

## 7<sup>th</sup> Session of the Meeting of the Parties

Brussels, Belgium, 15 – 17 September 2014

### Resolution No. 7.1

Financial and Administrative Matters  
(Budget 2015 – 2018)



*The Meeting of the Parties to the Agreement on the Conservation of Populations of European Bats (hereafter "the Agreement"),*

*Having regard* to Article V (1) of 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";

*Recalling* Resolution No. 1 adopted at its 6<sup>th</sup> Session (Prague, Czech Republic, September 2010) on financial and administrative matters;

*Recognising* the significant growth of the Agreement in membership, activities and geographical scope and the resulting need to strengthen the capacity of the Secretariat of the Agreement to enable it to fulfil the additional tasks;

*Further recognising* that to implement the work plan emerging from this and previous sessions of the Meeting of the Parties implementation priorities will have to be determined as well as reviewed by the Advisory Committee on an annual basis;

*Acknowledging* with appreciation the substantial contribution of the German Government in providing, and agreeing to continue to provide, the accommodation for the Secretariat on a rent-free basis and its annual voluntary contribution of EUR 25,600 in support of special measures and projects aimed at improving the implementation of the Agreement;

*Appreciating* that a number of Parties regularly make voluntary contributions for projects, publications and other activities;

1. *Discharges and approves* the income and expenditure for the year 2010 and the income and expenditure for the years 2011 - 2013 as presented to the Meeting by the Secretariat and UNEP. The Meeting further agrees that the expenditure for the year 2014 should be discharged and approved by the 8<sup>th</sup> Session of the Meeting of the Parties;

2. *Adopts* the budget for 2015 - 2018 attached as Annex 1 to this resolution;
3. *Agrees* to the scale of contributions agreed by the Parties to the Agreement in accordance with Article V (1) of the Agreement as listed in Annex 2 to this resolution and to the application of that scale *pro rata* to new Parties;
4. *Approves* the withdrawal of EUR 10,000 annually from the Trust Fund Reserve to be allocated for the implementation of projects within the EUROBATS Projects Initiative;
5. *Requests* all 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;
6. *Urges* all Parties to provide voluntary contributions for the implementation of the work plan emerging from the 7<sup>th</sup> Session of the Meeting of Parties;
7. *Invites* Parties to consider the provision of a Junior Professional Officer;
8. *Mandates* the Standing Committee to review the availability of additional funds on a regular basis and to authorise the adaptation of the level of post occupancy of Secretariat staff for implementation purposes subject to the availability of funds;
9. *Requests* the Secretariat to prepare a plan of action based on the implementation priorities identified by the Advisory Committee;
10. *Further urges* all Parties to make voluntary contributions to support requests from countries with economies in transition to participate in and implement the Agreement throughout the four year period;
11. *Encourages* the enhanced use of electronic publications to save costs and mitigate environmental impacts;
12. *Invites* Non-Party Range States, governmental, intergovernmental and non-governmental organisations to make voluntary contributions towards special activities for the implementation of the Agreement;
13. *Requests* the Executive Director of UNEP to extend the duration of the Trust Fund for the administration of the budget to 31 December 2018;
14. *Approves* the Terms of Reference for the Administration of the Trust Fund as set out in Annex 3 to this resolution, for the period 2015 - 2018;

15. *Takes note* of the medium-term plan for 2015 - 2022 attached as Annex 4 to this resolution;
16. *Instructs* the Secretariat to report on its income and expenditure to the Standing Committee at each of its meetings, and to report back to the Meeting of Parties at its next session.
17. *Instructs* the Standing Committee, through the Secretariat, to advise the Executive Director of UNEP, when requested, of its priorities for expenditure to enable the consideration of any need for withdrawing funds from the Trust Fund reserve.

