



Memorandum of Understanding on the  
Conservation and Management of Marine Turtles and  
their Habitats of the Indian Ocean and South-East Asia

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THIRD MEETING OF THE SIGNATORY STATES  
Bangkok, 29-31 March 2005

## FINANCIAL AND ADMINISTRATIVE MATTERS

### *Status of voluntary contributions*

1. The table at Annex 1 summarises the status of contributions that have been received thus far towards the operation of the IOSEA MoU Secretariat and related activities. Voluntary contributions from the Governments of Australia, France, United Kingdom and United States; as well as from the Convention on Migratory Species (CMS), the UNEP Division of Environmental Conventions, and the Western Pacific Regional Fishery Management Council (WPRFMC) have sustained the MoU since its inception. All of these generous contributions of financial support are gratefully acknowledged.
2. Contributions from Australia and United Kingdom for 2005, totalling just over USD 60,000 have already been received, and pledges of a comparable amount from the United States and WPRFMC are expected in the coming weeks. The relationship of contributions received/pledged to anticipated expenditures is discussed elsewhere in this paper.
3. Contributions of in-kind support are also worthy of special mention. In particular, the Australian Agency for International Development (AusAID) sponsored a volunteer “Youth Ambassador” who worked in the Secretariat full-time from March 2004 through February 2005. AusAID has agreed to extend the programme for at least another year with a new placement beginning in April 2005. In addition, the UNEP Regional Office for Asia and the Pacific (UNEP/ROAP) has provided office space and essential administrative support, and is absorbing many of the Secretariat’s basic operating costs. The affiliated UNEP Regional Resource Centre for Asia and the Pacific (RRCAP) hosts the IOSEA website ([www.ioseaturtles.org](http://www.ioseaturtles.org)), and has always been responsive whenever basic maintenance was required. Simply put, the Secretariat would not have been able to function effectively without this additional generous in-kind support.
4. The Secretariat established an unremunerated internship programme, beginning in February 2005, which enables interns to volunteer their services to work in the Secretariat for periods of 3-6 months. Besides lending a much-needed hand with practical and substantive work, the interns take on challenging assignments and gain exposure to the multi-cultural work environment of the United Nations. The arrival of the first intern, bridging a gap between two Australian Youth Ambassadors, has been particularly timely; and this fortuitous circumstance has helped to reduce the burden of organising the Meeting of the Signatory States.
5. The manager of the IOSEA Trust Fund (the United Nations Office at Nairobi – UNON) has provided the figures for each of the confirmed contributions and the interest income mentioned in the table in Annex 1. The most recent official statement, for the biennium ending 31 December 2003, is attached at Annex 2.

### *Statement of expenditure for 2004*

6. Annex 3 is an unofficial statement of expenditure for 2004, based on information provided by the local administration in Bangkok (ESCAP) and UNON, set against the budget estimates that were

presented to the Second Meeting of the Signatory States in March 2004. The accompanying notes for certain budget lines are meant to be self-explanatory; however a few general comments are in order here.

7. Despite further depreciation of the US dollar in 2004, most of the budget lines are within or close to the original estimates. The actual expenditure on salary/benefits (1101) was just under 7% higher than estimated largely on account of these exchange rate movements. The expenditure in lines 1220 (Consultancies) and 5202 (Tags) is substantially higher than originally budgeted only because it was decided to include in this statement, in order to simplify accounting, a number of expenditures charged against an extraordinary voluntary contribution (whereas the original 2004 budget had expected to account for these separately).

8. Despite higher real costs of airfares and accommodation, the estimated expenditure on this year's meetings of the Signatory States and Advisory Committee has been reduced, compared to 2004. This cost reduction arises only because the funding available for the meeting is less than last year, and a number of sacrifices have had to be made as a consequence. For instance, the Secretariat has been obliged to reject requests for sponsorship from several non-Signatories wishing to attend the meeting as observers (including Djibouti, India, Indonesia, Malaysia, Mozambique, Papua New Guinea and Sudan) as well as numerous non-governmental organisations. Attendance would otherwise have been significantly higher. Additionally, no invitations were extended to expert speakers, and hospitality costs have been reduced.

9. One notable under-expenditure was in administrative support, where economies were realised by engaging a secretary only part-time, instead of full-time, in 2004. Travel costs were kept to a bare minimum, partly by combining missions with work undertaken on behalf of CMS, and by purchasing tickets below standard United Nations entitlements. Overall, considering the accounting artefact mentioned above, operating costs in 2004 were slightly lower than budgeted.

