

Agenda Item 14

Consideration and Preparation of Draft
Resolutions for MOP7

**Document 14-03
(restricted)**

**Budget Proposals 2013-2015
or 2013-2016**

Action Requested

- Consider the budget proposals
- Comment
- Decide which option to forward to MOP7

Submitted by

Secretariat



NOTE:
**IN THE INTERESTS OF ECONOMY, DELEGATES ARE KINDLY REMINDED TO BRING THEIR OWN
COPIES OF DOCUMENTS TO THE MEETING**

Secretariat's Note

This document is currently kept in restricted circulation until Parties have decided whether to discuss this item in closed session or not.

Budget Proposals 2013-2015 or 2013-2016

1. In accordance with the instructions of the Meeting of Parties in Activity 19 of Annex 1 of Resolution 6.3 (2009) the CMS/ASCOBANS Secretariat has prepared four draft budget options for the period 2013-2015 or 2013-2016 for consideration by the 19th Meeting of the Advisory Committee.
2. The budget proposal is based on the existing arrangements for the ASCOBANS Secretariat. This time-sharing is in line with the budget approved by CMS Parties in November 2011 (CMS Resolution 10.1), within which any shared post, if maintained, would need to stay. The proposal has already been reviewed and endorsed by UNEP.
3. If, in the light of discussions by the Advisory Committee, it is necessary to prepare alternative budgetary options for Secretariat services to be provided by UNEP, this can be done with the assistance of the CMS Administrative and Finance Management Unit (AFMU) and UNEP headquarters in time for consideration by MOP7.

Option 1

4. Option 1 contained in Annex 1 outlines the budgetary implications of a continuation of the current Secretariat arrangement, providing for 3% of the CMS Executive Secretary's time (D-1), 15% of the Senior Advisor's time (P-4) and 75% of the Coordination Officer's time (P-2). Matching budgetary provisions are already included in the CMS budget for the triennium 2012-2014.
5. In line with the practice so far, this budgetary option foresees maintaining a three-year budgetary cycle, ending in 2015.
6. Also in other respects, this budgetary option is closely modelled on the current one. For most budget lines, no changes besides an adjustment to account for projected inflation have been proposed.
7. Option 1 foresees an overall increase of 5.7% for the whole triennium 2013-2015 compared to the triennium 2010-2012. This is within the assumed inflation rate of 3% per annum and the proposal can therefore be qualified as a "zero growth" option.
8. The only significant changes relate to the following budget lines:
 - (a) Budget line 3303 (Working Group Meetings) has been newly introduced. The modest allocation foreseen would enable the Secretariat to cover costs related to these meetings in case there is no official host, or the host is not able to cover all related costs. This has happened repeatedly over the last triennium, causing difficulties since no provision is made for such cases in the current budget.
 - (b) The allocation to budget line 4101 (Miscellaneous Office Supplies) has been decreased, while proposing an increase in line 5103 (Operation/Maintenance of Printers) in order to allow the coverage of printing-related costs from a more appropriate line.
 - (c) The allocations to budget lines 5301 (Telephone and Fax) and 5302 (Postage and Miscellaneous) have been decreased slightly due to reduced needs during the current triennium, which are expected to continue.

Option 2

9. Option 2 contained in Annex 2 is identical to Option 1, except that two additional budget lines have been proposed:

(a) Budget line 1221 (Consultant: North Sea Coordinator) contains an allocation for the continuation of this consultancy after the current contract with Ms Geneviève Desportes/GD Natur has come to a finish at the end of this year. The allocation assumes arrangements for a part-time consultancy.

(b) Budget line 1222 (Consultant: Baltic Sea Coordinator) is based on the same estimates as line 1221 and would enable the hiring of a consultant based on the Terms of Reference agreed by the 18th Advisory Committee Meeting (Annex 6 of AC18 Report).

10. Option 2 foresees an overall increase of 42.9% for the whole triennium 2013-2015 compared to the triennium 2010-2012.

Options 3 and 4

11. Option 3 contained in Annex 3 is identical to Option 1, except that it proposes a four-year budgetary cycle, ending in 2016. Similarly, Option 4 contained in Annex 4 is identical to Option 2, with the same extension of the proposed financial period by one year until 2016.

12. In contrast to other Agreements, where an extension of the budgetary period means significant savings are made with respect to travel costs for funded delegates to their Meetings of the Parties, in the case of ASCOBANS where all Parties cover their own travel costs this is not a substantial factor. However, based on the positive experiences made by AEWA and EUROBATS, who both moved to a quadrennium at previous MOPs, ASCOBANS Parties may also wish to consider a four-year cycle, which would range from 2013-2016.

