Effective and efficient management of the activities of the Provisional Technical Secretariat of the CTBT Preparatory Commission, including support of the Commission and its subsidiary bodies, is ensured mainly through the provision of administrative, financial and legal services.

A wide variety of general services are also provided, from arrangements concerning shipments, customs formalities, visas, identity cards, laissez-passer and low value purchases to insurance, tax, travel and telecommunication services, as well as standard office and information technology support and asset management. Services provided by external entities are continuously monitored to ensure that these are being provided in the most efficient, effective and economical way.

Management also involves coordinating with the other international organizations located in the Vienna International Centre over planning of office and storage space, maintenance of the premises and common services, and enhancement of security efforts.

**Highlights in 2011**

Approval by the Commission of financing for the 2014 Integrated Field Exercise (US$10.3 million)

Further increase in numbers of female staff in the Professional category and in senior management positions

Progress in implementation of an Enterprise Resource Planning (ERP) system compliant with International Public Sector Accounting Standards (IPSAS)
Oversight

Internal Audit is an independent and objective internal oversight mechanism. It helps the organization accomplish its objectives through a systematic approach to assessing and improving the effectiveness of risk management, control and governance processes.

In order to promote the independence and objectivity of the function, Internal Audit reports directly to the Executive Secretary and has direct access to the Chairpersons of the Advisory Group and Working Group A. The Chief of Internal Audit independently also submits an annual activity report for consideration by the Commission and its subsidiary bodies. In addition to the approved work plan, the Chief of Internal Audit may institute special audits or investigations warranted by particular circumstances.

In 2011, six audits were undertaken. These resulted in identification of areas for improving efficiency, effectiveness and internal controls, and of compliance with rules and procedures. The audit work also secured the recovery of unpaid credit, which was reimbursed by a service provider to the Commission and to another organization based at the Vienna International Centre.

In line with the International Standards for the Professional Practice of Internal Auditing, Internal Audit also performs management support activities, such as risk management and maximizing synergies.

Networking with internal audit services of United Nations organizations is conducted regularly to exchange good practices and lessons learned. Internal Audit is also the focal point of the Commission for activities related to the Joint Inspection Unit of the United Nations.

Finance

Extrabudgetary Resources

In 2011, the Commission, while approving the 2012 Programme and Budget proposals, adopted a supplementary appropriation of $7.8 million for the 2014 IFE. This will help to advance considerably the operational readiness of the OSI capabilities of the Commission during the coming years.

2011 Programme and Budget

The 2011 Programme and Budget was prepared at a level corresponding to slightly less than zero real growth and maintained the split currency system (US dollar and euro) for assessing the contributions due from States Signatories. This system was introduced in 2005 to lessen the exposure of the Commission to the effects of fluctuations in the value of the US dollar against the euro.

Assessed Contributions

As of 31 December 2011, the collection rates of the assessed contributions for 2011 amounted to 97.0% of the US dollar portion and 82.2% of the euro portion. In comparison, the 2010 collection rates as of 31 December 2010 were 97.9% and 76.4% respectively. The combined collection rate for the US dollar and euro portions in 2011 was 97.9% and 76.4% respectively. The table below shows the distribution of the 2011 Budget.

<table>
<thead>
<tr>
<th>Area of Activity</th>
<th>US$ (millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Monitoring System</td>
<td>40.1</td>
</tr>
<tr>
<td>International Data Centre</td>
<td>46.7</td>
</tr>
<tr>
<td>On-Site Inspection</td>
<td>9.7</td>
</tr>
<tr>
<td>Evaluation and Audit</td>
<td>2.1</td>
</tr>
<tr>
<td>Policy Making Organ Support</td>
<td>5.2</td>
</tr>
<tr>
<td>Administration, Coordination and Support</td>
<td>16.9</td>
</tr>
<tr>
<td>Legal and External Relations</td>
<td>4.4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>125.1</strong></td>
</tr>
</tbody>
</table>

An average exchange rate of 0.7189 euro to 1 US dollar was used to convert the euro component of the 2011 Budget.
Management

was 88.8%, compared with 84.8% in 2010.

