

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

Brussels, Belgium, 15 – 17 September 2014

### *Draft* Resolution No. 7.1

Financial and Administrative Matters  
Budget 2015 – 2018



#### **General remarks:**

After thorough discussions and considerations at its 9<sup>th</sup> Meeting (Heraklion, Greece, 7 – 10 April 2014) the Standing Committee has put forward three draft budget scenarios to MoP7, which duly take into account the continuingly tense economic situation in many European countries. All three scenarios foresee the withdrawal of funds from the very healthy Trust Fund Reserve in order to keep the increases in contributions as low as possible (see Inf.EUROBATS.MoP7.7). Despite actual higher needs, in particular for meetings, most budget lines are suggested to be maintained at the level of the previous budget period. It is also important to recall that since eight years already there have been no increases in the contributions of individual Parties (except minimum contr.).

**Scenario 1** is based on a zero increase of the budget in 2015 and a zero increase in contributions for the whole quadrennium. **Scenarios 2 and 3** are in substance identical and only vary in the levels of increases in contributions and withdrawals from the Trust Fund Reserve. Both scenarios foresee an increase of the post occupancy of the Associate Scientific and Project Officer (P-2) from 50% to 80%. The scenarios also include a change in the meeting calendar of both the Standing and Advisory Committees. In the year of the MoP no other meetings would take place but the MoP shifted to the beginning of that year. Both Committees would have their meetings in autumn of the preceding year in order to finalise the draft resolutions for the MoP.

After the StC9-AC19 Meetings and taking into account the serious concerns raised by the Advisory Committee with regard to the possible reduction of the number of its meetings, Portugal has requested an additional **Scenario 4** to be presented to MoP7. It is based on Scenario 3 with the same percentage increase in contributions but includes meetings of both the Standing and the Advisory Committees in the year of the MoP.

#### **Comments on the individual budget lines at Annexes 1 - 3 of Draft Resolution 7.1:**

**1101:** In view of the actual expenditure this budget line can be maintained at almost the same level.

**1102:** It will be suggested to increase the post occupancy of the Associate Scientific and Project Officer from 50% to 80%. The impressive increase of the Agreement's activities in terms of covering all relevant and pressing topics through the right now 16 Intersessional Working Groups, the resulting publications, concrete action as well as impact in the field through the EUROBATS Projects Initiative and the administration of all the relating tasks that clearly justify the increase of staff time.

The Secretariat is convinced that in particular the work of the Intersessional Working Groups will be significantly facilitated and enhanced if scientific support can be provided by the Secretariat on a regular basis and at an appropriate level. In addition the Scientific Officer will play a key role in capacity building activities throughout the Agreement area.

**1220:** No change suggested.

**1301 - 1303:** In view of the actual expenditure, these budget lines can be maintained at almost the same level.

**Important notice: The staff cost estimates listed in budget lines 1101, 1102, 1301, 1302 and 1303 are still under review at UNEP Headquarters.**

**1601:** No change suggested.

**1602:** No change suggested.

**20:** Operational budget line for subcontracts to be concluded for projects or meetings financed through voluntary contributions.

**3301:** No change suggested but Parties should note that the actual costs are significantly higher and have to be covered by savings on other budget lines.

**3302:** No change suggested.

**3303:** The Secretariat has been able to reduce IT related costs (budget line 4302). It is suggested to allocate the savings of EUR 5.000 to this budget line for AC Meetings. The actual costs are still significantly higher and have to be covered by savings on other budget lines.

**4101 and 4201:** No changes suggested.

**4301:** Paid entirely by the host government as long as the Secretariat remains based in Germany.

**4302:** See comments for budget line 3303.

For the remaining budget lines no changes are suggested.

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

Brussels, Belgium, 15 – 17 September 2014

### *Draft* 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;

*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. *Confirms* that all Parties shall contribute to the budget adopted at the scale agreed upon by the Meeting of the Parties in accordance with Article V (1) of the Agreement;
2. *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.

