

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

1. This document has been compiled by the Secretariat.
2. At its eighth meeting (Kyoto, 1992), the Conference of the Parties adopted the text of an 'Agreement between the CITES Standing Committee and the Executive Director of UNEP', to clarify the relationship between CITES and UNEP. The agreement was signed in June 1992.
3. A revised version of the agreement was adopted by the Conference at its 10th meeting (Harare, 1997). This was signed in June 1997. It sets out the responsibilities of UNEP and the Standing Committee, particularly with regard to management of CITES Secretariat personnel issues and the management of the CITES Trust Fund. The text is presented as Annex 1 to the present document.
4. At the 46th meeting of the Standing Committee (Geneva, March 2002), the Chairman and other members of the Committee expressed concern that UNEP was not complying with the Memorandum of Agreement. The Committee agreed that the Chairman should raise this issue with the Executive Director of UNEP.
5. At the 47th meeting of the Standing Committee (Santiago, November 2002) the Chairman reported that, following his review of the current Agreement, he recommended that it be revised to stress the need for the Executive Director to consult with the Committee before taking any action within his mandate and to reflect the responsibilities of the Secretary-General more accurately. He had prepared a draft of a new agreement. This was provided in document SC47 Doc. 7. A copy is attached to the present document as Annex 2, where, as agreed by the Committee, the fifth preambular paragraph has been amended to refer to its 47th meeting. The Chairman of the Committee was requested to hold discussions with the Executive Director of UNEP on the draft memorandum of agreement contained in the Annex to document SC47 Doc. 7.
6. At the 49th, 50th and 51st meetings of the Standing Committee (Geneva, April 2003 and March 2004; Bangkok, October 2004) the Chairman reported that the meeting he had requested with the Executive Director of UNEP had not taken place and that he had received no response from UNEP to the draft.
7. UNEP has now provided its own draft memorandum of agreement for consideration by the Standing Committee. This is attached to the present document as Annex 3.

Current agreement (signed June 1997)

AGREEMENT BETWEEN THE STANDING COMMITTEE
OF THE CONFERENCE OF THE PARTIES TO CITES
AND THE EXECUTIVE DIRECTOR OF UNEP

CONSCIOUS of the need to maintain flexibility and adaptability in the management of the CITES Secretariat and in the provision of services to the Parties to the Convention;

AWARE that the responsibilities and functions of the Standing Committee and the Executive Director of the United Nations Environment Programme (UNEP) with regard to the implementation of Articles XI and XII of the Convention need to be clarified;

RECOGNIZING that the decisions of the Conference of the Parties shall guide the implementation of CITES and management of its Secretariat;

DESIRING to improve further the relationship between CITES and UNEP;

RECOGNIZING that the Standing Committee recommended, at its 37th meeting, that the Agreement between the Standing Committee and the Executive Director of UNEP, signed in June 1992, be revised;

The Standing Committee of the Conference of the Parties to CITES and the Executive Director of UNEP agree as follows:

BASIC PRINCIPLES

1. The Executive Director will act in conformity with the provisions of Articles XI and XII of the Convention and the rules and regulations of the United Nations on these and other functions as may be entrusted to the Secretariat by the Parties. The Executive Director shall ensure that the Secretary General implements the policy guidance of the Conference of the Parties and, between the meetings of the Conference of the Parties, the policy guidance of the Standing Committee in exercising the functions of the Secretariat in accordance with Articles XI and XII of the Convention, and other functions as may be entrusted to the Secretariat by the Parties.
2. The Executive Director will inform the Standing Committee in advance of any significant action with respect to the Secretariat which may affect the interests of the Parties or the efficient administration of the Convention, and will consider carefully the views the Standing Committee presents to him/her on such actions.
3. Where consultations between the Executive Director and the Standing Committee are required under this Agreement, they shall be conducted through the Chairman of the Committee who shall seek the views of the members and reflect these in his or her reply. On specific issues, the Chairman may designate another member of the Standing Committee to conduct such consultations.

