

## RESOLUTION 1.2

### FINANCIAL AND ADMINISTRATIVE MATTERS

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*The Meeting of the Parties to the Agreement on the Conservation of African-Eurasian Migratory Waterbirds,*

*Recalling* the Final Act of the negotiation meeting to adopt the Agreement on the Conservation of African-Eurasian Migratory Waterbirds, held at the Hague in June 1995,

*Recalling* Article V, paragraphs 2 (a) and 2 (b), of the text of the Agreement, stating that Parties shall contribute to the budget of the Agreement in accordance with the United Nations scale of assessment and that, at its first session, the Meeting of the Parties shall adopt a budget by consensus,

*Appreciating* the voluntary contributions by various Parties and Range States during the period of the functioning of the interim secretariat,

*Recognizing* the importance of all Range States being able to participate in the implementation of the Agreement and related activities,

1. *Confirms* that all Parties shall contribute to the budget adopted at the scale agreed upon by the Meeting of the Parties in accordance with Article V, paragraph 2 (a) of the Agreement;
2. *Adopts* the budget for 2000 - 2002 attached as annex I to the present decision;
3. *Agrees* to the scale of contributions of Parties to the Agreement, as listed in Annex II to the present decision, 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 of the year to which they relate;
5. *Takes* note of resolution 1.4 on the international implementation priorities for the period 2000-2004 and related annexes;
6. *Invites* States not Parties to the Agreement, governmental, intergovernmental and non-governmental organizations and other sources to consider contributing to the implementation of the Agreement on a voluntary basis;
7. *Approves* the terms of reference for the administration of the Agreement budget as set out in Annex III to the present resolution for the period 2000–2002.

## Annex I

### BUDGET ESTIMATES 2000-2002

(Budget lines correspond to standard UNEP budget codes)

Budget line	Estimated costs in US dollars			
	2000	2001	2002	Total
<b>10 Personnel Component</b>				
<b>1100 Professional Staff</b>				
1101 Executive Secretary (P3)* 1	113,500	113,500	113,500	340,500
1102 Administrative and Fund Management Officer (UNEP)* 2	0	0	0	0
1199 Total	113,500	113,500	113,500	340,500
<b>1200 Consultants</b>				
1201 English Translators	7,500	8,500	20,000	36,000
1202 French Translators	7,500	8,500	20,000	36,000
1203 Arabic/ Russian Translators	3,000	4,000	6,000	13,000
1204 Report Writers (at MOP and TC)	2,000	2,000	11,500	15,500
1205 Interpreters (at MOP and TC)	7,500	7,500	45,000	60,000
1220 Consultancies for MOP	25,000	25,000	50,000	100,000
1221 Consultancies to develop Information materials	7,500	7,500	10,000	25,000
1222 Consultancies to carry research on....	15,000	15,000	15,000	45,000
1299 Total	75,000	78,000	177,500	330,500
<b>1300 Administrative support</b>				
1301 Secretary (G4)*3	40,000	41,000	42,000	123,000
1399 Total	40,000	41,000	42,000	123,000
<b>1600 Travel on official business</b>				
1601 General	20,000	20,000	20,000	60,000
1602 Meeting of the Parties	0	0	5,000	5,000
1699 Total	20,000	20,000	25,000	65,000
<b>1999 Component Total</b>	<b>248,500</b>	<b>252,500</b>	<b>358,000</b>	<b>859,000</b>
<b>20 Subcontract Component</b>				
<b>2200 Subcontract component</b>				
2201 Organization of MOP	0	0	65,000	65,000
2199 Total	0	0	65,000	65,000
<b>2999 Component Total</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>65,000</b>

