

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



Seventy-seventh meeting of the Standing Committee  
Geneva (Switzerland), 6–10 November 2023

Administrative and financial matters

Administrative matters

REPORT OF THE SECRETARIAT

1. This document has been prepared by the Secretariat.
2. This report highlights the administrative performance of the Secretariat since the last meeting of the Conference of the Parties (CoP19; Panama City, 2022) and the document should be read in conjunction with document SC77 Doc. 8 on *Financial matters* and document SC77 Doc. 10.2 on *Report of the United Nations Environment Programme (UNEP) on administrative matters*.

Staffing situation

3. The indicative staffing table for the Secretariat as presented in Resolution Conf. 19.1 on *Financing and costed programme of work for the Secretariat for the triennium 2023-2025*, includes 23 posts funded from the core Trust Fund (CTL), 3.25 posts funded from the Programme Support Cost (PCA/OTA), and 10 project posts from the external Trust Fund (QTL). Based on the above number of posts, and whilst remaining within the overall staffing budget envelope, the Secretary-General has used her delegated authority to make staffing decisions as required.
4. Since CoP19, several staff changes have taken place within the Secretariat. The below table is showing human resources cases including recruitments and separations made and planned for during this period (partially reported upon in Notification to the Parties No. 2023/094 of 31 July 2023):

Name	Functional title	CITES unit	Funding source
Ms. Elena Kwitsinkaia-Mayer	Documents Assistant, GS	Governing Bodies Unit	Core Trust Fund (CTL) onboarded as of 25 July 2022
Mr. Mrigesh Kshatriya	Data Analyst, P-3	Outreach & Projects Unit (MIKE)	External Trust Fund (QTL) separated on 30 September 2022
Ms. Milena Sosa Schmidt	Programme Management Officer, P-4	Outreach & Projects Unit (Tree Species)	External Trust Fund (QTL) separated on 23 November 2022
Mr. David Morgan	Chief, Science Unit, P-5	Science Unit	Core Trust Fund (CTL) separated on 28 February 2023
Ms. Sofie Flensburg	Chief, Governing Bodies Unit, P-5	Governing Bodies Unit	Core Trust Fund (CTL) assumed temporary assignment on 1 March 2023
Ms. Victoria Barnes	Programme Management Assistant, GS (temporary post on short-term basis)	Outreach & Projects Unit	External Trust Fund (QTL) separated on 31 March 2023
Ms. Thea Carroll	Chief, Science Unit, P-5	Science Unit	Core Trust Fund (CTL) assumed temporary assignment on 9 April 2023

Mr. Thomas Deleuil	Legal Officer, P-4	Legal Unit	Core Trust Fund (CTL) assumed temporary assignment on 15 June 2023
Ms. Noemi Reyes	Finance Assistant, GS	Administrative & Finance Unit	Programme Support Cost (PSC/OTA) separated on 30 June 2023
Ms. Elizabeth Warui	Finance & Budget Assistant, GS	Administrative & Finance Unit	Programme Support Cost (PSC/OTA) onboarded as of 28 August 2023
Ms. Tanya McGregor	Officer-in-Charge, MIKE Coordinator, P-4	Outreach & Projects Unit (MIKE)	External Trust Fund (QTL) moved to a new post within a UNEP division on 11 September 2023
Mr. Bernard Koech	Finance & Budget Officer, P-3	Outreach & Projects Unit (MIKE)	External Trust Fund (QTL) moved to a new post within a UNEP division on 15 September 2023

5. In addition, the below recruitment against vacant or new positions are ongoing:

Functional title	CITES unit	Funding source
Associate Programme Management Officer, P-2	Outreach & Projects Unit	External Trust Fund (QTL) JO-196778 closed in Inspira; selection & onboarding expected by end of October 2023
Programme Management Officer, P-3	Outreach & Projects Unit (MIKE)	External Trust Fund (QTL) JO-202318 closed in Inspira; interviews finalized in mid-August, pending clearance by Central Review Board before selection can be made
Chief, Science Unit, P-5	Science Unit	Core Trust Fund (CTL) – job opening (JO) 210423 will close in Inspira on 9 September 2023
Chief, Governing Bodies Unit, P-5	Governing Bodies Unit	Core Trust Fund (CTL) – JO- 210441 will close in Inspira on 9 September 2023
Public Information Officer, P-3	Outreach & Project Unit	External Trust Fund (QTL) JO-210713 closed on 30 August 2023; review of applicants is ongoing
Programme Management Officer, P-3	Legal Unit (Compliance Assistance Programme)	External Trust Fund (QTL) JO-211543 will close in Inspira on 21 October
Associate Programme Management Officer, P-2	Enforcement Unit	External Trust Fund (QTL) JO-215334 is pending approval & posting in Inspira
Associate ICCWC Support Officer, P-2	Enforcement Unit	External Trust Fund (QTL) JO-215752 is pending approval & posting in Inspira
Finance & Budget Officer, P-3	Outreach & Projects Unit (MIKE)	External Trust Fund (QTL) JO-215957 is pending approval & posting in Inspira
Associate Fund Management Officer, P-2	Administrative & Finance Unit	Programme Support Cost (PSC/OTA) JO-217662 is pending approval & posting in Inspira

6. Furthermore, the Secretariat continues its work on reaching 50/50 gender parity on all levels in line with the UN-wide strategy, as well as improving on the regional diversity, as shown in below overview tables in comparison with UNEP. Further details for CITES funded positions are in Annexes 1 and 2 to this report. As of 30 June 2023, CITES Secretariat has achieved 62% women and 38% men on all levels of the core Trust Fund (CTL) funded positions.

