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**Third Conference of the Parties to the Bamako Convention  
on the Ban of the Import into Africa and the Control of  
Transboundary Movement and Management of Hazardous  
Wastes within Africa**

Brazzaville, Congo  
Expert Segment  
12 - 13 February 2020

Item 5(a)ii of the provisional agenda: **Scenarios for the transfer, establishment and staffing of the secretariat of the Convention in Bamako, Mali**

**Note by the Secretariat**

**I. Introduction**

- a) The Abidjan Declaration on the Bamako Convention: A Platform for a Pollution-free Africa, decided in Abidjan, 30 January to 1 February 2018, that the permanent secretariat for the Bamako Convention be hosted by the Government of Mali in Bamako.
- b) Decision 2/5 on reviewing the arrangements for hosting the secretariat requested the secretariat, in consultation with the Bureau and the Government of Mali, to develop scenarios for the establishment and staffing of the secretariat of the Convention in Bamako, Mali.
- c) Decision 2/5 further requested the secretariat, in consultation with the Bureau o, to prepare a draft decision on the matter for review by the Conference of the Parties at its extraordinary meeting which was to be held in Khartoum in February 2019.
- d) The Secretariat has developed four scenarios (see also the annex) for the establishment and staffing of the Secretariat, highlighting the implications of each scenario, and taking into account the challenges associated with transferring the Secretariat, including the following factors an effective and functional Secretariat:
  - (i) Minimal staffing requirements for an operational and effective secretariat that delivers adequate secretariat functions;
  - (ii) Availability of funding from the Convention;
  - (iii) Availability of adequate office premises, related facilities and services.

*Scenario 1: Secretariat and Convention are fully managed by Parties:* In this scenario, the hosting country fully manages the convention in partnership with the Parties. UNEP no longer hosts the Convention. The staff of the Secretariat are fully managed and paid for by the Convention with contributions coming solely from Parties to the convention.

*Scenario 2: Secretariat and Convention are located in host country with UNEP coordination.* In this scenario, the secretariat staff is located in the hosting country. The contributions from the Parties pay for activities and staff of the secretariat. UNEP administers and coordinates the staff and activities of the Secretariat on behalf of the Convention. The host country provides local operational costs.

*Scenario 3: Secretariat and Convention are fully hosted by another organization.* In this scenario, the secretariat is staffed and hosted in an organization. The secretariat and the convention are funded by the Parties, with support (if agreed) from the host organization. This organization could be another UN organization, a non-UN intergovernmental organization, or an NGO.

*Scenario 4: Maintain the Status Quo with UNEP hosting the Secretariat in Nairobi:* In this scenario, the secretariat remains in UNEP. UNEP contributes to the Secretariat functions through in-kind staff time. Currently, the Secretariat is under-staffed and works partially for the convention.

## **II. Proposed action**

The Secretariat has prepared a scenario note and draft decision for consideration by the Conference.

### **Draft decision CB 3/4: Arrangements for transfer, hosting and staffing of the secretariat of the Convention in Bamako, Mali**

#### *The Conference of the Parties*

*Recalling* paragraph 1 of article 16 of the Bamako Convention on the Ban of the Import into Africa and the Control of Transboundary Movement and Management of Hazardous Wastes within Africa establishing the functions of the secretariat;

*Recalling* also its decision 1/6 entitled “Institutional arrangements for the implementation of Convention: Establishment of a Secretariat” adopted by the Conference of Parties at its first meeting, in which it decided that the secretariat functions would be carried out by the United Nations Environment Programme;

*Recalling* further the United Nations Environment Assembly resolution 1/16, in which the Assembly authorized the Executive Director of the United Nations Environment Programme to carry out the secretariat functions of the Bamako Convention specified in decision 1/6;

*Taking note* of the outcomes of the informal consultative meeting among parties to the Bamako Convention, held in Nairobi on 26 May 2016, regarding a possible review of the institutional arrangements for hosting the secretariat of the Bamako Convention;

*Recalling* the unanimous approval by the Conference of the Parties at its second meeting held in Abidjan, Côte d’Ivoire, from 30 January to 1 February 2018, of the transfer of the Secretariat to Bamako, Mali;

*Noting with appreciation* the offer made by the Government of Mali to host the Secretariat of the Convention in Bamako and to support the functioning and operations of the secretariat;

*Determined* to ensure that the secretariat is well endowed with both human and financial resources to support and collaborate with the parties in effectively implementing and complying with the provisions of the Bamako Convention.

***Decides***

1. To ..... the secretariat xxx
  
2. *Agrees* to mobilize resources to effect the transfer of the functions of the Secretariat from UNEP to Bamako Mali.

**Annex:**

**Scenario note for the Review of the arrangements for hosting the secretariat of Bamako Convention**

1. Introduction  
 The secretariat has developed four scenarios (see annex) for the establishment and staffing of the secretariat, taking into account, the following critical factors for an effective and functional secretariat:
  - (i) Minimal staffing requirements for an operational and effective secretariat that delivers adequate secretariat functions;
  - (ii) Availability of funding from the Convention;
  - (iii) Availability of adequate office premises, related facilities and services.
  
