

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



Sixty-first meeting of the Standing Committee
Geneva (Switzerland), 15-19 August 2011

Administrative matters

Relationship with the United Nations Environment Programme

REPORT OF UNEP

1. This document has been prepared by the United Nations Environment Programme (UNEP).

Introduction

2. Since the 15th meeting of the Conference of the Parties to CITES (CoP15) and the 60th meeting of the Standing Committee, UNEP has sustained, and in certain areas enhanced, its support to the CITES Secretariat, through the maintenance of a close working relationship.
3. Following the appointment of the new Secretary-General, who took up his post in May 2010, major positive changes have taken place with the Secretariat. UNEP has observed with appreciation a strengthened engagement with the CITES Secretariat in a number of areas covering both administration and programmatic cooperation. UNEP has also observed a significantly enhanced cooperation among a number of the biodiversity-related multilateral environmental agreements (MEAs) over the past year.
4. The Secretary-General has brought a spirit of collaboration, within the context of the CITES mandate, based on a positive outreach policy towards a range of key partners, including UNEP and other MEAs, throughout an agenda that is based on mutual respect and support. These efforts have led to the development of strong alliances for the past year, which has been to the advantage of CITES Parties.
5. Furthermore, the internal restructuring of the Secretariat, an exercise to which UNEP provided support as a neutral facilitator of staff consultations, through changes in staffing levels, as well as the establishment of new positions in the area of Enforcement and Compliance, has fuelled new initiatives and brought considerable improvements through strengthened capacity to the work of the Secretariat.
6. The ensuing report highlights different aspects of the collaboration between the CITES Secretariat and UNEP since March 2010, focusing on substantive as well as administrative support from UNEP.

UNEP substantive support to CITES

7. The following specific activities illustrate how UNEP and the CITES Secretariat have been working together since CoP15.

Global Cooperation and Support

Update on IEG and Rio+20:

8. Using the 20th anniversary of the Rio Earth Summit of 1992, governments, supported by the UN system will convene in June 2012 in Rio de Janeiro for the United Nations Conference on Sustainable Development, in short, the 'Rio+20 Conference' to reflect on the achievements and shortcomings of international action in the area of sustainable development over the last 20 years. Two themes have been

singled out for a specific focus: 'The green economy in the context of poverty eradication'; and 'the institutional framework for sustainable development'.

9. All UN agencies have been requested to contribute their experiences and lessons learned to the preparatory process, and it is in this spirit that UNEP has made its expertise available to the Preparatory Committee. With respect to the theme on the institutional framework for sustainable development, UNEP's Governing Council President transmitted the work of the Consultative Group of ministers or high-level representatives on international environmental governance (the Nairobi-Helsinki Outcome), as an integral part of the institutional framework for sustainable development in March 2011, to the second meeting of the Preparatory Committee.
10. The Nairobi-Helsinki Outcome suggests a number of broader institutional reforms to the current IEG system, which might also have impacts on MEAs, in particular UNEP-administered MEAs. The recommendation relating to MEAs targets the current fragmentation of the system, exhibiting significant inefficiencies and overlaps in the administration of MEAs. It also seeks to support MEA implementation through the establishment of an implementation arm that would support, especially, developing countries through capacity building and technical support in the implementation of their commitments.
11. UNEP is organizing the World Congress on Justice, Governance and Law for Environmental Sustainability ahead of the United Nations Conference on Sustainable Development, which will be held from 1 to 3 June 2012 in Rio de Janeiro, Brazil, also known as Rio+20. The World Congress will be held in conjunction with the Women Leaders Forum on Social Justice and Governance for Environmental Sustainability, with the latter to be held on 4 June, also in Rio de Janeiro.
12. The CITES Secretariat is a co-sponsor of the World Congress on Justice, Governance and Law for Environmental Sustainability (www.unep.org/delc/worldcongress), for which the CITES Secretary-General is also member of the Executive Steering Committee.
13. These two high-level events will contribute to the outcome of Rio+20 by presenting their respective findings to the Conference. The World Congress will lead to the presentation of a Statement of Principles on Justice, Governance and Law for Environmental Sustainability in the coming decades. Those Principles will be presented to the President of Rio+20 and to the Heads of State and other high level representatives at the Rio+20 Conference.
14. The World Congress will bring together Attorneys-General, Chief Prosecutors, Auditors-General (Cour des Comptes), Chief Justices and Senior Judges and Parliamentarians from around the world, which will be of great interest to CITES, especially its enforcement work.
15. The aim of the World Congress is, through supporting the Rio+20 process, to foster a common vision among those key stakeholders of how to transform discussions into action and use law, justice and governance to promote sustainable development. The Congress will outline future actions required in pursuit of this goal.
16. Congress participants will deliberate on the role and interlinkages of law, justice and governance as essential dimensions of environmental sustainability, as well as on environmental sustainability as an essential dimension of law, justice and governance for sustainable development. Participants will also be called upon to reflect on their specific role as leading representatives of fundamental legal and policy functions at the national level in influencing the introduction of appropriate mechanisms and tools to safeguard and promote environmental sustainability, including by promoting and championing the governance changes required at the national, regional and global levels, in order to contribute better and most efficiently towards a more sustainable world.
17. Beyond 2012, the long-term objective of the World Congress is to strengthen the frameworks for the future implementation of environmental law and policy through the involvement of and consultation with Congress participants and other key stakeholders.