PERSONNEL MANAGEMENT

4. Personnel Selection

All personnel selection shall be performed expeditiously by UNEP and the Secretary General. The aim should be to ensure that any vacancies occurring among the senior professional staff are filled by replacements on fixed-term appointments within six months. 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 carefully and in conformity with United Nations rules, and the United Nations shall ensure its circulation to all the Parties. All selection panels for posts at the Secretariat shall be convened in accordance with United Nations rules and regulations. Only candidates with the requisite knowledge, experience and expertise shall be considered for posts at the CITES Secretariat. For senior posts, the Executive

Director, or his/her designated official (Secretary General), shall consult with and take into consideration the views of the Standing Committee in establishing selection panels, as appropriate.¹

5. Selection of the Secretary General

The Secretary General (the chief officer of the Secretariat of the Convention) shall be appointed by the Executive Director of UNEP in accordance with the United Nations personnel rules, and after consultation with 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.

6. Selection of Other Staff

Other staff members will also be appointed under the United Nations personnel rules, which provide for consultation with the Secretary General. The consultation will be such that every effort will be made to appoint candidate the Secretary General considers acceptable for the effective conduct of the business of the Secretariat.

7. The appointment of individuals to posts in the Secretariat financed by governments or other institutions over and above their normal contributions to the CITES Trust Fund (e.g. secondments) will be confirmed through the applicable appointment process of UNEP, and will be subject to the terms of an agreement negotiated between the originating government agency and UNEP.

8. Performance of the Secretary General

In appraising the performance of the Secretary General, the Executive Director will provide the Standing Committee with the applicable performance appraisal criteria. On an annual basis, the Standing Committee will submit its comments to the Executive Director on the performance of the Secretary General. The Executive Director will reflect these comments in his/her performance evaluation of the Secretary General. The Executive Director will consult with the Standing Committee on issues of concern to him/her in the performance of the Secretary General. The Executive Director will extend or discontinue the contract of the Secretary General after consultation with the Standing Committee.

9. Performance of Other Personnel

The evaluation of the performance of the incumbents of all other posts shall be in accordance with the applicable Staff Rules of the United Nations, which provide for the full participation of the supervisors of the Secretariat.

FINANCIAL MANAGEMENT

10. Budget Oversight and Execution

The Standing Committee oversees on behalf of the Parties the development and execution of the Secretariat budget as derived from the Trust Fund and other sources. The Executive Director will be guided by the specific Resolutions established at each meeting of the Conference of the Parties with respect to matters related to the financing and budgeting of the Secretariat taking into account the availability of resources. The Executive Director shall consult with the Standing Committee before taking actions or implementing decisions which cause an unforeseen change in the budget of the Secretariat.

11. To assist the Standing Committee in fulfilling its responsibilities, the Executive Director shall ensure that a report is submitted to each meeting of the Committee showing details of the expenditure for each of the years of the triennium in question which a) has been allocated by the Conference of the Parties, b) is projected or committed, and c) has been incurred. The reports should allow year on year

¹ *In accordance with United Nations Staff Rules and Regulations, selection panels for all posts are established by the Executive Director, who has delegated this authority to the Secretary General.*

comparison with the final year of the preceding triennium and show the amount of unspent balance held in the Trust Fund. In the year preceding a meeting of the Conference of the Parties, the Executive Director shall additionally provide the Standing Committee with detailed expenditure proposals for the next biennium identifying priorities and the scope for savings, including those from increased efficiency. This information shall be included in the report referred to in paragraph 16 of this Agreement.

12. Administrative Support Charge

Recognizing the current process within UNEP in collaboration with the United Nations to determine an adequate mechanism to report administrative support costs, as called for in UNEP Governing Council decisions 19/24B, UNEP will provide to the Parties as detailed an accounting as possible of services provided to CITES with the understanding that the level of detail will be consistent with the needs of the Parties. This information shall be included in the report referred to in paragraph 16 of this Agreement. Progress on the implementation of the provisions of this paragraph will be assessed at the 42nd meeting of the Standing Committee.

