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CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY SERVING AS THE MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL ON BIOSAFETY
Eighth meeting
Cancun, Mexico, 4-17 December 2016
Item 8 of the provisional agenda*

REPORT OF THE EXECUTIVE SECRETARY ON THE ADMINISTRATION OF THE CARTAGENA PROTOCOL ON BIOSAFETY AND ON BUDGETARY MATTERS

Note by the Executive Secretary

INTRODUCTION

Background

1. 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) adopted a programme budget for the distinct costs of the Secretariat services and the biosafety work programme of the Cartagena Protocol for the biennium 2015-2016.

2. The present document highlights the financial and administrative performance of the Cartagena Protocol on Biosafety since the last meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety. The present document is to be read in conjunction with document UNEP/CBD/BS/COP-MOP/8/16 on the proposed budget for the programme of work of the Cartagena Protocol on Biosafety for the biennium 2015-2016; the report of the Executive Secretary on the administration of the Convention for the biennium 2015-2016 (UNEP/CBD/COP/13/7) and UNEP/CBD/COP/13/7/Add.2 as well as the information document containing the report on the functional review of the Secretariat (UNEP/CBD/COP/13/INF/8).

3. As of 30 September 2016, 170 Parties had acceded to or ratified the Protocol. The list of these Parties is available on the website of the Secretariat. It is updated each time the Secretariat is notified by the Depositary of a new instrument of ratification/accession that has been deposited with it.

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

(a) Sections I and II report on income and budget performance in 2014 and 2015 respectively for the three trust funds of the Protocol, namely: the General Trust Fund for the Core Programme Budget for the Biosafety Protocol (BG Trust Fund); the Special Voluntary Trust Fund for Additional Voluntary

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

Contributions in support of Approved Activities of the Cartagena Protocol Biosafety (BH Trust Fund); and the Special Voluntary Trust Fund for Facilitating Participation of Parties in the Biosafety Protocol process (BI Trust Fund). Section III reports on commitments made for the year 2016 to the BG Trust Fund;

(b) Section IV addresses personnel and administrative matters. It reports on the progress made in classifying, advertising and filling the posts approved under the Protocol;

(c) Section V reports on the indicators of achievement over the biennium 2015-2016.

5. The following tables can be found in document UNEP/CBD/BS/COP-MOP/8/INF/13:

(a) Status of contributions to the BG and BH Trust Funds as at 31 December 2015 and 30 September 2016;

(b) Scales of contributions for 2015-2016 as at 30 September 2016;

(c) Audited financial statements of the BG, BH and BI Trust Funds as at 31 December 2015.

I. INCOME AND BUDGET PERFORMANCE IN 2014

A. General Trust Fund for the Biosafety Protocol (Core budget or BG Trust Fund)

1. Income and budget performance in 2014

(a) Budget for 2014

6. In its decision BS-VI/7, the Conference of the Parties approved a core programme budget of $2,963,149 for the year 2014 for the Cartagena Protocol on Biosafety. Of this amount, $2,569,825 was to be payable by Parties in line with the scale set out in the annex to decision BS-VI/7, $200,000 was withdrawn from surplus generated in prior years and $193,324 was to be funded from the host country contribution as follows:

Source of funding	2014
Parties to Protocol	$2,569,825
Host country	$193,324
Surplus from prior years	$200,000
Total	**$2,963,149**

7. The actual pledges to the Protocol in 2014 amounted to $2,572,360 as a result of the new Parties to the Protocol over the period 2013-2014.

(b) Contributions for 2014

8. As at 31 December 2014, contributions received for 2014 to the BG Trust Fund amounted to $2,550,664 as follows:

Advance payments for 2014 received in 2013	$521,101
Contributions for 2014 received in 2014	$1,835,195
Host country contribution	$194,368
Total	**$2,550,664**

9. The assessed contributions paid with respect to 2014 as at 31 December 2014 therefore amounted to 92 per cent of the total core budget approved (before deduction of the prior year's surplus) for the year by the Conference of the Parties serving as the meeting of the Parties to the Protocol at its sixth meeting.

