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CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY
Thirteenth meeting
Item 8 of the provisional agenda*

CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL ON BIOSAFETY
Eighth meeting
Item 10 of the provisional agenda**

CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO GENETIC RESOURCES AND FAIR AND EQUITABLE SHARING OF BENEFITS ARISING FROM THEIR UTILIZATION
Second meeting
Item 9 of the provisional agenda***

Cancun, Mexico, 4-17 December 2016

PROPOSED BUDGET FOR THE PROGRAMME OF WORK OF THE CONVENTION ON BIOLOGICAL DIVERSITY, THE CARTAGENA PROTOCOL ON BIOSAFETY AND THE NAGOYA PROTOCOL ON ACCESS AND BENEFIT-SHARING FOR THE BIENNIUM 2017-2018

Note by the Executive Secretary

I. INTRODUCTION

1. At its twelfth meeting, the Conference of the Parties, in its decision XII/32, paragraph 34, requested the Executive Secretary to prepare and submit for its consideration at its thirteenth meeting a budget for the programme of work for the biennium 2017-2018, and to provide two alternatives for the programme budget (BY Trust Fund) based on the following:

- (a) Making an assessment of the required rate of growth for the programme budget (BY Trust Fund) which should not exceed a 5 per cent increase from the 2015-2016 level in nominal terms;
- (b) Maintaining the programme budget (BY Trust Fund) at the 2015-2016 level in nominal terms.

2. Similarly, at its seventh meeting, the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP 7), in its decision BS VII/7, paragraph 24, requested the Executive Secretary to prepare and submit a programme budget for secretariat services and the biosafety work programme of the Cartagena Protocol for the biennium 2017-2018 to the eighth

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** UNEP/CBD/BS/COP-MOP/8/1.

*** UNEP/CBD/NP/COP-MOP/2/1/Rev.1

meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol, and to provide two alternatives for the budget based on:

(a) The Executive Secretary's assessment of the required rate of growth for the programme budget which should not exceed a 5 per cent increase from the 2015-2016 level in nominal terms;

(b) Maintaining the core programme budget (BG Trust Fund) at the 2015-2016 level in nominal terms.

3. At its first meeting, the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol (COP-MOP 1), in its decision NP 1/13, paragraph 17, also requested the Executive Secretary to prepare and submit a programme budget for the distinct costs of Secretariat services and the work programme of the Nagoya Protocol for the biennium 2017-2018 to the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol at its second meeting, based on two alternatives:

(a) Making an assessment of the required rate of growth for the programme budget (BB Trust Fund);

(b) Maintaining the programme budget (BB Trust Fund) at the 2015–2016 level in nominal terms and adding the costs of the posts paid for from voluntary contributions in 2015-2016.

4. The Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol, in its decision NP 1/13, paragraph 18, requested the Executive Secretary to include, in the scenarios, proposals on a *pro rata* division between the Convention and its two Protocols of the shared operative costs following discussions on the implementation of the functional review of the Secretariat.

5. The Subsidiary Body on Implementation, at its first meeting, considered a number of matters related to the administration of the Convention on the basis of document UNEP/CBD/SBI/1/13. The Subsidiary Body called upon Parties in a position to do so and on a voluntary basis in recommendation 1/13, paragraph 5(b):

To prepare for the thirteenth meeting of the Conference of the Parties and the concurrent meetings of the Parties to the Cartagena and Nagoya Protocols on the basis of information to be provided in advance by the Secretariat, with a view to making, during those meetings, pledges of financial support for voluntary activities envisaged in the draft decisions of the meetings, in order to assist the Secretariat in planning more effectively and utilizing the resources more efficiently.

6. In its recommendation 1/13, paragraph 6, the Subsidiary Body requested the Executive Secretary to prepare, for consideration by the Conference of the Parties at its thirteenth meeting and the concurrent meetings of the Parties to the Cartagena and Nagoya Protocols:

(a) A proposal for the review and updating of the guidelines for the apportionment of funds for the participation of developing country Parties, in particular the least developed countries and small island developing States as well as countries with economies in transition, in the meetings of the Convention and its Protocols with a view to promoting full and effective participation in meetings of the Conference of the Parties, concurrent meetings of the Parties of the Cartagena and Nagoya Protocols and meetings of subsidiary bodies;

(b) A proposal for the review of the manner in which the costs of the core budgets of the Secretariat are shared among the Convention, the Cartagena Protocol and the Nagoya Protocol in order to develop cost scenarios in the light of the functional review of the Secretariat, including the increased integration of work and proportional to the number of Parties to the respective instruments and their respective contributions.

7. In response to these requests, the present note structures the proposed budget for the biennium 2017-2018 in such a way as to take into consideration the integrated approach to the work of the Convention and the Cartagena and Nagoya Protocols. It is divided into sections as follows:

(a) Section II addresses the core budget for the Convention and the Protocols. Considering the integration of work under the Convention and the Protocols, the budgets have been developed in an integrated manner, taking into account the combined needs of the Convention and Protocols. The integrated proposed budget however shows the *pro rata* contribution of the Parties of the three instruments, Conference of the Parties and the respective meetings of the Parties for the Cartagena and Nagoya Protocols, to the integrated budget for their respective consideration and decision. In line with the above-mentioned decisions of the Conference of the Parties and the respective meetings of the Parties for the Cartagena and Nagoya Protocols, two scenarios are provided: *Scenario A*, which provides budgets based on the required rate of growth for the programme budgets which do not exceed a 5 per cent increase from the 2015-2016 levels in nominal terms, and *Scenario B*, maintaining the programme budgets at the 2015-2016 levels in nominal terms. However, in each case, the full costs of the posts for the Nagoya Protocol paid for from voluntary contributions in 2015-2016 are included in the baseline, as requested in decision NP 1/13, paragraph 17. Comparison details of the staffing and budget for *Scenario A* are contained in annexes I and II. Similarly, for *Scenario B*, comparison details of staffing and budget are contained in annexes III and IV;

(b) Section III considers the needs for the voluntary budgets for the Convention and the Protocols;

(c) Draft decisions for the consideration of the Conference of the Parties and the respective meetings of the Parties for the Cartagena and Nagoya Protocols are provided in Sections IV-VI.

8. This note complements document UNEP/CBD/COP/13/7, which provides a report on administrative and budgetary matters, and should be read in conjunction with the following addenda:

(a) UNEP/CBD/COP/13/23/Add.1, which provides more detailed information on programme needs for the core and voluntary budgets;

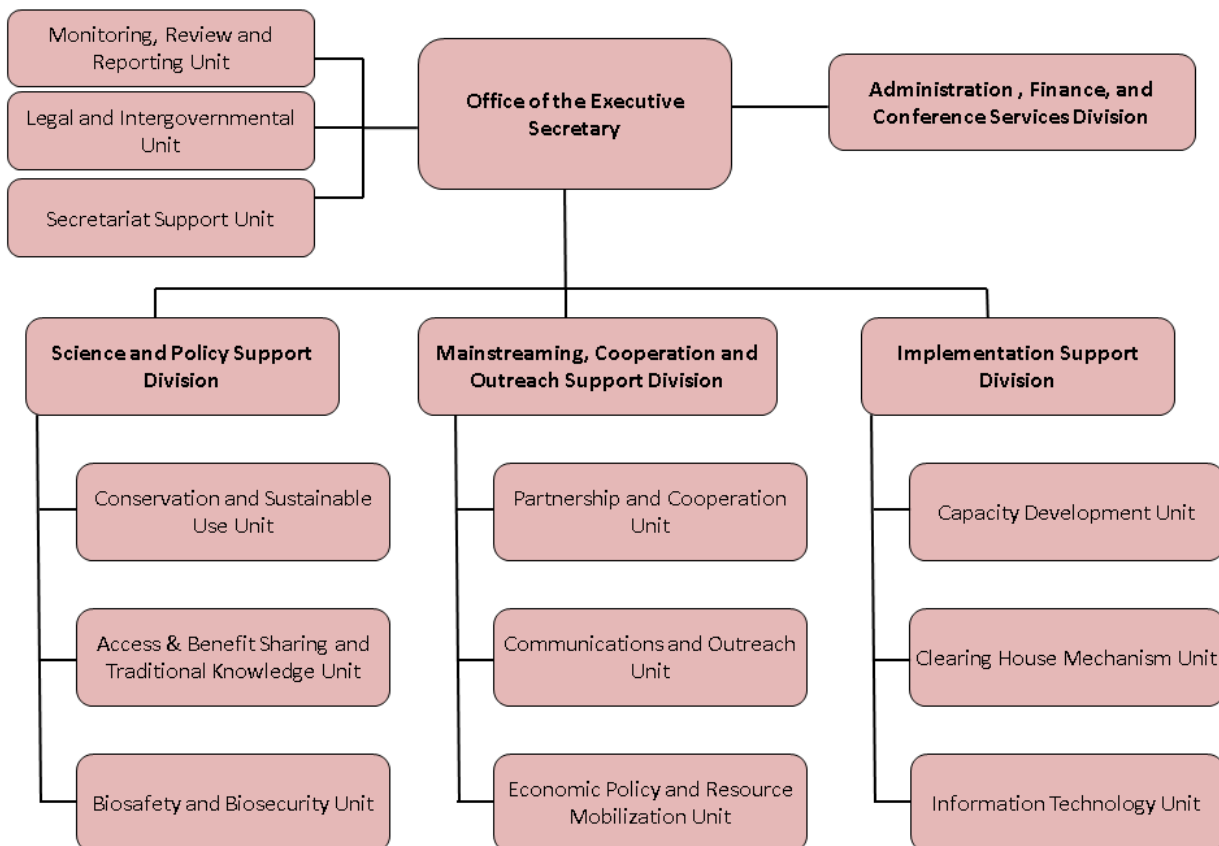
(b) UNEP/CBD/COP/13/23/Add.2, which provides cost estimates of the compilation of decisions (UNEP/CBD/COP/13/2) as well as previous COP decisions to be implemented in the period 2017 to 2020.

9. Additionally, detailed information on the status of Trust Funds of the Convention and Cartagena and Nagoya Protocols, as well as copies of the 2015 financial statements of all the trust funds is available in the report of the Executive Secretary on the administration of the Convention and the Budget for the Trust Funds of the Convention, the Cartagena Protocol on Biosafety and the Nagoya Protocol on Access and Benefit Sharing (UNEP/CBD/COP/13/INF/25).

II. CORE BUDGETS OF THE CONVENTION AND THE PROTOCOLS

A. Resource requirements for the Convention and its Protocols for the biennium 2017-2018

Figure 1: New structure of the Secretariat for the biennium 2017-2018



10. The resource requirements identified for the implementation of the 2017-2018 programme of work of the Convention on Biological Diversity, the Cartagena Protocol on Biosafety and the Nagoya Protocol on Access and Benefit Sharing as displayed in Figure 1 above are detailed in annex II below, as outlined in Scenario A.

11. The **Office of the Executive Secretary** (OES) is responsible for the overall management of the Secretariat, promoting coherence and cost-effectiveness of its work and ensuring responsiveness to the needs of Parties. It includes three Units - the *Legal and Intergovernmental Unit*, responsible for the coordination of agenda of the Conference of the Parties, Conference of the Parties serving as meetings of the Parties and the subsidiary bodies, the *Monitoring, Review and Reporting Unit* responsible for the organization, management, analysis and communication of information from NBSAPs and national reports and the review of scientific information and indicators to review progress made in the implementation of the Strategic Plan for Biodiversity 2011-2020, and the *Secretariat Support Unit*, which supports the Executive Secretary in coordinating the external Secretariat activities and acts as the communication channel between the Office of the Executive Secretary and the Parties, relevant intergovernmental and non-governmental organizations, major groups and inter-agency processes as well

the Divisions of the Secretariat. The *OES* comprises the Executive Secretary, Deputy Executive Secretary, five Professionals and five General Service staff.

12. The **Administration, Finance and Conference Services Division** (AFC) provides fund management, financial services and logistics support and administrative and human resources support for the Secretariat of the Convention and its Protocols, within the United Nations rules and regulations and under the guidance of Parties. It is comprised of the *Finance Unit*, the *Administration and Human Resources Unit*, and the *Conference Services Unit*. The 2017-2018 Administration, Finance and Conference Services Division comprises two professional and three General Service staff. Additionally, 5 Professional and 14 General Service staff members are funded from the programme support costs allocated to the Secretariat.

13. The **Scientific and Policy Support Division** (SPS) provides scientific and technical analyses to facilitate decision-making and implementation support for the implementation of the Convention and its Protocols. It is comprised of the *Conservation and Sustainable Use Unit*, the *Access and Benefit Sharing and Traditional Knowledge Unit* and the *Biosafety and Biosecurity Unit*. The 2017-2018 Scientific and Policy Support Division staff comprises 19 Professional and 12 General Service staff members.

14. The **Mainstreaming, Cooperation and Outreach Support Division** (MCOS) provides support for the Convention and its Protocols by coordinating the Secretariat's work on mainstreaming of biodiversity and providing policy and technical expertise on cross-cutting mainstreaming issues, coordinating the collaboration of the Secretariat with partners in support of the Convention and its Protocols, and carrying out and coordinating the Secretariat's communications and outreach activities. It includes the Secretariat's work related to economics and resource mobilization as well as the financial mechanism for the Convention. It is comprised of the *Partnerships and Cooperation Unit*, the *Communications and Outreach Unit* and the *Economic Policy and Resource Mobilization Unit*. The 2017-2018 Mainstreaming, Cooperation and Outreach Support Division staff comprises 10 Professional and 5 General Service staff members.

15. The **Implementation Support Division** provides support to Parties in the implementation and review of the Convention and its Protocols by (i) facilitating the design, implementation, monitoring, evaluation and follow-up of the Secretariat's capacity-building activities (ii) catalysing and supporting technical and scientific cooperation among Parties (iii) supporting the clearing-house mechanisms to advance knowledge management for the implementation of the Convention and its Protocols (iv) facilitating and servicing meetings of the Subsidiary Body on Implementation and other relevant intergovernmental processes; (v) managing the ICT services in the secretariat and (vi) providing inputs to Secretariat-wide integrated processes to support the implementation of the Convention and its Protocols. It is comprised of the *Capacity Development Unit*, the *Clearing-House Mechanism Unit* and the *Information Technology Unit*. The 2017-2018 Implementation Support Division staff complement comprises 12 Professionals and 6 General Service staff members. Additionally, one General Service post for capacity-building is funded from the programme support costs.

16. Two scenarios are presented in line with the requests of the Conference of the Parties and the respective meetings of the Parties: one with a 5 per cent increase in nominal terms over the 2015-2016 budget (Scenario A); the other with a 0 per cent increase. (Scenario B). The proposed staffing table and budget for the Secretariat in the biennium 2017-2018 are presented in tables 1 and 2 (Scenario A). Tables 5 and 6 reflect the resource and staffing requirements under Scenario B.

17. As requested in decision NP 1/13, paragraph 17, of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol, both scenarios include the posts supporting the Nagoya Protocol that were wholly or partially funded through voluntary contributions in the biennium 2015-2016. These are:

(a) Associate Programme Officer, ABS Clearing-House (P-2) – voluntary budget in 2015, core budget in 2016;

(b) Programme Officer, Monitoring and Reporting (P-3) – voluntary budget in 2015, core budget in 2016, with P2-P3 differential costs also covered by voluntary budget in 2016;

(c) Programme Officer, ABS Clearing-House (P-3) – voluntary budget in 2015 and 2016;

18. In addition to these posts, four new Professional posts and one new General Service post will be required for the biennium 2017-2018 to successfully implement the work programmes of the Convention, the Cartagena Protocol and the Nagoya Protocol. These new posts, including two posts which are currently or have recently been funded from voluntary sources, are as follows:

(a) Programme Officer (P-3) – Gender (prev. funded by Finland);

(b) Associate Programme Officer (P-2) – Marine (prev. funded by Japan, European Union and Republic of Korea);

(c) Programme Officer (P-3) – Communications;

(d) General Service post – ABS.

