

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

Prague, Czech Republic, 20 – 22 September 2010

### 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 5<sup>th</sup> 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 7<sup>th</sup> 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, including a gradual introduction of a minimum contribution starting with 500 Euro in the first budget year, 750 Euro in the second year and increasing to 1,000 Euro in the budget years 2013 and 2014;
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. *Requests* the Secretariat to prepare a draft budget proposal for the period 2015 to 2018 in due course before the 7<sup>th</sup> Session of the Meeting of Parties;

14. *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.
15. *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.
16. *Authorises* the Secretariat to make use of a sum of up to €30,000 from the Trust Fund to promote the Year of the Bat.

## Annex 1 to Resolution 6.1

## Budget Estimates for 2011 - 2014 (in EURO)

Budget line	2011	2012	2013	2014	Total
<b>10 Personnel</b>					
1100 Professional Staff					
1101 Executive Secretary (P4)	133.000	134.800	136.600	138.400	542.800
1102 Assoc. Scientific and Project Officer (P2, part-time)*	0	0	41.500	42.400	83.900
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
<b>1999 Personnel Subtotal</b>	<b>246.500</b>	<b>250.700</b>	<b>296.400</b>	<b>301.500</b>	<b>1.095.100</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	12.000	12.000	12.000	12.000	48.000
<b>3999 Meetings Subtotal</b>	<b>13.000</b>	<b>13.000</b>	<b>13.000</b>	<b>33.000</b>	<b>72.000</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****	15.000	15.000	15.000	15.000	15.000
<b>4999 Equipment and Premises Subtotal</b>	<b>19.000</b>	<b>19.000</b>	<b>19.000</b>	<b>19.000</b>	<b>76.000</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
5501 Contingency	0	0	0	0	0
<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>289.500</b>	<b>293.700</b>	<b>339.400</b>	<b>364.500</b>	<b>1.287.100</b>
6000 UNEP programme support costs (13%)	37.635	38.181	44.122	47.385	167.323
<b>GRAND TOTAL</b>	<b>327.135</b>	<b>331.881</b>	<b>383.522</b>	<b>411.885</b>	<b>1.454.423</b>
Withdrawal from Trust Fund Reserve	0	0	22.406	22.406	44.812
<b>To be shared by Parties</b>	<b>327.135</b>	<b>331.881</b>	<b>361.116</b>	<b>389.479</b>	<b>1.409.611</b>

\* New post. Increase of post occupancy or earlier recruitment subject to decision of the Standing Committee.

\*\* Subject to re-classification.

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

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

**Annex 2 to Resolution 6.1**  
**Contributions to EUROBATS for 2011 - 2014 (EURO)\***

Party	UN Scale	Contributions	Percent	Contributions	Percent	Contributions	Percent	Contributions	Percent
	2010-12	2011	2011-14	2012	2011-14	2013	2011-14	2014	2011-14
Albania	0,010	500	0,143	750	0,213	1.000	0,282	1.000	0,282
Belgium	1,075	12.243	3,508	12.243	3,481	12.243	3,454	12.243	3,454
Bulgaria	0,038	500	0,143	750	0,213	1.000	0,282	1.000	0,282
Croatia	0,097	1.013	0,290	1.013	0,288	1.013	0,286	1.013	0,286
Czech Republic	0,349	3.642	1,044	3.642	1,035	3.642	1,027	3.642	1,027
Denmark	0,736	8.359	2,395	8.359	2,377	8.359	2,358	8.359	2,358
Estonia	0,040	500	0,143	750	0,213	1.000	0,282	1.000	0,282
Finland	0,566	6.398	1,833	6.398	1,819	6.398	1,805	6.398	1,805
France	6,123	60.016	17,198	60.016	17,064	60.016	16,931	60.016	16,931
Georgia	0,006	500	0,143	750	0,213	1.000	0,282	1.000	0,282
Germany	8,018	66.885	19,167	66.885	19,017	66.885	18,869	66.885	18,869
Hungary	0,291	2.918	0,836	2.918	0,830	2.918	0,823	2.918	0,823
Ireland	0,498	5.439	1,559	5.439	1,546	5.439	1,534	5.439	1,534
Italy	4,999	48.999	14,041	48.999	13,931	48.999	13,823	48.999	13,823
Latvia	0,038	500	0,143	750	0,213	1.000	0,282	1.000	0,282
Lithuania	0,065	500	0,143	750	0,213	1.000	0,282	1.000	0,282
Luxembourg	0,090	1.002	0,287	1.002	0,285	1.002	0,283	1.002	0,283
FYR Macedonia	0,007	500	0,143	750	0,213	1.000	0,282	1.000	0,282
Malta	0,017	500	0,143	750	0,213	1.000	0,282	1.000	0,282
Moldova	0,002	500	0,143	750	0,213	1.000	0,282	1.000	0,282
Monaco	0,003	500	0,143	750	0,213	1.000	0,282	1.000	0,282
Netherlands	1,855	20.879	5,983	20.879	5,936	20.879	5,890	20.879	5,890
Norway	0,871	9.620	2,757	9.620	2,735	9.620	2,714	9.620	2,714
Poland	0,828	8.116	2,326	8.116	2,308	8.116	2,290	8.116	2,290
Portugal	0,511	5.759	1,650	5.759	1,637	5.759	1,625	5.759	1,625
Romania	0,177	1.830	0,524	1.830	0,520	1.830	0,516	1.830	0,516
San Marino***	0,003	500	0,143	750	0,213	1.000	0,282	1.000	0,282
Slovakia	0,142	1.392	0,399	1.392	0,396	1.392	0,393	1.392	0,393
Slovenia	0,103	1.141	0,327	1.141	0,324	1.141	0,322	1.141	0,322
Sweden	1,064	12.021	3,445	12.021	3,418	12.021	3,391	12.021	3,391
Ukraine	0,087	1.062	0,304	1.062	0,302	1.062	0,300	1.062	0,300
United Kingdom	6,604	64.731	18,549	64.731	18,404	64.731	18,262	64.731	18,262
<b>Average Total</b>	<b>35,313</b>	<b>348.965</b>	<b>100,000</b>	<b>351.715</b>	<b>100,000</b>	<b>354.465</b>	<b>100,000</b>	<b>354.465</b>	<b>100,000</b>

\* For details on how the contributions have been computed see EUROBATS.MoP6.Record

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 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 7<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 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 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 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 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 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.

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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.



## Annex 4 to Resolution 6.1

## Medium Term Plan 2011 - 2018

## Estimated costs in EURO

Budget line	2011	2012	2013	2014	2015	2016	2017	2018
1000 Personnel	246.500	250.700	296.400	301.500	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
<b>Subtotal</b>	<b>289.500</b>	<b>293.700</b>	<b>339.400</b>	<b>364.500</b>	<b>413.500</b>	<b>419.500</b>	<b>525.500</b>	<b>551.500</b>
6000 UNEP psc (13%)	37.635	38.181	44.122	47.385	53.755	54.535	68.315	71.695
<b>Total</b>	<b>327.135</b>	<b>331.881</b>	<b>383.522</b>	<b>411.885</b>	<b>467.255</b>	<b>474.035</b>	<b>593.815</b>	<b>623.195</b>