Budget line	Estimated costs in US dollars			
	2000	2001	2002	Total
<b>30 Personnel Component</b>				
<b>3300 Meetings</b>				
3301 Meetings of the Parties (50 part. x 3 days)	0	0	87,500	87,500
3302 Meeting of the Technical Committee (15 part x 2 days)	26,250	26,250	26,250	78,750
3303 Participation in meetings of unspecified experts	5,250	5,250	5,250	15,750
3199 Total	31,500	31,500	119,000	182,000
<b>3999 Component Total</b>	<b>31,500</b>	<b>31,500</b>	<b>119,000</b>	<b>182,000</b>
<b>40 Equipment and Premises Component</b>				
<b>4100 Expendable equipment</b>				
4101 Miscellaneous office supplies	4,500	4,500	5,000	14,000
4199 Total	4,500	4,500	5,000	14,000
<b>4200 Non-expendable equipment</b>				
4201 Office equipment	0	2,500	2,500	5,000
4299 Total	0	2,500	2,500	5,000
<b>4300 Premises</b>				
4301 Rent and maintenance costs* 4	0	0	0	0
4399 Total	0	0	0	0
<b>4999 Component Total</b>	<b>4,500</b>	<b>7,000</b>	<b>7,500</b>	<b>19,000</b>
<b>50 Miscellaneous Component</b>				
<b>5100 Operation and Maintenance</b>				
5101 Operation/maintenance of computers	1,000	1,000	1,000	3,000
5102 Operation/maintenance of photocopiers	500	500	750	1,750
5103 Operation/ maintenance -others	500	500	500	1,500
5199 Total	2,000	2,000	2,250	6,250
<b>5200 Reporting Costs</b>				
5201 Document production (external)	15,000	10,000	20,000	45,000
5202 Information material	15,000	15,000	15,000	45,000
5203 Reference material	500	500	500	1,500
5299 Total	30,500	25,500	35,500	91,500

Budget line	Estimated costs in US dollars			
	2000	2001	2002	Total
<b>5300 Sundry</b>				
5301 Telephone, Fax	12,500	12,500	17,500	42,500
5302 Postage and miscellaneous	7,500	7,500	12,500	27,500
5399 Total	20,000	20,000	30,000	70,000
<b>5400 hospitality</b>	2,500	2,500	2,500	7,500
5499 Total	2,500	2,500	2,500	7,500
<b>5999 Component Total</b>	<b>55,000</b>	<b>50,000</b>	<b>70,250</b>	<b>175,250</b>
SUBTOTAL	339,500	341,000	619,750	1,300,250
6000 UNEP overhead costs 13 %	44135	44330	80567.5	169032.5
<b>GRAND TOTAL</b>	<b>383,635</b>	<b>385,330</b>	<b>700,318</b>	<b>1,469,283</b>
Voluntary contribution of Germany (50.000 DM)	25,000	25,000	25,000	75,000
*1 Post Grade pending on classification from UNEP				
*2 Provided from UNEP programme support cost (in elation to the Common Administrative Unit)				
*3 Post grade pending clasification from UNEP				
*4 Paid entirely by the host country as long as the Secretariat remains in Germany				

**Annex II**

**AEWA CONTRIBUTION FOR THE YEAR IN US DOLLARS**

Party	UN Scale in %	AEWA Contribution for the year in United States dollars		
		2000	2001	2002
Benin	0.009	46	47	85
Congo	0.013	70	70	127
Finland	2.338	12588	12643	22979
Denmark	2.980	16042	16113	29284
Egypt	0.280	1507	1513	2751
Gambia	0.004	23	23	42
Germany	42.443	95909	96333	175080
Guinea	0.013	70	70	127
Jordan	0.026	139	140	254
Mali	0.009	42	42	77
Monaco	0.017	93	93	169
Netherlands	7.027	37832	38000	69062
Niger	0.009	46	47	85
Romania	0.241	1298	1304	2370
Senegal	0.026	139	140	254
Spain	11.157	60064	60329	109645
South Africa	1.576	8484	8522	15488
Sudan	0.026	139	140	254
Sweden	4.646	25013	25124	45661
Switzerland	5.210	28050	28174	51204
The Former Yugoslav Republic of Macedonia	0.017	93	93	169
Togo	0.004	23	23	42
United Kingdom	21.926	95909	96333	175080
United Republic of Tanzania	0.013	70	70	127
<b>Total</b>	<b>100</b>	<b>383365</b>	<b>385330</b>	<b>700318</b>

