

314th Plenary Meeting

PC Journal No. 314, Agenda item 8(b)

**DECISION No. 399/Corrected reissue*
YEAR 2001 UNIFIED BUDGET**

The Permanent Council;

- I. Acting in accordance with the relevant provisions of the Financial Regulations (DOC.PC/1/96) as approved by the Permanent Council on 27 June 1996,
 1. Approves the 2001 Budget contained in Annex 1; and
 2. Approves the OSCE Post Table contained in Annex 2;
 3. Decides to establish in the budgets for the Large Missions for 2001 a main programme amounting to 2.23 per cent of the total to be funded by voluntary contributions.

- II. Furthermore, building on the improvements in the budget format of the 2001 Unified Budget,

Observing the need to further enhance linkages and comparisons between mandates, objectives, inputs, outputs, and expected accomplishments,

 1. Tasks the Secretary General to further improve the budget presentation format to enhance the linkages and comparisons noted above and explore the possible introduction of standard costing principles. Proposals to that effect should be made to the informal Financial Committee (IFC).

- III. Reaffirms the urgent requirement to update the OSCE financial regulations to reflect the current breadth and complexity of OSCE activities;
 1. Tasks the IFC, in close consultation with the Secretary General, with completing its review of the Financial Regulations with a view to making proposals for revision no later than 30 June 2001;

* Incorporates amendments to Annex 2.

2. Requests that the IFC establish an open ended informal working group, with the invited participation of the OSCE External Auditors, no later than 30 January 2001, to facilitate this task.
- IV. Furthermore,
1. Tasks the Secretary General to prepare a comprehensive report on the OSCE's existing recruitment policies and practices in accordance with Regulation 4.04 of the OSCE Staff Regulations by 15 February 2001;
 2. Tasks the IFC to review the Secretary General's proposals on amendments to the Staff Regulations (SEC.GAL/129/00, SEC.GAL/148/00 and SEC.GAL/149/00), together with any associated financial implication, by 31 March 2001;
 3. Recognizing the importance of the job classification process to staff recruitment, retention, morale, and the provision of equal opportunities for women and men, the need for an appropriate and equitable application of International Civil Service Commission Standards that account for the working conditions of the OSCE, and the further need for transparency and due process in the application of those standards;
 4. Tasks the IFC, upon receipt of the appropriate background documentation from the classifier, to provide recommendations to the Secretary General on mechanisms to be used to formulate the classifications, including provisions for employee appeal. These recommendations are to be provided to the Secretary General in advance or in conjunction with the review of proposed changes to Staff Regulations, no later than 30 June 2001;
 5. Requests the Secretary General to monitor and report on recruitment and retention difficulties which may occur in relation to specialist functions within OSCE structures, in particular with regard to information technology functions.
- V. Recognizing the need to provide Heads of Missions (and Field Operations) with some seed money to facilitate mandate implementation and the need to improve the mechanism for attracting donor funding to the Organization,
1. Decides to establish a Head of Mission (and field operations) Fund, as outlined in Annex 3, for each of the missions and field operations listed in Annex 4. The Fund ceiling is set at 3 per cent of the total mission budget (less the amount of the Fund), or 50,000 Euro (whichever is lower). The ceiling shall be reviewed annually, in conjunction with the approval of the Unified Budget.
- VI. Takes note of the proposals contained in the Unified Budget Proposal with regard to the use of Special Service Agreements (SSAs);
1. In this regard, decides that the use of the SSA-tool shall be governed by the following principles:
 - (a) SSA contracts shall only be used on an exceptional basis and for a limited period of time, each case requiring individual justification;

- (b) SSA contracts should in no way duplicate the activities carried out by OSCE staff or provided for in approved budgets and post tables unless expressly authorized;
2. Requests the Secretary General to ensure that requests for the services to be rendered under a possible SSA are directed in the first instance to Participating States before committing to entering into such an agreement with an individual service provider;
 3. Requests the Secretary General to ensure implementation of the above-mentioned principles and to report on it in the context of the Mid Year Review of the 2001 Budget and to take account of the processes to be adopted in the preparation of the 2002 Unified Budget Proposal. Participating States shall be given adequate time to react to such submissions.
- VII. Tasks the Secretary General to conduct a review on OSCE investment procedures. Particular attention shall be paid to writing-off procedures related to the replacement of OSCE material assets. A report on this matter shall be presented to the IFC no later than the Mid Year Review of the 2001 Budget.
- VIII. Reminds the heads of missions and field operations that budget proposals, including the programmatic descriptions, should be based on appropriate preliminary consultations with the authorities of the relevant host country.
1. All projects of the OSCE missions and institutions which are financed by the OSCE budget or extra budgetary contributions shall be based on their relevant mandates approved by the Permanent Council and be submitted for consultation with the host country. The new proposals should be approved only upon submission or reports on previous periods.
- IX. Tasks the Secretary General to submit proposals on the working programme of the OSCE activities in the Economic and Environmental Dimension to the Permanent Council no later than 1 February 2001.
- X. Requests the Secretary General to ensure that all fund managers notify the IFC through the Secretary General, when, in their view a change to a budgeted project or activity, with a budgeted cost greater than 500,000 Euro or 10 per cent of the approved programme budget, alters the planning assumptions on which the budget approval for that activity is based;
1. Suggests that the normal deadline for submission of such reports to the IFC be no later than 60 days following the change to the project or activity.
- XI. Decides to amend the OSCE Financial Regulations in accordance with Annex 5.
- XII. Approves the internal oversight mandate as contained in Annex 6.
- XIII. Requests the Secretary General to submit to the Permanent Council by 1 April 2001, through the IFC, his report on the implementation of recommendations contained in the report of the External Auditors on the 1999 Financial Statements.

XIV. Takes note of the conclusions of the OSCE IT Expert Group Meetings of 13 October and 15 November 2000; and

1. Directs the Secretariat, in consultation with the IFC, to draft terms of reference for an independent consultant to assess the ISSP as outlined in the conclusions of the meetings cited above;
2. The IFC is further requested to liaise, in conjunction with the Secretariat, with the independent consultants, in the course of the IFC review of the Information Systems Strategic Plan (ISSP).

XV. Tasks the Secretary General to report to the IFC on the modalities to achieve the savings for the OSCE Mission in Kosovo as outlined in Annex 1.

YEAR 2001 BUDGET

<u>Fund</u>			
Main Programme			
Sub Programme		EUR	EUR
I.	<u>The General Fund</u>		
	Secretary General and Central Services		
	1. Executive Management	560 400	
	2. Press and Public Information	717 700	
	3. Legal Services	135 100	
	4. Internal Oversight	489 200	
	5. External Co-operation	383 100	
	6. Seminars	77 000	
	7. Short Term Mission / Visits of CiO and PR of the CiO	<u>218 000</u>	
	8. Total		2 580 500
	Activities Relating to the Economic and Environmental Aspects of Security		
	9. Co-ordinator of the OSCE Economic and Environmental Activities	542 000	
	10. Economic Forum Meeting	<u>212 500</u>	
	11. Total		754 500
	Conflict Prevention Activities		
	12. Direction and Management	256 600	
	13. Mission Programme Section	610 800	
	14. Operation Centre	535 800	
	15. Situation / Communication Room	<u>8 000</u>	
	16. Total		1 411 200
	Activities Relating to Military Aspects of Security		
	17. Communications Network	150 700	
	18. FSC Support Unit	339 600	

19. Seminars	<u>36 400</u>	
20. Total		526 700

Human Resources Management

21. Direction and Management	292 100	
22. Mission Staffing	186 200	
23. REACT	360 800	
24. Personnel Management	489 500	
25. Training and Capacity Building	249 600	
26. Gender Issues	<u>116 300</u>	
27. Total		1 694 500

Conference Services in Vienna

28. Direction and Management	161 700	
29. Meeting Services and Administration	1 704 300	
30. Language Services	<u>2 568 100</u>	
31. Total		4 434 100

Common Services in Vienna

32. Direction and Management	242 200	
33. General Services	1 632 500	
34. Finance Services	988 700	
35. Information Technology Services	3 029 800	
36. Mission Support Services	<u>1 385 500</u>	
37. Total		7 278 700

Prague Office

38. Conference Services in Prague	80 600	
39. Public Information, Documentation and Other Services	<u>382 900</u>	
40. Total		463 500

41. Total for the General Fund		19 143 700
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II. Office for Democratic Institutions and Human Rights (ODIHR)**Human Dimension Activities**

42. Elections	2 770 800	
43. Democratization	1 138 400	
44. Monitoring and Public Affairs	625 100	
45. Implementation Meeting	335 800	
46. Roman and Sinti Issues	229 200	
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47. Total **5 099 300**

Common Services

48. Executive Management	387 500	
49. General Administration	781 100	
50. Finance	234 500	
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51. Total **1 403 100**

52. Total for ODIHR **6 502 400**

III. High Commissioner on National Minorities**Activities of the High Commissioner**

53. Management	998 700	
54. On-site Consultations	391 800	
55. Reporting to the OSCE	0	
56. Projects	100 000	
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57. Total **1 490 500**

Common Services

58. General Services	573 800	
59. Finance	5 500	
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60. Total **579 300**

61. Total for HCNM **2 069 800**

IV. Representative on Freedom of the Media

62. Management	636 500	
63. Total ORFM		636 500

V. Funds Relating to the Conflict Dealt with by the OSCE Minsk Conference

64. High Level Planning Group	268 500	
65. Personal Representative of the CiO	937 600	
66. The Minsk Process	1 231 600	
67. Total Funds Relating to the Conflict dealt with by the OSCE Minsk Conference		2 437 700

VI. OSCE Missions and Field Operations

<u>Centre in Almaty</u>		
Staff Costs	91 500	
Board and Lodging	174 900	
Travel Costs	82 800	
Other Services and Utilities	99 400	
Representation	3 500	
Language Services	2 400	
Investment Costs	18 200	
Supplies	14 000	
Training Activities	45 100	
Fund	19 000	
68. Total		550 800
	EUR	EUR

<u>Centre in Ashgabad</u>		
Staff Costs	111 400	
Board and Lodging	227 900	
Travel Costs	51 300	
Other Services and Utilities	73 400	
Representation	4 500	
Language Services	5 000	
Investment Costs	37 900	
Supplies	13 800	
Training Activities	12 300	
Fund	16 100	
69. Total		553 600

Centre in Bishkek

	Staff Costs	92 100	
	Board and Lodging	295 200	
	Travel Costs	110 500	
	Other Services and Utilities	128 200	
	Representation	5 400	
	Language Services	1 100	
	Investment Costs	21 500	
	Supplies	32 700	
	Training Activities	36 800	
	Fund	25 500	
70.	Total		749 000

Centre in Tashkent

	Staff Costs	53 800	
	Board and Lodging	230 300	
	Travel Costs	119 200	
	Other Services and Utilities	137 500	
	Representation	5 000	
	Language Services	8 000	
	Investment Costs	106 500	
	Supplies	29 500	
	Training Activities	20 000	
	Fund	26 100	
71.	Total		735 900