The number of States that had paid their 2011 assessed contributions in full as of 31 December 2011 was 91, lower than 101 in 2010. Regarding 2010 assessed contributions, the collection rate as of 31 December 2011 amounted to 99.11%.

Expenditure

The expenditure for the Programme and Budget in 2011 amounted to $115,814,580, of which $19,394,564 was from the CIF. For the General Fund, the unused budget amounted to $7,160,778. For the CIF, approximately 34.4% of the allotment was executed by the end of 2011.

PROCUREMENT

In 2011, the PTS obligated approximately $35.5 million through 645 contractual instruments and approximately $2.5 million for small value purchases. At the end of the year, there were 112 open requisitions for future obligation in the procurement pipeline with a total value of approximately $13.4 million: $11.4 million for the CIF and $2.0 million for the General Fund.

As of 31 December 2011, 128 IMS stations, 10 radionuclide laboratories and the testing of 26 noble gas systems were under contract for testing and evaluation or for PCAs.

HUMAN RESOURCES

The PTS secured the human resources for its operations by recruiting and maintaining highly competent and diligent 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, to the importance of recruiting staff on as wide a geographical basis as possible, and to other criteria stipulated in the relevant provisions of the Treaty as well as the Staff Regulations.

As of 31 December 2011, the PTS had 252 staff members from 77 countries, compared with 246 staff members from 70 countries at the end of 2010. The pie chart shows the distribution of staff members in the Professional category by geographical region. Table 5 shows the distribution of regular staff members by field of work.

The PTS continued its efforts to increase the representation of women in the Professional category. At the end of 2011, there were...
50 women in Professional positions, corresponding to 29.24% of the Professional staff. For the first time in the history of the PTS, there was 20% female representation at the Director level (D1) in 2011. In comparison with 2010, there were increases of 5.56% and 16.67% in the numbers of female staff members at the P3 and P2 levels respectively. The representation of women at P5 and P4 was maintained at the same level as in 2010.

The staff were provided with opportunities to increase their skills in areas relevant to achieving the objectives of the organization. A variety of programmes were delivered in 2011 which were tailored for the benefit of the PTS in carrying out its work programmes and to enhance job performance and career development.

In general, throughout 2011 the PTS continued to focus on smart planning, to streamline its activities and to increase synergies and efficiencies. It also accorded priority to results based management.

**IMPLEMENTATION OF AN IPSAS-COMPLIANT ENTERPRISE RESOURCE PLANNING SYSTEM**

The Commission in November 2010 approved the budget for a project to develop and implement an IPSAS-compliant ERP system through partnership with an international organization. After careful analysis of various international organizations, the World Food Programme (WFP) was identified as the most suitable partner. In 2011, a memorandum of understanding with WFP was successfully negotiated.

The ERP team, consisting of 15 PTS staff members, was recruited during 2011. The initial work carried out by the team consisted of establishing a project plan, important milestones and a list of tasks with corresponding deadlines. As a next step, the team mapped the business processes of the Commission and performed a high level gap analysis to compare the Commission with WFP.

A review of the regulatory framework of each organization is under way and the required changes to the Financial Regulations and Rules of the Commission are being identified.

The ERP team reviewed and drafted accounting policies and procedures to ensure consistency and transparency in line with IPSAS, particularly for assets and liabilities, including assessed contributions, voluntary contributions, property, plant and equipment, expense recognition, inventories, provisions and contingent liabilities. It also continued to liaise with WFP on a number of important areas, such as key success factors in ERP implementation, lessons learned by WFP, the scope of work and working modalities.

In a profession that has traditionally been dominated by men, two of the seven radionuclide team officers responsible for building and certifying IMS radionuclide stations are women. The picture shows them preparing a filter sample from a station for analysis.