

Financial and budgetary matters 2012/2013

Action requested: The Standing Committee is invited to note the contents of this report and :

- i) approve the audited final 2012 financial statements (if available, otherwise the drafts annexed hereto);
- ii) note the healthy Reserve Fund balance as at the beginning of the new triennium;
- iii) approve 2013 Regional Initiative allocations (to endorsed and eligible Regional Initiatives);
- iv) approve any necessary adjustments to the COP11-approved Core and non-Core budget for 2013;
- v) request Contracting Party commitment to funding the COP11-approved combined budget – Core and non-Core – noting the scale of voluntary contributions required over the 2013-2015 period, including for COP12;
- vi) request continued Secretariat effort with respect to fundraising;
- vii) determine if and when the 2014 Small Grants Funds cycle for soliciting project proposals should be launched, and determine any other necessary actions relating to Resolution XI.2, para. 20.

1. Attached in Annex 1 is the final draft of 2012 financial statements. The 2012 audit will take place in late March, the results of which will be shared with the 46th meeting of the Standing Committee (SC46).

2012 Results – Core

2. The following points are highlighted for the Standing Committee's consideration:
 - The 2012 Core budget was significantly reworked at SC43 to reflect developments since the 10th meeting of the Conference of the Parties (COP10) in 2008 when the budget was originally approved. Expenditures were rephased and reassessed to better reflect the current operating environment, with emphasis on building provisions for possible non-collection of contributions and strengthening the Reserve Fund. Income adjustments were made to reflect the exchange rate challenges, particularly reflecting better the likely CHF value of the USD Core contribution from the United States.
 - A Core budget net surplus for 2012 of CHF 344,000 is shown.
 - Income from the US (line 1) was finally CHF 80,000 higher than rebudgeted
 - Partnership Coordinator savings were realised (line Ma) – costs were offset by employer's insurance covering employee illness.
 - Regional Initiatives (line C) – allocations were made as agreed at SC44 (utilising Core budget and CHF45,000 from 2009-2012 accumulated African voluntary contributions and CHF32,000 of other non-claimed Regional Initiative allocations during 2009-2012).

- There was no need to increase the bad debt provision in 2012 (line Ja).
 - There were only modest exchange losses (line Jb). Rates have been generally stable and holdings are properly balanced.
 - Other expenditure savings have been realized, reflecting strong negotiations with suppliers.
 - There is one significant unbudgeted cost reflected in the Core budget results, within the cost for staff termination and repatriation provisions (line Je). At 31 December 2012, a CHF 150,000 liability exists for the accrued but unused vacation of a number of staff. IUCN policies and procedures require vacation to be taken as generally earned, but in many cases this has not been possible. Swiss Law requires that any unused vacation be paid at the end of the employment contract. It cannot simply be withdrawn. In light of the likely crystallisation of a large portion of this liability in 2013 and 2014, it is the Secretariat's recommendation that such a liability, most of which accrued in 2012, be so recorded. Swiss accounting rules and auditors do not insist that such a liability be recognized. This will also reduce the risk of significant overspends against 2013/14 budgets.
3. The overall surplus of CHF 344,000 is available to add to the Reserve Fund. This compares with the budgeted addition for 2012 of CHF 101,000. The movement in the Reserve Fund reflected in the draft accounts is as follows:

CHF'000

Balance at 31 December 2011, audited accounts	468
Surplus for 2012	344
Balance at 31 December 2012.	<u>812</u>

4. At 812,000, this is 16.8% of budgeted Core income. * This is a somewhat healthier financial position to start the new triennium than was anticipated.

(*Note: This is above the new Reserve Fund limits set via Resolution XI.2, para. 21.

COP11 decided that the Reserve Fund:

- a) provides for unforeseen and unavoidable expenditures;
 - b) receives realized Core budget surpluses (or deficits);
 - c) should not be lower than 6% of the annual Core budget of the Convention and not greater than 15%; and
 - d) should be administered by the Secretary General with the approval of the Subgroup on Finance as established by the Standing Committee.
5. This excess of CHF 86,000 could be earmarked for release in 2013.)

