

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

26th Meeting of the Standing Committee
Gland, Switzerland, 3-7 December 2001

DOC. SC26-15

Agenda item 14.6

**Proposed budget for the triennium 2003-2005 for
recommendation to COP8**

Action requested:

- a) The Standing Committee is requested to consider the advice from the Subgroup on Finance, and possibly from the Subgroup on COP8, on this matter. The Standing Committee may wish to consider whether to take a decision on this issue already at the 26th Meeting or to refer the matter to the Subgroup on COP8 at its proposed meeting on 6-8 May 2002, in order to allow further consultations with Contracting Parties.
- b) The Standing Committee is invited to take a decision on the invoicing of contributions for fiscal year 2003, since the budget for this year will be adopted by the COP in late November 2002.

1. Article 6 of the Convention establishes, *inter alia*, that:
 - “5. The Conference of the Contracting Parties shall establish and keep under review the financial regulations of this Convention. At each of its ordinary meetings, it shall adopt the budget for the next financial period by a two-thirds majority of Contracting Parties present and voting.
 6. Each Contracting Party shall contribute to the budget according to a scale of contributions adopted by unanimity of the Contracting Parties present and voting at a meeting of the ordinary Conference of the Contracting Parties.”
2. Financial regulations were adopted at COP5 (Resolution V.2, attached for reference). They were revalidated by COP6 and COP7 and could be revalidated again by COP8.
3. The Standing Committee should propose a budget for the next triennium, which should be circulated at least three months in advance of the COP, as indicated by the Rules of Procedure.
4. The Secretary General has prepared two budget proposals, as follows:
 - a) a “**minimum budget**” which will allow the maintenance of the present level of staffing at the Ramsar Bureau, with the current level of operations. It is based upon the 2002 budget (submitted for adoption by the Standing Committee in document DOC.SC26-14), adjusted for inflation in Switzerland at 2% (current level of inflation is 1.8%), plus a 3% increase in the salaries budget line to allow

for performance-related salary increases. This “minimum budget” has no annotation because in essence it is the current budget, with the adjustments indicated in the previous sentence.

- b) an **“ideal budget”** containing a number of increases in the budget that in the opinion of the Secretary General would allow the Convention to operate more effectively. This “ideal budget” will also reduce the current pressure felt by Bureau staff:
 - i) it would allow the Bureau to deploy additional staff to undertake a task that in the past six years has at least doubled in demands and expectations; and
 - ii) would discharge the Bureau from the time-consuming and increasingly difficult task of having to raise funds to cover the cost of activities directly related to the governance of the Convention, such as the regional meetings between COPs and the support for delegates to attend the COP. The proposed increases are explained in the annotations to this version of the budget.
5. The Secretary General submits this “ideal budget” to the consideration of the Standing Committee, with the hope that most, if not all, new items could be considered for recommendation to the COP. As indicated in the box on “Requested action”, the Standing Committee may wish to defer the final decision on the budget to be proposed to the COP to the meeting of the Subgroup on COP8 planned for 6-8 May 2002. It should also be noted that the draft Agenda and Programme for COP8 contains a proposal to establish a Committee on Finances and Budget on the first day of the COP to facilitate discussions on this matter and propose a decision to the COP.
 6. Concerning the invoices of contributions for fiscal year 2003, the budget for this year would be adopted by the COP only in late November 2002, which is too late to send out invoices, since this would mean late payments and the risk of creating a cash flow problem for the Bureau.
 7. Consequently, the Bureau requests the authorization of the Standing Committee to send out the invoices for the 2003 contributions in May 2002, based upon the 2002 budget but using the UN scale applicable to 2003. After the approval of the 2003 budget by COP8, if the difference to be paid by a Contracting Party is more than 10% (upwards or downwards) with respect to the invoiced amount, a revised invoice would be issued in January 2003. If the difference is less than 10%, the adjustment would be made in the invoice corresponding to the 2004 contributions, which should be sent out in May 2003.

Annex 1

Terms of reference for the financial administration of the Convention (Resolution 5.2 annex)

RES. C.5.2
Annex 3

TERMS OF REFERENCE FOR THE FINANCIAL ADMINISTRATION OF THE CONVENTION ON WETLANDS OF INTERNATIONAL IMPORTANCE ESPECIALLY AS WATERFOWL HABITAT

1. A separate account has been established by the Director General of IUCN on behalf of the Bureau of the Convention to administer the finances of the Convention. The Secretary General is responsible for the administration of Convention funds with all expenditure from this account requiring his approval or that of his designee.
2. The financial period shall be for three calendar years beginning 1 January 1994 and ending 31 December 1996. The appropriations of the account for the financial period shall be financed from:
 - (a) the contributions made by the Contracting Parties by reference to the table in Annex 2, including contributions from any new Contracting Parties which are to be added to this table;
 - (b) subject to the approval of the Standing Committee, contributions from States not Party to the Convention, other governmental, intergovernmental, and non-governmental organizations and other sources; and
 - (c) any uncommitted and unexpended appropriations from the financial period 1991-93.
3. The budget estimates, prepared in the currency of the country in which the seat of the Bureau is located, covering the income and expenditure of each of the three calendar years constituting the financial period to which they relate, shall be submitted to each ordinary Meeting of the Conference of the Contracting Parties to the Convention.
4. The estimates of each of the calendar years covered by the financial period shall be divided into sections; shall be specified according to budget lines; shall include references to the programmes of work to which they relate; and shall be accompanied by such information as may be required by, or on behalf of, the contributors, and such further information as the Standing Committee may deem useful and advisable.
5. The proposed budget shall be dispatched by the Bureau to all Contracting Parties at least 90 days before the date fixed for the opening of the ordinary Meeting of the Conference of the Contracting Parties.
6. The budget shall be adopted by a two-thirds majority of the Contracting Parties present and voting at the ordinary Meeting, pursuant to the terms of Article 6, paragraph 5 of the

Convention, as amended by the Extraordinary Conference of the Contracting Parties held at Regina, Saskatchewan, Canada from 28 May to 3 June 1987.

7. In the event that the Secretary General anticipates that there will be a shortfall in resources over any calendar year as a whole, he shall seek the approval of the Standing Committee as to its priorities for expenditure.
8. After seeking the approval of the Standing Committee, the Secretary General shall be empowered to make transfers from one budget line to another. At the end of the first and the second calendar years of a financial period, the Secretary General may proceed to transfer any uncommitted/unexpended balance of appropriations to the next calendar year, provided that the total budget approved by the Conference of the Contracting Parties shall not be exceeded unless this is specifically sanctioned in writing by the Standing Committee.
9. All contributions shall be paid in convertible currencies. Contributions from States which become Contracting Parties after the beginning of the financial period should be made on a pro-rata basis for the balance of the year.
10. As soon as practicable at the end of each calendar year of a financial period, the Secretary General shall submit the audited accounts for the year. He shall also submit, as soon as practicable, the audited accounts for the financial period.
11. These Terms of Reference shall be effective for the financial period of 1 January 1994 to 31 December 1996.

