



## Executive Council

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### Report of the Secretary-General

#### Part II: Administrative and statutory matters

##### (f) Human resources matters

#### I. Reporting on the human resource situation of the Organization

1. This document contains updated information on the human resources situation of the Organization as of 1 April 2013. It provides an update on staff statistics, information on other staff matters and proposed amendments to the UNWTO Staff Rules.

#### II. Budget authority and organizational structure

2. Early in 2013, the Secretary-General undertook a review of the structure of the Secretariat reducing the number of programmes by consolidating some of them:

- Risk and Crisis Management Programme became part of the Sustainable Development of Tourism Programme;
- Information Resources and Archives and Publications and E-Library programmes have been merged into a programme now called Communications and Publications;
- Fairs and Special Field Projects has been merged into a single programme; and
- Programme and Coordination Programme is now part of the Management Programme.

3. Other programmes have changed titles:

- the component “Quality” has been added to Destination Management Programme;
- the previous programme Languages, Meetings and Documents is renamed Conference Services;
- Premises and Internal Services Programme is now transformed into General Services.

4. The introduction of these changes, as indicated in document CE/95/5(b), has been undertaken within approved resources and has not resulted in any modification in the number of approved staff



position which remains at 106, of which 49 are at the P level ((Professional category and above) and 57 at the GS level (General Service category).

#### A. Structure of posts by programme

5. The updated list of staff posts and programmes is shown in the following table.

**Table 1: Structure of Posts by Programme (1 April 2013)**

Programme Title	Post Title	Number of Posts	Number of Staff	Vacant Posts
<b>MANAGEMENT</b>				
	Secretary-General	1	1	0
<b>Office of the Secretary-General (OFSG)</b>	Chief of Cabinet	1	1	0
	Director-Advisor on Sustainability	1	1	0
	Senior Programme Officer	1	1	0
	Senior / Programme Assistants	3	2	1
	Driver	1	1	0
<b>Office of the Executive Director for Programme &amp; Coordination</b>	Executive Director	1	1	0
	Programme Coordinator	1	1	0
	Senior Programme Assistant	1	1	0
<b>Office of the Executive Director for Competitiveness, External Relations &amp; Partnerships</b>	Executive Director	1	1	0
	Senior Programme Assistant	1	1	0
<b>Office of the Executive Director for Member Relations &amp; Services</b>	Executive Director	1	1	0
	Senior Programme Assistant	1	1	0
<b>Office of the Director of Administration &amp; Finance</b>	Director	1	1	0
	Senior Programme Assistant	1	1	0
<b>REGIONAL PROGRAMMES</b>				
<b>Regional Programme for Africa</b>	Regional Director	1	1	0
	Deputy Regional Director	1	1	0
	Senior / Programme Assistants	2	1	1
<b>Regional Programme for the Americas</b>	Regional Director	1	1	0
	Deputy Regional Director	1	1	0
	Senior / Programme Assistants	2	1	1
<b>Regional Programme for Asia &amp; the Pacific</b>	Regional Director	1	1	0
	Deputy Regional Director	1	1	0
	Senior / Programme Assistants	2	2	0
<b>Regional Programme for Europe</b>	Regional Director	1	1	0
	Deputy Regional Director	1	1	0
	Senior / Programme Assistants	2	2	0
<b>Regional Programme for the Middle East</b>	Regional Director	1	1	0
	Senior / Programme Assistants	2	1	1
<b>OPERATIONAL PROGRAMMES</b>				
<b>Sustainable Development of Tourism</b>	Programme Director (**)	1	1	0
	Programme Coordinator	1	1	0

