

FAS Working Group on BW Verification

Proposed Structure of the Organization to Implement the BWC Protocol

**Addendum
July 2000**

INTRODUCTION

The Protocol now under negotiation to strengthen the Biological and Toxin Weapons Convention (BTWC) will establish a treaty implementation Organization. The Federation of American Scientists' Working Group issued a working paper in September 1998 that presented various options for the structure of the Organization. That paper was based on the Rolling Text of the Protocol as of March 1998. Two years thereafter, the Rolling Text has developed considerably and is nearing completion. In light of this progress and the experience of the Organization for the Prohibition of Chemical Weapons (OPCW) in implementing the Chemical Weapons Convention, the FAS Working Group is updating herewith its proposed organizational chart and staff list for the Organization.

ROLLING TEXT PROVISIONS RELATED TO THE ORGANIZATION

The most recent Rolling Text of the Protocol contains references to the structure of the Organization to implement the Protocol, describing in Article XI its chief organs: the Conference of States Parties, the Executive Council and the Technical Secretariat. The Technical Secretariat "shall comprise a Director-General, who shall be its head and chief administrative officer, and such scientific, technical and administrative and other personnel as may be required."¹

The Rolling Text also describes the responsibilities of the Technical Secretariat. Most of these relate directly to the implementation of Articles of the Protocol. The functions of the Secretariat are divided into three categories: compliance, technological and scientific exchange and assistance, and administration. Specifically, the functions include "Receiving, processing and analysing of declarations, and collecting, processing and analysing relevant epidemiological information...Assisting the Executive Council in facilitating consultation, clarification and cooperation among States Parties...Processing, preparing, conducting and reporting on visits...Receiving requests for investigations to address non-compliance concerns...and conducting investigations...Facilitat[ing] implementation of measures to promote scientific and technological exchanges...Facilitat[ing] implementation of measures to avoid hampering the economic

¹ Procedural Report of the Ad Hoc Group of the States Parties to the Convention on the Prohibition of the Development, Production and Stockpiling of Bacteriological (Biological) and Toxin Weapons and On Their Destruction. BWC/AD HOC GROUP/51 (Part I) Annex I, 6 April 2000, p. 130.

and technological development of States Parties.”² The Rolling Text also includes the standard administrative functions of the Technical Secretariat.

PROPOSED ORGANIZATIONAL STRUCTURE

It should be recognized at the outset that a number of different organizational structures could efficiently perform the functions of the Technical Secretariat as described in the Rolling Text. The organizational structure proposed here reflects the Rolling Text’s apportionment of the functions of the Technical Secretariat into three areas by recommending separate divisions of the Secretariat for Compliance; Cooperation and Assistance; and Administration. In addition, the proposed structure contains a fourth division, Information Services, for reasons mentioned below.

Compliance Division. In contrast to the structure proposed by FAS in 1998, all Compliance activities have now been combined in one division. This is based on the experience of OPCW, which indicates that, because of the close relationship between activities concerning declarations and those concerning visits and investigations, it would be more efficient to conduct these activities under the leadership of a single division head. In the Compliance Division, data analysis capabilities are now distributed among two Branches: the Declarations Branch and the Outbreak and Data Monitoring Branch.

Technical Cooperation and Assistance Division. The staffing level in the Technical Cooperation and Assistance Division reflects the importance of the implementation of BTWC Article X measures through the Protocol.

Administration Division. The Language Services Branch of the Administration Division is much larger than the corresponding branch in the 1998 proposal, again based on the experience of the OPCW as well as the recognition that language services encompass both translators of declarations and other documents, and real-time voice interpreters. There are also staff increases in the Budget and Finance Branch, based on OPCW experience.

Information and Management Services Division. Information and management services merit a separate division for several reasons. Electronic and information services are rapidly changing and are critical to the proper functioning of nearly every facet of an organization. An Information and Management Services Division is necessary in order to attract and retain personnel of a quality that can develop, maintain and constantly improve this vital function. There is a question whether the director of this division should be a political appointee at the D-1 level or a technical expert at the infrequently used position of P-6. The decision will probably rest on political considerations.

In addition to the four divisions in the proposed structure, two offices are placed directly under the Director General. The Deputy Director General will oversee legal and policy affairs, government relations and liaisons to other relevant international organizations

² Ibid. pp. 128-130.

including OPCW, IAEA, WHO and others. An assistant to the Director General will be responsible for Internal Oversight, Confidentiality and Security.

The branch structure of each of the divisions reflects an overall philosophy to streamline the Organization and combine related functions where possible and feasible. The resulting organization is compact yet expected to perform its duties with a high level of efficiency.

ESTMATED STAFF

The staff proposed for each of the divisions and branches has been detailed using Excel software. In a short time the Excel file will be available on the FAS website: www.FAS.org. The staff table included here presents a summary of the data.

The staff cost is based on the 1999 United Nations Common System post adjustment index, taken from "United Nations Common System of Salaries, Allowances and Benefits" <http://www.un.org?Depts...pub/sab.htm#IB>.

TOTAL ANNUAL COST OF THE ORGANIZATION

The total cost of the Organization can be estimated roughly, based on the ratio of total salaries to total cost. In the 1998 Organization paper, which detailed the operating costs, total salaries plus benefits were just over 60% of the estimated total cost of the Organization. We now estimate that total salaries would be approximately 58% of the total cost of the Organization.³ Thus, the total annual cost of the Organization is estimated at approximately US\$ 32,210,000. This is a median estimate falling between costs in The Hague and in Geneva. The yearly operating budget will of course depend on the generosity of the country hosting the Organization, on technological advances, and on other factors that cannot be clearly determined at this time.

The Organization structure proposed here is the result of discussions with many officials at OPCW and with participants in and observers of the negotiations to strengthen the BTWC. The FAS Working Group wishes to acknowledge their generosity and to reiterate the tremendous value of their input. Some excellent recommendations could not be incorporated because of the competing and sometimes conflicting requirements of function, precedence and politics. As one official remarked, "You must be prepared to pay for political peace."

³ UN post adjustments have decreased considerably since 1998. In Switzerland, for example, the percentage of salary allowed for post adjustment has fallen from 58.7% to 39.2%.