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CONFERENCE OF THE PARTIES
TO THE CONVENTION
ON BIOLOGICAL DIVERSITY
First meeting
Nassau, 28 November - 9 December 1994
Item 10 of the provisional agenda

BUDGET FOR THE SECRETARIAT OF THE CONVENTION

Note by the Interim Secretariat

1. INTRODUCTION

1. Article 23, paragraph 3, of the Convention on Biological Diversity requires that the Conference of the Parties at each ordinary meeting adopt a budget for the financial period until the next ordinary meeting.

2. The second session of the Intergovernmental Committee on the Convention on Biological Diversity, recommended that the Interim Secretariat prepare a detailed draft budget, based on the functions and tasks likely to be assigned to it by the Conference of the Parties. It was recommended that a separate budget line be included for meetings of the Subsidiary Body on Scientific, Technical and Technological Advice (hereinafter referred to as the Subsidiary Body) within the budget of the Secretariat of the Convention (UNEP/CBD/COP/1/4, paragraph 293 (d)). The Committee also recommended that the first meeting of the Conference of the Parties should consider a Medium-Term Programme of Work to guide the evolution of the matters under the Convention. A document to facilitate the discussion on this item has been prepared for the meeting (UNEP/CBD/COP/1/13). The preparation of the draft budget has therefore taken into account not only the items of work identified in the course of the work of the Intergovernmental Committee, but also the tasks that are expected to emerge from the Medium-Term Programme, for all the organs and mechanisms under the Convention, which will need to be supported by the Secretariat.

3. The draft financial rules recommended by the Intergovernmental Committee, require the preparation of budget proposals for two calendar years at the minimum (UNEP/CBD/COP/1/10, annex I, paragraph 7 (a)).

4. In this context it should be recalled that article 40 of the Convention provided for the Secretariat on an interim basis for a period between the entry into force of the Convention and the first meeting of the Conference of the Parties. Recognizing that the first meeting of the Conference of the Parties might not be in a position to complete the process required for designating the permanent Secretariat, the Committee recommended that the selection of the Secretariat be addressed at the second meeting of the Conference of the Parties, and that the Interim Secretariat be extended until that second meeting (UNEP/CBD/COP/1/4, paragraph 122).

5. In the light of the above recommendations, the Interim Secretariat has prepared draft budget proposals for the calendar years 1995-1996 shown in annex I to the present note. In this context, 1995 has been regarded as a transition year to the permanent Secretariat which it is assumed will be operational in January 1996. The budget proposal for 1995 therefore provides for the capacity and activities required to carry out the work programme foreseen for 1995, as well as a perspective for the requirements for the early stages of the permanent period. Consequently, the proposed budget for 1996 is indicative in nature, recognizing that further clarity about the scope and the specifics of the work programme, and consequently about the capacity, capability, and funding required for the permanent Secretariat, will be forthcoming during the transitional year 1995.

6. The proposals for staffing for 1995 may therefore be seen as a complement towards what might be required in range and level of capacity for the permanent period. All the positions are budgeted for the full calendar year, although it is recognized that recruitment will take some time. During that time, however, short-term consultancies may be arranged against these positions to allow the programme of work to proceed, thereby maintaining momentum in implementing the mandate under the Convention.

7. The budget proposals also reflect the need for financial support for participation by developing countries and countries with economies in transition in the expected meetings of the Conference of the Parties and its Subsidiary Body.

8. The Intergovernmental Committee also recommended that contributions to the budget by parties be estimated, on the different bases considered by the Committee and reflected in paragraph 4 of the draft financial rules (UNEP/CBD/COP/1/4, paragraph 109). These estimates are shown in annex II to this note. In this context, the Conference of the Parties should note that the basis for contributions by parties will be determined under item 6.6 of the provisional agenda: Financial rules governing the funding of the Secretariat of the Convention (UNEP/CBD/COP/1/10).

9. The Conference of the Parties is requested to:

- (a) Consider the proposed budget for 1995;
- (b) Take note of the indicative budget for 1996;

(c) Consider the support required for participation of developing countries and countries with economies in transition in meetings of the Conference of the Parties and its Subsidiary Body.

