



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

CMS/Sharks/Outcome 3.10

14 December 2018

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3<sup>rd</sup> Meeting of the Signatories (Sharks MOS3)  
Monaco, 10 – 14 December 2018

**ADMINISTRATIVE AND BUDGETARY MATTERS**

*(This Document replaces CMS/Sharks/Outcome 2.5)*

**Budget for the triennium 2019-2021 (Annex 1)**

1. The Signatories agreed a budget, which aims to provide adequate resources for the MOU for the triennium 2019-2021. The new budget as adopted by the Signatories is contained in Annex 1 to this document.

**Scale of indicative voluntary contributions (Annex 2)**

2. The Signatories noted the table, “Scale of Indicative Voluntary Contributions by Signatories for the Period 2019-2021”. The Secretariat will use the table as a basis to request voluntary contributions from Signatories receiving an invoice. Signatories which do not wish to receive an invoice should inform the Secretariat. A reminder letter will be sent to them on the voluntary contributions. Once a Signatory opts out from receiving an invoice, they will remain opted out unless notice is given to the Secretariat indicating otherwise.
3. Signatories may inform the Secretariat if they wish to be invoiced for an amount different from that indicated in the table. The deadline for submitting such information to the Secretariat will be January of each year.
4. The list of indicative voluntary contributions to the Trust Fund as adopted by the Signatories and as per the agreed budget for the triennium is contained in Annex 2 to this document.

**Terms of Reference of the Trust Fund (Annex 3)**

5. The Signatories requested the Executive Director of the United Nations Environment Programme (UNEP) to extend the United Nations Trust Fund for the management of the resources of the MOU by three years for the period of 2019-2021.
6. Furthermore, the terms of Reference for the Trust Fund were amended to include provisions for payments to the Trust Fund, to establish an operating reserve of 15 percent or US\$ 100,000, whichever is higher and to define the rules for the eligibility of delegates to receive funding from the Trust Fund to participate at Meetings of the Signatories.
7. The amended Terms of Reference for the Trust Fund as adopted by the Signatories are contained in Annex 3 to this document.

## ANNEX 1

**BUDGET FOR THE 2019-2021 TRIENNIUM**  
(in EURO)

Budget Lines	2019	2020	2021	Total
<b>Staff</b>				
1 Programme Officer, P-2	108,775	110,950	113,169	<b>332,894</b>
2 Administrative Assistant, G-5 (50%)	34,734	35,429	36,138	<b>106,300</b>
3 Staff training	5,000	5,000	5,000	<b>15,000</b>
<b>Subtotal</b>	<b>148,509</b>	<b>151,379</b>	<b>154,307</b>	<b>454,194</b>
<b>Activities of the Secretariat</b>				
4 Staff travel on official business	15,000	15,000	15,000	<b>45,000</b>
5 Translation (documents, publications etc.)	10,000	15,000	30,000	<b>55,000</b>
6 Analytical studies, scientific assessments, development of guidelines etc.	15,000	15,000	15,000	<b>45,000</b>
7 Printing of technical / information materials, website etc.	5,000	5,000	5,000	<b>15,000</b>
<b>Subtotal</b>	<b>45,000</b>	<b>50,000</b>	<b>65,000</b>	<b>160,000</b>
<b>Activities of the Advisory Committee &amp; External Experts</b>				
8 AC and experts travel on official business	30,000	30,000	30,000	<b>90,000</b>
<b>Subtotal</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>90,000</b>
<b>Meetings of Governing Bodies</b>				
<b>4th Meeting of the Signatories (MOS4)</b>				
9 Logistical arrangements (venue, technical equipment, interpretation booths, catering)			30,000	<b>30,000</b>
10 Support for participation of delegates			120,000	<b>120,000</b>
11 Interpretation			65,000	<b>65,000</b>
12 Report writers			8,000	<b>8,000</b>
13 Development of technical documents		15,000	15,000	<b>30,000</b>
<b>Meeting of the Advisory Committee (AC)</b>				
14 Logistical arrangements (venue, technical equipment, catering)	5,000	5,000		<b>10,000</b>
15 Support for participation of AC members and experts	40,000	40,000		<b>80,000</b>
<b>Subtotal</b>	<b>45,000</b>	<b>60,000</b>	<b>238,000</b>	<b>343,000</b>
<b>Operating Costs</b>				
16 Miscellaneous office supplies	500	500	900	<b>1,900</b>
17 Office equipment, furniture etc.	2,000	500	500	<b>3,000</b>
18 Information and Communication Technology (ICT) Services	4,500	4,500	4,500	<b>13,500</b>
19 Maintenance of computers / photocopiers	200	200	200	<b>600</b>
20 Communications (Telephone, fax, postage etc.)	1,200	1,200	1,200	<b>3,600</b>
<b>Subtotal</b>	<b>8,400</b>	<b>6,900</b>	<b>7,300</b>	<b>22,600</b>
<b>Total</b>	<b>276,909</b>	<b>298,279</b>	<b>494,607</b>	<b>1,069,794</b>