3. *[Approves* the increase of post occupancy of the Associate Scientific and Project Officer from 50% to 80%;]
4. *Adopts* the budget for 2015 - 2018 attached as Annex 1 to this resolution;
5. *Agrees* to the scale of contributions of Parties to the Agreement as listed in Annex 2 to this resolution and to the application of that scale *pro rata* to new Parties;
6. *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;
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 2018;
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 2015 - 2018;
11. *Takes note* of the medium-term plan for 2015 - 2022 attached as Annex 4 to this resolution;
12. *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.
13. *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.

**Scenario 1**  
**0 % Increase in Budget\***

**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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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>344,500</b>	<b>348,100</b>	<b>353,200</b>	<b>376,500</b>	<b>1,422,300</b>
6000 UNEP programme support costs (13%)	44,785	45,253	45,916	48,945	184,899
<b>GRAND TOTAL</b>	<b>389,285</b>	<b>393,353</b>	<b>399,116</b>	<b>425,445</b>	<b>1,607,199</b>
Withdrawal from Trust Fund Reserve	20,053	24,121	29,884	56,213	130,271
<b>Contributions</b>	<b>369,232</b>	<b>369,232</b>	<b>369,232</b>	<b>369,232</b>	<b>1,476,928</b>

\* Can only apply to first financial year of the quadrennium due to annual increments in staff costs

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

## Contributions 2015 - 2018

### Scenario 1 (0% Increase)

Party	Contributions	Percent	Contributions	Percent	Contributions	Percent	Contributions	Percent	Total	Incr./Decr.	Incr.
	2015	2015-18	2016	2015-18	2017	2015-18	2018	2015-18	2015 - 2018	2015-2018	%
Albania	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Belgium	12,243	3.316	12,243	3.316	12,243	3.316	12,243	3.316	48,972	0	0
Bulgaria	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Croatia	1,013	0.274	1,013	0.274	1,013	0.274	1,013	0.274	4,052	0	0
Cyprus	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Czech Republic	3,642	0.986	3,642	0.986	3,642	0.986	3,642	0.986	14,568	0	0
Denmark	8,359	2.264	8,359	2.264	8,359	2.264	8,359	2.264	33,436	0	0
Estonia	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Finland	6,398	1.733	6,398	1.733	6,398	1.733	6,398	1.733	25,592	0	0
France	60,016	16.254	60,016	16.254	60,016	16.254	60,016	16.254	240,064	0	0
Georgia	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Germany	66,885	18.115	66,885	18.115	66,885	18.115	66,885	18.115	267,540	0	0
Hungary	2,918	0.790	2,918	0.790	2,918	0.790	2,918	0.790	11,672	0	0
Ireland	5,439	1.473	5,439	1.473	5,439	1.473	5,439	1.473	21,756	0	0
Italy	48,999	13.271	48,999	13.271	48,999	13.271	48,999	13.271	195,996	0	0
Latvia	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Lithuania	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Luxembourg	1,002	0.271	1,002	0.271	1,002	0.271	1,002	0.271	4,008	0	0
FYR Macedonia	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Malta	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Moldova	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Monaco	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Montenegro	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Netherlands	20,879	5.655	20,879	5.655	20,879	5.655	20,879	5.655	83,516	0	0
Norway	9,620	2.605	9,620	2.605	9,620	2.605	9,620	2.605	38,480	0	0
Poland	8,116	2.198	8,116	2.198	8,116	2.198	8,116	2.198	32,464	0	0
Portugal	5,759	1.560	5,759	1.560	5,759	1.560	5,759	1.560	23,036	0	0
Romania	1,830	0.496	1,830	0.496	1,830	0.496	1,830	0.496	7,320	0	0
San Marino	1,000	0.271	1,000	0.271	1,000	0.271	1,000	0.271	4,000	0	0
Slovakia	1,392	0.377	1,392	0.377	1,392	0.377	1,392	0.377	5,568	0	0
Slovenia	1,141	0.309	1,141	0.309	1,141	0.309	1,141	0.309	4,564	0	0
Sweden	12,021	3.256	12,021	3.256	12,021	3.256	12,021	3.256	48,084	0	0
Switzerland	12,767	3.458	12,767	3.458	12,767	3.458	12,767	3.458	51,068	0	0
Ukraine	1,062	0.288	1,062	0.288	1,062	0.288	1,062	0.288	4,248	0	0
United Kingdom	64,731	17.531	64,731	17.531	64,731	17.531	64,731	17.531	258,924	0	0
<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>	<b>0</b>	<b>0</b>