2. CONSIDERATIONS RELATED TO THE CONSTRUCTION OF SECRETARIAT BUDGET 1995-1996

10. The work programme and activities of the Interim Secretariat since its establishment in October 1993 up to the present meeting of the Conference of the Parties has been described in the report by the Executive Director of the United Nations Environment Programme on the Interim Secretariat of the Convention on Biological Diversity (UNEP/CBD/COP/1/INF.2). The provision for the Secretariat for the transitional year 1995 and the first year of the permanent Secretariat, 1996, can now be oriented to continuing the work begun in the interim period as well as initiating the range of activities and tasks that are expected to emerge from the decisions of the first meeting of the Conference of the Parties.

11. As a result of the work that would be carried out in the transitional year by the Secretariat and the Subsidiary Body, and the decisions arising therefrom that are likely to be taken by the second meeting of the Conference of the Parties (expected to be held in 1995), a more precise understanding of the requirements to carry out the work and activities for the year 1996 and beyond will be obtained.

12. It is assumed that institutional arrangements for the provision of the Interim Secretariat and the location of the Interim Secretariat will continue in the transitional year. The basis for costing the Secretariat for 1996 will be affected *inter alia* by the particular institutional arrangement and its location.

13. Subject to the decisions to be taken by the Conference of the Parties at the present meeting, the following assumptions have been made:

(a) The second and third meetings of the Conference of the Parties will be held in 1995 and 1996 respectively;

(b) The maximum number of officers of the bureau of the Conference of the Parties being considered under rule 21 of the draft rules of procedure (UNEP/CBD/COP/1/2) will be five;

(c) In keeping with rule 3 of the draft rules of procedure (UNEP/CBD/COP/1/2), the second meeting of the Conference of the Parties in 1995 will be in Geneva;

(d) The second meeting of the Conference of the Parties will complete the process of establishment of the permanent Secretariat including taking a decision about its location, which will then clarify the basis for budgeting for 1996;

(e) Its bureau will meet twice each year;

(f) With regard to the functioning of the Subsidiary Body costing has been based on the following:

(i) It will meet in 1995 and 1996;

(ii) Its first meeting will be held in Geneva;

(iii) The number of officers of its bureau will be the same as for the Conference of the Parties;

(iv) Its bureau will meet twice each year;

(v) Two panels consisting of 10 persons each (2 per region) will meet once a year.

(g) Provision for administrative overhead costs has been fixed at 13% of the costs expected to be funded by contributions from the parties, pending a decision on rule 12 of the draft financial rules for the administration of the trust fund for the Convention (UNEP/CBD/COP/1/10).

14. No assumption has been made as to the venue of the meetings of the Conference of the Parties and its Subsidiary Body for 1996 as, unless otherwise decided, these venues will be determined by the decision of the Conference of the Parties on the location of the permanent Secretariat.

3. STRUCTURE OF THE DRAFT BUDGET

15. The presentation is formatted along the lines indicated by the second session of the Intergovernmental Committee (UNEP/CBD/COP/1/4, para. 108). The grouping of the functions reflects the major tasks and activities arising from the work of the Intergovernmental Committee and anticipated from the Medium-Term Programme of Work of the Conference of the Parties.

16. The draft budget is divided into two sections:

Section A reflects the funding requirements for personnel, equipment, travel, information and communication needs of the Secretariat required for carrying out its functions; tasks and activities to facilitate the operation and implementation of the Convention; servicing costs of meetings of the Conference of the Parties and its bureau, and for the Subsidiary Body, its bureau and panels;

Section B reflects the funding requirements for participation by developing countries and economies in transition in the meetings of both the Conference of the Parties and its Subsidiary Body.

4. SOURCES OF FUNDING

17. Together, Section A (functions expected to be funded by contributions from parties) and Section B (functions expected to be funded by other contributions) of annex I to the present note show budgetary requirements for the administration of the Secretariat of the Convention in 1995.

18. Annex II to the present note indicates the level of contributions from the parties using different bases of estimation as found in the draft financial rules governing the funding of the Secretariat of the Convention (UNEP/CBD/COP/1/10).

Annex I
PROPOSED BUDGET FOR 1995 AND INDICATIVE BUDGET FOR 1996
(Thousands of US dollars)

DESCRIPTION OF FUNCTIONS	INPUTS	COSTS (US dollars)	
		1995	1996

A. EXPECTED TO BE FUNDED BY CONTRIBUTIONS FROM PARTIES

1 EXECUTIVE DIRECTION AND MANAGEMENT

Overall direction, support and management of work programme; liaison with Governments; internal administration; resource mobilisation, finance monitoring.

