



UNITED NATIONS ENVIRONMENT PROGRAMME



WORLD CONSERVATION MONITORING CENTRE

FRAMEWORK DOCUMENT

Policy, Resources and Accountability for UNEP-WCMC

Executive agency

1. The UNEP World Conservation Monitoring Centre (UNEP-WCMC, or, as referred to in this document, the Centre) is an executive agency of the United Nations Environment Programme (UNEP) legally established on 8 June 2000 following decisions taken on 29 March 2000. This document describes the framework of policy, resources and accountability within which the Centre operates.

Functions

2. UNEP monitors and assesses the state of the global environment on behalf of the United Nations system as a whole. Its headquarters in Nairobi, Kenya, are at the hub of an expanding network of monitoring centres throughout the world. UNEP assembles environmental information into a coherent environmental information system which serves decision-makers in the interests both of conservation and of providing early warning of impending environmental emergencies.

3. The Centre is pre-eminent in the field of biodiversity information. It provides an independent, authoritative and disinterested service to users all over the world and in all walks of life. Its designation as an executive agency of UNEP confers enhanced international status on the Centre while at the same time strengthening UNEP's capacity to serve the peoples of the world.

Privileges and immunities

4. The provisions of the *United Nations and International Court of Justice (Immunities and Privileges) Order 1974* which give effect in UK law to the United Nations (UN) General Convention on Privileges and Immunities, apply to the Centre as part of the UN.

5. The privileges and immunities were triggered automatically when the Agency was legally established on 8 June 2000. No specific secondary legislation or formal agreement between the Government of the United Kingdom (HMG) and the UN was necessary.

6. UNEP notifies the Protocol Division of the Foreign and Commonwealth Office (FCO) of the arrival of UN officials in the UK to take up posts with WCMC.

WCMC 2000

7. The Charity previously known as the World Conservation Monitoring Centre transferred the name and associated goodwill to UNEP-WCMC and adopted for itself the new name WCMC 2000.

8. To facilitate the activities of the new Centre, WCMC 2000 (the Charity), with the consent of the Charity Commissioners, granted a sublease of its leasehold premises to UNEP to provide accommodation for purposes restricted to the objects of the Charity.

9. To facilitate the activities of UNEP-WCMC, WCMC 2000 also seconds staff to the Centre.

10. WCMC 2000 receives and reviews annual reports of the work of the Centre to satisfy itself that the activities of the Centre fall within WCMC 2000's charitable objects.

11. In order to avoid any potential conflict of interest, the post of Secretary of WCMC 2000 may not be filled by the Director of the Centre.

Funding of WCMC 2000

12. The Centre contributes to WCMC 2000 in each financial year sufficient funds to meet the agreed continuing expenses of WCMC 2000 including its administrative overheads. The amount to be contributed is agreed by the Centre and WCMC 2000 before the beginning of each financial year and is paid by the Centre to WCMC 2000 in quarterly instalments with the first instalment being paid at the start of the financial year.

13. The Centre reimburses WCMC 2000 in full the remuneration of and other costs associated with the employment of the employees and such other staff as are seconded to the Centre during the period of secondment.

14. The Centre is not liable to provide funding for any other programmes of activity that WCMC 2000 may develop in furtherance of its charitable purposes save where this is expressly agreed by the Centre and WCMC 2000 in a separate collaborative agreement.

Director of the Centre

15. The Director of the Centre is a staff member of UNEP appointed to the post by the Executive Director of UNEP for a fixed period which may be renewed.

16. The Director is empowered to enter into contracts of any kind subject to the following constraints:

- He or she may not employ staff directly except on the standard terms and conditions applicable to UNEP staff stationed in the UK; however this limitation does not apply to the indirect employment of staff through agencies and sub-contracts.
- Before entering into any contract with a value greater than US\$ 700,000 the Director must obtain the approval of the Executive Director of UNEP.

17. As the head of an executive agency of UNEP the Director is autonomous in managing the operation of the Centre within UNEP's over-arching policies and strategic objectives as laid down respectively by the UNEP Governing Council and by the Executive Director, but in accordance with the Centre's own financial and personnel policies and practices. These are described in the Centre's *Handbook of Policies and Procedures* which is revised from time to time. In addition, the Centre's employment practices are promulgated in its *Terms of Employment: Parts 1 and 2*.

18. The Executive Director of UNEP may designate a senior UNEP official in headquarters to whom the Director of the Centre is accountable.

Other UNEP appointees

19. The Executive Director of UNEP, on the recommendation of the Director of the Centre, appoints certain other members of staff of the Centre and on the standard terms and conditions, including recruitment and appointment procedures, applicable to UNEP staff.

Staff seconded by WCMC 2000

20. Other staff working at the Centre are employed¹ by WCMC 2000 and are seconded to the Centre by WCMC 2000. The Director of the Centre is responsible for the management of the staff so seconded and for such other staff as are subsequently employed and seconded to the Centre. WCMC 2000 continues to pay the salary and accepts all the normal duties and legal responsibilities of an employer related to national insurance and income tax for the employees and such other staff as are seconded to the Centre during the period of secondment.

