



**Food and Agriculture  
Organization of the  
United Nations**



**The International Treaty**  
**ON PLANT GENETIC RESOURCES  
FOR FOOD AND AGRICULTURE**

## **Item 19 of the Provisional Agenda**

### **SEVENTH SESSION OF THE GOVERNING BODY**

**Kigali, Rwanda, 30 October – 3 November 2017**

### **Draft Work Programme and Budget for the 2018-19 Biennium**

#### **Executive Summary**

This document is presented to the Governing Body in accordance with Resolution 11/2015, in which the Governing Body requested the Secretary to prepare and submit the draft Work Programme and Budget for the biennium 2018-2019 to the Governing Body at this Session, including a Secretariat staffing table, and a Draft Resolution for its consideration. The Governing Body is invited to consider and adopt, subject to those revisions that it may consider appropriate, the Draft Resolution contained in the document, thereby approving and adopting the Core Work Programme for the 2018-19 biennium, and the Core Administrative Budget.

*This document can be accessed using the Quick Response Code on this page;  
an FAO initiative to minimize its environmental impact and promote greener communications.  
Other documents can be consulted at [http://www.fao.org/plant-treaty/meetings/meetings-  
detail/en/c/888771/](http://www.fao.org/plant-treaty/meetings/meetings-detail/en/c/888771/)*



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## I. INTRODUCTION

1. The draft Work Programme and Budget for the biennium 2018-19 has been prepared with the same basic approach and methodology that were developed and used for the previous Sessions of the Governing Body. It is based on the experiences gained in recent biennia, updated to incorporate the evolving context and growth of the Treaty in the current biennium. At the systemic and governance levels, the aim is to:

- Advance and consolidate the enhancement of the Treaty systems on a sustainable financial basis;
- Utilize available resources in the most effective way possible;
- Enhance the transparency of governance of the Treaty and ensure the effective capacity of the Governing Body to decide on the work programme of the Treaty and its biennial budget;
- Make possible a clear comparison of the approved work programme of the 2016-17 biennium with the proposed work programme for 2018-19, by maintaining the same basic structure;

2. The key strategic objectives reflected in the Work Programme for the biennium are to:

- **continue the enhancement** of the core Treaty systems and strategies, particularly the enhancement of the Multilateral System of Access and Benefit-sharing, the Funding Strategy, and strengthening the implementation of the Programme of Work on the Global Information System on plant genetic resources for food and agriculture (PGRFA), in a synergistic manner;
- **address the funding** needs for the elements of the Funding Strategy but also the overall Work Programme to enable the full implementation of the Treaty;
- enhance the implementation of the those provisions of the Treaty that have not received adequate attention, in order to ensure balanced and comprehensive realization of the Treaty's objectives;
- **continue the harmonious joint implementation of the Treaty, and the Convention on Biological Diversity and its Nagoya Protocol**, as complementary and essential parts of the International Regime on Access and Benefit-sharing, recognizing that the Treaty maintains its key role in the governance of PGRFA;
- **Amplify** the Treaty's **policy outreach and governance role** and **engage in strategic partnerships** to enable Treaty contributions to the implementation of Agenda 2030 and other global policies.

### A. Opportunities and constraints addressed in the draft Work Programme and Budget

3. Contrary to the practice of recent years, the Secretary is not proposing a no growth budget. This draft *Work Programme and Budget*, while recognizing that the global economic uncertainty of recent years may have imposed financial constraints on many Contracting Parties, nonetheless takes into account the substantial increase in the membership and contributions base that has occurred in recent years,<sup>1</sup> which permits a suitable degree of growth without imposing excessive additional financial burdens on any individual Contracting Party. Furthermore, as has been shown in the current biennium, the level of activity requested by the Governing Body in key Treaty processes cannot be fulfilled without the provision of suitable resources.

4. Recent changes in the international legal and policy environment regarding genetic resources as well as rapid technological innovation regarding the use of plant genetic resources require a

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<sup>1</sup> New Contracting Parties since the Fifth Session of the Governing Body: Antigua & Barbuda, Argentina, Chile, Guyana, Iraq, Japan, Malta, Marshall Islands, Papua New Guinea, Republic of Moldova, Sri Lanka, Tonga, Tuvalu, and United States of America

commensurate and concerted response by the Treaty in order to maintain its long-term relevance and governance over plant genetic resources for food and agriculture as well as its concrete operational services for its users and stakeholders.

5. During the biennium, Contracting Parties have continued the further evolution of the Treaty, through the work of *Ad Hoc* Open-ended Working Group to Enhance the Functioning of the Multilateral System, the *Ad Hoc* Advisory Committee on the Funding Strategy and the Scientific Advisory Committee on the Global Information System and the Compliance Committee. The long term viability of the Treaty necessitates sustained investment in these processes to ensure the evolution of its core systems and the benefits for users and beneficiaries of the systems. The programmatic work on the Sustainable Use of PGRFA and implementation of the provisions on Farmers' Rights ensures that other important components of the Treaty are adequately implemented.

6. There remains the urgent need to intensify efforts to mobilize income to continue financing further rounds of the project cycle of the Benefit-sharing Fund until innovative approaches generate sufficient user-based income to make the project cycle self-sustaining. The work initiated in 2017 by the *Ad-hoc* Advisory Committee on the Funding Strategy will continue with increased momentum in the forthcoming biennium.

7. Given these considerable and increasing pressures, the current draft Work Programme and Budget has been compiled exercising appropriate economic restraint but with a view to achieving the following goals:

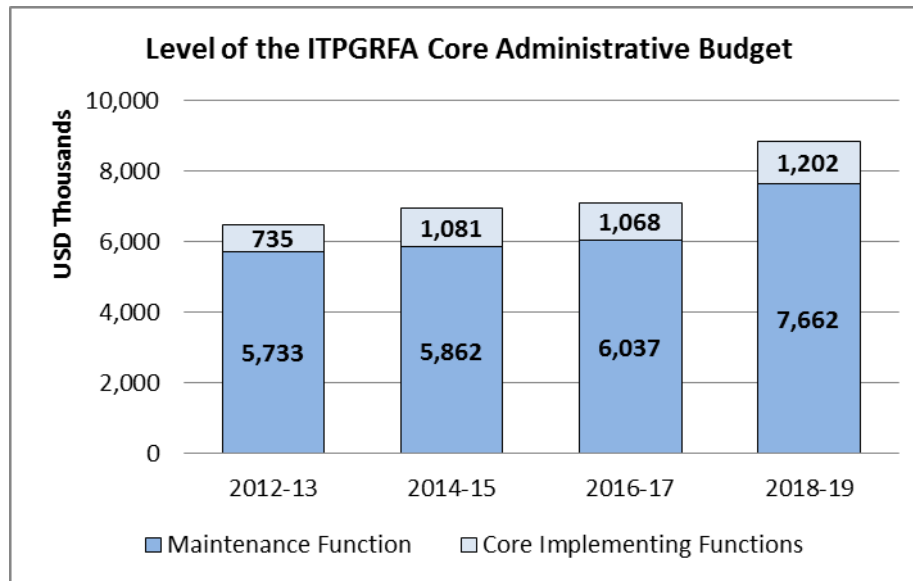
- 1) Implement the key priority activities that the Governing Body has approved;
- 2) Enable the strategic evolution and expansion of the Treaty;
- 3) *Propose a budget that reflects, in a realistic manner, the financial requirements resulting from (1) and (2).*

8. The level of expenditure incurred in the current biennium to ensure the implementation of the objectives requested by Contracting Parties has shown that overly restrictive budgeting cannot produce the required results. Even with the elimination of avoidable costs, there is no latitude to further maintain an unrealistic budget level without undermining the foundations on which the Treaty stands.

9. The table below highlights the essentially static nature of the Core Administrative Budget during the period 2012-2017 which is not consistent with the degree of Treaty growth, in both programmes and membership, during the same timescale.

The Core Administrative Budget of the ITPGRFA (2012-2019)

|  | A                      |                          | B                      |                          |                       | C                      |                          |                       | C                       |                          |                       |
|--|------------------------|--------------------------|------------------------|--------------------------|-----------------------|------------------------|--------------------------|-----------------------|-------------------------|--------------------------|-----------------------|
|  | Adopted 2012-13 Budget |                          | Adopted 2014-15 Budget |                          |                       | Adopted 2016-17 Budget |                          |                       | Proposed 2018-19 Budget |                          |                       |
|  | Amount in US\$         | % of Core Work Programme | Amount in US\$         | % of Core Work Programme | Increase over 2012-13 | Amount in US\$         | % of Core Work Programme | Increase over 2014-15 | Amount in US\$          | % of Core Work Programme | Increase over 2016-17 |
| <i>Core Work Programme</i>                       |                        |                          |                        |                          |                       |                        |                          |                       |                         |                          |                       |
| Maintenance Function                             | 5,732,738              | 88.63%                   | 5,861,820              | 84.42%                   | 2.20%                 | 6,037,065              | 84.96%                   | 2.90%                 | 7,661,651               | 86.44%                   | 21.20%                |
| Core Implementing Functions                      | 735,175                | 11.37%                   | 1,081,464              | 15.58%                   | 32.02%                | 1,068,452              | 15.04%                   | -1.22%                | 1,202,330               | 13.56%                   | 11.13%                |
| <b>Total CAB</b>                                 | <b>6,467,913</b>       | <b>100.00%</b>           | <b>6,943,284</b>       | <b>100.00%</b>           | <b>7.35%</b>          | <b>7,105,517</b>       | <b>100.00%</b>           | <b>2.34%</b>          | <b>8,863,981</b>        | <b>100.00%</b>           | <b>24.75%</b>         |
| <i>Funding of the CAB</i>                        |                        |                          |                        |                          |                       |                        |                          |                       |                         |                          |                       |
| FAO contribution                                 | 1,987,200              | 30.72%                   | 2,000,000              | 28.80%                   | 0.64%                 | 2,000,000              | 28.15%                   | 0.00%                 | 2,000,000               | 22.56%                   | 0.00%                 |
| Voluntary contributions from Contracting Parties | 4,480,713              | 69.28%                   | 4,943,284              | 71.20%                   | 10.32%                | 5,105,517              | 71.85%                   | 3.28%                 | 6,863,981               | 77.44%                   | 34.44%                |
| <b>Total CAB</b>                                 | <b>6,467,913</b>       | <b>100.00%</b>           | <b>6,943,284</b>       | <b>100.00%</b>           | <b>7.35%</b>          | <b>7,105,517</b>       | <b>100.00%</b>           | <b>2.34%</b>          | <b>8,863,981</b>        | <b>100.00%</b>           | <b>24.75%</b>         |



10. The proposal for 2018-19 envisages a substantial strengthening of the *Core Maintenance Function* of the Treaty that has remained stagnant since the early stages of Treaty implementation. This is considered the realistic basis of what is operationally and financially indispensable to maintain the ongoing implementation of the Treaty. It also corresponds with how the work of the Treaty is carried out in reality.

## II. ESTABLISHING THE LEVEL OF THE DRAFT WORK PROGRAMME AND BUDGET 2018 -19

11. Premise: the Core Administrative Budget of the Treaty must be established at a realistic level to allow for the delivery of the Work Programme adopted by the Governing Body and the way it actually operates in practice.

12. Expenditure for the cost of a session of the Governing Body, secretariat travel and consultancies has to be established at an appropriate and realistic level. These funding levels of these areas have always been unrealistic as a result of the necessity to remain within a “no-growth” context, which produces certain distortions, with the result that these budget chapters have subsequently and constantly appeared heavily overspent.

13. The number of meetings of the ad-hoc committees contemplated in the previous budgets has not been adhered to. Indeed, the *Ad Hoc* Open-ended Working Group on the Enhancement of the Functioning of the Multilateral System of Access and Benefit-sharing planned, with the endorsement of the Bureau, additional meetings of the committees and “Friends of the Chair” in order to effectively fulfil their mandates to the Governing Body. The *Ad Hoc* Committee on the Funding Strategy had ambitious Terms of Reference which it has not fully accomplished in two meetings during the biennium while the Work Programme and Budget only approved funding for one 2-day meeting of the group. The restrictions of a no-growth budget made it necessary to plan for a number of sessions that was unrealistic when related to the work to be performed. In other words, the Governing Body gave mandates and assigned critical tasks but did not make provision for commensurate resources to carry them out, thus producing a very difficult dilemma. Again, the result has been an apparent “over-spending” for what was a mandatory part of the programme delivery.

14. The restrictive budgeting approach has not taken into account the substantial increase in the Treaty membership and associated donor base over the past few years, and the concomitant increase in the scope and intensity of the related work of the Treaty. In order to understand fully the financial

implications of the proposed 2018-19 Core Administrative Budget at an individual Contracting Party level, a full comparison is given in *Annex 7* of the contributions to the 2016-17 CAB on the current Indicative Scale of Contributions and the Proposed 2018-19 Budget on the relative revised Indicative Scale.