2012 Results – Non-Core

6. CHF 1,925,000 of cash voluntary contributions were received in 2012, of which CHF 781,000 related to COP11. (Other COP11 income was received in 2011.) At 31 Decembere 2012 the accounting for COP11 was virtually complete, with all voluntary contributions received and fundamentally all Secretariat administrative and sponsored delegate costs paid. The COP11 financing required significant management, and the

Secretariat and hosts did encounter some real challenges. Other income was received for Small Grants Fund, Swiss Grant for Africa, Wetlands for the Future and other projects. Over the year project incomes and expenditures were of a similar total magnitude. Net project balances (i.e., net amounts to be disbursed) at 31 December 2012 were just over CHF 2.6 million.

2012 Balance Sheet

7. We have strong cash balances with project funds and some Contracting Party 2013 contributions paid in advance, and fairly high year-end external and IUCN creditor balances.

2013 Core Budget

8. Attached in Annex II is the 2013-2015 Combined (Core and non-Core) budget for 2013-2015 as approved by COP11, and the related Core budget detail.
9. The Secretary General is not proposing any changes to the 2013 Core budget approved by COP11. 2013 contributions have been invoiced as planned, according to the recently re-issued UN Scale. All expenditures will be closely managed, and the Secretary General is not aware of any particular issue that will make this budget unworkable. Staff-related costs are the biggest budget item and no specific issues are anticipated.
10. In relation to budget line items Gv and Gvi, work is underway in relation to both the RSIS development project and the website project, and the limited Core funds allocated for these activities will be wisely spent. (Some complementary voluntary funding needs to be secured to assure the success of these projects – see para xxx below).
11. The Subgroup on Finance will make oral recommendations during SC46 regarding the allocation of Regional Initiatives Core funding (line D) to those 2013-2015 Regional Initiatives eligible and determined by the Standing Committee to fully meet the Operational Guidelines (see SC46-11 for the proposals being considered).
12. In relation to budget line I for the Standing Committee costs and line E iii for STRP meetings, the majority of the cost relates to bringing delegates to the meetings. The precise tightness of these budget lines will be evident shortly when the financial results of the first meetings of the triennium can be assessed.
13. Negotiations with IUCN regarding its 2013 services and charges have yet to be concluded. We did realize savings in 2012, due to increased occupancy of the Gland premises and their delayed rollout of new systems to Ramsar. We are still waiting to receive both the benefits and any related costs of new IUCN Information Technology systems and redesigned work processes. We had initially planned for the much-needed upgrade for Ramsar in 2012. The existing financial systems and processes are creaking. In 2013/4 we will need to agree training, licences, support, migration of fundamental data, etc., which will have a cost.
14. The adequacy of line item Kii, relating to necessary increases in the provision for outstanding contributions from Parties and exchanges losses, depends on various

controllable and uncontrollable factors, including global economic factors, Contracting Party commitment, and Secretariat effort. (For more on outstanding contributions, please see SC46-13).

15. Given the anticipated opening Reserve Fund balance of CHF 812,000 (see para 3 above), SC46 may consider that budget line item Ki, for a CHF 75,000 addition to the Reserve Fund in 2013, will not be required. The Subgroup on Finance and SC46 should consider how they might like to redirect the opening surplus and this budget now or later. (In Resolution XI.2, para. 22, the Parties requested the Secretary General to endeavor to increase the Reserve Fund over the 2013-2015 triennium in accordance with this budget and to report annually to the Standing Committee on the status, and propose to its Subgroup on Finance for its concurrence prior to any uses of the Fund.)

2013 Non-Core Budget and fundraising

16. The budget approved at COP11 anticipates voluntary contributions of CHF 11.4 million over the triennium to fund the priority activities in Annex III. CHF 3.4 million of this was planned for 2013. So far the Secretariat has received very little in terms of pledges via the Secretariat. For 2013, CHF 635,000 is for STRP implementation, CHF 1.4 million is for the various small grants programmes, CHF 390,000 is budgeted for additional Secretariat human resources, and CHF 100,000 for RSIS redevelopment.
17. Securing voluntary funding for the activities approved by the Conference of the Parties must be a Contracting Party and Secretariat priority throughout the triennium.

