External Experts	90,000	30,000	30,000	30,000	90,000
Meetings of Governing Bodies (MOS and AC)	299,750	45,000	60,000	238,000	343,000
Meeting of Working Groups	34,000	0	0	0	0
Operating Costs	16,600	9,400	6,900	7,300	23,600
Total	1,037,829	302,442	323,303	520,132	1,145,876
Programme Support Costs (13%)	134,918	39,317	42,029	67,617	148,964
Grand Total	1,172,747	341,759	365,332	587,749	1,294,840

13. **Scenario 3** shows an increase of 3.93 per cent in comparison with scenario 2. This scenario includes all elements that are contained in Scenarios 1 and 2. This scenario differs from Scenario 2 only regarding further increased provisions for travel of AC members and external experts to relevant meetings.

Table 3: Overview on budget Scenario 3 (Euros). Details are provided in [Annex 3](#).

Budget Lines	Budget 2016-2018	2019	2020	2021	Total
Staff	437,479	173,042	176,403	179,832	529,276
Activities of the Secretariat	160,000	45,000	50,000	65,000	160,000
Activities of the Advisory Committee & External Experts	90,000	45,000	45,000	45,000	135,000
Meetings of Governing Bodies (MOS and AC)	299,750	45,000	60,000	238,000	343,000
Meeting of Working Groups	34,000	0	0	0	0
Operating Costs	16,600	9,400	6,900	7,300	23,600
Total	1,037,829	317,442	338,303	535,132	1,190,876
Programme Support Costs (13%)	134,918	41,267	43,979	69,567	154,814
Grand Total	1,172,747	358,709	382,282	604,699	1,345,690

Budget items in detail

Staff

14. All scenarios incorporate a 2 per cent year-on-year inflation rate for staff costs, which takes into account the impact of inflation on post adjustment and other entitlements as well as normal within-grade salary increments and revisions.
15. The Standard Salary Costs applicable to the Bonn duty station as applied by the CMS Secretariat, are based on the cost for each staff category in 2018-2020, That are relevant for the Sharks MOU.
16. At MOS1 the Signatories approved the creation of a P3 post, which was not filled owing to budget insecurities at that time. At MOS2 Signatories agreed a P2 position because of requirements of a donor, who pledged to pay for the position of the MOU coordinator, only if the position was downgraded to P2 level.
17. **Scenario 1** includes a P2 position for the Programme Officer, in order to avoid any increase of the overall budget. However, a recent review of grade levels at the Secretariat of the Convention on the Conservation of Migratory Species (CMS) in Bonn, which was published as [UNEP/CMS/COP12/Doc.14.2/Annex 5](#), came to the following conclusion:

“Associate Programme Management Officer / Sharks MOU

(Project funded post. Guidance only. Work considered at P-3 level.)

Provides substantive support to meetings, and conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations. Consistent with P-3 General Job Profile for Programme Management Officer. Post has responsibility for one of CMS’s most complex MOUs based on CMS established criteria. Independence and external contacts well beyond those expected at P-2 level.”

The report also mentions that for P2 positions at the CMS Secretariat

“re-classifications are proposed not because of changes in duties and responsibilities, as is usually the rationale, but because the original recruitment levels were likely too low, driven more by budgetary limitations and governing body conservatism than by a proper assessment of the intended nature of the work.P-2 is in effect the entry level for professional staff in the UN system. At the P-2 level, a Programme Officer would not be expected to lead missions or have substantive external contacts with important stakeholders or government officials. S/he would not represent CMS at meetings of the Parties or intervene on behalf of CMS in matters of any controversy. A P-2 would have only limited independence in setting meeting objectives and agendas, hiring consultants, initiating programme changes, or in directly promoting efforts to strengthening collaboration. Draft documents on substantive matters prepared by a P-2 would receive thorough review before submission externally. All of this is more closely aligned to the P-3 level for Programme Officer”

18. Furthermore, IOSEA MOU is already serviced in Bonn, by a P3, despite being a regional MOU, dealing with fewer species and one language. Therefore, the CMS Secretariat concludes that a full-time Programme Officer (P-3) supported by a part-time Administrative Assistant (G-5, 50 per cent) would be the appropriate staffing arrangement to meet the increasing demands of a fully operational Secretariat. Such a staff contingent is therefore included in **Scenarios 2 and 3**.
19. The costs for the part time position of the Programme Assistant are included in all three scenarios. It should be noted at this point, that the recruitment of a staff member to fill this position is underway and almost finalized at the time of writing this document.
20. As regular training for staff is a requirement under UN regulations, the budget line for staff training remains in all three scenarios with the amount of €5,000 for each year.

