



**Basel Convention on the Control of  
Transboundary Movements of  
Hazardous Wastes and their  
Disposal**

Distr.: General  
21 December 2009

English only



**Rotterdam Convention on the Prior  
Informed Consent Procedure for  
Certain Hazardous Chemicals and  
Pesticides in International Trade**



**Stockholm Convention on  
Persistent Organic Pollutants**

**Conferences of the Parties to  
the Basel, Rotterdam and Stockholm conventions  
Simultaneous extraordinary meetings**

Bali, 22–24 February 2010

Item 4 (c) of the provisional agenda\*

**Matters for consideration or action by the conferences  
of the Parties: final decisions on joint services  
established on an interim basis**

**Further information on costs and organizational implications of  
establishing joint services among the secretariats of the Basel,  
Rotterdam and Stockholm conventions**

**Note by the secretariats**

1. As referred to in document UNEP/FAO/CHW/RC/POPS/EXCOPS.1/4, by paragraph 12 of section IV on administrative issues and paragraph 4 of section V on decision-making of their respective decisions on enhancing cooperation and coordination among the three conventions<sup>1</sup> (referred to hereinunder as the “synergies decisions”), the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions invited the Executive Director of the United Nations Environment Programme (UNEP), in consultation with the Director-General of the Food and Agriculture Organization of the United Nations (FAO), to provide further information for presentation prior to the simultaneous extraordinary meetings of the conferences of the Parties on the costs and organizational implications of

\* UNEP/FAO/CHW/RC/POPS/EXCOPS.1/1.

<sup>1</sup> Decision IX/10 of the Conference of the Parties to the Basel Convention; decision RC-4/11 of the Conference of the Parties to the Rotterdam Convention; decision SC-4/34 of the Conference of the Parties of the Stockholm Convention.

establishing joint services for the three conventions and to prepare proposals on a common arrangement for staffing and financing those joint services, including financing shared posts.

2. In response to the request, the Executive Director of UNEP, in consultation with the Director-General of FAO, has provided the information contained in the present note.

3. Annex I to the present note sets out a possible functional organizational chart for joint services for the Basel, Rotterdam and Stockholm conventions based on the current interim arrangements for those services.

4. Table 1 of annex II to the present note sets out a proposed allocation of posts that were approved and budgeted for by the conferences of the Parties to the three conventions for the joint services called for in the synergies decisions. For each position, annual cost estimates are indicated based on 2010 standard costs estimates.

