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### CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY

Eleventh meeting

Hyderabad, 8-19 October 2012

Items 14.1 and 14.2 of the provisional agenda\*

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

*Note by the Executive Secretary*

#### **INTRODUCTION**

1. At its tenth meeting, the Conference of the Parties requested the Executive Secretary, in paragraph 24 of its decision X/45, to report to the Conference of the Parties at its eleventh meeting on income and budget performance as well as any adjustments made to the Convention budget for the biennium 2011-2012.

2. The present document has been prepared by the Executive Secretary in response to that request and highlights the financial and administrative performance of the Secretariat since the last meeting of the Conference of the Parties. It should be read in conjunction with the notes by the Executive Secretary on the proposed budget for the programme of work for the biennium 2013-2014 (UNEP/CBD/COP/11/10 and Add.1).

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

(a) Section I reports on income and budget performance in 2010 and in the biennium 2011-2012 for the four trust funds of the Convention, namely the General Trust Fund for the Convention on Biological Diversity (**BY Trust Fund**); the Special Voluntary Trust Fund for Additional Approved Activities of the Convention on Biological Diversity (**BE Trust Fund**), the Special Voluntary Trust Fund for Facilitating the Participation of Parties in the Convention Process (**BZ Trust Fund**) and the General Trust Fund for Voluntary Contributions to Facilitate the Participation of Indigenous and Local Communities in the Work of the Convention (**VB Trust Fund**). Expenditure figures for the biennium 2011-2012 given here, refer only to the first year and a half of the 2011-2012 biennium, and are expected to change by the end of the year 2012 to reflect actual expenditure. This section also contains a report on commitments made for the year 2012 to the BY Trust Fund;

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

(c) Section III deals with administrative arrangements, including the administrative arrangements between the Convention Secretariat and UNEP, the agreement with the Government of Canada concerning the headquarters of the Secretariat, and the Secretariat's internship, Junior Professional Officer and Senior Professional Officer programmes;

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

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

4. In order to minimize reporting costs, the following texts are being issued as an information document (UNEP/CBD/COP/11/Inf/36):

(a) Status of contributions to the BY, BE, BZ and VB Trust Funds as at 31 December 2011 (annexes I-IV);

(b) Status of the BE, BZ and VB Trust Funds as at 31 December 2011 (annexes V-VII);

(c) Financial statements for the year 2010-2011 (annex VIII).

## I. INCOME AND BUDGET PERFORMANCE IN 2010-2012

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

#### 1. *Income and budget performance in 2010*

##### (a) *Budget for 2010*

5. By its decision IX/34, the Conference of the Parties approved a core programme budget of \$12,355,100 for the year 2010 for the Secretariat of the Convention on Biological Diversity (SCBD). Of this amount, \$11,451,300 was to be payable by Parties in line with the scale set out in the annex of decision IX/34 and \$903,800 was to be funded from the contribution from the host country as follows:

<b>Source of funding</b>	<b>2010</b>
Parties to CBD	\$11,451,300
Host Country	\$ 903,800
<b>Total</b>	<b>\$12,355,100</b>

##### (b) *Contributions for 2010*

6. As of 31 December 2010, contributions received for 2010 to the BY Trust Fund amounted to \$11,987,770 as follows:

Advance payments for 2010 received in 2009	\$2,213,972
Contributions for 2010 received in 2010	\$8,870,158
Contribution from the Host Government	\$ 903,640
<i>Total</i>	<b>\$11,987,770</b>

7. Therefore, the assessed contributions paid with respect to 2010 as of 31 December 2010, amounted to \$11,084,130 (or 97 per cent of the total approved for the year by the Conference of the Parties at its ninth meeting) as follows:

Advance payments for 2010 received in 2009	-	\$2,213,972
Contributions for 2010 received in 2010	-	\$8,870,158
<i>Total</i>		<b>\$11,084,130</b>

**Percentage assessed contributions paid as at 31 December 2010 - 97%**

8. This amount represents contributions paid in full or in part by 138 Parties (or 71.5 per cent of the total number of Parties to the Convention).

9. It should also be noted that as at 31 December 2010, late payments received during 2010 for 2009 and prior years amounted to US\$1,169,101.

**(c) Expenditures in 2010**

10. A total amount of \$12,386,426 was spent from the BY Trust Fund during 2010. This amount represents 100 per cent of the funds approved by the Conference of the Parties for the year 2010 (\$12,355,100) (see tables 1 and 2 below). A total of \$903,800 of the budget approved by the Conference of the Parties for 2010 was funded from the contribution of the host country. The balance (\$11,451,300) was funded from assessed contributions to the BY Trust Fund.

11. In addition to the expenditure reflected in table 1, a total of \$3,033 was recorded as gain/loss of exchange in 2010 due to the depreciation of the United States dollar against the Canadian and other currencies.

**Table 1. BY Trust Fund expenditure in 2010 by programme**

<i>Programme</i>	<i>Approved budget (\$US)</i>	<i>Expenditure</i>	<i>Percentage of approved budget :</i>
Office of the Executive Secretary	859,200	763,799	89
Scientific, technical and technological matters	2,395,400	2,787,284	116
Social, economic and legal matters	1,472,300	1,492,819	101
Outreach and major groups	1,315,300	1,214,918	92
Implementation and technical support	1,608,900	1,475,002	92
Resource management and conference services	3,282,600	3,227,617	98
<b>Programme support costs</b>	1,421,400	1,424,987	100
<b>Total</b>	<b>12,355,100</b>	<b>12,386,426</b>	<b>100</b>

**Table 2. BY Trust Fund expenditure in 2010 by object of expenditure**

<i>Object of expenditure</i>	<i>Approved budget (\$US)</i>	<i>Expenditure</i>	<i>Percentage of approved budget</i>
Staff costs (including temporary assistance/overtime training and insurance)	6,665,800	6,466,604	97
Consultants/Sub-contracts	125,000	193,115	154
Travel on official business	410,000	424,072	103
Conference-servicing costs	2,050,000	2,251,892	110
Bureau Meetings	150,000	166,176	111
Reporting costs	90,000	100,692	112
General operating expenses	1,442,900	1,358,888	94
<b>Programme support costs</b>	<b>1,421,400</b>	<b>1,424,987</b>	<b>100</b>
<b>Total</b>	<b>12,355,100</b>	<b>12,386,426</b>	<b>100</b>

12. During the biennium 2009-2010 the exchange rate of the United States dollar to the Canadian dollar fluctuated between just above and parity as reflected in table 3 below.

