

Agenda Item 8.4

Administrative and Budgetary Issues

Financial, Budgetary and Administrative  
Matters 2010-2012

**Document 8-05 rev.1  
(restricted)**

**Budget Proposals 2010-2012**

**Action Requested**

- Take note of the budget scenarios developed as instructed by AC16
- Identify which scenario meets the needs of the Agreement
- Modify as desired
- Decide on the budget to be included in Resolution (MOP6/Doc.8-04)

Submitted by

Secretariat



**NOTE:**  
**IN THE INTERESTS OF ECONOMY, DELEGATES ARE KINDLY REMINDED TO BRING THEIR  
OWN COPIES OF DOCUMENTS TO THE MEETING**

### **Secretariat's Note**

This document was first circulated on 19 August. This first revision contains no substantive changes to the budget proposals found in Annexes 1-3. The only changes made concern some clarifications with respect to the explanations given in the document and the descriptions of some budget lines in Annexes 1-3.

## Budget Proposals 2010-2012

1. In accordance with the instructions of the Meeting of Parties in Resolution 2d (2006) the CMS/ASCOBANS Secretariat had prepared a draft budget option for the period 2010-2012 for consideration by the 16<sup>th</sup> Meeting of the Advisory Committee.
2. Based on the comments received from Parties at the 16<sup>th</sup> Meeting of the ASCOBANS Advisory Committee, the Secretariat has amended the operational budget lines and made further significant reductions.
3. The Advisory Committee identified three staffing options whose budgetary implications should be outlined in preparation for the MOP. These three alternative scenarios are attached as Annexes 1-3 to this document. The programme element was to be the same for all three options.
4. A revised proposal including all three staffing options was submitted to the Office of the Executive Director of UNEP for comments and endorsement. The Executive Director's reply and views on the three staffing scenarios developed in the proposal are attached as Annex 4.
5. The Advisory Committee also requested the Secretariat to attach generic job descriptions for the professional grades included in the options for the coordinator position (Annexes 5 and 6), along with the existing job description of the Coordinator and that of the former Executive Secretary (Annexes 7 and 8).

### Option 1

6. Option 1 contained in Annex 1 outlines the budgetary implications of a continuation of the current Secretariat arrangement, providing for 3% of the Executive Secretary's time (D-1), 15% of the Senior Advisor's time (P-4) and 75% of the Associate Coordination Officer's time (P-2). Matching budgetary provisions are already included in the CMS budget for the triennium 2009-2011. All scenarios include a 50% G-5 Administrative Assistant.
7. The budget proposal contained in table 1 foresees an overall increase of 4.429% for the whole triennium 2010-2012 compared to the triennium 2007-2009. This is significantly less than an assumed conservative inflation rate of 2% per annum and the proposal can therefore be qualified as a "zero growth" option.

### Option 2

8. Option 2 contained in Annex 2 outlines the budgetary implications of a modified Secretariat arrangement, providing for 1% of the Executive Secretary's time (D-1), 5% of the Senior Advisor's time (P-4) and 90% of the Associate Coordination Officer's time (P-2). If adopted, this option would require adjustments in the CMS budget for 2009-2011. All scenarios include a 50% G-5 Administrative Assistant.
9. The budget proposal contained in table 1 foresees an overall increase of 1.631% for the whole triennium 2010-2012 compared to the triennium 2007-2009.

### Option 3

10. Option 3 contained in Annex 3 outlines the budgetary implications of reversal to a self-standing Secretariat for the Agreement, providing for an Executive Secretary at P-3 level. All scenarios include a 50% G-5 Administrative Assistant.

11. The budget proposal contained in table 1 foresees an overall increase of 26.665% for the whole triennium 2010-2012 compared to the triennium 2007-2009.

### Operational Budget Lines

12. Modest increases have been proposed for some budget lines, based on the experience in the past triennium, which clearly showed that the provisions made were not sufficient for a smooth discharge of the Secretariat's functions:

(a) An increase is proposed for BL 1602 to ensure the Secretariat can more easily meet the expectations of Party representatives when it comes to travel support of experts. These funds are used for experts whose presence at an ASCOBANS meeting is considered important, or for allowing them to represent ASCOBANS in other fora. The modest amounts will still require careful budgeting and decisions on whose attendance is a priority, but give a somewhat greater flexibility than the previous provisions.

(b) The most substantial increase is foreseen for BL 5102. Since the beginning of 2008 the Secretariat has been asked to pay for its computer network and services at our HQ in Bonn, which were previously provided by another UN agency without charge. The annual charges are in the region of €10,000 per annum for ASCOBANS (with additional charges for the CMS and the other two co-located agreements in Bonn). The CMS Secretariat, also on behalf of the co-located Agreements, is exploring options to economise on IT costs, for example by soliciting offers from external providers to find the best solution. However, in the meantime provision needs to be made for covering these annual charges and accordingly provisions have been made in the budget agreed by CMS Parties for 2009-2011. Similar arrangements must be made in the ASCOBANS budget.

(c) An increase is also seen necessary for BL 5302. Demands on the Secretariat to ship out information and exhibition material to cooperating institutions have increased substantially since updates of these materials have been produced. This has resulted in very significant overspends on this budget line. In order to meet the needs foreseen for the coming years, more funds need to be allocated for postage and shipments.

13. New budget lines have also been introduced, relating to:

(a) Meetings of the regional working groups on the conservation of harbour porpoises in the Baltic (Jastarnia Group) and the North Sea (BLs 3303 and 3304) – The Jastarnia Group has been meeting annually since its establishment. The Secretariat has so far attended and provided some services to these meetings, notably report writing. The practice was also established of inviting an external expert to these meetings, and the Secretariat has been requested to cover his/her costs from the Agreement's budget. Participation of delegates from non-Party Range States was sometimes only possible if their travel could be supported. Finding the funds has proven to be difficult in the past triennium. A modest budget for the meetings of the regional working groups has therefore been proposed to enable the Secretariat to continue providing its services to these working group meetings.

(b) Maintenance and Development of the Website (BL 5203) – Awareness-raising and public information activities have repeatedly been identified as a priority, for example in Resolution 8 (2006) and in the strategy outlined for the Agreement for the coming triennium (MOP6/Doc.6-01). The website is in this respect a key tool. However, maintaining and further enhancing it requires regular funding. So far, these expenses have been covered from other budget lines with surpluses or from voluntary contributions. In order to allow the Secretariat to improve the website more systematically, rather than on an ad-hoc basis whenever funds can be identified, modest provisions for regular maintenance costs and a gradual further development of the website are proposed, which must be topped up by voluntary contributions for more complex additions.

14. It should be noted that the budget proposals as presented in Annexes 1-3 do not provide for the continued employment of a coordinator for the implementation of the North Sea Conservation Plan for harbour porpoises or for carrying out those activities identified in the draft Triennial Work Plan 2010-2012 (MOP6/Doc.7-06) as requiring additional funds.

### **General Remarks**

15. The budget proposals contained in Annexes 1-3 do not make provisions for recruitment costs of professional staff. For any of the options, depending on the family situation and current place of living of the incumbent selected, relocation and recruitment costs of up to 25,000 Euro must be covered. This sum may be included in the calculations for the year 2010, or Parties may decide to have these costs met by drawing from the surplus of the operational reserve, so as not to have their subscriptions increased.

16. For each scenario that was developed, a table detailing the scale of contributions by Parties for 2010-2012 was included. These are based on the UN Scale of Assessments for 2009. Further, Medium Term Plans for 2010-2015 were added, with an annual inflation assumed at 3%.