15. An analysis of the current Budget compared to current actual and forecast expenditure and the proposed 2018-19 Budget is given in *Annex 6*.

### **III. METHODOLOGY FOR ESTABLISHING THE DRAFT WORK PROGRAMME AND BUDGET 2018-19**

#### **A. Structure of the Core Work Programme**

16. As in previous biennia, the methodology for formulating the Core Work Programme and Budget begins with the establishment and costing of two separate components, which, when merged, constitute the full draft *Core Work Programme* for the forthcoming biennium. In the operation of the Treaty, these two components cannot be functionally split because together they form the coherent *Core Work Programme* to implement the “*plans and programmes for the implementation of this Treaty*” in accordance with *Article 19.3b* of the Treaty.

1) The *Maintenance Functions* of the Treaty. These functions are the activities and resources required in order to maintain the existence of the Treaty as an international instrument, and service the Governing Body and its statutory bodies. They derive directly from Articles 19 and 20 of the Treaty.

4) The *Core Implementing Functions* of the Treaty. These make provision for activities required to support and develop the primary functions of the Treaty and its systems as well as meetings of *ad hoc* bodies convened by the Governing Body, within the biennium.

17. The *Core Administrative Budget*, constituted of these two elements, is in *Annex 1*.

18. The real needs of the Treaty include bringing into the *Core Administrative Budget* a number of essential activities which have in the past been funded by individual donors, and making it possible for the Treaty to respond to and draw the maximum benefit from recent developments in the international framework for the governance of genetic resources.

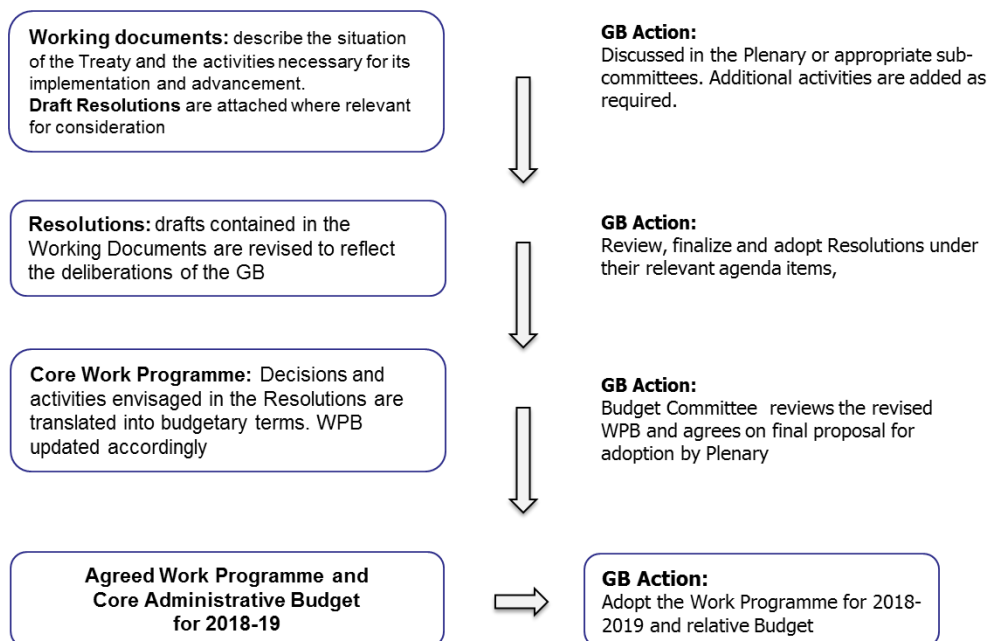
#### **B. Proposed process for the finalizing the Work Programme and Budget 2018-19**

19. The leeway within the current budget proposal, from which *Core Implementing Functions* could still be removed while keeping the Treaty in function is extremely limited. All such considerations were already made by the Secretariat during the preparation stage of this draft *Work Programme and Budget* in pursuit of a realistic proposal that reflects the expectations of Contracting Parties.

20. The process for finalizing the Work Programme and Budget 2018-19 is based on the established process by which the Governing Body develops and adopts the Treaty’s Work Programme and Budget. The process enables the Governing Body to directly guide and resource the implementation and evolution of the Treaty in a transparent and realistic manner, according to the decision-making matrix in Figure 1.

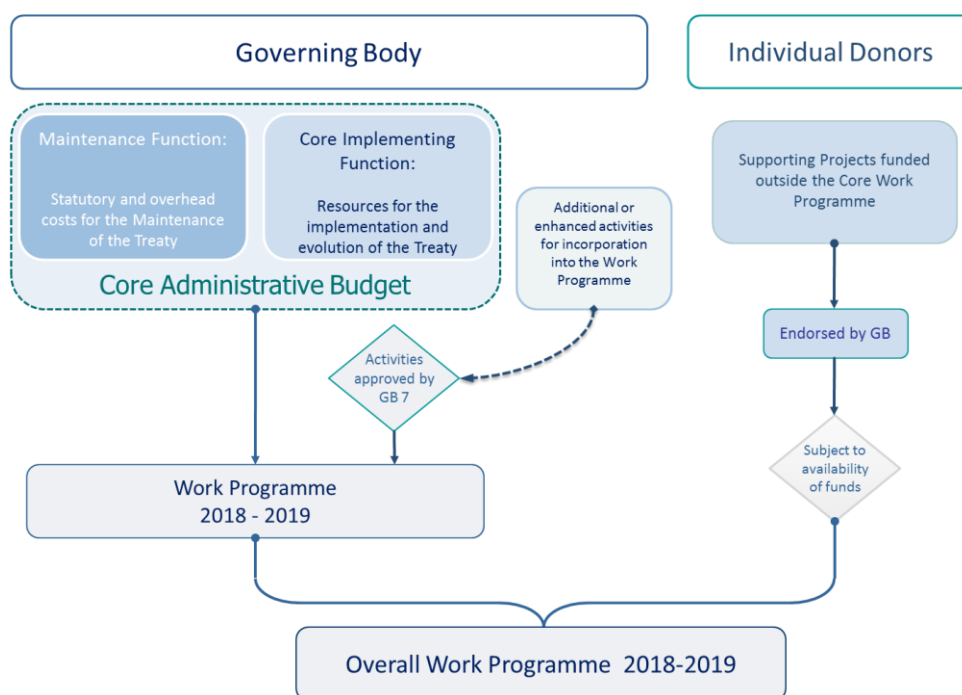
21. This decision-making process will be taken into account by the Secretary and the Chair of the Governing Body in developing the draft annotated agenda and timetable for the Seventh Session of the Governing Body.

## The Decision Making Process for the Work Programme



**Figure 1: The decision-making process for the Work Programme**

- 1) The budget for the *Maintenance Functions (Annex 2)* has been proposed to reflect the real requirements for the running of the Treaty with realistic costing based on prior and current experience. The overall *Core Administrative Budget* is proposed at a level considered in line with the performance of the tasks assigned to the Secretariat by the Governing Body. There is no margin for reduction other than the depletion of the activities proposed.
- 5) Following the decisions of the Governing Body, the *Core Work Programme* will be referred to the Budget Committee, which is invited to go through the Work Programme agreed in Plenary, and consolidate the budget, on this basis.
- 6) The Plenary will then be invited to review, finalize and adopt the *Core Work Programme* and *Core Administrative Budget*, as costed by the Budget Committee.
- 7) The Plenary will also be invited to endorse the lists of projects recommended for direct support through the Trust Fund for Agreed Purposes and contained in IT/GB-7/17/28/Add.1.



**Figure 2: Consolidation of the Core Work Programme and the Core Administrative Budget**

## IV. MAINTENANCE FUNCTIONS OF THE TREATY to be funded by the Core Administrative Budget IN THE 2018-19 BIENNIUM

### A. General considerations

22. *Annex 2* of this document presents the Maintenance Functions and the general assumptions used in costing the *Maintenance Functions* are in *Annex 5*.

23. The proposed *Maintenance Functions* reflect the estimated resources required for 2018-19 based on 2016-17 levels.

### B. Human resources – existing structure

24. Human resources make possible the implementation of the basic functions of the Secretariat.<sup>2</sup> Currently, the following professional and general service posts have been established, and form the approved Staffing Table of the Secretariat, endorsed by Resolution 11/2015.

*a) Professional:*

D1 (Secretary)  
P5

<sup>2</sup> Article 19 of the Treaty, and *Appendix J* of the Report of the First Session of the Governing Body, state that, in implementing the decisions of the Governing Body and its subsidiary bodies, the Secretariat performs many functions: preparing and servicing meetings; liaising with Contracting Parties and the FAO Director-General; cooperating with other organizations and treaty bodies; coordinating work related to the Treaty with FAO units and other organizations; providing technical support to the International Agricultural Research Centres of the of the Consultative Group on International Agricultural Research in their participation in the Multilateral System; and managing the human and financial resources of the Secretariat of the Governing Body.

P4 (4+1 temporary post)

P3 (3)

*b)General Service:*

G5

G4 (2)

G3

### C. Changes to human resource requirements

25. Resolution 11/2015 recognizes that “*the precise staffing arrangements are a matter of the normal executive authority of the Secretary*”. Accordingly, while maintaining human resources costs at no growth, slight re-adjustments to the staffing table are proposed for the upcoming biennium, to align the function of the Secretariat to the changing policy and strategic environment of the Treaty.

26. The additions proposed to the staffing list of the Secretariat reflect the resources required to cope with the successful growth and further enhancement of the Treaty’s core systems, expansion of the routine operations of the Treaty as well as the normalisation of certain functions which have until now been performed using non-staff human resources and *ad hoc* arrangements.

27. In the current 2016-17 Budget, a temporary post was approved at the P4 level covering a multi-purpose role: liaison with the CBD and other international organizations (CIF-1 60%); Information systems for PGRFA (CIF-6 25%); implementation of Article 6 and related provisions (CIF-9 15%). The financial situation of the Treaty has not allowed for the post to be filled as and when originally anticipated and the requirement for this post remains for the 2018-19 biennium. The post has been integrated into the Treaty staffing table as a matter of coherence since the nature of the work, in particular the liaison with CBD (especially, harmonious implementation of the Nagoya protocol) and other international organizations (in particular, the CGIAR Centres and other Article 15 bodies but also the networks and institutions that represent Treaty stakeholders, such as the seed industry)) forms an integral part of the ongoing mandate of the Treaty. The partnerships with Article 15 bodies are as envisaged under Articles 15 and cooperation with the CBD is also under Article 19 and are not of the temporary nature, but more in keeping with a core implementing function. Accordingly, the function has been removed from *Annex 3* of this budget proposal. There is no overall cost in this move since the increase in staff costs under *Annex 2* is offset by a corresponding decrease in *Annex 3*.

28. At its second meeting, the Bureau of the Seventh Session of the Governing Body expressed concern regarding the available resources for communication initiatives and outreach, especially when comparing the Treaty to other international organisations and initiatives and requested the Secretariat to elaborate a Communication Strategy. Accordingly, it requested that the Secretary include an additional post to strengthen this work area in the proposed work programme for the 2018-19 biennium. The financial impact of this post on the budget (based on the FAO standard rates) is in the order of USD336,000 for the biennium.

29. Since inception, all financial and accounting related matters of the Treaty have been handled with recourse to non-staff human resources on a consultancy basis. This choice has allowed flexibility whilst understanding the effective needs of the Treaty as its key systems became operative and expanded. The particular nature of the Treaty, financed in large part by voluntary contributions, entails the maintenance of specific accounting records outside the normal systems. The management of the Project Cycles under the Benefit-sharing Fund have produced an additional burden of financial management and control. Numerous other functions, including the financial monitoring and reporting to the Governing Body and support to its subsidiary bodies fall within the orbit of this post.

30. The adoption of no-growth budgets in recent biennia had not allowed for the normalisation of this situation with the establishment of a post within the Secretariat staffing structure until now. The proposal for a P3 level post in the 2018-19 biennium is made to take effect from 1 January 2019 (i.e.



for one year only), in order to allow adequate time to select a suitable candidate and also to provide for a smooth transition from the current situation. The financial impact of this post on the budget (based on the FAO standard rates for one year only) is in the order of USD173,000 for 2019.

31. The current biennium has demonstrated the requirement for additional resources in the specific area of preparation and servicing of meetings. The responsibility that has to be assumed for this type of work amply justifies the G5 level in the General Service category. The proposal contained herein is to substitute the existing G4 Clerk Typist post with a G5 Meetings Support Clerk. The financial impact of this change to the staffing structure amounts to USD30,000 for the biennium.