**Table 3: 2010 United Nations operational rate of exchange for the Canadian dollar**

<i>Month</i>	<i>USD</i>	<i>Month</i>	<i>USD</i>
January	1.038	July	1.034
February	1.059	August	1.032
March	1.066	September	1.053
April	1.017	October	1.026
May	1.000	November	1.027
June	1.056	December	1.025 1.005 1.000

13. Expenditure on consultants is higher than budgeted due to the charges for the support of the CBD Liaison Officer for UNCCD being temporarily charged against this budget. These costs were reversed in the 2011 budget and charged instead to the Programme Support Costs budget and a corresponding credit given to the BY Trust Fund in 2011. Conference servicing costs for COP-10 were slightly higher than expected as were the costs for the COP Bureau meetings and reporting costs – mostly as a result of the marking of the International Year of Biodiversity.

## 2. Income and budget performance in 2011

### (a) Budget for 2011

14. In its decision X/45, the Conference of the Parties approved a core programme budget of \$11,769,300 for the year 2011 for the Secretariat of the Convention on Biological Diversity. Of this amount, \$10,847,400 was to be payable by Parties in line with the scale set out in the annex of decision X/45, and \$921,900 was to be funded from the host country contribution as follows:

Source of Funding	2011
Parties to CBD	\$10,847,400
Host country	\$ 921,900
<b>Total</b>	<b>\$11,769,300</b>

*(b) Contributions for 2011*

15. As at 31 December 2011, contributions received for 2011 to the BY Trust Fund amounted to \$11,238,765 as follows:

Advance payments for 2011 received in 2010	\$ 502,778
Contributions for 2011 received in 2011	\$ 9,130,443
Contribution from the Host Government	\$ 1,605,544
<b>Total</b>	<b>\$11,238,765</b>

16. Contributions from the Host Government in 2011 amounted to more than originally pledged as the Government of the Province of Quebec and the Federal Government of Canada increased their funding for the Secretariat in 2011 by the provision of additional funding of US\$665,069 for the rental of extra office space. A total of CAD\$3,712,297 has been pledged by the Government of Quebec towards the funding for the additional space which has been leased until the year 2019.

17. The assessed contributions paid with respect to 2011 as at 31 December 2011, amounted to \$9,633,221 (or 88.8 per cent of the total approved for the year by the Conference of the Parties at its tenth meeting) as follows:

Advance payments for 2011 received in 2010	-	\$ 502,778
Contributions for 2011 received in 2011	-	\$9,130,443
<b>Total</b>	<b>-</b>	<b>\$9,633,221</b>

**Percentage of 2011 assessed contributions paid as at 31 December 2011 – 88.8%**

18. This amount represents contributions paid in full or in part by 118 Parties (or 61 per cent of the total number of Parties to the Convention). It should be noted that as at 31 December 2011, late payments received during 2011 for 2010 and prior years amounted to \$239,323.

19. Table 3 below shows the cumulative payments to the BY Trust Fund by month in 2010, 2011 and 2012. As at the end of the first quarter of 2010, total payments received for 2010 amounted to only 47 per cent of the amount approved, in spite of the fact that contributions should have been paid in January. As a result of the lack of payment of contributions by Parties on a timely basis, and in order to allow the Secretariat to implement the 2011 work programme and renew staff contracts, the Executive Secretary drew upon the available savings and surplus in the BY Trust Fund (from late payments made for 2010 and prior years), without which it would have been impossible for the Secretariat to discharge its functions.

20. Similarly, at the end of the first quarter of 2011, only \$4,523,452 had been received as payments for the year (i.e. 42 per cent of the amount pledged for 2011). This again resulted in a situation in which the Executive Secretary had to draw upon the working capital reserve to ensure that, despite the late payment of contributions, the Secretariat could continue to function.

21. It should be noted that although payments to the BY Trust Fund over the entire year continue to be substantial with 97 per cent and 89 per cent collection rates of assessed contributions (BY) in 2010 and

2011, respectively, the decreasing rate of collection from 2010 to 2011 is significant and Parties are urged to pay their arrears and their assessed contributions in a more timely manner.

**Table 5: Cumulative contributions to the BY Trust Fund by month for 2010, 2011 and 2012\***

Month	Contributions received for <b>2010</b> US\$	% of 2010 Assessed Contributions	Contributions received for <b>2011</b> US\$	% of 2011 Assessed Contributions	Contributions received for <b>2012*</b> US\$	% of 2012 Assessed Contributions
January	\$3,683,790	32	\$0		\$0	
February	\$5,080,821	44	\$0		\$5,668,057	47
March	\$5,405,616	47	\$4,523,452	42	\$6,663,705	55
April	\$5,897,506	52	\$5,181,455	48	\$7,055,474	59
May	\$8,007,342	70	\$6,207,995	57	\$7,797,180	65
June	\$8,554,379	75	\$7,978,596	74	\$8,052,986	67
July	\$8,661,903	76	\$9,117,020	84		
August	\$9,216,175	80	\$9,117,427	84		
September	\$9,242,938	81	\$9,125,475	84		
October	\$10,929,032	95	\$9,147,490	84		
November	\$11,075,358	97	\$9,311,698	86		
December	\$11,084,130	97	\$9,633,221	89		

\* as at June 2012

22. The issue of late and non-payment of assessed contributions has been raised by UNEP as a result of the decision of the United Nations to convert their accounting standard to the International Public Service Accounting Standard (IPSAS) which the United Nations will do in 2014. There are currently ten Parties (4 SIDS and 6 LDCs) that have never paid their assessed contributions to the Convention since becoming a Party. Under the IPSAS system of accounting, there is a limit to how long uncollected debts will be accepted as still valid.

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

23. Unspent allocations at the end of the biennium, (as a result of lower cost of activities, non-filling of posts, activities financed from other sources etc.) are referred to as “**savings**”. Contributions received during a given year for prior years’ pledges are referred to as “**surplus**”. Savings and surpluses together are referred to as the “**carry-over balance**”, as they are carried over into the new biennium. No carry-over balance was available at the tenth meeting of the Conference of the Parties for the use of Parties to reduce the assessed contributions for the 2011-2012 biennium, as all savings and surpluses were utilized to decrease assessed contributions for the previous biennia.

**(d) Expenditures in 2011**

24. Direct commitments in 2011 (including programme support costs) as at 31 December 2011, totalled \$11,996,645 equivalent to approximately 102 per cent (less the working capital reserve) of the total amount approved by the Conference of the Parties for BY Trust Fund activities in 2011 as per decision X/45.

25. Over-expenditure in 2011 can be attributed to several factors but is mostly a reflection of the strengthening of the Canadian dollar in 2011. Given the fluctuations in exchange rates during the biennia 2007-2008 and 2009-2010, the 2011-2012 budget was prepared using an exchange rate of 1:1 for the Canadian and United States dollars. The subsequent strengthening of the Canadian dollar in 2011, where it was consistently higher than the US dollar for the majority of the year, (see table 6 below) contributed to over-expenditure, particularly in staff salaries, public awareness materials and general operating expenses. There was an exchange rate loss of US\$94,761 during 2011.

