

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



Seventieth meeting of the Standing Committee
Rosa Khutor, Sochi (Russian Federation), 1-5 October 2018

Administrative and financial matters

ADMINISTRATIVE MATTERS INCLUDING
HOST COUNTRY ARRANGEMENTS FOR THE SECRETARIAT

1. This document has been prepared by the Secretariat.
2. The present document highlights the administrative performance of the Secretariat since the last Standing Committee meeting (SC69, Geneva, November 2017) and should be read in conjunction with the Secretariat's report on financial matters.

Host country arrangements for the Secretariat

3. In line with Resolution Conf. 17.2 on *Financing and the costed programme of work for the Secretariat for the triennium 2017-2019*, paragraph 2, and the recommendations adopted by the Standing Committee at its 69th meeting, the Secretariat has continued its consultations with the Government of Switzerland on the enhanced support by Switzerland to the CITES Secretariat and the implementation of the Convention.
4. A meeting was held in Geneva on 9 March 2018 between senior Swiss officials and the Secretary-General following the signing of the donor agreement related to external funding to be used for activities in the sub-heading items B to E of the programme of work of the Secretariat in regard to scientific, enforcement support, legal affairs trade policy and knowledge management, capacity-building and outreach services activities.
5. The Secretariat will organize further consultations with Switzerland regarding the 2019 Convention support, but, at the time of writing, no donor agreement had been signed for the year 2019.
6. During the period since SC69, the Secretariat has received contributions from Switzerland in the amount of USD 508,130 (CHF 500,000) and USD 104,712 (CHF 100,000) for Convention support during 2018 as indicated in information document [SC69 Inf. 42](#).

Staffing situation

7. The indicative staffing table for the Secretariat for the period 2017-2019 includes 21 posts funded from the Trust Fund (CTL), 3.25 posts funded from the Programme Support Cost (PSC) and 9 project posts from the External Trust Fund (QTL). In line with Resolution Conf. 17.2, paragraph 35, and remaining within the overall staffing budget, the Secretary-General has used his authority to make staffing decisions as required during the period.
8. Since December 2017 and until today, several staffing changes have taken place within the Secretariat. The following recruitments were made during the period (partially reported in Notification to Parties [No. 2018/065](#) of 25 June 2018):

Name	Functional title / CITES team	Funding source
Mr. Yuan Liu	Programme Management Officer, P-4 / Knowledge Management and Outreach Services Team (KMOS)	Core Trust Fund (CTL)
Ms. Thea Carroll	MIKE Coordinator, P-4 / Scientific Service Team (SST) / MIKE team in Nairobi	External Trust Fund (QTL) by the European Union
Ms. Dejana Radisavljevic	Research Assistant, GS / SST	Core Trust Fund (CTL)
Mr. Martin Hitziger	Plant Species Officer, P-2 / SST	Junior Professional Officer (JPO) by Germany
Ms. Nadia Berny	Meeting Services and Conference Assistant, GS / Governing Bodies and Meeting Services (GBMS)	Core Trust Fund (CTL)
Ms. Isabel Camarena	Flora Officer, P-4 / SST	Core Trust Fund (CTL) (temporary assignment for 3 years)
Mr. Daniel Kachelriess	Marine Species Officer, P-2 / SST	Junior Professional Officer (JPO) by Germany and the European Union (extension for the 4 th year)
Ms. Panida Charot	Programme Management Assistant, GS / KMOS	External Trust Fund (QTL) by the European Union and the United States of America

9. The following recruitment against vacant positions is ongoing and they are expected to be finalized in late 2018:

Functional title / CITES team	Status	Funding source
Programme Assistant, GS (new)	Regulatory Services, Enforcement Support Team (EST) (job opening 88428 in UN recruitment system Inspira)	Core Trust Fund (CTL)
Associate Programme Officer, P-2 (new)	KMOS (job opening 98125 in Inspira)	Core Trust Fund (CTL)
Secretary-General, D-2	Recruitment ongoing (job opening 93620 in Inspira)	Core Trust Fund (CTL)
ICCWC Officer, P-3	EST (job opening under creation in Inspira)	External Trust Fund (QTL) by the United Kingdom and the European Union

10. Regarding the vacant Secretary-General position at D-2 level, the details on the hiring process have been provided in Notification to Parties [No. 2018/026](#) of 21 March 2018 and the recruitment is fully managed by the United Nations Environment Programme (UNEP) in accordance with UN personnel rules and regulations and the Memorandum of Understanding (MoU) between the CITES Standing Committee and the Executive Director of UNEP.
11. During the period until the recruitment of the new Secretary-General, an existing staff member in the Secretariat has taken up the additional functions as Officer-in-Charge.
12. In addition, the Secretariat has also been supported by highly-qualified interns from France, Italy, Switzerland and the United States of America.
13. The core and project funded positions are filled either by regular recruitment via the UN system Inspira or through temporary hiring, until the long-term recruitment has been finalized.
14. The Secretariat expresses its deep gratitude to Parties for their contributions to the Core Trust Fund (CTL) and to those donors that have enabled the Secretariat to employ additional staff resources through the external Trust Fund (QTL), namely the European Union, Germany, Switzerland, the United Kingdom of Great Britain and Northern Ireland and the United States of America.

