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Item 8 of the provisional agenda*

REPORT OF THE EXECUTIVE SECRETARY ON THE ADMINISTRATION OF THE CONVENTION AND THE BUDGET FOR THE TRUST FUNDS OF THE CONVENTION

Note by the Executive Secretary

INTRODUCTION

1. At its twelfth meeting, the Conference of the Parties requested the Executive Secretary, in paragraph 26 of its decision XII/32, to report to the Conference of the Parties at its thirteenth meeting on income and budget performance as well as any adjustments made to the Convention budget for the biennium 2015-2016.

2. The present document highlights the financial and administrative performance of the Secretariat since the last meeting of the Conference of the Parties. It should be read in conjunction with the notes by the Executive Secretary on the proposed budget for the programme of work for the biennium 2017-2018 (UNEP/CBD/COP/13/23 and Add.1).

3. The document is divided into five sections, as follows:

(a) *Section I* reports on income and budget performance in 2014 and in the biennium 2015-2016 for the four trust funds of the Convention, namely the General Trust Fund for the Convention on Biological Diversity (BY Trust Fund); the Special Voluntary Trust Fund for Additional Approved Activities of the Convention on Biological Diversity (BE Trust Fund), the Special Voluntary Trust Fund for Facilitating the Participation of Parties in the Convention Process (BZ Trust Fund) and the General Trust Fund for Voluntary Contributions to Facilitate the Participation of Indigenous and Local Communities in the Work of the Convention (VB Trust Fund). Expenditure figures for the biennium 2015-2016 given here, refer only to the first year and three quarters (up to 30 September 2016) of the biennium 2015-2016, and are expected to change by the end of 2016 to reflect actual expenditure. This section also contains a report on commitments made for the year 2016 to the BY Trust Fund;

(b) *Section II* provides information on personnel matters. It reports on the progress made in classifying, advertising and filling the posts in the Secretariat;

(c) *Section III* presents information on administrative arrangements, including the administrative arrangements between the Convention Secretariat and UN Environment, the agreement with the

* UNEP/CBD/COP/13/1.

Government of Canada concerning the headquarters of the Secretariat, and the Secretariat's internship, Junior Professional Officer and Senior Professional Officer programmes;

(d) *Section IV* addresses the efforts being made to enhance the efficiency and performance of the Secretariat;

(e) *Section V* reports on the indicators of achievement and performance for the programme budget.

4. In order to minimize reporting costs, the following texts are being issued as an information document (UNEP/CBD/COP/13/INF/25):

(a) Status of contributions to the BY, BE, BZ and VB Trust Funds as at 31 December 2015 (annexes I-IV);

(b) Status of the BY, BE, BZ and VB Trust Funds as at 30 September 2016 (annexes IX–XII);

(c) Financial statements for the year 2015-2016 (annex XV).

I. INCOME AND BUDGET PERFORMANCE IN 2014-2016

A. General Trust Fund for the Convention on Biological Diversity (Core budget or BY Trust Fund)

1. Income and budget performance in 2014

(a) Budget for 2014

5. By its decision XI/31, the Conference of the Parties approved a core programme budget of \$13,580,800 for the year 2014. Of this amount, \$12,302,446 was to be payable by Parties in line with the scale set out in the annex of decision XI/31, \$300,000 was to be financed from savings from previous years and \$978,300 was to be funded from the contribution from the host country as follows:

Source of funding	2014
Parties to CBD	\$12,302,446
Host country	\$978,300
Savings from previous years	\$300,000
Total	\$13,580,746

(b) Contributions for 2014

6. As of 31 December 2014, contributions received for 2014 to the BY Trust Fund amounted to \$12,504,251 as follows:

Advance payments for 2014 received in 2013	\$1,990,805
Contributions for 2014 received in 2014	\$9,529,823
Contribution from the Host Government	\$983,623
Total	\$12,504,251

7. The assessed contributions paid with respect to 2014, as of 31 December 2014, amounted to \$11,520,628 (or 93.6 per cent of the total approved for the year by the Conference of the Parties at its twelfth meeting) as follows:

Advance payments for 2014 received in 2013	\$1,990,805
Contributions for 2014 received in 2014	\$9,529,823
Total	\$11,520,628

Percentage of assessed contributions paid as at 31 December 2014: 93.6 per cent

8. This amount represents contributions paid in full or in part by 127 Parties (or 65.8 per cent of the total number of Parties to the Convention).

9. As at 31 December 2014, late payments received during 2014 for 2013 and prior years amounted to US\$ 470,139 and advance payments for 2015 and future years amounted to \$851,488.

10. The host country contribution is fully paid. The difference of US\$ 5,287, between approved budget US\$ 978,336 and actual amount received US\$ 983,623, is exchange gain difference.

(c) *Expenditures in 2014*

11. A total amount of \$12,588,609 was spent from the BY Trust Fund during 2014 (Table 1 below). This amount represents 92.6 per cent of the funds approved by the Conference of the Parties for the year 2014 (\$13,580,800) (see tables 1 and 2 below). A total of \$978,300 of the budget approved by the Conference of the Parties for 2014 was funded from the contribution of the host country and \$300,000 was financed from savings from previous years. The balance (\$12,302,400) was funded from assessed contributions to the BY Trust Fund.

Table 1. BY Trust Fund expenditure in 2014 by programme

<i>Programme</i>	<i>Approved budget (United States dollars)</i>	<i>Expenditure</i>	<i>Percentage of approved budget</i>
Office of the Executive Secretary	1,275,700	1,102,551	86
Scientific, technical and technological matters	2,549,700	2,514,578	99
Social, economic and legal matters	2,099,800	954,158	45
Outreach and major groups	1,622,500	1,466,634	90
Implementation and technical support	1,522,300	1,936,802	127
Resource management and conference services	2,948,500	3,165,639	107
Programme support costs	1,562,400	1,448,247	93
Total	13,580,800	12,588,609	93

Table 2. BY Trust Fund expenditure in 2014 by object of expenditure

<i>Object of expenditure</i>	<i>Approved budget (United States dollars)</i>	<i>Expenditure (United States dollars)</i>	<i>Percentage of approved budget</i>
Staff costs (including temporary assistance/overtime training and insurance)	8,489,000	7,486,650	88
Bureau meetings	190,000	148,101	78
Travel on official business	410,000	355,106	87
Consultants / subcontracts	100,000	59,179	59
Meetings	1,290,000	1,600,337	124
Public awareness material	90,000	82,186	91
Rent and associated costs	1,000,900	1,176,779	118
General operating expenses	447,500	232,028	50
Programme support costs	1,562,400	1,448,035	93
Total	13,580,800	12,588,395	93

12. In 2014, the exchange rate of the United States dollar to the Canadian dollar fluctuated above parity as reflected in table 3 below.

Table 3. United Nations operational rate of exchange for the Canadian dollar during 2014

<i>Month</i>	<i>United States dollar</i>	<i>Month</i>	<i>United States dollar</i>
January	1.067	July	1.071
February	1.117	August	1.089
March	1.114	September	1.086
April	1.105	October	1.116
May	1.096	November	1.119
June	1.086	December	1.124

13. The over expenditure of the conference-servicing costs in 2014 and reflected in table 2 above is due to the split of the budget provision for COP 12 between 2013 and 2014. The overall conference costs for the period of 2013-2014 (\$1,973,929) remains within the approved budget provision of \$2,240,000 for the same period. Similarly, as the conference services costs for the Conference of the Parties is reflected in the Resource Management and Conference Services Division, the over expenditure reflected in table 1 above reflects this split in the provision of the budget for COP between 2013 and 2014. The budget allocated for general operating expenses was underspent in 2014 owing to the Secretariat's decision to disseminate publications, in preference, using CDs, USB keys and through the Secretariat's web site, leading to significant savings in publication and dissemination of publication costs.

2. Income and budget performance in 2015

Background

14. The United Nations Secretariat has introduced an administrative reform initiative, Umoja, designed to integrate and streamline business processes that manage financial, human and physical resources. This administrative initiative is driven by the implementation of an Enterprise Resource Planning system and was rolled out to UN Environment on 1 June 2015. The deployment of Umoja was a major and complex process which required a significant volume of work and resources. The Umoja "go-live" phase began in April 2015 where UN Environment began ramping down its activities in order to ensure a smooth migration from the previous system (Integrated Management Information System) to Umoja. Operations resumed gradually in early June after a blackout period of three weeks during which time no information management systems were available. As a result of this, the Secretariat of the Convention on Biological Diversity had been operating at a very limited capacity for a period of four months (May-September 2015), which occasioned delays in the implementation of its programme of work.