**Table 6: 2011 UNITED NATIONS OPERATIONAL RATE OF EXCHANGE FOR THE CANADIAN DOLLAR**

<i>Month</i>	<i>USD</i>	<i>Month</i>	<i>USD</i>
January	1.000	July	0.985
February	0.999	August	0.948 0.991
March	0.981	September	0.977 0.991
April	0.971	October	1.028
May	0.951 0.955	November	0.995
June	0.977 0.985	December	1.030 1.024

(i) *Expenditure by programme*

26. Table 7 below reflects the percentage of expenditure in 2011 by programme. It also reflects the percentage of expenditure vis-à-vis income allocated for 2011 and vis-à-vis actual income received during 2011. This latter takes into account funds paid to the Trust Fund, not only in respect of 2011 assessed contributions but also funds paid in 2011 for prior and future years' pledges.

**Table 7. BY Trust Fund expenditures in 2011 by programme**

Programme	Approved budget (\$US)	Commitments/ Expenditure	Percentage of:		
			Budget approved by COP	Actual contributions received for 2011	Income received in 2011*
Office of the Executive Secretary	999,400	984,538	99		
Scientific, technical and technological matters	2,485,600	2,541,673	102		
Social, economic and legal matters	1,741,000	1,746,033	100		
Outreach and major groups	1,342,200	1,405,686	105		
Implementation and technical support	1,243,700	1,468,634	118		
Resource management and conference services	2,612,100	2,469,588	95		
<b>PSC</b>	<b>1,355,300</b>	<b>1,380,430</b>	<b>102</b>		
<b>Working Capital Reserve</b>	<b>(9,800)</b>				
<b>Total</b>	<b>11,769,300</b>	<b>11,996,645</b>	<b>102</b>	<b>107</b>	<b>90</b>

\* Includes funds received in 2011 for prior and for future years

#### *Office of the Executive Secretary*

27. A total of 99% of the funds allocated by the Conference of the Parties at its tenth meeting for Office of the Executive Secretary was expended during 2011 as at 31 December 2011.

#### *Scientific, Technical and Technological Matters*

28. As can be seen from table 7 above, a total of 102% of the funds approved by the Conference of the Parties for the Scientific, Technical and Technological Matters (STTM) programme were spent during 2011 as at 31 December 2011. Over-expenditure under this programme was due mainly to the salary costs of staff within the Unit where the majority of staff is at the higher end of the salary scale and therefore their costs are higher than the average costs budgeted. The strong Canadian dollar also negatively impacted the budget as salary costs were higher than initially estimated. Additionally, the costs of the SBSTTA Bureau meetings were higher than estimated.

#### *Social, Economic and Legal Matters*

29. A total of \$1,746,033 (100%) of the funds approved by the Conference of the Parties for the Social, Economic and Legal Matters programme was spent during 2011 as at 31 December 2011. All of the posts under this programme were filled during the year although two were only filled as temporary positions.



*Outreach and Major Groups*

30. A total of \$1,405,686 (105%) of the budget approved for the Outreach and Major Groups programme was expended during 2011 as at 31 December 2011. Staff posts for this Unit were fully encumbered with the exception of the post for Documentation Officer. There was over-expenditure on the public awareness materials budget as funds were used for promotion of the Nagoya Protocol as well as the United Nations Decade on Biological Diversity. Funding was also needed for production of material on the Strategic Plan in addition to the International Biodiversity Day (IBD) material on Forest Biodiversity.

*Implementation and Technical Support*

31. A total of US\$1,468,634 or 118% of the budget approved for the Implementation and Technical Support programme was spent during 2011 as at 31 December 2011. All of the posts under this programme were filled during the year. Over-expenditure under this programme was due mainly to the salary costs of staff within the Unit where the majority of staff is at the higher end of the salary scale and therefore their costs are higher than the average costs budgeted. The strong Canadian dollar also negatively impacted the budget as salary costs were higher than initially estimated.

*Resource Management and Conference Services*

32. A total of \$2,467,588 (95%) of the budget approved for the Resource Management and Conference Services programme was spent during 2011 as at 31 December 2011. All of the posts under this programme were filled during the year with the exception of the P-3 Conference Officer's post- whose duties were temporarily covered through a combination of other staff.

*Shared costs*

33. In keeping with paragraph 16 of decision X/45 the Conference of the Parties agreed to share the costs for secretariat services that are common to the Convention and the Biosafety Protocol in an 85:15 ratio. During 2011 the cost of the following seven staff members were shared with the Cartagena Protocol on Biosafety: 1 P-5 Senior Legal Officer; 1 P-4 Programme Officer for the Clearing-house Mechanism; 1 P-3 Documentation Officer; 1 P-3 Communications Officer, 1 p-3 Computer Systems Officer and 2 General Service Computer Operations Assistants.

*(ii) Expenditure by object of expenditure***Table 8. BY Trust Fund expenditures in 2011 by object of expenditure as at 31 December 2011**

Object of expenditure	Approved budget (\$US)	Commitments/ Expenditure	Percentage of:		
			Budget approved by COP	Actual contributions received for 2011	Income received in 2011*
Staff costs	7,186,800	7,522,670	104		
Consultants/sub-contracts	100,000	(72,035)	(72)		
Travel on official business	410,000	379,931	93		
Bureaux meetings	115,300	117,346	102		
Meetings	1,050,000	474,103	45		
Public-awareness materials	90,000	102,741	114		

Object of expenditure	Approved budget (\$US)	Commitments/ Expenditure	Percentage of:		
			Budget approved by COP	Actual contributions received for 2011	Income received in 2011*
General operating expenses	1,471,900	2,091,394	142		
Working Capital Reserve	(9,800)				
Programme Support Costs (PSC)	1,355,100	1,380,494	102		
<b>Total</b>	<b>11,769,300</b>	<b>11,996,645</b>	<b>102</b>	<b>107</b>	<b>90</b>

\* includes funds received in 2011 for prior and for future years

34. As seen in table 8 above, \$11,996,645 or 102% of the funds approved by the Conference of the Parties was spent in 2011. This amount also represents 107% of the contributions received for 2011 and 90% of the amount received by the Convention in 2011 representing collections for 2011 as well as arrears from prior years and payments in advance for future years' pledges.