UNEP Secretariat services to Multilateral Environmental Agreements (MEAs) and other entities

15. On 29 March 2018, UNEP finalized a framework of administrative services it provides to the Secretariats of Multilateral Environmental Agreements (MEAs) and other entities in response to the resolution 2/18 of the United Nations Environmental Assembly (UNEA) on UNEP's relationship with the MEAs.

16. The framework on administrative and support services has been developed in cooperation with the MEAs administered by UNEP. The CITES Secretariat provided comments and suggestions which have partly been considered. The Secretariat had pointed out that the new services provided by UNEP should also consider the existing MoU between the CITES Standing Committee and the Executive Director dated 1 September 2011, provide costing break-downs for the available service categories and that the programme support cost (PSC) rate of 4.29 per cent retained by UNEP should cover the indirect, common services and direct costs.
17. Further consultation is required by the Secretariat with UNEP, mainly on the costing part and selection of service provider so that a comprehensive cost comparison among the service providers in Geneva and Nairobi can be done and whether the cost for the provided service categories are covered by CITES PSC part retained by UNEP, to ensure that the new secretariat services to MEAs is in line with the MoU between the CITES Standing Committee and the Executive Director.

Programme Support Allocation

18. In line with the new Programme Support Cost (PSC) allocation policy introduced in May 2017 by UNEP, a total amount of USD 858,941 has been allocated for CITES Secretariat during 2018 with the following breakdown (in USD):

PSC income allocation	UN Environment – retained for Central Administration functions	Retroceded to CITES	Deduction for costs related to Umoja, GSDM and MDM	Final allocation to be used by CITES
858,941	357,951	500,990	34,092	466,898

19. On December 2017 and in line with UN General Assembly resolution 63/262, the UN Controller shared the details with all the Secretariat entities reflecting their share of the 2018 costs to cover the “corporate initiatives” based on the level of expenditures incurred in 2017. These initiatives include Umoja, the Global Service Delivery Module (GSDM) and Master Data Management (MDM) and amounts to USD 34,092 for CITES for the year 2018.
20. The CITES 2018 PSC allocation of USD 466,898 is used to finance one P-4 Administrative Officer, 0.25 P-3 Information Network Officer (vacant) and two General Service staff members and is expected not to be sufficient to cover the salaries for the full year and an overspending of around USD 60,000 is foreseen.
21. The Secretariat has also worked closely with UNEP to ensure that the PSC income allocation is reflecting the actual level of income, level of expenditures and rates applied which is calculated and posted manually in Umoja by UN Office at Nairobi (UNON) on quarterly basis.
22. In addition, continuous review is done by the Secretariat to ensure that the PSC rates applied for extra-budgetary contributions are kept and used for internal staffing and not waived or partly applied for those contributions in support of projects implemented by other UN organizations or non-governmental organizations.
23. Furthermore, the Secretariat has also continued to seek clarity and guidance on the usage of the portion retained by UNEP which amounts to USD 357,951 for 2018 and whether this part is used to cover indirect, common services and direct costs related to CITES. However, further consultation is required and a meeting is planned for mid-August 2018 with the new financial advisor to the MEAs of UN Environment.

Umoja Extension 2

24. Further to the deployment of the global Enterprise Resource Management System, Umoja, in June 2015 which focused on administrative and financial modules related to financial accounting, payroll, budget administration, grants management, travel and basic human resource management, the United Nations Secretariat is now working towards the deployment of new modules in Umoja Extension 2.
25. The new extension will introduce modules for strategic planning, programme and project management, implementing partners management, budget formulation and planning tool and resource mobilization. Furthermore, the new modules are expected to have a significant impact on the role and responsibilities of programme and project management and will require additional work by the Secretariat’s focal points during

the development, testing and training phases which are expected to be phased over a period of one year beginning in September 2018.

Recommendation

26. The Secretariat requests the Standing Committee to:

- a) take note of this report on administrative matters including host country agreements for the Secretariat; and
- b) request the Secretariat to further work with the United Nations Environment Programme (UNEP) to get clarity on the programme support allocation, new introduced Secretariat services to MEAs and ensure that this is in consistent and in full compliance with the existing Memorandum of Understanding between the CITES Standing Committee and the Executive Director of UNEP.