

5th Session of the Meeting of Parties

Ljubljana, Slovenia, 4 – 6 September 2006

Resolution No. 5.1

Financial and Administrative Matters
(Budget 2007 – 2010)



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 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 4th Session (Sofia, Bulgaria, September 2003) on financial and administrative matters;

Noting the request by the Secretariat to strengthen the capacity of the Secretariat of the Agreement to enable it to better serve the Parties;

Expecting that the Secretariat of the Agreement shall co-operate effectively with the other Agreement Secretariats in the UNEP/CMS Agreements Unit;

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 EURO 25,600 in support of special measures and projects aimed at improving the implementation of the Agreement;

Noting the recommendations made by the Office of Internal Oversight Services in the Audit Report, but considering it not possible to follow them at this times;

1. *Confirms* that all Parties shall contribute to the budget adopted at the scale agreed upon by the Meeting of Parties in accordance with Article V (1) of the Agreement;
2. *Discharges and approves* the income and expenditure for the year 2003 and the income and expenditures for the years 2004/2005 as presented to the Meeting by the Secretariat and UNEP/UNON. The Meeting further

agrees that the expenditures for the year 2006 should be discharged and approved by the 6th Session of the Meeting of the Parties.

3. *Adopts* the budget for 2007 - 2010 attached as Annex 1 to this resolution;
4. *Agrees* to the scale of contributions of Parties to the Agreement as listed in Annex 2 to this resolution, subject to revision by the Secretariat as soon as the UN scale of contributions for 2007 - 2009 becomes available, and to the application of that scale *pro rata* to new Parties;
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. *Takes note* of the medium-term plan for 2007 - 2013 attached as Annex 4 to this resolution;
7. *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;
8. *Invites* Non-Party Range States, governmental, intergovernmental and non-governmental organisations to make voluntary contributions towards special activities for the implementation of the Agreement;
9. *Requests* the Executive Director of UNEP to extend the duration of the Trust Fund for the administration of the budget to 31 December 2010;
10. *Approves* the Terms of Reference for the Administration of the Trust Fund as set out in Annex 3 to this Resolution, for the period 2007 – 2010;
11. *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.
12. *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.
13. *Decides* to maintain its decision taken in Resolution 4.1 that the maximum contribution of single Parties shall be 20% within a financial year.

Budget Estimates for 2007 - 2010 (in EURO)

Budget line	2007	2008	2009	2010	Total
10 Personnel					
1100 Professional Staff					
1101 Executive Secretary (P4)	131,800	133,500	135,300	137,100	537,700
1220 Consultancies	1,500	1,500	1,500	1,500	6,000
1300 Administrative Support					
1301 Administrative Assistant (G5, part-time)	31,400	32,200	33,000	33,800	130,400
1302 Administrative Assistant (G5, part-time)	31,400	32,200	33,000	33,800	130,400
1303 Secretary (G4, part-time)	29,400	30,150	30,850	31,550	121,950
1600 Travel on official business					
1601 Secretariat staff	12,000	13,000	14,000	14,000	53,000
1602 Experts on mission	2,000	2,000	2,000	2,000	8,000
1999 Personnel Subtotal	239,500	244,550	249,650	253,750	987,450
20 Subcontracts	0	0	0	0	0
30 Meetings					
3301 Meeting of Parties	0	0	0	20,000	20,000
3302 Meeting of the Standing Committee	0	0	0	0	0
3303 Meeting of the Advisory Committee	12,000	0	12,000	12,000	36,000
3999 Meetings Subtotal	12,000	0	12,000	32,000	56,000
40 Equipment and Premises					
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
4999 Equipment and Premises Subtotal	4,000	4,000	4,000	4,000	16,000
50 Miscellaneous Costs					
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. European Bat Night)**	0	0	0	0	0
5202 Reference material**	0	0	0	0	0
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
5303 Bank charges	400	400	400	400	1,600
5401 Hospitality	400	400	400	400	1,600
5501 Audit costs***	4,000	0	0	0	4,000
5601 Operational Reserve for Contingency****	9,154	11,990	9,812	10,023	40,979
5999 Miscellaneous Costs Subtotal	19,354	18,190	16,012	16,223	69,779
SUBTOTAL	274,854	266,740	281,662	305,973	1,129,229
6000 UNEP programme support costs (13%)	35,731	34,676	36,616	39,777	146,800
GRAND TOTAL	310,585	301,417	318,278	345,750	1,276,029

* Paid entirely by the host country (Germany).

