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to the Convention on Cooperation for Protection,
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West, Central and Southern African Region
(Abidjan Convention)

Nouakchott, Mauritania, 21st to 23rd May 2025

FINANCIAL RULES AND PROCEDURES FOR THE TRUST FUNDS OF THE ABIDJAN CONVENTION

Scope

The Financial Regulations, Rules and Procedures of the “CONVENTION FOR THE COOPERATION IN THE PROTECTION, MANAGEMENT AND DEVELOPMENT OF THE MARINE AND COASTAL ENVIRONEMNT OF THE ATLANTIC COAST OF THE WEST, CENTRAL AND SOUTHERN AFRICA REGION- ABIDJAN CONVENTION SECRETARIAT” (Abidjan Convention) are the Financial Regulations and Rules of the UN and the Financial Rules of UNEP as supplemented by the additional procedures established below.

These Procedures shall govern the financial administration of the “FOR THE CONVENTION FOR THE COOPERATION IN THE PROTECTION, MANAGEMENT AND DEVELOPMENT OF THE MARINE AND COASTAL ENVIRONEMNT OF THE ATLANTIC COAST OF THE WEST, CENTRAL AND SOUTHERN AFRICA REGION- ABIDJAN CONVENTION SECRETARIAT”.

Financial period

Procedure 1

The financial period shall be for one calendar year from 1st January to 31st December. The biennial programme of work and budget of the Abidjan Convention shall consist of two consecutive calendar years, the first of which shall be an uneven year¹.

Budget

Procedure 2

1. The Coordinator of the Secretariat to the Abidjan Convention (hereinafter referred to as the Coordinator) shall prepare the budget estimates for the following biennium in US Dollars showing projected income and expenditures for each year of the biennium concerned. The budget should be presented by nature of cost harmonized to an appropriate extent with those used by UNEP. The Coordinator, after consultation with, and clearance by the Executive Director of UNEP, shall dispatch the draft budget to all Parties one month before the last meeting of the Bureau before the COP for its consideration. Thereafter the Coordinator shall dispatch the revised estimates, as well as the actual income and expenditure for each year of the previous biennium, to all parties to the Convention at least 2 months before the opening of the meeting of the Contracting Parties at which the budget is to be adopted.

2. As per UN Financial Regulation 6.3², the base currency of the United Nations is the US dollar. Appropriations, allocations, revenue and expenses are managed, maintained and audited in UNEP's accounts, and reflected in UNEP's financial statements, in US dollars. Losses/gains on exchange may be charged/credited to the West Africa Trust Fund (WAL).

3. The Coordinator shall provide the Conference of the Parties with cost estimates for actions that have budgetary implications that are not foreseen in the draft programme of work but are included in proposed draft decisions prior to the adoption of those decisions by the Parties.

4. The Contracting Parties shall, prior to the commencement of the financial period that the budget covers, consider the budget estimates and adopt an operational budget by consensus entrusting UNEP to certify and authorize expenditures, other than those referred to in procedure 4, paragraph 3 below.

¹ The financial period pertains to accounting and auditing, while the budget shall be available for expenditure during the whole biennium

² 2ST/SGB/2003/7, as may be amended.

5. Adoption of the operational budget by the Contracting Parties shall constitute the basis for UNEP to issue allotments and to incur commitments and make payments for the purposes for which the appropriations were approved, provided always that, unless specifically authorized by the Executive Director, commitments is covered by related income.

6. UNEP may upon proposal from the Coordinator make budget transfers within each of the main appropriation lines of the approved operational budget. The Co-ordinator may also approve transfers between such appropriation lines within 10% or any other criteria set by the CoPs.

Funds

Procedure 3

1. A Trust Fund for the Abidjan Convention has been established by the Executive Director of the United Nations Environment Programme and approved by the governing body of UNEP. The fund is to provide financial support for the work of the Convention Secretariat. Contributions made pursuant to procedure 4, paragraph 1 (a) below, shall be credited to this fund. The denomination of this fund is WAL.

2. A Fund to receive discretionary contributions to complement the support for the work of the Convention Secretariat has been established by the Executive Director of UNEP and approved by the governing body of UNEP. This fund shall receive contributions pursuant to procedure 4, paragraphs 1 (b & c) below. The denomination of this fund is QAC.

3. Within the WAL there shall be maintained a working capital reserve. The purpose of the working capital reserve shall be to ensure continuity of operations in the event of a temporary shortfall of cash as well as to provide for potential losses on exchange. Drawdowns from the working capital reserve may be authorized by the Executive Director and shall be replenished from contributions, or gains on exchange, as soon as possible. The level of the working capital reserve (WCR) shall be determined by the Conference of the Parties by consensus. The initial level of the WCR is established at 15 % of the average annual budget for the biennium, inclusive of programme support costs. The WCR shall be established or adjusted immediately after the corresponding decision made by the Parties.

4. All budget expenditures that are made pursuant to Procedure 2.5 shall be charged to the WAL, QAC or any other fund provided to support the work of the Convention.