10. This amount represents contributions paid in full or in part by 97 Parties (or 58 per cent) of the total number of Parties to the Protocol. Late payments totalling US$ 30,949 was received during 2014 for 2013 and prior years. It should also be noted that the host country contribution is fully paid and the difference of US$ 1,044, between approved budget US$ 193,324 and actual amount received US$ 194,368, constitutes an exchange difference.

(c) Expenditures in 2014

11. Expenditures in 2014 (including programme support costs) as at 31 December 2014, totalled $2,653,558. This amount is equivalent to 90 per cent of the total amount approved for the BG Trust Fund activities in 2014 as per decision BS-VI/7. The total budget allocated for COP-MOP 7 was overspent by 29 per cent. As the budget provision was split between 2013 and 2014 and that the total costs were incurred in 2014, the expenditure in table 1 below shows a budget overrun of 213 per cent at the COP-MOP 7 line. The staff costs were underspent in 2014 by 26 per cent largely due to the vacancy of two professional posts in 2014. The savings from staff costs largely compensated the budget overruns incurred in the COP-MOP 7 post and thus keep the level of the total expenditure at 90 per cent of the approved budget for 2014. The Secretariat has also maintained the staff travel and general operating expenses within the budget provisions, which contributed, to a lesser extent, to the overall savings under the 2014 budget.

12. The 2014 expenditure of $2,653,460 amounts to 104 per cent of the total contributions received from Parties for 2014 ($2,550,664) as at 31 December 2014.

13. The breakdown of expenditures recorded by object of expenditure for 2014 is shown in table 1 below.

Table 1. BG Trust Fund expenditures in 2014 by object of expenditure
(*Thousands of United States dollars*)

Object of expenditure	*Approved budget*	*Commitments /Expenditures*	*Percentage of budget approved by COP/MOP*
Staff costs	1,916.7	1,417.6	74
Biosafety Bureau meetings	25.0	28.6	114
Travel on official business	50.0	32.3	65
Consultants/sub-contracts	20.0	20.0	100
Biosafety Clearing-House advisory meeting		22	
Liaison Group meetings	30.0	21.1	70
Seventh meeting of the Conference of the Parties to the Convention on Biological Diversity serving as the meeting of the Parties to the Cartagena Protocol on Biosafety	250.0	531.9	213
Compliance Committee Meetings	45.0	42.4	94
Translation of Biosafety Clearing-House website	25.0	8.8	35
Temporary assistance/overtime	5.0	0.0	0
General operating expenses	255.6	223.27	87
Programme Support Costs (PSC)	340.9	305.26	90
Total	**2,963.1**	**2,653.46**	**90**

14. Over-expenditure for COP-MOP 7 can mostly be accounted for by the fact that the budget approved for COP-MOP was divided between the biennium 2013-2014 in order to better balance the total amount of assessed contributions paid by Parties between both years. A corresponding under-expenditure was reflected in 2013 for this item.

II. INCOME AND BUDGET PERFORMANCE IN 2015

Background

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

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

17. Another consequence of the change is that the acquisition process of goods and services became lengthier due to the centralization of the approval authority as well as the introduction of additional processes in the procurement function. The Secretariat encountered difficulties in purchasing goods and services from local vendors because of lengthy procedures required from vendors to register in the UN central vendor data base (UNGM) in order to do business with the United Nations. Such bureaucratic requirements have discouraged small and medium-sized companies from expressing interest in participating in the bidding proposals and therefore prevented the Secretariat from purchasing required services in a timely manner. One example of this is that since going live in Umoja in June 2015, the Secretariat was only able to make its first purchase of office supplies in September 2016.

18. Umoja has the ability to produce various types of reports that can be used to support decision-making and to report to donors. However, the Enterprise Resource Planning system is still to deliver its full scope and functionality. The Secretariat encountered difficulties in reconciling the various financial reports generated from Umoja with the financial statements produced by UN Environment for 2015.