32. The revised and more coherent Secretariat staffing structure for the 2018-19 biennium is accordingly proposed as follows:

*Professional*

- D1 (Secretary)
- P5 (Senior Technical Officer, Multilateral System and deputy to the Secretary)
- P4 (Programme Officer, Programme and Management)
- P4 (Technical Officer , Multilateral System and Global Information System Operations)
- P4 (Technical Officer, Funding Strategy and Benefit-sharing Fund Operations)
- P4 (Technical Officer, Donor Liaison)
- P4 (Technical Officer, Liaison with CBD and other organizations)
- P3 (Technical Officer, Funding Strategy Support)
- P3 (Technical Officer, Communication and Outreach)
- P3 (Technical Officer, Multilateral System and Benefit-sharing)
- P3 (Technical Officer, Systems Operations Support)
- P3 (Finance Officer, Finance & Budget)

*General Service*

- G5 (Administrative support clerk)
- G5 (Meetings support clerk)
- G4 (Secretary)
- G3 (Clerk)

33. In addition to the above positions it is recalled that there are three additional posts within the Secretariat which are funded from sources other than the Core Administrative Budget. These positions constitute an indispensable part of the work capacity of the Secretariat and are accordingly reflected in the Treaty organizational chart shown in *Annex 8*.

## **V. CORE IMPLEMENTING FUNCTIONS OF THE TREATY to be funded by the Core Administrative Budget IN THE 2018-19 BIENNIUM**

34. The elements of the *Core Implementing Functions* component of the *Core Work Programme* reflect the progressive development of Treaty systems. This component seeks to sustain and advance the progress achieved for the Treaty systems in the current biennium, particularly in the enhancement of the Multilateral System of Access and Benefit-sharing, the Global Information System and the review of the Funding Strategy.

35. *Annex 3* of this document lists, in summary format, the proposed elements of *Core Implementing Functions* in the 2018-19 biennium, as described in the various current working documents of the session. They are described here, by activity area, as in *Annex 3*.

## A. Core Implementing Functions

### *CIF-1: Continuation of the Process to Enhance the Functioning of the Multilateral System*

36. The *Ad Hoc* Open-ended Working Group to Enhance the Functioning of the Multilateral System (Working Group) will present its recommendations for consideration and adoption by the Governing Body at its Seventh Session. Depending on the decisions taken, it may be deemed necessary to finalize measures to enhance the Multilateral System. The budget envisages two meetings of the Working Group or a similar body, plus three smaller “Friends of the Co-Chairs” group meetings (this could be: two meetings of the Standing Group of Legal Experts and one meeting of technical experts on crops to be included in an Amended Annex 1 of the Treaty) The outcome is the enhancement of the Multilateral System of Access and Benefit-sharing. It must also be understood that, independent of the process for its enhancement, the Multilateral System will still continue to operate as an ongoing functional system.

### *CIF-2: Information Systems for PGRFA*

37. At the core operations of the Multilateral System, Easy-SMTA and the Data Store were established to support users with the generation of SMTAs and to provide a mechanism to gather information under the Third Party Beneficiary Procedures. Easy-SMTA reached more than 1580 users, and the Data Store recorded more than 4.1 million accessions transferred. The Data Store became instrumental in the generation of statistics for a better understanding of the flow of material within the Multilateral System of Access and Benefit-sharing. In the context of a fully operational Global Information System, according to Article 17, special emphasis is given to the connection of the operations of the Global Information System and the Multilateral System, including through Easy-SMTA and the Data Store. Such connection will improve the visibility of the material available through the server assigning Digital Object Identifiers, in accordance with the vision and programme of work adopted by the Governing Body for the Global Information System. The integrated delivery of both plant germplasm and related information by the Treaty systems will increase their accessibility and value for users, and will also contribute to non-monetary benefit-sharing.

### *CIF-3: Enhancement of the Funding Strategy and continuation of the Ad Hoc Advisory Committee on the Funding Strategy (ACFS)*

38. The Funding Strategy is critical to the implementation of the Treaty and the Governing Body has not revised it since it was adopted at the First Session of the Governing Body in 2006. Improving its functioning will be in support of and complement the enhancement of the Multilateral System. The revision of the Funding Strategy was foreseen when it was adopted, acknowledged by the Governing Body at its Sixth Session and is now factored into the Multi-year Programme of Work for the next biennium. Accordingly, the *Ad Hoc* Advisory Committee on the Funding Strategy has made progress in the current biennium in updating the Funding Strategy and is expected to be reconvened by the Governing Body. Its intergovernmental tasks will be complemented by appropriate resource mobilization support by the Secretariat. The outcome will be a more efficient, aligned and sustainable Funding Strategy of the Treaty, thus ensuring adequate and predictable funding for Treaty implementation. The budget for this activity envisages two meetings of the ACFS plus two smaller preparatory meetings (up to 8 people) to prepare: (1) a proposal for funding targets linked to the programmatic approach of the Funding Strategy (a very complex matter that is better filtered through a smaller group before it reaches the ACFS; (2) measures to promote the delivery of non-monetary benefit-sharing through the Funding Strategy (the ACFS currently does not have sufficient expertise on this aspect, but it is part of its Terms of Reference).

*CIF-4: Capacity building and training for implementation of the MLS and GLIS*

39. In the last two biennia, with the increasing number of users of the Multilateral System and the Global Information System, requests for support have continued to increase in the form of capacity building and training. Capacity strengthening is of prime importance for the Global Information System and the enhanced functioning of the Multilateral System as a whole, including in relation to non-monetary benefit-sharing. For example, the Help-desk Function supports users on the multiple operations of the Multilateral System, with a priority focus on developing countries. Capacity building and training will also be extended if changes are applied to the SMTA or to other standards for the operation of the System. With the implementation of the Nagoya Protocol on Access and Benefit-sharing, additional capacity building and training materials on the interface between the Protocol and the Treaty will be in demand. The activities will follow the advice from the Governing Body, through collaborations with existing centres of expertise that can partner with shared training programmes and resources. The outcome will be increased capacity and knowledge for national focal points, genebank managers, researchers and breeders, as well as Article 15 institutions to facilitate the implementation of the Agreements with the Governing Body. Capacity building and training will also contribute to the fulfilment of the relevant reporting obligations of Contracting Parties as envisaged under Article 12.3.c) and under the Compliance Procedures developed pursuant to Article 21.

*CIF-5: Implementation of Articles 6 and 9, and related provisions*

40. In order to ensure a holistic approach to conservation and sustainable use of plant genetic resources and farmers' rights, the Programme of Work on Sustainable Use and activities on farmers' rights will be implemented through partnerships with relevant institutions and stakeholders and facilitated by the Ad Hoc Committee on Sustainable Use, if reconvened by the Governing Body. The outcome will be improved implementation of sustainable use, conservation and farmers' rights under the Treaty, ensuring a comprehensive and broad-based implementation of all Treaty provisions.

## **VI. DONOR-SUPPORTED PROJECTS, IN ADDITION TO THE CORE WORK PROGRAMME**

41. In addition to activities decided by the Governing Body as the Core Work Programme, the Secretariat also undertakes donor-supported projects in the context for the Special Funds for Agreed Purposes, and as part of the Overall Work Programme. Donor-supported projects make full provision for the resources necessary to execute them, and are budgeted separately. Such projects typically provide for technical and policy assistance to developing country Contracting Parties, individual workshops and meetings, and outreach programmes. Addendum 1 of document IT/GB-7/17/28 Add.1, Draft Work Programme and Budget for the 2018-19 Biennium – Donor-supported activities under the Special Fund for Agreed Purposes: Report on activities in 2016-17, and projects proposed for further donor support, reports on activities carried out with direct donor support during the 2016-17 biennium, and outlines a number of projects that donors may now be invited to contribute to. The Governing Body is invited to endorse the proposed projects and to invite donors to contribute to them.

## **VII. THE WORKING CAPITAL RESERVE**

42. The *Financial Rules* make provision for a *Working Capital Reserve* (*Financial Rule 6.4*):

*“Within the General Fund there shall be maintained a working capital reserve at a level to be determined from time to time by the Governing Body by consensus. The purpose of the working capital reserve shall be to ensure continuity of operations in the event of a temporary shortfall of cash. Drawdowns from the working capital reserve shall be restored from contributions as soon as possible.”*

43. Resolution 3/2007 approved a working capital reserve "at the level of 10 percent of the Core Administrative Budget, excluding the FAO contribution". This was confirmed by Resolution 1/2009,

adopted by the Third Session of the Governing Body, established the level of the Working Capital Reserve (WCR) at USD350,000 to be funded during the 2010-2011 biennium.

44. Subsequently, the level of the WCR was increased to \$400,000 in accordance with Resolution 9/2011 of the Fourth Session of the Governing Body (to be funded in the 2012-13 biennium), a level which has been maintained to the current biennium. Considering the increase in the level of the Core Administrative Budget in the intervening period, the level of the Working Capital Reserve now constitutes only 7.83 percent of voluntary contributions.

| History of the level of the Working Capital Reserve |            |                  |                             |               |                       |            |            |
|---|------------|------------------|-----------------------------|---------------|-----------------------|------------|------------|
|   | Budget USD | FAO Contribution | Net voluntary contributions | WCR level USD | WCR as % of voluntary | WCR at 10% | Difference |
| GB1   | 2,854,988  | 1,124,000        | 1,730,988                   | 105,647       | 6.10%                 | n/a        |            |
| GB2   | 5,415,940  | 1,607,000        | 3,808,940                   | 346,267       | 9.09%                 | 380,894    | 34,627     |
| GB3   | 5,482,833  | 1,859,000        | 3,623,833                   | 350,000       | 9.66%                 | 362,383    | 12,383     |
| GB4   | 6,467,913  | 1,987,200        | 4,480,713                   | 400,000       | 8.93%                 | 448,071    | 48,071     |
| GB5   | 6,943,284  | 2,000,000        | 4,943,284                   | 400,000       | 8.09%                 | 494,328    | 94,328     |
| GB6   | 7,105,517  | 2,000,000        | 5,105,517                   | 400,000       | 7.83%                 | 510,552    | 110,552    |
| Proposed level                                      |            |                  |                             |               |                       |            |            |
| GB7   | 8,863,982  | 2,000,000        | 6,863,982                   | 650,000       | 9.47%                 | 686,398    | 36,398     |

45. In order to comply with Resolution 3/2007 on the basis of the current budget proposal, it is hereby proposed that this reserve be increased to USD650,000 in order to assure the functioning of the Treaty in the event of temporary cash shortfalls.

46. Amounts that Contracting Parties are requested to contribute to the Reserve (in accordance with the indicative scale of contributions) take into consideration amounts already paid. Accordingly, those Contracting Parties that had already contributed to the Reserve are requested to contribute only the eventual difference due.

## **VIII. FUND TO SUPPORT THE PARTICIPATION OF DEVELOPING COUNTRIES – TRUST FUND MTF/INT/018/MUL**

47. The special fund for the Participation of Developing Countries does not strictly form part of the Core Administrative Budget but it is included here due to its importance to the ability to deliver the approved work programme and to enhancing decision making by the Governing Body.

48. At its second meeting, the Bureau “expressed concern at the low level of resources available to facilitate the participation of developing country delegates in the meetings of the Governing Body and its subsidiary bodies, and noted that this could negatively affect decision making in the Governing Body and its subsidiary bodies”.

49. The Bureau welcomed the suggestion by the Secretary to present to the Governing Body, in the draft budget, an estimate of the resources needed to support the participation of developing country delegates for the next biennium.

50. It was reported to the last Session of the Governing Body that the Fund was, at that time, very close to depletion. The additional load of the various subsidiary bodies of the Governing Body during the current biennium, together with the very limited funding that has been forthcoming, despite numerous appeals from the Secretariat and the Chairperson of the Governing Body, have been instrumental in virtually exhausting all available funds. Moreover it is regrettable to have to note that the total support to this fund, over the years, has come from very few Contracting Parties.

51. The funds currently available will not be sufficient to cover the cost incurred in connection with the current Session of the Governing Body. While limited additional funds have been or are in process of being provided by some donors, the trust fund will be totally exhausted by year end. At the same time, the Treaty cannot envisage either not being in a position to provide support or using other funding sources which are not currently available.

52. The average cost of assuring this vital support to developing countries under this fund during the period 2008-2015 has not been excessive, being in the order of USD395,000 per biennium.

| Travel expenditure under TF MTF/INT/018/MUL                  |         |              |              |
|--|---------|--------------|--------------|
| (Special Fund for the Participation of Developing Countries) |         |              |              |
| Year   | USD     | GB           | Biennium USD |
| 2008   | 107,450 |              | 351,800      |
| 2009   | 244,350 | 3rd - Tunis  |              |
| 2010   | 65,590  |              | 365,150      |
| 2011   | 299,560 | 4th - Bali   |              |
| 2012   | 146,620 |              | 457,190      |
| 2013   | 310,570 | 5th - Muscat |              |
| 2014   | 57,290  |              | 400,090      |
| 2015   | 342,800 | 6th - Rome   |              |
| 2016   | 98,340  |              |              |
| Average  | Annual  | GB           | Biennium     |
|  | 185,841 | 299,320      | 393,558      |

53. A figure of USD450,000 for the 2018-19 biennium, including a minimum reserve, appears appropriate to cover basic expenditure and a reference to this effect has been included in the elements of a draft Resolution contained in the Appendix to this document.

