



Executive Council

Ninety-eighth session
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Madrid, 22 April 2014
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Report of the Secretary-General

Part II: Administrative and statutory matters

(g) Report on 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 2014. As in previous reports on human resources matters, it provides updated staff statistics and information on staff matters.

II. Budget authority and organizational structure

2. The introduction of management changes communicated by the Secretary-General in his report on the Priorities and Management Vision for 2014-2015 (CE/98/3(I)(c)) will be undertaken within approved resources and number of staff positions which remains at 106. The UNWTO Secretariat Organizational Chart (annex to document CE/98/3(I)(c)) is also attached to this document for easy reference.

A. Structure of posts by programme

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

Table 1: Structure of Posts by Programme (1 April 2014)

| Programme Title | Post Title | Number of Posts | Number of Staff | Vacant Posts |
|--|------------------------------------|-----------------|-----------------|--------------|
| MANAGEMENT | | | | |
| | Secretary-General | 1 | 1 | 0 |
| Office of the Secretary-General | Chief of Cabinet | 1 | 1 | 0 |
| | Director-Advisor on Sustainability | 1 | 1 | 0 |



| | | | | |
|--|-------------------------------|---|---|---|
| | Senior Programme Officer | 1 | 1 | 0 |
| | Senior / Programme Assistants | 3 | 3 | 0 |
| | Driver | 1 | 1 | 0 |
| Office of the Executive Director for Operational Programmes & Institutional Relations | Executive Director | 1 | 1 | 0 |
| | Senior Programme Assistant | 1 | 1 | 0 |
| Office of the Executive Director for Programme & Coordination | Executive Director | 1 | 1 | 0 |
| | Senior Programme Assistant | 1 | 1 | 0 |
| Office of the Executive Director for Technical Cooperation & Services | Executive Director | 1 | 1 | 0 |
| | Senior Programme Assistant | 1 | 1 | 0 |
| Office of the Director of Administration & Finance | Director | 1 | 1 | 0 |
| | Senior Programme Assistant | 1 | 1 | 0 |
| REGIONAL PROGRAMMES | | | | |
| Regional Programme for Africa | Regional Director | 1 | 1 | 0 |
| | Deputy Regional Director | 1 | 1 | 0 |
| | Senior / Programme Assistants | 2 | 1 | 1 |
| Regional Programme for the Americas | Regional Director | 1 | 1 | 0 |
| | Deputy Regional Director | 1 | 1 | 0 |
| | Senior / Programme Assistants | 2 | 1 | 1 |
| Regional Programme for Asia & the Pacific | Regional Director | 1 | 1 | 0 |
| | Deputy Regional Director | 1 | 1 | 0 |
| | Senior / Programme Assistants | 1 | 1 | 0 |
| Regional Programme for Europe | Regional Director | 1 | 1 | 0 |
| | Deputy Regional Director | 1 | 1 | 0 |
| | Senior / Programme Assistants | 2 | 1 | 1 |
| Regional Programme for the Middle East | Regional Director | 1 | 1 | 0 |
| | Senior / Programme Assistants | 2 | 1 | 1 |
| Affiliate Members | Senior / Programme Assistants | 2 | 2 | 0 |
| Knowledge Network | Senior / Programme Assistants | 1 | 1 | 0 |
| OPERATIONAL PROGRAMMES | | | | |
| Sustainable Development of Tourism | Programme Director | 1 | 1 | 0 |
| | Programme Coordinator | 1 | 1 | 0 |
| | Programme Officer | 1 | 0 | 1 |

