Administrative and statutory matters

(c) Human resources situation of the Organization as of 1 August 2011

1. Reporting on HR

At its 90th session, the Executive Council was informed that the Report of the Secretary-General, both to the Executive Council and to the General Assembly, would from then onward contain information on the structure of the Secretariat and on the situation of the human resources of the Organization. Accordingly, this document will provide such information.

2. Budget authority and organizational structure

The number of approved staff positions remains at 106, of which 48 are at the P-level (Professional category and above) and 58 at the GS-level (General Service category). These approved posts have been distributed by programmes. The updated structure of posts in Table 1 reflects the distribution of approved programmes as of 1 August 2011, and the adjustments made on the recommendations of the consultant on job definition, grading, and structure.

**Table 1: Structure of posts by Programme
(01 August 2011)**

Programme Title	Post Title	Posts	Staff	Vacant Posts	Reporting to
MANAGEMENT		15	14	1	
	Secretary-General	1	1	0	
Office of the Secretary-General	Chief of Cabinet	1	1	0	SG
	Principal Protocol Officer	1	1	0	
	Senior / Programme Assistants	3	2	1	
	Principal Driver	1	1	0	
Programme & Coordination	Executive Director (ED/DPC)	1	1	0	
	Senior Programme Assistant	1	1	0	
External Relations & Partnerships	Executive Director (ED/ERP)	1	1	0	
	Senior Programme Assistant	1	1	0	
Member Relations and Services	Executive Director (ED/MRS)	1	1	0	
	Senior Programme Assistant	1	1	0	
Administration and Finance	Director (DAF)	1	1	0	
	Senior Programme Assistant	1	1	0	
REGIONAL PROGRAMMES		19	15	4	

Programme Title	Post Title	Posts	Staff	Vacant Posts	Reporting to
Regional Programme - Africa	Regional Director	1	1	0	ED/MRS
	Deputy Regional Director	1	1	0	
	Senior / Programme Assistants	2	1	1	
Regional Programme - Americas	Regional Director	1	1	0	ED/MRS
	Deputy Regional Director	1	1	0	
	Senior / Programme Assistants	2	1	1	
Regional Programme - Asia/Pacific	Regional Director	1	1	0	ED/MRS
	Deputy Regional Director	1	1	0	
	Senior / Programme Assistants	2	2	0	
Regional Programme - Europe	Regional Director	1	0	1	ED/MRS
	Deputy Regional Director	1	1	0	
	Senior / Programme Assistants	2	2	0	
Regional Programme - Middle East	Regional Director	1	1	0	ED/MRS
	Senior / Programme Assistants	2	1	1	
OPERATIONAL PROGRAMMES		39	33	6	
Sustainable Development of Tourism	Programme Director	1	1	0	SG
	Programme Coordinator	1	1	0	
	Programme Officer	1	0	1	
	Senior Programme Assistant	1	1	0	
Technical Cooperation & Services	Programme Director	1	1		ED/DPC
	Programme Coordinator	1	1	0	
	Programme Officer	1	0	1	
	Senior / Programme Assistants	4	4	0	
Statistics & Tourism Satellite Account	Programme Director	1	0	1	ED/ERP
	Programme Officer	1	1	0	
	Senior / Programme Assistants	3	3	0	
Affiliate Members	[Programme Director]				ED/ERP
	Senior / Programme Assistants	2	2	0	
Communications	Programme Coordinator	1	1	0	SG
	Principal Media Officer	1	1	0	
	Senior / Programme Assistants	2	1	1	
Tourism Trends & Marketing Strategies	Programme Coordinator	1	1	0	ED/ERP
	Programme Officer	1	0	1 [1]	
	Senior / Programme Assistant	2	2	0	
Risk & Crisis Management	Programme Coordinator	1	1	0	ED/ERP
Institutional & Corporate Relations	Programme Coordinator	1	1	0	ED/ERP
	Programme Officer	1	1	0	
Destination Management	Programme Coordinator	1	1	0	ED/PC
	Programme Assistant	1	1	0	
Information Resources & Archives	Programme Coordinator	1	1	0	ED/PC
	Senior / Programme Assistants	2	2	0	
Ethics & Social Dimension of Tourism	Programme Coordinator	1	1	0	ED/MRS
	Programme Assistant	1	1	0	
Special Field Programme & Fairs	Programme Coordinator	1	1	0	ED/MRS
	Programme Assistant	1	1	0	
Knowledge Network	Senior Programme Assistant	1	0	1	ED/ERP

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[1] Ongoing selection process.

Programme Title	Post Title	Posts	Staff	Vacant Posts	Reporting to
SUPPORT PROGRAMMES – DIRECT TO MEMBERS		10	9	1	
Programme & Coordination	Programme Coordinator	1	1	0	ED/PC
Languages, Meetings & Documents	Programme Coordinator	1	1	0	ED/MRS
	Programme Coordinator & Translator	1	1	0	
	Translators	4	3	1 [2]	
	Senior / Programme Assistant	2	2	0	
Publications and e-Library	Programme Assistant	1	1	0	ED/PC
SUPPORT PROGRAMMES – INDIRECT TO MEMBERS		23	23	0	
Budget & Finance	Programme Coordinator	2	2	0	DAF
	Senior / Programme Assistant	2	2	0	
Travel	Programme Officer	1	1	0	DAF
	Programme Assistant	1	1	0	
Human Resources	Programme Coordinator	1	1	0	DAF
	Senior Programme Assistant	2	2	0	
Legal & Procurement	Programme Officer	1	1	0	DAF
Information & Communication Technologies	Programme Coordinator	1	1	0	DAF
	Programme Officer	1	1	0	
	Senior / Programme Assistants	3	3	0	
Purchases, Premises & Security	Senior / Programme Assistants	8	8	0	DAF

Post titles are currently being standardized and will be reflected in the next report of the Secretary-General.