**ANNEX 1**

**Table 1: Budget Estimates for 2010-2012 – ASCOBANS Trust Fund in Euro – OPTION 1**

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
10	<b>PERSONNEL</b>					
1100	Professional Staff					
1101	Executive Secretary (D1); 3%	5,263	5,368	5,476	16,107	Based on the approved 2009-2011 CMS budget with the same 2% increase for 2011- 2012 to provide for various cost adjustments, including within-grade increment, dependency allowance, education grant and contribution to pension fund. CMS Budget provides for 97% of the cost and 3% will be covered by CMS/ASCOBANS.
1102	CMS Professional Staff (P4), 15% (ASCOBANS Senior Advisor)	19,584	19,976	20,375	59,935	Based on the approved 2009-2011 CMS budget with the same 2% increase for 2011- 2012 to provide for various cost adjustments, as outlined above. CMS Budget provides for 85% of the cost and 15% will be covered by CMS/ASCOBANS.
1103	Associate Coordination Officer (P2), 75%	61,200	62,424	63,672	187,296	The UNEP/CMS standard salary costs have been applied. ASCOBANS Budget provides for 75% of the cost and 25% will be covered by CMS.
1220	Professional Consultancies and fractional CMS Staff time	8,000	8,240	8,487	24,727	Based on the approved appropriation for 2009 and including cost sharing of the joint CMS Information, Capacity Building and Fundraising Unit established at CMS COP9 for fundraising, accession work and outreach and communication activities.
1300	Administrative Support					
1301	General Services: Administrative Assistant (GS-5), 50%	36,750	38,588	40,517	115,854	Based on the approved 2009-2011 CMS budget with the same 5% increase for 2012 to provide for various cost adjustments, including within-grade increment, dependency allowance, contribution to pension fund, medical insurance etc.
1600	Travel on Official Business					

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
1601	Secretariat Staff	4,370	4,501	4,636	13,507	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
1602	Experts on Mission	1,500	1,545	1,591	4,636	The figures assume an annual inflation of 3%. The higher amount takes into account experiences over the past triennium, when some requests had to be turned down for lack of funds.
1999	<b>Personnel Subtotal</b>	<b>136,667</b>	<b>140,642</b>	<b>144,755</b>	<b>422,063</b>	
20	<b>SUBPROJECTS</b>					
2201	Conservation Projects	-	-	-	-	
2999	<b>Subprojects Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
30	<b>MEETINGS</b>					
3301	Meeting of Parties	0	0	3,000	3,000	
3302	Meeting of the Advisory Committee	3,000	3,090	3,183	9,273	The figures assume an annual inflation of 3%.
3303	Meeting of the Baltic Sea Working Group	1,500	1,545	1,591	4,636	The figures assume an annual inflation of 3%.
3304	Meeting of the North Sea Working Group/Support to Coordination	1,500	1,545	1,591	4,636	The figures assume an annual inflation of 3%.
3999	<b>Meetings Subtotal</b>	<b>6,000</b>	<b>6,180</b>	<b>9,365</b>	<b>21,545</b>	
40	<b>EQUIPMENT AND PREMISES</b>					
4100	Expendable Equipment					
4101	Miscellaneous Office Supplies	753	776	799	2,327	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
4200	Non-Expendable Equipment					
4201	Office Equipment	905	905	905	2,715	The approved appropriation for 2007-2009 has been split over the triennium to allow greater flexibility in the purchase of equipment.
4300	Premises					
4301	Rent and Maintenance Costs	-	-	-	-	These costs are covered by the Federal Government of Germany.
4999	<b>Equipment and Premises Subtotal</b>	<b>1,658</b>	<b>1,681</b>	<b>1,704</b>	<b>5,042</b>	
50	<b>MISCELLANEOUS COSTS</b>					
5100	Operation and Maintenance					
5101	Operation/Maintenance computers	538	554	571	1,663	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5102	IT Services	10,000	10,000	10,000	30,000	These services were previously provided by the UN Volunteer's Programme free of charge. Charges were introduced on 1 January 2008 by UNV in accordance with UN rules.
5103	Operation/Maintenance of printers	215	221	228	665	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5200	Reporting Costs					
5201	Information Material/Outreach and Education Work	0	0	0	0	
5202	Reference Material	107	110	114	331	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5203	Website Maintenance and Development	2,000	2,060	2,122	6,182	These costs are regularly incurred and have previously been covered by voluntary contributions.

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
5300	Sundry					
5301	Telephone and Fax	591	609	627	1,827	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5302	Postage and Miscellaneous	1,500	1,545	1,591	4,636	The figures are based on the actual expenditure amounts for 2009 and assume an annual inflation of 3%.
5401	Hospitality	-	-	-	-	
5999	<b>Miscellaneous Costs Subtotal</b>	<b>14,951</b>	<b>15,100</b>	<b>15,253</b>	<b>45,303</b>	
	<b>SUBTOTAL</b>	<b>159,276</b>	<b>163,602</b>	<b>171,077</b>	<b>493,954</b>	
6000	Programme Support Cost (PSC), 13%	20,706	21,268	22,240	64,214	
	<b>GRAND TOTAL</b>	<b>179,982</b>	<b>184,870</b>	<b>193,317</b>	<b>558,168</b>	

**Table 2: Scale of Contributions by Parties to the UNEP/ASCOBANS Trust Fund for 2010-2012 – OPTION 1**

Party	Scale of Assessment (2009)	in %	2010	2011	2012	Total
Belgium	1.102	7.495	13,490	13,857	14,490	<b>41,837</b>
Denmark	0.739	5.026	9,047	9,292	9,717	<b>28,056</b>
Finland	0.564	3.836	6,904	7,092	7,416	<b>21,412</b>
France	6.301	20.000	35,996	36,974	38,663	<b>111,634</b>
Germany	8.577	20.000	35,996	36,974	38,663	<b>111,634</b>
Lithuania	0.031	0.211	379	390	408	<b>1,177</b>
Netherlands	1.873	12.739	22,928	23,551	24,627	<b>71,107</b>
Poland	0.501	3.408	6,133	6,300	6,587	<b>19,020</b>
Sweden	1.071	7.284	13,111	13,467	14,082	<b>40,660</b>
United Kingdom	6.642	20.000	35,996	36,974	38,663	<b>111,634</b>
<b>Total</b>	<b>27.401</b>	<b>100.000</b>	<b>179,982</b>	<b>184,870</b>	<b>193,317</b>	<b>558,168</b>

**Table 3: Medium Term Plan for 2010-2015 in Euro – OPTION 1**

Budget Item	Description	2010	2011	2012	2013	2014	2015
1100	Professional Staff	86,047	87,768	89,523	92,209	94,975	97,825
1200	Consultants	8,000	8,240	8,487	8,742	9,004	9,274
1300	Administrative Support	36,750	38,588	40,517	41,732	42,984	44,274
1600	Travel on Official Business	5,870	6,046	6,227	6,414	6,607	6,805
2200	Subprojects	-	-	-	-	-	-
3300	Meetings	6,000	6,180	9,365	6,556	6,753	10,234
4000	Equipment	1,658	1,681	1,704	1,755	1,808	1,862
5100	Operation and Maintenance	10,753	10,776	10,799	11,123	11,457	11,800
5200	Reporting Costs and Information Material	2,107	2,170	2,235	2,302	2,371	2,443
5300	Sundry	2,091	2,154	2,218	2,285	2,353	2,424
5400	Hospitality	-	-	-	-	-	-
	<b>SUBTOTAL</b>	<b>159,276</b>	<b>163,602</b>	<b>171,077</b>	<b>173,119</b>	<b>178,312</b>	<b>186,940</b>
6000	13% PSC	<b>20,706</b>	<b>21,268</b>	<b>22,240</b>	<b>22,505</b>	<b>23,181</b>	<b>24,302</b>
	<b>TOTAL</b>	<b>179,982</b>	<b>184,870</b>	<b>193,317</b>	<b>195,624</b>	<b>201,493</b>	<b>211,242</b>