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

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

A. General Trust Fund for the Biosafety Protocol (Core budget or BG Trust Fund)

1. Income and budget performance in 2015

(a) Budget for 2015

21. In decision BS-VII/7, the Conference of the Parties serving as the meeting of the Parties approved a core programme budget of $3,243,490 for the year 2015 for the Cartagena Protocol on Biosafety. Of this amount, $2,630,132 was to be payable by Parties in line with the scale set out in the annex to decision BS-VII/7, $237,858 was to be funded from the host country contribution and $375,500 withdrawn from the surplus generated in previous years, of which $175,500 was to replenish the working capital reserve.

Source of funding	2015
Parties to Biosafety Protocol	$2,630,132
Host country	$237,858
Surplus from previous years	$200,000
Surplus from previous years (to replenish the working capital reserve)	$175,500
Total	**$3,243,490**

22. The actual pledges to the Protocol in 2015 amounted to $2,630,537 as a result of the addition of new Parties to the Protocol over the period 2015-2016.

(b) Contributions for 2015

23. As at 31 December 2015, contributions received for 2015 to the BG Trust Fund amounted to $2,454,157, broken down as follows:

Advance payments for 2015 received in 2014	$600,524
Contributions for 2015 received in 2015	$1,656,934
Host country contribution	$196,699
Total	**$2,454,157**

24. Therefore, the assessed contributions paid with respect to 2015 as at 31 December 2015 amounted to 86 per cent of the total core budget approved (before deduction of the prior year's surplus) for the year by the Conference of the Parties serving as the meeting of the Parties to the Protocol at its seventh meeting. This amount represents contributions paid in full or in part by 99 Parties (or 58 per cent of the total number of 170 Parties to the Protocol as at 31 December 2015). Late payments totalling $154,357 were received in 2015 for prior years' contributions.

(c) Expenditures in 2015

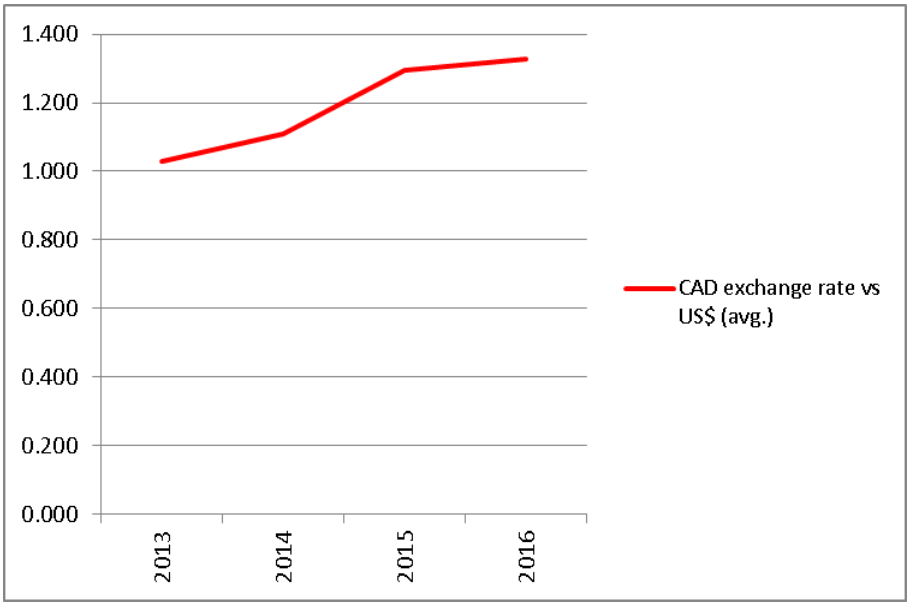
25. Expenditures in 2015 (including programme support costs), as at 31 December 2015, totalled $1,641,500. This amount is equivalent to approximately 54 per cent of the total amount approved for the BG Trust Fund activities in 2015 as per decision BS-VII/7.

26. A number of factors, in addition to those related to the implementation of Umoja described above, explain the under-spending of the 2015 budget. The main factors were:

(a) Three professional posts (two P-4 and one P-3) were vacant during nine months in 2015, which generated savings totalling $540,000; furthermore, the depreciation of the Canadian dollar against the United States dollar contributed to the reduction of the staff costs incurred in 2015. The expenditure for staff costs in 2015-2016 were impacted significantly as a result of the reduction in the value of the Canadian dollar vis-à-vis the United States dollar over the period 2015-2016, where it lost almost 20 per cent of its value against the average 2014 Canadian dollar value which was used to calculate the

2015-2016 staff costs (see figure 1 below). The actual staff costs for Secretariat staff are therefore less than originally budgeted.

