Parties

Conference of the Parties and its Standing Committee

Secretary General

-Leadership and management of Secretariat
-Depositary Government and Parties liaison
-*Strategic:* policy, planning, resource mobilization, partnerships, inter-agency matters

Corporate Services

Governing Bodies and Meeting Services

-COP, Standing Committee and Scientific Committees documentation management
-Secretariat reports
-COP proceedings, resolutions and decisions
-Registers, quotas and Appendix III
-Editing
-Translation/Interpretation

Logistics support:
-COP
-Standing Committee
-Scientific Committees
-Training/Workshops

Knowledge Management and Outreach Services

-Information and Communications Technology (ICT)
-Web content management
-Library
-Archives
-E-permitting
-KM collaboration

-Public information
-Publications
-Communications
-Media relations
-Resource mobilization
-Donor liaison
-Major groups liaison

-On-line capacity building tools (virtual university etc)

Administrative Services

-HR/staff development
-Performance Management
-Costed Programme of Work
-Finance/budget
-Trust Fund Management
-Procurement
-Legal instruments
-Staff travel
-Logistics back-up
-S-G support

Implementation Services

Scientific Services

-Scientific Committees support
-Scientific Authorities support

-Review of significant trade
-Amendment of Appendices I and II
-Scientific advice (nomenclature, quotas, non-detriment findings CITES registers etc)
-Species management plans
-Scientific cooperation with partners

-MIKE Implementation

- Capacity-building for scientific requirements

Regulatory Services

-Management Authority support
-Enforcement measures support

-Legal and trade advice (legislation, annotations, etc)
-Regulatory support to COP and Committees
-Inter-agency affairs
-Socio-economic issues
-National reporting

Assistance with:
-Anti-smuggling
- Anti-fraud
-Combating organized crime

-Capacity-building for compliance and enforcement

Capacity-building Services

Coordination of capacity-building:
-Initiatives and partnerships
-Training and training materials
-Quality control

Secretariat Functions Chart 24-11-11