



**Plenary of the Intergovernmental Science-Policy
Platform on Biodiversity and Ecosystem Services****Third session**

Bonn, Germany, 12–17 January 2015

Item 6 (a) of the provisional agenda*

**Financial and budgetary arrangements for the Platform:
budget and expenditure for 2014–2018****Budget and expenditure for 2014–2018****Note by the secretariat****I. Introduction**

1. In accordance with the request made by the Plenary of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services in its decision IPBES-2/6, the present note reports on the status of the implementation of the Platform's work programme in relation to the budget. It provides information on the status of cash and in-kind contributions to its trust fund, the expenditures for the 2013 and 2014 financial years, a proposed revised budget for the 2015 financial year for approval, a proposed budget for the biennium 2016–2017 for approval and a revised indicative budget for 2018, for consideration by the Plenary at its third session.

II. Status of cash and in-kind contributions to the Platform

2. Table 1 sets out the status of the cash contributions received since the establishment of the Platform in 2012, as well as confirmed pledges as at 25 November 2014.

3. Table 2 shows the in-kind contributions received in 2014 and their corresponding estimated values in United States dollars, as provided or estimated according to the corresponding costs in the work programme. In-kind contributions correspond to support to activities either scheduled as part of the work programme (e.g., technical support, meeting facilities and local support) or organized in support of the work programme and not received by the trust fund.

* IPBES/3/1.

Table 1
Status of cash contributions received and pledges made after the establishment of the Platform in April 2012 (from 1 May 2012 to 25 November 2014)
 (United States dollars)

<i>Country</i>	<i>Contributions</i>				<i>Pledges</i>				<i>Total</i> <i>(9)= (4)+(8)</i>
	<i>2012</i> <i>(1)</i>	<i>2013</i> <i>(2)</i>	<i>2014</i> <i>(3)</i>	<i>Total</i> <i>(4)= (1)+(2)+(3)</i>	<i>2013</i> <i>(5)</i>	<i>2014</i> <i>(6)</i>	<i>2015-2018</i> <i>(7)</i>	<i>Total</i> <i>(8)= (5)+(6)+(7)</i>	
Australia		97 860		97 860				0	97 860
Canada		38 914	36 496	75 410			120 000	120 000	195 411
Chile				0	15 000	15 000		30 000	30 000
China			160 000	160 000				0	160 000
Denmark			36 853	36 853				0	36 853
Finland		25 885	276 625	302 510				0	302 510
France		270 680	67 935	338 614		186 195		186 195	524 809
Germany	1 736 102	1 298 721	1 778 519	4 813 342			5 200 000	5 200 000	10 013 342
India		10 000		10 000		10 000		10 000	20 000
Japan		267 900	330 000	597 900				0	597 900
Netherlands			678 426	678 426				0	678 426
New Zealand		16 094	17 094	33 188				0	33 188
Norway		140 458	8 160 234	8 300 692				0	8 300 692
Republic of Korea		20 000		20 000				0	20 000
South Africa			30 000	30 000				0	30 000
Sweden		228 349		228 349				0	228 349
Switzerland		76 144	84 793	160 936			336 000	336 000	496 936
United Kingdom of Great Britain and Northern Ireland		1 285 694	1 463 342	2 749 036				0	2 749 036
United States of America	500 000	500 000		1 000 000		500 000		500 000	1 500 000
Total	2 236 102	4 276 698	13 120 318	19 633 119	15 000	711 195	5 656 000	6 382 195	26 015 313

Table 2
In-kind contributions received in 2014
 (United States dollars)

<i>Government/institution</i>	<i>Activity</i>	<i>Type of support</i>	<i>Corresponding value as provided or estimated</i>
In-kind contributions related to technical support			
China	Full-time consultant in the Platform secretariat in support of the delivery of regional assessments (deliverable 2 (b))	Technical support	140 000
Food and Agriculture Organization of the United Nations	Technical support to the secretariat on the delivery of the assessment on pollination (deliverable 3 (a))	Technical support	–
International Union for Conservation of Nature	0.5 full-time equivalent of International Union for Conservation of Nature staff to support stakeholder engagement (deliverable 4 (d))	Technical support	–
Norway	Technical support unit for the task force on capacity-building (deliverables 1 (a) and (b))	Technical support	300 000
Netherlands Environmental Assessment Agency	Technical support unit for the assessment on scenario analysis and modelling (deliverable 3 (c))	Technical support	75 000
Republic of Korea	Technical support unit for the task force on knowledge and data (deliverable 1 (d))	Technical support	300 000
United Nations Development Programme	Technical support related to capacity-building in the context of BES-Net (deliverables 1 (a) and (b))	Technical support	390 000
United Nations Environment Programme	Technical support to the Platform secretariat	Technical support	243 151
United Nations Educational, Scientific and Cultural Organization	Technical support unit for the task force on local and indigenous knowledge systems (deliverable 1 (c))	Technical support	150 000
In-kind contributions related to meetings scheduled as part of the approved work programme			
State of Sao Paulo Research Foundation, Brazil	Second meeting of the task force on capacity-building in Sao Paulo, Brazil (deliverables 1 (a) and (b))	Meeting facilities, support to developing country participants, local support	–
China	Scoping meeting for the assessment on land degradation and restoration in Beijing (deliverable 3 (b) (i))	Meeting facilities, support to developing country participants, local support	100 000
Germany	Third Multidisciplinary Expert Panel and Bureau meetings in Bonn, Germany	Meeting facilities	–
	Third Plenary session in Bonn, Germany	Meeting facilities	500 000
Norway	First meeting of the task force on capacity-building in Trondheim, Norway (deliverables 1 (a) and (b))	Meeting facilities, local support	–
	Second meeting of the task force on capacity-building in Sao Paulo, Brazil (deliverables 1 (a) and (b))	Meeting facilities, local support	–
Republic of Korea	First meeting of the task force on knowledge and data (deliverable 1 (d))	Meeting facilities, local support	–
United Nations Educational, Scientific and Cultural Organization	Meeting scoping regional assessments	Contribution to meeting facilities, local support	–