15. A further consequence of the move to Umoja was that a certain number of administrative and financial functions were centralized in Nairobi, significantly impairing the Secretariat's administrative autonomy. One example of the change is that the Secretariat can only use its bank account in Montreal now to disburse daily subsistence allowance to meeting participants. Payments to vendors, consultants and implementing partners are henceforth processed from Nairobi, which leads to significant delays in payments and consequent loss of trust and goodwill with vendors.

16. Another consequence of the change is that the acquisition process of goods and services became lengthier due to the centralization of the approval authority as well as the introduction of additional processes in the procurement function. The Secretariat encountered difficulties in purchasing goods and

services from local vendors because of lengthy procedures required from vendors to register in the United Nations central vendor database (UNGM) in order to do business with the United Nations. Such bureaucratic requirements have discouraged small and medium-sized companies from expressing interest in participating in the bidding proposals and therefore prevented the Secretariat from purchasing required services in a timely manner. One example of this is that the Secretariat was only able to make its first purchase of office supplies since June 2015 (when we went live in Umoja), during September 2016.

17. Umoja has the ability to produce various types of reports that can be used to support decision-making and to report to donors. However, the Enterprise Resource Planning system is still to deliver its full scope and functionality. The Secretariat encountered difficulties in reconciling the various financial reports generated from Umoja with the financial statements produced by UN Environment for 2015. The Secretariat was therefore unable to fully reconcile some of the transactions reflected in the 2015 financial statements, but will continue the reconciliation exercise with a view to including any adjustments in the 2016 accounts.

18. Other challenges in financial reporting resulted from the fact that the United Nations is now using International Public Sector Accounting Standards (IPSAS), whereby the expense and income recognition differ from the previous accounting standards (UNSAS), which was on a modified cash basis. The budget reporting is on cash basis whereas the financial statements are on accrual basis. The same transaction does not impact the budget and the financial statement the same way.

19. In an Executive Brief on Reports to donor issued on 19 May 2016, the United Nations Controller stated that the challenges faced by the Organization to produce consolidated financial reports for the 2015 fiscal year were due to the fact that expenditure and income in 2015 were recorded in both the legacy systems and Umoja. The data structures, coding, and chart of accounts in IMIS and Umoja are different. This problem is expected to be solved gradually over time.

20. Overall, Umoja stabilization is still in process and though steady progress has been achieved, there are yet a number of teething problems that prevent the Secretariat from fully functioning at the pre-Umoja operational level.

(a) *Budget for 2015*

21. In its decision XII/32, the Conference of the Parties approved a core programme budget of \$14,472,500 for the year 2015. Of this amount, \$12,253,600 was to be payable by Parties in line with the scale set out in the annex of decision XII/32 and \$1,203,700 was to be funded from the host country contribution as follows:

<i>Source of funding</i>	<i>Amount</i>
Parties to CBD	\$12,253,609
Host country	\$1,203,700
Replenishment of working capital	\$765,100
reserve from savings	
Savings from previous years	\$250,000
Total	\$14,472,409

(b) *Contributions for 2015*

22. As at 31 December 2015, contributions received for 2015 to the BY Trust Fund amounted to \$11,717,503 as follows:

Advance payments for 2015 received in 2014	\$828,841
Contributions for 2015 received in 2015	\$9,893,246
Contribution from the host Government	\$995,416
Total	\$11,717,503

23. The assessed contributions paid with respect to 2015 as at 31 December 2015, amounted to \$10,722,087 (or 87.5 per cent of the total approved for the year by the Conference of the Parties at its twelfth meeting) as follows:

Advance payments for 2015 received in 2014	\$828,841
Contributions for 2015 received in 2015	\$9,893,246
Total	\$10,722,087
Percentage of 2015 assessed contributions paid as at 31 December 2015	87.5 per cent

24. This amount represents contributions paid in full or in part by 110 Parties (or 56.7 per cent of the total number of Parties to the Convention). As at 31 December 2015, late payments received during 2015 for 2014 and prior years amounted to \$544,752 and advance payments for 2016 and future years amounted to \$1,451,424.

25. The host country contribution is fully paid. The difference of US\$ 208,289, between the approved budget US\$ 1,203,705 and the actual amount received US\$ 995,416, is exchange loss difference due to currency fluctuation.

Table 5. United Nations operational rate of exchange for the Canadian dollar during 2015

<i>Month</i>	<i>United States dollar</i>	<i>Month</i>	<i>United States dollar</i>
January	1.163	July	1.236
February	1.257	August	1.301
March	1.249	September	1.329
April	1.265	October	1.340
May	1.199	November	1.308
June	1.252	December	1.336

26. With the introduction of IPSAS in January 2014, the issue of late and non-payment of assessed contributions has been raised by UNEP. There are currently eight Parties (three small island developing States and five least developed countries) that have never paid their assessed contributions to the Convention since becoming Parties. As at 30 September 2016, the outstanding arrears for these eight Parties amount to \$65,626. These long-standing arrears will be counted as doubtful debts, and provisions will be made in the accounts to cover the amounts from the reserve, thus reducing the amount available for the use of Parties.

(c) Carry-over balance (savings and surplus)

27. Unspent allocations at the end of the biennium, (as a result of lower cost of activities, non-filling of posts, activities financed from other sources etc.) are referred to as “savings”. Contributions received during a given year for prior years’ pledges are referred to as “surplus”. Savings and surpluses together are referred to as the “carry-over balance”, as they are carried over into the next biennium. During the biennium, the amount of \$1,265,100 was used by Parties from the carry-over balance to reduce their assessed contributions for 2015-2016.

(d) Expenditures in 2015

28. Direct commitments in 2015 (including programme support costs) as at 31 December 2015, totalled \$11,253,064 equivalent to approximately 82 per cent (less the working capital reserve) of the total amount approved by the Conference of the Parties for BY Trust Fund activities in 2015 as per decision XII/32.

(i) Expenditure by programme

29. Table 6 below reflects the expenditure in 2015 by programme as a percentage of the approved budget. It also reflects the percentage of expenditure vis-à-vis income allocated for 2015 and vis-à-vis actual income received during 2015. This latter takes into account funds paid to the Trust Fund, not only in respect of 2015 assessed contributions but also funds paid in 2015 for prior and future years' pledges.

Table 6. BY Trust Fund expenditures in 2015 by programme

<i>Programme</i>	<i>Approved budget (United States dollars)</i>	<i>Commitments/ Expenditure</i>	<i>Percentage of:</i>	
			<i>Budget approved by COP</i>	<i>Actual contributions received for 2015</i>
Office of the Executive Secretary	1,335,300	936,252	70	
Science, Assessment and Monitoring	2,689,000	2,347,963	87	
Nagoya Protocol (ABS/NP)	733,600	477,483	65	
Mainstreaming Partnerships and Outreach	2,233,000	1,860,525	83	
Technical Support for Implementation	2,252,800	2,172,897	96	
Resource Management and Conference Services	2,886,800	1,966,710	68	
Programme support costs	1,576,900	1,491,235	95	
Total	13,707,300	11,253,065	82	96

Office of the Executive Secretary

30. A total of 66 per cent of the funds allocated by the Conference of the Parties at its twelfth meeting for the Office of the Executive Secretary was expended during 2015 as at 31 December 2015. This includes the costs for the staff in OES, the costs of the COP Bureau and the travel of the Executive Secretary. The post of Deputy Executive Secretary, which falls under the Office of the Executive Secretary, was vacant during 9 months in 2015, a fact that is reflected by the under-expenditure.

Science, Assessment and Monitoring

31. The total expenditure incurred by the Science, Assessment and Monitoring programme in 2015 remains within the total approved budget.

Nagoya Protocol

32. A total of \$475,220 was spent in 2015 for the Nagoya Protocol activities, which represents 65 per cent of the funds approved by the Conference of the Parties in 2015. The under-expenditure is due to the vacancy of the Legal Officer post (P-3) for several months in 2015.

Mainstreaming, Partnerships and Outreach

33. A total of \$1,601,111 (72 per cent) was spent for the Mainstreaming, Partnerships and Outreach programme in 2015.

Technical Support for Implementation

34. A total of \$2,168,505 was spent during 2015 for the Implementation and Technical Support for Implementation programme, which is within the approved budget.