13. The key benefit of this would be that Parties, the Advisory Committee and the Secretariat have more time for the implementation of Resolutions. The draft Work Plan for the Agreement foresees numerous actions which could be addressed more fully over a longer intersessional period. In the case of the Secretariat, due to the time-consuming preparations necessary for each MOP, having one more year during which the focus can be on the implementation of the work programme would make a significant difference.

14. A potential disadvantage could be a reduced ability to respond to emerging situations. However, given that all ASCOBANS Parties are represented on the annual Advisory Committee Meeting, serious implications should be unlikely.

15. The Secretariat would like to propose moving to a four-year cycle for the next intersessional period and re-evaluating the arrangement in preparation of MOP8, which would be held in 2016.

General Remarks

16. For each scenario that was developed, a table detailing the scale of contributions by Parties for 2013-2015 or 2016 was included. These are based on the UN Scale of Assessments for 2011. Further, Medium Term Plans for 2013-2018 or 2020 were added, with an annual inflation assumed at 2% for staff costs and 3% for all other budget lines.

17. AC18 had requested the Secretariat to prepare a paper for this meeting setting out the advantages and disadvantages of a budget prepared in US dollar as opposed to a Euro

budget. This request was in response to the sudden decrease in fund balance ASCOBANS had experienced due to the method which UNON/UNEP had been using to compute and apportion exchange rate fluctuations (see [AC18 Report](#) paragraphs 128-134).

18. As outlined in the mid-year report to Parties, upon repeated intervention by the Secretariats of the CMS Family in Bonn, this problem had eventually been solved and the Trust Fund balance was restored to the expected level. UNON/UNEP has also changed the method applied for computing and apportioning exchange rate fluctuations on the UNEP Euro account to avoid similar problems in future.

19. Given that this problem has been resolved satisfactorily, the Secretariat would now not see any advantages in returning to a budget in US dollar. The rationale behind the original move to a Euro budget decided by MOP5 in 2006, namely to facilitate budget management as the majority of payments made are effected in Euros, is still equally valid. The Secretariat would therefore strongly advise to continue operating with a Euro budget.

ANNEX 1

Table 1: Budget Estimates for 2013-2015 – ASCOBANS Trust Fund in Euro – OPTION 1

BL	Budget Item	2013	2014	2015	Total	Description
		EUR	EUR	EUR	EUR	
10	PERSONNEL					
1100	Professional Staff					
1101	Executive Secretary (D1); 3%	4,948	5,047	5,148	15,143	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, including within-grade increment, dependency allowance, education grant and contribution to pension fund. CMS Budget provides for 97% of the cost and 3% will be covered by ASCOBANS.
1102	CMS Professional Staff (P4), 15% (ASCOBANS Senior Advisor)	20,250	20,655	21,068	61,973	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, as outlined above. CMS Budget provides for 85% of the cost and 15% will be covered by ASCOBANS.
1103	Associate Coordination Officer (P2), 75%	63,750	65,025	66,326	195,101	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, as outlined above. ASCOBANS Budget provides for 75% of the cost and 25% will be covered by CMS.
1220	Professional Consultancies and fractional CMS Staff Time	8,657	8,917	9,184	26,758	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1300	Administrative Support					
1301	General Services: Administrative Assistant (GS-5), 50%	41,327	42,154	42,997	126,477	The figures assume that the costs will be 2% higher than the approved appropriation for 2010-2012 to cover the inflation.

BL	Budget Item	2013	2014	2015	Total	Description
		EUR	EUR	EUR	EUR	
1600	Travel on Official Business					
1601	Secretariat Staff	4,775	4,918	5,066	14,759	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1602	Experts on Mission	1,639	1,688	1,739	5,066	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1999	Personnel Subtotal	145,346	148,404	151,527	445,277	
20	SUBPROJECTS					
2201	Conservation Projects	1,639	1,688	1,739	5,066	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
2999	Subprojects Subtotal	1,639	1,688	1,739	5,066	
30	MEETINGS					
3301	Meeting of Parties	0	0	3,478	3,478	
3302	Meeting of the Advisory Committee	3,278	3,376	3,478	10,132	The figures assume an annual inflation of 3%.
3303	Meetings of Working Groups	1,500	1,545	1,591	4,636	The figures assume an annual inflation of 3%. To cover costs of catering, report writing etc. in case there is no official host.
3999	Meetings Subtotal	4,778	4,921	8,547	18,246	
40	EQUIPMENT AND PREMISES					
4100	Expendable Equipment					
4101	Miscellaneous Office Supplies	600	618	637	1,855	Amount has been decreased following allocation of resources for purchasing printer cartridges to line 5103. The figures assume an annual inflation of 3%.

