

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p>Fourth Meeting of the Parties <i>Lima, Peru, 23 – 27 April 2012</i></p> <p>Draft Agreement Budget 2013-2015</p> <p>Secretariat</p>
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SUMMARY

A proposed budget for the Agreement for the 2013-2015 triennium has been prepared by the Secretariat in the format prescribed by Finance Regulation 3.5. Explanatory information is provided where significant variations in expenditure have occurred against approved budget items, or where new budget items are proposed.

RECOMMENDATION

1. That Parties adopt a budget for the Agreement for the 2013-2015 triennium.

DRAFT AGREEMENT BUDGET 2013-2015

A draft budget for the Agreement for the 2013-2015 triennium (provided in Annex 1) has been prepared by the Secretariat in accordance with Finance Regulation 3.5. This requires that the draft budget be accompanied by details of the appropriations made for the previous triennium, including details of expenditure for the first two years of the triennium and estimated expenditure for the final year. A revision to the document will be prepared closer to the date of MoP4 to provide a more accurate estimate of expenditure for the final year (2012) of the current budget.

The draft budget has also been prepared in accordance with the budget principles adopted at MoP3 (refer Annex 2). In order to maintain real growth an inflator of 3% has been applied. The budget is balanced i.e. income and expenditure are approximately equal, except in 2014, where the budget exceeds income by approximately \$15,000. All figures are shown in AUD.

A statement of the significant financial implications of the draft budget is provided for each appropriation in accordance with Finance Regulation 3.3. An explanation of significant variations in expenditure from the approved 2010-2012 budget, as well as an explanation for significant new items or expenditure, are also provided below.

APPROPRIATION NO. 1: SECRETARIAT

Significant Financial Implications

The significant financial implications in Appropriation No. 1 relate to:

1. salaries and allowances for employment of the Executive Secretary, amounting to \$159,037 in 2013, rising to \$168,722 in 2015. A decision is required on whether to continue with this contract/position;
2. salaries and allowances for employment of the Science Officer, amounting to \$85,172 in 2013, rising to \$90,359 in 2015. A decision is required on whether to continue this contract/position;
3. engagement of a consultant on a casual basis to provide technical advice, amounting to \$27,851 in 2013, rising to \$29,547 in 2015. A decision is required on whether to continue this contract/position;
4. rental of office accommodation, amounting to \$24,797 in 2013, rising to \$26,307 in 2015. It should be noted that the Government of Tasmania contributes approximately \$20,000 p.a. towards the cost of the office lease. If the MoU with the Government of Tasmania is not renewed in 2013 then this budget item would increase by \$20,000 - \$21,000 over the budget cycle; and
5. accounting services, including payroll payments. These services are currently provided by the Government of Tasmania and are not included in the draft budget. If the MoU is not renewed it is estimated that these services would amount to approximately \$10,000 p.a.

1.1 Salaries – Permanent

1.1.1 – 1.1.4 Salaries

Items 1.1.1 and 1.1.4 provide salaries for the Executive Secretary and the Science Officer respectively. Expenditure was less than budgeted for in 2011 due to lower than expected increases in Tasmanian Government employment awards. Estimates for the Science Officers salary (item 1.1.4) are based on the Professional Officer award, last amended on 3 March 2011. Increases shown are for step (increment) increases awarded in accordance with Staff Regulation 5.4. Estimates of award salaries for the 2013-2015 triennium for the Executive Secretary (item 1.1.1), were not available at the time the draft budget was prepared and consequently the budget inflator has been applied.

1.1.3 Recruitment Costs

An amount has not been included for recruitment costs in the draft budget, however if a new selection process is initiated it is likely that these costs will be in the vicinity of \$10,000 depending on the location of the interviews and the number of applications requiring translation.

1.1.6 Workers Compensation

Workers Compensation insurance premiums were not provided for in the budget adopted at MoP3 as at that time no staff were employed directly by the Agreement. This insurance is a

legal obligation for employers within the State of Tasmania. The amount shown reflects the cost of providing insurance for one employee only, as other staff are employed as consultants.

