



16th MEETING OF THE STANDING COMMITTEE
4 - 6 May 2021, Virtual Meeting Format

**REPORT OF THE SECRETARIAT ON FINANCE AND
ADMINISTRATIVE ISSUES**

Prepared by the UNEP/AEWA Secretariat

Introduction

At the 7th Session of the Meeting of the Parties (MOP7) in December 2018, the core budget for 2019-2021 was adopted through Resolution 7.12. The Secretariat reported on financial and administrative matters at the 15th Standing Committee Meeting in December 2019 for the period 1 January 2016 – 31 December 2018 and for 2019 (as at 9 December 2019).

The present document focuses on staffing issues and income and expenditures for the period 1 January 2020 – 24 March 2021. To complement the report delivered at StC15 it also contains the final expenditure situation for 2019 after closure of 2019 accounts.

Action Requested from the Standing Committee:

The Standing Committee is requested to take note of the information provided in the report.

1. Staffing (January 2020 – March 2021)

For details on the staffing situation and organisation of the Secretariat please see the Report of the Secretariat (UNEP/AEWA/StC/16.5). It should be noted that while the AEWA Parties decide on the composition of posts and activities of AEWA through their MOP Resolutions, the Secretariat, being administered by the United Nations Environment Programme (UNEP), is bound to the UN and UNEP rules and regulations with respect to all human resources and related financial matters. The services provided to AEWA by UNEP through the Administrative and Finance Management Unit (AFMU) are financed partially through a PSC of 13 % of the AEWA budget.

The Secretariat would like to point out that it becomes increasingly difficult to find sufficient financial resources for the Secretariat's posts that are partially or fully depending on voluntary contributions. Since the last StC meeting, the Secretariat refilled the position of the Assistant to the European Goose Management Platform through a consultancy. This position will be kept as long as the funding permits it. Voluntary contributions are, however, still lacking for both positions under the African Initiative (Coordinator (P-2) and Programme Management Assistant (G-5)), which are both covered through the AEWA core budget at 50 % level only. Thanks to the generous contributions received from the EC and the Governments of Luxembourg, Germany, Switzerland and UK the positions could be maintained at 100 % (P-2) and 80 % (G-5) respectively in 2020 and beyond. However, the Secretariat is urgently looking for additional funding to cover the second half of 2021 for both positions. The Secretariat would like to highlight that the enterprise resource planning system in place at UNEP (UMOJA) requires funds to be received well in advance in order to leave a sufficient amount of time for the administrative processes of preparing for, spending and reporting on the funding received.

2. Core Budget (AWL) - Overview of income and expenditure

The AEWA Trust Fund is administered by UNEP. The administration of the Trust Fund is 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. In accordance with United Nations rules, UNEP deducts 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. The financial resources of the Trust Fund are derived from the annual contributions made by AEWA Parties. All contributions to the Trust Fund are paid in Euros and are due on 1 January with a deadline for payment on 30 June of the running year.

Income

Annex 1 summarizes the status of collection of annual assessed contributions from Parties as at 28 March 2021. The assessed contributions 2019-2021 approved by MOP7 amount to EUR 3,203,160. Since the adoption of the budget the Governments of Serbia, Malawi, Armenia and Turkmenistan joined the Agreement, which adds to the assessed contributions approved by MOP7. The overview shows a fairly healthy income situation. Still, unpaid contributions amount to a total of EUR 941,378, split up as follows: EUR 377,727 for 2019 and previous years, EUR 164,131 for 2020 and EUR 399,520 for 2021. It should be noted that the deadline for payments of the assessed contributions in 2021 is 30 June, in accordance with Resolution 7.12, which explains the relatively high outstanding amount for 2021. Invoices are sent to Parties twice per year and refer to the whole triennium to enable Parties to make future payments, as requested by Resolution 7.12 ("requests Parties, in particular those that are required to pay the minimum contribution, to consider paying for the whole triennium in one instalment"). The Secretariat regularly reminds Parties with arrears to pay their dues and has been successful in individual cases; actually only six countries from the 82 Parties have not yet made any payment since their accession.

