



Inter-American Convention for the Protection and Conservation of Sea Turtles 1st Extra-ordinary Meeting of the Parties

October 10th-12th, 2007 – Lima, Perú

Minutes of the First Extraordinary Meeting of the Contracting Parties

Meeting Place: Peru's Ministry of Foreign Affairs

Date: October 12th, 2007

Heads of Delegation Meeting

1-As customary during Conference of the Contracting Parties, the Heads of Delegation Meeting was held from October 10th to 11th (prior to the Extraordinary Meeting), with all 12 Parties present. At the Third Conference of the Parties held in Mexico in 2006, an agreement was reached to hold the First Extraordinary Meeting in 2007 and for its purpose, established two working groups with specific tasks, one responsible for the issue of a permanent Secretariat and the other in charge of analyzing financial aspects. According to resolutions CIT-COP3-2006-R5 and CIT-COP3-2006-R8, these tasks should be carried out by electronic means in order to have draft working documents available to the COPE1 on these topics.

2-Heads of Delegation Meetings are held with the objective of creating a space where countries may present their positions and analyze the different alternatives to the topics established. Parties may collaborate beforehand, so that work of the workings groups is expedited. During this meeting the tasks given to the previously established Working Groups were continued. The working group on establishing a permanent Secretariat worked on resolution CIT-COPE1-2007-R1 and its support documents, which was officially approved at the Extraordinary meeting. The working group on Financial Aspects carried out an analysis of the budget proposals for 2008 and for the biennial period 2009-2010. A series of alternatives were analyzed in order to solve the financial problem of the IAC. Similar to the first group, the work of this group is reflected in the resolution CIT-COPE1-2007-R2.

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Approval of the Agenda

3-The order of the draft agenda was reviewed and a change was proposed to have the financial aspects topic discussed prior to the topic of a permanent Secretariat.

Election of Rapporteur

4-It was agreed by consensus that the Delegation of Peru assumes the responsibility of the meeting's rapporteur.



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Approval of the Resolution on financial and administrative aspects for the IAC operation and approval of the modified budget for 2008.

5-The financial part of the budget presented by the Working Group on financial aspects was approved for 2008, taking into consideration that each country, beginning in 2008, will cover the participation costs of their delegates, in both the meetings of the Parties and in the Consultative Committee meetings. The Convention will cover the costs of the Scientific Committee meetings and of the 9 sectoral members of the Consultative Committee. This will considerably reduce the budget. The budget proposal presented by the *Pro Tempore* Secretariat was also approved for the 2009-2010 period, which was previously revised by the Working Group; however, the 2009-2010 budget is not being financed with the fees anticipated by the Parties for 2008.

6-The chair of the Working Group, Dr. Jesús Ramos of Venezuela, presented the different contribution scenarios discussed during the Heads of Delegation meeting to establish a funding system and fulfill the 2008 IAC financial expectations. The Table for 2008 voluntary contributions will be used as a reference of how much countries should contribute for this period, with minimum contributions set at US \$2,000. It was agreed that the *Pro Tempore* Secretariat will send a letter to the Parties, requesting the agreed indicative contributions. After receiving the letter, a period of 45 days was established for each country to inform the Secretariat of the actual amount of their 2008 contribution.

7-Immediately following, the Draft Resolution “Guidelines for Financing the Operation of the Inter-American Convention for the Protection and Conservation of Sea Turtles” was presented. A proposal, originally presented by Mexico to the Working Group on financial rules, and the “Indicative Table of IAC Voluntary Contributions for 2008” were annexed to Resolution CIT-COPE1-2007-R2.

8-Afterwards, the Delegation of Brazil presented the “Indicative Table of IAC Voluntary Contributions for 2008”. Netherlands Antilles commented that their contribution amount suggested in the Table did not reflect the reality of his country’s ability to contribute, pointing out that they could only contribute an amount of US \$2,000. The United States indicated that they are able to contribute US \$ 60,000 during 2008, and mentioned that the table should reflect contribution amounts each Party is confident they can achieve, as this will more accurately represent how the year’s activities will be financed. The Chair of the working group called upon the countries to carry out every effort necessary to ensure that the fees are paid. Netherlands Antilles indicated that, at the next meeting, additional parameters should be considered to establish fees.

9-Within this item, various comments were made: Belize requested not to talk about fees, but instead use the term contributions; Honduras indicated that they will carry out all necessary efforts to comply with the contribution of US \$2,000, Peru and Costa Rica mentioned that they will be unable to commit to paying mandatory contributions until



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the legal framework establishing a Permanent Secretariat of the IAC exists; Uruguay states he will consult with the appropriate governmental authorities; and Mexico pointed out that money allocated for special projects should not be used for financing administrative aspects.

10-Resolution CIT-COPE1-2007-R2 “Resolution on financial and administrative aspects for the IAC operation” and its annexes were approved.