Small Grants Programmes

18. The Secretariat oversees three grants programmes, of which two are regional programmes with single funders (the Swiss Grant for Africa and Wetlands for the Future, which is funded by USA). The Small Grants Fund has potentially limitless donors and provides wetland grants for any developing country and country with an economy in transition. The Small Grants Fund relies exclusively on a currently declining number of voluntary contributors.
19. In Resolution XI.2, para. 20, COP11 reaffirmed its conviction that the Convention's grants programmes, including the Small Grants Fund, are of great value in terms of the implementation of the Convention, and it invited Parties and others to make additional voluntary contributions to secure the efficient operation of these programmes. It requested the Standing Committee to review the operation of the programme during the triennium and requested the Secretariat to make the Small Grants Fund a priority in all fundraising efforts.
20. This is a very similar message to the one given by COP10, and actions taken in this regard by the Secretariat and last Standing Committee can be found in DOC. SC42-23, with additional reference to decisions SC42-18 and SC43-19. In May 2011, via decision SC42-18, the Standing Committee, recognized that the Small Grants Fund in its present form has become increasingly unviable in cost/benefit terms and

- a) requested the Secretariat to continue to seek alternative sources of financing for the Small Grants Fund and to report to the SC regularly;
 - b) encouraged the Parties and other potential donors to demonstrate their desire to keep the SGF operational by making significant voluntary contributions to the Fund;
 - c) instructed the Secretariat not to solicit or assess any SGF proposals for the 2012 cycle and to focus instead on seeking further funds for approved 2010 and 2011 portfolio projects; and
 - d) requested the Secretariat to explore additional alternative methods for providing on-the-ground support for Parties, such as providing advice and information to Parties and others on opportunities for funding for wetlands from other organizations.
21. In October 2011, in decision SC43-19, the Standing Committee restated the requests of this decision and instructed the Secretariat not to solicit or assess any SGF proposals for the 2013 cycle.
22. It is true that global financial conditions have not generally been favourable, and we suspect that donor appetite for small projects continues to wane. In 2011 and 2012, providing funding for COP11 and related meetings seemed to get more, if not huge, attention from many Contracting Parties than did requests for SGF funding. No strong new, or alternative, sources of financing for the SGF have yet been secured.
23. In late 2011 and in 2012, there was very encouraging support for the Small Grants Programme from the government of Norway, which provided CHF 250,000. This gave full funding for six projects, selected by Norway from the 2010 and 2011 SGF portfolios. This donor had hoped that its commitment would be a positive signal to others, but only very modest additional funding has since been secured. During 2011, 2012 and 2013 (to date) the Secretariat has marketed the 2010 and 2011 portfolios and the total number of projects from the 2010 and 2011 portfolios that have now been funded is 11.
24. The portfolio of projects has had substantially more value over the last few years in soliciting funding interest than has the notion of requesting generic contributions to a “fund”, and it has become the primary entry point for donors. **But it will become increasingly difficult to fundraise for the SGF unless there is a reasonably up-to-date portfolio of projects to market**, because the 2010 and 2011 portfolios are diminishing in marketing value. The 2014 SGF project cycle would normally be launched in January 2014 and produce a new portfolio in October 2014. The Secretariat would like to suggest that a revised phasing, starting in April 2013, would have a portfolio ready for marketing as of January 2014.

Other

25. Resolution XI.16, para 23, *Efficient delivery of scientific and technical advice* (see DOC. SC46-14). This long decision requires that the financial implications of any Standing Committee “Scientific and technical advice” review committee work be assessed, and that the Chairs of the Standing Committee, its Subgroup on Finance, the Management Working Group and the STRP plus the Vice-Chair of the Standing Committee should review the STRP line items in the budget to direct their use as necessary towards implementing this Resolution. It is not clear from the Resolution whether this is Core or non-Core. It is not envisaged that budget line E in the 2013 Core budget will have sufficient capacity for this.