Expenditures (2019)

Annex 2 shows the budget implementation for 2019 as at 31 December 2019. Overall, the budget shows a negative end-year balance of EUR 82,938 (including 13 % PSC) due to over-expenditure in both staff lines, Professional Staff and General Service Staff. This negative balance has been compensated through a withdrawal of the trust fund.

EUR 758,800 of the total budget is for staff salaries, corresponding to 85.20 per cent of the 2019 budget. The staff overspendings result mainly from an increase in working hours from 50 per cent to 100 per cent and 80 per cent respectively for the Coordinator and Programme Management Assistant of the African Initiative. In the budget proposal 2022-2024 (scenario 3) for MOP7, it was proposed to the Parties to fund these two positions at respectively 100 per cent and 80 per cent to avoid any further deficit. The Secretariat would also like to point out that the costs related to the interpretation services and staff overtime at MOP7 were partly recorded in 2019 due to delays in payments.

Expenditures (2020)

Annex 3 provides a report of 2020 budget implementation as at 31 December 2020. The budget shows a positive end balance of EUR 52,051 (including 13 % PSC), which corresponds to an implementation rate of 95 per cent. Savings were made due to the COVID-19 pandemic, which resulted in the cancellation of most staff travel in 2020, the organisation of the TC meeting in January 2021 in virtual format, and in savings of operative cost due to the fact that staff members were working from home most of the time. These savings will flow into the AEWA trust fund.

Expenditures (2021)

Annex 4 provides an interim report of 2021 budget implementation as at 24 March 2021. The working situation within the Secretariat due to the pandemic remained unchanged in the first quarter of this year, which caused similar savings of operative costs and travel expenses.

Trust Fund balance

The Trust Fund balance reflects the cash available after deduction of the operating reserve, all accounts payables and unliquidated obligations. The cash available is the sum of all annual contributions received from Contracting Parties; outstanding due contributions are not counted in. In accordance with Resolution 7.12 the operating reserve is the working capital that must be maintained at a level of at least 15 per cent of the estimated annual expenditure or 150,000 Euros, whichever is higher. Account payables that are deducted reflect e.g. amounts that need to be paid back to vendors or staff members. Unliquidated obligations are amounts foreseen to be paid to vendors and partners under contracts in place. It should also be noted that the Secretariat is reimbursed for VAT payments quarterly, which causes movements on the level of the trust fund balance as amounts are paid out with individual expenses, but refunded by the German government every quarter.

The Trust Fund balance for assessed contributions as at 24 March 2021 amounts to **USD 644,790** after deduction of the operating reserve of € 150,000 and all account payables and unliquidated obligations. The Secretariat would like to highlight that the trust fund balance can undergo significant changes due to the fact that outstanding contributions are made regularly and expenditures against the Trust Fund are continuously being made.

3. Voluntary Contributions (AVL) - Overview of collections 1 January 2019 – 31 March 2021

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 organisations that were earmarked for certain activities. These voluntary contributions are managed in the separate Trust Fund (AVL). Annexes 5

and 6 summarize the voluntary contributions to the AVL Trust fund in 2020 and 2021 respectively. Voluntary contributions received towards the European Management Platform (EGMP) are reflected in separate tables as the EGMP is a specific programme which is fully funded by its Range States and not through the AEWA core budget. The contributions are received in different currencies, but were converted to euros for the purpose of this report. The pledged voluntary contributions amounted to **EUR 499,201** for general AEWA activities, and **EUR 221,563** for EGMP activities in 2020 (Annex 5) and **EUR 166,868** for general AEWA activities, and **EUR 32,342** for EGMP activities in 2021 (Annex 6). In 2020, the three main activities funded by voluntary contributions were the Lesser White-fronted Goose Action plan implementation, the African coordination and the production of the 8th Conservation Status Report. The Secretariat would like to thank all Governments and organisations that have provided contributions to AEWA.