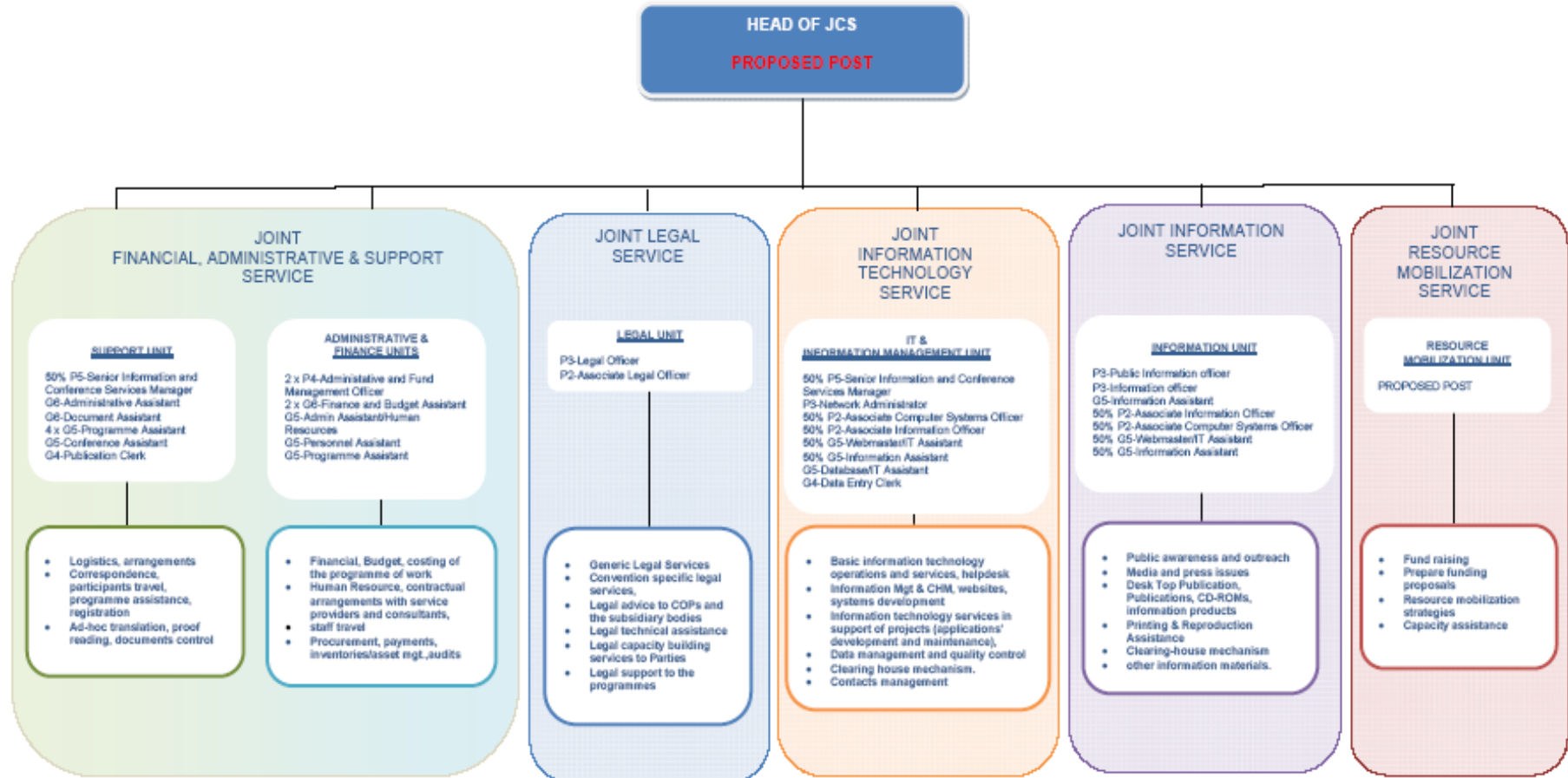
5. Table 2 of annex II to the present note provides information on additional staff resources required for the full implementation of joint services, the costs for each category based on 2010 standard cost estimates and possible cost sharing for the positions. Draft terms of reference for the proposed new posts are set out in annex III to the present note. Although not reflected in the table, temporary staff will also be required during times of peak workload.

6. In addition to the above, a one-time cost of \$80,000 will be required for the integration of the information technology platforms of the three secretariats. This will include the hardware and software costs together with the costs for temporary assistance in the following areas:

- (a) Integration into a common local area network (\$10,000);
- (b) Integration of data backup systems and disaster recovery (\$10,000);
- (c) Integration of network security systems (\$10,000);
- (d) Harmonization and customization of existing computer systems and their integration to a common operating platform (\$50,000).

Annex I

**Functional Organigram of the JCS**



## Annex II

## Proposed allocation of posts for joint services for the Basel, Rotterdam and Stockholm conventions

Table 1. Proposed allocation of approved posts for the Basel, Rotterdam and Stockholm convention secretariats based on the current interim arrangements for joint services

