

Agenda Item 16.2

Financial and Administrative Issues

End of Term Report on Budgetary Issues  
2020

**Document 16.2**

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**Action Requested**

- Take note
- Comment

Submitted by

Secretariat



## END OF TERM REPORT ON BUDGETARY ISSUES 2020

1. This report has been prepared using information provided by CMS Administrative and Finance Management Unit (AFMU). It is an update to the mid-term report published for the 9<sup>th</sup> Meeting of the Parties (September 2020) as [ASCOBANS/MOP9/Doc.7.1a/Rev.1/Annex 2](#).
2. The report contains figures as recorded in the enterprise resource planning system 'Umoja' as of 31 December 2020. The report is presented in euro, which has been converted from the US dollar figure reports generated from Umoja and cleared by AFMU. All euro figures are approximations due to variations in the exchange rate between euro and US dollar. All figures are rounded to the next full euro.
3. Voluntary contributions were received in the reporting period as follows:

Donor	Amount	Purpose
<b>Germany</b>	EUR 25,600	Support for the long-term coordination of the Harbour Porpoise Plans, revision of the ASCOBANS Conservation Plan for the Harbour Porpoise in the North Sea, and the ASCOBANS Online National Reporting Form
<b>Finland</b>	EUR 6,250	Co-funding of a coordinator for the ASCOBANS Harbour Porpoise Action Plans
<b>Netherlands</b>	EUR 5,000	Conservation projects
<b>Poland</b>	EUR 5,000	Coordination of the ASCOBANS Jastarnia and WBBK Plans

### Income to the General Trust Fund

4. Table 1 below shows contributions to the ASCOBANS General Trust Fund as of 31 December 2020. Pledges are based on Annex 2 of [Resolution 8.13](#).

**Table 1. Income to the General Trust Fund (in euro)**

Country	Pledges for 2020	Contributions received for 2020	Outstanding amount at 31 Dec 2020
Belgium	13,915	13,915	-
Denmark	9,183	9,183	-
Finland	7,170	7,170	-
France	41,479	41,479	-
Germany	41,479	41,479	-
Lithuania	1,132	1,132	-
Netherlands	23,302	23,302	-
Poland	13,224	13,224	-
Sweden	15,032	15,032	-
United Kingdom	41,479	41,479	-
<b>Total</b>	<b>207,395</b>	<b>207,395</b>	<b>-</b>

## Expenditure of the General Trust Fund

5. The below table shows the approved budget for 2020 (as per [Resolution 8.13](#)) and the status of expenditures as recorded in Umoja at 31 December 2020. The table also factors in the carry-over from 2019 of EUR 82,996.
6. A total expenditure of EUR 189,533 has been reported for the period January to December 2020. Factoring in the carry-over from 2019 of EUR 82,996, a total amount of EUR 100,856 was subsequently available at the end of 2020 and was rephased into the year 2021.

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

Budget Item	MOP-approved budget for 2020	Carry-over from 2019	Expenditure as at 31 Dec 2020 <sup>1</sup>	Balance as at 31 Dec 2020
<b>Staff personnel</b>				
Executive Secretary, 3%	6,642	2,933	6,859	2,716
Senior Advisor, 15%	24,204	4,166	23,337	5,033
Associate Coordination Officer, 75%	82,769	-9,789	90,985	-18,005
Administrative Assistant, 50%	36,137	29,585	34,835	30,887
Consultants	4,000	741	508 <sup>2</sup>	4,233
<b>Total</b>	<b>153,752</b>	<b>27,636</b>	<b>156,524</b>	<b>24,864</b>
<b>Travel</b>				
Staff Travel	5,306	547	1,246 <sup>3</sup>	4,607
Experts Travel	1,910	1,404	1,390 <sup>4</sup>	1,924
<b>Total</b>	<b>7,216</b>	<b>1,951</b>	<b>2,636</b>	<b>6,531</b>
<b>Grants out</b>				
Conservation Projects	0	20,431	3,293 <sup>5</sup>	17,138
<b>Total</b>	<b>0</b>	<b>20,431</b>	<b>3,293</b>	<b>17,138</b>
<b>Meetings</b>				
Meeting of the Parties	3,877	0	0	3,877
Meeting of the Advisory Committee	0	-5,662	-4,471 <sup>6</sup>	-1,191
Meetings of Working Groups	1,000	272	0	1,272
<b>Total</b>	<b>4,877</b>	<b>-5,390</b>	<b>-4,471</b>	<b>3,958</b>
<b>Expendable &amp; non-expendable equipment</b>				
Office Supplies	531	1,393	0	1,924
Office Equipment	900	802	0	1,702
<b>Total</b>	<b>1,431</b>	<b>2,195</b>	<b>0</b>	<b>3,626</b>
<b>Operating costs</b>				
Operation/Maintenance Computers	212	612	136 <sup>7</sup>	688
IT Services	10,824	15,481	7,504 <sup>8</sup>	18,801
Operation/Maintenance of Printers	318	431	0	749
Information Material / Outreach and Education Work	1,592	3,002	74 <sup>9</sup>	4,520
Reference Material	127	367	0	494

<sup>1</sup> Estimated expenditure in euro. Conversion rate used was USD 1 = EUR 0.878, the average UN exchange rate for the period from January to December 2020. Totals may be affected by rounding.

<sup>2</sup> Report writer services until December 2020 (part of CMS Family contract). The contract raised in 2020 was EUR 3,388. In 2021 the contract was closed resulting in savings of EUR 2,880. The net effect is an expenditure of EUR 508.

<sup>3</sup> Coordinator travel to ACCOBAMS SC13 (Cap d'Ail, France).

<sup>4</sup> Travel of the Co-chair of Joint Bycatch Working Group of ACCOBAMS and ASCOBANS to a meeting of the ICES Working Group on Bycatch of Protected Species regarding emergency measures (Den Helder, the Netherlands).

<sup>5</sup> SSFA instalment to Sea Watch Foundation.

<sup>6</sup> Over-expenditure from 2019 reversed in 2020 (AC25 Stralsund).

<sup>7</sup> Spare parts for Administrative Assistant's laptop.

<sup>8</sup> Annual invoice from UNV.

<sup>9</sup> Postage for books to WMMC 2019 Student Award winners.

Budget Item	MOP-approved budget for 2020	Carry-over from 2019	Expenditure as at 31 Dec 2020 <sup>1</sup>	Balance as at 31 Dec 2020
Website Maintenance and Development	2,122	4,607	2,030 <sup>10</sup>	4,699
Tel and Fax, Postage and Miscellaneous	1,061	2,125	0	3,186
<b>Total</b>	<b>16,256</b>	<b>26,625</b>	<b>9,744</b>	<b>33,137</b>
<b>Sub-total</b>	<b>183,532</b>	<b>73,448</b>	<b>167,726</b>	<b>89,254</b>
<b>UN PSC, 13%</b>	23,859	9,548	21,804	11,603
<b>Grand Total</b>	<b>207,391<sup>11</sup></b>	<b>82,996</b>	<b>189,530</b>	<b>100,857</b>

<sup>10</sup> ASCOBANS website and domain hosting. The contract raised in 2020 was EUR 2,113. In 2021 the contract was closed resulting in savings of EUR 83. The net effect is an expenditure of EUR 2,030.

<sup>11</sup> Due to decimal issues, the budget approved at MOP8 for year 2020 will not match what was on the Resolution 8.13.