11- Mexico suggested that prior to the next COP, the *Pro Tempore* Secretariat should solicit proposals from the Parties that outline alternative procedures for establishing a funding system, including tables of relevant data that will help the COP better examine this topic, before February 15th, 2008.

Lunch (courtesy of the Government of Peru)

Approval of the Terms of Reference for the IAC Secretariat

12-The Chair of the Working Group on establishing a permanent Secretariat, Ms. Jenny Asch delegate of Costa Rica, explained the activities carried out by the WG over the last two days and mentioned some of the topics on which they had not been able to reach consensus.

13-The “Terms of Reference for the IAC Secretariat” (CIT-COPE1-2007-Doc.2-Rev.1) was presented by the Chair of the WG, indicating that consensus was not reached on point 5-Nomination of the Secretary, since the majority of the countries support the idea that the person to occupy this post must be a native to one of the Party countries. On the other hand, the United States and Netherlands Antilles indicated that it was necessary to maintain an open process allowing qualified individuals to participate as candidates without relevance to their nationality. Mexico stated that every Party should carry out an internal procedure to select the person that will become the official candidate for their country. On the other hand, Uruguay proposed that the Parties support the delegates selected whether or not they are nationals from their country.

14-The Chair of the WG presented a summary of the discussions regarding the document originally presented by the United States called “Procedure for Selecting the Head of the Secretariat” (CIT-COP1-2007-Doc.8-Rev.1). Similar to that which occurred in the document regarding the Terms of Reference for the IAC Secretariat, it was not possible to reach consensus regarding the issue relating to the applicant’s nationality. Therefore, the end of the paragraph of Point I, “Submission of national nominations and circulation of a vacancy announcement”, was placed in brackets (not approved).



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15-The Chair reported to the group that due to insufficient time, they were unable to analyze the annex attached to the procedure for selecting the head of the secretariat, called “Vacancy Announcement”.

Approval of the Resolution on establishing a permanent Secretariat.

16-As previously mentioned, resolution CIT-COPE1-2007-R1 “Establishment and Operation of a permanent Secretariat” was approved, along with its two annexes document CIT-COPE1-2007-Doc.2-Rev.1 and CIT-COP1-2007-Doc.8-Rev.1.

Election of place and board of directors for the COP4.

17-The delegates mentioned that at the last COP, the government of Honduras offered to host the COP4. However, this country’s delegate stated that he must first consult with his superior authorities in order to confirm this offer.

18-In accordance with that discussed in the financial working group regarding the issue that subsequent COPs are to be held in the host country of the Secretariat (Costa Rica), unless the country offering to hold the meeting covers the costs of transporting the Secretariat: the delegates agreed to give Honduras a period of two weeks to ratify their intention of holding the COP4. In the event of their withdrawal, confirmation from Costa Rica to be the host country of said COP (either in their position as host county or in their position as host government) will be awaited. Given these conditions, the Chair of the next board will be given to Honduras in the event they are host country to the COP4, or on the contrary, to Costa Rica.

Other Business

19-The Peruvian delegation reminded the plenary once again about their proposals to amend the Convention in order to provide the legal framework for establishing a permanent Secretariat. The delegations agreed that this point be included as an agenda item for the next COP for its proper discussion.

Closing

20-The Chairman, Ing. Jorge Zuzunaga Zuzunaga, thanked the delegates for their active participation in the meeting. The delegations present as well as the *Pro Tempore* Secretary then thanked the government of Peru for their hospitality and organizational support throughout the meeting.



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MINUTES ANNEX I

First Extraordinary Meeting of the Contracting Parties

Meeting Place: Peru's Ministry of Foreign Affairs

Date: October 12th, 2007

Agenda

1- Approval of the Agenda

2- Election of Rapporteur

3- Approval of the Resolution on financial and administrative aspects for the IAC operation and approval of the modified budget for 2008.

Lunch (courtesy of the Government of Peru)

4- Approval of the Terms of Reference for the IAC Secretariat

5- Approval of the Resolution on establishing a permanent Secretariat.

6- Election of place and board of directors for the COP4.

7- Other Business

8- Closing



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MINUTES ANNEX II

Resolution CIT-COPE1-2007-R1

Establishment and Operation of a Permanent Secretariat

CONSIDERING that the Inter-American Convention for the Protection and Conservation of Sea Turtles contemplates in Article VI the establishment and functions of a Secretariat, as well as the need to define the financial mechanisms necessary for the Secretariat to carry out its functions.

TAKING INTO CONSIDERATION that at the First Conference of the Parties, through Resolution CIT-COP1-2002-R1, a *Pro Tempore* Secretariat was established in Costa Rica for a period of two years, which was then extended for two similar periods at the COP2 and COP3, ends in the year 2008 after the COP4.

CONSIDERING the need to have a permanent administrative body that has the necessary financial and human resources to carry out the functions as established in Article VI of the Convention and comply with the mandates of the Conference of the Parties.