BL	Budget Item	2013	2014	2015	Total	Description
		EUR	EUR	EUR	EUR	
4200	Non-Expendable Equipment					
4201	Office Equipment	905	905	905	2,715	Identical with approved appropriation for 2010-2012.
4300	Premises					
4301	Rent and Maintenance Costs	-	-	-	-	These costs are covered by the Federal Government of Germany.
4999	Equipment and Premises Subtotal	1,505	1,523	1,542	4,570	
50	MISCELLANEOUS COSTS					
5100	Operation and Maintenance					
5101	Operation/Maintenance Computers	588	606	624	1,817	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5102	IT Services	10,000	10,000	10,000	30,000	Identical with approved appropriation for 2010-2012.
5103	Operation/Maintenance of Printers	535	551	568	1,654	The figures include costs for purchase of printer cartridges (see line 4101 above) and assume an annual inflation of 3%.
5200	Reporting Costs					
5201	Information Material/Outreach and Education Work	1,545	1,591	1,639	4,775	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5202	Reference Material	117	121	124	362	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5203	Website Maintenance and Development	2,185	2,251	2,318	6,754	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.

BL	Budget Item	2013	2014	2015	Total	Description
		EUR	EUR	EUR	EUR	
5300	Sundry					
5301	Telephone and Fax	200	206	212	618	Amount has been decreased following reduced calling costs, related to introduction of VoIP services. The figures assume an annual inflation of 3%.
5302	Postage and Miscellaneous	1,000	1,030	1,061	3,091	Amount has been decreased in line with reduced expenditure in 2010 and 2011. The figures assume an annual inflation of 3%.
5401	Hospitality	-	-	-	-	
5999	Miscellaneous Costs Subtotal	16,170	16,355	16,546	49,071	
	SUBTOTAL	169,438	172,891	179,900	522,229	
6000	Programme Support Cost (PSC), 13%	22,027	22,476	23,387	67,890	
	GRAND TOTAL	191,465	195,367	203,287	590,119	

Table 2: Scale of Contributions by Parties to the UNEP/ASCOBANS Trust Fund for 2013-2015 – OPTION 1

Party	Scale of Assessment (2011)	in %	2013	2014	2015	Total EUR
Belgium	1.075	6.948	13,303	13,574	14,124	41,000
Denmark	0.736	4.757	9,108	9,293	9,670	28,071
Finland	0.566	3.658	7,004	7,147	7,436	21,587
France	6.123	20.000	38,293	39,073	40,657	118,024
Germany	8.018	20.000	38,293	39,073	40,657	118,024
Lithuania	0.065	0.420	804	821	854	2,479
Netherlands	1.855	11.989	22,955	23,423	24,372	70,749
Poland	0.828	5.351	10,246	10,455	10,879	31,580
Sweden	1.064	6.877	13,167	13,435	13,979	40,581
United Kingdom	6.604	20.000	38,293	39,073	40,657	118,024
Total	26.934	100.000	191,465	195,367	203,287	590,119

Table 3: Medium Term Plan for 2013-2018 in Euro – OPTION 1

Budget Item	Description	2013	2014	2015	2016	2017	2018
1100	Professional Staff	88,948	90,727	92,541	94,392	96,280	98,206
1200	Consultants	8,657	8,917	9,184	9,460	9,744	10,036
1300	Administrative Support	41,327	42,154	42,997	43,857	44,734	45,628
1600	Travel on Official Business	6,414	6,606	6,805	7,009	7,219	7,436
2200	Subprojects	1,639	1,688	1,739	1,791	1,845	1,900
3300	Meetings	4,778	4,921	8,547	5,713	5,885	9,339
4000	Equipment	1,505	1,523	1,542	1,588	1,635	1,684
5100	Operation and Maintenance	11,123	11,157	11,191	11,527	11,873	12,229
5200	Reporting Costs and Information Material	3,847	3,962	4,081	4,204	4,330	4,460
5300	Sundry	1,200	1,236	1,273	1,311	1,351	1,391
5400	Hospitality	-	-	-	-	-	-
	SUBTOTAL	169,438	172,891	179,900	180,852	184,895	192,309
6000	13% PSC	22,027	22,476	23,387	23,511	24,036	25,000
	TOTAL	191,465	195,367	203,287	204,362	208,931	217,310

