

Agenda Item 17.3

Financial and Administrative Issues

Mid-term Report on Budgetary Issues  
2023

**Document 17.3**

Mid-term Report on Budgetary Issues 2023

**Action Requested**

- Take note
- Comment

Submitted by

Secretariat



*Note: Delegates are kindly reminded to bring their own document copies to the meeting, if needed.*

## MID-TERM REPORT ON BUDGETARY ISSUES 2023

1. This report has been prepared using information provided by CMS Administrative and Finance Management Unit (AFMU).
2. The report contains figures as recorded in the enterprise resource planning system “Umoja” from 1 January to 30 June 2023. The report is presented in euro, after conversion from the US dollar figure reports generated by Umoja and cleared by AFMU. All euro figures are approximations due to variations in the exchange rate between Euro and US dollar. All figures are rounded to the next full Euro.
3. Voluntary contributions were received from:
  - Germany - €25,600 for developing reports for the 11<sup>th</sup> Meeting of the North Sea Group and the 19<sup>th</sup> Meeting of the Jastarnia Group, supporting the long-term coordination of the harbour porpoise action plans, and for expert participation to AC28.
  - The Netherlands - €10,000 for the scoping work of the strandings database, joint navies and NATO workshop, and coordination of the harbour porpoise conservation plans.

### Income to the General Trust Fund

4. Table 1 below shows contributions to the ASCOBANS General Trust Fund as of 30 June 2023. Pledges are based on Annex 2 of [Resolution 9.6](#).

**Table 1. Status of assessed contributions as of 30 June 2023 (in euro)**

| Party          | Pledges          | Collections      | Unpaid pledges  |
|----------------|------------------|------------------|-----------------|
| Belgium        | 15,198           | 15,198           | 0               |
| Denmark        | 10,256           | 10,256           | 0               |
| Finland        | 7,793            | 7,793            | 0               |
| France         | 45,640           | 0                | 45,640          |
| Germany        | 45,640           | 45,640           | 0               |
| Lithuania      | 1,314            | 1,314            | 0               |
| Netherlands    | 25,102           | 0                | 25,102          |
| Poland         | 14,847           | 14,847           | 0               |
| Sweden         | 16,772           | 16,772           | 0               |
| United Kingdom | 45,640           | 45,640           | 0               |
| <b>Total</b>   | <b>€ 228,202</b> | <b>€ 157,460</b> | <b>€ 70,742</b> |

### Expenditure of the General Trust Fund

5. Table 2 shows the approved budget for 2023 (as per [Resolution 9.6](#)) and the status of expenditures as recorded in Umoja at 30 June 2023. The table also factors in the carry-over from 2022 of € 100,703.
6. A total expenditure of € 131,959 has so far been reported for the period from January to June 2023.