Activities of the Secretariat

21. The budget estimates for the activities and operations of the Secretariat are based on the experience of the last triennium.
22. Staff travel is considered to be appropriately funded with €15,000 per year and is hence included in all three scenarios.
23. Likewise, the provisions for translation of documents are considered to be appropriate and remain unchanged for all three scenarios. Translation costs are highest during the second and the third year when the Meeting of the Signatories is under preparation and when outcome documents from the meeting of the AC are expected to be translated.
24. Provisions for “analytical studies, scientific assessments, development of guidelines etc.” as well as for “printing of technical/information materials, website development etc.” remained unchanged in all three scenarios.

Activities of the Advisory Committee & External Experts

25. The budget includes travel costs for AC members to represent the MOU in meetings of RFMOs or other relevant bodies and to build up and maintain a working relationship with

these organizations as further, discussed under agenda item 10 “Engagement with Regional Fisheries Management Organizations”. This is an important activity in the implementation of one of the core mandates of the Secretariat and the AC to improve cooperation with relevant fisheries organizations in order to synergize efforts and avoid duplications.

26. In **Scenarios 1 and 2** the budget for this activity was not increased. It is estimated that the budget would allow for regular participation at relevant meetings of at least two RFMOs and CMS meetings. In **Scenario 3**, costs were increased to be able to cover the participation at meetings of more relevant organizations (e.g. further relevant RFMOs or Regional Seas Conventions and Action Plans).

Meetings of Governing Bodies

Meeting of the Signatories

27. The current proposal is based on the assumption that MOS4 takes place in 2021.
28. The Secretariat considers the provisions for “Logistical arrangements” appropriate and suggests that Signatories maintain the amount of €30,000 in this budget line in all three scenarios.
29. The Secretariat suggests maintaining the provisions for supporting the participation of delegates at the same level as in previous triennia for all three scenarios. The costs of €120,000 were estimated based on the participation of approximately thirty sponsored delegates. The eligibility of a Signatory to receive funding is being assessed in accordance with the CMS practice, applying the 0.2 benchmark of the UN Assessment of Member States’ advances to the Working Capital Fund for the biennium 2018–2019 and contributions to the United Nations regular budget for 2018 (ST/ADM/SER.B/973).
30. Costs for interpretation have also been increased, as travel for six interpreters needs to be met under this item and as professional fees have risen. It is estimated that the overall costs for this activity will amount to €65,000 in 2021. These costs are reflected in **Scenarios 2 and 3**. In **Scenario 1** the Secretariat suggests increasing this budget line only to €44,000. However, it should be noted, that this amount would not entirely cover the costs for interpretations and that the figure had to be kept low only to meet the requirement of a zero-growth scenario.
31. The provisions for the report writer have been increased to €8,000 in all three scenarios. This amount equals the costs of hiring a professional report writer, including travel costs.
32. The development of technical documents, which is foreseen during 2020 and 2021 is sufficiently funded with €30,000 and is as such included in all three scenarios.

Meetings of the Advisory Committee

33. It is anticipated that two meetings of the AC will need to be convened during the triennium to facilitate its work. The current proposal foresees that the meetings take place in 2019 and 2020; the latter should be held at least six months before MOS4.
34. The Secretariat proposes to delete the budget line for the Online Workspace in all three scenarios, which was included in the previous budget, because members of the AC informed

the Secretariat that they preferred other means of communication.

35. The provisions for “Logistical arrangements” are proposed to be kept at the same level as in the previous triennium in all three scenarios with €5,000 for each meeting in 2019 and 2021.
36. The Secretariat suggests that the AC invites experts from the CWG to its own meetings, on agenda items for which the AC requires additional expertise. As this would result in additional travel costs, the Secretariat suggests increasing the budget for this activity. In **scenario 1** it is proposed to allocate €70,000 and in **scenarios 2 and 3** a higher amount of €80,000 is suggested to cover the travel costs of participants at meetings of the AC.
37. Furthermore, it is also suggested to remove the budget line for the report writer in all three scenarios. The Secretariat believes it can perform this task itself in cooperation with the chairs of the AC for meetings of this size and nature. It should be noted at this point, that the provisions for this budget line for the previous triennium were unrealistically low as they were based on the availability of an in-house report writer. If the Secretariat was tasked to hire a report writer from outside the Secretariat, costs would significantly increase as explained in paragraph 32 above.

