

Reports of the Secretariat

ORGANIZATION PLAN AND PROGRAMME BUDGET FOR THE SECRETARIAT

1. This document has been prepared by the Secretariat.

Background

2. Following the appointment of the new Deputy Secretary General in September 1996, a functional review of the work of the Secretariat was undertaken.
3. Coincidentally, the final report of Environmental Resources Management (ERM) was submitted in September 1996. Section 6.2.2 of the report contained the following statement:
4. *"The CITES Secretariat is broadly considered to be effective and staffed by a hard working team of professionals... However, ... our national consultations indicate that Parties believe that the management of the Secretariat could be improved in terms of staff cohesion and direction, clearer explanation of its role and key activities, and cost effectiveness."*
5. At that time, a new Performance Appraisal System (PAS) was being introduced for staff of the United Nations and this new performance-based system, to encourage greater accountability and responsibility, had also to be adopted in the Secretariat, in a time-frame approved by both the United Nations Organization in Nairobi (UNON) and in Geneva (UNOG).
6. The functional review, the ERM recommendations and the difficulties encountered in attempting to implement the PAS, suggested that it was timely to consider a new operating structure for the Secretariat.
7. The structure of an organization is the key element in addressing programme implementation and costs. Hence, any new organizational arrangement within the Secretariat would need to ensure that the Secretariat's available staff and financial resources were deployed in the most efficient and effective way possible. If this could be achieved, the Secretariat would be more responsive to the needs of the Parties and more result-orientated in its programme of work.
8. The Strategic Plan of the Secretariat (Doc. 9.17) approved and adopted by the Parties at the ninth meeting of the Conference of the Parties (Fort Lauderdale, 1994) established the Secretariat's mission and primary work objectives and thus served as the logical basis for the organizational review of the Secretariat.
9. A new operating structure for the Secretariat was introduced in November 1996 and presented to the 37th meeting of the Standing Committee (Rome, 2 to 6 December 1996).
10. In light of the discussions, and suggestions made by Standing Committee members, the Secretariat agreed to look at the operational viability of the smaller work units and wherever possible to amalgamate those that had closely associated functions. The Secretariat was also asked to consider a gradual transfer of its permit confirmation work from the Regional Co-ordinators to

the newly established Permit Confirmation Group and, if possible, to increase the support provided to the African Region.

11. All of the Standing Committee recommendations on the functional review were taken up by the Secretariat and the required modifications were made to the new organizational arrangements.

The New Structure

12. The Secretariat's new Work-Unit structure was finalized on 4 March 1997 (see Annex 1).
13. This new function-based structure aims to:
 - clarify the lines of responsibility and the division of work;
 - develop a system of accountability and responsibility amongst Secretariat staff for the work done;
 - encourage greater team-work and better communication amongst Secretariat staff;
 - provide a work context in which shared goals, group targets and performance indicators can be established;
 - encourage a performance-based culture within the Secretariat that is driven by outcomes and responsive to client needs; and
 - establish and project a consistent corporate approach to the work of the Secretariat.
14. Five teams (i.e. functional work units) have been established to progress the work of the Secretariat. Professional staff have also been assigned Regional Co-ordination responsibilities.
15. The policy and management functions of the Secretariat are co-ordinated through the Executive Direction and Management Unit, which comprises the Secretary General (SG) and the Deputy Secretary General (DSG), together with three support staff¹. A Head of Unit, who is responsible to the DSG, leads each of the other functional units. The DSG also leads and directs the Regional Co-ordination programme of the Secretariat (refer Annex 2).
16. The Unit Heads are responsible for co-ordinating the work programmes in their Unit. They also have responsibility for fostering team work within their Unit and for ensuring that their work programme is integrated with the other Units and with the Secretariat's Regional Co-ordination Programme.
17. The role of each work unit is:
 - **Executive Direction and Management Unit (EDMU):** Responsible for planning, directing, co-ordinating and administering the work and resources of the CITES Secretariat, with the aim of ensuring global coverage of CITES and correct understanding and strict implementation of the Convention.

¹ Up to the creation by UNEP of a Programme Support Unit (PSU) for all environmental agencies in Geneva, a Fund Management Officer and a Finance Assistance were also members of the Secretariat's Executive Direction and Management Unit (EDMU).

- **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, Monitoring and Servicing Unit (CIMSU):** 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 languages¹, and that the meetings of the Conference of the Parties and of CITES committees are well organized and supported.
- **Enforcement Assistance and Permit Confirmation Unit (EAPCU):** 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.

Organization Chart for the Secretariat

18. The Organization Chart for the Secretariat is presented in Annex 2. The Chart depicts the line-management arrangements for each staff member in the Secretariat.
19. The Chart also presents the four new positions (the grey-coloured boxes in Annex 2) that the Secretariat has presented to the Conference of the Parties for funding (see document Doc. 10.13).
20. Since the regional co-ordination work is performed by Professional staff who have other work assignments, the Chart also presents the regional work assignments of the Professional staff of the Secretariat.

The Regional Co-ordination Programme

21. Currently within the Secretariat, eight Professional staff are involved in regional co-ordination activities (i.e. seven co-ordinators and the DSG).
22. At present, the officers responsible for areas such as scientific co-ordination, plants, quota control, enforcement, capacity building, project management and convention monitoring and interpretation are also working as Regional Co-ordinators. This has created tremendous pressure on the staff, especially because of the substantial increase in the number of Parties the Regional Co-ordinators have to work with.
23. To provide greater support to the Parties of the Convention, the Secretariat has proposed the establishment of a new Associate Programme Officer position (P2) to take up part of the workload on regional co-ordination in Africa, where CITES has 47 States that are Parties to the Convention (see document Doc. 10.13).
24. The general responsibilities of Regional Co-ordinators are detailed in Annex 3. Having clarified responsibilities,

the Secretariat can now apply a consistent and co-ordinated approach to its regional support programmes.

25. This assignment of responsibilities represents the first phase of the Secretariat's Regional Co-ordination Programme. A detailed work programme for each CITES Region will be developed in collaboration with Standing Committee and communicated to the Parties.

Secretariat Staff and their Responsibilities

26. Amongst the recommendations made by Environmental Resources Management (ERM) in its final report (see document Doc. 10.21) is the recommendation that "*the Parties should instruct the Secretary General to provide regular information on the activities of the Secretariat and a clear delineation of the responsibilities of staff members*" (Recommendation 6F).
27. The work responsibilities and delegated authorities for each staff member of the Secretariat are presented in Annex 4.
28. Work assignments for Secretariat staff at the meetings of the Conference of Parties are detailed in Annex 5.

Programme Budget of the Secretariat

29. ERM also recommended that a "Financial Plan for the Convention should be prepared by the Secretary General under the guidance of the Standing Committee" (Recommendation 6D).
30. This recommendation can not be implemented until the Strategic Plan for the Convention is developed and endorsed by the Standing Committee for adoption by the Parties. However, under the Secretariat's new functional work-unit structure, budgets can now be assigned on a programme basis within the Secretariat. These programme budget assignments facilitate a greater financial accountability for the Secretariat and contribute to the preparation of the Financial Plan for the Convention.
31. The Secretariat presented its medium-term plan for the period 1998-2002 in document Doc. 10.13. The budget-line assignments in that plan have been re-appraised in line with the Secretariat's new functional work-unit structure. The programme budget allocations for the period 1998-2000 are presented in Annex 6.