**Budget Estimates for 2015 - 2018 (in EURO)**

<b>Budget line</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
<b>10 Personnel</b>					
1100 Professional Staff					
1101 Executive Secretary (P4)	138,400	138,400	140,200	140,200	557,200
1102 Assoc. Scientific and Project Officer (P2 part-time 50%*)	42,400	43,600	44,500	45,400	175,900
1220 Consultancies	1,500	1,500	1,500	1,500	6,000
1300 Administrative Support					
1301 Administrative Assistant (G6 part-time 50%)	35,400	36,200	37,000	37,800	146,400
1302 Administrative Assistant (G6 part-time 50%)	35,400	36,200	37,000	37,800	146,400
1303 Secretary (G4 part-time 50%)	32,400	33,200	34,000	34,800	134,400
1600 Travel on official business					
1601 Secretariat staff	14,000	14,000	14,000	14,000	56,000
1602 Experts on mission	2,000	2,000	2,000	2,000	8,000
<b>1999 Personnel Subtotal</b>	<b>301,500</b>	<b>305,100</b>	<b>310,200</b>	<b>313,500</b>	<b>1,230,300</b>
<b>20 Subcontracts</b>					
2201 Bat Conservation Projects	10,000	10,000	10,000	10,000	40,000
<b>2999 Subcontracts Subtotal</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>40,000</b>
<b>30 Meetings</b>					
3301 Meeting of Parties	0	0	0	20,000	20,000
3302 Meeting of the Standing Committee	1,000	1,000	1,000	1,000	4,000
3303 Meeting of the Advisory Committee	17,000	17,000	17,000	17,000	68,000
<b>3999 Meetings Subtotal</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>38,000</b>	<b>92,000</b>
<b>40 Equipment and Premises</b>					
4100 Expendable equipment					
4101 Miscellaneous office supplies	2,000	2,000	2,000	2,000	8,000
4200 Non-expendable equipment					
4201 Office equipment	2,000	2,000	2,000	2,000	8,000
4300 Premises					
4301 Rent and maintenance costs**	0	0	0	0	0
4302 IT Services	10,000	10,000	10,000	10,000	40,000
<b>4999 Equipment and Premises Subtotal</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>56,000</b>
<b>50 Miscellaneous Costs</b>					
5100 Operation and Maintenance					
5101 Operation/maintenance computers	500	500	500	500	2,000
5102 Operation/maintenance of photocopier/fax	900	900	900	900	3,600
5200 Reporting Costs					
5201 Information material (incl. International Bat Night)	5,000	5,000	5,000	5,000	20,000
5202 Reference material	200	200	200	200	800
5300 Sundry					
5301 Telephone and Fax	2,000	2,000	2,000	2,000	8,000
5302 Postage and miscellaneous	2,000	2,000	2,000	2,000	8,000
5401 Hospitality	400	400	400	400	1,600
<b>5999 Miscellaneous Costs Subtotal</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>44,000</b>
<b>SUBTOTAL</b>	<b>354,500</b>	<b>358,100</b>	<b>363,200</b>	<b>386,500</b>	<b>1,462,300</b>
6000 UNEP programme support costs (13%)	46,085	46,553	47,216	50,245	190,099
<b>GRAND TOTAL</b>	<b>400,585</b>	<b>404,653</b>	<b>410,416</b>	<b>436,745</b>	<b>1,652,399</b>
Withdrawal from Trust Fund Reserve	31,353	35,421	41,184	67,513	175,471
<b>Contributions</b>	<b>369,232</b>	<b>369,232</b>	<b>369,232</b>	<b>369,232</b>	<b>1,476,928</b>

\* Subject to review by the Standing Committee for possible increase.

\*\* Paid entirely by the host country (Germany).

