



# 7

## Administration, Coordination and Support



## Major Programme 7: Administration, Coordination and Support

### SUPPORT FOR MEETINGS

The PTS provided substantive support to the Chairpersons of the Commission, Working Groups A and B and the Advisory Group in the preparation and conduct of their meetings, as well as training courses and workshops of the Commission held in Vienna.

All official documents (624) of the Commission and its subsidiary bodies issued in 2003 were processed and stored on the automated Document Management System (DMS). By the end of 2003, a total of 4330 documents, including all documents relating to all previous sessions of the Commission in all of the official languages, had been archived on the DMS. Work continued to archive all of the documents relating to the sessions of the subsidiary bodies in the official languages. Also, the PTS issued an updated Electronic Document Archive CD-ROM containing reports of the Commission in 2003, as well as background information on the work of the Commission, to the States Signatories.

As a result of the increased in-house capacity for typesetting and layout in languages other than English, production of the 2002 Annual Report in all six official languages of the Commission was facilitated both in hard copy and in electronic form for placement on the public web site of the Commission. The first Technical Paper was issued following the decision of the Seventeenth Session of the Commission to establish this new category of document.

The PTS assisted States Signatories in accrediting their Permanent Representatives to the Commission. In 2003, 21 new Permanent Representatives were accredited, bringing the total number of accreditations to 107, compared with 100 at the end of 2002.

A book by a group of authors headed by HE Ambassador Jaap Ramaker (Netherlands) on the history of the CTBT negotiations was produced. The book, entitled *The Final Test*, is intended for use by delegations and PTS staff and was launched at the Twenty-First Session of the Commission.



*Support staff at meetings.*

The Government of Austria and the VIC based international organizations (VBOs) held discussions about additional conference facilities at the VIC. Additional premises would allow the Commission to have its own conference room and thus facilitate the efficient scheduling of meetings. The VBOs submitted their conference facility requirements to the Austrian Government, which began organizing an architectural competition to decide on the final design.

### IMPLEMENTATION OF 2003 BUDGET

The Budget for 2003, based on an exchange rate of 1.0945 euros to 1 US dollar, amounted to US\$88 581 700, representing zero real growth and 4.1% nominal growth over 2002. Of the total budget, 83% was allocated to verification related activities, including \$30 100 000 to the Capital Investment Fund (CIF), established for the build-up of the IMS. A breakdown of the 2003 Programme and Budget by Major Programme is shown in Table 4.

By 31 December 2003, 79 States Signatories had made full payments and 12 had made partial payments of assessed contributions for 2003, amounting to 91.57% of the total 2003 assessed contributions.

The expenditures in 2003 amounted to \$86.7 million, of which \$32.0 million was from the CIF. For the General Fund, the unused budget amounted to \$4.2 million, or 7% of the total amount approved for the year. For the CIF, approximately 77% of the allotment, including the carry-forward balance from 2002, was executed by the end of 2003. More detailed information on budget implementation can be found in the *2003 Programme and Budget Performance Report*.

In 2003, disbursements amounting to \$192 839 and obligations amounting to \$657 986 in taxes were recorded by the PTS. The total cumulative amount of taxes disbursed as of 31 December 2003 was \$832 971.

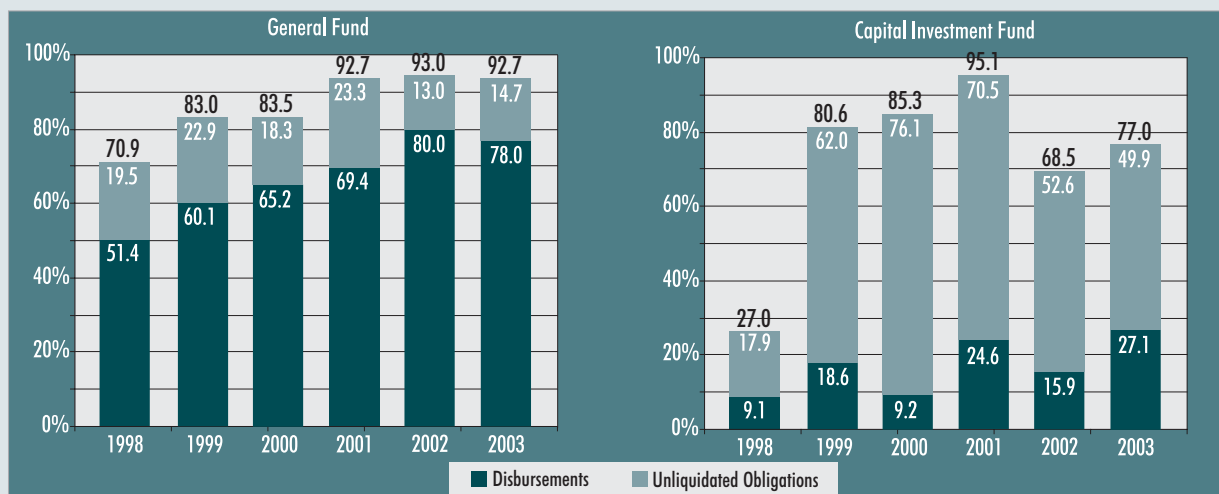
**Table 4. 2003 Programme and Budget  
by Major Programme**