## IX. ADMINISTRATIVE AND OTHER MATTERS

54. Administrative rules of FAO require that for all multi-donor trust funds, any additional contribution by one of the donors amounts to a budget revision, which shall require the consent of all the donors to that trust fund.

55. While this rule was established to ensure transparency, and for real functional and accountability reasons, it creates an unusual and practically impossible burden on the Secretariat to fulfil.

56. Given that all the Trust Funds of the Treaty are, by definition, multi-donor trust funds, this means that on each occasion any contribution is made to any of the funds, this amounts to a budget revision for which the consent of the other donors are required. Since these funds are established by the Governing Body, this would, in theory, mean that the consent of all the 144 Contracting Parties must be sought and obtained for each and any additional contribution, irrespective of the amount.

57. While colleagues in the relevant units of FAO have been very helpful and supportive in seeking pragmatic solutions to these requirements, it is not often easy given the inevitable staff changes that occur, which require fresh and time-consuming renegotiations. Consequently, and as an additional solution, it is proposed the Governing Body grant its advance consent to enable the receipt of much needed contributions to these trust funds to minimize the additional administrative burdens and bottlenecks.

## **X. GUIDANCE SOUGHT**

58. The Governing Body is invited to consider and adopt, subject to those revisions that it may consider appropriate, the Draft Resolution contained in the document, thereby approving and adopting the Core Work Programme for the 2018-19 biennium, and the Core Administrative Budget.

## Appendix

### POSSIBLE ELEMENTS OF A RESOLUTION

#### Resolution .../2017 - Work Programme and Budget 2018-19

##### The Governing Body,

##### *Recalling* that:

- a) The FAO Governing Bodies have determined that the Treaty on Plant Genetic Resources for Food and Agriculture is a priority FAO activity;
- b) That the FAO Conference has recommended that “*statutory bodies and conventions will be strengthened, enjoying more financial and administrative authority within the framework of FAO and a greater degree of self-funding by their Members*”;

##### *Recognizing* that:

- a) The Treaty is at a crucial growth and enhancement stage, in which the future sustainability and relevance of the Treaty are at stake;
- b) The execution of the Work Programme is subject to adequate resources being available, in a timely manner, within the Core Administrative Budget, and that this will be essential to the future functioning, integrity and effectiveness of the Treaty;
- c) Exclusion of essential inter-sessional activities from the Core Administrative Budget may create significant uncertainty in the planning and execution of those activities, as experienced in the current biennium;

**Adopts** the Treaty’s Work Programme and the Core Administrative Budget for the biennium 2018-19, as contained in *Annex 1* to this resolution;

**Adopts** the indicative scale of contributions, in accordance with Financial Rule V.1b, as contained in *Annex 2* to this resolution;

- 1) **Urges** all Contracting Parties to provide the resources required in the Core Administrative Budget, as adopted;
- 2) **Urges** Contracting Parties who made no, or only limited contributions in previous biennia, to make contributions to the Core Administrative Budget;
- 3) **Recommends** the project proposals contained in the *Addendum to Annex 1* to this Resolution to donor Governments and institutions, and **invites** them to provide the funding necessary for the implementation of these projects;
- 4) **Invites** States that are not Contracting Parties, inter-governmental organizations, non-governmental organizations and other entities, to also contribute to the Core Administrative Budget;
- 5) **Takes note** of the provisional proposed contribution from FAO of USD 2,000,000;
- 6) **Approves** the level of the Working Capital Reserve at USD 650,000;
- 7) **Notes** that Contracting Parties, who have not contributed to the Working Capital Reserve, will be requested to contribute the balance necessary to bring the reserve up to its established level, in the call for contributions for the 2018-19 biennium, by separate voluntary contributions, in addition to their voluntary contributions to the Core Administrative Budget;

- 8) **Approves** the Secretariat staffing structure for the biennium 2018-19 set out in *Annex 3* to this Resolution, recognizing that the precise staffing arrangements are a matter of the normal executive authority of the Secretary;
- 9) **Warmly thanks** those Governments who have generously donated substantial funds for additional project activities, outside the Core Administrative Budget, thereby assisting the Treaty in establishing its operational systems and **invites** Governments to replenish the funds for project activities which will be critical for the continued successful implementation of the Treaty in the 2018-19 biennium;
- 10) **Warmly thanks** the Government of Italy for the staff resources that they have made available to support and extend the activities of the Treaty;
- 11) **Confirms** that Contracting Parties that are developing countries and countries with economies in transition should be informed by the Secretary, in a timely manner before a meeting, of the availability of resources to support their participation in that meeting from the Fund referred to in the Treaty's Financial Rule VI.2c, and that, where such funding is limited, priority should be given to the least developed countries;
- 12) **Appeals** to Contracting Parties and other donors urgently to replenish the Fund to Support the Participation of Developing Countries in the amount of USD450,000 for the 2018-19 biennium and requests the Secretary to include a call for funds to this effect in the annual letters calling for contributions to the Budget;
- 13) **Appeals** to Contracting Parties urgently to contribute to the Trust Fund for Agreed Purposes to replenish resources required to support the implementation and further evolution of the Treaty in alignment with its 2018-19 Work Programme;
- 14) **Agrees and collectively grants its advance consent** to the budget revisions to the Trust Fund for Agreed Purposes and the Trust Fund to Support the Participation of Developing Countries that may arise from any additional contribution to these Trust Funds, in accordance with the financial rules or administrative requirements of FAO;
- 15) **Invites** FAO to take into account the specific nature and structure of the Treaty's Trust Funds and to make necessary arrangements to minimize administrative burdens that might impede the receipt of contributions into those funds;
- 16) **Requests** the Secretary to continue to seek opportunities to hold Treaty meetings back-to-back with other relevant meetings to save on travel and other costs;
- 17) **Requests** the Secretary to submit a draft Work programme and Budget for the biennium 2020-21, including a Secretariat staffing table and a Draft Resolution, for the consideration of the Governing Body at its Eighth Session, and to report on progress on income and expenditures, as well as any adjustments made to the budget in the biennium 2018-19;
- 18) **Requests** the Secretary to provide a detailed financial report, at least six weeks in advance, to the Eighth Session of the Governing Body.

(Adopted on XX November 2017)



## ANNEX 1

## Proposed Core Work Programme: 2018 - 2019 Biennium – Resource requirements

|   | A                         | B                           | C                          |
|---|---------------------------|-----------------------------|----------------------------|
|   | Core Maintenance Function | Core Implementing Functions | Core Administrative Budget |
| All amounts in USD  |                           |                             |                            |
| <b>A. Human resources</b>                                   |                           |                             |                            |
| A.1 Established staff positions                             | 5,409,867                 | -                           | 5,409,867                  |
| A.3 Other consultancy costs                                 | 281,960                   | 406,448                     | 688,408                    |
| <b>Total A. Human Resources</b>                             | <b>5,691,827</b>          | <b>406,448</b>              | <b>6,098,275</b>           |
| <b>B. Meetings</b>  |                           |                             |                            |
| B.1 Governing body  | 850,000                   | -                           | 850,000                    |
| B.2 Bureau  | 32,500                    | -                           | 32,500                     |
| B.3 Compliance Committee                                    | 70,000                    | -                           | 70,000                     |
| B.4 Panel of Experts for the appraisal of project proposals | 40,000                    | -                           | 40,000                     |
| B.5 Activity related  |                           | 636,000                     | 636,000                    |
| <b>Total B. Meetings</b>                                    | <b>992,500</b>            | <b>636,000</b>              | <b>1,628,500</b>           |
| <b>C. Other costs</b>                                       |                           |                             |                            |
| C.1 Core staff duty travel                                  | 200,000                   | 30,000                      | 230,000                    |
| C.2 Publications and communication                          | 65,000                    | -                           | 65,000                     |
| C.3 Supplies and equipment                                  | 25,000                    | -                           | 25,000                     |
| C.4 Contracts   | 64,500                    | 10,000                      | 74,500                     |
| C.5 Miscellaneous   | 20,000                    | 8,200                       | 28,200                     |
| <b>Total C. Other Costs</b>                                 | <b>374,500</b>            | <b>48,200</b>               | <b>422,700</b>             |
| <b>Total A + B + C</b>                                      | <b>7,058,827</b>          | <b>1,090,648</b>            | <b>8,149,475</b>           |
| D. General Operating Services                               | 282,353                   | 43,626                      | 325,979                    |
| <b>Operating Budget</b>                                     | <b>7,341,180</b>          | <b>1,134,274</b>            | <b>8,475,454</b>           |
| E. Project Servicing Cost                                   | 320,471                   | 68,056                      | 388,527                    |
| <b>Totals</b>   | <b>7,661,651</b>          | <b>1,202,330</b>            | <b>8,863,982</b>           |

| Funding of the Proposed Core Administrative Budget    |                    |
|---|--------------------|
| Total Core Work Programme                             | <b>8,863,982</b>   |
| Less:   |                    |
| F. FAO contribution                                   | <b>[2,000,000]</b> |
| <b>Net amount to be funded by Contracting Parties</b> | <b>6,863,982</b>   |

## ANNEX 2

## Proposed Maintenance Functions: 2018 - 2019 Biennium – Resource requirements

| Treaty Article<br>GB Doc reference  | Core Maintenance Function |                  |
|---|---------------------------|------------------|
|   | 19-20                     |                  |
|   | 28, 28 Add.1              |                  |
|   | Cost - USD                | Total Cost - USD |
| <b>A. Human resources</b>   |                           |                  |
| <b>A.1 Established staff positions</b>  | <b>5,409,867</b>          | <b>5,409,867</b> |
| In accordance with approved Secretariat staffing table  |                           |                  |
| <i>D1 Secretary</i>   | 504,912                   |                  |
| <i>P5 (Senior Technical Officer, Multilateral System and deputy to the Secretary)</i>                     | 493,361                   |                  |
| <i>P4 (Programme Officer, Programme and Management)</i>   | 389,112                   |                  |
| <i>P4 (Technical Officer, Multilateral System and Global Information System Operations)</i>               | 420,241                   |                  |
| <i>P4 (Technical Officer, Funding Strategy and Benefit-sharing Fund Operations)</i>                       | 420,241                   |                  |
| <i>P4 (Technical Officer, Donor Liaison)</i>  | 420,241                   |                  |
| <i>P4 (Technical Officer, Liaison with CBD and other organizations)</i>                                   | 420,241                   |                  |
| <i>P3 (Technical Officer, Funding Strategy Support)</i>   | 346,680                   |                  |
| <i>P3 (Technical Officer, Communication and Outreach)</i>   | 346,680                   |                  |
| <i>P3 (Technical Officer, Multilateral System and Benefit-sharing)</i>                                    | 346,680                   |                  |
| <i>P3 (Technical Officer, Systems Operations Support)</i>   | 346,680                   |                  |
| <i>P3 (Technical Officer, Finance &amp; Budget)</i>   | 173,340                   |                  |
| <i>G5 Administrative support clerk</i>  | 214,848                   |                  |
| <i>G5 Meetings support clerk</i>  | 214,848                   |                  |
| <i>G4 Secretary</i>   | 184,656                   |                  |
| <i>G3 Clerk</i>   | 167,106                   |                  |
| <b>A.3 Consultancy costs</b>  | <b>281,960</b>            | <b>281,960</b>   |
| Treaty maintenance and Statutory meeting related  | 195,560                   |                  |
| Communications and editorial related  | 86,400                    |                  |
| <b>Total A. Human Resources</b>   | <b>5,691,827</b>          | <b>5,691,827</b> |
| <b>B. Meetings - Statutory Bodies</b>   |                           |                  |
| <b>B.1 Governing body</b>   | <b>850,000</b>            | <b>850,000</b>   |
| <i>Consultants</i>  | 80,000                    |                  |
| <i>Contracts</i>  | 90,000                    |                  |
| <i>Locally Contracted Labour &amp; Overtime</i>   | 38,000                    |                  |
| <i>Travel (Secretariat)</i>   | -                         |                  |
| <i>Expendable Procurement</i>   | 7,000                     |                  |
| <i>General Operating Expenses</i>   | 10,000                    |                  |
| <i>General Operating Expenses - external common services</i>  | 10,000                    |                  |
| <i>General Operating Expenses - internal common services (interpretation, translation &amp; printing)</i> | 615,000                   |                  |
| <b>B.2 Bureau</b>   | <b>32,500</b>             | <b>32,500</b>    |
| <b>B.3 Compliance Committee</b>   | <b>70,000</b>             | <b>70,000</b>    |
| <b>B.4 Panel of Experts - Benefit-sharing Fund</b>  | <b>40,000</b>             | <b>40,000</b>    |
| <b>Total B. Meetings</b>  | <b>992,500</b>            | <b>992,500</b>   |
| <b>C. Other costs</b>   |                           |                  |
| <b>C.1 Staff duty travel</b>  | <b>200,000</b>            | <b>200,000</b>   |
| <b>C.2 Publications and communication</b>   | <b>65,000</b>             | <b>65,000</b>    |
| <b>C.3 Supplies and equipment</b>   | <b>25,000</b>             | <b>25,000</b>    |
| <b>C.4 Contracts</b>  |                           |                  |
| <i>Hosting SMTA in UNICC</i>  | 22,000                    | 22,000           |
| <i>Hosting GLIS in FAO &amp; website hosting and maintenance</i>  | 42,500                    | 42,500           |
| <b>C.5 Miscellaneous</b>  | <b>20,000</b>             | <b>20,000</b>    |
| <b>Total C. Other Costs</b>   | <b>374,500</b>            | <b>374,500</b>   |
| <b>Total A + B + C</b>  | <b>7,058,827</b>          | <b>7,058,827</b> |
| <b>D. General Operating Services (4% of A + B + C)</b>  | <b>282,353</b>            | <b>282,353</b>   |
| <b>Operating Budget</b>   | <b>7,341,180</b>          | <b>7,341,180</b> |
| <b>E. Project Servicing Cost (6% of Operating Budget excluding FAO contribution)</b>                      | <b>320,471</b>            | <b>320,471</b>   |
| <b>Core Administrative budget</b>   | <b>7,661,651</b>          | <b>7,661,651</b> |
| <b>F. FAO contribution</b>  | <b>2,000,000</b>          | <b>2,000,000</b> |
| <b>Balance to be funded by Contracting Parties</b>  | <b>5,661,651</b>          | <b>5,661,651</b> |

