



**Northwest
Pacific
Action Plan**



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Second Extraordinary Intergovernmental Meeting of
the Northwest Pacific Action Plan
Seoul, the Republic of Korea, 1-2 April 2015

Report of the Meeting

Introduction

1. The First Extraordinary NOWPAP IGM (EO1 IGM) held in Seoul, Republic of Korea, on 9-10 April 2014 decided to revise the total number of NOWPAP RCU staff members of the UNEP to a maximum of four. The meeting also decided to discuss the functions of new posts for the two RCU offices at the 19th NOWPAP IGM.
2. The 19th NOWPAP IGM held in Moscow, Russian Federation, on 20-22 October 2014 agreed in principle to consider the proposal on restructuring of the NOWPAP RCU as having two UN staff members in each office of the NOWPAP RCU: P4 Coordinator and G6 Programme Assistant in Toyama office as well as P3 Programme Officer and G4 Team Assistant in Busan office. The meeting also agreed to have second extraordinary IGM in the first quarter of 2015 in Korea and requested UNEP to provide all member states with information on cost implications and changes in the functions of staff of RCU offices based on the proposal.
3. Having provided the information presented in the meeting document prepared for the second extraordinary NOWPAP IGM (UNEP/NOWPAP IG.EO2/1), UNEP Headquarters (HQ) convened a teleconference on 12 March 2015 to discuss the documentation on the restructuring of the NOWPAP RCU in order to reach an agreement in preparation to the second extraordinary NOWPAP IGM. One representative of each of NOWPAP member states participated in the teleconference with UNEP HQ.
4. Following the offer of the government of the Republic of Korea, the second extraordinary NOWPAP IGM (EO2 IGM) was convened on 1-2 April 2015 in Seoul. The meeting was attended by representatives of the NOWPAP member states, namely the People's Republic of China, Japan, the Republic of Korea and the Russian Federation (referred hereinafter as China, Japan, Korea and Russia) as well as UNEP Headquarters and NOWPAP RCU. The Resolution adopted at the meeting is attached in Annex I to this report. The list of participants is attached as Annex II and the list of documents is attached as Annex III. Job descriptions for the RCU staff are attached as Annex IV.

Opening and organization of the meeting

5. The second extraordinary NOWPAP IGM was opened at 09:10 on Wednesday, 1 April 2015, in a meeting room of the Ministry of Foreign Affairs of Korea, by Mr. Vladimir IVLEV, the Head of Delegation of Russia and Chairperson of the 19th NOWPAP IGM. Serving also as the chairperson of this meeting, he extended a warm welcome to all participants of the meeting.
6. Mr. Ivlev expressed his gratitude to the government of Korea for hosting and preparing the meeting. He wished the meeting could settle down all the remaining issues from the 19th IGM in Moscow regarding RCU restructuring and come up with an agreement.
7. Mr. Hyung-jong LEE, a representative of Korea, welcomed all participants for the meeting held at the best season of the year in Korea. He mentioned that a lot of discussions on RCU restructuring have been made in the past years, in particular the 19th NOWPAP IGM in Moscow last year, and some progress had been achieved. He wished this meeting could conclude the discussions with fruitful results and the next IGM would be back to normal business. He then asked other Korean delegation members to briefly introduce themselves.

8. Mr. Kazuhiro TAKAHASHI, a representative of Japan, expressed his thanks to the government of Korea, RCU and UNEP for the preparation for the meeting and appreciated the Chairperson for his efforts in guiding through the discussions at the 19th IGM. He stressed the importance of the Regional Seas Programme and the decisions made at the 1st United Nations Environment Assembly (UNEA) addressing marine debris and microplastics which NOWPAP has been dealing with for years. He noted the intensive discussions in the last three years for making RCU financially sustainable and progress made so far. He stressed the urgency of RCU restructuring as a burning issue which needs to be solved at this meeting in order for the 20th IGM to discuss other important issues of NOWPAP implementation.

9. Ms. Li GU, a representative of China, expressed her gratitude to the government of Korea for organizing the meeting. She apologized that Ms. Jieqing ZHANG, the head of the Chinese delegation, could not attend the morning session due to family urgency but would be joining the meeting in the afternoon. She noted also the discussions in the past years at several meetings on RCU restructuring and expressed her wish for this meeting to find the way out with the wisdom of the chairperson and member states as well as with the support from UNEP.

10. Ms. Natalia TRETIAKOVA, a representative of Russia, expressed her gratitude for Korea for hosting the meeting. She noted that the RCU restructuring was not an easy task. Stressing the importance of NOWPAP and common goal of the member states, she hoped that the achievement of this meeting - best structured RCU - would help continue NOWPAP implementation for the sake of protection of the marine environment in the region.