**Table 2. Expenditure and balance (in euro)**

| Budget Item  | MOP-approved budget for 2023 | Carry-over from 2022 budget | Expenditure as at 30 Jun 2023 <sup>1</sup> | Balance as at 30 Jun 2023 |
|--|------------------------------|-----------------------------|--|---------------------------|
| <b>Staff personnel</b>                             |                              |                             |  |                           |
| Executive Secretary, 3%                            | 6,738                        | (288)                       | 3,590                                      | 2,860                     |
| Senior Advisor, 15%                                | 24,884                       | 137                         | 13,549                                     | 11,472                    |
| Associate Coordination Officer, 75%                | 103,907                      | 2,403                       | 51,130                                     | 55,180                    |
| Administrative Assistant, 50%                      | 36,969                       | 15,195                      | 28,915 <sup>2</sup>                        | 23,249                    |
| Consultants  | 2,040                        | 2,345                       | 185  | 4,200                     |
| <b>Total</b>                                       | <b>171,538</b>               | <b>19,792</b>               | <b>97,369</b>                              | <b>96,961</b>             |
| <b>Travel</b>                                      |                              |                             |  |                           |
| Staff travel                                       | 5,631                        | 11,004                      | 2,038 <sup>3</sup>                         | 14,597                    |
| Experts' travel                                    | 2,027                        | 5,858                       | 593 <sup>4</sup>                           | 7,292                     |
| <b>Total</b>                                       | <b>7,658</b>                 | <b>16,862</b>               | <b>2,631</b>                               | <b>21,889</b>             |
| <b>Grants out</b>                                  |                              |                             |  |                           |
| Conservation projects                              | 0                            | 21,157                      | 11,611 <sup>5</sup>                        | 9,546                     |
| <b>Total</b>                                       | <b>0</b>                     | <b>21,157</b>               | <b>11,611</b>                              | <b>9,546</b>              |
| <b>Meetings</b>                                    |                              |                             |  |                           |
| Meeting of the Parties                             | 0                            | 0                           | 0  | 0                         |
| Meeting of the Advisory Committee                  | 0                            | 4,034                       | 0  | 4,034                     |
| Meetings of Working Groups                         | 1,020                        | 2,040                       | 0  | 3,060                     |
| <b>Total</b>                                       | <b>1,020</b>                 | <b>6,074</b>                | <b>0</b>                                   | <b>7,094</b>              |
| <b>Expendable &amp; non-expendable equipment</b>   |                              |                             |  |                           |
| Office supplies                                    | 564                          | 1,094                       | 305 <sup>6</sup>                           | 1,353                     |
| Office equipment                                   | 918                          | 491                         | 0  | 1,409                     |
| <b>Total</b>                                       | <b>1,482</b>                 | <b>1,585</b>                | <b>305</b>                                 | <b>2,762</b>              |
| <b>Operating costs</b>                             |                              |                             |  |                           |
| Operation/maintenance computers                    | 225                          | 437                         | 0  | 662                       |
| IT Services  | 11,487                       | 13,557                      | 4,660                                      | 20,384                    |
| Operation / maintenance of printers                | 337                          | 655                         | 0  | 992                       |
| Information material / outreach and education work | 1,689                        | 3,280                       | 202 <sup>7</sup>                           | 4,767                     |
| Reference material                                 | 135                          | 120                         | 0  | 255                       |
| Website maintenance and development                | 2,252                        | 3,584                       | 0  | 0                         |
| Tel and fax, postage and miscellaneous             | 1,126                        | 2,015                       | 0  | 3,141                     |
| <b>Total</b>                                       | <b>17,251</b>                | <b>23,648</b>               | <b>4,862</b>                               | <b>36,037</b>             |
| <b>Sub-total</b>                                   | <b>201,949</b>               | <b>89,118</b>               | <b>116,778</b>                             | <b>174,289</b>            |
| <b>UN PSC, 13%</b>                                 | <b>26,253</b>                | <b>11,585</b>               | <b>15,181</b>                              | <b>22,658</b>             |
| <b>Grand Total</b>                                 | <b>€ 228,202</b>             | <b>€ 100,703</b>            | <b>€ 131,959</b>                           | <b>€ 196,947</b>          |

<sup>1</sup> Estimated expenditure in Euro. Conversion rate used was \$ 1 = € 0.927, the average UN exchange rate for the period from January to June 2023. Totals may be affected by rounding.

<sup>2</sup> The Administrative Assistant has worked 50% for CMS since April 2023. The CMS salary has been charged to ASCOBANS but will be corrected later in the year.

<sup>3</sup> Coordinator travel to the ECS Conference (O Grove, Galicia, Spain).

<sup>4</sup> Andrew Brownlow to the ECS/ASCOBANS Workshop on Scoping the Development of a European Marine Strandings Database (O Grove, Galicia, Spain).

<sup>5</sup> Instalments / commitments regarding the coordination of the Species Action Plan for the North-East Atlantic Common Dolphin.

<sup>6</sup> External hard drive.

<sup>7</sup> Registration fee of the ECS/ASCOBANS Workshop on Scoping the Development of a European Marine Strandings Database.