

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

Eleventh meeting of the Conference of the Parties
Gigiri (Kenya), 10-20 April 2000

Strategic and administrative matters

Reports of the Secretariat

STAFFING OF THE SECRETARIAT

1. This document has been prepared by the Secretariat.

Classification review of Secretariat posts

2. A new operating structure for the Secretariat was approved by the Conference of the Parties at its 10th meeting (Harare, 1997) (CoP10) and a new organization chart for the Secretariat was also approved (see document Doc. 10.10).
3. Under United Nations rules (Administrative Instruction ST/AI/1998/9 and Staff Regulation 2.1), reclassification and job description reviews for all staff positions in the CITES Secretariat, were required following the approval by the Conference of the new operating structure. This review needed to re-consider each staff member's duties and responsibilities, in line with individual work plans and the additional responsibilities approved by the Conference of the Parties (refer to the 82 Resolutions and 144 Decisions in effect after CoP10).
4. In October 1998, an external consultant was appointed by UNON to classify and review all posts in the CITES Secretariat. The consultant's report was presented to UNON on 15 December 1998. Her recommendations were reviewed by the Human Resources Management Service (HRMS) of UNON, by UNOG, and also by the UN Office of Human Resources Management (OHRM) in New York.
5. In March 1999, the Classification Unit of UNON advised the Secretariat of the classification decisions for the professional posts in the Secretariat. Decisions regarding the general service staff were provided by UNOG in May 1999. Importantly, UNON advised that, for all posts in the Secretariat other than the OTL posts, the classification decisions would only become effective once the budgetary provisions had been approved by the CITES Standing Committee.
6. The Secretariat was advised by UNON that the existing budgetary provisions of the CITES Trust Fund, approved at CoP10 and modified subsequently by the Standing Committee, were sufficient to allow for the adoption of the newly approved classifications. The Secretariat therefore provided this advice to the Standing Committee and sought their endorsement of the decisions at their 42nd meeting (Lisbon, September/October 1999). Importantly, UNEP's report to the Standing Committee at that meeting, on the Provision of Support to the CITES Secretariat, stated:

"The Standing Committee would note that ... the existing budgetary provisions of the CITES Trust Fund are sufficient for upgrading of these posts, without any need to approve additional budgetary allocations. UNON will therefore proceed with the implementation of these decisions, in line with the existing personnel procedures, including promotion of the incumbents or granting them special post allowance to the higher levels of the posts, as appropriate."
7. The Standing Committee endorsed the classification decisions on 28 September 1999, thereby rendering that date as the effective date for the classification actions within the Secretariat.

Additional posts supported by the Standing Committee

8. The fifth operative paragraph of Resolution Conf. 10.1 *“Authorizes the Secretariat, subject to the priorities below, to draw additional funds from the Trust Fund balance at the end of each year, provided that it is not reduced below CHF 2.3 million at the commencement of any year”*. In the sixth operative paragraph, it is noted that Parties, in discussion of the priorities for the use of additional funds drawn from the Trust Fund balance *“gave strong support for capacity building (especially for new Parties), legislation for CITES implementation; and significant trade studies”* and support was noted from more than one Party for *“regional co-ordination, enforcement and technical assistance from WCMC”*. As stated in the seventh operative paragraph of Resolution Conf. 10.1, the Secretariat, in association with the Standing Committee, is required *“to establish the priorities for funding the unfunded budget items referred to in Annex 4 to this Resolution and the work deriving from Resolutions adopted at the 10th meeting of the Conference of the Parties from any available drawdown in the Trust Fund balance...”*.
9. Consequently, since the accumulated Trust Fund balance at the end of calendar years 1997, 1998 and 1999 exceeded CHF 2.3 million, in every case, there were sufficient additional funds available in each of those years to allocate to high priority activities.
10. The Standing Committee, at its 40th and 42nd meetings, agreed that the following additional new posts were essential to enable the Secretariat to implement its work plan:
 - Documentation Officer [P-3]
 - Legal and Trade Policy Officer [P-3]
 - Permit and Data Assessment Assistant [G-5]
 - Regional Assistance Officer [P-3]
 - Senior Capacity Building Officer (Projects) [P-4]
 - Senior Enforcement Officer (Customs) [P-4]
 - Senior Enforcement Officer (Police) [P-4].
11. Importantly, the provision of the seven new posts to the Secretariat was achieved within the existing Trust Fund budget approved at CoP10, in Harare, under the draw down provisions for priority activities under Resolution Conf. 10.1. Significantly, since the Trust Fund balance will be sufficient to fund these additional posts through to CoP12 (in the year 2002), **no additional funds are being sought for these new posts at CoP11.**

Additional posts to be requested at CoP11

12. The Secretariat is seeking the support of the Parties at CoP11 to establish the following three posts:
 - Communications / Operations Control Assistant [G-3]
 - Information Management Officer [P-3]
 - Regional Assistance Officer [P-3].
13. The supporting arguments for these positions are provided in document Doc. 11.10.3 (Annex 1b) and will not be repeated here. To establish these new posts, the Parties would need to agree to increase their contributions by six per cent over the estimates agreed at CoP10 for the biennium 2001-2002.