Major Programme	\$(millions)
MP1: International Monitoring System	44.4
MP2: International Data Centre	14.9
MP3: Communications	10.6
MP4: On-Site Inspection	2.8
MP5: Evaluation	1.0
MP6: Policy Making Organs	2.3
MP7: Administration, Coordination and Support	12.6
<b>Total</b>	<b>88.6</b>

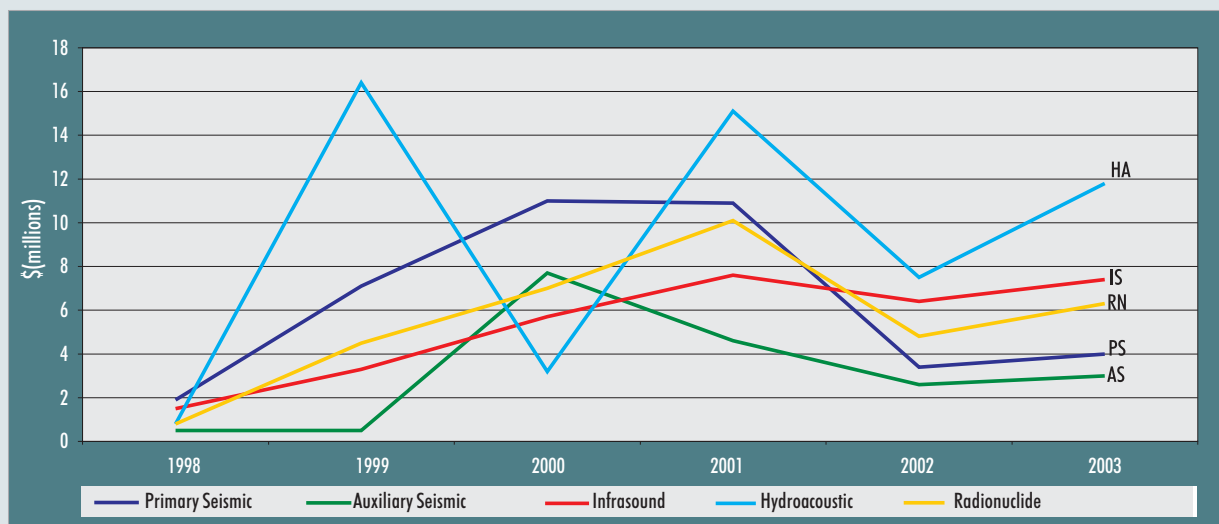


PTS publications issued in 2003.

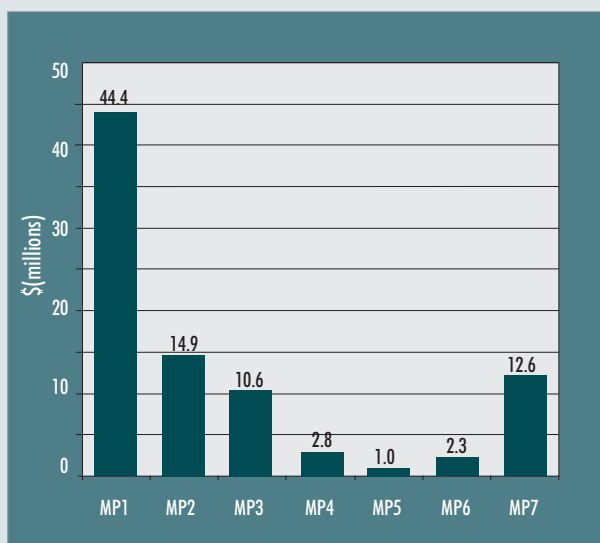
MAJOR PROGRAMME 7:  
ADMINISTRATION, COORDINATION AND SUPPORT



Spending rates for the General Fund and Capital Investment Fund, 1998–2003.



