

Agenda Item 16

Financial and Administrative Issues

Administrative Issues

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**Report on Administrative Issues  
2016-2017**

**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 19<sup>th</sup> Meeting of the ASCOBANS Advisory Committee remain in force until and unless an amendment is called for and adopted.

## Report on Administrative Issues 2016-2017

1. This document provides an update of the report prepared for the 8<sup>th</sup> Meeting of the Parties ([MOP8/Doc.7.1.a Rev.1](#)).

### Secretariat Arrangements

2. In line with Resolution No. 13 of the 8<sup>th</sup> 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 until the end of 2017. CMS Parties have in CMS Resolution 11.1 on Financial and Administrative Matters agreed to continue the arrangement.
3. The revised [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 changed in the reporting period since mid-2016:
  - 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) Heidrun Frisch-Nwakanma (P2) held the shared post of ASCOBANS Coordinator (75 per cent) and CMS Marine Mammals Officer (25 per cent) until 31 December 2016. Ms. Frisch-Nwakanma has served ASCOBANS since April 2007. Starting on 1 January 2017, she accepted a temporary P3 assignment to coordinate the Memorandum of Understanding on the Conservation and Management of Marine Turtles and their Habitats of the Indian Ocean and South-East Asia (IOSEA Marine Turtle MOU) (80 per cent) and to continue her work as part of the CMS Aquatic Species Team (20 per cent).
  - d) Her successor Aline Kühl-Stenzel (P2) started her work as ASCOBANS Coordinator on 20 February 2017 (75 per cent), with 5 per cent dedicated to the CMS Secretariat. Ms. Kühl-Stenzel started serving the CMS Secretariat in 2008 and has held positions as Special Assistant to the Executive Secretary, in the science unit and most recently as Terrestrial Species Coordinator. In 2012/2013 Aline worked for the UNEP Mediterranean Action Plan, based at the Regional Activity Centre for Specially Protected Areas (RAC/SPA) in Tunisia, where she assisted the development of Marine Protected Areas in the open seas of the Mediterranean.
  - e) In January and February 2017, while the ASCOBANS Secretariat was formally without a Coordinator, Heidrun Frisch-Nwakanma continued to serve ASCOBANS in addition to her new duties, but received no remuneration from the ASCOBANS budget.
  - f) Bettina Reinartz (GS-5), the Administrative Assistant, continues to serve the Secretariat on a 50 per cent position. In addition to her standard tasks, Ms. Reinartz

handled much of the work load associated with the production of the video campaign "[Hello, little whale](#)" which was launched in all languages of the Baltic states on the 15<sup>th</sup> International Day of the Baltic Harbour Porpoise in May 2017 and subsequent preparations for the 23<sup>rd</sup> Advisory Committee meetings and meetings of the Jastarnia and North Sea working group meetings. She served as report writer for the latter two working group meetings in June 2017. Overtime was approved for 50 hours (status July 2017) and further overtime is being booked to cover the Advisory Committee meeting.

5. During the reporting period since MOP8 in 2016 and 2017 the Secretariat was supported through a number of interns, which had been recruited through the UN Careers portal together with the CMS Secretariat. In 2017 Clara Klöcker, Christoph Parsch, Pia Ricca and Winston Fru were interns in the Aquatic Unit. *Inter alia* the group produced a series of articles for the ASCOBANS website, to contribute towards a series for the 25<sup>th</sup> Anniversary of the Agreement, assisted with the above-mentioned "Hello, little whale" campaign and helped with meeting and workshop preparations.
6. Considerable support for the "Hello, little whale" campaign and the 25<sup>th</sup> ASCOBANS Anniversary activities was provided by the CMS Common Information Management, Communication and Outreach Team of the UNEP/CMS and UNEP/AEWA Secretariats.

### **Administrative Changes**

7. Ms. Enkhtuya Sereenen replaced Ms. Sandra Rücker in February 2017 as Administration and Fund Management Officer for a period of 12 months while Ms. Rücker is on Special Leave. There are no further staff changes to report which are of relevance to ASCOBANS.