

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



Sixty-sixth meeting of the Standing Committee  
Geneva (Switzerland), 11-15 January 2016

Administrative and financial matters

Administration and finance

REPORT OF THE SECRETARIAT ON ADMINISTRATIVE MATTERS

1. This document has been prepared by the Secretariat.

Staffing situation

2. The indicative staffing table for the Secretariat for the period 2014-2016 includes 19 posts funded from the core Trust Fund (CTL), 3.25 posts funded from the Programme Support Costs (PSC) and 8.5 project posts from the External Trust Fund (QTL). Based on these posts and whilst remaining within the overall staffing budget, the Secretary-General has used his authority to make staffing decision as necessary.
3. During 2014-2015, a number of staffing changes have taken place within the Secretariat for a variety of reasons, and in particular due to the mandatory retirement of five senior staff members. The following recruitments were made during the period (as reported in Notification to the Parties [No. 2015/010](#) of 25 February 2015):

| <b>Name</b>              | <b>Function</b>                                | <b>Founding source</b>                       |
|--------------------------|--|--|
| Mr. David Morgan         | Chief of Governing Bodies and Meeting Services | Core Trust Fund (CTL)                        |
| Mr. Tom De Meulenaer     | Chief of Scientific Services                   | CTL  |
| Ms. Susanne Bengtsson    | Administrative and Fund Management Officer     | Programme Support Costs (PSC)                |
| Mr. Julian Blanc         | MIKES Coordinator in Nairobi                   | External Trust Fund (QTL) by European Union  |
| Ms. Helene Gandois       | Programme and Documentation Officer            | CTL  |
| Mr. Daniel Kachelreiss   | Marine Species Officer                         | Junior Professional Officer (JPO) by Germany |
| Mr. Edward Van Asch      | ICCWC Support Officer                          | QTL by United Kingdom                        |
| Ms. Nadia Berny          | Meetings and Conference Assistant              | CTL  |
| Ms. Sarina van der Ploeg | Project Assistant                              | QTL by European Union                        |

4. Further recruitments have been finalized during in the second part of 2015 and includes the following positions:

| Name                            | Function                                     | Founding source       |
|---------------------------------|--|-----------------------|
| Mr. Juan Carlos Vasquez-Murillo | Chief of Legal Affairs Services              | Core Trust Fund (CTL) |
| Mr. David Henson                | MIKE Programme Management Officer in Nairobi | QTL by European Union |
| Mr. Mrigesh Kshatriya           | MIKE Data Scientist in Nairobi               | QTL by European Union |

5. Currently, there are three vacant Professional posts funded by the core Trust Fund (CTL), P-5 Chief Knowledge Management and Outreach Services, P-4 Environmental Affairs Officer (Fauna), P-4 Communications and Outreach Officer and one General Service post funded by the External Trust Fund (QTL). The hiring is ongoing and is given high priority. The P-5 Chief Knowledge Management and Outreach Services will be completed in 2015 and the other posts are expected to be finalized during the first quarter of 2016.
6. The established posts are charged with actual staff expenditures and are all filled either by regular recruitment via the UN system INSPIRA or via temporary hiring.
7. The Secretariat is in the process of a major transition due to all of these staffing changes, which is placing it under added pressure. The Secretariat expresses its gratitude to all Parties and stakeholders for their understanding.
8. 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 additional staff resources through the External Trust Fund.

