**DRAFT BUDGET PROPOSAL FOR 2019-2021**

**Introduction**

In accordance with Article VI, paragraph 8c of the Agreement, the budget and any other matters relating to financial arrangements for the Agreement shall be adopted at each ordinary session of the Meeting of the Parties.

Through Resolution 6.18, the Agreement Secretariat has been instructed **to develop a series of budget scenarios** for further consideration by Parties at the 7th Session of the Meeting of the Parties and describe any differences between the UN Scale of Assessments and the scale used to determine contributions
to AEWA.

Using the 2016-2018 budget adopted by MOP6 and the financial report 2016-2018 as a basis, the present proposal includes four different scenarios for the 2019-2021 budget, as summarized below:

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| **Budget Scenario** | **Description** | **Increase variables in relation to the previous scenario** |
| Scenario 1 | *Zero nominal growth* | 0 % increase |
| Scenario 2 | *Zero real growth* (increase of 4.04%/ Scenario 1) | + 2% per year as per estimated inflation rate |
| Scenario 3 | Increase of 4.79 %/ Scenario 2 | + 30 % Information Assistant (G-5)+ 30% Programme Management Assistant (G-5)+ 5% operating costs |
| Scenario 4 | Increase of 23 %/ Scenario 3 | + 50% African Initiative Coordinator (P-2)+ Upgrade Executive Secretary (P-4 to P-5)+ Upgrade Head of Science, Implementation and Compliance Unit (P-3 to P-4)+ Upgrade Executive Management Support Officer (P-2 to P-3)+ Mandatory international reviews (Art. 7.4 AEWA) |

Details on and the rationale for each scenario are provided in this document.

**Actions Requested from the Meeting of the Parties**

The Meeting of the Parties is requested to review the elaborated scenarios and adopt a budget for 2019-2021 and draft Resolution AEWA/MOP7 DR12 on Financial and Administrative Matters.

1. **Key elements and considerations for the draft budget scenarios 2019-2021**

General introduction:

The AEWA core budget has not been increased since MOP4 in 2008. The budgets adopted by MOP4, MOP5 and MOP6 were sufficient to cover, almost exclusively, the costs related to the basic operation of the Agreement. This includes, in particular, the salaries of most of the fixed-term positions and the operating costs for the Secretariat, as well as part of the costs associated with the logistical organization of the meetings of the Agreement’s bodies (Meeting of the Parties, Standing Committee and Technical Committee).

In order to be able to operate with a zero nominal growth budget for ten consecutive years, the Secretariat had to cover the costs for 2.5 P-2 staff[[1]](#footnote-1) and 1.85 G-5 staff[[2]](#footnote-2) positions from other sources, fundraise for the regular meetings of the bodies of the Agreement and reduce its operating costs to a minimum.

Costs linked to substantial meeting deliverables such as document production, translation, interpretation and report-writing were removed during the course of the last three MOPs, as well as all programmatic budget lines that were included in the past e.g. for the AEWA Small Grants Fund, implementation of the Plan of Action for Africa, or Capacity Building workshops. In addition, to ensure the continuation of all Secretariat operations, the budget had to be complemented with lump sums of 140,000 EUR, 370,000 EUR and 310,000 EUR from the trust fund reserve at MOP4, MOP5 and MOP6 respectively to compensate for the zero increase of all Parties’ contributions.

Finally, additional withdrawals from the reserve were made with the approval of the Standing Committee throughout the triennium to cover urgent needs, e.g. the production of the 7th edition of the Conservation Status Report. Yet the current core budget does not contain sufficient funds for some of the basic operating costs. Maintaining the core budget at the same level for another consecutive triennium translates to an actual reduction and would result in a further deficit of resources for the basic functioning of the Secretariat. This will put the Secretariat in a difficult financial and operational situation and finally impact the continued delivery of services. In other words, to continue with a zero nominal growth scenario will imply for the Secretariat a loss in competencies, either for implementation or communication. After ten years, the budget has reached its limits and prevents the Secretariat from tackling the multiple conservation challenges in an efficient manner.

