

AGREEMENT ON THE CONSERVATION OF BATS IN EUROPE

First Session of the Meeting of the Parties, Bristol: 18-20 July 1995

RESOLUTION ON FINANCIAL AND BUDGETARY MATTERS

HAVING REGARD TO Article V.1 of the Agreement on the Conservation of Bats in Europe, signed at London on 4 March 1991, ("the Agreement") which states that the Meeting of the Parties shall consider and decide upon "financial rules, including the provision of the budget and the scale of contributions for the next financial period",

ACKNOWLEDGING the decision taken at the first session of the Meeting of the Parties of the Agreement on the Conservation of Small Cetaceans of the Baltic and North Seas, another Agreement concluded under Article IV of the Convention on the Conservation of Migratory Species of Wild Animals, to share the cost of the budget according to the United Nations scale of assessment, and that these sums should be paid to the government or international organisation hosting the Secretariat,

RECOGNIZING the contribution of the United Kingdom which has provided the Interim Secretariat from the time that the agreement was signed, and which will continue to do so until 31 December 1995, at no cost to the Parties,

RECOGNIZING the need to strengthen the capacity of the Secretariat to the Agreement to enable it to function effectively,

1. APPROVES the budget towards the cost of the Secretariat's operations attached as Appendix 1 and the scale of contributions for 1996 to 1998 attached as Appendix 2 to this Resolution; the administration of the budget shall be governed by the Financial Regulations attached as Appendix 3;
2. STATES that the annual contributions be paid as soon as practicable after the end of March and in no case later than the end of June of the calendar year to which they relate;
3. INVITES the host government to direct the Secretariat to:
 - a) establish and administer a separate designated account to receive contributions;
 - b) establish rules and procedure to make expenditures, and transfers of funds (as appropriate) from one budget line to another other than staff costs and other running costs;
 - c) make arrangements for the external audit of the Secretariat's account.

EUROBAT SECRETARIAT BUDGET ESTIMATES FOR 1996 - 1998

	1996	1997	1998	Total
	DM	DM	DM	DM
1. Staffing Costs				
1.1 Secretary (BAT IIa x0.5)	53000.00	54000.00	56000.00	163000.00
1.2 Admin Assistant (BAT VIb x0.5)	32000.00	33000.00	34000.00	99000.00
1.3 Staff Overheads (see below)	0.00	0.00	0.00	0.00
TOTAL STAFF:	85000.00	87000.00	90000.00	262000.00
2. Accommodation & Equipment Costs				
2.1 Office Equipment (Capital Costs)				
Accommodation	0.00	0.00	0.00	0.00
Furniture	0.00	0.00	0.00	0.00
Computer and Printer (x2)	8000.00	0.00	0.00	8000.00
Telephone	900.00	0.00	0.00	900.00
Photocopier	0.00	0.00	0.00	0.00
Fax Machine	0.00	0.00	0.00	0.00
Sub-total:	8900.00	0.00	0.00	8900.00
2.2 Office Equipment (Running Costs)				
Fax usage	4000.00	4000.00	7000.00	15000.00
Phone Usage	7000.00	7000.00	9000.00	23000.00
Mailing	3000.00	3000.00	3000.00	9000.00
Office Supplies	5000.00	5000.00	5000.00	15000.00
Sub-total	19000.00	19000.00	24000.00	62000.00
TOTAL EQUIPMENT:	27900.00	19000.00	24000.00	70900.00
CORE COSTS SUB-TOTAL:	112900.00	106000.00	114000.00	332900.00
3. Travel & Subsistence				
3.1 Secretariat Staff	5000.00	5000.00	5000.00	15000.00
3.2 Others (consultants, experts, etc.)	5000.00	2500.00	2500.00	10000.00
TOTAL T&S:	10000.00	7500.00	7500.00	25000.00
4. Meeting Costs				
4.1 Meetings of the Parties	0.00	0.00	30000.00	30000.00
4.2 Other Working Groups, etc.	10000.00	5000.00	5000.00	20000.00
TOTAL MEETINGS:	10000.00	5000.00	35000.00	50000.00
5. Publishing/Documentation Costs				
Documentation Production/Publicity				
Aquisition of Reference Materials				
Information Aquisition				
TOTAL PUBLISHING:	5000.00	5000.00	5000.00	15000.00
6. Miscellaneous Costs				
6.1 Hospitality	1000.00	1000.00	1000.00	3000.00
6.2 Audit Charges	5000.00	5000.00	5000.00	15000.00
TOTAL MISC:	6000.00	6000.00	6000.00	18000.00
GRAND TOTAL:	143900.00	129500.00	167500.00	440900.00