#### Administrative changes within the United Nations

##### Implementation of Umoja

9. One major change during 2015 has been the introduction and deployment of “Umoja” which is an administrative reform initiative for the United Nations Secretariat that includes a thorough streamlining of United Nations Organization business processes through the implementation of SAP Enterprise Resource Planning (ERP) software. Umoja is intended to provide a simplified and real-time approach to the Organization’s management of finances, resources and assets. It is expected that, by 2016, the United Nations Secretariat will have transitioned to Umoja as its central administrative tool, leaving behind multiple and fragmented legacy systems such as IMIS, Mercury, Sun, and many others.
10. The deployment of Umoja has already commenced for peacekeeping operations and went live for UNEP (worldwide) and the United Nations Office at Nairobi (UNON) on 1 June 2015. The system was further deployed to the United Nations Offices at Geneva (UNOG) and New York (UNHQ) on 9 November 2015. Umoja will replace the current financial system of record IMIS. The Umoja implementation will be rolled out in phases and the first section includes Finance, Budget, Asset Management, Procurement, Human Resources and Travel. The implementation of Umoja requires the complete re-working of the way the United Nations Organization manages its administration, in both business processes and systems.
11. During the last quarter of 2014 and the first two quarters of 2015, the Secretariat has been working on data cleansing to allow data migration to Umoja from the current IMIS system, aligning the cleansed data with additional information required by the new system, mapping user access ensuring that all Umoja system users have the proper rights to be able to transact after the go-live date and is also participating in training arranged by the Umoja Academy in Nairobi, Geneva and/or via electronic means.
12. Since the implementation of Umoja on 1 June 2015, the CITES Secretariat has worked closely with UNEP (Nairobi Deployment Team) on ramp-up activities, cash availability issues and participated in all available training opportunities both online, WebEx and face-to-face for its staff.
13. There still remain areas of uncertainty in relation to the implementation of Umoja and the precise nature of the impact this will have on the Secretariat remains uncertain. For instance, during the stabilization period,

the delegation of authority related to approval and certifying functions have temporarily been suspended and is now centralized in UNEP. This has included the changing of the status of the CITES bank accounts, which as a result of Umoja can now only accept contributions and not make payments. As a result, the Secretariat is limited to executing functions related to creation, while the actual approving and processing is done by either UNEP and/or UNON, which has resulted in delays. The CITES Secretariat has been advised that such functions will revert to the Secretariat, but the timing is unknown.

14. On 25 March 2015, the Secretariat issued Notification to the Parties [No. 2015/018](#) regarding the implementation of Umoja and informed Parties and stakeholders about possible delays in the provision of some of its services in the coming months related to processing of travel, drafting of contracts and processing of payments to vendors and implementing partners.
15. Unfortunately, many of these delays have in fact been encountered since the implementation of Umoja and the Secretariat has been receiving payment reminders and threats from vendors on legal action or the closing of mobile phone and mail delivery services, which poses risks to the Secretariat. In addition, implementing partners are not receiving their funds as per signed legal instruments, which is negatively affecting long-standing relationships with key partners, which is having a major impact on the operation of the Secretariat and will affect the implementation of the programme of work for the remaining of the triennium 2014-2016. This has placed considerable strain on the Secretariat, especially its administrative staff, and the Secretariat has been, and continues to, work closely with UNEP, its MEA focal point on operational and administrative issues, and UNON in an effort to try and resolve these ongoing issues.

#### Task Team on the Effectiveness of Administrative Arrangements and Programmatic Cooperation between UNEP and UNEP-administered Convention Secretariats

16. The Task Team on the Effectiveness of Administrative Arrangements and Programmatic Cooperation between UNEP and UNEP-administered Convention Secretariats was established by the Executive Director of UNEP in February 2014. The Task Team comprised representatives of the Multilateral Environment Agreements (MEAs) Secretariats and relevant offices of UNEP. The Task Team was chaired by the Deputy Executive Director of UNEP and the Executive Secretary of the Convention on Migratory Species served as the vice-chair.
17. During the period, the Secretariat (through the Chief of Legal Affairs and Trade Policy) chaired the working group on the Effectiveness of Administrative Arrangements between UNEP and UNEP-administered Convention Secretariats and worked mostly through electronic means and submitted its final report to the Chair of the Task Team on 31 August 2015.
18. The final report on the working group was submitted to the Executive Director of UNEP on 24 October 2015 and it included several recommendations related to changing the process for consultation and interaction between UNEP and the Secretariats, the implementation of Umoja and the continuation of a UNEP-MEA consultative mechanism. The Executive Director will now make his recommendations to the next session of the UN Environment Assembly to be held in Nairobi from 23 to 27 May 2016.

#### Recommendation

19. The Standing Committee is invited to take note of this report.