19. It should also be noted that two P-2 posts were created as a result of the reclassification of General Service posts resulting from the decision of the International Civil Aviation Organization to apply the United Nations Global Job Evaluation System for General Service staff to the duty station of Montreal in 2012:

(a) Associate Programme Officer (P-2) – Outreach (upgraded General Service post to P-2 post resulted from the reclassification exercise);

(b) Associate Programme Officer (P-2) – Risk Assessment (upgraded General Service post to P-2 post resulted from the reclassification exercise).

20. As a result of restructuring following the functional review, one D-1 post (former Principal Officer for Science, Assessment and Monitoring) has been abolished.

21. In addition to the posts listed above, the budget also reflects the three upgrades recommended by the independent classification consultant as well as by the Human Resources Management Service of the United Nations Office at Nairobi as a consequence of the functional review of the Secretariat as follows:

(a) Programme Officer (P-4) – Monitoring and Reporting, upgraded to P-5;

(b) Programme Officer (P-4) – Capacity-building, upgraded to P-5;

(c) Programme Officer (P-3) – Information and Computer Technology, upgraded to P-4.

22. In reviewing the job descriptions of professional posts subsequent to the functional review exercise, the Human Resources Management Service of the United Nations Office at Nairobi also upgraded the following two posts:

(a) Programme Officer (P-4) – Traditional Knowledge, upgraded to P-5;

(b) Programme Officer (P-4) – Scientific and technical Information Officer, upgraded to P-5.

23. In addition to the staff costs, Scenario A includes provision for meetings as follows:

(a) One meeting of the Conference of the Parties (its fourteenth meeting), one meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol (its third meeting) and one meeting of the Conference of the Parties serving as the Meeting of the parties to the Cartagena Protocol on Biosafety (its ninth meeting), will be held concurrently over a period of two weeks in 2018.

(b) Two meetings (1/year) of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA) will be convened in Montreal, the site of the Secretariat;

(c) One meeting of the Subsidiary Body on Implementation of the Convention (SBI) will be convened in Montreal back-to-back with SBSTTA-22;

(d) One meeting of the Ad Hoc Open-ended Working Group on Article 8(j) and Related Provisions, will held be back-to-back with SBSTTA-21;

(e) SBSTTA-21 will be convened for three days – back-to-back with a three day meeting of Article 8(j) in 2017;

(f) SBSTTA-22 will be convened for six days – back-to-back with a six day meeting of the Subsidiary Body on Implementation (SBI-2) in 2018;

(g) With the exception of the meetings of the Conference of the Parties all open-ended meetings will be convened in plenary session;

(h) The Bureau will communicate by teleconference as often as required. Meetings of the Bureau will be held at least once a year and preferably in conjunction with major events of the Convention and other relevant events;

(i) The SBSTTA Bureau will communicate by teleconference as often as required. Meetings will be held at least once a year and preferably in conjunction with meetings of SBSTTA.

24. The budget for 2017-2018 also includes funds for the upgrading of equipment for the Secretariat to undertake more virtual meetings, thus reducing staff travel as well as the carbon footprint of the Secretariat. Also included in the core budget in addition to the intersessional meetings of the Convention are meetings of the Compliance Committee for the Cartagena Protocol, one meeting of the Compliance Committee for the Nagoya Protocol, and meetings of the Informal Advisory Committees on the Clearing-House Mechanism (CHM), the Biosafety Clearing-House (BCH) and the ABS Clearing-House.

25. Some funding has also been included in the core budget for least developed countries and small island developing States to provide greater assurance of the full and effective participation of Parties in the concurrent meetings of the Conference of the Parties and the Conference of the Parties serving as meetings of the Parties to the Protocols.

26. Annexes III and IV reflect the alternative Scenario B for the 2017-2018 budget in keeping with the request of the Conference of the Parties in paragraph 34(b) of its decision XII/32.

Differences between the budgets of Scenario A and Scenario B

27. The 0% nominal increase in the integrated programme budget of the Convention and the Cartagena and Nagoya Protocols is based on the same assumptions as for the proposed budget (Scenario A) with the following exceptions:

(a) There is no meeting of the Subsidiary Body on Scientific Technical and Technological Advice (SBSTTA-21) in 2017;

(b) There is no meeting of the Ad hoc Open-Ended Working Group on Article 8(j) and Related Provisions in 2017.

(c) The tenth meeting of the Ad hoc Open-Ended Working Group on Article 8(j) and Related Provisions is held for a period of three working days back-to-back with the twenty-first meeting of the Subsidiary Body on Scientific Technical and Technological Advice (SBSTTA-21) and the second meeting of the Subsidiary Body on Implementation (SBI-2) in 2018;

(d) All open-ended meetings of the Convention are convened in the second year of the biennium;

(e) The twenty-first meeting of the Subsidiary Body on Scientific Technical and Technological Advice (SBSTTA-21) is held for a period of six days back-to back with the second meeting of the Subsidiary Body on Implementation (SBI-2) in 2018;

(f) The second meeting of the Subsidiary Body on Implementation (SBI-2) is held for a period of five days in 2018, back-to-back with SBSTTA-21;

(g) No participation costs of least developed countries and small island developing States in the core budget for the open-ended meeting on implementation of the Convention;

(h) The P-3 post for Communications is not included in the budget;

(i) The P-2 post for Marine and Coastal biodiversity is not included in the budget;

(j) There is a reduction in funds for the facility for virtual meetings at the Secretariat.

B. Key Factors and assumptions used in estimating staffing and resource requirements for the biennium 2017-2018

A. Programme support costs

28. In accordance with the Financial Regulations and Rules of the United Nations, a 13 per cent overhead charge is payable to the United Nations Environment Programme (UNEP) to cover the costs of administering the Trust Fund. UNEP returns 67 per cent of the total overhead charges to the Convention Secretariat to help cover costs of the Secretariat's support services. At present, 5 Secretariat posts at the Professional level (Chief, Financial Resources Management Service; Budget and Finance Officer; Administrative Officer; Fund Management Officer and Finance Officer) and 15 at the General Service level are funded from the programme support costs (PSC).

B. Staff costs and cost of goods and services

29. The figures used in calculating Professional staff costs (including salaries and common costs, which vary according to duty station) in the budget proposed for the biennium 2017-2018 are based on 2016 actual staff costs with increases in keeping with United Nations salary scales and increments for Professional and General Service staff as indicated in the table below:

Figures used in calculating staff costs

Level	2015	2016	2017	2018
ASG	307,000	313,000	307,000	313,000
D-1	243,500	248,400	255,700	268,500
P-5	220,000	224,000	200,000	203,000
P-4	205,500	209,600	196,000	200,100
P-3	171,800	175,200	170,000	172,500
P-2	124,000	126,500	130,000	132,000
General Service	72,000	73,000	72,100	74,500

30. The budget for the biennium 2017-2018 also reflects incremental staff costs of current Secretariat staff and also takes into account the recent reclassification exercise for Professional staff of the Secretariat following the functional review of the Secretariat.

C. Other assumptions

31. The proposed programme budget of the Convention is based on the assumption that:

(a) The cost of all Secretariat staff will be shared between the Convention and the Cartagena and Nagoya Protocols in a pro-rated ratio of 76%: 16%: 8% respectively. This is in keeping with the integration of the Secretariat carried out under the functional review, and reflects the existing ratio of costs between the three instruments, adjusted to take into account the Parties joining the Nagoya Protocol

since the last COP and COP-MOP meetings in 2014. It also reflects the relative share of work accorded to each instrument.

32. The following methods have been followed in preparing the proposed programme budget:

(a) Administrative support costs (such as communications, office supplies, maintenance) and the cost of servicing meetings of the Conference of the Parties and its subsidiary bodies have been grouped under administration, rather than being distributed by programme;

(b) Travel and temporary assistance costs are provided separately for each programme;

(c) The exchange rate used to convert the Canadian dollar contribution from the host country is CAD 1.3: USD 1.0.

D. *Sharing of costs between the Convention and Protocols*

33. In paragraph 15 of its decision XII/32, the Conference of the Parties agreed to share the costs for secretariat services between those that are common to the Convention and the Cartagena Protocol on Biosafety at an 85:15 ratio for the biennium 2015-2016, but noted that the proportionate division between the convention and its two Protocols would need to be reconsidered for the biennium 2017-2018 following discussions on the implementation of the functional review of the Secretariat.

34. Further in decision NP 1/13, paragraph 18, the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol, requested the Executive Secretary to include, in the scenarios, proposals on a *pro rata* division between the Convention and its two Protocols of the shared operative costs following discussions on the implementation of the functional review of the Secretariat.

35. The new organizational structure of the Secretariat is designed, taking into consideration an integrated approach to work, with priority given to the core function of the Secretariat as established in Article 24 of the Convention, Article 31 of the Cartagena Protocol and Article 28 of the Nagoya Protocol, and to sharpen the results focus of the Secretariat to ensure the optimization of the use of the human and financial resources allocated by the Parties.

36. In view of the changes undertaken through the implementation of the functional review of the Secretariat, in particular the integration of the work of the two Protocols across the Secretariat, it is proposed to share the cost of all Secretariat staff on a ratio of 76% Convention; 16% Cartagena Protocol and 8% Nagoya Protocol for the biennium 2017-2018. This ratio reflects a slight adjustment of 2% increase for the Nagoya Protocol over the current distribution of costs for 2015-2016 across the three instruments, and takes into account the increase in the number of developed country Parties to the Nagoya Protocol since the last meeting of the Conference of the Parties in October 2014, as well as the expected increase in Parties to the Nagoya Protocol as indicated to the Secretariat by several Parties.

E. *Contribution from the host country*

37. Canada as host country of the Secretariat of the Convention on Biological has historically provided financial support to the Convention through annual contributions from the Federal Government of Canada and the Government of the Province of Quebec, which are used to offset the assessed contributions that the Parties to the Convention pay towards the biennial budgets of the Convention (83.5%) and its Cartagena Protocol on Biosafety (16.5%).

38. For the biennium 2015-2016, the Federal Government of Canada and the Government of the Province of Quebec provided funds in Canadian dollars specifically for the rental and associated costs for office space currently occupied by the Secretariat.

39. The fact that the contributions are in local currency (Canadian dollars) means that there are exchange gains and losses given that the budget and accounts of the Convention are calculated in United States dollars. The total contribution pledged by the Government of Canada and the Government of Quebec for the biennium 2015-2016 amounted to CA\$ 3,161,344.

40. In calculating the amount to be paid by Canada in the budget towards the rental and associated costs of the Secretariat for the biennium 2017-2018, an exchange rate of CA\$ 1.30 to the United States dollar has been used, representing the average United Nations rate of exchange for the Canadian dollar to the United States dollar based on the period January 2015 to September 2016.

C. Need for additional resources in 2017-2018

41. The Executive Secretary has determined that the following posts are required in the core funding of the Secretariat in order to deliver the approved programmes of work for the Convention and the Cartagena and Nagoya Protocols. These posts are essential for the ongoing work of the Secretariat and require predictable and reliable funding for the foreseeable future. As such, it is the view of the Secretariat that they should not be reliant on the uncertainties of voluntary funding.

42. **ABS Clearing-House:** The ABS Clearing-House is a key tool for making the Nagoya Protocol operational by facilitating the sharing of information related to Access and Benefit Sharing. The modalities of operation of the ABS Clearing-House adopted in decision NP-1/2 to implement and administer the ABS Clearing-House established a number of functions for the Secretariat (paragraph 1 of annex to NP-1/2). For the Secretariat to be able to deliver these functions dedicated staff is required.

43. As implementation of the Nagoya Protocol advances and the number of Parties to the Protocol increases, the ABS Clearing-House must continue adapting to the needs of Parties, in particular, as well as to the needs of other users. As Parties gain experience in operationalizing the provisions of the Protocol, in particular those related to monitoring the utilization of genetic resources, continued development and improvement of the functionality of the ABS Clearing-House will be necessary. Also with time the number of users of the ABS Clearing-House will increase and continued support and engagement are essential in order to ensure that Parties, non-Parties, indigenous and local communities and relevant stakeholders populate the ABS Clearing-House with up-to-date and reliable information.

44. Against this background, in order to ensure that the ABS Clearing-House offers the functionalities required to support implementation of the Protocol in a user-friendly manner while providing the necessary technical support and assistance, in addition to regularizing the P-3 Programme Officer as already decided in decision NP 1/13, paragraph 17, of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol, the Secretariat will need to establish one additional Programme Assistant at the Secretariat. Continuity of knowledge and experience is essential to ensure good quality support to Parties and others.

45. **P-3 Programme Officer (ABS Clearing-House):** Responsible for the overall development, administration and implementation of the ABS Clearing-House. These responsibilities cover the technical implementation of the ABS Clearing-House (designing and supervising the overall architecture and central portal and databases, functionalities, translation, storage and search functions, and web design); developing and reviewing common formats for the submission of information; providing technical assistance for the ABS Clearing-House; and coordinating and cooperating with the clearing-house mechanism and with other instruments and organizations for the exchange of relevant data.

46. **Programme Assistant (ABS Clearing-House):** Responsible for administrative support and encouraging the population and use of the ABS Clearing-House. These responsibilities include assisting in capacity-building and training, encouraging the designation of publishing authorities, providing technical support through skype, emails, telephone and the live chat help desk service, engaging with Parties and others to publish information in the ABS Clearing-House, and following up with Parties and others to ensure that the information included in the ABS Clearing-House is as complete, accurate and up-to-date as possible.

47. **P-3 Programme Officer - Gender:** Since adopting the Gender Plan of Action at its ninth meeting, the Conference of the Parties has emphasized the importance of gender mainstreaming in all programmes of work, recognizing its importance to achieving the objectives of the Convention and the

Strategic Plan for Biodiversity 2011-2020 (decisions X/2, X/19 and XI/9). At its twelfth meeting, the Conference of the Parties welcomed the 2015-2020 Gender Plan of Action, which expands on earlier commitments to include possible actions by Parties to mainstream gender in work under the Convention (decision XII/7).

48. In 2011, the Secretariat established a temporary position of Programme Officer for Gender to support activities for gender mainstreaming. The position has been filled and maintained through voluntary contributions, in particular through the generous contribution of the Government of Finland. This has enabled the Secretariat to update the Gender Plan of Action (2015-2020) and support its implementation, including through the development of guidance, strengthening of partnerships to promote gender mainstreaming, and advance coordination and collaboration with other conventions and international processes.

49. Looking forward, the 2015-2020 Gender Plan of Action identifies a number of capacity-building needs to support Parties to mainstream gender, in particular to promote gender-responsive NBSAP implementation. This would contribute to national-level efforts to achieve the Sustainable Development Goals, which address gender equality and women's empowerment as critical cross-cutting themes.

50. Furthermore, since the launch of the Gender Plan of Action under the Convention in 2008, the United Nations has strengthened its commitments to advancing gender equality and women's empowerment in all its work. Under the United Nations System-wide Action Plan (UN-SWAP) on Gender Equality and the Empowerment of Women, all United Nations entities are expected to report and to meet its performance indicators by 2017, or 2019 for technical entities or entities with less than 500 staff members.

51. Maintaining the position of Gender Officer will enable the Secretariat to both strengthen the mainstreaming of gender in all its work, in line with United Nations norms, and to facilitate support to Parties. Both objectives were recognized in the functional review of the Secretariat and its Medium-term Operational Results Framework. The adoption of this position to the core budget would ensure that the work on gender mainstreaming can continue in a planned and consistent manner – strengthened and not diminished – and would represent the validation of the importance of this cross-cutting objective to the implementation of the Convention.

52. **P-3 Programme Officer - Communications:** This post is required to ensure that the Secretariat can deliver on the need to increase its efforts in this area, particularly as we move through the next years of the implementation of the Strategic Plan for Biodiversity 2011-2020.

53. Implementation of the communications strategy, which is expected to be approved by COP 13, and its linkages with the programme of work for Communication, Education and Public Awareness, will require additional human resources not only for corporate communications, but also an increased effort for communications capacity-building, as well as targeted communications efforts, such as communications aimed specifically at particular target audiences, for example the business sector.

54. The entry into force of the Nagoya Protocol on Access and Benefit Sharing has also increased the demands for corporate communications activities relating to implementation of the Protocol and making progress on the awareness-raising strategy of the Nagoya Protocol.