<i>Government/institution</i>	<i>Activity</i>	<i>Type of support</i>	<i>Corresponding value as provided or estimated</i>
In-kind contributions in support of the work programme			
Germany and Philippines	Extra expert workshop on value/valuation of biodiversity in the context of indigenous knowledge		–
United States of America	Two extra dialogue meetings of indigenous knowledge holders in the context of the assessment on pollination		50 000
In-kind contribution related to other activities of the work programme			
Monaco	Purchase of communication material (USB sticks)	Support for outreach activities	5 000

4. The Platform has received in-kind offers from:

(a) 12 Governments: Australia, Brazil, China, Germany, Japan, Norway, Monaco, Netherlands, Philippines, Republic of Korea, Switzerland and United States of America;

(b) 24 organizations: Australian Research Council Centre of Excellence for Environmental Decisions, Australia; FAPESP Research Programme on Biodiversity Characterization, Conservation, Restoration and Sustainable Use (BIOTA-FAPESP), Brazil; BIOTA-FAPESP and State University of Campinas, Brazil; Conservation of Arctic Flora and Fauna, Arctic Council; Cropper Foundation; Food and Agriculture Organization of the United Nations; German Centre for Integrative Biodiversity Research; Global Biodiversity Information Facility; Group on Earth Observations Biodiversity Observation Network; Inter-American Institute for Global Change Research, Brazil; International Council for the Exploration of the Sea; International Council for Science; International Institute for Applied Systems Analysis; International Union for Conservation of Nature; National Biodiversity Institute of Costa Rica; Network of Mediterranean Marine Protected Areas, France; Society for Conservation Biology; Terrestrial Ecosystem Research Network, Australia; United Nations Convention to Combat Desertification in Those Countries Experiencing Serious Drought and/or Desertification, Particularly in Africa; United Nations Development Programme; United Nations Environment Programme (UNEP); UNEP-World Conservation Monitoring Centre (UNEP-WCMC), United Kingdom of Great Britain and Northern Ireland; United Nations Educational, Scientific and Cultural Organization; University of Agriculture, Faisalabad, Pakistan.

5. The Platform has not yet had the opportunity to consider all of the generous offers received in 2014, given that the work programme is still unfolding. As the work programme progresses, the Bureau and Multidisciplinary Expert Panel will consider how to use additional offers. It is likely that the Platform will be able to effectively draw on some of those offers in the context of the support to be provided to the task forces on capacity-building, indigenous and local knowledge systems and knowledge and data, as well as in the context of regional assessments, among others.

III. Expenditures for the 2013 financial year

6. Table 3 shows the expenditures (as at 31 December 2013) for 2013 against the budget for 2013 approved by the Plenary at its first session.

Table 3 **Expenditures for 2013**
(United States dollars)

<i>Budget item</i>	<i>2013 approved budget</i>	<i>2013 expenditure</i>	<i>Balance</i>
Meetings of the Platform bodies			
First session of the Plenary (6 days)	1 000 000	295 224 ^a	704 776
First meeting of the Bureau (5 days)	30 000	5 587 ^b	24 413
First meeting of the Multidisciplinary Expert Panel (3 days)	85 000	31 484	53 516
Knowledge systems expert workshop	–	–	–
Draft conceptual framework expert workshop	–	–	–
Second meeting of the Bureau (5 days) (Cape Town)	30 000	29 511	489
Second meeting of the Multidisciplinary Expert Panel (3 days) Cape Town	85 000	63 253	21 747
Second session of the Plenary (6 days) ^c	862 500	939 188	(76 688)
Total, meetings of the Platform bodies	2 092 500	1 364 247	728 253
Secretariat (20 per cent of the annual costs for staff in the Professional and higher categories and 50 per cent of the annual costs for staff in the General Service category)			
Head of Secretariat (D-1)	80 310	–	80 310
Programme Officer (P-3/4)	61 100	–	61 100
Programme Officer (P-2/3)	52 110	–	52 110
Programme Officer (P-2/3)	–	–	–
Associate Programme Officer (P-1/2)	–	–	–
Administrative support staff member (G-5)	55 150	33 284	21 866
Administrative support staff member (G-5)	55 150	–	55 150
Administrative support staff member (G-5)	–	–	–
Total, secretariat	303 820	33 284	270 536
Interim secretariat arrangements (personnel costs in advance of the recruitment of the staff of the secretariat for the development of the work programme)			
Interim secretariat costs to support the 2013 intersessional process	370 000	534 212 ^d	(164 211)
Total, interim secretariat arrangements	370 000	534 212	(164 211)
Publications, outreach and communications (website, corporate materials, outreach events, outreach and communications strategy)			
Outreach materials for the second session of the Plenary (website management, printing)	50 000	25 000	25 000
<i>Earth Negotiations Bulletin</i> reporting for the first ^e session of the Plenary	50 000	36 344	13 656
Total, publications, outreach and communications	100 000	61 344	38 656

<i>Budget item</i>	<i>2013 approved budget</i>	<i>2013 expenditure</i>	<i>Balance</i>
Miscellaneous expenses			
Travel of secretariat staff on official business	75 000	66 221	8 779
Monitoring and evaluation (development of draft process for review and evaluation of the efficiency and effectiveness of the Platform)	20 000	–	20 000
Contingency (5 per cent of total budget)	148 000	–	148 000
Total, miscellaneous expenses	243 000	66 221	176 779
Subtotal	3 109 320	2 059 308	1 050 012
UNEP programme support (13 per cent)	404 211	267 446	–
Total	3 513 531	2 326 754	–

^a A portion of the meeting and travel costs for developing country participants for the first session of the Plenary (January 2013) were accounted for in 2012. In addition, the United Nations Environment Programme (UNEP) provided a cash contribution to support the Platform. The total cost of the first session was \$1,064,609.