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



(b) The depreciation of the Canadian dollar against the United States dollar has also generated savings in the "General Operating Expenses" budget as these costs, which include the rental of premises, the communication costs and printing of documents, are incurred locally and in Canadian dollars;

(c) The Biosafety Clearing-House Advisory meetings and the Liaison Group meeting, initially planned to be convened in 2015, were postponed and held in 2016 due to the late submission by the Parties of the Third National Report. No expenditure was therefore incurred in 2015 for these meetings. The BCH Expert meeting, budgeted for $80,000, could not take place owing to the late approval of the UNEP-GEF BCH III Project;

(d) Two COP Bureau meetings were held in 2015, including alternate members of the Nagoya Protocol, as appropriate, to fulfil the functions as the COP-MOP Bureau. The total expenses were charged to the COP Bureau as there were no distinct costs, thus leaving unspent the budget under the Protocol;

(e) The 2015 budget includes an amount of $100,000 for the conference costs of the COP-MOP 8, which will be spent in 2016 and thus is reflected as unspent in 2015.

27. The 2015 expenditure (not including prior years' adjustments) of $1,703,572 amounts to 69 per cent of the total contributions received for 2015 ($2,454,157) for the year as at 31 December2015. The breakdown of expenditures recorded by object of expenditure for 2015 is shown in table 2 below.

Table 2. BG Trust Fund expenditures in 2015 by object of expenditure
(*Thousands of United States dollars*)

Object of expenditure	*Approved budget*	*Commitments / expenditure*	*Percentage of budget approved by COP/MOP*
Staff costs	1,971.4	1,288.8	65
Biosafety Bureau meetings	20.0	0.0	0
Travel on official business	50.0	15.8	49
Consultants/sub-contracts	30.00	0	0
Biosafety Clearing-House advisory meetings	55.0	0.0	0
Compliance Committee Meeting	45.0	42.1	94
COP-MOP 8	100.0	0.0	0
Translation of Biosafety Clearing-House Website	35.0	6.2	18
Temporary assistance/Overtime	10.0	0.0	0
Liaison Group meetings	30.0	0.0	0
BCH Expert meeting	80.0	0.0	0
BCH Equipment	5.0	1.4	28
General Operating expenses	283.6	153.3	54
Prior year's adjustments		(54.9)	
Programme Support Costs (PSC)	353	188.8	53
Subtotal	3,068	1,641.5	**53.5**
Working Capital Reserve	175.5	175.5	
Total	**3,243.5**	**1,817**	**56**

III. PROJECTED INCOME AND BUDGET PERFORMANCE IN 2016

A. General Trust Fund for the Biosafety Protocol (core budget or BG Trust Fund)

1. Budget for 2016

28. In its decision BS-VII/7, the Conference of the Parties approved a core programme budget of $3,190,399 for the year 2016 for the Cartagena Protocol on Biosafety. Of this amount, $2,751,328 was to be payable by Parties in line with the scale set out in the annex to decision BS-VII/7, $200,000 was withdrawn from surplus generated in prior years and $239,071 was to be funded from the host country contribution as follows:

Source of funding	2016
Parties to Protocol	$2,751,328
Host country	$239,071
Surplus from prior years	$200,000
Total	**$3,190,399**

2. Contributions for 2016

29. As at 30 September 2016, contributions received for 2016 to the BG Trust Fund amounted to $2,572,875 as follows:

Advance payments for 2016 received in 2015	$546,105
Contributions for 2016 received in 2016	$1,828,088
Contribution from the Host Government	$198,682
Total	**$2,572,875**

30. In addition, $178,116 was received in 2016 for 2015 and prior years' contributions and $41,088 was received in 2016 for future years. It should be noted that the host country contribution is fully paid. The difference of US$ 41,159, between the approved budget of US$ 237,858 and actual amount received US$ 196,699, is an exchange loss incurred by the Secretariat due to currency fluctuation.