11. Ms. Mette WILKIE, Director of the Division of Environmental Policy Implementation (DEPI) of UNEP, also mentioned the importance of NOWPAP as the integral part of the Regional Seas Programme and wished that the meeting could find solution to the RCU restructuring. She indicated the ongoing recruitment process for the vacant post of the Coordinator of the Marine Ecosystems Branch in Nairobi and mentioned that she would be in charge of the Regional Seas Programme until the completion of the recruitment.

12. Mr. Alexander TKALIN, NOWPAP Coordinator expressed his wish for a consensus among member states to be reached at the meeting and mentioned that the RCU would be ready to implement any decisions made by the member states.

13. The Chairperson reminded that the rules of procedures of the UNEP Governing Council (now UNEA) would be applied for the meeting with necessary adjustments: meeting will be conducted in English and decisions will be made by consensus. According to NOWPAP practice, the officers served for this meeting will be the same/similar as for the 19th IGM: Chairperson, Mr. Vladimir Ivlev of Russia, Vice chairpersons, Kazuhiro Takahashi of Japan and Mr. Hyung-jong Lee of Korea, Rapporteur, Ms. Jieqing Zhang of China. The resolution would be adopted at the end of the meeting and the meeting report to be adopted by correspondence after the meeting.

14. Referring to the agenda of the meeting, Russia suggested discussion on NOWPAP financial rules and procedures and the meeting agreed to consider it later on during the meeting, as part of other business, if time allowed.

15. Upon the request of the Chairperson, NOWPAP Coordinator confirmed that the delegates of China, Japan, Korea and Russia presented their credentials to the Secretariat, which were reviewed and accepted.

Restructuring of NOWPAP RCU, job descriptions and cost implications

16. Reminding the participants that there was only one working documents and several information documents, the Chairperson invited Ms. Wilkie, UNEP representative, to introduce the working document (UNEP/NOWPAP IG.EO2/1). She mentioned that member states decided earlier to reduce the staff members from six to four. At the 19th IGM, member states requested UNEP to provide information on cost implications and changes in the functions of staff of RCU offices and job description based on the suggested structure of RCU: P4 Coordinator and G6 Programme Assistant in Toyama office as well as P3 Programme Officer and G4 Team Assistant in Busan office. The new structure suggested will result in losing some functions including strategic guidance, negotiations with countries, and financial management that had been performed previously by RCU staff. Such lost functions will have to be performed by UNEP HQ, UNEP Regional Office in Bangkok, or by consultants with associated cost. The additional support from the Headquarters has been estimated as USD 87,505 per year covering 10-15% of the time of D1 and P4 officers (and their missions to the NOWPAP region) plus 15% of the G6 staff time. The job descriptions of the newly suggested RCU posts have been provided in the working document UNEP/NOWPAP IG.EO2/1. She indicated that if the countries agreed, UNEP would proceed with advertising those posts which have been classified.

17. Expressing gratitude to the UNEP for the document prepared, representative of Korea considered that the document reflects the progress made in the previous discussions. There are two big issues described in the document: the cost implications and job descriptions. Regarding the Headquarters support, he indicated that the cost estimated is higher than he expected and he was not convinced after the teleconference held on 12 March 2015. He mentioned COBSEA secretariat, which Korea is offering to host, as an example: estimated Headquarters support cost is much lower than in NOWPAP case. He suggested that Project Support Cost (PSC) should be used to cover the Headquarters support.

18. Japan shared the similar view as Korea regarding the HQ support cost.

19. In response, UNEP representative said that in the past the PSC charged to NOWPAP was used to cover the travel expenses for participants from the Headquarters for the NOWPAP IGMs and up to 33% of the PSC (varying from USD 53,000 to 57,000 in different years) could be used for the Headquarters support in the future. In the case of COBSEA, the lower cost is because COBSEA has much lower budget scale (about USD 350,000) comparing to NOWPAP (about USD 1.5 million for PNL and QNL combined) and NOWPAP has more transactions and contracting activities involving four NOWPAP Regional activity Centres (RACs). COBSEA also received administrative support from UN ESCAP based in Bangkok.

20. In response to China's inquiry on 33% of PSC and difference between PSC and OTA which was mentioned in the teleconference, UNEP representative explained that PSC is the proceeds generated from the funds being managed and OTA is the account for it. The 33% is the ceiling for NOWPAP and will be charged to both NOWPAP PNL (fund for NOWPAP activities) and QNL (fund for RCU staffing cost) depending on the nature of each activity that the Headquarters support covers.

