



6th SESSION OF THE MEETING OF THE PARTIES

9-14 November 2015, Bonn, Germany

“Making flyway conservation happen”

RESOLUTION 6.18

FINANCIAL AND ADMINISTRATIVE MATTERS

Recalling the provisions of Article V, Paragraph 2 (a) and (b), of the Agreement, relating to budgetary matters,

Acknowledging with appreciation the financial and other support provided by the Government of the Federal Republic of Germany for hosting the Agreement Secretariat, which is co-located with the Secretariat of the Convention on the Conservation of Migratory Species of Wild Animals in Bonn,

Recognising the importance of all Parties being able to participate in the implementation of the Agreement and related activities,

Appreciating the additional support given by various Parties and intergovernmental and non-governmental organizations on a voluntary basis to implement the Agreement,

Taking note with appreciation of the generous pledge from the Government of Norway to cover the costs of the Associate Programme Officer for Single Species Action Plan Support for 2016 and 2017,

Recognising the need for resources to enable the Secretariat to play its facilitating role in implementing the AEWA Strategic Plan 2009-2017 and the AEWA Plan of Action for Africa 2012-2017, both extended to 2018,

Taking note of the appointment of the new Executive Secretary as of 1 June 2014.

The Meeting of the Parties:

1. *Confirms* that 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) and (b), of the Agreement; *Adopts* the budget for 2016-2018 to the amount of € 978,764 for the year 2016, € 963,892 for the year 2017 and € 1,136,122 for the year 2018 attached as Appendix I to the present Resolution which includes a withdrawal from the Trust Fund Reserves for an amount of € 310,000;
2. *Adopts* the staffing table as per Appendix II to the present resolution;
3. *Adopts* the scale of contributions for Parties to the Agreement as listed in Appendix III to the present Resolution, and to the application of that scale *pro rata* to new Parties;
4. *Decides* that the minimum contribution shall not be less than 2,000 Euros per annum and that for the period 2016-2018, the maximum contribution shall be restricted to 20 per cent of the total budget;
5. *Requests* the Secretariat, using the financial and staff rules and regulations of the United Nations including UNEP financial rules, and other administrative issuances promulgated by the Secretary-General of the United Nations, to develop a series of budget scenarios for further consideration by Parties at the 7th Session

of the Meeting of Parties and describe any differences between the UN Scale of Assessments and the scale used to determine contributions to AEWA ;

6. *Requests* Parties to pay their annual contributions promptly as far as possible, but in any case not later than the end of June of the year to which they relate;

7. *Further requests* Parties, in particular those that are required to pay the minimum contribution, to consider paying for the whole triennium in one instalment;

8. *Decides* that a working capital be maintained at a level of at least 15 per cent of the estimated annual expenditure or 150,000 Euros, whichever is higher;

9. *Decides* to set the threshold of eligibility for funding of delegates to attend AEWA meetings at 0.200 on the UN Scale of Assessment and, as a general rule, to exclude countries from the European Union, European countries with strong economies and OECD countries, as listed in Appendix V attached hereto and/ or countries that have payments in arrears of more than three years;

10. *Takes note* of Resolution 6.13 on the AEWA International Implementation Tasks for the period 2016-2018 and its related appendices;

11. *Urges* all Parties to make voluntary contributions to the Trust Fund to support requests from least developed countries, developing countries, countries with economies in transition and small island developing states to participate in and implement the Agreement throughout the triennium;

12. *Further urges* Contracting Parties and other partners to make an increased effort in providing additional contributions to secure urgent implementation of the Agreement, in particular implementation of the AEWA Strategic Plan 2009-2017, implementation of the AEWA Plan of Action for Africa 2012-2017, both extended until MOP7, and the AEWA International Implementation Tasks for the period 2016-2018;

13. *Recognizes* the need to provide adequate resources to support the implementation of the Communication Strategy;

14. *Invites* States not Party to the Agreement, governmental, intergovernmental and non-governmental organisations and other sources to consider contributing to the implementation of the Agreement on a voluntary basis;

15. *Approves*, taking into account the UN Rules and Regulations, the incorporation of a part time (50%) post of Programme Assistant for the African Initiative into the core budget, at the G-level (fixed-term), to be based in the UNEP/AEWA Secretariat in Bonn;