Mission to Tajikistan

	Staff Costs	409 600	
	Board and Lodging	608 000	
	Travel Costs	139 300	
	Other Services and Utilities	299 100	
	Representation	15 900	
	Language Services	2 000	
	Investment Costs	193 800	
	Supplies	77 700	
	Training Activities	35 000	
	Fund	50 000	
72.	Total		1 830 400

Mission to Estonia

	Staff Costs	75 500
	Board and Lodging	323 800
	Travel Costs	45 100
	Other Services and Utilities	115 300
	Representation	10 000
	Language Services	4 000

	Investment Costs	15 000	
	Supplies	26 100	
	Training Activities	4 000	
	Fund	18 600	
73.	Total		637 400
	<u>Representative to the Estonian Commission on Military Pensioners</u>		
	Staff Costs	15 200	
	Board and Lodging	11 700	
	Travel Costs	43 600	
	Other Services and Utilities	17 000	
	Representation	3 000	
	Language Services	3 800	
	Investment Costs	4 200	
	Supplies	800	
	Training Activities	0	
74.	Total		99 300
	<u>Mission to Latvia</u>		
	Staff Costs	102 100	
	Board and Lodging	337 300	
	Travel Costs	28 200	
	Other Services and Utilities	113 100	
	Representation	12 700	
	Language Services	0	
	Investment Costs	6 700	
	Supplies	15 000	
	Training Activities	12 000	
	Fund	18 800	
75.	Total		645 900
	<u>Advisory and Monitoring Group to Belarus</u>		
	Staff Costs	126 300	
	Board and Lodging	268 000	
	Travel Costs	111 300	
	Other Services and Utilities	236 300	
	Representation	15 000	
	Language Services	18 000	
	Investment Costs	44 500	
	Supplies	84 300	
	Training Activities	15 400	
	Fund	31 300	
76.	Total		950 400

Project Co-ordinator in Ukraine

Staff Costs	58 300	
Board and Lodging	191 400	
Travel Costs	33 800	
Other Services and Utilities	139 100	
Representation	4 800	
Language Services	7 200	
Investment Costs	25 700	
Supplies	23 500	
Training Activities	7 300	
Fund	<u>210 000</u>	
77. Total		701 100

Mission to Moldova

Staff Costs	94 800	
Board and Lodging	329 600	
Travel Costs	65 300	
Other Services and Utilities	79 500	
Representation	20 000	
Language Services	0	
Investment Costs	56 900	
Supplies	36 300	
Training Activities	15 200	
Fund	<u>22 800</u>	
78. Total		720 400

Office in Yerevan

Staff Costs	101 900	
Board and Lodging	240 700	
Travel Costs	47 000	
Other Services and Utilities	94 200	
Representation	4 000	
Language Services	2 700	
Investment Costs	18 000	
Supplies	23 200	
Training Activities	9 800	
Fund	<u>16 200</u>	
79. Total		557 700

Office in Baku

Staff Costs	162 900
Board and Lodging	328 200
Travel Costs	21 000
Other Services and Utilities	146 100
Representation	10 000

	Language Services	600	
	Investment Costs	22 200	
	Supplies	29 200	
	Training Activities	12 300	
	Fund	22 000	
80.	Total		754 500
	<u>Mission to Georgia</u>		
	Staff Costs	576 400	
	Board and Lodging	1 608 700	
	Travel Costs	58 200	
	Other Services and Utilities	1 310 900	
	Representation	22 000	
	Language Services	3 000	
	Investment Costs	516 200	
	Supplies	208 000	
	Training Activities	39 800	
	Fund	50 000	
81.	Total		4 393 200
	<u>Assistance Group to Chechnya</u>		
	Staff Costs	544 200	
	Board and Lodging	245 000	
	Travel Costs	264 700	
	Other Services and Utilities	366 300	
	Representation	4 100	
	Language Services	0	
	Investment Costs	92 400	
	Supplies	13 000	
	Training Activities	19 700	
	Humanitarian Assistance	80 000	
82.	Total		1 629 400
	<u>Presence in Albania</u>		
	Staff Costs	652 600	
	Board and Lodging	1 532 600	
	Travel Costs	300 900	
	Other Services and Utilities	802 300	
	Representation	26 000	
	Language Services	0	
	Investment Costs	691 800	
	Supplies	157 000	
	Training Activities	40 000	
	Fund	50 000	
83.	Total		4 253 200

Spillover Monitoring Mission to Skopje

Staff Costs	147 500	
Board and Lodging	262 500	
Travel Costs	52 600	
Other Services and Utilities	147 600	
Representation	12 000	
Language Services	2 900	
Investment Costs	61 500	
Supplies	54 400	
Training Activities	12 000	
Fund	24 400	
84. Total		777 400
85. Total for OSCE Missions and Field Operations		20 539 600

VII. Large OSCE Missions and Projects**Mission to Croatia****The Mission**

Head Office in Zagreb	8 360 800	
Coordination Centres	4 837 800	
86. Total for the Mission		13 198 600
Secretariat Augmentation	454 700	
87. Total Augmentation		454 700
88. Grand Total for Mission to Croatia		13 653 300

Tasks in Bosnia and Herzegovina**The Mission**

Central Office	8 884 500	
Training and Capacity Building	173 000	
Democratization	2 046 900	
Elections / Implementation	1 104 100	
Human Rights	1 091 700	
Media Affairs	693 700	
Press and Public Information	509 600	
Regional Stabilization	886 500	
Election Appeals Sub-Commission	53 500	
Provisional Election Commission	0	
Regional Centres	9 406 000	
89. Total for the Mission		24 849 500

90. Federation Ombudsmen	1 319 800	
91. Republika Srpska Ombudsmen	300 000	
92. Regional Stabilization / Arms Control	884 800	
93. Secretariat Augmentation	<u>1 393 500</u>	
94. Total		3 898 100
95. Grand Total for Tasks in Bosnia and Herzegovina		28 747 600
<u>Mission in Kosovo</u>		
The Mission		
Head Office	2 233 400	
Department for Administration and Support	25 722 800	
Department for Democratization	4 892 300	
Department of Human Rights and Rule of Law	3 937 900	
Department for Elections	6 461 600	
Department for Media Affairs	2 575 100	
Police Education and Development	8 950 000	
Joint Registration Task Force	0	
Regional Centres	<u>15 226 900</u>	
96. Sub-total for the Mission	<u>70 000 000</u>	
97. Less savings	-300 000	
98. Total for the Mission		<u>69 700 000</u>
99. Secretariat Augmentation	3 483 800	
100. ODIHR Augmentation	<u>260 100</u>	
101. Total Augmentation		3 743 900
102. Grand Total for Mission in Kosovo		73 443 900
103. Total Large OSCE Missions and Projects		115 844 800
104. Total OSCE		167 174 500
105. Less Miscellaneous Income		1 671 700
106. GRAND TOTAL OSCE		<u><u>165 502 800</u></u>

OSCE POST TABLE/Corrected reissue*

Fund	Main Programme	Grade	Category	Expiry Date	Number of	Note
	Subprogramme	of Post		of Post	Positions	
Post Title						
<u>I. The General Fund (Secretariat)</u>						
Secretary General and Central Services						
<i>Executive Management</i>						
	Secretary General	-			C	
	Head of the Office	D1			C	
	Personal Assistant to the SG	P3			S	
	Senior Secretary	G6			C	
	Secretary	G4			C	
<i>Press and Public Information</i>						
	Spokesperson/Head of Press and Public Information	P5			C	
	Public Information Officer	P3			C	
	Press Officer	P3			C	
	On-Line Manager	P3			C	
	Web-developer	P2			C	
	Press and Public Information Assistant	G5			C	
	Secretary	G4			C	
<i>Legal Services</i>						
	Senior Legal Advisor	P5			C	
	Secretary - 50 per cent	G4			C	
<i>Internal Oversight</i>						
	Head of Internal Oversight	D2			C	
	Senior Internal Auditor	P5			C	
	Senior Internal Auditor	P5			C	
	Internal Auditor	P3			C	
	Senior Auditing Assistant	G6			C	
<i>External Co-operation</i>						
	Head of External Co-operation	D1/P5			C	
	Senior Diplomatic Adviser	P4			C	
	Adviser	P3			C	
	External Co-operation Officer	P3			S	

* Corrections have been made in the "Number of Positions" column to indicate the number of given posts

Secretary	G5	C
Secretary	G4	C

Activities Relating to the Economic and Environmental Aspects of Security

Co-ordinator of OSCE Economic and Environmental Activities

Co-ordinator of OSCE Economic and Environmental Activities	D2/D1	C
Deputy Co-ordinator of OSCE Economic and Environmental Activities	P5	C
Senior Economic Adviser	P5	C
Environmental Adviser	P3	S
Secretary	G5	C
Secretary	G4	C

Conflict Prevention Activities

Direction and Management

Director of the Conflict Prevention Centre	D2	C
Secretary	G5	C
Secretary	G4	C

Mission Programme Section

Deputy Director of the Conflict Prevention Centre / Head of Mission Programme Section	P5	C
Senior Mission Programme Officer	P4	C
Senior Mission Programme Officer	P4	C
Senior Mission Programme Officer	P4	C
Senior Mission Programme Officer (OSCE Troika)	P4	S
Senior Security Co-ordinator	P4	C
Junior Mission Programme Officer	P2	S
Junior Mission Programme Officer	P2	S
Junior Mission Programme Officer	P2	S
Mission Programme Assistant	G4	C

Operation Centre

Head of Operation Centre	P5	C
Resource Planner	P4	C
Police Advisor	P4	C
Military Liaison Officer	P4	C
Secretary	G4	C

Situation/Communication Room

Chief, Situation/Communications Room	P3	S
Deputy Chief, Situation / Communications Room	P2	S
Duty Officer (2 posts)	G5	S

Activities Relating to Military Aspects of Security***Forum for Security Co-operation (FSC) -
Support Unit***

Senior Communications Network Officer	P4	C
Senior FSC Support Officer	P4	C
CSBM Officer	P2	C
Secretary - 50 per cent	G4	C

Human Resources Management***Direction and Management***

Director for Human Resources	D2	C
Secretary	G5	C

Mission Staffing

Chief, Mission Staffing Section	P4	C
Senior Mission Staffing Assistant	G6	C
Senior Mission Staffing Assistant	G6	C

Personnel Management

Chief, Personnel Unit	P3	C
Personnel Officer	P2	C
Senior Recruitment Assistant	G6	C
Senior Personnel Assistant	G6	C
Personnel Assistant	G4	C

Training and Capacity Building

Co-ordinator for Training and Capacity Building	P4	S
Training Officer	P3	C
Training Assistant	G5	C
Secretary	G4	C
Training Clerk - 50 per cent	G3	C
Training Officer		S
Training Officer		S
Training Officer		S

Gender Issues

Gender Adviser	P3	C
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Conference Services in Vienna***Direction and Management***

