



**MEMORANDUM OF UNDERSTANDING  
ON THE CONSERVATION AND  
MANAGEMENT OF MARINE TURTLES  
AND THEIR HABITATS OF THE INDIAN  
OCEAN AND SOUTH-EAST ASIA**

CMS/IOSEA/MOS8/Doc.13.2

7 October 2019

Original: English

8<sup>TH</sup> MEETING OF THE SIGNATORY STATES

Da Nang, Viet Nam, 21-25 October 2019

Agenda Item 13.2

**STATUS OF THE TRUST FUND**

*(Prepared by the Secretariat)*

Action Requested:

- Take note of and provide comments on the report

## STATUS OF THE TRUST FUND

1. The tasks of the IOSEA Marine Turtle MOU Secretariat include ensuring the smooth operation of administrative and staff-related matters and the management of the MOU's budget. For this, the Secretariat receives support from the Administrative and Fund Management Unit (AFMU) of CMS, which services the entire CMS Family and its Agreements in close cooperation with UNEP Corporate Services Division and United Nations Office in Nairobi.
2. The Secretariat's report on other activities since the 7<sup>th</sup> Meeting of the Signatories (MOS7) in 2014 is contained in Doc.4.
3. Doc.13.1 describes the changes in Secretariat arrangements since MOS7.
4. The Secretariat's proposal for the budget in the coming period is contained in Doc.13.3.

### **Budget Implementation**

5. The Secretariat has provided by letter periodic updates on the status of income throughout the intersessional period.
6. Since MOS7, the MOU's finances have remained at a low level, adequate to keep the staff but allowing only very limited implementation of the actions agreed by the Meeting of Signatories.
7. As a non-legally binding agreement, contributions to the trust fund by Signatories are voluntary. However, in order to give some guidance to Signatory States to use when determining an appropriate level of contribution in relation to the budgetary needs of the MOU, since the 5<sup>th</sup> Meeting of the Signatory States an indicative scale of voluntary contributions has been used.
8. For the triennium 2015 to 2017, the indicative scale of contributions spread an annual budget averaging US\$ 315,000 amongst Signatories, taking into account the official UN Scale of Assessments as well as historic contribution levels (see Annex 6 of the [Report of MOS7](#)). Since due to lack of funds MOS8 could not take place until 2019, the Secretariat twice proposed to Signatories to carry forward the same indicative scale of assessments in 2018 and 2019. There were no objections, and invoices were prepared accordingly.

### **Income since 2014**

9. Table 1 provides an overview of the income to the trust fund since 2014.

Table 1: 32MRL – Technical Cooperation Trust Fund on the Conservation and Management of Marine Turtles and their Habitats of the Indian Ocean and South East Asia (IOSEA) – Income

Status of voluntary contributions as at 30 June 2019 (in USD)								
Countries/Organizations		Contributions received						Total 2014-6/2019
		2014	2015	2016	2017	2018	2019	
1	Australia	18,482	0	0	0	0	0	18,482
2	Bahrain	0	0	0	0	0	0	0
3	Bangladesh	0	0	0	0	0	0	0
4	Cambodia	0	0	0	0	0	0	0
5	Comoros	0	0	0	0	0	0	0
6	Egypt	0	0	0	0	0	0	0
7	Eritrea	0	0	0	750	0	0	750
8	France	0	0	0	13,329	45,700	0	59,029
9	India	30,000	15,000	15,000	0	0	30,000	90,000
10	Indonesia	0	0	0	0	0	0	0
11	Iran (Islamic Republic of)	0	0	0	0	0	0	0
12	Jordan	0	0	0	0	0	0	0
13	Kenya	0	0	0	0	0	2,250	2,250
14	Madagascar	0	750	0	0	0	0	750
15	Maldives	0	1,250	0	750	750	0	2,750
16	Malaysia	0	0	0	0	0	0	0
17	Mauritius	500	0	750	0	750	0	2,000
18	Mozambique	500	0	0	0	0	0	500
19	Myanmar	0	0	0	675	750	750	2,175
20	Oman	5,000	5,000	0	0	0	0	10,000
21	Pakistan	0	0	0	1,261	1,261	1,261	3,783
22	Papua New Guinea	0	750	0	0	0	0	750
23	Philippines	0	0	0	2,284	0	0	2,284
24	Saudi Arabia	0	0	0	0	0	0	0
25	Seychelles	0	750	0	0	2,250	0	3,000
26	South Africa	25,000	25,000	25,000	25,000	25,000	0	125,000