Meetings of Working Groups

38. The Secretariat suggests deleting all budget lines that are related to Meetings of the CWG in all three scenarios. This is based on the experience made during the last triennium, in which it turned out to be more efficient to hold joint meetings of the AC and selected members of the CWG.

Operating Costs

39. To provide a new workstation for the newly hired G5 assistant, the budget line for office equipment and furniture was increased to €3,000 in **Scenario 1** and €4,000 in **Scenarios 2 and 3** for the whole triennium. It should be noted that **Scenario 1** would not provide any financial buffer to the Secretariat in emergency cases, for instance, if a screen or computer need to be replaced unexpectedly.
40. Provisions for “Information and Communication Technology (ICT)”, have been increased to €4,500 annually in all three scenarios based on the new cost sharing calculation within the CMS Family for such services.
41. For “Maintenance of computers/photocopiers” as well as “Communication”, the Secretariat suggests no changes compared with the previous budget.
42. No provision has been made for the rent and maintenance of office space, as these continue to be borne by the Government of Germany under the terms of their Agreement in relation to the hosting of the CMS Family in Bonn.

Contributions from Signatories

43. At MOS2, Signatories have amended paragraph 15 c) of the MOU, calling upon Signatories, that they “should endeavour to provide annual voluntary contributions to facilitate the effective implementation of the MOU and delivery of the conservation plan”. Adequate and predictable resources are crucial for the MOU to deliver its most fundamental objectives. Reliance on ad hoc voluntary contributions, that have not matched the budget agreed by Signatories to fund the Secretariat, have proved extremely challenging throughout the past two triennia. This has been due to the inability to enter into multi-year contracts with staff. In view of this, it is proposed that the budget be apportioned among Signatories on a voluntary basis.
44. The proposal of the Secretariat to calculate contributions in accordance with the United Nations Scale of Assessment was rejected by MOS1. Therefore, “Indicative Assessed Contributions” were not calculated for MOS2. However, this approach has led to a situation, in which Signatories, in particular those that had recently joined the MOU, were left without guidance regarding their annual contribution. In addition, UNEP did not have any document at hand, that it could use to prepare invoices to Signatories to request contributions to the budget.
45. Although, the Secretariat respects the decision of MOS1 not to assess their annual contributions, a table with indicative assessed contributions is provided for consideration at this meeting. The voluntary nature of contributions gives Signatories the flexibility to deviate from these amounts, but the Secretariat is of the opinion that indicative contributions will give Signatories a better understanding of their theoretical share. In addition, this table would enable UNEP to send out invoices to Signatories on their annual contributions in line with the Terms of Reference for the Trust Fund.
46. Should Signatories not wish to receive invoices from UNEP for the amount calculated for their respective countries or should they wish to deviate from the amount indicated, Signatories should approach the Secretariat in writing in order to provide further instructions.
47. This approach would provide the Secretariat with a much more reliable basis on which to plan expenditure on staffing and activities.
48. To this end, [Annex 4](#) provides a table with “Indicative Annual Contributions of Signatories” for each of the three scenarios. These contributions were calculated, using the United Nations General Assembly agreed scale of contributions ([A/Res/70/245](#)).

Financial Arrangements

49. It is proposed that Signatories request the UNEP Executive Director to extend the United Nations Trust Fund for the management of the MOU by three years until 31 December 2021. Revised draft Terms of Reference for the administration of the proposed Trust Fund are provided in [Annex 5](#). In paragraph 14 of the TOR the Secretariat has changed the deadline for making the proposed budget available to the Signatories from 30 to 60 days before the date fixed for the opening of the Meeting of the Signatories. This change reflects the agreed deadline for the publication of meeting documents as per rule 3 paragraph 7 in the Rules of the Procedure for the Meetings of the Signatories (CMS/Sharks/MOS3/Doc.2.1).
50. 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).

51. In accordance with ST/AI/285 on operation of Trust Fund, United Nations Trust Funds are required to maintain an operating cash reserve at the level of 15 percent of the annual estimated expenditures during the implementing of the trust funds activities in order to cover uneven inward cashflows and unanticipated programme budget fluctuations. Therefore, the Secretariat has proposed to establish such operating reserve with the level of 15 percent of the annual expenditures or at constant level of US\$100,000, whichever is higher.