Director for Management and Finance - 50 per cent	D2	C
Deputy Director for Conference Services	P5	C
Secretary	G5	C
Secretary	G5	C

Meeting Services and Administration

Financial Management Officer	P3	C
Chief, Meetings Assistance Unit	P2	C
Security Officer	G7	C
Senior Meetings Assistant	G6	C
Supervisor, Meetings Support and Documents Unit	G6	C
Senior Meetings Assistant	G6	C
Support Services Assistant	G4	C
Assistant Supervisor, Meetings Support and Documents Unit	G4	C
Meeting Room Attendant	G3	C
Reproduction Equipment Operator	G3	C
Meeting Room Attendant	G3	C
Meeting Room Attendant	G3	C
Information Technology Clerk - 50 per cent	G3	C
Switchboard Operator	G2	C

Language Services

Chief, Language Services Section	P4	C
Senior Language Services Assistant	G6	C
Supervisor, Text Control and Processing Unit	G6	C
Assistant Supervisor, Text Control and Processing Unit	G5	C
Administrative Secretary	G4	C

Common Services in Vienna***Direction and Management***

Director for Management and Finance - 50 per cent	D2	C
Planning and Co-ordination Officer	P3	C
Secretary	G5	C

General Services

Chief, Administrative Services Unit	P2	C
Supervisor, Travel and General Support	G6	C
Supervisor, Records Management	G5	C
Registry Assistant	G4	C
Travel Assistant	G4	C
Receptionist	G3	C
Driver	G3	C
Cleaner	G1	C
Cleaner	G1	C
Cleaner	G1	C

Finance Services

Deputy Director for Finance	P5	C
Financial Controller	P4	C
Chief, Budget Unit	P4	C

Chief, Accounts Unit	P3	C
Treasurer	P3	C
Budget Officer	P2	C
Budget Officer	P2	C
Finance Officer	P2	C
Senior Treasury Assistant	G6	C
Senior Finance Assistant	G6	C
Senior Finance Assistant	G6	C
Administrative Secretary	G5	C

Information Technology Services

Head, Information Technology Services	P5	C
Chief, Management Information Systems Section	P4	C
Business Analyst (DMS)	P3	C
Business Analyst (Oracle Co-ordinator)	P3	C
Business Analyst (FMS/MMS)	P3	C
Chief, Technical and Networking Unit	P3	C
Systems Administrator	P2	C
Senior Information Technology Assistant (Internet/Intranet)	G7	C
Senior Applications Specialist	G7	C
Senior Information Technology Assistant	G6	C
Senior Information Technology Assistant (Hofburg)	G6	C
Senior Information Technology Assistant (Groupware System Admin)	G6	C
Application / Training Assistant	G5	C
Technical Assistant	G5	C
Secretary	G4	C
Information Technology Assistant (Help Desk)	G4	C
Information Technology Assistant (Help Desk /LAN)	G4	C
Information Technology Clerk - 50 per cent	G3	C

Mission Support Services

Deputy Director for Mission Support	P5	C
Chief, Procurement Unit	P3	C
Chief, Transport Unit	P3	C
Chief, Logistics Section	P3	C
Chief, Communications Unit	P3	C
Chief, Supply Unit	P2	C
Chief, Vehicle Management Unit	P2	C
Communications Officer	P2	C
Transport Officer	P2	C
Vehicle Management Officer	P2	C
Senior Database Assistant	G6	C
Logistics Assistant	G5	C
Vehicle Management Assistant	G5	C
Secretary	G4	C

Prague Office***Public Information, Documentation and Other Services***

Head of Office and Officer in Charge of Meetings	P4	S
Senior Documentation and Information Assistant	G7	C
Senior Information Technology Assistant	G6	C
Senior Finance and Administration Assistant	G6	C
Archives Assistant	G5	C
Secretary	G4	C
Information Technology Assistant	G5	C
Cleaner/Photocopier	G1	C

II. Office for Democratic Institutions and Human Rights (ODIHR)**Human Dimension Activities*****Elections***

Head of Election Section	P5	C
Deputy Head, Election Section	P4	C
Election Adviser	P3	C
Election Adviser	P3	C
Election Adviser	P3	C
Election Adviser	P3	C
Elections Officer	P1	C
Elections Officer	P1	C

Democratization

Head of Democratization Section	P5	C
Rule of Law Adviser	P3	C
NGO Adviser	P3	C
Freedom of Movement/Migration Adviser	P3	C
Rule of Law Officer	P2	C
NGO Officer	P2	C
Freedom of Movement/Migration Officer	P2	C
Gender Adviser	P3	C
Gender Assistant	P1	C

Monitoring and Public Affairs

Chief, Monitoring and Public Affairs	P4	C
Public Affairs Officer	P2	C
Monitoring Officer	P2	C
Web Developer	P1	C

Roma and Sinti Issues

Adviser on Roma and Sinti Issues	P4	C
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Common Services***Executive Management***

Director of the ODIHR	-----	C
First Deputy Director of the ODIHR	D1	C
Second Deputy Director for Administration and Conference Section	P5	C
Personal Adviser to the Director of the ODIHR		S

General Administration

Administrative Officer	P1	C
Senior Information Technology Assistant	G6	C
Senior Logistics Assistant	G6	C
Personal Assistant	G6	C
Administrative Assistant	G5	C
Administrative Assistant	G5	C
Administrative Assistant	G5	C
Administrative Assistant	G5	C
Information Technology Assistant	G5	C
Receptionist	G3	C
Driver/Messenger	G3	C
Registry Clerk	G3	C

Finance

Finance Officer	P2	C
Senior Finance Assistant	G7	C
Finance Assistant	G5	C
Treasury Assistant	G5	C
Finance Assistant	G5	C

III. High Commissioner on National Minorities (HCNM)**Activities of the High Commissioner*****Management***

High Commissioner	----	C
Director	D1	C
Senior Adviser	P5	C
Senior Legal Adviser	P4	C
Senior Adviser	P4	C
Senior Adviser	P4	C
Senior Adviser	P4	C
Legal Adviser	P3	C
Political Adviser	P3	C
Personal Adviser		S
Project Co-ordinator		S
Project Officer (2 posts)		S

Common Services*General Services*

Information Technology Specialist	P3	C
Senior Administrative Assistant	G7	C
Programme Assistant	G5	C
Secretary to HCNM	G5	C
Information Assistant	G5	C
Secretary	G4	C
Secretary	G4	C

IV. Representative on Freedom of the Media*Management*

Representative on Freedom of the Media	--	C
Senior Adviser	P5	S
Senior Adviser	P5	S
Senior Adviser	P4	C
Senior Adviser	P4	S
Adviser	P2	C
Secretary	G5	C
Information Technology Assistant Help Desk - 25 per cent	G4	C
Secretary 50 per cent	G4	C

V. Funds Relating to the Conflict Dealt with by the OSCE Minsk Conference*High-Level Planning Group*

Administrative Assistant	G5	C
Information Technology Assistant Help Desk - 25 per cent	G4	C
Officers (8 posts)		S

Personal Representative of the CiO

Personal Representative of the CiO		S
Co-ordinator of Mission		S
Personal Assistant to the PR		S
Field Assistant to the PR		S
Field Assistant to the PR		S
Field Assistant to the PR		S

VI. OSCE Missions and Field Operations**Centre in Almaty**

Administrative and Finance Officer	C	31.12.2001	National Officer
Head of Centre	S	31.12.2001	

Political Officer		S	31.12.2001	
Human Dimension Officer		S	31.12.2001	
Economic and Environmental Officer		S	31.12.2001	
<u>Centre in Ashgabad</u>				
Administrative and Finance Officer	P2	C	31.12.2001	
Political Officer		S	31.12.2001	
Human Dimension Officer		S	31.12.2001	
Economic and Environmental Officer		S	31.12.2001	
Head of Centre		S	31.12.2001	
<u>Centre in Bishkek</u>				
Administrative and Finance Officer		C	31.12.2001	National Officer
Head of Centre		S	31.12.2001	
Political Officer		S	31.12.2001	
Economic and Environmental Officer		S	31.12.2001	
Human Dimension Officer		S	31.12.2001	
Economic and Environmental Officer		S	31.12.2001	
Political and Human Dimension Officer		S	31.12.2001	
<u>OSCE Centre in Tashkent</u>				
Administrative and Finance Officer		C	31.12.2001	National Officer
Human Dimension/Democratization Expert		S	31.12.2001	
Economic and Environmental Expert		S	31.12.2001	
Political Officer		S	31.12.2001	
Head of the Office		S	31.12.2001	
<u>Mission to Tajikistan</u>				
Administrative and Finance Officer	P2	C	31.12.2001	
Head of Mission		S	31.12.2001	
Deputy Head of Mission, Field Co-ordinator, Human Dimension Officer		S	31.12.2001	
Political and Security Officer		S	31.12.2001	
Human Dimension Officer		S	31.12.2001	
Economic and Environmental Officer		S	31.12.2001	
Gender Issues Officer		S	31.12.2001	
Political and Media Officer		S	31.12.2001	
Field Officers (7 posts)		S	31.12.2001	
<u>Mission to Estonia</u>				
Head of Mission		S	31.12.2001	
Deputy Head of Mission		S	31.12.2001	
Legal and Human Rights Adviser		S	31.12.2001	
Education, Social and Press Adviser		S	31.12.2001	
Political Adviser		S	31.12.2001	
Administrator		S	31.12.2001	

**Representative to the Estonian Commission on
Military Pensioners**

Representative to the Estonian Commission on Military Pensioners	S	31.12.2001	
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Mission to Latvia

Head of Mission	S	31.12.2001	
Deputy Head of Mission	S	31.12.2001	
Administrative and Finance Officer	S	31.12.2001	
Political Officer (2 posts)	S	31.12.2001	

Advisory and Monitoring Group to Belarus

Administrative and Finance Officer	C	31.12.2001	National Officer
DhoG Political Affaires	S	31.12.2001	
Counselor	S	31.12.2001	
Head of Group	S	31.12.2001	
First Secretary (2 posts)	S	31.12.2001	

Project Co-ordinator in Ukraine

Senior Project Officer	S	31.12.2001	
Project Officer/Human Dimension/Finance	S	31.12.2001	
Project Coordinator	S	31.12.2001	

Mission to Moldova

Administrative and Finance Officer	C	31.12.2001	National Officer
Political Adviser	S	31.12.2001	
Human Dimension Officer	S	31.12.2001	
Public Affairs Officer/Spokesman	S	31.12.2001	
Military Member (2 posts)	S	31.12.2001	
Administrator	S	31.12.2001	
Head of Mission	S	31.12.2001	
Deputy Head of Mission	S	31.12.2001	

Office in Yerevan

Administrative and Finance Officer	P2	C	31.12.2001
Head of Mission		S	31.12.2001
Deputy Head of Mission		S	31.12.2001
Human Rights Officer		S	31.12.2001
Democratization Officer		S	31.12.2001
Political/Economic Development Officer		S	31.12.2001