<b>Status of voluntary contributions as at 30 June 2019 (in USD)</b>								
<b>Countries/Organizations</b>		<b>Contributions received</b>						
		<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Total 2014-6/2019</b>
27	Sri Lanka	0	0	0	0	0	0	0
28	Sudan	0	0	0	0	0	0	0
29	Thailand	3,687	3,687	3,687	3,687	3,687	3,687	22,122
30	United Arab Emirates	0	0	0	0	0	0	0
31	United Kingdom	0	0	0	0	35,193	0	35,193
32	United Republic of Tanzania	0	0	0	0	0	0	0
33	United States of America	150,000	150,000	150,000	80,000	85,000	0	615,000
34	Viet Nam	0	0	0	0	0	0	0
35	Yemen	0	0	0	0	0	0	0
<b>Subtotal</b>		<b>233,169</b>	<b>202,187</b>	<b>194,437</b>	<b>127,736</b>	<b>200,341</b>	<b>37,948</b>	<b>995,818</b>
USA - USFWS (earmarked for MOS8)		0	0	0	0	25,000	0	25,000
<b>Total</b>		<b>233,169</b>	<b>202,187</b>	<b>194,437</b>	<b>127,736</b>	<b>225,341</b>	<b>37,948</b>	<b>1,020,818</b>

10. The Secretariat would like to thank the Signatories that have contributed since 2014. Especially those contributing regularly and in line with the agreed indicative scale of assessments give important stability to the coordination and implementation of this region-wide programme. Ad hoc contributions are of course also appreciated, especially considering that at several times the finances of the MOU were precariously low.
11. Table 2 provides a comparison between the agreed annual budget since 2014 and the income received<sup>1</sup>. In total, as at 30 June 2019 a budgetary deficit of US\$ 884,182 was accumulated. While income levels were sufficient to ensure the continuation of a Secretariat for the MOU, most of the activities foreseen by Signatories in implementation of this region-wide programme could not be carried out, and important meetings such as MOS8 had to be delayed significantly due to lack of funds.

<sup>1</sup> As at 30 June 2019. Further contributions have come in since then: United States US\$ 40,000.

Table 2: Budgetary shortfall 2014 to June 2019 (all figures in USD)

	2014	2015	2016	2017	2018	2019	Total 2014-6/2019
-Average Annual Budget	330,000	315,000	315,000	315,000	315,000	315,000	1,905,000
Contributions received to the Trust Fund	233,169	202,187	194,437	127,736	225,341	37,948	1,020,818
<b>Difference</b>	<b>-96,831</b>	<b>-112,813</b>	<b>-120,563</b>	<b>-187,264</b>	<b>-89,659</b>	<b>-277,052</b>	<b>-884,182</b>
Percent of average annual budget received	70.7%	64.2%	61.7%	40.6%	71.5%	12%	53.6%

## Expenditures since 2014

12. Table 3 shows the expenditure in 2014 set against the budget estimates for that year as presented to the 6<sup>th</sup> Meeting of the Signatory States in January 2012.

Table 3: Expenditure statement for the period 1 Jan 2014 to 31 Dec 2014 (in USD)