**ANNEX 2**

**Table 1: Budget Estimates for 2010-2012 – ASCOBANS Trust Fund in Euro – OPTION 2**

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
10	<b>PERSONNEL</b>					
1100	Professional Staff					
1101	Executive Secretary (D1); 1%	1,754	1,789	1,825	5,369	Based on the approved 2009-2011 CMS budget with the same 2% increase for 2011- 2012 to provide for various cost adjustments, including within-grade increment, dependency allowance, education grant and contribution to pension fund. CMS Budget should provide for 99% of the cost and 1% would be covered by CMS/ASCOBANS.
1102	CMS Professional Staff (P4), 5% (ASCOBANS Senior Advisor)	6,528	6,659	6,792	19,978	Based on the approved 2009-2011 CMS budget with the same 2% increase for 2011- 2012 to provide for various cost adjustments, as outlined above. CMS Budget should provide for 95% of the cost and 5% would be covered by CMS/ASCOBANS.
1103	Associate Coordination Officer (P2), 90%	73,440	74,909	76,407	224,756	The UNEP/CMS standard salary costs have been applied. ASCOBANS Budget would provide for 90% of the cost and 10% may be covered by CMS.
1220	Professional Consultancies and fractional CMS Staff time	8,000	8,240	8,487	24,727	Based on the approved appropriation for 2009 and including cost sharing of the joint CMS Information, Capacity Building and Fundraising Unit established at CMS COP9 for fundraising, accession work and outreach and communication activities.
1300	Administrative Support					
1301	General Services: Administrative Assistant (GS-5), 50%	36,750	38,588	40,517	115,854	Based on the approved 2009-2011 CMS budget with the same 5% increase for 2012 to provide for various cost adjustments, including within-grade increment, dependency allowance, contribution to pension fund, medical insurance etc.
1600	Travel on Official Business					

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
1601	Secretariat Staff	4,370	4,501	4,636	13,507	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
1602	Experts on Mission	1,500	1,545	1,591	4,636	The figures assume an annual inflation of 3%. The higher amount takes into account experiences over the past triennium, when some requests had to be turned down for lack of funds.
1999	<b>Personnel Subtotal</b>	<b>132,342</b>	<b>136,230</b>	<b>140,256</b>	<b>408,828</b>	
20	<b>SUBPROJECTS</b>					
2201	Conservation Projects	-	-	-	-	
2999	<b>Subprojects Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
30	<b>MEETINGS</b>					
3301	Meeting of Parties	0	0	3,000	3,000	
3302	Meeting of the Advisory Committee	3,000	3,090	3,183	9,273	The figures assume an annual inflation of 3%.
3303	Meeting of the Baltic Sea Working Group	1,500	1,545	1,591	4,636	The figures assume an annual inflation of 3%.
3304	Meeting of the North Sea Working Group/Support to Coordination	1,500	1,545	1,591	4,636	The figures assume an annual inflation of 3%.
3999	<b>Meetings Subtotal</b>	<b>6,000</b>	<b>6,180</b>	<b>9,365</b>	<b>21,545</b>	
40	<b>EQUIPMENT AND PREMISES</b>					
4100	Expendable Equipment					
4101	Miscellaneous Office Supplies	753	776	799	2,327	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
4200	Non-Expendable Equipment					
4201	Office Equipment	905	905	905	2,715	The approved appropriation for 2007-2009 has been split over the triennium to allow greater flexibility in the purchase of equipment.
4300	Premises					
4301	Rent and Maintenance Costs	-	-	-	-	These costs are covered by the Federal Government of Germany.
4999	<b>Equipment and Premises Subtotal</b>	<b>1,658</b>	<b>1,681</b>	<b>1,704</b>	<b>5,042</b>	
50	<b>MISCELLANEOUS COSTS</b>					
5100	Operation and Maintenance					
5101	Operation/Maintenance computers	538	554	571	1,663	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5102	IT Services	10,000	10,000	10,000	30,000	These services were previously provided by the UN Volunteer's Programme free of charge.. Charges were introduced on 1 January 2008 by UNV in accordance with UN rules.
5103	Operation/Maintenance of printers	215	221	228	665	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5200	Reporting Costs					
5201	Information Material/Outreach and Education Work	0	0	0	0	
5202	Reference Material	107	110	114	331	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5203	Website Maintenance and Development	2,000	2,060	2,122	6,182	These costs are regularly incurred and have previously been covered by voluntary contributions.

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
5300	Sundry					
5301	Telephone and Fax	591	609	627	1,827	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5302	Postage and Miscellaneous	1,500	1,545	1,591	4,636	The figures are based on the actual expenditure amounts for 2009 and assume an annual inflation of 3%.
5401	Hospitality	-	-	-	-	
5999	<b>Miscellaneous Costs Subtotal</b>	<b>14,951</b>	<b>15,100</b>	<b>15,253</b>	<b>45,303</b>	
	<b>SUBTOTAL</b>	<b>154,951</b>	<b>159,191</b>	<b>166,577</b>	<b>480,719</b>	
6000	Programme Support Cost (PSC), 13%	20,144	20,695	21,655	62,494	
	<b>GRAND TOTAL</b>	<b>175,095</b>	<b>179,885</b>	<b>188,232</b>	<b>543,213</b>	

**Table 2: Scale of Contributions by Parties to the UNEP/ASCOBANS Trust Fund for 2010-2012 – OPTION 2**

Party	Scale of Assessment (2009)	in %	2010	2011	2012	Total
Belgium	1.102	7.495	13,124	13,483	14,109	<b>40,716</b>
Denmark	0.739	5.026	8,801	9,042	9,461	<b>27,304</b>
Finland	0.564	3.836	6,717	6,901	7,221	<b>20,838</b>
France	6.301	20.000	35,019	35,977	37,646	<b>108,643</b>
Germany	8.577	20.000	35,019	35,977	37,646	<b>108,643</b>
Lithuania	0.031	0.211	369	379	397	<b>1,145</b>
Netherlands	1.873	12.739	22,306	22,916	23,980	<b>69,202</b>
Poland	0.501	3.408	5,967	6,130	6,414	<b>18,510</b>
Sweden	1.071	7.284	12,755	13,104	13,712	<b>39,570</b>
United Kingdom	6.642	20.000	35,019	35,977	37,646	<b>108,643</b>
<b>Total</b>	<b>27.401</b>	<b>100.000</b>	<b>175,095</b>	<b>179,885</b>	<b>188,232</b>	<b>543,213</b>

**Table 3: Medium Term Plan for 2010-2015 in Euro – OPTION 2**

Budget Item	Description	2010	2011	2012	2013	2014	2015
1100	Professional Staff	81,722	83,357	85,024	87,575	90,202	92,908
1200	Consultants	8,000	8,240	8,487	8,742	9,004	9,274
1300	Administrative Support	36,750	38,588	40,517	41,732	42,984	44,274
1600	Travel on Official Business	5,870	6,046	6,227	6,414	6,607	6,805
2200	Subprojects	-	-	-	-	-	-
3300	Meetings	6,000	6,180	9,365	6,556	6,753	10,234
4000	Equipment	1,658	1,681	1,704	1,755	1,808	1,862
5100	Operation and Maintenance	10,753	10,776	10,799	11,123	11,457	11,800
5200	Reporting Costs and Information Material	2,107	2,170	2,235	2,302	2,371	2,443
5300	Sundry	2,091	2,154	2,218	2,285	2,353	2,424
5400	Hospitality	-	-	-	-	-	-
	<b>SUBTOTAL</b>	<b>154,951</b>	<b>159,191</b>	<b>166,577</b>	<b>168,485</b>	<b>173,539</b>	<b>182,023</b>
6000	13% PSC	<b>20,144</b>	<b>20,695</b>	<b>21,655</b>	<b>21,903</b>	<b>22,560</b>	<b>23,663</b>
	<b>TOTAL</b>	<b>175,095</b>	<b>179,885</b>	<b>188,232</b>	<b>190,388</b>	<b>196,099</b>	<b>205,686</b>