The Unit Work Plans

32. Draft Unit Work Plans have been prepared for each of the five functional work units in the Secretariat. The Heads of Units have developed these plans in collaboration with their staff.
33. These draft plans can not be finalized until the Secretariat's Strategic Plan is revised in light of the new Strategic Plan being developed for the Convention (see document Doc. 10.9).
34. A sample Unit Work Plan for the 'Convention Interpretation, Monitoring and Servicing Unit' (CIMSU) is presented in Annex 7. The Plan details the Unit's mission, its goals and the strategies being employed to achieve these goals. Importantly, the Unit's performance indicators are also presented so that the effectiveness of the Unit's work can be objectively assessed.
35. Once the draft plans are finalized they will be distributed to the Parties of the Convention.

¹ Within available resources.

36. It is intended that the Work Plans will remain operational until the 11th meeting of the Conference of the Parties. The plans, however, remain open and can be, if necessary and when appropriate, altered to incorporate new tasks given by the Conference or the Standing Committee.

Action Required

37. The Conference of Parties is asked to:

- endorse the Secretariat's new work-unit structure;
- approve the Secretariat's proposal to develop a detailed work programme for each CITES Region; and
- agree that the Secretariat should complete its Unit Work Plans for presentation to the Parties.

Doc. 10.10 Annex 1

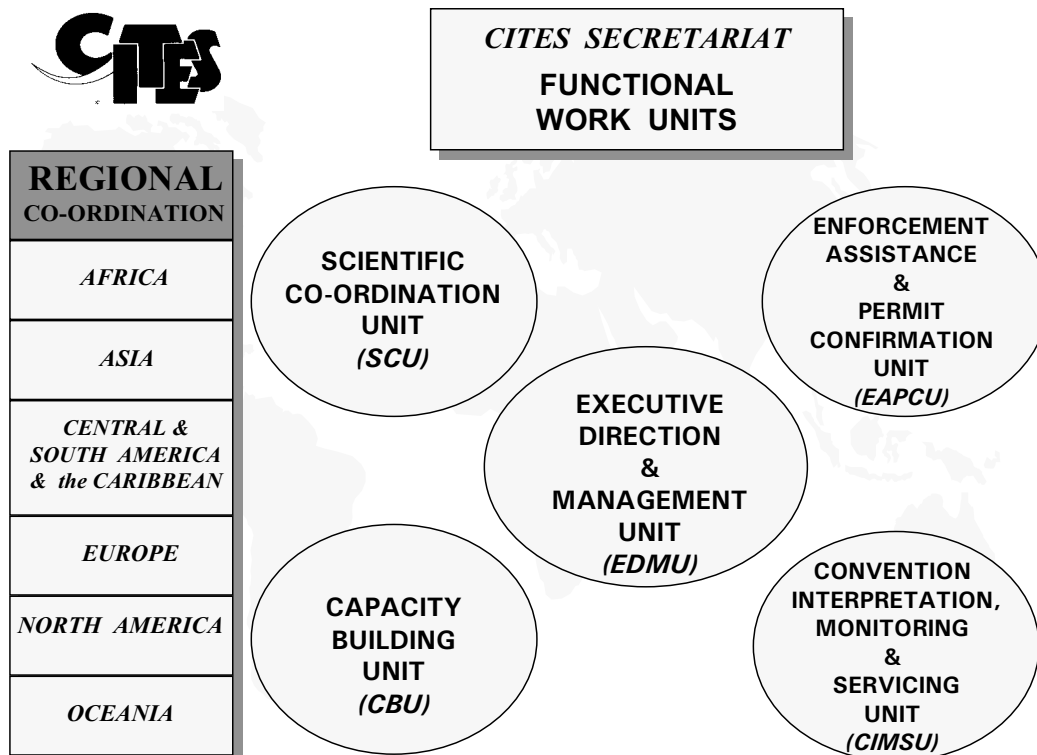


CHART NOT REPRODUCED

Regional Co-ordination ProgrammeRegional Co-ordinators are responsible for:

- identifying, assessing and advising on CITES problems relevant to the countries in the region;
- establishing contacts with Management Authorities in the region and acting as their focal point;
- providing direct assistance to the Management Authorities, in particular regarding documentation or information relevant to CITES implementation;
- assisting in, and facilitating, the identification of needs of Parties in the region, such as training, enforcement, legislation and species projects;
- within the Secretariat, communicating and co-operating with the relevant functional work units to provide the assistance that the Parties require;
- within the Secretariat assist the EAPCU with specific queries resulting from permit confirmation for countries from the region;
- during visits to any Party, contacting the Management Authority and, with the consent of the Management Authority, contacting the Scientific Authority(ies) and any other organizations concerned with the implementation of the Convention;
- establishing, where necessary, close links with permanent missions in Geneva regarding activities carried out in the countries in the region;

- providing assistance to Parties in the identification of infractions and, in collaboration with the Secretariat's EAPCU, assisting in following-up infractions in the region;
- attending and, if necessary, assisting in the organization of regional CITES meetings and participating in other relevant fora in the region to inform countries about CITES and its mission;
- visiting all new Parties and providing them with the information they require to implement the Convention;
- establishing contacts with non Parties in the region and providing information and documentation and any assistance that may be required.

Staff Responsibilities:

- Regional Co-ordination Programme (Jim Armstrong)
 - **Africa:** John Kundaali (Principal officer responsible for Region); Jean-Patrick Le Duc¹
 - **Asia:** Jonathan Barzdo
 - Central and South America and the Caribbean Region: Obdulio Menghi
 - **Europe:** Jean-Patrick Le Duc (southern and eastern Europe); Ger van Vliet (northern Europe)
 - **North America:** Andrew Whitefield¹
 - **Oceania:** Margarita Astrálaga

Responsibilities of Secretariat Staff**Executive Direction and Management Unit (EDMU)***(Professional Staff: D1, P5; Support Staff: G6, 2XG5)***Secretary General (Izgrej Topkov)**

- Supervises the global implementation of CITES
- Responsible for policy formulation and direction within the Secretariat
- Manages the CITES budget and secures timely financial contributions from the Parties and other donors
- Principle officer in the Secretariat responsible for liaison with Standing Committee
- Represents CITES at high-level meetings with Heads of State, Ministers and other Governmental officials
- Represents CITES in UNEP intergovernmental bodies and the conservation community
- Directs (with the authority given under the MOU between the Executive Director of UNEP and the Standing Committee) all the activities on personnel matters within the Secretariat
- Responsible for presenting the Annual Report of the Secretariat
- Serves as the Chief Executive Officer for the meetings of the Conference of the Parties

Deputy Secretary General (Jim Armstrong)

- Deputizes for the Secretary General in implementing the Convention
- Directs, prioritizes and co-ordinates the Functional Work Programme of the Secretariat

- Directs the Regional Co-ordination Programme of the Secretariat
- Manages, through the relevant Head of Unit, the programme budgets of the CITES Secretariat
- Supervises, through the relevant Head of Unit, the work of the Secretariat Programme Officers and Assistant Programme Officers and related support staff
- Co-ordinates the development and implementation of the Secretariat's strategic and financial planning programmes
- Co-ordinates the implementation of the Performance Appraisal System (PAS) in the Secretariat
- Develops and manages the Secretariat's Information Management Strategy (IMS)
- Responsible for the preparation, management and report production of expert and intergovernmental meetings
- Prepares and reviews documentation for meetings of the Conference of the Parties
- Principle officer in the Secretariat responsible for liaison with the secretariats of other relevant Conventions and inter-governmental bodies
- Co-ordinates the preparation and conduct of the Conference of the Parties meetings

¹ Temporary assignment.

