



Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and contiguous Atlantic area, concluded under the auspices of the Convention on the Conservation of Migratory Species of Wild Animals (CMS)

Accord sur la Conservation des Cétacés de la Mer Noire, de la Méditerranée et de la zone Atlantique adjacente, conclu sous l'égide de la Convention sur la Conservation des Espèces Migratrices appartenant à la Faune Sauvage (CMS)



Seventh Meeting of the Parties to ACCOBAMS

Istanbul, Republic of Turkey, 5 - 8 November 2019

01/08/2019

English

Original: English

ACCOBAMS-MOP7/2019/Doc 21

EXPLANATORY NOTE ON DRAFT RESOLUTION 7.2 “FUNCTIONAL STRUCTURE AND PERSONNEL OF THE ACCOBAMS PERMANENT SECRETARIAT”

*Delegates are kindly invited to bring their own documents to the Meeting.
This document will be available only in electronic format during the Meeting.*

EXPLANATORY NOTE ON DRAFT RESOLUTION 7.2
“FUNCTIONAL STRUCTURE AND PERSONNEL OF THE ACCOBAMS PERMANENT SECRETARIAT”

1- Evolution of the ACCOBAMS Permanent Secretariat Personnel

At the end of the negotiation sessions of the Agreement (1995-1996), the Principality of Monaco, in relation with the CMS Permanent Secretariat, had set up an interim Secretariat composed of a person employed by the Department for Environment of Monaco. Then, the evolution of the Permanent Secretariat was as follows:

a) MOP1: period 2002-2004

During the First Meeting of the Parties in 2002, Resolution 1.2 created a Permanent Secretariat consisting of a full-time Executive Secretary, a part-time secretary (both supported by the Principality of Monaco), a controller for accounts and an administrative support (both supported by a Trust Fund).

The Meeting of the Parties also invited Parties to provide staff support on a voluntary basis (2 persons in 2002, 3 persons during the period 2004-2007).

b) MOP2: period 2005-2007

Secondment of staff by Turkey, Italy and Spain. Resolution 2.3 approved the budget allocation for a full-time **Administrative Assistant** (LB 1301).

c) MOP3: period 2008-2010

Resolution 3.2 on financial matters, approved the consolidation of the **Administrative Assistant** position (LB 1301 became LB 1102) and a complementary allowance for the Executive Secretary to achieve an income equivalent to grade UN-P4 which is that of the Executive Secretaries of the CMS Family.

d) MOP4: period 2011-2013

Resolution 4.3 on financial matters, approved the partial funding under the Trust Fund, of the **Project Assistant** position (LB 1105), funding complemented through voluntary contributions.

The position of **Secretary** supported by Monaco (LB 1104) was renamed **Assistant**.

e) MOP5: period 2014-2016

Resolution 5.16 on financial matters, approved the full funding under the Trust Fund of the Project Assistant position (LB 1105) and its inclusion in the conservation section (LB 55) under the title of **Project Assistant** (full title: Project & Fundraising Assistant).

f) MOP6: period 2017-2019

Resolution 6.6 on financial matters adopted, under **LB 1103**, the consolidation of the various funds used to remunerate the Accounting Officer in order to identify the position of part-time **Accountant**; the change of the name of the position of Administrative Assistant (LB 1102) into **Programme Officer (LB 1102)** and that of the Project Assistant (LB 55) into **Project Officer** (standing for Project & Fundraiser Officer) (**LB 55**).

A temporary position as **ASI Project Officer**, funded under the ACCOBAMS Survey Initiative (ASI) project, was opened for the duration of the project.

2- Process of establishing a functional structure for the Permanent Secretariat

In 2014, the 5th Meeting of Parties adopted Resolution 5.6 on Staff Regulations, requesting the Executive Secretary to prepare Staff Regulations for presentation to 6th Meeting of Parties in November 2016.

In November 2016, Parties at their 6th Meeting decided that there was a need to assess the staffing needs of the Secretariat prior addressing the staff regulations issue. ACCOBAMS Parties adopted Resolution 6.3 on ACCOBAMS Staff, which :

- *Mandates the Executive Secretary to entrust a specialized consultant to carry out by end of 2017 a functional assessment of the personnel needs of the Secretariat and associated costs;*
- *Asks the Executive Secretary, on the basis of the functional assessment, and in consultation with the Host Country and the Bureau, to develop a proposal on the structure of the Permanent Secretariat of ACCOBAMS and a mechanism to implement the proposal to be submitted to the Seventh Meeting of the Parties;*
- *Entrusts the Bureau, in consultation with the Host Country, to address the question of the recruitment procedures for the Executive Secretary as a matter of priority.*

The functional evaluation of the Permanent Secretariat was prepared in collaboration with CMS, as proposed by its Executive Secretary at MOP6. The Permanent Secretariat recruited a Consultant to conduct the functional assessment of the Permanent Secretariat, including an on-site visit in Monaco. The Consultant's report elaborated for an optimum functioning of the Permanent Secretariat, considering the missions listed in the Agreement text and the relevant Resolutions adopted by Parties, in particular the Work Programme, was distributed to all National Focal Points and to the Bureau Members in July 2017. It is presented in document ACCOBAMS-MOP7/2019/Inf37 and contains eleven recommendations.

In accordance with the provisions of Resolution 6.3 on ACCOBAMS Staff, a draft functional structure of the Permanent Secretariat was prepared by the Executive Secretary based on the Consultant's report recommendations and the guidance provided by the 11th Meeting of the ACCOBAMS Bureau (14-15 December 2017).

In the process of preparing a draft Resolution on the Functional Structure of the Permanent Secretariat and its Personnel, for submission to the 7th Meeting of ACCOBAMS Parties, the ACCOBAMS Permanent Secretariat circulated to the National Focal Points, in July 2018, a document explaining the current structure of the Secretariat, proposing options developed for the future Functional Structure of the ACCOBAMS Permanent Secretariat and its implementation, and seeking comments and advance indication of potential issues that could be raised. A revised document compiling comments received, was submitted to the 12th Meeting of the Bureau (3 - 4 December 2018).

A further revised draft Functional Structure of the Permanent Secretariat and its Personnel, reflecting the guidance provided by the members of the Bureau at their 12th Meeting, was circulated to National Focal Points by early January 2019, for additional comments, together with a document on budgetary options to implement the proposed functional structure. Comments received were presented by the Permanent Secretariat to the 4th Meeting of the Extended Bureau (17 -18 April 2019).

In parallel, remuneration grids were elaborated in collaboration with the Government of the Principality of Monaco, in accordance with a Decision of the 12th Meeting of the Bureau and considering that work-related laws in force in the Principality of Monaco shall apply to the personnel of the ACCOBAMS Permanent Secretariat. Salary scales used are inspired of those used for the Monegasque Civil Services, similarly than for the Executive Secretary and the Assistant as per the provisions of Resolution 6.2 amending the Headquarter Agreement with the Host Country.

The draft Resolution ACCOBAMS-MOP7/2019/Res7.2 on the Functional Structure and the Personnel of the Permanent Secretariat was finalized by the 4th Meeting of the Extended Bureau. It is supported by document ACCOBAMS-MOP7/Doc22 on the Position profile & salary scale for the Executive Secretary and by document ACCOBAMS-MOP7/Doc23 on the Permanent Secretariat Positions profiles other than the Executive Secretary & remuneration grids, elaborated on the basis of the recommendations of the Consultant who carried out the functional assessment of the Permanent Secretariat, according to the provisions of Resolution 6.3.