Staffing Table and Organization Chart for the Secretariat

14. The Staffing Table for the Secretariat is presented in Annex 1, arranged under the Secretariat's functional work units.
15. The roles of the work units are as follows.
 - **Executive Direction and Management Unit (EDMU):** Responsible for planning, directing, co-ordinating and administering the work and resources of the Secretariat, with the aim of ensuring global coverage of CITES and correct understanding and strict implementation of the Convention.

- **Capacity Building Unit (CBU):** Responsible for all matters regarding external funding support for the Convention, for training and public awareness activities, and for assisting Parties to improve their national capacities to implement the Convention.
- **Convention Interpretation and Servicing Unit (CISU):** Responsible for monitoring the implementation of the Convention and for ensuring that the provisions of CITES are clear to the Parties, that they have the information and documentation they require, in all the working languages, and that the meetings of the Conference of the Parties and of CITES committees are well organized and supported.
- **Enforcement Assistance Unit (EAU):** Responsible for assisting Parties to enforce the Convention (including assistance with permit confirmation), to implement Article XIII of the Convention and the related resolutions and to develop international co-operation on enforcement with international enforcement agencies.
- **Scientific Co-ordination Unit (SCU):** Responsible for providing to the Parties all relevant information relating to the implementation of Articles III and IV of the Convention and all related Resolutions, and for assisting Parties in the development of management programmes for species included in the CITES appendices.

16. The Organization Chart for the Secretariat is presented in Annex 2. The Chart depicts the line-management arrangements for each staff post in the Secretariat.

17. The Chart also presents the three new positions (the grey-coloured boxes) that the Secretariat has presented to the Conference of the Parties for funding (see document Doc. 11.10.3 (Annex 1b)).

Recommendations

18. The Conference of the Parties is asked to:

- a) note the Secretariat's current Organization Chart; and
- b) support the Secretariat's request for three new posts by adopting adequate financial provisions for the 2001-2002 budget period.

Secretariat Staffing Table

Post description and grade	Source of funding and legislative authority
Executive Direction and Management Unit (EDMU)	
Secretary General [D-2]	Approved by CoP to be funded from the Trust Fund
Deputy Secretary General [D-1]	Approved by CoP to be funded from the Trust Fund
Administrative and Fund Management Officer [P-4]	Post funded by UNEP from the 13 per cent overhead
Regional Assistance Officer [P-3]	Approved by the Standing Committee to be funded from the Trust Fund
Regional Assistance Officer [P-3]	Presented to CoP11 for its approval to be funded from the Trust Fund
Personal Assistant to the Secretary General [G-6]	Approved by CoP to be funded from the Trust Fund
Administrative Assistant [G-6]	Post funded by UNEP from the 13 per cent overhead
Senior Secretary to the Deputy Secretary General [G-5]	Approved by CoP to be funded from the Trust Fund
Finance Assistant [G-5]	Post funded by UNEP from the 13 per cent overhead
Communications/Operations Control Assistant [G-3]	Presented to CoP11 for its approval to be funded from the Trust Fund

Enforcement Assistance Unit (EAU)	
Chief, Enforcement Assistance Unit [P-5]	Approved by CoP to be funded from the Trust Fund
Senior Enforcement Officer (Customs) [P-4]	Approved by the Standing Committee to be funded from the Trust Fund
Senior Enforcement Officer (Police) [P-4]	Approved by the Standing Committee to be funded from the Trust Fund
Legal and Trade Policy Officer [P-3]	Approved by the Standing Committee to be funded from the Trust Fund
Permit and Data Assessment Assistant [G-5]	Approved by the Standing Committee to be funded from the Trust Fund
Unit Secretary [G-4]	Approved by CoP to be funded from the Trust Fund

Capacity Building Unit (CBU)	
Chief of Capacity Building Unit [P-5]	Approved by CoP to be funded from the Trust Fund
Senior Capacity Building Officer (Training) [P-4]	Approved by CoP to be funded from the Trust Fund
Senior Capacity Building Officer (Projects) [P-4]	Approved by the Standing Committee to be funded from the Trust Fund
Information Management Officer [P-3]	Presented to CoP11 for its approval to be funded from the Trust Fund
Unit Secretary [G-4]	Approved by CoP to be funded from the Trust Fund

Convention Interpretation and Servicing Unit (CISU)	
Chief, Convention Interpretation and Servicing Unit [P-5]	Approved by CoP to be funded from the Trust Fund
Documentation Officer [P-3]	Approved by the Standing Committee to be funded from the Trust Fund
Translator (French) [P-3]	Approved by CoP to be funded from the Trust Fund
Translator (Spanish) [P-3]	Approved by CoP to be funded from the Trust Fund
Meetings and Conference Services Assistant [G-6]	Approved by CoP to be funded from the Trust Fund
Documents Assistant [G-5]	Approved by CoP to be funded from the Trust Fund
Documents Clerk [G-3]	Approved by CoP to be funded from the Trust Fund

Scientific Co-ordination Unit (SCU)	
Chief of Scientific Co-ord. Unit [P-5]	Approved by CoP to be funded from the Trust Fund
Senior Scientific Officer (Flora) [P-4]	Approved by CoP to be funded from the Trust Fund
Senior Scientific Officer (Fauna) [P-4]	Approved by CoP to be funded from the Trust Fund
Research Assistant [G-5]	Approved by CoP to be funded from the Trust Fund
Unit Secretary [G-4]	Approved by CoP to be funded from the Trust Fund

CITES SECRETARIAT

(March 2000)