Employee expenses

1.2.2 Airfares

Airfares are provided for the Secretariat's staff to attend meetings of the Agreement and for the Executive Secretary to attend relevant meetings of other inter-governmental organisations e.g. COFI, CMS.

1.2.3 Travel Allowances

Travel allowances are paid in accordance with UN ICSC rates. The amount previously budgeted is significantly below the level required and the amounts proposed for 2013-2015 reflect actual costs incurred over the last two financial years.

1.2.5 Consultants

The Technical Advisor is employed on a consultancy basis. These funds have been used primarily to support the Technical Advisor's attendance at meetings of the Indian Ocean Tuna Commission to progress implementation of ACAP's RFMO Engagement Strategy.

1.2.6 Relocation expense (staff)

An amount has not been included for relocation expenses in the draft budget, however, if an appointment made to the Secretariat from outside Australia it is expected that these costs will be in the vicinity of \$20,000.

1.2.7 Legal expenses

No legal expenses were incurred in the previous triennium. As no legal action is foreseen in the next triennium no funds have been budgeted for against this line item.

1.2.8 General insurance

The cost for this insurance is approximately half the amount budgeted. The budget allocation for 2013-2015 has been reduced accordingly.

1.2.9 Representation expenses

Representation expenses have been significantly less than the amount budgeted. The budget allocation for 2013-2015 has been reduced to reflect actual usage.

1.2.10 Other travel costs - visas

Funds have not been allocated in previous budgets for the purchase of visas and other miscellaneous costs associated with travel. A specific budget line item is proposed to identify these costs.

Operational costs

1.3.2 Office equipment maintenance

The Secretariat has entered into an arrangement to lease a photocopier, which includes the costs of regular maintenance. Consequently, it is expected that the amount required under this line item for office equipment maintenance will be reduced.

1.3.3 Office requisites

Office requisites provides for office consumables such as stationery, cleaning materials, photocopying paper etc. The cost of office requisites has increased significantly over the amount originally budgeted since the Secretariat moved into its own office, as it must now purchase its own cleaning materials and a range of other office requisites, such as photocopying paper, that were previously provided by the Tasmanian Government.

1.3.4 Publications /books

Only a small number of books or hard-copy publications are purchased by the Secretariat. The amount budgeted for book purchases has been reduced accordingly.

1.3.5 Corporate memberships

It is expected that the amount spent on corporate memberships will be negligible and it is proposed to remove this as a budget line item.

1.3.6 Printing and copying (PR material)

The Secretariat has not had the resources to produce PR material and as a result expenditure on printing costs has been negligible. The recent lease of a photocopier will, however, result in an ongoing recurrent cost. Funding has been reduced to a level considered appropriate for these costs.

1.3.7 Telephones – telecommunications

Telephone costs have fluctuated significantly over the past triennium, with costs in 2010 being significantly over the amount budgeted. The primary reason for these increases is associated with overseas travel, particularly to meetings where there is limited access to wifi, which restricts access to more economical VoIP connections.

1.3.8 Translations - website, correspondence

Expenditure on translations fluctuates significantly from year to year, depending on the quantity of documents to be translated. Significant over-expenditure occurred in 2011 due to the need to have ACAP's operating instruments re-translated, due to errors being observed in the original translations. Due to the limited budget available, only key documents/information is translated into the three official languages e.g. daily news items on the ACAP website are usually only available in the language in which they are submitted. If funding becomes available, a much larger volume of work could be translated.

1.3.9 Postage

Only a limited amount is spent on postage as the bulk of the Secretariat's information/work is transferred electronically. The amount budgeted for this line item has been reduced accordingly.

1.3.10 Freight/couriers

As noted above, only limited use is made of surface mail by the Secretariat. This budget line item has also been reduced accordingly.