Action requested:

The Meeting is requested to:

- a) Review the budget scenarios presented in Annex 1-3, also taking into account discussions under agenda items 10, 11, 13, 15 and 16, and to adopt a Budget for 2019-2021;
- b) Agree to share the costs based on the apportionment in Annex 4;
- c) Adopt the revised draft Terms of Reference for the Trust Fund, presented in Annex 5, and request the UNEP Executive Director to extend the Trust Fund for a further three years.

Proposed Budget for the Triennium 2019 – 2021 (Scenario 1)

Budget Lines	Budget 2016-2018	2019	2020	2021	Total
Staff					
1 Programme Officer, P-3 (P2 in Scenario 1)	318,263	108,775	110,950	113,169	332,894
2 Administrative Assistant, G-5 (50%)	104,216	34,734	35,429	36,138	106,300
3 Staff training	15,000	5,000	5,000	5,000	15,000
Subtotal	437,479	148,509	151,379	154,307	454,194
Activities of the Secretariat					
4 Staff travel on official business	45,000	15,000	15,000	15,000	45,000
5 Translation (documents, publications etc.)	55,000	10,000	15,000	30,000	55,000
6 Analytical studies, scientific assessments, development of guidelines etc.	45,000	15,000	15,000	15,000	45,000
7 Printing of technical / information materials, website etc.	15,000	5,000	5,000	5,000	15,000
Subtotal	160,000	45,000	50,000	65,000	160,000
Activities of the Advisory Committee & External Experts					
8 AC and experts travel on official business	90,000	30,000	30,000	30,000	90,000
Subtotal	90,000	30,000	30,000	30,000	90,000
Meetings of Governing Bodies (MOS and AC)					
4th Meeting of the Signatories (MOS4)					
9 Logistical arrangements (venue, technical equipment, interpretation booths, catering)	30,000	0	0	30,000	30,000
10 Support for participation of delegates	120,000	0	0	120,000	120,000
11 Interpretation	40,000	0	0	44,000	44,000
12 Report writers	5,000	0	0	8,000	8,000
13 Development of technical documents	30,000	0	15,000	15,000	30,000
Meeting of the Advisory Committee (AC3 and AC4)					
14 Online Workspace for the AC	750	0	0	0	0
15 Logistical arrangements (venue, technical equipment, catering)	10,000	5,000	5,000	0	10,000
16 Support for participation of AC members and experts	60,000	35,000	35,000	0	70,000
17 Report writers	4,000	0	0	0	0
Subtotal	299,750	40,000	55,000	217,000	312,000
Meeting of Working Groups					
18 Logistical arrangements (venue, technical equipment, catering)	10,000	0	0	0	0
19 Support for participation of delegates	20,000	0	0	0	0
20 Report Writers	4,000	0	0	0	0
Subtotal	34,000	0	0	0	0

Budget Lines	Budget 2016-2018	2019	2020	2021	Total
Operating Costs					
21 Miscellaneous office supplies	1,900	500	500	900	1,900
22 Office equipment, furniture etc.	1,500	3,000	0	0	3,000
23 Information and Communication Technology (ICT) Services	9,000	4,500	4,500	4,500	13,500
24 Maintenance of computers / photocopiers	600	200	200	200	600
25 Communications (Telephone, fax, postage etc.)	3,600	1,200	1,200	1,200	3,600
Subtotal	16,600	9,400	6,400	6,800	22,600
Total	1,037,829	272,909	292,779	473,107	1,038,794
Programme Support Costs (13%)	134,918	35,478	38,061	61,504	135,043
Grand Total	1,172,747	308,387	330,840	534,610	1,173,837

In-kind Contributions from the CMS Secretariat					
26 Executive Secretary, CMS, D-1 (2%)	13,205	4,366	4,454	4,543	13,363
27 Deputy Executive Secretary, CMS, P-5 (3%)	17,554	0	0	0	0
28 Agreements Officer, CMS, P-4 (10%)	50,247	15,905	16,223	16,547	48,674
29 Government of Germany: Rent and maintenance costs	37,500	12,500	12,500	12,500	37,500
30 Conference Services Team, G5 (10%), 2xG4 (10%)	0	19,231	19,615	20,008	58,854
31 Information Management and Communications Team, P2 (5%), G7 (5%)	0	9,867	10,065	10,266	30,198
32 Services of the Administrative and Funds Management Unit, P-4 (5%); G-6 (5%); 2xG-5 (5%) (partly funded through 13% PSC)	62,784	19,723	20,117	20,520	60,360
Total	181,290	81,592	82,973	84,383	248,948

Proposed Budget for the Triennium 2019 – 2021 (Scenario 2)

Proposed budget increases in comparison to scenario 1 are indicated in red.

