



MAJOR PROGRAMME

Administration,
Coordination and Support

7

Major Programme 7: Administration, Coordination and Support

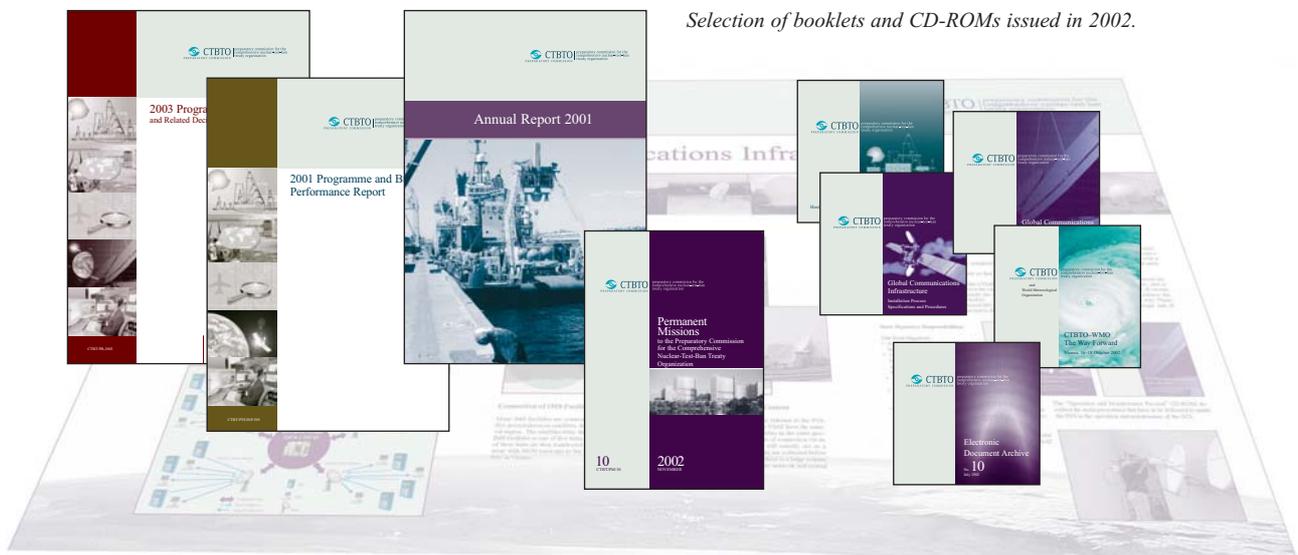
CONFERENCE SERVICES

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, including the drafting of the report of each session. The PTS also supported training courses and workshops in Vienna, and consultations by States Signatories on matters relating to Article XIV of the Treaty. During 2002, a total of 920 official documents (including 572 meeting related documents) were prepared and distributed to States Signatories, as compared with 864 in 2001. The total number of original pages prepared for printing and distribution increased from 11 194 in 2001 to 17 661 in 2002.

All official documents of the Commission were processed and archived on the automated Document Management System (DMS). In 2002, the capabilities of the system were extended to allow States Signatories

to retrieve documents through a secure web site, the Experts Communication System, in the official languages of the Commission. The DMS was accepted within the PTS as an organization-wide standard. It was presented to the Inter-Agency Meeting on Language Arrangements, Documentation and Publications, held in Vienna in July under the chairmanship of the United Nations Under-Secretary-General for General Assembly Affairs and Conference Services, Mr Jian Chen. Considerable interest was expressed by participants in view of the benefits to international organizations of such systems.

In addition to the 2001 Annual Report, documents relating to the Programme and Budget and reports of international meetings, the PTS issued supporting materials for various workshops, including the programme and CD-ROM for the workshop on CTBTO–WMO cooperation (see “Radionuclide Development” in Major Programme 2) and a brochure and CD-



Selection of booklets and CD-ROMs issued in 2002.

