



Agreement on the Conservation of Albatrosses and Petrels

Second Meeting of the Parties

Christchurch, New Zealand, 13 – 17 November 2006

Agreement Budget 2007 - 2009

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Agreement Budget 2007 -2009

A draft budget for the Agreement for the period 2007-2009 is attached for consideration by the Parties. Allocations have been allocated on a functional basis into four appropriations as follows:

- Appropriation 1 – Operation of the Secretariat
- Appropriation 2 – Meetings of the Parties
- Appropriation 3 – Meetings of the Advisory Committee
- Appropriation 4 – Advisory Committee Work Programme

The budget has been further categorised into recurrent and other expenditure, as required by financial regulation 3.3.

Details of the appropriations made for the 2006 financial year and an estimate of expenditure against those appropriations is provided in MoP2 Doc 9, '2006 Financial Report'.

Appropriation 1. - Operation of the Secretariat

The budget for the operation of the Secretariat has been developed with a view to containing salary costs, traditionally a major component of a Secretariat's budget, in order that Parties' contributions can be directed to addressing the objectives of the Agreement and in particular the implementation of the Action Plan.

It is proposed that only one permanent position be established within the Secretariat at this stage, that of the Executive Secretary, with other staff being employed on a contract basis to address specific work outcomes. This will provide the Secretariat with greater flexibility with which to respond to changing work priorities, as well as providing the Parties with greater ongoing control over the size and composition of budget expenditure on salaries.

To enable this low level of staffing to be maintained it is proposed that the current practice of seconding staff to the Secretariat be continued. This has been very effective to date with staff from Australia, the United Kingdom, and the United States providing valuable support. To facilitate this practice an amount of AUD 20,000 has been included in the budget for airfares and accommodation for staff seconded to the Secretariat.

The Tasmanian State Government has indicated that it is prepared to provide accounting and financial services for the Secretariat, including receiving fees, making payments (including salary payments) and holding and managing the ACAP operating funds. The nominal cost of providing this service has been estimated at AUD 12,000 in the first year, with a subsequent annual cost of AUD 8,500. This service would however be provided free of charge to the Secretariat for a period of six years under a Memorandum of Understanding (MoU). The current MoU, between Australian and Tasmanian Governments, concludes on 31 January 2007. It is proposed that the Secretariat enter into a new MoU with the Tasmanian Government for the provision of these services for a period of six years. This MoU would also include the provision of free office space and facilities, conservatively estimated at AUD 30,000 per annum.

As detailed in the draft staffing regulations (MoP2 Doc14) permanent staff would be employed under the Tasmanian Government salary system, which will provide significant cost-savings in comparison to the United Nations salary and allowances system. Staff on-costs include superannuation, payroll and fringe benefit taxes, vehicle hire and an allowance for termination payments. The full cost of these payments is approximately AUD 50,000 of which AUD 20,000 are taxes which the Secretariat will not have to pay once the Headquarters Agreement is implemented.

As indicated in the Secretariat Work Programme for 2006-2009 (MoP2 Doc 16) a significant task for the Secretariat will be coordinating the scientific and technical work necessary to implement the action plan. It is proposed to engage a scientific/technical officer on a part-time basis to undertake this work. This person would be engaged on a fixed-term contract, to be reviewed on an annual basis.

A significant cost in the first year of the budget is for costs associated with the recruitment of the Executive Secretary. Parties may wish to consider means of making this process more cost-effective, for example by interviewing the short-listed applicants in conjunction with a meeting of the Advisory Committee and by reducing the costs incurred in advertising the vacancy.

Appropriation 2 – Meetings of the Parties

This appropriation provides for the support costs associated with holding Meetings of the Parties. As noted in MoP2 Doc 22, it is proposed to minimise the cost to the Agreement budget by only holding these meetings every three years. If special circumstances require an earlier meeting, then additional funding would be required.

The cost of supporting these meetings varies significantly, depending on factors such as where the meeting is held and the number of papers submitted for translation. The allocations indicated, particularly in relation to interpretation and translation costs, are the minimum likely to be incurred.