CIF expenditure by IMS technology, 1998–2003.



2003 Programme and Budget by Major Programme (see also Table 4).

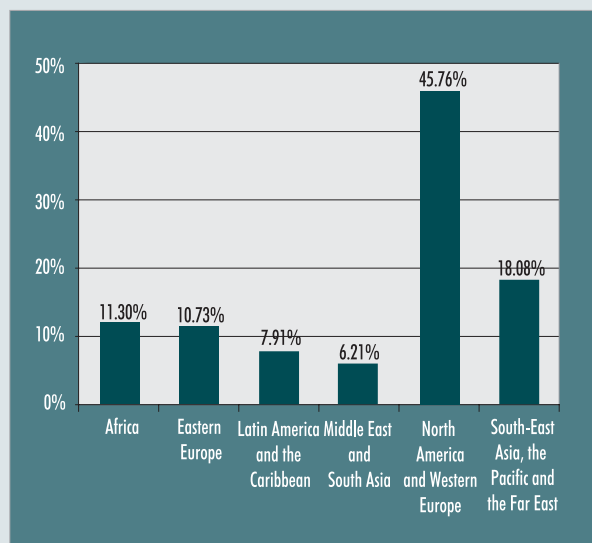


Figure 1. Staff members in the Professional category by geographical region (as set out in Annex 1 to the Treaty).

Table 5. Regular Staff Members by Field of Work

Field of Work	Professional	General Service	Total
Evaluation Section	3	1	4
International Monitoring System Division	41	14	55
International Data Centre Division	75	25	100
On-Site Inspection Division	13	6	19
<b>Subtotal, verification related</b>	<b>132 (74.58%)</b>	<b>46 (48.42%)</b>	<b>178 (65.44%)</b>
Office of the Executive Secretary	3	3	6
Internal Audit	2	1	3
Division of Administration	26	36	62
Legal and External Relations Division	14	9	23
<b>Subtotal, non-verification-related</b>	<b>45 (25.42%)</b>	<b>49 (51.58%)</b>	<b>94 (34.56%)</b>
<b>Total</b>	<b>177 (100%)</b>	<b>95 (100%)</b>	<b>272 (100%)</b>

## PROCUREMENT

The PTS completed more than 315 procurement processes in 2003, compared with 270 in 2002. Application of the model contract for testing and evaluation and for post-certification activities for IMS stations became more widespread (see also "Operations Contracts" in Major Programme 1). In addition to contracts for testing and evaluation and for post-certification activities, the PTS conducted negotiations on various stages of work for 20 IMS stations.

Financial Rule 11.5.06, Exceptions to Competitive Procedures, stipulates that the Commission should be informed about all contracts over \$150 000 which were awarded after one of the exceptions listed in this Rule had been invoked. In 2003, 23 contracts falling into this category were concluded (compared with 24 contracts in 2002), with a total value of approximately \$18.2 million.

## INTERNAL AUDIT

Three follow-up reviews to audit education grants for the school year 2001–2002, rental subsidy payments, and the GCI contract and subsequent amendments were concluded. Reviews of contracts for O&M and post-certification activities, and of training programmes administered by the Personnel Section began and are continuing.

By way of cooperation with the External Auditor, the actions taken by the management with regard to the recommendations contained in the 2002 Report and Management Letter of the External Auditor were reviewed.

## HUMAN RESOURCES MANAGEMENT

The PTS secured the human resources for its operations by recruiting and maintaining highly competent and motivated staff for all programmes. Recruitment was based on securing the highest standards of professional expertise, experience, efficiency, competence and integrity. Due regard was paid to the principle of equal employment opportunity and to the importance of recruiting staff on as wide a geographical basis as possible.

As of 31 December 2003, the PTS had 272 staff members from 69 countries, compared with 266 staff members at the end of 2002. Figure 1 provides information on the distribution of staff members in the Professional category by geographical region. Table 5 provides a breakdown of regular staff members by field of work.

