

Agenda Item 13.1

Report of the Secretariat on Finance and
Administrative Issues
Administrative Issues

Document 13-01

**Report on Administrative Issues
2011/2012**

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 2011/2012

1. A detailed report had been given to Parties at the 18th Advisory Committee Meeting (AC18/Doc.13-01) and in the mid-term report sent to Parties in September 2011. This document is an update with respect to these reports.

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 were reported to the Conference of the Parties (COP) to CMS in 2011 (UNEP/CMS/Inf.10.32) as a contribution to the debate on the future shape of CMS. In addition, CMS Parties considered UNEP/CMS/Conf.10.34, a document on the lessons-learnt in relation to the Secretariat merger prepared by the CMS Secretariat. This document has been made available to the Advisory Committee as AC19/Doc.13-02.
4. In CMS Resolution 10.1 on Financial and Administrative Matters, the Parties to CMS confirmed their willingness that the CMS Secretariat continues to provide secretariat services to ASCOBANS in the next triennium (2012-2014).

Staffing

5. Mr Hillary Sang has taken up duties as CMS Finance Assistant. His main focus is on servicing the budgets of the co-located Agreements of the CMS Family (AEWA, ASCOBANS, EUROBATS). After the departure of the previous incumbent, UNEP headquarters had provided two successive short-term staff secondments in order to ensure continuous services. The Secretariat is grateful to UNEP for this assistance.
6. As announced to Parties in a letter dated 22 December 2011 and made public on the Agreement's website on 6 January 2012, for family reasons the Acting Executive Secretary Elizabeth Maruma Mrema stepped down from her post as UNEP/CMS Executive Secretary. In January 2012, she returned to Nairobi to take up the position of Deputy Director at the UNEP-Division of Environmental Policy Implementation (DEPI).
7. Ms Mrema had announced her intention to depart from Bonn at the 38th Meeting of the CMS Standing Committee. Following this, CMS Parties at their 10th Conference adopted [Resolution 10.29](#) on Recruitment Procedures for the CMS Executive Secretary, requesting the UNEP Executive Director to ensure continuity in the work of the Secretariat and to arrange for the timely recruitment of the new Executive Secretary. In a UNEP Memorandum dated 21 December the UNEP Deputy Executive Director, Ms Amina Mohamed, appointed Ms Mrema to continue managing the UNEP/CMS Secretariat in an acting capacity from Nairobi, together with her new functions, until her successor is appointed. This arrangement applies equally to the management of the ASCOBANS Secretariat. The Deputy Executive Secretary of CMS, Mr Bert Lenten, manages day-to-day operations of both Secretariats in addition to his regular responsibilities. In keeping with Resolution 10.29, this interim arrangement ensures continuity of the management of the Secretariats after Ms Mrema's departure.
8. The Secretariat team enjoyed the support of several interns in the reporting period. Ms Carola Kaltofen, a student of biology, was part of the team from February until May 2011.

A pupil of the Bonn International School, Ms Amina Kadyrzhanova, supported the Secretariat for a two-week period in early April. Mr Karan Kakouei, who has a Bachelor degree in biology and is studying transnational ecosystem-based monitoring for his Master, supported both ASCOBANS and the CMS Science Unit from June until August 2011. A pupil of a local high school, Ms Lana d'Alquen, joined the team for two weeks in July 2011. Ms Susanne Machura, who has a Bachelor in biology and is now finalising her Master in biological oceanography, supported the Secretariat during September 2011.

9. Internships with ASCOBANS are coordinated through the [joint internship programme](#) with CMS and the other co-located Agreement Secretariats in Bonn. A call for applications was made through the ECS listserver in mid-December. Some opportunities for internships with the joint CMS/ASCOBANS Secretariat still exist for 2012 and further applications by qualified candidates would be welcome. Internships with a minimum period of 3 months are preferred.