Major Programme 7: Administration, Coordination and Support
The Office of the Executive Secretary directed and managed the activities of the PTS. The Division of Administration supported the work of the PTS and the Commission in the areas of budget preparation, conference services, financial services, general services, personnel and procurement. The Legal and External Relations Division provided legal advice and services, and continued its efforts to coordinate relations with the international community, including outreach to the general public and non-governmental organizations (NGOs), to promote deeper understanding of the Treaty and the activities of the Commission, and to foster international cooperation in the exchange of verification related technologies.

**ARTICLE XIV CONFERENCE**

The Article XIV conference was held at the headquarters of the United Nations in New York from 11 to 13 November under the presidency of Mexico. A total of 118 States, including 74 ratifiers and 35 Signatories as well as 9 non-Signatories, participated. Ministers from around 50 countries addressed the conference. The conference adopted a Final Declaration, stressing the importance of a universal and internationally and effectively verifiable comprehensive nuclear-test-ban treaty as a major instrument in the field of nuclear disarmament and non-proliferation. States renewed their commitment to work for universal ratification of the Treaty and its early entry into force.

A PTS task force, headed by the Chief of Conference Services and comprising members from the Conference Services, External Relations, Legal Services and Public Information Sections and the Office of the Executive Secretary, assisted in preparations for and the running of the conference. The provision of support to the conference was an important focus for these Sections during 2001. In particular, Conference Services provided overall coordination, supported informal consultations of States Signatories, liaised with the United Nations Secretariat in New York and prepared the PTS background document and the report of the conference. In collaboration with the United Nations Department of Public Information, the Public Information Section provided press and information support, including preparation of a press kit, press releases and press briefings, and global distribution of information materials, organized a briefing for NGOs in New York, and supported a lunchtime panel discussion organized by the Verification Research, Training and Information Centre (VERTIC). A special Article XIV conference section on the web site was developed and updated regularly.

**CONFERENCE SERVICES**

Staff of the Conference Services Section assisted the Chairpersons of the Policy-Making Organs (PMOs) throughout 2001 in the preparation and conduct of their meetings. Activities included provision of substantive and clerical support, drafting and editing of conference documents, including the report of each session, and operation and maintenance of equipment. During 2001, a total of 471 conference documents were prepared and distributed to States Signatories. In addition, the publishing unit, comprising two editors and a layout designer, worked to maintain high standards in the content and presentation of documents. The unit produced, inter alia, the 2000 Annual Report in the six official languages of the United Nations, the Programme and Budget Performance Report, workshop reports and technical reports.

A highlight for the Conference Services Section in 2001, achieved with the technical support of the IDC Division, was the launch of the extended Document Management System (DMS), comprising a workflow system, by means of which the conference documents of the Commission are processed online, a secure documents database and an optical storage system (‘jukebox’). The system allows different levels...
Major Programme 7: Administration, Coordination and Support

of access to users of the DMS Intranet client (PTS staff members), registered users of the enhanced Experts Communication System (ECS) and users of the Commission’s public web site. Important advantages of the DMS are the security and reliability of the system, the fact that once documents are saved to the documents database, they can be accessed instantaneously by DMS/ECS users, and the comprehensive search function, allowing users to search for documents under several criteria.

All official Commission documents produced since the system was launched in 2001 are archived on the system. Progress has also been made in archiving pre-existing documents. To date, approximately 87% of English language documents have been archived. Work on this project continues, with the ultimate goal of providing the capability to archive and retrieve documents in all six official languages of the Commission.

A new version of the Electronic Document Archive CD-ROM, containing the reports of the First to the Fourteenth Session of the Commission, as well as other background information and documents, was distributed to States Signatories.

The Protocol Office in the Conference Services Section assisted States Signatories in accrediting their Permanent Representatives to the Commission. In 2001, 26 new Permanent Representatives were accredited, bringing the total number to 95, as compared with 93 at the end of 2000.

**FINANCIAL SERVICES**

The budget for 2001, at an exchange rate of 1 US dollar to 14.20 Austrian schillings, amounted to US$83,499,500, which represented an increase of 4.4% over 2000. This increase was largely related to the continuation of the build-up of the IMS network, including increases for the GCI. Of the total budget, 83% was allocated to verification related activities, including an allocation of $34,863,000 to the CIF. A breakdown of the 2001 Programme and Budget by Major Programme is shown in Figure 1.

