

6th Session of the Meeting of Parties

Prague, Czech Republic, 20 – 22 September 2010

Draft Resolution No. 6.1

Financial and Administrative Matters
Budget 2011 – 2014



General remarks:

The preparation of this budget proposal has been particularly challenging as it had to take into account the difficult and restrictive budgetary situation that has resulted from the economical crisis and its aftermath for most Parties. The Secretariat has been guided by the goal to reconcile this situation with the clearly grown needs for the continuing successful implementation of the Agreement. Despite actual higher needs, in particular for meetings, most budget lines are suggested to be maintained at the level of the previous budget period.

Another factor that has added to this challenge is the new UN Scale of assessments that was adopted by all governments in the General Assembly and that has led to significant increases for a number of EUROBATS Parties (see Inf.EUROBATS.MoP6.9).

Equally relevant for the level of the future contributions of Parties will be the outcome of the discussion on the level of the ceiling for maximum contributions and the possible introduction of a minimum contribution (see Doc.EUROBATS.MoP6.8). For the same reason, Annex 2 of Draft Resolution 6.1 with the table listing the contributions of individual Parties will have to be produced at MoP6 and cannot be attached at this stage. However, the three scenarios submitted by the Standing Committee for further discussion in Doc.EUROBATS.MoP6.8 can serve as an indication for the future level of individual contributions of the Parties resulting from the attached budget proposal.

Comments on the individual budget lines at Annex 1 of Draft Resolution 6.1:

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

1102: The Secretariat will suggest the establishment of a new post of an Associate Scientific and Project Officer at the P-2 grade. At present the Secretariat is clearly understaffed and one additional full-time staff is needed. The staffing level was last time adjusted in 2003 by adding the post of a part-time Secretary.

The Agreement and its activities have significantly grown since then e.g. by the extremely successful EUROBATS Publication Series and the EUROBATS Projects Initiative, resulting in considerable additional workload. The enlargement of the geographical scope of the Agreement to be adopted at this MoP increasing the Agreement area by 14 additional range states to then 63 will substantially add to this.

Besides a constantly growing overtime work accrual, in the past years certain of the part-time posts had temporarily but repeatedly to be transformed to 80 or 100 percent post occupancy. The current staffing level of 2.5 was sufficient to fulfil the core/routine Secretariat tasks in the earlier years of the Agreement. However, the situation has over the years changed and continues to do so. The Agreement has not only significantly grown in membership of Parties with direct impact on the size and required logistics for its meetings. It is in particular the impressive increase of its activities in terms of covering all relevant and pressing topics through the now 18 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 warrant an increase of staff.

The Secretariat is convinced that in particular the work of the Intersessional Working Groups could be significantly facilitated and enhanced if scientific support could be provided by the Secretariat on a regular basis. In addition the Scientific Officer would play a key role in capacity building activities throughout the Agreement area. A draft job description for the new post is here attached as Appendix 1.

1220: No change suggested.

1301 and 1302: In view of the actual expenditure, these budget lines can be maintained at almost the same level. However, due to the significant increase of responsibilities for the two posts, a re-classification from the GS-5 to the GS-6 level will be suggested.

1303: In view of the actual expenditure, this budget line can be maintained at almost the same level.

All staff cost estimates listed in budget lines 1101, 1102, 1301, 1302 and 1303 have been cleared by the responsible UNEP unit.

- 1601:** It is suggested to maintain the budget line for travel at the level of the financial years 2009 and 2010.
- 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.
- 3302:** The budget line for the Meetings of the Standing Committee had been set at zero by MoP5. However, expenditure actually occurs and it is therefore suggested to allocate a moderate level of funding in the future budget.
- 3303:** No change suggested.
- 4101 and 4201:** No changes suggested.
- 4301:** Paid entirely by the host government as long as the Secretariat remains based in Germany.
- 4302:** New budget line: Since July 2008, IT services are no longer provided free of charge by the common UNBONN infrastructure. The allocation reflects the actual annual expenditure for these services. Until now these new costs were paid from the previously existing budget line 5601 Contingency.
- 5101 and 5102:** No changes suggested.
- 5201 and 5202:** These budget lines had been set to zero by MoP5 and been made dependent on voluntary contributions. In view of the continuing success of both the European Bat Night as well as the EUROBATS Publication Series it is suggested to re-establish a moderate level of funds for these purposes in the regular budget.
- 5301 and 5302:** No changes suggested.
- 5401:** No change suggested.
- The former budget lines **5303** (Bank charges), **5501** (Audit costs) and **5601** (Contingency) have become obsolete.