The PTS continued its efforts to increase the representation of women in the Professional category, which stood at 49, or 27.68%, at the end of 2003, compared with 46, or 27.06%, at the end of 2002. In this connection it should be noted that in the non-verification-related Divisions, of a total of 45 Professional staff members



19 (42.22%) were women, some of whom are in managerial positions. The recruitment efforts continued against the background of low numbers of female applicants for the majority of scientific and information technology related vacancies. Discussions were held with some States Signatories regarding the modalities of encouraging female candidates to apply for vacant positions in the PTS.

In 2003, the PTS appointed 22 regular staff members. In addition, the PTS processed contracts for 48 consultants, 13 interns and 6 linguists, and 111 contracts for short term staff, including 49 for short term staff assigned to meetings.

The PTS organized various training courses in computer and information technology, office and project management, staff development and cross-cultural communication and management. During the year, 84 staff members participated in internal and external training.

The framework provided by the Staff Regulations and Rules was refined by further developing and improving administrative practices. In particular, a revised Administrative Directive was issued in which the working hours were reduced to be consistent with those at the other VBOs and the time recording methods were streamlined.

The PTS continued to devote considerable effort to addressing the matters raised in the report, issued in January 2002, by an external consultancy firm on PTS personnel and management practices. Significant issues addressed in 2003 included recruitment procedures, career development and performance appraisals and rewards.

The tenure policy established by the Commission sets a maximum length of service of seven years for Professional and internationally recruited General Service staff members, subject to certain exceptions. Therefore some staff members would be expected to separate from service upon reaching this limit in 2004, the seventh year since the establishment of the PTS. In accordance with the established rules, in 2003 the Executive Secretary made exceptions to the tenure limitation and extended beyond seven years the period of appointment of four staff members and proposed to the Commission a similar extension for one Division Director, in order to retain essential expertise and memory. In connection with the implementation of the tenure policy by the Executive Secretary, appeals were made to the Administrative Tribunal of the International Labour Organization.

## SAFETY AND SECURITY

As a result of PTS participation in the Inter-Agency Security Management Network, all staff travelling on behalf of the PTS are required to complete a training course on basic security in the field, provided by the Office of the United Nations Security Coordinator. By the end of 2003, over one hundred staff members had successfully completed this course.

The PTS continued to address policies and procedures on confidentiality. An Information Paper entitled Information and Confidentiality: PTS Policies and Procedures was produced for the consideration of WGB.

## SIGNATURES AND RATIFICATIONS

In 2003, the Treaty was signed by four States (Afghanistan, Eritrea, the Gambia and Palau) and was ratified by eleven States (Afghanistan, Albania, Algeria, Côte d'Ivoire, Cyprus, Eritrea, Honduras, Kuwait, Kyrgyzstan, Mauritania and Oman), including one of the Annex 2 States (Algeria), whose ratification is necessary for entry into force of the Treaty. As of 31 December 2003, the Treaty had 170 signatures and 108 ratifications, including ratifications by 32 of the 44 Annex 2 States. The overall status of signatures and ratifications since the Treaty was opened for signature on 24 September 1996 is summarized in Table 6.

Table 6. Signatures and Ratifications by Year

	1996	1997	1998	1999	2000	2001	2002	2003	Total
Signatures	138	11	2	4	5	5	1	4	170
Ratifications	1	7	18	25	18	20	8	11	108

## RELATIONS WITH STATES AND INTERNATIONAL ORGANIZATIONS

The PTS continued efforts to enhance broad-based understanding and support of the Treaty. Emphasis was given to widening awareness of and participation in the work of the Commission, in order to facilitate the establishment of the verification regime and to promote signature and ratification. Particular attention was devoted to fostering cooperation among States in the exchange of verification related technologies and making available to them technical-legal assistance to strengthen national implementation of the Treaty. The PTS also maintained

its focus on developing relations with relevant international organizations.

The PTS continued to organize and to assist in the organization of various events, using voluntary contributions by States Signatories.

### Relations with States

With the emphasis on Annex 2 States and States hosting IMS facilities, the PTS maintained dialogue through bilateral visits in capitals and interaction with their Permanent Missions in Vienna, Berlin, Bonn, Geneva and New York. Contacts were also made in the framework of multilateral fora at the global, regional and subregional levels. In this context the Executive Secretary visited Australia, Azerbaijan, Brazil, Chile, China, Fiji, Germany, Indonesia, Japan, Malaysia, the Netherlands, the Russian Federation and Timor-Leste. PTS staff undertook missions to Cuba, the Democratic Republic of the Congo, Malaysia, Mozambique, Suriname, Tunisia and Viet Nam.

