



# Convention on the Conservation of Migratory Species of Wild Animals



## RESOLUTION 6.8\*

### FINANCIAL AND ADMINISTRATIVE MATTERS

Adopted by the Conference of the Parties at its Sixth Meeting (Cape Town, 10-16 November 1999)

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*Recalling* Article VII, paragraph 4, of the Convention which states:

"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",

*Acknowledging* with appreciation the financial and other support provided by the United Nations Environment Programme and the Parties to the Convention, with special thanks to the Depository Government for its annual voluntary contribution of DEM 100,000 in support of special measures and projects aimed at improving implementation of the Convention, and other support offered to the organs of the Convention;

*Recognizing* the need to strengthen the capacity of the Secretariat of the Convention to enable it to better serve the Parties in all regions;

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

*Noting* the considerable number of Parties as well as organizations attending the meeting of the Conference of the Parties as observers, and the resulting additional expenditure to Parties so incurred;

*The Conference of the Parties to the  
Convention on the Conservation of Migratory Species of Wild Animals*

1. *Confirms* that all Parties shall 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 2001-2002 attached as Annex 1 to this resolution;
3. *Agrees* to the scale of contributions of Parties to the Convention as listed in Annex 2 to this resolution and to the application of that scale *pro rata* to new Parties;
4. *Requests* all Parties to pay their contributions promptly as far as possible but in any case not later than the end of June in the year to which they relate;
5. *Takes note* of the medium-term plan for 2001-2005 attached as Annex 3 to this resolution and of the priorities outlined in the Strategic Plan annexed to Resolution 6.4;

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\* The original draft of this resolution, considered by the Conference of the Parties, was numbered 6.7.

6. *Instructs* the Standing Committee, assisted by the Scientific Council, to prioritize the list of all project proposals (arising from the Information Management Plan, conservation measures, and other subcontracts) to be funded from the Trust Fund for the period 2001 - 2002;

7. *Invites* Parties to consider the feasibility of providing technical experts to the Secretariat to increase its technical capacity in accordance with the United Nations rules and regulations and to agree on providing modest funding within the approved CMS budget to cover the difference in cost and applicable UNEP overhead charges for such staff;

8. *Urges* all Parties to make voluntary contributions to the Trust Fund to support requests from developing countries and countries with economies in transition to participate in and implement the Convention throughout the biennium;

9. *Invites* States not Parties to the Convention, governmental, intergovernmental and non-governmental organizations and other sources to consider contributing to the Trust Fund referred to below or to special activities;

10. *Welcomes* the assurance given to the CMS Standing Committee by Executive Director of UNEP to consider favourably its request to transfer funding of a G-6 Finance Assistant post from the CMS Trust Fund to UNEP programme support costs once the level of programme support income from CMS is sufficient to cover the administrative cost of providing services to CMS;

11. *Takes note* of document UNEP/CMS/Conf. 6.13.1 and expresses its concern over the outstanding unpaid pledges to the CMS Trust Fund and urges the Governments concerned to pay their contributions in a timely manner;

12. *Approves* the writing off of unpaid pledges of 4 years and older, in line with the United Nations System of Accounting standards related to the writing off of pledges;

13. *Agrees*, taking into account the decision to write off outstanding pledges of 4 years and older, to allow non-paying Parties to exercise their voting right at this session, but at the same time serves notice to Parties with contributions in arrears that the rule 14 (2) on withholding of voting rights will be strictly adhered to at the seventh Meeting of the Conference of the Parties;

14. *Approves* the establishment or upgrading of the following posts, subject to the classification of the posts by the United Nations:

P4: Agreement (Development and Servicing) Officer

P4: Information and Capacity building Officer (upgrade of existing P3 post)

G4: Assistant (to the Agreement Officer)

15. *Notes* that for administrative purposes, the following post are subject to reclassification during the 2001-2002 biennium:

G5 to G6: Finance Assistant

G5 to G6: Personal Assistant

16. *Agrees* to establish, in line with the United Nations procedures (ST/AI/284 of 1 March 1982), related to the establishment of an operational reserve for the CMS Trust Fund, a

reserve of USD 700,000 to be maintained during the implementation of Trust Fund activities to cover shortfalls and to meet the final expenditures under the Trust Fund, including any liquidating liabilities;

17. *Requests* the Executive Director of UNEP to extend the duration of the Trust Fund to 31 December 2002; and

18. *Approves* the terms of reference for the administration of the Trust Fund as set out in Annex 4 to the present resolution, for the period 2001-2002.