RAMSAR CONVENTION BUREAU Core Budget - Unaudited EXPENDITURE BUDGET VS. ACTUAL 2012 (Swiss francs '000)					
		2012	2012	2012	
		Budget COP10	Revised Budget SC43 2012	Actual Jan-Dec 2012	
INCOME					
1	Contribution from Contracting Parties (invoices)	3,779	3,779	3,780	1
2	US Voluntary Contributions	1,066	850	930	80
3	Retained Swiss Income Tax	250	200	206	6
4	Interest Income & Exchange gain	12	12	4	(8)
	Total Income	5,107	4,841	4,920	79
EXPENDITURES					
A SECRETARIAT SENIOR MANAGEMENT					
a	Salary & social costs (SG+SEC) (10% DSG)	523	478	467	11
b	Travel on Official Business (International)	29	25	27	(2)
M PARTNERSHIP CO-ORDINATOR					
a	Partnership account	257	222	173	49
b	Travel on Official business		20	14	6
c	Other employment benefits		79	57	22
B REGIONAL ADVICE & SUPPORT					
a	Salaries & social costs (SRAs, Oceania officer, Assistants, DSG-RA)	1,228	1,180	1,217	(37)
b	Travel on Official Business (International)	80	65	50	15
C SUPPORT TO REGIONAL INITIATIVES					
a	Regional networks and centers	279	194	194	0
D SCIENTIFIC AND TECHNICAL SERVICES					
a	STRP (Implementation/meeting)	96	33	33	()
b	Salaries & social costs (DSG (70%))	316	308	257	51
c	Ramsar Sites Information Service	170	150	154	(4)
d	Travel on Official Business (International)	15	13	21	(8)
E CEPA -COMMUNICATION, EDUCATION &PUBLIC AWARENESS					
a	Salaries & social costs (DSG 20%)	479	446	394	52
b	CEPA Programme (incl. Travel)	30	20	16	4
c	Communications & Reporting implementation	151	137	130	7
F ADMINISTRATION & PERSONNEL MANAGEMENT					
a	Administration (salaries & social cost)	278	250	262	(12)
b	Human Resources (salaries & social cost)	43	42	41	1
c	Other employment benefits	50	60	98	(38)
d	Staff hiring and departure costs	36	26	8	18
G FINANCE MANAGEMENT					
a	Salaries & Social costs	231	210	197	13
H OPERATING COSTS					
a	Operating Costs (photocopying, printing, courier, telephone, audit translation, postage, stationary, hospitality, bank charge)	77	80	60	20
b	Purchase & Maintenance of Equipment/Office Supplies (including depreciation)	12	18	10	8
I STANDING COMMITTEE SERVICES					
a	Standing Committee delegates' support	47	0	0	
b	Simultaneous interpretation at SC meetings	26	0	0	()
J MISCELLANEOUS					
a	Bad debt provision	15	75	0	75
b	Exchange loss	35	75	26	49
e	Staff termination and repatriation provisions	25	0	152	(152)
f	Reserve fund	0	101		
K IUCN Service Charges (13%)					
		579	534	518	16
	Total Expenditure	5,107	4,841	4,576	164
	Net Surplus for the year	0	0	344	243

**SECRETARIAT OF THE CONVENTION ON WETLANDS OF INTERNATIONAL
IMPORTANCE ESPECIALLY AS WATERFOWL HABITAT
(RAMSAR, 1971)**

BALANCE SHEET as at 31 Dec 2012
(in '000 Swiss Francs)

	2012	2011
ASSETS		
CURRENT ASSETS		
Cash and Bank	5,222	3,240
48 H and Short Term Deposits	0	1,078
Contracting Party Receivables (Net)	398	375
Other Receivables	73	208
TOTAL CURRENT ASSETS	<u>5,692</u>	<u>4,901</u>
FIXED ASSETS		
Office Furniture and Computer Equipment at cost	48	256
Less: Accumulated Depreciation	(40)	(238)
TOTAL FIXED ASSETS	<u>8</u>	<u>18</u>
TOTAL ASSETS	<u><u>5,700</u></u>	<u><u>4,919</u></u>
LIABILITIES AND FUND BALANCES		
CURRENT LIABILITIES		
Amount owed to IUCN	824	696
Other Payables	792	660
Accruals	255	82
TOTAL CURRENT LIABILITIES	<u>1,871</u>	<u>1,438</u>
RESERVATIONS		
Provision for Staff Termination	278	130
Provision for Staff Repatriation	87	83
TOTAL RESERVATIONS	<u>365</u>	<u>213</u>
FUND BALANCES		
Unrestricted reserve fund	812	468
Restricted projects	2,653	2,800
TOTAL FUND BALANCES	<u>3,465</u>	<u>3,268</u>
TOTAL LIABILITIES AND FUND BALANCES	<u><u>5,700</u></u>	<u><u>4,919</u></u>

