

Agenda Item 18

Financial and Administrative Issues

Administrative Issues

Document 18.1

Admin Report 2017-2018

Action Requested

- Take note
- Comment

Submitted by

Secretariat



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

Secretariat's Note

The Rules of Procedure adopted at the ASCOBANS 8th Meeting of Parties remain in force until and unless an amendment is called for and adopted.

Report on Administrative Issues 2017-2018

1. This document provides an update of the report prepared for the 8th Meeting of the Parties ([MOP8/Doc.7.1.a_Rev.1](#)) and for the 23rd Meeting of the Advisory Committee ([AC23/Doc.16.1.a](#)).

Secretariat Arrangements

2. In line with Resolution 8.13 of the 8th Meeting of the Parties (2016), 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 Executive Secretary for ASCOBANS. CMS Parties have in CMS Resolution 12.2 on Financial and Administrative Matters agreed to continue the arrangement.
3. The revised [UNEP/CMS Secretariat structure](#) introduced in November 2013, which created an overarching Implementation Support Team consisting of a Scientific Advisor and three species teams dealing with avian, terrestrial and aquatic species, has continued to prove beneficial for the ASCOBANS team, which benefits from more coherence and collaboration as part of the Aquatic Species team, headed by Melanie Virtue. Besides all of the CMS Secretariat's work on cetaceans, this team also deals with other aquatic mammals, sharks, other fish, marine turtles and cross-cutting marine issues such as bycatch, underwater noise, marine debris and pollution.

Staffing

4. Staffing arrangements have remained the same in the reporting period:
 - a) Bradnee Chambers (D1) continues to serve as Executive Secretary of the Convention on Migratory Species (CMS), which includes three percent of his time allocated for fulfilling the role of Executive Secretary to ASCOBANS.
 - b) Melanie Virtue (P4), the head of the CMS Aquatic Species Team, continues to dedicate 15 per cent of her time to ASCOBANS as Senior Advisor, serving as the first reporting officer for the Coordinator.
 - c) Aline Kühl-Stenzel (P2) continues to serve as ASCOBANS Coordinator (75 per cent), with 5 per cent dedicated to the UNEP/CMS Secretariat.
 - d) Bettina Reinartz (GS-5), the Administrative Assistant, continues to serve the Secretariat on a 50 per cent position, with overtime being approved as required.
5. During the reporting period since AC23 in 2017 the Secretariat was supported by a number of interns, recruited by the CMS Aquatic Species Unit. They have helped to draft reports, enliven the Facebook page and improve the powerpoint template.

Administrative Changes

6. The Vacancy Announcement for the ASCOBANS Coordinator was issued on the UN Careers Portal from 11 July to 24 August 2018, following the resignation of Aline Kühl-Stenzel in 2017. Over 320 applications had already been received a few days before the closing date. The recruitment process is already underway.