^b Significant contributions towards the costs of the first Bureau and Multidisciplinary Expert Panel meetings were provided by the Government of Norway in conjunction with its hosting of the seventh Trondheim Conference on Biodiversity, held from 27 to 31 May 2013 in Trondheim, Norway.

^c Originally budgeted for five days, the second session of the Plenary was a six-day meeting, and regional consultations were held prior to the meeting as approved by the Bureau.

^d The interim secretariat costs include dedicated UNEP and UNEP World Conservation Monitoring Centre staff costs supporting the work in 2013 (inclusive of the first and second sessions of the Plenary intersessional work in 2013). Following the arrival of the Executive Secretary of the Platform in February 2014, the process of recruiting the rest of the secretariat was initiated. The total net costs for secretariat support in 2013 resulted in an overall underspend of \$106,324 against the approved 2013 budget (\$270,536 underspend for secretariat costs and \$164,211 overspend for interim secretariat costs).

^e The cost incurred in 2013 for Earth Negotiations Bulletin reporting was for the first session of the Plenary held in January 2013. The cost for Earth Negotiations Bulletin reporting for the second session of the Plenary held in December 2013 is reflected in the 2014 expenditures.

IV. Expenditures for the 2014 financial year

7. Table 4 shows the expenditures (as at 16 October 2014) for 2014 against the budget for 2014 approved by the Plenary at its second session (decision IPBES-2/6).

Table 4
Expenditures for 2014, as at 16 October 2014

(United States dollars)

<i>Budget item</i>	<i>Breakdown</i>	<i>2014 approved budget</i>	<i>2014 expenditure</i>	<i>Balance</i>
Meetings of the Platform bodies				
Third session of the Plenary	Meeting costs: \$600,000			–
	Travel costs (120 supported): \$480,000	1 080 000	30 052	1 049 947
Bureau (2 sessions of 6 days)	Meeting costs: \$10,000			–
	Travel costs (7 supported): \$24,500	69 000	105 955	(36 955)
Multidisciplinary Expert Panel (2 sessions of 4 days)	Meeting costs: \$20,000			–
	Travel costs (20 supported): \$60,000	160 000	171 280	(11 280)
Total, meetings of the Platform bodies		1 309 000	307 289	1 001 710

<i>Budget item</i>	<i>Breakdown</i>	<i>2014 approved budget</i>	<i>2014 expenditure</i>	<i>Balance</i>
Implementation of the work programme for 2014				
Objective 1	Strengthen the capacity and knowledge foundations of the science-policy interface to implement key functions of the Platform	1 155 000	491 362	663 637
Objective 2	Strengthen the science-policy interface on biodiversity and ecosystem services at and across the subregional, regional and global levels	482 500	444 284	38 215
Objective 3	Strengthen the science-policy interface on biodiversity and ecosystem services with regard to thematic and methodological issues	997 500	488,526	508 973
Objective 4	Communicate and evaluate Platform activities, deliverables and findings	421 250	105 817	315 432
Total, implementation of the work programme for 2014		3 056 250	1 529 990	1 526 259
Secretariat				
Project personnel				
	Head of Secretariat (D-1)	276 700	178 407	98 292
	Programme Officer (P-4)	174 160	4 851	169 308
	Programme Officer (P-4) ^a		–	–
	Programme Officer (P-3)	145 280	49 087	96 192
	Programme Officer (P-3)	145 280	–	145 280
	Associate Programme Officer (P-2)	126 320		126 320
	Administrative support staff (G-6)	88 240	69 328	18 911
	Administrative support staff (G-5)	88 240	–	88 240
	Administrative support staff (G-5)	110 300	11 514	98 785
Total, secretariat		1 154 520	313 190	841 329
Interim technical support arrangements				
Interim technical/secretariat support	Personnel costs in advance of the recruitment of the staff of the secretariat and other technical support for the start-up of the programme of work	280 000	305 414	(25 414)
Total, interim technical support arrangements		280 000	305 414	(25 414)
Outreach and communications				
Plenary report services	Reporting services	60 000	46 476	13 523
Total, outreach and communications		60 000	46 476	13 523
Travel				
Travel of secretariat staff on official business	Staff travel to meetings of the Platform bodies and other necessary travel	100 000	86 960	13 039
Travel of Chair	Travel of Chair to represent the Platform ^b	20 000	16 817	3 182
Total, travel		120 000	103 778	16 221

<i>Budget item</i>	<i>Breakdown</i>	<i>2014 approved budget</i>	<i>2014 expenditure</i>	<i>Balance</i>
Secretariat operating costs				
	Non-personnel operating expenditures (excluding travel)		46 697	(46 697)
Total, secretariat operating costs			46 697	(46 697)
Subtotal		5 979 770	2 652 838	3 326 931
Programme support costs (8 per cent)		478 381	212 227	266 154
Total cost to the trust fund		6 458 151	2 865 065	3 593 085
Contribution to working capital reserve (10 per cent)		777 747	–	777 747
Total		7 235 898	2 865 065	4 370 832

^a P-4 UNEP secondment.