**Scenario 2**  
**2,5% Increase in Contributions**  
**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 80%)	69,760	71,200	72,640	74,080	287,680
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>328,860</b>	<b>332,700</b>	<b>338,340</b>	<b>342,180</b>	<b>1,342,080</b>
<b>20 Subcontracts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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	0	3,000
3303 Meeting of the Advisory Committee	17,000	17,000	17,000	0	51,000
<b>3999 Meetings Subtotal</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>20,000</b>	<b>74,000</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. European 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>371,860</b>	<b>375,700</b>	<b>381,340</b>	<b>387,180</b>	<b>1,516,080</b>
6000 UNEP programme support costs (13%)	48,342	48,841	49,574	50,333	197,090
<b>GRAND TOTAL</b>	<b>420,202</b>	<b>424,541</b>	<b>430,914</b>	<b>437,513</b>	<b>1,713,170</b>
Withdrawal from Trust Fund Reserve	42,064	46,403	52,776	59,375	200,618
<b>Contributions</b>	<b>378,138</b>	<b>378,138</b>	<b>378,138</b>	<b>378,138</b>	<b>1,512,552</b>

\* Paid entirely by the host country (Germany)

## Contributions 2015 - 2018

### Scenario 2 (2,5% Increase in Contributions)

Party	Contributions	Percent	Contributions	Percent	Contributions	Percent	Contributions	Percent	Total	Incr./Decr.	Incr.
	2015	2015-18	2016	2015-18	2017	2015-18	2018	2015-18	2015 - 2018	2015-2018	%
Albania	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Belgium	12,549	3.319	12,549	3.319	12,549	3.319	12,549	3.319	50,196	1,224	2.5
Bulgaria	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Croatia	1,038	0.275	1,038	0.275	1,038	0.275	1,038	0.275	4,153	101	2.5
Cyprus	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Czech Republic	3,733	0.987	3,733	0.987	3,733	0.987	3,733	0.987	14,932	364	2.5
Denmark	8,568	2.266	8,568	2.266	8,568	2.266	8,568	2.266	34,272	836	2.5
Estonia	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Finland	6,558	1.734	6,558	1.734	6,558	1.734	6,558	1.734	26,232	640	2.5
France	61,516	16.268	61,516	16.268	61,516	16.268	61,516	16.268	246,066	6,002	2.5
Georgia	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Germany	68,557	18.130	68,557	18.130	68,557	18.130	68,557	18.130	274,229	6,689	2.5
Hungary	2,991	0.791	2,991	0.791	2,991	0.791	2,991	0.791	11,964	292	2.5
Ireland	5,575	1.474	5,575	1.474	5,575	1.474	5,575	1.474	22,300	544	2.5
Italy	50,224	13.282	50,224	13.282	50,224	13.282	50,224	13.282	200,896	4,900	2.5
Latvia	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Lithuania	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Luxembourg	1,027	0.272	1,027	0.272	1,027	0.272	1,027	0.272	4,108	100	2.5
FYR Macedonia	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Malta	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Moldova	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Monaco	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Montenegro	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Netherlands	21,401	5.660	21,401	5.660	21,401	5.660	21,401	5.660	85,604	2,088	2.5
Norway	9,861	2.608	9,861	2.608	9,861	2.608	9,861	2.608	39,442	962	2.5
Poland	8,319	2.200	8,319	2.200	8,319	2.200	8,319	2.200	33,276	812	2.5
Portugal	5,903	1.561	5,903	1.561	5,903	1.561	5,903	1.561	23,612	576	2.5
Romania	1,876	0.496	1,876	0.496	1,876	0.496	1,876	0.496	7,503	183	2.5
San Marino	1,000	0.264	1,000	0.264	1,000	0.264	1,000	0.264	4,000	0	0.0
Slovakia	1,427	0.377	1,427	0.377	1,427	0.377	1,427	0.377	5,707	139	2.5
Slovenia	1,170	0.309	1,170	0.309	1,170	0.309	1,170	0.309	4,678	114	2.5
Sweden	12,322	3.258	12,322	3.258	12,322	3.258	12,322	3.258	49,286	1,202	2.5
Switzerland	13,086	3.461	13,086	3.461	13,086	3.461	13,086	3.461	52,345	1,277	2.5
Ukraine	1,089	0.288	1,089	0.288	1,089	0.288	1,089	0.288	4,354	106	2.5
United Kingdom	66,349	17.546	66,349	17.546	66,349	17.546	66,349	17.546	265,397	6,473	2.5
<b>Total</b>	<b>378,138</b>	<b>100.000</b>	<b>378,138</b>	<b>100.000</b>	<b>378,138</b>	<b>100.000</b>	<b>378,138</b>	<b>100.000</b>	<b>1,512,551</b>	<b>35,623</b>	<b>2.5</b>