** To be covered through voluntary contributions from The Netherlands and Germany.

*** Retroactive for 2006 extraordinary audit.

**** Covered through additional contributions of certain Parties. See MoP 5 Record, page 9.

Budget Estimates for 2007 - 2010 (in USD*)

Budget line	2007	2008	2009	2010	Total
10 Personnel					
1100 Professional Staff					
1101 Executive Secretary (P4)	164,750	166,875	169,125	171,375	672,125
1220 Consultancies	1,875	1,875	1,875	1,875	7,500
1300 Administrative Support					
1301 Administrative Assistant (G5, part-time)	39,250	40,250	41,250	42,250	163,000
1302 Administrative Assistant (G5, part-time)	39,250	40,250	41,250	42,250	163,000
1303 Secretary (G4, part-time)	36,750	37,688	38,566	39,438	152,442
1600 Travel on official business					
1601 Secretariat staff	15,000	16,250	17,500	17,500	66,250
1602 Experts on mission	2,500	2,500	2,500	2,500	10,000
1999 Personnel Subtotal	299,375	305,688	312,066	317,188	1,234,317
20 Subcontracts	0	0	0	0	0
30 Meetings					
3301 Meeting of Parties	0	0	0	25,000	25,000
3302 Meeting of the Standing Committee	0	0	0	0	0
3303 Meeting of the Advisory Committee	15,000	0	15,000	15,000	45,000
3999 Meetings Subtotal	15,000	0	15,000	40,000	70,000
40 Equipment and Premises					
4100 Expendable equipment					
4101 Miscellaneous office supplies	2,500	2,500	2,500	2,500	10,000
4200 Non-expendable equipment					
4201 Office equipment	2,500	2,500	2,500	2,500	10,000
4300 Premises					
4301 Rent and maintenance costs**	0	0	0	0	0
4999 Equipment and Premises Subtotal	5,000	5,000	5,000	5,000	20,000
50 Miscellaneous Costs					
5100 Operation and Maintenance					
5101 Operation/maintenance computers	625	625	625	625	2,500
5102 Operation/maintenance of photocopier/fax	1,125	1,125	1,125	1,125	4,500
5200 Reporting Costs					
5201 Information material (incl. European Bat Night)***	0	0	0	0	0
5202 Reference material***	0	0	0	0	0
5300 Sundry					
5301 Telephone and Fax	2,500	2,500	2,500	2,500	10,000
5302 Postage and miscellaneous	2,500	2,500	2,500	2,500	10,000
5303 Bank charges	500	500	500	500	2,000
5401 Hospitality	500	500	500	500	2,000
5501 Audit costs****	5,000	0	0	0	5,000
5601 Operational Reserve for Contingency*****	11,443	14,988	12,265	12,529	
5999 Miscellaneous Costs Subtotal	24,193	22,738	20,015	20,279	87,225
SUBTOTAL	343,568	333,426	352,081	382,467	1,411,542
6000 UNEP programme support costs (13%)	44,664	43,345	45,771	49,721	183,500
GRAND TOTAL	388,232	376,771	397,852	432,188	1,595,042

* Based on the average UN exchange rate 2006: 1 USD = 0.80 EUR (figures rounded up/down max. 50 Cent)