55. Social media platforms such as Facebook, Twitter, Instagram, LinkedIn, and others have become an important part of the outreach and communications activities of the Secretariat, with traffic and engagement in these frequently exceeding that of the website of the Secretariat. A professional-level communications officer experienced in this platform is needed to ensure high-quality provision of these services.

56. The education component of the Programme of work for Communication, Education and Public Awareness also requires dedicated resources to ensure that work in this area is implemented, and to take

advantage of major educational initiatives, including those of UNESCO and its Education for Sustainable Development.

57. In the context of the functional review and the integration of work within the Secretariat, the Communications Unit provides unified and coherent communications work across the Secretariat including not only the Convention but also both Protocols. This encompasses both corporate communications, as well as the implementation of awareness-raising strategies. Currently, there is one P-2 and one P-4 dedicated to related activities, encompassing branding work, social media, strategic communications, media relations, website content, CEPA and awareness-raising for the Protocols.

58. **P-2 Associate Programme Officer – Marine and Coastal Biodiversity:** With the adoption of the Strategic Plan for Biodiversity 2011-2020 and the initiation of the EBSA process by COP 10, there has been a noticeable increase in the programme of work for marine and coastal biodiversity, in terms of its budget for implementation, organization of meetings, supervision of consultants, provision of training, preparation of reports and meeting documents and coordination with more than 50 international and regional organizations.

59. In response, the Secretariat hired a project staff member (P-2) over the past three years through voluntary contributions in order to meet the work demands. This arrangement is however unsustainable and also had the effect of adding resource mobilization to an already heavy workload as funding needed to be identified every year. In order to implement the requests by the Conference of the Parties in a stable and effective manner, without being affected by the availability of voluntary funds, the Secretariat has identified an urgent and critical need to secure the post of Associate Programme Officer – Marine Biodiversity (P-2) from the core budget. This will also enable the Secretariat to respond more effectively to the forthcoming additional work demand, including mainstreaming of marine biodiversity in various sectors, anticipated after COP 13.

60. With this complement of staff, the Secretariat will have both the capacity and the expertise to be able, together with various Partners, to implement all the Programmes of Work for the Convention, the Cartagena Protocol and the Nagoya Protocol in a structured and efficient way. The integration of staff and the expected predictability of voluntary funds for the four year period 2017-2020 will enable the Secretariat to better plan and implement activities in a more timely manner.

D. Implications of a zero per cent nominal increase in 2015-2016 core budgets of the Convention and the Cartagena and Nagoya Protocols

61. *One SBSTTA meeting in the Biennium:* Having two SBSTTA meetings has allowed for the relatively large amount of work requested of SBSTTA by the Conference of the Parties to be spread over two meetings. Having one SBSTTA meeting would necessitate a heavy meeting agenda which would greatly reduce the amount of time available for discussion. This could also have impacts on the quality of the scientific and technical inputs that SBSTTA could provide to the Conference of the Parties. One SBSTTA meeting could also have an impact on the process for conveying requests from the Convention on Biological Diversity to the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services and how these requests are handled.

62. *Working Group on Article 8(j)-10 in 2018 for three days back-to-back with SBSTTA-21:* A meeting of three working days convened back-to-back with SBSTTA-21 and SBI-1 will affect the amount of work to be covered by the meeting and may have an impact on the attendance of delegates given the length of three back-to-back meetings.

63. *All open-ended meetings of the Convention convened in the second year of the biennium:* With no intersessional meetings scheduled in the first year of the biennium, the Secretariat will concentrate on additional approved activities funded from the voluntary budget during the first year, and focus on meeting preparation in the second year. The convening of all the intersessional open-ended meetings in 2018 will have financial implications for donors to fund that many developing country Parties and Parties

with economies in transition in one year. There are also implications regarding the amount of time delegates could devote to attending meetings of the Convention and its Protocols. Sufficient time for Secretariat staff to prepare and post in all official languages the necessary documentation emanating from those meetings in order to meet deadlines for the fourteenth meeting of the Conference of the Parties will also be an issue.

64. *No participation costs of LDC/SIDS in the core budget for intersessional meetings:* Participation of developing country Parties in the meetings of the subsidiary bodies of the Convention may be reduced as the level of voluntary funds for participation of Parties in the meetings of the Convention continues to fall and the funds that are received are allocated preferentially to LDC/SIDS in keeping with the Procedure for the allocation of funding from the BZ Trust Fund. The work of the Convention will be put at risk if all Parties are not involved at the decision making level. With some of the costs for the least developed countries covered from the core budget, additional resources will be available from voluntary funds for participation of more developing country Parties and Parties with economies in transition.

65. *Communications P-3 post not funded from core budget in the biennium 2017-2018:* Without a dedicated post to support Parties in the implementation of the Programme of Work for Communication, Education and Public Awareness, the Secretariat will not be able to increase its effort for communications capacity-building, and make progress on the awareness-raising strategy of the Nagoya Protocol.

66. *Marine and Coastal Biodiversity P-2 post not funded from core budget in the biennium 2017-2018:* Additional support for the work of the Convention on Marine and Coastal Biodiversity, has for the past three years been provided from the voluntary contributions of the Governments of Japan and the Republic of Korea and the European Commission. In the absence of funding from the core budget to continue this post in the biennium 2017-2018 the Secretariat will need to identify new voluntary funds to continue the work on Marine and Coastal biodiversity given the very heavy workload stemming from the initiation of the EBSA process by the Conference of the Parties at its tenth meeting. Loss of this position may negatively impact on the overall effectiveness of efforts towards Target 11 and the 2020 strategic plan deadline.

67. *Reduction in funds for upgrading the Secretariat's capacity for virtual meetings, and replacing equipment for the server room in keeping with Quebec bylaws:* The Secretariat has developed two options for the upgrading of its capacity to convene virtual meetings. A reduction in funds will allow the Secretariat to very minimally improve its capacity to conduct virtual meetings, however it will prevent the full utilization of this technology thus reducing expected savings on staff travel and use of staff time.

E. Draft scale of assessment for 2017-2018 (BY, BG, BB Trust Funds)

68. Annex VII reflects the draft scale of assessment for the biennium 2017-2018 based on the proposed budget presented in table 2 (Scenario A). It reflects the integrated budget for the Convention and its two Protocols.

III. VOLUNTARY BUDGETS OF THE CONVENTION AND PROTOCOLS

A. Special Voluntary Trust Funds for Additional Voluntary Contributions in Support of Approved Activities (BE, BG, BX Trust Funds)

69. The resource requirements from the Special Voluntary Trust Fund for Additional Voluntary Contributions in Support of Approved Activities (BE, BH, BX Trust Funds) for the period 2017-2020, are reflected in document UNEP/CBD/COP/13/23/Add.1.

70. The Executive Secretary is proposing that in order to enable the Parties to plan well and have a positive response to the needs of the Secretariat as derived from their decisions to date and the recommendations from intersessional bodies (SBSTTA, SBI and Art 8(j)), the cost of some of the additional approved activities for the Convention and its Protocols could be spread over two bienniums

ending 2020, coinciding with the timeframe of the Strategic Plan on Biodiversity 2011-2020, and the Strategic Plan of the Cartagena Protocol on Biosafety.

71. In keeping with recommendation 1/13, paragraph 5(b), of the Subsidiary Body on Implementation (SBI), the Secretariat issued a notification to Parties containing the proposed voluntary budget for activities covering the period 2017-2020, as formulated from the mandates provided by the Parties to the Convention on Biological Diversity, the Cartagena Protocol on Biosafety and the Nagoya Protocol on Access and Benefit-sharing of Genetic Resources. It is hoped that this information will facilitate the inflow of predictable funding for more efficient use of resources.

72. On the assumption that voluntary funding could be predicted, this approach would enable the Secretariat to implement the additional approved activities within the current staffing level with only a minimal increase to absorb the staff currently funded by voluntary means. It is also anticipated that the Secretariat will utilize its partners as much as possible to deliver the outputs.

B. Special Voluntary Trust Funds for Facilitating Participation of Parties (BZ Trust Fund) in the Convention Process

73. Annex V reflects the resource requirements from the Special Voluntary Trust Fund for Facilitating Participation of Parties in the Convention Process (BZ Trust Fund) for the period 2017-2020.

74. It integrates the participation costs for the Convention and the two Protocols in keeping with decision XII/32 paragraph 25 of the Conference of the Parties and decision VII/7 paragraph 18 of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety, which decided to merge the BZ and BI Trust Funds.

75. With regard to the BZ Trust Fund, it should be noted that the United Nations Environment Assembly at its second meeting (UNEA-2) adopted resolution 2/18, in which, among other things, it requests UNEP to waive Programme Support Costs on voluntary contributions for participation costs when arranging participation is done by administrative staff financed by the Programme Support Costs on the operating budget;”

C. Special Voluntary Trust Funds for Facilitating Participation of Indigenous and Local Communities (VB Trust Fund) in the Convention Process

76. The support to the Special Voluntary Trust Fund for the Participation of Indigenous and Local Communities (VB Trust Fund) has ensured the participation of representatives of indigenous and local communities in meetings of vital importance to them, particularly the Ad Hoc Open-ended Working Group on Article 8(j) and Related Provisions, and in the negotiation process concerning the Nagoya Protocol on Access and Benefit-sharing.

77. The Nagoya Protocol focuses on two issues of importance to indigenous peoples and local communities, those being traditional knowledge and associated genetic resources. The results of their contributions are evidenced in the text of the Protocol and decisions adopted by the Conference of the Parties at its tenth meeting. Now that the Nagoya Protocol has entered into force and hence the implementation stage, the continuing participation of indigenous peoples and local communities is important to ensure the effective implementation of the Nagoya Protocol, particularly concerning obligations arising for indigenous peoples and local communities who participate in the Protocol. Annex VI presents an indicative sum for the participation of indigenous and local communities (VB Trust Fund).

IV. POSSIBLE ACTION BY THE CONFERENCE OF THE PARTIES TO THE CONVENTION

78. The Conference of the Parties may wish to consider adopting a decision along the following lines:
The Conference of the Parties,

Recalling its decision XII/32,

1. *Approves* a core (BY) programme budget for the Convention of x,xxx,xxx United States dollars for the year 2017 and of xx,xxx,xxx United States dollars for the year 2018, representing 76 per cent of the combined budget for the Convention and the Protocols, for the purposes listed in the tables 1a and 1b below;
2. *Takes note* of the indicative staffing table 2 of the Secretariat of the biennium 2017-2018 used for costing purposes to set the overall budget;
3. *Expresses* its appreciation to Canada as the host country for its renewed support to the Secretariat and *welcomes* its contribution of 1,593,657 Canadian dollars for the year 2017 and 1,600,774 Canadian dollars for the year 2018, from the host country, Canada, and the Province of Quebec, to the rental and associated costs of the Secretariat, which has been allocated per annum to offset contributions from the Parties to the Convention for the biennium 2017-2018;
4. *Authorizes* the Executive Secretary, within the rules and regulations of the United Nations and without prejudice to any decision by the Conference of the Parties at its fourteenth meeting, to adjust the staffing levels, numbers and structure of the Secretariat in the light of the continuing outputs of the functional review, provided that the overall cost of the Secretariat of the Convention on Biological Diversity remains within that of the indicative staffing table, and to report on the adjustments made to the Conference of the Parties at its fourteenth meeting;
5. *Adopts* the scale of assessments for the apportionment of expenses for 2017 and 2018 as contained in the table x below;
6. *Authorizes* the Executive Secretary to enter into commitments up to the level of the approved budget, drawing on available cash resources, including unspent balances, contributions from previous financial periods and miscellaneous income;
7. *Also authorizes* the Executive Secretary to transfer resources among the programmes between each of the main appropriation lines set out in table 1a below up to an aggregate of 15 per cent of the total programme budget, provided that a further limitation of up to a maximum of 25 per cent of each such appropriation line shall apply;
8. *Decides* to share all costs for Secretariat services between the Convention on Biological Diversity, the Cartagena Protocol on Biosafety and the Nagoya Protocol on Access and Benefit-sharing on a 76:16:8 ratio for the biennium 2017-2018;
9. *Invites* all Parties to the Convention to note that contributions to the core programme budget (BY) are due on 1 January of the year for which those contributions have been budgeted, and to pay them promptly, and *urges* Parties in a position to do so to pay, by 31 December 2016 for the calendar year 2017 and by 1 October 2017 for the calendar year 2018, the contributions set out in table 6 (scale of assessment) below and, in this regard, *requests* that Parties be notified of the amount of their contributions as early as possible in the year preceding the year in which the contributions are due;
10. *Notes with concern* that a number of Parties have not paid their contributions to the core budget (BY Trust Fund) for 2016 and prior years, including those Parties that have never paid their contributions, and *also notes* that, in accordance with the International Public Sector Accounting Standards adopted by the United Nations,¹ arrears estimated at 65,626 United States dollars will be outstanding at the end of 2016 and will have to be deducted from the fund balance to cover doubtful debt and so cannot be used for the benefit of all Parties;

¹ See General Assembly resolution 60/283, Sect. IV.

11. *Urges* Parties that have still not paid their contributions to the core budget (BY Trust Fund) for 2015 and prior years to do so without delay or conditionalities and *requests* the Executive Secretary to publish and regularly update information on the status of contributions to the Convention's Trust Funds (BY, BE, BZ and VB);

12. *Confirms* that, with regard to contributions due from 1 January 2005 onwards, Parties whose contributions are in arrears for two (2) or more years will not be eligible to become a member of the Bureau of the Conference of the Parties; this will only apply in the case of Parties that are not least developed countries or small island developing States;

13. *Authorizes* the Executive Secretary to enter into arrangements with any Party whose contributions are in arrears for two or more years to mutually agree on a "schedule of payments" for such a Party to clear all outstanding arrears within six years depending on the financial circumstances of the Party in arrears and pay future contributions by the due date, and report on the implementation of any such arrangement to the next meeting of the Bureau and to the Conference of the Parties;

14. *Decides* that a Party with an agreed arrangement in accordance with paragraph 13 above and that is fully respecting the provisions of that arrangement will not be subject to the provisions of paragraph 12 above;

15. *Requests* the Executive Secretary and *invites* the President of the Conference of the Parties, through a jointly signed letter, to notify Parties whose contributions are in arrears inviting them to take timely action and thank those Parties that have responded in a positive manner in paying their outstanding contributions;

16. *Notes* that the trust fund (BY) for the Convention should be extended for a period of two years beginning 1 January 2018 and ending 31 December 2019 and *requests* the Executive Director of the United Nations Environment Programme to seek the approval of the United Nations Environment Assembly for its extension;

17. *Expresses its agreement* with the funding estimates for:

(a) The Special Voluntary Trust Fund (BE) for Additional Voluntary Contributions in Support of Approved Activities for the period 2017-2020 specified by the Executive Secretary and included in table **x** below;

(b) The Special Voluntary Trust Fund (VB) for Facilitating Participation of Indigenous and Local Communities in the Convention process for the period 2017-2020, as specified by the Executive Secretary and contained in table **x** below;

18. *Notes* that the trust funds (BE, VB) for the Convention should be extended for a period of four years beginning 1 January 2018 and ending 31 December 2021 and *requests* the Executive Director of the United Nations Environment Programme to seek the approval of the United Nations Environment Assembly for their extension;

19. *Also expresses its agreement* with the funding estimates for the Special Voluntary Trust Fund (BZ) for Facilitating Participation of Developing Country Parties, in particular the least developed countries and small island developing States, as well as Parties with economies in transition, for the period 2017-2020, as specified by the Executive Secretary and contained in table **x** below;

20. *Notes* that the Special Voluntary Trust Fund (BZ) should be extended for a period of four years beginning 1 January 2018 and ending 31 December 2021 and *requests* the Executive Director of the United Nations Environment Programme to seek the approval of the United Nations Environment Assembly for its extension;

21. *Reaffirms* the importance of full and active participation of the developing country Parties, in particular the least developed countries and small island developing States, as well as Parties with economies in transition, in the meetings of the Convention and its Protocols and, in this context,

requests the Executive Secretary to take into account the relevant decisions of the Conference of the Parties and the meetings of the Parties to its Protocols on concurrent meetings and improving the efficiencies of the structures and processes of the Convention and its Protocols;

22. *Notes* with concern that participation of developing countries, especially least developed countries and small island developing States as well as Parties with economies in transition, in meetings of the Convention and its Protocols has been adversely affected by the lack of predictable and sustainable funding and, in this regard, *calls upon* developed country Parties and others in a position to do so to substantially increase their contributions to the BZ Trust Fund and to guarantee that their pledges are honoured well in advance of meetings to allow for the full and effective participation;

23. *Endorses* the decision of the Bureau of the twelfth meeting of the Conference of the Parties authorizing the Executive Secretary to utilize savings, unspent balances from previous financial periods and miscellaneous income in the amount of 544,000 United States dollars from the BY Trust Fund, of which **xxx,xxx** United States dollars was spent to fund the participation of developing country Parties, in particular the least developed countries and small island developing States, as well as Parties with economies in transition, in the thirteenth meeting of the Conference of the Parties, and requests the Executive Secretary, in consultation with the Bureau, to continue to monitor the availability of voluntary contributions to the special voluntary Trust Fund (BZ) in the event of any shortfalls;

24. *Requests* the Executive Secretary to review and update the current guidelines for the allocation of funding to support the participation of developing countries and economies in transition in the meetings of the Convention and its Protocols for consideration by the Subsidiary Body on Implementation at its second meeting and the Conference of the Parties at its fourteenth meeting.