Format and itemization

The scenarios included in the proposal follow the same format and itemization of the 2016-2018 budget approved by MOP6 in Resolution 6.18 with the following slight amendments, which will allow to simplify the day-to-day budget operations:

* Summarization of P-staff and G-staff costs into one budget line each (1107 and 1305 respectively);
* Summarization of translation costs in one budget line (1201)[[3]](#footnote-3); and
* Summarization of all operation/maintenance costs in one budget line (5101).

Standard salary costs

In order to increase coherence within the CMS Family, the Secretariat has used the CMS standard salary costs that were introduced by the CMS Administrative and Funds Management Officer in 2017 and adopted through [CMS Resolution 12.2](https://www.cms.int/sites/default/files/document/cms_cop12_res.12.2_financial-and-administrative_matters_e.pdf) at COP12 in October 2017 (in EUR).

The standard costs are based on the average real costs at each salary level at the Bonn duty station, with annual 2% increments to account for the impact of inflation on statutory staff costs, such as post adjustment and other entitlements or standard within-grade step increments and revisions. These cost increases result from the United Nations system-wide standards, directives and calculations that are promulgated through the International Civil Service Commission (ICSC) and, as such, are non-discretionary.

*Overview of CMS Family standard costs for staff positions* [all costs in EUR]

**Level 2019 2020 2021**

P-4 159,045 162,225 165,470

P-3 133,308 135,974 138,694

P-2 108,775 110,950 113,169

G-5 69,468 70,857 72,275

All four budget scenarios presented in this document reflect these standard costs, which will be applied for the salaries of regular staff as well as staff dependent on voluntary contributions. The use of the CMS Family standard costs results in slightly lower staff costs in relation to the 2016-2018 core budget: the increase between the year 2018 under the running budget and the year 2019 in the draft scenarios being only 0,5 % instead of the usual increment of 2 %.

Staff composition of the Secretariat

In the period 2016-2018 the Secretariat consisted of regular staff members, whose salaries are covered by the core budget, and staff members whose salaries are covered by voluntary contributions. To address the shortage of general support staff within the Secretariat, and to be able to cope with the overall increasing work load, three of the four regular G-staff members have been requested to work on increased post occupancy, which was financed through voluntary contributions. In addition, the African Initiative Coordinator has been working full-time thanks to supplementary funding from different donors. It should be noted that voluntary contributions are usually earmarked for projects and not meant to cover staff costs. This increases the risk that competent staff members holding a part-time position cannot be extended to a full-time position through voluntary contributions anymore and may decide to leave the Secretariat.

**Regular staff positions (as at May 2018) Increase of post occupancy (as at September 2018)**

1 Executive Secretary (P-4)

1 Head Science, Implementation & Compliance Unit (P-3)

1 Information Officer (P-2)

1 Executive Management Support Officer (P-2)

0,5 African Initiative Coordinator (P-2) + 0.5 African Initiative Coordinator (P-2)

1 Administrative Assistant (G-5)

0,75 Programme Management Assistant (G-5)[[4]](#footnote-4) + 0.25 Programme Management Assistant (G-5)

0,5 Information Assistant (G-5) + 0.3 Information Assistant (G-5)

0,5 Programme Management Assistant (G-5)[[5]](#footnote-5) + 0.3 Programme Management Assistant (G-5)

The Secretariat also partly benefits from a common service, the Administrative and Fund Management Unit (AFMU), servicing the CMS Family and funded by the UNEP Programme Support Costs (13 % UNEP overhead costs).

The present proposal aims at maintaining all nine core-budget funded staff positions for the next triennium under all four scenarios, the last two showing an increase in some part-time positions.