By 31 December 2001, 68 States Signatories had made full payments and 11 had made partial payments of assessed contributions for 2001, amounting to 90.03% of the total 2001 assessed contributions.

The expenditures for the Programme and Budget in 2001 amounted to $93.3 million, of which $48.2 million was from the CIF. For the General Fund, the expenditure amounted to $45.1 million, or 92.7% of the total amount approved for the year. For the CIF, 95.1% of the allotment of $50.7 million, which included $17.7 million carried forward from 2000, was executed by the end of 2001, which compared well with the 85.3% implementation rate achieved in 2000. More detailed information on budget implementation can be found in the 2001 Programme and Budget Performance Report.

In 2001, disbursements in the amount of $153,768 and obligations in the amount of $253,612 in indirect taxes were recorded by the PTS.

\*1The figures provided are not yet audited.
Major Programme 7: Administration, Coordination and Support

OVERVIEW OF SPENDING IN THE PERIOD 1998–2001

Capital Investment Fund: Spending Rate (%)

General Fund: Spending Rate (%)

Expenditure by IMS Technology

- Primary Seismic
- Auxiliary Seismic
- Infrasound
- Hydroacoustic
- Radionuclide

Millions of US Dollars

<table>
<thead>
<tr>
<th>Years</th>
<th>Capital Investment Fund</th>
<th>General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998</td>
<td>20%</td>
<td>60%</td>
</tr>
<tr>
<td>1999</td>
<td>40%</td>
<td>80%</td>
</tr>
<tr>
<td>2000</td>
<td>60%</td>
<td>100%</td>
</tr>
<tr>
<td>2001</td>
<td>80%</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years</th>
<th>Primary Seismic</th>
<th>Auxiliary Seismic</th>
<th>Infrasound</th>
<th>Hydroacoustic</th>
<th>Radionuclide</th>
</tr>
</thead>
<tbody>
<tr>
<td>1998</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>1999</td>
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<td>2000</td>
<td>7</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>2001</td>
<td>8</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>9</td>
</tr>
</tbody>
</table>
PROCUREMENT

The Procurement Section executed the procurement requirements of the verification and administrative Divisions, processing about 280 procurements in 2001, for a total amount of more than $43 million. Under the GCI contract, payments for a total amount of $6.1 million were made. Following internal discussions, market research and negotiations with the contractor, the Section concluded a contract for purchasing a Procurement Management System in December.

The Procurement Section continued to work on a draft model contract for operation and maintenance of IMS stations, in consultation with the IMS Division and the Legal Services Section.

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 the aforementioned Rule had been invoked. In 2001, 27 contracts falling into this category were concluded, with a total value of approximately $13.2 million.

PERSONNEL

The Personnel Section secured the human resources for the operations of the PTS with a view to geographical distribution and a policy of equal employment opportunity. The Section continued to contribute to maintaining highly motivated, quality staff for all programmes. As of 31 December 2001,
the PTS had 268 staff members from 69 countries, as compared with 248 staff members at the end of 2000. Figure 2 provides information on the distribution of staff members in the Professional category by geographical region. Table 4 provides a breakdown of regular staff members by field of work.

The PTS continued its efforts to improve the representation of women in positions of the Professional category, which reached 27.38% at the end of 2001, as compared with 24% at the end of 2000. These efforts continued to take place against the background of low numbers of female applicants for the majority of vacancies for scientific and information technology related posts.

In addition to its responsibility for the recruitment of regular staff members in all categories, the Personnel Section took care of short term staff, consultants, cost-free experts, junior professional officers and interns. The Section also assisted in the selection of candidates of the various technical training programmes offered by the Commission. With the initial build-up of the PTS having been completed, there was a shift in the focus of the Section’s work from recruitment to specific issues of staff development and staff administration. In particular, a detailed programme of staff training courses, ranging from staff orientation for newcomers to training in office, computer and information technology (IT) skills to project management, staff development and management training, was developed and implemented.

In the staff administration field, the framework provided by the Staff Regulations and Rules was refined by further developing and improving administrative practices. In particular, a new investment scheme for the Provident Fund of the Commission was introduced in cooperation with BNP Paribas/Parvest. The new scheme provides staff members the opportunity to manage their individual portfolios and to invest in euros and/or US dollars, as well as a limited range of risk options for investing the share of their contributions not paid by the Commission.

