



7th MEETING OF THE AEWA STANDING COMMITTEE
26 – 27 November 2011, Bergen, Norway

PREPARATION OF THE DRAFT BUDGET PROPOSAL FOR 2013-2016

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

Through Resolution 4.8, the Agreement Secretariat has been instructed to develop a series of budget scenarios based on the AEWA Strategic Plan 2009-2017 for further consideration by the Parties at the 5th Session of the Meeting of the Parties in 2012, using the financial rules and regulations of the United Nations and other administrative policies and procedures.

In addition to the budget estimates for the upcoming financial period, the Secretariat of the Agreement, in consultation with the Standing Committee of the Agreement and the Executive Director of UNEP, shall prepare a medium-term plan as envisaged in chapter III of the Legislative and Financial Texts regarding the United Nations Environment Programme and the Environment Fund.

The proposed budget and medium-term plan should 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. Considering that the 5th Session of the Meeting of the Parties will be held from 14 to 18 May 2012, the deadline for submission of the draft budget proposal is 14 February 2012.

The Secretariat has already started working on a budget proposal and would like to seize the opportunity offered by the 7th meeting of the Standing Committee to seek for advice on its further development.

In particular, the Secretariat would appreciate receiving guidance from the Standing Committee on the general structure and supporting argumentation of the budget proposal. Making reference to the draft budget proposal for 2009-2012 submitted to the 4th session of the Meeting of the Parties (document AEWA/MOP 4.22 Rev.1, available for downloading at the URL http://www.unep-aewa.org/meetings/en/mop/mop4_docs/meeting_docs_pdf/mop4_22_draft_budget_proposal_2009_2012_rev1.pdf), the Secretariat would appreciate advice from the Standing Committee on whether the presentation of the budget proposal provided in that document can be taken as a model for the preparation of the budget proposal for 2013-2016, or whether any revision of the format of the proposal would be desirable. As regards the content of the proposal, the Secretariat would be interested in particular in guidance on whether the type and level of argumentation provided in the budget proposal for 2009-2012 can be considered adequate and used as a reference in the preparation of the budget proposal to be submitted to MOP5.

In addition to seeking for advice on the general aspects mentioned above, the Secretariat is submitting a single draft itemized budget estimate for 2013-2016 (Annex 1), to the Standing Committee as a basis for discussion and advice on some detailed elements of the budget proposal to be prepared.

Similarly to the budget approved by MOP4, the current proposal covers a period of four years.

A main reason underpinning this choice is the fact that scenarios over three and four years for the same budget proposal indicate that annual contributions to be paid by the Parties would be lower in the case of a four-year cycle. In addition to financial considerations, the experience of the Secretariat in shifting from a three- to a four-year cycle has generally been positive, allowing the Secretariat and the Technical Committee more time to deliver on the relevant instructions and recommendations of the MOP. An extended cycle is also expected to reduce the burden on Parties of Agreement processes such as national reporting.

The proposal follows the same format and itemization of the budget estimate for 2009-2012 approved by MOP4 in Resolution 4.8 (available for downloading at the URL http://www.unep-aewa.org/meetings/en/mop/mop4_docs/final_res_pdf/res4_8_financial_administrative_matters_final.pdf). The main principle that guided the preparation of the proposal is the maintenance and consolidation of the current capacity of delivering of the Secretariat. In this regard, the proposal integrates in the core budget the positions of Associate Programme Officer/SSAP Support, Associate Programme Officer/African Coordinator and Administrative Assistant for the African Initiative, the cost of which is covered by voluntary contributions in the current budgetary period. Other significant changes with respect to the 2009-2012 budget include the extension of the positions of Team Assistant and Information Assistant from part-time to full time. Estimates for a few other items already present in the 2009-2012 budget have been adjusted on the basis of actual expenditure recorded in the current budgetary exercise, as reported in document StC 7.25. The proposal foresees a withdrawal from the Trust Fund of € 300,000 aimed at reducing the costs to be shared by Parties. This amount is well within the projected savings for the budgetary exercise 2009-2012.

This scenario implies an overall approximate increase of 16.2% with respect to a zero-growth option corrected by an estimated yearly inflation of 2%.

Actions requested

The Standing Committee is requested to provide guidance to the Secretariat as appropriate on the preparation of the budget proposal 2013-2016, particularly with regard to the issues raised in this paper.