Annex 2
Minimum core budget 2003-2005
 adjusted for inflation (2%) and performance related salary increases (3%)

(in Swiss francs [000])	2002	2003	2004	2005
1 Staff Costs				
a) Salaries and social charges	2079	2183	2292	2407
b) Project funded position	112	118	124	126
c) Other employment benefits	191	195	199	203
d) Staff hiring and departure costs	10	12	13	15
2 Scientific and Technical Services				
a) Ramsar Database	140 ⁽¹⁾	143 ⁽²⁾	146 ⁽³⁾	149 ⁽⁴⁾
b) Ramsar Advisory Missions	0	0	0	0
3 Travel on Official Business	104	106	108	110
4 Purchase/Maintenance of Equipment/ Office Supplies (including depreciation)	21	22	23	24
5 Administrative Services & Operating Costs				
a) IUCN services: computer/finance/ occupancy/personnel administration	444	452	460	468
b) Operating Costs: fax/telephone/photocopy/ clerical help/hospitality/bank charges, etc	129	132	135	137
6 Communications and Reporting				
a) Publications/translation/mailing	151	154	157	160
b) Newsletter	21	22	23	24
7 Subsidiary Bodies				
a) Standing Committee delegate support	42	43	44	45
b) STRP members' support	42	43	44	45
c) Regional representatives' support	10	20	25	30
d) Standing Committee chair fund	0	0	0	0
8 Conference of the Parties				
a) Cost of COP incurred by the Bureau	0	0	0	0
b) COP delegate support	0	0	0	0
9 Miscellaneous				
a) Bad debt provision	20	20	20	20
b) Exchange loss	10	0	0	0
Total Core Budget	3526	3665	3812	3963

Wetlands International provides co-financing
 (1) for the year 2002 of: CHF 51,300

Annex 3

Income, Minimum core budget 2003-2005

MINIMUM CORE BUDGET 2003-2005**INCOME**

(costs in Swiss francs [000])

	2002	2003	2004	2005
1 Estimated contributions from Parties	2520	2493	2597	2704
2 Voluntary contributions - USA	697	703	732	762
3 Swiss income tax rebate (non-Swiss staff)	200	204	208	212
4 Interest	120	125	130	135
5 Administration fee from projects	134	140	145	150
Total Core Budget	3671	3665	3812	3963

Annex 4

**Annual contributions for the year 2003 using the UN scale and the
“minimum budget”**

MEMBER STATE		2003 UN %	2003 Ramsar %	2003 CHF
1310-00				
091	Albania	0.00300	0.00302	1,000
001	Algeria	0.07000	0.07043	2,251
003	Argentina	1.14900	1.15608	36,948
002	Armenia	0.00200	0.00201	1,000
004	Australia	1.62700	1.63703	52,320
005	Austria	0.94700	0.95284	30,453
124	Azerbaijan	0.00400	0.00402	1,000
099	Bahamas	0.01200	0.01207	1,000
102	Bahrain	0.01800	0.01811	1,000
006	Bangladesh	0.01000	0.01006	1,000
116	Belarus	0.01900	0.01912	1,000
007	Belgium	1.12900	1.13596	36,305
108	Belize	0.00100	0.00101	1,000
118	Benin	0.00200	0.00201	1,000
008	Bolivia	0.00800	0.00805	1,000
096	Botswana	0.01000	0.01006	1,000
009	Brazil	2.39000	2.40474	76,855
010	Bulgaria	0.01300	0.01308	1,000
011	Burkina Faso	0.00200	0.00201	1,000
115	Cambodia	0.00200	0.00201	1,000
012	Canada	2.55800	2.57377	82,258
072	Chad	0.00100	0.00101	1,000
013	Chile	0.21200	0.21331	6,817
014	China	1.53200	1.54145	49,265
112	Colombia	0.20100	0.20224	6,464
084	Comoros	0.00100	0.00101	1,000
109	Congo	0.00100	0.00101	1,000
015	Costa Rica	0.02000	0.02012	1,000
093	Cote d'Ivoire	0.00900	0.00906	1,000
016	Croatia	0.03900	0.03924	1,254
123	Cuba	0.03000	0.03018	1,000
126	Cyprus	0.03800	0.03823	1,222
017	Czech Republic	0.20300	0.20425	6,528
092	Dem.Rep. Congo	0.00400	0.00402	1,000
018	Denmark	0.74900	0.75362	24,086
019	Ecuador	0.02500	0.02515	1,000
020	Egypt	0.08100	0.08150	2,605
113	El Salvador	0.01800	0.01811	1,000
022	Estonia	0.01000	0.01006	1,000

023	Finland	0.52200	0.52522	16,786
024	France	6.46600	6.50587	207,928
025	Gabon	0.01400	0.01409	1,000
094	Gambia	0.00100	0.00101	1,000
105	Georgia	0.00500	0.00503	1,000
026	Germany	9.76900	9.82924	314,142
027	Ghana	0.00500	0.00503	1,000
028	Greece	0.53900	0.54232	17,333
029	Guatemala	0.02700	0.02717	1,000
030	Guinea	0.00300	0.00302	1,000
031	Guinea-Bissau	0.00100	0.00101	1,000
032	Honduras	0.00500	0.00503	1,000
033	Hungary	0.12000	0.12074	3,859
034	Iceland	0.03300	0.03320	1,000
035	India	0.34100	0.34310	10,966
036	Indonesia	0.20000	0.20123	6,431
038	Iran, Islamic Rep.of	0.27200	0.27368	8,747
037	Ireland	0.29400	0.29581	9,454
098	Israel	0.41500	0.41756	13,345
039	Italy	5.06475	5.09598	162,867
103	Jamaica	0.00400	0.00402	1,000
040	Japan	19.51575	19.63608	627,569
041	Jordan	0.00800	0.00805	1,000
042	Kenya	0.00800	0.00805	1,000
087	Latvia	0.01000	0.01006	1,000
114	Lebanon	0.01200	0.01207	1,000
119	Libyan Arab Jamahiriya	0.06700	0.06741	2,155
043	Liechtenstein	0.00600	0.00604	1,000
044	Lithuania	0.01700	0.01710	1,000
045	Luxembourg	0.08000	0.08049	2,573
111	Madagascar	0.00300	0.00302	1,000
097	Malawi	0.00200	0.00201	1,000
085	Malaysia	0.23500	0.23645	7,557
046	Mali	0.00200	0.00201	1,000
047	Malta	0.01500	0.01509	1,000
049	Mauritania	0.00100	0.00101	1,000
125	Mauritius	0.01100	0.01107	1,000
050	Mexico	1.08600	1.09270	34,923
104	Monaco	0.00400	0.00402	1,000
106	Mongolia	0.00100	0.00101	1,000
048	Morocco	0.04400	0.04427	1,415
090	Namibia	0.00700	0.00704	1,000
051	Nepal	0.00400	0.00402	1,000
052	Netherlands	1.73800	1.74872	55,889
053	New Zealand	0.24100	0.24249	7,750
101	Nicaragua	0.00100	0.00101	1,000
054	Niger	0.00100	0.00101	1,000
122	Nigeria	0.06800	0.06842	2,187
055	Norway	0.64600	0.64998	20,773

