Functional Structure of the CITES Secretariat

Office of the Secretary-General
- Overall leadership and management of Secretariat
- Leads on strategic planning and policy matters of the Secretariat
- Depositary Government and Parties' liaison
- Resource mobilization
- Leads on high level relationships with partner organizations
- Leads on the relationships with UNEP Executive and Deputy Executive - Director and the UNEP Senior Management Team
- Leads on the relationships with heads of partner conventions

**Governing Bodies Unit**
- Official documentation control, management, and editing for Secretariat documents
- COP proceedings, resolutions and decisions
- Logistics support for CoP, SC, AC, PC Meetings
- Registers, quotas and Appendix III
- Translation and interpretation services management
- MA support
- Liaison with BLG, EMG and IPBES
- Support for Training/Workshops
- Publications management

**Outreach and Projects Unit**
- Donor liaison
eCITES
- Extrabudgetary project development/monitoring/reporting advice
- Project management (MIKE, Tree Species, donor package contributions)
- Cooperation with UNEP
- ICT & Website
- Backstop electronic knowledge management
- Communications, media relations, public information/social media
- Support the SG on resource mobilization
- Coordination of Secretariat capacity-building activities & tools

**Science Unit**
- Scientific Committees support
- SA support
- RST
- Appendices I, II
- Scientific advice
- Species management plans
- Cooperation with other biodiversity conventions
- Scientific/academic cooperation with partners and other scientific international organizations including animal and plant health
- Scientific publications/articles/papers as Secretariat or jointly with partners
- Capacity building for scientific requirements

**Administration & Finance Unit**
- Legal instruments & financial agreements
- Relationship with UNEP Corporate Services Division
- Finance and budget management/financial reporting
- Trust fund management
- HR management
- Staff development
- Finance and Budget Subcommittee support including Costed Programme of Work
- Procurement
- Staff travel

**Legal Unit**
- Compliance support to Parties
- National Legislation Project
- Legal and trade advice (legislation, annotations, etc)
- Regulatory support to CoP and Committees
- Socio-economic / livelihoods issues
- Major groups liaison
- Relationships with international trade organizations and industry
- National reporting
- NIAPs
- Inter-agency affairs
- Legal advice on legal instruments and to the SG
- Capacity building for legal/compliance matters

**Enforcement Unit**
- Enforcement support
- Relationships with international organizations combating wildlife crime (i.e. ICCWC partners)
- Wildlife crime and illegal wildlife trade advice (anti-smuggling, anti-fraud, combating organized crime, money laundering and illegal wildlife trade, etc.)
- National reporting on illegal wildlife trade
- Capacity building for enforcement

Last update: Oct. 2021