SUPPLEMENTARY NOTES

1. Personnel

1.1 *Secretary's Salary*

The basic pay is based on 50% of a BAT II scientist/administrator in line with the German Treasury guidelines, which also contain rules for the provision of annual reviews and amendments. National insurances and predicted annual increases are included.

1.2 *Administrative Assistant's Salary*

The basic pay is also subject to similar Treasury guidelines on pay scales as above.

2. Accommodation and Equipment

2.1 *Capital Costs*

The accommodation costs (rent, utilities, etc.), and that relating to furniture (desks, chairs etc), will be paid by the German Government should the Secretariat be located in Bonn.

The remaining cost estimates are based on the current (July 1995) price range in Germany.

2.2 *Running Costs*

Running costs are particularly difficult to calculate.

Fax and phone usage includes a monthly figure of 26DM which must be paid.

Office supplies are based on an estimated monthly cost of 400DM.

Mailing costs are based on the estimates agreed for the budget of ASCOBANS.

3. Travel Costs

3.1 *Secretariat*

The travel costs allow for attendance at two meetings that may be convened in each year. The estimated cost of each trip is 2,500DM.

3.2 *Experts*

This is an item for discussion. The proposed estimate allows for two visits by an expert in 1996, one in 1997 and one in 1998, at a cost of 2,500DM each.

4. Meetings

4.1 *Meeting of the Parties*

An accurate estimate of this figure is difficult to calculate. It will depend on the venue, the host,

and the number of Contracting Parties.

Calculated on the basis of the ASCOBANS Meeting a cost of 30,000DM is estimated.

4.2 Working Groups

The comments made at 4.1 above also apply to these meetings.

The estimates are based on two working groups in 1996, one in 1997 and one in 1998, each costing 5,000DM.

5 Publishing/Documentation

5,000DM is estimated for the production of documents, and the purchase of reference material.

6 Miscellaneous

6.1 Hospitality

1,000DM is allowed to provide for expenses required to host visitors on official business.

6.2 Audit Charges

— The figure is the calculated fee for an external auditor.

PROVISIONAL SCALE OF CONTRIBUTIONS TO THE 1996-1998 BUDGET
{with application of 25% maximum}

PARTY	ANNUAL CONTRIBUTION (DM) UN SCALE (%)	1996	1997	1998	TOTAL	%	
		143900.00	129500.00	167500.00			
CZECH REPUBLIC	0.29	2182.58	0.25	1696.80	2194.71	6074.09	1.38
DENMARK	0.71	5343.57	0.72	4886.79	6320.75	16551.11	3.75
FRANCE	6.37	35975.00	6.42	32375.00	41875.00	110225.00	25.00
GERMANY	8.99	35975.00	9.06	32375.00	41875.00	110225.00	25.00
HUNGARY	0.14	1053.66	0.14	950.21	1229.04	3232.91	0.73
LUXEMBOURG	0.07	526.83	0.07	475.10	614.52	1616.45	0.37
NETHERLANDS	1.58	11891.32	1.59	10791.67	13958.33	36641.32	8.31
NORWAY	0.56	4214.64	0.56	3600.84	4916.14	12931.63	2.93
REPUBLIC OF IRELAND	0.21	1580.49	0.21	1425.31	1843.55	4849.36	1.10
SWEDEN	1.22	9181.90	1.23	8348.27	10797.96	28328.13	6.43
UNITED KINGDOM	5.30	35975.00	5.32	32375.00	41875.00	110225.00	25.00
TOTAL	25.44	143900.00	25.57	129500.00	167500.00	440900.00	100.00
Less Fr & Ger & UK	4.78		4.77				