3. Actual staffing

The structure in table 1 corresponds to the authorized 106 positions. However, not all posts are occupied. Filling of vacancies, when a decision has been taken in this regard, will be done through a competition, as indicated in CE/90/6(a).

It is important to note that maintaining the Zero Nominal Growth policy for the Organization and proposed budgeted expenses by programme, in accordance with CE/90/6(a) on the draft programme of work and budget for 2012-2013, requires that some 10 per cent of the positions in the structure remain vacant at any point in time. It is further noted that positions left vacant through retirement of staff enable the Secretary-General to review and optimize programme structures, providing some flexibility to adapt resources to emerging needs. Consequently, it may be expected that no recruitment action will be made in the near future on some of the vacancies listed above.

Information on the actual number of staff members, and distribution by grade, gender, nationality and age, as of 1 August 2011, is contained in tables 2, 3, 4 and 5 below. The relevant breakdown has been made by category of staff within the UN common System, P (grades ranging from 1 to 5) and GS (grades ranging from 1 to 7) and is that reflected in the Organization Programme of Work and Budget.

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[2] Selection process has finalized. Candidate expected to report to work on 1 October 2011.

Table 2: Staff distribution by grade
(1 August 2011)

Grade	P.1	P.2	P.3	P.4	P.5	Above P.5
Number	2	10	11	8	8	4
Grade	G.1	G.2	G.3	G.4	G.5	G.6
Number	0	3	7	15	16	10

Table 3: Staff distribution by category and gender
(1 August 2011)

	P category and above	GS	Total
Female	17	33	50
Male	26	18	44
Total	43	51	94

Table 4: Staff distribution by nationality and category
(1 August 2011)

Country	P and above	GS
Algeria	0	1
Argentina	1	1
Austria	1	0
Bosnia and Herzegovina	0	1
Brazil	1	0
Cambodia	1	0
Cameroon	0	1
Canada	1	0
China	1	1
Dominican Republic	0	1
Egypt	1	0
France	4	4
Germany	1	1
Ghana	0	1
Haiti	1	0
Hungary	1	0
India	1	0
Italy	3	0
Jordan	1	0
Lebanon	1	1
Mexico	1	1
Morocco	0	1
Mozambique	1	0

Country	P and above	GS
Netherlands	3	0
Nicaragua	0	1
Peru	1	0
Philippines	1	0
Portugal	1	0
Republic of Korea	1	1
Republic of Moldova	0	1
Russian Federation	1	1
Senegal	1	0
Seychelles	1	0
Spain	7	28
Switzerland	0	1
Turkey	1	0
Ukraine	1	0
United Kingdom	1	0
United States of America	0	1
Uruguay	0	1
Uzbekistan	0	1
Venezuela	1	0
TOTAL	43	51

Although the Organization does not have a geographical quota, it does bear in mind the need to recruit staff from as wide a geographical basis as possible. Forty-two nationalities are currently represented in the UNWTO Secretariat.

Table 5: Staff distribution by age and category
(1 August 2011)

Category	Professional and above	General Service	Total
29 or less	1	1	2
30 to 39	5	18	23
40 to 49	11	12	23
50 to 54	8	8	16
55 to 59	12	11	23
60	1	1	2
61	1	0	1
62 or more	0	0	0
Total	39	51	90

The above table does not include officials who are under a managerial fixed-term appointment with a term of office until 31/12/2013 (Secretary-General and three Executive Directors).

In accordance with UNWTO Staff Regulations and United Nations Joint Staff Pension Fund provisions, early retirement could be made from age 55 onwards. The Organization's age of retirement is 62 (Staff Rule 24.4), unless specific waiver is provided by the Secretary-General.

4.   Staff matters

As indicated in document CE/90/6(a), main developments in staff matters include:

- Recruitment of staff following an open external competition through the publication of vacancy announcements. It is the role of UNWTO's Appointment and Promotion Board to ensure compliance with competitive selection procedures as well as to be directly involved in the assessment of applications;

- The annual staff performance appraisal system, on the basis of the findings and recommendations of a working group, has been enhanced so that these assessments may be more results-oriented. The revised system will be introduced in 2012;

- Review of staff posts and their level has been finalized. The Appointment and Promotion Board has made its recommendations on eligibility criteria for the implementation of the resulting professional growth plan, which will be carried out in various phases commencing at the end of this year.

- Place-to-place survey conducted by the UNWTO under ICSC's guidance. This survey is a quinquennial exercise conducted by ICSC in all UN-Headquarters location to determine the post multiplier of P-level staff.

- On technology training, an initial broad training course for migration to Windows 7 and MS Office 2010 has been undertaken during the first half of the year. Before the end of the year, specialized IT courses addressing specific programme needs will be offered.

As announced to the Executive Council in the Report of the Secretary-General, the Secretariat will continue to review its Staff Rules to attain harmonization of its rules and practices with those of the UN Common System. In conformity with Staff Regulation 1 (Purpose) these modifications to the Organization's Staff Rules will be referred to the Executive Council.