SECRETARIAT OF THE CONVENTION ON WETLANDS OF INTERNATIONAL IMPORTANCE ESPECIALLY AS WATERFOWL HABITAT (RAMSAR, 1971)

STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD OF JAN - DEC 2012
(in '000 Swiss francs)

	2012			2011		
	Core Funds	Restricted Projects	Total	Core Funds	Restricted Projects	Total
	Jan-Dec 2012	Jan-Dec 2012	Jan-Dec 2012	Jan-Dec 2011	Jan-Dec 2011	Jan-Dec 2011
B	C	D=B+C	B	C	D=B+C	
INCOME						
External Income						
Contributions from Contracting Parties	3,780	4	3,784	3,625	0	3,625
US Voluntary Contributions	930	0	930	872	0	872
Retained Swiss Income Tax	206	0	206	250	0	250
Exchange Gain	0	8	8	0	26	26
Interest Income	4	0	4	13	1	13
Miscellaneous Income	0	0	0	0	0	0
Project External Income		1,912	1,912		1,459	1,459
Total external income	4,920	1,925	6,844	4,760	1,486	6,246
Internal Income and Expenditure						
Transfer between core and projects	12	(12)		(151)	151	
Total transfer between core and projects	12	(12)		(151)	151	
Total Income	4,932	1,913	6,844	4,609	1,637	6,246
EXPENDITURE						
Staff Cost	3,171	473	3,644	3,077	421	3,498
Staff Provision	152	0	152	31	0	31
Hiring Interns	0	0	0	5	0	5
Travel	118	486	604	125	86	211
Purchase of equipment	0	0	0	2	0	2
IUCN Administrative services	518	0	518	556	0	556
Database	154	0	154	148	0	148
Communications	26	22	48	26	18	44
Reporting	62	386	448	171	144	315
Standing commtt, STRP and Reg Rep support	0	198	199	43	484	527
STRP Support Services	33	8	41	103	0	103
Support to Regional Initiatives	206	0	206	17	0	17
Project Subcontracting/External Grants	20	443	463	0	374	374
Depreciation	10	0	10	15	0	15
Auditor's Fees	17	0	17	17	0	17
Stationery and office supplies	8	13	21	13	3	17
Public relations/ Promotion	26	4	30	1	2	3
Hospitality	4	7	11	5	0	5
Bank Charges	2	1	3	2	2	4
Miscellaneous	36	10	47	30	11	41
Provision on outstanding dues	0	0	0	29	0	29
Exchange loss	26	8	34	26	43	69
Total Expenditure	4,588	2,060	6,648	4,444	1,588	6,032
NET SURPLUS/(DEFICIT) FOR THE YEAR	344	(147)	196	165	49	214
FUND BALANCE AT BEGINNING OF YEAR	468	2,799	3,267	302	2,751	3,053
NET INCOME OVER EXP FOR THE YEAR	344	(147)	196	165	49	214
TRANSFER (FROM) TO RESERVE FUND						
FUND BALANCE AT END OF YEAR	812	2,652	3,614	468	2,799	3,267

PROJECTS FINANCED BY RESTRICTED FUNDS

(in '000 Swiss Francs)