1.3.11 Light and power

Power costs have increased significantly as a consequence of the Secretariat moving into its own office accommodation. The amount budgeted reflects actual usage over the past two years.

1.3.14 Car Hire – vehicle maintenance costs

Lease costs associated with the Secretariat's vehicle escalated significantly (approx. \$7,000) above the amounts budgeted in 2010 and 2011. As the lease was accessed through the Tasmanian Government the Secretariat was unable to address the situation until the lease expired. When it did, the provisions of the Headquarters Agreement were used to purchase a vehicle outright, with no taxes or duties paid. It is estimated that this will reduce costs from \$22,248 p.a. to \$13,300 p.a. when the purchase cost of the vehicle is apportioned across three years.

1.3.16 Parking

The Secretariat currently leases one vehicle parking space, with a second provided by the Government of Tasmania through the MoU. If the MoU is not extended a second parking space will be necessary. This additional cost has not been included in the budget.

1.3.17 Support for secondments – relocation expense and Rent item 1.3.13

These line items provide financial support for secondments. Expenditure varies significantly between years, depending on the number of secondments taking place (a short one in 2010, but two in 2011). When both line items are combined, the total expenditure roughly equates to the amount budgeted over three years.

1.3.18 Staff training

The amount spent on staff training was significantly less than budgeted for, reflecting the lack of time/opportunity to undertake training. The budget for this line item has been reduced accordingly.

1.3.19 Staff conferences / seminars

As noted above for staff training, there has been little opportunity to attend conferences and as a consequence this line item has been under-spent.

1.3.20 Bank charges

Bank charges/fees have risen significantly, particularly for overseas payments. The amount budgeted has been doubled, however it is difficult to gain an accurate estimate of these fees as they vary significantly between different transactions/banks. The volatility in exchange rates has also resulted in significant costs being incurred on some transactions.

1.3.21 Bad and doubtful debts

This is a nominal amount, which has not been accessed to date.

1.3.23 Server lease

Expenditure on the lease of servers has been half of the amount budgeted as only one server has been leased. If the MoU with the Government of Tasmania is not re-negotiated another server lease will be necessary. The budget for this line item has been reduced to reflect the cost of leasing one server only.

1.3.24 Outsourced IT services

This line item provides for the engagement of consultancy services for the maintenance of the Agreement's website, posting of documents and provision of general IT support. Expenditure in 2010 was over-budget due to additional costs involved with the re-development of the French and Spanish sections of the website, as well as an increase in the amount of work involved in supporting Advisory Committee and Working Group meetings.

1.3.25 Modifications to database

A database programmer is engaged on a consultancy basis to develop and make modifications to databases maintained by the Secretariat e.g. status and trends, national reporting databases. It is expected that further modifications will be required in the next triennium to accommodate fisheries data relevant to seabird bycatch.

1.3.26 WAN Wireless network

Operating costs for the Secretariat's wireless network have been reduced. A reduction has been made to the allocation to reflect this.

1.3.27 Rent - ACAP office

The rental charge for the Secretariat's office is a new budget item, resulting from the move to new accommodation in 2009. This cost, together with associated charges such as utility charges and office cleaning, have been absorbed within existing budget allocations during the past triennium. The Government of Tasmania currently contributes approximately \$20,000 p.a. towards these costs. If the MoU with them is not renewed, this amount would also need to be budgeted for.

1.3.28 Rates and water

This is a new budget line item. Refer to comments above for item 1.3.27.

1.3.29 Preventative maintenance

This is a new budget line item. Refer to comments above for item 1.3.27. This line item provides for maintenance of office plant, such as air-conditioners.

1.3.30 Office cleaning

This is a new budget line item. Refer to comments above for item 1.3.27. The ACAP office is currently cleaned once a week by an external contractor.

1.3.31 Vehicle purchase

This is a new budget line item. Refer to comments above for item 1.3.14. It is estimated that the replacement cost for a new vehicle will be approximately \$25,000. This cost has been apportioned over three years.