21. In response to an inquiry raised by Korea, UNEP representatives and NOWPAP Coordinator further explained that PNL is for receiving contributions from all four NOWPAP member states for NOWPAP activities and QNL is for contributions from RCU-hosting countries

for staffing cost. Currently there are three accounts under QNL: one for RCU Toyama office, one for RCU Busan office, and one for MERRAC in Daejeon (one of the four NOWPAP RACs).

22. Responding to the questions raised by Russia and Korea such as why D1 support is needed and how the cost was calculated, UNEP representative further explained that the current supervisor of NOWPAP Coordinator is D1 officer who has to spend time to deal with NOWPAP strategic issues and missions travelling for NOWPAP IGMs as well as associated events and the cost provided is just an estimate. The same logic was applied for calculation of the support cost of P4 officer at the Headquarters, who will certify transaction requests and contractual documents, payments, perform trouble shooting, and help with Umoja transition.

23. Russia representative stressed that not only the cost implications should be looked into while considering the restructuring RCU, but the efficiency should be taken into account as well. Comparing the past six staff members to the suggested four plus Headquarters support, efficiency had been compromised taking into account that some dedicated staff based in the region was lost and staff at HQ will be less focused on the region due to time difference and other factors. UNEP representative responded that it was the member states' decision to reduce the number and levels of RCU staff and that the proposal provided in the document was, in UNEP's view, the most effective and efficient option given these constraints.

24. China representative mentioned that the information provided by UNEP after the teleconference in terms of staffing cost of the new structure of RCU covers the period only up to the year of 2020. Then, what will be the situation after 2020 which is not a distant future? The member states need to consider the situation beyond 2020. In response, UNEP representative explained that they looked at 5 year period only at this moment given uncertainties regarding exchange fluctuations, turn-over of staff, etc., but that given the surplus predicted by 2020, the RCU could be still functioning sustainably beyond that time.

25. Korea suggested that member states take practical approach to address the issue, step by step, by focusing on the current situation. In 2-3 years situation may change so member states can discuss it at that time.

26. In response to an inquiry by Russia on the changes of the financial situation, NOWPAP Coordinator explained that the UNEP Executive Director report is presented at every IGM, and the financial status is described there. After the 19th IGM, several emails have been shared with member states regarding QNL accounts situation. Looking backward, he mentioned that there were several years since 2006 with negative annual balance of QNL account for Toyama office, but there was always accumulated positive balance and in some years that surplus was quite significant and was even considered to be used for supporting some activities rather than staffing cost. As for QNL account for Busan office, there were several years with negative annual balance since 2004 but accumulated negative balance appeared only in 2013, while annual balance for 2014 was already positive.

27. Answering the question raised by Japan on the different balance figures for certain years (e.g., 2014 has been shown with negative QNL balance in the ED report presented to the 19th IGM), NOWPAP Coordinator explained that it was caused by the difference between the expenditure predicted in August 2014 and the actual expenditure recorded later on (in early 2015). The current positive balance is because of the departure of two RCU staff members from Toyama office in 2014.

28. Answering the question raised by Russia on the performance of the RCU since the departure of 3 staff members last year, UNEP representative responded that additional tasks were loaded onto the exiting staff members, and some additional work was taken by the Headquarters including staff in DEPI and in Human Resource Management Service. The past year was very unusual for UNEP with two NOWPAP Intergovernmental Meetings. NOWPAP Coordinator mentioned that remaining RCU staff members remained high morale and carried RCU routine tasks to make sure that RACs activities were not affected. However, resource mobilization and development of new scientific projects were not continued because of the departure of the administrative officer and scientific affairs officer who were responsible for those particular tasks.

29. The Chairperson suggested the meeting not to focus on the RCU performance, a suggestion that was supported by Korea, and stressed the need to agree on the future posts in the RCU in a practical and forward-looking way.

30. Realizing that the working document provided by UNEP was still far from being accepted by the member states, the Chairperson continued to ask member states for their comments and suggestions.

31. China representative indicated that before accepting the number of staff members suggested in the working document, there was a precondition: we have to decide what the restructured RCU is going to do. In addition, as the cost implications information provided by UNEP only covered a few years and it seems that in three years this issue will have to be revisited again. This is definitely not what China would like to do. Therefore, it is necessary to consider the issue from long term perspective with other possible options, such as combining the two RCU offices into one or choosing a new place for the future RCU. Regarding the concerns of the RCU-hosting countries and the efforts made in the past year to make RCU financially sustainable, it should be reflected in the resolution of the meeting. Furthermore, there should be a long-term strategy beyond 5 years period.