ROMs for the GCI–Evaluation Workshop (see “Workshop” in Major Programme 3). The updated Electronic Document Archive CD-ROM containing reports of the Commission in 2002, as well as background information on the work of the Commission, was distributed to the States Signatories.

Following the decision taken by the Commission at its Seventeenth Session, the PTS promulgated in an Administrative Directive a set of rules and procedures for the preparation, review and issue of Technical Papers written by staff members. Work commenced on consolidating the PTS policy and procedures on the handling of sensitive information. Also, the Secretary of WGB was appointed as a point of contact between the PTS and the PMOs on matters related to security and information.

The PTS assisted States Signatories in accrediting their Permanent Representatives to the Commission. In 2002, 23 new Permanent Representatives were accredited, bringing the total number of accreditations to 100 as compared with 95 at the end of 2001.

FINANCIAL SERVICES

The budget for 2002, at an exchange rate of 1 US dollar to 1.13 euros, amounted to US\$85 091 100, which represented 1.1% real growth over 2001. Of the total budget, 83% was allocated to verification related activities, including an allocation of \$34 495 000 to the Capital Investment Fund (CIF), established for the build-up of the IMS network. A breakdown of the 2002 Programme and Budget by Major Programme is shown in Table 4.

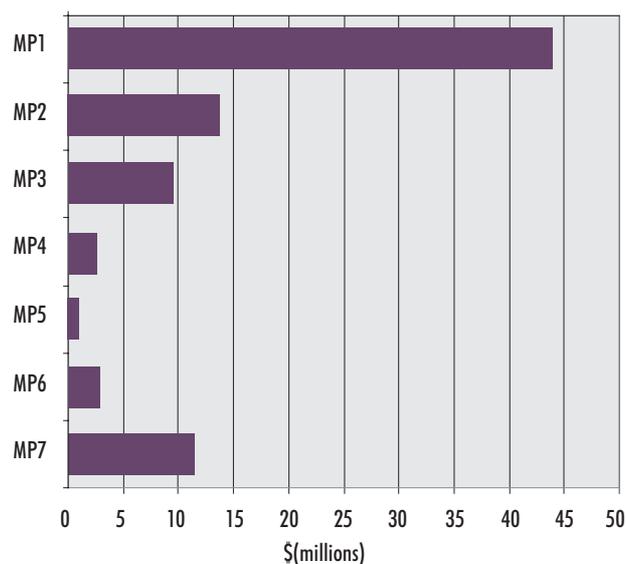
By 31 December 2002, 65 States Signatories had made full payments and 17 had made partial payments of assessed contributions for 2002, amounting to 88.73% of the total 2002 assessed contributions.

The expenditures for the Programme and Budget in 2002 amounted to US\$71.7 million, of which \$24.7 million was from the CIF. For the General Fund, the unused budget authority amounted to \$3.6 million, or 7% of the total amount approved for the year. For the CIF, approximately 69% of the allotment was executed by the end of 2002. More detailed information on

budget implementation can be found in the *2002 Programme and Budget Performance Report*.

