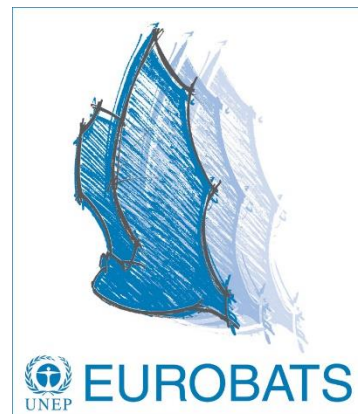


## 8<sup>th</sup> Session of the Meeting of the Parties

Monte Carlo, Monaco, 8 – 10 October 2018

### Resolution 8.1

#### Financial and Administrative Matters (Budget 2019 – 2022)



*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. 7.1 adopted at its 7<sup>th</sup> Session (Brussels, Belgium, September 2014) on financial and administrative matters;

*Recognising* the continuing 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 also Luxembourg and Switzerland regularly make voluntary contributions for projects, publications and other activities;

*Expressing* sincere thanks to the Governments of Belgium, Germany, Monaco and Sweden for their substantial additional contributions for the organisation of this Session of the Meeting of Parties;

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 2014 and the income and expenditure for the years 2015 - 2017 as presented to

the Meeting by the Secretariat and UN Environment. The Meeting further agrees that the expenditure for the year 2018 should be discharged and approved by the 9<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% in 2021 and 2022 subject to confirmation by the Standing Committee with regard to the availability of the required funds;
4. *Adopts* the budget for 2019 - 2022 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, subject to revision by the Secretariat as soon as the UN scale of contributions for 2019 - 2021 becomes available, 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. *Instructs* the Standing Committee to review possible arrears in contributions on a regular basis and to decide upon funding for the participation in Meetings of the Agreement of representatives of the countries concerned.
8. *Decides* that full participation at the Sessions of the Meeting of Parties to the Agreement including the right to vote will depend on satisfactory payment of the agreed contributions before these meetings.
9. *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;
10. *Invites Parties*, non-party Range States, governmental, intergovernmental and non-governmental organisations to make voluntary contributions towards the implementation of the Agreement;
11. *Requests* the Executive Director of UN Environment to extend the duration of the Trust Fund for the administration of the budget to 31 December 2022;
12. *Approves* the Terms of Reference for the Administration of the Trust Fund as set out in Annex 3 to this resolution, for the period 2019 - 2022;

13. *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.
14. *Requests* the Secretariat to monitor exchange rate fluctuations carefully and adjust levels of expenditure where necessary;
15. *Instructs* the Standing Committee, through the Secretariat, to advise the Executive Director of UN Environment, 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 2019 - 2022 (in EURO\*)

Budget line	2019	2020	2021	2022	Total
<b>10 Personnel</b>					
1100 Professional Staff					
1101 Executive Secretary (P4)	149,000	149,000	149,000	149,000	596,000
1102 Assoc. Scientific and Project Officer (P2 part-time 50/80%)	51,200	52,200	83,800	85,300	272,500
1220 Consultancies	1,500	1,500	1,500	1,500	6,000
1300 Administrative Support					
1301 Administrative Assistant (G6 part-time 50%)	40,000	40,800	41,600	42,200	164,600
1302 Administrative Assistant (G6 part-time 50%)	40,000	40,800	41,600	42,200	164,600
1303 Secretary (G4 part-time 50%)	35,600	36,400	37,200	38,000	147,200
1600 Travel on official business					
1601 Secretariat staff	16,000	16,000	16,000	16,000	64,000
1602 Experts on mission	2,000	2,000	2,000	2,000	8,000
<b>1999 Personnel Subtotal</b>	<b>335,300</b>	<b>338,700</b>	<b>372,700</b>	<b>376,200</b>	<b>1,422,900</b>
<b>20 Subcontracts</b>					
2201 Bat Conservation Projects	0	0	0	0	0
<b>2999 Subcontracts Subtotal</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	1,500	1,500	1,500	1,500	6,000
3303 Meeting of the Advisory Committee	20,000	20,000	20,000	20,000	80,000
<b>3999 Meetings Subtotal</b>	<b>21,500</b>	<b>21,500</b>	<b>21,500</b>	<b>41,500</b>	<b>106,000</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>381,800</b>	<b>385,200</b>	<b>419,200</b>	<b>442,700</b>	<b>1,628,900</b>
6000 UNEP programme support costs (13%)	49,634	50,076	54,496	57,551	211,757
<b>GRAND TOTAL</b>	<b>431,434</b>	<b>435,276</b>	<b>473,696</b>	<b>500,251</b>	<b>1,840,657</b>
Withdrawal from Trust Fund Reserve	38,526	32,669	54,931	42,709	168,835
<b>Contributions to be shared by Parties</b>	<b>392,908</b>	<b>402,607</b>	<b>418,765</b>	<b>457,542</b>	<b>1,671,822</b>

\* Based on average exchange rate Jan - Mar 2018 (0,819)