1.3.32 Refund of GST

This is a new budget line item. Refunds of the Australian Government's Goods and Services Tax (GST) were not included in the previous budget as the Headquarters Agreement had only just come into effect at the time of MoP3. It was decided at MoP3 that refunds of GST would be allocated to Appropriation No. 1. Refunds of GST in 2010 and 2011 were higher than would be expected normally, as 2010 included refunds from previous years expenditure and 2011 included a GST refund (\$5,000) associated with the purchase of a vehicle.

APPROPRIATION NO. 2: MEETING OF THE PARTIES

Significant Financial Implications

There are no significant financial implications in Appropriation No. 2

The only expenditure recorded against Appropriation No. 2 at the time this document was prepared was for translation expenses. A revision of this document will be prepared closer to the meeting, at which time this section will be updated.

APPROPRIATION NO. 3: ADVISORY COMMITTEE

Significant Financial Implications

The significant financial implications in Appropriation No. 3 relate to:

1. insufficient funding has been available in previous budget allocations to allow for all meeting documents and annexes to meeting reports to be translated. A decision is sought from MoP on whether additional funding should be provided to allow all meeting documents to be translated;
2. insufficient funding was allocated in the previous budget for costs associated with venue hire. Additional funding is sought to provide an adequate budget allocation.

Note: Although funds for AC6 were allocated in the 2011 budget, the meeting was actually conducted in the 2012 financial year. Consequently, expenditure on AC6 costs occurred in both the 2011 and 2012 financial years. For ease of understanding, explanations below are provided by meetings held i.e. expenditure for AC6 has been aggregated from the 2011 and 2012 financial years.

Interpretation

3.1.1 Simultaneous interpretation

Expenditure on interpretation services was below budget for both AC5 and AC6 (\$31,197 and \$35,858 respectively), reflecting the lower rates paid to interpreters in South America. In comparison, the cost paid for interpretation services for MoP3 in Norway in 2009 was \$58,741. This demonstrates the difficulty of preparing an accurate budget for meeting costs for the next triennium when the location of the meetings has not been determined.

3.1.3 Translation of meeting documents

The cost of translating meeting documents and meeting reports was within budget allocations for AC5 and AC6, however this result was only achieved by not translating all of the annexes to the reports. As well, there were a number of documents for Working Group meetings that it would have been useful to translate, but which were not, due to the lack of funds. MoP is asked to consider whether this line item should be increased to allow all appropriate documents and meeting annexes to be translated in future. It is estimated that an additional \$10,000 would be required to achieve this.

Venue and meeting support costs

3.2.1 Hire of venue (including catering)

The amount allocated for hire of meeting venues was approximately one-third of the actual amount required. The amount proposed for this line item was reduced at MoP3 to balance the budget. It is recommended that the amount allocated be returned to a realistic level.

3.2.3 Printing of meeting documents/report

Although most meeting documents are now provided electronically, there is still a requirement to provide some documents in paper format, e.g. initial drafts of the meeting report and amendments to some documents.

3.2.4 Support staff

This line item provides additional staffing resources for the Secretariat in the period leading up to and at the meetings. The over-expenditure on this item in 2012 (for AC6) was a result of the substantial increase in the number of meeting documents for working group meetings. The Secretariat effectively provides support for two full weeks of meetings (9 days), where previously it provided support for 6 days of meetings, of which only 4 days had interpretation services. The level of support required for the meetings has risen as a consequence and the budget has been increased accordingly.

Sponsorship

3.3.4 Sponsorship of experts

Expenditure on sponsorship of experts and/or delegation members was significantly over-budget for AC6 due to higher than expected costs for airfares. The additional costs were off-set with savings from other line items.

Support for Advisory Committee Officials

3.4.1 – 3.4.3 Travelling costs for AC Officials

Expenditure against these line items was below budget in both 2010 and 2011 as the travel costs for some officials were paid for by their delegations.

