



MAJOR PROGRAMME 7:

Administration, Coordination
and Support

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The Office of the Executive Secretary, the Division of Administration and the Legal and External Relations Division provided services to the Preparatory Commission and directed and managed the activities of the PTS.

CONFERENCE SERVICES

Staff of the Conference Services Section assisted the Chairpersons of the Policy-Making Organs (PMOs) in the preparation and conduct of their meetings. Activities included provision of clerical support, operation and maintenance of equipment, and drafting and editing of conference documents, including the report of each session. During 2000, a total of 479 conference documents were prepared and distributed to States Signatories.



A PTS task force, headed by the Chief of Conference Services, assisted in informal consultations of States Signatories on facilitating the early entry into force of the Treaty. These consultations were convened by Japan as a follow-up to the 1999 conference held pursuant to Article XIV of the Treaty (Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty) and in preparation of the 2001 conference, scheduled for September 2001 in New York. PTS staff coordinated preparations for the 2001 conference with the United Nations Secretariat.



In 2000, a computer based Document Management System (DMS) became operational. The DMS comprises a workflow system, by means of which the conference documents of the Preparatory Commission are processed online, and a secure documents database. The next stage of the project foresees a direct link of the documents database to the ECS, which gives registered users from States Signatories access to documents of the Commission and allows them to contribute to discussion documents. This link with the ECS will enable registered users to access the database via the Internet.

A new version of the Electronic Document Archive CD-ROM, containing the reports of the First to the Twelfth Session of the Preparatory Commission, as well as other background information and documents, was distributed to States Signatories in 2000. Conference documents and reports continued to be made available in electronic form on the ECS. Altogether 662 documents, including conference documents, were uploaded in 2000.

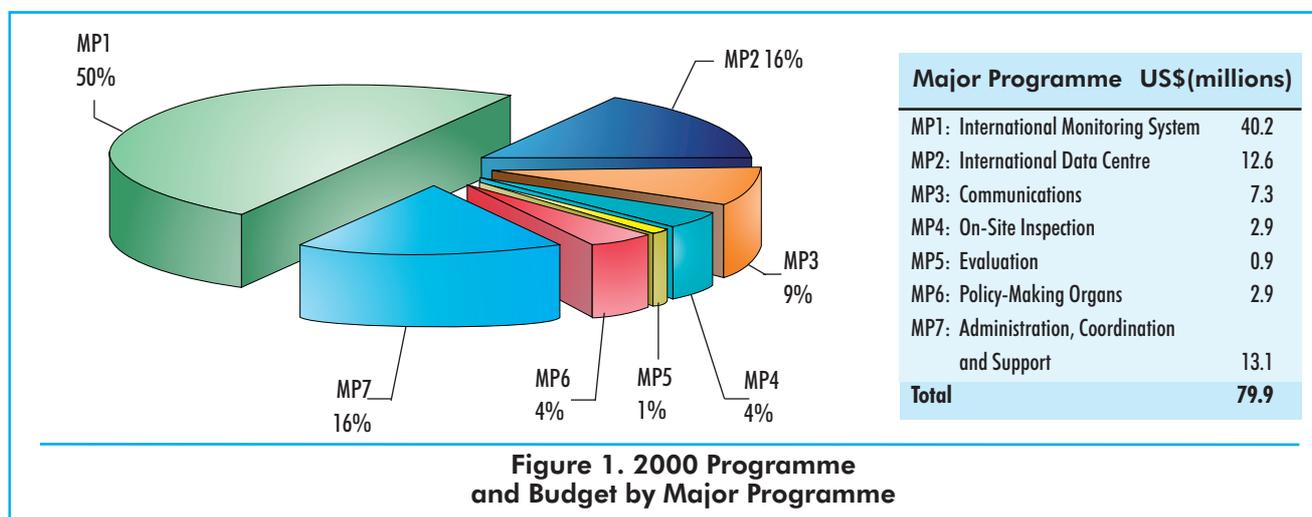
A publishing unit, comprising two editors and a layout designer, was established in 2000. The unit worked to ensure consistent high standards in the content and presentation of documents, both in hard copy and in electronic form. Apart from working on the documents for the PMOs, the unit also assisted other Divisions of the PTS in the preparation of workshop reports, technical reports, manuals, presentations, etc.