Table 4. 2002 Programme and Budget by Major Programme

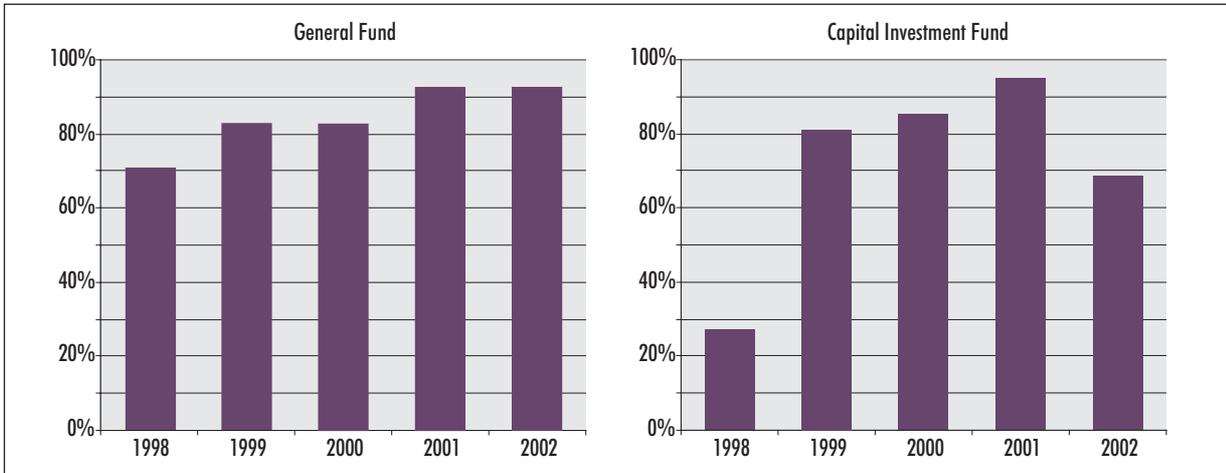
Major Programme	\$(millions)
MP1: International Monitoring System	44.0
MP2: International Data Centre	13.7
MP3: Communications	9.6
MP4: On-Site Inspection	2.6
MP5: Evaluation	1.0
MP6: Policy Making Organs	2.8
MP7: Administration, Coordination and Support	11.4
Total	85.1



PROCUREMENT

The PTS processed more than 270 procurements in 2002. Under the contract for the GCI, payments amounting to \$8.4 million were made.

The procurement management software purchased in December 2001 entered into active use in July 2002; submission of procurement requisitions using the software began in December 2002. Optimum use of the system should facilitate procurement management by avoiding redundant input of procurement data and allowing information on each procurement action to be automatically disseminated to the users.



Spending rates for the General Fund and Capital Investment Fund, 1998–2002.

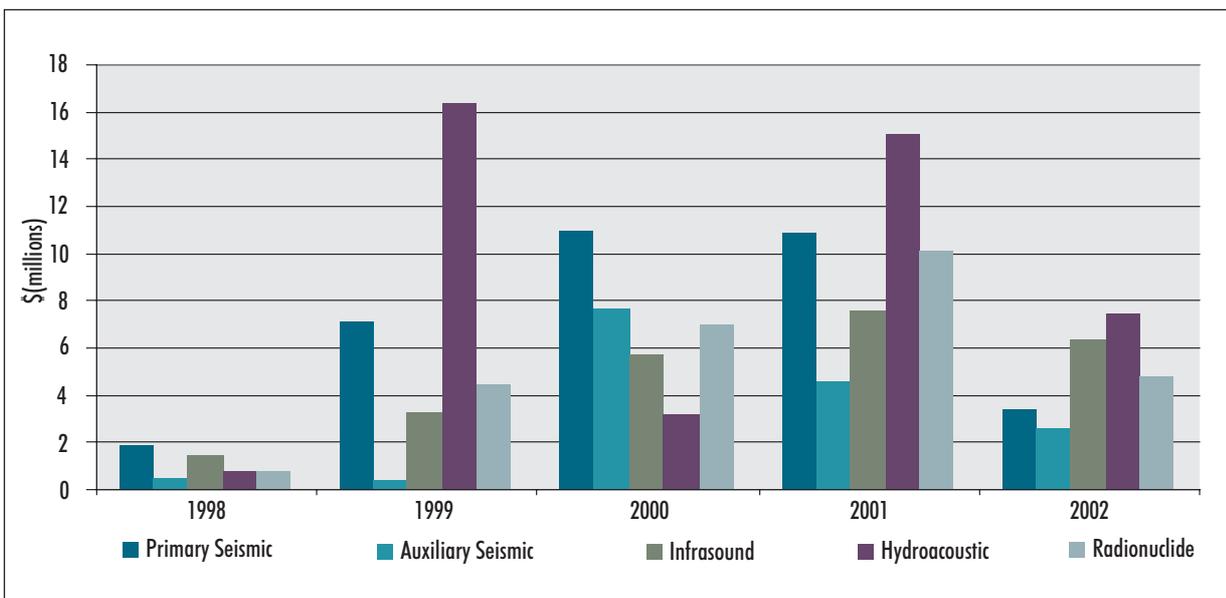
The PTS finalized the model contract on testing and evaluation and post-certification activities for IMS stations. Contracts for 18 IMS stations based on the model contract were concluded in 2002.

