

Agenda Item 13.1

Report of the Secretariat on Finance and  
Administrative Issues  
Administrative Issues

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(restricted)

**Report on Administrative Issues  
2009/2010**

**Action Requested**

- Take note of the report
- Comment
- Decide whether 6-monthly overviews of the state of affairs on administrative and budgetary issues are still desired

Submitted by

Secretariat



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



## Report on Administrative Issues 2009/2010

1. A detailed report had been given to Parties in the 2009 Mid-Term Report on Budgetary and Administrative Issues, which has been sent out on 27 August 2009, as well as in the Secretariat's Report on Finance and Administrative Issues 2007-2009, delivered to the Meeting of Parties as MOP6/Doc.8-02. This document is an update with respect to these reports.

### Secretariat Arrangements

2. The 6<sup>th</sup> Meeting of the Parties (2009) in Resolution 5 decided to continue the joint Secretariat arrangements for CMS and ASCOBANS. Accordingly, the UNEP/CMS Secretariat serves for another provisional three year period as the Secretariat pursuant to Article 4 of the ASCOBANS Agreement and the Executive Secretary of UNEP/CMS continues to be the Acting Executive Secretary for ASCOBANS until the end of 2012.
3. The Advisory Committee was requested by the MOP to evaluate the Secretariat arrangements at its session in 2011. The results of this evaluation should be reported back to the Conference of the Parties (COP) to CMS in 2011 as a contribution to the debate on the future shape of CMS, followed in due time by the MOP of ASCOBANS in 2012, with the aim of identifying the best arrangements for the future.

### Staffing

4. UNEP Executive Director Achim Steiner has appointed Ms Elizabeth Maruma Mrema as the new Executive Secretary of the Convention on the Conservation of Migratory Species of Wild Animals (CMS) with effect from 1 December 2009. She also serves as Acting Executive Secretary to ASCOBANS. In the four months preceding her appointment, Ms Mrema, a national of Tanzania, already served as Officer in Charge of the joint CMS/ASCOBANS Secretariat.
5. As of 1 June 2008, the position of CMS Scientific and Technical Support Officer (STSO) became vacant, since Mr Marco Barbieri was appointed as CMS Agreement Development and Servicing Officer. Mr Barbieri continued his services as Senior Advisor to ASCOBANS until the arrival of the new STSO. The recruitment was completed in late 2009 and Mr Borja Heredia, a national of Spain, took office on 11 January 2010.
6. As soon as the CMS Conference of Parties had cleared the way for a continuation of the ASCOBANS Secretariat provisions until the end of 2011, steps were taken to have the GS-5 position's classification confirmed and a vacancy announcement placed in the UN Recruitment System Galaxy. 142 applications were received and 3 short-listed candidates were invited for interviews on 22 September 2009. A recommendation was sent to the Human Resources Section in Nairobi on 25 September and Ms Tine Lindberg-Roncari was subsequently appointed for the position, the functions of which she had carried out since July 2007.
7. Due to unforeseen circumstances, Ms Lindberg-Roncari had to leave Bonn at the end of February 2010. As soon as her resignation was received in January 2010, the Secretariat contacted the second recommended candidate from the interviews conducted in September 2009. A request for Ms Bettina Reinartz' urgent appointment was sent to HRMS at the end of January 2010. Ms Reinartz entered on duty on 1 April 2010.

8. In the month of March 2010 as well as for the necessary handover to Ms Reinartz the functions of the ASCOBANS Administrative Assistant were covered by Ms Ana Berta Garcia, who had been working with both CMS and ASCOBANS on a consultancy basis for more than 2 years.
9. A draft job description for the P-2 ASCOBANS Associate Coordination Officer position was sent to the Human Resources Management Service (HRMS) of the United Nations Office at Nairobi (UNON) for initial comments in October 2008 and was eventually accepted in a revised, simplified form in early 2009. The Secretariat however suspended the recruitment procedure for the Associate Coordination Officer post until after MOP6. Based on the comments received by Parties at the MOP, the Secretariat included some changes in the job description and sent it for comments to the Parties on 29 September 2009. In mid-October 2009, the final job description was sent to HRMS with the request for confirmation of the grading and advertisement.
10. The position was eventually advertised on 17 February 2010. The deadline for applications was 18 April 2010. More than 700 applications were received, out of which 5 candidates were invited for interviews, which took place at the start of June. The recruitment panel consisted of Bert Lenten (CMS Acting Deputy Executive Secretary), Borja Heredia (ASCOBANS Senior Advisor) and Marco Barbieri (CMS Agreements Officer). A recommendation was sent to the Human Resources Management Service (HRMS) of the United Nations Office at Nairobi (UNON) in mid-June and was approved in mid-September, confirming Ms Heidrun Frisch as Associate Programme Officer for ASCOBANS.
11. The Secretariat team enjoyed the support of several interns in the reporting period. From mid-July 2009 onwards, Ms Tanja Herr, who holds a MA in Political Science, supported the team for one month e.g. in the preparations for the MOP. A high-school student (grade 12), Ms Corinna Van Cayzele, joined the team for a two-week period in October 2009. From December 2009 to mid-February 2010, Mr Joseph Wantroba, an exchange student of International Studies, worked in support of both ASCOBANS and CMS issues. In mid-February 2010, the team was joined for a three-month period by Ms Polina Khrycheva, who holds a MSc in Marine Biology. Ms Khrycheva supports the Secretariat e.g. in preparations of AC17, the International Day of the Baltic Harbour Porpoise in May 2010 and with outreach to non-Party Range States in the Baltic region. Since the beginning of September, Ms Brigitte Kessels, who is studying Coastal Zone Management, has been supporting the Secretariat. She will continue with the team for five months.
12. Internships with ASCOBANS are coordinated through the joint internship programme with CMS and the other co-located Agreement Secretariats in Bonn. More information can be found at <http://www.cms.int/secretariat/internships.htm>.

## 6-Monthly Overviews

13. The 5<sup>th</sup> Meeting of Parties had decided in Resolution 2d (2006) that the Secretariat should prepare 6-monthly overviews of the state of affairs on administrative and budgetary issues. A similar request has not been made at MOP6. However, in order to ensure that Parties expectations are met, the Secretariat would like to seek clarification whether Parties wish it to return to annual reporting at the Advisory Committee meetings, or whether the mid-term reports are still desired.