## Annex 2 to Resolution 7.1 Contributions 2015 - 2018 (in EURO)

Party	Contributions	Percent	Contributions	Percent	Contributions	Percent	Contributions	Percent	Total
	2015	2015-18	2016	2015-18	2017	2015-18	2018	2015-18	2015 - 2018
Albania	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Belgium	12,243	3.316	12,243	3.316	12,243	3.316	12,243	3.316	48,972
Bulgaria	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Croatia	1,013	0.274	1,013	0.274	1,013	0.274	1,013	0.274	4,052
Cyprus	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Czech Republic	3,642	0.986	3,642	0.986	3,642	0.986	3,642	0.986	14,568
Denmark	8,359	2.264	8,359	2.264	8,359	2.264	8,359	2.264	33,436
Estonia	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Finland	6,398	1.733	6,398	1.733	6,398	1.733	6,398	1.733	25,592
France	60,016	16.254	60,016	16.254	60,016	16.254	60,016	16.254	240,064
Georgia	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Germany	66,885	18.115	66,885	18.115	66,885	18.115	66,885	18.115	267,540
Hungary	2,918	0.790	2,918	0.790	2,918	0.790	2,918	0.790	11,672
Ireland	5,439	1.473	5,439	1.473	5,439	1.473	5,439	1.473	21,756
Italy	48,999	13.271	48,999	13.271	48,999	13.271	48,999	13.271	195,996
Latvia	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Lithuania	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Luxembourg	1,002	0.271	1,002	0.271	1,002	0.271	1,002	0.271	4,008
FYR Macedonia	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Malta	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Moldova	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Monaco	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Montenegro	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Netherlands	20,879	5.655	20,879	5.655	20,879	5.655	20,879	5.655	83,516
Norway	9,620	2.605	9,620	2.605	9,620	2.605	9,620	2.605	38,480
Poland	8,116	2.198	8,116	2.198	8,116	2.198	8,116	2.198	32,464
Portugal	5,759	1.560	5,759	1.560	5,759	1.560	5,759	1.560	23,036
Romania	1,830	0.496	1,830	0.496	1,830	0.496	1,830	0.496	7,320
San Marino	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000
Slovakia	1,392	0.377	1,392	0.377	1,392	0.377	1,392	0.377	5,568
Slovenia	1,141	0.309	1,141	0.309	1,141	0.309	1,141	0.309	4,564
Sweden	12,021	3.256	12,021	3.256	12,021	3.256	12,021	3.256	48,084
Switzerland	12,767	3.458	12,767	3.458	12,767	3.458	12,767	3.458	51,068
Ukraine	1,062	0.288	1,062	0.288	1,062	0.288	1,062	0.288	4,248
United Kingdom	64,731	17.531	64,731	17.531	64,731	17.531	64,731	17.531	258,924
<b>Total</b>	<b>369,232</b>	<b>100.000</b>	<b>369,232</b>	<b>100.000</b>	<b>369,232</b>	<b>100.000</b>	<b>369,232</b>	<b>100.000</b>	<b>1,476,928</b>

### **Annex 3 to Resolution 7.1**

#### TERMS OF REFERENCE FOR THE ADMINISTRATION OF THE TRUST FUND FOR THE AGREEMENT ON THE CONSERVATION OF POPULATIONS OF EUROPEAN BATS

1. The Trust Fund for the Agreement on the Conservation of Populations of European Bats (hereinafter referred to as the Trust Fund) shall be extended for a period of four years to provide financial support for the aims of the Agreement.
2. The financial period shall be for four calendar years beginning 1 January 2015 and ending 31 December 2018.
3. The Trust Fund shall be administered by the Executive Director of the United Nations Environment Programme (UNEP), subject to the approval of the United Nations Environment Assembly of UNEP and the consent of the Secretary-General of the United Nations.
4. 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.
5. In accordance with United Nations rules, UNEP shall deduct from the income of the Trust Fund an administrative charge equal to 13 per cent of the expenditure charged to the Trust Fund in respect of activities financed under the Trust Fund.
6. In the event that the Parties wish the Trust Fund to be extended beyond 31 December 2018, the Executive Director of UNEP shall be so advised in writing immediately after the 8<sup>th</sup> Session of the Meeting of Parties. It is understood that such extension of the Trust Fund shall be decided at the discretion of the Secretary-General of the United Nations.
7. The financial resources of the Trust Fund for 2015-2018 shall be derived from:
  - (a) The contributions made by the Parties by reference to Annex 2, including contributions from any new Parties;
  - (b) Further contributions from Parties and contributions from States not Parties to the Agreement, other governmental, intergovernmental and non-governmental organisations and other sources.
8. All contributions to the Trust Fund shall be paid in EURO. For contributions from States that become Parties after the beginning of the financial period, the initial contribution (from the thirtieth day after deposit of the instrument of ratification, acceptance or accession till the end of the financial period) shall be determined *pro rata* based on the contribution of other States Parties on the same level on the United Nations scale of assessment, 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).

