



Convention on Biological Diversity

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**Conference of the Parties to the
Convention on Biological Diversity
Seventeenth meeting**
Yerevan, 19–30 October 2026
Item 13 of the provisional agenda*
**Cooperation with international organizations
and bodies established under other conventions**

Report of the United Nations Environment Programme on its activities to support the implementation of the Convention on Biological Diversity and its Protocols

Note by the Secretariat

1. The Executive Secretary is pleased to provide herewith, for the information of participants at the seventeenth meeting of the Conference of the Parties to the Convention on Biological Diversity, the twelfth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety and the sixth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access and Benefit Sharing, a report by the United Nations Environment Programme (UNEP).
2. The report provides information on the administrative and financial management support provided by UNEP to the Convention through its secretariat for the period October 2024 to August 2026.
3. The report is provided in the form and language in which it was received by the Secretariat.

* [CBD/COP/17/1/Rev.1](#).

I. ADMINISTRATIVE AND FINANCIAL MANAGEMENT SUPPORT PROVIDED TO THE SECRETARIAT OF THE CONVENTION ON BIOLOGICAL DIVERSITY BY THE UNITED NATIONS ENVIRONMENT PROGRAMME

This document has been submitted by the Executive Director of the United Nations Environment Programme (UNEP).

Building on the previous report ([CBD/COP/16/INF/16](#), Section VI Administrative and financial management support provided to the secretariat of the Convention on Biological Diversity by the United Nations Environment Programme) submitted to the sixteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (CBD), the eleventh meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety and the fifth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access and Benefit Sharing, updates are provided on the administrative and financial management support provided by UNEP to the Convention through its secretariat for the period October 2024 to August 2026.

1. Policy guidelines and procedures

Delegation of Authority Framework – On 17 August 2026, the UNEP Executive Director issued a revised Delegation of Authority (DOA) Framework and Standard Operating Procedure as part of implementing the recommendation of the Joint Inspection Unit (JIU) contained in its Review of Management and Administration of UNEP ([JIU/REP/2025/1](#)).¹ The revised DOA Framework is currently being rolled out through a phased implementation process intended to allow for consultations and adjustments to be made before the Framework is fully in effect.

Programme Support Costs – Building on the UN Secretariat’s latest ‘Guidelines on Management of Programme Support Costs (PSC)’ issued by the UN Controller on 7 April 2025, UNEP reviewed and revised its 2017 PSC policy and issued the “Operational Guidelines on the Management of Programme Support Cost” on 7 May 2026, which also apply to UNEP-administered MEA Secretariats. The new Operational Guidelines contain several updates, including:

- a) updating the definitions and categories of direct and indirect costs and enriching the examples in the context of UNEP operations;
- b) requiring the charge of eligible costs as direct costs to the maximum extent possible; and
- c) updating the PSC reserves requirements.

Under the 2026 UNEP Operational Guidelines, unspent PSC balances may be carried forward between years within the same biennium. However, carryover is not permitted at the end of the biennium, and any remaining balance must be returned to the UNEP PSC pool. Conversely, any over-expenditure against the PSC allocation to CBD, must be offset against the following year’s allocation, irrespective of the year in which the over-expenditure occurs. This is consistent with the rules governing all UN Trust funds.

¹ JIU/REP/2025/1, Recommendation 2: “The Executive Director should conclude, by the end of 2025, the review of the UNEP Delegation of Authority Policy and Framework and update it, as appropriate, in the context of the implementation of the Policy for One UNEP Delivery for Better Collaboration and Country Support”

2. Human Resources

The Secretary-General of the United Nations renewed Ms. Astrid Schomaker's appointment as the Executive Secretary of the CBD for a period of two years ending 30 June 2028. Pursuant to Decision 16/30 (Matters related to the appointment of executive secretaries of the Convention on Biological Diversity), and in particular its paragraph 2(e), UNEP consulted the Conference of the Parties, through its Bureau, in this process. On 20 January 2026, UNEP Executive Director informed COP President of her intention to recommend to the Secretary-General the extension of Ms. Schomaker for a second term. The President, in a letter of 17 March 2026, shared a summary of submissions by regional groups regarding the performance of the Executive Secretary and the Executive Director included this in her recommendation to the Secretary-General.