Senior Secretary (Magaly Schmid)

- Provides direct assistance to the Secretary General
- Responsible for following up and implementing actions requested by the SG including preparation of subject files on matters under immediate and continuous discussion
- Makes travel arrangements and prepares background material pertaining to the SG's missions and meetings
- Handles incoming and outgoing correspondence of the SG
- Places and receives telephone calls for the SG, dealing personally with queries
- Arranges appointments and receives visitors, representatives of governments and ambassadors
- Assists the SG in the preparation and organization of the meetings of the Standing Committee
- Assists with typing of Spanish texts for the Secretariat

Secretary (Edwige Graser)

- Provides direct secretarial assistance to the Deputy Secretary General
- Responsible for following up and implementing actions requested by the DSG including preparation of subject files on matters under immediate and continuous discussion
- Makes travel arrangements and prepares background material pertaining to the DSG's missions and meetings
- Handles incoming and outgoing correspondence of the DSG
- Drafts routine correspondence in English and French
- Places and receives telephone calls for the DSG, dealing personally with queries
- Maintains the DSG's daily calendar of events
- Arranges appointments for the DSG and receives visitors, representatives of governments and Missions
- Prepares and organizes meetings of the Unit Heads and the Regional Co-ordinators
- Drafts minutes of these meetings and makes them available electronically to staff of the Secretariat
- Types and formats French texts for the Secretariat.

Administrative Assistant (Elizabeth Eastwood-Barzdo)

- General administration:
 - Finalizes travel authorizations, calculates travel costs and arranges for per-diem and incidental expenses, for onward transmission to UNEP/PSCU's Finance Assistant
 - Processes requests for, and procures, office supplies; contacts external suppliers to ensure availability and delivery of goods, provides tabulations of quotations received and recommendations as required; checks that invoices/payments corresponds to purchase orders. Requests materials from Procurement Unit in UNOG and checks purchase order. Maintains corresponding files.

- Makes arrangements for external printing through UNOG printing section or local suppliers
- Prepares documentation for the recruitment of conference staff, translators, interpreters for meetings of the CITES Conference of the Parties and other meetings, including seminars
- Ensures the effective maintenance of the office, controlling and monitoring of non-expendable and expendable equipment assigned to staff members, controls and maintains the inventory and is responsible for the maintenance of stationery stock
- Provides secretarial assistance if required to the Secretary General and other Programme Officers, drafting documents in English and French
- Personnel administration:
 - Responsible for on-going administration of all regular and short-term staff, both professional and general services, from recruitment through to separation stage
 - Recruitment: replies to correspondence from applicants, assesses suitability of support staff concerning the CITES Secretariat, and prepares summary tables on qualifications and experience of Professional staff for the Secretary General and his Deputy
 - Processes requests for special service agreements including the preparation of contracts and payment vouchers for interim and final payments. Maintains consultant roster.
 - Processes requests for internships
 - Prepares monthly staffing table of CITES Secretariat staff
 - Provides new appointees with information on living conditions in Geneva, housing and where necessary arranges hotel bookings
 - Finance and budget tasks
 - Informs Management of availability of funds before commitments are made
 - Prepares obligation documents, maintains records of expenditures against each obligation and reviews outstanding obligations
 - Reviews suballotments from UNOG and Project Account Sheets from UNON and proposes necessary adjustments
 - Maintains a computer Database of all obligation documents, including Purchase Orders and Travel Authorizations
 - Prepares payment vouchers and submits to UNEP/PSCU for payment
 - Custodian of CITES Petty Cash
- Projects
 - As required, prepares cost estimates for CITES special projects, consultant's and contractor's fees, travel subsistence allowance and also for groups attending meetings and seminars

Capacity Building Unit (CBU)

(Professional Staff: P4, P3; Support Staff: G4)

Head of Unit (Margarita Astrálaga)

- Co-ordinates and supervises the work of the CBU
- Supervises the staff of the CBU
- Prepares and manages the budget of the CBU
- Oversees the development and implementation of the CBU's work plan
- Ensures co-ordination with other Heads of Units and Regional Co-ordinators
- Represents the Secretariat at various international meetings, including meetings of the Conference of the Parties and at various CITES Committees

- Responsible for the implementation of the Capacity Building work of the Secretariat
- Provides policy guidelines and assists the Capacity Building Officer in the implementation of the training and public awareness programme of the Secretariat
- Prepares project proposals, including work programmes and budget details, for projects identified as a priority and those requested by governments, or co-ordinates their preparation by other Secretariat staff
- Ensures that the appropriate approvals of project proposals and funding are received from the Standing Committee or other CITES Committees as required

- Co-ordinates all matters of external funding for the Convention, through liaison and/or negotiation with ambassadors, ministers, governments and non-governmental organizations
- Negotiates project proposals with donors and funding agencies to assist developing countries with financial and technical resources
- Acts as a focal point on external funding mechanisms, such as GEF, and represent the Secretariat at meetings to discuss such mechanisms
- Co-ordinates the allocation of funds in relation to externally funded projects
- Creates and maintains linkages with and acts as the focal point in matters related to other Convention Secretariats on external funding and project activities in developing countries (CDB, CMS, RAMSAR, etc.)
- Liaises with the relevant Regional Co-ordinator or the supervisory officer for each project, to select suitable consultants for field projects that require the services of consultants
- Oversees the implementation of projects and co-ordinates the monitoring of field projects
- Establishes or, as appropriate, co-ordinates the establishment of consultancy contracts for project consultants
- Prepares and provides reports of projects to donors and funding agencies
- Receives project reports, analyses and distributes them to the appropriate external reviewers to co-ordinate the Secretariat's approval
- Prepares reports of all externally funded projects, for submission to Governments, donors, interested Parties, the Standing Committee or the Conference of the Parties
- Develops and manages appropriate databases for project monitoring, implementation and financing of the Secretariat's project management programme
- Takes responsibility for the Secretariat's regional co-ordination work in Oceania

Capacity Building Officer (Jared Crawford)¹

- Deputizes for the Head of Unit, during absences from the Secretariat

- Develops, organizes, implements and reviews the Secretariat's training programmes
- Assists in activities related to project management when necessary
- Designs and updates the training strategy of the Secretariat
- Implements and evaluates the training programmes of the Secretariat
- Prepares, produces and updates the Secretariat's training materials, including computerized multimedia training programmes to enable self-training
- Develops customized training programmes adapted to particular national legislation and domestic protocols
- Advises Management Authorities and other national or international organizations about the training programmes of the Secretariat
- Acts as the defacto press officer of the Secretariat
- Develops and maintains a good working relationship with media contacts
- Prepares media releases on the work of the Secretariat
- Assists Parties in the development of public awareness campaigns regarding CITES

Unit Secretary (Paula Batteur)

- Provides administrative and secretarial support to the Head of Unit and the Capacity Building Officer
- Makes travel arrangements and prepares background material pertaining to the Unit's missions and meetings
- Handles incoming and outgoing correspondence for the Unit
- Responsible for maintaining the CITES project database
- Liaises with consultants, Parties and donors on behalf of the Head of Unit
- Assists in report and proposal preparation for submission to Standing Committee, the Conference of Parties and donors
- Maintains an efficient filing system for all CITES projects and other related subjects