Project No.	Balance (deficit)	Income during	Expenditure	Project	Balance (deficit) at	
	at December 31, 2011 (DR)/CR	2012 (DR)/CR	during 2012 (DR)/CR	Transfers and Cross charges (DR)/CR	31 Dec 2012 (DR)/CR	
Listed Sites:						
Ramsar Advisory Missions (RAMs)	7002-000	7	32	(4)	0	35
		<u>7</u>	<u>32</u>	<u>(4)</u>	<u>0</u>	<u>35</u>
International Co-operation:						
Evian Initiative	7079-000&	132	1	(14)	0	118
Danone Carbon Offset	7200-100	10	0	0	(10)	0
Danone fund 2011	7081-100&	64	0	(13)	(31)	21
Danone 2012 and Spring project	7082-000&	0	302	(270)	(30)	2
Swiss Grant for Africa	7100-000&	423	70	(75)	(16)	402
Small Grants Fund	7500-000&	9	0	(30)	0	(21)
Small Grants fund 2004	7501-000	21	0	(8)	0	13
Small Grants Fund 2005	7501-100	13	0	(8)	0	5
Small Grants Fund 2006	7501-200	86	0	(15)	0	71
Small Grants Fund 2007	7501-300	25	0	(1)	(8)	16
Small Grants Fund 2008	7501-400	84	0	(34)	0	50
Small Grants Fund 2009	7501-500	99	0	(26)	0	73
Small Grants Fund 2010	7501-600	169	0	(15)	0	154
Small Grants Fund 2011	7501-700	0	150	(84)	(5)	61
WFF: Training / Education	7056-000&	375	203	(81)	15	512
		<u>1,511</u>	<u>725</u>	<u>(674)</u>	<u>(86)</u>	<u>1,476</u>
Regional Initiatives:						
Iran Regional Center	7121-000	43	0	(32)	10	21
WacoWet Regional Initiative	7125-000	38	17	(1)	(46)	8
2009 High Andean Meeting	7129-000	9	0	(20)	10	(1)
Core 2009 Regional Initiatives	7140-000	26	0	0	20	46
Caribbean Sub Reg Strategy	7128-000	27	0	0	15	42
Himalayas Reg Initiative 2009	7146-000	25	0	0	(25)	0
La Plata Reg Initiative 2010	7147-000	5	0	(12)	14	7
		<u>173</u>	<u>17</u>	<u>(65)</u>	<u>(2)</u>	<u>123</u>
Others:						
High Altit W.L/Lake W.S China	7104-000	3	0	0	0	3
Ramsar Hand Book 3rd Ed.	7111-200	23	0	0	(23)	0
STRP Working Groups	7094-000&	262	94	(146)	0	211
Admin Fees	7107-000	235	0	(19)	(94)	122
CEPA & tool kit	7119-000 &	10	0	(1)	0	9
Admin Reform Support	7200-300	20	0	(10)	(10)	0
COP 2011	7200-400&	175	781	(899)	(25)	32
Declaration 2011	7200-500	6	0	(5)	(1)	0
Myanmar Wetlands project	7200-600	0	196	0	0	196
RSIS redevelopment project	7200-700	0	12	0	96	108
Web redevelopment project	7200-800	0	0	0	124	124
2012 Development project	7200-850	0	0	0	60	60
Legal Support	7127-000	0	0	0	0	0
Cameroon Pedalos	7141-000	0	0	0	0	0
Oceania meeting	7142-000	0	0	(3)	19	16
STRP Africa Mtg	7145-000	3	0	(0)	0	3
Climate Change Adaptation/Water cycle	7148-000	21	0	(51)	0	(30)
Partnership Officer Restricted	7150-000	122	0	(1)	(70)	51
Champ Pittet support	7151-000	14	0	(3)	0	11
Mava Cop 11 RCWG	7152-000	205	0	(108)	0	97
OIF Africa support	7153-000	11	0	(0)	0	11
Africa Negotiation workshop	7154-000	0	55	(52)	0	3
Bhutan project	7155-000	0	13	(8)	0	5
West Africa Urbanisation	7156-000	0	0	(13)	0	(13)
		<u>1,110</u>	<u>1,151</u>	<u>(1,317)</u>	<u>76</u>	<u>1,019</u>
		<u>2,800</u>	<u>1,925</u>	<u>(2,060)</u>	<u>(12)</u>	<u>2,653</u>