Executive Secretary D-2	182	192
Fund Management/Administration Officer P-4	137	144
Special Assistant to the Executive Secretary P-2/P-3	105	110
Administrative Assistant G-6/G-7	96	100
Senior Secretary G-5/G-6	88	92

sub total 1	608	638
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2 INTERGOVERNMENTAL PROCESSES AND COOPERATIVE ARRANGEMENTS

Planning of intergovernmental processes; support for planning and coordination of secretariat activities; general reports to COP/SBSTTA; develop cooperation with other agencies within and outside the UN system and NGOs; develop and manage cooperation with relevant Convention Secretariats.

Principal Officer D-1	172	181
Programme Officer - Outreach P-4/P-5	147	155
Secretary G-4/G-5	80	84
Consultants (1.5 p/m + travel and DSA; senior level in '95)	30	21
Two Informal Expert Consultations (10 people/3 days)	60	64

Servicing of COP meetings

Fees, travel and DSA of free lance staff for interpretation and translation of documents, etc.; hiring of equipment, reproduction of documents, etc.

Servicing of COP meeting (6 languages, 10 working days, 2 working groups)	830	900
Travel of COP Bureau (5 people, two day meeting, twice a year)	30	32
Travel of staff to COP (1995-Geneva)	0	100

sub total 2	1349	1537
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DESCRIPTION OF FUNCTIONS	INPUTS	COSTS (US dollars)	
		1995	1996

2.1 FINANCIAL MECHANISM AND ECONOMIC ANALYSIS

Substantive documentation for COP re. implementation of Art. 20, 21. Regular liaison with the institutional structure operating the Financial Mechanism; background research on related subjects; collaboration with financial institutions; support to overall work programme.

Programme Officer - Financial Instruments P-4/P-5	147	155
1/2 Programme Officer - Economist P-4/P-5	73	77

sub total 2.1	220	232
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2.2 LEGAL ADVICE AND SUPPORT

General legal advice and analysis; legal elements of the Medium-Term Programme of Work of the COP; analysis, documentation, support for further development of international law on biodiversity; support to Parties.

Legal Adviser P-5	156	163
Programme Officer - Lawyer P-4/P-5	147	155
Secretary G-4/G-5	80	84
Consultants (2 p/m + travel and DSA)	27	28

sub total 2.2	410	430
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3 SCIENTIFIC, TECHNICAL AND TECHNOLOGICAL MATTERS

Support for planning and coordination of secretariat activities; conceptualisation and organisation of related work, including workshops; plan and support SBSTTA meetings; substantive documentation for COP, SBSTTA and its related panels; provide advice to Parties on scientific and technical programmes, international research, and on national implementation of the Convention; facilitation of capacity-building activities in developing countries and countries with economies in transition; promotion of cooperative programmes with scientific, technical and technological bodies; collaboration with industry representative bodies; general information and analysis of developments of relevance to the Convention and its work programme in these subject areas.

Principal Officer D-1	172	181
Programme Officer - Biotechnology P-4/P-5	147	155
Programme Officer - Biology/Agriculture P-4/P-5	147	155
1/2 Programme Officer - Economist P-4/P-5	74	78
Programme Officer - Marine Ecology P-4/P-5	147	155
Secretary G-4/G-5	80	84
Secretary G-4/G-5	80	84
Secretary G-3/G-4	70	74
Travel of staff to SBSTTA (1995-Geneva)	0	78
Servicing of SBSTTA meeting (6 languages, 5 working days, 2 working groups)	415	450