ANNEX 2

Table 4: Budget Estimates for 2013-2015 – ASCOBANS Trust Fund in Euro – OPTION 2

BL	Budget Item	2013	2014	2015	Total	Description
		EUR	EUR	EUR	EUR	
10	PERSONNEL					
1100	Professional Staff					
1101	Executive Secretary (D1); 3%	4,948	5,047	5,148	15,143	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, including within-grade increment, dependency allowance, education grant and contribution to pension fund. CMS Budget provides for 97% of the cost and 3% will be covered by ASCOBANS.
1102	CMS Professional Staff (P4), 15% (ASCOBANS Senior Advisor)	20,250	20,655	21,068	61,973	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, as outlined above. CMS Budget provides for 85% of the cost and 15% will be covered by ASCOBANS.
1103	Associate Coordination Officer (P2), 75%	63,750	65,025	66,326	195,101	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, as outlined above. ASCOBANS Budget provides for 75% of the cost and 25% will be covered by CMS.
1220	Professional Consultancies and fractional CMS Staff Time	8,657	8,917	9,184	26,758	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1221	Consultant: North Sea Coordinator	29,741	30,633	31,552	91,926	The figures assume that the costs will be 3% higher than the appropriation for 2011-2012 to cover the inflation.
1222	Consultant: Baltic Sea Coordinator	29,741	30,633	31,552	91,926	Based on costs on line 1221.

BL	Budget Item	2013	2014	2015	Total	Description
		EUR	EUR	EUR	EUR	
1300	Administrative Support					
1301	General Services: Administrative Assistant (GS-5), 50%	41,327	42,154	42,997	126,477	The figures assume that the costs will be 2% higher than the approved appropriation for 2010-2012 to cover the inflation.
1600	Travel on Official Business					
1601	Secretariat Staff	4,775	4,918	5,066	14,759	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1602	Experts on Mission	1,639	1,688	1,739	5,066	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1999	Personnel Subtotal	204,828	209,670	214,631	629,129	
20	SUBPROJECTS					
2201	Conservation Projects	1,639	1,688	1,739	5,066	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
2999	Subprojects Subtotal	1,639	1,688	1,739	5,066	
30	MEETINGS					
3301	Meeting of Parties	0	0	3,478	3,478	
3302	Meeting of the Advisory Committee	3,278	3,376	3,478	10,132	The figures assume an annual inflation of 3%.
3303	Meetings of Working Groups	1,500	1,545	1,591	4,636	The figures assume an annual inflation of 3%. To cover costs of catering, report writing etc. in case there is no official host.
3999	Meetings Subtotal	4,778	4,921	8,547	18,246	
40	EQUIPMENT AND PREMISES					

BL	Budget Item	2013	2014	2015	Total	Description
		EUR	EUR	EUR	EUR	
4100	Expendable Equipment					
4101	Miscellaneous Office Supplies	600	618	637	1,855	Amount has been decreased following allocation of resources for purchasing printer cartridges to line 5103. The figures assume an annual inflation of 3%.
4200	Non-Expendable Equipment					
4201	Office Equipment	905	905	905	2,715	Identical with approved appropriation for 2010-2012.
4300	Premises					
4301	Rent and Maintenance Costs	-	-	-	-	These costs are covered by the Federal Government of Germany.
4999	Equipment and Premises Subtotal	1,505	1,523	1,542	4,570	
50	MISCELLANEOUS COSTS					
5100	Operation and Maintenance					
5101	Operation/Maintenance Computers	588	606	624	1,817	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5102	IT Services	10,000	10,000	10,000	30,000	Identical with approved appropriation for 2010-2012.
5103	Operation/Maintenance of Printers	535	551	568	1,654	The figures include costs for purchase of printer cartridges (see line 4101 above) and assume an annual inflation of 3%.
5200	Reporting Costs					
5201	Information Material/Outreach and Education Work	1,545	1,591	1,639	4,775	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.

BL	Budget Item	2013	2014	2015	Total	Description
		EUR	EUR	EUR	EUR	
5202	Reference Material	117	121	124	362	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5203	Website Maintenance and Development	2,185	2,251	2,318	6,754	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5300	Sundry					
5301	Telephone and Fax	200	206	212	618	Amount has been decreased following reduced calling costs, related to introduction of VoIP services. The figures assume an annual inflation of 3%.
5302	Postage and Miscellaneous	1,000	1,030	1,061	3,091	Amount has been decreased in line with reduced expenditure in 2010 and 2011. The figures assume an annual inflation of 3%.
5401	Hospitality	-	-	-	-	
5999	Miscellaneous Costs Subtotal	16,170	16,355	16,546	49,071	
	SUBTOTAL	228,920	234,158	243,004	706,082	
6000	Programme Support Cost (PSC), 13%	29,760	30,441	31,591	91,791	
	GRAND TOTAL	258,680	264,598	274,595	797,873	