13. Externally Financed Projects

Proposals for externally financed projects shall be submitted in the established format to the Standing Committee, which has the authority to approve proposals. Upon approval by the Standing Committee, the CITES Secretariat shall then discuss the proposal with the implementing body and finalize the document with the assistance of the UNEP Programme Support Unit in Geneva. The requisite project document shall then be signed by the Secretary General of CITES, the relevant implementing body and UNEP. UNEP will give authorization to commit resources for the project subject to the actual receipt of the externally provided finance in the CITES account. Any changes in the current practice of administering these projects will be subject to negotiation between the Executive Director and the Standing Committee.

14. Location and Custody of the Trust Fund

In accordance with Rule 8.1 of the Financial Rules and Regulations of the United Nations, the Controller, in consultation with UNEP and the CITES Secretary General, has designated a bank in Geneva in which the CITES Trust Fund shall be located. The annual reports of the United Nations auditors on the management and investment of the Trust Fund account shall be provided to the Standing Committee, for transmission to all CITES Parties.

MANAGEMENT REVIEW

15. UNEP, in consultation with the Standing Committee or at its request, may as appropriate commission an independent management review of services provided by the CITES Secretariat, in the interest of promoting cost efficiency and transparency and of furthering the goals of the Convention. UNEP shall keep the Committee fully informed about any such reviews that are undertaken.

PERIODIC REVIEW

16. UNEP Report

UNEP shall submit an annual report on its provision of and support to the Secretariat, including the implementation of this Agreement and the administration of the Secretariat for consideration at each meeting of the Standing Committee and meetings of the Conference of the Parties. In the event that the Standing Committee meets more than once a year, the required information, in particular that set out in paragraph 11, will be updated accordingly. This report will be utilized by the Standing Committee and UNEP to monitor and enhance the implementation of this Agreement.

17. Revision of this Agreement

This Agreement may, at the request of either party to it, be reviewed at any time. Such a request shall be made at least four months in advance, and shall then be addressed at the next meeting of the Standing Committee or the next meeting of the Conference of the Parties, which ever comes first.

On behalf of the:

Standing Committee

Executive Director UNEP

Date:

Date:

Draft prepared by the Chairman of the Standing Committee (November 2002)

AGREEMENT BETWEEN THE CITES STANDING COMMITTEE, THE EXECUTIVE DIRECTOR OF UNEP
AND THE SECRETARY-GENERAL OF THE CONVENTION
ON THE ADMINISTRATION OF THE CITES SECRETARIAT

CONSCIOUS of the need to maintain flexibility and adaptability in the management of the CITES Secretariat and in the provision of services to the Parties to the Convention;

AWARE that the responsibilities and functions of the Standing Committee, the Executive Director of the United Nations Environment Programme (UNEP) and the Secretary-General of the Convention with regard to the implementation of Articles XI and XII of the Convention need to be clarified;

RECOGNIZING that the decisions of the Conference of the Parties guide the implementation of CITES and management of its Secretariat;

DESIRING to further improve the relationship between CITES and UNEP; and

RECOGNIZING that the Standing Committee at its 47th meeting recommended that the Agreement between the Standing Committee and the Executive Director of UNEP, signed on 20 June 1997, be revised;

The CITES Standing Committee, the Executive Director of UNEP and the Secretary-General of the Convention agree as follows:

BASIC PRINCIPLES

1. The Executive Director shall provide the Secretariat for the Convention as provided for in Article XII, paragraph 1 of the Convention.
2. 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.
3. Where consultations between the Executive Director and the Standing Committee are required under this agreement, they shall be conducted through the Chairperson of the Committee who shall seek the views of the members and reflect these in his or her reply. On specific issues, the Chairperson may designate another member of the Standing Committee to conduct such consultations.
4. The Secretary-General shall act in conformity with the provisions of the Convention and in particular with its Articles XI and XII and the rules and regulations of the United Nations on these and other functions as may be entrusted to the Secretariat by the Parties.
5. The Secretary-General shall implement the policy guidance of the Conference of the Parties and, between the meetings of the Conference of the Parties, the policy guidance of the Standing Committee in exercising the functions of the Secretariat in accordance with the Convention, and any other functions as may be entrusted to the Secretariat by the Parties.