4. In-kind Contributions received since 1 January 2019

The Secretariat was requested through Resolution 7.12 “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. To ease the receipt of information on in-kind contributions from donors the Secretariat has developed an in-kind contributions form and accompanying guidance which is available at <https://www.unep-aewa.org/en/page/how-aewa-financed>

The form has been sent to all focal points under the European Goose Management Platform aiming to receive information on in-kind contributions towards the EGMP with the deadline of 30 April 2021. The overview of in-kind contributions to the EGMP will therefore become available in May only and is scheduled to be presented at the 6th meeting of the EGM International Working Group on 21-24 June 2021.

The Secretariat, moreover, plans to circulate the new form to all AEWA focal points before MOP8 in order to receive complete information on in-kind contributions in 2019-2021, as - despite efforts made by the Secretariat to reach out individually - no update information has been received since the last Standing Committee meeting. Of course, it should be noted that in-kind contributions most often relate to the organisation of meetings and workshops, which have all taken place in virtual format since March 2020, thus without host and causing minimal costs.

**ANNEX 1: GENERAL TRUST FUND OF THE AGREEMENT ON THE CONSERVATION OF AFRICAN - EURASIAN MIGRATORY WATERBIRDS
(AWL)**

Status of Contributions from Contracting Parties as at 28 March 2021 (Euros)

COUNTRIES	Collections in 2019 for 2019	Collections in 2019 for future years	Collections in 2020 for 2019 and prior years	Collections in 2020 for 2020	Collections in 2020 for future years	Collections in 2021 for 2020 and prior years	Collections in 2021 for 2021	Unpaid pledges for 2019 and prior years	Unpaid pledges for 2020	Unpaid pledges for 2021
	EUR	EUR	EUR	EUR	EUR	EUR	EUR	EUR	EUR	EUR
Albania	2.000								2.000	2.000
Algeria								6.700	2.970	3.330
Armenia						1.000	2.000			
Belarus	2.000			2.000						2.000
Belgium	26.359			26.646						27.028
Benin			2.000					977	2.000	2.000
Botswana	2.000			2.000	2.000					
Bulgaria	2.000			2.000			2.000			
Burkina Faso								7.469	2.000	2.000
Burundi								10.500	2.000	2.000
Central African Republic			1,997.08					2.92	2.000	2.000
Chad *								16.333	2.000	2.000
Congo								22.362	2.000	2.000
Cote d'Ivoire									606	2.000
Croatia	2.886			2.974						3.093
Cyprus	2.000								2.000	2.000
Czech Republic	5.290	11.414								
Denmark	22.932			22.932						22.932
Djibouti *								22.470	2.000	2.000
Egypt			4.507					0	4.574	4.664
Equatorial Guinea								8.000	2.000	2.000
Estonia	2.000			2.000			2.000			
Eswatini						10.000	2.000			
Ethiopia	2.000			2.000	2.000					
Finland	17.195			17.195			17.195			17.195
France	4.485	137.678			138.276					
Gabon *								14.167	2.000	2.000
Gambia								8.000	2.000	2.000
Georgia	2.000			2.000						2.000
Germany	176.126			180.464			186.248			
Ghana								2.000	2.000	2.000
Guinea								8.000	2.000	2.000

COUNTRIES	Collections in 2019 for 2019	Collections in 2019 for future years	Collections in 2020 for 2019 and prior years	Collections in 2020 for 2020	Collections in 2020 for future years	Collections in 2021 for 2020 and prior years	Collections in 2021 for 2021	Unpaid pledges for 2019 and prior years	Unpaid pledges for 2020	Unpaid pledges for 2021
Guinea - Bissau								9.800	2.000	2.000
Hungary	4.698			4.838						5.024
Iceland			2.000	2.000						2.000
Ireland	10.006			10.089	10.200					
Israel								14.915	14.915	14.915
Italy	103.114			105.924						109.672
Jordan								4.000	2.000	2.000
Kenya								2.000	2.000	2.000
Latvia	2.000			2.000			2.000			
Lebanon								5.052	2.000	2.000
Libya *								45.939	3.762	3.830
Lithuania	2.153			2.169	2.189					
Luxembourg	71			2.078						2.088
Madagascar						2.018			1.991	2.000
Malawi								667	2.000	2.000
Mali								14.000	2.000	2.000
Mauritania *								9.333	2.000	2.000
Mauritius	2.000	2.000			2.000					
Monaco	2.000			2.000			2.000			
Montenegro			2.000	2.000	2.000					
Morocco	2.000								2.000	2.000
Netherlands	53.977								53.977	53.977
Niger *								22.704	2.000	2.000
Nigeria								8.700	2.970	3.330
North Macedonia			2.000					12.000	2.000	2.000
Norway	24.662	24.662				837	26.616			
Portugal			23.676						11.838	11.838
Republic of Moldova	2.000					2.000				2.000
Romania	3.000			4.000						5.000
Rwanda	2.000	4.000								
Senegal								18.000	2.000	2.000
Serbia	1.667			2.000			2.000			
Slovakia	3.800	8.200								
Slovenia								2.494	2.528	2.574
South Africa	10.808			10.956	11.153					

