



10th MEETING OF THE STANDING COMMITTEE

8-10 July 2015, Kampala, Uganda

**REPORT OF THE SECRETARIAT ON FINANCE AND
ADMINISTRATIVE ISSUES 2013 - 2015**

Prepared by the UNEP/AEWA Secretariat

Introduction

At the 5th Session of the Meeting of the Parties to AEWA, the core budget for 2013-2015 was adopted through Resolution 5.21. The Secretariat reported on financial and administrative matters to the Standing Committee at its 9th meeting (18-19 September 2013, Trondheim, Norway).

The present document aims at reporting on staffing issues and on income and expenditure for the period 1 January 2013 –15 June 2015.

Action Requested from the Standing Committee

The Standing Committee is requested to review and approve the information provided in the report.

1. Staffing (January 2013 – June 2015)

Regular staff

The position of the Executive Secretary was advertised at the P-4 level in October 2012 on basis of the decision made at the 5th Session of the Meeting of the Parties (MOP5) in May 2012 to maintain the position at P-4 level despite the fact that the post had been classified as P-5 post by UNEP (Resolution 5.21).

Dr Marco Barbieri, had been nominated as Acting Executive Secretary of AEWA on an interim basis from 2 May 2011 until October 2011, after which the CMS Deputy Executive Secretary Mr Bert Lenten took over the role of Acting Executive Secretary on a part-time basis until May 2014. The new Executive Secretary, Dr Jacques Trouvilliez, entered on duty on 1 June 2014.

The position of the Associate Programme Officer (Coordinator of the African Initiative) was filled on 4 May 2015 after a long recruitment process. For the period until May 2015, the Secretariat found short-term solutions to keep the activities under this important position running.

As instructed by Resolution 5.21, the UNEP/AEWA Secretariat secured voluntary contributions from the Federal Office for the Environment in Switzerland to extend the part time post (50 %) approved in the core budget, to a full-time position from January 2013 until December 2015. To maintain this position at 100 %, the Secretariat will depend upon additional voluntary contributions as of January 2016.

Temporary staff

The full-time position of the Associate Programme Officer for Single Species Action Plan Support and the coordination and implementation of the Lesser White-fronted Goose International Single Species Action Plan has been secured for an additional three years until 2017. The Secretariat is grateful to the Norwegian Environmental Agency for its continuous support of this important position. It is very much hoped that additional funding will be made available to secure this post as of January 2018.

The full-time position of the Programme Assistant for the African Initiative has been generously financed by the Government of Germany for the duration of three years (January 2013 until December 2015). It is very much hoped that the Parties will approve a part time position (50 %) in the core budget 2016-2018 to keep the African Initiative running. As in the case of the Coordinator of the African initiative, the remaining 50 % will depend on voluntary contributions as of January 2016.

The part-time (30 %) position of the Programme Assistant to assist with the preparation of the 6th Session of the Meeting of the Parties (MOP6) was established on 1 June 2014 until December 2015. Due to the general lack of G-staff support within the Secretariat, it is very much hoped that voluntary contributions could be found to extend the contract for this part-time position as of 1 January 2016.

Interns

The UNEP/AEWA Secretariat participates in the CMS Family Internship Programme. In the framework of this programme, the following interns have supported the work of the Secretariat in the period under consideration:

Name	Nationality	Main tasks carried out in the period
Ms Carolina Corrales Duque	Colombian	To compile the AEWA popular Series publication Migratory Birds and Power line Grids, to support the AEWA SGF and to prepare summaries of nine SSAPs for the new websites (December 2012-May 2013)
Ms Ann-Kathrin Scheuerle	German	To support the organization of the World Migratory Bird Day campaign and to promote it through social media (January-May 2013)