United Nations Information Portal on Multilateral Environmental Agreements (InforMEA):

18. UNEP, through DELC, in cooperation with key stakeholders of the main global MEAs, has facilitated and supported an MEA Information and Knowledge Management initiative entitled United Nations Information Portal on Multilateral Environmental Agreements (InforMEA) (www.informea.org).

19. The initiative brings together 12 global MEAs with the aim of developing harmonized and interoperable information systems in support of knowledge management activities among MEAs for the benefit of Parties and the environmental community. The participating MEAs include six biodiversity MEAs (CBD, CITES, CMS, ITPGR, Ramsar and WHC) and the three chemicals conventions (Basel, Rotterdam and Stockholm) as well as the UNCCD, UNFCCC and the Montreal Protocol.
20. The CITES Secretariat has played a pivotal role in the initiative and has supported the work and the process with strategic thinking, capacity, experience and expertise. The CITES Secretariat is the co-chair of the MEA IKM Steering Committee and has participated actively in all the working group meetings of the initiative.
21. The Secretary-General has broadly promoted and advocated the tool, which is expected to provide significant support to Parties, the convention secretariats and other stakeholders towards the implementation of the MEAs at the national, regional and global levels.
22. The CITES Secretary-General, together with the Executive Heads of other MEAs, participated in the official launch of the tool in June 2011 at the second MEA Steering Committee meeting.

Technical and scientific support from the UNEP World Conservation Monitoring Centre:

23. Through the World Conservation Monitoring Centre (UNEP-WCMC), UNEP has continued to provide technical and scientific support to the CITES Secretariat. This work is implemented under contracts with the CITES Secretariat and other donors. UNEP-WCMC maintains the CITES Trade Database, which comprises data on trade in CITES-listed wildlife compiled from the information submitted by Parties in their annual reports. This unique resource is available online¹ and now contains over 11.2 million trade records. It is used regularly by the Secretariat, national authorities, intergovernmental organizations and non-governmental organizations to demonstrate trends and patterns of trade and to determine how well the Convention is being implemented. Advice is provided to the CITES Secretariat on levels and trends in trade, scientific and technical matters (e.g. distribution of species and nomenclature) together with support on issues relating to reporting, information management and training.
24. The CITES Trade Data Dashboards, were launched in July 2010 for the 35th anniversary of the entry into force of the Convention. They were developed by UNEP-WCMC to provide a new, interactive and dynamic way of viewing the trade data submitted by Parties in their annual reports to CITES. Additionally, UNEP-WCMC developed an online database to manage the CITES Significant Trade Review process which is now being populated by the Secretariat. The database will allow progress to be monitored for each species or country identified for review through the 22 stages of the process. The system will issue automatic deadline alerts to those responsible for implementing specific actions. It will be integrated with the CITES species database to facilitate the entry of species names and country distribution.
25. UNEP-WCMC has worked with the Secretariat to produce, on CD-ROM, a 2011 Checklist of CITES species, which includes a CITES Species Index and a history of CITES Listings. The Checklist will be available on the CITES website soon.
26. UNEP-WCMC has been an active member of the CITES e-permitting group and has worked closely with CITES in the development of the CITES electronic permitting toolkit. UNEP-WCMC also participated in the e-permitting pilot project between the Management Authorities of the United Kingdom and Switzerland. In addition, with support from the European Commission, UNEP-WCMC has developed the Electronic Permit Information eXchange (EPIX), which facilitates the electronic exchange and verification of permits. UNEP-WCMC is collaborating with the CITES Secretariat to promote and expand EPIX for use by all CITES Parties; this will allow for real-time collection of permit data and make progress towards electronic permitting.
27. Under contract with the Finnish Government, UNEP-WCMC is currently working on a study on *Promoting synergies within the cluster of biodiversity-related multilateral environmental agreements*. This study will analyse the potential for synergies between the six global biodiversity-related conventions (CBD, CITES, CMS, International Treaty on Plant Genetic Resources, Ramsar Convention and World Heritage Convention), with a focus on the areas of: the science-policy interface, National Biodiversity Strategies and