**ANNEX 3**

**Table 1: Budget Estimates for 2010-2012 – ASCOBANS Trust Fund in Euro – OPTION 3**

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
10	<b>PERSONNEL</b>					
1100	Professional Staff					
1101	Executive Secretary (P3), 100%	120,414	122,822	125,279	368,515	Based on the approved 2010 AEWA budget with the same 2% increase for 2011-2012 to provide for various cost adjustments, including within-grade increment, dependency allowance, education grant and contribution to pension fund.
1220	Professional Consultancies and fractional CMS Staff time	8,000	8,240	8,487	24,727	Based on the approved appropriation for 2009 and including cost sharing of the joint CMS Information, Capacity Building and Fundraising Unit established at CMS COP9 for fundraising, accession work and outreach and communication activities.
1300	Administrative Support					
1301	General Services: Administrative Assistant (GS-5), 50%	36,750	38,588	40,517	115,854	Based on the approved 2009-2011 CMS budget with the same 5% increase for 2012 to provide for various cost adjustments, including within-grade increment, dependency allowance, contribution to pension fund, medical insurance etc.
1600	Travel on Official Business					
1601	Secretariat Staff	4,370	4,501	4,636	13,507	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
1602	Experts on Mission	1,500	1,545	1,591	4,636	The figures assume an annual inflation of 3%. The higher amount takes into account experiences over the past triennium, when some requests had to be turned down for lack of funds.
1999	<b>Personnel Subtotal</b>	<b>171,034</b>	<b>175,696</b>	<b>180,510</b>	<b>527,240</b>	

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
20	<b>SUBPROJECTS</b>					
2201	Conservation Projects	-	-	-	-	
2999	<b>Subprojects Subtotal</b>	-	-	-	-	
30	<b>MEETINGS</b>					
3301	Meeting of Parties	0	0	3,000	3,000	
3302	Meeting of the Advisory Committee	3,000	3,090	3,183	9,273	The figures assume an annual inflation of 3%.
3303	Meeting of the Baltic Sea Working Group	1,500	1,545	1,591	4,636	The figures assume an annual inflation of 3%.
3304	Meeting of the North Sea Working Group/Support to Coordination	1,500	1,545	1,591	4,636	The figures assume an annual inflation of 3%.
3999	<b>Meetings Subtotal</b>	<b>6,000</b>	<b>6,180</b>	<b>9,365</b>	<b>21,545</b>	
40	<b>EQUIPMENT AND PREMISES</b>					
4100	Expendable Equipment					
4101	Miscellaneous Office Supplies	753	776	799	2,327	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
4200	Non-Expendable Equipment					
4201	Office Equipment	905	905	905	2,715	The approved appropriation for 2007-2009 has been split over the triennium to allow greater flexibility in the purchase of equipment.
4300	Premises					
4301	Rent and Maintenance Costs	-	-	-	-	These costs are covered by the Federal Government of Germany.
4999	<b>Equipment and Premises</b>	<b>1,658</b>	<b>1,681</b>	<b>1,704</b>	<b>5,042</b>	

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
	<b>Subtotal</b>					
50	<b>MISCELLANEOUS COSTS</b>					
5100	Operation and Maintenance					
5101	Operation/Maintenance computers	538	554	571	1,663	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5102	IT Services	10,000	10,000	10,000	30,000	These services were previously provided by the UN Volunteer's Programme free of charge. Charges were introduced on 1 January 2008 by UNV in accordance with UN rules.
5103	Operation/Maintenance of printers	215	221	228	665	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5200	Reporting Costs					
5201	Information Material/Outreach and Education Work	0	0	0	0	
5202	Reference Material	107	110	114	331	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5203	Website Maintenance and Development	2,000	2,060	2,122	6,182	These costs are regularly incurred and have previously been covered by voluntary contributions.
5300	Sundry					
5301	Telephone and Fax	591	609	627	1,827	The figures assume that the costs will be 3% higher than the approved appropriation for 2007-2009 to cover the inflation.
5302	Postage and Miscellaneous	1,500	1,545	1,591	4,636	The figures are based on the actual expenditure amounts for 2009 and assume an annual inflation of 3%.
5401	Hospitality	-	-	-	-	

BL	Budget Item	2010	2011	2012	Total	Description
		EUR	EUR	EUR	EUR	
5999	Miscellaneous Costs Subtotal	14,951	15,100	15,253	45,303	
	<b>SUBTOTAL</b>	<b>193,643</b>	<b>198,656</b>	<b>206,832</b>	<b>599,131</b>	
6000	Programme Support Cost (PSC), 13%	25,174	25,825	26,888	77,887	
	<b>GRAND TOTAL</b>	<b>218,817</b>	<b>224,481</b>	<b>233,720</b>	<b>677,018</b>	

**Table 2: Scale of Contributions by Parties to the UNEP/ASCOBANS Trust Fund for 2010-2012 – OPTION 3**

Party	Scale of Assessment (2009)	in %	2010	2011	2012	Total
Belgium	1.102	7.495	16,401	16,826	17,518	<b>50,745</b>
Denmark	0.739	5.026	10,999	11,283	11,748	<b>34,029</b>
Finland	0.564	3.836	8,394	8,611	8,966	<b>25,971</b>
France	6.301	20.000	43,763	44,896	46,744	<b>135,404</b>
Germany	8.577	20.000	43,763	44,896	46,744	<b>135,404</b>
Lithuania	0.031	0.211	461	473	493	<b>1,427</b>
Netherlands	1.873	12.739	27,876	28,597	29,774	<b>86,248</b>
Poland	0.501	3.408	7,456	7,649	7,964	<b>23,070</b>
Sweden	1.071	7.284	15,940	16,352	17,025	<b>49,317</b>
United Kingdom	6.642	20.000	43,763	44,896	46,744	<b>135,404</b>
<b>Total</b>	<b>27.401</b>	<b>100.000</b>	<b>218,817</b>	<b>224,481</b>	<b>233,720</b>	<b>677,018</b>

**Table 3: Medium Term Plan for 2010-2015 in Euro – OPTION 3**

Budget Item	Description	2010	2011	2012	2013	2014	2015
1100	Professional Staff	120,414	122,822	125,279	129,037	132,908	136,895
1200	Consultants	8,000	8,240	8,487	8,742	9,004	9,274
1300	Administrative Support	36,750	38,588	40,517	41,732	42,984	44,274
1600	Travel on Official Business	5,870	6,046	6,227	6,414	6,607	6,805
2200	Subprojects	-	-	-	-	-	-
3300	Meetings	6,000	6,180	9,365	6,556	6,753	10,234
4000	Equipment	1,658	1,681	1,704	1,755	1,808	1,862
5100	Operation and Maintenance	10,753	10,776	10,799	11,123	11,457	11,800
5200	Reporting Costs and Information Material	2,107	2,170	2,235	2,302	2,371	2,443
5300	Sundry	2,091	2,154	2,218	2,285	2,353	2,424
5400	Hospitality	-	-	-	-	-	-
	<b>SUBTOTAL</b>	<b>193,643</b>	<b>198,656</b>	<b>206,832</b>	<b>209,947</b>	<b>216,245</b>	<b>226,011</b>
6000	13% PSC	<b>25,174</b>	<b>25,825</b>	<b>26,888</b>	<b>27,293</b>	<b>28,112</b>	<b>29,381</b>
	<b>TOTAL</b>	<b>218,817</b>	<b>224,481</b>	<b>233,720</b>	<b>237,240</b>	<b>244,357</b>	<b>255,392</b>



## UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement      Programa de las Naciones Unidas para el Medio Ambiente  
Программа Организации Объединенных Наций по окружающей среде      برنامج الأمم المتحدة للبيئة  
联合国环境规划署