Table 5: Scale of Contributions by Parties to the UNEP/ASCOBANS Trust Fund for 2013-2015 – OPTION 2

Party	Scale of Assessment (2011)	in %	2013	2014	2015	Total EUR
Belgium	1.075	6.948	17,973	18,384	19,078	55,435
Denmark	0.736	4.757	12,305	12,586	13,062	37,953
Finland	0.566	3.658	9,463	9,679	10,045	29,187
France	6.123	20.000	51,736	52,920	54,919	159,575
Germany	8.018	20.000	51,736	52,920	54,919	159,575
Lithuania	0.065	0.420	1,087	1,112	1,154	3,352
Netherlands	1.855	11.989	31,013	31,723	32,921	95,657
Poland	0.828	5.351	13,843	14,160	14,695	42,698
Sweden	1.064	6.877	17,789	18,196	18,883	54,867
United Kingdom	6.604	20.000	51,736	52,920	54,919	159,575
Total	26.934	100.000	258,680	264,598	274,595	797,873

Table 6: Medium Term Plan for 2013-2018 in Euro – OPTION 2

Budget Item	Description	2013	2014	2015	2016	2017	2018
1100	Professional Staff	88,948	90,727	92,541	94,392	96,280	98,206
1200	Consultants	68,139	70,183	72,289	74,457	76,691	78,992
1300	Administrative Support	41,327	42,154	42,997	43,857	44,734	45,628
1600	Travel on Official Business	6,414	6,606	6,805	7,009	7,219	7,436
2200	Subprojects	1,639	1,688	1,739	1,791	1,845	1,900
3300	Meetings	4,778	4,921	8,547	8,803	9,067	9,340
4000	Equipment	1,505	1,523	1,542	1,588	1,635	1,684
5100	Operation and Maintenance	11,123	11,157	11,191	11,527	11,873	12,229
5200	Reporting Costs and Information Material	3,847	3,962	4,081	4,204	4,330	4,460
5300	Sundry	1,200	1,236	1,273	1,311	1,351	1,391
5400	Hospitality	0	0	0	0	0	0
	SUBTOTAL	228,920	234,158	243,004	248,939	255,025	261,266
6000	13% PSC	29,760	30,441	31,591	32,362	33,153	33,965
	TOTAL	258,680	264,598	274,595	281,301	288,178	295,230

ANNEX 3

Table 7: Budget Estimates for 2013-2016 – ASCOBANS Trust Fund in Euro – OPTION 3

BL	Budget Item	2013	2014	2015	2016	Total	Description
		EUR	EUR	EUR	EUR	EUR	
10	PERSONNEL						
1100	Professional Staff						
1101	Executive Secretary (D1); 3%	4,948	5,047	5,148	5,251	20,394	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, including within-grade increment, dependency allowance, education grant and contribution to pension fund. CMS Budget provides for 97% of the cost and 3% will be covered by ASCOBANS.
1102	CMS Professional Staff (P4), 15% (ASCOBANS Senior Advisor)	20,250	20,655	21,068	21,489	83,463	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, as outlined above. CMS Budget provides for 85% of the cost and 15% will be covered by ASCOBANS.
1103	Associate Coordination Officer (P2), 75%	63,750	65,025	66,326	67,652	262,753	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, as outlined above. ASCOBANS Budget provides for 75% of the cost and 25% will be covered by CMS.
1220	Professional Consultancies and fractional CMS Staff Time	8,657	8,917	9,184	9,460	36,218	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1300	Administrative Support						
1301	General Services: Administrative Assistant (GS-5), 50%	41,327	42,154	42,997	43,857	170,334	The figures assume that the costs will be 2% higher than the approved appropriation for 2010-2012 to cover the inflation.

BL	Budget Item	2013	2014	2015	2016	Total	Description
		EUR	EUR	EUR	EUR	EUR	
1600	Travel on Official Business						
1601	Secretariat Staff	4,775	4,918	5,066	5,218	19,977	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1602	Experts on Mission	1,639	1,688	1,739	1,791	6,857	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1999	Personnel Subtotal	145,346	148,404	151,527	154,717	599,994	
20	SUBPROJECTS						
2201	Conservation Projects	1,639	1,688	1,739	1,791	6,857	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
2999	Subprojects Subtotal	1,639	1,688	1,739	1,791	6,857	
30	MEETINGS						
3301	Meeting of Parties	0	0	0	3,582	3,582	
3302	Meeting of the Advisory Committee	3,278	3,376	3,478	3,582	13,714	The figures assume an annual inflation of 3%.
3303	Meetings of Working Groups	1,500	1,545	1,591	1,639	6,275	The figures assume an annual inflation of 3%. To cover costs of catering, report writing etc. in case there is no official host.
3999	Meetings Subtotal	4,778	4,921	5,069	8,803	23,571	
40	EQUIPMENT AND PREMISES						
4100	Expendable Equipment						
4101	Miscellaneous Office Supplies	600	618	637	656	2,510	Amount has been decreased following allocation of resources for purchasing printer cartridges to line 5103. The figures assume an annual inflation of 3%.