Budget lines	Budget 2016-2018	2019	2020	2021	Total
Staff					
1 Programme Officer, P-3	318,263	133,308	135,974	138,694	407,976
2 Administrative Assistant, G-5 (50%)	104,216	34,734	35,429	36,138	106,300
3 Staff training	15,000	5,000	5,000	5,000	15,000
Subtotal	437,479	173,042	176,403	179,832	529,276
Activities of the Secretariat					
4 Staff travel on official business	45,000	15,000	15,000	15,000	45,000
5 Translation (documents, publications etc.)	55,000	10,000	15,000	30,000	55,000
6 Analytical studies, scientific assessments, development of guidelines etc.	45,000	15,000	15,000	15,000	45,000
7 Printing of technical / information materials, website etc.	15,000	5,000	5,000	5,000	15,000
Subtotal	160,000	45,000	50,000	65,000	160,000
Activities of the Advisory Committee & External Experts					
8 AC and experts travel on official business	90,000	30,000	30,000	30,000	90,000
Subtotal	90,000	30,000	30,000	30,000	90,000
Meetings of Governing Bodies (MOS and AC)					
4th Meeting of the Signatories (MOS4)					
9 Logistical arrangements (venue, technical equipment, interpretation booths, catering)	30,000			30,000	30,000
10 Support for participation of delegates	120,000			120,000	120,000
11 Interpretation	40,000			65,000	65,000
12 Report writers	5,000			8,000	8,000
13 Development of technical documents	30,000		15,000	15,000	30,000
Meeting of the Advisory Committee (AC3 and AC4)					
14 Online Workspace for the AC	750	0	0	0	0
15 Logistical arrangements (venue, technical equipment, catering)	10,000	5,000	5,000		10,000
16 Support for participation of AC members and experts	60,000	40,000	40,000		80,000
17 Report writers	4,000				0
Subtotal	299,750	45,000	60,000	238,000	343,000
Meeting of Working Groups					
18 Logistical arrangements (venue, technical equipment, catering)	10,000	0	0	0	0
19 Support for participation of delegates	20,000	0	0	0	0

Budget lines	Budget 2016-2018	2019	2020	2021	Total
20 Report Writers	4,000	0	0	0	0
Subtotal	34,000	0	0	0	0
Operating Costs					
21 Miscellaneous office supplies	1,900	500	500	900	1,900
22 Office equipment, furniture etc.	1,500	3,000	500	500	4,000
23 Information and Communication Technology (ICT) Services	9,000	4,500	4,500	4,500	13,500
24 Maintenance of computers / photocopiers	600	200	200	200	600
25 Communications (Telephone, fax, postage etc.)	3,600	1,200	1,200	1,200	3,600
Subtotal	16,600	9,400	6,900	7,300	23,600
Total	1,037,829	302,442	323,303	520,132	1,145,876
Programme Support Costs (13%)	134,918	39,317	42,029	67,617	148,964
Grand Total	1,172,747	341,759	365,332	587,749	1,294,840

In-kind Contributions from the CMS Secretariat					
26 Executive Secretary, CMS, D-1 (2%)	13,205	4,366	4,454	4,543	13,363
27 Deputy Executive Secretary, CMS, P-5 (3%)	17,554	0	0	0	0
28 Agreements Officer, CMS, P-4 (10%)	50,247	15,905	16,223	16,547	48,674
29 Government of Germany: Rent and maintenance costs	37,500	12,500	12,500	12,500	37,500
30 Conference Services Team, G5 (10%), 2xG4 (10%)	0	19,231	19,615	20,008	58,854
31 Information Management and Communications Team, P2 (5%), G7 (5%)	0	9,867	10,065	10,266	30,198
32 Services of the Administrative and Funds Management Unit, P-4 (5%); G-6 (5%); 2xG-5 (5%) (partly funded through 13% PSC)	62,784	19,723	20,117	20,520	60,360
Total	181,290	81,592	82,973	84,383	248,948

Proposed Budget for the Triennium 2019 – 2021 (Scenario 3)

Proposed budget increases in comparison to scenario 2 are indicated in red.