¹ <http://www.unep-wcmc.org/citestrade/trade.cfm>

Action Plans and national implementation of the Strategic Plan for Biodiversity 2011-2020, national reporting, and capacity-building. The study will build on the results of the Nordic Symposium: 'Synergies in the biodiversity cluster', held in April 2010 in Helsinki, Finland.

Other initiatives:

28. In order to support the synergistic efforts among the MEAs and to feed them into the CBD Strategic Plan process, UNEP prepared, in cooperation with the CITES Secretariat (as well as CMS, Ramsar and ITPGRFA), a table identifying linkages between each of the CBD Aichi Targets with the relevant multilateral agreements. Discussions are currently underway to explore this work further. UNEP also participated in commenting on the draft document entitled "CITES Parties and National Biodiversity Strategies and Action Plans under the Convention on Biological Diversity – A Draft Guide". Subsequently, UNEP provided region-specific support in the dissemination and implementation of the guide.
29. The CITES Secretariat report on the theme of ABS entitled *CITES Electronic Permits and Certificates: Lessons Learned for the Development of a Permit or Certificate to Regulate Access to Genetic Resources* was distributed by UNEP during the CBD COP 10 in Nagoya. This report forms a part of an 'issue paper' series brought out by UNEP-DELC and SCBD for CBD CoP10.
30. With the aim of further enhancing the cooperation between UNEP and the UNEP-administered MEAs, including the CITES Secretariat, the Division of Environmental Law and Conventions is strengthening its capacity at its offices in Geneva through the establishment of a Strategic Policy and Facilitation Branch.

Regional Cooperation and Support

31. UNEP, through the work of its biodiversity-MEA focal points in the regions, has supported the implementation of the programme of work of CITES. These activities have been organized in close collaboration between UNEP Divisions at headquarters, UNEP's Regional Offices and the CITES Secretariat.
32. UNEP has also supported the review and update of the National Biodiversity Strategies and Action Plans (NBSAPs) by providing technical assistance to a series of regional and subregional workshops in Africa, West Asia, Asia and the Pacific, and Latin America and the Caribbean regions.
33. To complement the regional initiatives, UNEP, through its regional offices, also serves as a communication channel between certain governments and the CITES Secretariat, on topics relevant to the programme of work of the convention. Relevant queries have been forwarded regularly to the Secretariat in Geneva.

Support to the Africa region:

