Effective and efficient management of the activities of the Secretariat, 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 they 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.

Throughout 2014 the organization continued to focus on smart planning to streamline its activities and to increase synergies and efficiencies. It also accorded priority to results based management.

Highlights in 2014

Initiation of the Voluntary Support Forum

Further increase in the number of female staff in the Professional category

Completion of the Enterprise Resource Planning project

The Vienna International Centre, seat of the Commission
Oversight

Internal Audit is an independent and objective internal oversight mechanism. Through the provision of audit, investigation and advisory services, it contributes to the improvement of the risk management, control and governance processes of the organization.

In order to ensure its independence and objectivity, 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 also independently submits an annual activity report for consideration by the Commission and its subsidiary bodies.

In 2014 five audits were completed and recommendations were formulated to improve internal controls and organizational efficiency and effectiveness.

In 2014 Internal Audit is actively engaged in forums such as the Representatives of Internal Audit Services of the United Nations Organizations and Multilateral Financial Institutions (RIAS), whose goal is to share expertise amongst organizations dealing with similar issues.

Midterm Strategy for 2014–2017

The Midterm Strategy (MTS) for 2014–2017 was presented in 2013 to guide the activities of the Commission for a period of four years by defining its strategic priorities. The MTS sets two strategic goals: (1) operation and sustainment of the verification system and (2) development of on-site inspection operational capabilities.

In support of these goals, two key strategic enablers were identified: integrated capacity building and improved management and coordination. Strategic enablers are the tools and activities that are to be directly applied to achieve the strategic goals and the overarching mission of the organization.

The CTBTO Organizational Management Programme Achievement Status System (COMPASS) was also implemented in 2014. The objective of the system is to track projects and activities at the organizational level and to monitor and report on their implementation status in support of the MTS.

In 2014 the Commission achieved two major milestones of the MTS. These were the implementation of an Enterprise Resource Planning (ERP) system that is compliant with the International Public Sector Accounting Standards (IPSAS) and the 2014 Integrated Field Exercise.

Finance

The 2014 Programme and Budget

The 2014 Programme and Budget was set at a level corresponding to slightly less than zero real growth. It maintained the split currency system (in US dollars and euros) for assessing the contributions due from States Signatories. This system was introduced in 2005 to lessen the exposure of the Commission to fluctuations in the value of the US dollar against the euro.

The Budget for 2014 totalled $42 517 500 and €65 006 500. At the budget exchange rate of €0.796 to $1, the total US dollar equivalent of the 2014 Budget was $124 189 000. This represented a nominal growth of 1.9% but was almost constant in real terms (a decrease of $52 300).

On the basis of the actual average exchange rate in 2014 of €0.7541 to $1, the final total US dollar equivalent of the 2014 Budget was $127 490 535. Of the total Budget, 79.3% was originally allocated to verification related activities. This included an allocation of $14 750 651 to the Capital Investment Fund (CIF), established for the build-up of the International Monitoring System. The remainder was allocated to the General Fund.

Assessed Contributions

As of 31 December 2014 the collection rates of the assessed contributions for 2014 were 94.2% of the US dollar portion and 94.2% of the euro portion. In comparison, the respective 2013 collection rates as of 31 December 2013 were 96.4% and 96.3%. The combined collection rate of the US dollar and euro portions in 2014 was 94.6%, compared to 96.2% in 2013.

The number of States that had paid their 2014 assessed contributions in full as of 31 December 2014 was 101, compared with 99 in 2013. The collection rate of 2013 assessed contributions as of 31 December 2014 was 97.2%.
To convert the euro component of the 2014 Budget, an average exchange rate of €0.7541 to $1 was used.
Expenditure

The expenditure for the Programme and Budget in 2014 amounted to $119,909,165, of which $17,284,989 was from the CIF. For the General Fund, the unused budget was $9,708,226, while approximately 37.3% of the CIF allotment was executed by the end of 2014.

Procurement

The PTS obligated $89,341,188 through 819 procurements for high value purchases and $1,301,755 through 847 contractual instruments for low value purchases. At the end of the year, there were 57 open requisitions for future obligation in the procurement pipeline with a total value of $2,967,706: $2,002,043 for the CIF and $965,663 for the General Fund.

As of 31 December 2014, 139 IMS stations, 11 radionuclide laboratories and the testing of 28 noble gas systems were under contract for testing and evaluation or for post-certification activities.

Voluntary Support Forum

The Executive Secretary initiated the Voluntary Support Forum (VSF) in 2014 as a forum for interaction with the donor community. The VSF aims to provide for transparent and proactive engagement with the donor community in order to mobilize voluntary contributions for extrabudgetary activities of the organization. The forum is identified as a key strategic enabler for improved management and coordination in the MTS for 2014–2017.

The VSF held two meetings in 2014, shortly after the sessions of the Commission in June and October. During the meetings, the participants received information on the projects for which the organization is seeking voluntary contributions and discussed their contributions to the strategic goals of the organization. The proposed projects ranged from strengthening the technical capabilities of the organization in measuring the background of radioxenon to integrated capacity building and outreach. The total amount sought for the projects for a period of two years was approximately $5 million.

Human Resources

The PTS secured the human resources for its operations by recruiting and maintaining highly competent and diligent staff. 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 and the Staff Regulations.

As of 31 December 2014 the PTS had 258 staff members from 76 countries, compared with 261 staff members from 79 countries at the end of 2013.

The Secretariat continued its efforts to increase the representation of women in the Professional category. At the end of 2014, there were 59 women in Professional positions, corresponding to 34.50% of the Professional staff. In comparison with 2013, there was an increase of 8.33% in the number of female staff at the P2 level and an increase of 10.53% at the P3 level. Female representation at the D1 and P4 levels decreased by 50% and 5.88%, respectively. Female representation at the P5 level remained the same.

Implementation of an IPSAS-Compliant Enterprise Resource Planning System

In a major achievement for the Commission, it completed implementation of an IPSAS-compliant Enterprise Resource Planning system within budget and on time.

The system has been in operation since May 2014 without notable problems. The system was stabilized during the remaining part of the year. The Commission also worked on establishing steady-state support and governance structure of the system.