**Scenario 3**  
**5% Increase in Contributions**  
**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 80%)	69,760	71,200	72,640	74,080	287,680
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>328,860</b>	<b>332,700</b>	<b>338,340</b>	<b>342,180</b>	<b>1,342,080</b>
<b>20 Subcontracts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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	0	3,000
3303 Meeting of the Advisory Committee	17,000	17,000	17,000	0	51,000
<b>3999 Meetings Subtotal</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>20,000</b>	<b>74,000</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. European 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>371,860</b>	<b>375,700</b>	<b>381,340</b>	<b>387,180</b>	<b>1,516,080</b>
6000 UNEP programme support costs (13%)	48,342	48,841	49,574	50,333	197,090
<b>GRAND TOTAL</b>	<b>420,202</b>	<b>424,541</b>	<b>430,914</b>	<b>437,513</b>	<b>1,713,170</b>
Withdrawal from Trust Fund Reserve	33,158	37,497	43,870	50,469	164,994
<b>Contributions</b>	<b>387,044</b>	<b>387,044</b>	<b>387,044</b>	<b>387,044</b>	<b>1,548,176</b>

\* Paid entirely by the host country (Germany)

## Contributions 2015 - 2018

### Scenario 3 (5% Increase in Contributions)

Party	Contributions	Percent	Contributions	Percent	Contributions	Percent	Contributions	Percent	Total	Incr./Decr.	Incr.
	2015	2015-18	2016	2015-18	2017	2015-18	2018	2015-18	2015 - 2018	2015-2018	%
Albania	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Belgium	12,855	3.321	12,855	3.321	12,855	3.321	12,855	3.321	51,421	2,449	5.0
Bulgaria	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Croatia	1,064	0.275	1,064	0.275	1,064	0.275	1,064	0.275	4,255	203	5.0
Cyprus	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Czech Republic	3,824	0.988	3,824	0.988	3,824	0.988	3,824	0.988	15,296	728	5.0
Denmark	8,777	2.268	8,777	2.268	8,777	2.268	8,777	2.268	35,108	1,672	5.0
Estonia	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Finland	6,718	1.736	6,718	1.736	6,718	1.736	6,718	1.736	26,872	1,280	5.0
France	63,017	16.282	63,017	16.282	63,017	16.282	63,017	16.282	252,067	12,003	5.0
Georgia	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Germany	70,229	18.145	70,229	18.145	70,229	18.145	70,229	18.145	280,917	13,377	5.0
Hungary	3,064	0.792	3,064	0.792	3,064	0.792	3,064	0.792	12,256	584	5.0
Ireland	5,711	1.476	5,711	1.476	5,711	1.476	5,711	1.476	22,844	1,088	5.0
Italy	51,449	13.293	51,449	13.293	51,449	13.293	51,449	13.293	205,796	9,800	5.0
