

Meeting of the Focal Points of the
Regional Marine Pollution Emergency
Response Centre for the Mediterranean
Sea (REMPEC)

REMPEC/WG.16/10
10 October 1998

Original: English

Malta, 25 - 28 November 1998

Agenda Item 10

ADMINISTRATION OF THE CENTRE

Note by REMPEC

Personnel

1. As at 10 October 1998, the staff component structure of the Centre is as follows:

TITLE	NAME	GRADE
Director	Roberto PATRUNO	D1
Technical Expert	Darko DOMOVIC	P4
Chemical Expert	Stefan MICALLEF	P4
Engineer on secondment by the French Oil Industry	Guillaume SALESSY	P2
Administrative Assistant	Josephine BONAVIA	G6
Information Assistant	Doreen STELLINI	G6
Secretary	Mandy BUSUTTIL	G4
Secretary	Catherine GALEA	G4
Responsible for reproduction of documents	Anthony ZERAFA	G3

Professional Staff

2. Mr. Roberto Patrino took up the position of Director on 1 October 1998. He replaced Mr. Jean-Claude Sainlos who was appointed Deputy Director of the Marine Environment Division of the International Maritime Organization on 1 June 1998.

3. The cumulative increase in activities associated with the Centre's additional responsibilities as a result of the extension of the Centre's mandate has consequently increased the administrative work of the Centre. This situation was drawn to the attention of various meetings: Meeting of Focal Points (Malta, 4 - 8 October 1994, REMPEC/WG.10/17), Meeting of the MAP Focal Points (UNEP(OCA)/MED.WG.III/6), Extraordinary Meeting of the Contracting Parties to the Barcelona Convention (Montpellier, 1 - 4 July 1996).

4. The last Meeting of Focal Points (REMPEC/WG.14/17) once again examined this issue and adopted the resolution: **“REMPEC Focal Points, noting the extent of the tasks to be carried out by the Centre request forcefully that the Co-ordinator of the Action Plan included on the REMPEC budget a position for an administrative and financial professional without reducing the current resources of the Centre.”**

5. At the Tenth Ordinary Meeting of the Contracting Parties to the Convention for the Protection of the Mediterranean Sea Against Pollution and its Protocol (Tunis, 18 - 21 November 1997) REMPEC suggested a P2-Post of Administrative and Finance Officer. The cost for such a post was estimated to be US\$ 78,000 in 1998 and US\$ 85,000 in 1999 which represents some 12% of the total budget of REMPEC. The Co-ordinating Unit however could not secure the necessary funds for such a post. However, following a mission of the UNEP/MAP's Fund Management and Administration Officer to REMPEC in January 1998, UNEP/MAP suggested to make available the amount of US\$ 30,000 from unspent funds of the MAP professional staff component, which would cover the post of a locally recruited consultant for 1 year (1998) with the understanding that for the year 1999, REMPEC would have to secure the necessary funds to cover the cost of the post as it was considered impossible for UNEP/MAP to continue assisting with the financing of such a post. This suggestion only addressed, in part, the short-term requirements of the Centre. UNEP/MAP has also informed the Centre that a proposal to create a local post will be made at the next Contracting Parties' Meeting for inclusion in the 2000/2001 budget. Various exchanges have taken place between REMPEC and UNEP/MAP to try and resolve the issue and to ensure that the resolution adopted by the last Meeting of the Focal Points is met. Although to date no substantial progress to appoint an Administrative and Financial Professional Officer has been made, REMPEC has requested UNEP/MAP to reallocate the monies available for 1998 to 1999 in order to contract an external consultant for 1999.

CSN

6. A CSN (Coopérant du Service National) was seconded to REMPEC by the French oil industry. This appointment commenced in October 1997 and will end in January 1998. The CSN's main task was to enhance the link between the Centre and the oil industry (MOIG). At the Centre, he has been mainly responsible for the development of the computerized part of the Regional Information System, in particular Part B - lists, inventories and directories, proposals for the Centre's website as well as the preparation of certain documents belonging to this Part. He also contributed to the overall supervision of the maintenance of the hardware-software of the Centre's computer system. It is hoped that this type of secondment by the French oil industry will continue in the future. Whilst REMPEC is grateful to the French oil industry and administration, due to the heavy workload, the Centre would welcome the secondment of personnel from other coastal States and/or industry to REMPEC.

General Service Personnel

7. Since the last Meeting of Focal Points', certain changes occurred within the component of the General Service Personnel. Ms. Doreen Stellini was promoted to the post of Information Assistant from that of Secretary. She was replaced by Ms. Mandy Busuttill. Ms. Maria Bakos resigned, she was replaced by Ms. Catherine Galea.

Translation

8. With the continuous increase in the volume of publications in both languages and in the number of meetings, the staff of the Centre face tremendous difficulties in coping with this additional type of work. In this regard, the Centre has sought the assistance of external contractors to assist it with translation especially for meetings and training courses. The limited financial resources allocated to the Centre do not allow for this problem to be solved easily.

Office and Communication Equipment

9. The Centre continued to overhaul its P.C. system and now operates under a WINDOWS 95 environment. E-mail facilities now exist and the facility to send faxes from workstations will soon be introduced. The Centre negotiated a contract to have its P.C. system maintained by the Malta University Services, Tal-Qroqq, Malta, at very competitive rates in comparison with those available

locally through commercial companies. The Centre also purchased a high speed photocopier in January 1998.

10. With the introduction of the Global System for Mobile (GSM) and in order to improve the Centre's communication, REMPEC discontinued its subscription to the paging services and switched to GSM telephony as of November 1997.

Centre Premises

11. Various meetings have taken place between REMPEC and the relevant Maltese authorities to ensure that the relocation and the new premises will benefit the requirements of a modern office environment.

Action requested of the Meeting of Focal Points

12. The Meeting is invited to:

- a) take note and comment on the information provided;
- b) give guidance to the Director of REMPEC.