The Protocol Office in the Conference Services Section assisted States Signatories in accrediting their Permanent Representatives to the Preparatory Commission. In 2000, 24 new Permanent Representatives were accredited, bringing the total number to 93, as compared with 85 at the end of 1999.



The budget for 2000, at an exchange rate of 12.50 Austrian schillings to 1 US dollar, amounted to US\$79,949,100, which represented an increase of 7% over 1999. The increase was largely related directly to the continuation of the build-up of the IMS network. Of the total budget, 80% was allocated to verification related activities, including an allocation of \$33,152,000 to the Capital Investment Fund (CIF). A breakdown of the 2000 Programme and Budget by Major Programme is shown in Figure 1.

FINANCIAL SERVICES



By 31 December 2000, 63 States Signatories had made full payments and 17 had made partial payments of assessed contributions for 2000, amounting to 95.28% of the total 2000 assessed contributions.

The expenditures for the Programme and Budget in 2000 amounted to \$72.8 million¹, of which \$33.8 million¹ was from the CIF.

In 2000, disbursements in the amount of \$58,000¹ and obligations in the amount of \$700,000¹ in indirect taxes were recorded by the PTS.

¹ The figures provided are provisional and not yet audited.

PROCUREMENT

The Procurement Section executed the procurement requirements of the verification and administrative Divisions, processing about 260 procurements during the year. The financial obligations incurred by the Section in 2000 amounted to \$39.6 million. Under the GCI contract, payments for a total amount of \$4.8 million were made in 2000.

The PTS Vendor Database was further developed and expanded, on the basis of a questionnaire sent to potential vendors and suppliers. The Procurement Section made a number of approaches regarding the introduction of a Procurement Management System. A decision on a system should be made early in 2001.

Financial Rule 11.5.06, Exceptions to Competitive Procedures, stipulates that the Preparatory Commission should be informed about all contracts over \$150,000 which were awarded after one of the exceptions listed in the aforementioned Rule had been invoked. In 2000, 20 contracts falling into this category were concluded, with a total value of \$15.2 million.

PERSONNEL

Throughout 2000, the Personnel Section continued to secure the necessary human resources for the operations of the PTS. As of 31 December 2000, the PTS had 248 staff members from 68 countries, as compared with 216 staff members at the end of 1999. Table 3 presents the distribution of regular staff members by field of work.

Table 3. Regular Staff Members by Field of Work

Field of Work	Professional	General Service	Total
Evaluation Section	4	1	5
International Monitoring System Division	29	17	46
International Data Centre Division	65	25	90
On-Site Inspection Division	11	5	16
Total, verification	109 (72.19%)	48 (49.44%)	157 (63.31%)
Office of the Executive Secretary	3	3	6
Internal Audit	2	1	3
Division of Administration	24	36	60
Legal and External Relations Division	13	9	22
Total, non-verification	42 (27.81%)	49 (50.56%)	91 (36.69%)
Total	151 (100%)	97 (100%)	248 (100%)

The PTS continued its efforts to improve the representation of women in positions of the Professional category, which reached 24% at the end of 2000. These efforts took place against the background of low numbers of female applicants for the majority of the vacancies for scientific and information technology related posts.

As the initial build-up of the PTS was completed, the work of the Personnel Section moved towards maintaining the strength of the workforce and specific issues of staff administration. The framework established by the Staff Regulations and Rules was refined by further developing and improving administrative practices.

Issues of importance included additional compensation for heavy duty travel, on-call systems to maintain continuity in computing operations, and special working arrangements for weekends and holidays to allow for the issuance of REBs in accordance with the requirements of States Signatories. The Personnel Section further developed its comprehensive programme of training courses offered to staff members, in particular in the areas of information technology and management training.

GENERAL SERVICES

The General Services Section continued to manage and coordinate the areas of records, non-verification-related communications, maintenance and other

general services, including travel and transportation services and control of non-expendable property. The Section also had responsibility for office allocation and space management.

