



Interim Secretariat provided by the Australian Government

First Meeting of the Parties

Hobart, Australia, 10-12 November 2004

Agenda Item No. 6.1
ACAP/MOP1/Doc.12
Interim Secretariat

Indicative Budget

Background

Following the meeting to negotiate the text of an Agreement on the Conservation of Albatrosses and Petrels in Cape Town, South Africa in 2001, it was agreed that the interim Secretariat would develop an indicative budget for the Agreement Secretariat for determination by consensus by the first Meeting of the Parties.

The interim Secretariat has prepared two budgets following advice from numerous Secretariats of similar sizes. This includes set-up costs associated with a new Secretariat and on-going costs, funding for Meetings of the Parties, the Advisory Committee and capacity building.

Budget options

Two options are presented, based on the frequency of Meetings of the Parties.

1. The budget at Attachment A assumes Meetings of the Parties are held once every two years and Advisory Committee meetings are held annually.
2. The second budget option at Attachment B assumes Meetings of the Parties are held once every three years and Advisory Committee meetings are held annually.

Regardless of the period between MoPs, the interim Secretariat suggests that the costs of holding the meetings are divided annually into the scale of contributions.

Under option 1, whereby a Meeting of the Parties occurs once every two years, the total annual indicative budget for 2005 and 2006 is US \$441,500 per annum. Under option 2, whereby a Meeting of the Parties occurs once every three years, the total indicative budget for 2005, 2006 and 2007 is US \$427,000 per annum.

Some information on the budget line items is provided below, with further detail in Attachment C. Further notes on budget variables, in addition to the frequency of MoPs, are provided at the end of this paper.

Components of proposed budget

Secretariat

Salary costs for the Executive Secretary are based on UN pay scale P3. Support staff costs are based on one full time staff member. Options for the staffing of the Secretariat are discussed under budget variables, below.

Funds for Meetings of the Parties

The interim Secretariat has estimated that approximately US \$86,000 will be required to fund each Meeting of the Parties, based on the current membership of ACAP. This figure will cover the costs of holding a meeting, such as interpretation and translation

of documents, venue hire, and Secretariat travel to the meeting if required and assumes that each Party will cover their own travel costs to the Meeting of the Parties. Further explanations are provided at Attachment C.

The budget assumes that meetings will occur either once every two years, or once every three years. It is recommended that Parties make their contributions annually; hence costs of the meeting have been spread accordingly in Attachments A and B.

Advisory Committee

Article IX, paragraph 8 of the Agreement provides that the Advisory Committee may incur such expenditure from the budget as may be authorised by the Meeting of the Parties. For the Advisory Committee to operate effectively, it is recommended that US \$60,000 per annum be allocated to the budget to fund the operation of the Committee and assumes that:

- each Party will cover their own travel costs;
- meetings will be held annually;
- funds will cover:
 - interpretation and translation of documents into Spanish and English;
 - venue hire; and
 - Secretariat travel to the meeting if required.

The Advisory Committee allocation could also be drawn upon to meet the following operating costs:

- special meetings (as outlined in Article IX, paragraph 7);
- attendance of experts at meetings of the Committee (as outlined in Article IX, paragraph 4); and
- any other costs associated with the work of the Advisory Committee.

Capacity Building Fund

Parties may wish to establish a Capacity building fund for Parties and Range States to provide research, training or monitoring for implementation of conservation measures, as outlined in Article IV, paragraph 1 of the Agreement. The fund will also assist in the establishment and/or enhancement of scientific and administrative institutions for the implementation of the Agreement.

It is suggested that the total contribution rate of this fund will be US \$60,000 per annum and the monies will only be utilised for projects and works following recommendations of the Advisory Committee and the agreement of at least a two-thirds majority of voting Parties, in accordance with principles to be agreed.

Contingency fund

The interim Secretariat suggests a cost of US \$20,000 per annum be added to the budget to assist with unforeseen budget lines.

Voluntary Contributions

Parties and others may provide voluntary contributions to the Secretariat, which will be held for use for specific initiatives. These may include trials of new bycatch mitigation methods that may need multilateral assistance, funds to provide for emergency sessions of the Advisory Committee, funds to assist experts or representatives from other countries to attend ACAP meetings, or other specific measures.

