
**Framework Convention
for the Protection of the Marine
Environment of the Caspian Sea**

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**CONFERENCE OF THE PARTIES
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Items 5 and 12 of the provisional agenda

DRAFT PROGRAMME OF WORK AND BUDGET

Introduction

Attached is the draft Program of Work (POW) and related budget for 2013-2014.

The activities listed in the POW are building on the implementation of the decisions taken at COP3 and anticipate the implementation of the decisions which COP4 may wish to take.

The budget of the POW is based on the sum of the expected income from the cash carry over from 2012, the contributions of the Contracting Parties due and proposed for 2013 and 2014, and a UNEP contribution in 2013, after deduction of the cost of the secretariat services and the overhead due. It provides an assessment of the minimum amounts needed for the implementation of the activities listed in the POW. Possible new earmarked contributions of the GEF and the EU are not taken into account.

A breakdown of the proposed staff and cost related to the secretariat services is provided in Annex I. The staff arrangement reflects the absolute minimum structure needed to service the Convention and up to four protocols in the coming years. In the presentation a difference is made between a secretariat arrangement in Geneva and one which, starting in 2014, is located and operates from the region. Pending the decision on a host organization the figures related to salaries of the secretariat staff are based on UN rates.

The budget of the POW and cost of the Secretariat services are based on the assumption that the Contracting Parties pay their contribution to the budget of the Convention and agree to raise their contribution starting 2014 to US\$ 200,000 per country per year. As it stands now, the Islamic Republic of Iran has not yet paid its contributions for 2011 and 2012, while Azerbaijan and Turkmenistan have not yet paid their contribution for 2012.

An overview of the projected income from and use of the country contributions is contained in Annex II.

Furthermore, the POW can only be implemented and serviced if the Contracting Parties pay their contributions early in the year. In the absence of a built-up reserve, the Convention may otherwise run into cash flow problems. What is more, contracts of staff can only be issued when the Convention budget actually contains the resources needed.

Suggested action

The Conference of the Parties may wish to:

- Adopt the Program of Work and Budget of the Tehran Convention for 2013-2014 as contained in document TC/COP4/9;
- Decide in 2013 to continue to collectively provide an amount of US\$ 360,000 per year (US\$ 72,000 as contribution of each Party) to the budget of the Tehran Convention, and to increase the amount, starting 2014 to US\$ 1.000.000 per year (US\$ 200,000 as contribution of each Party);
- Urge the Contracting Parties which have not yet done so, to pay their contributions before end 2012 and pledge to pay their future contributions to the budget of the Convention early in the year in which they are due.
- Welcome the successful conclusion of the GEF-UNDP CaspEco project; encourage full implementation of the recommendations of the Final Steering Committee as contained in document TC/COP4/INF.2; and call for continued cooperation and support from the GEF for the implementation of the Convention and its Protocols;
- Welcome the participation in this Meeting of representatives of the oil, gas and shipping industry and call upon them to support the implementation of the Tehran Convention and its Protocols;
- Welcome the contributions provided by other international organizations, in particular UNDP, UNEP, the European Union and IMO, and call upon bilateral and multilateral donors to consider, continue or increase their support to the implementation of the Tehran Convention and its protocols.

PROGRAMME OF WORK ¹

1 January 2013 – 31 December 2014

№	Timeframe	Description of activity	Expected outputs	Implementation	
1.	Jan. 2013- Dec. 2014	Support to the established network of NCLOs	Operational network of NCLOs facilitating implementation Convention and Protocols	Governments with support TCIS	120
2.	Jan. 2013- Dec. 2014	Finalization of administrative and financial arrangements for the Convention and Protocols	Arrangements for locating the Convention Secretariat in place, Proposal for the hosting and composition of the Secretariat developed Contributions by Contracting Parties to Convention budget secured	Governments with support UNEP/TCIS idem Governments	25.0
3.	Jan. 2013- Dec. 2014	Implementation of National Convention Action Plans	NCAPs under implementation. Capacities for NCAP implementation improved through technical assistance based on gap analysis	Governments-with support TCIS idem	45.0 15.0
4.	Jan. 2013 – Mar 2014	Ratification and implementation of Aktau Protocol	Protocol on Regional Preparedness, Response and Cooperation in Combating Oil Pollution Incidents ratified and in force Protocol Implementation Plan developed Joint training programme with IMO operational	Governments with support TCIS, IMO and international partners Idem TCIS and IMO	30.0

¹ The budget of the POW reflects the resources required for the implementation of the activities contained therein. It does not include costs related to the management and coordination work of the Secretariat and administrative overhead claims.

