

## Financing and Budgeting of the Secretariat and of Meetings of the Conference of the Parties

## ANTICIPATED EXPENDITURES FOR 1994 AND 1995

This document has been prepared by the Secretariat. The Standing Committee approved this report at its 31st meeting.

1. At its eighth meeting, the Conference of the Parties approved a budget of CHF 5.96 million for 1994 and CHF 5.14 million for 1995. The purpose of this document is to provide a revised version of the budget approved at the eighth meeting of the Conference of the Parties, by item of expenditure, with a closer view of the requirements of the Secretariat.
2. As shown in Annex of this document, the anticipated expenditures will be CHF 5.56 million in 1994 and CHF 5.34 in 1995. The proposed increase of CHF 201,576 in the 1995 over the amount approved at the eighth meeting of the Conference of the Parties for the same year will be covered by the expected savings of CHF 400,020 from the 1994 budget, in accordance with paragraph 11 of the Terms of Reference of the Trust Fund ( Resolution Conf. 8.1). It is therefore, expected that a net saving of approximately CHF 200,000 will be realized for the biennium.
3. Personnel: The figures against each of the approved posts are based on the United Nations standard salary costs for the relevant year and the incumbent's actual earnings during the preceding year. These figures are unfortunately higher than had been expected in 1992 when they were approved by the Parties. This has not however, caused any difficulties as some savings have been realized as a result of the delay in filling the two posts of translators, which were approved by the Conference of the Parties effective from 1 January 1993. The Secretariat is planning to fill both posts this year, in time for the ninth meeting of the Conference of the Parties.
4. The post of Associate Regional Officer for Asia has been filled by a secondment from the Government of Japan, under an agreement that expires in April 1995, when an alternative source of funding must be found. Meanwhile, a provision has been made in 1995 from the Trust Fund so that the post can be continued without a gap. The recruitment of the two translators and the inclusion of one Associate Regional Officer's post will require a budget of CHF 100,000 in 1994 and CHF 330,000 in 1995. This increase will be covered without exceeding the approved amount for the 1993-95 triennium, as the result of minimizing expenditures in 1993 and as explained in various paragraphs of this document.
5. Another proposal that does not have significant financial obligations is the promotion of the Quota Control Officer from P-3 to P-4. The Standing Committee has given its approval for the post to be upgraded in accordance with the United Nations classification exercise for professional posts, and the staff member's promotion should be effected when UNEP finds it appropriate.
6. Consultants: The Conference of the Parties approved a total budget of CHF 172,000 for consultancy services under COP-related documents and for general and technical matters in 1994. A revised budget now includes CHF 190,000 for translation of COP-related documents, general consultancy services and technical assistance to specific countries as and when the need arises. The overall 1995 budget under this item has not changed, although some adjustments have been made within the specific objects of expenditure to reflect the actual requirements.
7. Support staff: As with salaries of the professional staff, those of the general service staff are also based on the published standard salary costs of the United Nations. Included under this item in 1994 are CHF 112,000 for temporary assistance and overtime, the same amount that was approved by the Conference of the Parties at its eighth meeting. The amount of CHF 392,000 that was approved to cover salaries and travel costs of the freelance staff to provide services to the ninth meeting of the Conference of the Parties is being reduced to CHF 220,000. This decrease is made possible, partly because the Government of the Host Country has agreed to meet the accommodation costs of the staff during the ninth meeting of the Conference of the Parties, and partly because the Secretariat was able to negotiate reduced air fares for the travel of staff to Fort Lauderdale. For 1995 only CHF 50,000 is being proposed for temporary assistance and overtime.
8. Travel: The costs of travel in 1994 have been reduced from CHF 356,000 to CHF 250,000, mainly for the same reason mentioned in the preceding paragraph.
9. Sub-contracts: Activities under this budget line are of a technical nature and will be achieved with the support of other organizations to which the budgeted amounts will be paid partially or in their entirety. The amounts approved by the Parties have been reflected as anticipated expenditures for both years.
10. Group training: When the Conference of the Parties approved CHF 60,000 for training seminars, it was clear that part of it was meant to cover the travel costs of the Secretariat staff who would conduct the seminars. CHF 30,000 has therefore been transferred from line 3201 to line 1603 to separate the travel costs of the staff from those of participants.
11. Meetings: The costs of the activities of CITES Committees are included under this heading since the money will essentially be used to cover the costs of the members of the Committees in attending meetings. As it is not yet clear what funds will be required by the Panel of Experts on the African Elephant, the Secretariat has decided not to alter the amount approved by the Conference at its eighth meeting.
12. Equipment: The Secretariat has adopted and continues to adopt a very cautious approach in changing its equipment. Although a few items of furniture were purchased last year as the result of the move to more spacious offices, the computers that were donated by the Nippon Electronic Company (NEC) after the eighth meeting of the Conference are still in use. There is however a need to buy additional computer equipment and to install a network and electronic mail. The 1994 budget therefore takes this need into consideration.
13. Operation and maintenance: These costs are kept to the minimum so as to cover the differences in salary costs.
14. Reporting Costs: This item of expenditure has also been reduced by over CHF 100,000 in 1994, mainly because the Government of the Host Country is taking the responsibility of reproducing documents for the ninth meeting of the Conference of the Parties, at no cost to the Secretariat.