34. The CITES Secretariat convened the third African elephant meeting in Gigiri, Kenya, from 1 to 3 November 2010. The meeting was organized by the Secretariat's programme on Monitoring the Illegal Killing of Elephants (MIKE) with financial support from the European Commission. The meeting was attended by 62 representatives from 35 of the 37 African elephant range States, the United Nations Environment Programme – Division of Environmental Policy Implementation (UNEP/DEPI), the European Commission, IUCN/SSC African Elephant Specialist Group (AfESG), TRAFFIC, Mainz University, and the CITES Secretariat and its MIKE programme. This meeting was chaired by the Director of DEPI, and provided an opportunity for the range States to move forward on areas of common ground and to continue to work towards a consensus on issues concerning elephants where there was still disagreement.
35. UNEP-DELC organized and conducted a regional capacity-building workshop for Africa on multilateral environmental negotiations from 4 to 5 November 2010 in Nairobi, Kenya. The workshop was held in collaboration with the CITES Secretariat and the Monitoring the Illegal Killing of Elephants (MIKE) programme, and with financial support from the Ministry of Environment of Sweden. Forty-one participants from 37 African countries discussed CITES-related issues, such as: the compliance procedure; formulation of resolutions and decisions; review of proposals; and amendment of proposals. The participants gave feedback by expressing their satisfaction with the content of the workshop, and showing how these kinds of initiatives helped them in meeting the implementation needs of the convention at national level.
36. In May and June 2011, UNEP represented biodiversity-related MEAs, including CITES, at a CBD regional workshop on the review of NBSAPs for West and East Africa, which were held respectively in Dakar, Senegal from 22 to 26 May 2011, and in Kigali, Rwanda from 27 to 30 June. At these meetings, the ROA

biodiversity MEA focal point gave presentations on synergies and cooperation among biodiversity-related MEAs using the NBSAP process. This was prepared in consultation with the CITES, CBD and CMS Secretariats.

Support to the Asia and the Pacific region:

37. UNEP provided regional technical support to the ASEAN Regional Capacity Building Workshop on CITES Process and Non-Detriment Findings (Makati City, Philippines; 5-17 June 2010).
38. UNEP also arranged a bilateral meeting between the Secretary-General of CITES and the Regional Director and MEA focal point of its Regional Office for the Asia Pacific (ROAP) in December 2010. During this meeting it was agreed that UNEP would provide logistical and technical support to the organization of CITES CoP16, which is scheduled to take place in Thailand in 2013. This meeting led to technical discussions on the improvement of region-specific support to CITES through ROAP's work.
39. Furthermore, UNEP undertook a mission to Apia, Samoa (March 2011), where bilateral discussions were held on behalf of the CITES Secretariat with relevant officers at the South Pacific Regional Environment Programme (SPREP) on improving CITES-related work in the Pacific Island Countries. As a result of this mission, a detailed briefing note was given to the CITES Secretariat regarding specific points of concern and suggestions related to the CITES programme of work in the region.
40. In May 2011, UNEP represented biodiversity-related MEAs, including CITES, at a CBD regional workshop on the review of NBSAPs for East/South/Southeast Asia (Xi'an, China; 6-13 May 2011). At that meeting, the ROAP biodiversity MEA focal point gave a presentation entitled "Synergies among biodiversity-related MEAs through the NBSAP Process", which was prepared in consultation with the CITES Secretariat. Interventions were also made on issues relevant to CITES's programme of work during the workshop; this was also the chance to hold bilateral discussions with selected countries on CITES-specific issues as necessary.

Support to the West Asia region:

41. CITES continues to be a highly important MEA in the Arab region, which takes international trade in endangered species very seriously, especially in the GCC (Cooperation Council for the Arab States of the Gulf) region and in North African Arab states, because of the dynamic export/import and re-export occurring in falcons, birds, bluefin tuna and agarwood.
42. UNEP's Regional Office for West Asia is currently working with the CITES Secretariat and the Government of Saudi Arabia towards the organization of a regional workshop on strengthening CITES implementation capacity in West and Central Asia, to be held in Riyadh, Kingdom of Saudi Arabia later in 2011. UNEP/ROWA office will support the meeting logistically. Arrangements with the Host Country, Saudi Arabia, the Saudi Wildlife Commission (the CITES Management Authority) are currently being finalized.
43. From 20 to 24 June 2010, ROWA supported a national training workshop on CITES trade procedures for Bahrain stakeholders involved in trade. The International Fund for Animal Welfare (IFAW) funded the workshop and commissioned regional trainers from the United Arab Emirates, the Kingdom of Saudi Arabia and Tunisia. Certificates were distributed by UNEP and IFAW and regional cooperation was strengthened. This workshop is part of the efforts made by Bahrain towards legal, operational and logistical procedures for CITES accession.
44. The biodiversity MEA focal point for West Asia is working with the CITES Secretariat on the regional NBSAPs update and revision through workshops to enhance the synergistic implementation of MEAs related to biodiversity in accordance with the biodiversity Strategic Plan 2011-2020 and Aichi targets (particularly target 12 for CITES).