**Budget Estimates for 2001-2002 allocated to functional work units (expressed in US Dollars)**

Budget line	Description	2001	2002	Total
	<b>Executive Direction and Management</b>			
1100	Professional staff			
	1 D1, 1 P5	234,000	238,000	472,000
1300	General Service staff			
	1 G6, 1 G4	99,000	101,000	200,000
	Subtotal	333,000	339,000	672,000
	External Staff			
1201	Consultancies - translation	30,000	50,000	80,000
1202	Consultancies - COP servicing (salary/travel)	0	80,000	80,000
1220	Consultancies - unspecified	20,000	20,000	40,000
1321	Temporary assistance	6,000	8,000	14,000
	Subtotal	56,000	158,000	214,000
	External Relations			
3302	Standing Committee meeting	9,000	9,000	18,000
3303	Regional Meetings	30,000	30,000	60,000
3304	Support to participants to Conference of the Parties	0	100,000	100,000
5400	Hospitality	2,000	2,000	4,000
	Subtotal	41,000	141,000	182,000
	Total Executive Direction and Management	430,000	638,000	1,068,000
	<b>Agreement Development and Servicing</b>			
1100	Professional staff			
	1 P4	110,500	112,500	223,000
1300	General Service staff			
	1 G4	44,000	45,000	89,000
	Subtotal	154,500	157,500	312,000
3305	Siberian Crane Range State meeting	30,000	0	30,000
3306	Slender-billed Curlew Range State meeting	0	40,000	40,000
3307	African Marine Turtle Range State meeting	0	50,000	50,000
3320	Other meetings (matching funds for species-initiatives)	50,000	40,000	90,000
	Subtotal	80,000	130,000	210,000
	Total Agreement Development and Servicing	234,500	287,500	522,000
	<b>Scientific and Technical Support</b>			
1100	Professional staff			
	1 P4	110,500	112,500	223,000
1300	General Service staff			
	1 G3	43,000	44,000	87,000
	Subtotal	153,500	156,500	310,000
2251	Projects (1) - Appendix I review reports	0	0	0
2252	Projects (1) - Evaluation of Convention Implementation	0	0	0
2254	Projects (1) - Conservation measures	0	0	0
3301	Support to participants to the Scientific Council meeting	75,000	75,000	150,000
	Subtotal	75,000	75,000	150,000
	Total Scientific and Technical Support	228,500	231,500	460,000
	<b>Information and Capacity-Building</b>			
1100	Professional staff			
	1 P4, 1 Junior Professional Officer	110,500	112,500	223,000
1300	General Service staff			
	2 G4	96,000	98,000	194,000
	Subtotal	206,500	210,500	417,000

2253	Projects (1) - Implementation measures	0	0	0
2255	Projects (1) - Information Management Plan	0	0	0
2256	CMS Web site	2,500	2,500	5,000
5201	Information materials	16,500	23,500	40,000
5202	Other printing (technical series etc.)	10,000	10,000	20,000
	Subtotal	29,000	36,000	65,000
	Total Information and Capacity-Building	235,500	246,500	482,000
	<b>Administration, Finance and Project Management</b>			
1100	Professional staff			
	1 P3 (OTL), 1 Junior Professional Officer	0	0	0
1300	General Service staff			
	1 G6 (4)	55,000	56,000	111,000
	Subtotal	55,000	56,000	111,000
	Common secretariat costs			
1601	Travel: Staff on mission	75,000	75,000	150,000
1602	Travel: Staff to COP	0	0	0
3201	Computer training	2,000	2,000	4,000
3202	Language training	2,000	2,000	4,000
4100	Office supplies	10,000	11,000	21,000
4200	Non-expendable equipment	18,500	18,500	37,000
4300	Premises (2)	0	0	0
5101	Maintenance of computers	5,000	5,000	10,000
5102	Maintenance of photocopier	4,000	4,000	8,000
5301	Communications (fax, tel., post, courier, etc.)	27,500	30,000	57,500
5303	Miscellaneous	1,000	1,000	2,000
5304	Bank charges	3,000	3,000	6,000
	Subtotal	148,000	151,500	299,500
	Total Administration, Finance and Project Management	203,000	207,500	410,500
	<b>Grand subtotal</b>	<b>1,331,500</b>	<b>1,611,000</b>	<b>2,942,500</b>
6000	13% overhead cost	173,095	209,430	382,525
	<b>Grand total</b>	<b>1,504,595</b>	<b>1,820,430</b>	<b>3,325,025</b>
	Less withdrawal from Trust Fund reserve to reduce contributions	(50,000)	(50,000)	(100,000)
	<b>Budget to be shared by the Parties</b>	<b>1,454,595</b>	<b>1,770,430</b>	<b>3,225,025</b>
	Budget for 1998/1999 (for comparison)	1,116,925	1,449,895	2,566,820
	Increase in comparison to 1998/1999 budget	337,670	320,535	658,205
	Increase in comparison to 1998/1999 budget (%)	30.23%	22.11%	25.64%

- (1) Funds to be withdrawn from the Trust Fund reserve to cover project implementation.
- (2) Paid entirely by the Host Country as long as the Secretariat remains in Germany.
- (3) Includes the following budget lines: 2251, 2252, 2253, 2254, 2255
- (4) Possibility of funding the post through UNEP (OTL) will be determined in the course of the year 2000.