3. Commitments in 2016

31. A total amount of $3,190,400 has been obligated as commitments for the year 2016. This amount represents 100 per cent of the funds approved by the Conference of the Parties for the year 2016. Expenditures totalling $1,438,164 were incurred in 2016 as at 30 September (see table 3 below).

Table 3. BG Trust Fund expenditures in 2016 by object of expenditure
(*Thousands of United States dollars*)

Object of expenditure	*Approved budget*	*Commitments / expenditure*	*Percentage of budget approved by COP/MOP*
Staff costs	2,008.8	906.8	46
Biosafety Bureau meetings	25.0	25.0	100
Travel on official business	50.0	17.8	36
Consultants/sub-contracts	30.0	0.0	0
Biosafety Clearing-House advisory meetings	0.0	30.3	n/a

Object of expenditure	*Approved budget*	*Commitments / expenditure*	*Percentage of budget approved by COP/MOP*
Compliance Committee Meeting	45.0	30.5	68
COP-MOP 8	300.0	300.0	100
Translation of Biosafety Clearing-House Website	35.0	19.8	57
Temporary assistance/Overtime	10.0	0.0	0
Liaison Group meetings	30.0	29.2	98
BCH Expert meeting	0.0	0.0	0
BCH Equipment	5.0	0.0	0
General Operating expenses	284.6	171.6	60
Programme Support Costs (PSC)	367	199.0	54
Total	**3,190.4**	**1,730.0**	**54**

32. With regard to staff costs, there were two vacancies of one P-4 and one P-3 post during much of 2016, due to staff turn-over. The process of replacing staff is a lengthy one; however, both the P-4 and P-3 posts have recently been filled, however another P-3 post has now become vacant. Recruitment against this P-3 position is currently under way.

B. Special Voluntary Trust Fund for additional voluntary contributions in support of approved activities of the Cartagena Protocol on Biosafety (BH Trust Fund)

33. A total of $2,124,400 was approved under the BH Trust Fund for 2015-2016 by COP-MOP at its seventh meeting. As at 30 September 2016, the Secretariat had received pledges for additional approved activities totalling $442,972. Collections of $442,972 were recorded in 2015-2016 as contributions for pledges made for this period, representing a collection rate of 100 per cent. An additional amount of $1,166,725 was pledged by Japan under the Japan Biodiversity Fund in the BE Trust fund.

34. A total of $557,585 was spent or committed in 2015 and 2016 (as at 30 September 2016) for additional approved activities, including the following major activities:

Activity	*Expenditure (United States dollars)*	*Number of funded participants*
Capacity-building to promote integrated implementation of the Cartagena Protocol on Biosafety and the Convention on Biological Diversity at the national level	270,000	*N/A*
Asia Regional Capacity-building Workshop on Mainstreaming Biosafety into National Biodiversity Strategies and Action Plans and Resource Mobilization; Ulaanbaatar, 9-13 February 2015	36,320	*14*
Caribbean Subregional Capacity-Building Workshop on Mainstreaming Biosafety into National Biodiversity Strategies and Action Plans and Resource Mobilization; Saint John's, Antigua and Barbuda,-9-13 March 2015	21,109	*8*

Activity	*Expenditure (United States dollars)*	*Number of funded participants*
Africa Regional Capacity-Building Workshop on Mainstreaming Biosafety into National Biodiversity Strategies and Action Plans; Addis Ababa, 9 - 12 February 2016	66,419	*30*
GRULAC Workshop on the Detection and Identification of Living Modified Organisms; Mexico City, 15 - 19 August 2016	35,459	13
Workshop on developing capacity for national border controls on living modified organisms in small island developing States in the Caribbean; Saint Augustine, Trinidad and Tobago, 17-19 October 2016	28,671	14

C. Special Voluntary Trust Fund for facilitating participation of Parties in the Biosafety Protocol Process (BI Trust Fund)

35. A total of $678,000 was approved by the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP 7) at its seventh meeting under the BI Trust Fund for 2015-2016. At its twelfth meeting, the Conference of the Parties decided to merge the BI Trust Fund with the Special Voluntary Trust Fund for facilitating participation of Parties in the Convention process (BZ Trust Fund) and that the merged Trust Fund be available to facilitate the participation of Parties in meetings related to the Convention, the Cartagena Protocol on Biosafety and the Nagoya Protocol on Access and Benefit-Sharing. As a result, the Secretariat had received no pledges for 2015-2016 and no expenditure had been incurred under the BI Trust Fund in 2015-2016.