^b Travel claims under process (Latin American and Caribbean regional consultation meetings, fifth International Forum for Sustainable Asia and the Pacific and twelfth Meeting of the Conference of the Parties to the Convention on Biological Diversity).

Meetings of the Platform bodies

8. The budget for the Bureau and Multidisciplinary Expert Panel meetings was overspent by a total of about \$48,000 because expenditures in 2013 were charged to 2014 given that the 2013 budget period was closed and the financial statements reported. Similarly, expenditure of about \$30,000 for conference services incurred in 2013 corresponding to the second session of the Plenary was charged to 2014.

9. Based on the cost estimates received from the Division of Conference Services of the United Nations Office at Nairobi, the meeting costs for the third session of the Plenary are expected to be \$90,000 more than the allocated \$600,000. The additional resource requirement will be absorbed from the existing resources by reallocating funds from the work programme to ensure seamless organization of the Plenary session.

Interim technical support arrangements

10. The budget for the interim technical support arrangements shows an overexpenditure of about \$25,000. The secretariat continues to suffer from a delayed recruitment process and critical secretariat positions have not yet been filled (see IPBES/3/2, table 1). To deal with this shortage in staff, interim arrangements have been made in 2014 with UNEP and UNEP-WCMC to compensate for the delay in recruitment and to cope with the heavy workload. With the revised agreement with UNEP-WCMC, covering the period July–December 2014 (not yet accounted for in the 2014 expenditure), the overexpenditure in interim costs is expected to be about \$175,000 until the end of the budget year. Afterwards, the secretariat will explore various temporary measures, such as issuing temporary job postings and contracting individual services or directly engaging consultants, that will minimize costs pending the finalization of personnel recruitment. It is proposed to absorb these interim staff costs from savings on staff costs of the approved budget, which is estimated at around \$400,000.

Secretariat operating costs (excluding travel)

11. The secretariat has incurred expenditure of around \$47,000 to keep up with its operation. That expenditure was necessary to cover common service costs (\$34,000), which include the cost of shared security costs, switchboard services, mail distribution and information help desk services at the United Nations building where the secretariat is located. In addition, a cost of \$13,000 was incurred to cover the cost of paper, communications, postage and mails, expendable equipment, and repair and maintenance of printers and copiers. At its fourth meeting, the Bureau agreed to include a new budget line for non-personnel operating requirements in order to cover these expenses, which had not been included in the approved budget for 2014–2015. The additional costs were absorbed from savings from the communication budget under objective four of the work programme.

V. Proposed revised budget for the 2015 financial year

12. By its decision IPBES-2/6, the Plenary adopted the budget for the biennium 2014–2015 with a view to reviewing it at its third session. Accordingly, table 5 shows the proposed revised budget for the 2015 financial year for adoption by the Plenary at its third session. The budget corresponds to option 1 of the work programme (IPBES/3/2), that is, to the implementation of the work programme in accordance with figure II of annex I to decision IPBES-2/5, except for the additional P-3 position,

requested if option 1 is selected, which is not included in this budget and would cost \$186,100 per year (see sect. C below).

Table 5
Proposed revised budget for 2015

(United States dollars)

<i>Budget items</i>	2015		
	<i>Initial</i>	<i>Revision</i>	<i>Revised</i>
Meetings of the Platform bodies			
Annual sessions of the Plenary			
Travel costs for Plenary participants (travel/DSA)	480 000	–	480 000
Conference services (translation and editing)	600 000	–	600 000
Plenary reporting services	60 000	–	60 000
Subtotal, Plenary	1 140 000	–	1 140 000
Bureau and Multidisciplinary Expert Panel sessions			
Travel and meeting costs for participants of Bureau sessions	103 500	–	103 500
Travel and meeting costs for participants of Multidisciplinary Expert Panel sessions	240 000	75 000	315 000
Subtotal, Bureau and Multidisciplinary Expert Panel	343 500	75 000	418 500
Travel costs of the Chair to represent the Platform	20 000	–	20 000
Subtotal, Platform bodies	1 503 500	75 000	1 578 500
Implementation of the work programme			
Objective 1: strengthen the capacity and knowledge foundations of the science-policy interface to implement key Platform functions	1 222 500	380 250	1 602 750
Objective 2: strengthen the science-policy interface on biodiversity and ecosystem services at and across the subregional, regional and global levels	2 127 500	180 000	2 307 500
Objective 3: strengthen the knowledge-policy interface with regard to thematic and methodological issues	1 728 750	(48 750)	1 680 000
Objective 4: communicate and evaluate Platform activities, deliverables and findings	361 000	67 500	428 500
Subtotal, work programme	5 439 750	579 000	6 018 750
Secretariat: personnel project			
Professional and higher			
Head of Secretariat (D-1)	283 600	–	283 600
Programme Officer (P-4)	223 100	–	223 100
Programme Officer (P-4) ^a	–	–	–
Programme Officer (P-3)	186 100	–	186 100
Programme Officer (P-3)	186 100	–	186 100
Associate Programme Officer (P-2)	161 800	–	161 800
Associate Programme Officer (P-2)	–	161 800	161 800
Subtotal, Professional personnel	1 040 700	161 800	1 202 500
Administrative support			
Administrative support staff member (G-6)	113 000	–	113 000
Administrative support staff member (G-6)	–	113 000	113 000
Administrative support staff member (G-6)	–	113 000	113 000
Administrative support staff member (G-5)	113 000	–	113 000
Administrative support staff member (G-5)	113 000	–	113 000
Subtotal, administrative support	339 000	226 000	565 000
Subtotal, personnel	1 379 700	387 800	1 767 500