Budget Lines	Budget 2016-2018	2019	2020	2021	Total
Staff					
1 Programme Officer, P-3 (P2 in Scenario 1)	318,263	133,308	135,974	138,694	407,976
2 Administrative Assistant, G-5 (50%)	104,216	34,734	35,429	36,138	106,300
3 Staff training	15,000	5,000	5,000	5,000	15,000
Subtotal	437,479	173,042	176,403	179,832	529,276
Activities of the Secretariat					
4 Staff travel on official business	45,000	15,000	15,000	15,000	45,000
5 Translation (documents, publications etc.)	55,000	10,000	15,000	30,000	55,000
6 Analytical studies, scientific assessments, development of guidelines etc.	45,000	15,000	15,000	15,000	45,000
7 Printing of technical / information materials, website etc.	15,000	5,000	5,000	5,000	15,000
Subtotal	160,000	45,000	50,000	65,000	160,000
Activities of the Advisory Committee & External Experts					
8 AC and experts travel on official business	90,000	45,000	45,000	45,000	135,000
Subtotal	90,000	45,000	45,000	45,000	135,000
Meetings of Governing Bodies (MOS and AC)					
4th Meeting of the Signatories (MOS4)					
9 Logistical arrangements (venue, technical equipment, interpretation booths, catering)	30,000			30,000	30,000
10 Support for participation of delegates	120,000			120,000	120,000
11 Interpretation	40,000			65,000	65,000
12 Report writers	5,000			8,000	8,000
13 Development of technical documents	30,000		15,000	15,000	30,000
Meeting of the Advisory Committee (AC3 and AC4)					
14 Online Workspace for the AC	750	0	0	0	0
15 Logistical arrangements (venue, technical equipment, catering)	10,000	5,000	5,000		10,000
16 Support for participation of AC members and experts	60,000	40,000	40,000		80,000
17 Report writers	4,000				0
Subtotal	299,750	45,000	60,000	238,000	343,000
Meeting of Working Groups					
18 Logistical arrangements (venue, technical equipment, catering)	10,000	0	0	0	0
19 Support for participation of delegates	20,000	0	0	0	0

Budget Lines	Budget 2016-2018	2019	2020	2021	Total
20 Report Writers	4,000	0	0	0	0
Subtotal	34,000	0	0	0	0
Operating Costs					
21 Miscellaneous office supplies	1,900	500	500	900	1,900
22 Office equipment, furniture etc.	1,500	3,000	500	500	4,000
23 Information and Communication Technology (ICT) Services	9,000	4,500	4,500	4,500	13,500
24 Maintenance of computers / photocopiers	600	200	200	200	600
25 Communications (Telephone, fax, postage etc.)	3,600	1,200	1,200	1,200	3,600
Subtotal	16,600	9,400	6,900	7,300	23,600
Total	1,037,829	317,442	338,303	535,132	1,190,876
Programme Support Costs (13%)	134,918	41,267	43,979	69,567	154,814
Grand Total	1,172,747	358,709	382,282	604,699	1,345,690

In-kind Contributions					
26 Executive Secretary, CMS, D-1 (2%)	13,205	4,366	4,454	4,543	13,363
27 Deputy Executive Secretary, CMS, P-5 (3%)	17,554	0	0	0	0
28 Agreements Officer, CMS, P-4 (10%)	50,247	15,905	16,223	16,547	48,674
29 Government of Germany: Rent and maintenance costs	37,500	12,500	12,500	12,500	37,500
30 Conference Services Team, G5 (10%), 2xG4 (10%)	0	19,231	19,615	20,008	58,854
31 Information Management and Communications Team, P2 (5%), G7 (5%)	0	9,867	10,065	10,266	30,198
32 Services of the Administrative and Funds Management Unit, P-4 (5%); G-6 (5%); 2xG-5 (5%) (partly funded through 13% PSC)	62,784	19,723	20,117	20,520	60,360
Total	181,290	81,592	82,973	84,383	248,948