APPROPRIATION 4 – ADVISORY COMMITTEE WORK PROGRAMME

Appropriation 4 provides funding for the Advisory Committee Work Programme. Funding for this programme is also provided by voluntary contributions from Parties. Full details of income and expenditure are provided in MoP4 Doc 10 Annex 3.

Budget items shown are from the Advisory Committee's Work Programme 2013-2015 (refer MoP4 Doc 19).

ANNEX 1. DRAFT AGREEMENT BUDGET 2013 – 2015

Ref. No	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 YTD	2013	2014	2015
1. INCOME										
	Contributions from Parties	619,431	571,809	638,014	450,477	657,154	470,607	676,869	697,175	718,090
	Interest on funds	20,000	11,876	21,000	14,399	22,000	6,072	22,660	23,340	24,040
	Total Income	639,431	583,685	659,014	464,876	679,154	476,679	699,529	720,514	742,130

2. EXPENDITURE										
APPROPRIATION 1 - SECRETARIAT										
Employee salaries										
1.1.1	Salaries – Permanent	130,654	133,453	137,531	129,141	141,656	79,361	145,906	150,283	154,791
1.1.2	RBF Superannuation	11,759	14,659	12,378	11,626	12,749	7,142	13,131	13,525	13,931
1.1.3	Recruitment Costs	0	0	0	0	0	0	0	0	0
1.1.4	Salaries-Fixed term	69,098	47,589	72,946	63,473	75,863	46,594	82,267	84,735	87,277
1.1.5	RBF Superannuation	6,219	2,033	6,565	5,448	6,828	4,193	7,033	7,244	7,461
1.1.6	Workers Compensation	0	10,037	0	1,519	0	1,657	1,565	1,612	1,660
	Total Salaries	217,730	207,771	229,420	211,207	237,096	138,947	249,902	257,399	265,121
Employee expenses										

Ref. No	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 YTD	2013	2014	2015
1.2.1	Accommodation	8,000	4,326	8,320	7,587	8,653	1,686	8,913	9,180	9,455
1.2.2	Airfares	20,000	18,629	20,800	21,626	21,632	10,953	22,281	22,949	23,638
1.2.3	Travel Allowances	2,000	5,790	2,080	9,228	2,163	6,163	9,500	9,785	10,079
1.2.4	Travel Insurance	1,500	166	1,560	1,703	1,622		1,671	1,721	1,772
1.2.5	Consultants	25,000	35,350	26,000	20,553	27,040	16,319	27,851	28,687	29,547
1.2.6	Relocation expense (staff)	0	0	0	0	0	0	0	0	0
1.2.7	Legal expenses	831	0	1,000	0	1,000	0	0	0	0
1.2.8	General insurance	2,000	0	2,080	911	2,163	0	1,000	1,030	1,061
1.2.9	Representation expenses	5,000	2,829	5,200	1,843	5,408	628	2,000	2,060	2,122
1.2.10	Other travel costs - visas	0	0	0	1,468	0	996	1,228	1,265	1,303
Total Employee expenses		64,331	67,090	67,040	64,919	69,681	36,745	74,443	76,677	78,977
Operational costs										
1.3.1	Office equipment /furniture	5,000	6,551	5,200	4,944	5,408	2,085	5,570	5,737	5,909
1.3.2	Office equipment maintenance	2,000	510	2,080	384	2,163	40	1,000	1,030	1,061
1.3.3	Office requisites - stationery	2,000	2,912	2,080	5,148	2,163	619	5,250	5,408	5,570
1.3.4	Publications /books	1,000	55	1,040	75	1,082	0	200	206	212
1.3.5	Corporate memberships	500	369	520	0	541	35	0	0	0
1.3.6	Printing and copying (PR material)	5,000	0	5,200	660	5,408	0	2,000	2,060	2,122
1.3.7	Telephones - telecommunications	4,500	7,697	4,700	5,416	4,900	4,248	5,047	5,198	5,354