Convention Interpretation, Monitoring and Servicing Unit (CIMSU)

(Professional Staff: P4, 2XP3; Support Staff: G6, G5, G4; New Position Request: P3)

Head of Unit (Jonathan Barzdo)

- Co-ordinates and supervises the work of the CIMSU
- Supervises the staff of the CIMSU
- Prepares and manages the budget of the CIMSU
- Oversees the development and implementation of the CIMSU's work plan
- Ensures co-ordination with other Heads of Unit and Regional Co-ordinators
- Represents the Secretariat at various international meetings, including meetings of the Conference of the Parties and at various CITES Committees
- Maintains and amends as necessary the records of Resolutions and Decisions of the Conference of the Parties
- Responsible for the programme of review and consolidation of the Resolutions of the Conference of the Parties
- Prepares and reviews text relating to the interpretation of the Convention and the Decisions and Resolutions of the Conference of the Parties

- Provides advice to the Parties on the interpretation of the Convention
- Responsible for the programme of publications of reference materials including the CITES Implementation Manual
- Responsible for reviewing the annual reports of the Parties, for developing a programme to improve their quality and advising Parties on the timeliness of submission
- Co-ordinates work on the CITES database of trade statistics and on annual reports of the Parties
- Organizes the editing, printing and distribution of the Identification Manual
- Responsible for the production of the Proceedings of meetings of the Conference of the Parties
- Responsible for the Secretariat's documents in English
- Maintains contacts with IUCN, TRAFFIC and WCMC for the purposes of trade monitoring and establishment of reference materials
- Takes responsibility for the Secretariat's regional co-ordination work in Asia

¹ Post approved by the Conference of the Parties, position currently occupied by a short-term consultant.

French Translator (Dounia Morgan)

- Responsible for translation of English documents into French and for revision of translated documents
- Responsible for the quality control of documents in the French language
- Organizes, co-ordinates and supervises the work of external French translators, including the team of French translators at the meetings of the Conference of the Parties
- Edits documents in French, including the Proceedings of the meetings of the Conference of the Parties
- Establishes a roster of French translators, for use at meetings of the Conference of the Parties and at other times
- Maintains the consistency of French terminology, and maintains a CITES glossary in French

Spanish Translator (Andrés Manjón)

- Responsible for translation of English and French documents into Spanish and for revision of translated documents
- Responsible for the quality control of documents in the Spanish language
- Organizes, co-ordinates and supervises the work of external Spanish translators, including the team of Spanish translators at the meetings of the Conference of the Parties
- Edits documents in Spanish, including the Proceedings of the meetings of the Conference of the Parties
- Establishes a roster of Spanish translators, for use at meetings of the Conference of the Parties and at other times
- Maintains the consistency of Spanish terminology, and maintains a CITES glossary in Spanish

Conference Assistant (Geneviève Fernhout)

- Assists in planning and organizing the services of meetings of the Conference of the Parties
- Prepares statements of requirements for prospective host countries
- Prepares rosters and proposals for hiring of conference staff, including interpreters and rapporteurs as appropriate
- Co-ordinates, in collaboration with staff in relevant Units, the preparation of meetings and regional seminars organized by the Secretariat
- Seeks contributions and support to facilitate the organization of meetings and regional seminars
- Prepares or assists in the preparation, as appropriate, of cost estimates for meetings and regional seminars
- Prepares notifications to States and organizations about meetings of the Conference of the Parties, the Standing Committee and the Animals and Plants Committees and regional seminars
- Registers the participants for meetings and regional seminars and liaises with them in advance
- Organizes travel to meetings and regional seminars for sponsored delegates
- Maintains the Secretariat's central library of publications
- In the absence of the Unit Secretary, allocates incoming mail (including e-mail and faxes) to appropriate Secretariat staff
- Prepares informal translations into English or French
- Provides general secretarial support to the Unit
- As a member of the Editorial Committee of C&M Magazine, contributes to the planning of the contents of each issue and makes contact with potential authors.

Unit Secretary (Madlen Tschopp)

- Allocates the Secretariat's incoming mail (including e-mail and faxes) to appropriate Secretariat staff
- Assists in the preparation of documentation for the Parties: standardizes layouts and provides information thereon to Secretariat staff
- Co-ordinates mailing of material to Parties, contracting and signatory States, and regular CITES contacts (WCMC, TRAFFIC, etc.)
- Responds to the requests for publications and promotional material; prepares invoices; ensures that the material is sent when the invoice is paid; keeps the list of publications up-to-date
- Maintains the mailing-list database and produces labels for all the mailings as well as various lists
- Maintains the CITES Directory (Parties and non-Parties) and advises Secretariat staff, Parties and subscribers of changes
- Maintains lists of Parties, non-Parties, countries with their ISO codes and advises when there are changes (new Party, change in ISO code, etc.)
- Maintains a database of all Notifications to the Parties, in the three languages, recording the validity of Notifications, and distributes updated lists of valid Notifications to Secretariat staff
- Maintains a master copy in the three languages of the valid Notifications
- Gathers all reference material about CITES that is held in electronic form, keeping updated backups on diskette and makes the material available to all Secretariat staff on the network with the appropriate protection
- Administers the Secretariat's computer network
- Helps to prepare and maintain the CITES Implementation Manual
- Helps to establish and maintain an electronic index of all Decisions and Resolutions of the Conference of the Parties
- Maintains files of annual reports of the Parties and distributes copies within the Secretariat and to WCMC, for computerization of the data, as necessary
- Assists in maintaining the CITES Web Site and CITES List-server
- Provides general secretarial support to the Unit

Messenger/Clerk (Philippe Brarda)¹

- Reproduces documents for CITES meetings, including documents for the meetings of the Conference of the Parties
- Packs and prepares for dispatch documents, publications and promotional material
- Collects and copies all incoming mail and faxes
- Collects and prepares outgoing mail for dispatch, organizes the dispatch of mail by courier and maintains files of receipts
- Maintains stocks, and a register thereof, of publications and promotional material
- Carries out general filing for the Secretariat
- Maintains the cellar, filing rooms and mailing room in order and keeps an up-to-date inventory of expendable and promotional items
- Serves as a messenger and runs errands

¹ Position temporarily occupied under a short-term contract.

