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

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

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

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

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**Corporate services**

- **Governing Bodies and Meeting Services**
  - David Morgan, Chief (P)

- **Knowledge Management and outreach Services**
  - Haruko Okusu, Chief (P)

- **Administrative Services**
  - Susanne Bengtsson, Team Leader (P)
  - Noemi Reyes (G)
  - Philippe Brarda (G)
  - Virginia Rothernbuhler (G)

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**Secretary General**
Ivonne Higuero (D)

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**Implementation services**

- **Scientific Services**
  - Tom De Meulenaer, Chief (P)

- **Regulatory Services**
  - Juan Carlos Vasquez, Chief (P)

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**Enforcement Support**
Ben Janse van Rensburg, Chief (P)

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**EU Trees & African Elephant Project**
Milena Sosa Schmidt (P)
Vacant (G)

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**MIKE/MIKES**
Thea Carroll (P)
David Henson (P)
Mrigesh Kshatriya (P)
Bernard Koech (P)
Margaret Onyango (G)

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**Legal Affairs & Compliance**

- Juan Carlos Vasquez, Chief (P)
  - Karen Gaynor (P)
  - Isabel Camarena (P)
  - Dejana Radisavljevic (G)
  - Daniel Kachelriess (JPO)
  - Martin Hitziger (JPO)
  - Lauren Lopes (C)

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**Legend:**
D: Director
P: Professional
G: General Service
C: Consultant
S: Secondment

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Secretariat Staff Chart
04-12-2018