<i>Budget items</i>	2015		
	<i>Initial</i>	<i>Revision</i>	<i>Revised</i>
Secretariat: operating costs (non-personnel)			
Travel on official business			
Official travel	100 000	–	100 000
Subtotal	100 000	–	100 000
Staff training			
Project management professional training	–	10 000	10 000
Umoya and competency-based interviewing staff training	–	12 000	12 000
Subtotal	–	22 000	22 000
Equipment and premises component			
Expendable equipment (items under \$1,500 each)	–	4 500	4 500
Office supplies	–	12 000	12 000
Subtotal	–	16 500	16 500
Premises			
Contribution to common cost (maintenance of office space, common security, switchboard service, etc.)	–	45 000	45 000
Subtotal	–	45 000	45 000
Operation and maintenance of printers and photocopiers	–	5 000	5 000
Acquisition of four Microsoft Project and four Adobe office software licences	–	4 000	4 000
Subtotal	–	9 000	9 000
Telephone, fax	–	20 000	20 000
Postage and miscellaneous	–	2 000	2 000
Subtotal	–	22 000	22 000
Hospitality and entertainment			
Hospitality	–	5 000	5 000
Subtotal	–	5 000	5 000
Subtotal , operating costs (non-personnel)	100 000	119 500	219 500
Subtotal, secretariat	1 479 700	507 300	1 987 000
Total requirements	8 422 950	1 161 300	9 584 250
Programme support costs (8 per cent)	673 836	92 904	766 740
Total cost to the trust fund	9 096 786	1 254 204	10 350 990
Contribution to working capital reserve (10 per cent)	–	62 710	84 073
Grand total	9 096 786	1 316 914	10 435 063

^aP-4 UNEP secondment.

13. The present section sets out the modifications included in the proposed revised budget for 2015.

A. Multidisciplinary Expert Panel

14. It has been difficult for some of the Panel members not eligible for financial support (i.e., from developed countries) to secure resources to attend the biannual Panel meetings and other meetings for the deliverables they oversee. Since participation of all Panel members is critical for the effective implementation of the work programme, the Bureau recommends that the budget be revised to include full support to all Panel members to attend biannual Panel meetings and two other meetings per year for the deliverables they oversee. The recommendation results in an increase of about \$75,000 per year.

B. Work programme

15. The Plenary-approved budget for 2015 corresponds to option 1 of the work programme (IPBES/3/2, sect. IV). The cost implications of all adjustments proposed below are calculated on the basis of option 1. The budget for implementation of the work programme in 2015 has been revised to include a net additional requirement of \$579,000. Such a net increase arises from the proposed adjustments explained in subsections (a) to (g) below:

(a) *Estimation of costs of travel and daily subsistence allowance (DSA) of meeting participants*: as set out in the appendix to decision IPBES-2/5, annex I, which describes the development of the work programme budget, the estimate used for the cost of travel and DSA for meeting participants has been \$3,000 per person for global meetings and \$2,000 per person for regional meetings. However, expenditures made in 2014 indicate that the travel costs per person have been, on average, around \$3,750 per person per meeting. The observed average costs are similar to those used for comparable projects (e.g., the Intergovernmental Panel on Climate Change), which use higher travel costs per person in the range of \$3,750 to \$4,000. It is thus suggested to update the assumption on travel costs (including DSA) for participants to \$3,750 per person for global meetings and \$3,000 per person for regional meetings, which would result in additional costs in the range¹ of \$460,000² in 2015;

(b) *Estimation of proportion of participants eligible for financial support*: as set out in the appendix to decision IPBES-2/5, annex I, a percentage of 75 per cent was used to estimate the number of participants eligible for financial support for the work programme (i.e., from developing countries). However, owing to an omission, the percentage was not applied to estimate the costs for the deliverables under objective 1 (where a lower percentage was used), leading to underbudgeting for that objective. It is suggested that the underbudgeting be corrected, which would lead to an additional cost in the range of \$180,000 in 2015;

(c) *Financial support to Eastern European participants*: in line with the suggestion to continue the practice of providing financial support to all countries of the Eastern European region (IPBES/3/2/Add.1), the Bureau recommends that the budget be revised to include the funds needed to do so. In 2015 this would lead to additional costs in the range of \$200,000, assuming similar representation of Eastern Europe as in 2014, equal to about 12 per cent of total experts, as half of the 12 per cent would fall into this category (i.e., Eastern European countries members of the G-8 and Eastern European countries members of the European Union). Should the representation of the Eastern European region reach the target level of 20 per cent, these figures would be almost doubled;

(d) *Assumptions regarding number of participants attending second author meetings*: the cost estimates of the work programme depend on the number of participants. In the case of second author meetings for assessments, the Plenary decided at its second session to define second author meetings to include only co-chairs, coordinating lead authors and review editors (excluding lead authors) for deliverables 3 (a), (c) and (d). The size of second author meetings of other deliverables undertaking assessments, including deliverables 2 (b), 2 (c) and 3 (b), was not considered, leading to estimates that are based on the assumption that all experts are attending the second author meetings. It is suggested to use the same approach across all assessment processes, that is, to limit the second author meetings of deliverables 2 (b), 2 (c) and 3 (b) to include co-chairs, coordinating lead authors and review editors only. In 2015, such a correction would not yet result in any savings. Over the remaining three years of the work programme, however, the correction would result in cumulated savings in the range of \$2,000,000. This adjustment is reflected in the revised draft budget estimates for 2016 to 2018, as set out below;

(e) *Management meetings*: in line with the suggestion proposed in decision IPBES-3/2 to hold one initial management meeting for each of the expert groups established to deliver an assessment, the Bureau recommends that the budget be revised to include the necessary funds to do so. In 2015 this would lead to additional costs of \$80,000;

¹ The proposed adjustments cannot simply be added because they are interrelated and doing so would result in double accounting. Therefore, it is not possible to provide discrete figures for budgetary implications, but only ranges. This holds also for the other ranges of cost implications set out in the present section.