Ms Melanie Jakuttek	German	To support the organization of the World Migratory Bird Day campaign and to promote it through social media (March-May 2013)
Ms Jessica Roy	French	2013 - Support to the AEWAs Acting Executive Secretary. French translation and document drafting.
Ms Helena Coelho	Brazilian	Production of promotion videos for WMBD 2014 and an AEWAs Training of Trainers workshop in Kenya.
Mr Martin Bangratz	Austrian	Providing support to all aspects of the work related to the global WMBD 2015 campaign. Design and production of the AEWAs MOP6/20 th Anniversary logo.
Ms Weiji Ma	Chinese	Providing support to the work of the Joint Information Management, Communications and Outreach Unit of the UNEP/CMS and UNEP/AEWAs Secretariats, with a special focus on the work related to the global WMBD 2015 campaign.
Mr Lukas Bickhove	German	Providing support to the work of the Joint Information Management, Communications and Outreach Unit of the UNEP/CMS and UNEP/AEWAs Secretariats, with a special focus on the work related to the global WMBD 2015 campaign.
Mr Brendan Shepard	French/ American	Providing support to the national reporting cycle to MOP6 – verification of national reports and correspondence with the designated national respondents (April 2015 – July 2015)

Besides these main tasks, all temporary staff supported the Secretariat in its day-to-day work.

2. Core Budget (AWL) - Overview of income and expenditure (1 January 2013 – 20 June 2015)

Income

Annex 1 summarizes the status of collection of annual compulsory contributions from Contracting Parties as at 15 June 2015. The assessed contributions 2013-2015 approved by MOP5 stand at EUR 2,708,778. The overview shows a generally healthy income situation. Unpaid pledges amount to a total of EUR 449,111, split up as follows: EUR 204,212 for 2014 and previous years, and EUR 244,899 for 2015. Advanced payments for future years amount to EUR 2,928. The UNEP/AEWAs Secretariat regularly reminds Parties of outstanding contributions for the current and previous years.

Expenditure

Annex 2 shows the implementation of 2013-2015 core budgets as at June 2015. Budgets for the years 2013, 2014 have registered positive end-year balances of EUR 91,184 and EUR 203,183 respectively. An over-expenditure of EUR 53,514 is however forecasted for the year 2015 with the first quarter of 2015 being in line with expectations and higher expenditure foreseen towards the end of the year in connection with the organization of the MOP6.

Trust Fund balance

The Trust Fund balance for assessed contributions as at 31 December 2014 amounted to USD 1,085,137 (which is inclusive of the Operating Reserve of a constant level of at least 15 per cent of the estimated annual expenditure or € 150,000, whichever is higher).

3. Voluntary Contributions (AVL) - Overview of collection January 2010 – September 2011)

In addition to the annual contributions paid by Parties towards the AEWA core budget (AWL) the Secretariat also received voluntary contributions from different Governments and organizations that were earmarked for certain activities. These voluntary contributions are managed in the second Trust Fund (AVL). Annexes 3, 4 and 5 summarize the voluntary contributions to the AVL Trust fund in 2013, 2014 and 2015 (1 January to 15 June) respectively. The pledged voluntary contributions amounted to EUR 405,288 in 2013, EUR 406,704 in 2014 and EUR 208,677 in 2015. The Secretariat would like to thank all Governments and organizations that have provided contributions to AEWA.

ANNEX 1

GENERAL TRUST FUND FOR VOLUNTARY CONTRIBUTION IN RESPECT OF THE AGREEMENT ON THE CONSERVATION OF AFRICAN - EURASIAN MIGRATORY WATERBIRDS (AV)

Status of Contributions as at 15 June 2015 (Euros)

COUNTRIES	Unpaid Pledges for 2014 & Prior Years	Advanced Payments for Future Years	Pledges for 2015	Collection s in 2015 for 2014 & Prior Years	Collection s in 2015 for 2015	Collection s During 2015 for Future Years	Unpaid Pledges for 2014 & Prior Years	Unpaid Pledges for 2015	Advanced Payments for Future Years
	EUR	EUR	EUR	EUR	EUR	EUR	EUR	EUR	EUR
Albania	0	0	2,000				0	2,000	0
Algeria	0	2,000	2,000				0	0	0
Belgium	0	0	23,494				0	23,494	0
Benin	3,991	0	2,000				3,991	2,000	0
Bulgaria	0	0	2,000		2,000		0	0	0
Burkina Faso	2,500	0	2,000				2,500	2,000	0
Chad	6,333	0	2,000				6,333	2,000	0
Congo	12,362	0	2,000				12,362	2,000	0
Cote d'Ivoire	3,167	0	2,000	3,167	2,000		0	0	0
Croatia	0	0	2,000		2,000		0	0	0
Cyprus	0	2,000	2,000				0	0	0
Czech Republic	0	2,784	2,784				0	0	0
Denmark	0	0	22,932		22,932		0	0	0
Djibouti	12,470	0	2,000				12,470	2,000	0
Egypt	0	0	3,833				0	3,833	0
Equatorial Guinea	0	2,000	2,000				0	0	0
Estonia	0	0	2,000		2,000		0	0	0
Ethiopia	0	0	2,000				0	2,000	0
European Commission	0	0	16,593		16,593		0	0	0
Finland	0	17,195	17,195				0	0	0

