

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

Fifty-third meeting of the Standing Committee
Geneva (Switzerland), 27 June-1 July 2005

Strategic and administrative matters

Relationship with the United Nations Environment Programme (UNEP)

MEMORANDUM OF AGREEMENT BETWEEN THE EXECUTIVE DIRECTOR OF UNEP
AND THE STANDING COMMITTEE

This document has been prepared by Australia on the basis of document SC53 Doc. 7.2 Annex 3, following discussion of that document. Amendments are proposed to the paragraphs below and differences from the original document are marked.

Draft submitted by UNEP (17 June 2005)

MEMORANDUM OF AGREEMENT BETWEEN THE STANDING COMMITTEE OF THE CONVENTION ON
INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA AND THE
EXECUTIVE DIRECTOR OF THE UNITED NATIONS ENVIRONMENT PROGRAMME CONCERNING
ARRANGEMENTS OF THE SECRETARIAT OF THE CONVENTION

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Basic principles

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2. The Standing Committee and the Executive Director shall hold consultations on a regular basis, and as needed, on all issues related to the implementation of the present Memorandum of Agreement. These consultations shall be conducted through the Chairman of the Committee who shall seek the views of the members and reflect these during the consultation. On specific issues, the Chairman may designate another member of the Standing Committee to conduct such consultations. The Executive Director, in his/her absence, may be represented by the designated representative. The Executive Director shall inform the Standing Committee in advance of any significant action he intends to take within his mandate which may affect the interests of the Secretariat and/or the Parties or the efficient administration of the Convention, and shall take full account of the views the Standing Committee on such actions....

Staff of the Secretariat

5. The Executive Director shall arrange for the selection of the Secretary-General (the head of the Secretariat of the Convention) who shall be appointed in accordance with the United Nations staff rules and regulations, and the Executive Director will consult the Standing Committee. The consultation will be such that every effort will be made to appoint a Secretary-General acceptable to the Standing Committee, while recognizing that the United Nations personnel rules will govern the appointment. Other staff members of the Secretariat shall be appointed by the Executive Director in full consultation with the Secretary-General and in accordance with the United Nations staff rules and regulations. The Secretary-General shall recommend the best candidate for the effective conduct of the business of the Secretariat, whilst taking account of the need for the Secretariat to reflect the diversity of parties to the Convention. All arrangements related to personnel selection shall be performed expeditiously by the Secretary-General. The United Nations Environment Programme shall provide the necessary administrative support to ensure that any vacancies occurring among the

senior professional staff should be filled by replacements on fixed term appointments as soon as possible and preferably within 6 months after the advertisement of the post. Any unforeseen delays in filling senior posts shall be explained in writing to the Chairman of the Standing Committee, as representative of the Parties, upon his/her written request. All vacancy announcements shall be drafted in conformity with United Nations rules and regulations. All selection panels for posts at the Secretariat shall be convened in accordance with United Nations rules and regulations. For senior posts, the Secretary General shall consult with the Standing Committee in establishing selection panels, as appropriate. Only candidates meeting the requirements of the job classification shall be included in the short list of candidates to be considered for the posts of the Secretariat.

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Performance evaluation and management review

13. Evaluation of the performance of the staff and other relevant personnel of the Secretariat shall be conducted in accordance with the relevant rules and regulations of the United Nations as applied to the United Nations Environment Programme.
14. In case of appraising the performance of the Secretary-General of the Secretariat, in addition to the requirement above, the Executive Director shall inform the Standing Committee of the applicable criteria for performance appraisal. The Standing Committee may submit to the Executive Director its comments on the performance of the Secretary-General on an annual basis. The Executive Director may consult with the Standing Committee on any concern with respect to the performance of the Secretary-General. The Executive Director shall extend or discontinue the contract of the Secretary General only after consultation with the Standing Committee.
15. The Executive Director may, in consultation with the Standing Committee or at its request, commission an independent management review of the Secretariat and its functions, with a view to promoting cost efficiency, transparency and furthering the goals of the Convention. The Executive Director shall keep the Standing Committee fully informed of any such a reviews which are undertaken.

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