Description	2001	2002	Total
Projects first tranche (1) (3)	200,000	200,000	400,000
Projects covered by German voluntary contribution (equiv. to DEM 100,000) (3)	46,900	46,900	93,800
Projects second tranche (subject to availability of funds in Trust Fund) (1) (3)	150,000	150,000	300,000
<b>Total:</b>	<b>396,900</b>	<b>396,900</b>	<b>793,800</b>

## Scale of Contributions to the Trust Fund (in USD)

	Party	UN Scale in % 2000	2001 Contribution	2002 Contribution
1	Argentina	1.103	36,253	44,124
2	Australia	1.483	48,742	59,326
3	Belgium	1.104	36,286	44,164
4	Benin	0.002	66	80
5	Bulgaria	0.011	362	440
6	Burkina Faso	0.002	66	80
7	Cameroon	0.013	427	520
8	Chad	0.001	33	40
9	Chile	0.136	4,470	5,441
10	Czech Republic	0.107	3,517	4,280
11	Democratic Republic of the Congo	0.007	230	280
12	Denmark	0.692	22,744	27,683
13	Egypt	0.065	2,136	2,600
14	Finland	0.543	17,847	21,722
15	France	6.545	215,117	261,826
16	Germany	9.857	323,974	394,319
17	Ghana	0.007	230	280
18	Greece	0.351	11,536	14,041
19	Guinea	0.003	99	120
20	Guinea-Bissau	0.001	33	40
21	Hungary	0.120	3,944	4,800
22	India	0.299	9,827	11,961
23	Ireland	0.224	7,362	8,961
24	Israel	0.350	11,504	14,001
25	Italy	5.437	178,700	217,501
26	Kenya	0.007	230	280
27	Latvia	0.017	559	680
28	Liechtenstein	0.006	197	240
29	Luxembourg	0.068	2,235	2,720
30	Mali	0.002	66	80
31	Mauritania	0.001	33	40
32	Monaco	0.004	131	160
33	Mongolia	0.002	66	80
34	Morocco	0.041	1,348	1,640
35	Netherlands	1.632	53,640	65,286
36	Niger	0.002	66	80
37	Nigeria	0.032	1,052	1,280
38	Norway	0.610	20,049	24,402
39	Pakistan	0.059	1,939	2,360

	<b>Party</b>	<b>UN Scale in % 2000</b>	<b>2001 Contribution</b>	<b>2002 Contribution</b>
40	Panama	0.013	427	520
41	Paraguay	0.014	460	560
42	Peru	0.099	3,254	3,960
43	Philippines	0.081	2,662	3,240
44	Poland	0.196	6,442	7,841
45	Portugal	0.431	14,166	17,242
46	Romania	0.056	1,841	2,240
47	Saudi Arabia	0.562	18,472	22,482
48	Senegal	0.006	197	240
49	Slovakia	0.035	1,150	1,400
50	Slovenia	0.061	2,005	2,440
51	Somalia	0.001	33	40
52	South Africa	0.366	12,029	14,641
53	Spain	2.591	85,160	103,650
54	Sri Lanka	0.012	394	480
55	Sweden	1.079	35,464	43,164
56	Switzerland	1.210	39,770	48,405
57	The Former Yugoslav Republic of Macedonia	0.004	131	160
58	Togo	0.001	33	40
59	Tunisia	0.028	920	1,120
60	Ukraine	0.190	6,245	7,601
61	United Kingdom of Great Britain and Northern Ireland	5.092	167,361	203,700
62	United Republic of Tanzania	0.003	99	120
63	Uruguay	0.048	1,578	1,920
64	Uzbekistan	0.025	822	1,000
65	European Community**		36,365	44,261
	<b>Total:</b>	<b>43.15</b>	<b>1,454,595</b>	<b>1,770,430</b>

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\*\* Contribution of the European Community (2.5 percent of administration costs, excluding any project costs)