5.	Jan. 2013 – Dec. 2014	Ratification and implementation of three protocols	<p>Protocols on:</p> <ul style="list-style-type: none"> - Environmental Impact Assessment in a Trans-boundary Context; - The Protection of the Caspian Sea against Pollution from Land based sources and Activities; - Biodiversity Conservation; <p>signed and in force</p> <p>Agendas for Protocol implementation developed and under implementation</p>	<p>Governments with support TCIS and international partners</p> <p>idem</p>	<p>45.0</p> <p>25.0</p>
6.	Jan 2013 – Dec. 2014	Promotion of other intergovernmental agreements and programs	<p>Support to CAB for intergovernmental agreement on fisheries provided</p> <p>Implementation Regional Strategy and Action Plan Ballast Water Management Convention underway</p>	<p>TCIS</p> <p>Governments with support IMO and TCIS</p>	-
7.	Jan 2013 – Dec. 2014	Monitoring, reporting and information exchange	<p>Draft Protocol on Monitoring developed</p> <p>National reports and updated synthesis report on NCAP (Convention and Protocol implementation prepared</p> <p>Environmental Monitoring Program under implementation</p> <p>State of the Caspian Environment Report prepared</p> <p>Web-based Caspian Environment Information Centre in operation</p>	<p>Governments with support TCIS</p> <p>Governments and TCIS</p> <p>Governments with support TCIS, CaspCom and other monitoring networks</p> <p>TCIS with inputs from Governments</p> <p>TCIS</p>	<p>50.0</p> <p>40.0</p>
8.	Jan. 2013 – Dec. 2014	Promoting cooperation with and support from GEF, EU and the oil, gas and shipping industry	<p>GEF, EU and private sector support for the implementation of the POW secured</p>	<p>Governments with support of TCIS and international partners</p>	-
9.	Jan. 2013 – Dec. 2014	Outreach and stakeholder involvement.	<p>NPPS under implementation as part of NCAP</p> <p>Stakeholder networks (Caspian Sea Alliance) and -representation in Convention meetings</p>	<p>Governments with TCIS support</p> <p>idem</p>	30.0

			operational/secured Caspian Day celebrations in five Caspian countries	idem	50.0
10.	2014	Regional Preparatory Meeting for the fourth Meeting of the Conference of the Parties	Agenda and major documents for the fifth Meeting of the Conference of the Parties developed and reviewed	Governments with support TCIS	
11.	2014	Fifth Meeting of the Conference of the Parties	Decision on host organization and composition Convention Secretariat Consideration/adoption of Protocol on Monitoring Decisions on Protocol implementation Decisions on POW and budget 2015-2016 Other decisions	Governments with TCIS support	120
TOTAL					

ANNEX I

Secretariat Cost in USD*
2013 - 2014

Staffing	2013	2014	
	Geneva	Geneva	Region
Coordinator/Executive Secretary	45'000	45'000	180'000
Assistant (Ex. Secretary, G-6)	--	--	25'000
Programme Officer (P3)	--	140'000	120'000
Programme Officer (P2)	130'000	130'000	115'000
Administrative Assistant (G-5)	80'000	80'000	50'000
Senior Consultant	70'000	70'000	70'000
Travel	60'000	60'000	60'000
Accommodation / Communication	35'000	35'000	35'000
TOTAL	420'000	560'000	655'000

*To be covered by the contributions of the Contracting Parties to the budget of the Convention, with the exception of the cost for the Coordinator in Geneva (UNEP in-kind contribution) and the cost related to Accommodation/communication (UNEP/host country contribution)

ANNEX II

Country Contributions: Income and Cost

Income	Biennium		Biennium		Biennium		Total
	2009	2010	2011	2012	2013	2014	
Azerbaijan	72'000	72'000	72'000	72'000	72'000	200'000	560'000
I.R. Iran	0	72'000	72'000	72'000	72'000	200'000	488'000
Kazakhstan	72'000	72'000	72'000	72'000	72'000	200'000	560'000
Russian Federation	0	0	72'000	72'000	72'000	200'000	416'000
Turkmenistan	72'000	72'000	72'000	72'000	72'000	200'000	560'000
TOTAL	216'000	288'000	360'000	360'000	360'000	1'000'000	2'584'000

Cost	Biennium		Biennium		Biennium		Region
	2009	2010	2011	2012	2013	2014	
Personnel						Geneva	
NCLOs	36'000	48'000	60'000	60'000	60'000	60'000	60'000
TCIS	23'800	2'800	35'700	250'000	250'000	420'000	560'000
Travel	0	0	44'000	30'000	60'000	60'000	60'000
Subtotal	59'800	50'800	139'700	340'000	370'000	540'000	680'000
Activities							
Consultants	0	0	3'000	40'000	25'000	0	0
Meetings	13'700	11'500	36'000	160'000	40'000	255'000	255'000
Caspian Day	0	15'000	0	13'300	25'000	25'000	25'000
Subtotal	13'700	26'500	39'000	213'300	90'000	280'000	280'000
Miscellaneous							
Office Support	0	6'200	4'500	4'000	0	0	35'000
Subtotal	0	6'200	4'500	4'000	0	0	35'000
Direct Cost, Total	73'500	83'500	183'200	557'300	460'000	820'000	995'000
<i>Support Cost</i>	<i>5'500</i>	<i>3'340</i>	<i>7'300</i>	<i>20'800</i>	<i>18'400</i>	<i>32'800</i>	<i>39'800</i>
TOTAL	79'000	86'840	190'500	578'100	478'400	852'800	1'034'800

Total Income	216'000	288'000	360'000	360'000	360'000	1'000'000	1'000'000
Total Expenditures	79'000	86'840	190'500	578'100	478'400	852'800	1'034'800
Balance	137'000	338'160	507'660	289'560	171'160	318'360	136'360