32. In response, the Chairperson said that this meeting should not discuss other options rather than those suggested in the working document, which is the result of the intensive discussions in the past few years.

33. The other three countries and UNEP shared the view of the Chairperson that the meeting will only consider the level of the suggested posts in RCU. As for reflecting the concerns of the RCU-hosting countries in the resolution, they would like to see the wording which China will provide when draft resolution is ready. They all thought that a long term strategy for NOWPAP is needed but it should be considered in the future IGM.

34. The Chairperson interpreted China's proposal as implying changes to the Host Country Agreements (HCAs) signed between RCU-hosting countries and UNEP, but he didn't see HCAs broken. Korea shared the same view as the Chairperson indicating that political commitment written in the HCA should not be doubted. China responded that, while having such HCAs signed with UNEP, they had never expected that member states would have to cut the number of RCU staff numbers from six to four.

35. Regarding the long term strategy, NOWPAP Coordinator pointed out that it seems there is a mixture of the RCU restructuring with NOWPAP as whole (which includes RACs as well). For the latter, there is an approved Medium-term Strategy in place covering the period of 2012-2017. This strategy will be renewed for the period from 2018 till perhaps 2023. However, if decided by

member states, RCU will prepare whatever strategy is needed. He further provided some information regarding financial sustainability of PICES secretariat where its member states increase annual contributions taking into account incremental increase of the its secretariat staff cost.

36. As all member states agreed, the Chairperson focused the discussion on cost implications indicated in working document UNEP/NOWPAP IG.EO2/1.

37. In response to a question raised by Russia and Korea, UNEP representative reiterated the need of HQ support as the downgraded P4 coordinator cannot be responsible for strategic issues and P3 programme officer cannot be responsible for finances as the original post of Administrative Officer responsible for funds management has been abolished by the member states decision.

38. Answering questions from member states, NOWPAP Coordinator clarified what functions would be lost with the suggested RCU restructuring (public awareness raising and outreach, resource mobilization, development of new scientific projects) and provided information on exact RCU staffing cost in 2014 for P5 and G6 posts in Toyama (assuming that G6 staff would be working 12 month in 2014) as well as P4 and G6 posts in Busan: USD 356,177 and 286,726 respectively. These amounts are considerably less than current QNL contributions from Japan for Toyama office staff (USD 600,000) and from Korea for Busan office staff (about USD 450,000, fluctuating depending on exchange rate). Upon request from Russia, that information was provided to member states in writing.

39. After detailed comparison and explanations by UNEP representatives on cost implications, China and Russia pointed out that the cost difference is very small between the option suggested (P4 Coordinator, P3 Programme Officer and G4 Team Assistant plus HQ support of D1, P4 and G6 staff based in Nairobi) and the current arrangement with P5 Coordinator and P4 Deputy Coordinator. Therefore, they wished to keep P5 Coordinator in Toyama and P4 Programme Officer in Busan as the suggested option does not save cost substantially and will compromise the efficiency of RCU operation. However, Korea and Japan did not agree noting a significant cost difference, especially between P4 and P3.

40. In order to facilitate reaching consensus on the level of the RCU posts, Korean delegation prepared the revised proposal keeping a post of P5 Coordinator in Toyama, removing D1 support from in Nairobi and reducing the P4 support from Nairobi with the total cost of about USD 42,000. The revised proposal also suggested that all staff members should be newly recruited to meet the estimated human resources cost provided by UNEP after the teleconference, and the job description of the P5 post should include implementing budgetary policies, determining priorities for budget allocation, mobilizing additional budgetary resources and performing other tasks as required (in addition to the existing P5 post job description). The proposal further suggested that no regular outsourcing is needed and no applicant for the NOWPAP RCU should be less favourably treated based on his or her nationality.

41. Japan representative considered the revised proposal as one step forward but indicated that consultation was needed with the capital. Japan suggested reducing the HQ P4 support from 15% to 5% and stressed that all the cost of HQ support should be covered by PSC.

42. China representative pointed out that the revised proposal does not save much money as there is no cost difference between P4 post in Busan and P3 post in Busan plus P4 support from Nairobi. Therefore China does not see any reason for downgrading P4 post in Busan. As P3 is

a junior post, such junior staff member cannot represent UNEP, and therefore China wished to keep the P4 post in Busan. In addition, China wanted the HQ support cost to be charged only to QNL account. Regarding new staff to be recruited, China reminded the meeting of the need of keeping the institutional memory referring to an agreement reached by member states at the 7th IGM considering nationality and geographic balance in the RCU staff and wished to stick to such agreement which gave all member states a great sense of ownership.