The Executive Secretary also met in Vienna with Ministers for Foreign Affairs of Austria, Croatia, Finland, Japan, Saint Kitts and Nevis and Slovakia, the Minister for Disarmament and Arms Control of New Zealand, the Minister of State of Germany, the Minister of State of the United Kingdom, the State Secretary of France, and high-ranking officials of Belarus, Italy and the Republic of Korea.

In 2003, five new IMS facility agreements were concluded with Mauritania, Panama, Paraguay, the Philippines and Romania, bringing the total number of concluded agreements or arrangements to 28. Of these, 18 have entered into force and 1 is being applied provisionally pending its entry into force. (The IMS host States with which the Commission has concluded facility agreements or arrangements are listed at the end of this report.)

In addition, seven interim exchanges of letters were completed in 2003 authorizing the Commission to undertake activities in States hosting IMS facilities, pending the conclusion of a formal facility agreement or arrangement. At the end of 2003, appropriate legal arrangements were in place for a total of 306 stations and 15 laboratories in 80 countries.

As of 31 December 2003, 81 States had notified the Commission of their designation of National Authori-

ties, or 'national focal points', in accordance with Article III, paragraph 4, of the Treaty.

### Relations with International Organizations

The PTS continued to develop contacts and cooperation with relevant global and regional international organizations. The Executive Secretary addressed the fifty-eighth session of the First Committee of the United Nations General Assembly and the forty-seventh session of the General Conference of the International Atomic Energy Agency, and participated in the First Review Conference of the States Parties to the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on their Destruction (CWC).

PTS staff participated in the 13th Conference of Heads of State or Government of the Non-Aligned Movement in Kuala Lumpur, the Second Session of the Preparatory Committee for the 2005 Review Conference of the States Parties to the Treaty on the Non-Proliferation of Nuclear Weapons (NPT) in Geneva, the Eighth Session of the Conference of the States Parties to the CWC in The Hague, the thirty-third regular session of the General Assembly of the Organization of American States (OAS) in Santiago, the thirty-ninth session of the Summit of the African Union in Maputo, the thirty-fourth Pacific Islands Forum (PIF) Summit in Auckland, New Zealand, the Special Conference on Security of the OAS in Mexico City, and the 18th Regular Session of the General Conference of the Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean (OPANAL) in Havana.

The PTS further developed contacts with regional and other organizations such as the Association of Caribbean States, the Association of South-East Asian Nations, the Commonwealth and the European Union.

In 2003, the Agreement between the Commission and the World Meteorological Organization (WMO) was approved by the Fourteenth World Meteorological Congress on 23 May and entered into force on that date (see also "Radionuclide Development" in Major Programme 2). The Agreement between the Commission and the European Centre for Medium-Range Weather Forecasts entered into force on 24 June, the date on which it was approved by the Twentieth Session of the Commission (see also "Radionuclide Development" in Major Programme 2). (The

international organizations with which the Commission has concluded relationship and cooperation agreements are listed at the end of this report.)

### **Training, Workshops and Other Capacity Building Activities**

Efforts continued to enhance PTS-wide coordination and consistency in the organization of training and capacity building activities for States. Preparation to introduce training management software at the beginning of 2004 was made to allow more efficient recording, handling and reporting of all information relevant to training.

In 2003, the PTS organized three international cooperation workshops: in Baku for States from central Asia and the Caucasus (25–27 March), in Nadi, Fiji, for States from the Pacific (16–17 June) and in Kuala Lumpur for States from South-East Asia (9–11 December). These workshops were attended respectively by 29 participants from 8 States and a representative of the Organization for Security and Cooperation in Europe, 25 participants from 15 States (including 3 non-signatory States) and representatives from the PIF Secretariat and the United Nations Department for Disarmament Affairs, and 24 participants from 8 States. The workshops explored,

inter alia, ways and means to promote the establishment of the verification regime, national implementation measures and further cooperation among States of the regions concerned.

