



## **Agreement on the Conservation of Albatrosses and Petrels**

### **Sixth Meeting of Advisory Committee**

*Guayaquil, Ecuador, 29 August – 2 September 2011*

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### **Draft Agreement Budget 2013 - 2015**

### **Secretariat**

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## **Draft Agreement Budget 2013 - 2015**

**Author: Secretariat**

The Secretariat has prepared a draft budget for the 2013-2015 triennium (refer Annex A) in accordance with Regulation 3.1 of the Agreement's Financial Regulations. The draft budget comprises estimates of receipts and expenditures for the 2013 – 2015 financial years together with a statement identifying significant financial implications. This paper should be read in conjunction with AC6 Doc 08, '2011 Financial Report', AC6 Doc 19, 'Advisory Committee Work Programme 2013-2015' and AC6 Doc 34, 'Review of Scale of Contributions'.

Party representatives have previously indicated that there should be no overall budget increase, with the exception of a small amount to allow for inflation. The budget has been prepared on this basis, with an inflator of 3% per annum applied to both income and expenditure, except where exact cost increases are known. Due to recent changes in economic conditions and a consequent uncertainty concerning future levels of inflation, the Secretariat will review the figure for the inflator prior to MoP4.

The attached draft 2013-2015 budget is balanced, with proposed expenditure matching projected income.

An underlying assumption in the preparation of the budget was that only one meeting of either the Advisory Committee or the Meeting of the Parties would be held in any one year. As the cost of operating and supporting meetings varies significantly depending on the meeting location their allocations have been averaged over the three years of the budget cycle.

### **Statement of Significant Financial Implications**

There are no changes proposed to existing work programme allocations in Appropriations 1, 2 and 3. Cost increases for these appropriations have been contained to an inflator of 3%.

Significant new work programme items that have financial implications in terms of administrative, recurrent or capital expenditure primarily relate to Appropriation 4, which funds the conservation activities required for implementation of the Agreement's Action Plan. This component of the budget is dependent on the 2013-2015 Advisory Committee Work Programme, which is yet to be agreed. As this work programme is not normally fully developed for all three years of the next triennium some allowance will be required for new programme items that may require funding, particularly in the second and third years of the budget cycle.

It should be noted that MoP3 approved the employment of the Science Officer on a fixed four year contract. Approval will be required from MoP for an extension to this contract, if the Advisory Committee deems this appropriate.

Recommendation:

1. That the Advisory Committee review the attached draft budget for the 2013-2015 triennium; and
2. Provide advice to MoP4 on the budget to be approved for the 2013-2015 triennium.

Ref. No	Description	2010	2011	2011 Actual	2012	2013	2014	2015
<b>1. INCOME</b>								
	Contributions from Parties	619,431	638,014	450,477	657,154	676,869	697,175	718,090
	Interest on funds	20,000	21,000	14,399	22,000	22,660	23,340	24,040
	<b>Total Income</b>	<b>639,431</b>	<b>659,014</b>	<b>464,876</b>	<b>679,154</b>	<b>699,529</b>	<b>720,514</b>	<b>742,130</b>
<b>2. EXPENDITURE</b>								
<b>APPROPRIATION 1 - SECRETARIAT</b>								
<b>Employee salaries</b>								
1.1.1	Salaries – Permanent	130,654	137,531	129,141	141,656	145,906	150,283	154,791
1.1.2	RBF Superannuation	11,759	12,378	11,626	12,749	13,131	13,525	13,931
1.1.3	Recruitment Costs							
1.1.4	Salaries-Fixed term	69,098	72,946	63,473	75,863	78,139	80,483	82,898
1.1.5	RBF Superannuation	6,219	6,565	5,448	6,828	7,033	7,244	7,461
	Workers Compensation			1,519		1,565	1,612	1,660
	<b>Total Salaries</b>	<b>217,730</b>	<b>229,420</b>	<b>211,207</b>	<b>237,096</b>	<b>245,773</b>	<b>253,147</b>	<b>260,741</b>
<b>Employee expenses</b>								
1.2.1	Accommodation	8,000	8,320	7,587	8,653	8,913	9,180	9,455
1.2.2	Airfares	20,000	20,800	21,626	21,632	22,281	22,949	23,638
1.2.3	Travel Allowances	2,000	2,080	9,228	2,163	9,500	9,785	10,079
1.2.4	Travel Insurance	1,500	1,560	1,703	1,622	1,671	1,721	1,772
	Other travel costs - visas			1,468				