Indicative Budget Variables

The interim Secretariat has identified five variables that will affect the operation of the Agreement Secretariat and subsequently, the size of the budget. These are outlined in Table 1, below. Line items 35 and 36 of Table 1 represent the total cost of staging meetings, the frequency of which is to be determined, while the remaining line items represent annual costs.

Line item	Budget variables	Cost US \$
-	Size of Secretariat ¹ :	
1	<ul style="list-style-type: none">Executive Secretary (UN P3)	114,000
2	<ul style="list-style-type: none">Support staff (UN L7)	63,000
35	Frequency of Meetings of the Parties ²	86,000
36	Frequency of Advisory Committee Meetings ²	60,000
37	Annual allocation to the Capacity building fund	60,000
38	Annual allocation to the Contingency Fund	20,000

Table 1 – ACAP budget variables and estimated costs

Support staff costs for the Agreement Secretariat have been calculated on the basis of one full-time senior administrative assistant. Further options which the Meeting of the Parties may wish to consider include one full-time and one part-time staff member, two full-time staff members or two staff members employed on a part-time basis. Further it is possible that the level of support staffing required may vary over time and increase during the lead-up to a Meeting of the Parties.

¹ Halve the amounts shown in table 1 to determine cost of part-time staff.

² The cost per meeting assumes that the meeting will be held in the same location as the Agreement Secretariat. Using information from other Secretariats, add an extra US \$12,500 per person for Secretariat travel costs, subsistence and equipment hire, if the meeting takes place in a country other than the host country.

Action Required

The Meeting of the Parties is invited to:

1. Provide any comments to the interim Secretariat on the indicative budget, particularly in relation to any items that may not have been identified;
2. Agree on the variable components of the budget that have financial implications:
 - The frequency of MoPs
 - The frequency of Advisory Committee Meetings
 - The size of the Secretariat
 - Contributions towards the Capacity Building Fund and Contingency Funds; and
3. Agree to the implementation of the ACAP budget.

Proposed ACAP Budget (US \$) – Meeting of the Parties every two years

LINE ITEM	EXPENDITURE (US \$)	2005	2006
	SECRETARIAT COMPONENT		
	Staff salaries		
1	Executive Secretary (UN P3)	114,000	114,000
2	Support staff (UN L7)	63,000	63,000
3	Sub-total	177,000	177,000
	Travel for Executive Secretary		
4	Misc. travel for Exec Secretary to attend other fora	10,000	10,000
5	Travel allowance	5,000	5,000
6	Sub-total	15,000	15,000
	Lease / Purchase		
7	Office equipment	2,500	2,500
8	Maintenance of equipment	2,000	2,000
9	Staff training	1,500	1,500
10	Sub-total	6,000	6,000
	Support costs		
11	Lease of office accommodation	9,000	9,000
12	Auditor and accountant	4,000	4,000
13	Insurance	3,000	3,000
14	Light and power	2,500	2,500
15	Printing and copying	7,500	7,500
16	Stationery	2,000	2,000
17	Miscellaneous	2,500	2,500
18	Translation	10,000	10,000
19	Sub-total	40,500	40,500
	Communication		
20	Telephone, fax, internet	12,500	12,500
21	Postage and miscellaneous	7,500	7,500
22	Sub-total	20,000	20,000
23	Component Total One	258,500	258,500

LINE ITEM	EXPENDITURE (US \$)	2005	2006
	MEETING COMPONENT		
	ACAP translation and interpretation		
24	Simultaneous interpretation	6,000	6,000
25	Translation of meeting documents	4,000	4,000
26	Translation/preparation of final report	4,000	4,000
27	Hire of interpretation equipment	3,000	3,000
28	Sub-total	17,000	17,000
	Venue and support staff		
29	Hire of venue	10,000	10,000
30	Support staff	4,000	4,000
31	Sub-total	14,000	14,000
	Sponsorship		
32	Sponsorship of Experts	4,000	4,000
33	Sponsorship of Delegates	8,000	8,000
34	Sub-total	12,000	12,000
35	Component Total Two #	43,000	43,000

LINE ITEM	EXPENDITURE (US \$)	2005	2006
	FUNDS		
	Funds		
36	Advisory Committee Fund	60,000	60,000
37	Capacity Building Fund	60,000	60,000
38	Contingency Fund	20,000	20,000
39	Sub-total	140,000	140,000
40	Component Total Three	140,000	140,000

41	GRAND TOTAL	441,500	441,500
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Noting the intention for meetings to be held every two years, the costs of meetings have been divided equally between the 2005 & 2006 budget years.