Ref. No	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 YTD	2013	2014	2015
1.3.8	Translations - website, correspondence	5,000	11,446	5,200	15,098	5,408	784	5,570	5,737	5,909
1.3.9	Postage	1,000	262	1,040	65	1,100	31	200	206	212
1.3.10	Freight/couriers	500	99	520	86	540	0	200	206	212
1.3.11	Light and power	600	1,548	625	2,176	650	1,408	2,300	2,369	2,440
1.3.12	Insurance property	1,000	1,057	1,050	1,067	1,100	1,058	1,133	1,167	1,202
1.3.13	Rent (flat for secondments)	10,000	4,046	10,400	9,480	10,800	7,380	11,124	11,458	11,801
1.3.14	Car Hire - long term	14,800	22,232	15,400	22,248	16,000	2,745	5,000	5,150	5,305
1.3.15	Cab charge - taxis	400	468	416	760	433	338	446	459	473
1.3.16	Parking	1,900	2,160	1,976	3,282	2,055	1,800	2,117	2,180	2,246
1.3.17	Support for secondments – relocation expense	8,320	4,307	8,652	22,448	8,998	13,781	9,268	9,546	9,832
1.3.18	Staff training	6,000	546	6,240	613	6,490	1,503	2,000	2,060	2,122
1.3.19	Staff conferences / seminars	1,000	0	1,040	78	1,082	0	1,114	1,148	1,182
1.3.20	Bank charges	100	544	104	216	108	2,411	250	258	265
1.3.21	Bad and doubtful debts	500	0	520	0	541	0	557	574	591
1.3.22	Software purchase	2,000	1,919	2,080	2,176	2,163	0	2,228	2,295	2,364
1.3.23	Server lease	5,000	2,475	5,200	1,980	5,408	2,413	2,200	2,266	2,334
1.3.24	Outsourced IT services	14,900	20,122	15,500	15,554	16,100	7,636	16,583	17,080	17,593
1.3.25	Modifications to database	8,000	6,281	10,400	4,048	10,816	3,757	9,500	9,785	10,079
1.3.26	WAN Wireless network	2,350	517	2,450	0	2,550	0	800	824	849
1.3.27	Rent - ACAP office	0	15,807	0	24,075	0	36,506	24,797	25,541	26,307

Ref. No	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 YTD	2013	2014	2015
1.3.28	Rates and water	0	8,294	0	2,004	0	0	2,064	2,126	2,190
1.3.29	Preventative maintenance	0	154	0	64	0	64	450	464	477
1.3.30	Office cleaning	0	1,001	0	2,002	0	2,181	2,062	2,124	2,188
1.3.31	Vehicle purchase	0	0	0	50,563	0	0	8,333	8,333	8,333
1.3.32	Accountancy services	0	0	0	0	0	0	0	0	0
1.3.33	Refund of GST	0	-21,486	0	21,639	0	0	-15,000	-15,450	-15,914
Total Office operational costs		103,370	101,893	109,633	175,071	114,007	92,823	114,364	117,545	120,821
TOTAL APPROPRIATION NO. 1: SECRETARIAT		385,431	376,754	406,093	451,197	420,784	268,515	438,709	451,620	464,919

APPROPRIATION 2 - MEETINGS OF THE PARTIES										
Interpretation / Translation Costs										
2.1.1	Simultaneous interpretation	0	0	0	0	33,000	0	0	0	36,060
2.1.2	Hire of interpretation equipment	0	0	0	0	11,000	0	0	0	12,020
2.1.3	Translation of documents	0	0	0	0	43,500	1,488	0	0	47,534
Total Interpretation/Translation		0	0	0	0	87,500	1,488	0	0	95,614
Meeting support costs										
2.2.1	Hire of venue (including catering)	0	0	0	0	12,000	0	0	0	13,113
2.2.2	Hire of equipment (photocopiers)	0	0	0	0	8,000	0	0	0	8,742