COUNTRIES	Collections in 2019 for 2019	Collections in 2019 for future years	Collections in 2020 for 2019 and prior years	Collections in 2020 for 2020	Collections in 2020 for future years	Collections in 2021 for 2020 and prior years	Collections in 2021 for 2021	Unpaid pledges for 2019 and prior years	Unpaid pledges for 2020	Unpaid pledges for 2021
Spain	72.535			73.531			74.859			
Sudan								8.000	2.000	2.000
Sweden	31.874			31.874			31.874			
Switzerland	38.230				38.230		38.230			
Syrian Arab Republic								17.885	2.000	2.000
Togo	2.000								2.000	2.000
Tunisia								19.694	2.000	2.000
Turkmenistan										2.000
Uganda								1.960	2.000	2.000
Ukraine	2.994					3.094				3.226
United Kingdom of Great Britain and Northern Ireland	134.354	134.514					134.729			
United Republic of Tanzania	377							1.623	2.000	2.000
Uzbekistan	2.000								2.000	2.000
Zimbabwe	2.000			2.000	2.000					
European Union	25.683			26.592						27.804
Withdrawal from AEWA Trust Fund										
Total	813.276	322.468	36.183	546.262	210.048	18.949	523.751	377.727	164.131	399.520

ANNEX 2

IMPLEMENTATION OF THE APPROVED AEWA BUDGET 2019

AEWA Core Budget Implementation Report - 2019 - EUR				
BL	Budget Item	Budget	Expenses	Balances
	GENERAL MANAGEMENT			
1107	Professional Staff	564.290	600.416	(36.127)
1305	General Service Staff	194.510	228.953	(34.443)
1201	Translators	7.000	6.823	177
1601	Official Travel AEWA Staff	32.130	32.487	(357)
3201	Training of Staff	2.040	136	1.904
4101	Miscellaneous office supplies	4.080	4.311	(231)
4201	Office equipment	6.120	5.963	157
4302	IT service provider	39.000	29.960	9.040
5101	Operation/maintenance of computers, photocopiers	5.100	4.292	808
5201	Document production	-	-	-
5203	Reference material	-	-	-
5301	Telephone, Fax	5.200	3.260	1.940
5302	Postage and miscellaneous	2.550	1.229	1.321
5303	Bank charges	102	-	102
	IMPLEMENTATION OF THE AFRICAN INITIATIVE			
2203	Small Grant Fund Projects in African Countries	-	-	-
2204	Implementation of the African action plan	-	-	-
	SERVICING THE MEETING OF THE PARTIES			
1204	Report Writers	-	-	-
1205	Interpreters	-	24.342	(24.342)
1220	Consultancies for MOP (1 review)	-	-	-
1602	Travel of Staff to the MOP	-	-	-
2201	Organization of MOP	-	(1.002)	1.002
5201	Document production (external)	-	-	-
	SERVICING THE TECHNICAL COMMITTEE			
1204	Report Writers	-	-	-
1205	Interpreters	-	-	-
3302	Meetings of the TC (travel/dsa/ organisational costs)	17.340	15.803	1.537
	SERVICING THE STANDING COMMITTEE			
1204	Report Writers	-	-	-
1205	Interpreters	-	-	-
3303	Meeting of the StC (travel/dsa/ organisational costs)	11.220	7.105	4.115
	TOTAL	890.682	964.078	(73.397)
	13 % PSC	115.789	125.330	(9.542)
	GRAND TOTAL	1.006.470	1.089.409	(82.938)