# MEMORANDUM

**To:** Ms. Elizabeth Mrema  
Officer-in-Charge  
CMS Secretariat

**Date:** 30 July 2009

**From:** Achim Steiner  
Executive Director 

**Our Ref:** DELC-ASCOBANS

**Subject:** ASCOBANS Proposed Budget Options for 2010-2012

1. I wish to refer to Mr. Sergei Kurdjukov's e-mail to P. Akiwumi dated 6 July on the above subject.
2. We have reviewed the proposed budget requested by the ASCOBANS Advisory Committee's recommendations at its 16<sup>th</sup> meeting and confirm that they are in good order.
3. In fact, the options have very little variation between them except for the varying levels of the involvement of the CMS Executive Secretary (from 3% to 1% to 0%); the P-4 Professional Officer providing ASCOBANS advisory services (from 15% to 5% to 0%); and that of the supporting P-2 Associate Professional Officer (from 75% to 90% to what seems to be an upgraded P-3 at 100%).
4. Looking at the evaluation of the options, we see that **Option 3** does not look tenable because an entity of the UN cannot be led by a P-3 and still have some credibility. **Option 2** has the involvement of the CMS Executive Secretary at an unrealistically low level of 1% - 3 days in a year. Equally low is the input of the P-4 who is expected to be the backbone of the professional functions of ASCOBANS at 5% - 15 days in a year. The Associate Programme Officer's input is 90% but normally such staff works under a seasoned Professional Officer's supervision - that is why the P-4's input has to be higher. **Option 1** therefore is a more credible arrangement where the CMS would provide the overall supervision at a more involved and realistic level while the seasoned P-4 Programme Officer spends close to 20% of the time for ASCOBANS and the Associate Programme Officer spends virtually all the time but with the appropriate supervision by the P-4 professional officer. **Option 1** therefore presents a more credible/realistic arrangement for the programme and is in accordance with the norms of the United Nations.
5. Please proceed with the finalization of the document and do let us know if you require any further support in the successful conclusion of the meeting.

**Cc:** Bakary Kante  
CMS Secretariat  
J. Noisette



CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

## GENERIC JOB PROFILE Associate Programme Officer - P2

**Organizational Setting and Reporting Relationships:** These positions are located in organizational units throughout the Secretariat both at Headquarters and UN Offices away from Headquarters. The Associate Programme Officer typically reports to the head of a unit or to a senior Programme Officer. The focus of these jobs is the implementation, monitoring and evaluation of programmes, operations and other activities in a particular sector, geographical or functional area.

**Responsibilities:** Within delegated authority, the Associate Programme Officer will be responsible for the following duties: *(These duties are generic, and may not be performed by all Associate Programme Officers.)*

- Works with key clients to facilitate the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging development issues and trends, participation in impact evaluation or equivalent studies, etc.
- Assists in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Participates in survey initiatives; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

**Work implies frequent interaction with the following:**

Counterparts, officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies.

Representatives and officials in national governments, international organizations, consultants

**Results Expected:**

Provides well researched and sound analysis of issues and developments affecting programme/project development, administration and implementation, etc. Provides thorough, well reasoned written contributions. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

**Competencies:**

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**Qualifications:**

**Education:** Advanced university degree (Master’s degree or equivalent) in business administration, management, economics or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. *(Candidates for this position must have passed the United Nations National Competitive Recruitment Examination (NCRE) or the G to P Examination. No examination is required for candidates in peacekeeping missions.)*

**Experience:** A minimum of two years of progressively responsible experience in project/programme management, administration or related area. *(No experience is required for candidates who have passed the United Nations National Competitive Recruitment Examination.)*

**Language:** Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

**Other:** *(To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)*

***Approved at the P-2 level by Jan Beagle, Assistant Secretary-General  
for Human Resources Management.***

***Last revision: July 2007***



CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

## GENERIC JOB PROFILE Programme Officer -P3

**Organizational Setting and Reporting Relationships:** These positions are located in organizational units throughout the Secretariat both at Headquarters and UN Offices away from Headquarters. The Programme Officer typically reports to the head of a unit or to a senior Programme Officer. The focus of these jobs is the implementation, monitoring and evaluation of programmes, operations and other activities in an assigned functional area.

**Responsibilities:** Within delegated authority, the Programme Officer will be responsible for the following duties: *(These duties are generic, and may not be performed by all Programme Officers.)*

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.
- Undertakes survey initiatives; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

**Work implies frequent interaction with the following:**

Counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies.

Representatives and officials in national governments, international organizations, consultants

**Results Expected:**

Develops, implements, monitors and evaluates assigned programme/projects. Provides thorough, well reasoned written contributions, e.g., background papers, analysis, sections of reports and studies, inputs to publications, etc. Develops and maintains effective working relationships. Promulgate coherent policies, and consistent adherence to these by clients. Efficiently uses of resources.

**Competencies:**

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**Qualifications:**

**Education:** Advanced university degree (Master’s degree or equivalent) in business administration, management, economics or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of five years of progressively responsible experience in project or programme management, administration or related area.

**Language:** Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

**Other:** *(To be determined and specified by Programme Manager, as required or desirable, at the time of building a specific vacancy announcement. Qualifications listed in this part should be of a technical nature and not related to education, experience and language as indicated above.)*

***Approved at the P-3 level by Jan Beagle, Assistant Secretary-General  
for Human Resources Management.***

***Last revision: July 2007***

<p><b>UNITED NATIONS</b> <b>SECRETARIAT - JOB DESCRIPTION</b></p>	<p style="text-align: center;"><i>DO NOT WRITE IN THIS SPACE</i></p> <p>DATE RECEIVED:</p> <p>OFFICERS:</p> <p>LEVEL:</p>									
<b>SECTION A: <i>May be completed by the incumbent of the post</i></b>										
<p>1) <u>IDENTIFICATION</u> of the post:</p> <p>1.1 Department/Secretariat /Office      United Nations Environment Programme</p> <p style="margin-left: 40px;">Division/Centre      Secretariat of the Convention on the Conservation of Migratory Species of Wild Animals (CMS)  Secretariat of the Agreement on the Conservation of Small Cetaceans of the Baltic, North East Atlantic, Irish and North Seas (ASCOBANS)</p> <p style="margin-left: 40px;">Branch/Service</p> <p style="margin-left: 40px;">Section</p> <p style="margin-left: 40px;">Unit      Office Code:</p> <p style="margin-left: 40px;">Agreements Unit / Science and Conservation Unit</p> <p>1.2 Functional Title:      Associate Programme Officer      Post Number: BA-6020-01-05-1105</p> <p style="margin-left: 40px;">Duty Station:      Bonn, Germany      Occupational Code:</p>										
<p>2. a) ST/SGB/Organization Reference:</p> <p style="margin-left: 20px;">b) Programme Budget Reference:</p>										
<p><b>3. ORGANIZATIONAL SETTING:</b> <i>Attach a complete and current organization chart for the organizational structure of the post being described. Indicate clearly the work relationships to other posts.</i></p> <p>3.1 Professional posts <u>DIRECTLY</u><sup>1</sup> supervised:</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Functional title</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Classification Level</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Number of Posts</u></th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="padding-top: 10px;">Total number of professional posts supervised <i>directly</i>, and through subordinate supervisors:</td> <td style="text-align: right; vertical-align: bottom;">1 GS</td> </tr> </tbody> </table> <p>3.2 Total number of posts in other categories supervised:      1 GS</p>		<u>Functional title</u>	<u>Classification Level</u>	<u>Number of Posts</u>				Total number of professional posts supervised <i>directly</i> , and through subordinate supervisors:		1 GS
<u>Functional title</u>	<u>Classification Level</u>	<u>Number of Posts</u>								
Total number of professional posts supervised <i>directly</i> , and through subordinate supervisors:		1 GS								
<p>4. Summary of the assigned duties:</p> <p>Under the overall supervision of the UNEP/CMS Executive Secretary (ES) (cf. Article 1 of ASCOBANS MOP 3, Resolution 1 and Paragraph 2 of the Terms of Reference for Secretariat Arrangements annexed to Resolution 1) and the day-to-day supervision of the Scientific and Technical Support Officer (STSO) of UNEP/CMS, the incumbent assists in coordinating the functions of the Secretariat of the <i>Agreement on the Conservation of Small Cetaceans of the Baltic, North East Atlantic, Irish and North Seas (ASCOBANS)</i>, ensuring its efficient operation and reporting on Secretariat effectiveness to the Meeting of Parties of the Agreement; and on staff (1 part-time assistant), accounting and administrative matters to UNEP, via the UNEP/CMS Administrative/Fund Management Officer and the UNEP/CMS Executive Secretary. The functions include assistance with: the organization of sessions of the Meeting of Parties and the Advisory Committee; the establishment and/or maintenance of contacts with governments, intergovernmental and non-governmental organizations and scientists; the efficient operation and reporting of budgetary and administrative matters; and the promotion of the Agreement.</p> <p>Under the overall supervision of the ES and the day-to-day supervision of the STSO of UNEP/CMS, the incumbent assists with coordinating the implementation of the marine mammals initiatives of CMS. This includes assistance with: the organization of meetings and their follow-up; the preparation of documentation; and the establishment and/or maintenance of contacts with advisors and partner organizations.</p>										

<sup>1</sup> Supervision only in areas of personnel management.