43. Russia representative wished to avoid HQ support from Nairobi which compromises the smooth RCU operation and asked for detailed cost implications breakdown. Russia took note of the agreement when RCU was being established and shared the same view as China regarding the geographic representation of the RCU staff members. Russia representative pointed out that when member states have cut RCU staff number from six to four earlier, the RCU efficiency has been compromised already. Reducing the level of RCU posts will compromise the RCU efficiency even further. Russia representative also asked if P4 senior officer could cover the functions of both deputy coordinator and financial officer.

44. Japan also suggested assigning P4 financial officer for deputy coordinator post in order not to require HQ support on financial aspects.

45. UNEP representative pointed out that the Executive Director recruits staff members according to the UN rules and regulations. The lowest step within post level could be considered matching the quality requirement of candidate. UNEP representative reiterated that the HQ support is unavoidable because NOWPAP has no fund management officer and therefore P4 support from Nairobi is needed. Combing financial aspects with the suggested P3 post job description in the RCU is not possible. Even with a P5 post in place in the RCU, Headquarters support would be still needed. The cost estimated in the working document was conservative and the actual amount will depend on real expenditure which, if limited to the finance and administrative support, could be covered by 33% of PSC. UNEP representative agreed that resource mobilization is proper for the P5 post and that the P5 job description can be modified to include what was requested.

46. Answering questions from member states, UNEP representative further explained the nature of PSC, the maximum percentage (33%) that NOWPAP can use, and different options of using the PSC to cover the HQ support. In case of consultants to be hired, the cost would be covered by either PNL or QNL depending on the nature of the work expected. Hiring a consultant would not affect the workload at Headquarters and the support cost estimated in the working document.

47. After some discussions member states agreed that the 33% of PSC will first be used by the HQ to provide its remote support (travel and staff time), and any balance would offset some of the cost incurred for the position of G6 in Toyama.

48. Korea representative pointed out that, from the human resource management perspective, personnel change is needed for any organization and in this regard there is no need to stick to preserving the institutional memory.

49. A representative of Japan pointed out that in order to make the RCU a healthy unit, both financial sustainability and sound human resource management are necessary. In case of personnel change, there is a regular staff change in government offices of Japan, for example, where every two-three years a usual rotation of staff takes place. RCU needs to have such regular rotations as well.

50. The Chairperson stressed the importance of harmony in the RCU as a philosophy, which was shared by a China representative who reminded the meeting that keeping institutional memory is a healthy factor for any organization. When deciding the reduction of staff number in the RCU from six to four, it has been done not because the work was not properly done, but due to lack of financial support for the RCU staff from RCU-hosting countries. Although changes in longer term might be necessary, associated cost implications should be also considered.

51. UNEP representative indicated that there is a mobility policy in the UN which encourages staff members moving within the UN system, but there is no fixed term limit yet.

52. Regarding modification of the P5 post job description to include resource mobilization and other related tasks required, UNEP representative confirmed that such change will not trigger post reclassification and re-advertisement. Such required tasks can be reflected in the annual work plan of the P5 staff.

53. After several bilateral and tri-lateral consultations among member states and UNEP, a consensus was reached on the Korean proposal regarding the level of posts in the RCU with slight modification of the fund management support from UNEP Headquarters. Then the meeting proceeded with the adoption of the resolution.

Adoption of the resolution of the meeting

54. China representative wished to include in the resolution a reference to the agreement mentioned in the 7th NOWPAP IGM report: that the professional (P) posts in the restructured RCU would be filled by China and Russia nationals while the general service (G) posts would be filled by Japan and Korea nationals in order to keep geographic representation.

55. Korea and Japan did not agree to include such wording.

56. UNEP representative pointed out again that UNEP would not agree with such wording in the resolution and reiterated that recruitment will be done according to the UN rules and regulations. Member states are encouraged to identify qualified candidates with regional experience to apply.

57. China representative then suggested to reconsider some text in P3 job description related to qualifications and work experience as it seems to be too strict for such a junior post level. As there were no objections from member states, UNEP representative agreed to check with the Human Resource Management Service and come back to member states with modified Annex IV.

58. After lengthy discussion, the resolution was adopted as attached (Annex I).

Other business and closing

59. As there was no time for other business, discussion on the issue of NOWPAP financial rules and procedures will be carried over to the next ordinary IGM to be held in China later this year.