057	Pakistan	0.06100	0.06138	1,962
056	Panama	0.01800	0.01811	1,000
058	Papua New Guinea	0.00600	0.00604	1,000
089	Paraguay	0.01600	0.01610	1,000
059	Peru	0.11800	0.11873	3,795
060	Philippines	0.10000	0.10062	3,216
061	Poland	0.37800	0.38033	12,155
062	Portugal	0.46200	0.46485	14,857
100	Republic of Korea	1.85100	1.86241	59,523
121	Republic of Moldova	0.00200	0.00201	1,000
063	Romania	0.05800	0.05836	1,865
064	Russian Federation	1.20000	1.20740	38,588
065	Senegal	0.00500	0.00503	1,000
117	Sierra Leone	0.00100	0.00101	1,000
066	Slovak Republic	0.04300	0.04327	1,383
067	Slovenia	0.08100	0.08150	2,605
068	South Africa	0.40800	0.41052	13,120
021	Spain	2.51875	2.53428	80,996
069	Sri Lanka	0.01600	0.01610	1,000
070	Suriname	0.00200	0.00201	1,000
071	Sweden	1.02675	1.03308	33,017
083	Switzerland	1.27400	1.28186	40,968
107	Syrian Arab Republic	0.08000	0.08049	2,573
127	Tajikistan	0.00100	0.00101	1,000
110	Thailand	0.29400	0.29581	9,454
086	The FYR of Macedonia	0.00600	0.00604	1,000
088	Togo	0.00100	0.00101	1,000
073	Trinidad & Tobago	0.01600	0.01610	1,000
074	Tunisia	0.03000	0.03018	1,000
075	Turkey	0.44000	0.44271	14,149
076	Uganda	0.00500	0.00503	1,000
095	Ukraine	0.05300	0.05333	1,704
077	United Kingdom	5.53600	5.57013	178,022
	United Rep of Tanzania	0.00400	0.00402	1,000
200	USA ⁽¹⁾	0.00000	0.00000	-
078	Uruguay	0.08000	0.08049	2,573
079	Venezuela	0.20800	0.20928	6,689
080	Viet Nam	0.01600	0.01610	1,000
081	Yugoslavia	0.02000	0.02012	1,000
082	Zambia	0.00200	0.00201	1,000
	TOTALS	77.52200	78.00000	2,543,489
	⁽¹⁾ Other Contributions	22.00000	22.00000	703,120
	TOTAL	99.52200	100.00000	3,246,609

Based on proposed 2003 budget figure of
3,196,000

Annex 5

IDEAL CORE BUDGET 2003-2005

(Additional items in bold letters and figures)

(in Swiss francs [000])

	2002	2003	2004	2005
1 <u>Staff Costs</u>			0	0
a) Salaries and social charges	2079	2183	2292	2407
b) Project funded position	112	118	124	126
c) Other employment benefits	191	195	199	203
d) Staff hiring and departure costs	10	12	13	15
NEW STAFF POSITIONS				
1. MedWet Coordinator (based in Athens)		150	157	164
2. Fresh Water/STRP Support Officer		200	210	220
3. Communications Officer		200	210	220
2 <u>Scientific and Technical Services</u>				
a) Ramsar Database	140	143	146	149
Addition to cover real cost of Database		112	114	116
b) Ramsar Advisory Missions	0	30	31	31
3 <u>Travel on Official Business</u>	104	106	108	110
Additional travel costs new staff members		10	11	12
4 <u>Purchase/Maintenance of Equipment/</u> Office Supplies (including depreciation)	21	22	23	24
Additional costs due to two new staff		2	3	4
5 <u>Administrative Services & Operating Costs</u>				
a) IUCN services: computer/finance/ occupancy/personnel administration	444	452	460	468
Additional cost due to two new staff		50	51	52
b) Operating Costs: fax/telephone/photocopy/ clerical help/hospitality/bank charges, etc.	129	132	135	137
Additional cost due to two new staff		6	7	8
6 <u>Communications and Reporting</u>				
a) Publications/translation/ mailing	151	154	157	160
b) Newsletter	21	22	23	24
7 <u>Subsidiary Bodies</u>				
a) Standing Committee delegate support	42	43	44	45
b) Standing Committee chair fund	0	10	11	12
c) Regional representatives' support	10	20	25	30
d) STRP members' and STRP Chair's support	42	50	52	54
e) Consultants to support STRP work	0	40	50	10

8 Conference of the Parties

a) Cost of COP incurred by the Bureau	0	270	270	270
b) COP delegates' support	0	330	330	330
c) Pre-COP Regional Meetings	0	300	300	300

9 Miscellaneous

a) Bad debt provision	20	20	20	20
b) Exchange loss	10	0	0	0

Total Core Budget	3526	5382	5575	5722
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Annex 6**MINIMUM CORE BUDGET 2003-2005**

INCOME ideal
(costs in Swiss francs [000])

	2002	2003	2004	2005
1 Estimated contributions from Parties	2520	3792	3916	4003
2 Voluntary contributions - USA	697	1070	1104	1129
3 Swiss income tax rebate (non-Swiss staff)	200	220	230	240
4 Interest	120	160	180	200
5 Administration fee from projects	134	140	145	150
Total Core Budget	3671	5382	5575	5722