5. Describe the main DUTIES AND RESPONSIBILITIES of the post, indicate WHAT is done and HOW it is done. Duties should be presented in order of importance. Please indicate the approximate percentage of time devoted to each duty.

%

**Assistance with the Coordination of the ASCOBANS Secretariat** in order to ensure the functions outlined in the ASCOBANS Agreement text and Resolution 2d of the 5<sup>th</sup> Meeting of Parties (2006) are fulfilled:

75%

1. *Acting as the Focal Point* for the day-to-day conservation work of the CMS/ASCOBANS Secretariat;

2. *Organization and preparation of Sessions of the Meeting of Parties and the Advisory Committee* to ensure their efficient operation by assisting with

- a) Supervising the arrangement of the logistical requirements through the Administrative Assistant
- b) Preparing reports to Parties together with other meeting or working group documents, and circulating them at least one month in advance;
- c) Reminding Parties of reporting obligations.

3. *Establishment and/or maintenance of contacts with governments, intergovernmental and non-governmental organizations* to promote the implementation of conservation measures and research by assisting with

- a) Representing the ASCOBANS Secretariat with Agreement focal points in Party States, and at technical meetings;
- b) Offering advice to Parties on the day-to-day implementation of the Agreement, identify problems and facilitate their solution in consultation with senior CMS officers, Range States and other bodies concerned;
- c) Implementing programmes agreed by the ASCOBANS MOP, with particular emphasis on the conservation of harbour porpoises and the extension of the Agreement area;
- d) Preparing communications on ASCOBANS issues for the ES and STSO to send to Parties;
- e) Improving communications and co-operation with other MEAs and IGOs (e.g. ACCOBAMS, HELCOM, OSPAR, Bern Convention, ICES, CBD and IWC), NGOs and other Partners by supporting the ES, the STSO and the Inter-Agency Liaison Officer (IALO);

4. *Ensuring efficient operation and reporting of budgetary and administrative matters* to ensure maximum transparency and efficient use of available funds by assisting with

- a) Compiling and monitoring ASCOBANS budgets under the direct supervision of the ES and the STSO, and in co-operation with the UNEP/CMS Administrative and Fund Management Officer;
- b) Preparing reports to Parties prior to meetings and a mid-term review on administrative and budgetary matters each year.

5. *Promotion of the Agreement* to recruit new Parties and increase profile and public awareness by assisting with

- a) Organizing meetings of working groups, workshops and other events as required;
- b) Maintaining and enhancing the ASCOBANS website and ensuring that there is a regular series of relevant news announcements on the ASCOBANS website, as well as publishing a newsletter;
- c) Increasing profile and public awareness of ASCOBANS through the media, both nationally and internationally. Act as Secretariat Focal Point for ASCOBANS involvement in Year of the Dolphin 2007 and follow up activities;
- d) Making targeted contacts with non-Party Range States to encourage accession to and/or co-operation with the Agreement;
- e) Fundraising for ASCOBANS in both the private and public sectors in support of the IALO.

**Support to the implementation of the CMS Marine Mammal initiatives** as outlined in the Triennial Work Plan and relevant Resolutions and Recommendations of the Conference of Parties:

- a) Assist the STSO of the CMS Secretariat on the preparation of meetings of the Scientific Council on marine mammal-related issues;
- b) Assist the ADSO in the development of marine mammal-related agreements;
- c) Act as CMS Focal Point with Secretariats of other marine mammals MoU and Agreements, including ACCOBAMS, Pacific Islands MoU, and other international or regional organizations covering marine mammals issues and liaise with Parties on issues pertaining to the development of other marine mammal initiatives;
- d) Assist the IALO with yearly submissions to the International Whaling Commission, International Maritime Organization and other international and regional bodies dealing with marine mammals;
- e) Perform any other duty as requested by the Executive Secretary.

25%

6. Indicate the WORK RELATIONSHIP required with persons outside the immediate work unit:

6.1 Inside the regular Secretariat, including UNCTAD, regional economic commissions, etc.

Functional Title and Classification

Purpose and Frequency

Executive Secretary CMS (D-1)

Personnel/Finance matters, general guidance (regularly)

Fund Management/Administrative Officer (P-4)

Personnel/Finance matters (regularly)

Other Professional Officers within the CMS Secretariat

To discuss interrelated matters concerning the work (regularly)

GS Staff within the CMS Secretariat

Day-to-day cooperation on interrelated matters, mutual support as needed (regularly)

6.2 Outside the Secretariat, for example, UNDP, UNHCR, specialized agencies, delegations, government officials, etc.

Title and Level

Purpose and Frequency

Chairmen of ASCOBANS Advisory Committee and Meeting of Parties

For information and requests for advice or action (both sessionally and, at regular intervals, inter-sessionally)

Scientific Councillors and other advisors

For information and requests for advice or action (regularly)

Governmental and scientific institutions, NGOs at various levels, counterparts of other IGOs (incl. other biodiversity-related Conventions and other Agreements concluded under CMS), involved in the conservation and management of migratory species, in particular cetaceans and their habitats, e.g. fisheries, tourism, energy sector

For information, cooperation / coordination and stimulation to action (regularly)

Media representatives

To promote public awareness of ASCOBANS and its aims as well as CMS marine mammals work (occasionally)

7. DECISION MAKING AND CONSEQUENCE OF ERROR

7.1 Describe the type of decisions regularly made and the IMPACT of those decisions.

The incumbent influences decisions of the ES and the STSO through his/her proposals/advice:

- (i) on the initiatives to be undertaken by the Secretariat and those which, owing to insufficient funding or time constraints, cannot be pursued;
- (ii) on which matters concerning the implementation of CMS marine mammals work should be brought to the attention of the Standing Committee and Conference of Parties, and in what way;
- (iii) on which matters concerning the implementation of ASCOBANS should be brought to the attention of the Meeting of Parties, and in what way. This has potentially political consequences, requiring consideration of the long-term aims of and benefits to the Agreement;
- (iv) with the advice of the Fund Management/Administrative Officer, on matters related to consultancies, budgetary expenditures, legal questions, all of which affect the operation of the Secretariat.

7.2 Describe the type of recommendations made.

The incumbent assists the UNEP/CMS Executive Secretary in making recommendations

- to the Meeting of the Parties of ASCOBANS and to individual members states measures to improve and further develop the implementation of the Agreement;
- to the Meeting of Parties of ASCOBANS options for financing the Secretariat's work.

The incumbent assists the ES and the STSO in deciding which matters concerning the implementation of CMS marine mammals work should be prioritised and how their implementation can be achieved. He/she also assists in recruitment efforts for short-term consultants and makes recommendations on the choice to be made.

7.3 Describe the consequence of errors.

The ability of the unit to discharge its functions satisfactorily depends to a large degree on the quality of the assistance provided by the incumbent. Accordingly, errors, if not spotted in time by the supervisors, could seriously affect the Secretariat's credibility and the effectiveness of the implementation of the Agreement and relevant aspects of the Convention.

8. Indicate the GUIDELINES and directives available; describes the INTERPRETATION OF and DEVIATION FROM existing guidelines, and the authority to establish new guidelines.
- The text of the ASCOBANS Agreement, including the Action Plan on the Conservation of Small Cetaceans
  - The text of the Convention on Migratory Species
  - Resolutions of the Meeting of the Parties to ASCOBANS
  - Resolutions and Recommendations of the CMS Conference of Parties
  - Decisions of the Advisory Committee to ASCOBANS and the Standing Committee of CMS
  - UNEP Guidelines on project formulation and design
  - UN Staff and Financial Rules

Precedence is given to the specific terms of the Convention/Agreement. However, the incumbent must take into account general directives from the decision-making and advisory bodies of the MEAs, the overall aims and priorities of the UNEP/CMS Secretariat, and is expected to work within the general staff and financial rules of the United Nations system and UNEP procedures as applicable.