UNITED NATIONS

NATIONS UNIES

SECRETARIAT - JOB DESCRIPTION

DO NOT WRITE IN THIS SPACE

DATE RECEIVED: _____

OFFICERS: _____

LEVEL: _____

SECTION A: *May be completed by the incumbent of the post*

1. **IDENTIFICATION** of the post:

1.1_ Department/Secretariat /Office United Nations Environment
 Division/Centre Secretariat, Agreement on the Conservation of Populations
 of European Bats (EUROBATS)

Branch/Service

Section

Unit

Office Code:

1.2 Functional Title: Associate Scientific and Project Officer Post Number:

Duty Station: Bonn, Germany

Occupational Code:

2. a) ST/SGB/Organization Reference:

b) Programme Budget Reference:

3. **ORGANIZATIONAL SETTING:** *Attach a complete and current organization chart for the organizational structure of the post being described. Indicate clearly the work relationships to other posts.*

3.1 Professional posts DIRECTLY supervised: none

<u>Functional title</u>	<u>Classification Level</u>	<u>Number of Posts</u>
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Total number of professional posts supervised *directly*, and through subordinate supervisors:

3.2 Total number of posts in other categories supervised: 3 (partly)

3.3 Title and classification of supervisor's post: Executive Secretary, P-4

4. Summary of the assigned duties:

Under the supervision of the Executive Secretary the incumbent will provide assistance for the organisation, management and provision of services to facilitate the work of the Advisory Committee and its working groups; assist to review the development of programmes and related projects to ensure the formulation and design meet the EUROBATS goals and monitoring implementation of projects within the EUROBATS Projects Initiative (EPI) and to assist in planning and conducting capacity building activities throughout the Agreement area.

<p>5. Describe the main DUTIES AND RESPONSIBILITIES of the posts, indicate WHAT is done and HOW it is done. Duties should be presented in order of importance. Please indicate the approximate percentage of time devoted to each duty.</p>	%
<p>1. Give support to the Advisory Committee and its working groups by:</p> <ul style="list-style-type: none"> (a) Assisting the Intersessional Working Groups (IWG's) established by the Advisory Committee in the fulfilment of their tasks and in the preparation of their reports; (b) Assisting in the collection of relevant findings and publications concerning the identification of new species and in the compilation of scientific reviews of such species to identify candidate species for listing on the Annex of the Agreement; (c) Assisting in the preparation of other working documents for the forthcoming meetings of the Advisory Committee; (d) Assisting the Executive Secretary in the organisation of the meetings of the Advisory Committee; (e) Participating in the meetings of the Advisory Committee as a member of the Secretariat; 	30
<p>2. Assist with the implementation of the EUROBATS Projects Initiative (EPI) by:</p> <ul style="list-style-type: none"> (a) Liaising with applicants and helping them to finalise the project proposals in line with EUROBATS specifications; (b) Overseeing the implementation of projects, including adherence to the terms of reference and deadlines for financial and reporting requirements; (c) Reviewing the technical outputs of selected projects ; (d) Develop proposals for follow up action, including the elaboration of project concepts/proposals for which external funding is to be sought; (e) Arranging for the dissemination of information e.g. through publications or the EUROBATS Website; (f) Responding to general queries on EPI. 	30
<p>3. Assisting in capacity building activities throughout the Agreement area by:</p> <ul style="list-style-type: none"> (a) Collecting and compiling examples of good practice in conservation activities and making them available to all Parties and Non-Party Range States; (b) Organising and facilitating capacity building workshops or other activities as appropriate within the Agreement area; (c) Closely liaising with government representatives, NGOs and individual experts in view of joint capacity building activities. 	20
<p>4. Assist in the Agreement's response to the existing and new challenges to bat populations by:</p> <ul style="list-style-type: none"> (a) Supporting the Advisory Committee in preparing guidelines and reports on challenges that bat populations are facing and how they should be addressed; (b) Assisting in the publication and dissemination of guidelines developed by the Advisory Committee; (c) Liaising with Parties and other bodies to maximise synergies in EUROBATS' work on bat conservation. 	20

6. Indicate the WORK RELATIONSHIP required with persons outside the immediate work unit:

6.1 Inside the regular Secretariat, including UNCTAD, regional economic commissions,

<u>Functional Title and Classification</u>	<u>Purpose and Frequency</u>
Counterparts in relevant units within UNEP headquarters (P-2 to D-1)	To discuss and seek solutions to problems related to technical and programme matters As required
Professional Officers within the CMS Family Secretariats (P-2 to D-1)	To discuss interrelated matters concerning the work and find solutions to problems Regularly
Financial and Administrative Officer (P-4)	To discuss and find solutions to problems related to financial and reporting requirements to ensure that all deadlines and requirements are met Regularly