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 2002, 24 contracts falling into this category were concluded, with a total value of approximately \$9.8 million.

PERSONNEL

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 2002, the PTS had 266 staff members from 69 countries, as compared with 268 staff



Expenditure by IMS technology, 1998–2002.

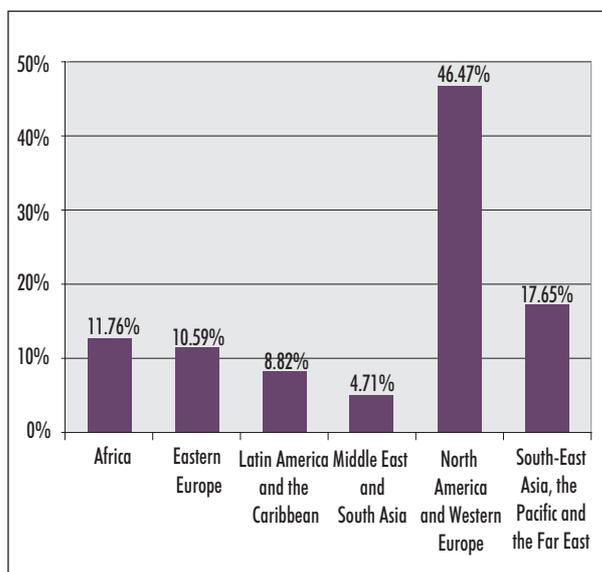


Figure 2. Staff members in the Professional category by geographical region (as set out in Annex 1 to the Treaty).

members at the end of 2001. A total of 3230 working months were recorded during 2002, as compared with 3071 during 2001. Figure 2 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 27.06% at the end of 2002, as compared with 27.38% at the end of 2001. Compared with 2001, the number of women staff members at the P4 and P5 levels increased by 16.6% and 12.5%, respectively, while at the P3 and P2 levels there were decreases of 5.5% and 7.1%, respectively. The recruitment efforts continued against the background of low numbers of female applicants for the majority of vacancies for scientific and information technology related posts.

In 2002, the PTS appointed 26 regular staff members. In addition, the PTS processed contracts for 71 consultants, 58 contracts for short term staff, 36 contracts for short term staff assigned to meetings, and contracts for 1 junior professional officer, 2 interns and 5 linguists.

The PTS organized various training courses in computer and information technology, office and project management, staff development, cross-cultural communication and management. Accordingly, during the year, 113 staff members participated in internal and external training.

In the staff administration field, the framework provided by the Staff Regulations and Rules was refined by further developing and improving administrative practices. The new investment scheme for the Provi-

Table 5. Regular Staff Members by Field of Work

Field of Work	Professional	General Service	Total
Evaluation Section	4	1	5
International Monitoring System Division	35	15	50
International Data Centre Division	76	26	102
On-Site Inspection Division	11	6	17
Total, verification related	126 (74.12%)	48 (50%)	174 (65.41%)
Office of the Executive Secretary	3	3	6
Internal Audit	2	1	3
Division of Administration	24	36	60
Legal and External Relations Division	15	8	23
Total, non-verification-related	44 (25.88%)	48 (50%)	92 (34.59%)
Total	170 (100%)	96 (100%)	266 (100%)

dent Fund of the Commission, which was introduced in cooperation with BNP Paribas/Parvest in 2001, was fully implemented in 2002.