Attachment B

Proposed ACAP Budget (US \$) – Meeting of the Parties every three years

LINE ITEM	EXPENDITURE (US \$)	2005	2006	2007
	SECRETARIAT COMPONENT			
	Staff salaries			
1	Executive Secretary (UN P3)	114,000	114,000	114,000
2	Support staff (UN L7)	63,000	63,000	63,000
3	Sub-total	177,000	177,000	177,000
	Travel for Executive Secretary			
4	Misc. travel for Exec Secretary to attend other fora	10,000	10,000	10,000
5	Travel allowance	5,000	5,000	5,000
6	Sub-total	15,000	15,000	15,000
	Lease / Purchase			
7	Office equipment	2,500	2,500	2,500
8	Maintenance of equipment	2,000	2,000	2,000
9	Staff training	1,500	1,500	1,500
10	Sub-total	6,000	6,000	6,000
	Support costs			
11	Lease of office accommodation	9,000	9,000	9,000
12	Auditor and accountant	4,000	4,000	4,000
13	Insurance	3,000	3,000	3,000
14	Light and power	2,500	2,500	2,500
15	Printing and copying	7,500	7,500	7,500
16	Stationery	2,000	2,000	2,000
17	Miscellaneous	2,500	2,500	2,500
18	Translation	10,000	10,000	10,000
19	Sub-total	40,500	40,500	40,500
	Communication			
20	Telephone, fax, internet	12,500	12,500	12,500
21	Postage and miscellaneous	7,500	7,500	7,500
22	Sub-total	20,000	20,000	20,000
23	Component Total One	258,500	258,500	258,500

LINE ITEM	EXPENDITURE (US \$)	2005	2006	2006
	MEETING COMPONENT			
	ACAP translation and interpretation			
24	Simultaneous interpretation	4,000	4,000	4,000
25	Translation of meeting documents	2,700	2,700	2,700
26	Translation/preparation of final report	2,700	2,700	2,700
27	Hire of interpretation equipment	2,000	2,000	2,000
28	Sub-total	11,400	11,400	11,400
	Venue and support staff			
29	Hire of venue	6,300	6,300	6,300
30	Support staff	2,700	2,700	2,700
31	Sub-total	9,000	9,000	9,000
	Sponsorship			
32	Sponsorship of Experts	2,700	2,700	2,700
33	Sponsorship of Delegates	5,400	5,400	5,400
34	Sub-total	8,100	8,100	8,100
35	Component Total Two #	28,500	28,500	28,500

LINE ITEM	EXPENDITURE (US \$)	2005	2006	2006
	FUNDS			
	Funds			
36	Advisory Committee Fund	60,000	60,000	60,000
37	Capacity Building Fund	60,000	60,000	60,000
38	Contingency Fund	20,000	20,000	20,000
39	Sub-total	140,000	140,000	140,000
40	Component Total Three	140,000	140,000	140,000

41	GRAND TOTAL	427,000	427,000	427,000
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Noting the intention for meetings to be held every three years, the costs of meetings have been divided equally between the 2005, 2006 and 2007 budget years.

Attachment C - Explanatory Notes for ACAP Budget

STAFF SALARIES

1 Executive Secretary

The interim Secretariat has selected UN pay scale P3 as an appropriate level of remuneration for the Executive Secretary given the work and responsibility required of the position in relation to other similar sized international organisations. The salary is based on the level of P3 including all allowances and on-costs.

2 Support Staff

Costs of support staff are based on the employment of one full time officer. The interim Secretariat recommends that the support staff member be paid at a Level 7 of the UN pay-scale and be considered a senior administrative assistant. On-costs have been rolled into the overall package but moving expenses have not been taken into consideration. The final figures may change, depending on where the Secretariat is located, and whether the position is part-time.

TRAVEL FOR EXECUTIVE SECRETARY

4 Miscellaneous travel for Executive Secretary to attend other fora

After the Agreement has entered into force it is assumed that one of the priorities of the Agreement Secretariat should be to promote the Agreement wherever possible and to increase the number of contracting Parties. This could partly be achieved by participating at Symposia, Conferences and Meetings. It is assumed that the Executive Secretary would attend two to three international meetings per year, travelling economy class.