6.2 Outside the Secretariat, for example, UNDP, UNHCR, specialized agencies, delegations, government officials, etc.

<u>Title and Level</u>	<u>Purpose and Frequency</u>
Government scientists	Exchange of information, and discussion and obtaining information on bat-related matters Regularly
Counterparts in non-governmental and inter-governmental organisations, MEA secretariats	Discussion of contributions and promotion of EUROBATS with a view to enhancing interest in the work of the Agreement As required
EUROBATS Advisory Committee Chair, Vice-Chair and members	To discuss forthcoming meetings and follow-up to ensure ongoing contribution to EUROBATS activities Regularly

7. DECISION MAKING AND CONSEQUENCE OF ERROR

7.1 Describe the type of decisions regularly made and the IMPACT of those decisions.

The incumbent assists the Executive Secretary in deciding on the proper schedule for the preparation of Advisory Committee meetings and related documents; the appropriate provision of technical information or the proper sources for required information; the most effective means of co-ordinating activities intended to be carried out by the Advisory Committee and its working groups;

Decisions have a direct impact on the documentation of the Advisory Committee to ensure that it reflects a balanced overview as well as proper development and formulation of programmes

consistent with the goals of the Agreement and decisions adopted by the Parties.

7.2 Describe the type of recommendations made.

The incumbent assists to make recommendations on the content and presentation of the recommendations of the Advisory Committee; possible donors for the funding of EUROBATS activities; and on scientific/technical aspects.

7.3 Describe the consequence of errors.

Failure to ensure efficient co-ordination of the work of the Advisory Committee could result in its work programme not being completed. Failure to secure up-to-date information on bat-related issues could impair the Secretariat's ability to make sound recommendations to the Parties. Insufficient contacts with the scientific community could hinder the Secretariat's ability to gain support for the Agreement and its objectives.

8. Indicate the GUIDELINES and directives available; describes the INTERPRETATION OF and DEVIATION FROM existing guidelines, and the authority to establish new guidelines.

The text of the Agreement on the Conservation of Populations of European Bats;
Resolutions and recommendations of the Meeting of Parties
Recommendations of the EUROBATS Standing and Advisory Committees
UN Staff and Financial Rules

These guidelines provide the framework for the performance of the work. In almost all cases, the items above are subject to some degree of interpretation under different circumstances (e.g. from a legal or biological standpoint). There are occasions when the best solution from among alternatives must be found which requires interpretation and thus deviation from accepted practice and possibly the setting of precedents.

SECTION B: *To be completed by the SUPERVISOR of the post.*

1. Define the goals and objectives of the post.

To help facilitate the work of the Advisory Committee and its working groups, assistance to provide scientific/technical inputs to EUROBATS activities under development, to obtain current information on bat-related research, findings and other issues, to provide other areas of the secretariat functions having a scientific component with appropriate guidance and up-to-date scientific information.

2. Describe the type and extent of supervision given to the post.

General objectives for the work are defined by the supervisor; the incumbent working within these objectives establishes his/her own plan of work; the work is reviewed when it is complete to ensure that goals are being met. If the incumbent requires, guidance may be given on an *ad hoc* basis.

3. Indicate the minimum knowledge, abilities and skills *required* to perform the assigned duties of the post.

3.1 Level and FIELD OF STUDY of university or equivalent training; and the degree of specialization required:

University degree in biology, ecology, zoology, or environmental studies or a related field.

3.2 Length and type of practical required at the national, and if so required, at the international level:

Minimum three years relevant working experience in environmental studies related in the field of biology, ecology or zoology. Knowledge of policies and programme management and experience with the UN or other international organisations.

3.3 Language(s) proficiency required:

Fluency in English is essential. Knowledge of other languages used in the Agreement Area or German desirable.

4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.

SECTION C: Signatures

SIGNATURE OF INCUMBENT:

DATE:

NAME:

SIGNATURE OF SUPERVISOR:
(Certification of correctness of job description):

DATE:

NAME: Andreas Streit

SIGNATURE OF SECOND LEVEL SUPERVISOR
(Authorisation of approval):

DATE:

NAME: Elizabeth Maruma Mrema

Additional comments:

6th Session of the Meeting of Parties

Prague, Czech Republic, 20 – 22 September 2010

Draft Resolution No. 6.1

Financial and Administrative Matters
(Budget 2011 – 2014)



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 5th Session (Ljubljana, Slovenia, September 2006) 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 Parties in accordance with Article V (1) of the Agreement;
2. *Discharges and approves* the income and expenditure for the year 2006 and the income and expenditure for the years 2007 - 2009 as presented to the Meeting by the Secretariat and UNEP. The Meeting further agrees that the expenditure for the year 2010 should be discharged and approved by the 7th Session of the Meeting of the Parties.

