Parties

Conference of the Parties and its Standing Committee

Corporate Services

Governing Bodies and Meeting Services

-COP, Standing Committee and Scientific Committees documentation management
-Secretariat reports
-COP proceedings, resolutions and decisions
-Registers, quotas and Appendix III
-Editing
-Translation/Interpretation

Logistics support:
-COP
-Standing Committee
-Scientific Committees
-Training/Workshops

Knowledge Management and Outreach Services

-Information and
Communications
Technology (ICT)
-Web content management
-Library
-Archives
-E-permitting
-KM collaboration

-Public information
-Publications
-Communications
-Media relations
-Resource mobilization
-Donor liaison
-Major groups liaison

-On-line capacity building tools (virtual university etc)

Secretary General

-Leadership and management of Secretariat -Depositary Government and Parties liaison -Strategic: policy, planning, resource mobilization, partnerships, inter-agency matters

Administrative Services

-HR/staff development
-Performance
Management
-Costed Programme
of Work
-Finance/budget
-Trust Fund Management
-Procurement
-Legal instruments
-Staff travel
-Logistics back-up
-S-G support

Implementation Services

Scientific Services

-Scientific
Committees support
-Scientific
Authorities support

-Review of significant trade
-Amendment of
Appendices I and II
-Scientific advice
(nomenclature, quotas,
non-detriment findings
CITES registers etc)
-Species management plans
-Scientific cooperation
with partners

-MIKE Implementation

- Capacity-building for scientific requirements

Regulatory Services

-Management
Authority support
-Enforcement measures
support

-Legal and trade advice
(legislation, annotations, etc)
-Regulatory support to
COP and Committees
-Inter-agency affairs
-Socio-economic issues
-National reporting

Assistance with:
-Anti-smuggling
- Anti-fraud
-Combating organized crime

-Capacity-building for compliance and enforcement

Capacity-building Services

Coordination of capacity-building:
-Initiatives and partnerships
-Training and training materials
-Quality control

Secretariat Functions Chart 24-11-11

Parties Conference of the Parties and its Standing Committee **Secretary Corporate services Implementation services** General **Governing Bodies Knowledge Scientific Services Management and Regulatory Services** and **Administrative Meeting Services** outreach Services **Services EU Trees & African MIKE/MIKES Elephant Project**

Secretariat Structure Chart 04-09-2017

Parties Conference of the Parties and its Standing Committee

Corporate services

Governing Bodies and **Meeting Services David Morgan**

Chief (P)

outreach Services Haruko Okusu Chief (P)

Knowledge

Management and

Hélène Gandois (P) Nadia Berny (G) Victoria Zentilli (G) Pascal Perraud (G)

Markus Pikart (P) Yuan Liu (P) Shashika Sedara Hettige (C) Panida Charotok (G)

Secretary General

Ivonne Higuero (D)

Administrative Services

Susanne Bengtsson Team Leader (P)

Noemi Reves (G) Philippe Brarda (G) Virginia Rothernbuhler (G)

Implementation services

Scientific Services

Tom De Meulenaer Chief (P)

Karen Gaynor (P) Isabel Camarena (P) Dejana Radisavljevic (G) Daniel Kachelriess (JPO)

Lauren Lopes (C)

Sofie H Martin Hitziger (JPO)

Regulatory Services

Legal Affairs & Compliance

Juan Carlos Vasquez Chief (P)

Enforcement Support

Ben Janse van Rensburg Chief (P)

Flensborg (P) Penelope-Anne Benn (G)

Elodie Moulin (C)

Edward van Asch (P) Vacant (G) Johannes Stahl

Pia Jonsson (P)

(C) Tim O'Connell (C)

Legend:

D: Director

P: Professional

G: General Service

C: Consultant

S: Secondment

EU Trees & African Elephant Project

Milena Sosa Schmidt (P) Vacant (G)

MIKE/MIKES

Thea Carroll (P) David Henson (P) Mrigesh Kshatriya (P) Bernard Koech (P) Margaret Onyango (G)

Secretariat Staff Chart 04-12-2018