Gender data as of 30 June 2023 (core Trust Fund funded positions)

UN entity	Female (%)	Male (%)
UNEP	57	43
CITES	62	38

Regional data as of 30 June 2023 (core Trust Fund funded positions)

UN entity	Africa	Asia-Pacific	Central & Eastern Europe	Latin America & the Caribbean	Western Europe & Other Groups
UNEP	427	242	45	122	494
CITES	3	7	1	3	12

7. Since early 2022, the Secretariat is operating on full incumbency on its core funded positions and will continue to ensure that all vacancies for core and project-funded positions are filled either by regular recruitment or via temporary hiring advertised through the UN system Inspira and in line with the UN staff selection system (ST/SGB/2016/2/Rev.1 and ST/AI/2016/1). As such, we must consider the recent closure of UN peacekeeping operation in Mali (MINUMA) and the UN administrative instructions on *Downsizing or restructuring resulting in termination of appointments* (ST/AI/2023/1) which will have impact on review, assessment, and selection of applicants for CITES positions.
8. In addition to the core and project-funded positions, the Secretariat has also been supported by highly qualified interns via the UNEP Internship Programme. The programme provides students with an opportunity to spend a minimum of three months and a maximum of six months at the Secretariat to gain insight and practical experience with issues related to their studies, while supporting the work of the Secretariat. For the 2023 period, the Secretariat has advertised through job opening (JO-207667) in Inspira for one intern for each of its units and is pleased to report that at the time of writing, three (3) interns are onboarded and a further two will arrive in the last quarter of 2023. As mentioned in earlier reports, the United Nations does not provide any funding for interns, who either support themselves or are sponsored by a host institution. This has an impact on the geographic balance of interns and there are difficulties attracting interns from developing countries.
9. The Secretariat also wishes to inform about the UNEP Junior Professional Officer (JPO) Programme in which governments can sponsor positions encumbered by its nationals for up to three years in some cases. During 2023, CITES Secretariat has submitted five (5) proposals for JPO posts related to the enforcement, compliance, project management and communication areas. All remain unsponsored.
10. The Secretariat expresses its gratitude to Parties for their contributions to the core Trust Fund and to those donors that have enabled it to employ much needed additional staff resources through the external Trust Fund.

Administrative changes introduced by UNEP

11. The Secretariat continues to work with UNEP's dedicated Multilateral Environmental Agreements (MEA) unit on administrative matters and procedures introduced or planned as well as individual administrative, financial, human resources and legal cases processed through UNEP's Corporate Services Division (CSD) and the UN Office at Nairobi (UNON).
12. The UNEP CSD new MEA unit head has reached out to the heads of Secretariats of the UNEP administered MEAs to ask for input on challenges encountered in our daily administrative tasks. Most MEA heads have expressed that the administrative burden is significant as transaction costs are high for the Secretariats, especially those that are small. Administrative tasks often need to be cleared and processed by both UNEP and UNON which may cause longer processing times due to this duplication. The UNEP CSD MEA unit head has gathered all the MEA Secretariats inputs and has committed to finding solutions.
13. UNEP CSD agreed for the Secretariat to engage in a pilot project this year after difficulties last year in timely payments to interpreters. It relates to the hiring of conference staff (interpreters) for CITES governing and scientific meetings organized in Geneva. The hiring process and payment of salaries to the conference staff is now supported by the UN Office in Geneva (UNOG) instead of UNON to allow for better streamlining and timely payments for their services. These human resource services involve additional costs and will have to be paid to UNOG but will be offset by CITES staff time that can be spent on other tasks and will support higher morale among interpreters.

#### Audit by the Office of Internal Oversight (OIOS)

14. Further to the report at CoP 19 (see document CoP19 Doc. 7.1), the Secretariat has continued to work on the nine recommendations from the OIOS audit conducted during the period January to June 2021 for the audit period 1 January 2018 to 31 December 2020. Five of the recommendations (items 1, 2, 6, 8 and 9) have been completed and reported upon through UNEP during 2022 and 2023.
15. Some of the outstanding recommendations require additional resources and the Secretariat is continuing its efforts to fundraise and establish internal monitoring processes and standard operation procedures to ensure compliance with the recommendations.

#### Host country arrangements for the Secretariat

16. A new contribution agreement was signed in October 2022 between the Secretariat and Switzerland on funding of implementation of activities related to sub-heading items B to E of Annex 1 to Resolution Conf. 19.1. The contribution is for the period 2023-2026 and includes an annual contribution of CHF 1 million.
17. The Secretary-General and senior Swiss officials continue to hold regular informal consultations on the priority activities of the Secretariat's programme of work for the use of the annual contribution.