Budget line	2014	
	Budget	Actual
<b><u>Personnel</u></b>		
<b>Professional Staff</b>		
1101 Coordinator / Senior CMS Advisor	151,000	174,430
1102 Temporary post		
<b>Consultants &amp; Individual Contractors</b>		
1201 Project activities arising from Leatherback Assessment	0	
1202 Project activities arising from Loggerhead Assessment	5,000	
1203 Site Network Development activities	10,000	
1220 Unspecified consultancies	10,000	45,159
<b>Administrative Support</b>		
1321 Team Assistant - balance paid from IOSEA Trust Fund	23,000	0
<b>Travel on official business</b>		
1601 Secretariat travel	28,000	16,392
<b>1999 Personnel Subtotal</b>	<b>227,000</b>	<b>235,980</b>
<b><u>Meetings &amp; Conferences</u></b>		
3101 Other Meetings (WIO-MTTF)	0	0
3301 Meeting of Signatory States + Advisory Committee	125,000	88,033
3302 Strategic planning session	0	0
<b>3999 Meetings Subtotal</b>	<b>125,000</b>	<b>88,033</b>
<b><u>Equipment and Premises</u></b>		
<b>Expendable Equipment</b>		
4101 Miscellaneous supplies (if not from UNEP/ROAP)	500	
<b>Non-expendable Equipment</b>		
4201 Office equipment (computers, peripherals)	2,500	151
<b>Premises</b>		
4301 Rent, maintenance costs	11,065	
<b>4999 Equipment and Premises Subtotal</b>	<b>14,065</b>	<b>151</b>
<b><u>Miscellaneous Costs</u></b>		
<b>Operation and Maintenance</b>		
5101 Operation/maintenance computers (c/o UNEP/ROAP)	0	9,350
5102 Operation/maintenance of copier/fax (c/o UNEP/ROAP)	0	0
<b>Reporting Costs</b>		
5201 External production of info material (if not from UNEP/ROAP)	7,500	(1,557)

Budget line	2014	
	Budget	Actual
<b>Sundry</b>		
5301 Routine Telephone, Fax, Postage (c/o UNEP/ROAP)	0	677
5303 Contingency	2,000	0
<b>5999 Miscellaneous Costs Subtotal</b>	<b>9,500</b>	<b>8,470</b>
<b>Sub-total</b>	<b>375,565</b>	<b>332,634</b>
UNEP programme support costs (13%)	48,823	43,242
<b>Grand-total</b>	<b>424,388</b>	<b>375,876</b>

13. Since a new budgetary period started on 1 January 2015, expenditure since then is shown separately in Table 5. This is set against the budget estimates for 2015-17, extended to 2019, as presented to the 7<sup>th</sup> Meeting of the Signatory States in September 2014.
14. Table 4 provides an overview of the level of expenditure in each year of the reporting period, set against the income received and the budget estimates agreed at MOS7. The year 2019 was not included in the table, since the majority of expenditure relating to delegate travel to MOS8 was incurred after the reporting period.

Table 4: Per cent of budget and income spent

Year	% of budget estimate spent	% of income spent	Balance (in USD)
<b>2014</b>	88.6	161.2	<b>-142,707</b>
<b>2015</b>	57.8	78.1	44,290
<b>2016</b>	28.6	39.5	117,709
<b>2017</b>	24.2	76.6	29,940
<b>2018</b>	87.3	77.4	50,844

15. The savings realized since 2015 are mostly due to reduced staff costs, since the Coordinator position was graded at P-3 level rather than P-5. Savings were set aside and when a sufficient level was reached, it was possible to start making plans for the overdue MOS8.
16. The positive balances should not detract from the fact that several times in the intersessional period funds were precariously low and the Secretariat had to renew its call to Signatories to support the MOU financially. While as a result, the income was sufficient to allow the Secretariat to continue its basic operations and finally to organize MOS8, many of the activities prioritized by MOS7 could not be implemented for lack of sufficient resources (see Table 2 for expected vs. actual income), in part to allow the Secretariat to save up sufficient funds for the organization of MOS8.