Resource Management and Conference Services

35. A total of \$1,970,114 (68 per cent) of the budget approved for the Resource Management and Conference Services programme was spent during 2015. The under-expenditure was largely due to the fact that there was no expenditure for COP-13 in 2015 as the budget for COP-13 was split between 2015 and 2016 in order to balance the amount of assessed contributions payable in each year of the biennium. In addition, the budget for the General operating expenses and rental of premises were underspent owing to the depreciation of the Canadian dollar against the United States dollar.

Shared costs

36. In keeping with paragraph 2 of decision XII/32, the Conference of the Parties agreed to share the costs for secretariat services that are common to the Convention and the Biosafety Protocol in a ratio of 85:15. During 2015, the cost of the following seven staff members were shared with the Cartagena Protocol on Biosafety: 1 P-5 Senior Legal Officer; 1 P-4 Programme Officer for the Clearing-house Mechanism; 1 P-3 Documentation Officer; 1 P-3 Communications Officer, 1 P-3 Computer Systems Officer and 2 General Service Computer Operations Assistants. Additionally, the cost of one P-4 Programme Officer for Capacity-building was shared between the Convention and the Cartagena Protocol on 50:50 ratio, in keeping with paragraph 2 of decision XII/32.

(ii) *Expenditure by object of expenditure*

Table 7. BY Trust Fund expenditures in 2015 by object of expenditure as at 31 December 2015

<i>Object of expenditure</i>	<i>Approved budget (United States dollars)</i>	<i>Commitments/ Expenditure (United States dollars)</i>	<i>Percentage of:</i>	
			<i>Budget approved by COP</i>	<i>Actual contributions received for 2015</i>
Staff costs	8,490,900	7,429,791	88	
Bureau meetings	95,000	65,252	69	
Travel on official business	400,000	301,767	75	
Consultants / subcontracts	100,000	50,968	51	
Meetings	1,292,300	501,689	39	
Public-awareness materials	90,000	0	0	
Rent and associated costs	1,188,600	1,093,546	92	
General operating expenses	418,500	254,269	61	
Training	5,000	1,726	35	
CHM IAC	40,000	14,719	37	
Translation of CHM website	10,000	8,958	90	
Programme support costs (PSC)	1,576,900	1,491,235*	95	
Total	13,707,300	11,253,064	82	96

*Amount charged to Programme Support Cost as reflected in the 2015 financial statements.

37. As seen in table 7 above, \$11,253,064 or 82 per cent of the funds approved by the Conference of the Parties was spent in 2015. This amount also represents 96 per cent of the contributions received for 2015.

Staff costs

38. It should be noted that staff costs are budgeted using estimated standard costs based on the assumptions contained in the note by the Executive Secretary on the proposed programme budget of the Convention on Biological Diversity for the biennium 2015-2016 prepared for the twelfth meeting of the Conference of the Parties (UNEP/CBD/COP/12/27). They include both salaries and common staff costs. Given that these costs are based on standard costs used by the United Nations, actual expenditures vary from one duty station to another depending on fluctuations in post adjustment and other factors, such as the number of dependants, education grant and repatriation costs. Most of the staff posts in the Secretariat were filled in 2015-2016.

39. As at 31 December 2015, 32.5 of the 33.5 approved Professional posts and 25 of the 26 approved General Service posts funded from the core budget (BY Trust Fund) were filled, giving an overall percentage of 97 per cent of approved posts filled and regularized. As indicated in table 7 above, staff costs amounted to \$7,429,791, representing 88 per cent of the total amount budgeted under this line. In addition to salaries and allowances, costs covered under this line include temporary assistance, overtime, health insurance and staff training.

40. Information on the status of staffing in the Secretariat is reported on a biannual basis through the biannual report that is posted on the Secretariat's website,¹ and a detailed breakdown of the status can be found in section II of the present document.

Consultants and subcontracts

41. The under-spending on consultancies and subcontracts in 2015, shown in table 7 above, was due mainly to the Secretariat's ability to secure extra budgetary funding from donors. The consultants and subcontracts funded under the core budget in 2015 were used in the following programmes of work: Support to Umoja implementation (Resources Management and Conference Services), regulatory framework for climate-related geoengineering and the United Nations Decade on Biodiversity (web design).

Travel on official business

42. Travel expenses in 2015 remained within the budgeted amount. Additionally, the participation of staff in many meetings and events was funded by the organizers, and, to the extent possible, the Secretariat participated in video and teleconferences. Secretariat staff members represent the Convention at various meetings and events, and travel of staff members to other organizations' events is a very important way of achieving synergies and integrated work programmes.

Meetings

43. The budget for conference-servicing was underspent in 2015 due to the decision of the COP to place half of the COP-13 budget (\$500,000) in 2015 instead of having the entire budget in 2016 in order to achieve a more even division between the two years of the total budget for the 2015-2016 biennium. Two meetings of the COP-Bureau and one SBSTTA Bureau were convened in 2015 and funded from the core budget. The budget provision for the IAC meeting was not fully spent in 2015 due to the fact that some of the IAC members were partially funded through external sources.

¹ <https://www.cbd.int/doc/quarterly/qr-65-en.pdf>

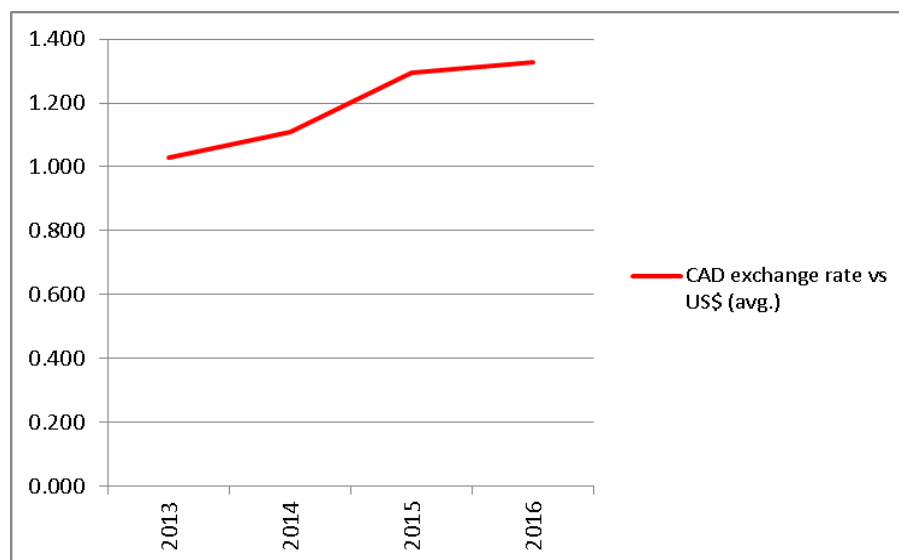
Public awareness materials

44. No new awareness materials were produced in 2015. However the secretariat continued disseminating existing awareness materials produced previous years. In an effort to reduce the printing and shipping of documents, the Secretariat is using alternatives to hard copies, and publications are disseminated using CDs and USB keys.

General operating expenses

45. General operating expenses include funding for office equipment and supplies, utilities and insurance costs, printing costs, communication costs and the distribution of printed and other materials. The Secretariat operated at a very limited capacity during 8 months in 2015 due to the implementation of Umoja and limited procurement activities were carried out during that period. This has resulted in a low spending of the budget for general operating expenses. Furthermore, the appreciation of the United States dollar against the Canadian dollar allowed the Secretariat to make savings on the costs incurred in 2015, particularly on the rental cost for premises. See figure 1 below.

Figure 1. Average Canadian dollar vs United States dollar exchange rate - 2014-2016



3. Projected income and budget performance in 2016

(a) Budget for 2016

46. By its decision XII/32, the Conference of the Parties approved a core programme budget for the Secretariat of \$14,153,800 for the year 2016. Of this amount, \$12,302,500 is payable by Parties in line with the scale set out in the annex of decision XII/32 and \$1,209,800 is funded from the host country contribution as follows:

<i>Source of funding</i>	<i>Amount</i>
Parties to CBD	\$12,694,000
Host country	\$1,209,800
Savings from previous years	\$250,000
Total	\$14,153,800

(b) Contributions for 2016

47. As at 30 September 2016, contributions received for 2016 to the BY Trust Fund amounted to \$11,448,907 as follows:

Advance payments for 2016 received in 2015	\$1,487,076
Contributions for 2016 received in 2016	\$9,257,414
Contributions from the host Government	\$704,417
Total	\$11,448,907

48. The assessed contributions paid with respect to 2016 as at 30 September 2016, amounted to \$10,744,490 (or 85 percent of the total approved for the year by the Conference of the Parties at its twelfth meeting) as follows:

Advance payments for 2016 received in 2015	\$1,487,076
Contributions for 2016 received in 2016	\$9,257,414
Total	\$10,744,490
Percentage of 2016 assessed contributions paid as at 31 December 2016	85 per cent

The amount represents contributions paid in full or in part by 106 Parties (or 54.4 per cent of the total number of Parties to the Convention). As at 30 September 2016, late payments received during 2016 for 2015 and prior years amounted to \$716,180, and advance payments for 2017 and future years amounted to \$364,786.