#### *Budget estimates for 2005-2006*

10. Annex 4 contains a budget that provides for basic Secretariat operating costs, in line with the budget for 2004 (which did not provide much in the way of core funding for consultancies). While a certain amount has been budgeted in 2005 for consultancies – among other things, to work on elements of the IOSEA website, the site network proposal, and preparations for the Year of the Turtle celebration – Signatory States should recognise that additional voluntary contributions will need to be secured for these activities.

11. In 2006, which covers the actual execution of the Year of the Turtle campaign, more realistic amounts have been budgeted for travel, information materials, and the Signatory State meeting (since several developing countries are expected to have signed the MoU by then, and will be eligible for sponsorship). It is clear that external funding will have to be raised for Year of the Turtle activities in 2006 if the event is to be successful.

#### *Sources of funding for implementation*

12. According to current projections of income from all sources, there is sufficient funding to cover the core operating costs of the Secretariat (however, with only a small allowance for consultancies), through the end of 2005. That is to say, all of the available funds – amounting to about USD 250,000, including the pledges made thus far for 2005 – will have been exhausted by the end of December, with no reserve going into 2006. A critical deadline will be reached in July/August 2005 when the Secretariat may be requested to confirm acceptance of another “Youth Ambassador” from Australia for one year beginning September 2005 to assist, among other things, with Year of the Turtle activities. The Secretariat would be morally obliged to decline this generous offer of support if there were not an assurance by that time, of adequate funding to continue the IOSEA MoU programme for

the entire period of the placement. Signatory States are urged to keep this in mind when considering pledges of support for the coming year. If at all possible, concrete pledges of support for 2006 should be communicated to the Secretariat by July 2005.

13. In short, continuation of the IOSEA MoU programme as it currently exists into next year is contingent on: (1) existing donors continuing to provide voluntary contributions, and pledging those funds well in advance (as some do already) of 2006; (2) some or all of those donors increasing the funding they provide in support of secretariat operations, meetings and related activities; and (3) identification of new sources of funding (e.g. from existing Signatory States that have yet to make a voluntary contribution; new Signatory States; private sector, foundations, funds earmarked through special legislation etc.)

14. Whereas the IOSEA MoU is likely to be funded through voluntary contributions for the foreseeable future, it may be helpful to provide guidance as to the level of contributions that would be assessed if the official United Nations Scale of Assessments (Annex 5) or some variant of this were applied. Among the variants of the UN scale that might be explored informally, are: setting a minimum level of contributions from all Signatory States, if only to partly defray the cost of participation in meetings; modifying the standard scale to better reflect the interest of Signatory States in the Memorandum of Understanding (for example, differentiating between Range States and non-Range States); and taking account of contributions expected to accrue from other sources (e.g. traditional donors, new Signatories etc.).

15. It should be stressed that there has never been any discussion within the IOSEA MoU of assessing obligatory contributions, nor is the Secretariat proposing that there should be such an arrangement so long as the MoU remains a non-binding instrument. At the same time, however, it must be recognised that the Memorandum of Understanding requires a more stable source of funding and that all Signatory States have a responsibility to assure its long-term viability.

16. It goes without saying that the discussion above does not take into account the funds required at a national level for implementation of the Memorandum of Understanding within each of the Signatory States, nor the funds required for broader collective initiatives, such as the establishment of the network of sites of importance for marine turtles, or the 2006 Year of the Turtle activities.

*Action requested / Expected outcome:*

Signatory States are invited to note the report on financial and administrative matters; to seek clarification of any points requiring further explanation; and to consider further ways and means of providing financial or in-kind support for the implementation of the Memorandum of Understanding and the operation of the Secretariat, with a view to assuring continuity into 2006.