Table 5: Expenditure statement for the period 1 Jan 2015 to 30 June 2019 (in USD)

Budget line	2015		2016		2017		2018		06 / 2019	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<b>Personnel</b>										
<b>Professional Staff</b>										
Co-ordinator / Senior CMS Advisor	146,000	115,786	162,000	57,021	162,000	68,399	105,000	122,805	74,141	14,877
Temporary post	0	0	0	0	0	0	22,000	21,939	0	0
<b>Consultants &amp; individual contractors</b>										
Site Network Development activities	10,000	0	5,000	0	5,000	0	0	0	0	0
Unspecified consultancies	5,000	9,719	5,000	(1,902)	5,000	0	0	0	5,000	0
Specialised consultancies	32,000	0	0	0	0	0	8,941	0	0	0
<b>Administrative Support</b>										
Team Assistant	8,000	0	21,500	0	23,000	0	0	4,545	0	0
<b>Travel on official business</b>										
Staff travel	17,500	4,411	17,500	4,231	22,500	11,383	20,000	6,424	10,000	3,196
Expert travel	0	0	0	5,312	0	1,564	5,000	0	5,000	0
<b>Personnel Subtotal</b>	<b>218,500</b>	<b>129,916</b>	<b>211,000</b>	<b>64,662</b>	<b>217,500</b>	<b>81,346</b>	<b>160,941</b>	<b>155,713</b>	<b>94,141</b>	<b>18,073</b>
<b>Sub-contracts</b>										
Project activities / SSFA	15,000	0	10,000	0	5,000	4,000	10,000	(2,000)	6,000	6,000
<b>Sub-contracts Subtotal</b>	<b>15,000</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>5,000</b>	<b>4,000</b>	<b>10,000</b>	<b>(2,000)</b>	<b>6,000</b>	<b>6,000</b>
<b>Meetings &amp; conferences</b>										
Meeting of Signatory States	0	1,117	0	0	120,000	0	0	0	177,000	0
Advisory Committee Meetings (AC)	0	0	0	0	0	0	0	0	0	0
<b>Meetings Subtotal</b>	<b>0</b>	<b>1,117</b>	<b>0</b>	<b>0</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>177,000</b>	<b>0</b>
<b>Equipment and Premises</b>										
<b>Expendable equipment</b>										
Office automation services (printers and faxes)	250	0	275	0	300	0	500	288	500	0
<b>Non-expendable equipment</b>										
Office equipment (computers, peripherals)	0	0	2,000	1,872	0	49	0	0	0	0

Budget line	2015		2016		2017		2018		06 / 2019	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<b>Premises</b>										
Rent, maintenance costs	2,778	0	11,065	0	11,065	0	0	0	0	0
<b>Equipment and Premises Subtotal</b>	<b>3,028</b>	<b>0</b>	<b>13,340</b>	<b>1,872</b>	<b>11,365</b>	<b>49</b>	<b>500</b>	<b>288</b>	<b>500</b>	<b>0</b>
<b>Miscellaneous Costs</b>										
<b>Operation and Maintenance costs</b>										
IT. Services & Websites	0	6,043	0	1,367	1,150	1,150	4,000	421	1,000	646
Operation/maintenance computers	0	0	0	0	0		0	0		
<b>Reporting costs</b>										
External production of info material	2,500	2,657	0	0	0	0	0	0	0	0
<b>Sundry</b>										
Communication & Courier services	1,000	0	1,000	0	1,250	0	1,250	0	1,250	0
Miscellaneous supplies	1,800	0	2,000	0	2,000	0	300	0	300	0
<b>Miscellaneous Costs Subtotal</b>	<b>5,300</b>	<b>8,699</b>	<b>3,000</b>	<b>1,367</b>	<b>4,400</b>	<b>1,150</b>	<b>5,550</b>	<b>421</b>	<b>2,550</b>	<b>646</b>
<b>Sub-total</b>	<b>241,828</b>	<b>139,732</b>	<b>237,340</b>	<b>67,901</b>	<b>358,265</b>	<b>86,546</b>	<b>176,991</b>	<b>154,422</b>	<b>280,191</b>	<b>24,719</b>
UNEP programme support costs (13%)	31,438	18,165	30,854	8,827	46,574	11,251	23,009	20,075	36,425	3,214
<b>Grand-total</b>	<b>273,266</b>	<b>157,897</b>	<b>268,194</b>	<b>76,728</b>	<b>404,840</b>	<b>97,796</b>	<b>200,000</b>	<b>174,497</b>	<b>316,616</b>	<b>27,933</b>

**Statement as of 31 December 2018**

17. The official statement on the status of the trust fund as at 31 December 2018, as provided by UNON, can be found in Annex 1.