In the period between October 2024 and August 2026, UNEP assisted the CBD Secretariat in processing 28 requests related to position management (including creation, reclassification and extension of position validity), 150 requests related to recruitment (including job advertisements and selections for different staff and non-staff categories) and 17 requests related to personnel administration (including processing of lateral assignments, transfers, resignations, separations, special post allowance and exceptional extensions of Consultants and Individual Contractors (CICs) and temporary appointments). Eleven other requests were related to ad-hoc requests (including Special Post Assignment and Home Leave). UNEP had oversight responsibility for approving 24 CIC exceptional extensions as well as former staff/retiree and UNOPS contracts issued for the CBD Secretariat within the same period.

3. Functional Review

UNEP reviewed the proposed structure and confirmed it is aligned with applicable UN Regulations, Rules, and established HR policies. UNEP noted that proposed structure is designed to strengthen operational efficiency, enhance internal coordination, improve strategic alignment of functions, and better support Parties in implementing the Convention and its Protocols as well as its strategic plan, the Kunming-Montreal Global Biodiversity Framework. UNEP will support the CBD Secretariat in updating existing and developing new job descriptions and provide training as needed.

4. Staff Learning and Development

A total of 26 CBD Secretariat staff members participated in 12 learning and development programmes conducted during the reporting period. CBD- Secretariat staff participation accounts 7% (with 121 total participation) of the overall UNEP staff participation in the CSD-HR Learning programmes facilitated during the specified period. The programmes focused on strengthening leadership, strategic management, performance management, career development, and core professional skills. Participants enhanced their capabilities in areas such as managing workplace relationships, coaching, innovation and creativity, problem-solving, performance evaluation, work planning, career development, knowledge management, and emotional intelligence, contributing to both individual growth and overall organisational effectiveness.

5. Budget and Finance

UNEP has reviewed the CBD/COP/17/3 Administration of the Convention and its Protocols for the Biennium 2025-2026 and CBD/COP/17/4 proposed budget for the Programme of Work of the Convention and its Protocols for the biennium 2027-2028.

Programme support costs (PSC) Income – The amount of PSC income available in each year is

dependent on the income generated in the previous year. In accordance with the agreed cost-sharing arrangement, 67 per cent of PSC income derived from the CBD Trust Fund is allocated to the CBD Secretariat while 33 per cent is retained by UNEP. The portion retained by UNEP finances the provision of advisory services, policy development, and core services in human resources, finances management, procurement, legal including judicial and management processes (such as UN Tribunal, Management Evaluation, Investigation, Ethics, and Code of Conduct.) and other services provided by UNEP and its primary service provider, the United Nations Office at Nairobi (UNON). The 2025 allocation of PSC income to CBD Secretariat was USD 2.1 million after retaining USD 277,169 for HR liabilities. The 2026 allocation was USD 2.2 million.

6. Legal Matters

During the reporting period, the Legal Section provided ad hoc legal support to the CBD Secretariat on certain institutional and partnership arrangements, donor and funding agreements, programme-related instruments, and matters arising from OIOS referrals for preliminary assessment. The Legal Section also provided case-specific advice on applicable legal and administrative frameworks governing co-publishing agreements with other United Nations entities and secondment arrangements involving external entities.

7. Procurement

During the reporting period UNEP, in conjunction with UNON as the primary service provider for procurement activities, provided continuous procurement support across a wide range of operational and programmatic requirements. A total of 212 Purchase Orders (POs) were processed, the majority of which were low value acquisitions processed directly by the CBD Secretariat, with support and training from UNEP as needed. This represents a combined procurement value of USD 5,143,034.71. These procurement activities covered a diverse range of goods and services and resulted in contracts being awarded to 55 vendors across 18 countries, reflecting a broad and competitive supplier base.