Latvia	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Lithuania	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Luxembourg	1,052	0.272	1,052	0.272	1,052	0.272	1,052	0.272	4,208	200	5.0
FYR Macedonia	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Malta	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Moldova	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Monaco	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Montenegro	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Netherlands	21,923	5.664	21,923	5.664	21,923	5.664	21,923	5.664	87,692	4,176	5.0
Norway	10,101	2.610	10,101	2.610	10,101	2.610	10,101	2.610	40,404	1,924	5.0
Poland	8,522	2.202	8,522	2.202	8,522	2.202	8,522	2.202	34,087	1,623	5.0
Portugal	6,047	1.562	6,047	1.562	6,047	1.562	6,047	1.562	24,188	1,152	5.0
Romania	1,922	0.496	1,922	0.496	1,922	0.496	1,922	0.496	7,686	366	5.0
San Marino	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Slovakia	1,462	0.378	1,462	0.378	1,462	0.378	1,462	0.378	5,846	278	5.0
Slovenia	1,198	0.310	1,198	0.310	1,198	0.310	1,198	0.310	4,792	228	5.0
Sweden	12,622	3.261	12,622	3.261	12,622	3.261	12,622	3.261	50,488	2,404	5.0
Switzerland	13,405	3.464	13,405	3.464	13,405	3.464	13,405	3.464	53,621	2,553	5.0
Ukraine	1,115	0.288	1,115	0.288	1,115	0.288	1,115	0.288	4,460	212	5.0
United Kingdom	67,968	17.561	67,968	17.561	67,968	17.561	67,968	17.561	271,870	12,946	5.0
<b>Total</b>	<b>387,044</b>	<b>100.000</b>	<b>387,044</b>	<b>100.000</b>	<b>387,044</b>	<b>100.000</b>	<b>387,044</b>	<b>100.000</b>	<b>1,548,174</b>	<b>71,246</b>	<b>5.0</b>

**Scenario 4**  
**5% Increase in Contributions**  
**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 80%)	69,760	71,200	72,640	74,080	287,680
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>328,860</b>	<b>332,700</b>	<b>338,340</b>	<b>342,180</b>	<b>1,342,080</b>
<b>20 Subcontracts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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. European 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>371,860</b>	<b>375,700</b>	<b>381,340</b>	<b>405,180</b>	<b>1,534,080</b>
6000 UNEP programme support costs (13%)	48,342	48,841	49,574	52,673	199,430
<b>GRAND TOTAL</b>	<b>420,202</b>	<b>424,541</b>	<b>430,914</b>	<b>457,853</b>	<b>1,733,510</b>
Withdrawal from Trust Fund Reserve	33,158	37,497	43,870	70,809	185,334
<b>Contributions</b>	<b>387,044</b>	<b>387,044</b>	<b>387,044</b>	<b>387,044</b>	<b>1,548,176</b>

\* Paid entirely by the host country (Germany)

