

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)
37th Meeting of the Standing Committee
Gland, Switzerland, 2-6 June 2008

DOC. SC37-7

Core budget 2009 INCOME related to budget versions

2010 thru 2011 will be based on the new UN percentages to be approved by the General Assembly in Dec 2009	Zero Real Growth	Nominal Growth	4% Growth	Proposed future Secretariat Staffing & Structure
1. Contributions from Parties	3,133,672	3,232,655	3,258,341	3,932,472
2. Rounding for 1000 minimum	66,741	66,088	66,350	61,879
3. Voluntary contribution - USA	902,681	930,415	937,464	1,128,056
4. Swiss income tax rebate	250,000	230,000	239,044	260,121
5. Interest	12,000	25,000	25,000	30,000
TOTAL INCOME	4,365,094	4,484,158	4,526,199	5,412,528

RAMSAR ZERO REAL GROWTH BUDGET - 2009 to 2011							DOC. SC37-7
EXPENDITURES	2009	2009	2010	2010	2011	2011	COMMENTS
A. SECRETARIAT SENIOR MANAGEMENT		491,988		520,446		547,123	NOTE 1.
i. Salary & social costs (SG)(Ass't) (10%DSG)	458,638		482,093		503,018		
ii. Travel on Official Business (International) (2K for NCD)	33,350		38,353		44,105		Travel: costs will increase by at least 15% yearly
B. REGIONAL ADVICE & SUPPORT		1,203,079		1,290,519		1,359,131	
i. Salaries & social costs (SRAs, Assistants, Oceania officer)	1,111,508		1,185,212		1,238,028		NOTE 1.
ii. Travel on Official Business (International)	91,571		105,307		121,103		
C. SUPPORT TO REGIONAL INITIATIVES		183,823		56,544		-	by 2011 no funds for Regional Initiatives
i. Regional networks (cooperation)							
ii. Regional centers (training & capacity-building)							
D. SCIENTIFIC AND TECHNICAL SERVICES		598,862		624,896		658,482	
i. STRP (implementation/meeting & staff costs)	225,985		245,000		265,000		Increased travel costs for meetings, +salary inc.
ii. Ramsar Sites Information Service	170,000		170,000		170,000		
iii. DSG (70%)	185,627		190,058		200,669		
iv. Travel on Official Business (International) (NCD)	17,250		19,838		22,813		
E. CEPA - COMMUNICATION, EDUCATION & PUBLIC AWARENESS		607,383		562,002		544,290	
i. Salaries & social costs (DSG 20%)(SrAdminAss't - 34%)	426,480		381,099		384,290		NOTE 1.
ii. CEPA Programme	30,000		30,000		30,000		
iii. Communications & Reporting implementation	150,903		150,903		130,000		Reduced in 2011 by Chf 20,000
F. ADMINISTRATION & PERSONNEL MANAGEMENT		365,277		378,314		389,027	
i. Administration (salaries & social costs)	190,554		201,377		210,218		NOTE 1.
ii. Human Resources (salaries & social costs) (SrAdminAss't - 33%)	39,020		41,234		43,106		
iii. Other employment benefits	99,947		99,947		99,947		
iv. Staff hiring and departure costs	35,756		35,756		35,756		
G. FINANCE MANAGEMENT		163,871		174,338		183,419	
i. Salaries & social costs (SrAdminAss't-33%)	163,871		174,338		183,419		NOTE 1.
H. OPERATING COSTS		104,990		108,590		112,333	
i. Operating Costs (photocopying, printing, courier)	89,990		93,590		97,333		4% increase in overall operating costs
ii. Purchase & Maintenance of Equipment/Office Supplies (including depreciation)	15,000		15,000		15,000		
I. STANDING COMMITTEE SERVICES		77,270		80,896		84,932	
i. Standing Committee delegates' support	48,938		50,896		52,932		4% increase for travel costs
ii. Simultaneous interpretation at SC meetings	28,332		30,000		32,000		Expected increases for interpretation costs
L. COP related costs incurred by the Secretariat		0		0		0	
SubTotal		3,796,543		3,796,543		3,878,737	
K. IUCN SERVICE CHARGES (13% of expenditures)		493,551		493,551		504,236	0.13
(Administration, Human Resources, Finance & IT services)							
J. MISCELLANEOUS		75,000		75,000		75,000	
i. Bad debt provision	15,000		15,000		15,000		Calculation for unpaid annual contributions.
ii. Exchange loss	35,000		35,000		35,000		Currency fluctuations.
iii. Staff termination & repatriation provisions*	25,000		25,000		25,000		Accounting requirement.
TOTAL FORECAST EXPENDITURE		4,365,094		4,365,094		4,457,973	A further reduction of Chf 92,879 req'd.