16. *Instructs* the Secretariat to seek additional funding in the form of voluntary contributions to extend the post of Associate Programme Officer/African Coordinator beyond 50% and to extend the post of Programme Assistant for the African Initiative beyond 50%;

17. *Approves* the reclassification of the existing G4 positions to G5;

18. *Invites* Contracting Parties to consider the feasibility of providing gratis personnel and/or junior professional officers, in accordance with the United Nations rules and regulations, to strengthen the capacity of the Agreement Secretariat;

19. *Invites* the Executive Director of the United Nations Environment Programme to extend the duration of the Trust Fund to 31 December 2019;

20. *Approves* the terms of reference for the administration of the Agreement budget as set out in Appendix IV to the present Resolution for the period 2016-2018.

Appendix Ia

CORE BUDGET FOR THE TRIENNIUM 2016-2018 in MOP5 Format (IN EURO)

BL	Budget Item	2016	2017	2018	TOTAL
		EUR	EUR	EUR	EUR
	GENERAL MANAGEMENT				
1101	Executive Secretary (P4)	152,054	155,095	158,197	465,345
1102	Technical Officer (P3)	127,449	129,997	132,597	390,043
1103	Associate Information Officer (P2)	103,994	106,073	108,195	318,262
1104	Associate Programme Officer (P2)	103,994	106,073	108,195	318,262
1105	Associate Programme Officer (LWfG Coordination) (P2)*	-	-	-	-
1301	Administrative Assistant (GS)	68,106	69,468	70,858	208,432
1302	Team Assistant (GS) 75%	45,161	46,064	46,986	138,211
1303	Information Assistant (GS) 50%	30,107	30,710	31,324	92,141
1201	Translators	6,500	6,500	6,500	19,500
1601	Official Travel AEWA Staff	31,500	31,500	31,514	94,514
3201	Training of Staff	2,000	2,000	2,000	6,000
4101	Miscellaneous office supplies	3,000	3,000	3,000	9,000
4201	Office equipment	6,000	6,000	6,000	18,000
4301	Rent and maintenance costs **	-	-	-	-
4302	IT service provider	35,000	35,000	35,000	105,000
5101	Operation/maintenance of computers	1,500	1,500	1,500	4,500
5102	Operation/maintenance of photocopiers	2,500	2,500	2,500	7,500
5103	Operation/ maintenance -others	1,000	1,000	1,000	3,000
5201	Document production (external)	-	-	-	-
5203	Reference material	-	-	-	-
5301	Telephone, Fax	4,000	4,000	4,000	12,000
5302	Postage and miscellaneous	5,000	5,000	5,000	15,000
5303	Bank charges	100	100	100	300
5401	Hospitality	400	400	400	1,200
	Sub-total	729,364	741,981	754,865	2,226,211
	IMPLEMENTATION OF THE AFRICAN INITIATIVE				
1106	Associate Programme Officer/African Coordinator (P2) 50%	55,246	56,286	57,347	168,879
1304	Programme Assistant (GS) 50%	34,053	34,734	35,429	104,216
2203	Small Grant Fund Projects in African Countries	-	-	-	-
2204	Implementation of the African action plan	20,000	20,000	20,000	60,000
	Sub-total	109,299	111,020	112,776	333,095
	SERVICING THE MEETING OF THE PARTIES				
1201	English Translators	-	-	-	-
1202	French Translators	-	-	-	-
1204	Report Writers	-	-	-	-
1205	Interpreters	-	-	31,740	31,740
1220	Consultancies for MOP (1 review)	-	-	-	-
1602	Travel of Staff to the MOP	-	-	-	-
2201	Organization of MOP	-	-	58,537	58,537
5201	Document production (external)	-	-	-	-
	Sub-total	-	-	90,277	90,277

BL	Budget Item	2016	2017	2018	TOTAL
	SERVICING THE TECHNICAL COMMITTEE				
1201	English Translators	-	-	-	-
1202	French Translators	-	-	-	-
1204	Report Writers	-	-	-	-
1205	Interpreters	-	-	-	-
3302	Meetings of the TC (travel/dsa/ organisational costs)	17,500	-	17,500	35,000
	Sub-total	17,500	-	17,500	35,000
	SERVICING THE STANDING COMMITTEE				
1201	English Translators	-	-	-	-
1202	French Translators	-	-	20,000	20,000
1204	Report Writers	-	-	-	-
1205	Interpreters	-	-	-	-
3303	Meeting of the StC (travel/dsa/ organisational costs)	10,000	-	10,000	20,000
	Sub-total	10,000	-	30,000	40,000
	TOTAL	866,163	853,002	1,005,418	2,724,582
	13 % UN-PSC ***	112,601	110,890	130,704	354,196
	GRAND TOTAL	978,764	963,892	1,136,122	3,078,778
	Withdrawal from Trust Fund	140,000	30,000	140,000	310,000
	TOTAL TO BE SHARED BY PARTIES	838,764	933,892	996,122	2,768,778