An allocation is provided to employ an additional staff member for 3 months in support of the meeting. Two to three additional staff members will be required during the course of the meeting to assist the Secretariat. Funding has not been allocated for these positions as host Governments have provided this support in the past, as well as support being available from staff seconded to the Secretariat. This budget allocation is predicated on Parties' 'in-kind' support continuing to be provided.

Appropriation 3 – Advisory Committee

This appropriation provides for the support costs associated with the Advisory Committee and includes costs associated with meetings of its Working Groups. The costs associated with holding meetings of the Advisory Committee are very similar to those for the Meeting of the Parties and have been prepared on the same basis.

Appropriation 4 –Advisory Committee Work Programme

The Advisory Committee Work Programme for 2007-2009 is detailed in MoP2 Doc 23. Allocations for specific work programmes are provided for in this appropriation.

Funding of Non-recurrent Expenditure

Consideration is required as to how non-recurrent expenditure, as contained in Appropriation 4, is funded by the Parties. A number of options are provided below for the Parties' consideration.

- Option 1 – Fund from annual contributions provided by the Parties. This option would provide consistent funding, however as the cost of the Advisory Committee's Work Programme varies significantly from year to year it may present difficulties for some Parties.
- Option 2 - Funding could be evened out by proportioning an 'average' amount in each year's budget. The Advisory Committee would then allocate these funds in accordance with guidelines determined by MoP (this would effectively make this appropriation "recurrent" funding).
- Option 3 – Fund from voluntary contributions from the Parties. This option may not provide consistent funding as it would be dependent on Parties' ability to provide 'one-off' funding.
- Option 4 – Establish a special purpose fund with voluntary and/or annual contributions from Parties and use the interest earned on this fund to support the annual work programme. This may require additional contributions in early years.

It is recommended that Parties:

- Adopt a budget for the 2007 financial year and approve in principle the budget for 2008 and 2009;
- Approve the Secretariat entering into a Memorandum of Understanding with the Government of Tasmania;
- Decide how non-recurrent expenditure, such as the Advisory Committee Work Programme, is to be funded.

Draft Budget for the Agreement 2007 - 2009

ITEM	DESCRIPTION	BUDGET 2007 AUS\$	BUDGET 2008 AUS\$	BUDGET 2009 AUS\$
1	SECRETARIAT			
1.1	Staff salaries			
	Executive Secretary ¹	100,000	105,000	110,250
	Support staff (Technical/scientific officer, 0.5 FTE)	40,000	40,000	40,000
	Sub-total 1.1	140,000	145,000	150,250
1.2	Staff support			
	Travel - fares ²	20,000	20,000	15,000
	Travel allowance	10,000	10,000	8,000
	Subsistence for secondments	20,000	20,000	25,000
	Staff oncosts	30,000	33,000	36,000
	Staff training	3,000	3,000	3,000
	Recruitment for Executive Secretary ³	40,000		
	Sub-total 1.2	123,000	86,000	87,000
1.3	Operational costs			
	Lease of office accommodation	0	0	0
	Auditor and accountant	5,000	5,000	5,000
	Insurance ⁴	5,000	5,000	5,000
	Office equipment	5,000	5,000	5,000
	Maintenance of equipment	2,000	2,000	2,000
	Light and power	0	0	0
	Printing and copying	10,000	10,000	10,000
	Stationery	2,000	2,000	2,000
	Telecommunications	2,000	2,000	2,000
	Miscellaneous	5,000	5,000	5,000
	IT support and web development/maintenance ⁵	30,000	20,000	20,000
	Translations - website, correspondence	15,000	15,000	15,000
	Representation expenses	5,000	5,000	5,000
	Sub-total 1.3	86,000	76,000	76,000
	Secretariat Appropriation	349,000	307,000	313,250
2	MEETINGS OF THE PARTIES (MOP)			
2.1	Interpretation / Translation Costs			
	Simultaneous interpretation			30,000
	Hire of interpretation equipment			10,000
	Translation of documents ⁶			40,000
	Sub-total 3.1	0	0	80,000