Support to Latin America and the Caribbean region:

45. UNEP collaborated and provided substantive support for the UNODC - GCI Customs Training Workshop in Panama City from 4 to 6 October 2010. CITES was one of the MEAs targeted by the course.
46. UNEP also collaborated with the CITES Secretariat by providing substantive support on the delivery of a regional workshop on CITES for South and Central America – Strengthening capacity in the application of

CITES in order to achieve sustainable use of wildlife and non-prejudicial trade. This workshop was held in Bogota, Colombia, from 6 to 10 December 2010.

UNEP's administrative and financial management support to the CITES Secretariat

Delegation of authority

47. On 1 October 2010, a Delegation of Authority was signed between the Executive Director of UNEP and the Secretary-General of CITES. The signature of this document was the result of an extensive process, which involved UNEP, the CITES Secretariat and the CITES Standing Committee. This process is explained briefly in the following paragraphs, also highlighting the nature of the document and its intended purpose.
48. In 2009, the Executive Director of UNEP developed a procedure to establish a delegation of authority for all UNEP-administered MEA secretariats, with the aim of enabling them to most efficiently and effectively undertake and implement activities without referring to UNEP headquarters on various routine administrative matters. The delegation of authority is a generic framework adapted specifically to the needs of each secretariat.
49. The provisions of the delegation of authority describe the accountability context and the authority and responsibility vested in the Secretary-General. It also deals with: programme management as related to the implementation of the programme of work approved by the Conference of the Parties to CITES; management of the implementation of the budget approved by the Conference of Parties and all other CITES budgets, including those financed from Trust Fund resources and the CITES allotment from the UNEP special account for programme support costs; and management of the human resources assigned to CITES. The newly signed delegation of authority supersedes any existing delegation between the Executive Director of UNEP and the Secretary-General of CITES.
50. More specifically, the Secretary-General is delegated with the power to effectively and efficiently run the day-to-day operations of the Secretariat. In line with the performance assessment requirements of the United Nations, the Secretary-General is required to submit an annual workplan to be agreed with the Executive Director, for which he is fully accountable. The Secretary-General is responsible for managing the implementation of the Costed Programme of Work approved by the Conference of the Parties, and activities financed from the main and extra-budgetary trust funds, earmarked contributions and the CITES allotment from the UNEP Special Account for Programme Support Costs approved by the Executive Director. Furthermore, the Secretary-General is responsible for compliance with all financial and substantive reporting arrangements set forth in projects and legal instruments. In this context, the Secretary-General is responsible for ensuring that all UN procurement, recruitment and audit policies are upheld. In addition, the Secretary-General is expected to ensure the efficient and effective use of resources, and for ensuring that these resources are used for the purposes for which they are intended, including the adequate performance of certifying, approving, bank-signatory and petty-cash management functions within the Secretariat.
51. The Secretary-General is accountable to the Executive Director for the management of the human resources assigned to the CITES Secretariat, and must ensure the timely initiation and performance of related human resource management actions, in accordance with the staffing table approved by the CoP, and CITES budgets, taking into account the UN's mandatory ethics and integrity initiatives and rules on financial disclosure.

African Elephant Trust Fund

52. Following a request from the CITES Secretary-General, UNEP supported the establishment of the African Elephant Trust Fund, which was given effect through a decision to create the a new trust fund at GC 26. Range States agreed to discuss the establishment and operation of the African Elephant Fund. Three donors to the Fund, namely France, Germany and the Netherlands, have given their financial pledges, which they were to pay by the beginning of December 2010.
53. For a more permanent home for the Fund, the Secretariat and range States agreed that the main option under consideration was the creation of a multi-donor trust fund under UNEP, which would be the fastest and most straightforward way to establish the Fund.