France	0	132,745	132,745				0	0	0
Gabon	4,167	0	2,000				4,167	2,000	0
Gambia	7,639	0	2,000				7,639	2,000	0
Georgia	0	2,000	2,000				0	0	0
Germany, F.R.	0	0	132,745		132,745		0	0	0
Ghana	4,000	0	2,000				4,000	2,000	0
Guinea	0	2,000	2,000				0	0	0
Guinea - Bissau	12,300	0	2,000				12,300	2,000	0
Hungary	0	0	3,302		3,302		0	0	0
Iceland	0	2,000	2,000				0	0	0
Ireland	0	9,174	9,174				0	0	0
Israel	0	0	14,915				0	14,915	0
Italy	0	0	75,007				0	75,007	0
Jordan	0	0	2,000				0	2,000	0
Kenya	0	2,000	2,000				0	0	0
Latvia	0	2,000	2,000				0	0	0
Lebanon	3,052	0	2,000				3,052	2,000	0
Libya	29,416	0	3,203				29,416	3,203	0
Lithuania	0	2,000	2,000				0	0	0
Luxembourg	0	2,000	2,000				0	0	0
Macedonia	10,000	0	2,000				10,000	2,000	0
Madagascar	3,211	0	2,000	3,211	1,967		0	33	0
Mali	3,999	0	2,000				3,999	2,000	0
Mauritius	0	0	2,000		2,000		0	0	0
Moldova	0	2,000	2,000				0	0	0
Monaco	0	4,000	2,000				0	0	2,000
Montenegro	0	2,000	2,000				0	0	0
Morocco	4,167	0	2,000				4,167	2,000	0
Netherlands	0	53,977	53,977				0	0	0

Niger	12,704	0	2,000				12,704	2,000	0
Nigeria	0	2,000	2,000				0	0	0
Norway	0	0	16,288		16,288		0	0	0
Portugal	23,676	0	11,838				23,676	11,838	0
Romania	0	0	2,000		2,000		0	0	0
Senegal	8,000	0	2,000				8,000	2,000	0
Slovak	0	2,000	2,000				0	0	0
Slovenia	4,298	0	2,149	4,298	2,149		0	0	0
South Africa	0	9,326	9,326				0	0	0
Spain	0	0	62,576				0	62,576	0
Sudan	13,174	0	2,000				13,174	2,000	0
Swaziland	0	2,000	2,000				0	0	0
Sweden	0	0	31,874		31,874		0	0	0
Switzerland	0	0	38,230		38,230		0	0	0
Syria	7,885	0	2,000				7,885	2,000	0
Togo	0	2,000	2,000				0	0	0
Tunisia	9,600	0	2,000				9,600	2,000	0
U.K.	0	0	132,745		132,745		0	0	0
Uganda	0	2,928	2,000				0	0	928
Ukraine	2,000	0	2,000				2,000	2,000	0
United Rep. of Tanzania	4,000	0	2,000				4,000	2,000	0
Uzbekistan	1,610	0	2,000				1,610	2,000	0
Zimbabwe	5,167	0	2,000				5,167	2,000	0
Total	214,888	264,129	916,925	10,676	410,825	0	204,212	244,899	2,928

ANNEX 2

GENERAL TRUST FUND FOR VOLUNTARY CONTRIBUTION IN RESPECT OF THE AGREEMENT ON THE CONSERVATION OF AFRICAN - EURASIAN MIGRATORY WATERBIRDS (AV)

Projection of implementation of the approved AEWB budget in 2013-2015 as at 31 June 2015