ITEM	DESCRIPTION	BUDGET	BUDGET 2008	BUDGET 2009
		2007		
		AUS\$	AUS\$	AUS\$
2.2	Venue and meeting support costs			
	Hire of venue (including catering)			20,000
	Hire of equipment (photocopiers, computers etc)			10,000
	Support staff			15,000
	Printing of meeting documents/report			10,000
	Sub-total 3.2	0	0	55,000
2.3	Sponsorship			
	Sponsorship of Experts			3,000
	Sponsorship of Delegates			22,000
	Sub-total 2.3	0	0	25,000
	Meeting of Parties Appropriation	0	0	157,000
3	ADVISORY COMMITTEE (AC)	Chile	South Africa ?	Hobart, Australia
3.1	Interpretation			
	Simultaneous interpretation	20,000	20,000	20,000
	Hire of interpretation equipment	10,000	10,000	10,000
	Translation of meeting documents	40,000	40,000	40,000
	Sub-total 3.1	70,000	70,000	70,000
3.2	Venue and meeting support costs			
	Hire of venue (including catering)	20,000	20,000	15,000
	Hire of equipment (photocopiers, computers etc)	10,000	10,000	10,000
	Printing of meeting documents/report	10,000	10,000	10,000
	Support staff	15,000	15,000	10,000
	Sub-total 3.2	55,000	55,000	45,000
3.3	Sponsorship			
	Sponsorship of experts	15,000	15,000	10,000
	Sponsorship of delegates ⁷	0	0	0
	Sub-total 3.3	15,000	15,000	10,000
	Advisory Committee Appropriation	140,000	140,000	125,000
	Sub-total (1-4)	489,000	447,000	595,250
	Inflation 4%		17,880	23,810
TOTAL RECURRENT EXPENDITURE (1-4)		489,000	464,880	619,060

Average Annual Budget

524,313

ITEM	DESCRIPTION	BUDGET	BUDGET 2008	BUDGET 2009
		2007 AUS\$	AUS\$	AUS\$
4	Advisory Committee Work Programme⁸			
4.1	Taxonomy Working Group	3,700	1,200	1,200
4.2	Status & Trends Working Group			
—	develop & produce <i>Species Conservation Assessments</i>	35,000		
—	develop & maintain Status & Trends Database	6,000	12,500	12,500
4.3	Breeding Sites Working Group			
—	maintain Breeding Sites Database	5000	5,000	5,000
—	develop analyses to identify priority management actions at breeding sites	22,500		
—	produce best-practice conservation guidelines for breeding sites	30,000		
4.4	Bycatch Working Group			
—	develop documents showing spatial overlap of ACAP species and 5 key RFMO areas of responsibility	20000		
—	attend key RFMO and FAO meetings ⁹	20,000	20,000	20,000
TOTAL ADVISORY COMMITTEE WORK PROGRAM		142,200	38,700	38,700
Possible average annual budget		75,000		

Footnotes

- 1 Salary estimates include annual increment in accordance with salary scale proposed in the Staffing Regulations MoP2 Doc.14. Note salary is not tied to the UN system to contain salary costs.
- 2 Year 3 estimate is reduced because planned meeting venue is Hobart, Australia
- 3 Resolution 1.1 requires the two most suitable candidates and a recruitment sub-committee to meet in a central location. All expenses related to recruitment process, including recruiting agency, are to be costed against the ACAP General Fund. An advertisement is to be placed in appropriate media of each Party.
- 4 Finance regulations require that an insurance policy must be held to cover loss of office equipment
- 5 Estimate for Year 1 incorporates allowance for initial development.
- 6 Translation is a major cost for meetings, consideration could be given to restricting the number of documents translated.
- 7 Note that no support is provided for delegates to the Advisory Committee meetings; Parties may wish to consider providing some funding on this budget line.
- 8 Estimates for the Advisory Committee Work Programme have been taken from the report of the AC Chair (MoP 2 Doc 23 - Draft Advisory Committee Work Programme 2007-2009). Note that further work is likely to be needed in Years 2 and 3, but exactly what is difficult to predict, as therefore are costs. In particular, the programme for the crucial work of the Seabird Bycatch working group has yet to be discussed and agreed. Some items of listed work could be delayed.
- 9 Subject to negotiation, costs could potentially be shared with the Convention on Migratory Species that has a budget to support the CMS Bycatch Councillor.

ITEM	DESCRIPTION	BUDGET 2007 AUS\$	BUDGET 2008 AUS\$	BUDGET 2009 AUS\$
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