The Conference of the Parties of the Convention resolves to:

1- *Approve* the “Terms of Reference for the IAC Secretariat” (Annex I of this Resolution) as well as the “Procedure for Selecting the Head of the Secretariat” (Annex II).

2- *Express* the desire that the Republic of Costa Rica is the host country of the Secretariat, that is referred to in article VI of the Convention, and invite Costa Rica to present an official proposal within the next 60 days that contains the technical, financial and legal obligations they shall assume to establish itself as the host country of the Permanent Secretariat.

3- *Initiate* by means of the working group on establishing a Permanent Secretariat, created by resolution at the COP3, a new process in order to determine the host country of the Secretariat, in the event that a formal proposal by Costa Rica is not received.

4- *Instruct* the working group to work in conjunction with the *Pro Tempore* Secretariat on a draft text for the Host Country Agreement for consideration by the country that will eventually become the host, and afterwards, for approval by the Conference of the Parties.



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ANNEX I

Terms of Reference for the IAC Secretariat

1-Secretariat

The Secretariat shall be run by a Secretary, who shall report directly to the Conference of the Parties. The Secretary shall be responsible for all Secretariat personnel, as well as its operation, expenditure and representation. The Secretariat shall be technically and administratively linked to the bodies as provided for in the Convention.

2-Functions of the Secretariat

The functions and operation of the Secretariat shall be governed by the Strategic Plan and the guidelines of the biannual Work Plan and its corresponding budget, as approved by the Conferences of the Parties.

Following the direction of the Conference of the Parties, the Secretariat shall have the following functions:

- a. Provide assistance in convening and organizing the meetings specified in Article V, as well as any other meeting of the Parties or the other bodies as provided for in the Convention that are considered necessary;
- b. Receive from the Parties the annual reports referred to in Article XI and make them available to the Parties and the Consultative Committee and the Scientific Committee, in the agreed working languages, in addition to including new information in the IAC data bases and Web site;
- c. Prepare and make available all work documents for the Conference of the Parties, in accordance with the rules of procedure;
- d. Publish and disseminate the reports, recommendations and decisions adopted at the Conferences of the Parties in accordance with the rules of procedures adopted by the Parties;
- e. Disseminate and promote the exchange of information and educational materials regarding efforts undertaken by the Parties to increase public awareness of the need to protect and conserve sea turtles and their habitats, while maintaining the economic profitability of diverse artisanal, commercial, and subsistence fishing operations, as well as the sustainable use of fisheries resources. This information shall concern, inter alia:
 - i. environmental education activities and local community participation;
 - ii. the results of research related to the protection and conservation of sea turtles and their habitats and the socioeconomic and environmental effects of the measures adopted pursuant to this Convention;
- f. Seek economic and technical resources to carry out research and to implement the measures adopted within the framework of this Convention;
- g. Coordinate and facilitate communication between the Parties and the bodies as provided by the Convention, non-Parties and other domestic or international legal entities, or individual persons involved in the conservation and protection of sea turtles;
- h. Perform other functions as assigned by the Conference of the Parties.



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3-Administrative structure of the Secretariat

3.1-Technical Advisory Department

The functions of the Technical Advisory Department shall include:

- a. The handling of information coming from annual reports;
- b. To obtain the necessary information for consistently updating the Convention's web site;
- c. To provide, at the request of the Parties or by guidance of the Conference of the Parties, advice and support for environmental training and education processes in topics relative to the conservation and protection of sea turtles and their habitat, fisheries and socioeconomic aspects, among others;
- d. To support the Secretariat in technical aspects concerning compliance with the established cooperation agreements, as well in the follow up and implementation of resolutions, the Work Plan and agreements adopted by the Conference of the Parties;
- e. To provide follow up and support for scientific research projects and other high-priority technical activities for achieving IAC objectives.

3.2-Administrative Support Unit

The Administrative Support Unit shall attend to administrative and logistic needs required for the operation of the Office of the Secretariat, as well as provide the required support for organizing the meetings of the Parties, committee meetings and other administrative activities to be carried out within the framework of the Convention.

3.3-Advice and Consultancies

The Secretariat may contract external professional services for specific issues expressly requested by the Conference of the Parties and/or for those required to fulfill the biannual Work Plan. The hiring of any external professional service shall require having at least two bids that allow the Secretariat to select the least expensive option, except in the case that the Conference of the Parties authorizes making a direct appointment.

4- Legal Status of the Secretariat

In virtue of the need to strengthen the Secretariat's operation, the Parties shall consider analyzing the adoption of a framework that provides it with an international legal status.

5-Nomination of the Secretary

The nomination or removal of the Secretary shall be the exclusive competence of the Conference of the Parties, in accordance with the procedure described in Annex II of this Resolution.