### Medium Term Plan 2001-2005

Budget line		Estimated costs in United States dollars				
		2001	2002	2003	2004	2005
1100	Professional staff	565,500	575,500	585,500	595,500	724,000
1200	Consultants	50,000	150,000	60,000	62,500	165,000
1300	Administrative support	343,000	352,000	361,000	370,000	430,000
1600	Travel on official business	75,000	75,000	78,000	80,000	115,000
2200	Subcontracts and Subprojects	2,500	2,500	47,500	102,500	95,000
3300	Meetings and Training	196,500	346,500	219,000	309,500	370,000
4000	Equipment	28,500	29,500	31,500	32,500	33,500
5100	Operation and Maintenance	9,000	9,000	11,000	11,000	11,000
5200	Reporting costs and Information material	26,500	33,500	28,000	28,500	36,000
5300	Sundry (Communications)	33,000	35,500	38,000	40,500	43,000
5400	Hospitality	2,000	2,000	2,500	2,500	2,500
6000	UNEP Administrative costs	173,095	209,430	190,060	212,550	263,250
	Less withdrawal from Trust Fund reserve to reduce contributions	(50,000)	(50,000)	0	0	0
						0
<b>Total</b>		<b>1,454,595</b>	<b>1,770,430</b>	<b>1,652,060</b>	<b>1,847,550</b>	<b>2,288,250</b>

**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 for two calendar years beginning 1 January 2001 and ending 31 December 2002.
3. The Trust Fund shall continue to be administered by the Executive Director of the United Nations Environment Programme (UNEP), subject to the approval of the Governing Council of UNEP and the consent of the Secretary-General of the United Nations.
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, 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.
6. In the event that the Parties wish the Trust Fund to be extended beyond 31 December 2002, the Executive Director of UNEP shall be so advised in writing immediately after the seventh meeting of the Conference of the Parties. It is understood that such extension of the Trust Fund shall be decided at the discretion of the Secretary-General of the United Nations.
7. The financial resources of the Trust Fund for 2001-2002 shall be derived from :
  - (a) The contributions made by the Parties by reference to Annex 2, including contributions from any new Parties;
  - (b) Further contributions from Parties and contributions from States not Parties to the Convention, other governmental, intergovernmental and non-governmental organizations and other sources.
8. All contributions to the Trust Fund shall be paid in fully convertible United States dollars. 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 contribution of other States Parties on the same level on 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 would be more than 25 per cent of the budget, the contribution of that Party shall be 25 per cent of the budget for the financial year of joining (or *pro rata* for a part-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. The contributions shall be due on 1 January 2001 and 2002. Contributions shall be paid into the following account:

Account No. 001-1-507001  
Chase Manhattan Bank  
United Nations Branch  
New York, N.Y. 10017, USA

9. For the convenience of the Parties, for each of the years of the financial period the Executive Director of UNEP 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. The budget estimates covering the income and expenditure for each of the two calendar years constituting the financial period to which they relate, prepared in US dollars, shall be submitted to the ordinary meeting of the Conference of the Parties to the Convention.
13. The estimates of each of the calendar years covered by the financial period shall be divided into sections and objects of expenditures, shall be specified according to budget lines, 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 UNEP may deem useful and advisable. In particular estimates shall also be prepared for each programme of work for each of the calendar years, with expenditure itemized for each programme so as to correspond to the sections, objects of expenditure, and budget lines described in the first sentence of this paragraph.
14. In addition to the budget estimates for the financial period described in the preceding paragraphs, the Secretariat of the Convention, in consultation with the Standing Committee and the Executive Director of UNEP, shall prepare a medium-term plan as envisaged in Chapter III of the Legislative and Financial Texts Regarding the United Nations Environment Programme and the Environment Fund. The medium-term plan will cover the years 2001-2005, inclusive, and shall incorporate the budget for the financial period 2003-2005.
15. The proposed budget and medium-term plan, including all the necessary information, shall be dispatched by the Secretariat to all Parties at least ninety days before the date fixed for the opening of the ordinary meeting of the Conference of the Parties.
16. The budget and medium-term plan shall be adopted by unanimous vote of the Parties present and voting at the ordinary meeting.
17. 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 shall consult with the Secretariat, who shall seek the advice of the Standing Committee as to its priorities for expenditure.
18. Commitments against the resources of the Trust Fund may be made only if they are covered by the necessary income of the Convention. No commitments shall be made in advance of the receipt of contributions.
19. Upon the request of the Secretariat of the Convention, after seeking the advice of the Standing Committee, 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 calendar year of the financial period, the Executive Director of UNEP may proceed to transfer any uncommitted balance of appropriations to the second calendar year, provided that the total budget approved by the Parties shall not be exceeded, unless this is specifically sanctioned in writing by the Standing Committee.

20. At the end of each calendar year of the financial period\*, the Executive Director of UNEP shall submit to the Parties, through the UNEP/CMS Secretariat, the accounts for the year. The Executive Director shall also submit, as soon as practicable, the audited accounts for the financial period. These shall include full details of actual expenditure compared to the original provisions for each budget line.

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

22. 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.

23. The present terms of reference shall be effective from 1 January 2001 to 31 December 2002.

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\* 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 have to be closed, and it is only then that the Executive Director can submit the accounts of the previous calendar year.