Pursuant to a report issued by an external consultancy firm on its personnel and management practices, the PTS devoted considerable effort to addressing the issues raised in the report. Discussions involved managerial and other staff from the administration as well as from the verification Divisions. One of the significant issues addressed during the year was the revision of the provisions concerning working hours and time recording. The PTS began a review of recruitment procedures, career development and the system governing performance appraisals and rewards in order to adjust existing procedures and practices with a view to increasing transparency and efficiency. The PTS also addressed the issue of its 'non-career' policy, in particular the seven year limitation of service.

GENERAL SERVICES

The PTS continued to be involved in the preparations for the VIC asbestos removal project, with the health and safety of the persons in the VIC as the foremost consideration.

To further enhance the security of persons on duty travel, the PTS concluded a comprehensive contract for emergency medical assistance and medical evacuation.

EXTERNAL RELATIONS

The PTS continued to focus its efforts on enhancing understanding of the Treaty, promoting its entry into force and universality, and encouraging wider participation in the work of the Commission. Particular emphasis was also given to developing relations with relevant international organizations.

Signatures and Ratifications

During 2002, one State (Botswana) signed and eight States (Botswana, Burkina Faso, Georgia, Kazakhstan, Niger, Samoa, San Marino and Venezuela) ratified the

CTBT. As of 31 December 2002, the Treaty had 166 signatures and 97 ratifications, including 31 by States listed in Annex 2. The overall status of signatures and ratifications since the Treaty was opened for signature on 24 September 1996 is summarized in Table 6.

As of 31 December 2002, 80 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.

Table 6.
Signatures and Ratifications by Year

	1996	1997	1998	1999	2000	2001	2002	Total
Signatures	138	11	2	4	5	5	1	166
Ratifications	1	7	18	25	18	20	8	97

Relations with States

The Executive Secretary and staff pursued contacts with States through bilateral visits and interaction with their Permanent Missions in Vienna, Bonn, Brussels, Geneva, New York and Washington, D.C., as well as in the framework of multilateral fora. In this context, the Executive Secretary visited Australia, Botswana, the Democratic Republic of the Congo, Fiji, Guatemala, Haiti, the Holy See, Italy, Jamaica, Japan, Kazakhstan, Kenya, Kyrgyzstan, Mauritius, Nigeria, the Philippines, Romania, Tonga, Uzbekistan and Yugoslavia. PTS staff undertook missions to Cameroon, Cape Verde, Ethiopia, the Libyan Arab Jamahiriya, Mauritania, South Africa, Togo and Zambia. As in previous years, the Executive Secretary wrote letters encouraging early signature and ratification to Foreign Ministers of States that had not yet signed or ratified the CTBT, before the annual session of the United Nations General Assembly.

The Executive Secretary also met in Vienna with the Vice-Presidents of El Salvador, Guatemala, Honduras and the Islamic Republic of Iran, the Foreign Ministers of Austria, Kazakhstan and Nigeria, the State Minister of Research and Technology of Indonesia, the Minister of Science and Technology of Cameroon and the Minister of Economy of Nicaragua.

Relations with International Organizations

The PTS continued to develop contacts with relevant international organizations and fora. The Executive Secretary addressed the fifty-seventh session of the United Nations General Assembly and the forty-sixth session of the General Conference of the International Atomic Energy Agency (IAEA). PTS staff participated in the first 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 New York; the seventh session of the 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) in The Hague; the thirty-second session of the General Assembly of the Organization of American States (OAS) in Barbados; the thirty-eighth session of the Summit of the Organization of African Unity (OAU) and the Inaugural Ceremony of the African Union (AU) in Durban; the thirty-third Pacific Island Forum (PIF) in Suva, Fiji; and the fifteenth anniversary of the United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UN-LiREC) in Lima.

The PTS further developed its contacts with relevant regional organizations such as the Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean (OPANAL), the Association of Caribbean States (ACS), the Association of Southeast Asian Nations (ASEAN), the Commonwealth, the European Union (EU), the League of Arab States, the Economic Community of West African States (ECOWAS) and the Southern African Development Community (SADC). The Executive Secretary was visited by the Secretary General of OPANAL and the United Nations Under-Secretary-General for Disarmament Affairs.