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[The Secretary should be a citizen of one of the Parties] and should establish their residency in the Secretariat's host country during their post. The duration of their term shall be 4 years, with the possibility of being extended in accordance with the Parties, for a similar period. The Secretary shall not be succeeded by a person from the same nationality. Remuneration and other social benefits for the Secretary shall be determined by the Conference of the Parties.

In the event the post of Secretary becomes vacant due to unforeseen circumstances, force majeure, acceptance of resignation or dismissal, the Chairman the COP, supported by the Secretariat's administrative team, shall consult with the Parties regarding the temporary designation of a Secretary following, with the necessary adaptations, the procedure described in point 5, rule 5 of the rules of procedure contained in Resolution COPICIT-004 while steps are taken towards the appointment of the new Secretary.

6-Functions of the Secretary:

Following the direction of the Conference of the Parties, the Secretary shall have the following functions:

6.1 Coordinate and supervise the following tasks:

- a. To prepare and implement strategic plans and bi-annual plans within the framework of the Convention, to be submitted for consideration to the Conference of the Parties;
- b. To prepare budget estimates for approval by the Conference of the Parties;
- c. To prepare the reports required by the Conference of the Parties and other bodies as provided for by the Convention;
- d. To develop agenda items for the Conference of the Parties and other bodies as provided for by the Convention, in close coordination with the Chairman of the corresponding COP and in consultation with the Parties;
- e. To provide administrative and technical support to the host country for the Conferences of the Parties and other bodies as provided for by the Convention.

6.2 Convene the Conferences of the Parties;

6.3 Administer the Inter-American Convention Special Fund (SFIC), pursuant to the guidelines agreed upon by the Conference of the Parties;

6.4 Manage the personnel assigned to the Secretariat, taking into consideration whenever possible, a proportionate geographical representation in the posts, without requiring a fixed quota of personnel, or a pre-established scheme for nationality.

6.5 Promote cooperation and coordination with other organizations or individuals, as pertinent, for achieving the objectives of the Convention, pursuant to the resolutions and agreements adopted by the Conference of the Parties;



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6.6 Provide follow up and coordinate the actions necessary for complying with the provisions established in cooperation agreements subscribed to by the Convention.

7- General Considerations

In carrying out their functions, the Secretary and the Secretariat's personnel shall refrain from acting in any way which is incompatible with their status or with the objective and provisions of the Convention, nor shall they have any financial interest whatsoever in activities such as research, exploration, exploitation, processing and commercialization in fisheries or of species covered by the Convention, or any other activity that goes against the Convention's objectives. Likewise, during their tenure working for the Secretariat and beyond, they shall keep confidential all information obtained, and all information they may have had access to during this time.

As Secretary, he/she shall only receive instructions from the Conference of the Parties and shall not act in any manner incompatible with such position as an international employee or hold any other post, remunerated or otherwise. The Secretary is accountable to the Conference of the Parties.

ANNEX II

Procedure for Selecting the Head of the Secretariat

The Parties to the IAC, hereby establish the following procedure to designate the Head of the Secretariat (hereinafter "Secretary").

I. Submission of national nominations [and circulation of a vacancy announcement]

Before the end of the Secretary's term or, in the event that the post of the Secretary is declared vacant, each Party may nominate a candidate that meets the basic requirements for the position, as described below.

To be designated Secretary, he/she must fulfill the following requirements:

- 1) To be [a native of and] nominated and endorsed by one of the Parties;
- 2) Fluency in written and spoken English and Spanish. Knowledge of other official languages of the IAC is helpful;
- 3) To have proven expertise in the Convention's subject matter, particularly in its scientific, technical and administrative aspects;
- 4) Hold an academic degree that enables him/her to attain the objectives of the Convention;
- 5) Experience working in the Greater Caribbean and Latin America;



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- 6) Experience in natural resources conservation, organization and/or management, specifically with sea turtles.
- 7) Experience in handling programs concerning International Organizations, including organizing events;
- 8) Experience in administration, such as the creation and managing of budgets, and must be experienced in managing personnel.
- 9) Experience in fund-raising, working with and management of international funds;
- 10) Excellent inter-personal and inter-institutional skills.

II. Submission of applications

Each application shall be presented (officially by the Parties) to the Chair of the COP, who will then record them and, once the time period for presenting applications is closed, the Chair will distribute the list of candidates to the Parties.

III. Ranking of applicants

Once the list of candidates is received by the Parties, each Party will rank them using the maximum number of points equal to the number of candidates on the list, awarding the highest score to the candidate with the highest preference, and so on with the rest of the candidates. The list will be given to the Chair of the COP, who will consider it confidential. The Chair of the COP will add up the points obtained for each individual applicant and will send them to the Parties.

IV. Final list

The candidates with the four highest scores will be placed on a final list for interview by the Heads of Delegation of the COP. Should the application of any final list candidate be withdrawn, the candidate with the next highest ranking shall then be included on the final list.