Using the voluntary contributions provided by the Governments of the Netherlands and Norway, three information visit programmes in support of international cooperation activities and the promotion of the early entry into force of the Treaty were organized by the PTS. Senior experts and Government officials from the Democratic Republic of the Congo, Palau, Suriname, Tunisia, Tuvalu and the United Republic of Tanzania participated in the programmes and visited the PTS.

As a follow-up to the international cooperation workshop in Nairobi in June 2002, the PTS organized an expert group meeting of the Eastern and Southern Africa Regional Seismological Working Group, held in Kampala on 23–24 September. The meeting was attended by 15 participants from eight States. It addressed modalities for the possible establishment and operation of Regional Data Centres in the region, which could be important means for promoting cooperation among States of the region.

The PTS also cooperated with the Japanese authorities in preparation of the training programme on global seismo-



*Participants of international cooperation workshop in Nadi, Fiji, June 2003.*



*National seminar on the CTBT in Hanoi, December 2003.*



logical observation organized by Japan for developing States in October–December. Eleven participants from 10 developing countries attended.

The PTS supported a national seminar on the CTBT organized by the Vietnamese authorities and held in Hanoi on 16–17 December. The objectives of the seminar were to facilitate discussion among relevant authorities on the Treaty as well as to prepare action plans for its ratification and implementation. Some sixty representatives of these authorities participated. Japan also supported the event by sending an expert, who made a presentation.

In relation to events organized outside of Vienna, such as training courses and workshops, in 2003 the Commission concluded 11 agreements or arrangements with 10 host States (Azerbaijan, Fiji, France, Italy, Japan, Jordan, Malaysia, the Russian Federation, Uganda and Viet Nam) on the basis of a model agreement approved by the Commission.

The PTS provided workstations equipped with software related to the operation of NDCs, together with peripherals, to one State in central Asia and two States in Africa in 2003. One State in the Caribbean was provided with computer equipment for upgrading its NDC. The PTS contin-

ued close interaction with a number of other States in relation to similar support.

## CIVIL AND SCIENTIFIC APPLICATIONS OF VERIFICATION TECHNOLOGIES

The PTS supported the Government of Hungary in the organization of an experts' discussion on civil and scientific applications of CTBT verification technologies (seismological and radionuclide), held in Sopron on 6 September. Nine speakers from six States Signatories made presentations. The event was attended by observers from three States Signatories and the Verification Research, Training and Information Centre (VERTIC), a verification oriented non-governmental organization (NGO) based in the United Kingdom.

## DISSEMINATION OF INFORMATION

The Commission's public web site, providing information for both the general public and specialized audiences, was expanded and regularly updated. In 2003, the web site recorded over 27.5 million hits, the highest number of any year since it was launched.



New information products in 2003.

In 2003, 42 press releases were issued on various topics, including the latest Treaty ratifications and developments in the establishment of the IMS. The PTS held six press conferences and provided, upon request, 17 briefings to academic and special interest groups, such as the Diplomatic Academy of Vienna. Over 2600 CTBT related press clippings were archived.

Information materials were produced for a variety of audiences and were distributed from headquarters or by staff on duty travel. Two issues of *CTBTO Spectrum* were produced, following the Twentieth and Twenty-First Sessions of the Commission. Electronic versions of the newsletter were also made available on the public web site, and an automatic Web based subscription facility was introduced.

New information products in 2003 included a leaflet in German that gives an overview of the work of the Commission and is expected to meet the needs of students and other visitors to the VIC. Two new brochures intended for specific geographical areas, entitled *Africa and the CTBT* (in Arabic, English and French) and *Latin America and the Caribbean and the CTBT* (in English and Spanish),

were printed. A set of four posters designed for use by Permanent Missions, NDCs, IMS facilities and other institutions supporting CTBT related activities was also produced. Seven issues of *CTBTO News* covering meetings of the Commission and its organs were published.

The corporate identity introduced in 2002 became well established and was applied consistently to all PTS products. A review of information products throughout the PTS and the implementation of the corporate identity was carried out at the end of 2003.

### **LIAISON WITH NGOS**

Liaison with NGOs remains important to the PTS. Close contact was maintained with the NGO communities based in Vienna, Geneva and New York, to promote the Treaty and the work of the Commission. The NGO community in Vienna was regularly briefed on major activities of the Commission. The Executive Secretary held breakfast meetings with NGO representatives in Vienna and in New York.