BL	Budget Item	2013		2014		2015		TOTAL 2013-2015	
		In EURO		In EURO		In EURO		In EURO	
		Budget	Expenditure	Budget	Expenditure	Budget	Projected expenditure to 31st Dec 2015	Budget	Expenditure
		EUR	EUR	EUR	EUR	EUR	EUR	EUR	EUR
Personnel									
1101	Executive Secretary (P4)	155,256	151,907	158,361	114,968	161,528	121,171	475,145	388,046
1102	Associate Technical Officer (P3)	126,086	134,017	128,608	139,415	131,180	163,017	385,874	436,448
1103	Associate Information Officer (P2)	83,693	86,024	85,367	90,218	87,074	105,491	256,134	281,733
1104	Associate Programme Officer (P2)	77,101	32,227	78,643	53,783	80,216	62,888	235,960	148,898
1105	Associate Programme Officer (LWfG Coordination) P2	0	0	0	0		0	0	0
1106	Associate Programme Officer/African Coordinator (P2) 50%	42,500	0	43,350	11,054	44,217	112,975	130,067	124,028
1201	Translators	6,500	4,082	6,500	6,911	9,000	8,910	22,000	19,903
1220	Consultancies for MOP (1 review)*	50,000	30,697	0	(10,990)		454	50,000	20,161
1221	English Translators - MOP	0	0	0	0		0	0	0
1222	French Translators - MOP	0	2,802	0	0	30,000	1,965	30,000	4,767
1224	Report Writers - MOP	0	0	0	0	7,500	7,551	7,500	7,551
1225	Interpreters -MOP	0	0	0	0	50,000	26,106	50,000	26,106
1231	English Translators -TC	0	0	0	0	0	0	0	0
1232	French Translators - TC	0	0	5,000	0	0	0	5,000	0
1234	Report Writers - TC	0	0	0	0	0	0	0	0
1235	Interpreters - TC	0	0	10,000	0	0	0	10,000	0
1241	English Translators - StC	0	0	0	0	0	0	0	0
1242	French Translators - StC	0	0	5,000	0	20,000	16,467	25,000	16,467
1244	Report Writers - StC	0	0	0	0	0	0	0	0
1245	Interpreters - StC	0	7,280	10,000	0	10,000	0	20,000	7,280
1301	Administrative Assistant (G5)	62,516	62,759	63,766	67,074	65,041	78,429	191,323	208,262
1302	Team Assistant (G4) 75%	50,630	59,016	51,643	59,064	52,676	69,063	154,949	187,143
1303	Information Assistant (G4) 50%	31,509	38,921	32,139	42,217	32,782	49,364	96,430	130,502
1601	Official Travel AEWB Staff	31,500	37,454	31,500	26,835	31,500	35,640	94,500	99,929
1622	Travel of Staff to the MOP	0	0	0	0	0	0	0	0
Total personnel		717,291	647,185	709,877	600,550	812,714	859,489	2,239,882	2,107,224
Subcontracts									
2203	Small Grant Fund Projects in African Countries	30,000	22,065	30,000	28,185	30,000	35,640	90,000	85,890
2204	Implementation of the African action plan	15,000	20,594	15,000	0	15,000	25,000	45,000	45,594