V. Interview process

The candidates on the final list will be notified to all Parties by the Chair of the COP, and will be invited to the subsequent COP for an interview. The interviews and the selection of the new Secretary shall take place during meetings of Heads of Delegation.

Each candidate may be interviewed for up to 45 minutes. This time should allow the candidate to present his/her candidature and respond to a number of standard questions agreed by the Heads of Delegation before the first interview. The questions shall be posed by the Chair of the COP and shall be identical for all candidates.

Following the interviews, the Heads of Delegations shall proceed to appoint the Secretary by consensus.



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If a consensus is not reached, consultative rounds with the Parties will continue immediately according to the following procedure:

-Round with four candidates:

The Chair of the COP will consult, in writing, each Party regarding their two candidates of choice and then announce the two candidates with the highest number of votes.

-Round with two candidates:

The Chair of the COP will consult, in writing, each Party on their preferred candidate. The candidate with the greatest number of preferences will be designated, by consensus, Secretary. In the event of a tie, the Parties shall try to reach consensus in a debate session and, if necessary, by new consultative rounds with the Parties, presided over by the Chair of the COP.

VI. Procedure under unforeseen circumstances

In the event that no candidate is designated as Secretary, the selection procedure will be repeated until a candidate is designated as Secretary. Under that circumstance, an Extra-Ordinary Meeting will be convened at a date agreed to by the COP, not exceeding a period of 180 days, applying the method mentioned in paragraph 3, point 5 of Annex I of this Resolution, in order to provide continuity to the Secretariat's operation.

VII. Travel expenses

Travel (economy class) and per diem expenses of candidates invited for the interviews shall be reimbursed from the IAC Special Fund.

VII. Timetable for designating the Secretariat

Chair of the COP requests the submission of applicants (by the Parties): 180 days before the end of the Secretary's term and/or the following COP.

Deadline for Parties to submit applicants to the Chair of the COP: 120 days before the following COP.

Chair of the COP sends the list of candidates to the Parties: 90 days before the following COP.

Include the topic in the COP agenda: 90 days before the meeting.

Parties notify the Chair of the COP on their list of preferences: 60 days before the following COP.

Chair of the COP informs on the final list: 45 days before the following COP.

Interviews and selection at the Conference of the Parties.



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MINUTES ANNEX III

Resolution CIT-COPE1-2007-R2

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

CONSIDERING that Article VI of the text of the Inter-American Convention for the Protection and Conservation of Sea Turtles considers the establishment and functions of a Secretariat, as well as the need to adopt the financial means necessary to carry out its tasks.

CONSIDERING that Article XIII of the text of the Inter-American Convention for the Protection and Conservation of Sea Turtles considers that: “At their first meeting, the Parties shall assess the need for and possibilities of obtaining financial resources, including the establishment of a special fund for purposes such as the following:

- a. Meet the expenses that could be required for the potential establishment of the Secretariat, pursuant to Article VI;
- b. Assist the Parties that are developing States in fulfilling their obligations under this Convention, including providing access to the technology deemed most appropriate”.

CONSIDERING that during the First Conference of the Parties, Resolution CIT-COP1-2002-R1 established a *Pro Tempore* Secretariat in Costa Rica for a term of two years, which is valid through the year 2008, after holding the COP4.

RECALLING that Resolution CIT-COP1-2002-R2 created a Special Fund of the Inter-American Convention, according to that established in Article XIII.

CONSIDERING that Resolution CIT-COPE1-2007-R1 creates the terms of references for the establishment and operation of a permanent Secretariat of the Convention.

EXAMINING the budget broken down by types of expenses for 2008 and the two year period of 2009-2010, presented by the Secretariat (Documents CIT-COPE1-2007-Doc.5 and Doc.6, respectively), that which also presents the estimated annual expenses for the IAC.

NOTING the need for more assistance to the Parties in order to promote compliance with the Convention, anticipate what is needed to apply all of the decisions and resolutions made by the Conference of the Parties, and to carry out the meetings of the Scientific and Consultative Committees.



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THE FIRST EXTRA-ORDINARY MEETING OF THE PARTIES OF THE INTER-AMERICAN CONVENTION FOR THE PROTECTION AND CONSERVATION OF SEA TURTLES:

1. *Approves* the expense budget for 2008 and the two year period from 2009-2010 presented by the working group on financial aspects.
2. *Urges* the Contracting Parties to make financial, technical and in kind contributions for the Convention's operation, using as a reference the estimated operating costs for 2008 and the 2009-2010 period, considering as a reference the "Indicative Table of Voluntary Contributions to IAC for 2008" that appears as Annex II and taking into account each country's ability to pay and their determination to contribute.
3. *Asks* the Secretariat to actively seek external funds to develop special projects and activities to be considered during this three year period.
4. *Invites* non-Party States of the Convention, other governmental, inter-governmental and non-governmental organizations, as well as other sources, to consider the possibility of contributing to the Special Fund of the Inter-American Convention (SFIC).
5. *Approves* the Financial Rules that appear as Annex I of this resolution.
6. *Taking note* that a Party offering to host a meeting of the Conference of the Parties, or a Scientific or Consultative Committee meeting, shall make up the difference of the costs between the proposed meeting place and the location of the Secretariat, otherwise the meeting will be held in the Secretariat's host country.