### 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 documentation and services, insurance, and control of non-expendable property. The Section also had responsibility for office allocation and space management.

In 2001 the General Services Section upgraded its services, becoming the focal point for PTS security with emphasis on security of staff on duty travel, especially those travelling to dangerous areas. Public liability and cargo insurance policies were implemented.

The General Services Section was involved with the other VIC based organizations and the Austrian Government in the Asbestos (removal) Task Force. The goal is to remove all the asbestos from the VIC with utmost regard for staff health and safety. The next emphasis will be on ensuring continued PTS operations during the removal phase.

The General Services Section continued its close cooperation with the other organizations based at the VIC in the following committees: the Buildings Management Advisory Committee, the Buildings Management Working Group, the Childcare Centre Committee, the Commissary Advisory Committee.

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**TABLE 4. REGULAR STAFF MEMBERS BY FIELD OF WORK**

<table>
<thead>
<tr>
<th>Field of Work</th>
<th>Professional</th>
<th>General Service</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation Section</td>
<td>4</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>International Monitoring System Division</td>
<td>36</td>
<td>16</td>
<td>52</td>
</tr>
<tr>
<td>International Data Centre Division</td>
<td>72</td>
<td>27</td>
<td>99</td>
</tr>
<tr>
<td>On-Site Inspection Division</td>
<td>14</td>
<td>5</td>
<td>19</td>
</tr>
<tr>
<td>Total, Verification</td>
<td>126 (75%)</td>
<td>49 (49%)</td>
<td>175 (65.3%)</td>
</tr>
<tr>
<td>Office of the Executive Secretary</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Division of Administration</td>
<td>23</td>
<td>38</td>
<td>61</td>
</tr>
<tr>
<td>Legal and External Relations Division</td>
<td>14</td>
<td>9</td>
<td>23</td>
</tr>
<tr>
<td>Total, Non-verification</td>
<td>42 (25%)</td>
<td>51 (51%)</td>
<td>93 (34.7%)</td>
</tr>
<tr>
<td>Total</td>
<td>168 (100%)</td>
<td>100 (100%)</td>
<td>268 (100%)</td>
</tr>
</tbody>
</table>
and the Joint Advisory Group on Garage Operations. The Section was also involved in completing negotiations on the Major Repair and Replacement Fund with representatives of the Government of Austria.

**EXTERNAL RELATIONS**

**Signatures and Ratifications**

Five States (Belize, Cameroon, Central African Republic, Libyan Arab Jamahiriya and Yugoslavia) signed and 20 States (Benin, Costa Rica, Croatia, Ecuador, Guyana, Holy See, Jamaica, Latvia, Malta, Namibia, Nauru, Nigeria, Paraguay, Philippines Saint Lucia, Sierra Leone, Singapore, Uganda, Ukraine and Uruguay) ratified the Treaty in 2001. Ukraine is one of the 44 States listed in Annex 2 to the Treaty, whose ratification is required for entry into force. Other Annex 2 States, Algeria, China, Colombia, Indonesia and Viet Nam, informed the Commission about progress made in their national ratification processes, as did Kazakhstan, Malaysia, Thailand and Venezuela. As of 31 December 2001, as depicted in Figures 3 and 4, the Treaty had 165 signatures and 89 ratifications, including 31 by States listed in Annex 2.

**Relations with States**

The External Relations Section worked in close cooperation and coordination with the technical Divisions to enhance understanding of the Treaty and its verification regime. The Executive Secretary and staff contacted States regularly, through their Permanent Missions in Vienna, Bonn, Brussels, Geneva, New York and Missions to the Organization of American States (OAS) in Washington, D.C.; as well as through bilateral and multilateral missions. Briefings were held for the Permanent Missions in Vienna. As regards bilateral outreach, priority was given to outstanding Annex 2 States, of which the Executive Secretary visited Algeria, China, Indonesia and Viet Nam. In addition, the Executive Secretary travelled to Cambodia, Mexico, Nepal, Senegal, Singapore, Slovakia, Thailand and Turkey. Pakistan maintained observer status with the Commission and also participated as an observer at the Article XIV conference. Dialogue with India continued. Efforts at further developing contacts with the Democratic People’s Republic of Korea did not meet with success in 2001.

As of 31 December 2001, 75 States had notified the Commission of their designation of National Authorities or focal points, in accordance with the provisions of Article III, paragraph 4, of the Treaty.