¹ They continue to be employed by the Charity WCMC 2000 which has simply changed its name from the World Conservation Monitoring Centre (WCMC).

Scientific Advisory Council

21. A Scientific Advisory Council (SAC) advises the Executive Director of UNEP and the Director of the Centre on the high standards of professional expertise and scientific integrity required; the technical policies, practices and ethical standards; and the priorities for the Centre's work programme. The terms of reference and composition of the SAC are set out in Annex 1.

Aims, objectives and performance indicators

22. The aim of the Centre, in line with the object of WCMC 2000, is to promote for the public benefit the conservation, protection, enhancement and support of nature and natural resources worldwide.

23. The strategic objectives which support the Centre's aim and its achievement of these objectives are monitored against relevant performance indicators. The Centre's over-arching objective is to provide assessment, information and training services that help all governments and other bodies to implement policies and action plans designed to reverse the loss of species and ecosystems. The objectives which underpin this, and their corresponding performance indicators, are shown in the table overleaf.

Programme Objectives	Performance indicators
Identify information needs and lead the development of biodiversity data quality and standards	Outputs relating to identified information needs and standards, and their uptake by target audiences
Monitor and mobilise biodiversity data and information by fostering and supporting global and regional networks of data-gatherers and managers	Outputs from networks supported by the Centre
Access data of known quality through agreements with owners, and maintain global and regional coverages for assessment of biodiversity value and health	Improved quality and coverage of data-sets available via the Centre and its networks
Compile, integrate and synthesize biodiversity data-sets for targeted clients involved in environmental policy and decisions, particularly in support of international programmes and instruments	Uptake by clients of information in targeted products
Disseminate biodiversity information products to raise public and political awareness.	Distribution of information outputs. Evidence of feedback on their quality.
Build capacity for biodiversity information management through support and training programmes.	Uptake of training and support services offered by the Centre
Financial Management Objectives	
Inform and guide financial policy and action through an annual budget and its implementation	Delivery of budget
Manage the Centre's cash resources effectively	Measures of liquidity
Improve the efficiency of use of financial resources	Ratio of running costs to programme costs Ratio of income raised to costs of raising it
Maintain a diversity of clients in line with the business plan	Spread of clients between market sectors
Human Resources Objective	
Maximize individual effectiveness in line with the organization's objectives	Highly motivated and dedicated staff

Planning and accounting

24. The Centre prepares and publishes a biennial Programme of Work and an Annual Report. These documents are prepared independently, although they incorporate the advice of the SAC. The Programme of Work is drawn up within the framework of UNEP's Programme of Work. In association with the SAC, the Centre also prepares an annual Business Plan for its internal use. The Centre maintains independent accounts which are audited annually before consolidation with the accounts of UNEP.

25. As a not-for-profit service, the Centre seeks to ensure its own continuing financial viability.

Non-repayment services provided to UNEP

26. The Centre clearly identifies in its Programme of Work those services which it provides to UNEP on a non-reimbursable basis.

Review

27. An external evaluation will be commissioned approximately every five years to review the Centre. Each such review will examine the efficiency and effectiveness of the Centre, this Framework Document, the Centre's financial and personnel policies and practices and user satisfaction. A report on each review is published.

UNEP-WCMC
15 June 2000

**THE SCIENTIFIC ADVISORY COUNCIL (SAC)
OF
THE UNITED NATIONS ENVIRONMENT PROGRAMME –
WORLD CONSERVATION MONITORING CENTRE (UNEP-WCMC)**

Introduction

1. As recommended in the report of the UNEP-WCMC Transition Task Force to the Executive Director of UNEP, the Executive Director, in consultation among others with the Director-General of the World Conservation Union (IUCN), is establishing a Scientific Advisory Council (SAC) for the UNEP World Conservation Monitoring Centre (UNEP-WCMC).
2. The SAC shall be the essential guarantor of the scientific standards of the Centre in its new role within UNEP. The SAC shall also be:
 - the overseer of the technical policies and practices and ethical standards of the Centre;
 - the forum for discussion of priorities for the Centre's programme of work with users and partners; and
 - the adviser to the Executive Director of UNEP and the Director of the Centre on the needs and opportunities for the Centre.

Structure

3. The SAC shall consist of:
 - one member from each of the six UNEP regions (one serving as Vice Chair); and
 - an independent Chair, who may come from any region.

Membership

4. Members of the SAC shall:
 - be professionally qualified specialists, with expertise in one or other aspect of the Centre's operations and an understanding of the needs and interests of users and data suppliers;
 - serve in their personal capacities, and none may accept direction from a government, NGO, or private sector entity.

The Chair

5. The Chair shall be a scientist from any region of the world with a high professional reputation and experience of how both the United Nations and the international scientific and non-governmental community operate.

Observers

6. There shall also be provision on the SAC for partner organisations and the user community to serve as observers. Organisations (both within and outside the UN system) with a particular interest in the work of the Centre may request the Executive Director of UNEP to be represented as observers. It is expected that IUCN, FAO, UNESCO, and probably WWF will wish to be represented in this way.

