

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

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

Administrative and financial matters

Administration of the Secretariat

1998 MEMORANDUM ON ARRANGEMENTS FOR ADMINISTRATIVE SUPPORT  
BY THE UNITED NATIONS SECRETARIAT TO THE PERMANENT SECRETARIAT  
TO THE UNITED NATIONS CONVENTION TO COMBAT DESERTIFICATION (UNCCD)

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the UNCCD secretariat; provide payroll services; record obligations and disbursements; and report the accounts to the Executive Secretary in accordance with established procedures.

31. No disbursement will be made by the Director of Administration, UNOG if funds are not available in the related UNCCD trust fund.

32. A petty cash fund may be established, if deemed necessary and up to such limits as may be agreed upon between the Director of Administration, UNOG and the Executive Secretary.

33. On a monthly basis, UNOG shall provide the Executive Secretary with information on the status of allotments, trial balance and unliquidated obligations. Interim and final accounts shall be provided to the Executive Secretary for certification and submission to the Board of Auditors and to the Conference of the Parties in accordance with the UNCCD Financial rules.

(g) Procurement of goods and services

34. The Executive Secretary may approve the procurement of goods and services up to a maximum of \$50,000 for each transaction, provided that:

- (a) except as provided in (c) below, contracts involving commitments in excess of \$20,000 shall be let only after competitive bidding or calling for proposals; if proposals are called, a comparative analysis of such proposals shall be kept on record;
- (b) contracts shall be awarded to the lowest acceptable bidder, provided that where the interests of the Convention so require, all bids may be rejected. In such cases, the Executive Secretary shall record the related reasons and provide them to UNOG;
- (c) the Executive Secretary may award contracts without calling for proposals, or formal invitations to bid, in the circumstances set out in paragraphs (b) to (g) of UN financial rule 110.19; in such cases, appropriate reasons shall be recorded and provided to UNOG.

35. In the case of a transaction in excess of \$50,000, procurement will be handled under the procedures set out in UN financial rule 110.17 (d) as applicable to UNOG.

36. The employment of consultants, within available allotments, shall be decided by the Executive Secretary, who shall consult UNOG on the level of related fees.

37. Travel of the UNCCD staff shall be authorized by the Executive Secretary at standards not higher than those established by the United Nations from time to time. Travel of representatives of Parties paid from the UNCCD Special Fund shall be governed by the provisions of ST/SGB/107/Rev. 6 and by the related decisions of the COP.



38. All three accounts established for UNCCD are subject to 13 percent programme support reimbursement.

(h) Reimbursement for services provided by the United Nations

39. The programme support reimbursement shall be used, in part, for financing the Administrative Unit of the UNCCD Secretariat. The number of such posts shall be determined from time to time by the United Nations after consultation with the Executive Secretary. Proposals for related allotments shall be submitted to the Programme, Planning and Budget Division through the United Nations Office at Geneva. The remaining reimbursement funds will be used for financing the services provided for the UNCCD secretariat by the United Nations departments and offices involved.

(I) Conference Services

40. The United Nations Secretariat will provide through UNOG conference services to the sessions of the Conference of the Parties and its subsidiary bodies, in accordance with General Assembly resolution A/52/198.

D. Arrangements for the transitional period during 1998

41. In order to ensure a smooth transition as well as a timely relocation of the UNCCD secretariat to Bonn early in 1999, the Executive Secretary upon his designation is hereby, exceptionally authorized in 1998, to:

- (a) take the necessary steps to permit the constitution of a staff representative body, duly elected by the UNCCD staff;
- (b) establish an interim UNCCD Appointment and Promotion Board, after consultation with the Secretary-General;
- (c) prepare job descriptions for each post in the approved staffing table, and have them classified by the appropriate United Nations service; and
- (d) initiate the appointment procedure for those UNCCD staff who are recommended for the posts in the approved staffing table as of 1 January 1999, with a view to completing that procedure before that date. Appointments will be effective not earlier than 1 January 1999.