Annex 7

Annual contributions for the year 2003—ideal budget

MEMBER STATE		2003	2003	2003
		UN %	Ramsar %	CHF
1310-00				
091	Albania	0.00300	0.00302	1,000
001	Algeria	0.07000	0.07043	3,424
003	Argentina	1.14900	1.15608	56,209
002	Armenia	0.00200	0.00201	1,000
004	Australia	1.62700	1.63703	79,592
005	Austria	0.94700	0.95284	46,327
124	Azerbaijan	0.00400	0.00402	1,000
099	Bahamas	0.01200	0.01207	1,000
102	Bahrain	0.01800	0.01811	1,000
006	Bangladesh	0.01000	0.01006	1,000
116	Belarus	0.01900	0.01912	1,000
007	Belgium	1.12900	1.13596	55,230
108	Belize	0.00100	0.00101	1,000
118	Benin	0.00200	0.00201	1,000
008	Bolivia	0.00800	0.00805	1,000
096	Botswana	0.01000	0.01006	1,000
009	Brazil	2.39000	2.40474	116,918
010	Bulgaria	0.01300	0.01308	1,000
011	Burkina Faso	0.00200	0.00201	1,000
115	Cambodia	0.00200	0.00201	1,000
012	Canada	2.55800	2.57377	125,137
072	Chad	0.00100	0.00101	1,000
013	Chile	0.21200	0.21331	10,371
014	China	1.53200	1.54145	74,945
112	Colombia	0.20100	0.20224	9,833
084	Comoros	0.00100	0.00101	1,000
109	Congo	0.00100	0.00101	1,000
015	Costa Rica	0.02000	0.02012	1,000
093	Cote d'Ivoire	0.00900	0.00906	1,000
016	Croatia	0.03900	0.03924	1,908
123	Cuba	0.03000	0.03018	1,000
126	Cyprus	0.03800	0.03823	1,859
017	Czech Republic	0.20300	0.20425	9,931
092	Dem.Rep. Congo	0.00400	0.00402	1,000
018	Denmark	0.74900	0.75362	36,641
019	Ecuador	0.02500	0.02515	1,000
020	Egypt	0.08100	0.08150	3,963
113	El Salvador	0.01800	0.01811	1,000
022	Estonia	0.01000	0.01006	1,000

023	Finland	0.52200	0.52522	25,536
024	France	6.46600	6.50587	316,315
025	Gabon	0.01400	0.01409	1,000
094	Gambia	0.00100	0.00101	1,000
105	Georgia	0.00500	0.00503	1,000
026	Germany	9.76900	9.82924	477,897
027	Ghana	0.00500	0.00503	1,000
028	Greece	0.53900	0.54232	26,368
029	Guatemala	0.02700	0.02717	1,000
030	Guinea	0.00300	0.00302	1,000
031	Guinea-Bissau	0.00100	0.00101	1,000
032	Honduras	0.00500	0.00503	1,000
033	Hungary	0.12000	0.12074	5,870
034	Iceland	0.03300	0.03320	1,000
035	India	0.34100	0.34310	16,682
036	Indonesia	0.20000	0.20123	9,784
038	Iran, Islamic Rep.of	0.27200	0.27368	13,306
037	Ireland	0.29400	0.29581	14,382
098	Israel	0.41500	0.41756	20,302
039	Italy	5.06475	5.09598	247,767
103	Jamaica	0.00400	0.00402	1,000
040	Japan	19.51575	19.63608	954,706
041	Jordan	0.00800	0.00805	1,000
042	Kenya	0.00800	0.00805	1,000
087	Latvia	0.01000	0.01006	1,000
114	Lebanon	0.01200	0.01207	1,000
119	Libyan Arab Jamahiriya	0.06700	0.06741	3,278
043	Liechtenstein	0.00600	0.00604	1,000
044	Lithuania	0.01700	0.01710	1,000
045	Luxembourg	0.08000	0.08049	3,914
111	Madagascar	0.00300	0.00302	1,000
097	Malawi	0.00200	0.00201	1,000
085	Malaysia	0.23500	0.23645	11,496
046	Mali	0.00200	0.00201	1,000
047	Malta	0.01500	0.01509	1,000
049	Mauritania	0.00100	0.00101	1,000
125	Mauritius	0.01100	0.01107	1,000
050	Mexico	1.08600	1.09270	53,127
104	Monaco	0.00400	0.00402	1,000
106	Mongolia	0.00100	0.00101	1,000
048	Morocco	0.04400	0.04427	2,152
090	Namibia	0.00700	0.00704	1,000
051	Nepal	0.00400	0.00402	1,000
052	Netherlands	1.73800	1.74872	85,023
053	New Zealand	0.24100	0.24249	11,790
101	Nicaragua	0.00100	0.00101	1,000
054	Niger	0.00100	0.00101	1,000
122	Nigeria	0.06800	0.06842	3,327
055	Norway	0.64600	0.64998	31,602

057	Pakistan	0.06100	0.06138	2,984
056	Panama	0.01800	0.01811	1,000
058	Papua New Guinea	0.00600	0.00604	1,000
089	Paraguay	0.01600	0.01610	1,000
059	Peru	0.11800	0.11873	5,773
060	Philippines	0.10000	0.10062	4,892
061	Poland	0.37800	0.38033	18,492
062	Portugal	0.46200	0.46485	22,601
100	Republic of Korea	1.85100	1.86241	90,551
121	Republic of Moldova	0.00200	0.00201	1,000
063	Romania	0.05800	0.05836	2,837
064	Russian Federation	1.20000	1.20740	58,704
065	Senegal	0.00500	0.00503	1,000
117	Sierra Leone	0.00100	0.00101	1,000
066	Slovak Republic	0.04300	0.04327	2,104
067	Slovenia	0.08100	0.08150	3,963
068	South Africa	0.40800	0.41052	19,959
021	Spain	2.51875	2.53428	123,217
069	Sri Lanka	0.01600	0.01610	1,000
070	Suriname	0.00200	0.00201	1,000
071	Sweden	1.02675	1.03308	50,228
083	Switzerland	1.27400	1.28186	62,324
107	Syrian Arab Republic	0.08000	0.08049	3,914
127	Tajikistan	0.00100	0.00101	1,000
110	Thailand	0.29400	0.29581	14,382
086	The FYR of Macedonia	0.00600	0.00604	1,000
088	Togo	0.00100	0.00101	1,000
073	Trinidad & Tobago	0.01600	0.01610	1,000
074	Tunisia	0.03000	0.03018	1,000
075	Turkey	0.44000	0.44271	21,525
076	Uganda	0.00500	0.00503	1,000
095	Ukraine	0.05300	0.05333	2,593
077	United Kingdom	5.53600	5.57013	270,820
	United Rep of Tanzania	0.00400	0.00402	1,000
200	USA ⁽¹⁾	0.00000	0.00000	-
078	Uruguay	0.08000	0.08049	3,914
079	Venezuela	0.20800	0.20928	10,175
080	Viet Nam	0.01600	0.01610	1,000
081	Yugoslavia	0.02000	0.02012	1,000
082	Zambia	0.00200	0.00201	1,000
	TOTALS	77.52200	78.00000	3,832,861
	⁽¹⁾ Other Contributions	22.00000	22.00000	1,069,640
	TOTAL	99.52200	100.00000	4,902,501

Based on the proposed 2003 budget of

4,862,000

Annex 8

Notes to the proposed “ideal budget”

(The current staff chart is attached for information at the end of these Notes.)