ANNEX 4

**Scale of Indicative Contributions to Signatories for the Period 2019-2021
as per the Proposed Budget
(in Euro)**

N°	Signatory	UN Scale of assessment	Adjusted scale	Scenario 1	Scenario 2	Scenario 3
1	Australia	2.337	6.068	71,223	78,565	81,650
2	Belgium	0.885	2.298	26,971	29,752	30,920
3	Benin	0.003	0.008	91	101	105
4	Brazil	3.823	9.926	116,510	128,521	133,568
5	Chile	0.399	1.036	12,160	13,413	13,940
6	Colombia	0.322	0.836	9,813	10,825	11,250
7	Comoros	0.001	0.003	30	34	35
8	Congo	0.006	0.016	183	202	210
9	Costa Rica	0.047	0.122	1,432	1,580	1,642
10	Cote d'Ivoire	0.009	0.023	274	303	314
11	Denmark	0.584	1.516	17,798	19,633	20,404
12	Ecuador	0.067	0.174	2,042	2,252	2,341
13	Egypt	0.152	0.395	4,632	5,110	5,311
14	EU		2.500	29,346	32,371	33,642
15	Germany	6.389	16.588	194,712	214,784	223,219
16	Ghana	0.016	0.042	488	538	559
17	Guinea	0.002	0.005	61	67	70
18	Italy	3.748	9.731	114,225	125,999	130,947
19	Jordan	0.020	0.052	610	672	699
20	Kenya	0.018	0.047	549	605	629
21	Liberia	0.001	0.003	30	34	35
22	Libya	0.125	0.325	3,810	4,202	4,367
23	Madagascar	0.003	0.008	91	101	105
24	Mauritania	0.002	0.005	61	67	70
25	Monaco	0.010	0.026	305	336	349
26	Nauru	0.001	0.003	30	34	35
27	Netherlands	1.482	3.848	45,166	49,822	51,778
28	New Zealand	0.268	0.696	8,168	9,010	9,363
29	Palau	0.001	0.003	30	34	35
30	Philippines	0.165	0.428	5,029	5,547	5,765
31	Portugal	0.392	1.018	11,947	13,178	13,696
32	Romania	0.184	0.478	5,608	6,186	6,429
33	Samoa	0.001	0.003	30	34	35
34	Saudi Arabia	1.146	2.975	34,926	38,526	40,039
35	Senegal	0.005	0.013	152	168	175
36	Somalia	0.001	0.003	30	34	35
37	South Africa	0.364	0.945	11,093	12,237	12,717

N°	Signatory	UN Scale of assessment	Adjusted scale	Scenario 1	Scenario 2	Scenario 3
38	Sri Lanka	0.031	0.080	945	1,042	1,083
39	Sudan	0.010	0.026	305	336	349
40	Sweden	0.956	2.482	29,135	32,139	33,401
41	Syrian Arab Republic	0.024	0.062	731	807	839
42	Togo	0.001	0.003	30	34	35
43	Tuvalu	0.001	0.003	30	34	35
44	United Arab Emirates	0.604	1.568	18,408	20,305	21,103
45	United Kingdom	4.463	11.587	136,015	150,036	155,928
46	United States of America		22.000	258,244	284,865	296,052
47	Vanuatu	0.001	0.003	30	34	35
48	Yemen	0.010	0.026	305	336	349
TOTAL TO BE SHARED BY SIGNATORIES		29.080	100.00	1,173,837	1,294,840	1,345,690

ANNEX 5

**Revised Draft Terms of Reference
for the Administration of the Trust Fund for the Memorandum of Understanding on the
Conservation of Migratory Sharks (2019-2021)**

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 2019 to 31 December 2021.
3. The financial period shall be three calendar years beginning 1 January 2019 and ending 31 December 2021, 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.

6 bis 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.

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.

7 bis 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, other European countries with developed economies and countries that have payments in arrears of three years or more;

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 2019-2021 should be derived from Voluntary Contributions from Signatories and Non-Signatories to the MoU, other governmental, intergovernmental and non-governmental organizations and other sources.

9 bis Contributions shall be paid to the bank account of the United Nations based on the invoice provided by the United Nations Environment Programme.

9 ter Invoices shall be based on the list of indicative assessed contributions, unless otherwise instructed by the Signatories.

9 quater If the indicative assessed contribution of a Signatory determined were to be more than 22 per cent of the budget, the contribution of that Signatory shall be 22 per cent of the budget for the financial year.

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 60 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 Chair and/or Vice-Chair regarding priorities for expenditure.
17. 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.
18. At the end of each calendar year of the financial period, 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.