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

## Contributions 2019 - 2022 (in Euro)

Party	UN Scale	Contributions	Percent	Contributions	Percent	Contributions	Percent	Contributions	Percent	Total	Total	Incr./Decr.	Incr./Decr.
	2018	2019	2019	2020	2020	2021	2021	2022	2022	2019 - 2022	2015 - 2018	2019-2022	Percent
Albania	0.008	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Belgium	0.885	12,577	3.201	12,688	3.152	12,911	3.083	13,579	2.968	51,755	48,972	2,783	5.682
Bulgaria	0.045	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Croatia	0.099	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,052	1,948	48.075
Cyprus	0.043	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Czech Republic	0.344	4,022	1.024	4,149	1.030	4,402	1.051	5,162	1.128	17,734	14,568	3,166	21.730
Denmark	0.584	8,359	2.127	8,359	2.076	8,561	2.044	8,763	1.915	34,041	33,436	605	1.810
Estonia	0.038	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Finland	0.456	6,389	1.626	6,546	1.626	6,620	1.581	6,842	1.495	26,397	25,592	805	3.146
France	4.859	63,239	16.095	64,313	15.974	66,461	15.871	72,906	15.934	266,918	240,064	26,854	11.186
Georgia	0.008	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Germany	6.389	73,172	18.623	75,268	18.695	79,459	18.975	91,596	20.000	319,494	267,540	51,954	19.419
Hungary	0.161	2,918	0.743	2,918	0.725	2,918	0.697	2,918	0.638	11,672	11,672	0	0.000
Ireland	0.335	5,439	1.384	5,439	1.351	5,439	1.299	5,439	1.189	21,756	21,756	0	0.000
Israel	0.430	4,415	1.124	4,641	1.153	5,094	1.216	6,452	1.410	20,602	14,944	5,658	37.860
Italy	3.748	50,808	12.931	51,411	12.770	52,618	12.565	56,236	12.291	211,074	195,996	15,078	7.693
Latvia	0.050	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Lithuania	0.072	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Luxembourg	0.064	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,008	1,992	49.701
FYR Macedonia	0.007	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Malta	0.016	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Moldova	0.004	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Monaco	0.010	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Montenegro	0.004	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Netherlands	1.482	20,879	5.314	21,332	5.298	21,558	5.148	22,237	4.860	86,005	83,516	2,489	2.980
Norway	0.849	10,400	2.647	10,660	2.648	11,179	2.670	12,739	2.784	44,977	38,480	6,497	16.885
Poland	0.841	9,242	2.352	9,617	2.389	10,367	2.476	12,619	2.758	41,845	32,464	9,381	28.896
Portugal	0.392	5,759	1.466	5,759	1.430	5,820	1.390	5,882	1.286	23,220	23,036	184	0.799
Romania	0.184	2,063	0.525	2,140	0.532	2,295	0.548	2,761	0.603	9,259	7,320	1,939	26.490
San Marino	0.003	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,000	2,000	50.000
Slovakia	0.160	1,644	0.418	1,728	0.429	1,896	0.453	2,401	0.525	7,670	5,568	2,102	37.744
Slovenia	0.084	1,200	0.305	1,500	0.373	1,600	0.382	1,800	0.393	6,100	4,564	1,536	33.655
Sweden	0.956	12,602	3.207	12,795	3.178	13,183	3.148	14,344	3.135	52,924	48,084	4,840	10.066
Switzerland	1.140	13,852	3.525	14,213	3.530	14,936	3.567	17,105	3.738	60,106	51,068	9,038	17.697
Ukraine	0.103	1,200	0.305	1,400	0.348	1,600	0.382	1,800	0.393	6,000	4,248	1,752	41.243
United Kingdom	4.463	64,731	16.475	64,731	16.078	65,848	15.724	66,964	14.636	262,274	258,924	3,350	1.294
<b>Sum contrib.</b>	29.316	392,908	100.000	402,607	100.000	418,765	100.000	457,543	100.000	1,671,822	1,491,872	179,950	12.062
<b>Total budget</b>		431,434		435,276		473,696		500,251		1,840,657	1,652,399	188,258	11.393
<b>From Reserve</b>		38,526		32,669		54,931		42,709		168,835	175,471		

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 2019 and ending 31 December 2022.
3. The Trust Fund shall be administered by the Executive Director of the United Nations Environment Programme (UN Environment), subject to the approval of the United Nations Environment Assembly of UN Environment 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, UN Environment 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 2022, the Executive Director of UN Environment shall be so advised in writing immediately after the 9<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 2019-2022 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 to the bank account of the United Nations based on the invoice provided by the United Nations Environment Programme.

9. For the convenience of the Parties, for each of the years of the financial period the Executive Director of UN Environment 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 UN Environment 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. The proposed budget, 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.
15. The budget shall be adopted by a three-quarters majority of the Parties present and voting at the ordinary session.
16. In the event that the Executive Director of UN Environment 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.
17. Commitments against the resources of the Trust Fund may be made only if they are covered by the necessary income of the Agreement.
18. Upon the request of the Secretariat of the Agreement, after seeking the advice of the Standing Committee, the Executive Director of UN Environment 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 UN Environment 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.

19. At the end of each calendar year within the financial period<sup>1</sup>, the Executive Director of UN Environment shall submit to the Parties, through the 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.
20. Those financial reports required to be submitted to the Executive Director of UN Environment shall be transmitted simultaneously by the Secretariat of the Agreement to the members of the Standing Committee.
21. 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.
22. The present terms of reference shall be effective from 1 January 2019 to 31 December 2022.

---

<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.