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.







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| **Appendix II** | | | |
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| **APPROVED STAFFING TABLE FOR THE TRIENNIUM 2016-2018** | | | |
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| **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% |
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| \* 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 |  |  |  |
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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:
6. Contributions made by Parties by reference to Appendix II of Resolution 6.18, including contributions from any new Party; and
7. Further contributions from Parties and contributions from States not Parties to the Agreement, other governmental, intergovernmental and non-governmental organizations and other sources.
8. 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

1. 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.
2. 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.
3. The Trust Fund shall be subject to audit by the United Nations Board of Auditors.
4. 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.
5. 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.
6. 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.
7. The budget shall be adopted by consensus at the Meeting of the Parties.
8. 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.
9. 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.
10. 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.
11. At the end of each calendar year of the financial period[[1]](#footnote-2), 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.
12. 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.
13. 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.
14. The present terms of reference shall be effective from 1 January 2016 to 31 December 2018.

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| **Appendix V** | | |
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| **ELIGIBILITY FOR SPONSORSHIP FOR AEWA MEETINGS** | | |
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| **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 |
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|  | 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. | |
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| \* | UN Scale of Assessment 2013-2015 as adopted by the General Assembly (doc. A/RES/67/238) on 11th February 2013 | |

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. [↑](#footnote-ref-2)