| | | | | |
|--|-------------------------------|---|---|---|
| | Senior / Programme Assistants | 2 | 2 | 0 |
| Statistics & Tourism Satellite Account | Programme Director | 1 | 1 | 0 |
| | Programme Officer | 1 | 1 | 0 |
| | Senior / Programme Assistants | 3 | 3 | 0 |
| Tourism Market Trends | Programme Director | 1 | 1 | 0 |
| | Programme Officer | 1 | 0 | 1 |
| | Senior / Programme Assistants | 2 | 2 | 0 |
| Technical Cooperation | Programme Director | 1 | 1 | 0 |
| | Programme Coordinator | 1 | 1 | 0 |
| | Programme Officer | 1 | 1 | 0 |
| | Senior / Programme Assistants | 3 | 3 | 0 |
| Destination Management & Quality | Programme Director | 1 | 1 | 0 |
| | Programme Officer | 1 | 0 | 1 |
| | Senior / Programme Assistant | 1 | 1 | 0 |
| Institutional Relations & Resource Mobilization | Programme Coordinator | 1 | 1 | 0 |
| | Programme Officer | 1 | 1 | 0 |
| | Senior / Programme Assistants | 1 | 0 | 1 |
| Ethics & Social Responsibility | Programme Coordinator | 1 | 1 | 0 |
| | Programme Assistant | 1 | 1 | 0 |
| Fairs & Special Field Projects | Programme Coordinator | 1 | 1 | 0 |
| | Senior / Programme Assistants | 2 | 2 | 0 |
| DIRECT SUPPORT PROGRAMMES | | | | |
| Communications & Publications | Programme Chief | 1 | 1 | 0 |
| | Senior Programme Officer | 1 | 1 | 0 |
| | Senior / Programme Assistants | 4 | 3 | 1 |
| Conference Services | Programme Chief | 1 | 1 | 0 |
| | Translators | 4 | 4 | 0 |
| | Senior / Programme Assistants | 2 | 2 | 0 |
| Programme & Coordination | Programme Chief | 1 | 1 | 0 |
| | Senior / Programme Assistant | 1 | 1 | 0 |
| INDIRECT SUPPORT PROGRAMMES | | | | |
| Budget & Finance | Programme Coordinator | 2 | 2 | 0 |
| | Senior / Programme Assistants | 2 | 2 | 0 |
| Human Resources | Programme Chief | 1 | 1 | 0 |
| | Programme Officer | 1 | 0 | 1 |

| | | | | |
|---|-------------------------------|-----|----|----|
| | Senior / Programme Assistants | 2 | 2 | 0 |
| Information & Communication Technologies | Programme Chief | 1 | 1 | 0 |
| | Programme Officer | 1 | 1 | 0 |
| | Senior / Programme Assistant | 3 | 3 | 0 |
| Travel | Senior Programme Officer | 1 | 1 | 0 |
| | Programme Assistant | 1 | 1 | 0 |
| Legal & Contracts | Programme Coordinator | 1 | 1 | 0 |
| General Services | Senior / Programme Assistants | 4 | 4 | 0 |
| | Office Assistant | 3 | 3 | 0 |
| TOTAL | | 106 | 96 | 10 |

B. Breakdown of actual staffing data

4. Information on the number of staff and their distribution by grade, gender, nationality, and age, as of 1 April 2014, 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.

Table 2: Staff Distribution by Grade

| Grade | P.1 | P.2 | P.3 | P.4 | P.5 | Above | Total |
|--------|-----|-----|-----|-----|-----|-------|-------|
| Number | 2 | 6 | 12 | 8 | 7 | 10 | 45 |
| Grade | G.2 | G.3 | G.4 | G.5 | G.6 | G.7 | Total |
| Number | 0 | 6 | 12 | 7 | 19 | 7 | 51 |

Table 3: Staff Distribution by Category and Gender

| | P and Above | GS category | Total |
|--------------|-------------|-------------|-------|
| Female | 21 | 33 | 54 |
| Male | 24 | 18 | 42 |
| Total | 45 | 51 | 96 |

Table 4: Staff Distribution by Category and Nationality

| COUNTRY | P | GS | COUNTRY | P | GS |
|------------------------|---|----|-------------|---|----|
| Algeria | | 1 | Lithuania | | 1 |
| Argentina | 1 | 1 | Mexico | 1 | 1 |
| Australia | | 1 | Morocco | | 1 |
| Austria | 1 | | Mozambique | 1 | |
| Bosnia and Herzegovina | | 1 | Netherlands | 3 | |
| Brazil | 1 | | Nicaragua | | 1 |