60. After usual exchange of courtesies among participants, the Chairperson declared the meeting closed at 22:00 on 2 April 2015.

Annex I

Resolution

Recalling the discussions on possible measures to address the future financial situation of NOWPAP at the 16th, 17th and 18th NOWPAP Intergovernmental Meeting (IGM),

Taking into account the discussions at the 1st NOWPAP Extraordinary IGM and the 19th NOWPAP IGM on appropriate measures regarding the financial sustainability of the NOWPAP RCU offices and the decision to revise the total number of NOWPAP RCU staff members of the UNEP from six to four,

Taking also into account the consultation between UNEP and member states on 12 March 2015, prior to the 2nd Extraordinary IGM, on the NOWPAP RCU offices restructuring,

Taking note with appreciation of the necessary data and information provided by UNEP on job descriptions and cost implications of the restructuring of NOWPAP RCU,

Taking note of different positions of member states and the comprehensive discussion at the 2nd Extraordinary IGM regarding possible measures for the NOWPAP RCU restructuring to address the concerns raised by RCU hosting countries and shared by all member states over financial sustainability and efficiency of the NOWPAP RCU,

Taking into consideration equitable geographic representation of member states in the NOWPAP RCU,

The Second Extraordinary Intergovernmental Meeting of NOWPAP,

1. Decides that the revised staffing structure of the NOWPAP RCU offices will be as proposed in Table 1.

Table 1. Revised RCU structure

Toyama RCU office	Busan RCU office
P5 Coordinator	P3 Programme Officer
G6 Programme Assistant	G4 Team Assistant

2. Agrees with the job descriptions for the revised staffing structure of the NOWPAP RCU offices as shown in Annex IV to the report of the meeting.
3. Requests UNEP to initiate the recruitment process to coincide, where possible, with the expiry of the existing contracts, to ensure that the staff of the revised RCU structure will be in place no later than the end of February 2016.

4. Decides also that fund management support from UNEP Headquarters will be provided as shown in Table 2, covered by the Project Support Cost (PSC).

Table 2. Fund management support from UNEP Headquarters

Grade	Time share	Annual cost (USD)
P4	15%	28,290
	Up to 2 missions	14,000
G6	15%	6,765
Total:		49,055

Note: only the actual cost will be charged to the PSC (OTA account)

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Annex III

List of Documents

Working documents

UNEP/NOWPAP IG. EO2/1 Implications of NOWPAP RCU restructuring (prepared by UNEP Headquarters)

Information documents

UNEP/NOWPAP IG. EO2/INF/1	Provisional List of Documents
UNEP/NOWPAP IG. EO2/INF/2	Provisional List of Participants
UNEP/NOWPAP IG. EO2/INF/3	Provisional Timetable
UNEP/NOWPAP IG. 18/INF/4	Host Country Agreements between UNEP, Japan, and the Republic of Korea
UNEP/NOWPAP IG. 19/12/Rev.1	Nineteenth Intergovernmental Meeting of the Northwest Pacific Action Plan: report of the meeting
UNEP/NOWPAP IG. 19/12/Add.1	Resolutions of the 19 th NOWPAP IGM adopted by member states
UNEP/NOWPAP IG. 19/INF/5	Job descriptions of current RCU staff members
UNEP/NOWPAP IG. 19/INF/6	Generic job descriptions of UN staff members
UNEP/NOWPAP IG. EO1/3	First Extraordinary Intergovernmental Meeting of the Northwest Pacific Action Plan: report of the meeting

Annex IV

Job descriptions of new NOWPAP RCU posts

P5 Coordinator

Under the overall supervision of the Head Regional Seas, the incumbent: **General co-ordination and implementation of the Northwest Pacific Action Plan (NOWPAP) programme:**