ANNEX 3

IMPLEMENTATION OF THE APPROVED AEWA BUDGET 2020

AEWA Core Budget Implementation Report - 2020 - EUR				
BL	Budget Item	Budget	Expenses	Balances
	GENERAL MANAGEMENT			
1107	Professional Staff	575.575	595.108	(19.533)
1305	General Service Staff	198.401	195.620	2.781
1201	Translators	7.000	7.239	(239)
1601	Official Travel AEWA Staff	32.773	(5.379)	38.152
3201	Training of Staff	2.081	-	2.081
4101	Miscellaneous office supplies	4.162	4.194	(32)
4201	Office equipment	6.242	5.641	601
4302	IT service provider	40.000	39.774	226
5101	Operation/maintenance of computers, photocopiers	5.300	4.323	977
5201	Document production	-	-	-
5203	Reference material	-	-	-
5301	Telephone, Fax	5.302	3.702	1.600
5302	Postage and miscellaneous	2.601	700	1.901
5303	Bank charges	104	-	104
	IMPLEMENTATION OF THE AFRICAN INITIATIVE			
2203	Small Grant Fund Projects in African Countries	-	-	-
2204	Implementation of the African action plan	-	-	-
	SERVICING THE MEETING OF THE PARTIES			
1204	Report Writers	-	-	-
1205	Interpreters	-	-	-
1220	Consultancies for MOP (1 review)	-	-	-
1602	Travel of Staff to the MOP	-	-	-
2201	Organization of MOP	-	-	-
5201	Document production (external)	-	-	-
	SERVICING THE TECHNICAL COMMITTEE			
1204	Report Writers	-	-	-
1205	Interpreters	-	-	-
3302	Meetings of the TC (travel/dsa/ organisational costs)	18.041	-	18.041
	SERVICING THE STANDING COMMITTEE			
1204	Report Writers	-	-	-
1205	Interpreters	-	-	-
3303	Meeting of the StC (travel/dsa/ organisational costs)	-	597	(597)
	TOTAL	897.582	851.519	46.063
	13 % PSC ***	116.686	110.697	5.988
	GRAND TOTAL	1.014.268	962.216	52.051

ANNEX 4

IMPLEMENTATION OF THE APPROVED AEWA BUDGET 2021

AEWA Core Budget Implementation Report - 2021- EUR (as at 24th March 2021)				
BL	Budget Item	Budget	Expenses	Balances
	GENERAL MANAGEMENT			
1107	Professional Staff	587.087	118.513	468.574
1305	General Service Staff	202.369	53.779	148.590
1201	Translators	29.531	(34)	29.565
1601	Official Travel AEWA Staff	33.471	-	33.471
3201	Training of Staff	2.122	-	2.122
4101	Miscellaneous office supplies	4.245	(8)	4.253
4201	Office equipment	6.367	0	6.367
4302	IT service provider	41.000	(218)	41.218
5101	Operation/maintenance of computers, photocopiers	5.400	463	4.937
5201	Document production	-	-	-
5203	Reference material	-	-	-
5301	Telephone, Fax	5.406	267	5.139
5302	Postage and miscellaneous	2.653	1.152	1.501
5303	Bank charges	106	-	106
	IMPLEMENTATION OF THE AFRICAN INITIATIVE			
2203	Small Grant Fund Projects in African Countries	-	-	-
2204	Implementation of the African action plan	-	-	-
	SERVICING THE MEETING OF THE PARTIES			
1204	Report Writers	-	-	-
1205	Interpreters	35.000	-	35.000
1220	Consultancies for MOP (1 review)	-	-	-
1602	Travel of Staff to the MOP	-	-	-
2201	Organization of MOP	79.962	-	79.962
5201	Document production (external)	-	-	-
	SERVICING THE TECHNICAL COMMITTEE			
1204	Report Writers	-	-	-
1205	Interpreters	-	-	-
3302	Meetings of the TC (travel/dsa/ organisational costs)	-	182	(182)
	SERVICING THE STANDING COMMITTEE			
1204	Report Writers	-	-	-
1205	Interpreters	-	-	-
3303	Meeting of the StC (travel/dsa/ organisational costs)	11.673	-	11.673
	TOTAL	1.046.392	174.098	872.294
	13 % PSC ***	136.031	22.633	113.398
	GRAND TOTAL	1.182.423	196.730	985.693

