



**Inter-American Convention for the
Protection and Conservation of Sea Turtles**
First Conference of the Parties
August 6-8, 2002 - San José, Costa Rica

COP1/2002/R-2

**Guidelines for the Operation of the Inter-American Convention
Special Fund**

Establishment of the Fund

1. In accordance with Article XIII of the Inter-American Convention for the Protection and Conservation of Sea Turtles, the First Conference of the Parties agrees to establish a Special Fund, to be financed through direct financial contributions.

All Parties, international organizations and non-governmental organizations interested in the work and the success of this Convention, are urged to contribute to the Fund and to seek funding from other sources.

2. The Fund shall be administered by the interim Secretariat and used only for the following objectives described by the Convention:

- a. Meeting the expenses that could be required to establish the interim Secretariat.
- b. Supporting those Parties which are developing countries in the compliance of their obligations under the Convention, including access to technology as deemed appropriate.
- c. Supporting the meetings of the Conference of the Parties and Subsidiary Bodies.
- d. Meeting expenses associated with translating, printing and distributing reports, adopted recommendations and decisions, and any other documents necessary for the work of the Parties.
- e. Funding the travel and associated costs of the Secretariat and, where appropriate, delegates, to attend meetings of the Parties and Subsidiary Bodies.
- f. Honoraria and contractual consultancy fees as well as other services; and,
- g. Meeting any other such costs as are approved by the Parties.

3. The provisional Secretary should establish the Special Fund for the Inter-American Convention (SFIC) in a separate bank account with a bank which is approved by both parties. Such a bank should have a branch office in the USA, and the Special Fund should remain in



Inter-American Convention for the Protection and Conservation of Sea Turtles

First Conference of the Parties

August 6-8, 2002 - San José, Costa Rica

United States Dollars. The fiscal year of the Fund for accounting purposes and such will be the same as the Calendar year.

4. The direct contributions of the donors received by the interim Secretariat shall be deposited in the IACSP. The interim Secretariat will deliver the corresponding receipts to the donors and will present a summary report of the contributions to the Conference of the Parties, including the country or donor organization, the amount received and the date in which the money was deposited in the account.

The Approved Budget

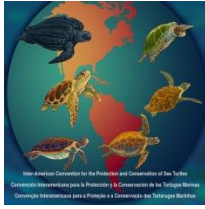
5. The interim Secretariat, in consultation with the Parties, shall draft a provisional annual budget for use by the IACSP. The interim Secretariat shall transmit the provisional budget to the Parties as soon as possible but no less than ninety (90) days prior to the Conference of the Parties where the funds forthcoming from the IACSP, will be disbursed. The Parties shall approve in written form the provisional budget no later than sixty (60) days before the meeting.

6. In those cases where the IACSP is used to support the costs of the Conference of the Parties, the host country shall be responsible to submit, in advance, by means of the *Pro Tempore* Secretariat, the estimated budget of associated costs inherent to being the host country for the meeting. The estimated budget shall be approved by the Parties before disbursement of funds from the IACSP, for this purpose. The *Pro Tempore* Secretariat shall not disburse any funds from the IACSP with reference to local costs of the Conference unless these costs are specifically included in the approved budget.

Disbursements

7. Expenditures may be shifted between the items in the approved budget, provided that no single category of costs is increased by more than 25% without the express approval of the Parties and provided that the total actual expenditures for all categories does not exceed the funds available in the IACSP.

8. The *Pro Tempore* Secretariat will be responsible for expenditures from the IACSF in accordance with these guidelines and subject to requests by the Conference of the Parties. All expenditures should be documented, such as receipts, contracts, agreements, etc. Payments of travel costs should remain within the guidelines of the approved budget.



**Inter-American Convention for the
Protection and Conservation of Sea Turtles**
First Conference of the Parties
August 6-8, 2002 - San José, Costa Rica

Financial Management

9. The *Pro Tempore* Secretariat is responsible for the proper administration of the IACSF in accordance with these guidelines and good financial management practices.
10. The *Pro Tempore* Secretariat will provide a current financial statement on the IACSF to each Conference of the Parties, including a summary of all the expenditures paid from the IACSF and the current balance of the account.
11. The IACSF will be subject to the annual auditing procedures of the *Pro Tempore* Secretariat. A copy of any audit will be made available to the Parties.
12. All interest earned on the IACSF shall be returned to the fund.

Terms and Review

13. The IACSF shall continue to operate as determined by the Parties.
14. The purpose of the Special Fund and its administrative guidelines may be reviewed from time to time to ensure it continues to meet the needs of the Parties and may be amended if agreed to by the Parties.

San José, Costa Rica, August 2002