	Programme Officer	1	0	1
	Senior / Programme Assistants	2	2	0
<b>Technical Cooperation &amp; Services</b>	Programme Director	1	1	0
	Programme Coordinator	1	1	0
	Programme Officer	1	1	0
	Senior / Programme Assistants	3	3	0
<b>Statistics &amp; Tourism Satellite Account</b>	Programme Director	1	1	0
	Programme Officer	1	1	0
	Senior / Programme Assistants	3	3	0
<b>Tourism Trends &amp; Marketing Strategies</b>	Programme Director (**)	1	1	0
	Programme Officer	2	0	2
	Senior / Programme Assistants	2	2	0
<b>Affiliate Members</b>	Senior / Programme Assistants	2	2	0
<b>Knowledge Network</b>	Senior / Programme Assistant	1	1	0
<b>Institutional &amp; Corporate Relations</b>	Programme Coordinator (*)	1	1	0
	Programme Officer	1	1	0
	Senior / Programme Assistants	1	0	1
<b>Destination Management &amp; Quality</b>	Programme Coordinator	1	1	0
	Programme Assistant	1	1	0
<b>Ethics &amp; Social Dimension of Tourism</b>	Programme Coordinator	1	1	0
	Programme Assistant	1	1	0
<b>Fairs &amp; Special Field Projects</b>	Programme Coordinator	1	1	0
	Senior / Programme Assistants	2	1	1
<b>DIRECT SUPPORT PROGRAMMES</b>				
<b>Communications &amp; Publications</b>	Programme Chief	1	1	0
	Senior Programme Officer	1	1	0
	Senior / Programme Assistants	4	3	1
<b>Conference Services</b>	Programme Chief	1	1	0
	Translators	4	4	0
	Senior / Programme Assistants	2	2	0
<b>INDIRECT SUPPORT PROGRAMMES</b>				
<b>Human Resources</b>	Programme Chief	1	1	0
	Programme Officer	1	0	1
	Senior / Programme Assistants	2	2	0
<b>Budget &amp; Finance</b>	Programme Coordinator	2	2	0
	Senior / Programme Assistants	2	2	0
<b>Information &amp; Communication Technologies</b>	Programme Chief	1	1	0
	Programme Officer	1	1	0
	Senior / Programme Assistant	3	3	0
<b>Travel</b>	Senior Programme Officer	1	1	0
	Programme Assistant	1	1	0
<b>Legal &amp; Contracts</b>	Programme Coordinator	1	1	0
<b>General Services</b>	Senior / Programme Assistants	4	4	0

	Office Assistant	3	3	0
<b>TOTAL</b>		106	95	11

(\*) Liaison officer with UNEP

(\*\*) Officials on an acting capacity

## B. Breakdown of actual staffing data

6. Information on the number of staff numbers and their distribution by grade, gender, nationality, and age, as of 1 April 2013, is contained in Tables 2, 3, 4 and 5 below. As in previous reports to the Executive Council, the relevant breakdown has been made by category of staff within the UN Common System: Professional category and above (with grades ranging from P.1 to D.2) and General Service category (with grades ranging from G.1 to G.7) and as indicated in the Organization's Programme of Work and Budget.

7. It is important once again to insist on the fact that the Organization is committed to maintaining a Zero Growth Policy. Among other measures, this calls for the need to keep some 10 per cent of the positions vacant. Consequently, when deciding on the publication of vacancies, the Secretary-General will take into account factors such as the need to optimize structures, to ensure business continuity, and to be ready to meet emerging demands.

**Table 2: Staff Distribution by Grade**

Grade	P.1	P.2	P.3	P.4	P.5	Above	Total
Number	2	6	14	9	8	6	45
Grade	G.2	G.3	G.4	G.5	G.6	G.7	Total
Number	0	7	9	12	14	8	50

**Table 3: Staff Distribution by Category and Gender**

	P category and above	GS category	Total
Female	20	32	52
Male	25	18	43
<b>Total</b>	45	50	95

**Table 4: Staff Distribution by Category and Nationality**

COUNTRY	P	GS	COUNTRY	P	GS
Algeria		1	Mexico	1	1
Argentina	1	1	Morocco		1
Austria	1		Mozambique	1	
Bosnia & Herzegovina		1	Netherlands	3	
Brazil	1		Nicaragua		1
Cambodia	1		Peru	1	
Cameroon		1	Philippines	1	
Canada	1		Portugal	1	
China	1	1	Republic of Korea	1	1
Dominican Republic		1	Republic of Moldova		1
Egypt	1		Russian Federation	1	1
France	4	3	Senegal	1	
Germany	2	1	Seychelles	1	
Ghana		1	Spain	8	26
Haiti	1		Switzerland		1
Hungary	1		Turkey	1	
India	1		Ukraine	1	
Indonesia		1	United Kingdom	1	

Italy	3		United States of America		1
Jordan	1		Uruguay		1
Lebanon	1	1	Uzbekistan		1
Lithuania		1	Venezuela	1	
			Total number per category of staff	45	50
			Total number of staff	95	

8. Forty-four nationalities are currently represented in the Secretariat. It is important to mention the Organization's commitment to recruiting staff from as wide a geographical distribution as possible while maintaining the highest standards of competence, efficiency and integrity and taking into account the limited number of staff posts.