ANNEX I - Ramsar 2013-2015 Combined Budget, in CHF'000

	2013		2014		2015	
	Core CHF'000	Non-Core CHF'000	Core CHF'000	Non-Core CHF'000	Core CHF'000	Non-Core CHF'000
INCOME						
i. Parties' contributions	3,779	-	3,779	-	3,779	-
ii. Voluntary contributions	1,065	3,400	1,065	4,637	1,065	5,337
iii. Income Tax	225	-	225	-	225	-
iv. Income Interest	12	-	12	-	12	-
TOTAL INCOME	5,081	3,400	5,081	4,637	5,081	5,337
EXPENDITURES						
A. Secretariat Senior Management	825	-	825	-	825	-
B. Partnership Coordinator	311	130	311	130	311	130
C. Regional Advice and Support	1,347	-	1,347	587	1,347	587
D. Support to Regional Initiative Networks & Centres	160	300	120	300	120	300
E. Scientific and Technical Services	210	635	210	635	210	635
F. Communications, Documentation, CEPA	506	130	506	130	506	130
G. Administration/RSIS/Web	754	130	794	130	794	130
H. Operating Costs	97	-	97	-	97	-
I. Standing Committee Services	85	25	85	25	85	25
J. IUCN Administrative Service Charges (maximum)	566	-	566	-	566	-
K. Miscellaneous - Reserve Fund	75	-	75	-	75	-
L. Miscellaneous - Bad debt/exchange/legal	145	-	145	-	145	-
1. RSIS and RIS database	-	100	-	100	-	200
2. World Wetlands Day	-	100	-	100	-	100
3. Ramsar Advisory Missions	-	150	-	150	-	150
4. CEPA Action Planning Workshops	-	100	-	100	-	100
5. Grants Programmes - SGF/WFF/SGA	-	1,400	-	1,400	-	1,400
6. Regional Meetings	-	150	-	750	-	150
7. COP Delegates and Ramsar Award	-	-	-	-	-	1,200
8. Strategic Visioning/Planning for 40+ and 2016-2021	-	50	-	100	-	100
TOTAL EXPENDITURES	5,081	3,400	5,081	4,637	5,081	5,337
TOTAL SALARY COSTS** - staff salaries and related costs	3,330	260	3,330	797	3,330	797
	66%	8%	66%	17%	66%	15%
TOTAL TRAVEL COSTS	165		165		165	
	3%		3%		3%	

** COP recognises that salary costs budgets are frozen, but has no desire to reduce Core budget positions over the period, and that if IUCN obliges staff cost increases, exceeded budget lines will be dealt with from the reserve fund.

ANNEX II CORE Budget - no inflation model. Alternative A.		Notes	2012*	2013	2014	2015
INCOME			CHF'000	CHF'000	CHF'000	CHF'000
i. Parties' contributions			3,779	3,779	3,779	3,779
ii. Voluntary contribution from the United States			1,066	1,066	1,066	1,066
iii. Income Tax			250	225	225	225
iv. Income Interest			12	12	12	12
TOTAL INCOME			5,107	5,082	5,082	5,082
EXPENDITURES						
A. Secretariat Senior Management						
i. Salaries and social costs (SG ,DSG, Exec Asst to the SG)	a		783	710	710	710
ii. Travel on official business (SG, DSG)			37	45	45	45
iii. Other employment benefits **			-	70	70	70
B. Partnership Coordinator						
i. Salaries and social costs (Partnership Coordinator)			257	216	216	216
ii. Travel on official business			-	25	25	25
iii. Other employment benefits **			-	70	70	70
C. Regional Advice and Support						
i. Salaries and social costs (4 SRAs , RAO , SPREP Officer, 4 Assistant Advisors)			1,228	1,192	1,192	1,192
ii. Travel on official business			80	85	85	85
iii. Other employment benefits **			50	70	70	70
D. Support to Regional Initiatives						
i. Regional networks and centers			279	160	120	120
E. Scientific and Technical Services						
i. Salaries and social costs (Scientific and Technical Support Officer)			110	120	120	120
ii. STRP implementation			51	30	30	30
iii. STRP meetings			45	50	50	50
iv. STRP travel on official business (DSG for STRP)			8	10	10	10
F. Communications, Documentation, CEPA						
i. Salaries and social costs (Communication Officers, CEPA Program Officer, 50% Documentation Officer)	b		427	356	356	356
ii. CEPA Program			30	30	30	30
iii. Communications, Translations, Publications and Reporting Implementation			121	120	120	120
G. Administration – not otherwise included in J below						
i. Salaries and social costs (Finance Officer , Admin Officer, 2 Admin Assts)	c		552	496	496	496
ii. Staff hiring and departure costs***			36	25	25	25
iii. Other employment benefits				5	5	5
iv. Staff termination & repatriation provisions			25			
v. Ramsar Sites Information Service			170	170	170	170
vi. Web/IT support in addition to that provided by IUCN			30	58	98	98
H. Operating Costs – not otherwise included in J below						
i. Photocopying, printing, courier			77	80	80	80
ii. Purchase & Maintenance of Equipment/Office Supplies in addition to those provided by IUCN, including depreciation			12	17	17	17
I. Standing Committee Services						
i. Standing Committee delegates' support			42	44	44	44
ii. Standing Committee meetings			5	6	6	6
iii. Simultaneous interpretation at SC meetings			26	35	35	35
J. IUCN Administrative Service Charges (maximum 13%)						
i. Administration, Human Resources, Finance & IT services			579	566	566	566
K. Miscellaneous						
i. Reserve Fund			-	75	75	75
ii. Increase in provision for Outstanding Contributions from Parties and exchange losses			50	85	85	85
iii. Any other costs not listed above – Legal services			-	60	60	60
TOTAL EXPENDITURES			5,107	5,081	5,081	5,081
TOTAL SALARY COSTS – staff salaries and related costs			3,467	3,330	3,330	3,330
			68%	66%	66%	66%
TOTAL TRAVEL COSTS			124	165	165	165
			2%	3%	3%	3%