Office in Baku

Administrative and Finance Officer	P2	C	31.12.2001
Head of Office		S	31.12.2001
Deputy Head of Office / Political Affairs Officer		S	31.12.2001
Economic and Environmental Officer		S	31.12.2001
Democratization Officer		S	31.12.2001
Human Dimension Officer		S	31.12.2001

Mission to Georgia

Chief of Administration and Finance Services	P3	C	31.12.2001
Political and Economic Counsellor		S	31.12.2001
Head of Mission		S	31.12.2001
Deputy Head of Mission		S	31.12.2001
Press Officer / Spokesperson		S	31.12.2001
Chief of Mission Support Services / Military Adviser / Security Officer		S	31.12.2001
Finance Officer		S	31.12.2001
Personnel and Training Officer		S	31.12.2001
IT / Communication Officer		S	31.12.2001
Transportation Officer		S	31.12.2001
Monitoring Officer, South Ossetia (Tskhinvali)		S	31.12.2001
Senior Human Rights and Democratization Officer		S	31.12.2001
Human Rights, Elections and Liaison Officer / Gender Issues Adviser		S	31.12.2001
Procurement/Supply Officer		S	31.12.2001
Political Counsellor, Internal Politics / Legal Adviser		S	31.12.2001
Human Rights and Democratization Officer, Abkhazia (Sukhumi)		S	31.12.2001
Political and Economic Counsellor, South Ossetia (Tskhinvali)		S	31.12.2001
Political Counsellor, Abkhazia		S	31.12.2001
Political Counsellor, South Ossetia		S	31.12.2001
Senior Political Counsellor		S	31.12.2001
Head of Border Monitoring Operation		S	31.12.2001
Personal Assistant to the HoBMO		S	31.12.2001
BMO Training Officer		S	31.12.2001
Operations Officer		S	31.12.2001
Deputy Operations Officer		S	31.12.2001
Logistics Officer		S	31.12.2001
Border Monitor (20 posts)		S	31.12.2001

Assistance Group to Chechnya

AG Member (4 posts)		S	31.12.2001
Deputy Head of AG		S	31.12.2001
Head of AG		S	31.12.2001

Presence in Albania

Administrative and Finance Officer	P2	C	31.12.2001
Legal Adviser (4 posts)		S	31.12.2001
Liaison Officer Local Government		S	31.12.2001
Logistics and Transportation Officer		S	31.12.2001
Mission Member		S	31.12.2001
Economy and Environmental Officer		S	31.12.2001
Friends of Albania Officer		S	31.12.2001
Advisor to Gen. Sec. Council of Ministers		S	31.12.2001
NGO Liaison Officer		S	31.12.2001
Political Officer		S	31.12.2001

Executive Assistant	S	31.12.2001
ML Operations and Security Officer	S	31.12.2001
Deputy Head Of Presence	S	31.12.2001
Press and Public Information Officer	S	31.12.2001
Field Stations Coordinator	S	31.12.2001
Field Station Officer (26 posts)	S	31.12.2001
Head of Presence	S	31.12.2001

Spillover Monitoring Mission to Skopje

Administrative and Finance Officer	C	31.12.2001	National Officer
Head of Mission	S	31.12.2001	
Deputy Head of Mission	S	31.12.2001	
Political Adviser	S	31.12.2001	
Economic and Environmental Adviser	S	31.12.2001	
Field Monitor/ Border Activities (2 posts)	S	31.12.2001	
Minorities and Media Adviser	S	31.12.2001	
Human Dimension Officer	S	31.12.2001	

VII. Large Missions and Projects**Mission to Croatia****Head Office in Zagreb*****HoM Office and Political Units/Administration and Field Support***

Information Technology Officer	P3	C	31.12.2001
Maintenance / Transportation Officer	P3	C	31.12.2001
Finance Officer	P3	C	31.12.2001
Personnel Officer	P3	C	31.12.2001
Training Officer	P3	C	31.12.2001
Communications Officer	P3	C	31.12.2001
Personnel / Finance Officer	P2	C	31.12.2001
Field Officer (Police)		S	31.12.2001
Head of CC		S	31.12.2001
DHCC/COS		S	31.12.2001
Legal & HR		S	31.12.2001
Return & Integration		S	31.12.2001
Democratization/ Civil Affairs		S	31.12.2001
Political Officer		S	31.12.2001
Public Affairs/ Media		S	31.12.2001
Transport/ Logistics		S	31.12.2001
Police Officer		S	31.12.2001
Head of FO		S	31.12.2001
Field Officer		S	31.12.2001
Field Officer		S	31.12.2001
Police Officer		S	31.12.2001

Head of FO	S	31.12.2001
Field Officer	S	31.12.2001
Head of FO	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer	S	31.12.2001
Police Officer	S	31.12.2001
Head of FO	S	31.12.2001
Field Officer	S	31.12.2001
Head of FO	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer	S	31.12.2001
Police Officer	S	31.12.2001
Head of CC	S	31.12.2001
DHCC/COS	S	31.12.2001
ADHCC/ COS/Log. Officer	S	31.12.2001
Legal Adviser	S	31.12.2001
Pub. Aff/Media/Reporting	S	31.12.2001
Return & Integration	S	31.12.2001
Democratization and HR	S	31.12.2001
Finance/ Personnel	S	31.12.2001
Police Affairs	S	31.12.2001
HFO	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer (in Zagreb Sub-Office)	S	31.12.2001
Police Officer	S	31.12.2001
Head of FO	S	31.12.2001
Field Officer	S	31.12.2001
Police Officer	S	31.12.2001
Head of FO	S	31.12.2001
Field Officer	S	31.12.2001
Police Officer	S	31.12.2001
Head of FO	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer	S	31.12.2001
Police Officer	S	31.12.2001
Head of FO	S	31.12.2001
Field Officer	S	31.12.2001
Police Officer	S	31.12.2001
Head of Mission	S	31.12.2001
Senior Deputy Head of Mission	S	31.12.2001
Deputy Head of Mission	S	31.12.2001
Deputy Head of Mission	S	31.12.2001
Executive Assistant to Head of Mission	S	31.12.2001
Head of Unit, Spokesperson	S	31.12.2001
Head of Unit	S	31.12.2001
Democratization Officer	S	31.12.2001
Head of Unit and Police Adviser	S	31.12.2001
Deputy Head of Unit	S	31.12.2001

Civil Affairs Officer	S	31.12.2001
Head of Unit	S	31.12.2001
Deputy Head of Unit	S	31.12.2001
Head of Unit	S	31.12.2001
Political Officer	S	31.12.2001
Political Officer	S	31.12.2001
Head of Unit	S	31.12.2001
Deputy Head of Unit	S	31.12.2001
R&I Officer	S	31.12.2001
Deputy CAFS	S	31.12.2001
Head of Field Support Unit	S	31.12.2001
Field Support Officer	S	31.12.2001
Security Officer	S	31.12.2001
Chief of Admin/Field Support	S	31.12.2001
Driver Instructor/Mechanic	S	31.12.2001
Head of CC	S	31.12.2001
DHCC	S	31.12.2001
Police Adviser	S	31.12.2001
Assistant to Police Adviser	S	31.12.2001
Chief of Staff	S	31.12.2001
Legal & HR Adviser	S	31.12.2001
Public Affairs Advisor/Media	S	31.12.2001
Return & Integration	S	31.12.2001
Political Officer	S	31.12.2001
Democratization Officer	S	31.12.2001
HR Officer	S	31.12.2001
Communications Officer	S	31.12.2001
Finance/Personnel Officer	S	31.12.2001
Logistics Officer	S	31.12.2001
Head of FO	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer (Police)	S	31.12.2001
Field Officer (Police)	S	31.12.2001
Head of FO	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer (Police)	S	31.12.2001
Head of FO	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer	S	31.12.2001
Field Officer (Police)	S	31.12.2001
Field Officer (Police)	S	31.12.2001
Head of FO	S	31.12.2001
Acting HFO	S	31.12.2001
Field Officer	S	31.12.2001

Field Officer (Police)	S	31.12.2001
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Secretariat Augmentation

Mission Programme Section

Senior Mission Programme Officer	P4	C 31.12.2001
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Situation / Communication Room

Duty Officer	G5	C 31.12.2001
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Mission Staffing

Mission Staffing Assistant	G5	C 31.12.2001
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Clerk	G3	C 31.12.2001
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General Services

Mail Processing Assistant	G4	C 31.12.2001
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Finance Services

Secretary - 50 per cent	G4	C 31.12.2001
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Finance Assistant	G4	C 31.12.2001
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Mission Support Services

Procurement Assistant	G5	C 31.12.2001
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Vehicle Management Assistant	G5	C 31.12.2001
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Tasks in Bosnia and Herzegovina**The Mission**

Director of Mission Resources	P5	C 31.12.2001
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Deputy Director of Mission Resources for Administration and Budget	P4	C 31.12.2001
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Deputy Chief of Finance	S	31.12.2001
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Chief Logistics Officer	P3	C 31.12.2001
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Chief Personnel Officer	P3	C 31.12.2001
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Personnel Officer	P2	C 31.12.2001
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Executive Assistant	S	31.12.2001	2 posts	*
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Political Advisor	S	31.12.2001	2 posts	*
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Head of Mission	S	31.12.2001
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Deputy Head of Mission	S	31.12.2001
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Chief of Procurement	S	31.12.2001
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Deputy Director for Operations	S	31.12.2001
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Senior Operations Officer	S	31.12.2001
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Senior Archivist	S	31.12.2001
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Deputy Chief of Logistics	S	31.12.2001
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Chief of Security	S	31.12.2001
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Chief Investigator	S	31.12.2001
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Chief of Staff and Planning	S	31.12.2001
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Mission Security Investigator	S	31.12.2001
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Political Director	S	31.12.2001
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Senior Political Advisor	S	31.12.2001	
Legal Advisor	S	31.12.2001	
<i>Training and Capacity Building</i>			
Chief of Mission Training	S	31.12.2001	
<i>Democratization</i>			
Director of Democratization	S	31.12.2001	
Deputy Director of Democratization	S	31.12.2001	
Governance Coordinator	S	31.12.2001	
MIFI Program Manager	S	31.12.2001	
TAPA Program Manager	S	31.12.2001	
Gender / Political Issues Coordinator	S	31.12.2001	
Information Officer	S	31.12.2001	
<i>Elections / Implementation</i>			
Senior Election Advisor	S	31.12.2001	
Head of Implementation	S	31.12.2001	
Legal Counsel Implementation	S	31.12.2001	
Training Manager	S	31.12.2001	
OCV Manager	S	31.12.2001	
System Engineer	S	31.12.2001	
Deputy Director of Elections / Implementation	S	31.12.2001	
Director of Elections / Implementation	S	31.12.2001	
<i>Human Rights</i>			
Senior Legal Advisor, Property	S	31.12.2001	2 posts *
Director of Human Rights	S	31.12.2001	
Deputy Director of Human Rights	S	31.12.2001	
Senior Legal Counsel Human Rights	S	31.12.2001	
Senior Legal Advisor, Human Rights Institutions	S	31.12.2001	
Senior Legal Advisor, Returns	S	31.12.2001	
Management Coordinator	S	31.12.2001	
Liaison/ Reporting Officer	S	31.12.2001	
Senior Legal Advisor, Economics and Social Rights	S	31.12.2001	
Training Liaison Officer	S	31.12.2001	
<i>Media Affairs</i>			
Director of Media Affairs	S	31.12.2001	
Project Coordinator	S	31.12.2001	
Media Law Associate	S	31.12.2001	
<i>Press and Public Information</i>			
Director of Press and Public Information / Spokesperson	S	31.12.2001	
Deputy Director of Public Information	S	31.12.2001	
Deputy Spokesperson	S	31.12.2001	