<b>Budget Lines</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
<b>Programme Support Costs (13%)</b>	35,998	38,776	64,299	<b>139,073</b>
<b>Grand Total</b>	<b>312,907</b>	<b>337,055</b>	<b>558,905</b>	<b>1,208,867</b>
<b>In-kind Contributions</b>				
<b>21</b> Executive Secretary, CMS, D-1 (2%)	4,366	4,454	4,543	<b>13,363</b>
<b>22</b> Agreements Officer, CMS, P-4 (10%)	15,905	16,223	16,547	<b>48,674</b>
<b>23</b> Government of Germany: Rent and maintenance costs	12,500	12,500	12,500	<b>37,500</b>
<b>24</b> Conference Services Team, G5 (10%), 2xG4 (10%)	19,231	19,615	20,008	<b>58,854</b>
<b>25</b> Information Management and Communications Team, P2 (5%), G7 (5%)	9,867	10,065	10,266	<b>30,198</b>
<b>26</b> Services of the Administrative and Funds Management Unit, P-4 (5%); G-6 (5%); 2xG-5 (5%) (partly funded through 13% PSC)	19,723	20,117	20,520	<b>60,360</b>
<b>Total</b>	<b>81,592</b>	<b>82,973</b>	<b>84,383</b>	<b>248,948</b>

## ANNEX 2

**INDICATIVE VOLUNTARY CONTRIBUTIONS OF SIGNATORIES  
FOR THE PERIOD 2019-2021  
AS PER THE AGREED BUDGET  
(in EURO)**

<b>N°</b>	<b>Signatory</b>	<b>UN Scale of assessment</b>	<b>Adjusted scale</b>	<b>Indicative Voluntary Contribution for the Triennium</b>
1	Australia	2.337	6.068	<b>73,348</b>
2	Belgium	0.885	2.298	<b>27,776</b>
3	Benin	0.003	0.008	<b>94</b>
4	Brazil	3.823	9.926	<b>119,987</b>
5	Chile	0.399	1.036	<b>12,523</b>
6	Colombia	0.322	0.836	<b>10,106</b>
7	Comoros	0.001	0.003	<b>31</b>
8	Congo	0.006	0.016	<b>188</b>
9	Costa Rica	0.047	0.122	<b>1,475</b>
10	Cote d'Ivoire	0.009	0.023	<b>282</b>
11	Denmark	0.584	1.516	<b>18,329</b>
12	Ecuador	0.067	0.174	<b>2,103</b>
13	Egypt	0.152	0.395	<b>4,771</b>
14	EU		2.500	<b>30,222</b>
15	Germany	6.389	16.588	<b>200,523</b>
16	Ghana	0.016	0.042	<b>502</b>
17	Guinea	0.002	0.005	<b>63</b>
18	Italy	3.748	9.731	<b>117,633</b>
19	Jordan	0.020	0.052	<b>628</b>
20	Kenya	0.018	0.047	<b>565</b>
21	Liberia	0.001	0.003	<b>31</b>
22	Libya	0.125	0.325	<b>3,923</b>
23	Madagascar	0.003	0.008	<b>94</b>
24	Mauritania	0.002	0.005	<b>63</b>
25	Monaco	0.010	0.026	<b>314</b>
26	Nauru	0.001	0.003	<b>31</b>
27	Netherlands	1.482	3.848	<b>46,514</b>
28	New Zealand	0.268	0.696	<b>8,411</b>
29	Palau	0.001	0.003	<b>31</b>
30	Philippines	0.165	0.428	<b>5,179</b>
31	Portugal	0.392	1.018	<b>12,303</b>
32	Romania	0.184	0.478	<b>5,775</b>
33	Samoa	0.001	0.003	<b>31</b>
34	Saudi Arabia	1.146	2.975	<b>35,968</b>