BL	Budget Item	2013	2014	2015	2016	Total	Description
		EUR	EUR	EUR	EUR	EUR	
4200	Non-Expendable Equipment						
4201	Office Equipment	905	905	905	905	3,620	Identical with approved appropriation for 2010-2012.
4300	Premises						
4301	Rent and Maintenance Costs	-	-	-	-	-	These costs are covered by the Federal Government of Germany.
4999	Equipment and Premises Subtotal	1,505	1,523	1,542	1,561	6,130	
50		MISCELLANEOUS COSTS					
5100	Operation and Maintenance						
5101	Operation/Maintenance Computers	588	606	624	643	2,460	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5102	IT Services	10,000	10,000	10,000	10,000	40,000	Identical with approved appropriation for 2010-2012.
5103	Operation/Maintenance of Printers	535	551	568	585	2,238	The figures include costs for purchase of printer cartridges (see line 4101 above) and assume an annual inflation of 3%.
5200	Reporting Costs						
5201	Information Material/Outreach and Education Work	1,545	1,591	1,639	1,688	6,464	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5202	Reference Material	117	121	124	128	489	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5203	Website Maintenance and	2,185	2,251	2,318	2,388	9,141	The figures assume that the costs will be 3% higher than the

BL	Budget Item	2013	2014	2015	2016	Total	Description
		EUR	EUR	EUR	EUR	EUR	
	Development						approved appropriation for 2010-2012 to cover the inflation.
5300	Sundry						
5301	Telephone and Fax	200	206	212	219	837	Amount has been decreased following reduced calling costs, related to introduction of VoIP services. The figures assume an annual inflation of 3%.
5302	Postage and Miscellaneous	1,000	1,030	1,061	1,093	4,184	Amount has been decreased in line with reduced expenditure in 2010 and 2011. The figures assume an annual inflation of 3%.
5401	Hospitality	-	-	-	-	-	
5999	Miscellaneous Costs Subtotal	16,170	16,355	16,546	16,742	65,813	
	SUBTOTAL	169,438	172,891	176,422	183,614	702,365	
6000	Programme Support Cost (PSC), 13%	22,027	22,476	22,935	23,870	91,308	
	GRAND TOTAL	191,465	195,367	199,357	207,484	793,673	

Table 8: Scale of Contributions by Parties to the UNEP/ASCOBANS Trust Fund for 2013-2016 – OPTION 3

Party	Scale of Assessment (2011)	in %	2013	2014	2015	2016	Total EUR
Belgium	1.075	6.948	13,303	13,574	13,851	14,416	55,143
Denmark	0.736	4.757	9,108	9,293	9,483	9,870	37,754
Finland	0.566	3.658	7,004	7,147	7,293	7,590	29,033
France	6.123	20.000	38,293	39,073	39,871	41,497	158,735
Germany	8.018	20.000	38,293	39,073	39,871	41,497	158,735
Lithuania	0.065	0.420	804	821	837	872	3,334
Netherlands	1.855	11.989	22,955	23,423	23,901	24,875	95,154
Poland	0.828	5.351	10,246	10,455	10,668	11,103	42,473
Sweden	1.064	6.877	13,167	13,435	13,709	14,268	54,579
United Kingdom	6.604	20.000	38,293	39,073	39,871	41,497	158,735
Total	26.934	100.000	191,465	195,367	199,357	207,484	793,673