In 2000, the General Services Section successfully implemented two computer systems. The first of these, the Asset Management System, was put in place to control the physical inventory of PTS property. The system also provides information for the financial statements of the Preparatory Commission. The other system implemented was an archiving module of the DMS, used for the electronic archiving of correspondence. The Section also continued to administer and maintain the travel automation system (ATLAS).

The General Services Section continued its close cooperation with the other organizations based at the Vienna International Centre in the following committees: the Buildings Management Advisory Committee (which it chaired for part of 2000), the Buildings Management Working Group, the Asbestos (removal) Task Force, the Childcare Centre Committee, the Commissary Advisory Committee and the Joint Advisory Group on Garage Operations. The Section was also involved in negotiations on the Major Repair and Replacement Fund with representatives of the Government of Austria.

Five States (Guyana, Kiribati, Nauru, Nigeria and Sierra Leone) signed and 18 States (Bangladesh, Belarus, Cambodia, Chile, Gabon, Iceland, Kenya, Kiribati, the Lao People's Democratic Republic, Lithuania, Maldives, Morocco, Nicaragua, Portugal, the Russian Federation, The former Yugoslav Republic of Macedonia, Turkey and the United Arab Emirates) ratified the Treaty in 2000. Of the 18 States which ratified, Bangladesh, Chile, the Russian Federation and Turkey belong to the 44 States, listed in Annex 2 to the Treaty, whose ratification is required for entry into force. Ukraine, another Annex 2 State, announced the completion of its national ratification procedure. As of 31 December 2000, the Treaty had 160 States Signatories and 69 ratifications, 30 of which were by States listed in Annex 2.

Pakistan continued to maintain observer status with the Preparatory Commission; dialogue with India continued. Efforts were made at opening direct contacts with the Democratic People's Republic of Korea.

The External Relations Section worked in cooperation and coordination with the verification Divisions to enhance understanding of the global verification regime. To this end, the governments of 26 States hosting IMS facilities were briefed in their respective capitals. Permanent Missions and capitals were encouraged to participate in the work of the Preparatory Commission and its PMOs. Representatives of 75, 77 and 79 States, respectively, participated in the work of the Eleventh (April), Twelfth (August) and Thirteenth (November) Sessions of the Commission. In addition, the External Relations Section continued to develop contacts with relevant international and regional organizations and fora, so as to deepen understanding of the Treaty regime, increase the number of States Signatories and further ratification. Contacts were developed with the African, Caribbean and Pacific Group of States, the Association of Southeast Asian Nations, the Economic Community of West African States and the European Union. Relations were also developed with the United Nations Disarmament Centres in Lima, Peru, and Lomé, Togo.

EXTERNAL RELATIONS

As of 31 December 2000, the Treaty had 160 States Signatories and 69 ratifications, 30 of which were by States listed in Annex 2 to the Treaty.

As of 31 December 2000, 65 States had notified the Preparatory Commission of their designation of National Authorities or focal points, in accordance with the provisions of Article III, paragraph 4, of the Treaty.

During 2000, the Executive Secretary and staff of the External Relations Section consulted with 78 Permanent Missions of States not represented in Vienna. Visits were also made to 37 States. The Executive Secretary addressed the United Nations General Assembly, for the first time, on the basis of the relationship agreement between the two organizations; the 2000 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons (NPT Review Conference); and the forty-fourth session of the General Conference of the International Atomic Energy Agency. By invitation, PTS staff briefed or participated in the fifth session of the Conference of the States Parties of the Organisation for the Prohibition of Chemical Weapons at The Hague; the thirtieth session of the General Assembly of the Organization of American States (OAS) in Windsor, Ontario, Canada; the OAS Hemispheric Security Committee in Washington, D.C.; the thirty-sixth session of the summit of the Organization of African Unity in Lomé; and the thirteenth ministerial conference of the Non-Aligned Movement in Cartagena, Colombia.

In a follow-up to the Conference on Facilitating the Entry into Force of the Comprehensive Nuclear-Test-Ban Treaty held in Vienna in 1999, and the initiative of the United Nations Secretary-General to advance signature and ratification of multilateral agreements deposited with him, the Executive Secretary wrote to the Foreign Ministers of 101 States, inviting their governments to sign and/or ratify the Treaty.