25. *Requests* the Secretariat to remind Parties of the need to contribute to the Special Voluntary Trust Fund (BZ) at least six months prior to the ordinary meetings of the Convention and its Protocols;

26. *Urges* all Parties and States not Party to the Convention as well as governmental, intergovernmental and non-governmental organizations and others to contribute to the appropriate trust funds listed in paragraph 16 above;

27. *Requests* the Executive Secretary to provide information on efficiencies and savings resulting from the further integration of the work of the Secretariat of the Convention and its Protocols;

28. *Also requests* the Executive Secretary to prepare and submit, as part of a combined budget for the Convention and the Protocols, a budget for the programme of work of the Convention for the biennium 2019-2020 for the consideration of the Conference of the Parties at its fourteenth meeting, with two alternatives:

(a) Making an assessment of the required rate of growth for the programme budget (BY Trust Fund) which should not exceed a 5 per cent increase from the 2017-2018 level in nominal terms;

(b) Maintaining the programme budget (BY Trust Fund) at the 2017–2018 level in nominal terms;

29. *Further requests* the Executive Secretary to report to the Conference of the Parties on income and budget performance, unspent balances and the status of surplus and carry-overs as well as any adjustments made to the budget for the biennium 2017-2018;

V. POSSIBLE ACTION BY THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL

The Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety

1. *Approves* a core programme budget (BG) for the Cartagena Protocol on Biosafety of x,xxx,xxx United States dollars for the year 2017 and of x,xxx,xxx United States dollars for the year 2018, representing 16 per cent of the combined budget for the Convention and the Protocols, for the purposes set out in table x below;
2. Endorses paragraphs 3 to 9, and 26 of decision XIII/-- of the Conference of the Parties;
3. *Invites* all Parties to the Protocol to note that contributions to the core programme budget (BG) are due on 1 January of the year in which these contributions have been budgeted for, and to pay them promptly, and *urges* Parties in a position to do so to pay, by 31 December 2016 for the calendar year 2017 and by 1 October 2017 for the calendar year 2018, the contributions set out in table x and in this regard *requests* that Parties be notified of the amount of their contributions for 2018 by 1 August 2017;
4. *Notes with concern* that a number of Parties have not paid their contributions to the core budget (BG Trust Fund) for 2016 and prior years, including eight Parties that have never paid their contributions, and *also notes* that, in accordance with the International Public Sector Accounting Standards adopted by the United Nations,² arrears estimated at 50,764 United States dollars will be outstanding at the end of 2016 and will have to be deducted from the fund balance to cover doubtful debt and so cannot be used for the benefit of all Parties;
5. *Considers* that the trust fund for the Protocol (BG) should be extended for a period of two years, beginning 1 January 2018 and ending 31 December 2019, and requests the Executive Director of the United Nations Environment Programme to seek the approval of the United Nations Environment Assembly for its extension;
6. *Agrees* to apply, *mutatis mutandis*, paragraphs 12 to 15 of decision XIII/-- of the Conference of the Parties;
7. *Agrees with* the funding estimates for activities under the Protocol to be financed from the Special Voluntary Trust Fund (BH) for Additional Voluntary Contributions in Support of Approved Activities for the period 2017-2020, as specified by the Executive Secretary, *endorses* paragraph x of decision XIII of the Conference of the Parties with respect to the funding estimates for the Special Voluntary Trust Fund (BZ) for Facilitating Participation of Developing Country Parties, in particular the least developed countries and small island developing States, as well as Parties with economies in transition, for the period 2017-2020, as specified by the Executive Secretary and included in table x below, and *urges* Parties to make contributions to these funds;
8. *Considers* that the Trust Fund for the Protocol (BH) should be extended for a period of four years, beginning 1 January 2018 and ending 31 December 2021, and requests the Executive Director of the United Nations Environment Programme to seek the approval of the United Nations Environment Assembly for its extension;
9. *Invites* all States not Parties to the Protocol, as well as governmental, intergovernmental and non-governmental organizations and other sources, to contribute to the trust funds for the Protocol (BH, BZ) to enable the Secretariat to implement approved activities in a timely manner;
10. *Notes with concern* the low level of contributions to the BZ Trust Fund, which facilitates participation in the meeting of the Conference of the Parties to the Convention serving as the meeting of the Parties to the Cartagena Protocol;
11. *Reaffirms* the importance of full and effective participation of the developing country Parties, in particular the least developed countries and small island developing States, as well as Parties with economies in transition, in the activities of the Protocol and, requests the Secretariat to remind

² See General Assembly resolution 60/283, Sect. IV.

Parties of the need to contribute to the Special Voluntary Trust Fund (BZ) at least six months prior to the ordinary meetings of the Conference of the Parties, and *urges* Parties in a position to do so to ensure that the contributions are paid at least three months before the meeting;

12. *Requests* the Executive Secretary to prepare and submit, as part of a combined budget for the Convention and the Protocols, a programme budget for secretariat services and the biosafety work programme of the Protocol for the biennium 2019-2020 to the Conference of the Parties serving as the meeting of the Parties to the Protocol at its ninth meeting, with two alternatives for the budget based on:

(a) The Executive Secretary's assessment of the required rate of growth for the programme budget which should not exceed a 5 per cent increase from the 2017-2018 level in nominal terms;

(b) Maintaining the core programme budget (BG Trust Fund) at the 2017-2018 level in nominal terms as in table 1;

13. *Requests* the Executive Secretary to report on income and budget performance, unspent balances and the status of surplus and carry-overs as well as any adjustments made to the Secretariat budget for the biennium 2017-2018;

VI. POSSIBLE ACTION BY THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL

The Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol

1. *Approves* a core programme budget (BB) for the Nagoya Protocol of x,xxx,xxx United States dollars for the year 2017 and of x,xxx,xxx United States dollars for the year 2018, representing 8 per cent of the combined budget for the Convention and its Protocols, for the purposes set out in table x below;

2. *Endorses* paragraphs 3 to 9, and 26 of decision XIII/-- of the Conference of the Parties;

3. *Invites* all Parties to the Protocol to note that contributions to the core programme budget (BB) are due on 1 January of the year for which these contributions have been budgeted, and to pay them promptly, and *urges* Parties in a position to do so to pay by 31 December of the year 2016 for the calendar year 2017 and by 1 November 2017 for the calendar year 2018, the contributions set out in table x, as adjusted in accordance with paragraph 4, and, in this regard, requests that Parties be notified of the amount of their contributions for 2018 by 15 October 2017;

4. *Authorizes* the Executive Secretary, on an exceptional basis, to amend the 2018 scale to include all Parties for which the Protocol enters into force on or before 31 December 2017;

5. *Considers* that the trust fund for the Protocol (BB) should be extended for a period of two years, beginning 1 January 2018 and ending 31 December 2019, and requests the Executive Director of the United Nations Environment Programme to seek the approval of the United Nations Environment Assembly for its extension;

6. *Takes note* of the funding estimates in table x for activities under the Protocol to be financed from the Special Voluntary Trust Fund (BX) for Additional Voluntary Contributions in Support of Approved Activities for the period 2017-2020, as specified by the Executive Secretary;

7. *Urges* Parties and *invites* all States not Parties to the Protocol, as well as governmental, intergovernmental and non-governmental organizations and other sources, to contribute to the trust fund for the Protocol (BX) to enable the Secretariat to implement approved activities in a timely manner;

8. *Endorses* paragraph x of decision XIII of the Conference of the Parties with respect to the funding estimates for the Special Voluntary Trust Fund (BZ) for Facilitating Participation of Developing

Country Parties, in particular the least developed countries and small island developing States, as well as Parties with economies in transition;

9. *Requests* the Secretariat to remind Parties of the need to contribute to the Special Voluntary Trust Fund (BZ) at least six months prior to the ordinary meetings of the Convention and its Protocols;

10. *Requests* the Executive Secretary to prepare and submit, as part of a combined budget for the Convention and the Protocols, a programme budget for Secretariat services and the work programme of the Protocol for the biennium 2019-2020 to the Conference of the Parties serving as the meeting of the Parties to the Protocol at its third meeting, with two alternatives:

- (a) Making an assessment of the required rate of growth for the programme budget (BB Trust Fund);
- (b) Maintaining the programme budget (BB Trust Fund) at the 2017–2018 level in nominal terms;

11. *Requests* the Executive Secretary to report on income and budget performance, unspent balances and the status of surplus and carry-overs as well as any adjustments made to the Secretariat budget for the biennium 2017-2018.

SCENARIO A – REQUIRED RATE OF GROWTH

Table 1. Staffing requirements from the core budgets (BY, BG, BB Trust Funds) for the biennium 2017-2018

		2017	2018
A	Professional category		
	ASG	1	1
	D-1	4	4
	P-5	8	8
	P-4	13	13
	P-3	15	15
	P-2	9	9
	Total Professional category	50	50
B	Total General Service category	31	31
	TOTAL (A+B)	81	81

Table 2. Resource requirements by object of expenditure from the core budgets (BY, BG, BB Trust Funds) for the biennium 2017-2018
(Thousands of United States dollars)

Description	2017	2018
I. Staff costs*	11,432.9	11,697.3
Bureaux meetings	150.0	215.0
Travel on official business	450.0	450.0
Consultants/subcontracts	195.0	195.0
Meetings	1,582.3	2,611.2
Information/public awareness materials	90.0	90.0
Temporary assistance/Overtime	110.0	110.0
Rent and associated costs	1,239.7	1,257.6
General operating expenses	979.6	726.6
Training	5.0	5.0
Sub-total (I)	16,234.5	17,357.8
II. Programme support costs (13%)	2,110.5	2,256.5
III Working capital reserve	192.3	
Total budget (I + II)	18,537.3	19,614.3
Less contribution from the host country	(1,225.9)	(1,231.4)
NET TOTAL (amount to be shared by Parties)	17,311.4	18,382.9

Percentage increase in nominal terms over 2015-2016 budget
 Percentage increase in net total to be shared by Parties

5.00%
 12.94%

Table 3. Open-ended meetings to be funded from the core budgets for the biennium 2017-2018

(Thousands of United States dollars)

Description	2017	2018
<i>Meetings</i>		
Twenty-first and twenty-second meetings of the Subsidiary Body on Scientific, Technical and Technological Advice	310.0	500.0
Second meeting of the Subsidiary Body on Implementation		610.0
Tenth meeting of the Ad Hoc Open-ended Inter-sessional Working Group on Article 8(j) and Related Provisions (back-to-back)	250.0	
Third meeting of the Parties to the Convention on Biological Diversity serving as the meeting of the Parties to the Nagoya Protocol on Access and Benefit-sharing (COP-MOP 3)*		
Ninth meeting of Convention on Biological Diversity serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP 9)*		
Fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 14)	592.3	1121.2
Total	1,152.3	2,231.2

* Concurrent with COP 14.

Table 4. Resource requirements by Division from the core budgets (B Y, BG, BB Trust Funds) for the biennium 2017-2018
(Thousands of United States dollars)

Description	2017	2018
I. Programmes		
Office of the Executive Secretary	2,124.2	2,235.1
Scientific and Policy Support	5,191.9	5,257.6
Mainstreaming, Cooperation and Outreach Support	2,389.2	2,441.3
Implementation Support	2,920.3	3,412.2
Administration, Finance and Conference Services	3,608.9	4,011.6
Sub-total (I)	16,234.5	17,357.8
II. Programme support costs 13%	2,110.5	2,256.5
Total budget (I + II)	18,345.0	19,614.3
III Working capital reserve	192.3	
Total budget (I + II+III)	18,537.3	19,614.3
Less contribution from the host country	(1,225.9)	(1,231.4)
NET TOTAL (amount to be shared by Parties)	17,311.4	18,382.9

Annex I

COMPARISON OF THE 2015-2016 SECRETARIAT STAFFING TABLE WITH THE PROPOSED STAFFING TABLE FOR THE BIENNIUM 2017-2018 INCLUDING THE CARTAGENA AND NAGOYA PROTOCOLS

	2015	2016	2017	2018
A. Professional category				
ASG	1	1	1	1
D-1	5	5	4	4
P-5	4	4	8	8
P-4	16	16	13	13
P-3	13	13	15	15
P-2	6	6	9	9
Total Professional category	45	45	50	50
B. Total General Service category	30	30	31	31
TOTAL (A+B)	75	75	81	81
C. Percentage increase over previous biennium				8%

Annex II

**COMPARISON OF THE 2015-2016 PROGRAMME BUDGET WITH THE PROPOSED
 PROGRAMME BUDGET FOR THE BIENNIUM 2017-2018 INCLUDING THE
 CARTAGENA AND NAGOYA PROTOCOLS**

(Thousands of United States dollars)

Expenditure	2015	2016	2017	2018
<i>Programmes</i>				
Office of the Executive Secretary	1,335.3	1,416.0	2,124.2	2,235.1
SAM/ Scientific and Policy Support	2,689.0	2,808.6	5,191.9	5,257.6
Access and Benefit Sharing/Nagoya Protocol	990.4	1,617.1		
MCO / Mainstreaming, Cooperation and Outreach Support	2,233.0	1,904.2	2,389.2	2,441.3
TSI / Implementation Support	2,252.8	2,746.4	2,920.3	3,412.2
RMCS / Administration, Finance and Conference Services	2,886.8	2,905.3	3,608.9	4,011.6
Cartagena Protocol on Biosafety	2,715.0	2,823.4		
Sub-total	15,102.2	16,221.0	16,234.5	17,357.8
<i>Programme support costs (13%)</i>	1,963.3	2,108.7	2,110.5	2,256.5
<i>Working capital reserve</i>	940.6		192.3	
TOTAL	18,006.2	18,329.7	18,537.3	19,614.3
BIENNIUM TOTAL (Approved budget)		36,335.9		38,151.6
<i>Biennium total Convention</i>		28,626.3	(76%)	28,995.2
<i>Biennium total Cartagena Protocol</i>		6,433.9	(16%)	6,104.3
<i>Biennium total Nagoya Protocol</i>		1,275.7	(8%)	3,052.1
<i>Replenishment of working capital reserve from savings</i>	(940.6)			
<i>Less contribution from the host country</i>	(1,441.6)	(1,448.9)	(1,225.9)	(1,231.4)
<i>Less savings from previous years</i>	(450.0)	(450.0)		
NET TOTAL (to be met by Parties)	15,174.0	16,430.8	17,311.4	18,382.9

SCENARIO B- 0% nominal increase

Table 5. Resource requirements by object of expenditure from the core budgets (BY/BG/BB Trust Funds) for the biennium 2017-2018*
(Thousands of United States dollars)

Description	2017	2018
I. Staff costs	11,132.9	11,392.8
Bureaux meetings	150.0	215.0
Travel on official business	450.0	450.0
Consultants/Subcontracts	195.0	195.0
Meetings	872.3	2,616.2
Information/public awareness materials	90.0	90.0
Temporary assistance/Overtime	110.0	110.0
Rent and associated costs	1,239.7	1,257.6
General operating expenses	812.1	708.1
Training	5.0	5.0
Sub-total (I)	15,057.0	17,039.8
II. Programme support charge 13%	1,957.4	2,215.2
III. Working capital reserve	65.6	0.0
Total budget (I + II + III)	17,080.0	19,255.0
Less contribution from the host country	(1,225.9)	(1,231.4)
NET TOTAL (amount to be shared by Parties)	15,854.1	18,023.6

* 0% increase in budget

Percentage increase in nominal terms over 2015-2016 budget	0.00%
Percentage increase in net total to be shared by Parties	7.2%

SCENARIO B

Table 6. Staffing requirements from the core budgets (BY/BG/BB Trust Funds) for the biennium 2017-2018^{1/}

	2017	2018
A Professional category		
ASG	1	1
D-1	4	4
P-5	8	8
P-4	13	13
P-3	14	14
P-2	8	8
Total Professional category	48	48
B Total General Service category	31	31

TOTAL (A+B)	79	79
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1/ 0% nominal increase budget.