Annex 1

Draft Budget Estimate for 2013-2016

Budget line					
CORE BUDGET					
	2013	2014	2015	2016	TOTAL
<i>General Management</i>	EURO	EURO	EURO	EURO	EURO
1101 Executive Secretary (P4)	155,256	158,361	161,528	164,759	639,904
1102 Associate Technical Officer (P3)	126,086	128,608	131,180	133,804	519,678
1103 Associate Information Officer (P2)	83,693	85,367	87,074	88,815	344,949
1104 Associate Programme Officer (P2)	77,101	78,643	80,216	81,820	317,780
1105 Associate Programme Officer (SSAP support) (P2)	*	*	88,434	90,203	178,637
1301 Administrative Assistant (G5)	80,621	82,233	83,878	85,556	332,288
1302 Team Assistant (G4)	53,000	54,060	55,141	56,244	218,445
1303 Information Assistant (G4)	53,000	54,060	55,141	56,244	218,445
1201 Translators	6,500	6,500	6,500	9,000	28,500
1601 Official Travel AEWA Staff	35,000	35,000	35,000	35,000	140,000
3201 Training of Staff	2,500	2,500	2,500	1,000	8,500
4101 Miscellaneous office supplies	3,000	3,000	3,000	3,000	12,000
4201 Office equipment	7,000	7,000	7,000	7,000	28,000
4301 Rent and maintenance costs **					
4302 IT service provider	45,000	45,000	45,000	45,000	180,000
5101 Operation/maintenance of computers	1,500	1,500	1,500	1,500	6,000
5102 Operation/maintenance of photocopiers	2,500	2,500	2,500	2,500	10,000
5103 Operation/ maintenance -others	1,000	1,000	1,000	1,000	4,000
5201 Document production (external)	1,000	1,000	1,000	1,000	4,000
5203 Reference material	300	300	300	300	1,200
5301 Telephone, Fax	4,000	4,000	4,000	4,000	16,000
5302 Postage and miscellaneous	6,000	6,000	6,000	7,500	25,500
5303 Bank charges	100	100	100	100	400
5400 Hospitality	500	500	500	500	2,000
Total General Management	744,657	757,232	858,492	875,845	3,236,226
Implementation of the African Initiative					
1106 Associate Programme Officer/African Coordinator (P2)	85,000	86,700	88,434	90,203	350,337
1304 Programme Assistant (G4)	53,000	54,060	55,141	56,244	218,445
1603 Official travel African Coordinator	5,000	5,000	5,000	5,000	20,000
2203 Small Grant Fund Porjects in African Countires	20,000	20,000	20,000	20,000	80,000
Total Cost of African Initiative	163,000	165,760	168,575	171,447	668,782

<i>Servicing the Meeting of the Parties</i>					
1201 English Translators					
1202 French Translators				30,000	30,000
1204 Report Writers				7,500	7,500
1205 Interpreters				50,000	50,000
1220 Consultancies for MOP (1 review)		50,000			50,000
1602 Travel of Staff to the MOP				17,500	17,500
2201 Organization of MOP				100,000	100,000
5201 Document production (external)				7,500	7,500
Total servicing the Meeting of the Parties		50,000		212,500	262,500
<i>Servicing the Technical Committee</i>					
1201 English Translators					
1202 French Translators			5,000		5,000
1204 Report Writers					
1205 Interpreters			10,000		10,000
3302 Meetings of the TC (travel/dsa/ organizational costs)			17,500		17,500
Total servicing the Technical Committee			32,500		32,500
<i>Servicing the Standing Committee</i>					
1201 English Translators					
1202 French Translators		5,000		20,000	25,000
1204 Report Writers					
1205 Interpreters		10,000		10,000	20,000
3303 Meeting of the StC (travel/dsa/ organizational costs)		17,500		17,500	35,000
Total servicing the Standing Committee		32,500		47,500	80,000
SUBTOTAL	907,657	1,005,492	1,059,567	1,307,292	4,280,008
6000 UNEP overhead costs 13 % ***	117,995	130,714	137,744	169,948	556,401
Withdrawal from Trust Fund	300,000				
GRAND TOTAL	725,652	1,136,206	1,197,311	1,477,240	4,536,409

* Covered by a pledge from the Government of Norway

** Covered by the Government of Germany

*** From the 13% overhead, UNEP is covering the costs of one Professional staff and four general service staff members of the CMS Administrative and Fund Management Unit, which support the AEWa Secretariat