



**2<sup>nd</sup> Session of the Meeting of Parties**

*Bonn, Germany, 1-3 July 1998*

**Resolution No. 1**

**Financial and Budgetary Matters**

The Meeting of the Parties

*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 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 the Resolution agreed at its first session (18-20 July 1995) on financial and budgetary matters (Annex I page 36 of the report of the meeting);*

*Acknowledging Resolution 5.5 of the Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals, at its fifth meeting (10-16 April 1997), which approved the establishment of an Agreements Unit within the Convention Secretariat;*

*Recognising the contribution of the German Government in providing, and agreeing to continue to provide, the accommodation for the secretariat on a rent-free basis;*

*Recognising also the contribution of the German Government in assuming the role of auditor for the secretariat's first two years in Germany, at no cost to the Parties;*

*Recognising, further, that the Agreement Secretariat would benefit, *inter alia*, from economies of scale, and increased co-operation and exchange of information by integration in the UNEP/CMS Secretariat;*

*Recognising finally that the capacity of the Agreement Secretariat, in particular the staffing level, needs to be strengthened in order to carry out its work effectively;*

*Approves the audit report presented by the German Government for the years 1996 and 1997;*

*Discharges the budget inasmuch as it relates to 1996 and 1997, agreeing to consider the audit report for 1998 at its next session;*

*Approves the budget towards the cost of the Secretariat's operations attached as Appendix I and the scale of contributions attached as Appendix II to this Resolution; the administration of the budget shall be governed by the Financial Regulations attached as Appendix III;*

*States that the annual contributions should be paid as soon as possible, and in no case later than the end of June during the year to which they relate;*

*Invites Parties, Non-Party Range-States and other organisations to make voluntary contributions towards special activities for the implementation of the Agreement;*

*Agrees that the third session of the Meeting of Parties should adopt the full integration, of the Agreement Secretariat, into the UNEP/CMS Secretariat from 1 January 2001;*

*Decides* to collaborate with other European-based Agreements on co-ordination of integration arrangements into the UNEP/CMS Secretariat;

*Instructs* the Secretariat to report on its income and expenditure to the Advisory Committee at each of its meetings, and to report back to the Meeting of Parties at its next session.

Draft Budget for the years 1999-2000 in DEM		Appendix		
Budget line		1999	2000	Total
1.	<i>Personnel</i>			
1.1	Executive Secretary (BAT IIa)	83,500	84,000	167,500
1.2	Administrative Assistant (BAT VIb) half time	33,000	34,000	67,000
	<b>Subtotal</b>	<b>116,500</b>	<b>118,000</b>	<b>234,500</b>
2.	<i>Travel on official business</i>			
2.1	Secretariat staff	7,000	7,000	14,000
2.2	Others (experts etc.)	3,000	3,000	6,000
	<b>Subtotal</b>	<b>10,000</b>	<b>10,000</b>	<b>20,000</b>
3.	<i>Meetings</i>			
3.1	Meetings of the Parties	0	30,000	30,000
3.2	Advisory Committee (and other working groups)	6,000	6,000	12,000
	<b>Subtotal</b>	<b>6,000</b>	<b>36,000</b>	<b>42,000</b>
4.	<i>Equipment</i>			
4.1	Miscellaneous office supplies	3,000	3,000	6,000
4.2	Office equipment	2,000	2,000	4,000
	<b>Subtotal</b>	<b>5,000</b>	<b>5,000</b>	<b>10,000</b>
5.	<i>Miscellaneous components</i>			
5.1	<i>Operation and maintenance</i>			
a	computer	500	500	1,000
b	photocopier	500	500	1,000
c	fax	300	300	600
d	telephone	300	300	600
	<b>Subtotal</b>	<b>1,600</b>	<b>1,600</b>	<b>3,200</b>
5.2	<i>Reporting costs</i>			
a	documentation	300	300	600
b	information materials	300	300	600
c	reference materials	400	400	800
	<b>Subtotal</b>	<b>1,000</b>	<b>1,000</b>	<b>2,000</b>
5.3	<i>Communications</i>			
a	phone/fax	5,000	6,000	11,000
b	mailing	3,000	3,500	6,500
	<b>Subtotal</b>	<b>8,000</b>	<b>9,500</b>	<b>17,500</b>
5.4	<i>Publicity</i>			
a	European Bat Night sponsorship	5,000	5,000	10,000