Budget line 1 – Staff costs

1. New staff position: MedWet Coordinator

1.1 Resolution VII.22 of COP7, on the *Collaborative structure for Mediterranean wetlands, inter alia,*

“2. EXPRESSES ITS SATISFACTION at the work carried out so far under the Mediterranean Wetland Initiative and ITS APPRECIATION to the governments and institutions, in particular the European Commission, that have provided financial support to the Initiative; and RECOGNISES it as a model of regional collaboration, based on endogenous efforts and a wide participation of all sectors;

3. APPROVES the establishment of the Mediterranean Wetlands Committee (MedWet/Com) within the framework of the Convention, as a forum for collaboration on wetland issues in the Mediterranean and as an advisor to the Convention in this region;

...

8. ENDORSES the actions taken by the Secretary General of the Convention to establish and supervise a MedWet Team, consisting of a Coordinator and secretarial units, supported financially by voluntary contributions of governments and organizations in the region and elsewhere;”

1.2 During the period 1997-2000, the MedWet Coordinator post was funded by the MAVA Foundation. In 2000, the Standing Committee, took Decision SC25-31, which says, *inter alia*:

“The Standing Committee, having received the generous proposals submitted by Spain and most recently by Greece for hosting the Coordination of the Mediterranean Wetlands Initiative, including a pledge for financial contributions towards the salary of the MedWet Coordinator and other expenses:

a) accepted with pleasure the recommendation of the interested countries that the MedWet Coordination function should continue to be based in Athens, Greece, for the interim period until 31 December 2002, when the 8th Meeting of the Conference of the Contracting Parties will have taken a more permanent decision;

...

d) authorized the Secretary General to enter into an appropriate agreement with the Government of Greece concerning the MedWet Coordination office and its financing;”

1.3 A Memorandum of Understanding was signed with the Greek Government, and the MedWet Unit in Athens was formally established on 15 July 2001, with a Med Wet Coordinator working full time (Mr. Spyros Kouvelis, Greece) and a part-time Policy Advisor (Mr. Nejib Bennesaiah, Tunisia). Two other professionals seconded by the Greek Biotope

and Wetland Centre (EKBY), with funding from the Greek Government, should join the Unit soon.

- 1.4 The Mediterranean Wetlands Committee held its 4th Meeting in Portugal in May 2001 and considered the question of the future funding of the MedWet Unit from 1 January 2003 onwards. In its Conclusions, MedWet/Com4 stated, *inter alia*:

“19. ACCEPTS the priorities proposed in the MedWet work plan 2001 to 2002 [DOC MC4/04], with the following additions and modifications [Agenda item 3.2]:

Institutional and administrative work

19.1 ESTABLISHES as the highest priority to ensure the future operation of the MedWet Coordination Unit. To reach this objective it was agreed that it is necessary to clarify, on a long-term basis, the mission, functioning, budget and financing of the MedWet Coordination Unit. In order to achieve this result, MedWet/Com REQUESTS the Ramsar Bureau to provide to all MedWet/Com members more detailed and documented information on its proposals concerning the long-term future and funding in support of the MedWet Initiative (including added value, structure and operation of the MedWet Coordination Unit and its relation to the Ramsar structure and analytical budget) by 30 June 2001; and INVITES members to provide comments by 30 September 2001; ALSO SUGGESTS that the proposal to be submitted to the Ramsar Standing Committee at its meeting on 3-7 December 2001 should include alternative solutions and eventually the addition of a percentage of the MedWet cost in the Ramsar core budget; FURTHER PROPOSES, in order to convince the Ramsar Standing Committee, to proceed to an assessment of the contribution of MedWet during the past decade and of its capability to offer its experience outside the Mediterranean, based on the fact that Resolution VII.22 of COP 7 recognised the importance of the MedWet Initiative and approved the establishment of the MedWet/Com, and considering as well that the MedWet structure and products can be used all over the world;”

- 1.5 As requested by MedWet/Com4, the Ramsar Bureau prepared a 25-page document entitled “The Mediterranean Wetlands Initiative: 1991-2001 and beyond”, which was distributed to MedWet/Com member countries under cover of a diplomatic note dated 21 June 2001.

- 1.6 Concerning the financing of the MedWet Unit, the Bureau document contained the following elements:

“64. The cash contribution from the Greek Government for the interim period 2001-2000 amounts to € 160,000 per year. This contribution will pay the salaries of the MedWet Coordinator and the Policy Advisor (on a part-time basis) and the operational costs of the Unit, including staff travel. In addition, the Greek Ministry is providing free of charge the necessary office facilities and the services of the two professional staff members seconded through EKBY.

65. For the year 2003 and beyond, the budget of the MedWet Initiative should cover the operation of the Coordination Unit and certain costs of MedWet/Com. The proposed budget is as follows (in Euros per year):

Staff costs	
a) MedWet Coordinator	100,000
b) Two technical staff members	100,000
c) one administrative support staff	35,000
Travel	50,000
Office operating costs	30,000
Experts and consultants	40,000
Representatives support for MedWet/Com meetings	<u>30,000</u>

€ per year 385,000

66. It is proposed that the MedWet/Com member hosting the MedWet Coordination Unit should cover the full costs of the two technical staff members and one administrative support staff member (including salaries and social charges). In addition the host country should provide fully furnished and equipped office facilities and cover office operating costs included in the above budget.

67. The members of the MedWet Technical Network will cover the needs of the Coordination Unit in technical support by providing appropriate experts as required, after mutual consultation, and on a voluntary basis. These requirements must be planned well in advance and included in the Work Plans of the Unit.

68. The MedWet/Com member hosting each of its meetings is expected to cover all the expenses required within the country, including the venue and simultaneous translation.