**SECTION B: To be completed by the SUPERVISOR of the post.**

1. Define the goals and objectives of the post.

To ensure the efficient operation of the ASCOBANS Secretariat within the Agreement Unit of the UNEP/CMS Secretariat by assisting with: organization of meetings of the Agreement's organs; promotion of activities to strengthen the implementation of the Agreement both nationally and internationally; and attracting non-Party Range States to join the Agreement and thereafter participate actively in its implementation. To ensure the efficient implementation of the CMS marine mammals initiatives, by assisting with: organizing and preparing meetings as needed to support the development of new or further the work under existing agreements; and promotion of activities to strengthen the implementation of cetacean conservation under CMS.

2. Describe the type and extent of supervision given to the post.

General objectives for the work are defined by the supervisor; the incumbent working within these objectives establishes his/her own plan of work; the work is reviewed when it is complete to ensure that goals are being met. If the incumbent requires, guidance may be given on an *ad hoc* basis.

3. Indicate the minimum knowledge, abilities and skills *required* to perform the assigned duties of the post.

- 3.1 Level and FIELD OF STUDY of university or equivalent training; and the degree of specialization required:

Advanced University degree (Master or equivalent) in marine science, biology, environmental science or other relevant discipline. Previous exposure to administration management is essential.

- 3.2 Length and type of practical experience required at the national, and if so required, at the international level:

Relevant professional experience (preferably at least 3 years) in national and/or international institutions. Ideally this would include some experience of assistance in the management of a smaller organization. Familiarity with CMS, its Agreements and other multilateral environmental agreements. Active knowledge of the United Nations system and its procedures is desirable.

- 3.3 Language(s) proficiency required:

Fluency in spoken and written English is essential as this is the working language of the Agreement. Knowledge of German or another language of the ASCOBANS area is an advantage.

4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.

**SECTION C: Signatures**

SIGNATURE OF INCUMBENT: \_\_\_\_\_

DATE:

NAME:

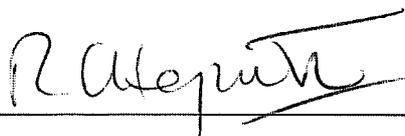
SIGNATURE OF SUPERVISOR  
(Certification of correctness of job description):



DATE:

NAME: Marco Barbieri

SIGNATURE OF SECOND LEVEL SUPERVISOR  
(Authorization of approval):



DATE:

NAME: Robert Hepworth

Additional comments:

DO NOT WRITE IN THIS SPACE

DATE RECEIVED: \_\_\_\_\_  
OFFICERS: \_\_\_\_\_  
LEVEL: \_\_\_\_\_

**SECTION A: May be completed by the incumbent of the post**

1. **IDENTIFICATION** of the post:

1.1 **United Nations Environment Programme**

Division/C Secretariat of the Convention on the Conservation of Migratory Species of Wild Animals (CMS)

Branch/Se Agreement on the Conservation of Small Cetaceans of the Baltic and North Seas (ASCOBANS)

Section n.a.

Unit n.a.

Office Code:

1.2 **Senior Executive Officer**

Post Number:

BA/6020-01-04-1101

Duty **Bonn, Germany**

Occupational Code:

n.a.

2. a) ST/SGB/Organization

b) Programme Budget

3. **ORGANIZATIONAL SETTING:** *Attach a complete and current organization chart for the organizational structure of the post being described. Indicate clearly the work relationships to other posts.*

3.1 Professional posts DIRECTLY<sup>1</sup> supervised:

<u>Functional Title</u>	<u>Classification Level</u>	<u>Number of Posts</u>
Total number of professional posts supervised directly, and through subordinate supervisors:		<b>none</b>

3.2 Total number of posts in other categories supervised:

**1**

3.3 Title and classification of supervisor's post:

**Executive Secretary CMS (D-1)<sup>2</sup>**

4. Summary of the assigned duties:

The Incumbent is responsible for executing the functions of the Secretariat of the Agreement on the Conservation of Small Cetaceans of the Baltic and North Seas (ASCOBANS), ensuring its efficient operation and reporting to the Meeting of the Parties to the Agreement. The Senior Executive Officer facilitates and promotes implementation of International Implementation Priorities of ASCOBANS and seeks financing for these activities, ensures coordination with other sub-regional bodies, integrates activities with the work of other intergovernmental organizations and relevant non-governmental organizations, liaises with other functional units of UNEP, promotes the interests of the Agreement in international fora. The Senior Executive Officer will supervise 1 Assistant, as well as the administrative and fund management support staff of the UNEP/CMS Agreements Units via the UNEP/CMS Fund Management Officer and the UNEP/CMS Executive Secretary. Under the incumbent's direction, the Secretariat functions include the organization of sessions of the Meeting of the Parties, of meetings of the Advisory Committee, workshops and meetings of working groups established under the auspices of the Advisory Committee, establishment and/or maintenance of contacts with governments and intergovernmental and non-governmental organizations, and the promotion of the Agreement and whenever applicable CMS and its related Agreements.

<sup>1</sup> Supervision only in areas of personnel management

<sup>2</sup> In accordance with Resolution 1.1 supervision is limited to administrative matters

5. Describe the main DUTIES AND RESPONSIBILITIES of the post, indicate WHAT is done and HOW it is done. Duties should be presented in order of importance. Please indicate the appropriate percentage of time devoted to each duty. %

**Represent ASCOBANS at national and international level, liaising with Ministers, heads or senior members of governmental institutions and inter- and non-governmental organizations with a view to seeking support and encouraging non-member States to accede to the Agreement and whenever applicable to CMS and its related Agreements;** 15

**Coordinate and supervise the activities of the Secretariat including its staff;** 10

**Organize Meetings of the Parties, meetings of the Advisory Committee and briefing sessions for high-ranking governmental officials and technical staff. Arrange and provide Secretariat services (including production of documents) for sessions of the Meeting of the Parties and the Advisory Committee, including any further subsidiary working groups which may be set up;** 20

**Coordinate and/or oversee the implementation of the Agreement, identify problems and seek to solve these problems or to facilitate their solution.** 5

**Develop proposals to improve the implementation of the Agreement, as well as seeking support for national and international conservation related projects, taking the lead where this is desirable or necessary;** 15

**Report to the Parties on progress made regarding implementation of the Agreement, through the organs of the Agreement and communicate regularly on the progress of the work of the Secretariat;** 10

**Establish working relationships with the Secretariats of other MEAs (e.g. ACCOBAMS, HELCOM, Bern Convention) and international NGOs with a view to avoiding overlap of activities;** 5

**Provide input to the UNEP/CMS Administrative and Fund Management Officer on all matters relating to personnel and finance for the Agreement's budget;** 10

**Liaise with the Executive Secretary of UNEP/CMS and where applicable with the Deputy Executive Secretary on common organizational matters in order to prevent conflicts and/or overlap in work priorities in the overall UNEP/CMS Secretariat. Report to the Executive Secretary of UNEP/CMS on personnel-related matters, such as annual staff assessments.** 5

**Actively pursue public awareness-raising through the media, both nationally and internationally. Develop proposals for international events.** 5

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6. Indicate the WORK RELATIONSHIPS required with persons outside the immediate work unit:

6.1 Inside the CMS Agreements Unit and with CMS Secretariat.

Functional Title and Classification

Purpose and Frequency

Executive Secretary (D-1)

To discuss programmatic linkages between CMS and ASCOBANS. Furthermore to discuss organizational/personnel/financial matters (regularly)

Staff of Administrative and Fund Management Unit

Finance/budgetary matters (daily)

6.2 Outside the Secretariat, for example delegations, government officials, etc.

Title and Level

Purpose and Frequency

Ministers, heads of Government Departments and senior officials, diplomatic corps in Germany.