Public Information Officer / Web-editor	S	31.12.2001		
<i>Regional Stabilization</i>				
Director Regional Stabilization & Head of Department	S	31.12.2001		
Deputy Head of Regional Stabilization	S	31.12.2001		
Executive Assistant to Director Regional Stabilization	S	31.12.2001		
Chief of Plans and Policy Section	S	31.12.2001		
Political Military Advisor	S	31.12.2001		
SCMM Liaison Officer	S	31.12.2001		
Budget and Data Officer	S	31.12.2001		
Chief of Implementation Section	S	31.12.2001		
Monitoring/Coordination Officer	S	31.12.2001		
Field Operations/Implementation Officer	S	31.12.2001		
Training Programme Administrator	S	31.12.2001		
Chief of Verification Operations Section	S	31.12.2001		
Verification/Operation Officer	S	31.12.2001		
Information Exchange & Logistics Officer	S	31.12.2001		
Chief of Support Section	S	31.12.2001		
<i>Regional Centre in Banja Luka</i>				
Finance Officer	P2	C	31.12.2001	
Senior Election/Implementation Officer	S		31.12.2001	
Regional Stabilization Officer	S		31.12.2001	
Political Officer	S		31.12.2001	
Director	S		31.12.2001	
Deputy Director	S		31.12.2001	
Senior Democratization Officer	S		31.12.2001	
Senior Human Rights Officer	S		31.12.2001	
Cross Border Liaison Officer	S		31.12.2001	
Democratization Officer	S		31.12.2001	7 posts *
Human Rights Officer	S		31.12.2001	8 posts *
Press Officer	S		31.12.2001	2 posts *
<i>Regional Centre in Tuzla</i>				
Director	S		31.12.2001	
Deputy Director	S		31.12.2001	
Senior Democratization Officer	S		31.12.2001	
Senior Human Rights Officer	S		31.12.2001	
Senior Election/Implementation Officer	S		31.12.2001	
Regional Stabilization Officer	S		31.12.2001	
Political Officer	S		31.12.2001	
Press Officer	S		31.12.2001	
Finance Officer	S		31.12.2001	
Democratization Officer	S		31.12.2001	6 posts *
Human Rights Officer	S		31.12.2001	7 posts *

Regional Centre in Mostar

Finance Officer	P2	C	31.12.2001		
Director		S	31.12.2001		
Deputy Director		S	31.12.2001		
Senior Democratization Officer		S	31.12.2001		
Senior Human Rights Officer		S	31.12.2001		
Human Rights Officer		S	31.12.2001		
Senior Election/Implementation Officer		S	31.12.2001		
Regional Stabilization Officer		S	31.12.2001		
Political Officer		S	31.12.2001		
Press Officer		S	31.12.2001		
Democratization Officer - FO		S	31.12.2001	5 posts	*
Human Rights Officer - FO		S	31.12.2001	6 posts	*

Regional Centre in Sarajevo

Director		S	31.12.2001		
Deputy Director		S	31.12.2001		
Senior Democratization Officer		S	31.12.2001		
Senior Human Rights Officer		S	31.12.2001		
Senior Election/ Implementation Officer		S	31.12.2001		
Regional Stabilization Officer		S	31.12.2001		
Political Officer		S	31.12.2001		
Press Officer		S	31.12.2001		
Finance Officer		S	31.12.2001		
Democratization Officer		S	31.12.2001	5 posts	*
Human Rights Officer		S	31.12.2001	6 posts	*

Brcko Centre

Director		S	31.12.2001		
Human Rights Officer		S	31.12.2001		
Democratization Officer		S	31.12.2001		

Regional Centre - Field Office Augmentation

International Election/Implementation Officer		S	31.12.2001	14 posts	*
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Regional Stabilization / Arms Control**Negotiation (Articles II and IV)**

Secretary	G4	C	31.12.2001		
Information Technology Help Desk Assistant - 25 per cent	G4	C	31.12.2001		
Driver		S	31.12.2001		
Personal Representative		S	31.12.2001		
Special Advisor to the Personal Representative		S	31.12.2001		

Verification Co-ordination

Analyst Staff Officer		S	31.12.2001		
Implementation Officer		S	31.12.2001		

Senior Operation Staff Officer		S	31.12.2001
Operation Staff Officer		S	31.12.2001
Verification Co-ordinator		S	31.12.2001

Negotiation (Article V)

Diplomatic Advisor	P4	C	31.12.2001
Secretary	G5	C	31.12.2001
Information Technology Help Desk Assistant - 25 per cent	G4	C	31.12.2001
Arms Specialist	P4	S	31.12.2001
Legal Adviser	P4	S	31.12.2001
Military Advisor	P4	S	31.12.2001
Special Representative of the CiO for Art.V		S	31.12.2001

Secretariat Augmentation

Press and Public Information			
Web-editor	P2	C	31.12.2001
Web Editor (Extranet) - 50 per cent	P2	C	31.12.2001

Internal Oversight			
Secretary	G5	C	31.12.2001

Economic & Environmental Aspects Co-ordinator			
Senior Economic Affairs Officer	P4	S	31.12.2001

Mission Programme Section			
Senior Mission Programme Officer	P4	C	31.12.2001

Situation / Communication Room			
Duty Officer	G5	C	31.12.2001

Mission Staffing			
Mission Staffing Assistant	G5	C	31.12.2001

Personnel Management			
Personnel Clerk	G3	C	31.12.2001

General Services			
Registry Assistant	G4	C	31.12.2001

Finance Services			
Treasury Assistant	G5	C	31.12.2001
Budget Assistant	G5	C	31.12.2001
Finance Assistant	G5	C	31.12.2001
Treasury Assistant	G4	C	31.12.2001
Finance Assistant	G4	C	31.12.2001
Finance Assistant	G4	C	31.12.2001

Finance Assistant	G4	C	31.12.2001
Information Technology Services			
Senior Information Technology Assistant (LAN/WAN)	G7	C	31.12.2001
Senior Applications Specialist	G7	C	31.12.2001
Senior Information Technology Assistant	G6	C	31.12.2001
Senior Programming Assistant (Oracle)	G6	C	31.12.2001
Information Technology Assistant / Help Desk	G4	C	31.12.2001
Mission Support Services			
Inventory Control Assistant	G5	C	31.12.2001
Procurement Assistant	G5	C	31.12.2001
Procurement Assistant	G5	C	31.12.2001
Procurement Assistant	G4	C	31.12.2001
Secretary	G4	C	31.12.2001
Warehouse Clerk	G3	C	31.12.2001
Driver	G2	C	31.12.2001
Driver	G2	C	31.12.2001

Mission in Kosovo***Head Office***

Mission Management			
Deputy Head of Mission	S		31.12.2001
Executive Assistant to Deputy HOM	S		31.12.2001
Plans and Co-ordination Officer	S		31.12.2001
Head of Mission	S		31.12.2001
Executive Assistant to Head of Mission	S		31.12.2001
Executive Secretary to Head of Mission	S		31.12.2001
Administrative Officer	S		31.12.2001
Legal Advisor	S	2 posts	* 31.12.2001
Chef de Cabinet	S		31.12.2001
Political Advisor	S		31.12.2001
Policy Advisor	S		31.12.2001
Liaison Officer/SRSG	S		31.12.2001
Reports Officer	S	4 posts	* 31.12.2001
Mission Spokesperson	S		31.12.2001
Press Officer-Headquarters	S		31.12.2001
Press Officer-Regional	S		31.12.2001
Photographer	S		31.12.2001
Senior Public Affairs Officer	S		31.12.2001
Public Affairs Officer	S		31.12.2001
Webpage Officer	S		31.12.2001
Information Officer	S	3 posts	* 31.12.2001
Field Director	S		31.12.2001

Chief Situation Centre/Field Officer	S		31.12.2001	
Situation Center Officer	S		31.12.2001	4 posts *
Joint Interim Administrative Structure				
Advisor/Democratic Governance	S		31.12.2001	
Advisor/Equal Opportunity Bureau	S		31.12.2001	
Advisor/Human Rights Policy Bureau	S		31.12.2001	
Advisor/NGO Support Section	S		31.12.2001	
Advisor/Equal Opportunity Bureau	S		31.12.2001	
Advisor/Human Rights Policy Bureau	S		31.12.2001	
International Co-Head	S		31.12.2001	
Budget/Administrative Assistant	S		31.12.2001	
Executive Assistant	S		31.12.2001	
Advisor/Media Officer	S		31.12.2001	
Advisor/Democratic Governance Bureau	S		31.12.2001	
<i>Department for Administration and Support</i>				
Director	D1/P5	C	31.12.2001	
Administrative Officer	P2	C	31.12.2001	
Executive Assistant	P1	C	31.12.2001	
Executive Secretary	G5	C	31.12.2001	
Finance				
Head of Financial Management	P5	C	31.12.2001	
Chief of Accounts	P3	C	31.12.2001	
Chief of Budget	P3	C	31.12.2001	
Finance Officer	P2	C	31.12.2001	
Treasurer	P2	C	31.12.2001	
Budget Officer	P2	C	31.12.2001	
Finance Officer	P2	C	31.12.2001	
Payments/Cashier	P1	C	31.12.2001	
Human Resources				
Head of Human Resources	P5	C	31.12.2001	
Chief of Personnel	P4	C	31.12.2001	
Senior Personnel Co-ordinator	P3	C	31.12.2001	
Personnel Officer / Recruitment	P2	C	31.12.2001	
Personnel Officer / Administration	P2	C	31.12.2001	
Personnel Officer / Development	P2	C	31.12.2001	
Personnel Officer / Development	P2	C	31.12.2001	
Personnel Officer / Administration	P2	C	31.12.2001	
Database Administration Officer	P2	C	31.12.2001	
Personnel Officer/Accommodation	P2	C	31.12.2001	
Personnel Officer / Recruitment	P2	C	31.12.2001	
Chief of Medical Services Section	P4	C	31.12.2001	
Chief Counsellor	P4	C	31.12.2001	
Senior Counsellor	P3	C	31.12.2001	
Nurse / Medical Trainer	P2	C	31.12.2001	
Chief of Training	P3	C	31.12.2001	