## Status of Contributions as at 15 March 2005

(United States dollars)

Technical Cooperation Trust Fund on the Conservation and Management of  
Marine Turtles and their Habitats of the Indian Ocean and South East Asia

Countries/Organisations	Year in which contribution was received				
	2002	2003	2004	2005	Total
Australia	32,394	18,519	26,697		<b>77,610</b>
France	-	37,240	-	-	<b>37,240</b>
United Kingdom	20,000	39,850	37,900	37,660	<b>135,410</b>
United States of America	89,800	49,998	-	50,000	<b>189,798</b>
Western Pacific Fishery Council (USA)	-	-	15,000	10,000	<b>25,000</b>
<b>Subtotal</b>	<b>142,194</b>	<b>145,607</b>	<b>79,597</b>	<b>97,660</b>	<b>465,058</b>
Convention on Migratory Species (CMS)	-	50,000	25,000	-	<b>75,000</b>
CMS - IOSEA Meeting support	-	22,500	22,500	27,500	<b>72,500</b>
UNEP/DEC	-	25,000	-	-	<b>25,000</b>
Interest Income	2,237	5,978	5,422		<b>13,637</b>
<b>Grand Total</b>	<b>144,431</b>	<b>249,085</b>	<b>132,519</b>	<b>125,160</b>	<b>651,195</b>

### Notes:

Australia (Contribution of AUS 30,000 equivalent to USD 23,529 for 2005 was received in 2004)

Australia (Reflects also contribution of USD 3,168 received for delegate support in 2004)

United States (2005 pledge of USD 50,000 in progress)

Not reflected: Australia in-kind contribution of staff in 2004, 2005

UNEP/ROAP provision of office space, misc. office expenses, administrative support

**Technical Cooperation Trust Fund on the Conservation and Management of  
Marine Turtles and their Habitats of the Indian Oceans and South East Asia**

**I. Statement of income and expenditure and changes in reserves and fund balances for the biennium  
2002-2003 ended 31 December 2003**

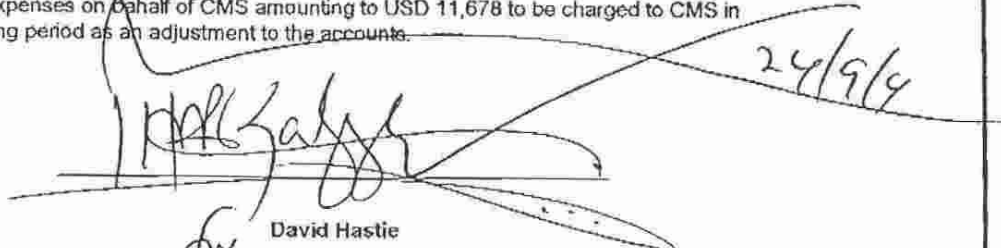
Income	USD
Voluntary contributions	287,801
Interest income	8,216
<b>Total Income</b>	<b>296,017</b>
Expenditure	
Staff and other personnel costs	28,684
Contractual services	5,229
Travel	13,941
Operating expenses	82
Acquisitions	2,450
Programme support costs	6,550
<b>Total Expenditure</b>	<b>56,936</b>
<b>Excess/(shortfall) of income over expenditure</b>	<b>239,081</b>
<b>Net excess/(shortfall) of income over expenditure</b>	<b>239,081</b>
<b>Reserves and fund balances, end of period</b>	<b>239,081</b>

**II. Statement of assets, liabilities, reserves and fund balances as at 31 December 2003**

Assets	
Cash and term deposits	189,692
Interfund receivable	74,443
<b>Total assets</b>	<b>244,135</b>
Liabilities	
Reserve for obligation	5,054
<b>Total liabilities</b>	<b>5,054</b>
Reserves and fund balances	
Cumulative surplus	239,081
<b>Total reserves and fund balances</b>	<b>239,081</b>
<b>Total liabilities, reserve and fund balance</b>	<b>244,135</b>

Notes: (1) Salary and other personnel related costs amounting to USD 75,000 were offset by contributions from CMS and UNEP/DEC.

(2) Travel expenses on behalf of CMS amounting to USD 11,678 to be charged to CMS in next reporting period as an adjustment to the accounts.