1. Further develops and directs the NOWPAP Action Plan and Programme in full consultation with the countries and develops a strategy on how to move the Action Programme forward for consideration by the countries.
2. Consults regularly with the States in the region, through the designated National Focal Points of the Action Plan, or on their advice, directly with relevant institutions on issues relevant to the Action Plan or other issues within the responsibility of the Regional Coordinating Unit (RCU).
3. Co-ordinates the activities for the implementation of NOWPAP with similar programmes carried out in the framework of UNEP's Regional Seas Programme.
4. Ensures the necessary co-ordination with other international, regional and national organisations considered competent by the member States in the region and to enter into such programmatic, administrative and financial arrangements with the organizations as may be required for the effective discharge of the secretariat functions.
5. Organizes and prepares documentation for the meeting and conference of the States participating in the Action Plan and for their experts, particularly for the Intergovernmental Meetings on NOWPAP, and Meetings of Experts and National Focal Points on NOWPAP.
6. Organizes and prepares all the necessary documentation for all the other meetings relevant to the development of NOWPAP that may be decided and requested by the Intergovernmental Meeting.
7. Finalizes and transmits the reports of all the other meetings organised, to the member States in the region and other relevant national, regional and international institutions.
8. Transmits, as appropriate, to the member States notifications, reports and other information relevant to the implementation of NOWPAP.
9. Liaises with Governments, IGOs, NGOs to ensure their input in NOWPAP activities.
10. Communicates with the Ministers of Foreign Affairs of the host Government on matters arising out the Host Country Agreement.
11. Co-ordinates the NOWPAP activities undertaken by the RCU and the Regional Activity Centers (RACs).
12. Mobilizes additional budgetary resources.
13. Represents the Secretariat of NOWPAP at relevant regional and international meetings.
14. Considers enquiries by, and information from, the States and consults with them on questions relating to the Action Plan. To this end, the RCU should act as a centre for the collection and dissemination of general information concerning the Action Plan, also using the network of the Regional Activity Centers.
15. Co-ordination of preparation and dissemination of general information for the programmes and activities.
16. Ensuring dialogue and co-operation among Governments of the region through dissemination of necessary information in order that the best decisions are implemented by them.
17. Performs other relevant tasks as required.

General management of the NOWPAP RCU:

1. Develops and directs the work programme in accordance with the decision of the member Governments of NOWPAP.

2. Co-ordinates the preparation of meetings of the member Governments of NOWPAP.
3. Initiates, develops and prepares policies, strategies and guidelines to be presented to the member Governments to NOWPAP.
4. Reviews NOWPAP human/financial resource requirements for programme implementation and makes recommendations to member Governments.
5. Supervises professional and general service staff and in particular the Finance and Administration officer and the related duties.
6. Bearing in mind that United Nations rules and regulations will be applicable in the RCU, to supervise the financial management of projects supported by the environment fund and the NOWPAP trust fund managed by UNEP, in close cooperation with and under the general supervision of the Budget and Funds Management Service of the United Nations Office in Nairobi (UNON).
7. Implements the budgetary policies of NOWPAP programme, determines priorities for budget allocation.
8. Monitors the performance of activities and projects to ensure effective implementation of work programme.
9. Assists the Executive Director of UNEP, the Head of the UNEP Regional Seas Programme and other heads of organizational units of UNEP in the formulation of policies and activities.

Qualifications

Advanced university degree in marine- or freshwater-related science, law, economics, planning or environmental management or a first university degree with a relevant combination of professional and academic qualification.

Work Experience

10 years professional experience, of which some should be at the international level, in formulation and co-ordination of multi-disciplinary national and international projects. Familiarity with the UN system would be an advantage. Knowledge of international donor programmes including GEF, experience with international policy setting processes.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of a second official UN language (French, Spanish, Arabic, Chinese or Russian) is an advantage.

Other Skills

Good negotiation skills, personal management and team building skills. Proven leadership skills and ability to strategically develop long-term international programmes are assets. Diplomatic skills and sensitivity are essential.

P3 Programme Management Officer

1. General coordination and implementation of the Northwest Pacific Action Plan (NOWPAP) Programme of Work:

- a) assists the Coordination Officer in drafting including but not limited to discussion papers, meeting reports and other documents, and handling some of the logistical elements and documentation for the meetings of the states participating in the Action Plan and their experts, particularly for the Intergovernmental Meetings of NOWPAP, Meetings of Experts and National Focal Points of NOWPAP, and any other meetings relevant to the development of NOWPAP that may be decided and requested by the Intergovernmental Meeting, including the logistical elements;
- b) acts as the NOWPAP information focal point and liaises with UNEP DCPI for: collation, preparation and dissemination of general information about the NOWPAP; transmits, as appropriate to the member states notifications, reports and other information relevant to the implementation of NOWPAP; gathers scientific and technical information on their participation in and the implementation of the programmes and projects; prepares information materials on NOWPAP activities, including scientific/technical, newsletters and other public outreach materials;
- c) monitors performance of the activities and projects by obtaining regular progress reports from the Regional Activity Centres (RACs) and checking for completeness and accuracy, clarifies where needed, prepares revisions as and when necessary in accordance with UNEP requirements and reports findings to the Coordination Officer to ensure effective implementation of the Programme of Work; supports implementation of scientific and technical projects, approved by the Intergovernmental meetings, including those for the RACs;
- d) acts as the focal point for the GPA and Land Based Activities (LBAs);
- e) liaises with member states, IGOs, NGOs to ensure their input in NOWPAP activities;
- f) assists the Coordination Officer in developing and implementing the Programme of Work in accordance with the decision of the member governments of NOWPAP.