ANNEX 5:

GENERAL TRUST FUND FOR VOLUNTARY CONTRIBUTIONS IN RESPECT OF THE AGREEMENT ON THE CONSERVATION OF AFRICAN-EURASIAN MIGRATORY WATERBIRDS (AVL) AS AT 31 DECEMBER 2020

	COUNTRIES	Pledges for 2020			Collections in 2020 for 2020		
		Other Currency	USD	EUR	Other Currency	USD	EUR
1	UK	89,665 GBP				117.578	
2	Germany			9.628			9.628
3	Norway		147.000			147.000	
4	Germany			13.412			13.412
5	Switzerland			68.000			68.000
6	Finland			10.000			10.000
7	Croatia			1.000			1.000
8	Norway			10.000			10.000
9	UK	92.000 GBP				123.225	
10	Norway	80.000 NOK				8.656	
11	Germany			37.700			37.700
12	Germany			2.560			2.560
	Total		147.000	152.300		396.459	152.300
1	Management of sardine stocks Meeting and management and sustainable use of the Berga Wetland in Ethiopia						
2	1st meeting of the AEWA European Seaduck International Working Group						
3	Coordination of the LwfG and other species action plans						
4	Producing population size estimates for waterbirds breeding in Central Asia						
5	CSR8, Site monitoring framework and guidance, waterbird monitoring priorities						
6	LwfG implementation						
7	CSR8						
8	CSR8						
9	TC work						
10	Sire monitoring and guidance						
11	CSR8						
12	Printing of Plan of Action for Africa						

**GENERAL TRUST FUND FOR VOLUNTARY CONTRIBUTIONS IN RESPECT OF THE EUROPEAN GOOSE MANAGEMENT PLATFORM AS AT 31
DECEMBER 2020**

	COUNTRIES	Pledges for 2020			Collections in 2020 for 2020		
		Other Currency	USD	EUR	Other Currency	USD	EUR
1	Denmark			33.760			33.760
2	Finland			10.000			10.000
3	France			40.000			40.000
4	Germany			21.696			21.696
5	Netherlands			12.000			12.000
6	Norway			64.836			64.836
7	Sweden	400,574 SEK			400,574 SEK		
	Total	400,574 SEK		182.292	400,574 SEK		182.292

ANNEX 6:

**GENERAL TRUST FUND FOR VOLUNTARY CONTRIBUTIONS IN RESPECT OF THE AGREEMENT ON THE CONSERVATION OF AFRICAN-EURASIAN
MIGRATORY WATERBIRDS (AVL) AS AT 28 MARCH 2021**

	COUNTRIES	Pledges for 2021			Collections in 2021 for 2021			Unpaid pledges for 2021 & prior Years		
		Other Currency	USD	EUR	Other Currency	USD	EUR	Other Currency	USD	EUR
1	Luxembourg			10.000			10.000			
2	UK	135.000 GBP				186.205				
3	UK	12.000 GBP				16.551				
4	Norway		150.000						150.000	
	Total	147.000 GBP	150.000	10.000		202.756	10.000		150.000	
1	African Initiative coordination									
2	African Initiative coordination and implementation									
3	CSR8									
4	Coordination of the LwfG and other species action plans									

**GENERAL TRUST FUND FOR VOLUNTARY CONTRIBUTIONS IN RESPECT OF THE EUROPEAN GOOSE MANAGEMENT PLATFORM
AS AT 28 MARCH 2021**

No	COUNTRIES	Pledges for 2021			Collections in 2021 for 2021		
		Other Currency	USD	EUR	Other Currency	USD	EUR
1	Sweden	160.000 SEK				19.502	
2	Sweden	650.000 SEK					
3	Germany			16.292			16.292
	Total	810.000 SEK		16.292		19.502	16.292