PERSONNEL MANAGEMENT

Personnel selection

6. All personnel selection shall be performed expeditiously by the Secretary-General. UNEP 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 within 6 months. Any

unforeseen delays in filling senior posts shall be explained in writing to the Chairperson of the Standing Committee, as representative of the Parties, upon his/her written request. All vacancy announcements shall be drafted carefully and in conformity with UN rules. All selection panels for posts at the Secretariat shall be convened in accordance with United Nations rules and regulations. Only candidates with the requisite knowledge, experience, and expertise shall be considered for posts at the CITES Secretariat. For senior posts, the Secretary-General shall consult with the Standing Committee in establishing selection panels, as appropriate (note: In accordance with UN staff rules and regulations, selection panels for all posts are established by the Executive Director, who has delegated this authority to the Secretary-General).

Selection of the Secretary-General

7. The Secretary-General (the Chief Officer of the Secretariat of the Convention) shall be appointed by the Executive Director of UNEP in accordance with the United Nations personnel rules, and after full consultation with 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

Selection of other staff

8. Other staff members shall be appointed under the United Nations personnel rules by the Secretary-General. He shall appoint 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 the Parties to the Convention.
9. The appointment of individuals to posts in the Secretariat financed by Governments or other institutions over and above their normal contributions to the CITES Trust Fund (e.g. secondments) shall be confirmed through the applicable appointment process of UNEP, and shall be subject to the terms of an agreement negotiated between the originating Government agency and the Secretary-General with the assistance of UNEP.

Performance of the Secretary-General

10. In appraising the performance of the Secretary-General, the Executive Director shall provide the Standing Committee with the applicable performance appraisal criteria. On an annual basis, the Standing Committee shall submit its comments to the Executive Director on the performance of the Secretary-General. The Executive Director shall reflect these comments in his/her performance evaluation of the Secretary-General. The Executive Director shall consult with the Standing Committee on issues of concern to him/her in 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.

Performance of other personnel

11. The evaluation of the performance of the incumbents of all other posts shall be in accordance with the applicable Staff Rules of the United Nations, which provide for the full participation of their respective supervisors in the Secretariat.

FINANCIAL MANAGEMENT

Budget oversight and execution

12. The Standing Committee oversees on behalf of the Parties the development and execution of the Secretariat budget as derived from the Trust Fund and other sources. The Secretary-General shall be guided by the specific Resolutions established by each meeting of the Conference of the Parties with respect to matters related to the financing and budgeting of the Secretariat taking into account the availability of resources.

13. To assist the Standing Committee in fulfilling its responsibilities, the Secretary-General shall ensure that a report is submitted to each meeting of the Committee showing details of the expenditure for each of the years of the triennium in question which a) has been allocated by the Conference of the Parties, b) which is projected or committed, and c) has been incurred. The reports should allow year on year comparison with the final year of the preceding triennium and show the amount of unspent balance held in the Trust Fund. In the year preceding a Conference of the Parties the Secretary-General shall additionally provide the Standing Committee with detailed expenditure proposals for the next triennium identifying priorities and the scope for savings, including those from increased efficiency.

Administrative support charge

14. Recognizing the current process within UNEP in collaboration with the United Nations to determine an adequate mechanism to report administrative support cost, as called for in UNEP Governing Council Decision 19/248, UNEP shall provide to the Parties as detailed an accounting as possible of services provided to CITES with the understanding that the level of detail will be consistent with the needs of the Parties. This information shall be included in the report as indicated in paragraph 17 of this Agreement. Progress on the implementation of this paragraph will be assessed at each meeting of the Standing Committee.