36. The BI trust fund was closed in UNEP accounts in September 2016. Details of the expenditure for the funded participants attending the COP-MOP 8 funded through the BZ Trust Fund can be found in document UNEP/CBD/COP/13/7.

D. Staff costs

37. Staff costs include salaries and other staff benefits. Given that these costs are based on standard costs used by the United Nations, actual expenditures vary from one duty station to the other depending on fluctuations in post adjustment and other factors, such as the number of dependents, education grant, and repatriation costs. As at 30 September 2016, one P-3 post (Risk Assessment) was vacant and in the process of being filled. The P-3 post (Legal), the P-4 (Monitoring and Reporting) and the P-4 post (Legal and Policy) were, respectively, filled on 1 September 2015, 1 March 2016 and 1 August 2016, which resulted in reduced staff costs in 2015-2016.

E. Travel on official business

38. Secretariat staff represent the Protocol at various meetings and events, and travel of staff members to events hosted by other organizations is one of the important ways of achieving synergies and integrated work programmes. Travel on official business also includes the travel costs to service the meetings convened by the Secretariat under the Protocol. As at 30 September 2016, the Secretariat has arranged some 10 staff travels with a total cost of $33,600, which represents 32 per cent of the approved budget.

E. General operating expenses

39. General operating expenses include funding for office equipment and supplies, utilities and insurance costs, printing costs, communication costs and the distribution of printed and other materials. These expenses are shared costs with the Convention on the basis of a ratio of 85:15.

IV. PERSONNEL

A. Established posts

40. At its seventh meeting, the Conference of the Parties serving as the meeting of the Parties to the Protocol approved 12.5 posts under the core budget (BG Trust Fund) for the biennium 2015-2016 in its

decision BS-VII/7 (8.5 Professional posts and 4 General Service posts). As at 30 September 2016, the recruitment of one (1) Professional post was in process.

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

Table 4. Status of staffing under the core budget (BG Trust Fund) (as at 30 September 2016)

Status of posts	*Professional posts*	*General Service posts*
Total number of posts approved by the Conference of the Parties	8.5	4
Filled	7.5	4

B. Shared posts

42. During the current biennium, 7 posts (1 P5, 1 P4, 3 P3 and 2 GS posts) covering legal, knowledge management and information technology, were shared with the Convention on the basis of a ratio of 85:15 and one P-4 post on capacity-building was shared with the Convention on a ratio of 50:50.

C. Functional review

43. In its decision XII/32, paragraph 3, the Conference of the Parties requested the Executive Secretary to complete the functional review of the Secretariat of the Convention on Biological Diversity in consultation with the Executive Director of the United Nations Environment Programme (UNEP). In keeping with the functional review of the Secretariat, a new organizational structure was put in place in May 2016 in which the work of the Secretariat was integrated across the Convention and the Cartagena and Nagoya Protocols. A result of this integration is that the work of the Cartagena Protocol is now reflected under the new Scientific and Policy Support Division of the Secretariat in the Biosafety and Biosecurity Unit. The full report of the Executive Secretary on the progress of the functional review is available in document UNEP/CBD/COP/13/7/Add.2.

V. INDICATORS OF ACHIEVEMENT AND PERFORMANCE FOR THE PROGRAMME BUDGET

A. Budget management

1. Budget allocated versus expenditures for the BG Trust Fund.

Budget allocated for 2015-2016 = $6,433,900

Budget expenditures for the BG Trust Fund for 2015-2016 (projected) = $3,848,000

2. Voluntary budget approved versus expenditures for the additional approved activities.

Voluntary budget approved for 2015-2016 = $2,124,400

Funds received for the additional approved activities in 2015-2016 (September 2016) = $1,609,697

Expenditures incurred for additional approved activities in 2015-2016 (September 2016) = $557,585

B. Resource mobilization for additional approved activities (Voluntary budgets)

1. Funds mobilized for Secretariat led activities

Funds pledged for 2015-2016 (September 2016) = $1,609,697

Funds received in 2015-2016 (September 2016) = $1,609,697

2. Funds mobilized for capacity-building through regional workshops

Funds pledged for capacity-building under the BH Trust Fund for 2015-2016 (September 2016) = $280,000

3. Funds mobilized under the BI Trust Fund; BI Trust fund was merged with the BZ trust fund. No pledge was recorded in the BI Trust Fund during the biennium 2015-2016.