Ref. No	Description	2010	2011	2011 Actual	2012	2013	2014	2015
1.2.5	Consultants	25,000	26,000	20,553	27,040	27,851	28,687	29,547
1.2.6	Relocation expense (staff)	0	0	0	0			
1.2.7	Legal expenses	831	1,000	0	1,000	0	0	0
1.2.8	General insurance	2,000	2,080	911	2,163	2,228	2,295	2,364
1.2.9	Representation expenses	5,000	5,200	1,843	5,408	2,000	2,060	2,122
<b>Total Employee expenses</b>		<b>64,331</b>	<b>67,040</b>	<b>64,919</b>	<b>69,681</b>	<b>74,443</b>	<b>76,677</b>	<b>78,977</b>
<b>Operational costs</b>								
1.3.1	Office equipment /furniture	5,000	5,200	4,944	5,408	5,570	5,737	5,909
1.3.2	Office equipment maintenance	2,000	2,080	384	2,163	1,000	1,030	1,061
1.3.3	Office requisites - stationery	2,000	2,080	5,148	2,163	5,250	5,408	5,570
1.3.4	Publications /books	1,000	1,040	75	1,082	200	206	212
1.3.5	Corporate memberships	500	520	0	541	0	0	0
1.3.6	Printing and copying (PR material)	5,000	5,200	660	5,408	2,000	2,060	2,122
1.3.7	Telephones - telecommunications	4,500	4,700	5,416	4,900	5,047	5,198	5,354
1.3.8	Translations - website, correspondence	5,000	5,200	15,098	5,408	5,570	5,737	5,909
1.3.9	Postage	1,000	1,040	65	1,100	200	206	212
1.3.10	Freight/couriers	500	520	86	540	200	206	212
1.3.11	Light and power	600	625	2,176	650	2,300	2,369	2,440
1.3.12	Insurance property	1,000	1,050	1,067	1,100	1,133	1,167	1,202
1.3.13	Rent (flat for secondments)	10,000	10,400	9,480	10,800	11,124	11,458	0

Ref. No	Description	2010	2011	2011 Actual	2012	2013	2014	2015
	Rent - ACAP office			24,075		24,797	25,541	26,307
	Rates and water			2,004		2,064	2,126	2,190
	Preventative maintenance			64		66	68	70
	Office cleaning			2,002		2,062	2,124	2,188
1.3.14	Car Hire - long term	14,800	15,400	22,248	16,000	5,000	5,150	5,305
	Vehicle purchase			50,563				25,000
1.3.15	Cab charge - taxis	400	416	760	433	700	721	743
1.3.16	Parking	1,900	1,976	3,282	2,055	3,600	3,708	3,819
1.3.17	Support for secondments – relocation expense	8,320	8,652	22,448	8,998	9,268	9,546	0
1.3.18	Staff training	6,000	6,240	613	6,490	1,000	1,030	1,061
1.3.19	Staff conferences / seminars	1,000	1,040	78	1,082	500	515	530
1.3.20	Bank charges	100	104	216	108	250	258	265
1.3.21	Bad and doubtful debts	500	520	0	541	557	574	591
1.3.22	Software purchase	2,000	2,080	2,176	2,163	2,228	2,295	2,364
1.3.23	Server lease	5,000	5,200	1,980	5,408	2,200	2,266	2,334
1.3.24	Outsourced IT services	14,900	15,500	15,554	16,100	16,583	17,080	17,593
1.3.25	Modifications to database	8,000	10,400	4,048	10,816	9,500	9,785	6,500
1.3.26	WAN Wireless network	2,350	2,450		2,550	800	824	849
	<b>Total Office operational costs</b>	<b>103,370</b>	<b>109,633</b>	<b>196,710</b>	<b>114,007</b>	<b>120,770</b>	<b>124,393</b>	<b>127,912</b>
<b>TOTAL APPROPRIATION NO. 1: SECRETARIAT</b>								
		<b>385,431</b>	<b>406,093</b>	<b>472,836</b>	<b>420,784</b>	<b>440,987</b>	<b>454,216</b>	<b>467,630</b>