**Relations with International Organizations**

The Executive Secretary addressed the fifty-sixth session of the United Nations General Assembly and the forty-fourth session of the General Conference of the International Atomic Energy Agency (IAEA). He also made a presentation to the Eleventh Annual International Arms Control Conference at the Sandia Laboratories in Albuquerque, New Mexico, USA, and contributed to the seminar on Human Security and Science and Technology at the International Institute for Applied Systems Analysis (IIASA), Laxenburg. Secretariat staff attended the United Nations Asia Pacific Regional Disarmament Conference in Wellington; the
sixth Conference of the States Parties of the Organisation for the Prohibition of Chemical Weapons (OPCW) at The Hague; the fifty-third session of the WMO Executive Council in Geneva; the thirty-second Pacific Island Forum in Nauru; the thirty-seventh session of the summit of the Organization of African Unity (OAU) in Lusaka; the first Defense Threat Reduction Conference in Norfolk, USA; the annual meeting of the Legal Sector of the Southern African Development Community (SADC) in Gaborone; the thirty-first session of the General Assembly of the OAS in San José; and the seventeenth session of the General Conference of the Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean (OPANAL) in Panama City.

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 and the activities of the Commission. Contacts were initiated with the African, Caribbean and Pacific Group of States (ACP), the Association of Caribbean States (ACS), the Association of Southeast Asian Nations (ASEAN), the Commonwealth, the Economic Community of West African States (ECOWAS), the League of Arab States and the Organization for Security and Cooperation in Europe (OSCE).

INTERNATIONAL COOPERATION

The International Cooperation Section continued to assist in promoting cooperation among States Signatories to facilitate exchanges related to technologies used in the verification of the Treaty, thereby assisting in furthering their understanding and capabilities in the Treaty technologies. Within the PTS, the Section liaised with the verification Divisions so as to provide States with effective and reliable international cooperation services.

Workshops

With the strong support of the Governments of New Zealand, Turkey and Senegal, the International Cooperation Section was involved in the organization of three workshops, two subregional and one inter-regional, on CTBTO International Cooperation: in Wellington in March; in Istanbul in May; and in Dakar in November 2001. The workshops successfully reviewed and discussed a wide range of issues, and suggested various measures to facilitate the early establishment of the verification regime as well as to enhance national verification capabilities. The Section also held preliminary discussions with States on workshops planned for 2002.

Support for the Establishment of the Verification Regime

Several technologically advanced States provided support through the International Cooperation Section to States to enhance their national technical capabilities and to facilitate IMS station installations, as well as for the establishment of NDCs.

The International Cooperation Section coordinated the implementation of a Finnish training course on
NDC operation for experts from developing countries. The Section also worked on the realization of projects in coordination with other donor governments. The French Government offered a technical training programme for IMS station operators from a developing country in Africa. The Government of the Netherlands made a voluntary contribution to support information visits for representatives from developing countries.

In addition, at the request of a developing country from the African region, the International Cooperation Section provided basic IT equipment and software for the establishment and operation of its NDC, and responded to requests from two developing countries for support in the translation of the Treaty into their national languages.

Database

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

LEGAL SERVICES

During 2001, the Legal Services Section provided advice to the Commission, States Signatories and the PTS on issues related to the establishment of the verification regime and on administrative, financial, contractual and personnel matters. With regard to agreements and arrangements concluded by the Commission, the main activities were as follows.

IMS Facility Agreements or Arrangements and Interim Exchanges of Letters

IMS facility agreements and arrangements regulate the activities of the Commission on the territory of States, including the conduct of site surveys, installation or upgrade work, the certification of facilities and provisional operation and maintenance. Four new IMS facility agreements or arrangements were concluded in 2001, bringing the total number of concluded agreements or arrangements to 19. Of these, as illustrated in Table 5, 12 have entered into force and 2 are being applied provisionally.

Six interim exchanges of letters were also completed authorizing the Commission to undertake activities in States hosting IMS monitoring facilities, pending the conclusion of a formal facility agreement or arrangement. At the end of 2001, appropriate legal arrangements were in place for a total of 303 facilities in 72 countries.

Agreements for Independent or Partitioned Subnetworks and Host Country Agreements for Technical Meetings of the Commission

Following the approval by the Thirteenth Session of the Commission of a model agreement on the payment of allowances to States operating independent or partitioned subnetworks, agreements based on the model were concluded with Canada, France and Norway in 2001. The Legal Services Section assisted in the drafting and negotiation of 21 agreements or arrangements for technical meetings held in Austria, Canada, China, Finland, France, New Zealand, Senegal, Slovakia, Turkey, the United Kingdom and the USA on the basis of the model approved by the Eleventh Session of the Commission.