## Revised Budget for 1994 and 1995 Expressed in Swiss Francs

Budget Line	Description	1994		1995	
		Approved by COP 8	Proposed budget	Approved by COP 8	Proposed budget
<b>1100</b>	<b>Professionals</b>				
1101-1113	11 professional staff posts funded by the Trust Fund; D-1, 2P-5, 5P-4, 3P-3	1,835,400	1,825,000	2,010,400	2,140,000
1201	Consultants - translation	77,000	150,000	28,000	28,000
1202	Consultants - general	70,000	10,000	70,000	20,000
1203	Consultants - technical assistance	25,000	30,000	0	50,000
1299	Sub-total	172,000	190,000	98,000	98,000
<b>1300</b>	<b>Administrative support</b>				
1301-1309	9 support staff	789,160	880,000	846,804	945,000
1320	Temporary assistance/overtime	112,000	100,000	0	50,000
1321	Salary/travel of Conf. staff	392,000	220,000	0	0
1399	Sub-total	1,293,160	1,200,000	846,804	995,000
<b>1600</b>	<b>Travel on official mission</b>				
1601	Travel - general	230,000	120,000	230,000	150,000
1602	Travel of staff to COP & SC	126,000	100,000	0	0
1603	Travel of staff to seminars	0	30,000	0	30,000
1699	Sub-total	356,000	250,000	230,000	180,000
1999	Total personnel component	3,656,560	3,465,000	3,185,204	3,413,000
<b>2100</b>	<b>Sub-contracts</b>				
2101	Nomenclature studies - animals	51,800	51,800	53,900	53,900
	Nomenclature studies - plants	56,000	56,000	56,000	56,000
2102	Significant trade - animals	93,100	93,100	95,300	95,300
	Significant trade - plants	25,000	25,000	25,000	25,000
2103	Species in legislation	45,000	45,000	45,000	45,000
2104	Identification Manual - animals	115,000	115,000	120,000	120,000
	Identification Manual - plants	20,000	20,000	20,000	20,000
2105	Newsletters	0	0	0	0
2106	Scientific support - WCMC	170,000	170,000	155,000	155,000
2199	Sub-total	575,900	575,900	570,200	570,200
<b>3200</b>	<b>Group training</b>				
3201	Enforcement seminars	60,000	30,000	60,000	30,000
3299	Sub-total	60,000	30,000	60,000	30,000
<b>3300</b>	<b>Meetings</b>				
3301	Standing Committee	37,000	37,000	40,000	40,000
3302	Plants Committee	37,000	37,000	40,000	40,000
3303	Animals Committee	37,000	37,000	40,000	40,000
3304	African Elephant Panel of Experts	100,000	100,000	0	0

Budget Line	Description	1994		1995	
		Approved by COP 8	Proposed budget	Approved by COP 8	Proposed budget
3305	Criteria working group	10	0	10	0
3399	Sub-total	211,010	211,000	120,010	120,000
<b>4100</b>	<b>Expendable equipment</b>	70,000	70,000	70,000	70,000
<b>4200</b>	<b>Non-expendable equipment</b>	40,000	90,000	50,000	50,000
<b>4300</b>	<b>Office premises</b>	80,000	68,100	80,000	69,000
4999	Component total	190,000	228,100	200,000	189,000
<b>5100</b>	<b>Operation and maintenance</b>				
5101	Maintenance of computers	16,800	10,000	16,800	25,000
5102	Maintenance of photocopier	29,400	25,000	21,000	25,000
5103	Insurance	5,600	5,500	5,600	5,500
5104	Office installation & improvements	0	0	0	0
5105	Other operational costs/cleaning	30,000	10,000	35,000	10,000
5199	Sub-total	81,800	50,500	78,400	65,500
<b>5200</b>	<b>Reporting costs</b>				
5201	Printing of Identification Manual	0	0	0	0
5202	COP-related documents	161,000	61,000	56,000	30,000
5203	Documents not related to COP	35,000	20,000	42,000	42,000
5204	Security stamps	(22,500)	(15,000)	(22,500)	(20,000)
5205	Other publications	0	0	0	0
5299	Sub-total	173,500	66,000	75,500	52,000
<b>5300</b>	<b>Sundry</b>				
5301	Communications (tlx, tel., fax, etc.)	280,000	250,000	252,000	260,000
5302	Logistics for the COP	42,000	20,000	5,600	5,600
5303	Contingencies	0	0	0	0
5304	Other (bank charges, etc.)	0	10,270	0	10,000
5399	Sub-total	322,000	280,270	257,600	275,600
<b>5400</b>	<b>Hospitality</b>	0	10,000	0	10,000
5999	Component total	577,300	406,770	411,500	403,100
	TOTAL	5,270,770	4,916,770	4,546,914	4,725,300
6000	UNEP overhead costs (13%)	685,200	639,180	591,099	614,289
9999	GRAND TOTAL	5,955,970	5,555,950	5,138,013	5,339,589