ANNEX I

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

Pursuant to article XIII and building upon Resolution CIT-COP1-2002-R2, the Conference of the Parties to the Convention shall administer, through the Secretariat, the Special Fund for the Inter-American Convention (SFIC) in accordance with these rules;

1. The Special Fund for the Inter-American Convention (SFIC) shall be used for funding the administration of the Convention including the functions of the Secretariat.
2. The SFIC shall be financed from:
 - (a) Contributions made by Parties to the Convention based on the indicative scale set forth by the Conference of the Parties;
 - (b) Additional voluntary contributions made by such Parties;



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- (c) Voluntary contributions from non-Parties to the Convention, as well as governmental, intergovernmental and non-governmental organizations, and other sources.
3. The Conference of the Parties shall determine the indicative scale of contributions referred to in paragraph 2 (a) above. These contributions shall be paid on January 1st of each year.
 4. All contributions shall be paid in United States dollars into a bank account to be specified by the Secretariat. The Secretary shall maintain two separate records: one for the contributions under rule 2(a) and another for voluntary contributions set for in paragraphs 2(b) and 2(c).
 5. Contributions referred to in paragraphs 2 (b) and (c) shall be used to facilitate implementation of the special projects and activities adopted by the Conference of the Parties and taking into consideration the respective contributor purposes. At each ordinary meeting of the Conference of the Parties, the Secretary shall present a report on contributions received and expected as well as their sources, amounts and purposes.
 6. The annual budget estimates shall be prepared by the Secretary and shall consider specific information for administrative expenses of projects and special activities to implement the measures set forth in the Convention and by the decisions adopted by the Conference of the Parties.
 7. Budget proposals expressed in United States dollars covering the expenditure and income from contributions referred to in paragraph 2 (a) above shall be prepared by the Secretary for periods of two calendar years at minimum. At least 90 days before the date fixed for the opening of each ordinary meeting of the Conference of the Parties, these budget proposals shall be dispatched by the Secretary to all Parties to the Convention.
 8. The budget shall be approved by the Conference of the Parties and, if necessary, be amended at an ordinary or extraordinary meeting of the Conference of the Parties.
 9. In preparing budget estimates for consideration by the Conference of the Parties, the Secretary shall fully take into account any unobligated funds carried over from previous years' contributions of the Parties, and any other income, which may be available for expenditure in the year for which the budget estimates are prepared.
 10. The annual budget estimates shall be divided into two categories corresponding to:
 - (a) the organization and operational aspects of the Convention; and
 - (b) special projects proposed to implement the measures set forth in the Convention and resolutions adopted by the Conference of the Parties. Budget estimates shall be accompanied by such information, annexes and explanatory statements as may be



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requested on behalf of the Convention, and such further annexes or statements as the Secretary may deem necessary and useful.

11. The Secretary may commit resources against the Special Fund only if such commitments are covered by contributions already received. In the event that the Secretariat anticipates that there might be a shortfall in resources over the financial period as a whole, the Secretary shall adjust the budget so that expenditures are at all times fully covered by contributions received and inform the Parties of the adjustments. The Secretariat shall avoid, as much as possible, using contributions referred to in paragraph 2 (b) and (c) for administrative purposes.
12. The Secretary will be authorized to carry forward unobligated funds from one fiscal year, in the amount of 15 percent of the total budget to meet contingencies. When the amount of such unobligated funds exceeds 15 percent the Secretary shall consult with the Parties to decide whether the excess funds should be used to fund special research projects or to credit the member countries in proportion to the amounts they contributed for that fiscal year, according to that established in Rule of Procedure 5.5.
13. The Secretariat may make transfers from one budget line to another within the budget in accordance with the Conference of the Parties decisions. Single category costs should not be increased by more than 25% without approval by the Parties, according to that established in Rule of Procedure 5.5.
14. After the Conference of the Parties has adopted the budget, the Secretary shall:
 - (a) Transmit the relevant documents to the Parties;
 - (b) Inform the Parties opportunely of their commitments with respect to annual contributions, according to the indicative scale;
 - (c) Request them to remit their contributions.
15. New Parties shall be requested to make a contribution for the year in which they become a Party, in accordance with the agreement reached by the Conference of the Parties in its first meeting related to contributions.
16. At the end of each calendar year, the Secretary shall transfer any balance to the following calendar year and submit to the Conference of the Parties the certified and audited accounts for that year as soon as practicable.
17. In the event that the Conference of the Parties decides to terminate the Special Fund for the Inter-American Convention (SFIC), the Conference of the Parties shall decide, in consultation with the Secretary, on the distribution of any unspent balance after all liquidation expenses have been met.