² There has been no need to update the estimations for the travel costs to the Plenary as they are based on a different set of assumptions (\$4,000 per participant for travel and DSA).

(f) *Revision of the assumptions related to the implementation of the regional assessments (deliverable 2 (b))*: the Multidisciplinary Expert Panel and Bureau have revised the assumptions underlying the implementation of the set of regional assessments, recommending that five regional assessments be carried out, each with its integrated subregional dimension (instead of 15 separate subregional assessments, as previously foreseen), with 100 authors each, and that they be delivered over three years instead of two (IPBES/3/6). In 2015, this revision would not result in any change; however, it would result in a cumulated reduction of the estimated costs in the range of \$1,700,000 over the remaining three years of the work programme. This adjustment is reflected in the revised draft budget estimates for 2016 to 2018, as set out below;

(g) *Extension of the mandate of the expert group on policy support tools and methodologies (deliverable 4 (c))*: in line with the suggestion to extend the mandate of the expert group beyond 2014 with a view to further developing and maintaining the catalogue of policy support tools and methodologies until 2018 (IPBES/3/5), the Bureau recommends that the budget be revised to include the funds needed to do so. With one suggested meeting of 20 experts per year, the proposed extension of the mandate of the expert group would imply additional costs in the range of \$60,000 in 2015. This adjustment is reflected in the revised draft budget estimates for 2016 to 2018, as set out below.

C. Secretariat

16. The proposed provision for the secretariat has been revised and shows a net increase of \$507,300, comprising \$387,800 for personnel (one Professional and two General Service staff members) and \$119,500 for non-personnel operating requirements.

1. Personnel costs

17. The additional human resources capacity, namely, an Associate Programme Officer (P-2), a Travel Assistant (General Service) and a Finance Assistant (General Service), will address the critical gap in the operational capacity of the work programme and the administrative and finance function of the secretariat, respectively (IPBES/3/2). A more detailed description of these positions is provided below.

Associate Programme Officer (P-2)

18. Operating under the supervision of the Programme Officer, the Associate Programme Officer will be responsible for providing relevant information to meeting participants, loading working and informational documents onto the Platform website, addressing real-time website user queries and continuously monitoring the website to ensure proper functioning.

19. The Associate Programme Officer will also be responsible for supporting Technical Support Units, providing orientation at the beginning of their engagement, providing the necessary support during their operation, periodically monitoring their performance and coordinating their reporting.

Travel Assistant (General Service)

20. On the support side, the secretariat will support and arrange the travel of 2,687 participants (an average of 672 per year) for work programme meetings, biannual Bureau and Multidisciplinary Expert Panel sessions and four annual plenary sessions during the period from 2015 to 2018. This is a large task that requires a dedicated capacity at the secretariat.

21. Furthermore, the travel function is supported at present by the UNEP office in Geneva and the settlement of the travel claims and obligations by UNEP in Nairobi. This arrangement, although beneficial as an interim measure, cannot sustainably support the volume of travel arrangements of the secretariat in future. Such a situation can lead to delays in travel processing times, higher travel costs and delayed liquidation and settlement of travel obligations.

22. To ease this operational challenge, a Travel Assistant (General Service) position is proposed to coordinate travel arrangements and calculate airfares, terminal expenses and daily subsistence allowances and submit them for approval. The proposed staff member will also contact airlines to make reservations, negotiate least expensive fares and arrange for flight changes and cancellations as requested by travellers. The Travel Assistant will review travel claims and supporting documentation for completeness, accuracy and validity prior to forwarding for settlement; maintain records of all travel authorizations, processes and savings accrued to the secretariat as a result of the cost-saving techniques employed; and coordinate with the various consulates and ministries of foreign affairs of the host Governments regarding the provision of visas.

Finance Assistant (General Service)

23. Another major challenge in human resources capacity is with regard to the Financial Administration modus operandi of the secretariat. In accordance with the United Nations Financial Regulations and Rules and the UNEP standard operating requirements, processing of any financial transaction requires four important tasks to be carried out: authorization of transactions, creation of obligating documents, certification of availability of funds and approval of functions. As an effective internal control mechanism, these tasks must be performed by different staff members to ensure clear segregation of duties and responsibilities.

24. During the 2014 financial year, the Platform secretariat was granted a delegation of authority for the authorization and certification roles by the UNEP Office of Operations and Corporate Services. However, the other two roles (creation of obligating documents and approving authority) still rest with UNEP in Nairobi. In comparison with the operating mode of other United Nations offices, it is observed that it is a customary practice for the approving authority to remain at UNEP Nairobi, but the creation of obligating document functions remains within the respective organizations under their immediate control. The secretariat needs this capacity to be in house for its finance function to operate properly and for it to be in control of the financial entry to the Integrated Management Information System (a financial system of the United Nations) in order to avoid delays and allow for proper management of the budget.