* Accounting requirement, can be treated as a reserve amount.
NOTE 1. Minimum increases allowing for annual performance-related increments.

RAMSAR ZERO NOMINAL GROWTH BUDGET - 2009 to 2011					DOC. SC37-7		
EXPENDITURES	2009	2009	2010	2010	2011	2011	COMMENTS
A. SECRETARIAT SENIOR MANAGEMENT		491,988		520,446		547,123	NOTE 1.
i. Salary & social costs (SG)(Ass't) (10%DSG)	458,638		482,093		503,018		No additional staff added.
ii. Travel on Official Business (International) (2K for NCD)	33,350		38,353		44,105		Travel: costs will increase by at least 15% yearly
B. REGIONAL ADVICE & SUPPORT		1,203,079		1,290,519		1,359,131	
i. Salaries & social costs (SRAs, Assistants, Oceania officer)	1,111,508		1,185,212		1,238,028		NOTE 1.
ii. Travel on Official Business (International)	91,571		105,307		121,103		
C. SUPPORT TO REGIONAL INITIATIVES		279,190		279,190		279,190	
i. Regional networks (cooperation)	179,190		179,190		179,190		
ii. Regional centers (training & capacity-building)	100,000		100,000		100,000		
D. SCIENTIFIC AND TECHNICAL SERVICES		608,862		644,896		688,482	
i. STRP (implementation/meeting & staff costs)	225,985		245,000		265,000		Increased travel costs for meetings, +salary inc.
ii. Ramsar Sites Information Service	180,000		190,000		200,000		
iii. DSG (70%)	185,627		190,058		200,669		NOTE 1.
iv. Travel on Official Business (International) (NCD)	17,250		19,838		22,813		
E. CEPA - COMMUNICATION, EDUCATION & PUBLIC AWARENESS		607,383		562,002		565,193	
i. Salaries & social costs (DSG 20%)(SrAdminAss't - 34%)	426,480		381,099		384,290		NOTE 1.
ii. CEPA Programme	30,000		30,000		30,000		
iii. Communications & Reporting implementation	150,903		150,903		150,903		
F. ADMINISTRATION & PERSONNEL MANAGEMENT		365,277		378,314		389,027	
i. Administration (salaries & social costs)	190,554		201,377		210,218		NOTE 1.
ii. Human Resources (salaries & social costs) (SrAdminAss't - 33%)	39,020		41,234		43,106		NOTE 1.
iii. Other employment benefits	99,947		99,947		99,947		
iv. Staff hiring and departure costs	35,756		35,756		35,756		
G. FINANCE MANAGEMENT		163,871		174,338		183,419	
i. Salaries & social costs (SrAdminAss't-33%)	163,871		174,338		183,419		NOTE 1.
H. OPERATING COSTS		104,990		108,590		112,333	
i. Operating Costs (photocopying, printing, courier)	89,990		93,590		97,333		4% increase in overall operating costs
ii. Purchase & Maintenance of Equipment/Office Supplies (including depreciation)	15,000		15,000		15,000		
I. STANDING COMMITTEE SERVICES		77,270		80,896		84,932	
i. Standing Committee delegates' support	48,938		50,896		52,932		4% increase for travel costs
ii. Simultaneous interpretation at SC meetings	28,332		30,000		32,000		Expected increases for interpretation costs
L. COP related costs incurred by the Secretariat		0		0		35,000	
SubTotal	3,901,910	3,901,910	4,039,189	4,039,189	4,208,830	4,243,830	
K. IUCN SERVICE CHARGES (13% of expenditures) (Administration, Human Resources, Finance & IT services)		507,248		525,095		551,698	0.13
J. MISCELLANEOUS		75,000		75,000		75,000	
i. Bad debt provision	15,000		15,000		15,000		Calculation for unpaid annual contributions.
ii. Exchange loss	35,000		35,000		35,000		Currency fluctuations.
iii. Staff termination & repatriation provisions*	25,000		25,000		25,000		Accounting requirement.
TOTAL FORECAST EXPENDITURE		4,484,158		4,639,284		4,870,528	

* Accounting requirement, can be treated as a reserve amount.