Increase of the position of Programme Management Assistant in the Science, Implementation and Compliance Unit

Since the shift to the Umoja administrative system, it is no longer possible to hold a post at 75% under the UN staff rules and regulations. These foresee part-time work at 50% or 80% only. The post of the Programme Management Assistant within the Science, Implementation and Compliance Unit has therefore been increased from 75 % to 80 % in all scenarios to be in line with UN staff rules and regulations.

**Position Increase Cost in 2019 2020 2021**

P.M. Assistant 5% 3,473 3,543 3,614

Increase of the part-time positions of Information Assistant, Programme Management Assistant of the African Initiative and African Initiative Coordinator

In order to maintain its current capacity, the Secretariat considers it essential to be able to keep the positions of Information Assistant, Programme Management Assistant (African Initiative) and African Initiative Coordinator at the current level of post occupancy (i.e. 80% for both G-posts and 100% for the P-post).

These positions all deliver on key aspects of the Secretariat’s work programme, directly related to the mandate given to the Secretariat by the Agreement and the MOP. A discontinuity of voluntary contributions to support these positions, would however, jeopardize the continuity of this essential support as it becomes increasingly difficult to successfully fundraise for staff positions. This affects the Secretariat’s (and staff members’) operation, planning security and overall reliability.

It should also be noted that linking positions to different and/or changing sources of funding creates a tremendous administrative effort, thus resulting in loss of precious staff time at different levels. Catering for these positions in the core-budget as proposed in two scenarios, will also free up valuable fundraising efforts for activities addressing the implementation of the Agreement directly. Scenarios 3 and 4 therefore aim at consolidating the post occupancy of the positions of the Information and Programme Management Assistants (Scenario 3) and African Initiative Coordinator (Scenario 4).

**Position Increase Cost in 2019 2020 2021**

Information Assistant 30% 20,840 21,257 21,682

P.M. Assistant AI 30% 20,840 21,257 21,682

AI Coordinator 50% 54,387 55,475 56,585

Upgrade of P-posts

Following from [Resolution 6.18](http://www.unep-aewa.org/sites/default/files/document/aewa_mop6_res18_financial_admin_en_new%20bank%20details.pdf), all three existing G-4 positions were reclassified to G-5 in 2017. All professional posts within the Secretariat, however, still cover functions and responsibilities well beyond those foreseen for the level of the posts. This was confirmed by the reclassification assessment undertaken by the UNEP/CMS Secretariat in October 2016, which was extended to the UNEP/AEWA Secretariat through a mandate of the AEWA Standing Committee (provided to the AEWA Standing Committee by correspondence of 29 September 2016). The assessment and report were prepared and delivered by an independent consultant recommending all P positions within the UNEP/AEWA Secretariat to be upgraded in order to meet UN staff rules and regulations. The report ([AEWA/MOP Inf. 7.2](http://www.unep-aewa.org/sites/default/files/document/aewa_mop7_inf_2_aewa_review_job_classification_en.pdf)) represents a valid independent assessment of all Secretariat posts, notably in the framework of the working group on financial and administrative matters.

The Consultant reviewed all positions except the three above-mentioned G-4 posts, as well as the post of the Executive Secretary, which was already classified by UNON at P-5 level in 2012 but maintained at P-4 level by MOP5 due to financial constraints.

To follow the recommendations of the reclassification assessment, the Secretariat has elaborated a proposal which includes an upgrade of three regular P positions (Scenario 4). The upgrade of the position of the Information Officer from P-2 to P-3 level will be discussed with the UNEP/CMS Secretariat, in the framework of the Common Information Services Unit (IMCA).

The Secretariat is aware that the upgrade of all P-staff members results in a high increase to the budget. It has therefore decided to propose the post of the African Initiative Coordinator for upgrade at MOP8 only, as this position is already proposed to be increased from a 50% P-2 to a 100% P-2 position under Scenario 4 of the present document. However, it should be well noted that the level of this position compared with its functions and responsibilities is also in conflict with UN staff rules and regulations and will need to be upgraded as soon as possible.