Table 9: Medium Term Plan for 2013-2020 in Euro – OPTION 3

Budget Item	Description	2013	2014	2015	2016	2017	2018	2019	2020
1100	Professional Staff	88,948	90,727	92,541	94,392	96,280	98,206	100,170	102,173
1200	Consultants	8,657	8,917	9,184	9,460	9,744	10,036	10,337	10,647
1300	Administrative Support	41,327	42,154	42,997	43,857	44,734	45,628	46,541	47,472
1600	Travel on Official Business	6,414	6,606	6,805	7,009	7,219	7,436	7,659	7,888
2200	Subprojects	1,639	1,688	1,739	1,791	1,845	1,900	1,957	2,016
3300	Meetings	4,778	4,921	5,069	8,803	9,067	9,339	9,619	9,908
4000	Equipment	1,505	1,523	1,542	1,561	1,607	1,656	1,705	1,757
5100	Operation and Maintenance	11,123	11,157	11,191	11,227	11,564	11,911	12,268	12,636
5200	Reporting Costs and Information Material	3,847	3,962	4,081	4,204	4,330	4,460	4,594	4,731
5300	Sundry	1,200	1,236	1,273	1,311	1,351	1,391	1,433	1,476
5400	Hospitality	0	0	0	0	0	0	0	0
	SUBTOTAL	169,438	172,891	176,422	183,614	187,740	191,962	196,283	200,704
6000	13% PSC	22,027	22,476	22,935	23,870	24,406	24,955	25,517	26,092
	TOTAL	191,465	195,367	199,357	207,484	212,146	216,917	221,799	226,796

ANNEX 4

Table 10: Budget Estimates for 2013-2016 – ASCOBANS Trust Fund in Euro – OPTION 4

BL	Budget Item	2013	2014	2015	2016	Total	Description
		EUR	EUR	EUR	EUR	EUR	
10	PERSONNEL						
1100	Professional Staff						
1101	Executive Secretary (D1); 3%	4,948	5,047	5,148	5,251	20,394	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, including within-grade increment, dependency allowance, education grant and contribution to pension fund. CMS Budget provides for 97% of the cost and 3% will be covered by ASCOBANS.
1102	CMS Professional Staff (P4), 15% (ASCOBANS Senior Advisor)	20,250	20,655	21,068	21,489	83,463	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, as outlined above. CMS Budget provides for 85% of the cost and 15% will be covered by ASCOBANS.
1103	Associate Coordination Officer (P2), 75%	63,750	65,025	66,326	67,652	262,753	Based on the approved 2012-2014 CMS budget with the same 2% increase for 2014-2015 to provide for various cost adjustments, as outlined above. ASCOBANS Budget provides for 75% of the cost and 25% will be covered by CMS.
1220	Professional Consultancies and fractional CMS Staff Time	8,657	8,917	9,184	9,460	36,218	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1221	Consultant: North Sea Coordinator	29,741	30,633	31,552	32,499	124,425	The figures assume that the costs will be 3% higher than the appropriation for 2011-2012 to cover the inflation.

BL	Budget Item	2013	2014	2015	2016	Total	Description
		EUR	EUR	EUR	EUR	EUR	
1222	Consultant: Baltic Sea Coordinator	29,741	30,633	31,552	32,499	124,425	Based on costs on line 1221.
1300	Administrative Support						
1301	General Services: Administrative Assistant (GS-5), 50%	41,327	42,154	42,997	43,857	170,334	The figures assume that the costs will be 2% higher than the approved appropriation for 2010-2012 to cover the inflation.
1600	Travel on Official Business						
1601	Secretariat Staff	4,775	4,918	5,066	5,218	19,977	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1602	Experts on Mission	1,639	1,688	1,739	1,791	6,857	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
1999	Personnel Subtotal	204,828	209,670	214,631	219,715	848,844	
20	SUBPROJECTS						
2201	Conservation Projects	1,639	1,688	1,739	1,791	6,857	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
2999	Subprojects Subtotal	1,639	1,688	1,739	1,791	6,857	
30	MEETINGS						
3301	Meeting of Parties	0	0	0	3,582	3,582	
3302	Meeting of the Advisory Committee	3,278	3,376	3,478	3,582	13,714	The figures assume an annual inflation of 3%.
3303	Meetings of Working Groups	1,500	1,545	1,591	1,639	6,275	The figures assume an annual inflation of 3%. To cover costs of catering, report writing etc. in case there is no official host.

BL	Budget Item	2013	2014	2015	2016	Total	Description
		EUR	EUR	EUR	EUR	EUR	
3999	Meetings Subtotal	4,778	4,921	5,069	8,803	23,571	
40	EQUIPMENT AND PREMISES						
4100	Expendable Equipment						
4101	Miscellaneous Office Supplies	600	618	637	656	2,510	Amount has been decreased following allocation of resources for purchasing printer cartridges to line 5103. The figures assume an annual inflation of 3%.
4200	Non-Expendable Equipment						
4201	Office Equipment	905	905	905	905	3,620	Identical with approved appropriation for 2010-2012.
4300	Premises						
4301	Rent and Maintenance Costs	-	-	-	-	-	These costs are covered by the Federal Government of Germany.
4999	Equipment and Premises Subtotal	1,505	1,523	1,542	1,561	6,130	
50	MISCELLANEOUS COSTS						
5100	Operation and Maintenance						
5101	Operation/Maintenance Computers	588	606	624	643	2,460	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5102	IT Services	10,000	10,000	10,000	10,000	40,000	Identical with approved appropriation for 2010-2012.
5103	Operation/Maintenance of Printers	535	551	568	585	2,238	The figures include costs for purchase of printer cartridges (see line 4101 above) and assume an annual inflation of 3%.