SCENARIO B

Table 7. Open-ended meetings to be funded from the core budgets for the biennium 2017-2018*

(Thousands of United States dollars)

Description	2017	2018
<i>Meetings</i>		
Twenty-first meeting of the Subsidiary Body on Scientific, Technical and Technological Advice	0.0	450.0
Second meeting of the Subsidiary Body on Implementation (back-to-back)	0.0	550.0
Tenth meeting of the Ad Hoc Open-ended Intersessional Working Group on Article 8(j) and Related P(back-to-back)		360.0
Third meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol**	0.0	0.0
Ninth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol**	0.0	0.0
Fourteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 14)***	592.3	1,121.2
Total	592.3	2,481.2

* 0% nominal increase budget

** Concurrent with COP 14.

*** Funds for COP and COP-MOP meetings divided between the 2 years of the biennium.

SCENARIO B

Table 8. Resource requirements by Division from the core budgets (BY/BG/BB Trust Funds) for the biennium 2017-2018*

(Thousands of United States dollars)

Description	2017	2018
I. Programmes		
Office of the Executive Secretary	1,954.2	2,062.6
Scientific and Policy Support	4,671.9	5,608.1
Mainstreaming, Cooperation and Outreach Support	2,219.2	2,268.8
Implementation Support	2,920.3	3,352.2
Administration, Finance and Conference Services	3,291.4	3,748.1
Sub-total (I)	15,057.0	17,039.8
II. Programme support charge 13%	1,957.4	2,215.2
Total budget (I + II)	17,014.5	19,255.0
III Working capital reserve	65.6	
Total budget (I + II+III)	17,080.0	19,255.0

Less contribution from the host country	(1,225.9)	(1,231.4)
NET TOTAL (amount to be shared by Parties)	15,854.1	18,023.6

** 0% nominal increase budget*

SCENARIO B*

Annex III

COMPARISON OF THE 2015-2016 SECRETARIAT STAFFING TABLE WITH THE PROPOSED STAFFING TABLE FOR THE BIENNIUM 2017-2018, INCLUDING THE CARTAGENA AND NAGOYA PROTOCOLS

	2015	2016	2017	2018
A. Professional category				
ASG	1	1	1	1
D-1	5	5	4	4
P-5	4	4	8	8
P-4	16	16	13	13
P-3	13	13	14	14
P-2	6	6	8	8
Total Professional category	45	45	48	48
B. Total General Service category	30	30	31	31
TOTAL (A+B)	75	75	79	79
C. Percentage increase over previous biennium				5.3%

* 0% nominal increase budget.

SCENARIO B*

Annex IV

COMPARISON OF THE 2015-2016 PROGRAMME BUDGET WITH THE PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 2017-2018, INCLUDING THE CARTAGENA AND NAGOYA PROTOCOLS

(Thousands of United States dollars)

Expenditure	2015	2016	2017	2018
<i>Programmes</i>				
Office of the Executive Secretary	1,335.3	1,416.0	1,954.2	2,062.6
SAM / Scientific and Policy Support	2,689.0	2,808.6	4,671.9	5,608.1
Access and Benefit Sharing/Nagoya Protocol	990.4	1,617.1		
MCO / Mainstreaming, Cooperation and Outreach Support	2,233.0	1,904.2	2,219.2	2,268.8
TSI / Implementation Support	2,252.8	2,746.4	2,920.3	3,352.2
RMCS / Administration, Finance and Conference Services	2,886.8	2,905.3	3,291.4	3,748.1
Cartagena Protocol on Biosafety	2,715.0	2,823.4		
Sub-total	15,102.2	16,221.0	15,057.0	17,039.8
<i>Programme support costs 13%</i>	1,963.3	2,108.7	1,957.4	2,215.2
<i>Working capital reserve</i>	940.6		65.6	
TOTAL	18,006.2	18,329.7	17,080.0	19,255.0
BIENNIUM TOTAL (Approved budget)		36,335.9		36,335.0
<i>Biennium total Convention</i>		28,626.3	(76%)	27,614.6
<i>Biennium total Cartagena Protocol</i>		6,433.9	(16%)	5,813.6
<i>Biennium total Nagoya Protocol</i>		1,275.7	(8%)	2,906.8
<i>Replenishment of working capital reserve from savings</i>	(940.6)			
<i>Less contribution from the host country</i>	(1,441.6)	(1,448.9)	(1,225.9)	(1,231.4)
<i>Less savings from previous years</i>	(450.0)	(450.0)		
NET TOTAL (to be met by Parties)	15,174.0	16,430.8	15,854.1	18,023.6

* 0% nominal increase budget.

Annex V

**RESOURCE REQUIREMENTS FROM THE SPECIAL VOLUNTARY TRUST FUND (BZ) FOR
 FACILITATING PARTICIPATION OF PARTIES IN THE CONVENTION PROCESS
 FOR THE PERIOD 2017–2020**

(Thousands of United States dollars)

I. Description	2017-2020
I. Meetings	
Fourteenth and fifteenth meetings of the Conference of the Parties	4,000.0
Regional meetings in preparation for the Conference of the Parties	400.0
Twenty-first, Twenty-second, Twenty-third and Twenty-fourth meetings of the Subsidiary Body on Scientific, Technical and Technological Advice	4,800.0
Tenth and Eleventh Open-ended Ad Hoc Working Group Meetings on Art.8(j) and related provisions (back-to-back)	600.0
Second and Third meetings of the Subsidiary Body on Review of Implementation (back-to-back)	600.0
Third meeting of the Convention on Biological Diversity serving as the Meeting of the Parties to the Nagoya Protocol (COP-MOP 3)*	
Ninth meeting of the Convention on Biological Diversity serving as the Meeting of the Parties to the Cartagena Protocol (COP-MOP 9)*	
Sub-total I	10,400.0
II. Programme support costs (13%)**	1,352.0
TOTAL COST (I + II)	11,752.0

* Concurrent with COP 14 and COP 15.

** Waiver of PSC possible on a case by case basis in keeping with UNEA-2 resolution 2/18.

Annex VI

**VOLUNTARY TRUST FUND (VB) FOR FACILITATING PARTICIPATION OF
INDIGENOUS AND LOCAL COMMUNITIES IN THE CONVENTION PROCESS
FOR THE PERIOD 2017–2020**

(Thousands of United States dollars)

Description	2017-2020
I. Meetings	
Support for Indigenous Peoples and Local Communities	1,000.0
Subtotal I	1,000.0
II. Programme support costs (13%)*	130.0
TOTAL COST (I + II)	1,130.0

* Waiver of psc possible on a case by case basis in keeping with UNEA-2 resolution 2/18

Annex VII

**CONTRIBUTIONS TO THE TRUST FUND FOR THE CONVENTION ON BIOLOGICAL DIVERSITY AND ITS PROTOCOLS
 FOR THE BIENNIUM 2017-2018^{1/}**

Party	UN scale of assessments 2017 <i>(per cent)</i>	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Convention <i>76%</i>	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Cartagena Protocol <i>16%</i>	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Nagoya Protocol <i>8%</i>	Total contributions 2017 <i>US\$</i>
Afghanistan	0.006	0.008	987	0.009	242			1,229
Albania	0.008	0.010	1,316	0.012	322	0.020	283	1,921
Algeria	0.161	0.201	26,481	0.234	6,484			32,965
Andorra	0.006	0.008	987					987
Angola	0.010	0.010	1,316	0.010	277			1,593
Antigua and Barbuda	0.002	0.003	329	0.003	81			410
Argentina	0.892	1.115	146,712					146,712
Armenia	0.006	0.008	987	0.009	242			1,229
Australia	2.337	2.922	384,380					384,380
Austria	0.720	0.900	118,423	1.047	28,998			147,421
Azerbaijan	0.060	0.075	9,869	0.087	2,417			12,285
Bahamas	0.014	0.018	2,303	0.020	564			2,867
Bahrain	0.044	0.055	7,237	0.064	1,772			9,009
Bangladesh	0.010	0.010	1,316	0.010	277			1,593
Barbados	0.007	0.009	1,151	0.010	282			1,433
Belarus	0.056	0.070	9,211	0.081	2,255	0.143	1,978	13,444
Belgium	0.885	1.106	145,561	1.287	35,644	2.257	31,261	212,466
Belize	0.001	0.001	164	0.001	40			205
Benin	0.003	0.004	493	0.004	121	0.008	106	720
Bhutan	0.001	0.001	164	0.001	40	0.003	35	240
Bolivia (Plurinational State of)*	0.012	0.015	1,974	0.017	483			2,457
Bosnia and Herzegovina	0.013	0.016	2,138	0.019	524			2,662
Botswana	0.014	0.018	2,303	0.020	564	0.036	495	3,361

Party	UN scale of assessments 2017 <i>(per cent)</i>	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Convention 76%	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Cartagena Protocol 16%	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Nagoya Protocol 8%	Total contributions 2017 <i>US\$</i>
Brazil	3.823	4.779	628,791	5.559	153,973			782,764
Brunei-Darussalam	0.029	0.036	4,770					4,770
Bulgaria	0.045	0.056	7,401	0.065	1,812	0.115	1,590	10,803
Burkina Faso	0.004	0.005	658	0.006	161	0.010	141	960
Burundi	0.001	0.001	164	0.001	40	0.003	35	240
Cabo Verde	0.001	0.001	164	0.001	40			205
Cambodia	0.004	0.005	658	0.006	161	0.010	141	960
Cameroon	0.010	0.013	1,645	0.015	403			2,048
Canada	2.921	3.652	480,434					480,434
Central African Republic	0.001	0.001	164	0.001	40			205
Chad	0.005	0.006	822	0.007	201			1,024
Chile	0.399	0.499	65,626					65,626
China	7.921	9.902	1,302,812	11.518	319,022	20.203	279,798	1,901,632
Colombia	0.322	0.403	52,961	0.468	12,969			65,930
Comoros	0.001	0.001	164	0.001	40	0.003	35	240
Congo	0.006	0.008	987	0.009	242	0.015	212	1,440
Cook Islands	0.001	0.001	164					164
Costa Rica	0.047	0.059	7,730	0.068	1,893			9,623
Cote d'Ivoire	0.009	0.011	1,480	0.013	362	0.023	318	2,161
Croatia	0.099	0.124	16,283	0.144	3,987	0.253	3,497	23,767
Cuba	0.065	0.081	10,691	0.095	2,618	0.166	2,296	15,605
Cyprus	0.043	0.054	7,072	0.063	1,732			8,804
Czech Republic	0.344	0.430	56,580	0.500	13,855	0.877	12,151	82,586
Democratic People's Republic of Korea	0.005	0.006	822	0.007	201			1,024
Democratic Republic of the Congo	0.008	0.010	1,316	0.010	277	0.010	138	1,731
Denmark	0.584	0.730	96,054	0.849	23,521	1.490	20,629	140,204
Djibouti	0.001	0.001	164	0.001	40	0.003	35	240

Party	UN scale of assessments 2017 <i>(per cent)</i>	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Convention 76%	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Cartagena Protocol 16%	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Nagoya Protocol 8%	Total contributions 2017 US\$
Dominica	0.001	0.001	164	0.001	40			205
Dominican Republic	0.046	0.058	7,566	0.067	1,853	0.117	1,625	11,043
Ecuador	0.067	0.084	11,020	0.097	2,698			13,718
Egypt	0.152	0.190	25,000	0.221	6,122	0.388	5,369	36,491
El Salvador	0.014	0.018	2,303	0.020	564			2,867
Equatorial Guinea	0.010	0.010	1,316					1,316
Eritrea	0.001	0.001	164	0.001	40			205
Estonia	0.038	0.048	6,250	0.055	1,530			7,781
Ethiopia	0.010	0.010	1,316	0.010	277	0.010	138	1,731
European Union		2.500	328,918	2.500	69,246	2.500	34,623	432,786
Fiji	0.003	0.004	493	0.004	121	0.008	106	720
Finland	0.456	0.570	75,001	0.663	18,366	1.163	16,108	109,474
France	4.859	6.074	799,187	7.065	195,699	12.393	171,637	1,166,523
Gabon	0.017	0.021	2,796	0.025	685	0.043	601	4,081
Gambia	0.001	0.001	164	0.001	40	0.003	35	240
Georgia	0.008	0.010	1,316	0.012	322			1,638
Germany	6.389	7.987	1,050,835	9.290	257,320	16.296	225,682	1,533,837
Ghana	0.016	0.020	2,632	0.023	644			3,276
Greece	0.471	0.589	77,468	0.685	18,970			96,438
Grenada	0.001	0.001	164	0.001	40			205
Guatemala	0.028	0.035	4,605	0.041	1,128	0.071	989	6,722
Guinea	0.002	0.003	329	0.003	81	0.005	71	480
Guinea-Bissau	0.001	0.001	164	0.001	40	0.003	35	240
Guyana	0.002	0.003	329	0.003	81	0.005	71	480
Haiti	0.003	0.004	493					493
Honduras	0.008	0.010	1,316	0.012	322	0.020	283	1,921
Hungary	0.161	0.201	26,481	0.234	6,484	0.411	5,687	38,652
Iceland	0.023	0.029	3,783					3,783
India	0.737	0.921	121,219	1.072	29,683	1.880	26,033	176,935

Party	UN scale of assessments 2017 <i>(per cent)</i>	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Convention 76%	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Cartagena Protocol 16%	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Nagoya Protocol 8%	Total contributions 2017 US\$
Indonesia	0.504	0.630	82,896	0.733	20,299	1.285	17,803	120,998
Iran (Islamic Republic of)	0.471	0.589	77,468	0.685	18,970			96,438
Iraq	0.129	0.161	21,217	0.188	5,196			26,413
Ireland	0.335	0.419	55,099	0.487	13,492			68,592
Israel	0.430	0.538	70,725					70,725
Italy	3.748	4.685	616,455	5.450	150,952			767,407
Jamaica	0.009	0.011	1,480	0.013	362			1,843
Japan	9.680	12.101	1,592,125	14.075	389,867			1,981,991
Jordan	0.020	0.025	3,290	0.029	806	0.051	706	4,801
Kazakhstan	0.191	0.239	31,415	0.278	7,693	0.487	6,747	45,854
Kenya	0.018	0.023	2,961	0.026	725	0.046	636	4,321
Kiribati	0.001	0.001	164	0.001	40			205
Kuwait	0.285	0.356	46,876					46,876
Kyrgyzstan	0.002	0.003	329	0.003	81	0.005	71	480
Lao People's Democratic Republic	0.003	0.004	493	0.004	121	0.008	106	720
Latvia	0.050	0.063	8,224	0.073	2,014			10,238
Lebanon	0.046	0.058	7,566	0.067	1,853			9,419
Lesotho	0.001	0.001	164	0.001	40	0.003	35	240
Liberia	0.001	0.001	164	0.001	40	0.003	35	240
Libya	0.125	0.156	20,559	0.182	5,034			25,594
Liechtenstein	0.007	0.009	1,151					1,151
Lithuania	0.072	0.090	11,842	0.105	2,900			14,742
Luxembourg*	0.064	0.080	10,526	0.093	2,578			13,104
Madagascar	0.003	0.004	493	0.004	121	0.008	106	720
Malawi	0.002	0.003	329	0.003	81	0.005	71	480
Malaysia	0.322	0.403	52,961	0.468	12,969			65,930
Maldives	0.002	0.003	329	0.003	81			410
Mali	0.003	0.004	493	0.004	121	0.008	106	720