## ANNEX 3: Proposed Implementing Functions, 2018 - 2019 Biennium – Resource requirements

| Reference  | Core Implementing Functions  |                               |   |   |  | Total Core Implementation Functions |          |        |                |          |     |                |        |   |                  |                |
|--|--|-------------------------------|---|---|--|-------------------------------------|----------|--------|----------------|----------|-----|----------------|--------|---|------------------|----------------|
|  | CIF-1  | CIF-2                         | CIF-3   | CIF-4   | CIF-5  |                                     |          |        |                |          |     |                |        |   |                  |                |
| Related activity area  | Ad Hoc Open-ended Working Group on the Enhancement of the Functioning of the Multilateral System of Access and Benefit-sharing | Information Systems for PGRFA | Funding Strategy and Ad Hoc Committee on the Funding Strategy | Capacity building and training for implementation of the MLS and GLIS | Implementation of Article 6 and related provisions |                                     |          |        |                |          |     |                |        |   |                  |                |
| Treaty Articles  | 18,13  | 5,13,15 & 17                  | 13,18   | 20.5  | 5,6,9  |                                     |          |        |                |          |     |                |        |   |                  |                |
| GB Doc reference   | IT/GB-7/17/7   | IT/GB-7/17/14 & 15            | IT/GB-7/17/12 & 13  | IT/GB-7/17/09 & 14  | IT/GB-7/17/16 & 17                                 |                                     |          |        |                |          |     |                |        |   |                  |                |
| All amounts in USD   |  |                               |   |   |  |                                     |          |        |                |          |     |                |        |   |                  |                |
| <b>A. Human resources</b>  |  |                               |   |   |  |                                     |          |        |                |          |     |                |        |   |                  |                |
| A.3 Other consultancy costs  | 67,500   | 166,448                       | 54,000  | 54,000  | 64,500   | 406,448                             |          |        |                |          |     |                |        |   |                  |                |
| <b>Total A. Human Resources</b>                                    | <b>67,500</b>  | <b>166,448</b>                | <b>54,000</b>   | <b>54,000</b>   | <b>64,500</b>                                      | <b>406,448</b>                      |          |        |                |          |     |                |        |   |                  |                |
| <b>B. Meetings</b>   |  |                               |   |   |  |                                     |          |        |                |          |     |                |        |   |                  |                |
| <b>Other Meetings</b>  |  |                               |   |   |  |                                     |          |        |                |          |     |                |        |   |                  |                |
| B.5 Activity related   | Meetings   |                               | Total   | Meetings  |  | Total                               | Meetings |        | Total          | Meetings |     | Total          |        |   |                  |                |
|  | Cost   | No.                           |   | Cost  | No.  |                                     | Cost     | No.    |                | Cost     | No. |                |        |   |                  |                |
| Consultants  | 8,100  | 5                             | 40,500  |   |  |                                     |          |        |                |          |     |                | 40,500 |   |                  |                |
| Contracts  |  |                               | -   |   |  |                                     |          |        |                | 8,000    | 1   | 8,000          | 8,000  |   |                  |                |
| Travel - participants  | 41,500   | 2 (+3)                        | 128,000   | 25,000  | 2  | 50,000                              | 17,500   | 2 (+2) | 60,000         | 35,000   | 2   | 70,000         | 25,875 | 4 | 103,500          | 411,500        |
| Travel - Secretariat   | 10,000   | 2                             | 20,000  |   |  |                                     | 3,000    | 2      | 6,000          | 5,000    | 2   | 10,000         |        |   | 36,000           |                |
| Procurement  |  |                               | -   |   |  |                                     |          |        |                |          |     |                |        |   | -                |                |
| General operating expenses (interpretation, translation, printing) | 52,500   | 2                             | 105,000   |   |  |                                     | 7,500    | 2      | 15,000         |          |     |                | 20,000 | 1 | 20,000           | 140,000        |
| <i>Meeting cost per session</i>                                    | 112,100  |                               |   | 25,000  |  |                                     | 28,000   |        |                | 40,000   |     |                | 53,875 |   |                  |                |
| <b>Total B. Meetings</b>   |  |                               | <b>293,500</b>  |   |  | <b>50,000</b>                       |          |        | <b>81,000</b>  |          |     | <b>80,000</b>  |        |   | <b>131,500</b>   | <b>636,000</b> |
| <b>C. Other costs</b>  |  |                               |   |   |  |                                     |          |        |                |          |     |                |        |   |                  |                |
| C.1 Core staff duty travel   |  |                               | -   | 5,000   |  |                                     | -        |        |                | 10,000   |     |                | 15,000 |   | 30,000           |                |
| C.2 Publications and communication                                 |  |                               | -   | -   |  |                                     | -        |        |                | -        |     |                | -      |   | -                |                |
| C.3 Supplies and equipment   |  |                               | -   | -   |  |                                     | -        |        |                | -        |     |                | -      |   | -                |                |
| C.4 Contracts  |  |                               | -   | 10,000  |  |                                     | -        |        |                | -        |     |                | -      |   | 10,000           |                |
| C.5 Miscellaneous  |  |                               | -   | 8,200   |  |                                     | -        |        |                | -        |     |                | -      |   | 8,200            |                |
| <b>Total C. Other Costs</b>  |  |                               | <b>-</b>  | <b>23,200</b>   |  | <b>-</b>                            |          |        | <b>10,000</b>  |          |     | <b>15,000</b>  |        |   | <b>48,200</b>    |                |
| <b>Total A + B + C</b>   |  |                               | <b>361,000</b>  | <b>239,648</b>  |  | <b>135,000</b>                      |          |        | <b>144,000</b> |          |     | <b>211,000</b> |        |   | <b>1,090,648</b> |                |
| D. General Operating Services (4% of A + B + C)                    |  |                               | 14,440  | 9,586   |  | 5,400                               |          |        | 5,760          |          |     | 8,440          |        |   | 43,626           |                |
| <b>Operating Budget</b>  |  |                               | <b>375,440</b>  | <b>249,234</b>  |  | <b>140,400</b>                      |          |        | <b>149,760</b> |          |     | <b>219,440</b> |        |   | <b>1,134,274</b> |                |
| E. Project Servicing Cost (6% of Operating Budget)                 |  |                               | 22,525  | 14,956  |  | 8,425                               |          |        | 8,985          |          |     | 13,165         |        |   | 68,056           |                |
| <b>Totals</b>  |  |                               | <b>397,965</b>  | <b>264,190</b>  |  | <b>148,825</b>                      |          |        | <b>158,745</b> |          |     | <b>232,605</b> |        |   | <b>1,202,330</b> |                |

**ANNEX 4: Proposed Core Administrative Budget and Work Programme: 2018 - 2019 Biennium - cost variation by budget category**

|                                      | <b>A</b>                                    | <b>B</b>                      | <b>C</b>                           | <b>D</b>                                    | <b>E</b>                        | <b>F</b>                        |
|--------------------------------------|---|-------------------------------|------------------------------------|---|---------------------------------|---------------------------------|
|                                      | Approved 2016-17 Core Administrative Budget | 1.7% p.a. EIU-CPI for 2018-19 | No Growth basis for 2018-19 budget | Proposed 2018-19 Core Administrative Budget | Variation compared to No Growth | Variation compared to No Growth |
| Category                             | USD   | USD                           |                                    | USD   | %                               | USD                             |
| <b>A. Human Resources</b>            | 5,247,589                                   | 179,935                       | 5,427,524                          | 6,098,275                                   | 12.36%                          | 670,752                         |
| <b>B. Meetings</b>                   | 956,275                                     | 32,790                        | 989,065                            | 1,628,500                                   | 64.65%                          | 639,435                         |
| <b>C. Other Costs</b>                | 350,491                                     | 12,018                        | 362,509                            | 422,700                                     | 16.60%                          | 60,191                          |
| <b>Total A + B + C</b>               | <b>6,554,355</b>                            | <b>224,742</b>                | <b>6,779,097</b>                   | <b>8,149,475</b>                            | <b>20.21%</b>                   | <b>1,370,378</b>                |
| <b>D. General Operating Services</b> | 262,170                                     | 8,990                         | 271,164                            | 325,979                                     | 20.21%                          | 54,815                          |
| <b>Operating Budget</b>              | <b>6,816,525</b>                            | <b>233,732</b>                | <b>7,050,261</b>                   | <b>8,475,454</b>                            | <b>20.21%</b>                   | <b>1,425,193</b>                |
| <b>E. Project Servicing Cost</b>     | 288,992                                     | 14,024                        | 303,016                            | 388,527                                     | 28.22%                          | 85,512                          |
| <b>Totals</b>                        | <b>7,105,517</b>                            | <b>247,756</b>                | <b>7,353,277</b>                   | <b>8,863,982</b>                            | <b>20.54%</b>                   | <b>1,510,705</b>                |

## **ANNEX 5: ASSUMPTIONS USED IN COSTING THE CORE ADMINISTRATIVE BUDGET**

### ***Inflation and cost increases***

The annual inflation rate (consumer prices) in Italy, where the Secretariat incurs the greater part of its expenditure in Euros, has been forecast at approximately 1.7 % *per annum* (3.43% for the biennium) for the period 2018-2019. In this document, this rate has been used solely in Annex 4 in order to give a comparative revalued basis for the current 2016-17 Core Administrative Budget.

### ***Human Resources***

The provisional FAO standard rates for the 2018-2019 biennium have been used in the computation of staff costs.

### ***Meetings***

A statutory task of the Secretary and the Secretariat is to provide logistic and administrative support for sessions of the Governing Body and its subsidiary bodies, including the preparation of documentation. In the 2018-19 biennium, the proposed meetings of the following subsidiary bodies are provided for in *Annex 2*:

- One Session of the Governing Body, in accordance with Article 19 of The Treaty
- One meeting of the Bureau of the Governing Body in each year of the biennium.
- Two meetings of the Compliance Committee (In accordance with Article 19.3 & 21 of The Treaty)
- One meeting of the Panel of Experts - Benefit-sharing Fund in accordance with Resolution 2/2013, (steps 3 & 5 of Annex 1, Section II of the Operational Procedures of BSF) Meeting of 14 experts for 3 days

### ***Other costs***

This allocation covers costs relating to secretariat travel, publications, equipment and miscellaneous expenditure, and is in line with expenditure under the 2016-17 Core Administrative Budget. It includes the cost of a revised and more economical contract with the International Computing Centre for the hosting of the SMTA server as well as the cost of hosting the GLIS in FAO.

### ***General Operating Expenses***

General Operating Expenses represent charges for the full range of support services needed to run the Secretariat offices and related operations, and are calculated at a rate of 4% of the sum of the costs in the budget annexes.

### ***Project Servicing Costs***

Project Servicing Costs (*PSC*) are charged by FAO to cover the indirect variable administrative and operational costs of servicing Trust Funds. The rate currently being charged to the Treaty has been established at 6%, and is applied in the budget annexes. (Note: Project Servicing Costs are, logically, not chargeable on the FAO contribution to the Treaty).

### ***FAO contribution***

The figure of USD 2 million has been approved by the FAO Conference in July 2017 as cited in paragraph 56. e) of the Director General's Programme of Work and Budget 2018-19.

