

CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES
OF WILD FAUNA AND FLORA

Forty-second meeting of the Standing Committee
Lisbon (Portugal), 28 September-1 October 1999

REPORT OF UNEP

**UNEP REPORT TO THE 42nd CITES STANDING COMMITTEE ON THE PROVISION OF
AND SUPPORT TO THE CITES SECRETARIAT**

A. Introduction

1. The present document has been prepared by UNON as part of its responsibilities for providing administrative support to the CITES secretariat and should be read in conjunction with Doc.SC.42.4. It provides additional information on the administrative aspects of the functioning of the CITES secretariat, as well as, suggests minor adjustments to the information provided by the CITES Secretariat in Doc. SC.42.4.

B. In-house Administrative Support to CITES Secretariat and a Staff Member

2. In order to provide dedicated administrative and fund management support to the CITES Secretariat, earlier this year, a new P-4 post of Administrative and Fund Management Officer (AFMO) was established from the trust fund's programme support costs account. The post has been filled since April 1999, first by a short-term staff member recruited by UNON and since 1 June 1999 by an experienced AFMO reassigned from UNON. Unfortunately, due to an unexpected departure of the incumbent, the post became vacant as of mid August 1999. In order to provide a continued coverage of the functions of the post, UNON again had to secure services of a short-term staff member. At the same time, and after consultations with the Secretary General of CITES, the Director-General of UNON approved a reassignment of another AFMO from UNON to the CITES secretariat. The new AFMO will take up her responsibilities in CITES effective 11 October 1999.
3. Additional administrative support will continue to be provided by UNOG administration, the administrative staff assigned to the UNEP Regional Office for Europe and UNON administration, as appropriate. The precise distribution of administrative responsibilities between these support entities, is still under review.

C. Audit

4. The Audit and Management Consulting Division of the United Nations Office for Internal Oversight conducted an audit of the CITES secretariat in Geneva from 16 to 19 June 1998. The findings of the audit, including its recommendations, and the UNEP response to the audit are contained in Annex 1 and 2 to the present document.

D. Classification of Posts

5. In Annex 10 of Doc.SC.42.4, the CITES Secretariat informed the Standing Committee of the classification review of all posts of the secretariat, conducted by the United Nations in 1998. As a result of this review, it was determined that the classification rating of a number of posts was higher than the present established levels. The changes in the classification ratings of Professional staff are as follows:

Title of the Post	Present Level	New Classification
Secretary General	D-1	D-2
Deputy Secretary General	P-5	D-1
Head, Enforcement Assistance	P-4	P-5
Head, Capacity Building	P-4	P-5
Head, Convention Interpretation and Servicing	P-4	P-5

6. In accordance with the established procedures in the United Nations, in order to implement a classification of a post at a higher level, the budgetary level of the post should be increased accordingly. The Standing Committee would note that, as stated in para.3 of Annex 10 of Doc.SC.42.4, the existing budgetary provisions of the CITES Trust Fund are sufficient for upgrading of these posts, without any need to approve additional budgetary allocations. UNON will therefore proceed with the implementation of these decisions, in line with the existing personnel procedures, including promotion of the incumbents or granting them special post allowance to the higher levels of the posts, as appropriate.

E. Financial Management

7. Information on accounts and budget is provided for in document Doc.SC.42.4.
8. Further to Annex 7 of the Report on Finance and Administration (Doc.SC.41.3) and Annex 8 of the Report on Finance and Administration (Doc. SC.42.4), UNON, in cooperation with administrative staff of CITES and UNOG administration, undertook a study on the banking arrangements for CITES. The findings of the study as contained in Annex 3 to the present document, are submitted to the Standing Committee for its consideration.

F. Conference of Parties

9. Preparations are well under way at UNEP and UNON for the 11th meeting of the Conference of Parties to CITES in April 2000. The conference facilities at UNEP Headquarters in Nairobi are being expanded and upgraded to accommodate the Conference of Parties and all related events. The Executive Director of UNEP would like to reiterate his welcome to all delegates to this important conference in Nairobi.