C. Capacity-building and outreach

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

a. Number of participants 139 (5 workshops)

b. Number of Parties involved 79

c. Level of participant satisfaction: Average 87 per cent

2. Publications distributed

There were a total of 2,262 copies of publications distributed in the 2015-2016 biennium as follows; 1,450 English, 200 French, 382 Spanish, 60 Arabic, 90 Russian and 80 Chinese

3. Number of website hits

There were a total of 1,106,029 page views on the site http://bch.cbd.int over the period 1 January 2015 - 30 September 2016.

4. Number of meetings attended by the Secretariat

The Secretariat staff attended 10 meetings over the period 1 January 2015 – 30 September 2016.

D. Other functions of the Secretariat

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

Meetings	**English only**	**All languages**
CP COP-MOP-8	66 per cent	54 per cent

2. Percentage of plenary sessions of the Conference of the Parties for which interpretation services were provided: 100 per cent - comprising 15 sessions of interpretation.

List of meetings organized by the Secretariat for the Cartagena Protocol on Biosafety in 2015-2016 (as at September)

No.	*Dates and venue*	*Meeting/Workshop name*	*No. of Parties*	*No. of participants*	*Level of satisfaction*
1	9 - 13 February 2015 Ulaanbaatar, Mongolia	Asia Regional Capacity-building Workshop on Mainstreaming Biosafety into National Biodiversity Strategies and Action Plans and Resource Mobilization	14	23	86 per cent
2	24 - 26 February 2016 Montreal, Canada	Thirteenth meeting of the Compliance Committee under the Cartagena Protocol on Biosafety (BSCC-13)	N/A	N/A	N/A

No.	*Dates and venue*	*Meeting/Workshop name*	*No. of Parties*	*No. of participants*	*Level of satisfaction*
3	9 - 13 March 2015 Saint John's, Antigua and Barbuda	Caribbean Subregional Capacity-Building Workshop on Mainstreaming Biosafety into National Biodiversity Strategies and Action Plans and Resource Mobilization	12	31	87 per cent
4	9 - 11 June 2015 Ispra, Italy	Workshop of the Network of Laboratories for the Detection and Identification of Living Modified Organisms	21	23	N/A
5	16 - 20 November 2015 Brasilia, Brazil	Meeting of the Ad Hoc Technical Expert Group on Risk Assessment and Risk Management (BSRARM-AHTEG-2015-01)	20	20	N/A
6	9 - 12 February 2016 Addis Ababa, Ethiopia	Africa Regional Capacity-Building Workshop on Mainstreaming Biosafety into National Biodiversity Strategies and Action Plans	29	38	77 per cent
7	7 - 11 March 2016 Ljubljana, Slovenia	Central and Eastern European Workshop on the Detection and Identification of Living Modified Organisms	10	10	98 per cent
8	14 - 16 March 2016 Montreal, Canada	Eleventh Meeting of the Liaison Group on Capacity-building for Biosafety (BSLGCB-11)	13	15	N/A
9	15 - 19 August 2016 Mexico City, Mexico	GRULAC Workshop on the Detection and Identification of Living Modified Organisms	13	18	98 per cent
10	17 - 19 October 2016 Saint Augustine, Trinidad and Tobago	Workshop on developing capacity for national border controls on living modified organisms in small island developing States in the Caribbean	11	29	N/A
11	25 - 29 July 2016 Mexico City, Mexico	Ad Hoc Technical Expert Group on Risk Assessment and Risk Management (BSRARM-AHTEG-2016-01)	16	16	N/A

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