



## Executive Council

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Madrid, 21 April 2015  
Original: English

### Report of the Secretary-General

#### Part II: Administrative and statutory matters

##### (f) Human resources report

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

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1. This document contains updated information on the human resources situation of the Organization as of 1 April 2015. As in previous reports on human resources, it provides updated staff statistics and information on staff matters.

#### II. Budget authority and organizational structure

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2. Throughout 2014 and 2015, the Secretary-General undertook a review of the structure of the Secretariat, as follows:

- (a) Knowledge Network became part of the Affiliate Members Programme;
- (b) Creation of the post of Programme Coordinator, as UNWTO Representative to the United Nations in Geneva;
- (c) As of 1 June 2015, the IPSAS project is being merged with Budget and Finance operations, and a unified Budget and Finance Programme is created headed by a Programme Chief.

3. 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(l)(c)) continues to be undertaken within approved resources and number of staff positions which remains at 106. The UNWTO Secretariat Organizational Chart is attached to this document.

#### A. Structure of posts by programme

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



**Table 1: Structure of Posts by Programme (1 April 2015)**

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</b>	Chief of Cabinet	1	1	0
	Director-Advisor on Tourism and Culture	1	1	0
	UNWTO Representative to UNOG	1	1	0
	Senior Programme Officer	1	1	0
	Senior / Programme Assistants	3	3	0
	Driver	1	1	0
<b>Office of the Executive Director for Operational Programmes &amp; Institutional Relations</b>	Executive Director	1	1	0
	Senior Programme Assistant	1	1	0
<b>Office of the Executive Director for Programme &amp; Coordination</b>	Executive Director	1	1	0
	Senior Programme Assistant	1	1	0
<b>Office of the Executive Director for Technical Cooperation &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
	Programme Coordinator	1	1	0
	Senior / Programme Assistants	2	1	1
<b>Regional Programme for the Americas</b>	Regional Director	1	1	0
	Programme Coordinator	1	1	0
	Senior / Programme Assistants	2	1	1
<b>Regional Programme for Asia &amp; the Pacific</b>	Regional Director	1	1	0
	Programme Coordinator	1	1	0
	Senior / Programme Assistants	2	1	1
<b>Regional Programme for Europe</b>	Regional Director	1	1	0
	Senior / Programme Assistants	2	1	1
<b>Regional Programme for the</b>	Regional Director	1	1	0

<b>Middle East</b>				
	Senior / Programme Assistants	2	1	1
<b>Affiliate Members</b>	Programme Officer	1	0	1
	Senior / Programme Assistants	3	3	0
<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>Statistics &amp; Tourism Satellite Account</b>	Programme Director	1	1	0
	Programme Officer	1	1	0
	Senior / Programme Assistants	3	3	0
<b>Tourism Market Trends</b>	Programme Director	1	1	0
	Programme Officer	2	1	1
	Programme Assistants	1	1	0
<b>Technical Cooperation</b>	Programme Director	1	1	0
	Programme Coordinator	1	1	0
	Programme Officer	1	1	0
	Senior / Programme Assistants	3	3	0
<b>Destination Management &amp; Quality</b>	Programme Director	1	1	0
	Programme Officer	1	0	1
	Senior / Programme Assistants	2	2	0
<b>Institutional Relations &amp; Resource Mobilization</b>	Programme Coordinator	1	1	0
	Programme Officer	1	1	0
	Senior Programme Assistants	1	1	0
<b>Ethics &amp; Social Responsibility</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	2	0
<b>DIRECT SUPPORT PROGRAMMES</b>				
<b>Communications &amp; Publications</b>	Programme Chief	1	1	0
	Senior Programme Officer	1	1	0
	Senior / Programme Assistants	3	3	0
<b>Conference Services</b>	Programme Chief	1	1	0
	Translators	4	4	0