25. The duties of the Finance Assistant would include entering the obligations to be raised and approved; assisting in reviewing vouchers and accounting transactions, e.g., payment to personnel, payment to technical support units, travel claims and vendor invoices, to ensure conformity and adherence to relevant staff rules, financial regulations and rules, and administrative instructions and practices; assisting in checking all relevant banking details for wire transfer payments, thereby ensuring that payments are made only to those to whom the organization legitimately owes funds for goods and services actually received; assisting in reviewing and reconciling accounts and ensuring that proper clearance procedures have been followed; assisting in monitoring budget implementation and expenditures and assisting with the reallocation of funds as necessary; assisting in reviewing financial instruments for project implementation, e.g., project cooperation agreements, small-scale funding agreements, letters of assist and internal cooperation agreements; assisting in reviewing requisitions for goods and services to ensure (a) that the correct expenditure object codes have been charged, and (b) the availability of funds; assisting in keeping up to date on guidelines that have a bearing on matters related to programme/peacekeeping budgets and ensuring compliance with United Nations policies and procedures; and drafting or preparing correspondence to respond to enquiries in respect of financial and budgetary matters.

26. Table 6 shows the current, proposed and net change in the number, grade and category of positions of the secretariat.

Table 6

Human resources of the secretariat

	<i>D-1</i>	<i>P-5</i>	<i>P-4</i>	<i>P-3</i>	<i>P-2</i>	<i>General Service</i>	<i>Total</i>
Approved 2014							
Executive direction and management	1	–	–	–	–	1	2
Implementation of work programme	–	–	1	1	1	1	4
Communications and stakeholder engagement	–	–	1	–	–	1	2
Administrative and finance	–	–	–	1	–	–	1
Total, approved 2014	1	–	2	2	1	3	9
New proposed positions	–	–	–	–	1	2	3
Total, 2015	1	–	2	2	2	5	12

27. Finally, four options for the implementation of the work programme are set out in the report of the Executive Secretary (IPBES/3/2). All options would need the three additional positions described above. In addition, options 1 and 2 would require one additional P-3 position corresponding to an increased annual cost of \$186,100; option 3 would require half of a P-3 position, with an annual additional cost of \$93,050; and option 4 would not require any additional professional position.

2. Non-personnel-related operating requirements

28. In addition to the above-mentioned personnel-related revisions, the secretariat has also included a provision for non-personnel-related operating requirements. It comprises provision for an allocated shared contribution of \$45,000 per year from the secretariat to the common cost pool of the common building management cost. It should be noted that the host country agreement does not cover the common costs of the secretariat. The costs cover shared common services, including security, switchboard services, mail distribution and information help desk services at the United Nations building where the secretariat is located. In addition, the revision includes provision for office communications costs (telephone, postage and mail services) of \$22,000 per year, expendables (office supplies) of \$16,500 per year and repairs and maintenance of office equipment (printers, photocopiers and software licence fees) of \$9,000 per year, and \$5,000 per year for hospitality.

3. Staff training

29. Furthermore, the revised budget includes provision for staff training of \$22,000 per year to enable attendance to three training courses: training on project management and Microsoft Project software; training on implementation of Umoja, the new enterprise resource planning system that is in the process of introduction; and training on United Nations competency-based interviewing techniques. While the first training course is expected to improve the work programme management of the secretariat, the latter two are mandatory to operate the new financial system and to participate in the recruitment of secretariat personnel.

30. Finally, the programme support cost (8 per cent) and working capital reserve (10 per cent) have been adjusted to match the revised proposed budget.

VI. Proposed budget for the biennium 2016–2017

31. In accordance with rule 9 on the budget and rule 2 on the financial year and budgeting period (annex to decision IPBES-2/7), table 7 sets out the proposed budget for the biennium 2016–2017.

32. It should be noted that the proposed budget is formulated considering the same sets of changes as explained in the relevant section of the 2015 budget revision. As was the case for 2015, the budget estimations also correspond to option 1 of the work programme (IPBES/3/2, sect. IIV), except for the additional P-3 position, requested if option 1 is selected, which is not included in this budget and would cost \$186,100 per year (see sect. C).

33. Table 7 shows the proposed budget for the biennium 2016–2017 for adoption by the Plenary at its third session.

Table 7

Proposed budget for the biennium 2016–2017

(United States dollars)

<i>Budget items</i>	<i>2016</i>	<i>2017</i>
Meetings of the Platform bodies		
Annual sessions of the Plenary		
Travel costs for Plenary participants (travel/DSA)	500 000	500 000
Conference services (translation and editing)	615 000	615 000
Plenary reporting services	65 000	65 000
Subtotal, annual sessions of the Plenary	1 180 000	1 180 000
Bureau and Multidisciplinary Expert Panel sessions		
Travel and meeting costs for Bureau session participants	70 900	106 350
Travel and meeting costs for Panel session participants	240 000	322 500
Subtotal, Bureau and Multidisciplinary Expert Panel sessions	310 900	428 850
Travel costs of the Chair to represent the Platform	25 000	25 000
Total, meetings of the Platform bodies	1 515 900	1 633 850
Implementation of the work programme		
Objective 1: strengthen the capacity and knowledge foundations of the science-policy interface to implement key Platform functions	1 355 750	1 305 750
Objective 2: strengthen the science-policy interface on biodiversity and	2 130 750	2 585 625