NOTE 1. Minimum increases allowing for annual performance-related increments.

RAMSAR 4% BUDGET - 2009 to 2011					DOC. SC37-7		
EXPENDITURES	2009	2009	2010	2010	2011	2011	COMMENTS
A. SECRETARIAT SENIOR MANAGEMENT		491,988		520,446		547,123	NOTE 1.
i. Salary & social costs (SG)(Ass't) (10%DSG)	458,638		482,093		503,018		No additional staff added.
ii. Travel on Official Business (International) (2K for NCD)	33,350		38,353		44,105		Travel: costs will increase by at least 15% yearly
B. REGIONAL ADVICE & SUPPORT		1,203,079		1,290,519		1,359,131	
i. Salaries & social costs (SRAs, Assistants, Oceania officer)	1,111,508		1,185,212		1,238,028		NOTE 1.
ii. Travel on Official Business (International)	91,571		105,307		121,103		
C. SUPPORT TO REGIONAL INITIATIVES		290,358		301,972		314,051	
i. Regional networks (cooperation)	186,358		193,812		201,564		4% increase
ii. Regional centers (training & capacity-building)	104,000		108,160		112,486		4% increase
D. SCIENTIFIC AND TECHNICAL SERVICES		628,862		664,896		708,482	
i. STRP (implementation/meeting & staff costs)	225,985		245,000		265,000		Increased travel costs for meetings.
ii. Ramsar Sites Information Service	200,000		210,000		220,000		
iii. DSG (70%)	185,627		190,058		200,669		NOTE 1.
iv. Travel on Official Business (International) (NCD)	17,250		19,838		22,813		
E. CEPA - COMMUNICATION, EDUCATION & PUBLIC AWARENESS		613,419		574,316		584,035	
i. Salaries & social costs (DSG 20%)(SrAdminAss't - 34%)	426,480		381,099		384,290		NOTE 1.
ii. CEPA Programme	30,000		30,000		30,000		
iii. Communications & Reporting implementation	156,939		163,217		169,745		4% increase
F. ADMINISTRATION & PERSONNEL MANAGEMENT		365,277		378,314		389,027	
i. Administration (salaries & social costs)	190,554		201,377		210,218		NOTE 1.
ii. Human Resources (salaries & social costs) (SrAdminAss't - 33%)	39,020		41,234		43,106		NOTE 1.
iii. Other employment benefits	99,947		99,947		99,947		
iv. Staff hiring and departure costs	35,756		35,756		35,756		
G. FINANCE MANAGEMENT		163,871		174,338		183,419	
i. Salaries & social costs (SrAdminAss't-33%)	163,871		174,338		183,419		NOTE 1.
H. OPERATING COSTS		104,990		108,590		112,333	
i. Operating Costs (photocopying, printing, courier)	89,990		93,590		97,333		4% increase in overall operating costs
ii. Purchase & Maintenance of Equipment/Office Supplies (including depreciation)	15,000		15,000		15,000		
I. STANDING COMMITTEE SERVICES		77,270		80,896		84,932	
i. Standing Committee delegates' support	48,938		50,896		52,932		Increase for travel costs
ii. Simultaneous interpretation at SC meetings	28,332		30,000		32,000		Expected increases for interpretation costs
L. COP related costs incurred by the Secretariat		0		0		50,000	Estimate, as always underfunded.
SubTotal		3,939,114		4,094,285		4,332,533	
K. IUCN SERVICE CHARGES (13% of expenditures)		512,085		532,257		563,229	13%
(Administration, Human Resources, Finance & IT services)							
J. MISCELLANEOUS		75,000		75,000		75,000	
i. Bad debt provision	15,000		15,000		15,000		Calculation for unpaid annual contributions.
ii. Exchange loss	35,000		35,000		35,000		Currency fluctuations.
iii. Staff termination & repatriation provisions*	25,000		25,000		25,000		Accounting requirement.
TOTAL FORECAST EXPENDITURE		4,526,199		4,701,542		4,970,763	

* Accounting requirement, can be treated as a reserve amount.