69. The costs detailed below should be covered through the Ramsar Bureau budget:

Staff costs: MedWet Coordinator	100,000
Travel	50,000
Experts and consultants	40,000
Representatives' support for MedWet/Com meetings	<u>30,000</u>

TOTAL

€ 220,000

70. This increase in the Ramsar Bureau budget could be paid in different manners, for example:

Option A. The increase is fully paid by the Contracting Parties that are MedWet/Com members, on the basis of the application of the UN scale used to calculate the contributions to the Ramsar Bureau budget. In this case, the additional contribution of each MedWetCom member country will be as follows:

**TABLE OF ADDITIONAL CONTRIBUTIONS TO THE
CORE BUDGET OF THE RAMSAR CONVENTION
(using the UN scale of assessments)**

Year 2003				
MedWet/Com Member Countries				
Name of Country	UN %	Ramsar %	Annual Contribution	
			EUROS	
Albania	0.003	0.0182	40	
Algeria	0.070	0.4237	932	
Bosnia & Herzegovina	0.004	0.0242	53	
Bulgaria	0.013	0.0787	173	
Croatia	0.039	0.2361	519	
Cyprus	0.038	0.2300	506	
Egypt	0.081	0.4903	1,079	
France	6.466	39.1381	86,104	
Greece	0.539	3.2625	7,178	
Israel	0.415	2.5120	5,526	
Italy	5.065	30.6564	67,444	
Jordan	0.008	0.0484	107	
Lebanon	0.012	0.0726	160	
Libyan Arab Jamahiriya	0.067	0.4055	892	
Malta	0.015	0.0908	200	
Monaco	0.004	0.0242	53	
Morocco	0.044	0.2663	586	
Portugal	0.462	2.7964	6,152	
Slovenia	0.081	0.4903	1,079	
Spain	2.519	15.2457	33,541	
Syrian Arab Republic	0.080	0.4842	1,065	
FRY Macedonia	0.006	0.0363	80	
Tunisia	0.030	0.1816	399	
Turkey	0.440	2.6633	5,859	
Yugoslavia	0.020	0.1211	266	
TOTALS		100	219,993	
Budget for year 2003	Euros	220'000		

NOTE: The total contribution to the Ramsar budget of all MedWet/Com member countries in 2002 will be € 350,231.

Option B. The salary of the MedWet Coordinator is added to the salary costs of the Ramsar Bureau as one more member of the Bureau staff. This will leave € 120,000 to be apportioned among the MedWet/Com member countries. This could be done by using the UN scale as in option A or by establishing a MedWet Trust Fund, with agreed contributions by each MedWet/Com member, with a minimum contribution of, for example, € 500.

Option C. The total cost of the MedWet Coordination Unit is added to the Ramsar budget. This will represent an increase of around 10.5% over the 2002 budget which amounts to € 2,080,500.”

- 1.7 The feedback received from MedWet/Com member countries is that they would support the Option B suggested in the previous paragraph. Thus, the Secretary General invites the Standing Committee to consider this new staff position in the Ramsar Bureau covered by the core budget. In essence, it is a post similar to that of the Regional Coordinators, dealing with a significant – and very sensitive – cross section of three Ramsar regions: Asia, Africa and Europe. Thus, the MedWet Coordinator post should represent an important support to the work of the Regional Coordinators of these regions.
2. **New staff position: Freshwater/STRP Support Officer**
 - 2.1 Since Ramsar COP6 in 1996, the Convention has become more and more active in water issues, based on the recognition that water quality and quantity constitutes a key issue to ensure the appropriate functioning of wetlands. This relatively new approach of the Convention requires technical expertise on this matter and active interaction with the large and varied water management community at the national and international level.
 - 2.2 A few examples of the interactions of the Ramsar Bureau in this area include the working relations with the World Water Council and the Global Water Partnership, participation in the World Water Forum sessions (Morocco 1998, The Netherlands 2000 and Japan 2003) and in the World Water Conference (Germany 2001). For the first time in its 26 years of existence, the Subgroup on Water of the UN Administrative Committee on Coordination, which brings together all the UN agencies dealing with water issues, invited the Ramsar Bureau to attend its annual meeting in 2001.
 - 2.3 In addition, the Bureau is increasingly being asked to provide inputs on questions related to the hydrology of wetlands in relation to projects and studies, and in a number of cases the issues affecting the ecological character of Ramsar sites are directly related to the management of the hydrological system to which they belong.
 - 2.4 Thus, the Bureau feels that it is becoming imperative to be able to deploy the necessary staff expertise, and time, to deal with these issues.
 - 2.5 On a related note, the establishment of a network of National Focal Points for the Scientific and Technical Review Panel (STRP) also requires considerable Bureau attention and work. This network has a great potential for the Convention, not only for making inputs in the development of the Ramsar tools but also for engaging the scientific community in each Contracting Party to support the effective implementation of the treaty.
 - 2.6 The proposal is to combine in one staff position the role of freshwater technical officer and focal point for the STRP network of National Focal Points.

3. **New staff position: Communications Officer**

- 3.1 The Bureau has been placing a high priority on “communicating the message” by using strategically the very limited human and financial resources at its disposal. Contracting Parties are in a good position to judge the results of these efforts. From the Bureau perspective we feel that the results have been highly positive.
- 3.2 Nevertheless, these has been possible only due to the strong dedication of the limited staff assigned to this area of work: one full time and two part time posts. Of these two part-time posts, one is a contractual position that the Bureau has been able to maintain on board during the past two years by making use of some unexpected non-earmarked income and surpluses, such as the year-end gains in exchange rates.
- 3.3 The workload on the full-time post has increased significantly in recent years for two reasons - increasing number of Contracting Parties and Ramsar sites generates increased work in terms of the Web and e-mail exchange of information, and the higher profile of the Convention in recent years has generated much greater interaction between the Bureau and the many other institutions engaged in wetlands/environmental work as well as the general public. It is our success in raising the profile of the Convention that generates additional work!
- 3.4 In addition, the initiatives launched by the Bureau in responding to the mandates of Resolution VII.9 on the Convention’s Outreach Programme are generating high demands on the Bureau.
- 3.5 Consequently the Secretary General invites the Standing Committee to consider establishing this new staff position in the core budget.