#### Recommendations

18. The Standing Committee is invited to take note of this report on administrative matters.

CITES GENDER STATISTICS AS OF 30 JUNE 2023

Report on the gender parity of the Secretariat for the triennium 2023-2025

As at 30 June 2023

Funded from the general CITES Trust Fund (CTL)

Staff category and level	Total post for 2023-2025	Actual encumbered posts as of 30 June 2023	Female	Male	Female (%)	Male (%)
<b>A. Professional categories</b>						
D-2 level	1.00	1.00	1.00	-	100%	0%
D-1 level	-	-	-	-	-	-
P-5 level	5.00	5.00	3.00	2.00	60%	40%
P-4 level	5.00	5.00	3.00	2.00	60%	40%
P-3 level	3.25	3.00	2.00	1.00	67%	33%
P-2 level	2.00	2.00	1.00	1.00	50%	50%
<i>Sub-total A:</i>	<i>16.25</i>	<i>16.00</i>	<i>10.00</i>	<i>6.00</i>	<i>63%</i>	<i>38%</i>
<b>B. General Service category</b>						
GS	10.00	10.00	6.00	4.00	60%	40%
<i>Sub-total B:</i>	<i>10.00</i>	<i>10.00</i>	<i>6.00</i>	<i>4.00</i>	<i>60%</i>	<i>40%</i>
<b>TOTAL (A+B):</b>	<b>26.25</b>	<b>26.00</b>	<b>16.00</b>	<b>10.00</b>	<b>62%</b>	<b>38%</b>

Funded from the voluntary external Trust Fund (QTL)

Staff category and level	Total post for 2023-2025	Actual encumbered posts as of 30 June 2023	Female	Male	Female (%)	Male (%)
<b>A. Professional categories</b>						
P-4 level	1.00	1.00	1.00	-	100%	0%
P-3 level	3.00	3.00	-	3.00	0%	100%
P-2 level	3.00	-	-	-	-	-
<i>Sub-total A:</i>	<i>7.00</i>	<i>4.00</i>	<i>1.00</i>	<i>3.00</i>	<i>25%</i>	<i>75%</i>
<b>B. General Service category</b>						
GS	3.00	3.00	3.00	-	100%	-
<i>Sub-total B:</i>	<i>3.00</i>	<i>3.00</i>	<i>3.00</i>	<i>-</i>	<i>100%</i>	<i>-</i>
<b>TOTAL (A+B):</b>	<b>10.00</b>	<b>7.00</b>	<b>4.00</b>	<b>3.00</b>	<b>57%</b>	<b>43%</b>

CITES REGIONAL STATISTICS AS OF 30 JUNE 2023

**Report on the geographic diversity of the Secretariat for the triennium 2023-2025  
As at 30 June 2023**

**Funded from the general CITES Trust Fund (CTL)**

Staff category and level	Total post for 2023-2025	Actual encumbered posts as of 30 June 2023	Africa	Asia-Pacific	Central and Eastern Europe	Latin America and the Caribbean	Western Europe & Other Groups
<u>A. Professional categories</u>							
D-2 level	1.00	1.00	-	-	-	1	-
D-1 level	-	-	-	-	-	-	-
P-5 level	5.00	5.00	2	1	-	1	1
P-4 level	5.00	5.00	-	1	-	1	3
P-3 level	3.25	3.00	-	1	-	-	2
P-2 level	2.00	2.00	-	2	-	-	-
<i>Sub-total A:</i>	<i>16.25</i>	<i>16.00</i>	<i>2</i>	<i>5</i>	<i>-</i>	<i>3</i>	<i>6</i>
<u>B. General Service category</u>							
GS	10.00	10.00	1	2	1	-	6
<i>Sub-total B:</i>	<i>10.00</i>	<i>10.00</i>	<i>1</i>	<i>2</i>	<i>1</i>	<i>-</i>	<i>6</i>
<b>TOTAL (A+B):</b>	<b>26.25</b>	<b>26.00</b>	<b>3</b>	<b>7</b>	<b>1</b>	<b>3</b>	<b>12</b>

**Funded from the voluntary external Trust Fund (QTL)**

Staff category and level	Total post for 2023-2025	Actual encumbered posts as of 30 June 2023	Africa	Asia-Pacific	Central and Eastern Europe	Latin America and the Caribbean	Western Europe & Other Groups
<u>A. Professional categories</u>							
P-4 level	1.00	1.00	-	-	-	-	1
P-3 level	3.00	3.00	2	-	-	-	1
P-2 level	3.00	-	-	-	-	-	-
<i>Sub-total A:</i>	<i>7.00</i>	<i>4.00</i>	<i>2</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>2</i>
<u>B. General Service category</u>							
GS	3.00	3.00	2	1	-	-	-
<i>Sub-total B:</i>	<i>3.00</i>	<i>3.00</i>	<i>2</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>-</i>
<b>TOTAL (A+B):</b>	<b>10.00</b>	<b>7.00</b>	<b>4</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>2</b>