(c) Commitments in 2016

49. A total amount of \$14,153,800 has been obligated as commitments for the year 2016 which represents 100 per cent of the funds approved by the Conference of the Parties for the year 2015. Expenditures totalling \$9,099,183 were incurred in 2016 as at 30 September 2016 (see table 8 below).

Table 8. BY Trust Fund commitments in 2016 by programme (as at 30 September 2016)

<i>Programme</i>	<i>Approved budget (United States dollars)</i>	<i>Commitments/ Expenditure (United States dollars)</i>	<i>Percentage of approved budget</i>
Office of the Executive Secretary	1,416,000	732,657	52
Sciences, assessment and monitoring	2,808,600	2,083,381	74
Nagoya Protocol (ABS/NP)	745,000	619,507	83
Mainstreaming, partnerships and outreach	1,904,200	956,452	50
Technical support for implementation	2,746,400	1,852,870	67
Resource management and conference services	2,905,300	1,807,508	62
Programme support costs	1,628,300	1,046,809	64
Total	14,153,800	9,099,183	64

Table 9. BY Trust Fund commitments in 2016 by object of expenditure (as at 30 September 2016)

<i>Object of expenditure</i>	<i>Approved budget (United States dollars)</i>	<i>Commitments/ Expenditure (United States dollars)</i>	<i>Percentage of approved budget</i>
Staff costs (including temporary assistance/overtime and training)	8,645,500	5,238,033	61
Bureau meetings	155,000	118,850	78
Travel on official business	400,000	318,666	80
Consultants/Subcontracts	100,000	36,572	36
Meetings	1,507,300	1,147,405	76
Public awareness material	90,000	16,396	18
Rent and associated costs	1,194,100	873,865	73
General operating expenses	418,500	293,742	74
Training	5,000	7,171	143
Translation of CHM website	10,000	0	0
CHM IAC	0	1,674	n/a
Programme support costs	1,628,300	1,046,809	64
Total	14,153,800	9,099,183	64

50. The Secretariat used voluntary funds for translating the CHM website between January and September 2016. The translation of the website is still ongoing and funds from the core budget will be used from October 2016 in order to continue having web translation services in preparation for and during COP 13.

51. With respect to the contribution from the host Government, it should be noted that, subsequent to the prior to the twelfth meeting of the Conference of the Parties, the Government of Canada decided to link its host country contribution directly to the rental costs of the premises of the Secretariat and to make its contribution in Canadian dollars. The Government of Canada and the government of the Province of Quebec has committed to pay a total of Can\$ 9,057,350 for the rental of premises, including 13 per cent programme support costs, covering the period 2014-2020.

52. Commitments have been made in 2016 on the basis of approvals by the Conference of the Parties at its twelfth meeting.

4. Working capital reserve

53. The total working capital reserve approved by the Parties over the period 2003-2016 amounts to US\$ 2,089,544, broken down as follows:

<i>Biennium</i>	<i>Amount (United States dollars)</i>	<i>Cumulative percentage of biennium budget including PSC*</i>
2003-2004	\$878,272	4
2005-2006	\$183,400	5
2007-2008	\$55,700	5
2009-2010	\$28,600	5
2009-2010**	\$102,309	
2011-2012	(9,837)	5

<i>Biennium</i>	<i>Amount (United States dollars)</i>	<i>Cumulative percentage of biennium budget including PSC*</i>
2013-2014	86,000	5
2015-2016	765,100	
Total	\$2,089,544	

** programme support costs **unspent balance: extraordinary WCR replenishment approved by COP-9*

54. The working capital reserve is calculated each biennium cumulatively so that the total in the reserve is equivalent to 7.5 per cent of the biennium total, including programme support costs. The level of the working capital reserve was increased from 5 per cent to 7.5 per cent from 2015-2016 biennium following the recommendation of the Office of the Internal Oversight Services. The purpose of the working capital reserve is to ensure continuity of operations of the Convention's Secretariat in the event of a temporary shortfall of cash. Draw-downs from the working capital reserve are restored from contributions as soon as possible.

55. In paragraph 10 of decision XII/32, the Conference of the Parties reaffirmed a working capital reserve of 7.5 per cent of the core programme budget (BY Trust Fund) expenditure, including programme support costs, which resulted in an increase of the working capital reserve by \$765,100 as reflected in the table in paragraph 54 above. The working capital reserve currently totals \$2,089,544.

B. Special Voluntary Trust Fund for additional approved activities of the Convention on Biological Diversity (BE Trust Fund)

56. Contributions to the BE Trust Fund are earmarked for specific activities in 2015 and 2016. A total of \$31,234,900 was approved under the BE Trust Fund by the Conference of the Parties at its twelfth meeting for 2015 and 2016. As at 30 September 2016, the Secretariat has received pledges for additional approved activities totalling \$5,876,147 for 2015-2016, of which contributions of \$5,831,190 have been paid. Additionally, \$240,154 was paid during 2015-2016 for prior years (see UNEP/CBD/COP/13/INF/25).

57. In addition to the contributions pledged and received in 2015-2016, the Government of Japan has pledged and paid in prior years \$10,662,434 in the BE Trust Fund for additional approved activities for the period 2015-2016.

58. Annex X of document UNEP/CBD/COP/13/INF/25 reflects the status of payments to the BE Trust Fund vis-à-vis the budget approved by the Conference of the Parties at its twelfth meeting. It should be noted, however, that the Secretariat also receives funds in the BE Trust Fund for activities not listed in the approved BE Trust Fund budget; in particular, funds may be received for activities which are a result of intersessional recommendations. A total of \$15,965,940 (including programme support costs) was spent or committed in 2015-2016 (as at 30 September 2016) for additional approved activities, including the activities listed below:

Activity	Expenditure details (United States dollars)
Forests	32,342.29
SOI	1,580,480.98
EBSAs	101,177.23
GSPC	124,336.56
Aichi Target 11	443,005.61

Activity	Expenditure details (United States dollars)
Taxonomy	311,343.46
Communication and United Nations Decade	39,703.65
Gender Plan	207,078.16
International Islands Initiative	179,457.36
Subnational Implement. of NBSAPs	102,830.00
ILCs	230,174.16
Building Capacity of Youth	133,843.00
Clearing-House Mechanism	158,098.45
CBD Website	66,513.61
Resource Mobilization	689,674.30
Access Benefit Sharing	1,054,710.00
NBSAP Support	2,577,909.61
Business Engagement	28,042.39
Synthetic Biology	46,877.21
GBO-4	285,320.62
Biodiversity and Climate Change	192,600.65
Biodiversity and Human Health	23,548.38
Biodiversity for Sustain. Development	35,669.67
Invasive Alien Species	79,653.96
Ecosystem Restoration	395,022.24
Bio-Bridge	366,090.66
Cooperation between Conventions	118,204.58
Rio Pavilion	75,619.09

C. Special Voluntary Trust Fund for facilitating participation of Parties in the Convention process (BZ Trust Fund)

59. Contributions to the BZ Trust Fund are earmarked for specific meetings in 2015 and 2016. A total of \$1,017,000 was approved under the BZ Trust Fund by the twelfth meeting of the Conference of the Parties for 2015 and \$2,938,000 for 2016. As at 30 September 2016, the Secretariat has received pledges totalling \$311,107 in 2015 (31 per cent of the amount approved for 2015), of which contributions of \$311,107 (100 per cent) have been paid.

60. Pledges amounting to \$500,495 had been received in 2016 as at the end of September 2016, of which \$500,495 or 100 per cent has already been received. In addition, Japan has pledged US\$ 30,000 and US\$ 160,000 respectively in 2015 and 2016 through the Japan Biodiversity Fund in the BE Trust fund. Annex XI of document UNEP/CBD/COP/13/INF/25 reflects the status of payments to the BZ Trust Fund vis-à-vis the budget approved by the Conference of the Parties at its twelfth meeting. As of 30 September 2016, all pledges to the BZ Trust Fund had been paid.

61. Expenditures to cover participation costs of 252 participants from Parties eligible for financial support to the following meetings convened in 2015-2016 (as at 30 September 2016) amounted to \$638,862 (including programme support costs):

<i>Meetings</i>	<i>Expenditure (United States dollars)</i>	<i>Number of funded participants</i>
Nineteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice	\$127,172	57

<i>Meetings</i>	<i>Expenditure (United States dollars)</i>	<i>Number of funded participants</i>
(SBSTTA-19), Montreal, Canada, 2-5 November 2015		
Ninth meeting of the Ad Hoc Open-ended Working Group on Article 8(j) and Related Provisions of the Convention on Biological Diversity (WG8J-9), Montreal, Canada, 4-7 November 2015	\$127,172	57
First meeting of the Subsidiary Body on Implementation (SBI-1), Montreal, Canada, 2-6 May 2016	\$176,877	69
Twentieth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-20), Montreal, Canada, 25-30 April 2016	\$207,640	69

62. In consultation, and with the approval of the Bureau of the twelfth meeting of the Conference of the Parties, the Executive Secretary committed a total of 544,000 United States dollars from savings and surpluses in the core budget of the Convention to enable an additional 68 developing country Parties economies in transition to participate in the meetings to attend the thirteenth meeting of the Conference of the Parties to the Convention in Cancun, Mexico. It is currently estimated that a total of 290,000 United States dollars were used from this sum to support an additional 37 developing countries and economies in transition to participate in the meetings.

D. General Voluntary Trust Fund for Facilitating Participation of Indigenous and Local Communities in the Work of the Convention on Biological Diversity (VB Trust Fund)

63. The Conference of the Parties in its decision VIII/5 adopted the mechanism for promoting the effective participation of indigenous and local communities in meetings held under the Convention and established the General Voluntary Trust Fund for Facilitating Participation of Indigenous and Local Communities in the Work of the Convention on Biological Diversity (VB Trust Fund).

64. The Secretariat received pledges to the VB Trust Fund totalling \$100,569 in 2015 and \$191,336 in 2016 (as at 30 September 2016). The total amount pledged for 2015-2016 has been paid. Expenditures to cover the costs of participants from indigenous and local communities eligible for financial support to the following open-ended meetings of the Secretariat convened in 2015-2016 (as at 30 September 2016) amounted to \$160,627 (including programme support costs):

<i>Meeting</i>	<i>Expenditure (United States dollars)</i>	<i>Number of funded participants</i>
Nineteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-19), Montreal, Canada, 2-5 November 2015	\$44,238	24
Ninth meeting of the Ad Hoc Open-ended Working Group on Article 8(j) and Related Provisions of the Convention on Biological Diversity (WG8J-09), Montreal, Canada, 4-7 November 2015	\$44,238	24

<i>Meeting</i>	<i>Expenditure (United States dollars)</i>	<i>Number of funded participants</i>
First meeting of the Subsidiary Body on Implementation (SBI-1), Montreal, Canada, 2-6 May 2016	\$33,189	9
Twentieth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-20), Montreal, Canada, 25 - 30 April 2016	\$38,961	9

II. PERSONNEL

A. Established posts

65. The Conference of the Parties approved 59.5 posts under the core budget (BY Trust Fund) for the biennium 2015-2016 in its decision XII/32 (33.5 Professional posts and 26 General Service posts). The status of recruitment of these posts is reflected in the table below.

66. In addition, 36 posts were funded in 2015-2016 from other sources, which included 5 Professional and 15 General Service posts funded by UNEP from the 13 per cent programme support costs charged on the CBD trust funds. A total of 13 Professional and 3 General Service posts were also funded from other sources. A list of the Secretariat staff can be found in annex I.

Status of staffing under the core budget (BY Trust Fund) as at 30 September 2016

<i>Status of posts</i>	<i>Professional posts</i>	<i>General Service posts</i>
Total number of posts approved by the Conference of the Parties	33.5	26
Regularized	31.5	25
Vacant	2	1

Status of staffing from other sources of funding

<i>Status of posts</i>	<i>Professional posts</i>	<i>General Service posts</i>
Total number of posts funded from other sources	18	18
Appointed	14	15
Recruitment in progress	2	2
Vacant	2	1

B. Recruitment

67. Recruitment of staff is an ongoing process as staff members for various reasons leave the Secretariat. The timeframe for a new staff member to begin work from the time the vacancy announcement is issued in Inspira is roughly six months. As a result, the Secretariat will show from time to time vacant posts that are under recruitment.

68. Currently, there are two vacant Professional posts funded by the core budget (D-1 Principal Officer and P-4 Programme Officer Inland Waters) and one vacant General Service post (Programme Assistant ABS). Additionally, four Professional posts and three General Service posts funded from other sources are presently vacant.

69. In view of the functional review of the Secretariat that was being undertaken during 2015-2016, it was decided not to recruit against the two professional posts funded from the core budget when they became vacant. Recruitment of the General Service post is ongoing.

70. Four posts funded by other sources (2 Professional and 2 General Service) are currently under recruitment. An additional two professional posts are vacant, one of which will be abolished. One General Service post funded from other sources is currently vacant pending recruitment.

III. ADMINISTRATIVE ARRANGEMENTS

A. Delegation of authority

71. In July 2016, UN Environment developed a new Delegation of Authority Policy and Framework for the management and administration of multilateral environmental agreements whose secretariat is provided by UNEP, following consultations with the various multilateral environment agreements including the Secretariat of the Convention on Biological Diversity. The final document has been issued by the Executive Director of UN Environment; however, it still contains details on which the Secretariat has sent comments that have not been taken into account. In general, however, the new document is a great improvement and should facilitate the work of the Secretariat.

B. Agreement between the Secretariat of the Convention and the Government of Canada concerning the headquarters of the Convention Secretariat

72. Pursuant to decision II/19 of the Conference of the Parties, in which the Parties requested the Executive Director of UNEP to negotiate and finalize a headquarters agreement with the Government of Canada, UNEP and the Government of Canada signed an Agreement concerning the headquarters of the Convention Secretariat, in New York on 25 October 1996. The Agreement came into force on 20 November 1997 as per an Order-in-Council published in the *Canada Gazette*, part II, volume 131, No. 25, dated 10 December 1997.

73. On 12 March 2001, the government of the province of Quebec signed an Understanding with the Secretariat of the Convention on Biological Diversity in which the Secretariat and its officers are exempt, inter alia, from paying Quebec provincial taxes.

74. On 21 January 2014, the Government of Canada signed a new grant agreement with the Secretariat committing funding of Can\$ 6,793,013 over the period 1 January 2014 to 30 September 2019 to cover the rental costs of the Secretariat premises until 2019, when the current lease expires.

75. In addition to the above, the Government of the Province of Quebec has also pledged funds totalling Can\$ 2,264,337 towards the rental of the Secretariat premises from 2014 through 2019. This pledge represents a change in the way the government of Quebec will contribute to the additional rent for the Secretariat premises in that it will now split the full rental costs with the Government of Canada on a 25/75 per cent basis. This change enables Canada and Quebec to make one consolidated payment linked to the rental of the Secretariat premises.

C. Internship programme of the Secretariat for the Convention on Biological Diversity

76. The Secretariat's Internship Programme is an ongoing programme that provides students from all Parties to the Convention with an opportunity to spend a minimum of three months and a maximum of six months at the Secretariat, in order to gain knowledge and research experience with issues relevant to their studies as well as to the work of the Convention. It is a no-fee programme sponsored by the intern or a sponsoring organization. It provides the students with important practical experience which complements

their field of study and also benefits the Secretariat as an outreach programme in that these students take the knowledge and experience they have gained back to their institutions and countries.