b	miscellaneous publicity materials (incl. Eurobat Chat)	10,000	10,000	20,000
	<b>Subtotal</b>	<b>15,000</b>	<b>15,000</b>	<b>30,000</b>
5.5	<i>Hospitality</i>	1,000	1,500	2,500
5.6	<i>Audit charges</i>	5,000	5,000	10,000
5.7	<i>Consultancies</i>	3,000	3,000	6,000
5.8	<i>BfN general costs</i>	0	0	0
	<b>Total</b>	<b>172,100</b>	<b>205,600</b>	<b>377,700</b>

**Contributions of the Parties 1999-2000 in DEM**

Party	UN Scale	UN Scale	Contributions	Contributions	Percentage	Percentage
	1999	2000	1999	2000	1999	2000
Czech Republic	0.121	0.107	1,014.52	1,073.03	0.59	0.52
Denmark	0.691	0.692	5,793.68	6,939.58	3.37	3.38
France	6.540	6.545	43,025.00	51,400.00	25.00	25.00
Germany	9.808	9.857	43,025.00	51,400.00	25.00	25.00
Hungary	0.120	0.120	1,006.14	1,203.39	0.58	0.59
Ireland	0.224	0.224	1,878.13	2,246.34	1.09	1.09
Luxembourg	0.068	0.068	570.15	681.92	0.33	0.33
Netherlands	1.631	1.632	13,675.10	16,366.17	7.95	7.96
Norway	0.610	0.610	5,114.54	6,117.26	2.97	2.98
Poland	0.207	0.196	1,735.59	1,965.54	1.01	0.96
Portugal	0.417	0.431	3,496.33	4,322.19	2.03	2.10
Sweden	1.084	1.079	9,088.79	10,820.52	5.28	5.26
United Kingdom	5.090	5.092	42,677.04	51,064.05	24.80	24.84
<b>Total</b>	<b>26.611</b>	<b>26.653</b>	<b>172,100.00</b>	<b>205,600.00</b>	<b>100.00</b>	<b>100.00</b>

## FINANCIAL REGULATIONS FOR 1 JANUARY 1999 TO 31 DECEMBER 2000

1. The budget of the Agreement on the Conservation of Bats in Europe (hereinafter referred to as the budget) shall be adopted for a period of two 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.
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 resources of the budget for 1999-2000 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 Party to the Agreement, other governmental, intergovernmental and non-governmental organisations and other sources.
6. All contributions to the budget shall be paid in Deutsche Marks. For contributions from States and regional economic integration organisations that become Parties after the beginning of the financial year, the initial contribution (from the first day of the month of 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 from time to 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 a part of the 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 Parties, notifying them of their assessments before the start of each financial year.
8. The budget shall be subject to audit by an external auditor who will be appointed by the Secretariat.
9. The auditor shall prepare a report on the accounts certified, and on any matters on which the Meeting of Parties may from time to time give specific instructions. The auditor shall submit his report to the Meeting of Parties. The Meeting of Parties shall, following consideration of the audited annual financial statements and audited report submitted to the Parties, signify its acceptance of the audited annual financial statements or take such other action as it may consider appropriate.
10. The Secretariat shall provide to the Coordinating Authorities, by 30 June each year, a report of income and expenditure for the previous year, and shall circulate to all Parties a financial report for the biennium and a budget proposal for the next triennium not later than 60 days before the next Meeting of Parties.

Commitments against the resources of the budget may be made 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.