### Annex III

#### **TERMS OF REFERENCE FOR THE ADMINISTRATION OF THE TRUST FUND FOR THE AGREEMENT ON THE CONSERVATION OF AFRICAN-EURASIAN MIGRATORY WATERBIRDS.**

1. The terms of reference for the Trust Fund of the Agreement on the Conservation of African-Eurasian Migratory Waterbirds (AEWA) shall refer to the financial years beginning 1 January 2000 and ending 31 December 2002.
2. The Trust Fund shall 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.
3. 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.\*
4. In accordance with United Nations rules, UNEP shall deduct from the income an administrative charge equal to 13 per cent of the expenditure charged to the AEWA Trust Fund in respect of activities financed under AEWA.
5. The financial resources of the Trust Fund for 2000-2002 shall be derived from:
  - (a) Contributions made by the Parties by reference to Annex 2, including contributions from any new Party; and
  - (b) Further contributions from Parties and contributions from States not Parties to the Agreement, other governmental, intergovernmental and non-governmental organizations and other sources.
6. 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 of the United Nations scale of assessments, 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 2000, 2001 and 2002. Contributions shall be paid into the following account:

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\* *Note by the AEWA secretariat:* Paragraphs 2 and 3 replace the former paragraph 2, to bring the terms of reference into line with the procedures of the United Nations. The new paragraphs are included here subject to their approval and adoption by the Meeting of the Parties at its next session.

Trust Funds Account  
Account No. 400-932520  
Chase Manhattan Bank  
International Agencies Banking  
270 Park Avenue, 43<sup>rd</sup> floor  
New York, NY 10017  
United States of America

7. 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 Agreement of their assessed contributions.
8. 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.
9. The Trust Fund shall be subject to audit by the United Nations Board of Auditors.
10. The budget estimates covering income and expenditures for each of the three calendar years constituting the financial period to which they relate, prepared in US dollars, shall be submitted to the Meeting of the Parties to the Agreement.
11. The estimates of each of the calendar years covered by the financial period shall be divided into sections and objects of expenditure 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
12. In addition to the budget estimates for the financial period described in the preceding paragraphs, the Secretariat of the Agreement, in consultation with the Technical 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 Environment Fund. The medium-term plan will cover the years 2003-2009, inclusive, and shall incorporate the budget for the financial period 2003-2006.
13. 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 Meeting of the Parties.
14. The budget and medium-term plan shall be adopted by unanimous vote of the Parties present and voting at the Meeting of the Parties.
15. 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 Technical Committee as to its priorities for expenditure.
16. Commitments against the resources of the Trust Fund may be made only if they are covered by the necessary income of the Agreement. No commitments shall be made in advance of the receipt of contributions.

17. Upon the request of the secretariat of the Agreement, after seeking the advice of the Technical 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 or second calendar year of the financial period, the Executive Director of UNEP may proceed to transfer any uncommitted balance of appropriations to the second or third calendar year respectively, provided that the total budget approved by the Parties shall not exceed, unless this is specifically sanctioned in writing [by the Technical Committee]
18. At the end of each calendar year of the financial period<sup>1</sup>, the Executive Director of UNEP shall submit to the Parties, through the Agreement 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.
19. Those financial reports required to be submitted to the Executive Director of UNEP shall be transmitted simultaneously by the Secretariat of the Agreement to the members of the Technical Committee.
20. The Secretariat of the Agreement shall provide the Technical 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.
21. The present terms of reference shall be effective from 1 January 2000 to 31 December 2002 and implemented by staff of the Interim Secretariat until the moment that a permanent Secretariat has been established at the UNEP/CMS premises in Bonn and a full time Executive Secretary has been appointed.

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<sup>1</sup> 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.