DESCRIPTION OF FUNCTIONS	INPUTS	COSTS (US dollars)	
		1995	1996
	Travel of SBSTTA Bureau (5 people, two days, meeting twice a year)	30	32
	Travel of two SBSTTA Panels (10 people (two per region), once a year/3 days)	65	68
	Consultants (2 p/m + travel and DSA)	27	28
	sub total 3	1454	1622
4	INFORMATION MANAGEMENT AND COMMUNICATION Provision of information, communication and clearing house services.		
4.1	INFORMATION ACCESS, STORAGE AND RETRIEVAL Provision of information systems services, including databases, electronic communication; provide registry functions; provide information access and retrieval support to rest of Secretariat ; set up small library/archive of printed material and electronic documents.		
	Programme Officer - Information P-2/P-3	105	110
	Database Operator/Library assistant G4/G5	80	84
	Clerk G-2/G-3	60	63
	Library acquisitions	15	10
	sub total 4.1	260	267
4.2	COMMUNICATION Development and dissemination of communication materials about the Convention and its work to all relevant groups; development of promotional materials in support of activities of the Parties; media relations.		
	Programme Officer - Communication P-4/P-5	147	155
	Promotion materials (preparation, printing and distribution)	150	165
	sub total 4.2	297	320

DESCRIPTION OF FUNCTIONS	INPUTS	COSTS (US dollars)													
		1995	1996												
4.3 CLEARING HOUSE MECHANISM Implement the steps agreed at COP-1 and COP-2 to operationalise the CHM (UNEP/COP/1/9).	<table border="1"> <tr> <td>Programme Officer - Clearing House P-4/P-5</td> <td>147</td> <td>155</td> </tr> <tr> <td>Secretary G-3/G-4</td> <td>70</td> <td>74</td> </tr> <tr> <td>Consultants (1.5 p/m + travel and DSA)</td> <td>20</td> <td>21</td> </tr> <tr> <td>Advisory Committee (10 people/3 days)</td> <td>30</td> <td>32</td> </tr> </table>	Programme Officer - Clearing House P-4/P-5	147	155	Secretary G-3/G-4	70	74	Consultants (1.5 p/m + travel and DSA)	20	21	Advisory Committee (10 people/3 days)	30	32		
Programme Officer - Clearing House P-4/P-5	147	155													
Secretary G-3/G-4	70	74													
Consultants (1.5 p/m + travel and DSA)	20	21													
Advisory Committee (10 people/3 days)	30	32													
sub total 4.3		267	282												
5 COMMON COSTS															
5.1 TRAVEL OF STAFF	Travel general	200	210												
sub total 5.1		200	210												
5.2 EQUIPMENT															
	Computer software	15	20												
	Computers	30	60												
	Office supplies (Expendable equipment)	25	30												
	Printers	5	15												
	Office furniture	27	52												
	Audio-visual equipments	0	10												
	Photocopying/fax machines	0	20												
	Maintenance of computers/printers	5	6												
	Maintenance of photocopier/fax machines	10	12												
	Office installation and improvements	5	30												
	Insurance	5	20												
	Other operational costs	5	10												
sub total 5.2		132	285												

DESCRIPTION OF FUNCTIONS	INPUTS	COSTS (US dollars)	
		1995	1996

5.3 PREMISES (a)

Rent (1200 sq.m. X \$300)	0	360
Security Services	0	84
Building Maintenance	0	10
Utilities (gas, electricity, etc)	30	32
Insurance	5	5

sub total 5.3

	35	491
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5.4 MISCELLANEOUS

Temporary assistance and overtime	80	84
Communications (phone, fax, e-mail, etc)	170	180
Recruitment costs/travel on interviews for 8 new posts in 1995 and 16 posts in 1996	50	100
Relocation of staff and removal expenses	80	80
Other (bank charges, etc.)	5	5
Hospitality	20	20

sub total 5.4

	405	469
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Sub total 1 to 5

	5637	6783
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6 CONTINGENCIES (2 % sub total 1 to 5)

	113	136
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Sub total 1 to 6

	5750	6919
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7 ADMINISTRATIVE OVERHEADS (13% on 1 to 6)

	747	899
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SECRETARIAT ADMINISTRATIVE BUDGET

	6497	7818
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TOTAL SECTION A (1 to 7)

DESCRIPTION OF FUNCTIONS	INPUTS	COSTS (US dollars)	
		1995	1996

B EXPECTED TO BE FUNDED BY OTHER CONTRIBUTIONS (b)

**B.1 PARTICIPATION OF DEVELOPING COUNTRIES AND ECONOMIES
IN TRANSITION (one person per Party)**

COP (\$2,200 + \$2,800 DSA) X 110 persons	550	578
SBSTTA (\$2,200 + \$1,400 DSA) X 110 persons	396	416

TOTAL SECTION B	946	994
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(a) Paragraph (a) of the Agreement between the Government of Switzerland and the United Nations Environment Programme concerning the Interim Secretariat of the Convention on Biological Diversity, states that the Government of Switzerland "will provide accommodation for the Interim Secretariat at least twelve months after the first meeting of the contracting parties" (UNEP/CBD/JC/2/20).

