## **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	Outreach and Projects Unit	Science Unit	Administration & Finance Unit	Legal Unit	Enforcement 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	-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	-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	-Legal instruments & financial agreements -Relationship with UNEP Corporate Services Division -Finance and budget management/financial reporting -Trust fund management -HR management -HR management -Staff development -Finance and Budget Subcommittee support including Costed Programme of Work -Procurement -Staff travel	-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	-Enforcement support - Relationships with international organizations combatting wildlife crime (i.e. ICCWC partners) -Wildlife trade advice (anti- smuggling, anti-fraud, combatting organized crime, money laundering and illegal wildlife trade, etc.) -National reporting on illegal wildlife trade -Capacity building for enforcement

scientific requirements

legal/compliance matters