

**In-kind contributions received by the UNEP/AEWA Secretariat from Contracting Parties or organisations**

Resolution 7.12, paragraph 18 requests the Secretariat to endeavour compiling a list of all in-kind contributions received in support of meetings, workshops and other projects (co-) organised by the Secretariat to be published through the Report of the Secretariat on Finance and Administrative Issues in 2019-2021.

A first attempt to compile such a list was made in 2019. The analysis of the information received from different donors who were approached by the Secretariat, however, shows that there is need to provide donors with a standardized form in order to facilitate the reporting of information on in-kind contributions and to be able to establish a coherent list.

A voluntary in-kind contribution to the work of AEWA can be provided in form of human resources, a product/ good or a service for which otherwise the Secretariat would have had to raise funding:

* human resources: working time of a person made available to organize a meeting, carry out research or expertise which is feeding into a specific AEWA mandated process or coordinating an AEWA process. Salary costs should either reflect the real costs, if possible, or be estimated on the basis of the number of hours or days. Delegates' time spent attending AEWA meetings or time spent on national implementation is not considered as in-kind contribution as this is a national representation or delivery against the obligations set out in the Agreement;
* Products/ goods: materials offered;
* services: room or equipment rental, provision of means of transport, for example shuttles between an airport and the place of the meeting, free provision of services, for example interpretation or catering.

The work carried out between AEWA and another entity with a comparable mandate cannot be considered as a voluntary contribution of that entity to AEWA, but is to be seen as synergy between the two to achieve better results.

Through the AEWA in-kind contributions form the donor should inform the Secretariat about the institution/ agency/ organisation providing support in form of in-kind contributions towards an AEWA project or meeting; specify the project/ meeting in support of which the contribution has been provided; specify the type and details of the contribution provided; provide the total value of the contribution, ideally in EUR (to be coherent the Secretariat will convert figures received in other currencies and express all figures in EUR in its report).

**AEWA IN-KIND CONTRIBUTIONS FORM**

**Donor:**

Institution/ agency/ organsiation supporting the cost of the contribution:

Name:

Address:

Homepage:

Contact person within the supporting institution/ agency/ organisation:

Name:

Title:

Email:

Phone:

**Title of AEWA project/ meeting receiving the in-kind contribution:**

**Type of contribution:**

**□ Human resources** (working time of a person made available to organize a meeting, carry out research or expertise which is feeding into a specific AEWA mandated process or coordinating an AEWA process. Salary costs should either reflect the real costs, if possible, or be estimated on the basis of the number of hours or days. Delegates' time spent attending AEWA meetings or time spent on national implementation is not considered as in-kind contribution as this is a national representation or delivery against the obligations set out in the Agreement)

Please specify:

**□ Products/ goods** (materials offered)

Please specify:

**□ Services** (room or equipment rental, provision of means of transport, for example shuttles between an airport and the place of the meeting, free provision of services, for example interpretation or catering)

Please specify:

**Total value of the contribution (in EUR):**

**Comments:**