Sub-committees and *ad hoc* specialist groups

7. Subject to the availability of resources within its approved budget, the SAC shall have the power to appoint sub-committees and *ad hoc* specialist groups for particular purposes and may appoint appropriate experts who are not members of, or designated observers to, the SAC as members of such committees and groups.

Appointment of SAC Members

8. The Executive Director of UNEP shall appoint members of the SAC following consultation among organisations interested in the work of the Centre (and especially those represented on it by observers), and with the Chair of the SAC; the Director General of IUCN; the Executive Secretary of the Convention on Biological Diversity; the Secretary General of the International Council of Scientific Unions (ICSU) and the Director of WCMC.

9. Members of the SAC shall have the opportunity to propose candidates to fill vacancies.

10. Members of the SAC shall be appointed for a term of three years, and one third shall retire each year, although retiring members shall be eligible for reappointment for one further term of three years.

11. Appointments shall not require endorsement by the UNEP Governing Council or the IUCN Council, but these bodies shall be informed of the procedures to be adopted.

Operation of the Council

12. The SAC shall meet at least twice a year. Among other business, meetings shall review in a systematic manner:

- the achievements of the Centre (and the results of scientific audit and peer review);
- the views and proposals of users and of data suppliers, data custodians and partner organisations;
- codes of practice, including those on ethical matters concerning data and information;
- the conclusions of any sub-committees or specialist groups;
- the proposed programme of the Centre;

- particular needs or opportunities for the longer-term development of the Centre; and
- possible approaches to new sources of funding.

13. The Chair shall have the opportunity to summon additional meetings where essential. An annual ‘open meeting’ with donors and users may be needed, probably in conjunction with another UN event (eg UNEP Governing Council) or a meeting of the international development assistance community. The purpose of such a meeting shall be:

- to allow direct input to the SAC and Centre from supporters and users;
- to take those views into account in the development of the programme and working practices; and
- to demonstrate openness and so maintain confidence.

14. The Executive Director of UNEP shall make every effort to attend one of the regular meetings of the SAC in each year.

15. The Chair and Vice Chair shall maintain continuing contact with, and be available to, the Director of the Centre and to the Executive Director of UNEP between meetings of the Council.

16. At least one of the meetings in any one year shall be held at the Centre, so that SAC members can meet members of staff, and discuss their work in depth on an informal basis.

17. The SAC shall not normally be involved in discussing the terms of the Centre’s contracts with individual users, but from time to time it shall review the broad range of topics on which contracts are accepted, and the operational modalities of such contracts.

18. The SAC will need a budget for its meetings, for the work of sub-committees and specialist groups, and for secretarial support, especially to the Chair. This should be a distinct sub-head in the Centre’s budget, for which the Chair of the SAC should account. The budget should include a modest provision for consultancy.

Functions

19. The principal function of the SAC shall be to guarantee the continuing high standards and professional independence of the Centre by:

- advising the Director of the Centre and the Executive Director of UNEP on the rules of ethics and standards of scientific quality, including rules of confidentiality and accountability, which should govern the Centre’s work;
- keeping under review the need for biodiversity and other conservation-related information among intergovernmental, governmental and non-governmental users (including users in the private sector) so that the Centre remains user-driven;
- maintaining dialogue with all ‘stakeholders’ including the gatherers and custodians of biodiversity data and information, the users of such data and information, and

- governments, NGOs and private sector entities who may wish to use and support the Centre's services;
- advising the Director of the Centre and the Executive Director of UNEP on the 'operational envelope' of the Centre, including the basis on which it provides services to users in all sectors and the subject areas the Centre will cover;
 - advising the Director on the development of the programme of work of the Centre in response to these needs and constraints, and reviewing and endorsing the resulting proposed programme prior to its finalisation;
 - undertaking regular scientific audits of the work of the Centre and advising on new developments and/or changes in approach including action to correct any perceived inadequacies;
 - advising on, and encouraging the development of, new sources of funding for the Centre; and
 - considering and advising on such other matters as may be referred to the SAC by the Executive Director of UNEP or the Director of the Centre.

Early tasks for the SAC

20. The UNEP-WCMC Transmission Task Force recommended that these should include the following:

- to endorse a code of conduct and ethical practice formalising the relationships with data owners and suppliers based on that already formulated within the Biodiversity Conservation Information System (BCIS);
- to approve rules for the acceptance of contracts with a confidentiality provision and for the inclusion of non-commercial data in them;
- to approve procedures for Quality Management; and
- to provide guidance for the preparation of a biennial business plan following discussion of priorities in the Ecosystems Conservation Group (ECG) and the definition of the overall UNEP programme of work by the Governing Council. It should set out the approach to meeting the needs of future users, to enhancing support to convention secretariats, to strengthening partnerships with intergovernmental, governmental and non-governmental bodies, to expanding capacity building and to quality management and codes of ethical practice.