	Senior / Programme Assistants	2	2	0
<b>Programme &amp; Coordination</b>	Programme Chief	1	1	0
<b>INDIRECT SUPPORT PROGRAMMES</b>				
<b>Budget &amp; Finance</b>	Programme Chief	1	0	1
	Programme Coordinator	2	2	0
	Senior / Programme Assistants	2	2	0
<b>Human Resources</b>	Programme Chief	1	1	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	2	2	0
<b>TOTAL</b>		106	96	10

## B. Breakdown of actual staffing data

5. Information on the number of staff and their distribution by grade, gender, nationality, and age, as of 1 April 2015, 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	4	4	10	10	9	5	42
Grade	G.2	G.3	G.4	G.5	G.6	G.7	Total
Number	0	5	9	8	22	6	50

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

	P and Above	GS category	Total
Female	21	34	55
Male	20	17	37
<b>Total</b>	41	51	92

**Table 4: Staff Distribution by Category and Nationality (including SG and ED positions)**

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	Portugal	1	1
Canada	1		Republic of Korea	2	1
China	2	1	Republic of Moldova		1
Dominican Republic		1	Russian Federation	1	1
Egypt	1		Seychelles	2	
France	3	3	Spain	8	25
Germany	3	1	Switzerland		1
Ghana		1	Turkey	1	
Haiti	1		Ukraine	1	
Hungary	1		United Kingdom	1	
India	1		United States of America		1
Indonesia		1	Uruguay	1	1
Italy	1		Uzbekistan		1
Jordan	1		Venezuela	1	
Lebanon	1	1			
			Total number per category of Staff	<b>45</b>	<b>51</b>
			Total number of Staff	<b>96</b>	

6. Forty-three 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	P and Above	GS	Total
<b>29 or less</b>		2	2
<b>30 to 39</b>	6	10	16
<b>40 to 49</b>	14	19	33
<b>50 to 54</b>	7	9	16
<b>55 to 59</b>	8	5	13
<b>60</b>	2	3	5
<b>61</b>	3	2	5
<b>62 or more</b>	2	0	2
<b>Total</b>	<b>42</b>	<b>50</b>	<b>92</b>

7. 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

8. 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

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

Vacancy Reference	Title of the Post	Name of the Incumbent
UNWTO/VAC/03/TMTS/2014	Programme Officer (P.1) Tourism Market Trends Programme	Julian, Michel (Dominican Republic)
UNWTO/VAC/01/RPAM/2014	Senior Programme Assistant (G.6) Regional Programme for the Americas	Urcuyo, Daniela (Nicaragua)
UNWTO/VAC/02/IRRM/2014	Senior Programme Assistant (G.6) Institutional Relations and Resource Mobilization Programme	Lisboa, Claudia (Portugal)

10. Currently two vacancies have been published: Programme Chief (P.4) Budget and Finance and Programme Coordinator (P.3) Regional Programme for Africa. The deadline for submission of applications was 31 March 2015 in the case of the Programme Chief post, and 18 April 2015 in the case of the Programme Coordinator post. The selection process will commence as soon as the deadline is closed.

#### 2. Update of the Professional Growth Plan

11. The Professional Growth Plan (Phase 4) was carried out in 2014 and the resulting decisions were implemented in the first quarter of 2015. 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

12. In October 2013 a survey of the best prevailing conditions of employment for the GS category was carried out in Madrid. On the basis of the results of the comprehensive survey a salary scale applicable effective 1 October 2013 with an overall increase of 2.9 per cent was established by the United Nations.

13. As per resolution 68/253 of 27 December 2013 of the United Nations General Assembly, the ICSC was requested not to increase any of the allowance under its purview until the comprehensive review referred to in the General Assembly resolution 67/257 had been submitted to the Assembly for consideration. Therefore, the allowances remained unchanged.

#### 4. United Nations matters

14. On 29 December 2014, the UNGA adopted the reports of its Fifth Committee (Administrative and Budgetary) which included recommendations on a wide range of UN common system issues. For UNWTO, the most significant and relevant of those recommendations pertains to the decision (A/RES/69/251) to increase the mandatory age of separation from 62 to 65 for staff recruited before 1 January 2014, taking into account the acquired rights of staff. This came together with a request for the International Civil Service Commission (ICSC) to review that proposal by the Assembly's seventy-first session and return with a recommendation on its implementation date after consultation with all the organizations of the UN Common System. The Assembly, also mandated by its resolution 67/257 adopted in April 2012, reiterated its request to the ICSC to undertake a comprehensive review of the staff compensation package, which should be submitted for its consideration no later than at its 70th session beginning in September 2015.

#### 5. Officials on loan

15. Also in 2014, there was an 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.

#### 6. New non-staff scheme

16. Based on the recommendations of the JIU draft report A.385 on non-staff, the employment scheme of non-staff is being comprehensively reviewed to make the scheme more transparent, consistent and coherent throughout the UNWTO Secretariat, to be implemented in 2015.

#### 7. Amendments to the Staff Rules

17. In conformity with Regulation 1 of the UNWTO Staff Regulations, the Executive Council, on the proposal of the Secretary-General, "shall provide such Staff Rules as it considers necessary for the enforcement of the Staff Regulations and consistent with the principles they embody". For the 100th session the Secretary-General has prepared three amendments to the Staff Rules (attached herewith).

18. In the case of Rule 17(1)(b) and 17(1)(c), Special Leave, the purpose of this revision is to align the Organization's rules to the current practice within the UN system on granting special leave without pay.

19. In the case of Rule 17(1)(g), Special Leave, the review, in line with the UN system, grants the Staff Member with five working-day special leave upon death of a brother or sister.

CURRENT TEXT	PROPOSED NEW TEXT
<b>CHAPTER V ANNUAL LEAVE AND SPECIAL LEAVE</b>	<b>CHAPTER V ANNUAL LEAVE AND SPECIAL LEAVE</b>
<b><i>Rule 17(1) Special leave</i></b>	<b><i>Rule 17(1) Special leave</i></b>
<i>(b) Periods of special leave without salary of one month or more shall not count as service for the</i>	<i>(b) Periods of special leave without salary of one month or more shall not count as service for the</i>

<p><i>purpose of calculating entitlement to annual leave, sick leave, education grant, grant on death, repatriation grant and termination indemnities. No contributions will be paid by the Organization to the official's pension fund and health insurance scheme during such periods. Periods of special leave without salary of six months or more shall have the effect of postponing entitlement to home leave by a corresponding period.</i></p> <p><i>(c) Notwithstanding the provisions of this Rule and of Rule 15(5)(d) (Incremental date), continuity of service shall not be considered to have been broken by periods of special leave.</i></p> <p><i>(g) A special leave of five working days shall be granted to any official upon his marriage, or upon the death of the father, mother, spouse or a child.</i></p>	<p><i>purpose of calculating entitlement to annual leave, <b>advancement within grade</b>, sick leave, education grant, grant on death, repatriation grant and termination indemnities. No contributions will be paid by the Organization to the official's pension fund and health insurance scheme during <b>any period of special leave without pay</b>. Periods of special leave without salary of six months or more shall have the effect of postponing entitlement to home leave by a corresponding period.</i></p> <p><i>(c) Notwithstanding the provisions of this Rule, continuity of service shall not be considered to have been broken by periods of special leave.</i></p> <p><i>(g) A special leave of five working days shall be granted to any official upon his marriage, or upon the death of the father, mother, <b>brother, sister</b>, spouse or a child.</i></p>
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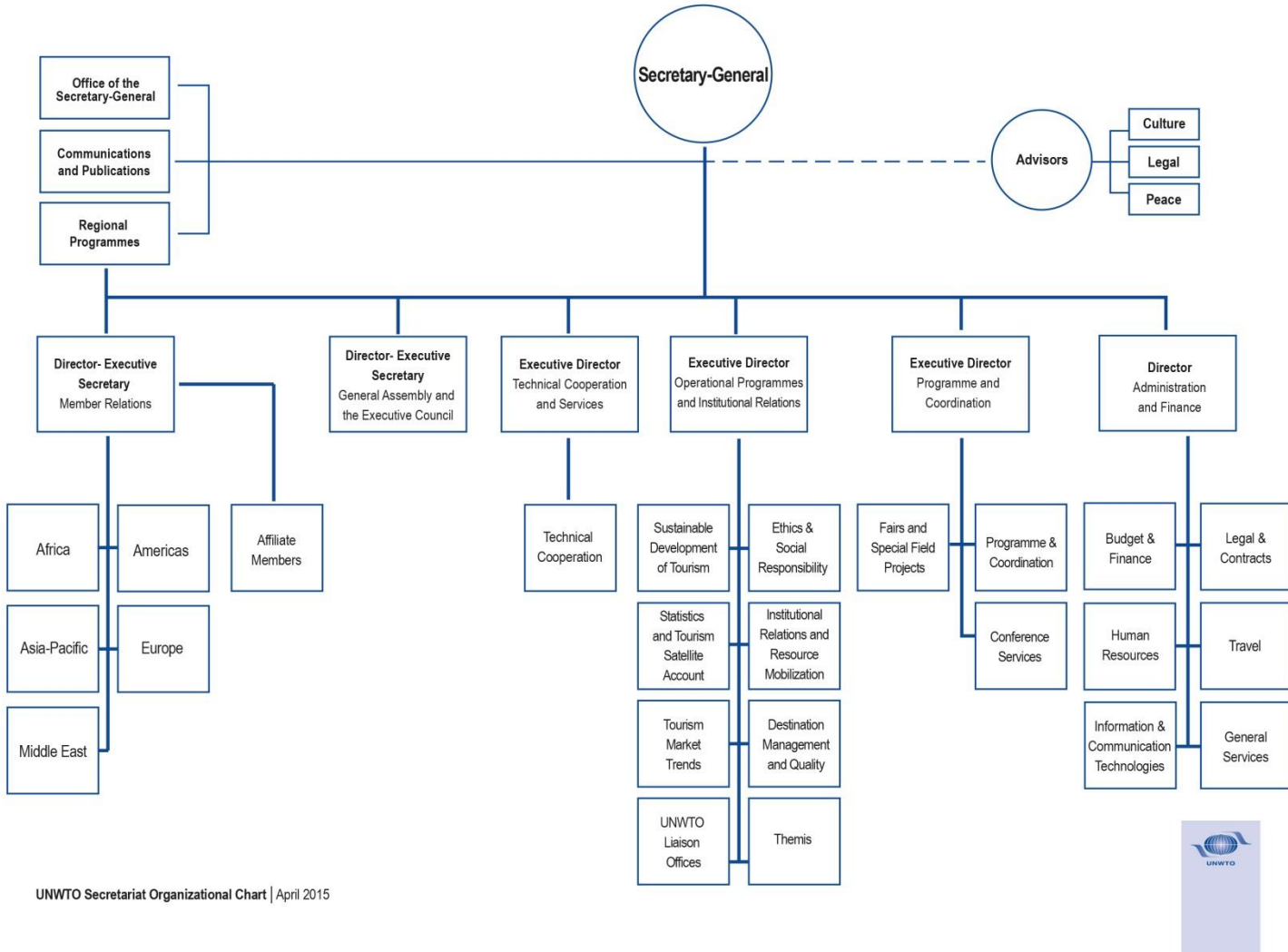
### III. Actions to be taken by the Executive Council

20. The Executive Council is invited:

- (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 approve the amendments of paragraphs (b), (c) and (g) of Rule 17(1) "Special Leave" of the Staff Rules.



Annex I. UNWTO Secretariat Organizational Chart



UNWTO Secretariat Organizational Chart | April 2015