<b>N°</b>	<b>Signatory</b>	<b>UN Scale of assessment</b>	<b>Adjusted scale</b>	<b>Indicative Voluntary Contribution for the Triennium</b>
35	Senegal	0.005	0.013	157
36	Somalia	0.001	0.003	31
37	South Africa	0.364	0.945	11,424
38	Sri Lanka	0.031	0.080	973
39	Sudan	0.010	0.026	314
40	Sweden	0.956	2.482	30,005
41	Syrian Arab Republic	0.024	0.062	753
42	Togo	0.001	0.003	31
43	Tuvalu	0.001	0.003	31
44	United Arab Emirates	0.604	1.568	18,957
45	United Kingdom	4.463	11.587	140,074
46	United States of America		22.000	265,951
47	Vanuatu	0.001	0.003	31
48	Yemen	0.010	0.026	314
	<b>Total to be shared by Signatories</b>	<b>29.080</b>	<b>100.00</b>	<b>1,208,867</b>

**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.
7. There should be maintained an operating reserve at a constant level of at least 15 per cent of estimated annual expenditure or US\$100,000 whichever is higher.
8. In accordance with the United Nations rules, UNEP shall deduct from the income of the Trust Fund an administrative charge equal to 13 per cent of the expenditure charged to the Trust Fund in respect of activities financed under the Trust Fund.
9. The threshold of eligibility for funding delegates to attend the Meetings of the Signatories should be set at 0.200 per cent on the United Nations scale of assessment and as a general rule, furthermore, to exclude from such eligibility countries from the European Union, and other European countries with developed economies.
10. The Trust Fund shall be subject to audit by the United Nations Board of Auditors.
11. The financial resources of the Trust Fund for 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.
12. Signatories that wish to receive an invoice to guide their voluntary contributions may request to receive such invoices from UNEP. Contributions should be paid to the bank account of the United Nations.

13. Invoices should be based on the list of indicative voluntary contributions, where possible, and unless otherwise instructed by the Signatories given that these are voluntary contributions.
14. If the indicative voluntary contribution of a Signatory determined were to be more than 22 per cent of the budget, the contribution of that Signatory should be no more than 22 per cent of the budget for the financial year.
15. For the convenience of Signatories, for each of the years of the financial period, the Executive Director of UNEP should, as soon as possible, after the first day of each year, request contributions from Signatories.
16. Contributions received into the Trust Fund that are not immediately required shall be invested at the discretion of the United Nations, and any income shall be credited to the Trust Fund.
17. Budget estimates covering the income and expenditure for the three calendar years constituting the financial period, should be submitted to the meeting of the Signatories.
18. The estimates for each of the calendar years covered by the financial period should be specified according to budget lines and should be accompanied by such information as may be required by or on behalf of the contributors and such further information as the Executive Director of UNEP may deem useful and advisable.
19. The proposed budget, including all necessary information, should be made available by the Secretariat to all Signatories at least 60 days before the date fixed for the opening of the Meeting of the Signatories to which they are to be considered.
20. The budget should be adopted by consensus of the Signatories present at the Meeting of the Signatories.
21. In the event that the Executive Director of UNEP anticipates that there might be a shortfall in resources over the financial period as a whole, the Executive Director should consult with the Secretariat, which should seek the advice of the Chair and/or Vice-Chair regarding priorities for expenditure.
22. Upon the request of the Secretariat of the MOU, after seeking the advice of the Chair and Vice-Chair of the Meeting of the Signatories, the Executive Director of UNEP should, to the extent consistent with the Financial Regulations and Rules of the United Nations, make transfers from one budget line to another. At the end of the first and second calendar year of the financial period, the Executive Director of UNEP may proceed to transfer any unspent balance of appropriations to the second and third calendar year respectively, provided that the total budget approved by the Parties shall not be exceeded, unless specifically sanctioned in writing by the Chair and/or Vice-Chair of the Meeting of the Signatories.
23. At the end of each calendar year of the financial period, the Executive Director of UNEP should make 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.

24. Extra-budgetary contributions may be accepted for purposes that are consistent with the objectives of the MOU.
25. Extra-budgetary contributions should be used in accordance with terms and conditions agreed upon between the Contributor and the Secretariat.