Enforcement Assistance and Permit Confirmation Unit (EAPCU)

(Professional Staff: P4, Secondee; Support Staff: G4; New Position Requests: P2, G4)

Head of Unit (Jean-Patrick Le Duc)

- Co-ordinates and supervises the work of the EAPCU
- Supervises the staff of the EAPCU
- Prepares and manages the budget of the EAPCU
- Oversees the development and implementation of the EAPCU's work plan
- Ensures co-ordination with other Heads of Units and Regional Co-ordinators
- Represents the Secretariat at various international meetings, including meetings of the Conference of the Parties and at various CITES Committees
- Deals with enforcement aspects of the Secretariat's work at regional CITES meetings and conferences related to international wildlife law enforcement
- Represents CITES at meetings of the WCO and ICPO-Interpol
- Responsible for legislative analysis project
- Responsible for the Secretariat's report on alleged infractions
- Responsible for co-ordination with ICPO-Interpol and WCO
- Responsible for the establishment of a new intelligence Data Base
- Responsible for infractions analysis
- Participate, as appropriate in training activities related to enforcement
- Prepare and presents documents for the meeting of the Conference of the Parties or other committees
- Shares responsibility for the Secretariat's regional co-ordination work in Europe and temporarily in Africa

Deputy Enforcement Officer (A. Whitefield)¹

- Deputizes for the Head of Unit, during absences from the Secretariat
- Responsible for follow-up of infractions, as appropriate
- Responsible for co-ordination with WCO on Customs Nomenclature matters and relationship with Central Intelligence System (CIS)
- Responsible for maintenance of intelligence database
- Participate in the analysis of infractions
- Participate, as appropriate, in meetings of WCO and ICPO-Interpol
- In collaboration with the CBU assists in, and helps develop, enforcement training (including preparation of training material)
- Responsible for correspondence and contact with NGOs
- Responsible to prepare case reports for the intelligence data base and the infraction report
- Participate in identifying and prioritizing Parties and problems areas requiring Secretariat assistance

Scientific Co-ordination Unit (SCU)

(Professional Staff: P5, 2XP4; Support Staff: G5, G4)

Head of the Unit (Obdulio Menghi)

- Deputizes for the Deputy Secretary General, during absences from the Secretariat
- Co-ordinates and supervises the work of the SCU
- Supervises the staff of the SCU
- Prepares and manages the budget of the SCU

- Responsible for relations with UCLAF and EUROPOL
- Temporarily assigned responsibility for the Secretariat's regional co-ordination work in North America

Permit Confirmation Officer (Marco Pani)²

- Examines permits sent by Parties and determines whether the information they contain is accurate
- Makes a complete check on the validity of permits submitted to the Secretariat
- Prepares correspondence with Parties related to specific cases with permits
- Ensures the follow-up of infractions related to permits
- Produces statistics and analyses related to permits
- Maintains the CITES Permit Confirmation Database
- Responsible for the printing and distribution of permit forms requested by Parties
- Responsible for the printing and distribution of the security stamps requested by Parties
- Supports the Head of Unit in the enforcement work of the Secretariat (including follow-up of cases, national legislation, training, etc.)

Permit Confirmation Assistant (Guillermo Puccio)³

- Evaluates permits sent by Parties and determines the accuracy of their information
- Responsible for data entered into the CITES Permit Confirmation Database
- Finalizes the correspondence with Parties related to specific cases with permits
- Maintains the files of permits requests
- Maintains the files of permits received from Parties
- Maintains a list and a master copy of all the valid permits used by Parties
- Maintains the specimen signatures files
- Supports the Permit Confirmation Officer in matters related to printing of permits forms and security stamps

Unit Secretary (Penelope-Anne Benn)

- Provides direct secretarial support to the Head of Unit
- Makes travel arrangements and prepares background material pertaining to the Unit's missions and meetings
- Handles incoming and outgoing correspondence for the Unit
- Organizes documents pertaining to the legislation project
- Implements the Secretariat's new infractions tracking system
- Enter data in the Secretariat's Intelligence Database
- Responsible for tracking timeliness and schedules for major projects within the EAPCU
- Provides general secretarial support to the Unit

- Oversees the development and implementation of the SCU
- Ensures co-ordination with other Heads of Units and Regional Co-ordinators
- Represents the Secretariat at various international meetings, including meetings of the Conference of the Parties and at various CITES Committees

¹ Secondment from the United Kingdom.

² New position yet to be approved by the Conference of the Parties. Occupied by a short-term consultant.

³ New position yet to be approved by the Conference of the Parties. Occupied by a temporary assignment.

- Represents the Secretariat on trade matters (animals) with NGOs or users of wildlife from producers and/or consuming countries
- Serves as Secretariat for the Animals Committee meetings
- Liaises with the Chairman and/or Vice-Chairman of the Nomenclature Committee on issues related to the nomenclature of animals
- Projects:
 - responsible for development of new CITES projects (animals), in consultation with the CBU
 - monitors on-going fauna projects, in co-operation with the CBU,
 - presents documents at meetings of the Animals Committee, Standing Committee, CoP, (animals)
- Training:
 - co-operates with the CBU in organizing training seminars in Central and South America and the Caribbean region
 - develops programmes for specialized seminars
 - runs training seminars
- Responsible for the implementation of Resolution Conf. 8.9
- Develops a programme for Identification Manual sheets still to be produced and the establishment of priorities (Fauna);
- Responsible for revising the contents of the Identification Manual sheets (Fauna)
- Responsible for the register of captive-breeding operations
- Member of the editorial committee of the C&M/CITES Magazine
- Responsible for the Secretariat's regional co-ordination work in the region of Central and South America and the Caribbean

Plants Officer (Ger van Vliet)

- Deputizes for the Head of Unit, during absences from the Secretariat
- Represents the Secretariat at various international meetings, including meetings of the Conference of the Parties and at various CITES Committees.
- Co-ordinates all the activities in the Secretariat related to trade in plants, including:
 - represents the Secretariat at international or regional scientific meetings related to plants
 - represents the Secretariat in discussions on all trade issues on plants with NGOs and users in producing and consuming countries
 - represents the Secretariat at relevant meetings with IUCN, its specialist groups, WCMC, ITTO
 - establishes contacts with botanists in CBD
 - responsible for contacts with the Bern Convention
 - serves as Secretariat for the Plants Committee and relevant working groups of the Standing Committee
 - liaises with the Chairman and/or Vice-Chairman of the Nomenclature Committee on issues related to the nomenclature of plants
 - responsible for Timber Trade issues
- Projects:
 - responsible for development of new CITES projects (plants), in consultation with the CBU
 - monitors on-going plant projects in co-operation with the CBU
 - develops a programme for Significant Trade studies on Plants in accordance with the instructions from the Plants Committee and the decisions of the CoP
- Training:
 - co-operates with the CBU in organizing training seminars
 - develops programmes for specialized seminars (in particular on CITES implementation for plants)
 - runs training seminars

- Responsible for the Secretariat's nursery registration programme
- Responsible for developing a programme for Identification Manual sheets still to be produced and the establishment of priorities (Flora)
- Responsible for revising the contents of the Identification Manual sheets (Flora)
- Responsible for the confirmation of the validity of permits on *Pericopsis elata* and other timber species
- Responsible for the Secretariat's regional co-ordination work in northern Europe

Quota Control Officer (John Kundaeli)

- Responsible for managing CITES export quotas
- Responsible for the procurement of tags
- Responsible for the implementation of Resolutions Conf. 3.15; Conf. 7.9; Conf. 8.10 (Rev.); Conf. 9.14 and Conf. 9.16
- Represents the Secretariat at scientific (animals) meetings at regional or international levels
- Represents the Secretariat on trade matters (animals) in discussions with NGOs or users of wildlife from producers and/or consuming countries
- Represents the Secretariat at relevant meetings of IUCN, SSC Specialist Groups, TRAFFIC, WCMC, related environmental conventions and other international fora (shared with Scientific Co-ordinator)
- Presents documents at meetings of the Animals Committee, Standing Committee, CoP (animals, shared with the Head of Unit)
- Serves as Secretariat for the Animals Committee (shared with Head of Unit)
- Projects:
 - responsible for development of new CITES projects (animals), in consultation with the CBU
 - in co-operation with the CBU, monitors on-going projects
- Training:
 - co-operates with the CBU in organizing training seminars
 - develops programmes for specialized seminars
 - assists with training seminars when so requested
- Co-operates in developing the programme for Identification Manual sheets still to be produced and the establishment of priorities (Fauna)
- Revises the contents of the Identification Manual sheets (Fauna)
- Represents the Secretariat, when so requested, at meetings relevant to the work of the SCU
- Principal officer responsible for the Secretariat's regional co-ordination work in Africa