FINANCIAL REGULATIONS FOR 1 JANUARY 1996 TO 31 DECEMBER 1998

1. The budget for the Agreement on the Conservation of Bats in Europe (hereinafter referred to as the budget) shall be adopted for a period of three years to provide financial support for the aims of the Agreement.
2. Each financial year shall be administered for 12 months beginning 1 January and ending 31 December, both dates inclusive. The financial period shall be for three calendar years beginning 1 January 1996 and ending 31 December 1998.
3. The budget shall be administered by the Secretariat to the Agreement.
4. The administration of the budget shall be governed by these Financial Regulations.
5. The financial contributions of the budget for 1996-1998 shall be derived from:
 - a. The contributions made by the Parties, including contributions from any new Parties;
 - b. Further voluntary contributions from Parties and contributions from States not Parties to the Agreement, other governmental, inter-governmental and non-governmental organisations and other sources.
6. All contributions to the budget shall be paid in Deutscher Mark. For contributions from States and regional economic integration organisations that become Parties after the beginning of the financial year, the initial contributions (from the first day of the month after deposit of the instrument of ratification, acceptance or accession until the end of the financial year) shall be determined *pro rata* based on the contribution of other Parties on the same level on the United Nations scale of assessment, as it applies at the time. However, if the contribution of a new Party determined on this basis would be more than 25 per cent of the budget, the contribution of that Party shall be 25 per cent of the budget, for the financial year of joining (or *pro rata* for part of a year). The scale of contributions for all Parties shall be revised by the Secretariat on 1 January of each year as necessary. Contributions shall be paid in annual instalments and into an account to be specified by the Secretariat.
7. The Secretariat shall send invoices to all the Parties, notifying them of the assessments before the start of the financial year.
8. The budget shall be subject to an external auditor who will be appointed by the Secretariat in conjunction with the advisory committee.
9. The auditor shall prepare a report on the accounts certified, and on any matters on which the Meeting of the Parties may from time to time give specific instructions. The auditor shall submit his report to the Meeting of the Parties. The Meeting of the Parties shall, following consideration of the audited annual financial statements and audited report submitted to the Parties, signify their acceptance of the audited annual financial statements or take such action as they may consider appropriate.
10. The Secretariat shall provide to the Coordinating Authorities by 30 June each year a financial report of income and expenditure for the previous year, and shall circulate to all Parties a financial report for triennium and a budget proposal for the next triennium not later than 60 days before the next Meeting of the Parties.

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- 11. Commitments against the resources of the budget 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, except for salaries.

RESOLUTION ON THE FORMAT AND FREQUENCY OF NATIONAL REPORTS

RECALLING Article VI of the Agreement requesting Parties to present up to date reports on its implementation of this Agreement;

RECOGNISING that a complete review of existing reports employed by Parties and non-Party Range States would provide useful information on their compliance with the Agreement, and assisting those States experiencing difficulties in meeting certain obligations;

WHEREAS Article VI of the Agreement states that implementation reports need only be submitted 90 days before a Meeting of the Parties;

NOTING the importance for each Party to be submitted, in due time, to the Secretariat in order to compile and maintain a summary of reports on a regular timescale;

RECOGNISING that a standard format for such national reports would provide a useful structure for organising the information received, and this would facilitate the incorporation of relevant parts of the reports into a database;

ACKNOWLEDGING that once a baseline set of data has been established for each State, that only modifications to that data will be required to maintain the data;

DECIDES to:

URGE all Parties to submit to the Secretariat, by 31 January 1996 revised baseline national reports on their implementation of the Agreement following the agreed guidelines to this resolution;

INSTRUCT the Secretariat, starting with the second session of the Meeting of the Parties, to invite Parties and non-Party Range States, well in advance of a deadline set in Article VI of the Agreement, to update implementation reports regarding their status in relation to the Agreement, in accordance with the annexed guidelines for national reports;

INSTRUCT the Secretariat to establish a database capable of storing the information contained in implementation reports, and to ensure that these records are kept up to date;

ENCOURAGE national Coordinating Authorities to cooperate with relevant institutions in their country on the preparation of national reports.