	Notes
*COP10 Approved budget for 2012	
** Education grants and home leave.	a DSG works 40% on STRP matters, 20% on Communications and 40% on General Secretariat matters (incl COP/SC/admin). Travel is approx 50% STRP, 50% DSG
*** Costs of housing search, family moves to Switzerland (flights and possessions)	b Admin Officer and Admin assistant work 25% on Communications. c Admin assistants provide conference/meeting services, plus other services supporting almost all posts. Admin Officer 60% human resources

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Annex III: Analysis of 2013-2015 budgeted non-Core expenditures

	None Core budget item	Three year funding requirement CHF
1. Junior Partnership/fundraising officer to support the Partnership coordinator and build the unit. Could be JPO or other.	B	390,000
2. 1 Regional Officer to support each of the 4 regional teams in the Secretariat, from 2014. Could be JPO.	C	1,174,000
3. Support to Regional Initiative Networks and Centres. Funding for the priority activities.	D	900,000
4. STRP programme of work for 2013-2015 (Strategy 1.1, 1.2, 1.4, 1.5, 1.6, 1.7, 1.9, 2.5, 3.1), including the Global Wetland Observing System (GWOS) project (but excluding the RSIS project in item 8 below)	E	1,905,000
5. Junior officer as webmaster/social media officer to strengthen the communications team	F	390,000
6. IT Officer to, <i>inter alia</i> , drive upgrades in the website and documentation management software, allow for InforMEA participation and support other database management and upgrades. Also to oversee electronic RSIS and Ramsar Sites Database overhaul project	G	390,000
7. Interpretation for Standing Committee sub group meetings	I	75,000
8. Investment in Electronic RSIS submission and RIS database processes and software	1	400,000
9. World Wetlands Day (currently funded by Danone) at the current level, i.e., preparation and dissemination of products such as leaflets and posters and other CEPA materials for customization and promotion of WWD (Strategy 4.1)	2	300,000
10. Emergency Ramsar Advisory Missions for Parties unable to self-fund their missions (Strategy 2.4, 2.6)	3	450,000
11. Delivery of one CEPA action planning workshop and other CEPA actions to support the Core-funded CEPA activities (Strategy 4.1)	4	300,000
12. CHF 1 million per annum of resourcing for the Small Grants Fund and CHF 400,000 in other grant funding in order to keep the three current grant programmes operational. (Support to many 2009-2015 Strategies, including 1.3 and 5.1)	5	4,200,000
13. Annual regional meetings (technical), with enhanced funding in the pre-COP year to fund delegates and meeting costs for COP preparatory regional meetings	6	1,050,000
14. Sponsorship to bring eligible delegates to COP12 in 2015 (Strategy 3.3, 4.2)	7	1,200,000
15. 2016-2021 visioning process and 2016-2021 Strategic Plan, with significant input from Contracting Parties and other relevant stakeholders for 2016-2021	8	250,000
	CHF	13,374,000