Joint service	Functional title and level	Changes in function	Cost to BC GTF in \$	Cost to RC GTF in \$	Cost to SC GTF in \$	Funded by UNEP from 13% PSC in \$	Total cost
Joint Financial, Administrative and Support Service	<b>Financial and administrative units</b>		<b>BC</b>	<b>RC</b>	<b>SC</b>	<b>PSC</b>	
	Administrative/Fund Management Officer (P4)					187 616	187 616
	Administrative/Fund Management Officer (P4)					187 616	187 616
	Finance and Budget Assistant (G-6)					157 872	157 872
	Finance and Budget Assistant (G-6)					157 872	157 872
	Admin. Assistant/Human Resources (G-5)					119 600	119 600
	Personnel Assistant (G-5)	Reclassification required	119 600				119 600
	Programme Assistant (G-5)	Reclassification required			119 600		119 600
	<b>Subtotal</b>		<b>119 600</b>	<b>0</b>	<b>119 600</b>	<b>810 576</b>	<b>1 049 776</b>
	<b>Support unit</b>		<b>BC</b>	<b>RC</b>	<b>SC</b>	<b>PSC</b>	
	50% Senior Information Officer and Conference Manager (P-5)				108 576		108 576
	Document Assistant (G-6)		157 872				157 872
	Administrative Assistant (G-6)	Reclassification required				157 872	157 872
	Programme Assistant (G-5)				119 600		119 600
	Programme Assistant (G-5)			119 600			119 600
	Programme Assistant (G-5)		119 600				119 600
	Programme Assistant (G-5)		119 600				119 600
	Conference Assistant (G-5)				119 600		119 600
	Publication Clerk (G-4)	Reclassification required				119 600	119 600
	<b>Subtotal</b>		<b>397 072</b>	<b>119 600</b>	<b>347 776</b>	<b>277 472</b>	<b>1 141 920</b>

<b>Joint service</b>	<b>Functional title and level</b>	<b>Changes in function</b>	<b>Cost to BC GTF in \$</b>	<b>Cost to RC GTF in \$</b>	<b>Cost to SC GTF in \$</b>	<b>Funded by UNEP from 13% PSC in \$</b>	<b>Total cost</b>
Joint Legal Service	<b>Legal unit</b>		<b>BC</b>	<b>RC</b>	<b>SC</b>	<b>PSC</b>	
	Legal Officer (P-3)				157 872		157 872
	Associate Legal Officer (P-2)		132 080				132 080
	<b>Subtotal</b>		<b>132 080</b>	<b>0</b>	<b>157 872</b>	<b>0</b>	<b>289 952</b>
Joint Information Technology Service	<b>IT and information management unit</b>		<b>BC</b>	<b>RC</b>	<b>SC</b>	<b>PSC</b>	
	50% Senior Information Officer and Conference Manager (P-5)				108 576		108 576
	50% Associate Computer Systems Officer (P-2)		66 040				66 040
	50% Webmaster/IT Assistant (G-5)				59 800		59 800
	50% Information Assistant (G-5)			59 800			59 800
	50% Associate Information Officer (P-2)			66 040			66 040
	Network Administrator (P-3, 50%)				78 936		78 936
	Database/IT Assistant (G-5)					119 600	119 600
	Data Entry Clerk (G-4)	Reclassification required			119 600		119 600
	<b>Subtotal</b>		<b>66 040</b>	<b>125 840</b>	<b>366 912</b>	<b>119 600</b>	<b>678 392</b>
Joint Information Service	<b>Information unit</b>		<b>BC</b>	<b>RC</b>	<b>SC</b>	<b>PSC</b>	
	Information Officer (P-3 )			157 872			157 872
	Public Information Officer (P-3 )		157 872				157 872
	Information Assistant (G-5)		119 600				119 600
	50% Associate Computer Systems Officer (P-2)		66 040				66 040
	50% Associate Information Officer (P-2)			66 040			66 040
	50% Webmaster/IT Assistant (G-5)				59 800		59 800
	50% Information Assistant (G-5)			59 800			59 800
	<b>Subtotal</b>		<b>343 512</b>	<b>283 712</b>	<b>59 800</b>	<b>0</b>	<b>687 024</b>
	<b>Total</b>		<b>1 058 304</b>	<b>529 152</b>	<b>1 051 960</b>	<b>1 207 648</b>	<b>3 847 064</b>

**Table 2. Additional staff resources required for full joint services implementation**

Joint service	Functional title/proposed level	Cost to BC – GTF in \$	Cost to RC – GTF in \$	Cost to SC – GTF in \$	Cost to PSC (13%) in \$	Total cost
Head of Joint Convention Services	Head of Joint Convention Services (no post, level to be determined)					To be determined
Joint Resource Mobilization Service	<b>Resource Mobilization Unit</b>	<b>BC</b>	<b>RC</b>	<b>SC</b>	<b>PSC</b>	
	Resource Mobilization Officer (P-4) (no post, level is indicative)	62 539	62 539	62 539		187 616
	<b>Total</b>	<b>62 539</b>	<b>62 539</b>	<b>62 539</b>		<b>187 616</b>

Note: BC GTF: Basel Convention General Trust Fund; RC GTF: Rotterdam Convention General Trust Fund; SC GTF: Stockholm Convention General Trust Fund; PSC: programme support costs.