#### *Staff costs*

35. It should be noted that staff costs are budgeted using estimated standard costs based on the assumptions contained in the note by the Executive Secretary on the proposed programme budget of the Convention on Biological Diversity for the biennium 2011-2012 prepared for the tenth meeting of the Conference of the Parties (UNEP/CBD/COP/10/25). They include both salaries and common staff costs. Given that these costs are based on standard costs used by the United Nations, actual expenditures vary from one duty station to the other depending on fluctuations in post adjustment and other factors such as the number of dependants, education grant, and repatriation costs. Most of the staff posts in the Secretariat were filled in 2011, and as mentioned above, expenditure on staff costs were higher than originally budgeted as a result of the weakening of the United States dollar vis-à-vis the Canadian dollar in 2011.

36. As at 31 December 2011, 27 of the 32 approved Professional posts and 23 of the 27 approved General Service posts funded from the core budget (BY Trust Fund) were filled, giving an overall percentage of 85 per cent of approved posts filled and regularized. As indicated in table 5 above, staff costs amounted to \$7,522,670, being 104 per cent of the total amount budgeted under this line. In addition to salaries and allowances, costs covered under this line include temporary assistance, overtime, health insurance and staff training.

37. Information on the status of staffing in the Secretariat is reported on a quarterly basis through the Quarterly Report that is posted on the Secretariat's website, and a detailed breakdown of the status can be found in section II of this document.

#### *Consultants and sub-contracts*

38. Table 5 above shows that expenditure on consultancies and sub-contracts during 2011 was negative. This is accounted for by the credit received from the reversal of 2010 expenditures for CBD Liaison Officer to UNCCD. When this factor is removed the expenditure for consultants and sub-contracts in 2011 amounted to \$56,311 or slightly more than 56% of the budgeted amount. This was

due mainly to the Secretariat's ability to secure extra-budgetary funding from donors. The consultants and sub-contracts funded under the core budget in 2011 were used in the following programmes of work – CEPA, CHM, and access and benefit-sharing.

#### *Travel on official business*

39. Travel expenses in 2011 were in keeping with the budgeted amount. Additionally, participation of staff in many meetings and events was funded by the organizers. Members of the Secretariat represent the Convention at various meetings and events and travel of staff members to other organizations' events is one of the important ways of achieving synergies and integrated work programmes.

#### *Meetings*

40. Conference-servicing costs in 2011 were in keeping with estimated budgets. The 45% expenditure reflected in Table 8 above results from the decision of the COP to place half of the COP-11 budget (US\$500,000) in 2011 instead of in 2012 in order to achieve a more even division between the two years of the total budget for the 2011-2012 biennium. Two meetings of the COP-Bureau (funded from the core budget) were convened in Montreal in 2011, one in June 2011 in conjunction with the convening of the first meeting of the Ad Hoc Open-ended Intergovernmental Committee for the Nagoya Protocol on Access and Benefit-sharing (ICNP-1) and the second in October 2011 in conjunction with the seventh meeting of the Working Group on Article 8(j) and Related Provisions of the Convention.

#### *Public awareness materials*

41. Expenditure in 2011 was slightly higher than original projections at 114% of the approved budget. Funds were used to produce public awareness materials in the six United Nations languages to promote the early entry into force of the Nagoya Protocol on Access and Benefit-sharing. Additionally, expenditure was incurred for the implementation of CEPA such as the *Satoyama* magazine; the CBD Technical Series; CBD newsletters and brochures, programmes of work, the Year in Review, and outreach materials for the promotion of the United Nations Decade on Biodiversity.

#### *General operating expenses*

42. 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. Expenditure was greater than original projections as a result of the fact that the Government of Canada and the Province of Quebec increased their pledges to the core budget of the Convention as additional contributions to provide the Secretariat with additional office space. These additional rental costs of US\$417,020 are included in the General Operating Expenses shown in Table 8 above.

### *3. Projected income and budget performance in 2012*

#### *(a) Budget for 2012*

43. By its decision X/45, the Conference of the Parties approved a core programme budget for the Secretariat of \$12,989,700 for the year 2012. Of this amount, \$12,049,400 is payable by Parties in line with the scale set out in the annex of decision X/45 and \$940,300 is funded from the host country contribution as follows:

Source of funding	2010
Parties to CBD	\$12,049,400
Host Country	\$940,300
<b>Total</b>	<b>\$12,989,700</b>

**(b) Contributions for 2012**

44. As at 31 December 2011, contributions received in advance for 2012 to the BY Trust Fund amounted to \$1,828,039, or **15 per cent of assessed contributions for 2012**. This amount represents contributions paid in full or in part by 66 Parties (or 34 per cent of the total number of Parties to the Convention).

**(c) Commitments in 2012**

45. A total amount of \$12,874,821 has been obligated as commitments for the year 2012. This amount accounts for 99 per cent of the funds approved by the Conference of the Parties for the year 2012 (see tables 9 and 10 below). \$940,300 of the budget approved by the Conference of the Parties for 2012 is funded from the contribution of the host government. The balance \$12,049,400 will be funded from assessed contributions to the BY Trust Fund. As of 31 July 2012 \$8,746,542 in assessed contributions had been paid for 2012.

**Table 9. BY Trust Fund commitments in 2012 by programme**

<i>Programme</i>	<i>Approved budget (\$US)</i>	<i>Commitments</i>	<i>Percentage of approved budget</i>
Office of the Executive Secretary	1,083,700	895,447	83
Scientific, technical and technological matters	2,540,500	2,293,221	90
Social, economic and legal matters	2,243,500	1,926,044	86
Outreach and major groups	1,377,900	1,117,775	80
Implementation and technical support	1,619,400	1,599,729	99
Resource management and conference services	2,630,400	3,561,431	135
<b>Programme support costs</b>	1,494,400	1,481,174	
<b>Total</b>	<b>12,989,700</b>	<b>12,874,821</b>	<b>99</b>

**Table 10. BY Trust Fund commitments in 2012 by object of expenditure**

<i>Object of expenditure</i>	<i>Approved budget (\$US)</i>	<i>Commitments</i>	<i>Percentage of approved budget</i>
Staff costs (including temporary assistance/overtime and training)	7,405,800	6,891,072	100
Consultants/Sub-contracts	100,000	56,949	57
Travel on official business	410,000	282,279	69
Conference-servicing costs	1,840,000	2,245,063	122
Bureau Meetings	177,800	210,573	118
Reporting costs	90,000	38,347	43
General operating expenses	1,471,700	1,669,363	113
<b>Programme support costs</b>	1,494,400	1,481,174	99

<b>Total</b>	<b>12,989,700</b>	<b>12,874,821</b>	<b>99</b>
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Commitments have been made in 2012 based on approvals by the Conference of the Parties at its tenth meeting.