5. Subject to the request of the Contracting Parties, the Executive Director of the United Nations Environment Programme may establish other trust funds and will seek the approval of the Environment Assembly of UNEP.

6. In the event that the Contracting Parties wish to terminate a trust fund established pursuant to the present procedures, they shall advise the Executive Director of the United Nations Environment Programme at least six months before the date of termination so decided. The Contracting Parties shall decide, in consultation with the Executive Director of the United Nations Environment Programme, on the distribution of any uncommitted balances after all liquidation expenses have been met. Any such termination of a trust fund shall be in accordance with UN/UNEP Regulations, Rules, Procedures and standard business practice.

Contributions

Procedure 4

1. The resources of the Contracting Parties shall comprise:

(a) Contributions made each year by parties based on an agreed scale adopted by consensus by the Contracting Parties and based on such a scale of assessments of the United Nations as may be adopted from time to time by the General Assembly;

(b) Discretionary Contributions made each year by parties in addition to those made pursuant to paragraph (a);

(c) Voluntary Contributions from States parties to the Convention, as well as other governmental, intergovernmental and non-governmental organizations and other sources;

(d) The Executive Director of UNEP may also allot funds to the Abidjan Convention Secretariat.

(e) Miscellaneous revenue.

2. In respect of contributions made pursuant to procedure 4, paragraph 1 (a) above:

(a) The Executive Director of UNEP, through the Coordinator shall inform the Contracting Parties of their contributions in USD under the agreed scale;

(b) Contributions for each calendar year are expected within the first quarter of that year and should be paid promptly and in full. Parties should be notified of the amount of their contributions for a given year by 15 October of the previous year or immediately after the COP whichever is last;

(c) Each Party shall, as far in advance as possible of the date due for the contribution, inform the Coordinator of the projected timing of its contribution;

(d) If contributions of any party have not been received by the first semester of the relevant year, the Coordinator shall write to those parties to impress upon them the importance of paying their respective contributions for the year as well as arrears for prior periods;

(e) The Coordinator shall propose to any Party, whose contributions are in arrears for two or more years, a payment schedule to enable such a Party to clear all outstanding arrears within a maximum of six years, depending on the financial circumstances of the Party, and to pay future contributions by their due dates. The Coordinator shall report to the Bureau and to the Contracting Parties at their next meetings on progress under any such schedule;

(f) With regard to contributions due from 1 January 2015 onwards any party whose contributions are in arrears for two or more years shall not be eligible to become a member of the Bureau of the Contracting Parties or any of its subsidiary bodies. This provision shall not apply to Parties that have agreed on and are respecting a schedule of payments implemented in accordance with paragraph (e) above;

3. Discretionary and voluntary contributions made pursuant to procedure 4, paragraphs 1 (b) and (c), shall be used in accordance with such terms and conditions, consistent with the objectives of the Convention and the Financial Regulations, Rules, Policies and Procedures of the United Nations Environment Programme, as may be agreed between the Executive Director and the respective contributors.

4. All contributions shall be paid in USD or in another convertible currency and credited to an official UNEP bank account, the details of which are to be provided by the Executive Director. This bank account is to be managed in accordance with the Financial Regulations and Rules of the United Nations.

5. UNEP shall acknowledge promptly the receipt of all pledges and contributions and the Coordinator shall publish on the Convention website information on the status of pledges and payments of contributions.

6. Contributions not immediately required shall be invested in accordance with procedures of the UN's Office of Programme Planning, Budget and Accounts on behalf of the Executive Director of the United Nations Environment Programme. The resulting income or losses shall be applied to the relevant Trust Fund in accordance with the Financial Regulations and Rules of the United Nations.

Accounts and audit

Procedure 5

1. The accounts and financial management of all funds governed by the present procedures shall be subject exclusively to the internal and external audit process of the United Nations.

2. A statement of accounts for the financial period shall be provided to the Contracting Parties as soon as possible after the accounts for the financial period are closed and audited. This statement of accounts shall be an extract from the audited financial statements of UNEP.

3. The Contracting Parties shall be informed of any remarks in the reports of the United Nations Board of Auditors on financial statements of the United Nations Environment Programme that are relevant to the Abidjan Convention.

Administrative support

Procedure 6

The Contracting Parties shall reimburse UNEP for the support services provided to the Contracting Parties, its subsidiary bodies and the Convention Secretariat from the expenditures incurred based on the funds referred to in procedure 3 above. This practice is in accordance with the general policy and business practice of the United Nations and applicable agreements between UNEP and donors.

Public Disclosure

Procedure 7

All approved programme of work and budget documents, financial statements and audit reports concerning the Abidjan Convention shall be made publicly accessible and posted on the Convention website.

Amendments

Procedure 8

Any amendment to the present document shall be adopted by the Contracting Parties by consensus.

Entry into Effect

Procedure 9

These Financial Rules and Procedures, as agreed by the Executive Director of UNEP and adopted by the Contracting Parties, shall be effective from 1 January 2015.