Location and custody of the Trust Fund

15. In accordance with Rule 8.1 of the Financial Rules and Regulations of the United Nations, the Controller, in consultation with UNEP and the CITES Secretary-General, has designated a bank in Geneva in which the CITES Trust Fund shall be located. The Annual reports of the United Nations auditors on the management and investment of the Trust Fund account shall be provided to the CITES Standing Committee, for transmission to all CITES Parties.

MANAGEMENT REVIEW

16. The Secretary-General, in consultation with the Standing Committee or at its request, may as appropriate commission an independent management review of services provided by the CITES Secretariat, in the interest of promoting cost efficiency, transparency, and furthering the goals of the Convention. The Secretary-General shall keep the Committee fully informed about any such reviews which are undertaken.

PERIODIC REVIEW

UNEP report

17. UNEP shall submit an annual report on its provision of and support to the Secretariat, including the implementation of this agreement, and the administration of the Secretariat for consideration at each meeting of the Standing Committee and meetings of the Conference of the Parties.

Revision of this agreement

18. This agreement may, at the request of either party to it, be reviewed at any time.

19. Such a request shall be made at least four months in advance, and shall then be addressed at the next meeting of the Standing Committee or the next meeting of the Conference of the Parties, whichever comes first.

For the Standing Committee

The Executive Director of UNEP

The Secretary-General

Kenneth Stansell

Klaus Toepfer

Willem Wijnstekers

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

The Standing Committee of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (hereinafter referred to as the "Standing Committee") and the Executive Director of the United Nations Environment Programme (hereinafter referred to as the "Executive Director"):

Recalling paragraph 3 of Article XI and paragraph 1 of Article XII of the Convention;

Recalling also that the Governing Council of the United Nations Environment Programme, in paragraph 31 of its decision 1 (I) of 22 June 1973, authorized the Executive Director "to provide secretariat services for the implementation of the Convention on International Trade in Endangered Species of Wild Fauna and Flora in accordance with Article XII";

Noting that the Conference of the Parties to the Convention, in its Resolution Conf.11.1 (Rev. CoP13) adopted at its 11th meeting and revised at its 12th and 13th meetings, resolved to re-establish the Standing Committee with the terms of reference, *inter alia*, to provide, within the policy agreed to by the Conference of the Parties, general policy and general operational direction to the Secretariat concerning the implementation of the Convention and to act as the Bureau at meetings of the Conference of the Parties until such time as the Rules of Procedures are adopted;

Conscious of the need to maintain flexibility and adaptability in the management of the Secretariat of the Convention and in the provision of services to the Parties to the Convention taking fully into account the United Nations rules and regulations as well as the prerogatives of the Executive Director in his capacity as the chief administrative officer;

Aware that the responsibilities and functions of the Standing Committee, the Executive Director as well as the Secretary-General of the Convention with regard to the implementation of Articles XI and XII of the Convention need to be further clarified;

Recognizing that the decisions of the Conference of the Parties guide the implementation of the Convention and management of its Secretariat on all substantive issues;

Desiring to further improve the relationship between the Convention and the United Nations Environment Programme; and

Recognizing that the Standing Committee at its 47th meeting recommended that the Agreement between the Standing Committee and the Executive Director, signed on 20 June 1997, be revised;

HAVE AGREED AS FOLLOWS:

Basic principles

1. The Executive Director shall provide the Secretariat for the Convention as provided for in Article XII, paragraph 1, of the Convention and paragraph 31 of decision 1(II) of 22 June 1973 adopted by the Governing Council of the United Nations Environment Programme.
2. The Standing Committee and the Executive Director shall hold consultations on a regular basis, and as often as required, on all issues related to the implementation of the present Memorandum of Agreement. Where such consultations are required, they 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. Actions to be undertaken by the Executive Director in relation to the implementation of the provisions of the Memorandum of Agreement shall be notified to the Chairman of the Standing Committee in advance before action is taken.