#### 4. Working capital reserve

46. The total working capital reserve approved by the Parties over the period 2003-2012 amounts to US\$ 1,238,444 made up as follows:

Biennium	US\$	Cumulative % of biennium budget including PSC
2003-2004	\$878,272	4%
2005-2006	\$183,400	5%
2007-2008	\$55,700	5%
2009-2010	\$28,600	5%
2009-2010*	\$102,309	
2011-2012	(9,837)	5%
<b>Total</b>	<b>\$1,238,444</b>	

\* unspent balance of extraordinary replenishment of WCR approved by COP-9

47. The working capital reserve is calculated each biennium cumulatively so that the total in the reserve is equivalent to 5% of the biennium total including the programme support costs. The purpose of the working capital reserve is to ensure continuity of operations of the Convention's Secretariat in the event of a temporary shortfall of cash. Draw-downs from the working capital reserve are restored from contributions as soon as possible.

48. In paragraph 8 of decision X/45, the Conference of the Parties reaffirmed a working capital reserve of 5% of the core programme budget (BY Trust Fund) expenditure, including programme support costs which resulted in a reduction of the working capital reserve by US\$(9,237) as reflected in table above. The working capital reserve totals \$1,238,444 as at 8 October 2012.

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

49. Contributions to the BE Trust Fund are earmarked for specific activities in 2011 and 2012. A total of \$21,530,910 was approved under the BE Trust Fund by the tenth meeting of the Conference of the Parties for 2011 and 2012. As at 31 July 2012, the Secretariat has received pledges for additional approved activities totalling \$29,943,920 for 2011-2012, (or 139% of the amount approved in the biennium budget), of which contributions of \$28,243,714 have been paid. Additionally, \$568,884 was paid during 2011-2012 for prior years (see UNEP/CBD/COP/11/INF/36).

50. In addition to the funds received in 2011-2012 in the BE Trust for the biennium, the Government of Japan also paid an advance payment of US\$36,210,018 in 2012 for the period 2013-2015.

51. Annex II of document UNEP/CBD/COP/11/INF/36 reflects the status of payments to the BE Trust Fund vis-à-vis the budget approved by the tenth meeting of the Conference of the Parties. It should however be noted that the Secretariat also receives funds in the BE Trust Fund for activities not listed in the approved BE Trust Fund budget, in particular funds may be received for activities which are a result of intersessional recommendations. A total of \$15,977,236 (not including programme support costs) was

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spent or committed between 2011-2012 (end July) for additional approved activities, including the activities listed below:

<i>Activity</i>		<i>Expenditure (US\$)</i>
Staff Costs		\$3,680,747
Consultants/ Sub-contracts		\$4,635,314
Staff Travel		\$2,132,116
Public awareness /Information materials		\$306,457
<b>Meeting and Workshops</b>		<b>\$5,222,602</b>
Access and Benefit Sharing	\$486,549	
NBSAP	\$1,360,404	
Protected Areas	\$598,776	
Climate Change	\$8,491	
Invasive Alien Species	\$212,041	
Taxonomy	\$17,815	
Article 8(j) and Related Provisions	\$614,878	
Indicators	\$62,826	
Sustainable Fisheries	\$40,298	
Marine and Coastal Biodiversity	\$387,320	
Incentive Measures	\$111,739	
Forest Biodiversity	\$332,133	
Business and Biodiversity	\$61,065	
CEPA – UN Decade	\$12,600	
Strategic Plan	\$238,436	
Poverty Alleviation	\$69,437	
Clearing House Mechanism	\$28,823	
Financial Mechanism	\$46,791	
SBSTTA/WGRI/COP/SBSTTA Bureau/UNGA/CBD-COP Presidencies	\$27,985	
South – South Cooperation	\$1,088	
Cities/Cultural Diversity	\$36,014	
Biodiversity and Health	\$438	
TEEB	\$73,589	
Resource Mobilization	\$39,671	
Eco-Pavilion	\$126,838	
Bioafety*	\$138,994	

\*Japan Fund support for biosafety is contributed through the BE Trust Fund

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

52. Contributions to the BZ Trust Fund are earmarked for specific meetings in 2011 and 2012. A total of \$2,147,000 was approved under the BZ Trust Fund by the tenth meeting of the Conference of the Parties for 2011 and \$3,616,000 for 2012. As at 31 July 2012, the Secretariat has received pledges totalling \$1,485,564 in 2011 (69% of the amount approved for 2011), of which contributions of \$1,357,880 (91.4%) has been paid. Additionally, US\$525,472 was been collected in 2011 for outstanding pledges for prior years.

53. Pledges amounting to US\$821,755 had been received in 2012 as at the end of July 2012 of which US\$648,474 or 79% has already been received. Annex III of document UNEP/CBD/COP/11/INF/36 reflects the status of payments to the BZ Trust Fund vis-à-vis the budget approved by the Conference of the Parties at its tenth meeting. As of 31 July 2012, pledges of \$463,103 to the BZ Trust Fund remained unpaid.

54. Expenditures to cover participation costs of 498 participants from Parties eligible for financial support to the following meetings convened in 2011-2012 (July) amounted to \$1,935,597 (excluding programme support costs):

<i>Meeting</i>	<i>Expenditure (US\$)</i>	<i>Number of funded participants</i>
First meeting of the Open-ended Ad Hoc Intergovernmental Committee for the Nagoya Protocol, 6-10 June 2011, Montreal, Canada	\$301,622	63
Seventh meeting of the Ad Hoc Open-ended Working Group on Article 8(j) and Related Provisions, 31 October-4 November 2011, Montreal, Canada	\$253,240	77
Fifteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-15), 7-11 November 2011, Montreal, Canada	\$377,379	95
Sixteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-16), 30 April- 5 May 2012 Montreal, Canada	\$383,695	88
Fourth Meeting of the Ad Hoc Open-ended Working Group on Review of Implementation of the Convention (WGRI-4), 7-11 May 2012, Montreal, Canada	\$322,652	86
Second meeting of the Open-ended Ad Hoc Intergovernmental Committee for the Nagoya Protocol, 2-6 July, New Delhi, India	\$297,009	89

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

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

56. The Secretariat received pledges to the VB Trust Fund totalling \$365,848 in 2011 and US\$27,363 as at 31 July 2012. The total amount pledged for 2011 has been paid. Expenditures to cover participation costs of participants from indigenous and local communities eligible for financial support to the following open-ended meetings of the Secretariat convened in 2011-2012 (July) amounted to \$160,857 (excluding programme support costs):

<i>Meeting</i>	<i>Expenditure (US\$)</i>	<i>Number of funded participants</i>
First meeting of the Open-ended Ad Hoc Intergovernmental Committee for the Nagoya Protocol, 6-10 June 2011, Montreal, Canada	\$36,831	8
Seventh meeting of the Ad Hoc Open-ended Working Group on Article 8(j) and Related Provisions, 31 October-4 November 2011, Montreal, Canada	\$81,053	15
Sixteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA-16), and Fourth Meeting of the Ad Hoc Open-ended Working Group on Review of Implementation of the Convention (WGRI-4), 30 April -11 May 2012, Montreal, Canada	\$24,415	4
Second meeting of the Open-ended Ad Hoc Intergovernmental Committee for the Nagoya Protocol, 2-6 July, New Delhi, India	\$18,558	4

## II. PERSONNEL

### *Established posts*

57. The Conference of the Parties approved 59 posts under the core budget (BY Trust Fund) for the biennium 2011-2012 in its decision X/45 (32 Professional posts and 27 General Service posts). The status of recruitment of these posts is reflected in the table below.