2. Scenarios

Scenarios	Required actions	Cost implications
<p><i>Scenario 1:</i> Secretariat and convention are fully managed by Parties:</p>	<ul style="list-style-type: none"> <li>• Parties negotiate the terms and conditions of the host country agreement</li> <li>• Recruitment and coordination of the convention fully autonomous to Host country</li> <li>• The host country administers the trust funds and provides policy and administrative support</li> <li>• UNEP’s role as secretariat and administrator of the fund’s ceases</li> <li>• Examples of Secretariats with this arrangement: AMCOW</li> <li>• NB this scenario will go against COP/ UNEA decisions</li> </ul>	<p><b>Cost to Parties</b>  <b>Human resources:</b>            recruitment of international civil servant at UN system:</p> <ul style="list-style-type: none"> <li>• Executive Secretary P5 level: USD250,000</li> <li>• Programme office P3: USD160,000</li> <li>• Programme/Administrative Assistant G7: USD55,000</li> </ul> <p><b>Secretariat functions;</b></p> <ul style="list-style-type: none"> <li>• Coordination and management costs: USD150,000</li> <li>• Contingencies: USD85,000</li> <li>•</li> </ul> <p><b>Subtotal: USD700,000</b></p> <p><b>Cost to Host Country</b></p> <ul style="list-style-type: none"> <li>• office common costs, related facilities and services: USD 200,000</li> </ul> <p>Subtotal: USD200,000</p>

		<b>Estimated annual total costs: USD900,000</b>
<i>Scenario 2:</i> Secretariat and Convention are located in host country with UNEP coordination.	<ul style="list-style-type: none"> <li>• Parties contribute for human resource</li> <li>• Host country provides office premises</li> <li>• Parties finance all human resource, coordination and management costs</li> <li>• UNEP administers the trust funds and provides policy and administrative support</li> <li>• Examples of Secretariats with this arrangement: Abidjan Convention, Lusaka agreement</li> </ul>	<p><b>COST TO PARTIES</b></p> <ul style="list-style-type: none"> <li>• <b>Human resources:</b> recruitment of international civil servant at UN system:</li> <li>• Executive Secretary P5 level: USD250,000</li> <li>• Programme office P3: USD160,000</li> <li>• Programme/Administrative Assistant G7: USD55,000</li> </ul> <p><b>Secretariat functions</b></p> <ul style="list-style-type: none"> <li>• Coordination costs: 100,000</li> <li>• Contingencies: USD85,000</li> </ul> <p><b>Subtotal: USD650,000</b></p> <p><b>COST TO UNEP</b> Secretariat functions;</p> <ul style="list-style-type: none"> <li>• Coordination and management costs: USD50,000</li> <li>• In-kind staff costs: USD50,000</li> </ul> <p><b>Subtotal: 100,000</b></p> <p><b>COST TO HOST COUNTRY</b></p> <ul style="list-style-type: none"> <li>• office common costs, related facilities and services: USD 200,000</li> </ul> <p><b>subtotal: USD200,000</b></p> <p><b>Total estimated costs- USD1,000,000</b></p>
<i>Scenario 3:</i> Secretariat and Convention are fully hosted by another organization	<ul style="list-style-type: none"> <li>• Parties to negotiate with a strategic Partner/MEA to take over all the Secretariat functions</li> <li>• The strategic partner or MEA will administer the trust funds and implement the work plan and Budget</li> <li>• Examples of possible Strategic partners/ MEAs are Basel convention Secretariat, African Union</li> </ul>	<p>Costs are dependent on how possible strategic partner adopts the convention</p> <p>Parties to continue meeting the financial obligations of some of the functions e.g. coordination and management costs, some of the human resource costs</p>
<i>Scenario 4:</i> Maintain the Status Quo with UNEP hosting the Secretariat in Nairobi:	<ul style="list-style-type: none"> <li>• UNEP continues to administer the trust funds, provide Secretariat functions, policy and administrative support.</li> <li>• Examples of Secretariats with this arrangement: AMCEN, Nairobi convention, Ozone secretariat</li> </ul>	<p><b>COSTS FOR UNEP:</b></p> <ul style="list-style-type: none"> <li>• <b>Human Resources:</b> <ul style="list-style-type: none"> <li>• recruitment of international civil servant at UN system:</li> <li>• Programme officer P4 level: at 25% of staff time: USD50,000</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Programme/Administrative Assistant G6 at 100% of staff time: USD53,000</li> <li>• Other support personnel: USD20,000</li> </ul> <p><b>Secretariat functions;</b></p> <ul style="list-style-type: none"> <li>• Coordination and management costs: USD82,000</li> <li>• office common costs, related facilities and services: USD 50,000</li> <li>• Contingencies: USD85,000</li> </ul> <p><b>Estimated annual total costs: USD297,000</b></p>
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