| | | | | | |
|--------------------|---|---|------------------------------------|-----------|-----------|
| Cambodia | 1 | | Peru | 1 | |
| Cameroon | | 1 | Philippines | 1 | |
| Canada | 1 | | Portugal | 1 | |
| China | 2 | 1 | Republic of Korea | 1 | 1 |
| Dominican Republic | | 1 | Republic of Moldova | | 1 |
| Egypt | 1 | | Russian Federation | 1 | 1 |
| France | 3 | 3 | Seychelles | 2 | |
| Germany | 2 | 1 | Spain | 8 | 26 |
| Ghana | | 1 | Switzerland | | 1 |
| Haiti | 1 | | Turkey | 1 | |
| Hungary | 1 | | Ukraine | 1 | |
| India | 1 | | United Kingdom | 1 | |
| Indonesia | | 1 | United States of America | | 1 |
| Italy | 2 | | Uruguay | 1 | 1 |
| Jordan | 1 | | Uzbekistan | | 1 |
| Lebanon | 1 | 1 | Venezuela | 1 | |
| | | | Total number per category of Staff | 45 | 51 |
| | | | Total number of Staff | 96 | |

5. Forty-four nationalities are currently represented in the Secretariat. It is important to reiterate 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 | Ps and Above | G S | Total |
|--------------|--------------|-----------|-----------|
| 29 or less | | 2 | 2 |
| 30 to 39 | 7 | 15 | 22 |
| 40 to 49 | 13 | 16 | 29 |
| 50 to 54 | 5 | 7 | 12 |
| 55 to 59 | 9 | 9 | 18 |
| 60 | 3 | 2 | 5 |
| 61 | 2 | | 2 |
| 62 or more | 2 | | 2 |
| Total | 41 | 51 | 92 |

6. Not included in this table are those officials holding a managerial fixed-term appointment with a term of office until 31 December 2015 (i.e., Executive Directors) or 31 December 2017 (i.e., Secretary-General).

C. Staff matters

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

1. Outcome of selection processes

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

| Vacancy Reference | Title of the Post | Name of the Incumbent |
|-------------------|--|--|
| VAC/05/AFR/2012 | Regional Director (P.5) Africa | Grandcourt, Elcia (Seychelles) |
| VAC/02/HR/2013 | Programme Chief (P.4) Human Resources Programme | Aktas, Filiz (Germany) (Entry on duty on 15.05.2014) |
| VAC/03/AFR/2013 | Senior Programme Assistant (G.6) Regional Programme for Africa | BebeKum, Lydia (Cameroon) |
| VAC/04/MDE/2013 | Senior Programme Assistant (G.6) Regional Programme for the Middle East | Louzari, Hanane (Morocco) |
| VAC/05/FAIRS/2013 | Senior Programme Assistant (G.6) Fairs and Special Field Projects | Devine, Johanna (Australia) |
| VAC/01/AFMS/2013 | Programme Assistant (G.4) Affiliate Members Programme | Arizmendi, Addaia (Spain) |

9. Currently three vacancies have been published: Programme Officer (P.1) Tourism Market Trends, Senior Programme Assistant (G.6) Regional Programme for the Americas, and Senior Programme Assistant (G.6) Institutional Relations and Resource Mobilization Programme. The deadline for submission of applications is 30 April 2014, in the case of the two Senior Programme Assistant posts, and 31 May 2014 in the case of the Programme Officer post. The selection process will commence as soon as the deadline is closed.

2. Update of the Professional Growth Plan

10. The Professional Growth Plan (Phase 4) was carried out in 2013 and the resulting decisions were implemented in the first quarter of 2014. 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.

3. Madrid Local Salary Survey

11. In line with the approved ICSC calendar, the local salary survey for Madrid took place in 2013. In April 2013, ICSC officials were at the UNWTO Secretariat to meet with the Local Salary Survey Committee and provide them with information and training in line with the methodology applicable to Headquarters duty stations. The data collection phase took place, as scheduled, in October 2013. The report of the ICSC was discussed at its 78th session (March 2014). The Organization is currently awaiting the official communication of the ICSC.