58. In addition, 36 posts were funded in 2011-2012 from other sources of funding which included five Professional and fourteen General Service posts funded by UNEP from the 13 per cent programme support costs charged on the CBD trust funds. Fourteen Professional and three General Service posts were also funded from other sources of funding as shown in the footnote to the following table on the status of staffing.

### *Status of staffing under the core budget (BY Trust Fund) as at 31 March 2012*

<i>Status of posts</i>	<i>Professional posts</i>	<i>General Service posts</i>
Total number of posts approved by the Conference of the Parties	32	27
Regularized	27	24
Recruitment in progress	5	3

### *Status of staffing from other sources of funding*

<i>Status of posts</i>	<i>Professional posts</i>	<i>General Service posts</i>
Total number of posts funded from other sources*	21	17
Regularized	19	15
Recruitment in progress	2	2

\* *Posts funded by:* UNEP: 5 Professional posts; 14 General Service posts; Japan Biodiversity Fund: 4 Professionals and 3 General Service posts; Government of Australia: 1 Professional post; Government of Canada: 1 professional post; Government of France: 1 Professional post; Government of Germany: 2 Professional posts; Government of Finland: 1 Professional post; Government of Japan: 2 Professional posts; Government of Korea: 1 Professional post; Government of Spain: 2 Professional posts; ICLEI – South Africa: 1 Professional post.

### *Recruitment*

59. Recruitment of staff is an ongoing process as staff members for various reasons leave the Secretariat. Even with the new Inspira system of recruitment into the United Nations the timeframe for a new staff member to begin work from the time the vacancy announcement is issued in Inspira is roughly 6 months. As a result, the Secretariat will show from time to time vacant posts that are under recruitment.

## III. ADMINISTRATIVE ARRANGEMENTS

### *A. Administrative arrangements between UNEP and the Convention Secretariat*

60. At its tenth meeting, the Conference of the Parties in paragraph 3 of its decision X/45 endorsed the Revised Administrative Arrangements dated 26 October 2010 between the United Nations Environment Programme (UNEP) and the Secretariat of the Convention on Biological Diversity and looked forward to the rapid completion of the service level agreement provided for in those Arrangements, and requested the Executive Secretary to report to the Conference of the Parties through its Bureau on the implementation of the Arrangements.



61. In keeping with the request of the Executive director of UNEP, on 23 June 2011, the Executive Secretary of the Convention sent a draft Service Level Agreement to the Executive Director of UNEP for his consideration. The Secretariat is closely working with the office of the Executive Director on its finalization and subsequent implementation.

62. The implementation of the Revised Administrative Arrangements was discussed at the following meetings of the COP Bureau: 2<sup>nd</sup> COP 10 Bureau meeting – 4 June 2011; 4<sup>th</sup> COP 10 Bureau meeting – 5 April 2012; 5<sup>th</sup> COP 10 Bureau meeting – 6 May 2012 and 6<sup>th</sup> COP 10 Bureau meeting – 23-24 July 2011.

63. The Revised Administrative Arrangements signed on 26 October 2010, in paragraphs 2 and 3, provided the procedure for the appointment of the Executive Secretary, but lacked provisions regarding the extension of the term of the Executive Secretary. Following discussions between the Secretariat and UNEP and consistent with the guidance from the Bureau, the process for the extension of the term of the Executive Secretary was clarified by means of an interpretative statement to the Revised Administrative Arrangements carried out through an exchange of letter between the Executive Secretary and the Executive Director of UNEP on 28 and 29 August 2012. The interpretative statement provides the following:

*“Paragraphs 2 and 3 [of the Revised Administrative Arrangements] with regards to the appointment of the Executive Secretary are to be applied in accordance with United Nations rules and regulations;” and*

*“Paragraphs 2 and 3 [of the Revised Administrative Arrangements] apply mutatis mutandis to the extension of the terms of appointment. The term of extension shall be determined by the Conference of the Parties through its Bureau.”*

64. The Secretariat has maintained its regular engagement and communication with the relevant offices in both the Human Resources Management Service, United Nations Office at Nairobi (UNON HRMS) and the Human Resources Offices, United Nations Environment programme (UNEP HR) on issues concerning recruitment at the Secretariat. The collaboration has expedited the staff recruitment processes, training and other personnel administrative issues. Further, this collaboration prevents potential delays or problems which are handled expeditiously. The Executive Secretary has set a *modus operandi* which enables the filling of vacant positions as soon as the need arises.

#### ***B. Delegation of Authority***

65. The Executive Director of UNEP presented a draft Delegation of Authority to the Executive Secretary of the Convention for consideration in February 2012. Following discussions between UNEP and SCBD, the Delegation of Authority has now been finalized and will be signed before the eleventh meeting of the Conference of the Parties.

#### ***C. Agreement between the Secretariat of the Convention and the Government of Canada concerning the headquarters of the Convention Secretariat***

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

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

68. The Government of Quebec also pledged during the occasion of the signing of the Understanding, to contribute the sum of US\$ 200,000 per year to the Secretariat for five years (2001-2005). Subsequently, the Government of Quebec has extended its commitment to pay US\$ 200,000 per year to the Secretariat up to 2012.

69. The Government of Canada pledged US\$ 800,000 per year to the Secretariat (to be increased by 2% per annum for inflation) up to the year 2014. Of this amount US\$635,000 (adjusted for 2% per annum inflation) is pledged for the Convention and US\$ 165,000 (adjusted for 2% per annum inflation) is for the Cartagena Protocol on Biosafety.

70. As referred to above, the Secretariat has secured additional office space through the generous additional contributions of the Governments of the Province of Quebec and the Federal Government of Canada. The Government of Quebec has committed to pay for the additional office space – measuring some 7,115 square metres until the year 2019. The Government of Canada also contributed additional funds to the core budget of the BY Trust Fund to cover costs for the rebuilding of the new space as well as rental costs for several months. Details of the additional funding provided by Quebec and Canada are reflected in document UNEP/CBD/COP/11/INF/36.

