

Agenda Item 18.1

Financial and Administrative Issues

Administrative Issues

Document 18.1

**Report on Administrative Issues
2018-2019**

Action Requested

Take note, provide feedback.

Submitted by

Secretariat



Note:

Delegates are kindly reminded to bring their own document copies to the meeting, if needed.

Report on Administrative Issues 2018-2019

1. This document provides an update of the report prepared for the ASCOBANS 8th Meeting of the Parties ([MOP8/Doc.7.1.a Rev.1](#)) and for the 24th Meeting of the Advisory Committee ([AC24/Doc.18.1](#)).

Secretariat Arrangements

2. In line with [Resolution 8.13](#) of the 8th Meeting of the Parties (2016), the Convention on Migratory Species (CMS) Secretariat continues to serve as the Secretariat pursuant to Article 4 of the ASCOBANS Agreement, and the Executive Secretary of 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 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 Secretariat. As part of the CMS Aquatic Species team, ASCOBANS benefits from more collaboration and coherence. Besides all 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. Update on the staffing arrangements in the reporting period as follows:
 - a) After Bradnee Chambers' passing in January 2019, **Amy Fraenkel** (D1) started as Acting CMS Executive Secretary on 13 May 2019, which includes three per cent of her time allocated for the role of Executive Secretary to ASCOBANS. UNEP is currently recruiting on the permanent position.
 - b) **Melanie Virtue** (P4), 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) After Aline Kühl-Stenzel's resignation, **Jenny Renell** (P2) started as ASCOBANS Coordinator on 1 January 2019 (75 per cent), with 25 per cent dedicated to the CMS Secretariat.
 - d) **Bettina Reinartz** (GS-5), Administrative Assistant, continues to serve the ASCOBANS Secretariat on a 50 per cent position, with overtime being approved as required. Leading up to the 13th Conference of the Parties (COP13) to CMS, she is also supporting COP13 preparations with 50 per cent capacity from 1 July 2019 to 31 March 2020.
5. During the reporting period since AC24 in 2018, the Secretariat has also received some support from interns recruited by the CMS Aquatic Species Unit. They have mostly helped in drafting briefings, doing research and maintaining social media pages.

Action requested:

The AC is requested to take note of the report and to provide feedback, if any.