3. The Secretary-General shall act in conformity with the provisions of the Convention and in particular with its Articles XI and XII and the rules and regulation of the United Nations on these and other substantive functions as may be entrusted to the Secretariat by the Parties.
4. The Secretary-General shall implement the policy guidance of the Conference of the Parties and, between the meetings of the Conference of the Parties, the policy guidance of the Standing Committee in exercising the functions of the Secretariat in accordance with the Convention, and any other substantive functions as may be entrusted to the Secretariat by the Parties.

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 while arranging the selection of the Secretary-General. While recognizing that the United Nations personnel rules and the prerogatives of the Executive Director will govern the appointment, every effort will be made to appoint a Secretary-General with the concurrence of the Standing Committee.
6. 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 take into account the principle of geographical representation.
7. 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. 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.
8. The Executive Director shall in accordance with the United Nations rules and regulations delegate his/her authority to the Secretary-General to represent the Secretariat and undertake actions required by the Convention and the policy agreed to by the Conference of the Parties to the Convention as well as general policy and general operational direction provided by the Standing Committee.

Financial matters and budgets

9. In accordance with Regulation 4.15 of the Financial Regulations and Rules of the United Nations, the Controller has designated a bank in Geneva in which the Trust Fund of the Convention shall be located. The Annual reports of the United Nations auditors on the management and investment of the Trust Fund account shall be provided to the Standing Committee, for transmission to all Parties to the Convention.
10. The Standing Committee shall oversee on behalf of the Parties the development and execution of the Secretariat budget as derived from the Trust Fund and other sources. The Secretary-General shall be guided by the specific Resolutions established at each meeting of the Conference of the Parties with respect to matters related to the financing and budgeting of the Secretariat taking into account the availability of resources as well the Financial Regulations and Rules of the United Nations.

11. To assist the Standing Committee in fulfilling its responsibilities, the Secretary-General shall ensure that a report is submitted to each meeting of the Committee showing details of the expenditure for each of the years of the triennium in question which a) has been allocated by the Conference of the Parties, b) is projected or committed, and c) has been incurred. The reports should allow year on year comparison with the final year of the preceding triennium and show the amount of unspent balance held in the Trust Fund. In the year preceding a meeting of the Conference of the Parties, the Secretary-General shall additionally provide the Standing Committee with detailed expenditure proposals for the next triennium identifying priorities and the scope for savings, including those from increased efficiency.
12. The Executive Director, in accordance with Decision 19/24 B of the Governing Council of the United Nations Environment Programme, shall provide to the Parties detailed information on administration services provided to the Convention with the understanding that the level of detail will be consistent with the needs of the Parties. This information shall be included in the report as indicated in paragraph 16 of this Memorandum of Agreement.

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.
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 informed of such a review.

Annual report

16. The Executive Director shall submit to the Standing Committee and meetings of the Conference of the Parties an annual report concerning the provision of and support to the Secretariat, including as appropriate the implementation of this Memorandum of Agreement.

Final provisions

17. This Memorandum of Agreement shall enter into force on the date on which both the Standing Committee, represented by its Chairman, and the Executive Director have signed.
18. This Memorandum of Agreement shall replace the Agreement between the Standing Committee and the Executive Director dated 20 June 1997 upon its entry into force, and the 1997 Agreement shall be terminated thereafter.
19. This Memorandum of Agreement may, at the request of either party, be reviewed at any time. Such a request shall be made at least four months in advance, and shall then be addressed at the next meeting of the Standing Committee or the next meeting of the Conference of the Parties, whichever comes first.

Klaus Töpfer
Executive Director
United Nations Environment Programme

Ambassador Cristian Maquieira Astaburuaga
Chairman
CITES Standing Committee

Date:

Date: