

## Executive Council

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CE/93/5(c)  
 Madrid, 19 April 2012  
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### Administrative and statutory matters

#### (c) Human resource situation

#### I. Reporting on HR

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1. The present document contains updated information on the human resource situation of the Organization as of 1 April 2012.

#### II. Budget Authority and Organizational Structure

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2. 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 are distributed by approved programmes. The updated structure of programmes and assigned posts are contained in Table 1.

**Table 1: Structure of Posts by Programme (01 April 2012)**

<u>Programme Title</u>	<u>Post Title</u>	<u>Posts</u>	<u>Staff</u>	<u>Vacant Posts</u>	<u>Reporting to</u>
<b><u>MANAGEMENT</u></b>		<b>15</b>	<b>15</b>	<b>0</b>	
	Secretary-General	1	1	0	
<b>Office of the Secretary-General</b>	Chief of Cabinet	1	1	0	SG
	Principal Protocol Officer	1	1	0	OFSG
	Senior / Programme Assistants	3	3	0	OFSG
	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	



<u>Programme Title</u>	<u>Post Title</u>	<u>Posts</u>	<u>Staff</u>	<u>Vacant Posts</u>	<u>Reporting to</u>
	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	
<b><u>REGIONAL PROGRAMMES</u></b>		<b>19</b>	<b>16</b>	<b>3</b>	
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	1	0	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	
<b><u>OPERATIONAL PROGRAMMES</u></b>		<b>38</b>	<b>30</b>	<b>8</b>	
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 &	Programme Director	1	1		ED/DPC

<u>Programme Title</u>	<u>Post Title</u>	<u>Posts</u>	<u>Staff</u>	<u>Vacant Posts</u>	<u>Reporting to</u>
Services					
	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 <sup>1</sup>	ED/ERP
	Programme Officer	1	1	0	
	Senior / Programme Assistants	3	3	0	
Affiliate Members	Senior / Programme Assistants	2	2	0	ED/ERP
Communications	Programme Coordinator	1	1	0	SG
	Principal Media Officer	1	1	0	
	Senior / Programme Assistants	2	0	2	
Tourism Trends & Marketing Strategies	Programme Coordinator	1	1	0	ED/ERP
	Programme Officer	2	0	2	
	Senior / Programme Assistant	2	2	0	
Risk & Crisis Management	Programme Coordinator	1	1	0	ED/ERP
	Senior Programme Assistant	1	0	1	
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	
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	1	0	ED/ERP
<b><u>SUPPORT PROGRAMMES – DIRECT TO MEMBERS</u></b>		<b>11</b>	<b>11</b>	<b>0</b>	
Programme & Coordination	Programme Coordinator	1	1	0	ED/PC

<sup>1</sup> Vacancy has been published. Deadline mid-April 2012.

<u>Programme Title</u>	<u>Post Title</u>	<u>Posts</u>	<u>Staff</u>	<u>Vacant Posts</u>	<u>Reporting to</u>
Languages, Meetings & Documents	Programme Coordinator	1	1	0	ED/MRS
	Programme Coordinator & Translator	1	1	0	
	Translators	4	4		
	Senior / Programme Assistant	2	2	0	
Publications and e-Library	Senior / Programme Assistant	2	2	0	ED/PC
<b><u>SUPPORT PROGRAMMES – INDIRECT TO MEMBERS</u></b>		<b>23</b>	<b>22</b>	<b>1</b>	
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 & Contracts	Programme Coordinator	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	7	1	DAF
<b>TOTAL</b>		<b>106</b>	<b>94</b>	<b>12</b>	

### III. Actual Staffing

3. Information on the actual number of staff members and their distribution by grade, gender, nationality and age, as of 1 April 2012, is contained in Tables 2, 3, 4 and 5 below. As in the previous report to the Executive Council, the relevant breakdown has been made by category of staff within the UN Common System P (grades ranging from P.1 to P.5) and GS (grades ranging from G.1 to G.7) and as indicated in the Organization's Programme of Work and Budget.

4. It is important to insist on the fact that the Organization is committed to maintain a Zero Nominal 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 vacancies to be published, 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**

<b>Grade</b>	<b>P.1</b>	<b>P.2</b>	<b>P.3</b>	<b>P.4</b>	<b>P.5</b>	<b>Above</b>	<b>Total</b>
<b>Number</b>	1	8	15	6	9	5	<b>44</b>
<b>Grade</b>	<b>G.2</b>	<b>G.3</b>	<b>G.4</b>	<b>G.5</b>	<b>G.6</b>	<b>G.7</b>	
<b>Number</b>	0	7	12	11	15	5	<b>50</b>
							<b>94</b>

**Table 3.- Staff Distribution by Category and Gender**

	<b>P category and above</b>	<b>GS category</b>	<b>Total</b>
<b>Female</b>	19	33	52
<b>Male</b>	25	17	42
<b>Total</b>	44	50	<b>94</b>

**Table 4.- Staff Distribution by Nationality and Category**

<b>Country</b>	<b>P and above</b>	<b>GS</b>
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	3
Germany	1	1
Ghana	0	1
Haiti	1	0
Hungary	1	0
India	1	0
Italy	3	0
Jordan	1	0
Lebanon	1	1
Lithuania	0	1
Mexico	1	1
Morocco	0	1
Mozambique	1	0
Netherlands	3	0
Nicaragua	0	1

Country	P and above	GS
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	8	27
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
<b>TOTAL PER CATEGORY OF STAFF</b>	<b>44</b>	<b>50</b>
<b>TOTAL NUMBER OF STAFF</b>		<b>94</b>

5. Forty-three nationalities are currently represented in the Secretariat. In regard to distribution by nationality, the Organization reiterates its commitment to recruit staff from as wide a geographical basis as possible and insofar as its limited number of staff posts allows.

**Table 5.- Staff Distribution by Age and Category**

Category	P and above	GS	Total
29 or less	1	2	3
30 – 39	6	16	22
40 – 49	9	14	23
50 – 54	10	7	17
55 – 59	11	9	20
60	2	2	4
61	1		1
<b>Total</b>	<b>40</b>	<b>50</b>	<b>90</b>

6. The above table does not include those officials who are under a managerial fixed-term appointment with a term of office until 31 December 2013 (i.e. the Secretary-General and the three Executive Directors)

#### IV. Staff Matters

7. Since the previous report on staff matters, a number of developments relating to staff matters are indicated below:

**A. Amendments to Staff Rules 15(2) and 17(1)**

8. As entrusted by the Executive Council in its decision CE/DEC/5(XCI) and in the spirit of fair and equal treatment endorsed within the Common System, the Secretary-General has established the eligibility criteria and procedures in order that the provisions of the amended Rule 15(2) could be made extensive to staff already in the service of the Organization on 1 January 2012, date of entry into effect of the amendments to Staff Rules 15(2) and 17(1).

**B. Introduction of the Professional growth plan for staff in the Secretariat**

9. The Professional growth plan announced in previous sessions of the Executive Council has now been introduced. Implementation of this initial phase has resulted in a marked improvement not only insofar as the level of staff is concerned but more so in the definition of post profiles (assigned tasks and activities along with accountability) and in the opening of career growth options based on programme driven evaluation of performance. In addition, the introduction of training as an integral part of professional growth has been highlighted.