Party	UN scale of assessments 2017 <i>(per cent)</i>	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Convention 76%	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Cartagena Protocol 16%	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2017 Nagoya Protocol 8%	Total contributions 2017 US\$
Malta	0.016	0.020	2,632	0.023	644			3,276
Marshall Islands	0.001	0.001	164	0.001	40	0.003	35	240
Mauritania	0.002	0.003	329	0.003	81	0.005	71	480
Mauritius	0.012	0.015	1,974	0.017	483	0.031	424	2,881
Mexico	1.435	1.794	236,023	2.087	57,795	3.660	50,689	344,507
Micronesia (Federated States of)	0.001	0.001	164			0.003	35	200
Monaco	0.010	0.013	1,645					1,645
Mongolia	0.005	0.006	822	0.007	201	0.013	177	1,200
Montenegro	0.004	0.005	658	0.006	161			819
Morocco	0.054	0.068	8,882	0.079	2,175			11,057
Mozambique	0.004	0.005	658	0.006	161	0.010	141	960
Myanmar	0.010	0.010	1,316	0.010	277	0.010	138	1,731
Namibia	0.010	0.013	1,645	0.015	403	0.026	353	2,401
Nauru	0.001	0.001	164	0.001	40			205
Nepal	0.006	0.008	987					987
Netherlands	1.482	1.853	243,753	2.155	59,688	3.780	52,349	355,791
New Zealand	0.268	0.335	44,079	0.390	10,794			54,873
Nicaragua	0.004	0.005	658	0.006	161			819
Niger	0.002	0.003	329	0.003	81	0.005	71	480
Nigeria	0.209	0.261	34,375	0.304	8,418			42,793
Niue	0.001	0.001	164	0.001	40			205
Norway	0.849	1.061	139,640	1.235	34,194	2.165	29,990	203,823
Oman	0.113	0.141	18,586	0.164	4,551			23,137
Pakistan	0.093	0.116	15,296	0.135	3,746	0.237	3,285	22,327
Palau	0.001	0.001	164	0.001	40			205
Panama	0.034	0.043	5,592	0.049	1,369	0.087	1,201	8,163
Papua New Guinea	0.004	0.005	658	0.006	161			819
Paraguay	0.014	0.018	2,303	0.020	564			2,867

Party	UN scale of assessments 2017 (per cent)	Scale with 22% ceiling, no LDC paying more than 0.01 % (per cent)	Contributions per 1 Jan. 2017 Convention 76%	Scale with 22% ceiling, no LDC paying more than 0.01 % (per cent)	Contributions per 1 Jan. 2017 Cartagena Protocol 16%	Scale with 22% ceiling, no LDC paying more than 0.01 % (per cent)	Contributions per 1 Jan. 2017 Nagoya Protocol 8%	Total contributions 2017 US\$
Peru	0.136	0.170	22,369	0.198	5,477	0.347	4,804	32,650
Philippines	0.165	0.206	27,138	0.240	6,645	0.421	5,828	39,612
Poland	0.841	1.051	138,324	1.223	33,872			172,196
Portugal	0.392	0.490	64,474	0.570	15,788			80,262
Qatar	0.269	0.336	44,244	0.391	10,834			55,078
Republic of Korea	2.039	2.549	335,366	2.965	82,122			417,488
Republic of Moldova	0.004	0.005	658	0.006	161	0.010	141	960
Romania	0.184	0.230	30,264	0.268	7,411			37,674
Russian Federation	3.088	3.860	507,901					507,901
Rwanda	0.002	0.003	329	0.003	81	0.005	71	480
Saint Kitts and Nevis	0.001	0.001	164	0.001	40			205
Saint Lucia	0.001	0.001	164	0.001	40			205
Saint Vincent and the Grenadines	0.001	0.001	164	0.001	40			205
Samoa	0.001	0.001	164	0.001	40	0.003	35	240
San Marino	0.003	0.004	493					493
Sao Tome and Principe	0.001	0.001	164					164
Saudi Arabia	1.146	1.433	188,489	1.666	46,156			234,645
Senegal	0.005	0.006	822	0.007	201	0.010	138	1,162
Serbia	0.032	0.040	5,263	0.047	1,289			6,552
Seychelles	0.001	0.001	164	0.001	40	0.003	35	240
Sierra Leone*	0.001	0.001	164					164
Singapore	0.447	0.559	73,521					73,521
Slovakia	0.160	0.200	26,316	0.233	6,444	0.408	5,652	38,412
Slovenia	0.084	0.105	13,816	0.122	3,383			17,199
Solomon Islands	0.001	0.001	164	0.001	40			205
Somalia	0.001	0.001	164	0.001	40			205
South Africa	0.364	0.455	59,869	0.529	14,660	0.928	12,858	87,387
South Sudan	0.003	0.004	493					493

Party	UN scale of assessments 2017 (per cent)	Scale with 22% ceiling, no LDC paying more than 0.01 % (per cent)	Contributions per 1 Jan. 2017 Convention 76%	Scale with 22% ceiling, no LDC paying more than 0.01 % (per cent)	Contributions per 1 Jan. 2017 Cartagena Protocol 16%	Scale with 22% ceiling, no LDC paying more than 0.01 % (per cent)	Contributions per 1 Jan. 2017 Nagoya Protocol 8%	Total contributions 2017 US\$
Spain	2.443	3.054	401,814	3.552	98,393	6.231	86,295	586,503
Sri Lanka	0.031	0.039	5,099	0.045	1,249			6,347
State of Palestine	0.007	0.009	1,151	0.010	282			1,433
Sudan	0.010	0.010	1,316	0.010	277	0.010	138	1,731
Suriname	0.006	0.008	987	0.009	242			1,229
Swaziland	0.002	0.003	329	0.003	81	0.005	71	480
Sweden	0.956	1.195	157,239	1.390	38,503	2.438	33,769	229,511
Switzerland	1.140	1.425	187,502	1.658	45,914	2.908	40,269	273,685
Syrian Arab Republic	0.024	0.030	3,947	0.035	967	0.061	848	5,762
Tajikistan	0.004	0.005	658	0.006	161	0.010	141	960
Thailand	0.291	0.364	47,862	0.423	11,720			59,583
The Former Yugoslav Republic of Macedonia	0.007	0.009	1,151	0.010	282			1,433
Timor-Leste	0.003	0.004	493					493
Togo	0.001	0.001	164	0.001	40	0.003	35	240
Tonga	0.001	0.001	164	0.001	40			205
Trinidad and Tobago	0.034	0.043	5,592	0.049	1,369			6,962
Tunisia	0.028	0.035	4,605	0.041	1,128			5,733
Turkey	1.018	1.273	167,436	1.480	41,000			208,437
Turkmenistan	0.026	0.033	4,276	0.038	1,047			5,324
Tuvalu	0.001	0.001	164					164
Uganda	0.009	0.010	1,316	0.010	277	0.010	138	1,731
Ukraine	0.103	0.129	16,941	0.150	4,148			21,089
United Arab Emirates	0.604	0.755	99,343	0.878	24,326	1.541	21,335	145,005
United Kingdom of Great Britain and Northern Ireland	4.463	5.579	734,055	6.490	179,749	11.383	157,649	1,071,453
United Republic of Tanzania	0.010	0.010	1,316	0.010	277			1,593
Uruguay	0.079	0.099	12,994	0.115	3,182	0.201	2,791	18,966

Party	UN scale of assessments 2017	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2017 Convention	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2017 Cartagena Protocol	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2017 Nagoya Protocol	Total contributions 2017
	(per cent)	(per cent)	76%	(per cent)	16%	(per cent)	8%	US\$
Uzbekistan	0.023	0.029	3,783					3,783
Vanuatu	0.001	0.001	164			0.003	35	200
Venezuela	0.571	0.714	93,916	0.830	22,997			116,913
Viet Nam	0.058	0.073	9,540	0.084	2,336	0.148	2,049	13,924
Yemen	0.010	0.010	1,316	0.010	277			1,593
Zambia	0.007	0.009	1,151	0.010	282	0.010	138	1,572
Zimbabwe	0.004	0.005	658	0.006	161			819
TOTAL	78.009	100.000	13,156,705	100.000	2,769,833	100.000	1,384,916	17,311,454

1/ Based on Scenario A - the proposed budget increase of the Secretariat

* To be invoiced in 2017 on a pro-rata basis

Party	UN scale of assessments 2017	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Convention	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Cartagena Protocol	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Nagoya Protocol	Total contributions 2018	Total contributions 2017-2018
	(per cent)	(per cent)	76%	(per cent)	16%	(per cent)	8%	US\$	US\$
Afghanistan	0.006	0.008	1,048	0.009	257			1,305	2,533
Albania	0.008	0.010	1,397	0.012	342	0.020	299	2,039	3,959
Algeria	0.161	0.201	28,120	0.234	6,886			35,005	67,970
Andorra	0.006	0.008	1,048					1,048	2,035
Angola	0.010	0.010	1,397	0.010	294			1,691	3,284
Antigua and Barbuda	0.002	0.003	349	0.003	86			435	844
Argentina	0.892	1.115	155,793					155,793	302,505
Armenia	0.006	0.008	1,048	0.009	257			1,305	2,533
Australia	2.337	2.922	408,171					408,171	792,551
Austria	0.720	0.900	125,752	1.047	30,793			156,545	303,966
Azerbaijan	0.060	0.075	10,479	0.087	2,566			13,045	25,331
Bahamas	0.014	0.018	2,445	0.020	599			3,044	5,910
Bahrain	0.044	0.055	7,685	0.064	1,882			9,567	18,576
Bangladesh	0.010	0.010	1,397	0.010	294			1,691	3,284
Barbados	0.007	0.009	1,223	0.010	299			1,522	2,955
Belarus	0.056	0.070	9,781	0.081	2,395	0.143	2,096	14,272	27,716
Belgium	0.885	1.106	154,571	1.287	37,850	2.253	33,129	225,550	438,016
Belize	0.001	0.001	175	0.001	43			217	422
Benin	0.003	0.004	524	0.004	128	0.008	112	765	1,485
Bhutan	0.001	0.001	175	0.001	43	0.003	37	255	495
Bolivia (Plurinational State of)	0.012	0.015	2,096	0.017	513	0.031	449	3,058	5,515
Bosnia and Herzegovina	0.013	0.016	2,271	0.019	556			2,827	5,488
Botswana	0.014	0.018	2,445	0.020	599	0.036	524	3,568	6,929
Brazil	3.823	4.779	667,710	5.559	163,503			831,213	1,613,977
Brunei-Darussalam	0.029	0.036	5,065					5,065	9,835
Bulgaria	0.045	0.056	7,860	0.065	1,925	0.115	1,685	11,469	22,272
Burkina Faso	0.004	0.005	699	0.006	171	0.010	150	1,019	1,980
Burundi	0.001	0.001	175	0.001	43	0.003	37	255	495

Party	UN scale of assessments 2017	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Convention	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Cartagena Protocol	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Nagoya Protocol	Total contributions 2018	Total contributions 2017-2018
	(per cent)	(per cent)	76%	(per cent)	16%	(per cent)	8%	US\$	US\$
Cabo Verde	0.001	0.001	175	0.001	43			217	422
Cambodia	0.004	0.005	699	0.006	171	0.010	150	1,019	1,980
Cameroon	0.010	0.013	1,747	0.015	428			2,174	4,222
Canada	2.921	3.652	510,170					510,170	990,604
Central African Republic	0.001	0.001	175	0.001	43			217	422
Chad	0.005	0.006	873	0.007	214			1,087	2,111
Chile	0.399	0.499	69,688					69,688	135,314
China	7.921	9.902	1,383,450	11.518	338,768	20.163	296,518	2,018,736	3,920,368
Colombia	0.322	0.403	56,239	0.468	13,771			70,011	135,940
Comoros	0.001	0.001	175	0.001	43	0.003	37	255	495
Congo	0.006	0.008	1,048	0.009	257	0.015	225	1,529	2,970
Cook Islands	0.001	0.001	175					175	339
Costa Rica	0.047	0.059	8,209	0.068	2,010			10,219	19,842
Cote d'Ivoire	0.009	0.011	1,572	0.013	385	0.023	337	2,294	4,454
Croatia	0.099	0.124	17,291	0.144	4,234	0.252	3,706	25,231	48,998
Cuba	0.065	0.081	11,353	0.095	2,780	0.165	2,433	16,566	32,171
Cyprus	0.043	0.054	7,510	0.063	1,839			9,349	18,154
Czech Republic	0.344	0.430	60,082	0.500	14,712	0.876	12,877	87,671	170,257
Democratic People's Republic of Korea	0.005	0.006	873	0.007	214			1,087	2,111
Democratic Republic of the Congo	0.008	0.010	1,397	0.010	294	0.010	147	1,838	3,570
Denmark	0.584	0.730	101,999	0.849	24,977	1.487	21,862	148,837	289,041
Djibouti	0.001	0.001	175	0.001	43	0.003	37	255	495
Dominica	0.001	0.001	175	0.001	43			217	422
Dominican Republic	0.046	0.058	8,034	0.067	1,967	0.117	1,722	11,724	22,767
Ecuador	0.067	0.084	11,702	0.097	2,865			14,567	28,286
Egypt	0.152	0.190	26,548	0.221	6,501	0.387	5,690	38,739	75,230
El Salvador	0.014	0.018	2,445	0.020	599			3,044	5,910
Equatorial Guinea	0.010	0.010	1,397					1,397	2,713

Party	UN scale of assessments 2017	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Convention	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Cartagena Protocol	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Nagoya Protocol	Total contributions 2018	Total contributions 2017-2018
	(per cent)	(per cent)	76%	(per cent)	16%	(per cent)	8%	US\$	US\$
Eritrea	0.001	0.001	175	0.001	43			217	422
Estonia	0.038	0.048	6,637	0.055	1,625			8,262	16,043
Ethiopia	0.010	0.010	1,397	0.010	294	0.010	147	1,838	3,569
European Union		2.500	349,276	2.500	73,532	2.500	36,766	459,574	892,360
Fiji	0.003	0.004	524	0.004	128	0.008	112	765	1,485
Finland	0.456	0.570	79,643	0.663	19,502	1.161	17,070	116,216	225,690
France	4.859	6.074	848,653	7.065	207,811	12.368	181,894	1,238,359	2,404,882
Gabon	0.017	0.021	2,969	0.025	727	0.043	636	4,333	8,414
Gambia	0.001	0.001	175	0.001	43	0.003	37	255	495
Georgia	0.008	0.010	1,397	0.012	342			1,739	3,377
Germany	6.389	7.987	1,115,877	9.290	273,247	16.263	239,169	1,628,292	3,162,130
Ghana	0.016	0.020	2,794	0.023	684			3,479	6,755
Greece	0.471	0.589	82,263	0.685	20,144			102,407	198,845
Grenada	0.001	0.001	175	0.001	43			217	422
Guatemala	0.028	0.035	4,890	0.041	1,198	0.071	1,048	7,136	13,858
Guinea	0.002	0.003	349	0.003	86	0.005	75	510	990
Guinea-Bissau	0.001	0.001	175	0.001	43	0.003	37	255	495
Guyana	0.002	0.003	349	0.003	86	0.005	75	510	990
Haiti	0.003	0.004	524					524	1,017
Honduras	0.008	0.010	1,397	0.012	342	0.020	299	2,039	3,959
Hungary	0.161	0.201	28,120	0.234	6,886	0.410	6,027	41,032	79,684
Iceland	0.023	0.029	4,017					4,017	7,800
India	0.737	0.921	128,721	1.072	31,520	1.876	27,589	187,831	364,766
Indonesia	0.504	0.630	88,027	0.733	21,555	1.283	18,867	128,449	249,446
Iran (Islamic Republic of)	0.471	0.589	82,263	0.685	20,144			102,407	198,845
Iraq	0.129	0.161	22,531	0.188	5,517			28,048	54,461
Ireland	0.335	0.419	58,510	0.487	14,327			72,837	141,429
Israel	0.430	0.538	75,102					75,102	145,827
Italy	3.748	4.685	654,611	5.450	160,296			814,906	1,582,314

Party	UN scale of assessments 2017	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Convention	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Cartagena Protocol	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Nagoya Protocol	Total contributions 2018	Total contributions 2017-2018
	(per cent)	(per cent)	76%	(per cent)	16%	(per cent)	8%	US\$	US\$
Jamaica	0.009	0.011	1,572	0.013	385			1,957	3,800
Japan	9.680	12.101	1,690,670	14.075	413,997			2,104,667	4,086,658
Jordan	0.020	0.025	3,493	0.029	855	0.051	749	5,097	9,899
Kazakhstan	0.191	0.239	33,359	0.278	8,169	0.486	7,150	48,678	94,532
Kenya	0.018	0.023	3,144	0.026	770	0.046	674	4,587	8,909
Kiribati	0.001	0.001	175	0.001	43			217	422
Kuwait	0.285	0.356	49,777					49,777	96,653
Kyrgyzstan	0.002	0.003	349	0.003	86	0.005	75	510	990
Lao People's Democratic Republic	0.003	0.004	524	0.004	128	0.008	112	765	1,485
Latvia	0.050	0.063	8,733	0.073	2,138			10,871	21,109
Lebanon	0.046	0.058	8,034	0.067	1,967			10,002	19,420
Lesotho	0.001	0.001	175	0.001	43	0.003	37	255	495
Liberia	0.001	0.001	175	0.001	43	0.003	37	255	495
Libya	0.125	0.156	21,832	0.182	5,346			27,178	52,772
Liechtenstein	0.007	0.009	1,223					1,223	2,374
Lithuania	0.072	0.090	12,575	0.105	3,079			15,655	30,397
Luxembourg	0.064	0.080	11,178	0.093	2,737	0.163	2,396	16,311	29,415
Madagascar	0.003	0.004	524	0.004	128	0.008	112	765	1,485
Malawi	0.002	0.003	349	0.003	86	0.005	75	510	990
Malaysia	0.322	0.403	56,239	0.468	13,771			70,011	135,940
Maldives	0.002	0.003	349	0.003	86			435	844
Mali	0.003	0.004	524	0.004	128	0.008	112	765	1,485
Malta	0.016	0.020	2,794	0.023	684			3,479	6,755
Marshall Islands	0.001	0.001	175	0.001	43	0.003	37	255	495
Mauritania	0.002	0.003	349	0.003	86	0.005	75	510	990
Mauritius	0.012	0.015	2,096	0.017	513	0.031	449	3,058	5,939
Mexico	1.435	1.794	250,631	2.087	61,373	3.653	53,718	365,722	710,229
Micronesia (Federated States of)	0.001	0.001	175			0.003	37	212	412

Party	UN scale of assessments 2017	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Convention	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Cartagena Protocol	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Nagoya Protocol	Total contributions 2018	Total contributions 2017-2018
	(per cent)	(per cent)	76%	(per cent)	16%	(per cent)	8%	US\$	US\$
Monaco	0.010	0.013	1,747					1,747	3,391
Mongolia	0.005	0.006	873	0.007	214	0.013	187	1,274	2,475
Montenegro	0.004	0.005	699	0.006	171			870	1,689
Morocco	0.054	0.068	9,431	0.079	2,309			11,741	22,797
Mozambique	0.004	0.005	699	0.006	171	0.010	150	1,019	1,980
Myanmar	0.010	0.010	1,397	0.010	294	0.010	147	1,838	3,569
Namibia	0.010	0.013	1,747	0.015	428	0.025	374	2,549	4,949
Nauru	0.001	0.001	175	0.001	43			217	422
Nepal	0.006	0.008	1,048					1,048	2,035
Netherlands	1.482	1.853	258,840	2.155	63,383	3.772	55,478	377,701	733,491
New Zealand	0.268	0.335	46,808	0.390	11,462			58,270	113,143
Nicaragua	0.004	0.005	699	0.006	171			870	1,689
Niger	0.002	0.003	349	0.003	86	0.005	75	510	990
Nigeria	0.209	0.261	36,503	0.304	8,939			45,442	88,235
Niue	0.001	0.001	175	0.001	43			217	422
Norway	0.849	1.061	148,283	1.235	36,310	2.161	31,782	216,375	420,198
Oman	0.113	0.141	19,736	0.164	4,833			24,569	47,706
Pakistan	0.093	0.116	16,243	0.135	3,977	0.237	3,481	23,702	46,029
Palau	0.001	0.001	175	0.001	43			217	422
Panama	0.034	0.043	5,938	0.049	1,454	0.087	1,273	8,665	16,828
Papua New Guinea	0.004	0.005	699	0.006	171			870	1,689
Paraguay	0.014	0.018	2,445	0.020	599			3,044	5,910
Peru	0.136	0.170	23,753	0.198	5,816	0.346	5,091	34,661	67,311
Philippines	0.165	0.206	28,818	0.240	7,057	0.420	6,177	42,052	81,664
Poland	0.841	1.051	146,886	1.223	35,968			182,854	355,050
Portugal	0.392	0.490	68,465	0.570	16,765			85,230	165,493
Qatar	0.269	0.336	46,982	0.391	11,505			58,487	113,565
Republic of Korea	2.039	2.549	356,123	2.965	87,205			443,328	860,816
Republic of Moldova	0.004	0.005	699	0.006	171	0.010	150	1,019	1,980

Party	UN scale of assessments 2017	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Convention	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Cartagena Protocol	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Nagoya Protocol	Total contributions 2018	Total contributions 2017-2018
	(per cent)	(per cent)	76%	(per cent)	16%	(per cent)	8%	US\$	US\$
Romania	0.184	0.230	32,137	0.268	7,869			40,006	77,680
Russian Federation	3.088	3.860	539,338					539,338	1,047,239
Rwanda	0.002	0.003	349	0.003	86	0.005	75	510	990
Saint Kitts and Nevis	0.001	0.001	175	0.001	43			217	422
Saint Lucia	0.001	0.001	175	0.001	43			217	422
Saint Vincent and the Grenadines	0.001	0.001	175	0.001	43			217	422
Samoa	0.001	0.001	175	0.001	43	0.003	37	255	495
San Marino	0.003	0.004	524					524	1,017
Sao Tome and Principe	0.001	0.001	175					175	339
Saudi Arabia	1.146	1.433	200,156	1.666	49,013			249,168	483,813
Senegal	0.005	0.006	873	0.007	214	0.010	147	1,234	2,396
Serbia	0.032	0.040	5,589	0.047	1,369			6,958	13,510
Seychelles	0.001	0.001	175	0.001	43	0.003	37	255	495
Sierra Leone	0.001	0.001	175			0.003	37	212	377
Singapore	0.447	0.559	78,071					78,071	151,592
Slovakia	0.160	0.200	27,945	0.233	6,843	0.407	5,990	40,777	79,189
Slovenia	0.084	0.105	14,671	0.122	3,593			18,264	35,463
Solomon Islands	0.001	0.001	175	0.001	43			217	422
Somalia	0.001	0.001	175	0.001	43			217	422
South Africa	0.364	0.455	63,575	0.529	15,568	0.927	13,626	92,769	180,156
South Sudan	0.003	0.004	524					524	1,017
Spain	2.443	3.054	426,685	3.552	104,483	6.219	91,452	622,620	1,209,122
Sri Lanka	0.031	0.039	5,414	0.045	1,326			6,740	13,087
State of Palestine	0.007	0.009	1,223	0.010	299			1,522	2,955
Sudan	0.010	0.010	1,397	0.010	294	0.010	147	1,838	3,569
Suriname	0.006	0.008	1,048	0.009	257			1,305	2,533
Swaziland	0.002	0.003	349	0.003	86	0.005	75	510	990
Sweden	0.956	1.195	166,971	1.390	40,887	2.433	35,787	243,645	473,156

Party	UN scale of assessments 2017	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Convention	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Cartagena Protocol	Scale with 22% ceiling, no LDC paying more than 0.01 %	Contributions per 1 Jan. 2018 Nagoya Protocol	Total contributions 2018	Total contributions 2017-2018
	(per cent)	(per cent)	76%	(per cent)	16%	(per cent)	8%	US\$	US\$
Switzerland	1.140	1.425	199,108	1.658	48,756	2.902	42,675	290,539	564,224
Syrian Arab Republic	0.024	0.030	4,192	0.035	1,026	0.061	898	6,117	11,878
Tajikistan	0.004	0.005	699	0.006	171	0.010	150	1,019	1,980
Thailand	0.291	0.364	50,825	0.423	12,446			63,270	122,853
The Former Yugoslav Republic of Macedonia	0.007	0.009	1,223	0.010	299			1,522	2,955
Timor-Leste	0.003	0.004	524					524	1,017
Togo	0.001	0.001	175	0.001	43	0.003	37	255	495
Tonga	0.001	0.001	175	0.001	43			217	422
Trinidad and Tobago	0.034	0.043	5,938	0.049	1,454			7,392	14,354
Tunisia	0.028	0.035	4,890	0.041	1,198			6,088	11,821
Turkey	1.018	1.273	177,800	1.480	43,538			221,338	429,775
Turkmenistan	0.026	0.033	4,541	0.038	1,112			5,653	10,977
Tuvalu	0.001	0.001	175					175	339
Uganda	0.009	0.010	1,397	0.010	294	0.010	147	1,838	3,569
Ukraine	0.103	0.129	17,990	0.150	4,405			22,395	43,484
United Arab Emirates	0.604	0.755	105,492	0.878	25,832	1.537	22,610	153,935	298,940
United Kingdom of Great Britain and Northern Ireland	4.463	5.579	779,490	6.490	190,875	11.360	167,070	1,137,434	2,208,888
United Republic of Tanzania	0.010	0.010	1,397	0.010	294			1,691	3,284
Uruguay	0.079	0.099	13,798	0.115	3,379	0.201	2,957	20,134	39,100
Uzbekistan	0.023	0.029	4,017					4,017	7,800
Vanuatu	0.001	0.001	175			0.003	37	212	412
Venezuela	0.571	0.714	99,729	0.830	24,421			124,149	241,062
Viet Nam	0.058	0.073	10,130	0.084	2,481	0.148	2,171	14,782	28,706
Yemen	0.010	0.010	1,397	0.010	294			1,691	3,284
Zambia	0.007	0.009	1,223	0.010	299	0.010	147	1,669	3,241
Zimbabwe	0.004	0.005	699	0.006	171			870	1,689

Party	UN scale of assessments 2017 <i>(per cent)</i>	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2018 Convention <i>76%</i>	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2018 Cartagena Protocol <i>16%</i>	Scale with 22% ceiling, no LDC paying more than 0.01 % <i>(per cent)</i>	Contributions per 1 Jan. 2018 Nagoya Protocol <i>8%</i>	Total contributions 2018 <i>US\$</i>	Total contributions 2017-2018 <i>US\$</i>
TOTAL	78.009	100.000	13,971,042	100.000	2,941,272	100.000	1,470,636	18,382,950	35,694,404

Annex VIII

DETAILED DESCRIPTIONS OF ROLES OF DIVISIONS AND UNITS

1. The **Office of the Executive Secretary (OES)** is responsible for the overall management of the Secretariat, promoting coherence and cost-effectiveness of its work and ensuring responsiveness to the needs of Parties. *The Executive Secretary, assisted by the Deputy Executive Secretary and the Management Committee provides strategic planning and management of the Secretariat to ensure its effectiveness in support of the Parties. The Office of the Executive Secretary will ensure effective coordination of the Secretariat's activities and monitor progress in the implementation of the Secretariat's work programme, in line with the Medium-term Operational Framework and decisions of the Conference of the Parties and meetings of the Parties. The Office of the Executive Secretary also houses the corporate legal services and ensures the coherence of the concurrent meetings, organization of work and consistency of procedures with the aim of improving the efficiency and the effectiveness of processes and structures under the Convention and the Protocols, It also contains a unit to help integrate reporting across the Convention and the Protocols and focus on improving the monitoring and review of implementation of the Convention.*
2. *Management Committee:* The committee, chaired by the Executive Secretary, and made up of the Heads Divisions, with Heads of Units and other staff attending as necessary, advises the Executive Secretary on strategic planning, operational issues and setting priorities for the effective management and execution of the work at the Secretariat.
3. The Administration, Finance and Conference Services Division, the Legal and the Intergovernmental Unit and the Monitoring, Review and Reporting Unit functions directly under the Office of the Executive Secretary.
4. The **Legal and Intergovernmental Unit** assists the Executive Secretary and Deputy Executive Secretary in the coordination of agenda of the COP, COP-MOPs and the subsidiary bodies. The Unit ensures the coherence of the concurrent meetings, organization of work and consistency of procedures with the aim of improving the efficiency and the effectiveness of processes and structures under the Convention and the Protocols in achieving full integration. The Unit also ensures legal consistency across the Secretariat and provides legal advice to all staff in their work.
5. The **Monitoring, Review and Reporting Unit** is responsible for all work that has been formulated under functional objective 5.1 and 5.2 of the Secretariat, *inter alia*, the organization, management, analysis and communication of information from NBSAPs and national reports and the review of scientific information and indicators to review progress made in the implementation of the Strategic Plan for Biodiversity 2011-2020. The responsibilities of the Unit include (a) facilitating the work of Parties on planning, monitoring and reporting; (b) facilitating the scientific review of progress in implementing the Strategic Plan for Biodiversity 2011-2020; (c) organizing and manage information provided by Parties through official submissions; (d) analysing the information provided by Parties; (e) communicating the information and analyses of information provided by Parties; and (f) engaging with other processes and partners on monitoring and assessment.
6. The **Secretariat Support Unit** supports the Executive Secretary in coordinating the external Secretariat activities and acts as the communication channel between the office of the Executive Secretary and the Parties, relevant intergovernmental and non-governmental organizations, major groups and inter-agency processes as well as the Divisions of the Secretariat.
7. The **Administration, Finance and Conference Services Division** provides fund management, financial services and logistics support and administrative and human resources support for the Secretariat of the Convention and its Protocols, within the United Nations rules and regulations and under the guidance of Parties.

8. The **Administration, Finance and Conference Services Division** comprises the Finance Unit, the Administration and Human Resources Unit, and the Conference Services Unit.

9. Responsibilities of the **Administration, Finance and Conference Services Division** include to:

(a) Establish and ensure compliance with internal controls in keeping with United Nations Rules and Regulations and administrative instructions in providing fund management, administration, financial, personnel and logistic support to Secretariat staff and Parties towards the successful implementation of the programme of work of the Convention and its Protocols within the budgets approved by the Parties;

(b) Provide accurate reports to donors, and Secretariat staff on the use of contributions received;

(c) Provide guidance to the Executive Secretary, senior management and staff on all administrative and financial matters;

(d) Liaise with the lead United Nations Agency and Host Government to ensure the security of SCBD staff and premises;

(e) Organize and arrange conference services for the meetings organized under the Convention mandate, as needed.

10. The **Scientific and Policy Support Division (SPS)** provides support for the Convention and its Protocols through (a) provision of scientific and technical analyses to facilitate decision-making and implementation; (b) provision of support for the implementation of the Protocols; (c) integrating ABS, biosafety traditional knowledge and customary sustainable use in the work of the Convention; and (d) provision of inputs to Secretariat-wide integrated processes.

11. The Scientific and Policy Support Division is comprised of the **Conservation and Sustainable Use Unit**, the **Access and Benefit Sharing and Traditional Knowledge Unit** and the **Biosafety and Biosecurity Unit**.