5 Travel allowance

This estimate has been established on the basis that the Executive Secretary will travel, on average, 20 days per year with a daily subsistence allowance of US\$250.

LEASE / PURCHASE

7 Office equipment

In order for the Secretariat to conduct its business, at least two computers, the necessary software, a laser printer, a fax machine and other office equipment will have to be provided. This may also include the cost of registering the ACAP webpage and its domain. The annual figure estimated for lease or purchase of equipment is estimated to be US \$2,500.

8 Maintenance of equipment

This provision is intended to cover minor repairs and maintenance.

9 Staff Training

Given the proposed size of the Secretariat and based on average training required for staff to conduct their work effectively, US \$1,500 is considered sufficient for staff training.

SUPPORT COSTS

11 Lease of office accommodation

This figure is based on 60m² office space being leased at a charge of US \$150 per square metre, per year. This figure will depend on the location of the Agreement Secretariat, the size and cost of the office space available and the level of in-kind support offered to the Secretariat from the host government.

12 Auditor and accountant

It has been assumed that auditing and accounting services will be required on an annual basis.

13 Insurance

An allowance of \$3,000 per annum has been made for to ensure that the Agreement Secretariat's assets and employees are appropriately insured against normal risks relating to the operations of the Secretariat.

14 Light and power

For light and power, the figure is based on experiences of the interim Secretariat.

15 Printing and copying

For printing and copying, the figure is based on experiences of the interim Secretariat.

16 Stationery

For stationery, the figure is based on experiences of the interim Secretariat.

17 Miscellaneous

This figure has been set aside for miscellaneous expenses associated with the Secretariat.

18 Translation

From experiences of other international fora, annual costs of translating Secretariat documents has been estimated at US \$5,000 per annum.

COMMUNICATION

20 Telephone, Fax, Internet

The total cost for communications per annum is estimated to be US \$12,500.

21 Postage and miscellaneous

The total cost for postage and miscellaneous is estimated to be US \$7,500 per annum.

MEETING COMPONENT

24-26 ACAP TRANSLATION AND INTERPRETATION

The total cost of interpretation during MoP1 is estimated to cost around US \$12,000, translation of meeting documents will cost around US \$8,000 and the translating of the final report of MoP1 into the working languages of the Agreement, US \$8,000. It is envisaged that translating and interpreting costs may increase significantly as the scope of the Agreement increases and more countries ratify. This figure will need to be revised closer to MoP2.

27 Hire of interpretation equipment

The total cost of hiring the interpretation equipment during MoP1 is estimated to be US \$6,200.

VENUE AND SUPPORT STAFF

29 Hire of venue

The total cost of hiring the venue for MoP1 will be US \$14,000, although it is very likely that the cost of hiring a venue for future MoPs could be significantly higher, especially as more Parties ratify. At this stage, the interim Secretariat believes that US \$20,000 is a more appropriate figure for the cost of holding MoP2 and has represented this in the budget item at [Attachment A](#).

30 Support staff

An allowance for additional support during MoPs.

SPONSORSHIP

32 Sponsorship of Experts

Due to the limited number of Secretariat staff, the vast Agreement area and taking into account that sometimes a specific expertise is required; a provision is needed to enable experts to attend meetings and make presentation on behalf of the Agreement. The cost per person per meeting is estimated to be US \$4,000, which includes travel and subsistence. The interim Secretariat estimates that up to two experts may be sponsored per MoP.

33 Sponsorship of Delegates

The interim Secretariat suggests a provision in the ACAP budget, which allows the Secretariat to sponsor delegates to attend meetings. This amount is estimated to be US \$4,000 per person, which includes travel and subsistence. The draft budget estimates that up to four delegates may be sponsored per MoP.

FUNDS

36 Advisory Committee fund

These funds will be used to assist the Advisory Committee in its capacity of advising the Meeting of the Parties and the Secretariat. It is assumed that each Party will cover their own costs of travel to Advisory Committee meetings.

37 Capacity building fund

The Capacity building fund will assist Parties in fulfilling obligations under ACAP by providing funding for capacity building and the implementation of conservation measures.

38 Contingency fund

Given the uncertainty of establishing a Secretariat, the interim Secretariat suggests a cost of US \$20,000 per annum be added to the budget to assist with unforeseen budget lines. This fund can be reviewed at MoP2.