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18. If a Party is in arrears in the payment of its contributions by an amount equal to or greater than the total of the contributions due from it for the preceding twenty-four (24) months, that member shall not be considered to be in good standing, unless otherwise decided by the Conference of the Parties.
19. The Secretary shall:
 - a) Establish detailed financial procedures in order to ensure effective financial administration;
 - b) Guarantee all payments to be made on the basis of supporting vouchers and other documents, which ensure that the services or goods have been received, and that payment has not previously been made;
 - c) Maintain an internal financial control which shall provide for an effective current examination and/or review of financial transactions in order to ensure:
 - a. The regularity of the receipt, custody and disposal of all funds and other financial resources of the Convention;
 - b. The conformity of obligations and expenditures with the appropriations or other financial provision voted by the Convention;
 - c. The proper use of the resources of the Convention.
20. No financial obligations shall be incurred until allotments or other required authorizations have been made in writing under the authority of the Secretary.
21. The Secretary shall maintain such accounting records as are necessary and shall submit to the Parties annual accounts showing for the financial year to which they relate:
 - a) Outstanding obligations at the beginning and end of the year.
 - b) Unobligated funds at the beginning and end of the year.
 - c) The income and expenditures during the year.
 - d) The status of appropriations, including:
 - i. The original budget appropriations for the year.
 - ii. The appropriations as modified by any transfers.
 - iii. The amounts charged against those appropriations or other credits. The Secretary shall also give such other information as may be appropriate to indicate the current financial position of the Convention.
22. The accounts of the Convention shall be audited annually by a competent firm of public accountants selected by the Conference of the Parties and based on publicly solicited bids by the Secretary.
23. The annual accounts shall be submitted by the Secretary to the Auditors not later than sixty days following the end of the year.



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24. Having received the budgetary information for the audit, the Auditors shall perform such an audit to determine and if possible, to certify:
 - a) That the financial statements are in accord with the books and records of the Secretariat;
 - b) That the financial transactions reflected in the statements have been in accordance with these Financial Rules;
 - c) That the monies on deposit and on hand have been verified by certificate received direct from the Secretary's depositories by actual count.
25. The Auditors shall be the sole judge as to the acceptance in whole or in part of the certifications by the Secretary or his authorized agents and may proceed to such detailed examination and verifications as they choose of all financial records, including those relating to supplies, equipment and other contracts.
26. The Auditors may affirm by test the reliability of the internal audit, and may make such reports to the Conference of the Parties with respect thereto as they may deem necessary.
27. The Auditors, in addition to certifying the correctness of the accounts, may make such observations as they deem desirable with respect to the efficiency of the financial procedures, the accounting system, the internal financial controls, and in general, the financial consequences of administrative practices.
28. The Auditors shall have no power to disallow items in the accounts, but shall draw to the attention of the Conference of the Parties for appropriate action any transaction concerning which they entertain doubt as to the validity or propriety.
29. The Auditors shall prepare and submit a report to the Conference of the Parties on the audit performed and the accounts certified, and on any matters on which the Conference of the Parties by agreement or by resolution thereon may from time to time give specific instructions.
30. Any amendments to these rules shall be adopted by the Conference of the Parties by consensus when deemed necessary.



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ANNEX II

Indicative Table of IAC Voluntary Contributions for 2008

Member countries	Voluntary contributions for 2008
Belize	2.404,51
Brazil	7.055,89
Costa Rica	2.793,77
Ecuador	2.000,00
Guatemala	2.000,00
Honduras	2.000,00
Mexico	8.429,34
Netherlands (Antilles)	2.000,00
Peru	2.025,47
Uruguay	2.927,64
USA	60.000,00
Venezuela	3.653,02



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MINUTES ANNEX IV

Listado documentos Informativos (Inf.) List of Informative documents (Inf.)