* Covered by a pledge from the Government of Norway up to the end of the year 2017

** Covered by the Government of Germany

*** From the 13% UN-PSC, UNEP is covering the costs of the CMS Administrative and Fund Management Unit, which supports *inter alia*, the AEWA Secretariat

Appendix Ib

CORE BUDGET FOR THE TRIENNIUM 2016-2018 (IN EURO) - UN UMOJA FORMAT

Commitment Item		2016	2017	2018	TOTAL
1	Staff and Other Personnel Costs	726,663	741,002	807,367	2,275,031
2	Contractual Services	35,000	35,000	45,537	115,537
3	Travel	52,500	31,500	87,514	171,514
4	Equipment Vehicles and Furniture	11,000	11,000	11,000	33,000
5	Operating and Other Direct Costs	18,000	11,500	28,000	57,500
6	Supplies Commodities and Materials	3,000	3,000	6,000	12,000
7	Transfers and Grants Issued to Implementing Partner (IP)	20,000	20,000	20,000	60,000
8	UN-PSC	112,601	110,890	130,704	354,196
		978,764	963,892	1,136,122	3,078,778

Appendix II

APPROVED STAFFING TABLE FOR THE TRIENNIUM 2016-2018

Unit	Post title	Level	Percentage of post financed by assessed contributions
Executive Management Unit	Executive Secretary	P-4	100%
Executive Management Unit	Associate Programme Officer	P-2	100%
Executive Management Unit	Administrative Assistant	GS-5	100%
Science, Implementation and Compliance Unit	Technical Officer	P-3	100%
Science, Implementation and Compliance Unit	Associate Programme Officer (LWfG Coordination)*	P-2	0%
Science, Implementation and Compliance Unit	Team Assistant	GS-5**	75%
African Initiative Unit	Associate Programme Officer/African Coordinator	P-2	50%
African Initiative Unit	Programme Assistant	GS-5**	50%
Communication Unit	Associate Information Officer	P-2	100%
Communication Unit	Information Assistant	GS-5**	50%

* 100% covered by a pledge from the Government of Norway up to the end of the year 2017

** To be reclassified from GS-4 to GS-5

APPENDIX III

SCALE OF CONTRIBUTIONS BY PARTIES TO THE UNEP/AEWA TRUST FUND FOR 2016-2018 (IN EURO)

N°	Party	2016	2017	2018	Total 2016-2018
1	Albania	2,000	2,000	2,000	6,000
2	Algeria	2,000	2,000	2,000	6,000
3	Belgium	23,494	23,494	23,494	70,482
4	Benin	2,000	2,000	2,000	6,000
5	Bulgaria	2,000	2,000	2,000	6,000
6	Burkina Faso	2,000	2,000	2,000	6,000
7	Burundi	2,000	2,000	2,000	6,000
8	Chad	2,000	2,000	2,000	6,000
9	Congo	2,000	2,000	2,000	6,000
10	Côte d'Ivoire	2,000	2,000	2,000	6,000
11	Croatia	2,000	2,000	2,000	6,000
12	Cyprus	2,000	2,000	2,000	6,000
13	Czech Republic	2,784	2,784	2,784	8,352
14	Denmark	22,932	22,932	22,932	68,796
15	Djibouti	2,000	2,000	2,000	6,000
16	Egypt	3,833	3,833	3,833	11,499
17	Equatorial Guinea	2,000	2,000	2,000	6,000
18	Estonia	2,000	2,000	2,000	6,000
19	Ethiopia	2,000	2,000	2,000	6,000
20	Finland	17,195	17,195	17,195	51,585
21	France	132,745	132,745	132,745	398,235
22	Gabon	2,000	2,000	2,000	6,000
23	Gambia	2,000	2,000	2,000	6,000
24	Georgia	2,000	2,000	2,000	6,000
25	Germany	132,745	132,745	132,745	398,235
26	Ghana	2,000	2,000	2,000	6,000
27	Guinea	2,000	2,000	2,000	6,000
28	Guinea-Bissau	2,000	2,000	2,000	6,000
29	Hungary	3,302	3,302	3,302	9,906
30	Iceland	2,000	2,000	2,000	6,000
31	Ireland	9,174	9,174	9,174	27,522
32	Israel	14,915	14,915	14,915	44,745
33	Italy	75,007	75,007	75,007	225,021
34	Jordan	2,000	2,000	2,000	6,000
35	Kenya	2,000	2,000	2,000	6,000
36	Latvia	2,000	2,000	2,000	6,000
37	Lebanon	2,000	2,000	2,000	6,000
38	Libya	3,203	3,203	3,203	9,609
39	Lithuania	2,000	2,000	2,000	6,000
40	Luxembourg	2,000	2,000	2,000	6,000
41	Madagascar	2,000	2,000	2,000	6,000
42	Mali	2,000	2,000	2,000	6,000