Unit Secretary (Maritza Campos)

- Provides direct secretarial assistance to the Head of Unit
- Responsible for the secretarial tasks for the Animals Committee and, when appropriate, for other meetings related to decisions of the Animals Committee and the CoP
- Provides secretarial assistance for the preparation of documents, in Spanish, English and French, for the Animals Committee, Standing Committee, CoP and other relevant meetings and seminars
- Liaises on behalf of the Head of Unit with members of the Animals Committee and/or with other relevant working groups or committees
- Responsible for the secretarial tasks related to the maintenance of the register of captive breeding operations
- Responsible for handling incoming and outgoing correspondence of the Head of Unit
- Makes travel arrangements and prepares PT8s for the Head of Unit

- Prepares documentation and background material pertaining to missions and meetings of the Head of Unit
- Drafts routine correspondence in Spanish, English and French

Secretary (Victoria Zentilli)

- Provides direct secretarial support to the Plants Officer and the Quota Control Officer:
 - responsible for handling incoming and outgoing correspondence
 - provides secretarial assistance for the preparation of documents for Plants Committee, Animals Committee, Standing Committee, CoP and other relevant meetings and seminars in the three languages of the Convention
- makes travel arrangements and prepares PT8s
 - prepares background material pertaining to missions and meetings

- Plants Officer:
 - responsible for the secretarial tasks for the Plants Committee and meetings related to decisions of the Plants Committee, Standing Committee and CoP
 - responsible for the secretarial tasks related to the maintenance of the register of nurseries
 - liaises on behalf of the Plants Officer with members of the Plants Committee, working groups and other committees
 - makes initial control of validity of permits on timber and prepares draft responses
- Quota Control Officer:
 - maintains CITES database on quotas
 - maintains CITES database on procurement of identification tags

Doc. 10.10 Annex 5

Tasks Assignments to be Performed in Geneva Before the 10th Meeting of the Conference of the Parties

Tasks	Responsibility*
I GENERAL ORGANIZATION	
1. Planning	INT, JAA
2. Fundraising	INT, MAP, AZB, GOF, ELE
3. Media	MAP, J-C, JHH
4. Recruitment of freelancers	JGB, AZB, GOF, ELE
5. Chairman's manual	AAW, PAB
6. Allocation of meeting rooms for participants, Committees and any other groups	MGS
7. Exhibitions and stands – items of CITES revolving fund	MGS AZB
8. Registration issues and liaison with participants prior to CoP – badges, name-plates for countries and observer organizations	GOF PHB
9. Financial and travel arrangements – payment of salaries and travel of freelance staff – bank accounts and other general arrangements, payments – PT8s	AZB, ELE AZB, NCR ELE
10. Dispatch of equipment and materials to Harare	PHB
II DOCUMENTS	All professional staff are involved in drafting Secretariat documents
1. General co-ordination	JGB
2. Amendment proposals and Secretariat's comments	OBM, All professional staff
3. Other documents from Parties	JGB
4. Preparation of Secretariat documents	JGB, All professional staff
5. Translation – English – Spanish – French	JGB JGB, Contractors AMG, OBM, Contractors DBM, Contractors
6. Typing and formatting	MAT, all secretaries

Tasks	Responsibility*
7. Maintenance of originals and translated texts and final preparation and printing of sets a) sets of amendment proposals – English – Spanish – French b) sets of all other documents – English – Spanish – French c) printing of documents in Harare	PJB VEZ EEG PAB MAC MAT GVV
8. Reproduction and mailing to participants, interpreters, rapporteurs and translators	PHB

**Tasks Assignments to be Performed in Harare
Before and During the 10th Meeting of the Conference of the Parties**

Tasks	Responsibility*
I MEETINGS	JAA
1. Attendance of Meetings and assistance to Chairpersons: a) Plenary sessions b) Committee I c) Committee II d) Budget Committee e) Bureau f) Standing Committee g) Credentials Committee NB: The staff members responsible for a specific document discussed by the Plenary or by a Committee also attend the relevant session h) Regional meetings i) Working Groups j) Preparation of daily Journal for sessions of Plenary, Committees, Regional and Working Groups with timetables and designated halls, as well as daily List of Documents	INT, JAA, MGS + local secretary and a messenger OBM, GVV JGB INT, AZB, NCR INT, JAA, OBM, JGB, MGS INT, JAA, MGS AAW, EEG Regional co-ordinators Relevant Professional staff JAA, OBM, JGB, EEG
2. Relations with officials of the Conference or of national delegations: a) – Assistance to the Chairman of the CoP – Chairman's manual and its updating b) Bilateral meetings CITES Secretariat – Chiefs of national delegations Co-ordinators c) Bilateral meetings CITES Secretariat – UN, WB, GEF officials	INT, MGS + local secretary AAW INT, JAA, Regional Co-ordinators INT, MAP
II REGISTRATION AND CREDENTIALS	GVV, MAT
1. Registration of delegates and observers a) English speaking Parties and Observers b) French speaking Parties and Observers c) Spanish speaking Parties and Observers	PAB, PJB, MGS, MPI, GOF EEG MAC, VEZ
2. Registration of Journalists	JHH
3. Registration fees	NCR, ELE
4. Gathering of credentials	AAW
III MEDIA	J-C
1. Approval of accreditation of journalists	J-C
2. Organization of press conferences and press briefing	J-C, JHH

Tasks	Responsibility*
3. Preparation and approval of press releases or other official press documents	J-C
4. Handling of requests for interviews and films with participants and staff members	J-C
5. Typing, printing and distribution of documents for the press	JHH
6. Supervision of press assistants and the press room(s)	JHH + local staff
IV CONFERENCE STAFF	JSB
1. Rapporteurs Plenary and Committees of the CoP Standing Committee	MPI MPI
2. Interpreters	GOF
3. Co-ordination and supervision of translators' team – French – Spanish	DBM AMG
4. Supervision and assistance to typists and other temporary support staff a) Secretariat office pool (MAC, PAB, PJB, VEZ) b) French typists c) Spanish typists d) Messengers and ushers e) Printing and photocopying operator f) Documents collation and distribution teams g) Assistants at pigeonholes	JSB JSB DBM AMG GOF PHB PHB PHB
5. Daily briefings with those in charge of the team	JAA
V DOCUMENTS	JGB
1. General supervision of preparation by the teams and quality control – English – French – Spanish	JSB JGB DBM AMG
2. Tracking, registry and forwarding of documents for reproduction	MAT
3. Approval of non-official documents to be distributed	JSB
4. Distribution of documents from Parties	JSB
5. File of documents on diskette as well as on a back-up diskette	MAT
6. List of Credentials	EEG
7. List of Participants	MAT
8. Gathering of texts of official speeches	MGS
9. Distribution of Daily Journal	EEG
VI LOGISTICS	AZB
1. Logistic arrangements with the Congress Centre	GOF
2. Logistic arrangements with hotels	ELE, MKI rep.
3. Co-ordination of meeting rooms for Committees and Working Groups	MGS
4. Arrangements of places in Plenary Hall and Committee	JGB, VEZ
5. Installation and management of computer equipment	MAT
6. Installation of all registration desks, pigeon holes and a desk for distribution of binders	PHB
7. Check of national flags	MGS
VII FINANCES AND TRAVEL	AZB
1. Payments to temporary staff and sponsored delegates	NCR, ELE
2. Travel arrangements	ELE, MKI rep.