77. The Secretariat also accepts interns sponsored and selected by the government of Quebec as part of its ongoing governmental internship programme. Between 1 January 2015 and 30 September 2016, the following internships were successfully completed:

Nationality	University	Focus of internship	Entry date
Canadian	University of Western Ontario	Business and Biodiversity Programme Support	01.12.15
Canadian /Italian	Université de Laval	National Reports	11.06.15
Canadian	Université de Laval	Protected Areas	04.05.15
Canadian	Australian Maritime College	Business and Biodiversity	17.11.14
Canadian	Concordia University	Media and Communications	04.05.15
American	University of Oxford	National Reports	28.09.15
Russian	Central European University	National Reports	05.01.15
Canadian / Turkish	International Academy for Arbitration Law	Legal	25.05.16
Canadian	Università IUAV di Venezia	Protected Areas	01.12.15
Korean	McGill University	Invasive Alien Species	18.01.16
Belgian	University of Edinburgh	National Reports	02.07.15
American	Institut d'Etudes Politiques de Paris- "Science Po"	LifeWeb	05.01.15
Canadian	University of Montreal	Partnerships and Special Projects	09.12.14
Finnish	Yale University	Poverty Eradication	08.06.15
Egyptian	Concordia University	Media and Communications	21.04.15
Canadian / Algerian	McGill University	National Reports	04.01.16
Canadian/Chinese	University of London - London School of Economics and Political Science	Leveraging Integrated Approached for Forests	15.06.15
Brazilian / Canadian	University of Montreal	Ecosystem Approach in Cities	01.12.14
Uruguayan	McGill University	National Reports	09.06.16
Canadian	Concordia University	Communications/Media	06.06.16
Canadian	Université de Montréal	Communications/Media	04.01.16
Chinese	University of London	Protected Areas	19.09.16
Mauritian	University of Ottawa	Communications/Media	04.01.16
Russian / Canadian	Université Laval	Biosafety Protocol	01.09.16
Canadian	University of Victoria	National Reports	09.06.16
Canadian	McGill University	Poverty Eradication	27.04.15

Nationality	University	Focus of internship	Entry date
French	McGill University	Marine and Coastal Biodiversity	04.05.15
Italian	United Nations University	Ecosystem Approach in Cities	20.05.15
Canadian/Egyptian/Greek	The University of Manchester	Protected Areas	01.12.15
Australian	University of Melbourne	Partnerships and Special Projects	04.07.16
Canadian	University of Toronto	Gender Mainstreaming	19.09.16
Canadian	Concordia University	Protected Areas	20.06.16
Lebanese	Concordia University	National Reports / Media	24.08.15
Canada	Concordia University	Protected Areas	06.01.16
Canada	Université Laval	Media and Communications	04.07.16
Canadian/ Iranian	University of Ottawa	Gender Mainstreaming	04.07.16
Canadian/French	McGill University	Protected Areas	01.05.15
Australian	University of Melbourne	Sustainable Wildlife Management	27.07.15
Swedish	Universiteit Maastricht	LifeWeb	05.10.15
Canadian	McGill University	Gender Mainstreaming	09.11.15
Chinese	University of Montreal	National Reports	12.01.15

D. Seconded staff

78. Junior Professional Officers are young Professional-level staff financed by their Governments through trust-fund arrangements, for a period of one to three years. They contribute to the work of specific thematic or cross-cutting issues and also benefit from the range of the other issues covered under the Convention and its processes.

79. Experts on mission are funded by their Governments or institutions to provide specific expertise on thematic areas. The Secretariat has been experiencing difficulties in accepting offers of secondment of Experts on Mission due to new regulations introduced by the Government of Canada in 2015. Long delays in processing have led to the Secretariat losing the opportunity to host several of these Experts. Despite numerous attempts to rectify the situation with the Canadian officials, it remains a challenge. Given the importance of this resource to the Convention, the Secretariat continues to seek a solution through officials of the Government of Canada.

80. JPO and other seconded and project staff have been financed or worked with the Secretariat in 2015-2016 on the following areas of work:

Professional focus	Financed by:
Business and biodiversity	Germany/EU
Business and biodiversity	CNI-Brazil
Gender programme of work	Finland
Biodiversity and development	France
Lifeweb - Protected areas	Germany
South-South cooperation	Republic of Korea
Technical and Scientific Cooperation	Republic of Korea

Professional focus	Financed by:
Access and benefit sharing	Norway/Switzerland/ European Union
National biodiversity strategies and action plans	Japan
Marine biodiversity and sustainable oceans	EU/Korea
Local authorities and biodiversity	ICLEI- South Africa

E. Collaboration with other United Nations entities

81. The Secretariat continues to maintain the joint liaison arrangements of the United Nations Convention to Combat Desertification (UNCCD) and the Convention on Biological Diversity at the United Nations Headquarters in New York through the financial support of 50 per cent of the cost of one P-4 and one General Service staff member as well as 30 per cent of the office expenses of the Liaison Office.

82. The Liaison Office has continued to play an extremely valuable role in the past two years as a result of the numerous engagements of the Secretariat of the Convention on Biological Diversity in follow-up to the outcomes of the United Nations Conference on Sustainable Development, as well as the emphasis by the Conference of the Parties on synergies and cooperation with other organizations and initiatives of the United Nations (UNEP/CBD/COP/13/16). The office has played a major role in tracking developments and participating in key United Nations processes to ensure the inclusion of biodiversity, including the work in 2015 leading up to the adoption of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals and the High-level Political Forum on Sustainable Development (UNEP/CBD/COP/13/10).

83. The need for this office to support the Convention will only increase in the next few years, particularly with the significant work on the 2030 Agenda, which includes a review by the high-level political forum of Goals 14 and 15 in 2017 and 2018, respectively, and the United Nations Conference to Support the Implementation of Sustainable Development Goal 14, to be held in New York in June 2017.

IV. ENHANCING THE EFFICIENCY AND PERFORMANCE OF THE OPERATIONS OF THE SECRETARIAT

84. During the period 2015-2016, the Secretariat organized several meetings under the Convention on Biological Diversity, the Biosafety Protocol, the Supplementary Protocol on Liability and Redress and the Nagoya Protocol on Access and Benefit-sharing; with the participation of Parties, registered NGOs and observers. In addition, the Secretariat serviced several meetings of the COP Bureau and the COP-MOP Bureau, respectively. The Secretariat continued to make use of online discussion forums as opposed to meetings involving travel, thus saving significantly on flights and daily subsistence allowance. Additionally, the use of WebEx meetings especially for the sharing of administrative and financial information and training between UN Environment and MEAs has become routine following the implementation of Umoja. Details of the online forums convened by the Secretariat can be found in document UNEP/CBD/COP/13/INF/25. The Executive Secretary and the rest of the Secretariat continue to strive for efficiency in the operations of the Secretariat.

A. Enhancing the quality of the Secretariat's conference services

85. The Secretariat continues to produce French and Spanish versions of the CBD website and the in-house resources financed from voluntary funds continue to assist in making notifications, press releases and communiqués available in French and Spanish.

86. In June 2014 the Secretariat conducted its first paper-smart meeting during the eighteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice. As a result, the Secretariat observed a 60 per cent drop in the number of documents requested for printing. All intersessional meetings convened by the Secretariat in 2015-2016 also utilized this technology. The upcoming meetings of the two COP-MOPs and COP 13 will also employ this technology.

B. Enhancement of staff performance

87. The Secretariat continues to enhance its efforts to ensure that there is regular updating of information on substantive and administrative matters available to staff members. Staff meetings are used to ensure that there are exchange of views, ideas and proper engagement of staff in the work of the Secretariat. Divisional meetings are regular, while Heads of Division meetings are held regularly with the Executive Secretary to engage in strategic management decisions for the smooth operations of the Secretariat. With the functional review of the Secretariat that began in 2013, staff were able to express in detail their vision for a better Secretariat. Subsequent to the functional review the Secretariat has been restructured to enable a greater integration of staff of the Convention and the two Protocols leading to an increase in cross-sectoral exchanges and consultation Secretariat wide. With the creation of cross-cutting Units headed by staff at the P-4 and P-5 levels, as well as the integration of the Unit heads into the management structure of the Secretariat, staff performance has been enhanced throughout the Secretariat.

C. Greening the operations of the Secretariat

88. The Secretariat continues to make use of environmentally friendly practices in its operations, such as in procurement and in the servicing of CBD meetings. In addition to the recent paper-smart technology, notable examples are the use of 100 per cent post-consumer recycled paper for fax machines, printers and photocopiers, replacing Styrofoam plates and cups and plastic utensils used for receptions hosted by the Secretariat, and making sure paper recycling bins are available during CBD meetings and in the Secretariat's office. Thanks to the agreement with the Government of Parana state, Brazil, to offset carbon emissions, all travel-related emissions resulting from the organization of meetings (staff and funded delegates travel) are declared offset and carbon neutral. The Secretariat also continues to report its emissions and offsetting initiatives to the United Nations Greening the Blue initiative. Details of these reports can be found at: www.greeningtheblue.org.

