OSCE

Organization for Security and Co-operation in Europe
Permanent Council

PC.DEC/331
15 December 1999

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262nd Plenary Meeting
PC Journal No. 262, Agenda item 1

DECISION No. 331

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 2000 Budget contained in Annex 1; and

2.   Approves the OSCE Post Table contained in Annex 2:

(i)   Notes the results of the review of the classification of posts according to ICSC standards as contained in document PC.IFC/85/99/Rev.1 and requests the Secretary General to report on the further progress of the review, so that the Permanent Council may consider and approve any additional proposed changes in the post levels. Decides that new posts proposed in the Post Table, which are subject to classification, shall only be filled once they have been classified to ICSC standards. Proposed upgradings that have not yet been classified shall only be implemented once the proposed level is confirmed by classification according to ICSC standards. Decides that in the future proposals for the establishment of new posts in Institutions and for upgradings shall be receivable only after they have been properly classified;

(ii)   Noting that Staff Regulation 1.02 defines Directors as senior officials, other than a Head of Institution, holding the post at the level D1 or D2, decides to establish the positions of Directors (D1) in the Office of the Secretary General and in the Office of the High Commissioner on National Minorities while deleting corresponding P5 positions in each case. The Permanent Council also notes that appointments to these positions will be made by the Chairman-in-Office in consultation with the Secretary General, in accordance with Staff Regulation 4.02.

II.   Furthermore, the Permanent Council,

1.(a)   Decides, in accordance with OSCE Financial Regulation 2.05a, to conduct a general discussion of the budget outline for the year 2001 not later than 31 May 2000, with particular focus on ways of improving the process of preparation and review of the budget. Emphasis should be given to the establishment of a more uniform budget process aimed at bringing policy and resources together in line with the Organization's programme budgeting focus;

(b)   Further tasks the informal Financial Committee with presenting a report and recommendations to be made to the Permanent Council, in close co-operation with the Secretary General, which will serve as the basis for this discussion. The Preparatory Committee could also work with the informal Financial Committee to this end;

2.   Decides to undertake a mid-year review of the budgets of all large missions in accordance with Financial Regulation 2.09 and requests the Secretary General to submit his proposals for such a review no later than 31 July 2000. Proposals for such a review should incorporate considerations of the implications of adjustments in required levels of mission support to large missions on Secretariat augmentation as well as Secretariat Post Table positions;

3.(a)   Decides to establish in the year 2000 significantly strengthened mechanisms for internal oversight and financial control to support the Secretary General in his 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;

(b)   Tasks the informal Financial Committee with considering relevant proposals and making appropriate recommendations by 31 March 2000, in close co-operation with the Secretary General;

(c)   Decides that the financial resources for the establishment of the above-mentioned mechanisms shall be provided through the year 2000 OSCE Unified Budget, and through a supplementary budget, if required;

4.   Tasks the informal Financial Committee, 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 31 March 2000;

5.   The residual, one-third billing for large missions shall follow the submission of the mid-year review of the budgets of all large missions and consideration of adjustments in mission support, due no later than 31 July 2000, as well as reports on voluntary contributions and pledges received by the Permanent Council;

6.(a)   Calls upon participating States, Partners for Co-operation, Mediterranean Partners for Co-operation and other States, as well as international organizations and institutions, to consider making voluntary and extra budgetary contributions to support OSCE activities;

(b)   Requests the Chairman-in-Office to issue an appeal to participating States, Partners for Co-operation, Mediterranean Partners for Co-operation, other States and also international organizations and institutions, for voluntary contributions in particular for the substantive programmes of the Missions;

(c)   Tasks the Secretary General with requesting OSCE Missions and Institutions to prepare a list of those projects for which they will attach to a special report for voluntary contributions during the first half of 2000;

7.   Requests the Secretary General to report on pledges and receipts of relevant voluntary and extrabudgetary contributions in connection with the mid-year review of the budgets of large missions and institutions, prior to any billing of the remainder portion of assessed contributions of approved budgets (paragraph 5, above);

8.   Tasks the Secretary General with submitting his recommendations for the disbursement or credit of cash surpluses financed through assessed contributions in 1999 and prior years in accordance with Financial Regulation 10.01, at the earliest opportunity following the acceptance of the Report of the External Auditors on the OSCE Annual Accounts for 1999, in the third quarter of 2000;

9.   Fully supports the Information System Strategic Plan (ISSP) and the need to provide adequate information technology (IT) resources to support OSCE operations. Notes that the External Auditors will be conducting an IT audit in early 2000. In the light of their report, tasks the informal Financial Committee, supported as required by IT experts voluntarily provided by participating States, with reviewing progress on the OSCE's IT strategy (including ISSP implementation) and with making recommendations to the Permanent Council by 30 June 2000;

10.   Proposed ISSP projects such as the Document Management System and all other major new projects will require approval by the Permanent Council before implementation. The Permanent Council tasks the informal Financial Committee with considering each project on the basis of individually detailed cost estimates covering the full project period (including the pilot phase) and with making recommendations. The informal Financial Committee should be informed in all cases where expenditure is forecast to exceed 10 per cent of the approved total budget for the project concerned;