N°	Party	2016	2017	2018	Total 2016-2018
43	Mauritania	2,000	2,000	2,000	6,000
44	Mauritius	2,000	2,000	2,000	6,000
45	Monaco	2,000	2,000	2,000	6,000
46	Montenegro	2,000	2,000	2,000	6,000
47	Morocco	2,000	2,000	2,000	6,000
48	Netherlands	53,977	53,977	53,977	161,931
49	Niger	2,000	2,000	2,000	6,000
50	Nigeria	2,000	2,000	2,000	6,000
51	Norway	16,288	16,288	16,288	48,864
52	Portugal	11,838	11,838	11,838	35,514
53	Republic of Moldova	2,000	2,000	2,000	6,000
54	Romania	2,000	2,000	2,000	6,000
55	Rwanda	2,000	2,000	2,000	6,000
56	Senegal	2,000	2,000	2,000	6,000
57	Slovakia	2,000	2,000	2,000	6,000
58	Slovenia	2,149	2,149	2,149	6,447
59	South Africa	9,326	9,326	9,326	27,978
60	Spain	62,576	62,576	62,576	187,728
61	Sudan	2,000	2,000	2,000	6,000
62	Swaziland	2,000	2,000	2,000	6,000
63	Sweden	31,874	31,874	31,874	95,622
64	Switzerland	38,230	38,230	38,230	114,690
65	Syrian Arab Republic	2,000	2,000	2,000	6,000
66	The former Yugoslav Republic of Macedonia	2,000	2,000	2,000	6,000
67	Togo	2,000	2,000	2,000	6,000
68	Tunisia	2,000	2,000	2,000	6,000
69	Uganda	2,000	2,000	2,000	6,000
70	Ukraine	2,000	2,000	2,000	6,000
71	United Kingdom of Great Britain and Northern Ireland	132,745	132,745	132,745	398,235
72	United Republic of Tanzania	2,000	2,000	2,000	6,000
73	Uzbekistan	2,000	2,000	2,000	6,000
74	Zimbabwe	2,000	2,000	2,000	6,000
75	EU	16,593	16,593	16,593	49,779
	TOTAL	922,926	922,926	922,926	2,768,778

Appendix IV

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) are for the financial years beginning 1 January 2016 and ending 31 December 2018.
2. The Trust Fund shall be administered by the Executive Director of the United Nations Environment Programme (UNEP) subject to the approval UNEA 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 2016-2018 shall be derived from:
 - (a) Contributions made by Parties by reference to Appendix II of Resolution 6.18, 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 Euros. 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 until 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 20 per cent of the budget, the contribution of that Party shall be 20 per cent of the budget for the financial year of joining (or *pro rata* for a part year). No contribution shall be less than 2,000 Euros. The contribution of each Party as laid down in Appendix II of Resolution 6.18 shall be fixed until the next ordinary session of the Meeting of the Parties. Contributions of new Parties shall flow into the Trust Fund of the Agreement. Contributions shall be paid in annual installments. The contributions shall be due on 1 January 2016, 2017 and 2018.