12. Responsibilities of the Scientific and Policy Support Division include to:

(a) Facilitate policy development by the Parties, to further the objectives of the Convention and its Protocols;

(b) Provide substantive scientific and technical inputs into the concurrent meetings of COP and COP-MOP; and Secretariat-wide processes,

(c) Facilitate the review and evaluation of national, regional and other actions, in particular targets and indicators established in accordance with the Strategic Plans, in achieving the Aichi Biodiversity Targets; including biosafety;

(d) Provide substantive inputs on issues regarding SBSTTA, capacity-building, information sharing, scientific and technical issues, outreach and public participation, compliance committees;

(e) Organize and service SBSTTA, the Working Group on Article 8(j) and related provisions, and the meetings of the Conference of the Parties and Conference of the Parties serving as the meeting of the Parties to the Protocols;

13. The **Conservation and Sustainable Use Unit** develops and coordinates scientific and technical inputs and analyses to support Parties, stakeholders, relevant inter-governmental processes and partner organizations for decision-making and implementation of the Convention on Biological Diversity through its Strategic Plan for Biodiversity.

14. The specific responsibilities of the Conservation and Sustainable Use Unit include to:

(a) Coordinate scientific and technical work relating to the Strategic Plan for Biodiversity, its targets with specific reference to the following thematic programmes and cross-cutting issues: marine and coastal biodiversity, forest biodiversity, dry and sub-humid lands biodiversity, mountain biodiversity, agricultural biodiversity (including biofuels), inland waters biodiversity, island biodiversity, ecosystem restoration; climate change and biological diversity, ecosystem approach, protected areas, impact assessment, sustainable use, technical and scientific cooperation, new and emerging issues, Global Strategy for Plant Conservation; among others, in line with Articles 7, 8, 9, 10, 12, 14, 18 and 25 of the Convention and mandates from the Parties;

(b) Coordinate and facilitate SBSTTA including documentation, servicing, liaising with Parties and relevant organizations;

(c) Organize, service and provide inputs to expert and/or technical meetings and workshops;

(d) Engage with other intergovernmental processes and fora by providing scientific and technical input to advance the policy discourse on biodiversity;

(e) Liaise with relevant organizations, stakeholders, expert groups in order to enhance scientific and technical partnerships and inter-agency coordination within the areas listed in (a)

(f) Provide scientific and technical inputs in support of Secretariat-wide strategies and activities to ensure effective synergies, coordination and collaboration;

(g) Provide scientific and technical support to Parties through capacity-building activities, facilitating scientific and technical partnerships, and information-sharing mechanisms.

15. The **Access and Benefit Sharing and Traditional Knowledge Unit** promotes and supports ratification of the Nagoya Protocol by all CBD Parties and provides support to Parties, indigenous peoples and local communities, and relevant stakeholders in implementing access and benefit-sharing and the Nagoya Protocol, as well as Article 8 (j) and related provisions of the Convention.

16. The specific responsibilities of the Access and Benefit Sharing and Traditional Knowledge Unit include to:

(a) Promote and support the ratifications of the Nagoya Protocol by all CBD Parties;

(b) Facilitate the administration and implementation of the ABS Clearing-House in accordance its functions as mandated by the COP-MOP in the modalities of operation;

(c) Provide support for capacity-building for the Nagoya Protocol, Article 8(j) and related provisions;

(d) Provide support and develop awareness-raising mechanisms for the Nagoya Protocol;

(e) Facilitate the process of monitoring and reporting under the Nagoya Protocol;

(f) Provide support for intersessional processes and activities as mandated by COP-MOP on issues such as the need for and modalities of a global multilateral benefit-sharing mechanism (Article 10); model contractual clauses, codes of conduct, guidelines, best practices and standards (Articles 19 and 20); guidance to the financial mechanisms and resource mobilization (Article 25); procedures and mechanisms to promote compliance with the Protocol (Article 30); and assessment and review of the effectiveness of the Protocol (Article 31);

(g) Provide support for the implementation of the work programme on Article 8(j) and related provisions, as well as the provisions of the Nagoya Protocol relevant for indigenous peoples and local communities, including by building the capacity of Parties and indigenous peoples and local communities;

(h) Support effective participation and representation of indigenous peoples and local communities in CBD meetings, processes and activities;

- (i) Collaborate with partners on initiatives and following developments in other international organizations related to ABS, traditional knowledge and the customary sustainable use of biodiversity;
- (j) Provide support and facilitate the meetings of the governing bodies and subsidiary bodies;
- (k) Promote regular, adequate and appropriate linkages and communication with other activities and processes under the Convention.

17. The **Biosafety and Biosecurity Unit** promotes and provides support for the implementation of the Cartagena Protocol on Biosafety, the Nagoya-Kuala Lumpur Supplementary Protocol on Liability and Redress, and articles 8(g) and (h) of the Convention.

18. The specific responsibilities of the Biosafety and Biosecurity Unit include to:

- (a) Provide support for the implementation of the Cartagena Protocol on Biosafety and article 8(g) of the Convention, including core programme areas on policy and legal development, and scientific and technical issues to assist Parties in ensuring the safe transfer, handling and use of living modified organism resulting from modern biotechnology that may have adverse effects on the conservation and sustainable use of biological diversity, taking also into account risks to human health, as well as in establishing or maintaining means to regulate, manage or control their risks;
- (b) Provide support for the implementation of Article 8(h) of the Convention and carry out related work on invasive alien species (IAS);
- (c) Provide support for the promotion and implementation of the Nagoya-Kuala Lumpur Supplementary Protocol on Liability and Redress;
- (d) Facilitate and support the work and meetings of the governing bodies of the Convention and Cartagena Protocol and their relevant bodies;
- (e) Promote knowledge and information sharing on biosafety related issues through the Biosafety Clearing-House;
- (f) Develop and facilitate capacity-building activities on biosafety and IAS programmes of work;
- (g) Coordinate with the Monitoring and Reporting unit on a harmonized approach to national reporting;
- (h) Coordinate the work related to the Global Taxonomy Initiative with relevant units in the Secretariat, including the provision of substantive input;
- (i) Provide support on substantive issues related to biosafety and IAS to the Capacity Development, Economic Policy and Resource Mobilization, Partnerships and Cooperation, and Communications and Outreach units;
- (j) Collaborate with relevant international organizations and partners with a view to facilitate the implementation of biosafety, IAS and taxonomy.

19. The **Mainstreaming, Cooperation and Outreach Support Division** (MCOS) provides support for the Convention and its Protocols by (a) coordinating the Secretariat's work on mainstreaming of biodiversity, (b) providing policy and technical expertise on cross-cutting mainstreaming issues, (c) coordinating the collaboration of the Secretariat with partners in support of the Convention and its Protocols, and (d) carrying out and coordinating the Secretariat's communications and outreach activities. It includes the Secretariat's work related to economics and resource mobilization as well as the financial mechanism for the Convention.

20. The Mainstreaming, Cooperation and Outreach Support Division is comprised of the Partnerships and Cooperation Unit, the Communications and Outreach Unit and the Economic Policy and Resource Mobilization Unit.

21. Responsibilities of the Mainstreaming, Cooperation and Outreach Support Division include to:

(a) Provide support to Parties in their implementation of Goal A of the Strategic Plan for Biodiversity 2011-2020, and other Aichi Targets including Aichi Target 20;

(b) Develop and coordinate implementation of a Secretariat-wide strategy on mainstreaming of biodiversity;

(c) Facilitate the development of cross-cutting policies by Parties including development policies and processes, economics and finance issues, as well as engagement with the business sector;

(d) Facilitate resource mobilization efforts by Parties including access to the financial mechanism (the Global Environment Facility) of the Convention;

(e) Coordinate the Secretariat's engagement in international processes, and the development and implementation of strategic partnerships, including through the elaboration of a Secretariat-wide strategy;

(f) Coordinate the Secretariat's engagement with key actors and a broad range of stakeholders, including engagement with subnational and local governments; and in ensuring the mainstreaming of gender;

(g) Implement and coordinate the Secretariat's communications and outreach work;

(h) Contribute to the provision of neutral, balanced and evidence-based reports and analysis to facilitate decision-making, including through intersessional processes, and the preparation of documents and support to Parties at meetings of the Conference of Parties of the Convention and COP-MOPs of the Protocols, and meetings of subsidiary bodies.

22. The **Partnerships and Cooperation Unit** facilitates coordination and cooperation with all relevant international intergovernmental processes and bodies, key actors and partners, and stakeholder's organizations to support implementation of the Convention and its Protocols.

23. The specific responsibilities of the **Partnerships and Cooperation Unit** include to:

(a) Facilitate engagement, cooperation and coordination with international processes, conventions, organizations and initiatives relevant to the Convention to seek the mainstreaming and integration of biodiversity into their processes and to support implementation of the Convention and its Protocols;

(b) Facilitate engagement of and strategic partnerships with key entities to support implementation of the Convention and its Protocols;

(c) Develop, coordinate and implement Secretariat-wide strategy for strategic partnerships;

(d) Contribute to facilitating the development of relevant scientific and technical as well as cultural, social and gender sensitive input into policy development;

(e) Facilitate and enhance political support for implementation of the Convention and its Protocols;

(f) Facilitate the organization of high-level segments of CBD meetings, and high-level events in other fora; and engage in relevant summits of regional bodies and ministerial meetings, and engagement with subnational and local governments;

(g) Facilitate effective engagement of stakeholders in the work of the Convention and its Protocols, and ensure the inclusion of gender considerations in the work of the Secretariat;

(h) Ensure the inclusion of gender considerations in the work of the Secretariat including in its development and review of policy and its support to Parties in the implementation of the Convention and its Protocols and facilitate the implementation of the 2015-2020 Gender Plan of Action of the Convention.

24. The **Communications and Outreach Unit** coordinates the work of the Secretariat with respect to all communications and outreach activities, including support of Parties in their efforts to implement Aichi Biodiversity Target 1 and the Convention and its Protocols.

25. The specific responsibilities of the **Communications and Outreach Unit** include to:

(a) Develop and coordinate the implementation of a communications strategy to guide Secretariat corporate communications, as well as a global communications, and facilitate the development of a strategy for the United Nations Decade on Biodiversity;

(b) Foster increased recognition of the importance of biodiversity, biosafety and access and benefit sharing, focused on key target audiences;

(c) Prepare, promote and disseminate communications products to raise awareness among target audiences;

(d) Network with, mobilize and contribute to efforts by partners to raise awareness of the importance of biodiversity, biosafety and access and benefit sharing;

(e) Foster awareness and coverage of biodiversity issues in the media with a focus on the work under the Convention and its Protocols;

26. The **Economic Policy and Resource Mobilization Unit** provides implementation support on the financial, economic, business engagement, and trade-related aspects under the Convention and its Protocols.

27. The specific responsibilities of the Economic Policy and Resource Mobilization Unit include to:

(a) Promote, in cooperation with partners, the development, implementation, and assessment of tools, measures, and mechanisms for integrating the value of biodiversity into public and private sector policies and programmes, including national development plans, economic policies, national resource mobilization strategies; corporate strategies, decision-making, policies and reporting; national reporting systems, including national accounting; and environmental safeguards;

(b) Support Parties and coordinate the work of the Secretariat on the implementation of the 2030 Agenda for Sustainable Development and its sustainable development goals, and the Secretariat's work on biodiversity for poverty eradication and sustainable development;

(c) Undertake and/or disseminate research and analytical work on relevant issues to support the implementation of the Convention and its Strategic Plan 2011-2020, including on incentive measures and biodiversity finance mechanisms;

(d) Support mainstreaming of biodiversity by the business sector, including through the Global Partnership for Business and Biodiversity;

(e) Monitor implementation progress against the strategy and the globally agreed targets for resource mobilization, including by providing support to the reporting of Parties against the financial reporting framework, and by preparing input into relevant reports;

(f) Monitor and evaluate the operations of the financial mechanism of the Convention, and service the review of its effectiveness and the preparation of guidance;

28. The **Implementation Support Division** provides support to Parties in the implementation and review of the Convention and its Protocols by (a) facilitating the design, implementation, monitoring, evaluation and follow-up of the Secretariat's capacity-building activities (b) catalysing and supporting

technical and scientific cooperation among Parties (c) supporting the clearing-house mechanisms to advance knowledge management for the implementation of the Convention and its Protocols (d) facilitating and servicing meetings of the Subsidiary Body on Implementation and other relevant intergovernmental processes; (e) managing the ICT services in the secretariat and (f) providing inputs to Secretariat-wide integrated processes to support the implementation of the Convention and its Protocols.

29. Responsibilities of the **Implementation Support Division** include to:

(a) Provide support for national planning and implementation processes to achieve the objectives of the Convention and its Protocols and their respective strategic plans;

(b) Facilitate the review and evaluation of national, regional and international actions, including their relevant targets and indicators, established in accordance with the Strategic Plans, and the Aichi Biodiversity Targets;

(c) Coordinate and organize the meetings of the Subsidiary Body on Implementation;

(d) Provide substantive inputs into Secretariat-wide processes.

30. The **Implementation Support Division** is comprised of the Capacity Development Unit, the Clearing-House Mechanism Unit and the Information Technology Unit.

31. The **Capacity Development Unit** coordinates, facilitates and supports the planning, delivery, monitoring, evaluation, and follow-up of the Secretariat's capacity-building support and catalyses technical and scientific cooperation among Parties for the effective implementation of the Convention and its Protocols, in accordance with relevant decisions of the COP and COP-MOPs.

32. The specific responsibilities of the **Capacity Development Unit** include to:

(a) Coordinate the development and implementation of the short-term action plan (2017-2020) to enhance and support capacity-building for the implementation of the Strategic Plan for Biodiversity 2011-2020 and its Aichi Biodiversity Targets and the Secretariat's biennial work plans on capacity-building after the COP and COP-MOP meetings;

(b) Catalyse and support technical and scientific cooperation among Parties;

(c) Coordinate the development of Secretariat-wide Standard Operating Procedures and Quality Assurance Standards for capacity-building and technical and scientific cooperation and provide support to staff in the implementation of mandated capacity-building and technical and scientific cooperation activities, including identification of opportunities for partnerships and outsourcing of the delivery of those activities, mobilization of funding and other resources for capacity development and enhancement of donor relations;

(d) Coordinate, in collaboration with the relevant Units and Divisions, the servicing of Informal Advisory Committees and Liaison Groups on Capacity-Building (or similar bodies) to promote synergies among them and foster coherent approaches to capacity-development across the Secretariat;

(e) Coordinate the development and maintenance of the capacity-building web portal to serve as a one-stop-shop for information on capacity-building and technical and scientific cooperation initiatives, resources (including e-learning modules/courses), country needs and available technical assistance; as well as links to the match-making facility, interactive discussion forums, and other tools;

(f) Monitor and assess the effectiveness of capacity-building and technical and scientific cooperation activities supported and facilitated by the Secretariat as well as those delivered on its behalf by partner organizations in accordance with the COP and COP-MOP decisions;

(g) Coordinate the preparation of bi-annual progress reports as well as COP and SBI pre-session documents on capacity-building and technical and scientific cooperation, and service the agenda items on those topics at relevant meetings.

33. The **Clearing-House Mechanism Unit** provides support to achieve the mission, goals and objectives of the Clearing-House Mechanism for the period 2011-2020, as adopted by decision X/15.

34. The specific responsibilities of the Clearing-House Mechanism Unit include to:

- (a) Coordinate the implementation of the CHM work programme;
- (b) Prepare progress reports and other documents related to the CHM;
- (c) Service the meetings of the Informal Advisory Committees of the CHM and the components of major CBD meetings related to the CHM;
- (d) Coordinate, with the Biosafety and ABS units, on common approaches to development of tools to the CHM, BCH and ABS Clearing-House;
- (e) Provide support to Parties on matters related to the CHM including the further development of national CHMs;
- (f) Collaborate with Parties and partners to promote further exchange of relevant biodiversity-related information and knowledge.

35. The **Information Technology Unit** develops, implements, monitors and reports on the Information and Communications Technology work plan based on priorities agreed by the management:

36. The specific responsibilities of the Information Technology Unit include to:

- (a) Service Secretariat-wide divisions, Parties and other stakeholders including NGOs, website visitors, CBD meeting participants, among others, based on the ICT work plan;
 - (b) Align Secretariat's IT infrastructure, ICT strategy and product architecture with its strategic priorities following United Nations rules and regulations;
 - (c) Support the Secretariat administration by identifying and managing vendors and contractors that supply infrastructure solutions and services;
 - (d) Develop strategies to increase the organization's efficiency and the quality of products offered to internal and external clients;
 - (e) Streamline Secretariat business processes with technology;
 - (f) Manage the technology architecture of the Secretariat.
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