11.   Tasks the informal Financial Committee with conducting a series of meetings with participation of experts from Capitals to review the scales and criteria for financing OSCE activities pursuant to Decision No. 8 of the Copenhagen Ministerial Council Meeting (MC(6).DEC/8);

12.   Reaffirms its support for the Economic Dimension and the Co-ordinator of OSCE Economic and Environmental Activities and welcomes the Co-ordinator's commitment to implement the work plan for the Economic Dimension and the dedication of his budget to that end. Furthermore, the Permanent Council encourages participating States, Partners for Co-operation, Mediterranean Partners for Co-operation and other States, as well as international organizations and institutions to contribute to the voluntary fund for activities related to the economic and environmental aspects of security;

13.   Noting that a budgetary provision is included for the establishment of the posts of the Gender Advisor and the Gender Assistant in the Office for Democratic Institutions and Human Rights as of 1 January 2000, invites secondments to fill these positions. Referring to the Istanbul Summit Declaration, the establishment of posts relating to gender issues should be seen in the context of a Gender Action Plan which will be submitted for early approval to the Permanent Council.

YEAR 2000 BUDGET

Fund

Main Programme

Subprogramme

		EUR	EUR

I. **The General Fund**

Secretary General and Central Services

1.	Executive Management	411,700	
2.	Press and Public Information	768,400	
3.	Legal Services	72,800	
4.	Auditing Services	311,200	
5.	Gender Issues	104,600	
6.	Short Term Missions/Visits of CiO and PR of the CiO	218,000	
7.	**Total**		**1,886,700**

Activities Relating to the Economic and Environmental Aspects of Security

8.	Co-ordinator of OSCE Economic and Environmental Activities	455,000	
9.	Economic Forum Meeting	212,500	
10.	**Total**		**667,500**

Conflict Prevention Activities

11.	Direction and Management	231,600	
12.	Mission Liaison	467,300	
13.	Mission Staffing	179,400	
14.	External Co-operation	356,000	
15.	Training and Capacity Building	109,300	
16.	Seminars	77,000	
17.	**Total**		**1,420,600**

YEAR 2000 BUDGET (Continued)

Fund			EUR	EUR
	Main Programme			
		Subprogramme		
	Activities Relating to Military Aspects of Security			
	18.	Communications Network	301,300	
	19.	FSC Support Unit	157,400	
	20.	Seminars	36,400	
	21.	**Total**		**495,100**
	Conference Services in Vienna			
	22.	Direction and Management	142,400	
	23.	Meeting Services and Administration	1,601,500	
	24.	Language Services	2,157,300	
	25.	**Total**		**3,901,200**
	Common Services in Vienna			
	26.	Direction and Management	235,400	
	27.	General Services	1,538,700	
	28.	Human Resources Management	1,207,100	
	29.	Finance	868,300	
	30.	Information Technology Section	3,275,500	
	31.	Operations	729,000	
	32.	**Total**		**7,854,000**
	Prague Office			
	33.	Conference Services	80,900	
	34.	Public Information, Documentation and Other Services	361,800	
	35.	**Total**		**442,700**
36.	**Total for the General Fund**			**16,667,800**
II.	**Office for Democratic Institutions and Human Rights (ODIHR)**			
	Human Dimension Activities			
	37.	Elections	2,618,200	
	38.	Democratization	1,031,900	

YEAR 2000 BUDGET (Continued)

Fund				
	Main Programme			
		Subprogramme		
			EUR	EUR
	39.	Monitoring and Public Affairs	563,200	
	40.	Implementation Meeting	328,200	
	41.	Roma and Sinti Issues	193,400	
	42.	**Total**		**4,734,900**
	Common Services			
	43.	Executive Management	341,500	
	44.	General Administration	621,600	
	45.	Finance	206,400	
	46.	**Total**		**1,169,500**
47.	**Total for ODIHR**			**5,904,400**
III.	**High Commissioner on National Minorities (HCNM)**			
	Activities of the High Commissioner			
	48.	Management	801,800	
	49.	On-site Consultations	349,600	
	50.	Reporting to the OSCE	36,000	
	51.	**Total**		**1,187,400**
	Common Services			
	52.	General Administration	309,900	
	53.	Finance	5,400	
	54.	**Total**		**315,300**
55.	**Total for HCNM**			**1,502,700**

YEAR 2000 BUDGET (Continued)

Fund			EUR	EUR
Main Programme				
	Subprogramme			

IV. **Representative on Freedom of the Media**

56.	Management		515,300	

57. **Total for Representative on Freedom of the Media** **515,300**

V. **Funds relating to the Conflict dealt with by the OSCE Minsk Conference**

58.	High Level Planning Group		199,400	
59.	The Minsk Process		1,236,500	
60.	Personal Representative of the CiO		884,000	

61. **Total Funds relating to the Conflict dealt with by the OSCE Minsk Conference** **2,319,900**