To promote the Agreement and/or its implementation, assuring coordination of activities across the region, and securing more Contracting Parties to the Agreement. *Regularly*

Chairs of the Meeting of the Parties, the Advisory Committee and of any of the working groups established under the auspices of the Agreement.

Discussion of administrative/policy decisions to be taken to ensure the exchange of information and request for action, both during meetings and at regular intervals intersessionally.

*Regularly*

Governmental and scientific institutions, non-Governmental Organizations at various levels, counterparts of other IGOs, including other biodiversity related Multilateral Environmental Agreements involved in the conservation and management of migratory species, in particular cetaceans and related fields of work (e.g. environmental law, etc).

For information, collaboration and cooperation, and for coordination and stimulation of action.

*Regularly*

UNEP/UNON and their departments.

For information, cooperation and coordination, and stimulation of common activities/actions.

*Regularly*

Media representatives.

To raise public awareness of the agreement and its aims.

*Regularly*

7. DECISION MAKING AND CONSEQUENCE OF ERROR

7.1 Describe the type of decisions regularly made and the IMPACT of those decisions.

Decides, within the framework of the text of the Agreement and its Conservation and Management Plan and instructions given by the Meeting of the Parties and the Advisory Committee on the initiatives to be undertaken by the Secretariat and those that, owing to insufficient funding or time constraints, cannot be pursued. In doing so, determines the overall direction of the Secretariat's work.

Decides which matters concerning the implementation and further development of the Agreement should be brought to the attention of the Meeting of the Parties and/or the Advisory Committee, and in what way. This has potential political consequences, requiring consideration of the long-term aims of and benefits to the Agreement.

**Decides on priorities for cooperation with other entities, conventions, IGOs, NGOs, etc. thereby influencing the nature and extent of interactions with these other organizations and the benefits to the Agreement derived from them.**

**Decides, within the UN rules and regulations, and with the advice of the Administrative and Fund Management Officer on matters related to consultancies, budgetary expenditures, legal questions, all of which affect the operation of the Secretariat.**

7.2 Describe the type of recommendations made.

**Recommends to the Meeting of the Parties, individual member states and IGOs/NGOs measures to improve the implementation of the Agreement.**

**Recommends to the Meeting of the Parties strategies and programmes of work to facilitate coordination of the Agreement's implementation throughout its wide area of application.**

**Recommends to the Meeting of the Parties options for financing the Secretariat's work.**

**Recommends measures to increase awareness of and knowledge of the significance of the Agreement.**

7.3 Describe the consequence of errors

**Poorly considered advice to governments could damage the effectiveness of the Agreement, and diminish the credibility of the secretariat with the organs of the Agreement, individual member states, IGOs/NGOs and - inasmuch as they are aware of the Agreement - the general public.**

8. Indicate the GUIDELINES and directives available; describe the INTERPRETATION of and DEVIATION FROM existing guidelines, and the authority to establish new guidelines.

**The text of the Agreement on the Conservation of Small Cetaceans of the Baltic and North Seas, including the Conservation and Management Plan.**

**Resolutions of the Meeting of the Parties**

**Decisions of the Advisory Committee**

**UNEP/UNON Guidelines on project formulation and design.**

**UN Staff and Financial Rules and Regulations.**

8.1. Describe the consequence of errors

**Precedence is given to the specific terms of the Agreement on the Conservation of Small Cetaceans of the Baltic and North Seas. However, the incumbent must take into account general directives from the Meeting of the Parties/Advisory Committee as well as the overall aims and priorities of the UNEP/CMS Secretariat, and is expected to work within the general staff and financial rules and regulations of the United Nations system and UNEP/UNON procedures as applicable.**

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**SECTION B : To be completed by the SUPERVISOR of the post.**

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1. Define the goals and objectives of the post.

**To ensure the effective and efficient operation of the ASCOBANS Secretariat within the Agreements Unit of the UNEP/CMS Secretariat, organize meetings of the Agreement's organs, promote activities to strengthen the implementation of the Agreement both nationally and internationally: to promote the collaboration and cooperation of non-governmental and intergovernmental bodies: to secure additional external funding for the implementation of ASCOBANS; to encourage non-Party Range States to join the Agreement and, where appropriate, CMS and its related Agreements and thereafter participate actively in the implementation of ASCOBANS.**

2. Describe the type and extent of supervision given to the post.

**The incumbent is expected to be programmatically self-directed and accountable to the Meeting of the Parties. In accordance with MOP Resolution 1, the incumbent will report on financial/personnel matters through the Executive Secretary of CMS to UNEP/UNON. For consistency with the parent Convention, the incumbent is expected to seek advice on matters and issue where the parent Convention Secretariat may provide helpful guidance and experience. The incumbent is expected to complete all tasks within the framework of the financial guidelines of the United Nations.**

3. Indicate the minimum knowledge, abilities and skills required to perform the assigned duties of the post.

- 3.1 Level and FIELD OF STUDY of university or equivalent training; and the degree of specialization required:

**An advanced university degree in environmental studies, biological studies, sciences, law or related disciplines, with some exposure to administration and management or comparable level of knowledge, abilities and skills due to long-term experience. Familiarity with multilateral environmental agreements, experience in providing secretariat services to international conventions, and active knowledge of the United Nations system and its procedures is highly desirable.**

- 3.2 Length and type of practical experience required at the national, and if so required, at the international level:

**At least 10 years of relevant experience in national and/or international institutions: familiarity with the United Nations system would be helpful.**

- 3.3 Language(s) proficiency required:

**Fluency in English. The working language of the Agreement is English. Good knowledge of French is desirable. Knowledge of German an asset as the Secretariat is located in Germany.**

4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.

In the past triennium, the post of ASCOBANS Executive Secretary was classified as P3. The job description on the basis of which the classification took place in 2000 does not, however, correctly reflect the actual responsibilities and day-to-day work this post entails. The duties and responsibilities of the Executive Secretary of ASCOBANS, who effectively ensures operation of the Secretariat and, in line with guidance received from the Meeting of the Parties and the Advisory Committee, takes all decisions related to the day-to-day operation of the Secretariat and the administration of the Agreement budget with a high degree of independence, extend far beyond those of a P3 Project Officer. Consequently, in the related case of the post of the Executive Secretary to AEWA, the submission of a revised job description to the Human Resources Management Service (HRMS) to UNON in 2002 led to a reclassification of that post to P4/5. The duties and responsibilities of the Executive Secretaries of all regional Agreements concluded under CMS are, however, largely identical. Moreover, even the recently created post of Coordinator of the Memorandum of Understanding on the Conservation of Marine Turtles and their Habitats of the Indian Ocean and South-East Asia was classified at the P5 level.

On the other hand, three of four professional posts below the Executive Secretary/Deputy Executive Secretary level with the CMS Secretariat are classified as P4. Evidently, however, the Executive Secretary of ASCOBANS who, according to the Terms of Reference for Secretariat Arrangements, is to function independently, and report to his Agreement (MOP3 Resolution 1) is subject to a lesser degree of supervision and exercises a higher degree of independence and responsibility than the sub-executive level professional officers of the CMS Secretariat. To this end, at the Tenth Meeting of the Advisory Committee (April 2003, Bonn, FRG) the committee requested reclassification of the above-mentioned post to bring it into line with MOP3 Resolution 1.

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**SECTION C: Signatures**

SIGNATURE OF INCUMBENT: \_\_\_\_\_

*R. Stempel*

DATE: 28/9/04

NAME: \_\_\_\_\_

*Rüdiger Stempel*

SIGNATURE OF SUPERVISOR (Certification of Correctness of job description): \_\_\_\_\_

DATE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

SIGNATURE OF SECOND LEVEL SUPERVISOR  
(Authorization of approval): \_\_\_\_\_

DATE: \_\_\_\_\_

NAME AND TITLE: **Shafqat Kakahel, Deputy Executive Director, UNEP**

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