(b) The cost components reflected in Section B are expected to be funded by additional contributions from the parties; contributions made by States not parties to the Convention, as well as governmental, intergovernmental and non-governmental organizations and other sources.

Annex II
ALTERNATIVE BASES FOR ESTIMATING CONTRIBUTIONS FOR CBD SECRETARIAT BUDGET
(List includes only Parties to the Convention as of 30 August 1994)

1	2	3	4	5	6	Formula I		Formula II		Formula III	
						United Nations scale of assessments (column 2) adjusted so that no developing country Party pays more than any developed country Party (per cent)	Proportional scale of assessments with 25% ceiling and no developing country Party paying more than any developed country Party (per cent)	Proportional scale of assessments with 25% ceiling and with United Nations assessment rates of less than 0.1 per cent reduced to zero (per cent)	United Nations scale of assessments (column 2) adjusted so that no developing country Party pays more than any developed country Party (per cent)	Proportional scale of assessments with 25% ceiling and no developing country Party paying more than any developed country Party (per cent)	Proportional scale of assessments with 25% ceiling and no developing country Party paying more than any developed country Party (per cent)
United Nations scale of assessments 1992-1994 (per cent)	United Nations scale of assessments 1992-1994 (per cent)	Proportional scale of assessments with a 25% ceiling (per cent)	Proportional scale of assessments with 25% ceiling and with United Nations assessment rates of less than 0.1 per cent reduced to zero (per cent)	United Nations scale of assessments (column 2) adjusted so that no developing country Party pays more than any developed country Party (per cent)	Proportional scale of assessments with 25% ceiling and no developing country Party paying more than any developed country Party (per cent)	Formula I 1995 US \$	Formula I 1996 US \$	Formula II 1995 US \$	Formula II 1996 US \$	Formula III 1995 US \$	Formula III 1996 US \$
UN MEMBER STATES						7	8	9	10	11	12
Albania	0.01	0.02		0.01	0.02	1,131	1,361			1,227	1,477
Antigua & Barbuda	0.01	0.02		0.01	0.02	1,131	1,361			1,227	1,477
Armenia	0.13	0.23	0.23	0.13	0.25	14,700	17,689	14,970	18,014	15,953	19,197
Australia	1.51	2.63	2.68	1.51	2.85	170,746	205,463	173,881	209,236	185,300	222,977
Austria	0.75	1.31	1.33	0.75	1.42	84,808	102,051	86,365	103,925	92,037	110,750
Bahamas	0.02	0.03		0.01	0.02	2,262	2,721			1,227	1,477
Bangladesh	0.01	0.02		0.01	0.02	1,131	1,361			1,227	1,477
Barbados	0.01	0.02		0.01	0.02	1,131	1,361			1,227	1,477
Belarus	0.48	0.84	0.85	0.48	0.91	54,277	65,313	55,274	66,512	56,903	70,880
Belize	0.01	0.02		0.01	0.02	1,131	1,361			1,227	1,477
Benin	0.01	0.02		0.01	0.02	1,131	1,361			1,227	1,477
Brazil	1.59	2.77	2.82	0.01	0.02	179,792	216,349	183,094	220,321	1,227	1,477
Burkina Faso	0.01	0.02		0.01	0.02	1,131	1,361			1,227	1,477
Canada	3.11	5.41	5.51	3.11	5.87	351,670	423,173	358,126	430,942	381,645	469,243
Chad	0.01	0.02		0.01	0.02	1,131	1,361			1,227	1,477
China	0.77	1.34	1.36	0.01	0.02	87,069	104,773	86,668	106,696	1,227	1,477
Costa Rica	0.01	0.02		0.01	0.02	1,131	1,361			1,227	1,477
Cuba	0.09	0.16		0.01	0.02	10,177	12,246			1,227	1,477
Czech Republic (e)	0.42	0.73	0.74	0.42	0.79	47,492	57,149	48,364	58,198	51,541	62,020
Denmark	0.65	1.13	1.15	0.65	1.23	73,500	88,444	74,850	90,068	79,765	95,963

