

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES
OF WILD FAUNA AND FLORA



Fifty-seventh meeting of the Standing Committee
Geneva (Switzerland), 14-18 July 2008

Strategic and administrative matters

Financial matters

ESTIMATED EXPENDITURES FOR 2008

1. This document has been prepared by the Secretariat.
2. The total programme resources for the year 2008, including programme support costs, amount to USD 4,744,714 as approved by the Conference of the Parties at its 13th meeting (Bangkok, 2004). This budgetary provision is likely to be inadequate to cover the estimated expenditures for 2008, because of the continuing devaluation of the US dollar against the Swiss franc. Consequently, the staff costs and operating expenses incurred in Swiss francs are projected to be higher than expected.
3. In 2008, UNEP adopted a UN-wide climate-neutral programme and initiated its related strategy. To implement this programme, the Secretariat is setting aside 10% of the travel budget to offset the carbon footprint resulting from staff travel. This has been reflected within the budget for the current year.
4. The Secretariat continues to reduce its communication costs by promoting the use of the CITES website as the primary official means to provide information to the Parties. Documents previously sent by mail or faxed to the Parties are now made available through the website. Notifications are not provided on paper except to a handful of Parties that have requested this service and that lack adequate access to the internet. Even the CITES Handbook, including the Appendices, Resolutions and Decisions, is no longer circulated on paper, which contributes considerably to the reduction of costs. Another measure concerns the use of e-mail by the Secretariat as an inexpensive means of communication in preference to telephone and fax communication. Fax service software through the e-mail system will be installed in 2008 to reduce both costs and staff time devoted to sending faxes and to facilitate the sending of faxes to multiple recipients. With the savings from communication costs, the Secretariat proposes to offset partially the increased staff and operating costs.
5. As in 2007, additional savings are being made as a result of the following factors:
 - a) the post of Deputy Secretary-General was not filled;
 - b) office maintenance costs were reduced by the consolidation of all staff on one floor; and
 - c) travel bookings are made early so as to take advantage of special UN negotiated rates provided by the travel agency selected by the UN Office at Geneva.
6. Annex 1 to this document presents the estimated expenditures for the year 2008. It shows estimated total resources needed for the implementation of specific categories of service, which include those for staff and travel costs as well as general operating expenses. In spite of the efforts to reduce costs, an additional amount of USD 314,717 is needed to cover the projected expenditure, which is proposed to be drawn down from the accumulated Trust Fund balance.

7. In consideration of the above, the projected flow and use of resources of the CITES Trust Fund for the year 2008 leads to an estimated balance of USD 1.87 million at the end of the year, of which USD 0.7 million represents the operating cash reserve. This projection is based on the past years' collection rate of contributions due for the current year as well as prior and future years, and the average level of miscellaneous income. An overview of the projected flow and use of resources of the Trust Fund for 2008 is provided in Annex 2.