Contributions shall be paid in annual instalments. The contributions shall be due on 1 January 2015, 2016, 2017 and 2018. Contributions shall be paid into the following account:

UNEP Trust Fund  
Account No. 616 160 3755  
J.P. Morgan AG  
Junghofstrasse 14  
60284 Frankfurt/Main, Germany  
Wire transfers: Bank Code number 501 108 00  
SWIFT number CHASDEFX  
IBAN: DE56501108006161603755

9. 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.
10. 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.
11. The Trust Fund shall be subject to audit by the United Nations Board of Auditors.
12. The budget estimates covering the income and expenditure for each of the four calendar years constituting the financial period to which they relate, prepared in EURO, shall be submitted to the ordinary session of the Meeting of Parties to the Agreement.
13. The estimates of each of the calendar years covered by the financial period shall be divided into sections and objects of expenditures, 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 itemised for each programme so as to correspond to the sections, objects of expenditure, and budget lines described in the first sentence of this paragraph.
14. In addition to the budget estimates for the financial period described in the preceding paragraphs, the Secretariat of the Agreement, in consultation with the Standing Committee 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 medium-term plan will cover the years 2015-2022, inclusive, and shall incorporate the budget for the financial period 2019-2022.
15. The proposed budget and medium-term plan, including all the necessary information, shall be dispatched by the Secretariat to all Parties at least ninety days before the date fixed for the opening of the ordinary session of the Meeting of Parties.
16. The budget and medium-term plan shall be adopted by a three-quarters majority of the Parties present and voting at the ordinary session.

17. 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, who shall seek the advice of the Standing Committee as to its priorities for expenditure.
18. 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.
19. 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 any calendar year within the financial period, the Executive Director of UNEP may transfer any uncommitted balance of appropriations to the following calendar year, provided that the total budget approved by the Parties is not exceeded, unless this is specifically sanctioned in writing by the Standing Committee.
20. At the end of each calendar year within the financial period<sup>1</sup>, the Executive Director of UNEP shall submit to the Parties, through the UNEP/EUROBATS 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.
21. 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.
22. 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.
23. The present terms of reference shall be effective from 1 January 2015 to 31 December 2018.

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<sup>1</sup> The calendar year 1 January to 31 December is the accounting and financial year, but the accounts 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.



## Annex 4 to Resolution 7.1

## Medium Term Plan 2015 - 2022

## Estimated costs in EURO

<b>Budget line</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
1000 Personnel	301,500	305,100	310,200	313,500	359,500	465,500	471,500	477,500
2000 Subcontracts	10,000	10,000	10,000	10,000	20,000	20,000	20,000	20,000
3000 Meetings	18,000	18,000	18,000	38,000	25,000	25,000	25,000	50,000
4000 Equipment and Premises	14,000	14,000	14,000	14,000	20,000	20,000	20,000	20,000
5000 Miscellaneous Costs	11,000	11,000	11,000	11,000	17,000	17,000	17,000	17,000
<b>Subtotal</b>	<b>354,500</b>	<b>358,100</b>	<b>363,200</b>	<b>386,500</b>	<b>441,500</b>	<b>547,500</b>	<b>553,500</b>	<b>584,500</b>
6000 UNEP psc (13%)	46,085	46,553	47,216	50,245	57,395	71,175	71,955	75,985
<b>Total</b>	<b>400,585</b>	<b>404,653</b>	<b>410,416</b>	<b>436,745</b>	<b>498,895</b>	<b>618,675</b>	<b>625,455</b>	<b>660,485</b>