2221	Organization of MOP	0	0	0	0	80,000	80,000	80,000	80,000
Total Subcontracts		45,000	42,659	45,000	28,185	125,000	140,640	215,000	211,484
Training									
3201	Training of Staff	2,500	639	2,500	634	2,500	891	7,500	2,163
3332	Meetings of the TC (travel/dsa/organisational costs)	0	0	17,500	2,537	0	8,066	17,500	10,603
3343	Meeting of the StC (travel/dsa/organisational costs)**	0	6,178	17,500	(2,786)	17,500	8,910	35,000	12,302
Total Training		2,500	6,817	37,500	384	20,000	17,867	60,000	25,068
Equipment									
4101	Miscellaneous office supplies	3,000	4,755	3,000	1,869	3,000	2,673	9,000	9,297
4201	Office equipment	7,000	4,233	7,000	4,213	7,000	5,346	21,000	13,792
4301	Rent and maintenance costs **	0	0	0	0	0	0	0	0
4302	IT service provider	40,000	34,913	40,000	29,308	40,000	35,640	120,000	99,860
Total Equipment		50,000	43,901	50,000	35,389	50,000	43,659	150,000	122,949
Miscellaneous									
5101	Operation/maintenance of computers	1,500	0	1,500	2,877	1,500	3,564	4,500	6,441
5102	Operation/maintenance of photocopiers	2,500	4,776	2,500	1,811	2,500	2,673	7,500	9,260
5103	Operation/ maintenance - others	1,000	0	1,000	0	1,000	0	3,000	0
5201	Document production (external)	1,000	227	1,000	0	1,000	606	3,000	833
5203	Reference material	300	41	300	0	300	0	900	41
5221	Document production (external) - MOP	0	0	0	0	7,500	0	7,500	0
5301	Telephone, Fax	4,000	3,747	4,000	4,098	4,000	5,346	12,000	13,191
5302	Postage and miscellaneous	6,000	1,513	6,000	5,947	7,500	7,128	19,500	14,588
5303	Bank charges	100	0	100	0	100	0	300	0
5401	Hospitality	500	131	500	128	500	0	1,500	259
Total Miscellaneous		16,900	10,436	16,900	14,861	25,900	19,317	59,700	44,613
Total Direct Cost		831,691	750,998	859,277	679,369	1,033,614	1,080,972	2,724,582	2,511,339
Programme Support Cost (13%)		108,120	97,630	111,706	88,318	134,370	140,526	354,196	326,474
Grand total		939,811	848,627	970,983	767,687	1,167,984	1,221,498	3,078,778	2,837,813

Notes

*The saving of Euro 10,990 in the year 2014 arose from the closure of an obligation document OBMO 92347 related to an SSFA.

**The saving of Euro 2,786 in the year 2014 arose from the closure of travel requests which were raised in the year 2013 (TVRQ 165090, 165092 & 165093)

ANNEX 3

GENERAL TRUST FUND FOR VOLUNTARY CONTRIBUTION IN RESPECT OF THE AGREEMENT ON THE CONSERVATION OF AFRICAN - EURASIAN MIGRATORY WATERBIRDS (AV)

Status of Contributions as at 31 December 2013 (Euros)

COUNTRIES	Unpaid Pledges as at 31.12.12	Pledges for 2013	Notes	Collections in 2013 for prior years	Collections in 2013 for 2013	Unpaid pledges for 2013 & Prior Years
	EUR	EUR		EUR	EUR	EUR
Germany		63,664	1		63,664	0
Norway		86,700	2		86,700	0
France		38,430	3			38,430
Norway		5,177	4		5,177	0
Norway		5,257	4		5,257	0
Finland		18,000	5		18,000	0
Norway		55,477	6		55,477	0
Switzerland		48,025	7		48,025	0
Germany		25,600	8		25,600	0
Germany		3,300	9		3,300	0
Germany		19,950			19,950	0
Germany		35,708	10		35,708	0
United Kingdom	37,456		11	37,456		0
Total	37,456	405,288		37,456	366,858	38,430

1) Germany pledge EUR 63,664 - AVL-2236-2B12-2661-1304 - AEWA Programme Assistant G-4

2) Norway pledge EUR 275,630 - LfWG Coordinator AEWA - AVL-2236-2B12-2661-1105 - August 2011 EUR 15,500; January 2012 EUR 85,000; January 2013 EUR 86,700; January 2014 EUR 88,430. The EUR 85,000 pledge for 2012 has been cancelled as per SK email dated 3 February 2012

3) France pledge EUR 38,430 - AVL-2236-2B12-2661-240300 - MOP5

4) Norway pledge EUR 5,257 - Safeguarding Lesser White-fronted Goose - AVL-2236-2B12-2661-221400

5) Finland pledge EUR 18,000 - International Single Species Action Plan for the Lesser White-fronted Goose - AVL-2236-2J09-2661-220003

6) Norway pledge EUR 56,510 - Single Species Action Plan for the Lesser White-fronted Goose - AVL-2236-2B12-2661-221800

7) Switzerland pledge EUR 48,025 - Support to AEWA - AVL-2236-2J09-2661

8) Germany pledge EUR 25,600 - Support to AEWA

9) Germany pledge EUR 3,300 - Office equipment for new staff member - AVL-2236-2J09-2661-420100