<i>Budget items</i>	<i>2016</i>	<i>2017</i>
ecosystem services at and across the subregional, regional and global levels		
Objective 3: strengthen the knowledge-policy interface with regard to thematic and methodological issues	1 962 750	1 393 500
Objective 4: Communicate and evaluate Platform activities, deliverables and findings	342 500	426 500
Total, implementation of the work programme	5 791 750	5 711 370
Secretariat: project personnel		
Professional and higher		
Head of Secretariat (D-1)	290 700	298 000
Programme Officer (P-4)	228 700	234 400
Programme Officer (P-4) ^a	–	–
Programme Officer (P-3)	190 800	195 600
Programme Officer (P-3)	190 800	195 600
Associate Programme Officer (P-2)	165 900	170 000
Associate Programme Officer (P-2)	165 900	170 000
Subtotal, Professional and higher	1 232 800	1 263 600
Administrative support		
Administrative support staff member (G-6)	115 900	118 800
Administrative support staff member (G-6)	115 900	118 800
Administrative support staff member (G-6)	115 900	118 800
Administrative support staff member (G-5)	115 900	118 800
Administrative support staff member (G-5)	115 900	118 800
Subtotal, administrative support	579 500	594 000
Total, project personnel	1 812 300	1 857 600
Secretariat: operating costs (non-personnel)		
Travel on official business		
Official travel	120 000	120 000
Subtotal	120 000	120 000
Staff training		
Project management professional training	10 000	–
Umoja and competency-based interviewing staff training	–	–
Subtotal	10 000	–
Equipment and premises component		
Expendable equipment (items under \$1 500 each)	4 500	4 500
Office supplies	12 000	12 000
Subtotal	16 500	16 500
Premises		
Contribution to common cost (maintenance of office space, common security, switchboard service, etc.)	45 000	45 000
Subtotal	45 000	45 000
Miscellaneous component		
Operation and maintenance of printers and photocopiers	5 000	5 000
Acquisition of four Microsoft Project software and four Adobe office software licences	4 000	4 000
Subtotal	9 000	9 000
Telephone and fax	20 000	20 000
Postage and miscellaneous	2 000	2 000
Subtotal	22 000	22 000

<i>Budget items</i>	<i>2016</i>	<i>2017</i>
Hospitality and entertainment		
Hospitality	5 000	5 000
Subtotal	5 000	5 000
Subtotal, operating costs (non-personnel)	227 500	217 500
Subtotal, secretariat	2 039 800	2 075 100
Total requirements	9 347 450	9 420 325
Programme support costs (8 per cent)	747 796	753 626
Total cost to the trust fund	10 095 246	10 173 951
Contribution to working capital reserve (10 per cent)	1 013 459	–
Total	11 108 705	10 173 951

^a P-4 UNEP secondment.

VII. Indicative budget for the 2018 budget period

34. Table 8 shows the indicative budget for 2018, which is formulated under the same set of changes as explained above, for consideration by the Plenary at its third session.

Table 8

Indicative budget for 2018

(United States dollars)

<i>Budget items</i>	<i>2018</i>
Meetings of the Platform bodies	
Annual sessions of the Plenary	
Travel costs for Plenary participants (travel/DSA)	504 000
Conference services (translation and editing)	630 000
Plenary reporting services	65 000
Subtotal, annual sessions of the Plenary	1 199 000
Bureau and Multidisciplinary Expert Panel sessions	
Travel and meeting costs for Bureau session participants	109 200
Travel and meeting costs for Panel session participants	330 000
Subtotal, Bureau and Multidisciplinary Expert Panel sessions	439 200
Travel costs of the Chair to represent the Platform	30 000
Total, meetings of the Platform bodies	1 668 200
Implementation of the work programme	
Objective 1: strengthen the capacity and knowledge foundations of the science-policy interface to implement key Platform functions	1 305 750
Objective 2: strengthen the science-policy interface on biodiversity and ecosystem services at and across the subregional regional and global levels	2 130 000
Objective 3: strengthen the knowledge-policy interface with regard to thematic and methodological issues	484 000
Objective 4: communicate and evaluate Platform activities, deliverables and findings	412 500
Total, implementation of the work programme	4 332 250
Secretariat: project personnel	
Professional and higher	
Head of Secretariat (D-1)	305 400
Programme Officer (P-4)	240 300
Programme Officer (P-4)	–
Programme Officer (P-3)	200 500
Programme Officer (P-3)	200 500
Associate Programme Officer (P-2)	174 300
Associate Programme Officer (P-2)	174 300
Subtotal, Professional and higher	1 295 300
Administrative support	
Administrative support staff (G-6)	121 800
Administrative support staff member (G-6)	121 800
Administrative support staff member (G-6)	121 800
Administrative support staff member (G-5)	121 800
Administrative support staff member (G-5)	121 800
Subtotal, administrative support	609 000
Total, secretariat: project personnel	1 904 300

<i>Budget items</i>	<i>2018</i>
Secretariat: operating costs (non-personnel)	
Travel on official business	
Official travel	130 000
Total, secretariat: operating costs (non-personnel)	130 000
Staff training	
Project management professional training	–
Umoya and competency-based interviewing staff training	–
Subtotal	–
Equipment and premises component	
Expendable equipment (items under \$1 500 each)	4 500
Office supplies	12 000
Subtotal	16 500
Premises	
Contribution to common cost (maintenance of office space, common security, switchboard service, etc.)	45 000
Subtotal	45 000
Miscellaneous component	
Operation and maintenance of printers and photocopiers	5 000
Acquisition of four Microsoft Project and four Adobe office software licences	4 000
Subtotal	9 000
Telephone, fax	20 000
Postage and miscellaneous	2 000
Subtotal	22 000
Hospitality and entertainment	
Hospitality	5 000
Subtotal	5 000
Subtotal, operating costs (non-personnel)	211 000
Subtotal, secretariat	2 115 300
Total requirements	8 115 750
Programme support costs (8 per cent)	649 260
Total cost to the trust fund	8 765 010
Contribution to working capital reserve (10 per cent)	876 501
Total	9 641 511