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**United Nations  
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**Conference of the Parties of the Stockholm  
Convention on Persistent Organic Pollutants  
Second meeting**  
Geneva, 1–5 May 2006  
Item 8 of the provisional agenda\*  
**Other matters**

**Supplementary analysis of the financial and administrative  
arrangements that would be needed to implement any changes  
proposed to enhance synergies and cooperation between the  
secretariats of the chemicals and waste conventions**

**Note by the Secretariat**

As referred to in document UNEP/POPS/COP.2/25 on enhancing synergies within the chemicals and wastes cluster, a supplementary analysis prepared by the United Nations Environment Programme (UNEP) of the financial and administrative arrangements that would be needed to implement any changes that the secretariats of the Basel, Rotterdam or Stockholm conventions or UNEP may propose to enhance synergies and cooperation between the secretariats is set out in the annex to the present note.

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\* UNEP/POPS/COP.2/1.

## Annex

### **Supplementary analysis of the financial and administrative arrangements that would be needed to implement any changes proposed to enhance synergies and cooperation between the secretariats of the chemicals and waste conventions**

1. The Conference of the Parties to the Rotterdam Convention adopted at its second meeting decision RC-2/6 on enhancing synergies between the secretariats of the chemicals and wastes conventions.<sup>1</sup>
2. In paragraph 5 of decision RC-2/6, the Conference of the Parties to the Rotterdam Convention considered:

“... that to enable the Conferences of the Parties to the Rotterdam, Stockholm and Basel conventions to take any decisions which they may deem appropriate at their next meetings, they will require in addition to the [the study on enhancing cooperation and synergies between the Basel, Rotterdam and Stockholm Conventions] a supplementary analysis of financial and administrative arrangements that would be needed to implement any changes that the three convention secretariats and the United Nations Environment Programme may propose. In addition, such supplementary analysis should identify any financial savings that might accrue, as well as any implications for adjustments to secretariat expenditures on United Nations administrative fees.”
3. In paragraph 6 of decision RC-2/6, the Conference of the Parties to the Rotterdam Convention invited:

“... the United Nations Environment Programme, in consultation with the secretariats of the conventions, to prepare the supplementary analysis referred to in paragraph 5 above and to make it available for consideration at the next meetings of the Conferences of the Parties to the Stockholm and Basel Conventions.”
4. In response to the above invitations, UNEP prepared a supplementary analysis of two options, as discussed in chapter V of the study on improving cooperation and synergies between the secretariats of the Basel, Rotterdam and Stockholm conventions (document UNEP/POPS/COP.2/INF/12). Those options are as follows:
  - (a) Option 1: **A common head and common convention support limited to core management functions**, including adoption of initial steps towards exploiting the benefits potentially offered by increased coordination between the three secretariats, namely, the appointment of a single Executive Secretary in charge of the three secretariats and the unification of administrative, legal and financial support into a single unit serving all three secretariats;
  - (b) Option 2: **Integrated administrative support plus integrated implementation and technical assistance services**, including the partial amalgamation of the secretariats of the Basel, Rotterdam and Stockholm conventions to provide for common management and a single support unit to provide all support functions that are common to the three secretariats.
5. Appendix I to the present annex includes an analysis of the functional areas listed in document UNEP/POPS/COP.2/INF/12 that could be provided through a shared service unit including opportunities for cost savings in each. It should be noted that cost savings in these areas could be redirected to other activities of the secretariat, including capacity-building and other technical assistance to assist Parties in meeting the obligations under the conventions.
6. Appendix II to the present annex contains a costing of the current resources devoted or budgeted to the functional areas listed in appendix I, as well as a proposed structure for shared activities associated with the two options set out above and the potential saving for each option. In the case of the

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<sup>1</sup> Report of the Conference of the Parties to the Rotterdam Convention on the work of its second meeting (UNEP/FAO/RC/COP.2/19), annex I, decision RC-2/6.

first option, the costs of combined management, administration, financial management and conference services and legal and compliance services (areas I–III), amounting to \$2,075,000, are compared with the current costs of these three types of services provided for each convention separately (in total \$2,390,000) and the total potential savings in staff costs are calculated. For the second option, costs of all services (areas I–VI), amounting when combined to \$3,390,000, are compared with the current total costs of these services as provided independently for the three conventions at present (\$4,155,000).