INTERNATIONAL COOPERATION

The PTS continued to assist in promoting cooperation among States Signatories to facilitate exchanges relating to technologies used in the verification of the Treaty. Throughout 2002, internal coordination was

developed to provide States Signatories with the most efficient and effective international cooperation services.

Training Coordination

For the purpose of increasing training coordination, a wide ranging consultation process was carried out, both within the PTS and with States Signatories, on appropriate policy and procedural adjustments. The PTS continued to strengthen the capacity of the database on training programmes and workshops convened by the PTS so as to create and maintain a central registry for training, trainees and workshop participants.

Voluntary Contributions

The Government of the Netherlands offered a voluntary contribution for 2002, through the PTS, in support of both international cooperation activities and the establishment of the global verification regime. The contribution was used to fund two information visit programmes organized by the PTS in Vienna, in which four senior experts from Cameroon and Egypt participated. Norway hosted a visit by the experts from Egypt to NORSAR.

The PTS cooperated with the Japanese authorities in connection with the selection of participants for the training programme on global seismological observation offered by Japan to developing States from October to December 2002. Ten experts from 10 States Signatories from all six geographical regions took part in the programme.

The Government of Finland offered to provide the UniSampo software for radionuclide analysis free of charge in support of NDC establishment and operation.

Workshops and Seminars

In cooperation with the Government of the United Kingdom, the PTS organized a Senior Experts' Discussion on Civil and Scientific Applications of CTBT Verification Technologies, which was held in



Participants of Senior Experts' Discussion, London, May 2002.



Participants of Nairobi workshop, June 2002.

London from 9 to 10 May 2002. Fifteen senior experts from 13 States Signatories participated in the event. In addition to the final report, a booklet comprising all material presented at the discussion was printed and distributed to States Signatories. The PTS cooperated with the Permanent Missions of Australia, Japan, the Netherlands and the United Kingdom in organizing a follow-up Seminar on the Civil and Scientific Applications of the Treaty's Verification Technologies, which took place in the VIC on 15 October 2002, and in producing an information leaflet for the event.

At the invitation of the Government of Kenya, an international cooperation workshop for States from East and Southern Africa was held in Nairobi from 18 to 20 June 2002. Forty-four representatives from 20 States, including 4 non-signatory States, participated. In addition to the final report, a booklet comprising all workshop material was printed and distributed to States Signatories.

At the invitation of the Government of Jamaica, a Workshop on CTBTO International Cooperation and National Implementation of the Treaty for the Caribbean States was convened in Saint Ann from 3 to 5 December 2002. Twenty-eight participants from 15 Caribbean States, including 3 non-signatory States, attended.

Support for National Seminars and NDC Establishment

In response to a request from the Government of Azerbaijan, the PTS supported a national seminar on the CTBT for relevant Azerbaijani authorities, held in Baku from 4 to 6 June 2002.

In support of NDC establishment, computer hardware and software were donated to one African State. Close interaction with a number of other States concerning similar support continued.

LEGAL SERVICES

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 host States, including the conduct of site surveys, installation or upgrade work, the certification of facilities and provisional O&M. Four new IMS facility agreements were concluded in 2002 (with the Czech Republic, Guatemala, Norway and Palau), bringing the total number of concluded agreements or arrangements to 23 out of a possible total of 90. Of these, as shown in Table 7, 15 have entered into force and 2 are being applied provisionally.

In addition, two interim exchanges of letters were completed in 2002, 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 the year, appropriate legal arrangements were in place for 309 facilities in 76 countries.

**Table 7. States with Which
IMS Facility Agreements or Arrangements
Have Been Concluded**

Argentina ^a	Jordan	Senegal ^b
Australia	Kenya	South Africa
Canada	Mongolia	Spain ^b
Cook Islands	New Zealand	Sri Lanka ^a
Czech Republic ^a	Niger	Ukraine
Finland	Norway	United Kingdom ^a
France ^a	Palau	Zambia
Guatemala ^a	Peru	

^a Agreement or arrangement has not yet entered into force.