INTERNATIONAL COOPERATION

The International Cooperation Section assisted in promoting cooperation among States Signatories to facilitate exchanges relating to technologies used in the verification of the Treaty.

In 2000, in coordination with the External Relations Section, the International Cooperation Section focused its activities on three geographical regions: Africa,



Latin America and the Caribbean, and South-East Asia, the Pacific and the Far East. With the strong support of the Governments of China and Peru, the Section organized two regional workshops on CTBTO International Cooperation and National Implementation/Ratification Procedures. The workshops, in Beijing in June, and in Lima in November–December, were successful in identifying a range of measures to advance implementation of the Treaty in the respective geographical regions. Consultations were also conducted with

African and other States on follow-up to the workshop for the African region, held in Cairo in 1999.

Several technologically advanced States were contacted with a view to soliciting further support for the work of the International Cooperation Section. Discussions

were held with a number of developing States, upon their request, to assist their efforts to address technological needs in the verification related technologies. The Section also arranged the donation of phased-out computer equipment to two States for operation of their NDCs.

Discussions were held with delegations to develop concepts and a framework for an interregional workshop to be organized for States which had not been able to participate at previous regional workshops. Upon the proposal of the Turkish authorities, Istanbul was identified as the prospective venue for the workshop. Preliminary discussions on the substantive aspects of the preparations were held.

The International Cooperation Section also had preliminary discussions with States of West and Central Africa on a subregional workshop to be held in 2001. The Section had exploratory discussions with representatives of the Pacific Islands Forum, Australia and New Zealand on the possible structure for a workshop in the subregion in 2001.

The International Cooperation Section continued to refine the database of scientific meetings of interest for researchers in verification related technologies on the basis of inputs from States.

The increased momentum in implementing the work programme of the Preparatory Commission led to a corresponding increase in the activities of the Legal Services Section. In the administrative field, the Section provided advice related to compliance with the regulations, rules and directives on contractual, administrative, financial and personnel questions. It also assisted at meetings of the PMOs and in technical training programmes.

The Legal Services Section worked to implement the requirement of the Preparatory Commission for the conclusion of IMS facility agreements or arrangements in order to enable the implementation of the work programme of the Commission in the territory of States hosting IMS facilities. Seven new facility agreements or arrangements were concluded during 2000, bringing the total to 15 (Table 4). Of these, as of 31 December 2000, nine had entered into force and one was being applied provisionally. Fourteen interim exchanges of letters were also completed in 2000, authorizing the Commission to undertake activities in host States pending the conclusion of a formal facility agreement or arrangement. As of 31 December 2000, a total of 288 facilities in 67 States were covered by appropriate legal arrangements.

A model agreement on payment of allowances to those States operating independent or partitioned subnetworks of the GCI (i.e. States that will collect and submit data to the IDC) was drafted by the Legal Services Section and approved by the Thirteenth Session of the Preparatory Commission. An agreement with Australia as the first of 15 proposed arrangements between the Commission and governments was signed in Vienna on 22 December 2000.

The Legal Services Section gave advice on the interpretation and implementation of the Host Country Agreement with Austria, especially provisions concerning the rights and privileges of the Preparatory Commission and its officials. The Section also assisted in the drafting and negotiation of 14 agreements

LEGAL SERVICES

AGREEMENTS OR ARRANGEMENTS UNDER INTERNATIONAL LAW

Table 4. States with Which IMS Facility Agreements or Arrangements Have Been Concluded

Argentina ^a	Jordan	South Africa
Australia	Kenya	Spain ^b
Canada	Mongolia ^a	Sri Lanka ^a
Cook Islands	New Zealand	Ukraine ^a
Finland	Niger	United Kingdom ^a

^a Agreement or arrangement has not entered into force.
^b Agreement is being applied provisionally.

or arrangements for technical meetings that were held outside of Vienna.

The Agreement to Regulate the Relationship between the United Nations and the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization was signed by the Secretary-General of the United Nations and the Executive Secretary of the Commission on 26 May 2000 and entered into force on 15

June 2000 upon its approval by the General Assembly. A subsequent implementing arrangement with the United Nations Development Programme on the provision of support services was also concluded, as well as an arrangement for the use of the United Nations laissez-passer by officials of the Commission.