7. In both cases, the costs of joint services are not divided between the three conventions. The current costs of all services (areas I–VI) for each secretariat amount, at present, to \$2,575,000 for the Basel Convention (or 62 per cent of current total costs for all three conventions); \$530,000 for the Rotterdam Convention (or 12.75 per cent of total costs); and \$1,050,000 for the Stockholm Convention (or 25.25 per cent of total costs). If the second option were to be implemented, and the current key for distribution of costs were maintained, the distribution of costs would be \$2,102,000 for the Basel Convention, \$432,000 for the Rotterdam Convention and \$856,000 for the Stockholm Convention, representing savings of \$473,000, \$98,000 and \$194,000 respectively. Other keys for distribution could be considered as well; for example, if a distribution key of 55:15:30 per cent were used instead, which would be almost cost neutral for the Stockholm Convention, the costs would be \$1,864,500, \$508,000 and \$1,017,000 for the Basel, Rotterdam and Stockholm conventions, respectively, the savings being \$710,500, \$22,000 and \$33,000.

8. Only savings in terms of staff costs are shown here. It should be noted, however, that while these may appear to be moderate, there are considerable efficiency gains for all three secretariats through the provision of joint services.

## Appendix I

### **Analysis of the functional areas listed in document UNEP/POPS/COP.2/INF/12 that could be provided through a shared service unit**

**Note: Areas I–III below apply to the first option. Areas I–VI apply to the second option.**

#### **I. Management staff**

##### **Proposed staff and funding structure:**

- D-2 Executive Secretary (50% Basel; 15% Rotterdam; and 35% Stockholm)
- D-1 Deputy Executive Secretary (100% Basel) <sup>2</sup>
- D-1 Executive Secretary (25% Rotterdam; 75% Stockholm)

#### **II. Administration, financial management and conference services**

##### **Activities:**

- Formulation and preparation of budgets
- Management of finances and advice on resource management
- Monitoring of project implementation
- Formulation, negotiation and conclusion of memoranda of understanding, host Government agreements, contracts, etc.
- Consultancies
- Space/utilities/equipment management
- Personnel matters, staff development and training, official travel
- Coordination of preparatory arrangements for meetings
- Travel and daily subsistence allowance (DSA) for meeting participants

##### **Proposed staff composition:**

- P-4 Chief of Administration and Finance (overall coordination role)
- P-3 Fund Management and Administration Officer (supervision and finalization of budget preparation, monitoring of project implementation, memoranda of understanding, agreements, clearance/quality check of all types of contracts)
- G-6 Administrative Assistant (preparation of personnel matters contracts/consultancies, staff development and training )
- G-6 Administrative Assistant (preparation of official travel, DSA for meetings)
- G-6 Budget and Finance Assistant (preparation and updating of budget and preparation of project revisions, preparation of payments)
- G-5 Administrative Assistant (coordination of preparatory arrangements for meetings/conferences, documents)
- G-4/5 Administrative Clerk (data entry/filing, office space, utilities, equipment management, preparation of purchase orders for goods, services)

##### **Possible savings**

- G-5 Conference/Personnel Assistant
- G- Conference Assistant

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<sup>2</sup> The D1- Deputy Executive Secretary of Basel Convention also serves as D1-Chief of Capacity-building.