3. *Approves* the establishment of the post of an Associate Scientific and Project Officer at the P-2 level;
4. *Further approves* the possible re-classification of the two posts of Administrative Assistants from the GS-5 to the GS-6 level.
5. *Adopts* the budget for 2011 - 2014 attached as Annex 1 to this resolution;
6. *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 2013/2014 becomes available, and to the application of that scale *pro rata* to new Parties;
7. *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;
8. *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;
9. *Invites* Non-Party Range States, governmental, intergovernmental and non-governmental organisations to make voluntary contributions towards special activities for the implementation of the Agreement;
10. *Requests* the Executive Director of UNEP to extend the duration of the Trust Fund for the administration of the budget to 31 December 2014;
11. *Approves* the Terms of Reference for the Administration of the Trust Fund as set out in Annex 3 to this resolution, for the period 2011 - 2014;
12. *Takes note* of the medium-term plan for 2011 - 2018 attached as Annex 4 to this resolution;
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. *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.

Draft Budget Estimates for 2011 - 2014 (in EURO)

Budget line	2011	2012	2013	2014	Total
10 Personnel					
1100 Professional Staff					
1101 Executive Secretary (P4)	133.000	134.800	136.600	138.400	542.800
1102 Assoc. Scientific and Project Officer (P2)*	83.000	84.800	86.600	88.400	342.800
1220 Consultancies	1.500	1.500	1.500	1.500	6.000
1300 Administrative Support					
1301 Administrative Assistant (G5/6, part-time)**	33.000	33.800	34.600	35.400	136.800
1302 Administrative Assistant (G5/6, part-time)**	33.000	33.800	34.600	35.400	136.800
1303 Secretary (G4, part-time)	30.000	30.800	31.600	32.400	124.800
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
1999 Personnel Subtotal	329.500	335.500	341.500	347.500	1.354.000
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	1.000	1.000	1.000	1.000	4.000
3303 Meeting of the Advisory Committee	12.000	12.000	12.000	12.000	48.000
3999 Meetings Subtotal	13.000	13.000	13.000	33.000	72.000
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
4302 IT Services****	15.000	15.000	15.000	15.000	15.000
4999 Equipment and Premises Subtotal	19.000	19.000	19.000	19.000	76.000
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)	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
5999 Miscellaneous Costs Subtotal	11.000	11.000	11.000	11.000	44.000
SUBTOTAL	372.500	378.500	384.500	410.500	1.546.000
6000 UNEP programme support costs (13%)	48.425	49.205	49.985	53.365	200.980
GRAND TOTAL	420.925	427.705	434.485	463.865	1.746.980
Withdrawal from Trust Fund Reserve*****	50.000	50.000	50.000	50.000	200.000
To be shared by Parties	370.925	377.705	384.485	413.865	1.546.980

* New post. Recruitment costs to be covered by savings.

** Subject to re-classification.

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

**** New budget line according to actual costs.

***** Estimated amount available for withdrawal.

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 three years to provide financial support for the aims of the Agreement.
2. The financial period shall be for three calendar years beginning 1 January 2011 and ending 31 December 2014.
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 2014, the Executive Director of UNEP shall be so advised in writing immediately after the 7th 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 2011-2014 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 2011, 2012, 2013 and 2014. 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, 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 Advisory 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 2011-2018, inclusive, and shall incorporate the budget for the financial period 2015-2018.
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 Advisory 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 Advisory 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 Advisory 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 Advisory 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 2011 to 31 December 2014.

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 2011 - 2018**Estimated costs in EURO**

Budget line	2011	2012	2013	2014	2015	2016	2017	2018
1000 Personnel	329.500	335.500	341.500	347.500	353.500	359.500	465.500	471.500
3000 Meetings	13.000	13.000	13.000	33.000	20.000	20.000	20.000	40.000
4000 Equipment and Premises	19.000	19.000	19.000	19.000	20.000	20.000	20.000	20.000
5000 Miscellaneous Costs	11.000	11.000	11.000	11.000	20.000	20.000	20.000	20.000
Subtotal	372.500	378.500	384.500	410.500	413.500	419.500	525.500	551.500
6000 UNEP psc (13%)	48.425	49.205	49.985	53.365	53.755	54.535	68.315	71.695
Total	420.925	427.705	434.485	463.865	467.255	474.035	593.815	623.195