Tasks	Responsibility*
VIII MISCELLANEOUS	
1. Relations with national delegations	Regional co-ordinators
2. Social events scheduling	MGS
3. Preparation of binders	GVV, All staff
4. Distribution of binders and tote bags	PHB + local staff
5. Providing office material to the Secretariat and other conference staff	GOF through team leaders
6. Typing for Parties	JSB
7. Printing from foreign diskettes	MAT
8. At the end of the meeting – packing of equipment and materials – preparation and dispatch of equipment and materials to Geneva	AZB All staff AZB, PHB
9. Daily status of the budget of the Conference and especially of the Delegate's project (starting on 20 March) NB: If in the meantime consultants are hired with tasks explicitly connected to the servicing of the meeting, they will be taken on board as appropriate.	AZB

* Key: AAW (Whitefield, Andrew), AMG (Manjón, Andrés), AZB (Beyene, Asfaha), DBM (Morgan, Dounia), EEG (Graser, Edwige), ELE (Eastwood-Barzdo, Elizabeth), GOF (Fernhout, Geneviève), GVV (Van Vliet, Ger), INT (Topkov, Izgrev), JAA (Armstrong, Jim), JGB (Barzdo, Jonathan), JHH (Harwood, Jeanne), JLD (Le Duc, Jean-Patrick), JNK (Kundaeli, John), JSB (Berney, Jaques), J-C (Jared Crawford), MAC (Campos, Maritza), MAP (Astrálaga, Margarita), MAT (Tschopp, Madlen), MGS (Schmid, Magaly), MPI (Pani, Marco), NCR (Reyes, Noemi), OBM (Menghi, Obdulio), PAB (Benn, Penelope-Anne), PHB (Brarda, Philippe), PJB (Batteur, Paula), VEZ (Zentilli, Victoria)

Doc. 10.10 Annex 6

1998-2000 Budget Allocated to Functional Work Units (expressed in Swiss Francs)

Budget line	Description	1998	1999	2000	Total
	Executive Direction and Management				
1100	Professional Staff				
	1 D1, 1 P5	470,000	480,000	490,000	1,440,000
1300	General Service Staff				
	1 G6, 1 G5,	255,000	261,000	265,000	781,000
	Subtotal	725,000	741,000	755,000	2,221,000
	External staff				
1202	General consultancy	40,000	40,000	50,000	130,000
1320	Temporary assistance/overtime	100,000	160,000	100,000	360,000
	Subtotal	140,000	200,000	150,000	490,000
	Regional Co-ordination Programme				
1100	Assoc. Regional Co-ordinator (P2)	136,000	140,000	143,000	419,000
1203	Technical Assistance (Consultancy)	40,000	40,000	50,000	130,000
1601	Regional Assistance/visits	100,000	100,000	100,000	300,000
	Subtotal	276,000	280,000	293,000	849,000
	Public/External Relations				
1601	Travel of staff-General	70,000	75,000	80,000	225,000
2105	Technical publications	15,000	15,000	15,000	45,000
5204	Other publications	15,000	10,000	15,000	40,000

Budget line	Description	1998	1999	2000	Total
3301	Standing Committee	100,000	100,000	100,000	300,000
3305	Co-ordination with other conventions & ECG	15,000	15,000	15,000	45,000
5400	Hospitality	10,000	10,000	10,000	30,000
	Subtotal	225,000	225,000	235,000	685,000
	Information Management Strategy				
2107-9	CITES Checklist, Web site, List server	72,000	24,000	96,000	192,000
	Subtotal	72,000	24,000	96,000	192,000
	Common costs				
4101	Office supplies	60,000	70,000	80,000	210,000
4200	Non-expendable equipment	50,000	100,000	30,000	180,000
4300	Office premises	0	0	0	0
5101	Maintenance of computers	20,000	30,000	30,000	80,000
5102	Maintenance of photocopier	30,000	50,000	30,000	110,000
5103	Cleaning, heating, insurance	115,000	115,000	115,000	345,000
5301	Communications (tlx, tel., fax, etc.)	250,000	255,000	260,000	765,000
5304	Other (bank charges, etc.)	5,000	5,000	5,000	15,000
	Total common costs	530,000	625,000	550,000	1,705,000
	Total ED&M	1,968,000	2,095,000	2,079,000	6,142,000
	Capacity Building Unit (CBU)				
1100	Professional Staff				
	1 P4, 1 P3/P4	380,000	390,000	400,000	1,170,000
1300	General Service Staff				
	1 G4	120,000	122,000	124,000	366,000
1603	Travel of staff to seminars	50,000	30,000	50,000	130,000
3200	Travel of participants to seminars	90,000	50,000	90,000	230,000
4102	Training supplies	20,000	10,000	20,000	50,000
2210	Counterpart Contr. to Ext. Proj.	60,000	60,000	60,000	180,000
5303	Logistics for regional seminars	25,000	15,000	25,000	65,000
	Total CBU	745,000	677,000	769,000	2,191,000
	Convention Interpretation, Monitoring and Servicing Unit				
	Personnel				
1100	Professional staff				
	1 P4, 3 P3	686,000	705,000	725,000	2,116,000
1300	General service staff				
	1 G6, 1 G5, 1 G3/4	365,000	375,000	385,000	1,125,000
	Subtotal	1,051,000	1,080,000	1,110,000	3,241,000
	Servicing the CoP				
1321	Travel and salaries of Conf. staff	0	416,000	0	416,000
1201	Translation of documents (external)	5,000	100,000	5,000	110,000
1602	Travel/DSA of staff to CoP	10,000	250,000	30,000	290,000
5201	Reproduction of CoP-related documents	0	150,000	40,000	190,000

Budget line	Description	1998	1999	2000	Total
5202	Reproduction of documents not related to CoP	30,000	10,000	30,000	70,000
5302	Logistics for the CoP	0	70,000	0	70,000
	Subtotal	45,000	996,000	105,000	1,146,000
	Consultancy				
1204	Annual reports	42,000	42,000	40,000	124,000
	Subcontracts				
2104	Identification Manual – animals	85,000	90,000	90,000	265,000
	Identification Manual – plants	50,000	50,000	50,000	150,000
2106	Trade monitoring and technical support – WCMC	200,000	200,000	200,000	600,000
	Subtotal	377,000	382,000	380,000	1,139,000
	Total CIMSU	1,473,000	2,458,000	1,595,000	5,526,000
	Enforcement Assistance and Permit Confirmation Unit (EAPCU)				
1100	Professional Staff				
	1 P4, 1 P2	342,000	350,000	358,000	1,050,000
1300	General Service Staff				
	2 G4	240,000	244,000	248,000	732,000
2105	National legislation (subcontracts)	110,000	120,000	120,000	350,000
5203	Permits on security paper	20,000	20,000	20,000	60,000
	Total EAPCU	712,000	734,000	746,000	2,192,000
	Scientific Co-ordination Unit (SCU)				
1100	Professional Staff				
	1 P5, 2 P4	642,000	655,000	670,000	1,967,000
1300	General Service Staff				
	1 G5, 1 G4	245,000	250,000	254,000	749,000
1205	Evaluation of captive breeding	25,000	0	25,000	50,000
2101	Nomenclature studies – animals	10,000	15,000	15,000	40,000
	Nomenclature studies – plants	50,000	65,000	65,000	180,000
2102	Significant trade – animals	170,000	170,000	170,000	510,000
	Significant trade – plants	250,000	320,000	178,000	748,000
2111	Development of standardized indicators (rhinoceros)	42,000	0	0	42,000
3303	Animals Committee	100,000	100,000	100,000	300,000
3302	Plants Committee	100,000	100,000	100,000	300,000
3304	African Elephant Panel of Experts	0	60,000	0	60,000
	Total SC Unit	1,634,000	1,735,000	1,577,000	4,946,000
	Total Secretariat Costs	6,532,000	7,699,000	6,766,000	20,997,000
	Administrative Costs (13%)	849,160	1,000,870	879,580	2,729,610
	GRAND TOTAL	7,381,160	8,699,870	7,645,580	23,726,610