### III. Legal and compliance services

#### Activities:

- Service compliance mechanism or development
- Guidance to parties on implementation of issues, including enforcement arrangements and working with customs
- Illegal traffic
- Legal advice on framework agreements, memoranda of understanding, contractual arrangements
- Assistance in the ratification of liability protocol

#### Proposed staff composition:

- P-5 Senior Legal Officer (overall coordination and supervision, good offices settlement of disputes)
- P-3 Programme Officer (compliance, legal advice, implementation, information materials)
- G-6 Legal Assistant

#### Possible savings:

- G-4 Legal Assistant

### IV. Capacity-building and training

#### Activities:

- Technical guidance and reference material on the implantation of the conventions, as well as other issues related to waste management
- Guidance on issues such as illegal traffic, compliance assessment and effectiveness evaluation
- Guidance on persistent organic pollutants (POPs), POPs products and POPs waste for the Basel, Rotterdam and Stockholm conventions
- Carry out specific technical assistance projects
- Develop and contribute to the implementation of the strategy for regional and subregional delivery of technical assistance
- Convene and conduct subregional technical training workshops and seminars

#### Proposed staff composition:

- D1 Chief<sup>3</sup> (overall leadership and coordination of work)
- P-5 Senior Programme Officer (regional centres, life-cycle approach?)
- P-4 Programme Officer (Capacity-building and training)
- P-3 Programme Officer (technical guidance/assistance, reference materials, implementation)
- G-5 Programme Assistant

#### Possible savings

- P-3 Programme Officer (capacity-building)

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<sup>3</sup> The D1 Chief of Capacity-building also serves as the D1 Deputy Executive Secretary of the Basel Convention.

## **V. Resource mobilization and partnerships**

### **Activities:**

- Determine the legal and institutional feasibility of an appropriate and predictable financial mechanism (sustainable) , focusing in particular on the Global Environment Facility (GEF)
- Partnerships with non-governmental and intergovernmental organizations, regional organizations, governments, municipalities and others
- Maintain and enhance partnerships with the private sector as under the Basel Convention

### **Proposed staff composition:**

- P-5 Senior Programme Officer

**Comment:** Cost of this post to be funded by all 3 conventions.

## **VI. Information management (collection, management and distribution)**

### **Activities:**

- Review, compile national reports and statistics, publications
- Distribute technical documents
- Maintenance of website
- Produce publications
- Facilitate information exchange

### **Proposed staff composition:**

- P- 3 Information Officer (coordination of publications, review and compilation of statistics, reports, distribution, information management exchange, information clearing house function)
- P -2 Associate Computer Systems Officer/Webmaster (website design, technical support, development)
- G-5 Web Assistant (database management, automated document management,)
- G-5 Information assistant (assist in publications desktop design, distribution of training material)

### **Possible savings:**

- P- 4 Information Manager
- P- 2 Information Officer

Note: Currently the network services for the Basel Convention Secretariat are provided by the United Nations Office at Geneva and those for the Stockholm and Rotterdam convention Secretariats are provided by the UNEP Chemicals Branch (UNEP Chemicals). It is proposed that all network services (technical support) would be provided by the United Nations Office at Geneva and backstopped by UNEP Chemicals.

## Appendix II

**Costing of the current resources devoted or budgeted to the functional areas listed in appendix I and proposed structure for shared activities associated with the two options set out in document UNEP/POPS/COP.2/INF/12 and the potential saving for each.**

**Costing of chemicals proposal on clustering**  
Estimates based on salary cost for UNEP/DTIE Chemicals Branch as at 31 December 2005

**Table 1: Current structure**

Areas	Basel Convention	Cost in US\$	Rotterdam Convention	Cost in US\$	Stockholm Convention	Cost in US\$
<b>I. Management</b>	D-2 Executive Secretary	260,000.00				
	D-1 Deputy Executive Secretary	250,000.00	D-1 Executive Secretary. (25%)	62,500.00	D-1 Executive Secretary (75%)	187,500.00
<b>II. Administration, financial management and conference services</b>	P-4 Chief	170,000.00	P-3 Fund Management and Administration Officer (25%)	37,500.00	P-3 Fund Management and Administration Officer (75%)	112,500.00
	G-6 Administrative Assistant	110,000.00			G- Administrative Assistant	110,000.00
	G-6 Budget and Finance Assistant	110,000.00			G- Conference Assistant	105,000.00
	G-6 Conf./Doc. Assistant	110,000.00				
	G-5 Conference/Personnel Assistant	105,000.00				
	G-4 Data Entry/Filing Clerk	100,000.00				
<b>III. Legal and compliance services</b>	P-5 Senior Legal Officer	200,000.00	P-3 Programme Officer (compliance)	150,000.00	G-6 Legal Assistant	110,000.00
	G-4 Legal Assistant	100,000.00				
<b>Subtotals (areas I-III)</b>		<b>1,515,000.00</b>		<b>250,000.00</b>		<b>625,000.00</b>