The Legal Services Section also prepared and negotiated an Agreement which provides for cooperation between the WMO and the Preparatory Commission, particularly in the exchange of meteorological data. The Agreement was approved by the Commission in November 2000.

TREATY ISSUES

The Legal Services Section prepared opinions and advice on the interpretation of provisions of the Treaty, the Text on the Establishment of the Preparatory Commission and the Rules of Procedure of the Commission. These included a draft decision on the Signature and Ratification of the Comprehensive Nuclear-Test-Ban Treaty on the Occasion of the Millennium Summit, adopted at the Twelfth Session of the Commission in August; a decision of the Commission on the protection of its emblem, adopted at its Thirteenth Session in November; confidentiality matters related to IMS data and IDC products; and OSI issues.

In order to assist the Preparatory Commission in its deliberations, the Legal Services Section drafted a compilation of all changes and corrections that may need to be made to the coordinates of IMS facilities listed in Annex 1 to the Protocol to the Treaty. The changes will be made either according to the Treaty or according to the Vienna Convention on the Law of Treaties, and will be submitted for approval to the initial session of the Conference of the States Parties after entry into force of the Treaty.

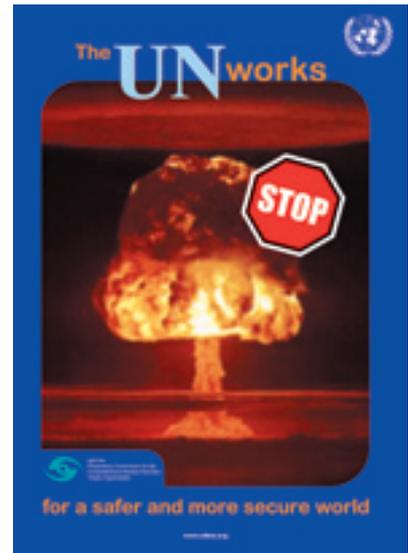
PUBLIC INFORMATION



The Public Information Section focused on production of electronic outreach materials and enhanced interaction with the media and non-governmental organizations (NGOs). The Section also coordinated activities relating to the development of corporate identity and the new public web site for the Preparatory Commission.

The Section created a CD-ROM entitled *CTBT 1997–2000 Achievements* for distribution at the 2000 NPT Review Conference to representatives of States that were unable to follow the work of the Preparatory Commission in Vienna, as well as to NGOs and media representatives. A shorter version of the video documentary entitled *Verifying the Nuclear-Test Ban – CTBTO: For a safer and more secure world* was distributed to States Signatories, NGOs and the media. Computer based presentations on work of the Commission were produced for the United Nations Disarmament Fellows and other briefings, and were also used during the United