^b Agreement is being applied provisionally.

1986 Vienna Convention on the Law of Treaties

Following the example of the United Nations and other international organizations, the Commission acceded to the 1986 Vienna Convention on the Law of Treaties between States and International Organizations or between International Organizations on 11 June 2002.

Relationship Agreement with OPANAL

The Agreement between the Preparatory Commission and the Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean, which was approved by the Commission at its Eighteenth Session, was signed by the Executive Secretary of the Commission and the Secretary General of OPANAL in Vienna on 18 September 2002 and entered into force on that date. This was the first cooperation agreement that the Commission has concluded with a regional organization.

Host Country Agreements for Technical Meetings of the Commission

During the year the Commission concluded 18 agreements or arrangements for technical meetings held in Austria (3), Canada (2), China (2), Finland (2), France, Jamaica, Kazakhstan, Kenya, Norway, the United Kingdom and the USA (3).

National Implementation Measures

In 2002, a programme of legislative advice and assistance to States in implementing the CTBT at the national level was developed in accordance with Article III of the Treaty.

PUBLIC INFORMATION

Public information activities in 2002 included the launch of the Commission's new corporate identity and the development of a mission statement. In addition, a large number of information materials were produced for a variety of outreach activities and over 7400 were distributed. Regular briefings and presentations were given. The PTS participated in the United Nations Communications Group meeting in June in Rome, and in meetings of the expert group for the United Nations Study on Disarmament and Non-Proliferation Education in July and October in New York. A reception hosted by the PTS and the City of Vienna to mark the sixth anniversary of the opening for signature of the Treaty was held at the Vienna City Hall on 24 September 2002.

Corporate Identity

The new corporate identity, launched on 18 March 2002, has enhanced the image of the Commission and is being applied to different media and products.

Web Site, Publications and Outreach Materials

The public web site was redesigned to reflect the new corporate identity and was updated frequently throughout the year. A new "Legal resources" section was added to the web site. In addition to the regular updating and reprinting of materials, the *Objectives and Activities* leaflet and the *Basic Facts* series were produced in both French and Spanish. Nine issues of *CTBTO News* were published. A highlight for 2002 was the production of the first issue of the biannual newsletter *CTBTO Spectrum* in November, which introduces the Treaty and the work of the Commission to a wider audience.



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1. Home page of the Commission's web site.
2. CTBTO Spectrum.
3. Display panel.

Press Releases, Briefings and Interviews

Press releases on subjects ranging from the latest Treaty ratification to developments in the establishment of the IMS were issued on a regular basis. The PTS adopted a new policy on press releases in order to enhance information to States Signatories on important developments in the work of the Commission.

Briefings on the Treaty and the work of the Commission were given and enquiries from the press fielded. Arrangements were made for interviews with the Executive Secretary conducted by, inter alia, Radio Africa International, the news agency Reuters and Austrian television.

INTERNAL AUDIT

The PTS prepared audit reports on payroll related transactions, CIF contracts and reduced assessment claims,

and inventory control and the Asset Management System. The PTS also began audits on the GCI contract and subsequent amendments thereto, the DOTS project and education grants. The PTS reviewed the status of implementation of recommendations contained in the internal audit reports on consultants and rental subsidy.

In response to specific requests, advisory opinions and comments were submitted on the retroactivity of rental subsidy claims, compensation for heavy duty travel, the report of an external consultancy firm on human resources issues in the PTS, and implementation of a decision by the Administrative Tribunal of the International Labour Organization.

By way of assistance to the External Auditor, the PTS reviewed bank reconciliation statements to determine the accuracy of cash in bank balances as of 31 December 2001 and followed up on the actions taken by management with regard to the recommendations contained in the 2001 report and management letter of the External Auditor.