Areas	Basel Convention	Cost in US\$	Rotterdam Convention	Cost in US\$	Stockholm Convention	Cost in US\$
<b>IV. Capacity-building and training</b>	D-1 Chief	0.00	P-3 Programme Officer (implementation)	150,000.00	P-3 Programme Officer (capacity-building)	150,000.00
	P-5 Senior Programme Officer (regional centres)	200,000.00				
	P-4 Programme Officer (Capacity-building and training)	170,000.00				
	G-5 Programme Assistant	105,000.00				
<b>V. Resource Mobilization and partnerships</b>	P-5 Senior Programme Officer	200,000.00				
<b>VI. Information management services</b>	P-3 Information Officer	150,000.00	P-2 Assistant Information Officer	130,000.00	P-4 Information Manager	170,000.00
	P-2 Associate Computer Systems Officer/Webmaster	130,000.00			G-5 Webmaster	105,000.00
	G-5 Information Assistant	105,000.00				
<b>Subtotals (areas IV–VI)</b>		<b>1,060,000.00</b>		<b>280,000.00</b>		<b>425,000.00</b>
<b>Grand total of conventions: areas I–III</b>		<b>2,390,000.00</b>				
<b>Grand total of conventions: areas I–VI</b>		<b>4,155,000.00</b>				



Table 2: Proposed structure

	Proposed staff for cluster	Cost in US\$	
<b>I. Management</b>	D-2 Executive Secretary	260,000.00	
	D-1 Deputy Executive Secretary	250,000.00	
	D-1 Executive Secretary	250,000.00	
<b>II. Administration, financial management and conference services</b>	P-4 Chief	170,000.00	
	P-3 Fund Management and Administration Officer	150,000.00	
	G-6 Administrative Assistant	110,000.00	
	G-6 Administrative Assistant	110,000.00	
	G-6 Budget and Finance Assistant	110,000.00	
	G-5 Administrative Assistant	105,000.00	
	G-4 Administrative Clerk	100,000.00	
	<b>III. Legal and compliance services</b>	P-5 Senior legal officer	200,000.00
		P-3 Programme Officer (compliance)	150,000.00
G-6 Legal Assistant		110,000.00	
<b>Total cost (areas I–III)</b>		<b>2,075,000.00</b>	
<b>Total potential savings for option 1</b>		<b>315,000.00</b>	

	<b>Proposed staff for cluster</b>	<b>Cost in US\$</b>
<b>IV. Capacity-building and training</b>	D-1 Chief	0.00
	P-5 Senior programme officer (regional centres)	200,000.00
	P-4 Programme Officer (Capacity-building and training)	170,000.00
	P-3 Programme Officer (Implementation)	150,000.00
	G-5 Programme Assistant	105,000.00
<b>V. Resource mobilization and partnerships</b>	P-5 Senior Programme Officer	200,000.00
<b>VI. Information management services</b>	P-3 Information Officer	150,000.00
	P-2 Associate Computer Systems Officer/Webmaster	130,000.00
	G-5 Information Assistant	105,000.00
	G-5 Web Assistant	105,000.00
<b>Total cost (areas IV–VI)</b>		<b><u>1,315,000.00</u></b>
<b>Total cost (areas I –VI)</b>		<b><u>3,390,000.00</u></b>
<b>Total potential savings for option 2</b>		<b><u>765,000.00</u></b>