Ref. No	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 YTD	2013	2014	2015
2.2.3	Support staff	0	0	0	0	16,500	0	0	0	18,030
2.2.4	Printing of meeting documents/report	0	0	0	0	5,500	0	0	0	6,010
Total Meeting support costs		0	0	0	0	42,000	0	0	0	45,895
Sponsorship										
2.3.1	Accommodation-overseas	0	0	0	0	0	0	0	0	0
2.3.2	Airfares-overseas	0	0	0	0	0	0	0	0	0
2.3.3	Allowances-overseas	0	0	0	0	0	0	0	0	0
2.3.4	Sponsorship - experts ¹	0	0	0	0	27,500	0	0	0	20,000
2.3.5	Bank charges	0	0	0	0	0	0	0	0	0
Total Sponsorship costs		0	0	0	0	27,500	0	0	0	20,000
TOTAL APPROPRIATION NO. 2: MEETING OF THE PARTIES		0	0	0	0	157,000	1,488	0	0	161,509

APPROPRIATION 3 - ADVISORY COMMITTEE										
Interpretation										
3.1.1	Simultaneous interpretation	40,000	31,197	41,600	17,804	0	18,054	44,133	45,457	0
3.1.2	Hire of interpretation equipment	10,000	7,805	10,800	0	0	10,801	11,458	11,802	0
3.1.3	Translation of meeting documents	40,000	35,900	42,000	0	0	25,789	44,558	45,895	0
Total Interpretation		90,000	74,902	94,400	17,804	0	54,644	100,149	103,153	0

Ref. No	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 YTD	2013	2014	2015
Venue and meeting support costs										
3.2.1	Hire of venue (including catering)	6,000	22,609	8,000	0	0	22,679	23,359	24,060	0
3.2.2	Hire of meeting equipment (photocopiers, etc)	0		0	0	0	0	0	0	0
3.2.3	Printing of meeting documents/report	1,000	566	2,000	0	0	0	2,122	2,186	0
3.2.4	Support staff	16,000	15,417	16,500	0	0	22,323	22,993	23,682	0
	Total support staff	23,000	38,592	26,500	0	0	45,002	48,474	49,928	0
Sponsorship										
3.3.1	Accommodation-overseas	0	5,555	0	0	0	0	0	0	0
3.3.2	Airfares-overseas	0	6,633	0	0	0	12,588	0	0	0
3.3.3	Allowances-overseas	0	5,005	0	0	0	8,469	0	0	0
3.3.4	Sponsorship of experts	15,000	0	15,600	0	0	2,440	16,550	17,047	0
3.3.5	Bank charges	0	0	0	0	0	0	0	0	0
	Total sponsorship	15,000	17,193	15,600	0	0	23,497	16,550	17,047	0
Support for Advisory Committee Officials										
3.4.1	Accommodation-overseas	5,000	3,794	5,200	1,815	5,500	0	5,665	5,835	6,010
3.4.2	Airfares-overseas	13,000	4,030	13,520	5,954	14,000	0	14,420	14,853	15,298
3.4.3	Allowances-overseas	2,000	2,737	2,080	790	2,200	0	2,266	2,334	2,404
3.4.4	Bank charges	0	0	0	134	0	0	0	0	0
	Total support	20,000	10,561	20,800	8,693	21,700	0	22,351	23,022	23,712

Ref. No	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 YTD	2013	2014	2015
TOTAL APPROPRIATION NO. 3: ADVISORY COMMITTEE		148,000	141,248	157,300	26,497	21,700	123,143	187,524	193,150	23,712