10) Germany pledge EUR 35,708 - World Migratory Bird Day 2014

11) UK pledge GBP 23,000- AEWA SGF

ANNEX 4:

GENERAL TRUST FUND FOR VOLUNTARY CONTRIBUTION IN RESPECT OF THE AGREEMENT ON THE CONSERVATION OF AFRICAN - EURASIAN MIGRATORY WATERBIRDS (AV)

Status of Contributions as at 31 December 2014 (Euros)

COUNTRIES	Unpaid Pledges as at 31.12.13	Pledges for 2014	Notes	Collections in 2014 for prior years	Collections in 2014 for 2014	Unpaid pledges for 2014 & Prior Years
	EUR	EUR		EUR	EUR	EUR
Germany		64,937	1		64,937	0
Norway		88,430	2			88,430
France	38,430		3	38,430		0
United Kingdom		4,770	4		4,770	0
Germany		3,300	6		3,300	0
Finland		15,000	7		15,000	0
Switzerland		62,105	8			62,105
Norway		58,133	9		58,133	0
Germany		39,098	10		39,098	0
Germany		11,000	11		11,000	0
Czech Republic		5,000			5,000	0
Germany		25,600			25,600	0
Hellenic Ornithological Society		12,862			12,862	0
Hellenic Ornithological Society		12,862			12,862	0
Norway		3,607			3,607	0
Total	38,430	406,704		38,430	256,169	150,535

1) Germany pledge EUR 64,937 - AVL-2236-2B12-2661-1304 - AEWA Programme Assistant G-4 (2015 pledge is EUR 66,236)

2) Norway pledge EUR 275,630 - LfWG Coordinator AEWA - AVL-2236-2B12-2661-1105 - August 2011 EUR 15,500; January 2012 EUR 85,000; January 2013 EUR 86,700; January 2014 EUR 88,430. The EUR 85,000 pledge for 2012 has been cancelled as per SK email dated 3 February 2012

3) France pledge EUR 38,430 - AVL-2236-2B12-2661-240300 - MOP5

4) United Kingdom pledge EUR 4,770 - Action planning workshop for the Long-Tailed Duck

6) Germany pledge EUR 3,300 - Office equipment for new staff member

7) Finland pledge EUR 15,000 - for the Lesser White-fronted Goose

8) Switzerland pledge EUR 62,105 - SSFA African Initiative & Elephant Work

9) Norway pledge EUR 58,133 - International Single Species Action Plan (ISSAP) for the Lesser White-fronted Goose (LWfG)

10) Germany pledge EUR 39,098 - Review of AEWA listed Birds; WMBD 2015

11) Germany pledge EUR 10,999.87 - Review of AEWA listed Birds; WMBD 2015

ANNEX 5:**GENERAL TRUST FUND FOR VOLUNTARY CONTRIBUTION IN RESPECT OF THE AGREEMENT ON THE CONSERVATION OF AFRICAN - EURASIAN MIGRATORY WATERBIRDS (AV)****Status of Contributions as at 30 June 2015 (Euros)**

COUNTRIES	Unpaid Pledges as at 31.12.14	Pledges for 2015	Notes	Collections in 2015 for prior years	Collections in 2015 for 2015	Unpaid pledges for 2015 & Prior Years
	EUR	EUR		EUR	EUR	EUR
Norway	88,430		1	88,430		-
Switzerland	62,105		2	62,105		-
Germany		66,236	3		66,236	-
Germany		14,000	4		14,000	-
Germany		12,800	5		12,800	-
Switzerland		62,668	6		62,668	-
Switzerland		37,000	7		37,000	-
Germany		15,973	8		15,973	-
						-
						-
Total	150,535	208,677		150,535	208,677	-

1) Norway pledge - LfWG Coordinator

2) Switzerland pledge EUR 62,105 - SSFA African Initiative & Elephant Work

3) Germany pledge - Programme Assistant total pledge of EUR 205,236

4) MOP6

5) Diverse

6) African Initiative: Salary for AI Coordinator

7) MOP6 preparation

8) Socio-economic Study on the Hunting and Trapping of Migratory Birds along Egypt's Mediterranean Coast