BL	Budget Item	2013	2014	2015	2016	Total	Description
		EUR	EUR	EUR	EUR	EUR	
5200	Reporting Costs						
5201	Information Material/Outreach and Education Work	1,545	1,591	1,639	1,688	6,464	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5202	Reference Material	117	121	124	128	489	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5203	Website Maintenance and Development	2,185	2,251	2,318	2,388	9,141	The figures assume that the costs will be 3% higher than the approved appropriation for 2010-2012 to cover the inflation.
5300	Sundry						
5301	Telephone and Fax	200	206	212	219	837	Amount has been decreased following reduced calling costs, related to introduction of VoIP services. The figures assume an annual inflation of 3%.
5302	Postage and Miscellaneous	1,000	1,030	1,061	1,093	4,184	Amount has been decreased in line with reduced expenditure in 2010 and 2011. The figures assume an annual inflation of 3%.
5401	Hospitality	-	-	-	-	-	
5999	Miscellaneous Costs Subtotal	16,170	16,355	16,546	16,742	65,813	
	SUBTOTAL	228,920	234,158	239,526	248,612	951,216	
6000	Programme Support Cost (PSC), 13%	29,760	30,441	31,138	32,320	123,658	
	GRAND TOTAL	258,680	264,598	270,665	280,931	1,074,874	

Table 11: Scale of Contributions by Parties to the UNEP/ASCOBANS Trust Fund for 2013-2016 – OPTION 4

Party	Scale of Assessment (2011)	in %	2013	2014	2015	2016	Total EUR
Belgium	1.075	6.948	17,973	18,384	18,805	19,519	74,680
Denmark	0.736	4.757	12,305	12,586	12,875	13,363	51,130
Finland	0.566	3.658	9,463	9,679	9,901	10,277	39,320
France	6.123	20.000	51,736	52,920	54,133	56,186	214,975
Germany	8.018	20.000	51,736	52,920	54,133	56,186	214,975
Lithuania	0.065	0.420	1,087	1,112	1,137	1,180	4,516
Netherlands	1.855	11.989	31,013	31,723	32,450	33,681	128,867
Poland	0.828	5.351	13,843	14,160	14,484	15,034	57,521
Sweden	1.064	6.877	17,789	18,196	18,613	19,319	73,916
United Kingdom	6.604	20.000	51,736	52,920	54,133	56,186	214,975
Total	26.934	100.000	258,680	264,598	270,665	280,931	1,074,874

Table 12: Medium Term Plan for 2013-2020 in Euro – OPTION 4

Budget Item	Description	2013	2014	2015	2016	2017	2018	2019	2020
1100	Professional Staff	88,948	90,727	92,541	94,392	96,280	98,206	100,170	102,173
1200	Consultants	68,139	70,183	72,289	74,457	76,691	78,992	81,362	83,802
1300	Administrative Support	41,327	42,154	42,997	43,857	44,734	45,628	46,541	47,472
1600	Travel on Official Business	6,414	6,606	6,805	7,009	7,219	7,436	7,659	7,888
2200	Subprojects	1,639	1,688	1,739	1,791	1,845	1,900	1,957	2,016
3300	Meetings	4,778	4,921	5,069	8,803	9,067	9,339	9,619	9,908
4000	Equipment	1,505	1,523	1,542	1,561	1,607	1,656	1,705	1,757
5100	Operation and Maintenance	11,123	11,157	11,191	11,227	11,564	11,911	12,268	12,636
5200	Reporting Costs and Information Material	3,847	3,962	4,081	4,204	4,330	4,460	4,594	4,731
5300	Sundry	1,200	1,236	1,273	1,311	1,351	1,391	1,433	1,476
5400	Hospitality	0	0	0	0	0	0	0	0
	SUBTOTAL	228,920	234,158	239,526	248,612	254,688	260,918	267,307	273,859
6000	13% PSC	29,760	30,441	31,138	32,320	33,109	33,919	34,750	35,602
	TOTAL	258,680	264,598	270,665	280,931	287,797	294,837	302,057	309,461