Staff funded through voluntary contributions (as at September 2018)

1 Associate Programme Officer for Single Species Action Plan Support (P-2)

1 Associate Programme Officer for the European Goose Management Platform (P-2)

1 Programme Management Assistant for the European Goose Management Platform (G-5)

The costs of these additional staff members, who have been on board during the period 2016-2018, have been fully covered through voluntary contributions from the Governments of Norway, Finland, Denmark, the Netherlands and France. The contribution of these staff members to the work of the Secretariat has been significant in their specific area of responsibility but also in cross-cutting activities such as recruitment of new Parties, outreach, inter-agency liaison and fundraising.

Thanks to the generous support of the Government of Norway, the position of Associate Programme Officer for Single Species Action Plan Support has been secured until February 2020 and it would be highly appreciated if this support could be continued until at least the end of 2021; in the longer term, this position should be funded through the core budget. Moreover, negotiations with different range states of the European Goose Management Platform (EGMP) are taking place to be able to maintain the positions of Associate Programme Officer and Programme Management Assistant for the EGMP beyond 2018, on the basis of voluntary contributions.

The Secretariat would like to seize the opportunity to express its gratitude to the Governments of Norway, Finland, Denmark, the Netherlands and France for the above-mentioned generous donations.

1. **Scenarios 1 to 4**

For the different scenarios described below, the budget has been divided into the following categories (similar to the previous budget for the period of 2016-2018 adopted through Resolution 6.18):

* General Management;
* Implementation of the African Initiative;
* Servicing the Meeting of Parties;
* Servicing the Technical Committee;
* Servicing the Standing Committee;
* Programme Support Costs (13% UNEP overhead costs).

Further details for each scenario are provided in **Annex 1**.

**Scenario 1**: **Zero nominal growth** – **0 % increase**

Under Scenario 1, no increase of the total budget is foreseen compared to the overall budget approved for the triennium 2016-2018. The CMS standard salary costs have been applied, including the 2% annual increment to account for the impact of inflation on statutory staff costs (these standard salary costs are maintained throughout all scenarios). In terms of Secretariat staff, this option provides for maintaining all nine regular posts funded by the core budget at the current level and time occupancy. The post of Programme Management Assistant (Science, Implementation & Compliance Unit) has been slightly increased from 75% to 80% in order to be in line with UN staff rules and regulations.

However, it is worth noting that the effect of the zero-nominal growth actually implies a real reduction, in terms of the staffing, operation and functioning of the Secretariat. For example, four staff members have worked above the percentages covered by the core budget for their position over the period of 2016-2018 and beyond, in order to maintain the basic functioning of the Secretariat based on the MOP mandates. As such, this scenario will actually lead to a decrease in terms of manpower due to the increased uncertainty of possible supplementary funds during the period of 2019-2021. Some staff members could leave the Secretariat if we are not able to increase the part-time positions created by the core budget, leading to a great loss in competencies.

Furthermore, the budget for the organization of MOP8 has been further decreased compared to that allocated in the 2016-2018 for the organization of MOP7. The budgets for translations and for the organization of the meetings of the Technical and Standing Committee meetings are also very limited and will need to be complemented with voluntary funding. The Secretariat will not be able to continue to translate all documents in both languages. The costs related to the maintenance and hosting of websites are not covered by this budget, and other operative costs are reduced to a minimum and will allow the Secretariat to maintain very basic services only.

**Scenario 2**: **Zero real growth** – + **4.04% / Scenario 1**

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| Scenario 1 (Zero nominal growth) |
| + 2 %/ year as per estimated inflation rate |

This scenario aims at covering the loss of purchasing power due to inflation, what has not been done for the last 10 years. Estimated at 2% per year, this leads to an increase of 4.04 % in total compared to Scenario 1. It can be regarded as the zero real growth scenario. Scenario 2 includes all elements already included in
Scenario 1. In addition, the present option provides a higher budget for translations and for the IT service provider to meet the real costs of these items; an increased budget for interpretation and the organization of MOP8; and a general increase of 2 % per year on all remaining operative budget lines to cover the inflation costs.