Training Officer	P2	C	31.12.2001
Training Officer	P2	C	31.12.2001
General Services			
Head of General Services	P5	C	31.12.2001
Chief of Logistics	P4	C	31.12.2001
Logistics Co-ordinator	P3	C	31.12.2001
Supply Co-ordinator	P3	C	31.12.2001
Transport Co-ordinator	P3	C	31.12.2001
Material Control Officer	P2	C	31.12.2001
Supply Officer	P2	C	31.12.2001
Supply Officer	P2	C	31.12.2001
Supply Officer	P2	C	31.12.2001
Customs Co-ordinator	P2	C	31.12.2001
Customs Officer	P2	C	31.12.2001
Inventory Co-ordinator	P2	C	31.12.2001
Warehouse Co-ordinator	P2	C	31.12.2001
Warehouse Officer	P2	C	31.12.2001
Maintenance Officer	P2	C	31.12.2001
Fleet Safety Officer	P2	C	31.12.2001
Fleet Management Officer	P2	C	31.12.2001
Transport Officer	P2	C	31.12.2001
Air Operations Co-ordinator	P2	C	31.12.2001
Chief of Engineering Support Services	P4	C	31.12.2001
Electrical Engineer Officer	P3	C	31.12.2001
Mechanical Engineering Officer	P3	C	31.12.2001
Construction Engineer Officer	P3	C	31.12.2001
Civil Engineer Officer	P2	C	31.12.2001
Construction Engineer Officer	P2	C	31.12.2001
Fire and Safety Officer	P2	C	31.12.2001
Budget and Project Planning Officer	P2	C	31.12.2001
Facility Management Officer	P2	C	31.12.2001
Building and Maintenance Officer	P2	C	31.12.2001
Chief of Procurement and Contractual Services	P4	C	31.12.2001
Procurement Officer	P3	C	31.12.2001
Procurement Officer	P3	C	31.12.2001
Contracting Officer	P3	C	31.12.2001
Procurement Officer	P3	C	31.12.2001
IT / Communication			
Head of Communications and IT	P5	C	31.12.2001
Chief Information Technology	P4	C	31.12.2001
Radio Communications Co-ordinator	P3	C	31.12.2001
Chief Communications Services	P3	C	31.12.2001
IT Officer	P3	C	31.12.2001
IT Officer	P3	C	31.12.2001
IT Officer	P3	C	31.12.2001
IT Officer	P3	C	31.12.2001
Chief Tele-Communication Officer	P3	C	31.12.2001

Administrative Support Services Co-ordinator	P3	C	31.12.2001		
Radio Communications Officer	P2	C	31.12.2001		
Satellite Communication Officer	P2	C	31.12.2001		
Office Equipment Officer	P2	C	31.12.2001		
Photocopy Officer	P2	C	31.12.2001		
Security					
Head of Mission Security	P5	C	31.12.2001		
Chief of Security	P4	C	31.12.2001		
Skopje Support Group					
Chief, Administration and Finance	P2	C	31.12.2001		
<i>Department for Democratization</i>					
Budget / Administrative Officer	P2	C	31.12.2001		
Cross Divisional Project Coordinator		S	31.12.2001		
Director		S	31.12.2001		
Reporting/Analysis Officer		S	31.12.2001		
Democratization Training and Field Co-ordinator		S	31.12.2001		
Political Party Development					
Political Affairs Officer		S	31.12.2001	3 posts	*
Head of Political Party Development		S	31.12.2001		
Senior Political Officer-Political Party Development		S	31.12.2001		
NGO/Civil Society Development					
Program Officer/NGO/Civil Society Development		S	31.12.2001	2 posts	*
Head of NGO/Civil Society Development		S	31.12.2001		
Senior Program Officer-NGO/Civil Society Development		S	31.12.2001		
Advisor on Minority Issues		S	31.12.2001		
Advisor on Roma Issues		S	31.12.2001		
Training and Civil Administration Support					
Head of Civil Administration Support/Principal of CAI		S	31.12.2001		
Civil Administration Support Field Coordinator		S	31.12.2001		
Chief of Studies		S	31.12.2001		
Chief of Policy		S	31.12.2001		
Chief of Documentation/Chief of Seminar program		S	31.12.2001		
Program Manager in Public Management		S	31.12.2001		
Program Manager of Economics		S	31.12.2001		
Program Manager in Legal issues		S	31.12.2001		

Program Manager in Public Finance	S	31.12.2001		
Program Manager in Human Resources Management	S	31.12.2001		
Seminar Program Officer	S	31.12.2001		
Program Manager of Tolerance Training & Conflict Resolution	S	31.12.2001		
Program Manager in Urban Development	S	31.12.2001		
Chief of Administration	S	31.12.2001		
Building Management Officer	S	31.12.2001		
Course Supply Officer	S	31.12.2001		
 <i>Department of Human Rights & Rule of Law</i>				
Budget Administrative Officer	P2	C	31.12.2001	
Human Rights Legal Advisor	S	31.12.2001	4 posts	*
Executive Assistant	S	31.12.2001		
Analysis and Reports Co-ordinator	S	31.12.2001		
Domestic Capacity Building Co-ordinator	S	31.12.2001		
Field Co-ordinator	S	31.12.2001		
Director	S	31.12.2001		
 Human Rights				
Human Rights Officer	S	31.12.2001	2 posts	*
Head of Human Rights Division	S	31.12.2001		
Human Rights Field Co-ordinator	S	31.12.2001		
Legal Adviser - Property Issues	S	31.12.2001		
Senior Human Rights Field Co-ordinator	S	31.12.2001		
Senior Legal Adviser - Property Issues	S	31.12.2001		
Human Rights Training Co-ordinator	S	31.12.2001	2 posts	*
Senior Human Rights Training Co-ordinator	S	31.12.2001		
 <i>Rule of Law</i>				
Legal System Monitor	S	31.12.2001	2 posts	*
Chief of LSM	S	31.12.2001		
Chief of Judicial Support	S	31.12.2001		
Resource Officer	S	31.12.2001		
Head of Rule of Law Division	S	31.12.2001		
Chief of Legal Community Support	S	31.12.2001		
Resource Officer	S	31.12.2001		
Legal Adviser	S	31.12.2001		
 <i>Ombudsman</i>				
Senior Ombudsman Advisor	S	31.12.2001		
Ombudsman Advisor	S	31.12.2001		
Chief of Ombudsman Support	S	31.12.2001		
 Kosovo Judicial Institute				
Judicial Training Officer	S	31.12.2001	4 posts	*

Co-Director	S		31.12.2001		
Programme Coordinator	S		31.12.2001		
Kosovo Law Centre					
Co-Director	S		31.12.2001		
Programme Co-ordinator	S		31.12.2001		
Legal Education Advisor	S		31.12.2001		
<i>Department for Elections</i>					
Election Development and Operations					
Chief Admin/Finance Section	P3	C	31.12.2001		
Personnel Officer	P2	C	31.12.2001		
Reporting Officer	S		31.12.2001	2 posts	*
Director	S		31.12.2001		
Senior Advisor	S		31.12.2001		
Plan/Budget Officer	S		31.12.2001		
Finance Officer	S		31.12.2001		
Elections Tasks					
Communication Officer	S		31.12.2001		
Database Developers	S		31.12.2001		
Head of IT	S		31.12.2001		
Head of Support	S		31.12.2001		
Counsel	S		31.12.2001	3 posts	*
Investigator	S		31.12.2001	2 posts	*
Chief Complaint Commissioner	S		31.12.2001		
Legal Advisor	S		31.12.2001	3 posts	*
Reporting Officer	S		31.12.2001		
Election Advisor	S		31.12.2001		
Head of Secretariat	S		31.12.2001		
Head of Domestic Capacity Building	S		31.12.2001		
Domestic Observation Officer	S		31.12.2001		
Planning and Training Officer	S		31.12.2001		
Head Of Field Operations	S		31.12.2001		
Chief General Services	S		31.12.2001		
Logistics Officer	S		31.12.2001		
Supply Officer	S		31.12.2001		
Warehouse Officer	S		31.12.2001		
Chief Election Services	S		31.12.2001		
Head of Political Party Services	S		31.12.2001		
Political Party Services Officer	S		31.12.2001		
Head of Division	S		31.12.2001		
Out-of-Kosovo Operations Officer	S		31.12.2001		
<i>Department for Media Affairs</i>					
Budget / Administrative Officer	P2	C	31.12.2001		
Protocol Officer	S		31.12.2001		
Protocol Officer	S		31.12.2001		

Legal Advisor	S		31.12.2001		
Director	S		31.12.2001		
Executive Assistant	S		31.12.2001		
Senior Advisor for Media Affairs	S		31.12.2001		
Media Management Development Officer	S		31.12.2001		
Media Regulation, Laws and Standards					
Head of Media Regulations, Laws, and Standards	S		31.12.2001		
Licensing Officer	S		31.12.2001		
Technical Officer	S		31.12.2001		
Senior Media Regulatory Advisor	S		31.12.2001		
Independent Media Support					
Media Management Development Officer	S		31.12.2001		
Media Development Co-ordinator	S		31.12.2001		
Radio Development Officer	S		31.12.2001		
Print Media Development Officer	S		31.12.2001		
Media Training Co-ordinator	S		31.12.2001		
Radio Training Officer	S		31.12.2001		
Print Media Training Officer	S		31.12.2001		
Broadcast Media Development Officer	S		31.12.2001		
Head of Independent Media Support	S		31.12.2001		
Donor Co-ordinator	S		31.12.2001		
Media Monitoring					
Head of Media Monitoring	S		31.12.2001		
Media Analyst/Statistician	S		31.12.2001		
Regional Media Monitoring Co-ordinator	S		31.12.2001		
Pristina Area Monitoring Co-ordinator	S		31.12.2001		
Police Education and Development					
Director Of Police Education & Development	S		31.12.2001		
Executive Officer Of the Director	S		31.12.2001		
Administration					
Chief, Administration and Finance	P3	C	31.12.2001		
Senior Personnel Officer	P3	C	31.12.2001		
Finance Officer	P2	C	31.12.2001		
Evaluation & Development Expert	S		31.12.2001	3 posts	*
Police Instructor	S		31.12.2001	126 posts	*
Training Instructor	S		31.12.2001	22 posts	*
Administration Officer	S		31.12.2001		
Head of Administration and Support	S		31.12.2001		
Transportation Officer	S		31.12.2001		
Supply Procurement Officer	S		31.12.2001		
Chief of Development & Evaluation	S		31.12.2001		
Armourer	S		31.12.2001		
Head Of Student Development Division	S		31.12.2001		