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

*** To be covered through voluntary contributions by Germany and The Netherlands.

**** Retroactive for 2006 extraordinary audit.

***** Covered through additional contributions of certain Parties.

Party	UN Scale*	UN Scale*	UN Scale*	UN Scale*	Contributions	Contributions	Contributions	Contributions	Percent	Percent	Percent	Percent
	2007	2008	2009	2010	2007	2008	2009	2010	2007	2008	2009	2010
Albania	0.005	0.005	0.005	0.005	48	46	50	54	0.02	0.02	0.02	0.02
Belgium**	1.069	1.069	1.069	1.069	11,912	11,973	12,199	13,244	3.45	3.45	3.45	3.45
Bulgaria	0.017	0.017	0.017	0.017	165	158	169	183	0.05	0.05	0.05	0.05
Croatia**	0.039	0.039	0.039	0.039	435	437	445	483	0.13	0.13	0.13	0.13
Czech Republic**	0.183	0.203	0.203	0.203	2,120	2,167	2,412	2,412	0.59	0.66	0.66	0.66
Denmark**	0.718	0.718	0.718	0.718	8,001	8,042	8,194	8,895	2.32	2.32	2.32	2.32
Estonia**	0.012	0.012	0.012	0.012	134	134	137	149	0.04	0.04	0.04	0.04
Finland**	0.533	0.533	0.533	0.533	5,939	5,970	6,082	6,603	1.72	1.72	1.72	1.72
France	6.030	6.030	6.030	6.030	58,480	56,024	59,785	65,085	19.48	19.46	19.46	19.46
Georgia	0.003	0.003	0.003	0.003	29	28	30	32	0.01	0.01	0.01	0.01
Germany	8.662	8.662	8.662	8.662	60,048	57,574	61,438	66,885	20.00	20.00	20.00	20.00
Hungary**	0.126	0.126	0.126	0.126	1,253	1,281	1,426	1,426	0.41	0.41	0.41	0.41
Ireland**	0.350	0.350	0.350	0.350	3,900	3,920	3,994	4,336	1.13	1.13	1.13	1.13
Italy	4.885	4.885	4.885	4.885	47,375	45,386	48,433	52,726	15.78	15.77	15.77	15.77
Latvia	0.015	0.015	0.015	0.015	145	139	149	162	0.05	0.05	0.05	0.05
Lithuania	0.024	0.024	0.024	0.024	233	223	238	259	0.08	0.08	0.08	0.08
Luxembourg**	0.077	0.077	0.077	0.077	835	854	951	951	0.25	0.25	0.25	0.25
FYR Macedonia**	0.006	0.006	0.006	0.006	67	67	68	74	0.02	0.02	0.02	0.02
Malta	0.014	0.014	0.014	0.014	136	130	139	151	0.05	0.05	0.05	0.05
Moldova**	0.001	0.001	0.001	0.001	21	21	24	24	0.00	0.00	0.00	0.00
Monaco	0.003	0.003	0.003	0.003	29	28	30	32	0.01	0.01	0.01	0.01
Netherlands**	1.690	1.690	1.690	1.690	18,833	18,928	19,286	20,938	5.46	5.45	5.45	5.45
Norway**	0.679	0.679	0.679	0.679	7,566	7,605	7,749	8,412	2.19	2.19	2.19	2.19
Poland	0.461	0.461	0.461	0.461	4,471	4,283	4,571	4,976	1.49	1.49	1.49	1.49
Portugal**	0.470	0.470	0.470	0.470	5,237	5,264	5,363	5,823	1.52	1.52	1.52	1.52
Romania**	0.060	0.060	0.060	0.060	669	672	685	743	0.19	0.19	0.19	0.19
Slovakia	0.051	0.051	0.051	0.051	495	474	506	550	0.16	0.16	0.16	0.16
Slovenia**	0.082	0.082	0.082	0.082	914	918	963	1,016	0.26	0.26	0.26	0.26
Sweden**	0.998	0.998	0.998	0.998	11,121	11,178	11,389	12,364	3.22	3.22	3.22	3.22
Ukraine**	0.039	0.039	0.039	0.039	553	566	630	630	0.13	0.13	0.13	0.13
United Kingdom	6.127	6.127	6.127	6.127	59,420	56,926	60,747	66,132	19.79	19.77	19.77	19.77
Total	33.429	33.449	33.449	33.449	300,241	287,868	307,191	334,424	100.00	100.00	100.00	100.00
Grand Total***	n/a	n/a	n/a	n/a	310,585	301,417	318,278	345,750	n/a	n/a	n/a	n/a

* Scales based on those of 2006. To be reviewed when scales for 2007 - 2009 become available.

** These Parties have decided to pay additional contributions to budget line 5601. Therefore the columns with the UN scale and percentage are not applicable.

*** Including the additional contributions of certain Parties to budget line 5601 Operational Reserve for Contingency

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 2007 and ending 31 December 2010.
3. The Trust Fund shall be administered by the Executive Director of the United Nations Environment Programme (UNEP), subject to the approval of the Governing Council 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 2010, the Executive Director of UNEP shall be so advised in writing immediately after the 6th 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 2007-2010 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 2007, 2008, 2009 and 2010. Contributions shall be paid into the following account:

UNEP Trust Fund
Account No. 616 160 3755
J.P. Morgan AG
Gruneburgweg 2
60322 Frankfurt/Main, Germany
Wire transfers: Bank Code number 501 108 00
SWIFT number CHASDEFX

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 three calendar years constituting the financial period to which they relate, prepared in EURO and US Dollars, 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 2007-2013, inclusive, and shall incorporate the budget for the financial period 2011-2013.
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 period¹, 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 2007 to 31 December 2010.

¹ 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.

Medium-Term Plan 2007 - 2013

Estimated costs in EURO							
Budget line	2007	2008	2009	2010	2011	2012	2013
1000 Personnel	239,500	244,550	249,650	253,750	291,184	305,743	321,030
3000 Meetings	12,000	0	12,000	32,000	12,600	12,600	33,600
4000 Equipment and Premises	4,000	4,000	4,000	4,000	4,200	4,200	4,200
5000 Miscellaneous Costs	19,354	18,190	16,012	16,223	20,000	20,000	20,000
Subtotal	274,854	266,740	281,662	305,973	327,984	342,543	378,830
6000 UNEP psc (13%)	35,731	34,676	36,616	39,776	42,638	44,531	49,248
Total	310,585	301,416	318,278	345,749	370,622	387,074	428,078

Estimated costs in US Dollars							
Budget line	2007	2008	2009	2010	2011	2012	2013
1000 Personnel	299,375	305,688	312,066	317,188	363,980	382,179	401,288
3000 Meetings	15,000	0	15,000	40,000	15,750	15,750	42,000
4000 Equipment and Premises	5,000	5,000	5,000	5,000	5,250	5,250	5,250
5000 Miscellaneous Costs	24,193	22,738	20,015	20,279	25,000	25,000	25,000
Subtotal	343,568	333,426	352,081	382,467	409,980	428,179	473,538
6000 UNEP psc (13%)	44,664	43,345	45,771	49,721	53,297	55,663	61,560
Total	388,232	376,771	397,852	432,188	463,277	483,842	535,098