**Scenario 3**: + 4**.79% / Scenario 2**

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| Scenario 2 (zero real growth) |
| + 30 % Information Assistant (G-5) |
| + 30% Programme Management Assistant (G-5) – African Initiative |
| + 5% operative costs |

Scenario 3 foresees an increase of 4.79 % compared to Scenario 2. It includes all elements of Scenario 2. In addition, it suggests increasing the posts of the Information Assistant and Programme Management Assistant (African Initiative) from 50% to 80% respectively. Both posts have been occupied on an 80 % (partly 100 %) basis for the past nine (Information Assistant)/ three (Programme Management Assistant AI) years to be able to cope with the daily workload the Secretariat has been facing. Finally, this scenario contains an additional 5% increase on all operational budget lines.

The rationale behind this scenario is to generally strengthen the overall functioning of the Secretariat operations through an overall slight increase of all operative costs. Furthermore, it aims at consolidating the Secretariat’s team structure and especially its African unit through reliably available/guaranteed administrative as well as information and outreach support.

This scenario will provide the Secretariat and the African Coordinator with planning security in terms of general support and particularly allow the African Coordinator to focus on the core programmatic work. It will still leave a funding gap of 50 % of the African Coordinator post, which is not recommended as such. However, it provides a chance to significantly improve the overall situation of the Secretariat and African Initiative Unit with only relatively small budgetary adjustments.

**Alternative Scenario 3**

Alternatively, instead of increasing the post of the Programme Management Assistant (AI) from 50% to 80% Parties could also adopt an increase of the post of African Initiative Coordinator from 50% to 100%.

The rationale behind this alternative option is to put a strong emphasis on the programmatic work of the African Unit by securing the full position of the Coordinator. Compared to the above Scenario 3 this option would significantly reduce the funding gap for the African unit leaving only a 30 % G-5 position to be covered by external funds, which is easier to manage.

Fundraising efforts within the African Unit could focus on implementation activities and the overall delivery of this unit would have potential to increase. The Secretariat, including the African Unit could rely on the usual support through the Information Assistant without having to find new solutions to fill the funding gap on a yearly basis. The increase, compared to Scenario 2, would be 8.41 % instead of 4.79 %, if this second option was applied.

**Scenario 4: + 23 % / Scenario 3**

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| Scenario 3 |
| + 50% Coordinator of African Initiative (P-2) |
| + Upgrade Executive Secretary (P-4 to P-5) |
| + Upgrade Head of Science, Implementation and Compliance Unit (P-3 to P-4) |
| + Upgrade Executive Management Support Officer (P-2 to P-3) |
| + Mandatory International Reviews (para 7.4 AEWA Action Plan) |

Scenario 4 foresees an increase of 23 % compared to Scenario 3. This scenario contains all elements of the previous scenarios. In addition, it contains upgrades of three P-posts as of 2021, in accordance with the conclusions of the assessment of Secretariat posts undertaken in 2016. The Secretariat would like to highlight that upgrading all P staff positions is a requirement under the UN staff rules and regulations. The upgrade of the missing position of African Initiative Coordinator will be proposed at MOP8.

Article IV of the Agreement introduces the AEWA Action Plan (Annex 3 to the Agreement). Paragraph 7.4 of the AEWA Action Plan requires the Agreement Secretariat, in coordination with the Technical Committee and the Parties, to prepare a series of seven international reviews on the implementation of the Action Plan. These reviews shall be prepared at different frequencies, as per paragraph 7.5, and shall be submitted to the Meeting of the Parties (MOP) for consideration. Except for the Conservation Status Report, the lack of budget has prevented the Secretariat to produce all reviews due for MOP7. At MOP8, all seven reports will therefore be due and the costs for all reviews have been included in this scenario. At least adding some funding for two or three reviews would already be an improvement in the application of the Agreement.