71. An agreement signed between the Secretariat and *Tourisme Montréal*, in 2009 with a view of enhancing Montreal's support to the Secretariat in convening meetings at its headquarters continued in the 2011-2012 biennium. *Tourisme Montréal* contributed the amount of CAD\$65,330 to the Secretariat as per their promotion of \$10 per night spent by participants to CBD meetings held in Montreal in March – November 2011, i.e.

- (a) Sixth meeting of the Informal advisory Committee of the Biosafety Clearing-House, 30 March – 1 April;
- (b) International Meeting on Article 10, with a focus on article 10(c), 31 May – 3 June;
- (c) Eleventh meeting of the Coordination Mechanism for the Global Taxonomy Initiative, 3-4 June;
- (d) COP Bureau meeting, 4 June;
- (e) Capacity-building Workshop on Access and Benefit-sharing, 4-5 June;
- (f) First meeting of the Open-ended Ad hoc Intergovernmental Committee for the Nagoya Protocol, 6-10 June;
- (g) Ad Hoc Expert Group meeting of Local-community Representatives, 14-16 July;
- (h) First Expert Team meeting on the GEF-6 Replenishment, 25-26 July;
- (i) Eighth meeting of the Compliance Committee under the Cartagena Protocol on Biosafety,
- (j) 5-7 October, Expert meeting to Develop a Series of Joint Expert Review Processes to Monitor and Assess the Impacts of Ocean Acidification on Marine and Coastal Biodiversity, 19-20 October;

- (k) Meetings of the COP-MOP Bureau and the COP Bureau, 30 October;
- (l) Capacity-building Workshop on Access and Benefit Sharing, 29-30 October;
- (m) Seventh meeting of the Ad hoc Open-ended Working Group on Article 8(j) and Related Provisions, 31 October – 4 November;
- (n) Twelfth meeting of the Coordination Mechanism for the Global Taxonomy Initiative, 5-6 November;
- (o) Fifteenth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice, 7-11 November;
- (p) Regional Workshop for the Group of Latin American Countries of the CBD Programme of Invasive Alien Species and Taxonomy, 12-13 November.

72. These funds are being used to support the participation of developing countries and economies in transition to CBD meetings. This partnership continues in 2012 and it is expected that additional support for the Convention as well as benefits to Montreal will continue to accrue.

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

73. The Secretariat for the Convention on Biological Diversity Internship Programme is an on-going programme which provides students from all Parties to the Convention with an opportunity to spend a minimum of 3 months and a maximum of 6 months at the Secretariat, in order to gain knowledge and research experience with issues relevant to their studies as well as to the work of the Convention. It is a no-fee programme sponsored by the intern or a sponsoring organization. It provides the students with important practical experience which complements their field of study and also benefits the Secretariat as an outreach programme in that these students take the knowledge and experience they have gained back to their institutions and countries.

74. The Secretariat also accepts interns sponsored and selected by the Government of Quebec, as part of their ongoing governmental internship programme. Since July 2010, the following internships have been successfully completed:

<b>Country of nationality</b>	<b>Focus of internship</b>	<b>Internship financed by</b>
Russia	National Reports	McGill University
Ukraine	Lifeweb Initiative	Concordia University
Brazil	South- South Cooperation	Concordia University
Mauritius	Invasive alien species	Concordia University
Canada	Biosafety	University of Ottawa
France	IYB	McGill University
Brazil	Indigenous tourism	HEC Montreal
Brazil	Island Biodiversity	University of Caxias Do Sul
Italy	Lifeweb Initiative	Concordia University
Germany	Forest Biodiversity	University of Augsburg
Uganda	Invasive alien species	Concordia University
Japan	Parliamentarians/ Island biodiversity	Nagoya City University
Japan	Dry and sub-humid lands	Nagoya City University
United States of America	Marine and Coastal Biodiversity	University of Delaware

Country of nationality	Focus of internship	Internship financed by
United States of America	Economics, trade & incentive measures	McGill University
Canada	Knowledge & information management	McGill University
Romania	Biodiversity & human health	University of Montreal
Canada	Lifeweb Initiative	Concordia University
Japan	Cities & biodiversity initiatives	Nagoya City University
Norway	Forest Biodiversity	Norwegian Univ. of Science & Technology
France	Legal & institutional matters	Univ. Paris Sud
United States of America	Climate Change	McGill University
Algeria	Communication, education and public awareness	Ecole Ntle d'Admin.Publique/Canada
United States of America	Green infrastructure	Univ. of Michigan/USA
Italy	Incentive measures	Università di Trento/Italy
Japan	Biosafety	Kobe Univ/Japan
Mauritius	Environmental assessment	McGill University
China	South-south cooperation	University of Montreal
Norway	Cities & biodiversity initiatives	Stockholm University
Canada	Incentive measures	McGill University
France	Lifeweb Initiative	University of Siena, Italy
Spain	Marine and Coastal Biodiversity	University of the Basque Country
Canada	Business and Biodiversity	McGill University
Canada	Rio Conventions Pavilion	McGill University
Jordan	Gender Programme	McGill University
Japan	UN Decade of Biodiversity	Nagoya City University
Italy	Forest Biodiversity	Univ. of Edinburgh, UK
Canada	Knowledge & information management	McGill University
Republic of Korea	Social, Economic and Legal Matters	Yonsei Univ., Seoul, Korea
Ethiopia	Business and Biodiversity	McGill University
Republic of Korea	Public Awareness	Yonsei Univ., Seoul, Korea

#### ***D. Junior and Senior Professional Officer (JPO) (SPO) programmes***

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

76. Senior Professional Officers (SPOs) are funded by their Governments or institutions to provide specific expertise on thematic areas. There is an element of learning (about the Convention) within this SPO programme as well.

77. JPO/SPOs and other seconded and project staff have worked with the Secretariat (from the period July 2010-present) on the following areas of work:

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<b>Professional focus</b>	<b>Financed by:</b>
Poverty Alleviation. (Implementation and Outreach Division)	Germany
Gender programme of work (Implementation and Outreach Division)	Finland
Follow-up of COP-10 and COP-MOP 5. (Scientific, Technical and Technological Matters division)	Japan
Biodiversity and Development. (Implementation and Outreach Division)	France
Article 8(j) and Related Provisions. (Social, Economic and Legal Affairs division)	Spain
Lifeweb - Protected Areas (Scientific, Technical and Technological Matters division)	Germany
Lifeweb - Protected Areas (Scientific, Technical and Technological Matters division)	Germany
South –South Cooperation (Social, Economic and Legal Affairs division)	Republic of Korea
Forests Biodiversity (Scientific, Technical and Technological Matters division)	Germany
Business and Biodiversity (Implementation and Outreach Division)	Canada
Article 8j and related Provisions	Spain
Access and Benefit Sharing (Social, Economic and Legal Affairs division)	Spain
Biodiversity and Health	Parks Victoria - Australia
Local authorities and Biodiversity	ICLEI- South Africa
Access and Benefit Sharing (Social, Economic and Legal Affairs division)	GEF
National biodiversity strategies and action plans (OES-Japan Fund)	Japan

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

78. During the period of 2011 – 2012, the Secretariat has organized several meetings under the Convention on Biological Diversity, the Biosafety Protocol, the Supplementary Protocol on Liability and Redress and the Nagoya Protocol on Access and Benefit-sharing; with the participation of Parties, registered NGOs and observers. In addition, the Secretariat serviced several meetings of the COP Bureau and the COP-MOP Bureau respectively. The Secretariat under the Biosafety Protocol continued to make use of online discussion forums as opposed to meetings involving travel, thus saving significantly on flights and daily Subsistence allowances. The Executive Secretary and the Secretariat continues to strive for efficiency in the operations of the Secretariat.

