



**MEMORANDUM OF UNDERSTANDING
ON THE CONSERVATION AND
MANAGEMENT OF MARINE TURTLES
AND THEIR HABITATS OF THE INDIAN
OCEAN AND SOUTH-EAST ASIA**

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8TH MEETING OF THE SIGNATORY STATES

Da Nang, Viet Nam, 21-25 October 2019

Agenda Item 13.1

SECRETARIAT ARRANGEMENTS

(Prepared by the Secretariat)

Action requested:

- Take note of the report
- Provide comments as appropriate

SECRETARIAT ARRANGEMENTS

1. Since the 7th Meeting of Signatories in 2014, there have been multiple changes in Secretariat staffing and location, which are summarized in this document.
2. The MOU Secretariat has from the beginning been provided by the Secretariat of the Convention on Migratory Species (CMS), coordinated by CMS staff member Douglas Hykle at P-5 level from the offices of the United Nations Environment Programme in Bangkok.

Period 2014-2016

3. In late 2014, Mr Hykle went on special leave, and coordination was taken over temporarily at P-3 level by Ms Clara Nobbe in October 2014, who for this purpose moved to the CMS office in Bonn, Germany from her previous position at UNEP headquarters in Nairobi. She reported to Ms Melanie Virtue, head of the CMS Aquatic Species Team. Ms Nobbe fulfilled this role full time until June 2015, and in a part-time capacity until October 2015, when Mr Hykle resumed his duties in Bangkok.
4. On 31 October 2016, Mr Hykle took early retirement. He had informed the CMS Executive Secretary several months in advance and prepared for the permanent relocation of the office to Bonn by shipping files and preparing handover notes for the Aquatic Species Team.
5. In the same month, the position of Coordinator was advertised as a temporary vacancy at P-3 level, for which the process for recruitment is significantly faster than for permanent staff. Also, the level at which Signatories wished the post to be in future was still to be decided.
6. The then CMS Executive Secretary, Mr Bradnee Chambers, recommended that the post be placed at P-3 level, which fits well both the responsibilities and the internal structure of the CMS Secretariat, where the Aquatic Species Team is headed by a P-4.

Arrangements since 2017

7. On 2 January 2017, Ms Heidrun Frisch-Nwakanma temporarily took over coordination of the MOU from the CMS offices in Bonn. Previously, she had been coordinating the Agreement on the Conservation of Small Cetaceans in the Baltic, North East Atlantic, Irish and North Seas (ASCOBANS) from the same duty station.
8. The CMS Executive Secretary continued consultations with the Signatories via the Sub-regional Focal Points to determine the level at which to advertise the permanent position for recruitment. Once agreement was reached to advertise it at P-3 level, the process commenced to reclassify the post and advertise it.
9. Applications were received between 6 August and 19 September 2018. Over one hundred applications were reviewed and finally Ms Heidrun Frisch-Nwakanma was confirmed in the position.

10. While recruitment was still ongoing, Ms Frisch-Nwakanma went on maternity leave from mid-September 2018 to 31 March 2019. To ensure continuous secretariat services during her absence, Ms Polina Orlinskiy was hired as a part-time consultant, starting on 1 September 2018.
11. Ms Frisch-Nwakanma is responsible for day-to-day management and is supported by Ms Orlinskiy, who has remained on board to ensure full capacity in the Secretariat while Heidrun is still working part-time. Both are reporting to the Head of the Aquatic Species Team of the CMS Secretariat, Ms Melanie Virtue. The MOU Secretariat benefits from support by common services such as administration and finance, conference services, and communication. Ultimate responsibility for the MOU continues to rest with the CMS Executive Secretary, as it did from the establishment of the MOU. The figure below indicates how the Aquatic Species Team is situated within the CMS Secretariat.