## Annex III

### Terms of reference for proposed new posts within the joint services for the Basel, Rotterdam and Stockholm conventions

#### I. Head of Joint Convention Services for the Basel, Rotterdam and Stockholm conventions (level to be determined)

The Head of Joint Convention Services will be responsible for managing the programme of work related to joint services of the secretariats of the Basel, Rotterdam and Stockholm conventions and, in particular, of the Financial and Administrative Support Service, Resource Mobilization Service, Legal Service, Information Technology Service and Information Service.

Under the overall guidance of the executive secretaries of the Basel, Rotterdam and Stockholm conventions, the incumbent will have the following duties:

- (a) Assist the executive secretaries in the development and implementation of the Joint Convention Services;
- (b) Lead, supervise and carry out the work programme for the Joint Convention Services;
- (c) Assist the executive secretaries in preparing the work programme for the Joint Convention Services, including determining priorities and allocating resources for the completion of outputs and their timely delivery;
- (d) Coordinate the work carried out by work units under the Joint Convention Services;
- (e) Provide advice and support to the executive secretaries in areas such as budget, conference services, finance, human resources, general administration, legal services, resource mobilization, information technology and information management;
- (f) Assist with the preparation and organization of convention meetings and workshops;
- (g) Develop, establish and maintain a set of sound policies, procedures, standards and tools that are consistent with United Nations policy and practice to ensure proper accounting, financial management and control;
- (h) Coordinate and oversee the preparation of relevant reports for submission to the conferences of the Parties of the three conventions and their subsidiary bodies, including preparations of budgets, reporting on budget and programme performance and preparation of inputs for results-based budgeting;
- (i) Manage, guide, develop and train staff under his or her supervision;
- (j) Foster teamwork and communication among staff in the Joint Convention Services.

#### II. Resource Mobilization Officer (P-4 level)

The Resource Mobilization Officer will be responsible for managing the programme of work related to the Joint Resource Mobilization Service of the Basel, Rotterdam and Stockholm conventions.

Under the direct guidance of the Head of the Joint Convention Services, the incumbent will have the following duties:

- (a) Develop and implement resource mobilization and fund-raising strategies;
- (b) Develop and implement a programme to facilitate improved access to financial and other resources to assist Parties to meet their obligations under the conventions;
- (c) Extend and strengthen relationships with donors, particularly bilateral and multilateral, and lead activities in the identification of innovative sources of funding;

- (d) Develop tools and training to enable more effective resource mobilization at the global, national and regional levels;
  - (e) Assist in developing and maintaining a donor database;
  - (f) Research strategic information on donor issues, including both qualitative and quantitative analysis, and monitoring and analysing official development assistance and other funding mechanisms;
  - (g) Prepare inputs to policy papers, briefings, visual materials and presentations and, upon request, contribute analytical components to the work of managing communication with donors for the three conventions;
  - (h) Interact regularly with the technical sections, with a focus on meeting requests for information from donors, and obtain input on projects funding needs;
  - (i) Coordinate with the information and IT units of the Joint Convention Services to ensure mainstreaming of donor relations issues in outreach products, including newsletters, the conventions' websites and publications;
  - (j) Research and prepare initial draft responses to queries and information requests on donor policy issues;
  - (k) Ensure coherence in the projects and proposals prepared for presentation to donors;
  - (l) Provide daily oversight of the grant process relevant to funding opportunities and funds pledged and ensure that all documentation is prepared and submitted as required and that proper monitoring and reporting on funds used is prepared and made available as necessary;
  - (m) Follow the dynamics of foreign and domestic private investments, trade, subsidies and market development, and identify emerging financial opportunities and other innovative opportunities for financing capacity-building projects that are emerging from carbon finance, payments for ecosystem services and private philanthropy, among other sources.
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