Contributions shall be paid into the following account:

UNEP Euro Account
Account No. 6161603755
J.P. Morgan AG
Junghofstrasse 14
60311 Frankfurt / Main
Germany
Bank code number 501 108 00
SWIFT No. CHASDEFX
IBAN: DE 565011080061616 03755

Note of the Secretariat:

The bank details have changed with effect as of 1 February 2017. Contracting Parties and donors are kindly requested to pay their contributions to following account:

UNITED NATIONS (DECH1)
Account No. 6161603755
J.P. Morgan AG
Taunustor 1
60310 Frankfurt / Main
Germany
Bank code number 501 108 00
SWIFT No. CHASDEFX
IBAN: DE 565011080061616 03755

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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 Euros, 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. The proposed budget, including all the necessary information, shall be dispatched by the Secretariat to all Parties at least 90 days before the date fixed for the opening of the Meeting of the Parties.
 13. The budget shall be adopted by consensus at the Meeting of the Parties.

14. 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, which shall seek the advice of the Standing Committee as to its priorities for expenditure.
15. 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.
16. Upon the request of the Secretariat of the Agreement, 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, second or third calendar year of the financial period, the Executive Director of UNEP may proceed to transfer any uncommitted balance of appropriations to the second, third or fourth calendar year respectively, provided that it does not exceed the total budget approved by the Parties, unless this is specifically sanctioned in writing by the Standing Committee.
17. At the end of each calendar year of the financial period¹, 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.
18. 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 Standing Committee.
19. The Secretariat of the Agreement 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.
20. The present terms of reference shall be effective from 1 January 2016 to 31 December 2018.

¹ The calendar year 1 January to 31 December is the accounting and financial year, but the 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.

Appendix V

ELIGIBILITY FOR SPONSORSHIP FOR AEWAs MEETINGS

N°	Party	UN Scale in % 2013*
1	Albania	0.010
2	Algeria	0.137
3	Belgium	0.998
4	Benin	0.003
5	Bulgaria	0.047
6	Burkina Faso	0.003
7	Burundi	0.001
8	Chad	0.002
9	Congo	0.005
10	Côte d'Ivoire	0.011
11	Croatia	0.126
12	Cyprus	0.047
13	Czech Republic	0.386
14	Denmark	0.675
15	Djibouti	0.001
16	Egypt	0.134
17	Equatorial Guinea	0.010
18	Estonia	0.040
19	Ethiopia	0.010
20	Finland	0.519
21	France	5.593
22	Gabon	0.020
23	Gambia	0.001
24	Georgia	0.007
25	Germany	7.141
26	Ghana	0.014
27	Guinea	0.001
28	Guinea-Bissau	0.001
29	Hungary	0.266
30	Iceland	0.027
31	Ireland	0.418
32	Israel	0.396
33	Italy	4.448
34	Jordan	0.022
35	Kenya	0.013
36	Latvia	0.047
37	Lebanon	0.042
38	Libya	0.142
39	Lithuania	0.073
40	Luxembourg	0.081
41	Madagascar	0.003
42	Mali	0.004
43	Mauritania	0.002

N°	Party	UN Scale in % 2013*
44	Mauritius	0.013
45	Monaco	0.012
46	Montenegro	0.005
47	Morocco	0.062
48	Netherlands	1.654
49	Niger	0.002
50	Nigeria	0.090
51	Norway	0.851
52	Portugal	0.474
53	Republic of Moldova	0.003
54	Romania	0.226
55	Rwanda	0.002
56	Senegal	0.006
57	Slovakia	0.171
58	Slovenia	0.100
59	South Africa	0.372
60	Spain	2.973
61	Sudan	0.010
62	Swaziland	0.003
63	Sweden	0.960
64	Switzerland	1.047
65	Syrian Arab Republic	0.036
66	The former Yugoslav Republic of Macedonia	0.008
67	Togo	0.001
68	Tunisia	0.036
69	Uganda	0.006
70	Ukraine	0.099
71	United Kingdom of Great Britain and Northern Ireland	5.179
72	United Republic of Tanzania	0.009
73	Uzbekistan	0.015
74	Zimbabwe	0.002

 Parties which are considered eligible for financial support to attend relevant AEWA sponsored meetings.

 Parties which are considered non-eligible for financial support to attend relevant AEWA sponsored meetings.

* UN Scale of Assessment 2013-2015 as adopted by the General Assembly (doc. A/RES/67/238) on 11th February 2013