APPROPRIATION 4 - AGREEMENT CONSERVATION PROGRAMME										
2010-01	Translation of species assessments	6,000	0	2,500	0	3,000	0	0	0	0
2010-02	Review of RFMO maps	5,000	0	0	0	10,000	0	0	0	0
2010-03	Attendance at RFMO meetings	30,000	0	30,000	0	30,000	0	0	0	0
2010-04	Review of tracking distribution data	10,000	0	0	0	0	0	0	0	0
2010-05	Analyse overlap of RFMO with trawl fisheries	5,000	0	0	0	10,000	0	0	0	0
2010-06	Estimate WAL mortality in unobserved fisheries	10,000	0	10,000	0	0	0	0	0	0
2010-07	Develop observer program in Peru	10,000	0	0	0	0	0	0	0	0
2010-08	Improve data collection from observer programs in Sth. America	15,000	0	15,000	0	15,000	0	0	0	0
--	Unallocated	15,000	0	38,121	0	11,670	0	0	0	0
2.3	Improve data portal structure	0	0	0	0	0	0	0	5,000	5,000
2.7	Translate updates to species assessments	0	0	0	0	0	0	3,000	3,000	2,000
2.9	Review availability of tracking distribution data	0	0	0	0	0	0	0	5,000	0
3.1	Implement RFMO interaction strategy	0	0	0	0	0	0	30,000	30,000	30,000
3.3	Update analysis of overlaps of distribution with RFMO fisheries	0	0	0	0	0	0	20,000	0	0
3.7	Update fact sheets - translation costs	0	0	0	0	0	0	1,000	2,000	2,000
3.13	Review and update prioritisation framework - at sea threats	0	0	0	0	0	0	0	0	10,000

Ref. No	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 YTD	2013	2014	2015
3.16	Estimate WAL mortality in unobserved fisheries	0	0	0	0	0	0	10,000	10,000	10,000
3.18	Analyse bycatch data in collaboration with Japanese researchers (may be funded externally)	0	0	0	0	0	0	0	0	0
3.19	Analyse bycatch data from other nations, when available	0	0	0	0	0	0	0	25,000	25,000
3.2	Identify hot spots for temporal/spatial management (2012?)	0	0	0	0	0	0	0	0	0
3.21	Draft advice on suitable analyses of bycatch data	0	0	0	0	0	0	0	10,000	10,000
5.1	Identify & prioritise conservation measures by species/Party	0	0	0	0	0	0	10,000	0	0
TOTAL APPROPRIATION NO. 4: CONSERVATION PROGRAMME		106,000	106,000	95,621	95,621	79,670	79,670	74,000	90,000	94,000
TOTAL AGREEMENT BUDGET		639,431	624,002	659,014	573,315	679,154	472,816	700,233	734,770	744,140

[1] Funds under these two budget lines may be allocated to support the participation of suitably qualified experts in sessions of the MoP and meetings of the AC and its WGs where such participation would help to achieve the objectives of the Agreement. Sponsored participants could be either delegates or observers. Any such experts must either be nominated by a Party, the MoP, or the AC and invited by the Secretariat. Priority should be given to experts from developing countries.

ANNEX 2. BUDGET PRINCIPLES ADOPTED AT MOP3

The following budget principles were adopted at MoP3 to be used in developing the Agreement's budget for 2010 to 2012, and as guidance for future budgets.

A. Existing Principles

- 1. Decisions relating to the budget will be adopted by the MoP by consensus, having regard to the differing resources of the different Parties, in accordance with article VII(2)(a).*
- 2. If consensus cannot be reached, the previously adopted budget will continue to apply, in accordance with article VII(2)(b).*
- 3. Contributions received during an intersessional period as a result of a new Party acceding to the Agreement will be used to increase the budget rather than to reduce the level of contributions currently paid by existing Parties, in accordance with financial regulation 5.4.*
- 4. The budget will include provisions that seek to promote the participation of Parties in meetings of the Advisory Committee and sessions of the Meeting of the Parties. Assistance will be offered, having regard to the differing resources of the different Parties.*
- 5. Provision will be made in the budget for funding the work of the Advisory Committee.*

B. New Principles

- 1. The overall budget and Parties' contributions should as a minimum achieve 0% real growth but preferably better whilst avoiding excessive fluctuations for individual Parties.*
- 2. For the purposes of framing the budget, there will only be one ordinary session of the Meeting of the Parties or one meeting of the Advisory Committee budgeted for in any one financial year.*