In addition to transactional procurement support, the UNEP Procurement Unit provided advisory services across the full spectrum of procurement activities. This included guidance on procurement planning and processes, support to requisitioners, oversight and monitoring of procurement actions, as well as training and capacity-building to strengthen compliance and promote procurement best practices. This underscores UNEP's commitment to the procurement principles set out in UN Financial Regulation 5.12, particularly fairness, transparency, and effective international competition.

8. Oversight

The Office of Internal Oversight Services audited the CBD Secretariat during June and July 2019 which resulted in 12 recommendations, none of which were critical. As of 31 August 2026, 10 recommendations have been implemented and two recommendations were closed due to either being overtaken by events or deemed no longer relevant.

The UN Board of Auditors (BOA) audited the CBD Secretariat in 2019, 2021 and 2025.

- For the 2019 Audit, 20 recommendations were issued, including four high-priority and 16 medium-priority recommendations. As of 31 August 2026, all 20 recommendations have been implemented.
- For the 2021 Audit, three medium-priority recommendations were issued. As of 31 August 2026, all three recommendations have been implemented.
- For the 2025 Audit, two medium-priority recommendations were issued. The recommendations are being addressed by the CBD Secretariat and cover the following themes: result-based budgeting framework and performance indicators, the structure and rules of the Special Voluntary Trust Fund for Facilitating Participation of Parties in the Convention Process and the cost implications of additional requests to the Secretariat from the Parties to the Convention and its Protocols.

9. Enterprise Risk Management (ERM)

The UNEP ERM Committee has approved a one-to-three-year ERM Action Plan, under which the CBD Secretariat has been identified as a priority MEA for targeted ERM training and support to update and complete its risk register and associated risk treatment and response plans. CBD Secretariat training will take place in Q4 2026.

10. Partnership Policy and Procedures

The UNEP Partnership Framework is being progressively integrated into the work of the CBD Secretariat to strengthen consistency in due diligence, oversight and compliance across partnership management. A series of training sessions were delivered to the CBD Secretariat programme and administrative staff to support harmonised application of the policy. As of 31 August 2026, CBD Secretariat managed more than 27 active partnerships and partnership-related arrangements through the UNEP Partners Portal, in accordance with the 2024 UNEP Partnership Policy. During the reporting period, eight new partnerships were established, and a roster of Subregional Technical Support Centres is being operationalised. A red-flag mechanism was also introduced to the UNEP Partners Portal to identify partners presenting performance, compliance or other material risks, enabling timely follow-up and risk mitigation.

11. Support to Multilateral Environmental Agreements

During the reporting period, the MEAs Unit was represented at the Seventh Meeting of the Subsidiary Body on Implementation, held in Nairobi, Kenya, from 4 to 12 August 2026, to provide support and expertise, as needed, in relation to budgetary, financial and administrative matters

To strengthen operational performance, UNEP is implementing a Process Simplification Project (PSP) to review and streamline core administrative and operational workflows in the context of the UN80 Initiative. The first two phases of the PSP concluded during the reporting period with a list of concrete actions across various functional areas. These contribute to: (i) reducing duplicative and less value-adding process steps; (ii) enhancing clarity in roles and responsibilities between CSD and administrative functions in UNEP Divisions/Offices and MEA Secretariats; and (iii) streamlining delegation of authority framework and bringing administrative decision-making closer to programme delivery. The MEAs Unit is facilitating the roll out of all relevant simplification efforts to CBD Secretariat.

The third phase of the PSP will identify additional internal processes that can be standardized and applied more consistently and will define a fit-for-purpose administrative and operational support model across UNEP and MEAs Secretariats. This work is also aligned with the objectives of the UN80 initiative, which promotes greater efficiency, simplification, harmonization, and the optimal use of resources across the UN system. CBD Secretariat will continue to receive support from the MEAs Unit on roll out of simplified processes emerging from Phase III.