**Table 5: Staff Distribution by Category and Age**

Category	P and above	GS	Total
29 or less	1	2	3
30 – 39	7	15	22
40 – 49	11	14	25
50 – 54	8	8	16
55 – 59	9	9	18
60 – 62	5	2	7
Total	41	50	91

9. Not included in this table are those officials holding a managerial fixed-term appointment with a term of office until 31 December 2013 (i.e., Secretary-General and three Executive Directors).

### III. Staff matters

10. Since its previous reports on staff matters, a number of developments relating to staff matters have taken place and are indicated below.

#### A. Outcome of selection processes

11. Following a competitive selection process, the following vacant posts have been filled:

Vacancy Reference	Title of the Post	Name of the Incumbent
VAC/01/STAT/2012	Programme Director (P.5) Statistics & Tourism Satellite Account (P.5)	Herrmann, Oliver (Germany)
VAC/03/TCSV/2012	Programme Officer (P.1) Technical Cooperation & Services	Satur, Vanessa (Spain)
VAC/04/ICT/2012	Programme Officer (P.1) Information & Communication Technologies	García Rubio, Susana (Spain)
VAC/02/GA-RKCM/2012	Senior Programme Assistant (G.6) Risk and Crisis Management	Hartantyo, Lorna (Indonesia)
VAC/12/GS-COMM/2012	Programme Assistant/Graphic Designer (G.4) Communications	García Uceda, Alberto (Spain)

**B. Update on the Professional Growth Plan**

12. The Professional Growth Plan (Phase 3) was carried out in 2012 and the resulting decisions were implemented in the first quarter of 2013. As in the previous phases, implementation has been done on the basis of the approved posts, the grade level and generic job profile, and the outcome of the annual performance evaluation plan which has recently been enhanced.

**C. Proposed amendments to the Staff Rules**

13. In conformity with Regulation 33 of the UNWTO Staff Regulations and Rules, proposed amendments to UNWTO Staff Rules are referred to the Executive Council for approval. Pursuant to this, the following two amendments are hereby submitted to the Executive Council for approval:

(changes in bold)

**“Rule 17(1)  
Special leave**

(a) *Special leave, with full or partial or without salary, may be granted by the Secretary-General to an official for advanced study or research in the interest of the Organization, in cases of extended illness, **for child care**, or for other exceptional or urgent reasons.*

...  
(i) ***A special leave of up to four weeks shall be granted to an official in the case of adoption of a child.”***

**“Rule 24(4)  
Age of retirement**

*Officials shall retire at the end of the last day of the month in which they reach the age of sixty-two. **In the case of officials appointed on or after 1 January 2014, retirement shall be at the end of the last day of the month in which they reach the age of sixty-five.”***

**D. Officials on loan**

14. As indicated by the Secretary-General in previous sessions of the Executive Council, the Organization reiterates its invitation to Members to avail themselves of the existing framework whereby tourism officials and experts from Member States would be made available to the Organization on a non-reimbursable basis. This will be done through a memorandum of agreement between the Organization and the Member whereby the former accepts to have a tourism official designated by the sponsoring Member to be attached to the Secretariat for a given period of time – thus profiting from the possibility of having direct access to the work and activities of the Organization as well as to its expertise and know-how in specialized tourism issues – and the latter agrees to bear the costs of such loan. Members willing to participate in this capacity building initiative are invited to discuss this with the corresponding Regional Director.

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**IV. Actions to be taken by the Executive Council**

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15. The Executive Council is requested:
- (a) To take note of the information provided on the human resources of the Organization and to express its satisfaction at the work currently being carried out by those persons in the service of the Organization and their contribution to its PoW;
  - (b) To invite Members to avail themselves of the existing capacity building framework by sponsoring tourism officials, on a non-reimbursable loan basis, to participate in the Organization's programme of work during set periods of time; and
  - (c) To approve the proposed amendments to Rule 17(1) Special Leave and Rule 24(4) Age of retirement.