

Agenda Item 15.1

Report of the Secretariat on Financial and
Administrative Issues

Administrative Issues

Document 15.1

**Report on Administrative Issues
2012/2013**

Action Requested

- Take note
- Comment

Submitted by

Secretariat



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

Report on Administrative Issues 2012/2013

1. This document provides an update of the reports prepared for the 20th Advisory Committee Meeting (AC19/Doc.13-01) and the 7th Meeting of the Parties (MOP7/Doc.8-02).

Secretariat Arrangements

2. In line with Resolution No. 6 of the 7th Meeting of the Parties (2012), 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 2016. CMS Parties had before through CMS Resolution 10.1 on Financial and Administrative Matters confirmed their willingness to continue the arrangement.
3. ASCOBANS Parties in Resolution No. 7.6 of the 7th Meeting of the Parties (2012) requested the Secretariat “to explore joint working arrangement within the CMS Family and further integration of the ASCOBANS and CMS Secretariats, taking note of the CMS Future Shape process, in order to enhance synergies and achieve a more cost-effective operation”. In line with this mandate, in June 2013 the CMS Secretariat and all the co-located Agreements held a three-day staff retreat in Bonn with the aim to improve and enhance the workflow and teamwork of all units. While the final outcome has yet to be fully defined, agreement was reached that a restructuring of the CMS Secretariat through some reorganization of the different units would serve to streamline responsibilities and level out the overall workload. Several working groups have been created to define the needs and options, and the new structure will be presented to the CMS Standing Committee in November 2013. Staffing arrangements for ASCOBANS will of course remain the same, but the organizational setting of the Secretariat within the CMS Secretariat may change.
4. More details on related issues of joint relevance, such as implementation of activities related to the Future Shape process, including the development of the Strategic Plan for Migratory Species, can be found in AC20/Doc.14.1.b.

Staffing

5. Following the departure of the Acting Executive Secretary Dr Elizabeth Maruma Mrema in January 2012, she continued managing the UNEP/CMS Secretariat from Nairobi, together with her new functions, until her successor was appointed. The Deputy Executive Secretary of CMS, Bert Lenten, managed day-to-day operations of both the CMS and the ASCOBANS Secretariats in addition to his regular responsibilities.
6. On 12 March 2013 the joint CMS/ASCOBANS Secretariat welcomed Dr Bradnee Chambers as the new Executive Secretary of the Convention on Migratory Species (CMS). In this function, he also serves as Acting Executive Secretary to ASCOBANS. Three per cent of his time is scheduled for this. Prior to his appointment, Dr Chambers headed the Law and Governance Branch of the Division of Environmental Law and Conventions at UNEP Headquarters in Nairobi.
7. On 1 January 2013 the working hours of the Administrative Assistant, Bettina Reinartz, were again reduced from 75 to 50 per cent (20 hours per week), as foreseen. A temporary increase starting in April 2012 had been approved by AC19 in order to allow for more support during 2012, which due to the MOP and the celebration of the 20th Anniversary was a very work-intensive year.

8. Otherwise the ASCOBANS staff complement remains the same with Dr Borja Heredia, CMS Scientific and Technical Officer serving as ASCOBANS Senior Advisor with 15 per cent of his time and Heidrun Frisch having 75 per cent of her time dedicated to coordination of the ASCOBANS Secretariat.
9. In addition, the joint CMS/ASCOBANS Secretariat again enjoyed the support of the consultant Ana Berta García, who worked on many matters related to meeting preparations, activities related to the anniversary year, outreach initiatives and other CMS-related tasks. Costs for her time were shared between the CMS and ASCOBANS Secretariat according to the percentages used.
10. The Secretariat team enjoyed the support of several interns in the reporting period. Mariana Anichini, who has a M.Sc. in Evolution of Animal Behaviour, supported the CMS/ASCOBANS Secretariat from March until June 2012. A high school student, Jonah d'Alquen, worked with us over a three-week period in mid-2012. Matthias Makowski, a B.Sc. student in Geography, worked with the Secretariat in August and September 2012. These three interns, among other services provided, were instrumental in preparing and following up events related to the International Day of the Baltic Harbour Porpoise, as well as preparation of specialised exhibition material on the occasion of the 20th Anniversary of the Agreement. Hagen Gegner, shortly after completing a B.Sc. degree in Biology, supported ASCOBANS from September to December 2012. His work was largely focused on finalizing the Advisory Committee Workspace as well as the similar discussion areas for the Aquatic Mammals and Bycatch Working Groups in the CMS Scientific Council Workspace. Milena Canzler joined the team in October 2012 and stayed until December as part of obtaining her B.Sc. qualification in biology. She and Katrin Schiffer, a B.Sc. student of Integrated Coastal Zone Management, who was with the Secretariat from February until June 2013, developed the long-anticipated children's section of the ASCOBANS website, which is now nearing completion. From January to June 2013 Irene Murkovic, who holds a M.Sc. in International and Diplomatic Studies, joined the CMS and ASCOBANS team to work on the preparation of several substantive presentations for the IDBHP as well as workshop presentations to be delivered at the ECS Conference, preparations for the Jastarnia Group Meeting and several research tasks.
11. Interns are a great help to the Secretariat in the delivery of its work programme. Many time-intensive tasks could never be carried out without this extra support. Therefore, applications from qualified candidates through the [joint internship programme](#) with CMS and the other co-located Agreement Secretariats in Bonn continue to be welcome. Opportunities for internships with the joint CMS/ASCOBANS Secretariat exist for 2014. Internships with a minimum period of three months are preferred.