Ref. No	Description	2010	2011	2011 Actual	2012	2013	2014	2015
<b>APPROPRIATION 2 - MEETINGS OF THE PARTIES</b>								
<b>Interpretation / Translation Costs</b>								
2.1.1	Simultaneous interpretation				33,000			36,060
2.1.2	Hire of interpretation equipment				11,000			12,020
2.1.3	Translation of documents				43,500			47,534
	<b>Total Interpretation/Translation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87,500</b>	<b>0</b>	<b>0</b>	<b>95,614</b>
<b>Meeting support costs</b>								
2.2.1	Hire of venue (including catering)				12,000		0	13,113
2.2.2	Hire of equipment (photocopiers)				8,000		0	8,742
2.2.3	Support staff				16,500		0	18,030
2.2.4	Printing of meeting documents/report				5,500		0	6,010
	<b>Total Meeting support costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42,000</b>	<b>0</b>	<b>0</b>	<b>45,895</b>
<b>Sponsorship</b>								
2.3.1	Accommodation-overseas							
2.3.2	Airfares-overseas							
2.3.3	Allowances-overseas Bank charges							
2.3.4	Sponsorship - experts				27,500		0	20,000
	<b>Total Sponsorship costs</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>27,500</b>	<b>-</b>	<b>-</b>	<b>20,000</b>
<b>TOTAL APPROPRIATION NO. 2: MEETING OF THE PARTIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>157,000</b>	<b>0</b>	<b>0</b>	<b>161,509</b>



Ref. No	Description	2010	2011	2011 Actual	2012	2013	2014	2015
<b>APPROPRIATION 3 - ADVISORY COMMITTEE</b>								
<b>Interpretation</b>								
3.1.1	Simultaneous interpretation	40,000	41,600	17,804		44,133	45,457	
3.1.2	Hire of interpretation equipment	10,000	10,800	-		11,458	11,801	
3.1.3	Translation of meeting documents	40,000	42,000	-		44,558	45,895	
	<b>Total Interpretation</b>	<b>90,000</b>	<b>94,400</b>	<b>17,804</b>		<b>100,149</b>	<b>103,153</b>	<b>0</b>
<b>Venue and meeting support costs</b>								
3.2.1	Hire of venue (including catering)	6,000	8,000	-		8,487	8,742	
3.2.2	Hire of meeting equipment (photocopiers, etc)	0	0	-		0	0	
3.2.3	Printing of meeting documents/report	1,000	2,000	-		2,122	2,185	
3.2.4	Support staff	16,000	16,500	-		17,505	18,030	
	<b>Total support staff</b>	<b>23,000</b>	<b>26,500</b>	<b>0</b>		<b>28,114</b>	<b>28,957</b>	<b>0</b>
<b>Sponsorship</b>								
3.3.1	Accommodation-overseas	-	-	1815	-	-	-	
3.3.2	Airfares-overseas	-	-	5954	-	-	-	
3.3.3	Allowances-overseas	-	-	790	-	-	-	
	Bank charges	-	-	134	-	-	-	
3.3.4	Sponsorship of experts	15,000	15,600	-		16,550	17,047	
	<b>Total sponsorship</b>	<b>15,000</b>	<b>15,600</b>	<b>8,693</b>		<b>16,550</b>	<b>17,047</b>	<b>0</b>