Budget line 2 – Scientific and Technical Services

4. **Addition to cover the real cost of the Ramsar Sites Database**

- 4.1 The Ramsar Database of sites included in the List of Wetlands of International Importance (the Ramsar List) is maintained under contract with the Bureau by Wetlands International at its offices in Wageningen, the Netherlands.
- 4.2 The Ramsar Sites Database constitutes one of the most significant tools of the Convention. The estimates for the Ramsar Sites Database work in the next triennium to be undertaken by Wetlands International substantially exceed the budget contribution from the Convention for the current triennium, i.e. Swiss francs 140,000 in 2002. Thus, Wetlands International has been providing additional co-financing in order to maintain the Ramsar Sites Database work at an acceptable level of efficiency. This co-financing represents a cash contribution to complete the cost of personnel and operations, and does not reflect the value of the office space, computer hardware and software, and communications infrastructure provided to Wetlands International by the Government of the Netherlands, which represent an indirect contribution to the Convention.
- 4.3 The gap has also widened as a result of the rapid growth of the number of Contracting Parties and sites designated to the List: 92 Parties and 777 sites in the List at the time of

COP6 in March 1996, 113 Parties and 956 sites at the time of COP7 in May 1999, and 129 Parties and 1104 sites at 25 October 2001.

- 4.4 Wetlands International has prepared an estimate showing that the cost of maintaining and further developing the Ramsar Sites Database and its associated services amounts to SFR 255,000 per year. The estimate of “real costs” reveals the true basic cost of the response to enquiries, database, directory and Web services which make up the Database costs.
- 4.5 The estimate is also important because the quality control of very variable input from Contracting Parties in relation to the Ramsar sites data, and response to diverse enquiries, is a vital part of the work and a considerable overhead. It is important also because it reveals part of the true extent of Wetlands International’s contribution to the work of the Convention over recent years, and provides a reality check about a major part of the service that the Convention provides to numerous enquirers and users of the Database services. Clearly it is a popular service, as recorded in the logbook of users that is regularly forwarded to the Bureau.
- 4.6 The Secretary General invites the Standing Committee to consider including in the core budget the full cost of maintaining and further developing the Ramsar Database and the associated Ramsar Database Services.

5. Ramsar Advisory Missions (RAMs)

- 5.1 One important service offered by the Convention to Contracting Parties is the mechanism of the Ramsar Advisory Missions (RAMs). They are sent at the request of a Contracting Party to provide advice on the problems faced by Ramsar sites, in particular those included in the record of Ramsar sites “where changes in ecological character have occurred, are occurring, or are likely to occur as a result of technological developments, pollution or other human interference” (the Montreux Record).
- 5.2 Activities in 2001 included:
- a) at the request of the Greek Government, two Ramsar experts visited the Schinias wetlands in Greece, where some of the developments in preparation for the Olympic Games are taking place;
 - b) a RAM was sent to the Sumava Peatlands in the Czech Republic in June 2001 (outbreaks of bark beetle populations);
 - c) a RAM was sent to Llanquanelo Ramsar site in Argentina (impacts of oil exploration and extraction);
 - d) the RC for Africa undertook a RAM to the Parc national de la Keran site in Togo in August 2001 (degradation of the ecological character and threats to the future of the site);
 - e) a RAM to Chilika Lake, India, for removal of this site from the Montreux Record has been requested and is being organized;
 - f) a RAM was sent to Mühlenberger Loch Ramsar site in Germany (compensation issues due to site boundaries restriction in the “urgent national interest”);
 - f) a RAM was sent to the Srebarna Ramsar site in Bulgaria, jointly with the World Heritage Centre and IUCN mission (possible removal of the site from the Montreux Record);

- g) RAMs are planned for the Ouse Washes Ramsar site in the UK (spring flooding affecting the ecological character of the site); and the Doñana Ramsar site in Spain (progress with a multimillion dollar hydrological restoration project).
- 5.3 The total cost of these missions in 2001 will be approximately SFR 50,000. The funds have come so far from voluntary contributions, mainly from NGOs.
- 5.4 The RAMs are becoming more expensive to conduct due to the fact that in a number of cases the Bureau has to hire consultants with the specialized knowledge required to deal with the problems under review, an expertise that is not always available at the Bureau. In addition, it is possible that the voluntary contributions for this core function of the Bureau may cease in the future.
- 5.5 The Secretary General recommends to include a sum in the core budget to cover, at least partially, the costs of RAMs.

Budget line 7 – Subsidiary Bodies

6. Standing Committee Chair fund

- 6.1 The Standing Committee chair is required to undertake missions to represent the Convention on many occasions. The number of these occasions may augment in the next triennium if the process of harmonizing the work of environment-related conventions goes ahead. In addition, it is possible that the Chair of the Standing Committee in the next triennium will come from a developing country (the current Chair being from a developed country). Thus, the Secretary General recommends to allocate a sum to this budget line in the core budget.

7. Consultants to support STRP work

- 7.1 In the document dealing with the *modus operandi* of the Scientific and Technical Review Panel (STRP) in the next triennium (DOC.SC26/COP8-23), it is advised that the work of the STRP should be supported by external consultants. These will be experts in the particular areas in which the STRP has to develop new tools, with the STRP playing more a role of a “review panel”, as originally intended, rather than a “tools development panel”, as has been the case recently.
- 7.2 If this proposal is retained, it will be necessary to include a sum in the core budget to cover the costs of these consultants.

Budget line 8 – Conference of the Parties

8. Cost of COP incurred by the Bureau

- 8.1 The costs related to the organization of each session of the COP incurred by the Bureau includes (cost is Swiss francs):
- | | | |
|----|---|---------|
| a) | Translation of documents before and during the COP, and translation of the proceedings; | 250 000 |
| b) | Copying and distribution of official documents, and freight of | |

	additional copies and other documents to the COP venue	70 000
c)	Consultants	70 000
d)	Temporary support staff	30 000
e)	Team of 12 interpreters and a coordinator during the COP	75 000
f)	40 return tickets (economy class) for Ramsar Bureau staff, interpreters and translators (cost depending on the location of the venue in relation to Geneva)	69 000
g)	Perdiems: 40 persons x 12 days @ 200 SFR per day	96 000
h)	COP proceedings in three languages (some 800 pp in each language)	150 000
	TOTAL	810 000