**ANNEX 6: Analysis of the 2016-17 Core Administrative Budget, current and forecast expenditure and the proposed 2018-19 Total Budget**

|   | 1                | 2                | 3                | 4                | 5                | 6              | 7                       | 8                          | 9                          | 10                 | 11            |
|---|------------------|------------------|------------------|------------------|------------------|----------------|-------------------------|----------------------------|----------------------------|--------------------|---------------|
|   | 2016-17 Budget   | 2016-17 Actual   | 2016-17 Forecast | Total (2+3)      | Variance (1-4)   | Variance (1-4) | Proposed 2018-19 Budget | Variance re 2016-17 Budget | Variance re 2016-17 Budget | Variance re Actual |               |
|   | \$               | \$               | \$               | \$               | \$               | %              | \$                      | \$                         | %                          | \$                 | %             |
| <b>A. Human resources</b>                                   |                  |                  |                  |                  |                  |                |                         |                            |                            |                    |               |
| A.1 Established staff positions                             | 4,442,986        | 2,856,766        | 190,919          | 3,047,685        | 1,395,301        | 31.4%          | 5,409,867               | 966,881                    | 21.8%                      | 2,362,182          | 77.5%         |
| A.2 Temporary posts   | 422,703          | -                | -                | -                | 422,703          | 0.0%           | -                       | 422,703                    | 0.0%                       | -                  | 0.0%          |
| A.3 Other consultancy costs                                 | 381,900          | 1,147,449        | 21,978           | 1,169,427        | 787,527          | -206.2%        | 688,408                 | 306,508                    | 80.3%                      | 481,019            | -41.1%        |
| <b>Total A. Human Resources</b>                             | <b>5,247,589</b> | <b>4,004,215</b> | <b>212,897</b>   | <b>4,217,112</b> | <b>1,030,477</b> | <b>19.6%</b>   | <b>6,098,275</b>        | <b>850,686</b>             | <b>16.2%</b>               | <b>1,881,163</b>   | <b>44.6%</b>  |
| <b>B. Meetings</b>  |                  |                  |                  |                  |                  |                |                         |                            |                            |                    |               |
| B.1 Governing body  | 650,000          | -                | 650,000          | 650,000          | -                | 0.0%           | 850,000                 | 200,000                    | 30.8%                      | 200,000            | 30.8%         |
| B.2 Bureau  | 31,275           | 13,942           | -                | 13,942           | 17,333           | 55.4%          | 32,500                  | 1,225                      | 3.9%                       | 18,558             | 133.1%        |
| B.3 Compliance Committee                                    | 30,000           | 21,659           | -                | 21,659           | 8,341            | 27.8%          | 70,000                  | 40,000                     | 133.3%                     | 48,341             | 223.2%        |
| B.4 Panel of Experts for the appraisal of project proposals | -                | -                | -                | -                | -                | 0.0%           | 40,000                  | 40,000                     | 0.0%                       | 40,000             | 0.0%          |
| B.5 Activity related  | 245,000          | 143,963          | 109,855          | 253,818          | 8,818            | 0.0%           | 636,000                 | 391,000                    | 0.0%                       | 382,182            | 0.0%          |
| <b>Total B. Meetings</b>                                    | <b>956,275</b>   | <b>179,564</b>   | <b>759,855</b>   | <b>939,419</b>   | <b>16,856</b>    | <b>1.8%</b>    | <b>1,628,500</b>        | <b>672,225</b>             | <b>70.3%</b>               | <b>689,081</b>     | <b>73.4%</b>  |
| <b>C. Other costs</b>                                       |                  |                  |                  |                  |                  |                |                         |                            |                            |                    |               |
| C.1 Core staff duty travel                                  | 157,500          | 544,916          | 181,639          | 726,555          | 569,055          | -361.3%        | 230,000                 | 72,500                     | 46.0%                      | 496,555            | -68.3%        |
| C.2 Publications and communication                          | 69,069           | 10,483           | 3,494            | 13,977           | 55,092           | 79.8%          | 65,000                  | 4,069                      | -5.9%                      | 51,023             | 365.0%        |
| C.3 Supplies and equipment                                  | 51,207           | 9,879            | 3,293            | 13,172           | 38,035           | 74.3%          | 25,000                  | 26,207                     | -51.2%                     | 11,828             | 89.8%         |
| C.4 Contracts   | 52,231           | 57,643           | 19,214           | 76,857           | 24,626           | -47.1%         | 74,500                  | 22,269                     | 47.6%                      | 2,357              | -3.1%         |
| C.5 Miscellaneous   | 20,483           | 8,453            | 2,818            | 11,271           | 9,212            | 45.0%          | 28,200                  | 7,717                      | 37.7%                      | 16,929             | 150.2%        |
| <b>Total C. Other Costs</b>                                 | <b>350,490</b>   | <b>631,374</b>   | <b>210,458</b>   | <b>841,832</b>   | <b>491,342</b>   | <b>-140.2%</b> | <b>422,700</b>          | <b>72,210</b>              | <b>20.6%</b>               | <b>419,132</b>     | <b>-49.8%</b> |
| <b>Total A + B + C</b>                                      | <b>6,554,354</b> | <b>4,815,153</b> | <b>1,183,210</b> | <b>5,998,363</b> | <b>555,991</b>   | <b>8.5%</b>    | <b>8,149,475</b>        | <b>1,595,121</b>           | <b>24.3%</b>               | <b>2,151,112</b>   | <b>35.9%</b>  |
| D. General Operating Services                               | 262,170          | 574,239          | 344,260          | 918,499          | 656,329          | -250.3%        | 325,979                 | 63,809                     | 24.3%                      | 592,520            | -64.5%        |
| <b>Operating Budget</b>                                     | <b>6,816,524</b> | <b>5,389,392</b> | <b>1,527,470</b> | <b>6,916,862</b> | <b>100,338</b>   | <b>-1.5%</b>   | <b>8,475,454</b>        | <b>1,658,930</b>           | <b>24.3%</b>               | <b>1,558,592</b>   | <b>22.5%</b>  |
| E. Project Servicing Cost                                   | 288,991          | 178,847          | 64,902           | 243,749          | 45,242           | 15.7%          | 388,527                 | 99,536                     | 34.4%                      | 144,778            | 59.4%         |
| <b>Totals</b>   | <b>7,105,515</b> | <b>5,568,239</b> | <b>1,592,372</b> | <b>7,160,611</b> | <b>55,096</b>    | <b>-0.8%</b>   | <b>8,863,981</b>        | <b>1,758,466</b>           | <b>24.7%</b>               | <b>1,703,370</b>   | <b>23.8%</b>  |

**Analysis of the 2016-17 Core Administrative Budget, current and forecast expenditure and the proposed 2018-19 Budget – Core Maintenance Functions only**

| 1   | 2                | 3                | 4                | 5                | 6             | 7                       | 8                  | 9            | 10                 | 11           |
|---|------------------|------------------|------------------|------------------|---------------|-------------------------|--------------------|--------------|--------------------|--------------|
| 2016-17 Budget  | 2016-17 Actual   | 2016-17 Forecast | Total (2+3)      | Variance (1-4)   |               | Proposed 2018-19 Budget | Variance re Budget |              | Variance re Actual |              |
| \$  | \$               | \$               | \$               | \$               | %             | \$                      | \$                 | %            | \$                 | %            |
| <b>A. Human resources</b>                                   |                  |                  |                  |                  |               |                         |                    |              |                    |              |
| A.1 Established staff positions                             | 4,442,986        | 2,856,766        | 3,047,685        | 1,395,301        | 31.40%        | 5,409,867               | 966,881            | 21.8%        | 2,362,182          | 77.5%        |
| A.2 Temporary posts   | -                | -                | -                | -                | 0.0%          | -                       | -                  | 0.0%         | -                  | 0.0%         |
| A.3 Other consultancy costs                                 | 140,400          | 372,067          | 394,045          | - 253,645        | -180.7%       | 281,960                 | 141,560            | 100.8%       | - 112,085          | -28.4%       |
| <b>Total A. Human Resources</b>                             | <b>4,583,386</b> | <b>3,228,833</b> | <b>3,441,730</b> | <b>1,141,656</b> | <b>24.9%</b>  | <b>5,691,827</b>        | <b>1,108,441</b>   | <b>24.2%</b> | <b>2,250,097</b>   | <b>65.4%</b> |
| <b>B. Meetings</b>  |                  |                  |                  |                  |               |                         |                    |              |                    |              |
| B.1 Governing body  | 650,000          | -                | 650,000          | -                | 0.0%          | 850,000                 | 200,000            | 30.8%        | 200,000            | 30.8%        |
| B.2 Bureau  | 31,275           | 13,942           | 13,942           | 17,333           | 55.4%         | 32,500                  | 1,225              | 3.9%         | 18,558             | 133.1%       |
| B.3 Compliance Committee                                    | 30,000           | 21,659           | 21,659           | 8,341            | 27.8%         | 70,000                  | 40,000             | 133.3%       | 48,341             | 223.2%       |
| B.4 Panel of Experts for the appraisal of project proposals | -                | -                | -                | -                | 0.0%          | 40,000                  | 40,000             | 0.0%         | 40,000             | 0.0%         |
| B.5 Activity related  | -                | 64,763           | 174,618          | - 174,618        | 0.0%          | -                       | -                  | 0.0%         | - 174,618          | 0.0%         |
| <b>Total B. Meetings</b>                                    | <b>711,275</b>   | <b>100,364</b>   | <b>860,219</b>   | <b>- 148,944</b> | <b>-20.9%</b> | <b>992,500</b>          | <b>281,225</b>     | <b>39.5%</b> | <b>132,281</b>     | <b>15.4%</b> |
| <b>C. Other costs</b>                                       |                  |                  |                  |                  |               |                         |                    |              |                    |              |
| C.1 Core staff duty travel                                  | 100,000          | 156,030          | 337,669          | - 237,669        | -237.7%       | 200,000                 | 100,000            | 100.0%       | - 137,669          | -40.8%       |
| C.2 Publications and communication                          | 66,569           | 10,483           | 13,977           | 52,592           | 79.0%         | 65,000                  | - 1,569            | -2.4%        | 51,023             | 365.0%       |
| C.3 Supplies and equipment                                  | 51,207           | 9,879            | 13,172           | 38,035           | 74.3%         | 25,000                  | - 26,207           | -51.2%       | 11,828             | 89.8%        |
| C.4 Contracts   | 52,231           | 1,159            | 20,373           | 31,858           | 61.0%         | 64,500                  | 12,269             | 23.5%        | 44,127             | 216.6%       |
| C.5 Miscellaneous   | 20,483           | 385              | 3,203            | 17,280           | 84.4%         | 20,000                  | - 483              | -2.4%        | 16,797             | 524.4%       |
| <b>Total C. Other Costs</b>                                 | <b>290,490</b>   | <b>177,936</b>   | <b>388,394</b>   | <b>- 97,904</b>  | <b>-33.7%</b> | <b>374,500</b>          | <b>84,010</b>      | <b>28.9%</b> | <b>- 13,894</b>    | <b>-3.6%</b> |
| <b>Total A + B + C</b>                                      | <b>5,585,151</b> | <b>3,507,133</b> | <b>4,690,343</b> | <b>894,808</b>   | <b>16.0%</b>  | <b>7,058,827</b>        | <b>1,473,676</b>   | <b>26.4%</b> | <b>2,368,484</b>   | <b>50.5%</b> |
| D. General Operating Services                               | 223,404          | 565,551          | 909,811          | - 686,407        | -307.2%       | 282,353                 | 58,949             | 26.4%        | - 627,458          | -69.0%       |
| <b>Operating Budget</b>                                     | <b>5,808,555</b> | <b>4,072,684</b> | <b>5,600,154</b> | <b>208,401</b>   | <b>3.6%</b>   | <b>7,341,180</b>        | <b>1,532,625</b>   | <b>26.4%</b> | <b>1,741,026</b>   | <b>31.1%</b> |
| E. Project Servicing Cost                                   | 228,509          | 124,305          | 189,207          | 39,302           | 17.2%         | 320,471                 | 91,962             | 40.2%        | 131,264            | 69.4%        |
| <b>Totals</b>   | <b>6,037,064</b> | <b>4,196,989</b> | <b>5,789,361</b> | <b>247,703</b>   | <b>4.1%</b>   | <b>7,661,651</b>        | <b>1,624,587</b>   | <b>26.9%</b> | <b>1,872,290</b>   | <b>32.3%</b> |