Código/Code	Nombre/Name
CIT-COPE1-2007-Inf.1	<p>Documento Base sobre la propuesta para una Secretaría Permanente, incluyendo comentarios iniciales</p> <p>Base Document on the proposal for a Permanent Secretariat, including initial comments</p>
CIT-COPE1-2007-Inf.2	<p>Documento Borrador presentado por México (22 Noviembre, 2006)</p> <p>Draft Document presented by Mexico (November 22, 2006)</p>
CIT-COPE1-2007-Inf.3	<p>Documento Borrador presentado por Venezuela con las observaciones sobre la propuesta de una Secretaría Permanente (22 Diciembre, 2006)</p> <p>Document presented by Venezuela with observations on the proposal for a Permanent Secretariat (December 22, 2006)</p>
CIT-COPE1-2007-Inf.4	<p>Documento Borrador presentado por Estados Unidos en el grupo de trabajo sobre los Términos de Referencia de la Secretaría (Mayo, 2007)</p> <p>Draft Resolution presented by the United States of America to the working group on the Terms of Reference of the Secretariat (May, 2007)</p>
CIT-COPE1-2007-Inf.5	<p>Respuesta del Ministerio del Poder Popular para las Relaciones Exteriores de la República Bolivariana de Venezuela en relación a consulta realizada sobre la Personería Jurídica de la CIT.</p> <p>Reply from Ministry of Foreign Affairs of the Bolivarian Republic of Venezuela in relation to a consultation on the Legal Status of the IAC</p>
CIT-COPE1-2007-Inf.6	<p>Proyecto de Resolución (Documento Base)</p> <p>Establecimiento de la Secretaría Permanente</p> <p>Resolution Project (first draft)</p> <p>Establishment of the Permanent Secretariat</p>



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Lista de documentos (Doc)

Document list (Doc)

Código/Code	Nombre original/Name	Número revisión/ Number of review	Referencia final/ Final Reference
CIT-COPE1-2007-Doc.1	Agenda Primera Reunión Extraordinaria First Extraordinary Meeting Agenda		Minuta COPEI COPEI Minutes
CIT-COPE1-2007-Doc.2	Términos de Referencia para la Secretaría de la CIT Terms of Reference for the IAC Secretariat	CIT-COP1-2007-Doc2.-Rev.1	CIT-COPE1-2007-R1, anexo/annex I
CIT-COPE1-2007-Doc.3	Proyecto de Resolución Establecimiento y funcionamiento de la Secretaría en forma permanente Draft Resolution Establishment and operation of a permanent Secretariat		CIT-COPE1-2007-R1
CIT-COPE1-2007-Doc.4	Proyecto de Resolución Lineamientos para el Financiamiento de la operación de la Convención Interamericana para la Protección y Conservación de las Tortugas Marinas Draft Resolution Guidelines for Financing the Operation of the Inter-American Convention for the Protection and Conservation of Sea Turtles		CIT-COPE1-2007-R2
CIT-COPE1-2007-Doc.5	Presupuesto 2009-2010 2009-2010 Budget	CIT-COPE1-2007-Doc.5-Rev.1	Minuta Reunión Jefes Delegación, Anexo VII/ Minutes of Heads of Delegation Meeting, Annex VII
CIT-COPE1-2007-Doc.6	Presupuesto 2007-2008 y Propuesta 2008 2007-2008 Budget and 2008 Proposal	CIT-COPE1-2007-Doc.6-Rev.1	Minuta Reunión Jefes Delegación, Anexo IV/ Minutes of Heads of Delegation Meeting, Annex IV
CIT-COPE1-2007-Doc.7	Protocolo Complementario de la Convención Interamericana para la Protección y Conservación de las Tortugas Marinas Complementary Protocol for the Inter-American Convention on the Protection and Conservation of Sea Turtles		Minuta Reunión Jefes Delegación, Anexo II Bis / Minutes of Heads of Delegation Meeting, Annex II Bis
CIT-COPE1-2007-Doc.8	Propuesta de los EE.UU. sobre un procedimiento para seleccionar al nuevo Secretario Ejecutivo de la Secretaría Permanente U.S. Proposal Regarding a Procedure for Selecting the new Executive Secretary for the Permanent Secretariat	CIT-COPE1-2007-Doc.8-Rev.1	Minutas Jefes de Delegación Anexo III / Minutes of Heads of Delegation Meeting, Annex III CIT-COPE1-2007-R1, anexo/annex II
CIT-COPE1-2007-Doc.9	Documento de referencia para la elaboración de una Propuesta de Resolución sobre las Contribuciones de los Países para la IAC de 2008 Reference document for elaborating a draft		Minuta Reunión Jefes Delegación, Anexo V/ Minutes of Heads of Delegation Meeting, Annex V



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<p>CIT-COPE1-2007-Doc.10</p>	<p>Reglamento Financiero para la Convención Interamericana para la Protección y Conservación de las Tortugas Marinas</p> <p>Financial Rules for the Inter-American Convention for the Protection and Conservation of Sea Turtles</p>		<p>Minuta Reunión Jefes Delegación, Anexo VI / Minutes of Heads of Delegation Meeting, Annex VI</p> <p>CIT-COPE1-2007-R1, Anexo/Annex I</p>
<p>CIT-COPE1-2007-Doc.11</p>	<p>Protocolo modificador de la convención interamericana para la protección y conservación de las tortugas marinas</p> <p>Modifying protocol of the Inter-American Convention for the Protection and Conservation of Sea Turtles</p>		<p>Minuta Reunión Jefes Delegación, Anexo II / Minutes of Heads of Delegation Meeting, Annex II</p>