Chief of General Services	S	31.12.2001
Network Administrator	S	31.12.2001
Chief of Student Affairs	S	31.12.2001
Chief Student Records	S	31.12.2001
Evaluation Officer	S	31.12.2001
Chief Community Liaison	S	31.12.2001
Head of Instruction	S	31.12.2001
Chief of Security	S	31.12.2001
Chief of Basic Training	S	31.12.2001
Chief Communications Officer	S	31.12.2001
Chief Instructor-General Policing	S	31.12.2001
General Policing Coordinator	S	31.12.2001
Chief Field & In-Service Training	S	31.12.2001
Chief Instructor-Firearms	S	31.12.2001
Firearms Coordinator	S	31.12.2001
Chief Instructor Operational Police Skills	S	31.12.2001
Chief Of Advance Training	S	31.12.2001
Researcher	S	31.12.2001

Regional Centres

Regional Centre Prizren

Field Co-ordinator	S	31.12.2001		
Director	S	31.12.2001		
Chief, Administration and Support	P2	C	31.12.2001	
Administrative/Logistics Officer	P2	C	31.12.2001	
Security Officer	P2	C	31.12.2001	
Head - Field Office	S	31.12.2001	3 posts	*
NGO/Civil Society Support Officer	S	31.12.2001		
Democratization Officer	S	31.12.2001	6 posts	*
Minority Program Officer	S	31.12.2001		
Political Party Development Officer	S	31.12.2001		
Civil Administration Support Officer	S	31.12.2001		
Senior Human Rights Officer	S	31.12.2001		
Rule of Law Officer	S	31.12.2001		
Ombudsperson Liaison Officer	S	31.12.2001		
Human Rights Officer	S	31.12.2001	2 posts	*
Human Rights Officer	S	31.12.2001		
Human Rights Officer	S	31.12.2001		
Human Rights Officer	S	31.12.2001		
Human Rights Officer	S	31.12.2001		
Human Rights Officer	S	31.12.2001	2 posts	*
Legal System Monitor	S	31.12.2001	2 posts	*
Senior Election Officer	S	31.12.2001		
Regional Election Officer	S	31.12.2001		
Election Officer	S	31.12.2001		
Press and Media Officer	S	31.12.2001		

Regional Centre Mitrovica

Director	S		31.12.2001		
Field Co-ordinator	S		31.12.2001		
Chief, Administration and Support	P2	C	31.12.2001		
Supply Officer	P2	C	31.12.2001		
Transport Officer	P2	C	31.12.2001		
Security Officer	P2	C	31.12.2001		
Head - Field Office	S		31.12.2001	4 posts	*
Civil Administration Support Officer	S		31.12.2001		
NGO/Civil Society Support Officer	S		31.12.2001		
Political party Development Officer	S		31.12.2001		
Democratization Officer	S		31.12.2001	9 posts	*
Senior Human Rights Officer	S		31.12.2001		
Rule of Law Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001	3 posts	*
Legal System Monitor	S		31.12.2001	2 posts	*
Ombudsperson Liaison Officer	S		31.12.2001		
Senior Election Officer	S		31.12.2001		
Regional Election Officer	S		31.12.2001		
Election Officer	S		31.12.2001		
Press and Media Officer	S		31.12.2001		

Regional Centre Pristina

Director	S		31.12.2001		
Field Co-ordinator	S		31.12.2001		
Chief, Administration and Support	P2	C	31.12.2001		
Supply Officer	P2	C	31.12.2001		
Transport Officer	P2	C	31.12.2001		
Security Officer	P2	C	31.12.2001		
Head - Field Office	S		31.12.2001	3 posts	*
Democratization Officer	S		31.12.2001	5 posts	*
Civil Administration Support Officer	S		31.12.2001		
NGO/Civil Society Support Officer	S		31.12.2001		
Minority Program Officer	S		31.12.2001		
Political Party Development Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001	4 posts	*
Legal System Monitor	S		31.12.2001	2 posts	*
Senior Human Rights Officer	S		31.12.2001		
Rule of Law Officer	S		31.12.2001		
Ombudsperson Liaison Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001	2 posts	*

Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001		
Senior Election Officer	S		31.12.2001		
Regional Election Officer	S		31.12.2001		
Election Officer	S		31.12.2001		
Press and Media Officer	S		31.12.2001		
Regional Centre Pec					
Director	S		31.12.2001		
Field Co-ordinator	S		31.12.2001		
Chief, Administration and Support	P2	C	31.12.2001		
Supply and Transport Officer	P2	C	31.12.2001		
Security Officer	P2	C	31.12.2001		
General Services Officer	P1	C	31.12.2001		
Head - Field Office	S		31.12.2001	2 posts	*
Civil Administration Support Officer	S		31.12.2001		
NGO/Civil Society Support Officer	S		31.12.2001		
Democratization Officer	S		31.12.2001	5 posts	*
Political Party Development Officer	S		31.12.2001		
Senior Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001	3 posts	*
Legal System Monitor	S		31.12.2001	2 posts	*
Rule of Law Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001	2 posts	*
Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001	2 posts	*
Senior Election Officer	S		31.12.2001		
Regional Election Officer	S		31.12.2001		
Election Officer	S		31.12.2001		
Press and Media Officer	S		31.12.2001		
Regional Centre Gnjilane					
Director	S		31.12.2001		
Field Co-ordinator	S		31.12.2001		
Chief, Administration and Support	P2	C	31.12.2001		
Supply Officer	P2	C	31.12.2001		
Transport Officer	P2	C	31.12.2001		
Security Officer	P2	C	31.12.2001		
Head - Field Office	S		31.12.2001	4 posts	*
Democratization Officer	S		31.12.2001	8 posts	*
Political Party development Officer	S		31.12.2001		
Civil Administration Support Officer	S		31.12.2001		
NGO/Civil Society Support Officer	S		31.12.2001		
Minority Program Officer	S		31.12.2001		
Human Rights Officer	S		31.12.2001	3 posts	*
Legal System Monitor	S		31.12.2001	2 posts	*

Rule of Law Officer	S	31.12.2001
Ombudsperson Liaison Officer	S	31.12.2001
Human Rights Officer	S	31.12.2001
Human Rights Officer	S	31.12.2001
Human Rights Officer	S	31.12.2001
Human Rights Officer	S	31.12.2001
Human Rights Officer	S	31.12.2001
Human Rights Officer	S	31.12.2001
Human Rights Officer	S	31.12.2001
Human Rights Officer	S	31.12.2001
Senior Human Rights Officer	S	31.12.2001
Senior Election Officer	S	31.12.2001
Regional Election Officer	S	31.12.2001
Election Officer	S	31.12.2001
Press and Media Officer	S	31.12.2001

Secretariat Augmentation

Press and Public Information		
Public Information Officer	P2	C 31.12.2001
Web Editor (Extranet) - 50 per cent	P2	C 31.12.2001
Internal Oversight		
Internal Auditor	P3	C 31.12.2001
Senior Auditing Assistant	G6	C 31.12.2001
Secretary - 50 per cent	G4	C 31.12.2001
Mission Programme Section		
Senior Mission Programme Officer	P4	C 31.12.2001
Mission Monitoring Assistant	G5	C 31.12.2001
Situation / Communication Room		
Duty Officer	G5	C 31.12.2001
Mission Staffing		
Mission Staffing Officer	P3	C 31.12.2001
Mission Staffing Support Officer	P2	C 31.12.2001
Mission Staffing Assistant	G5	C 31.12.2001
Mission Staffing Assistant	G5	C 31.12.2001
Mission Staffing Assistant	G5	C 31.12.2001
Mission Staffing Support Assistant	G5	C 31.12.2001
Secretary	G4	C 31.12.2001
Personnel Management		
Personnel Officer	P3	C 31.12.2001
Senior Personnel Assistant	G6	C 31.12.2001
Personnel Clerk	G3	C 31.12.2001

General Services

Procurement Assistant	G5	C	31.12.2001
Administrative Assistant	G4	C	31.12.2001
Registry Assistant	G4	C	31.12.2001
Registry Assistant	G4	C	31.12.2001
Messenger	G2	C	31.12.2001
Manual Worker	G2	C	31.12.2001
Cleaner	G1	C	31.12.2001
Cleaner	G1	C	31.12.2001

Finance Services

Finance Officer	P2	C	31.12.2001
Senior Budget Assistant	G6	C	31.12.2001
Treasury Assistant	G5	C	31.12.2001
Finance Assistant	G5	C	31.12.2001
Finance Assistant	G5	C	31.12.2001
Budget Assistant	G5	C	31.12.2001
Budget Assistant	G4	C	31.12.2001
Finance Assistant	G4	C	31.12.2001
Treasury Assistant	G4	C	31.12.2001

Information Technology Services

Mission Information Technology Coordinator	P3	C	31.12.2001
Web System Specialist	P2	C	31.12.2001
Senior Information Technology Assistant	G6	C	31.12.2001
Senior Programming Assistant (Oracle)	G6	C	31.12.2001
Senior Programming Assistant	G6	C	31.12.2001
Senior Programming Assistant (REACT)	G6	C	31.12.2001
Information Technology Assistant (Helpdesk) Kärntnerring	G4	C	31.12.2001
Information Technology Assistant (Help Desk)	G4	C	31.12.2001

Mission Support Services

Chief for Mission Support	P4	C	31.12.2001
Supply Officer	P2	C	31.12.2001
Procurement Officer	P2	C	31.12.2001
Contracts Officer	P2	C	31.12.2001
Senior Communications Assistant	G6	C	31.12.2001
Senior Administrative Assistant	G6	C	31.12.2001
Transport Assistant	G5	C	31.12.2001
Procurement Assistant	G5	C	31.12.2001
Procurement Assistant	G5	C	31.12.2001
Vehicle Management Assistant	G5	C	31.12.2001
Supply Assistant	G5	C	31.12.2001
Procurement Assistant	G5	C	31.12.2001
Transport Clerk	G3	C	31.12.2001
Supply Clerk	G3	C	31.12.2001
Maintenance Clerk	G3	C	31.12.2001
Procurement Clerk	G3	C	31.12.2001

Driver	G2	C	31.12.2001
ODIHR Augmentation			
Democratization			
Liaison Officer	P3	C	31.12.2001

HEAD OF MISSION AND FIELD OPERATION FUND

The Permanent Council,

1. Decides that the Fund shall be used for activities such as seminars, conferences, workshops, roundtables, consultancy advice, e.g., on technical and legal issues, and other small-scale capacity building initiatives in both the governmental and non-governmental sectors. Such activities shall be based on the relevant mandates approved by the Permanent Council and be submitted to the host country for consultation;
2. On this basis, tasks the Secretary General to request from the heads of mission and field operations an annual workplan on the utilization of the Fund, to be submitted to the Permanent Council in conjunction with the annual budget submission;
3. Requests that the Work Plan, to be submitted along with the following year's unified budget proposal, identify the missions' (or field operations') priority activities for the following year and provide an assessment on the effectiveness of the programmes in the current year. The Work Plan should also justify any future proposals for additional staff (international and local) on the basis of clearly defined programme requirements. This procedure shall be applied as of the 2002 unified budget proposal;
4. Tasks the informal Financial Committee with preparing recommendations for procedures for screening applications from missions (and field operations) for projects financed through budgetary and extra budgetary means. After adoption of the recommendations by the Permanent Council, these procedures shall be in place no later than 30 June 2001. The procedures shall be developed in consultation with the Secretary General and all concerned OSCE heads of mission, field operations, and institutions, in order to achieve greater complementarity between the activities in any OSCE Dimension and to improve the way donor funding is directed to the Organization;
5. Requests the Secretary General to establish a dedicated Webpage (on the OSCE Website) which would contain standardized details on all projects approved under procedures to be established under point 4 above;
6. Recognizing that participating States are currently considering the proposals in the Compendium of Project Outlines (PC.IFC/96/00/Add.1) for extra budgetary funding, heads of mission and field operations may submit supplementary requests if certain unfunded activities are considered essential to mandate implementation in conjunction with the Mid-Year Budget Review. Such submissions should contain a detailed description of the activity, and a report on mission (or field operation) priorities in light of its mandate. Such requests shall be considered in accordance with usual financial procedures in light of current financial priorities.