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

79. Thanks to the continued financial support from the Governments of France and Spain, the Secretariat continues to translate French and Spanish versions of the CBD website. In addition, the in-house resources financed from these grants continue to assist in providing notifications, press releases and communiqués available in French and Spanish respectively.

80. In January 2008, an agreement was reached with the Division of Conference Services of UNON for the provision of interpretation services for all meetings under the Convention. The MoU continues to serve as the basis under which UNON Division of Conference Services continues to provide the interpretation services to all major SCBD meetings including COP and COP/MOP.

**B. *Enhancement of staff performance***

81. The Secretariat continues to enhance its efforts to ensure that there is regular update of information on substantive and administrative matters to the staff members. Staff meetings are used to ensure that there are exchange of views, ideas and proper engagement of staff in the work of the Secretariat. Divisional meetings are regular while Heads of Division meetings are held with the Executive Secretary to engage in strategic management decisions for the smooth operations of the Secretariat. Various representatives of agencies have continued to visit the Secretariat to brief staff on the activities of their organizations linking their relevance to the work of the Secretariat. These provide additional avenues for the staff to form partnerships under their relevant programmes of work.

**C. *Greening the operations of the Secretariat***

82. The Secretariat through the knowledge gained from the internal task force in trying to reduce the environmental impacts of the Secretariat's operations, continued to make use of environmentally friendly practices in its operations such as in procurement and in the servicing of CBD meetings. Notable examples includes the use of 100% post-consumer recycled paper for fax machines, printers and photocopiers, replacing Styrofoam paper plates, cups and plastic utensils used for receptions hosted by the Secretariat, and making sure paper recycling bins are available during SCBD meetings and in the Secretariat's office.

83. In May 2008, the Executive Secretary signed a two year agreement with the State of Parana, Brazil to offset carbon emissions of the Secretariat from 2008-2010. This agreement was further extended in October 2010 in Nagoya, Japan for an additional two years. Through its Riparian Forest Programme, the Parana State has so far planted several hectares of native tree species sequestering over 10,000 tonnes of carbon dioxide.

84. The Secretariat's state of the art, professional videoconferencing equipment is continually being utilized to hold meetings and conferences in real-time with other partners including other United Nations agencies. Its use continues to improve the efficiency of the Convention's operations by enabling some meetings to be conducted without the need for travel; thereby, reducing expenditure and staff down-time and significantly lowering carbon dioxide emissions. It also enabled the Secretariat's participation in other meetings that it would otherwise have been unable to attend.

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

86. As a follow up to this, the Secretariat is working with MCI – A sustainability consulting group hired by the Government of India to look at measure that would help reduce the environmental impact of the COP 11 and COP/MOP 6 thus making it a very sustainable meeting.

87. In organizing the COP 11 and COP/MOP 6 meetings in India, agreements have been signed with over 40 suppliers on site on the acceptable targets and KPI to be attained for this meeting. The meeting is expected to consume over 2 million sheets of paper, hence recycling is a major activity expected on the ground. The travel of participants will be calculated using a carbon calculator, with the information placed on the website of the host country. Other areas being explored are the standard carbon offsetting approaches; such as for water consumption. The approach would be to measure the amount of water consumed at the venue, so investment in a reservoir/water harvesting project would be an innovative way

to “offset” water use and demonstrate a strong positive legacy. Another sustainable measure is to measure the amount of space used by the event at the venue and “protect” the equivalent space perhaps for the remaining 8 years in the United Nations Decade of Biodiversity if funds permit.

## V. INDICATORS OF ACHIEVEMENT AND PERFORMANCE FOR THE PROGRAMME BUDGET

### A. *Budget Management*

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

Budget allocated for 2011-2012 = US\$24,759,000

Budget expenditures for the BY Trust Fund for 2011-2012 (projected) = US\$24,871,466

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

Budget allocated for 2011-2012 = US\$21,530,910

Budget expenditures for the BE Trust Fund for 2011-2012 (July 2012) = US\$18,054,276

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

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

Funds pledged for the BE Trust Fund for 2011-2012 (July 2012) = \$29,943,920

Funds received for the BE Trust Fund for 2011-2012 (July 2012) = \$28,243,714

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

Funds pledged for capacity-building under the BE Trust Fund for 2011-2012 (July 2012)  
= \$9,645,800

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

Funds pledged for the BZ Trust Fund for 2011-2012 (July 2012) = \$1,485,564

Funds received for the BZ Trust Fund for 2011-2012 (July 2012) = \$1,357,880

Funds pledged for the VB Trust Fund for 2011-2012 (July 2012) = \$393,211

Funds received for the VB Trust Fund for 2011-2012 (July 2012) = \$365,848

### C. *Capacity-building and outreach*

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

a. Number of participants: 4,351

b. Number of Parties involved: 1,237

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\* See Document UNEP/CBD/COP/11/10/INF/36

c. Level of participant satisfaction: See Annex X of document UNEP/CBD/COP/11/INF/36.

2. Number of publications distributed:

There were a total of 145,363 copies of 162 publications distributed in the 2011-2012 biennium as follows; 97,988 English, 18,482 French, 20,744 Spanish, 3,124 Arabic, 2,371 Russian and 2,644 Chinese.

3. Number of website hits:

There were a total of 6,169,367 page views on the site [www.cbd.int](http://www.cbd.int) over the period 1 January 2011 - 31 August 2012.

4. Number of meetings attended by the Secretariat:

The Secretariat staff attended 556 meetings over the period 1 January 2011 - 31 August 2012.

D. *Other functions of the Secretariat*

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

SBSTTA-15	99%
SBSTTA-16	57%
ICNP-1	13%
ICNP-2	45%
WGRI-4	7%
WG8J-7	77%
COP-11	72%

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

100%

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