4. Officials on loan

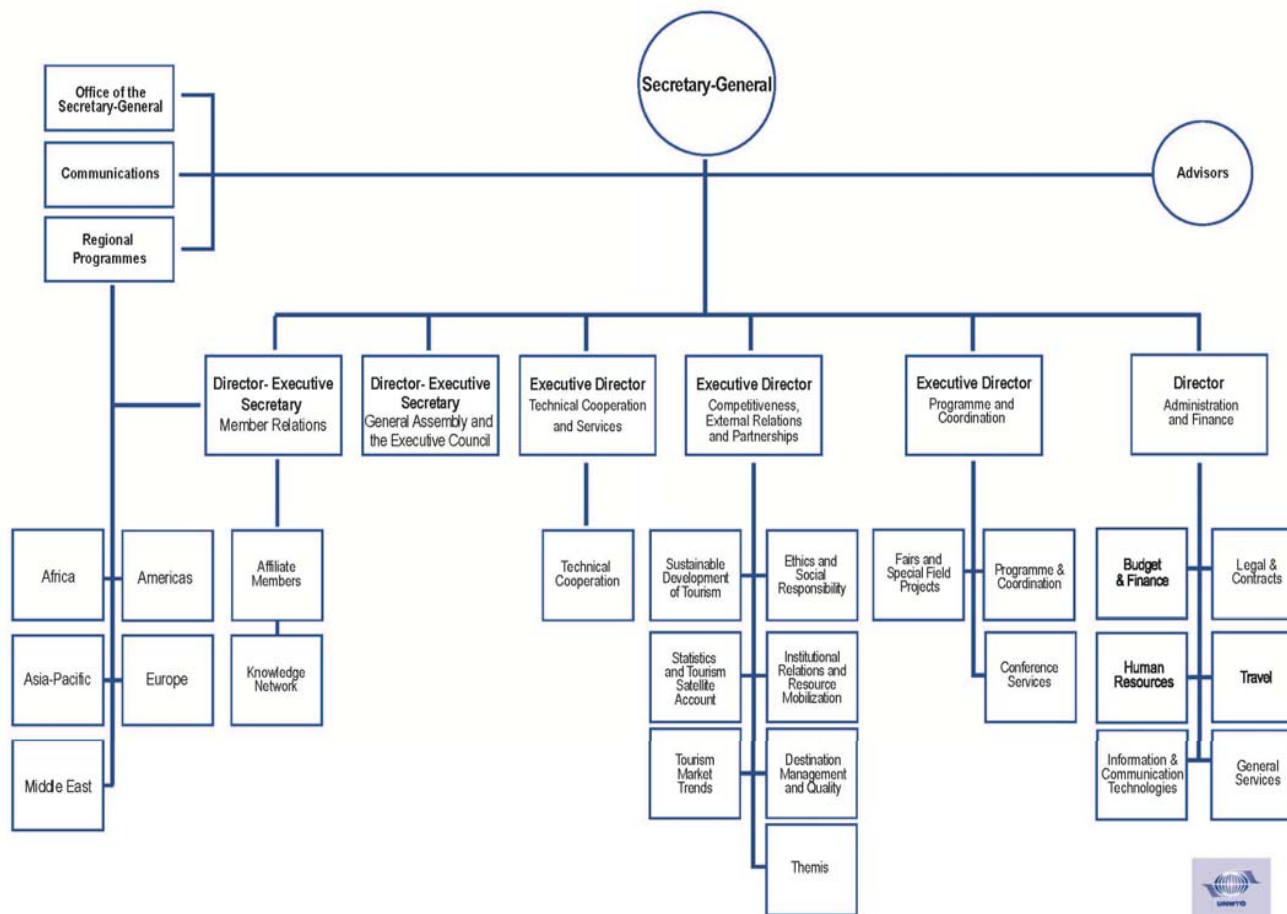
12. It is encouraging to note the increasing interest of Members States in the Organization's capacity building option whereby tourism experts and officials may be sent by a Member State, on a non-reimbursable loan basis, to participate in the activities of the Secretariat for a set period of time. This arrangement is formally being done through a Memorandum of Understanding.

III. Actions to be taken by the Executive Council

13. The Executive Council is requested:

- (a) To take note of the information provided on the human resources of the Organization;
- (b) 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 Programme of Work, especially in view of the rising demands made on the Organization with its limited resources; and
- (c) To reiterate its invitation to 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.

Annex I. UNWTO Secretariat Organizational Chart



UNWTO Secretariat Organizational Chart | March 2014

