<u>Functional Structure of the CITES Secretariat</u>



Office of the Secretary-General

- -Overall leadership and management of Secretariat
- -Leads on strategic planning and policy matters of the Secretariat
- -Depositary Government and Parties' liaison
- -Resource mobilization
- -Leads on high level relationships with partner organizations
- -Leads on the relationships with UNEP Executive and Deputy Executive -
- -Director and the UNEP Senior Management Team
- -Leads on the relationships with heads of partner conventions

Governing Bodies Unit

- -Official documentation control, management, and editing for Secretariat documents
- -COP proceedings, resolutions and decisions
- Logistics support for CoP, SC, AC, PC Meetings
- -Registers, quotas and Appendix III
- -Translation and interpretation services
- management -MA support
- -Liaison with BLG, EMG and IPBES
- -Support for
- Training/Workshops
- Publications management

Outreach and Projects Unit

- -Donor liaison
- -eCITES
- -Extrabudgetary project development/monitoring /reporting advice
- -Project management (MIKE, Tree Species, donor package contributions)
- Cooperation with UNEP
- -ICT & Website
- -Backstop electronic
- knowledge management
 -Communications, media
 relations, public
- information/social media
- -Support the SG on resource mobilization
- -Coordination of Secretariat capacity-
- building activities & tools

Science Unit

- -Scientific Committees support
- -SA support
- -RST
- -Appendices I, II
- -Scientific advice
- -Species management plans
- -Cooperation with other biodiversity conventions
- -Scientific/academic cooperation with partners
- and other scientific international organizations
- including animal and plant health -Scientific publications
- /articles/papers as Secretariat or jointly with partners
- -Capacity building for scientific requirements

Administration & Finance Unit

- -Legal instruments & financial agreements
- -Relationship with UNEP Corporate Services Division
- -Finance and budget management/financial reporting
- -Trust fund management
- -HR management
- -Staff development
- -Finance and Budget Subcommittee support including Costed Programme of Work
- -Procurement
- -Staff travel

Legal Unit

- -Compliance support to Parties
- National Legislation Project
- -Legal and trade advice (legislation, annotations, etc)
- Regulatory support to CoP and Committees
- -Socio-economic /
- -Major groups liaison
- -Relationships with international trade organizations and industry
- -National reporting
- -NIAPs
- -Inter-agency affairs
- -Legal advice on legal instruments and to the SG
- Capacity building for legal/compliance matters

Enforcement Unit

- -Enforcement support
- Relationships with international organizations combatting wildlife crime (i.e. ICCWC partners)
- -Wildlife crime and illegal wildlife trade advice (antismuggling, anti-fraud, combatting organized crime, money laundering and illegal wildlife trade, etc.)
- -National reporting on illegal wildlife trade
- -Capacity building for enforcement