Unit Work Plan

Convention Interpretation, Monitoring and Servicing Unit (CIMSU)

Mission

To ensure that the provisions of CITES are clear to the Parties, that they have the information and documentation they require as a basis for implementing the Convention, in all the working languages, and that the meetings of the Conference of the Parties and of CITES committees are well organized and supported and to monitor the implementation of the Convention.

Key Goals and Strategies1. Interpretation of the Convention*Goal*

To ensure that the Parties and others are well informed about the provisions of CITES and of the Decisions and Resolutions of the Conference of the Parties.

Strategies

- a) Respond rapidly to requests from the Parties, from the permanent committees and others for advice on the interpretation of the Convention and of the Resolutions of the Conference of the Parties.
- b) Prepare consolidations of resolutions for consideration at meetings of the Conference of the Parties.
- c) Publish a revised version of the Annotated Appendices and Reservations, soon after each meeting of the Conference of the Parties.
- d) Publish a revised edition of the Checklist of CITES Fauna and Flora soon after each meeting of the Conference of the Parties.
- e) Prepare and maintain a CITES Implementation Manual.
- f) Send regular Notifications to the Parties, to provide them with important information relevant to the implementation of the Convention.
- g) Establish and maintain an electronic index to all Decisions and Resolutions of the Conference of the Parties and all Notifications to the Parties.

2. Monitoring of Trade*Goal*

To ensure that the information available about trade in specimens of CITES-listed species is as up-to-date as possible and that it is made available in the most appropriate manner to facilitate reviews of the effect of trade on the species, reviews of implementation of the Convention and identification of infractions.

Strategies

- a) Maintain a database of trade statistics from the annual reports of the Parties and from permits.
- b) Develop outputs from the database to facilitate the work of those involved in monitoring the effects of trade.
- c) Establish automated event-signalling in the database to warn of major increases in trade, exceeding of export quotas, etc.

- d) Investigate the reasons for failures and shortcomings in the production of annual reports by the Parties and identify solutions.
- e) Assist the Parties where necessary in the preparation of annual reports.
- f) Provide software for use by Parties in the processing of permits and the production of annual reports.
- g) Co-operate with IUCN, TRAFFIC and WCMC in monitoring the levels of trade in specimens of species listed in the appendices.

3. Meetings and Regional Seminars*Goal*

To ensure that facilities for meetings of the Conference of the Parties and of the Standing, Animals and Plants Committees and for regional seminars are adequate, that attendance by the participants is facilitated and that the meetings are well supported by staff, documentation and equipment.

Strategies

- a) Prepare draft statements of requirements for prospective Host Governments of meetings of the Conference of the Parties.
- b) Verify the adequacy of facilities for meetings and regional seminars, by inspection or by liaison with the host government, as appropriate.
- c) In collaboration with other Units, as appropriate, prepare cost estimates for meetings and regional seminars.
- d) Make interpreters, translators, rapporteurs, secretaries and other support staff available as necessary for meetings of the Conference of the Parties and of the Standing Committee and co-ordinate their work.
- e) Obtain external support for meetings.
- f) Notify Parties, non-Parties and organizations, as appropriate, about meetings and regional seminars taking place.
- g) Conduct advance registration of the participants for meetings and regional seminars and keep them informed about the arrangements.
- h) Organize the travel of sponsored delegates.
- i) Liaise with the host government of each meeting and regional seminar regarding arrangements and facilities.

4. Documentation*Goal*

To ensure that all documents prepared for the work of the Conference of the Parties, the Standing Committee and the Secretariat are made available in all the working languages, in good time and in the required number of copies.

Strategies

- a) Translate or arrange the translation into the working languages of the Convention of documents prepared by the Parties or the Secretariat for consideration by the Conference of the Parties or by the Standing Committee.

- b) Make sufficient copies of these documents for all participants in the meetings and distribute the documents in good time.
- c) Translate or arrange the translation of documents prepared by the Secretariat for purposes of communication with the Parties.
- d) Maintain a glossary of useful terminology in the working languages of the Convention.
- e) Organize, oversee and correct as necessary the work of external translators.
- f) Edit, print and distribute pages of the CITES Identification Manual.
- g) Collate printed pages of the CITES Identification Manual and other documents for dispatch.
- h) Organize and maintain the Secretariat's library of publications.
- i) Organize and maintain in order the Secretariat's central filing system and filing room.

5. Publications and Promotional Material

Goal

To ensure that all publications and promotional material that are produced by the Secretariat are well maintained and provided in good time to the Parties as appropriate and that orders are quickly fulfilled.

Strategies

- a) Maintain a stock, and an inventory thereof, of publications and promotional material held by the Secretariat.
- b) Distribute copies of new CITES publications as soon as possible to the Parties.
- c) Fulfil orders received as rapidly as possible, and maintain a file of orders.

6. Communication

Goal

To ensure that all written communications from or to the Secretariat are dealt with efficiently, to reach their destinations as quickly as possible.

Strategies

- a) Collect if necessary and allocate incoming mail (including e-mail and faxes) to the appropriate person and ensure that it is quickly delivered or placed at a pick-up point.
- b) Pack if necessary and organize the dispatch of outgoing mail.
- c) Maintain a register of documents dispatched and of mail sent by courier.

Unit Performance Indicators

1. Fewer requests for clarification of the provisions of the Convention and the Resolutions of the Conference of the Parties.
2. Greater accessibility of information about CITES, in particular reference works and documents recording decisions of the Conference of the Parties.
3. A simplification of the Decisions and Resolutions of the Conference of the Parties.
4. A more complete and up-to-date database of trade statistics, with increased use by the Parties, the Animals and Plants Committees, the Secretariat and others.
5. Well organized meetings of the Conference of the Parties, the Standing Committee and the Animals and Plants Committees, where all the required documents are available in good time and in all the working languages of the Convention.
6. Meetings of the Conference of the Parties where arrangements for travel and accommodation of sponsored delegates were satisfactory.
7. All essential documents are available in all the working languages of the Convention.
8. Satisfied users of the central library.
9. A well organized filing system.
10. All orders for publications and promotional material have been rapidly fulfilled following receipt of payment.
11. All mail has quickly reached its destination.