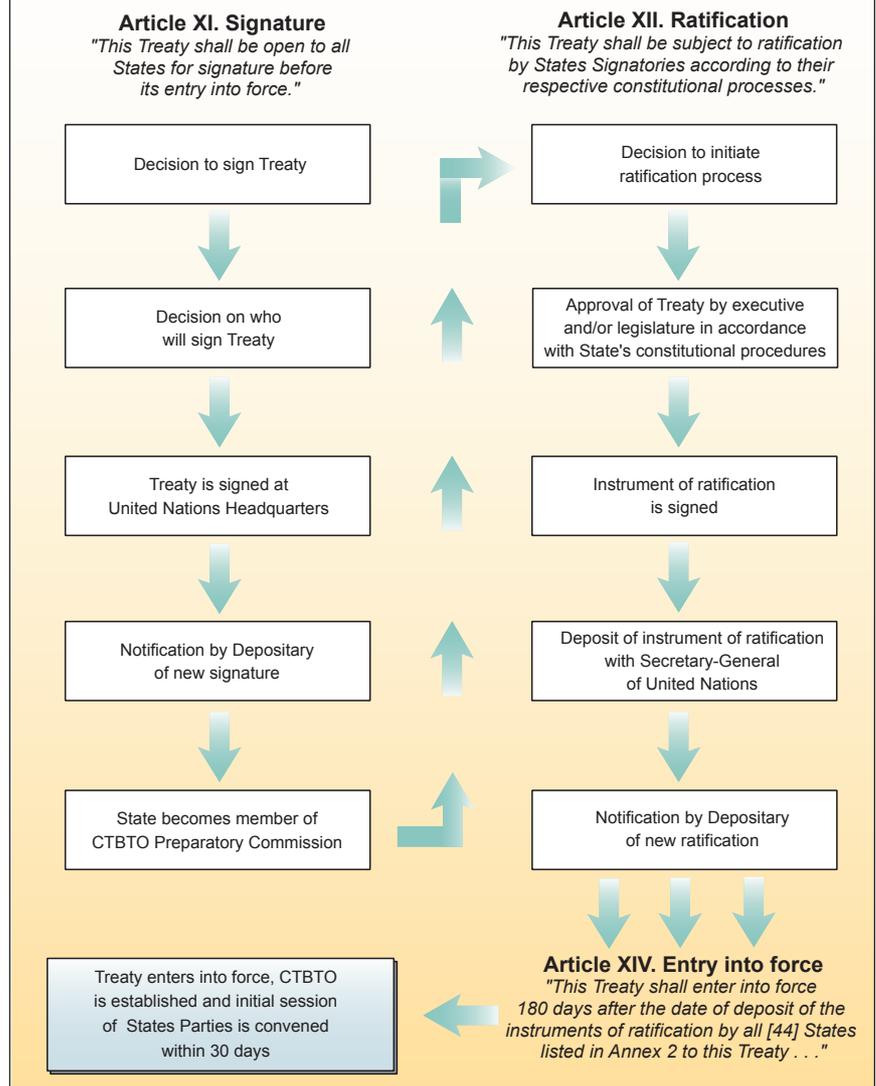
Nations/NGO Disarmament Week at United Nations Headquarters in New York in October. A brochure entitled *Advancing the Entry Into Force of the Comprehensive Nuclear-Test-Ban Treaty* was prepared for the Millennium Summit for States that have yet to sign or ratify the Treaty.



To mark the third anniversary of the establishment of the Preparatory Commission in Vienna on 17 March 1997, a press conference, a panel discussion and technical presentations on the theme, *CTBT Three Years On – Significance, Achievements, The Way Forward*, were organized in Vienna on 4 April 2000.

The Public Information Section arranged for journalists to travel to Freyung, Germany, for the inauguration of infrasound station IS26 in October. A press briefing was organized in cooperation with the German authorities. The Section also collaborated with a German TV broadcaster to insert coverage on the role of the verification regime in a documentary entitled *Welt der Wunder*, which was aired in October. The Section conducted a total of 15 briefings for various audiences and organized four press conferences. Thirty-eight press releases were issued and eight issues of *CTBTO News* were distributed.

Signing and Ratifying the Comprehensive Nuclear-Test-Ban Treaty



INTERNAL AUDIT

Internal Audit conducted audits and reviews relating to the GCI contract; the accounting information system for the General Fund and the CIF; the Provident Fund, including a review of its accounting system, calculation and distribution of dividend payments, and payments to separated staff members; the travel system, including a review of shipment of household effects for new and separating staff members; settlement of education grants for the school year 1999–2000 in relation to the education grant advances for the school year 2000–2001; and hiring of individual consultants and procurement of consultancy agreements with firms. Internal Audit also provided input into the development of various other draft administrative directives and programmatic systems.

During the first quarter of 2000, Internal Audit reviewed bank reconciliation statements prepared by the Financial Services Section to ascertain the accuracy and agreement of the cash in bank balances as reflected in accounting books as of 31 December 1999 with the bank balances of the same date confirmed with depositary banks. It also prepared an audit plan and strategy for the review of reduced assessment claims from a financial viewpoint and contributed to the development of PTS cost validation procedures for such claims.

Internal Audit coordinated with the External Auditor for the audit of the 2000 accounts of the Preparatory Commission by providing the External Auditor with information on the status of implementation by the PTS of the recommendations contained in his 1999 report and by furnishing him with copies of Internal Audit reports prepared in 2000.