Support provided to CITES from the Programme Support Costs

54. During 2010–2011, the posts of three administrative staff directly assigned to the CITES Secretariat have been funded from Programme Support Costs (PSC). These include the Administrative and Financial Management Officer (P4), the Administrative Assistant (G6), and the Finance Assistant (G6). In addition, 50 per cent of the salary of the Information Network Officer (P3) was funded from PSC. In addition, the PSC is used to finance the part of UNEP's central administrative functions that supports the CITES Secretariat, including those performed by UNON and the UN's Office of Internal Oversight Services (OIOS) and the Board of Auditors. These central administrative functions include but are not limited to the following:
- Recruitment, classification and repatriation.
 - Payroll and the administration of staff entitlements including education grants, medical insurance (including Appendix d), home leave and repatriation.
 - The UN's financial disclosure programme (for which UNEP is billed by New York).
 - Accounting and finance functions, including statement preparation, the issuance of allotments and allocations, payables/receivables, cash-flow management, treasury and contributions receipt and recording.
 - End-of-service and post-retirement benefits including the administration of pension fund deductions and after service health insurance (ASHI).
 - Non-expendable property.
 - Internal audit, investigation, inspection and external audit (over half of which pertain to MEAs in any given year).
 - The UN's 'administration of justice' system.
 - Shipping, pouch, visas and UN *Laissez Passers*.
 - UN intranet/internet, mail systems and services.
55. For a comprehensive report on the use of the PSC account, please see the Annex to this report.

MOA between the Standing Committee of CITES and the Executive Director of UNEP:

56. Over the months following CITES CoP15, UNEP and the CITES Secretariat worked together in drafting a new Memorandum of Agreement to be signed between the Standing Committee of the Conference of the Parties to CITES and the Executive Director of UNEP. The main purpose of this MOU will be to highlight the provisions of secretariat services from UNEP to the Convention and its related support.
57. The MOA will determine the basis for dealing with issues guiding the cooperation between UNEP and the CITES Secretariat. The document highlights areas such as the relevance of UN and UNEP Rules and Regulations and their applicability to the operations of the Secretariat, financial and budgetary matters, administrative support (including Programme Support Costs), staff of the Secretariat (including the process for their recruitment), and programme evaluation and management review. Furthermore, it will help in recognizing and further promoting the mutual benefits of appropriate programmatic support. UNEP shared the draft MOA with the Board of Auditors during their recent visit to Nairobi. The intended purpose of this action was to help to secure their opinion as to the merits of UNEP's approach to the maintenance of a strong administrative relationship between UNEP and CITES. This step also helps ensure that UNEP is responding to the Governing Council request contained in paragraph 18 of decision 26/9.
58. UNEP provided its latest comments to the Standing Committee through the Secretary General on 3 May 2011. This draft is a preliminary working draft that is under discussion between the Standing Committee and UNEP. The draft agreement is expected to be concluded in time for consideration by the by 61st Standing Committee.

UNEP's Report on PSC use to the CITES Standing Committee

2011 OTA Budget

2010 Actual Direct, Programme Support Cost and Total Cost to CITES Trust Funds & 2011 projected Programme Support Cost				
Source of Fund	Direct Expenditures	Exchange loss	Programme Support Cost (PSC)	Total Expenditures
CTL Trust Fund	4'463'125		580'206	5'043'331
QTLTrust Fund	4'454'550	312	298'946	4'753'808
Total All Sources of Funds	8'917'675	312	879'152	9'797'140
2011 PSC based on 2010 PSC generated (Projected)			879'152	
67% of PSC due to SCBD			589'032	

The 2010 PSC of USD 879,152 is as per final 2010 accounts records

Secretariat for the Convention on International Trade in Endangered Species-2011 Budget

Functional Titles	Staff name	GRD	Duty Station	IMIS No.	Posts Budget	Non Post Budget	Total Budget
Administrative and Finance Officer	Alicia Abalos	P-4	Geneva, Swit	507770	187'000	-	187'000
Finance Assistant	Noemi Reyes	LL	Geneva, Swit	503381	128'000	-	128'000
Administrative Assistant	Philippe Brarda	G-6	Geneva, Swit	503329	128'000	-	128'000
Information Network Officer	50% Approx 110K	P-3	Geneva, Swit		110'000	-	110'000
Non Post						25'000	25'000
Budget proposal						11'032	11'032
					553'000	36'032	589'032

OTA Financial Summary

2010 Budget	2011 Budget	2010-2011 Total Budget	2010-2011 Expenditures as at 30 April 2011	Unspent Balance
615'332	589'032	1'204'364	806'694	397'670