LIST OF MISSIONS AND FIELD OPERATIONS ELIGIBLE TO BENEFIT FROM THE
HEAD OF MISSION FUND

OSCE Centre in Almaty
OSCE Centre in Ashgabad
OSCE Centre in Bishkek
OSCE Centre in Tashkent
OSCE Mission to Tajikistan
OSCE Mission to Estonia
OSCE Mission to Latvia
OSCE Advisory and Monitoring Group to Belarus
OSCE Mission to Moldova
OSCE Office in Yerevan
OSCE Office in Baku
OSCE Mission to Georgia
OSCE Presence in Albania
OSCE Spillover Monitor Mission to Skopje

DRAFT AMENDMENTS TO FINANCIAL REGULATIONS

Regulation 1.02 **Terminology**

Obligation:

Engagements involving orders placed, contracts awarded, services received and other transactions which involve a charge against the resources of the current financial year and which require payment during the same or a future year.

Article VI **INTERNAL CONTROL**

(Amended) Regulation 6.01 **Principles**

The financial instructions to be issued by the Secretary General pursuant to Regulation 1.03 shall provide for the appropriate implementation of these Regulations, including effective financial administration and the exercise of economy. *Mechanisms for internal oversight and financial control shall be established to support the Secretary General in his/her management of the Organization's resources. These mechanisms shall be equipped to provide the full range of internal audit (including management audit), operational financial control, evaluation and investigation, quality and value-for-money assurance and management advice.* ~~The Secretary General shall direct the internal audit function under his/her immediate responsibility with a view to controlling the effective implementation of these Regulations and of his/her financial instructions.~~ The Secretary General and the other Heads of Institution to the extent that their Institution is concerned, shall be responsible and accountable for the proper application of these Regulations.

(New) Regulation 6.06 **Internal Oversight**

(a) The Secretary General shall establish and maintain an effective Internal Oversight as an independent appraisal function within the Organization to examine and evaluate its activities. The function shall provide a service to the Organization in the furtherance of its aims. The objective of the Internal Oversight function shall be to assist the Secretary General, and, through him/her, also other heads of institution and heads of mission in the effective discharge of their responsibilities. It will furnish them with analysis, appraisals, recommendations, counsel and information concerning the activities reviewed. The objective will include the promotion of effective control at reasonable cost.

- (b) Organizationally, Internal Oversight shall be part of the Office of the Secretary General, independent of other arms of the Secretariat and other institutions and missions. Internal Oversight shall be responsible to, and report to, the Secretary General.
- (c) The scope of Internal Oversight shall cover all of the activities of the OSCE regardless of the source of funds. Internal Oversight shall have the right of access at all times to all staff and mission members, books, records, documentation, property and premises which is, in its opinion, necessary for the performance of an appraisal, audit or investigation.
- (d) Staff of Internal Oversight shall be impartial and objective in the performance of their duties and shall avoid any action which might adversely reflect on their status or integrity. They shall discharge their functions and regulate their conduct in a professional manner and with only the interests of the OSCE in view. They shall neither seek nor accept instructions from any government or from any authority external to the OSCE.
- (e) When requested, staff and mission members shall co-operate fully with Internal Oversight in the identification and provision of relevant information. The rights of staff and mission members shall be respected at all times. Staff and mission members may request that communications with Internal Oversight shall remain confidential. This right shall be guaranteed unless, in the opinion of the Secretary General, the staff or mission member has acted improperly.
- (f) An annual report on Internal Oversight activities shall be submitted, through the Secretary General, to the Permanent Council; ad hoc reports including, if considered necessary, comments and information on actions taken in consequence to the reports, shall be submitted through the Secretary General, to the Permanent Council.
- (g) The Secretary General shall establish a Mandate for Internal Oversight which embodies the principles of this Financial Regulation and which sets out the nature, objectives, scope, authority and responsibilities of the function. The Mandate shall be incorporated as an Annex to the Financial Regulations.

INTERNAL OVERSIGHT

DRAFT MANDATE

1. This Mandate has been prepared in accordance with Financial Regulations 6.01 and 6.06. It covers the nature, objectives and scope of the Internal Oversight function as well as responsibilities and authorities.

Objectives

2. Internal Oversight is an independent appraisal function established within the Organization to examine and evaluate its activities as a service to the Organization. The objective of Internal Oversight shall be to assist the Secretary General and, through him/her, also other heads of institution and heads of mission in the effective discharge of their responsibilities. It shall furnish them with analysis, appraisals, recommendations, counsel and information concerning the activities reviewed. The objective will include the promotion of effective control at reasonable cost.

Independence

3. Internal Oversight shall be positioned within the Office of the Secretary General and shall be wholly independent of other arms of the Secretariat, other institutions and missions. It reports directly, and is responsible, to the Secretary General. Internal Oversight covers all OSCE activities, institutions and missions regardless of the source of funds.

4. Other than as provided for in this Mandate, to preserve impartiality and objectivity, Internal Oversight shall have no authority over, nor responsibility for, any of the operations or activities of the OSCE. Internal Oversight shall not be used in the discharge of other operational or management functions. Internal Oversight reviews and appraisals do not in any way substitute for or relieve the management of the Organization of the responsibilities assigned to them.

Scope

5. The scope of Internal Oversight encompasses the examination and evaluation of the adequacy and effectiveness of the Organization's systems of internal controls and the quality of performance in carrying out assigned responsibilities. It incorporates the full range of internal audit, including management audit, evaluation and investigation, quality and value-for-money assurance and management advice. Internal Oversight may include an appraisal of one or more of the following elements:

- The adequacy, reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information;

- The adequacy of regulations, rules, directives and other administrative instructions and whether transactions and activities comply with these authorities;
 - The systems established to ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports and which should determine whether the Organization is in compliance;
 - The means of safeguarding and verifying the existence of assets;
 - The economy and efficiency with which financial, physical and human resources have been used and the systems and controls designed to achieve this;
 - Operations or programmes to ascertain whether results are consistent with established objectives and goals and whether the operations are being carried out as planned.
6. The scope of Internal Oversight shall also include the investigation of allegations, which come to or are brought to its attention, of possible violations of regulations, rules or related administrative instructions and allegations involving waste or mismanagement of resources or fraud or other impropriety. The scope shall not extend to those areas for which separate provision has been made for review and investigation.
7. Internal Oversight will conform to generally accepted internal auditing standards.

Authority

8. In undertaking the responsibilities of Internal Oversight, all authorized staff shall have unrestricted access to all personnel, records and documentation including those in electronic format, property and premises of the Organization to the extent that it is, in the opinion of Internal Oversight, necessary for the performance of an objective and effective appraisal, audit, or investigation.
9. All staff or mission members shall co-operate to the fullest extent possible with Internal Oversight in the identification and provision of relevant information that might assist in the discharge of the function.

Confidentiality

10. Confidentiality shall be maintained by Internal Oversight during all audits, appraisals or investigations and all evidence collected shall be secured.
11. Staff and mission members may request that communications with Internal Oversight shall remain confidential. This right shall be guaranteed unless, in the opinion of the Secretary General, the staff or mission member has acted improperly.

12. Staff and mission members shall not take, direct others to take, recommend, or approve any action against other staff or mission members as a reprisal for making a complaint or disclosing information to Internal Oversight.

13. In carrying out investigations, Internal Oversight shall respect the rights of individual staff and mission members at all times. A staff or mission member who is the subject of an investigation shall be informed of the investigation, but Internal Oversight may exercise discretion in determining when this shall be done, with due regard for the security and the nature of evidence to be collected. In all cases, a staff member subject to an investigation shall be given the opportunity to review the findings of the investigation and respond to the findings before a final report is prepared.

Plan of Work

14. Internal Oversight shall prepare an annual plan of work for the following financial year, consistent with generally accepted internal auditing standards and with estimated available resources. The plan will make provision to allow for investigations into matters which may come to the attention of Internal Oversight during the course of the year. In preparing the plan, Internal Oversight shall consult with the Chairperson of the informal Financial Committee and, to the extent considered necessary, senior managers of the Organization. The annual plan shall be subject to the approval of the Secretary General. The Secretary General may also request special studies, investigations, reviews and counsel.

Reporting

15. A report containing all significant findings resulting from an audit or appraisal or investigation in such form as deemed appropriate in the circumstances shall be submitted to the Secretary General. Less significant findings shall be reported at a level deemed appropriate by Internal Oversight.

16. Before submitting any audit or appraisal report to the Secretary General, Internal Oversight shall present the draft report together with any recommendations to the head of institution, head of mission or director concerned. The head of institution, head of mission or Director shall, as soon as practicable, provide their response on the draft report, the recommendations and indicate the action they intend to take on the recommendations.

17. Internal Oversight shall undertake periodic follow-up reviews to determine whether audit findings and recommendations have been acted upon and, where necessary, report the findings of the follow-up review to the Secretary General.

18. Internal Oversight shall prepare an annual report which summarizes its activities and this shall be submitted through the Secretary General, together with separate comments which the Secretary General deems necessary, to the Permanent Council. The report may contain the following:

- A description of the scope of Internal Oversight activities;

- A description of significant problems, abuses, and deficiencies relating to the administration of a programme or operation found during the period;
- A description of all main recommendations for corrective action made by Internal Oversight during the reporting period relative to the problems or deficiencies identified;
- A description of all main recommendations which were not approved by the Secretary General, together with his reasons for not doing so;
- Identification of each significant recommendation in previous reports on which corrective action has not been completed;
- A summary of any instance when information or assistance requested by Internal Oversight was refused;
- Where applicable, the value of any cost savings or recovered amounts resulting from recommendations and corrective action.

19. Ad hoc reports including, if considered necessary, comments and actions taken in consequence to the reports shall be submitted through the Secretary general to the Permanent Council.

External Auditors

20. Internal Oversight shall, to the extent feasible and practicable, co-ordinate its plans and activities with those of the External Auditor of the OSCE as well as with other units of the Organization, as is deemed necessary.

21. The External Auditor shall be provided with a copy of all Internal Oversight audit and appraisal reports. Reports on investigations into alleged or proven irregularity will be furnished on request.