  
 David Hastie  
 Chief  
 ACCOUNTS SECTION

### Unofficial statement of expenditure for 2004 (in US Dollars)

Budget line	Budget	Actual
<b>10 Personnel</b>		
1100 Professional Staff		
1101 Co-ordinator / Senior CMS Advisor	120,000	128,104
1102 Youth Ambassador (Australia)	0	0
1220 Consultancies*	5,000	23,939
1300 Administrative Support		
1301 Secretarial/administrative support	12,000	4,576
1600 Travel on official business		
1601 Secretariat staff	10,000	10,079
<b>1999 Personnel Subtotal</b>	<b>147,000</b>	<b>166,698</b>
<b>30 Meetings</b>		
3301 Meetings of Signatory States + Advisory Committee	52,500	45,027
<b>3999 Meetings Subtotal</b>	<b>52,500</b>	<b>45,027</b>
<b>40 Equipment and Premises</b>		
4100 Expendable equipment		
4101 Miscellaneous supplies (if not from UNEP/ROAP)	500	5
4200 Non-expendable equipment		
4201 Office equipment (computers, peripherals)	6,000	5,516
4300 Premises		
4301 Rent, maintenance costs (covered by UNEP/ROAP)	0	0
<b>4999 Equipment and Premises Subtotal</b>	<b>6,500</b>	<b>5,521</b>
<b>50 Miscellaneous Costs</b>		
5100 Operation and Maintenance		
5101 Operation/maintenance computers (UNEP/ROAP)	0	0
5102 Operation/maintenance of copier/fax (UNEP/ROAP)	0	0
5200 Reporting Costs		
5201 External production of info material (if not from UNEP/ROAP)	5,000	2,311
5202 Provision of tags/applicators*	0	2,412
5300 Sundry		
5301 Telephone and Fax (UNEP/ROAP)	0	0
5302 Postage and miscellaneous (UNEP/ROAP)	0	0
5303 Contingency	2,000	754
<b>5999 Miscellaneous Costs Subtotal</b>	<b>7,000</b>	<b>5,477</b>
<b>SUBTOTAL</b>	<b>213,000</b>	<b>222,723</b>
6000 UNEP programme support costs (13%)	27,690	28,954
<b>GRAND TOTAL</b>	<b>240,690</b>	<b>251,677</b>

#### Notes:

1101- 6.75% higher than estimated owing to depreciation of USD

1301 - Secretary engaged only on part-time basis through October 2004

3301 - Budget includes USD 22,500 contribution from CMS

5201 - Includes USD 2,000 IOSEA/UK contribution towards cost of longline booklet

5202 - Amount charged to extraordinary UK contribution and reflected here to simplify accounting

## Budget Estimates for 2005 - 2006 (in US Dollars)

Budget line	2005	2006	Total
<b>10 Personnel</b>			
1100 Professional Staff			
1101 Co-ordinator / Senior CMS Advisor*	132,000	132,000	264,000
1102 Youth Ambassadors (Australia)	0	0	0
1220 Consultancies	30,000	30,000	60,000
1300 Administrative Support			
1301 Secretarial/administrative support	10,000	12,000	22,000
1600 Travel on official business			
1601 Secretariat staff	15,000	20,000	35,000
<b>1999 Personnel Subtotal</b>	<b>187,000</b>	<b>194,000</b>	<b>381,000</b>
<b>30 Meetings</b>			
3301 Meetings of Signatory States + Advisory Committee	40,000	60,000	100,000
<b>3999 Meetings Subtotal</b>	<b>40,000</b>	<b>60,000</b>	<b>100,000</b>
<b>40 Equipment and Premises</b>			
4100 Expendable equipment			
4101 Miscellaneous supplies (if not from UNEP/ROAP)	500	500	1,000
4200 Non-expendable equipment			
4201 Office equipment (computers, peripherals)	3,000	1,000	4,000
4300 Premises			
4301 Rent, maintenance costs (covered by UNEP/ROAP)	0	0	0
<b>4999 Equipment and Premises Subtotal</b>	<b>3,500</b>	<b>1,500</b>	<b>5,000</b>
<b>50 Miscellaneous Costs</b>			
5100 Operation and Maintenance			
5101 Operation/maintenance computers (UNEP/ROAP)	0	0	0
5102 Operation/maintenance of copier/fax (UNEP/ROAP)	0	0	0
5200 Reporting Costs			
5201 External production of info material (if not from UNEP/ROAP)	5,000	7,500	12,500
5300 Sundry			
5301 Telephone and Fax (UNEP/ROAP)	0	0	0
5302 Postage and miscellaneous (UNEP/ROAP)	0	0	0
5303 Contingency	2,000	2,000	4,000
<b>5999 Miscellaneous Costs Subtotal</b>	<b>7,000</b>	<b>9,500</b>	<b>16,500</b>
<b>SUBTOTAL</b>	<b>237,500</b>	<b>265,000</b>	<b>502,500</b>
6000 UNEP programme support costs (13%)	30,875	34,450	65,325
<b>GRAND TOTAL</b>	<b>268,375</b>	<b>299,450</b>	<b>567,825</b>