

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

Thirteenth meeting of the Conference of the Parties  
Bangkok (Thailand), 2-14 October 2004

Strategic and administrative matters

Financing and budgeting of the Secretariat and of meetings of the Conference of the Parties

ESTIMATED EXPENDITURES FOR THE YEARS 2004 AND 2005

1. This document has been prepared by the Secretariat.
2. Staff costs for the period 2003-2005 were estimated on the basis of actual expenditures in 2001-2002. The UN staff costs for the Geneva duty station have been raised and therefore are higher than the projected staff costs used in the preparation of the Secretariat's budget for 2003-2005. In the year 2003, the increased staff costs were offset by savings made as a result of temporary vacancies and from the cancellation of certain obligations from prior years.
3. However the Secretariat is not able to identify further savings in its budget for 2004 and 2005 to cover the projected staff costs in the professional and general service categories for these years.
4. The Secretariat proposed to the Standing Committee at its 50th meeting (Geneva, March 2004) to increase the 2004 budget by USD 191,000 to offset any over-expenditures as a result of changes in the staff costs. The Standing Committee agreed and also accepted the proposed transfer of USD 30,000 from the budget line for non-expendable equipment to the budget lines which relate to salaries (USD 19,000) and to the budget line for maintenance of the office (USD 11,000) to cover the Secretariat's electricity charges in 2004.
5. At the request of the Government of Switzerland, the Standing Committee also agreed to increase the 2004 budget by a further USD 40,000 to cover partially the rental costs of the Secretariat's offices in 2004. Regarding draw-downs in 2005 for rental costs, the Standing Committee deferred discussions to its 51st meeting.
6. The increases referred to in paragraphs 4 and 5, including the corresponding provision for programme support costs, are to be drawn down from the accumulated Trust Fund balance.
7. In addition, some minor adjustments are required to align the budget for the Standing Committee, the Animals and Plants Committees with the actual costs incurred in 2004 for organizing their meetings. It is proposed to cover the increased costs relating to these meetings through the re-allocation of funds (USD 7,360) from the budget line for external consultants as shown in Annex 1.
8. As for 2004, in the 2005 budget, the staff costs were underestimated and no provision was made for office maintenance costs. An additional amount of USD 170,000 is required to cover the increased staff costs. An increase of the 2005 budget by a further USD 56,000 is needed to cover partially the rental costs of the Secretariat's offices in 2005. The Secretariat proposes to draw down these amounts from the CITES Trust Fund balance.
9. In addition to the modifications to the budget lines for staff costs, there is a need for an updated budget to cover the increased costs of the meetings of the permanent Committees, the CITES Checklist and the electricity charges of the Secretariat in 2005. The required funds are made available through the transfer of funds between budget lines as detailed in Annex 2.

10. Following the establishment of a temporary post of Information Network Officer by the Executive Director of UNEP, an amount of USD 61,000 in 2004 and USD 62,000 in 2005 has been reallocated from the budget line for the CITES website to the budget line for staff salaries to co-fund this post on a 50 per cent basis with the 13 per cent Programme Support Costs on external funding. The continuation of this post beyond the year 2005 is subject to the Parties' approval (see document CoP13 Doc. 8.3, paragraph 9). However, without it the maintenance of the website in its present form may not be possible.
11. The projection of income to and expenditures from the CITES Trust Fund in the years 2004-2005 leads to an estimated balance of USD 0.76 million at the end of the current triennium of which USD 0.70 million represents the operating cash reserve. An overview of the projected income to and expenditures from the Trust Fund is presented in Annex 3.