Relationship Agreements with Other International Organizations

In accordance with the Agreement to Regulate the Relationship between the Preparatory Commission and the United Nations, the PTS continued to seek the full participation of the Executive Secretary in the coordinating body of the United Nations family.
of organizations, the Administrative Committee on Coordination (ACC) or Chief Executives Board for Coordination, as it has been renamed. Pursuant to the provisions of the Support Services Agreement with the United Nations Development Programme, a review of that agreement was undertaken in December 2001, one year after the agreement had been concluded, and both parties agreed to the continued usefulness of the agreement in the implementation of their respective mandates.

Following the approval by the Commission in November 2000 of the Agreement between the Commission and the WMO, the WMO Executive Council endorsed the Agreement in June 2001 (see also “Radio-nuclide and Data Fusion Methods” in Major Programme 2). Until its entry into force, the secretariats of the two organizations will cooperate provisionally in accordance with the Agreement.

Host Country Agreement

The Legal Services Section advised on the interpretation and implementation of the Host Country Agreement with Austria. In addition, a draft supplemental agreement to the Host Country Agreement regarding the application of Austrian radiation safety standards to relevant activities of the Commission at the VIC was prepared by the Section.

PUBLIC INFORMATION

Overview

In addition to the focus on the Article XIV conference, the Public Information Section continued its regular outreach work throughout 2001. Nine issues of CTBTO News were produced. Briefings were held for and contacts developed with NGOs, academics and diplomatic audiences. The Chief of the Section participated in the Joint United Nations Information Committee (JUNIC) annual meeting in Geneva, and represented the Commission on the United Nations Secretary-General’s Group of Governmental Experts to Prepare a United Nations Study on Disarmament and Non-Proliferation Education. Over 3700 public information materials were distributed.

Media Outreach

In 2001 the Public Information Section sent out 30 press releases and three media advisories. Four press conferences were arranged in Vienna. The Section also arranged for several media interviews with the Executive Secretary and other staff and prepared speeches for senior staff during the course of the year. A media visit to the OSI field experiment in Slovakia was arranged in October.

Web Site, Publications and Outreach Materials

The redesigned and restructured public web site was launched in April 2001, and the home page was updated, on average twice a month. In addition, all outreach materials, press releases and media advisories were posted on the World Wide Web. The Public Information Section produced the six-booklet Basic Facts series and a brochure on the Treaty and the Commission. It also updated on a regular basis computer based presentations on the Treaty and the work of the Commission.

HOME PAGE OF THE COMMISSION’S WEB SITE.
Corporate Identity

The PTS has almost completed a project to develop a corporate identity which is intended to serve the Commission until entry into force, and, with appropriate modifications, in the years following. The Public Information Section led this project, organizing task force meetings and briefings, and liaising with the selected design company. The Commission approved an enhanced emblem as part of the corporate identity project.

INTERNAL AUDIT

In 2001 Internal Audit conducted audits and reviews on the following subjects: bank reconciliation statements prepared by the Financial Services Section (to ascertain accuracy and agreement of cash in bank balances as reflected in accounting books as of 31 December 2000 with the bank balances confirmed with depositary banks of the same date); imprest fund holders and the use of business credit cards in payment transactions; consultants and consultancy agreements; rental subsidy; and procurement transactions, with the focus on IMS contracts and purchase orders funded by the CIF. Internal Audit also began a follow-up review of payroll and payroll related transactions and calculated the distribution of the interest earned in the Provident Fund in 2001, as well as the establishment of balances of accumulated capital and interest for transfer to the new investment manager, BNP Paribas/Parvest. Internal Audit was involved in the selection of the investment manager for the Provident Fund, including reviewing the draft contract with BNP Paribas/Parvest.

Internal Audit rendered advice regarding proposed changes and amendments to the GCI contract. It also provided advice regarding the streamlining of invoice control and certain procurement functions, and submitted comments on CIF Multi-year Obligations and the Legal–Finance Review Team’s role in ensuring adequate funding for proposed contracts. Internal Audit liaised with the External Auditor with regard to follow-up on the recommendations contained in the 2000 report of the External Auditor.