**Analysis of the 2016-17 Core Administrative Budget, current and forecast expenditure and the proposed 2018-19 Budget – Core Implementing Functions only**

|   | 1                | 2                | 3                | 4                | 5                |                  | 6             | 7                       |                  | 8                  |               | 9             |               | 10                 | 11            |
|---|------------------|------------------|------------------|------------------|------------------|------------------|---------------|-------------------------|------------------|--------------------|---------------|---------------|---------------|--------------------|---------------|
|   | 2016-17 Budget   | 2016-17 Actual   | 2016-17 Forecast | Total (2+3)      | Variance (1-4)   |                  | %             | Proposed 2018-19 Budget |                  | Variance re Budget |               | %             |               | Variance re Actual | %             |
|   | \$               | \$               | \$               | \$               | \$               | \$               | %             | \$                      | \$               | \$                 | \$            | %             | %             | \$                 | %             |
| <b>A. Human resources</b>                                   |                  |                  |                  |                  |                  |                  |               |                         |                  |                    |               |               |               |                    |               |
| A.1 Established staff positions                             | -                | -                | -                | -                | -                | -                | 0.0%          | -                       | -                | -                  | -             | 0.0%          | 0.0%          | -                  | 0.0%          |
| A.2 Temporary posts   | 422,703          | -                | -                | -                | 422,703          | 422,703          | 100.0%        | -                       | 422,703          | -                  | 422,703       | 0.0%          | 0.0%          | -                  | 0.0%          |
| A.3 Other consultancy costs                                 | 241,500          | 775,382          | -                | 775,382          | - 533,882        | - 533,882        | -221.1%       | 406,448                 | 164,948          | 164,948            | 68.3%         | 68.3%         | -47.6%        | - 368,934          | -47.6%        |
| <b>Total A. Human Resources</b>                             | <b>664,203</b>   | <b>775,382</b>   | <b>-</b>         | <b>775,382</b>   | <b>- 111,179</b> | <b>- 111,179</b> |               | <b>406,448</b>          | <b>- 257,755</b> | <b>- 257,755</b>   | <b>-38.8%</b> | <b>-38.8%</b> | <b>-47.6%</b> | <b>- 368,934</b>   | <b>-47.6%</b> |
| <b>B. Meetings</b>  |                  |                  |                  |                  |                  |                  |               |                         |                  |                    |               |               |               |                    |               |
| B.1 Governing body  |                  | -                |                  | -                | -                | -                | 0.0%          | -                       | -                | -                  | -             | 0.0%          | 0.0%          | -                  | 0.0%          |
| B.2 Bureau  |                  | -                |                  | -                | -                | -                | 0.0%          | -                       | -                | -                  | -             | 0.0%          | 0.0%          | -                  | 0.0%          |
| B.3 Compliance Committee                                    |                  | -                |                  | -                | -                | -                | 0.0%          | -                       | -                | -                  | -             | 0.0%          | 0.0%          | -                  | 0.0%          |
| B.4 Panel of Experts for the appraisal of project proposals |                  | -                |                  | -                | -                | -                | 0.0%          | -                       | -                | -                  | -             | 0.0%          | 0.0%          | -                  | 0.0%          |
| B.5 Activity related  | 245,000          | 79,200           | -                | 79,200           | 165,800          | 165,800          | 67.7%         | 636,000                 | 391,000          | 391,000            | 159.6%        | 159.6%        | 703.0%        | 556,800            | 703.0%        |
| <b>Total B. Meetings</b>                                    | <b>245,000</b>   | <b>79,200</b>    | <b>-</b>         | <b>79,200</b>    | <b>165,800</b>   | <b>165,800</b>   |               | <b>636,000</b>          | <b>391,000</b>   | <b>391,000</b>     | <b>159.6%</b> | <b>159.6%</b> | <b>703.0%</b> | <b>556,800</b>     | <b>703.0%</b> |
| <b>C. Other costs</b>                                       |                  |                  |                  |                  |                  |                  |               |                         |                  |                    |               |               |               |                    |               |
| C.1 Core staff duty travel                                  | 57,500           | 388,886          |                  | 388,886          | - 331,386        | - 331,386        | -576.3%       | 30,000                  | 27,500           | 27,500             | -47.8%        | -47.8%        | -92.3%        | - 358,886          | -92.3%        |
| C.2 Publications and communication                          | 2,500            |                  |                  |                  | 2,500            | 2,500            | 100.0%        | -                       | 2,500            | -                  | 2,500         | -100.0%       | 0.0%          | -                  | 0.0%          |
| C.3 Supplies and equipment                                  | -                |                  |                  |                  | -                | -                | 0.0%          | -                       | -                | -                  | -             | 0.0%          | 0.0%          | -                  | 0.0%          |
| C.4 Contracts   | -                | 56,484           |                  | 56,484           | - 56,484         | - 56,484         | 0.0%          | 10,000                  | 10,000           | 10,000             | 0.0%          | 0.0%          | 0.0%          | 46,484             | 0.0%          |
| C.5 Miscellaneous   | -                | 8,068            |                  | 8,068            | - 8,068          | - 8,068          | 0.0%          | 8,200                   | 8,200            | 8,200              | 0.0%          | 0.0%          | 0.0%          | 132                | 0.0%          |
| <b>Total C. Other Costs</b>                                 | <b>60,000</b>    | <b>453,438</b>   | <b>-</b>         | <b>453,438</b>   | <b>- 393,438</b> | <b>- 393,438</b> |               | <b>48,200</b>           | <b>8,200</b>     | <b>8,200</b>       | <b>-19.7%</b> | <b>-19.7%</b> | <b>-89.4%</b> | <b>405,238</b>     | <b>-89.4%</b> |
| <b>Total A + B + C</b>                                      | <b>969,203</b>   | <b>1,308,020</b> | <b>-</b>         | <b>1,308,020</b> | <b>- 338,817</b> | <b>- 338,817</b> | <b>-35.0%</b> | <b>1,090,648</b>        | <b>121,445</b>   | <b>121,445</b>     | <b>12.5%</b>  | <b>12.5%</b>  | <b>-16.6%</b> | <b>- 217,372</b>   | <b>-16.6%</b> |
| D. General Operating Services                               | 38,766           | 8,688            |                  | 8,688            | 30,078           | 30,078           | 77.6%         | 43,626                  | 4,860            | 4,860              | 12.5%         | 12.5%         | 402.1%        | 34,938             | 402.1%        |
| <b>Operating Budget</b>                                     | <b>1,007,969</b> | <b>1,316,708</b> | <b>-</b>         | <b>1,316,708</b> | <b>- 308,739</b> | <b>- 308,739</b> | <b>-30.6%</b> | <b>1,134,274</b>        | <b>126,305</b>   | <b>126,305</b>     | <b>12.5%</b>  | <b>12.5%</b>  | <b>-13.9%</b> | <b>- 182,434</b>   | <b>-13.9%</b> |
| E. Project Servicing Cost                                   | 60,482           | 54,542           |                  | 54,542           | 5,940            | 5,940            | 9.8%          | 68,056                  | 7,574            | 7,574              | 12.5%         | 12.5%         | 24.8%         | 13,514             | 24.8%         |
| <b>Totals</b>   | <b>1,068,451</b> | <b>1,371,250</b> | <b>-</b>         | <b>1,371,250</b> | <b>-302,799</b>  | <b>-302,799</b>  | <b>-28.3%</b> | <b>1,202,330</b>        | <b>133,879</b>   | <b>133,879</b>     | <b>12.5%</b>  | <b>12.5%</b>  | <b>-12.3%</b> | <b>- 168,920</b>   | <b>-12.3%</b> |



**ANNEX 7: Comparison Of Contracting Party Contributions On The Indicative Scale Of Contributions: Current 2016-17 Budget Versus Proposed Core Administrative Budget And Indicative Scale For 2018-19**

| Contracting party                | 2018-19 |            | 2016-17 |            | Difference<br>USD |
|----------------------------------|---------|------------|---------|------------|-------------------|
|                                  | %       | USD        | %       | USD        |                   |
| Afghanistan                      | 0.008%  | 549.12     | 0.008%  | 408.44     | 140.68            |
| Albania                          | 0.010%  | 686.40     | 0.015%  | 765.83     | (79.43)           |
| Algeria                          | 0.201%  | 13,796.60  | 0.210%  | 10,721.59  | 3,075.02          |
| Angola                           | 0.012%  | 823.68     | 0.015%  | 765.83     | 57.85             |
| Antigua And Barbuda              | 0.003%  | 205.92     | n/a     |            | 205.92            |
| Argentina                        | 1.114%  | 76,464.76  | n/a     |            | 76,464.76         |
| Armenia                          | 0.008%  | 549.12     | 0.011%  | 561.61     | (12.49)           |
| Australia                        | 2.919%  | 200,359.63 | 3.184%  | 162,559.66 | 37,799.97         |
| Austria                          | 0.899%  | 61,707.20  | 1.225%  | 62,542.58  | (835.39)          |
| Bangladesh                       | 0.012%  | 823.68     | 0.015%  | 765.83     | 57.85             |
| Belgium                          | 1.105%  | 75,847.00  | 1.532%  | 78,216.52  | (2,369.52)        |
| Benin                            | 0.004%  | 274.56     | 0.005%  | 255.28     | 19.28             |
| Bhutan                           | 0.001%  | 68.64      | 0.001%  | 51.06      | 17.58             |
| Bolivia (Plurinational State Of) | 0.015%  | 1,029.60   | n/a     |            | 1,029.60          |
| Brazil                           | 4.775%  | 327,755.14 | 4.505%  | 230,003.54 | 97,751.60         |
| Bulgaria                         | 0.056%  | 3,843.83   | 0.072%  | 3,675.97   | 167.86            |
| Burkina Faso                     | 0.005%  | 343.20     | 0.005%  | 255.28     | 87.92             |
| Burundi                          | 0.001%  | 68.64      | 0.001%  | 51.06      | 17.58             |
| Cambodia                         | 0.005%  | 343.20     | 0.006%  | 306.33     | 36.87             |
| Cameroon                         | 0.012%  | 823.68     | 0.018%  | 918.99     | (95.32)           |
| Canada                           | 3.648%  | 250,398.06 | 4.583%  | 233,985.84 | 16,412.22         |
| Central African Republic         | 0.001%  | 68.64      | 0.001%  | 51.06      | 17.58             |
| Chad                             | 0.006%  | 411.84     | 0.003%  | 153.17     | 258.67            |
| Chile                            | 0.498%  | 34,182.63  | n/a     |            | 34,182.63         |
| Congo, Republic Of               | 0.008%  | 549.12     | 0.008%  | 408.44     | 140.68            |
| Cook Islands                     | 0.001%  | 68.64      | 0.001%  | 51.06      | 17.58             |
| Costa Rica                       | 0.059%  | 4,049.75   | 0.058%  | 2,961.20   | 1,088.55          |
| Côte d'Ivoire                    | 0.011%  | 755.04     | 0.017%  | 867.94     | (112.90)          |
| Croatia                          | 0.124%  | 8,511.34   | 0.193%  | 9,853.65   | (1,342.31)        |
| Cuba                             | 0.081%  | 5,559.83   | 0.106%  | 5,411.85   | 147.98            |
| Cyprus                           | 0.054%  | 3,706.55   | 0.072%  | 3,675.97   | 30.58             |
| Czech Republic                   | 0.430%  | 29,515.12  | 0.593%  | 30,275.72  | (760.59)          |