It should also be noted that the implementation of the deliverables planned under the AEWA Strategic Plan 2019-2027 and due at MOP8, will cost another 130,000 EUR, which have not been added to this budget scenario and will be subject to voluntary contributions.

1. **Medium to long-term perspective**

In the medium- and long term, the Secretariat will need additional manpower and budget to be able to cope with the increasing workload. It is important to keep in mind that the Secretariat was not able to fulfil all mandates given by the MOP, nor to produce the mandatory reports. Furthermore, the Implementation Review Process (IRP) needs to be properly staffed as the number of cases is increasing. Also, to increase the efficiency of the Technical Committee, a support officer is clearly needed. The estimates provided below are not tabled for decision at MOP7 but meant to provide a perspective for future discussions at MOP8.

**Staffing**

1. Current posts

The current posts will need to be extended to 100 %, where applicable, and all P positions will need to be upgraded in order to meet the UN rules and regulations. Positions depending on voluntary contributions will need to be financed through the core budget to ensure the capacity in the long term.

1. New posts

The following new positions will need to be created to respond to the increasing demand:

a) Compliance Officer (P3 at 100%)

b) Technical Committee Support Officer (P2 at 100%)

c) Second Assistant for the Science, Implementation and Compliance Unit (G5 at 100%)

**Implementation**

The production of the mandatory reviews will require funding of at least 130,000 EUR in the core budget to enable the Secretariat to contract these important documents out in a timely manner. Additional funds in the core budget should, moreover, enable the proper functioning of the Small Grants Fund, ideally not only for the region of Africa, but also across Eurasia (100,000 EUR annually).

Finally, an amount of at least 200,000 EUR annually would be needed to move forward the implementation of the Strategic Plan 2019-27 and the Plan of Action for Africa.

**Governing bodies**

The regular meetings of the AEWA bodies (Parties, Standing Committee and Technical Committee will require additional core funding. Also, for the implementation of the Technical Committee’s workplan, the Secretariat will require at least 100,000 EUR in the core budget to cope with the diverse list of tasks.

**Operations**

To enable the proper functioning of the Secretariat team, the travel budget will need to be supplemented with 65,000 EUR annually. The Secretariat’s office operations will also require additional funds in the core budget.

**Annex 1: Budget scenarios 2019-2021**

**Scenario 1**: **Zero nominal growth** – **0 % increase**



**Parties’ contributions under Scenario 1:**



**Parties’ contributions under Scenario 1:**



**Scenario 2**: **Zero real growth** – + **4.04%/ Scenario 1**



**Parties’ contributions under Scenario 2:**



**Parties’ contributions under Scenario 2:**



**Scenario 3: + 4.79%/Scenario 2**



**Parties’ contributions under Scenario 3:**



**Parties’ contributions under Scenario 3:**

 

**Scenario 4: + 23 %/Scenario 3**



**Parties’ contributions under Scenario 4:**



**Parties’ contributions under Scenario 4:**



1. 1 Associate Programme Officer for Single Species Action Plans

 1 Coordinator for the European Goose Management Platform

 0.5 African Initiative Coordinator [↑](#footnote-ref-1)
2. 1 Programme Management Assistant for the European Goose Management Platform

 0.3 Information Assistant

 0.3 Programme Management Assistant for the African Initiative

 0.25 Programme Management Assistant for the Science, Implementation and Compliance Unit [↑](#footnote-ref-2)
3. The 2016-2018 budget contains four different translation budget lines related to different meetings. [↑](#footnote-ref-3)
4. Science, Implementation and Compliance Unit. [↑](#footnote-ref-4)
5. African Initiative. [↑](#footnote-ref-5)