## Contributions 2015 - 2018

### Scenario 4 (5% Increase in Contributions)

Party	Contributions	Percent	Contributions	Percent	Contributions	Percent	Contributions	Percent	Total	Incr./Decr.	Incr.
	2015	2015-18	2016	2015-18	2017	2015-18	2018	2015-18	2015 - 2018	2015-2018	%
Albania	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Belgium	12,855	3.321	12,855	3.321	12,855	3.321	12,855	3.321	51,421	2,449	5.0
Bulgaria	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Croatia	1,064	0.275	1,064	0.275	1,064	0.275	1,064	0.275	4,255	203	5.0
Cyprus	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Czech Republic	3,824	0.988	3,824	0.988	3,824	0.988	3,824	0.988	15,296	728	5.0
Denmark	8,777	2.268	8,777	2.268	8,777	2.268	8,777	2.268	35,108	1,672	5.0
Estonia	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Finland	6,718	1.736	6,718	1.736	6,718	1.736	6,718	1.736	26,872	1,280	5.0
France	63,017	16.282	63,017	16.282	63,017	16.282	63,017	16.282	252,067	12,003	5.0
Georgia	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Germany	70,229	18.145	70,229	18.145	70,229	18.145	70,229	18.145	280,917	13,377	5.0
Hungary	3,064	0.792	3,064	0.792	3,064	0.792	3,064	0.792	12,256	584	5.0
Ireland	5,711	1.476	5,711	1.476	5,711	1.476	5,711	1.476	22,844	1,088	5.0
Italy	51,449	13.293	51,449	13.293	51,449	13.293	51,449	13.293	205,796	9,800	5.0
Latvia	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Lithuania	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Luxembourg	1,052	0.272	1,052	0.272	1,052	0.272	1,052	0.272	4,208	200	5.0
FYR Macedonia	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Malta	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Moldova	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Monaco	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Montenegro	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Netherlands	21,923	5.664	21,923	5.664	21,923	5.664	21,923	5.664	87,692	4,176	5.0
Norway	10,101	2.610	10,101	2.610	10,101	2.610	10,101	2.610	40,404	1,924	5.0
Poland	8,522	2.202	8,522	2.202	8,522	2.202	8,522	2.202	34,087	1,623	5.0
Portugal	6,047	1.562	6,047	1.562	6,047	1.562	6,047	1.562	24,188	1,152	5.0
Romania	1,922	0.496	1,922	0.496	1,922	0.496	1,922	0.496	7,686	366	5.0
San Marino	1,000	0.258	1,000	0.258	1,000	0.258	1,000	0.258	4,000	0	0.0
Slovakia	1,462	0.378	1,462	0.378	1,462	0.378	1,462	0.378	5,846	278	5.0
Slovenia	1,198	0.310	1,198	0.310	1,198	0.310	1,198	0.310	4,792	228	5.0
Sweden	12,622	3.261	12,622	3.261	12,622	3.261	12,622	3.261	50,488	2,404	5.0
Switzerland	13,405	3.464	13,405	3.464	13,405	3.464	13,405	3.464	53,621	2,553	5.0
Ukraine	1,115	0.288	1,115	0.288	1,115	0.288	1,115	0.288	4,460	212	5.0
United Kingdom	67,968	17.561	67,968	17.561	67,968	17.561	67,968	17.561	271,870	12,946	5.0
<b>Total</b>	<b>387,044</b>	<b>100.000</b>	<b>387,044</b>	<b>100.000</b>	<b>387,044</b>	<b>100.000</b>	<b>387,044</b>	<b>100.000</b>	<b>1,548,174</b>	<b>71,246</b>	<b>5.0</b>

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.

**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	328,860	332,700	338,340	342,180	359,500	465,500	471,500	477,500
3000 Meetings	18,000	18,000	18,000	20,000	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>371,860</b>	<b>375,700</b>	<b>381,340</b>	<b>387,180</b>	<b>421,500</b>	<b>527,500</b>	<b>533,500</b>	<b>564,500</b>
6000 UNEP psc (13%)	48,342	48,841	49,574	50,333	54,795	68,575	69,355	73,385
<b>Total</b>	<b>420,202</b>	<b>424,541</b>	<b>430,914</b>	<b>437,513</b>	<b>476,295</b>	<b>596,075</b>	<b>602,855</b>	<b>637,885</b>