89. The Secretariat has identified the need to upgrade its professional videoconferencing equipment which is continually being utilized to hold meetings and conferences in real-time with other partners, including other United Nations agencies, with some 59 videoconferences held at the Secretariat during 2015-2016. Recent changes in procurement procedures as a result of Umoja, as well as efforts to lower the Secretariat's carbon footprint has encouraged the Executive Secretary to explore further options for holding virtual meetings, allowing staff and participants to join workshops and meetings without necessarily travelling to a meeting venue. It is expected that the added expenditure required to upgrade the Secretariat's facilities and equipment will be recovered rapidly through the savings on travel costs.

90. The Secretariat continues to participate actively as a member of the Issue Management Group on Environmental Sustainability Management in the United Nations System. The outcomes of the meetings of the Group are implemented in the Secretariat; examples are sustainable procurement practices, sustainable office facilities, especially in the use of energy-efficient light bulbs, sustainable travel (which includes finding alternative means of participating in meetings/conferences) and emission reduction strategies.

D. Capacity-building

91. The Secretariat has taken a number of steps to further enhance and improve the efficiency, effectiveness and impact of the capacity-building activities undertaken in line with its mandate. Among other things, it has developed a Secretariat-Wide Capacity-Building Strategy in order to respond to the capacity-building requests by COP and COP-MOPs in more a strategic, coherent and coordinated manner. It has also adopted criteria and guidelines for the selection of participants for capacity-building activities supported and facilitated by the Secretariat collaboration with partner organization to ensure that those activities are appropriately targeted at persons in a position to utilize the knowledge and skills acquired to support implementation at the national and regional levels.

92. Furthermore the Secretariat is developing various tools to facilitate the Parties' capacity-building efforts. These include the CBD e-Learning Platform (<http://scbd.unssc.org>), the capacity-building web portal which will serve as a one-stop-window for relevant information on capacity-building under the Convention and its Protocols, a virtual library of capacity-building tools and resources, and databases on capacity-building initiatives and opportunities. In addition, the Secretariat has advanced the development of the Bio-Bridge Initiative, which will catalyse and facilitate technical and scientific cooperation for the effective implementation of the Convention and its Protocols by linking Parties which have specific technical and scientific needs with Parties or institutions that are able to provide the necessary technical assistance and resources to meet those needs through mutual partnerships.

V. INDICATORS OF ACHIEVEMENT AND PERFORMANCE FOR THE PROGRAMME BUDGET

A. Budget management

1. Budget allocated versus expenditures for the BY Trust Fund:

Budget allocated for 2015-2016: US\$ 28,626,300

Budget expenditures for the BY Trust Fund for 2015-2016 (projected): US\$ 23,500,000

2. Budget allocated versus expenditures for the BE Trust Fund:

Budget allocated for 2015-2016: US\$ 31,234,900

Budget expenditures for the BE Trust Fund for 2015-2016 (as at 30 September 2016):
US\$ 15,965,940

B. Resource mobilization for the BE BZ and VB Trust Funds

1. Funds mobilized under the BE Trust Fund for Secretariat led activities:

Funds pledged for the BE Trust Fund for 2015-2016 (as at 30 September 2016):
US\$16,538,581

Funds received for the BE Trust Fund for 2015-2016 (as at 30 September 2016):
US\$16,493,624

2. Fund mobilized under the BE Trust Fund for capacity-building through regional workshops:

Funds pledged for capacity-building under the BE Trust Fund for 2015-2016 (as at
September 2016): US\$ 5,046,000

3. Funds mobilized under the BZ and VB Trust Funds:

Funds pledged for the BZ Trust Fund for 2015-2016 (as at 30 September 2016): US\$ 311,107

Funds received for the BZ Trust Fund for 2015-2016 (as at 30 September 2016):
US\$ 311,107

Funds pledged for the VB Trust Fund for 2015-2016 (as at 30 September 2016):
US\$ 291,905

Funds received for the VB Trust Fund for 2015-2016 (as at 30 September 2016):
US\$ 291,905

C. Capacity-building and outreach for 2015-2016

1. Training activities and workshops for which the Secretariat provides resources:

- a. Number of participants: 4,004
- b. Number of Parties involved: 1,358 (cumulative over 68 workshops)
- c. Level of participation satisfaction: See UNEP/CBD/COP/13/INF/25.

2. Number of publications distributed:

There were a total of 40,628 copies of publications distributed between 1 January 2015 and 31 October 2016 as follows: 17,589 English; 7,206 French; 13,705 Spanish; 440 Arabic; 951 Russian; and 737 Chinese

3. Number of website hits:

There were a total of 6,234,453 page views on the site www.cbd.int over the period 1 January 2015 – 28 October 2016.

4. Number of meetings attended by the Secretariat:

Secretariat staff undertook 432 missions over the period 1 January 2015 – 30 September 2016, of which 84 were meetings organized by the Secretariat, 64 of which were outside of Montreal.

D. Other funds of the Secretariat

1. Percentage of working documents available to Parties in all working languages within deadlines:

Meetings	English only	All languages
	<i>(Percentage)</i>	<i>(Percentage)</i>
NP COP-MOP 2	89	72
COP 13	54	39
CP COP-MOP 8	66	54
SBSTTA 20	90	85
SBI 1	44	39
SBSTTA 19	75	58
WG8J 9	75	63

2. Percentage of plenary sessions of the Conference of the Parties for which interpretation services were provided:

100 per cent – comprising 40 sessions of interpretation

*Annex***STAFFING OF THE SECRETARIAT OF THE CONVENTION ON BIOLOGICAL DIVERSITY***as at September 2016*

	<i>Level</i>	<i>Title</i>	<i>Staff member</i>
1.	ASG	Executive Secretary (OES)	Mr. B. Ferreira de Souza Dias
2.	D-1	Deputy Executive Secretary (OES)	Mr. D. Cooper
3.	D-1	Principal Officer (SPS)	Mr. C. Gbedemah
3.	D-1	Principal Officer (IMS)	Mr. R. Sharma
4.	D-1	Principal Officer (MCO)	Ms. A. Fraenkel
5.	D-1	Principal Officer	Vacant
6.	P-5	SPO, Access and Benefit Sharing (SPS/AB&TK)	Ms. V. Normand
7.	P-5	PO Legal Advice and Support (OES/L&I)	Mr. W. Yifru
8.	P-5	PO. Reports and Reviews (MCO/C&P)	Mr. N. Pratt
9.	P-5	Economist (MCO/EPRM)	Mr. M. Lehmann
10.	P-4	Environmental Affairs Officer (IMS/C&D)	Mr. E. Tamale
11.	P-4	PO, Scientific/Tech. Assessments (OES/MR&R)	Mr. R. Hoft
12.	P-4	PO, <i>In situ</i> and <i>ex situ</i> conservation (SPS/CSU)	Mr. V. Gidda
13.	P-4	PO, Scientific, Technical Information (SPS/B&B)	Ms. M. Pessoa de Miranda
14.	P-4	Financial Resources and Instruments. PO (MCO/EPRM)	Mr. Y. Xiang
15.	P-4	PO, Jakarta Mandate (SPS/CSU)	Ms. J. Lee
16.	P-4	Information Officer (MCO/C&A)	Mr. D. Ainsworth
17.	P-4	PO, Conservation Ecology (SPS/CSU)	Ms. C. Santamaria
18.	P-4	PO, Clearing House Mechanism (IMS/CHM)	Mr. O. De Munck
19.	P-4	PO, Indigenous Knowledge (SPS/AB&TK)	Mr. J. Scott
20.	P-4	PO, Inland Waters (SPS/CSU)	Vacant
21.	P-4	Editor (AFC/CS)	Mr. O. Plasencia
22.	P-4	Taxonomy, PO (SPS/B&B)	Ms. J. Shimura
23.	P-4	PO, Dry and Sub-humid lands (SPS/CSU)	Ms. S. Koketso
24.	P-4	PO, Sustainable Use and Tourism (MCO/C&P)	Mr. O. Hillel
25.	P-4	PO, Legal and Policy Affairs (SPS/B&B)	Ms. K. Garforth
26.	P-3	Internet and Elect. Communications (IMS/IT)	Mr. F. Vogel