|                                       |         |            |  |         |            |             |
|---------------------------------------|---------|------------|--|---------|------------|-------------|
| Democratic People's Republic of Korea | 0.006%  | 411.84     |  | 0.009%  | 459.50     | (47.66)     |
| Democratic Republic of The Congo      | 0.010%  | 686.40     |  | 0.005%  | 255.28     | 431.12      |
| Denmark                               | 0.729%  | 50,038.43  |  | 1.036%  | 52,893.16  | (2,854.73)  |
|                                       |         |            |  |         |            |             |
| Djibouti                              | 0.001%  | 68.64      |  | 0.001%  | 51.06      | 17.58       |
| Ecuador                               | 0.084%  | 5,765.74   |  | 0.068%  | 3,471.75   | 2,293.99    |
| Egypt                                 | 0.190%  | 13,041.57  |  | 0.206%  | 10,517.37  | 2,524.20    |
| El Salvador                           | 0.018%  | 1,235.52   |  | 0.025%  | 1,276.38   | (40.86)     |
| Eritrea                               | 0.001%  | 68.64      |  | 0.001%  | 51.06      | 17.58       |
|                                       |         |            |  |         |            |             |
| Estonia                               | 0.047%  | 3,226.07   |  | 0.061%  | 3,114.37   | 111.71      |
| Ethiopia                              | 0.012%  | 823.68     |  | 0.015%  | 765.83     | 57.85       |
| Fiji                                  | 0.004%  | 274.56     |  | 0.005%  | 255.28     | 19.28       |
| Finland                               | 0.570%  | 39,124.70  |  | 0.797%  | 40,690.97  | (1,566.27)  |
| France                                | 6.070%  | 416,643.71 |  | 8.589%  | 438,512.86 | (21,869.15) |
|                                       |         |            |  |         |            |             |
| Gabon                                 | 0.021%  | 1,441.44   |  | 0.031%  | 1,582.71   | (141.27)    |
| Germany                               | 7.981%  | 547,814.40 |  | 10.966% | 559,870.99 | (12,056.59) |
| Ghana                                 | 0.020%  | 1,372.80   |  | 0.021%  | 1,072.16   | 300.64      |
| Greece                                | 0.588%  | 40,360.21  |  | 0.980%  | 50,034.07  | (9,673.85)  |
| Guatemala                             | 0.035%  | 2,402.39   |  | 0.041%  | 2,093.26   | 309.13      |
|                                       |         |            |  |         |            |             |
| Guinea                                | 0.003%  | 205.92     |  | 0.001%  | 51.06      | 154.86      |
| Guinea-Bissau                         | 0.001%  | 68.64      |  | 0.001%  | 51.06      | 17.58       |
| Guyana                                | 0.003%  | 205.92     |  | n/a     |            | 205.92      |
| Honduras                              | 0.010%  | 686.40     |  | 0.012%  | 612.66     | 73.74       |
| Hungary                               | 0.201%  | 13,796.60  |  | 0.408%  | 20,830.51  | (7,033.91)  |
|                                       |         |            |  |         |            |             |
| Iceland                               | 0.029%  | 1,990.55   |  | 0.041%  | 2,093.26   | (102.71)    |
| India                                 | 0.921%  | 63,217.27  |  | 1.023%  | 52,229.44  | 10,987.84   |
| Indonesia                             | 0.630%  | 43,243.09  |  | 0.531%  | 27,110.30  | 16,132.79   |
| Iran, Islamic Republic of             | 0.588%  | 40,360.21  |  | 0.547%  | 27,927.18  | 12,433.04   |
| Iraq                                  | 0.161%  | 11,051.01  |  | 0.104%  | 5,309.74   | 5,741.27    |
|                                       |         |            |  |         |            |             |
| Ireland                               | 0.418%  | 28,691.44  |  | 0.642%  | 32,777.42  | (4,085.97)  |
| Italy                                 | 4.681%  | 321,303.00 |  | 6.831%  | 348,757.87 | (27,454.87) |
| Jamaica                               | 0.011%  | 755.04     |  | 0.017%  | 867.94     | (112.90)    |
| Japan                                 | 12.092% | 829,992.70 |  | 16.634% | 849,251.70 | (19,258.99) |
| Jordan                                | 0.025%  | 1,716.00   |  | 0.034%  | 1,735.88   | (19.88)     |
|                                       |         |            |  |         |            |             |
| Kenya                                 | 0.022%  | 1,510.08   |  | 0.020%  | 1,021.10   | 488.97      |
| Kiribati                              | 0.001%  | 68.64      |  | 0.001%  | 51.06      | 17.58       |

|                                  |        |            |  |        |            |            |
|----------------------------------|--------|------------|--|--------|------------|------------|
| Kuwait                           | 0.356% | 24,435.78  |  | 0.419% | 21,392.12  | 3,043.66   |
| Kyrgyz Republic                  | 0.003% | 205.92     |  | 0.003% | 153.17     | 52.75      |
| Lao People's Democratic Republic | 0.004% | 274.56     |  | 0.003% | 153.17     | 121.39     |
|                                  |        |            |  |        |            |            |
| Latvia                           | 0.062% | 4,255.67   |  | 0.072% | 3,675.97   | 579.70     |
| Lebanon                          | 0.057% | 3,912.47   |  | 0.064% | 3,267.53   | 644.94     |
| Lesotho                          | 0.001% | 68.64      |  | 0.001% | 51.06      | 17.58      |
| Liberia                          | 0.001% | 68.64      |  | 0.001% | 51.06      | 17.58      |
| Libya                            | 0.156% | 10,707.81  |  | 0.218% | 11,130.03  | (422.22)   |
|                                  |        |            |  |        |            |            |
| Lithuania                        | 0.090% | 6,177.58   |  | 0.112% | 5,718.18   | 459.40     |
| Luxembourg                       | 0.080% | 5,491.19   |  | 0.124% | 6,330.84   | (839.66)   |
| Madagascar                       | 0.004% | 274.56     |  | 0.005% | 255.28     | 19.28      |
| Malawi                           | 0.003% | 205.92     |  | 0.003% | 153.17     | 52.75      |
| Malaysia                         | 0.402% | 27,593.21  |  | 0.431% | 22,004.78  | 5,588.43   |
|                                  |        |            |  |        |            |            |
| Maldives                         | 0.003% | 205.92     |  | 0.001% | 51.06      | 154.86     |
| Mali                             | 0.004% | 274.56     |  | 0.006% | 306.33     | (31.77)    |
| Malta                            | 0.020% | 1,372.80   |  | n/a    |            | 1,372.80   |
| Marshall Islands                 | 0.001% | 68.64      |  | 0.001% | 51.06      | 17.58      |
| Mauritania                       | 0.003% | 205.92     |  | 0.003% | 153.17     | 52.75      |
|                                  |        |            |  |        |            |            |
| Mauritius                        | 0.015% | 1,029.60   |  | 0.020% | 1,021.10   | 8.49       |
| Montenegro                       | 0.005% | 343.20     |  | 0.008% | 408.44     | (65.24)    |
| Morocco                          | 0.067% | 4,598.87   |  | 0.095% | 4,850.24   | (251.37)   |
| Myanmar                          | 0.012% | 823.68     |  | 0.015% | 765.83     | 57.85      |
| Namibia                          | 0.012% | 823.68     |  | 0.015% | 765.83     | 57.85      |
|                                  |        |            |  |        |            |            |
| Nepal                            | 0.008% | 549.12     |  | 0.009% | 459.50     | 89.62      |
| Netherlands                      | 1.851% | 127,052.31 |  | 2.540% | 129,680.13 | (2,627.82) |
| Nicaragua                        | 0.005% | 343.20     |  | 0.005% | 255.28     | 87.92      |
| Niger                            | 0.003% | 205.92     |  | 0.003% | 153.17     | 52.75      |
| Norway                           | 1.060% | 72,758.21  |  | 1.307% | 66,729.11  | 6,029.10   |
|                                  |        |            |  |        |            |            |
| Oman                             | 0.141% | 9,678.21   |  | 0.157% | 8,015.66   | 1,662.55   |
| Pakistan                         | 0.116% | 7,962.22   |  | 0.131% | 6,688.23   | 1,273.99   |
| Palau                            | 0.001% | 68.64      |  | 0.001% | 51.06      | 17.58      |
| Panama                           | 0.042% | 2,882.87   |  | 0.040% | 2,042.21   | 840.67     |
| Papua New Guinea                 | 0.005% | 343.20     |  | 0.006% | 306.33     | 36.87      |
|                                  |        |            |  |        |            |            |
| Paraguay                         | 0.018% | 1,235.52   |  | 0.015% | 765.83     | 469.69     |
| Peru                             | 0.170% | 11,668.77  |  | 0.180% | 9,189.93   | 2,478.84   |
| Philippines                      | 0.206% | 14,139.80  |  | 0.236% | 12,049.02  | 2,090.78   |

|                             |         |              |  |        |            |              |
|-----------------------------|---------|--------------|--|--------|------------|--------------|
| Poland                      | 1.050%  | 72,071.81    |  | 1.414% | 72,192.01  | (120.20)     |
| Portugal                    | 0.490%  | 33,633.51    |  | 0.728% | 37,168.16  | (3,534.65)   |
|                             |         |              |  |        |            |              |
| Qatar                       | 0.336%  | 23,062.98    |  | 0.321% | 16,388.71  | 6,674.27     |
| Republic of Korea           | 2.547%  | 174,825.62   |  | 3.062% | 156,330.93 | 18,494.69    |
| Republic of Moldova         | 0.005%  | 343.20       |  | 0.005% | 255.28     | 87.92        |
| Romania                     | 0.230%  | 15,787.16    |  | 0.347% | 17,716.14  | (1,928.99)   |
| Rwanda                      | 0.003%  | 205.92       |  | 0.003% | 153.17     | 52.75        |
|                             |         |              |  |        |            |              |
| Saint Lucia                 | 0.001%  | 68.64        |  | 0.001% | 51.06      | 17.58        |
| Samoa                       | 0.001%  | 68.64        |  | 0.001% | 51.06      | 17.58        |
| Sao Tome And Principe       | 0.001%  | 68.64        |  | 0.001% | 51.06      | 17.58        |
| Saudi Arabia                | 1.431%  | 98,223.58    |  | 1.327% | 67,750.21  | 30,473.37    |
| Senegal                     | 0.006%  | 411.84       |  | 0.009% | 459.50     | (47.66)      |
|                             |         |              |  |        |            |              |
| Serbia                      | 0.040%  | 2,745.59     |  | 0.061% | 3,114.37   | (368.77)     |
| Seychelles                  | 0.001%  | 68.64        |  | 0.001% | 51.06      | 17.58        |
| Sierra Leone                | 0.001%  | 68.64        |  | 0.001% | 51.06      | 17.58        |
| Slovakia                    | 0.200%  | 13,727.96    |  | 0.263% | 13,427.51  | 300.45       |
| Slovenia                    | 0.105%  | 7,207.18     |  | 0.154% | 7,862.50   | (655.32)     |
|                             |         |              |  |        |            |              |
| Spain                       | 3.051%  | 209,420.09   |  | 4.565% | 233,066.85 | (23,646.76)  |
| Sri Lanka                   | 0.039%  | 2,676.95     |  | 0.038% | 1,940.10   | 736.86       |
| Sudan                       | 0.012%  | 823.68       |  | 0.015% | 765.83     | 57.85        |
| Swaziland                   | 0.003%  | 205.92       |  | 0.005% | 255.28     | (49.36)      |
| Sweden                      | 1.194%  | 81,955.95    |  | 1.474% | 75,255.32  | 6,700.62     |
|                             |         |              |  |        |            |              |
| Switzerland                 | 1.424%  | 97,743.10    |  | 1.608% | 82,096.71  | 15,646.39    |
| Syrian Arab Republic        | 0.030%  | 2,059.19     |  | 0.055% | 2,808.03   | (748.84)     |
| Togo                        | 0.001%  | 68.64        |  | 0.001% | 51.06      | 17.58        |
| Tonga                       | 0.001%  | 68.64        |  | 0.001% | 51.06      | 17.58        |
| Trinidad And Tobago         | 0.042%  | 2,882.87     |  | 0.068% | 3,471.75   | (588.88)     |
|                             |         |              |  |        |            |              |
| Tunisia                     | 0.035%  | 2,402.39     |  | 0.055% | 2,808.03   | (405.64)     |
| Turkey                      | 1.271%  | 87,241.21    |  | 2.039% | 104,101.49 | (16,860.28)  |
| Tuvalu                      | 0.001%  | 68.64        |  | n/a    |            | 68.64        |
| Uganda                      | 0.011%  | 755.04       |  | 0.009% | 459.50     | 295.54       |
| United Arab Emirates        | 0.754%  | 51,754.42    |  | 0.914% | 46,664.43  | 5,090.00     |
|                             |         |              |  |        |            |              |
| United Kingdom              | 5.576%  | 382,735.64   |  | 7.953% | 406,041.77 | (23,306.13)  |
| United Republic of Tanzania | 0.012%  | 823.68       |  | 0.014% | 714.77     | 108.91       |
| United States of America    | 22.000% | 1,510,076.04 |  | n/a    |            | 1,510,076.04 |
| Uruguay                     | 0.099%  | 6,795.34     |  | 0.080% | 4,084.41   | 2,710.93     |

|           |          |              |  |          |              |              |
|-----------|----------|--------------|--|----------|--------------|--------------|
| Venezuela | 0.713%   | 48,940.19    |  | 0.963%   | 49,166.13    | (225.94)     |
|           |          |              |  |          |              |              |
| Yemen     | 0.012%   | 823.68       |  | 0.015%   | 765.83       | 57.85        |
| Zambia    | 0.009%   | 617.76       |  | 0.009%   | 459.50       | 158.26       |
| Zimbabwe  | 0.005%   | 343.20       |  | 0.003%   | 153.17       | 190.03       |
|           |          |              |  |          |              |              |
| Total     | 100.000% | 6,863,982.00 |  | 100.000% | 5,105,517.00 | 1,758,465.00 |
|           |          |              |  |          |              |              |
|           |          |              |  |          |              |              |
|           |          |              |  |          |              |              |

[1] indicative scale of contributions for 2018-19 based on the UN scale of assessments for 2016-18, as established by general assembly resolution 70/245 adopted on 23 December 2015.

[2] indicative scale of contributions for 2016-17 based on the UN scale of assessments for 2013-15, as established by general assembly resolution 67/238 adopted on 21 December 2012.

## ANNEX 8: ITPGRFA - Organizational Chart

### ITPGRFA Organizational Chart