**Administration**



18. On 1 June 2015, a new SAP-based enterprise resource (ERP) system was implemented for the offices under the United Nations Environment Programme as part of the UN Secretariat. The system provides a harmonized and streamlined approach to the following core organizational functions: Finance and Budget Management, Human Resources Management, Workforce Management, Organizational Management, Travel Management, Payroll, Programme & Project Management and Supply Chain/ Procurement/ Logistics Management. The new system is called Umoja; '*unity*' in Swahili. For more information on Umoja, please refer to [www.unumoja.net](http://www.unumoja.net).
19. The implementation of Umoja was a major undertaking, which had a tremendous impact on the day-to-day work of all staff, and in particular those working for the AFMU, which services the IOSEA Marine Turtle MOU. Staff dedicated much time to preparing, migrating and verifying data as they were moved into Umoja. This has also affected the management of the IOSEA trust fund, which in a period of multiple staff changes was an additional challenge.
20. The Secretariat would like to draw two matters related to the implementation of Umoja to the attention of Signatories, both of which make it even more critical that Signatories provide their indicated voluntary contributions as planned so that budgetary commitments can be honoured:
  - a. Umoja demands strict cash management. No commitments can be made without having the cash in the IOSEA Trust Fund.
  - b. The IOSEA Trust Fund should build up a working capital reserve of 15 per cent of estimated annual expenditure. The implications of this for the new budgetary period are being presented in the Draft Budget for 2020-2023 (Doc.13.3).

**Recommended Actions**

21. The Meeting of the Signatories is recommended to:
  - a) take note of and provide comments on the report.

## Annex 1



<b>Technical Co-operation TF on the Conservation and Management of Marine Turtles and their Habitats of the Indian Oceans and South East Asia</b> (Fund code : MRL)	
<b>I. Statement of Financial Performance for the year ended 31 December 2018</b> (United States Dollars)	
	<b>Total 2018</b>
<b>Revenue</b>	
Voluntary Contributions	249,592
Investment Revenue	5,406
<b>Total Revenue</b>	<b>254,998</b>
<b>Expenses</b>	
Employee salaries allowances and benefits	136,658
Non-employee compensation and allowances	4,545
Grants and other transfers	8,748
Travel	6,424
Other operating expenses	22,389
<b>Total expenses</b>	<b>178,764</b>
<b>Surplus/(deficit) for the period</b>	<b>76,234</b>
<b>II. Statement of Financial Position as at 31 December 2018</b> (United States Dollars)	
	<b>Total 2018</b>
<b>Current Assets</b>	
Cash and Cash equivalents	23,880
Investments	204,782
Voluntary contributions receivable	145,893
Other receivables	99
Advance Transfers	7,914
<b>Total Current Assets</b>	<b>382,568</b>
<b>Non-Current Assets</b>	
Investments	15,861
<b>Total Non-Current Assets</b>	<b>15,861</b>
<b>Total Assets</b>	<b>398,429</b>
<b>Current Liabilities</b>	
Accounts payable and accrued liabilities	395
<b>Total Current Liabilities</b>	<b>395</b>
<b>Total Non current Liabilities</b>	<b>-</b>
<b>Total Liabilities</b>	<b>395</b>
<b>Net of Total Assets and Total Liabilities</b>	<b>398,034</b>
<b>Net Assets:</b>	
Accumulated surpluses/ (deficits) - unrestricted	398,034
<b>Total Net Assets</b>	<b>398,034</b>
<b>III. Statement of Changes in Net Assets for the year ended 31 December 2018</b> (United States Dollars)	
	<b>Total 2018</b>
<b>Net Assets at the Beginning of the Period</b>	<b>321,800</b>
Surplus/(deficit) for the period	76,234
<b>Total Net Assets at the End of the Period</b>	<b>398,034</b>
 Annette Waweru Chief ACCOUNTS SECTION BUDGET AND FINANCIAL MANAGEMENT SERVICE, UNON	
 United Nations Office at Nairobi ACCOUNTS SECTION Budget and Financial Management Service 23/09/2019	