

Agenda Item 13.1

Report of the Secretariat on Finance and
Administrative Issues
Administrative Issues

**Document 13-01
(restricted)**

**Report on Administrative Issues
2010/2011**

Action Requested

- Take note of the report
- Comment

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 2010/2011

1. A detailed report had been given to Parties at the 17th Advisory Committee Meeting (AC17/Doc.13-01 rev.2). This document is an update with respect to this report.

Secretariat Arrangements

2. In line with Resolution No. 5 of the 6th Meeting of the Parties (2009), the UNEP/CMS Secretariat continues to serve as the Secretariat pursuant to Article 4 of the ASCOBANS Agreement and the Executive Secretary of UNEP/CMS remains 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 (see AC18/Doc.15-01). The results of this evaluation will be reported 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. No changes in staffing were made in the team immediately serving ASCOBANS. However, the departure of the CMS Finance Assistant Mr Ricardas Patiejunas, whose main focus was on servicing the budgets of the co-located Agreements of the CMS Family (AEWA, ASCOBANS, EUROBATs), necessitated two successive short-term staff secondments from UNEP headquarters. Mr Charles Kihunyu was in Bonn followed by Ms Elizabeth Mugo, who will serve the Agreements until the entry on duty of the newly recruited Finance Assistant in May 2011. The Secretariat is grateful to UNEP for this assistance.
5. The Secretariat team enjoyed the support of several interns in the reporting period. Ms Brigitte Kessels, who is studying Coastal Zone Management, arrived in September 2010 and worked with the joint CMS/ASCOBANS Secretariat team until January 2011. Ms Carola Kaltofen, a student of biology, has been part of the team since February 2011. A pupil of the Bonn International School, Ms Amina Kadyrzhanova, will support the Secretariat for a 2-week period in early April.
6. 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

7. At the 17th Meeting of the ASCOBANS Advisory Committee, Parties clarified that the 6-monthly overviews of the state of affairs on administrative and budgetary issues requested in MOP5 Resolution 2d (2006) were still desired. Accordingly, the Secretariat will continue the practice of sending a mid-term report reflecting the status of the budget as at 30 June of each year.