NOTE 1. Minimum increases allowing for annual performance-related increments.

RAMSAR CORE BUDGET - 2009 - 2011								
Proposed future Secretariat Staffing & Structure			Sub-totals	TOTALS	Sub-totals	TOTALS		
EXPENDITURES			2009	2009	2010	2010		
	CHF	CHF						
A. SECRETARY GENERAL'S OFFICE				677,954		692,626		708,192
i. Salary & social costs (SG)(Ass't) (20%DSG)	479,753				486,949			494,253
ii. Travel on Official Business (International)	33,350				38,353			44,105
iii. Finance Officer	124,851				126,724			128,625
iv. Legal Officer (20%)	40,000				40,600			41,209
M. PARTNERSHIP UNIT				374,758		759,634		769,725
i. Partnership Co-ordinator	107,769				218,771			222,053
ii. UN/MEA's Liaison Officer	75,543				153,352			155,563
iii. IOPs/NGO Liaison Officer	78,403				159,159			161,546
iv. Donor/Private Sector Liaison Officer	75,543				153,352			155,563
v. Travel on Official Business	37,500				75,000			75,000
vi. Projects Officer (Danone funded)								
B. REGIONAL SUPPORT & INITIATIVES								
i. Regional Support & Initiatives Coordinator	107,769			107,769	218,771			222,053
B1. SECRETARIAT REGIONAL SUPPORT				1,180,263		1,201,774		1,456,069
i. Salaries & social costs (SRAs, Assistants, Oceania officer)	1,080,263				1,096,467			1,334,966
ii. Travel on Official Business (International)	100,000				105,307			121,103
B2. SUPPORT TO REGIONAL INITIATIVES				290,358		301,972		314,050
i. Regional networks (cooperation)	186,358				193,812			201,564
ii. Regional centers (training & capacity-building)	104,000				108,160			112,486
D. SCIENCE & COMMUNICATIONS								
D1. SCIENCE/COMMUNICATIONS SERVICES				317,424		484,288		498,205
i. DSG (60%)	159,108				162,906			172,002
ii. Science & Communications Coordinator	94,704				192,250			195,134
iii. IT Officer (P1) New	63,612				129,132			131,069
D2. SCIENCE AND TECHNICAL SERVICES				440,985		470,000		500,000
i. STRP (implementation/meeting & P1 staff cost)	225,985				245,000			265,000
ii. Ramsar Sites Information Service	200,000				210,000			220,000
iii. Travel on Official Business (International)	15,000				15,000			15,000
D3. COMMUNICATIONS				497,583		448,664		505,916
i. Salaries & social costs	316,230				262,761			320,013
ii. CEPA Programme	30,450				35,000			35,000
iii. Communications & Reporting implementation	150,903				150,903			150,903
F. ADMINISTRATION				464,685		483,788		495,454
i. Administration (salaries & social costs) (DSG 20%)	263,853				281,836			291,764
ii. Human Resources (34% of A3)	37,345				37,905			38,774
iii. Finance assistance (33% of A3)	37,345				37,905			38,774
iv. Other employment benefits	100,000				100,000			100,000
v. Staff hiring and departure costs	26,142				26,142			26,142
H. OPERATING COSTS				116,529		120,000		126,000
i. Operating Costs (photocopying, printing, courier)	86,529				90,000			95,000
ii. Purchase & Maintenance of Equipment/Office Supplies (including depreciation)	15,000				15,000			15,000
iii. Audit fees	15,000				15,000			16,000
I. STANDING COMMITTEE SERVICES				78,000		75,000		75,000
i. Standing Committee delegates' support	45,000				45,000			45,000
ii. Simultaneous interpretation at SC meetings	30,000				30,000			30,000
iii. Transition Committee	3,000							
L. COP related costs incurred by the Secretariat				0		0		80,000
SubTotal	4,546,308			4,546,308	5,016,196	5,016,196	5,171,591	5,171,591
K. IUCN SERVICE CHARGES (13% of expenditures)				591,020		652,105		672,307
J. MISCELLANEOUS				75,000		75,000		75,000
i. Bad debt provision	15,000				15,000			15,000
ii. Exchange loss	35,000				35,000			35,000
iii. Staff termination & repatriation provisions	25,000				25,000			25,000
TOTAL FORECAST EXPENDITURE				5,212,328		5,668,301		5,843,898