	<i>Level</i>	<i>Title</i>	<i>Staff member</i>
27.	P-3	Special Assistant to the ES (OES/SS)	Ms. A. Rego
28.	P-3	PO Knowledge Management Officer (IMS/CHM)	Ms. K. Koppel
29.	P-3	Meetings Services Officer (AFC/CS)	Mr. P. Tagliari
30.	P-3	PO, Website Officer (IMS/CHM)	Mr. A. Rafalovitch
31.	P-3	Legal Affairs Officer (SPS/B&B)	Mr. P. Deupmann
32.	P-3	Computer Systems Officer (IMS/IT)	Mr. Q. Nguyen
33.	P-3	PO, Reports (OES/MR&R)	Mr. L. Cai
34.	P-3	Computer Information Systems Officer, (IMS/IT)	Mr. P. LeBlond
35.	P-3	Programme Officer – Access and Benefit sharing (SPS/AB&TK)	Ms. B. Gomez Castro
36.	P-3	PO, Scientific Assessments (SPS/B&B)	Vacant
37.	P-3	PO, Legal Officer (OES/L&I)	Vacant
38.	P-3	Programme Officer – Capacity-building – (SPS/ABS&TK)	Vacant
39.	P-2	Assoc. Public Information Officer (SPS/B&B)	Ms. U. Nilsson
40.	P-2	Assoc. Information Technology Officer (IMS/IT)	Mr. R. Houlahan
41.	P-2	Assoc. Programme Officer - Indigenous Knowledge (SPS/AB&TK)	Ms. V. Figueroa
42.	P-2	Assoc. Systems Info. Officer (IMS/IT)	Mr. S. Bilodeau
43.	P-2	Associate Information Officer (MCO/C&A)	Mr. J. Hedlund
44.	P-2	Assoc. Information Technology Officer (IMS/IT)	Mr. B. Fonseca
45.	G-7	Programme Assistant - (IMS/CHM)	Ms. S. Meehan
46.	G-7	Programme Assistant - (OES/MR&R)	Ms. M. Chiasson
47.	G-7	Programme Assistant - (SPS/ABS&TK)	Mr. D. Monnier
48.	G-7	Conference Assistant (AFC/CS)	Mr. N. Ibrahim
49.	G-7	Computer Operations Assistant (IMS/IT)	Mr. V. Gopez
50.	G-7	Programme Assistant, (IMS/IT)	Ms. X. Liang
51.	G-7	Editorial Assistant (AFC/CS)	Ms. V. Lefebvre
52.	G-7	Programme Assistant (OES/MR&R)	Mr. K. Noonan-Mooney
53.	G-6	Senior Staff Assistant to the Executive Secretary (OES)	Ms. F. Blot
54.	G-6	Programme Assistant - (SPS/CSU)	Ms. A. Cung
55.	G-6	Programme Assistant - (SPS/CSU)	Ms. J. Grekin
56.	G-5	Staff Assistant - (SPS/B&B)	Ms. M. Willey
57.	G-5	Staff Assistant (MCO)	Ms. D. Ibragimova

	<i>Level</i>	<i>Title</i>	<i>Staff member</i>
58.	G-6	Programme Assistant (SPS/CSU)	Ms. L. Janishevski
59.	G-5	Staff Assistant - (SPS)	Ms. V. Allain
60.	G-5	Staff Assistant - (IMS)	Ms. L. Zemke
61.	G-6	Information Assistant (OES/SS)	Ms. A. Beliaeva
62.	G-6	Programme Assistant (MCO/C&A)	Mr. M. Banski
63.	G-6	Programme Assistant, (SPS/ABS&TK)	Ms. J. Huppé
64.	G-6	Programme Assistant (SPS/B&B)	Ms. P. Scarone
65.	G-6	Programme Assistant (MCO/EPRM)	Ms. G. Dosen
66.	G-4	Information Assistant - (IMS/CHM)	Ms. L. Allain
67.	G-6	Programme Assistant – (SPS/CSU)	Ms. J. Martinez
68.	G-6	Programme Assistant – (OES/SS)	Ms. M. Crespo
69.	G-6	Programme Assistant – (MCO/C&A)	Ms. F. D’Amico
70.	G-6	Programme Assistant – (SPS/ABS&TK)	Vacant
71.	G-6	Programme Assistant – (SPS/B&B)	Mr. A. Bowers
72.	G-6	Meeting Services Assistant (AFC/CS)	Ms. L. Pedicelli
73.	G-6	Programme Assistant – (MCO/C&P)	Ms. C. Estrada
74.*	G-6	Programme Assistant – (MCO/C&P)	Ms. C. Robichaud
75.*	G-6	Programme Assistant (SPS/B&B)	Ms. D. Abdelhakim

* Post reclassified to P-2

Staff funded from the Programme Support Costs

	<i>Level</i>	<i>Title</i>	<i>Staff member</i>
1.	P-5	Chief, Financial Resources Management Service (AFC)	Ms. M. Rattray-Huish
2.	P-4	Finance and Budget Officer (AFC/FIN)	Mr. I. Ahmed
3.	P-3	Administrative Officer (AFC/A&HR)	Ms. Jacinta Mukui
4.	P-3	Finance and Budget Officer (AFC/FIN)	Ms. M. Christin
5.	P-3	Finance and Budget Officer (AFC/FIN)	Vacant
6.	G-7	Senior Finance Assistant (AFC/FIN)	Ms. R. Alum
7.	G-6	Travel Assistant – (AFC/FIN)	Ms. N. Al Saheb
8.	G-6	Travel Assistant – (AFC/FIN)	Ms. G. Sabatini
9.	G-6	Administrative Assistant (AFC/A&HR)	Ms. T. Mazza
10.	G-6	Administrative Assistant (AFC/A&HR)	Ms. L. Piscopo
11.	G-6	Administrative Assistant - (AFC/A&HR)	Ms. P. Azevedo
12.	G-6	Conference Assistant – (AFC/CS)	Ms. T. Zavarzina

	<i>Level</i>	<i>Title</i>	<i>Staff member</i>
13.	G-6	Human Resources Assistant (AFC/A&HR)	Ms. G. Alexandre
14.	G-6	Programme Assistant – (SPS/C&D)	Ms. C. Paguaga
15.	G-6	Personnel Assistant (AFC/A&HR)	Vacant
16.	G-5	Finance Assistant (AFC/FIN)	Ms. X. H. Yan
17.	G-5	Finance Assistant - (AFC/FIN)	Mr. N. Diallo
18.	G-4	Administrative Clerk (AFC/A&HR)	Mr. L. Rekik
19.	G-4	Finance Assistant (AFC/FIN)	Vacant
20.	G-3	Team Assistant (AFC/A&HR)	Ms. J. Machado

Staff funded under the Japan Fund

<i>Post No.</i>	<i>Level</i>	<i>Title</i>	<i>Staff member</i>
1.	D-1	Global Coordinator – (IMS/C&D)	Mr. A. Yoshinaka
2.	P-5	Senior Programme Officer - (IMS/C&D)	Vacant
3.	P-4	Programme Officer - (IMS/C&D)	Mr. N. Van Der Werf
4.	P-4	Programme Officer - (IMS/C&D)	Ms. N. Saad
5.	G-6	Programme Assistant - (IMS/C&D)	Ms. G. Talamas
6.	G-6	Programme Assistant - (IMS/C&D)	Mr. M. Abi Chahine

Temporary/seconded/project staff members/junior professional officers

	<i>Name</i>	<i>Programme</i>	<i>Seconded/funded from</i>
1.	Mr. Y. Lee	Liaison with COP-12 Presidency	Government of the Republic of Korea
2.	Ms. K. Neumann-Bowers	Business and Biodiversity	Government of Germany
3.	Mr. M. Dias	ABS Clearing House	European Union
4.	Mr. J. Appiott	Marine Biodiversity	European Union / Government of the Republic of Korea
5.	Ms. S. Onishi	Strategic Plan for Biodiversity 2011-2020	Government of Japan
6.	Ms. M. Yanagiya	Japan Biodiversity Fund	Government of Japan
7.	Ms. T. McGregor	Gender Plan of Action	Government of Finland
8.	Vacant	Bio-bridge Initiative	Government of the Republic of Korea
9.	Vacant	Bio-bridge Initiative	Government of the Republic of Korea
10.	Vacant	Climate Change	European Union