2. General management:

- a) supervises general service staff;
- b) acts as officer in charge in the absence of the Coordination Officer;
- c) identifies problems and emerging issues, analyses and draws recommendations for the attention of the Coordination Officer.

Qualifications: Advance university degree in the field of marine sciences, environmental management or another closely related degree coupled with practical experience in this field.

Work experience: Minimum five years experience in project management or office management, including international experience. Experience within the UN system is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of a second official UN language (French, Spanish, Arabic, Chinese or Russian) is an advantage.

G6 Programme Management Assistant

1. Assisting implementation of NOWPAP projects:

- a) assists in planning and preparation of programmes/projects; monitors status of programme/project proposals; takes necessary action to ensure project documents are completed and submitted to relevant parties for approval;
- b) performs research, analysis and compilation of data on specific programmes/projects;
- c) assists in the preparation and analysis of programme/project budget proposals; provides assistance in the interpretation of budget guidelines; reviews submissions of proposals and budget estimates, ensuring that requisite information is included and justified in terms of proposed activities; proposes adjustments as necessary; prepares reports and ensures that outputs/services are properly categorized;
- d) drafts correspondence and communication related to all aspects of programme/project administration.

2. Assisting budget and finance management:

- a) assists in the financial management of projects supported by the NOWPAP Trust Fund (managed by UNEP), in close cooperation with and under general supervision of the Funds Management Unit (DEPI);
- b) monitors and records status of expenditures and allotments through IMIS, makes payments;
- c) assists in the preparation of budget performance submissions;
- d) assists in control of project expenditures, compares with approved budget and prepares budget revisions.

3. Assisting NOWPAP RCU human resource management:

- a) initiates, reviews, processes and follows up on actions related to the administration of human resource activities;
- b) monitors staffing table and prepares relevant statistical data/charts.

4. Assisting general administration of NOWPAP RCU:

- a) drafts routine correspondence for signature of the Coordination Officer and Programme Management Officer;
- b) performs other related administrative duties as required, e.g. travel arrangements; purchases and provides maintenance for RCU office equipment; updates the inventory of non-expendable property; liaises with local and foreign companies for goods and services; organizes and coordinates administrative arrangements for conferences, including translations;
- c) assists the Coordination Officer in maintaining the liaison with the host and other local organizations by preparing standard communication products, arranging meetings and follow up;
- d) supports international staff in relations with local service providers, including banking, health services, utilities, etc.;
- e) provides assistance in the production and delivery of information/communication products and services;
- f) serves as a contact point on NOWPAP activities for the local news agencies, public relation firms, etc.

Qualifications: High school education required. College education in finance, accounting or human resources management an asset.

Work experience: At least 7 years of experience in finance, accounting, human resource management, and in working within the multi-cultural environment would be required. Experience in working within the UN system would be an asset.

Languages: English and Japanese.

G4 Team Assistant

1. Assisting implementation of NOWPAP projects:

a) drafts routine correspondence and communication related to programme/project administration.

2. Assisting general administration of NOWPAP RCU:

a) responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a large variety of documents, promotional products and reports;

b) liaises with local companies for goods and services; assists in administrative arrangements for conferences, including translations. The communication will have to be limited to simple follow ups on behalf of the Programme Management Officer and informal interpretation and translation in view of language barrier. Assists in other related administrative duties as required, e.g. travel arrangements; purchases and provides maintenance for RCU office equipment; updates the inventory of non-expendable property;

c) assists the Programme Management Officer in maintaining the liaison with the host and other local organizations by preparing standard communication products, arranging meetings and follow up;

d) supports international staff in relations with local service providers, including banking, health services, utilities, etc.;

e) provides assistance in the production and delivery of information/communication products and services; serves as an information contact point on NOWPAP activities for the local news agencies, public relation firms, etc.;

f) supports the logistic organization of meetings within and outside the RCU;

g) screens phone calls and visitors; responds to moderately complex information requests; distributes mail and other documents received; maintains files (both paper and electronic) for the office.

Qualifications: High school education plus practical knowledge of basic computer applications would be required. English language is absolutely essential plus knowledge of Korean language as Team Assistant is expected to serve as a contact point for Busan RCU office. Teamwork skills are essential.

Work experience: 4 years of experience in office management and in working within the multi-cultural environment would be required. Experience in working within the UN system would be an asset.

Languages: English and Korean.