- 8.2 So far, Ramsar has required that these costs are covered by the host country of the COP. As a consequence, it has not always been easy to find a host country, and of the eight meetings of the COP, including the next one, seven have taken place in developed countries and only one in a developing country (COP7 in Costa Rica).
- 8.3 While the only experience of holding the Conference in a developing country was very successful from the point of view of the results of the meeting, the difficulties in covering the Bureau's costs related to COP7 were enormous and created an undue level of stress for the Bureau staff and for the organizers in the host country. Thus, as long as these costs are not included in the core budget of the Convention, the Secretary General will strongly advise developing countries against offering to host the COP, since they will find it extremely difficult to cover all the local costs and in addition transfer near one million Swiss francs to Switzerland!
- 8.4 Possibly without exception, the conventions include in their budgets the cost of holding the meetings of their Conferences of the Parties, a key feature in the governance of all treaties. The Secretary General invites the Standing Committee to terminate the Ramsar exception to that rule by accepting to include an allocation in the core budget during the three years of the triennium between COPs, with the allocations during the first two years being brought forward for use in the third year, when the COP should actually take place.
- 9. COP delegate support**
- 9.1 One key requirement for the success of a meeting of the Conference of the Parties is the attendance of all Contracting Parties. Out of the current 129 Contracting Parties, more than 100 require assistance to attend the COP. To provide assistance for travel and subsistence for two delegates per country, it is necessary to have almost one million Swiss francs available. Most conventions have an allocation in their core budgets for this purpose. In the case of Ramsar, the Bureau has been required to go out to raise the necessary funds on the occasion of each meeting of the COP. This could be interpreted to indicate that for Contracting Parties the Ramsar Convention is a lesser treaty than the others, and/or that the Ramsar Bureau is being penalized by having the additional responsibility of ensuring, through its fundraising efforts, that Parties are present at the COP, a responsibility that in the other conventions falls to the Contracting Parties themselves, by providing the necessary means.
- 9.2 An allocation of SFR 300,000 per year during the triennium would permit the Convention to count upon the necessary resources to have all developing countries and countries in

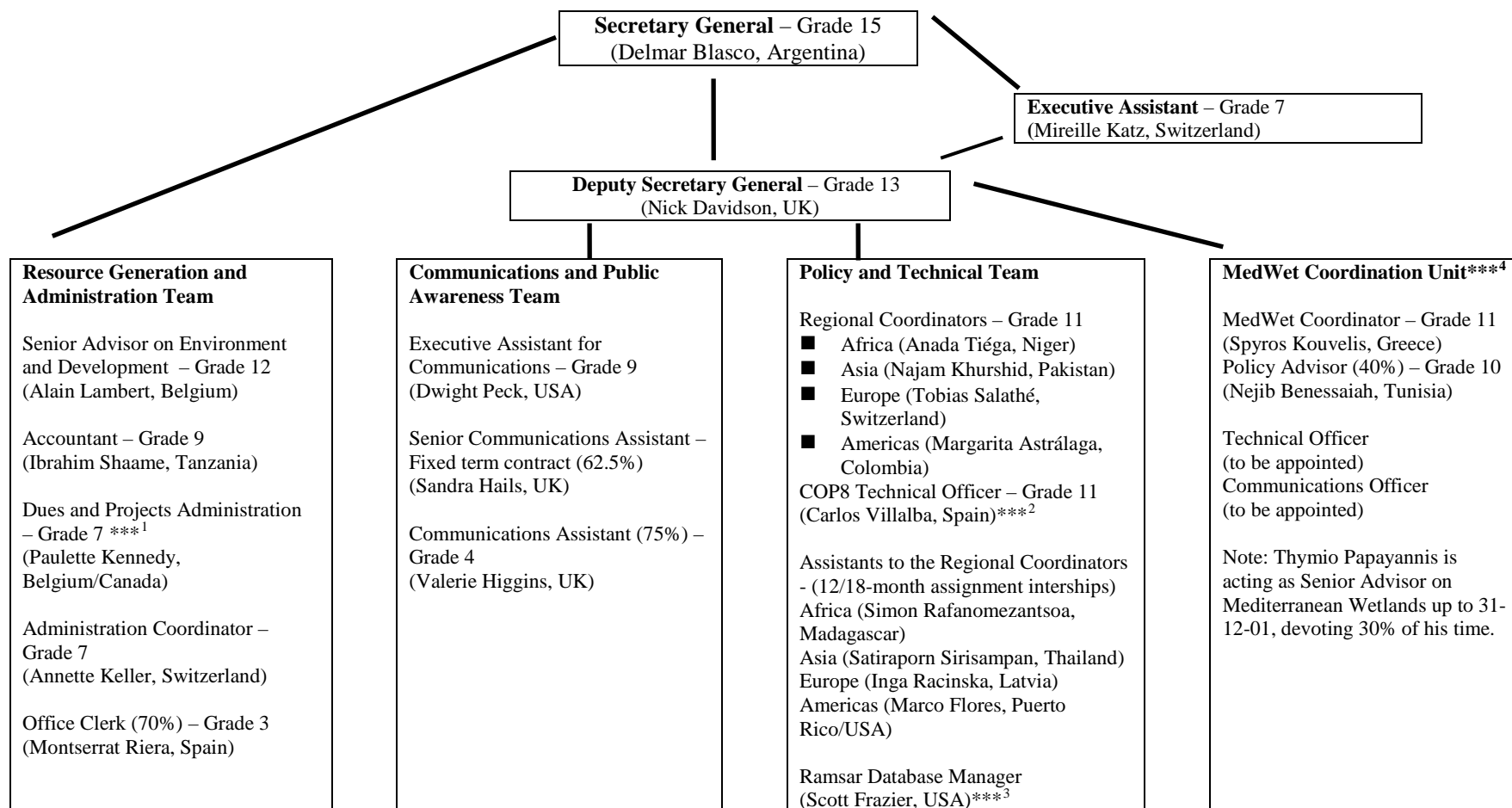
transition in attendance at the COP. Without their presence, the COP would become an irrelevant event.

10. **Pre-COP Regional Meetings**

10.1 Pre-COP regional meetings are seen as an integral part of the governance of the Convention, but holding them is very much dependent of the Bureau being able to raise the necessary funds. The arguments in favour of this addition to the core budget are very similar to the ones developed in the previous paragraphs, all of them related to the actual functioning and governance of an intergovernmental treaty.

10.2 Also in this case, the proposal is to spread the costs of the regional meetings over during the triennium, even though the actual expenditure will take place mostly in the third year.

Staff grades: They are based in the IUCN system of 1 to 16. Grades 1 to 7 are for support staff. Grades 8 to 16 are for professional posts. All positions are funded by the core budget, except for the positions marked by three asterisks (see the footnotes).



¹ Position funded by overheads on projects administered by the Ramsar Bureau.

² Position funded by the Government of Spain.

³ The Ramsar Database Manager is not a Bureau staff member as such, but provides services to the Convention from Wetlands International in the Netherlands on the basis of a contractual arrangement.

⁴ The Coordination Unit of the Mediterranean Wetlands Initiative is based in Athens, Greece, and during the period 2001-2002 is fully funded by the Government of Greece