Ref. No	Description	2010	2011	2011 Actual	2012	2013	2014	2015
<b>Support for Advisory Committee Officials</b>								
3.4.1	Accommodation-overseas	5,000	5,200	-	5,500	5,665	5,835	6,010
3.4.2	Airfares-overseas	13,000	13,520	-	14,000	14,420	14,853	15,298
3.4.3	Allowances-overseas	2,000	2,080	-	2,200	2,266	2,334	2,404
<b>Total support</b>		<b>20,000</b>	<b>20,800</b>		<b>21,700</b>	<b>22,351</b>	<b>23,022</b>	<b>23,712</b>
<b>TOTAL APPROPRIATION NO. 3: ADVISORY COMMITTEE</b>								
		<b>148,000</b>	<b>157,300</b>	<b>26,497</b>	<b>21,700</b>	<b>167,164</b>	<b>172,179</b>	<b>23,712</b>

<b>APPROPRIATION 4 - AGREEMENT CONSERVATION PROGRAMME</b>								
2010-01	Translation of species assessments	6,000	2,500		3,000			
2010-02	Review of RFMO maps	5,000			10,000			
2010-03	Attendance at RFMO meetings	30,000	30,000		30,000			
2010-04	Review of tracking distribution data	10,000						
2010-05	Analyse overlap of RFMO with trawl fisheries	5,000			10,000			
2010-06	Estimate WAL mortality in unobserved fisheries	10,000	10,000					
2010-07	Develop observer program in Peru	10,000						
2010-08	Improve data collection from observer programs in Sth. America	15,000	15,000		15,000			
	Unallocated	0	23,121		11,670			
2.3	Improve data portal structure and queries (database development costs)					15,000	15,000	15,000
2.4	Refine standardised queries/outputs for analysis and interpretation (database development costs)					5,000	5,000	5,000
2.5	<i>Trial approaches accurately to categorise global population trends</i>		5,000					
2.7	Translate updates to Species Assessments, and guidelines					8,000	8,000	8,000

Ref. No	Description	2010	2011	2011 Actual	2012	2013	2014	2015
2.9	Review availability of albatross and petrel tracking/distribution data to ensure representativeness of species/age classes. Prioritise gaps and encourage studies to fill gaps.					5,000	5,000	5,000
3.1	Continue to implement the RFMO interaction plan (travel costs)					30,000	30,000	30,000
3.1	Continue to implement the RFMO interaction plan (Co-ordinator costs)					30,000	30,000	30,000
3.3	Update analysis of overlaps of distributions and albatrosses and petrels with fisheries managed by RFMOs					20,000		
3.7	Update ACAP/BirdLife fact sheets on mitigation measures for fishing (translation costs)					5,000	5,000	5,000
3.13	Review and update the prioritisation framework for at-sea threats (workshop and analysis costs)						10,000	
3.16	Estimate mortality in previously unobserved fisheries in range of Waved albatros					10,000		20,000
3.18	Analyse bycatch data in collaboration with Japanese researchers (secondment?)					30,000	20,000	
3.19	Analyse bycatch data from other fishing nations as information becomes available						30,000	20,000
3.20	Identify hot spots for temporal/spatial management (post doc)				10,000	30,000	20,000	
3.20	Identify hot spots for temporal/spatial management (consultant?)							
3.21	Provide draft advice on suitable analyses of bycatch data (statistical advice)					20,000		
5.1	Identify and prioritise conservation measures required for each species and by each Party to the Agreement				5,000	10,000		
	<b>Total of New Funding Requests</b>					<b>218,000</b>	<b>178,000</b>	<b>138,000</b>
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<b>TOTAL APPROPRIATION NO. 4: CONSERVATION PROGRAMME @ 3%</b>		<b>91,000</b>	<b>80,621</b>	<b>126,672</b>	<b>79,670</b>	<b>91,300</b>	<b>94,039</b>	<b>90,000</b>
<b>TOTAL AGREEMENT BUDGET</b>		<b>624,431</b>	<b>644,014</b>	<b>626,005</b>	<b>679,154</b>	<b>699,450</b>	<b>720,434</b>	<b>742,852</b>