VI. **OSCE Missions and Field Operations**

62.	**Advisory and Monitoring Group to Belarus**			
	Staff Costs		113,100	
	Board and Lodging		399,600	
	Travel Costs		103,500	
	Other Services and Utilities		190,100	
	Representation		8,800	
	Language Services		18,000	
	Investment Costs		54,900	
	Supplies		36,600	
	Training Activities/Projects		10,700	
	Total			**935,300**
63.	**Assistance Group to Chechnya**			
	Staff Costs		268,200	
	Board and Lodging		384,000	
	Travel Costs		321,500	
	Other Services and Utilities		361,800	
	Representation		3,600	
	Language Services		0	
	Investment Costs		86,100	
	Supplies		114,800	
	Training Activities/Projects		4,700	
	Total			**1,544,700**

YEAR 2000 BUDGET (Continued)

Fund
  Main Programme
    Subprogramme

	EUR	EUR
64. Central Asian Liaison Office		
Staff Costs	219,700	
Board and Lodging	100,400	
Travel Costs	89,100	
Other Services and Utilities	112,000	
Representation	4,400	
Language Services	7,900	
Investment Costs	40,000	
Supplies	19,600	
Training Activities/Projects	77,700	
Total		**670,800**
65. Centre in Almaty		
Staff Costs	48,300	
Board and Lodging	158,300	
Travel Costs	61,400	
Other Services and Utilities	55,700	
Representation	3,500	
Language Services	2,400	
Investment Costs	10,600	
Supplies	12,900	
Training Activities/Projects	30,000	
Total		**383,100**
66. Centre in Ashgabad		
Staff Costs	76,700	
Board and Lodging	159,100	
Travel Costs	50,000	
Other Services and Utilities	63,700	
Representation	4,500	
Language Services	5,000	
Investment Costs	2,600	
Supplies	12,000	
Training Activities/Projects	28,900	
Total		**402,500**
67. Centre in Bishkek		
Staff Costs	20,000	
Board and Lodging	214,600	
Travel Costs	55,200	
Other Services and Utilities	74,100	
Representation	3,500	
Language Services	600	

YEAR 2000 BUDGET (Continued)

Fund		EUR	EUR
Main Programme			
	Subprogramme		
	Investment Costs	30,600	
	Supplies	13,700	
	Training Activities/Projects	30,000	
Total			**442,300**
68.	**Kosovo, Sandjak and Vojvodina**		
Total			**0**
69.	**Mission to Estonia**		
	Staff Costs	50,600	
	Board and Lodging	102,200	
	Travel Costs	138,300	
	Other Services and Utilities	93,400	
	Representation	10,000	
	Language Services	1,600	
	Investment Costs	7,200	
	Supplies	19,900	
	Training Activities/Projects	5,700	
Total			**428,900**
70.	**Mission to Georgia**		
	Staff Costs	138,600	
	Board and Lodging	677,600	
	Travel Costs	262,500	
	Other Services and Utilities	240,300	
	Representation	18,000	
	Language Services	0	
	Investment Costs	117,500	
	Supplies	69,700	
	Training Activities/Projects	9,800	
Total			**1,534,000**
71.	**Mission to Latvia**		
	Staff Costs	71,300	
	Board and Lodging	244,800	
	Travel Costs	34,800	
	Other Services and Utilities	113,700	
	Representation	12,700	
	Language Services	0	
	Investment Costs	11,900	
	Supplies	18,200	
	Training Activities/Projects	12,100	
Total			**519,500**

YEAR 2000 BUDGET (Continued)

Fund			
Main Programme			
	Subprogramme		
		EUR	EUR

72.	**Mission to Moldova**		
	Staff Costs	48,000	
	Board and Lodging	289,500	
	Travel Costs	44,800	
	Other Services and Utilities	82,100	
	Representation	11,600	
	Language Services	0	
	Investment Costs	24,700	
	Supplies	28,100	
	Training Activities/Projects	14,700	
Total			**543,500**
73.	**Mission to Tajikistan**		
	Staff Costs	97,900	
	Board and Lodging	406,300	
	Travel Costs	219,100	
	Other Services and Utilities	222,600	
	Representation	14,500	
	Language Services	2,000	
	Investment Costs	90,500	
	Supplies	63,400	
	Training Activities/Projects	29,000	
Total			**1,145,300**
74.	**Office in Baku**		
	Staff Costs	112,600	
	Board and Lodging	272,200	
	Travel Costs	42,700	
	Other Services and Utilities	126,900	
	Representation	5,400	
	Language Services	0	
	Investment Costs	147,100	
	Supplies	31,400	
	Training Activities/Projects	48,400	
Total			**786,700**
75.	**Office in Yerevan**		
	Staff Costs	68,600	
	Board and Lodging	236,700	
	Travel Costs	42,000	
	Other Services and Utilities	90,400	
	Representation	3,500	

YEAR 2000 BUDGET (Continued)

<u>**Fund**</u>

Main Programme

Subprogramme

	EUR	EUR
Language Services	0	
Investment Costs	5,100	
Supplies	31,300	
Training Activities/Projects	33,400	
Total		**511,000**
76. **Presence in Albania**		
Staff Costs	473,300	
Board and Lodging	1,341,000	
Travel Costs	198,500	
Other Services and Utilities	861,800	
Representation	26,000	
Language Services	0	
Investment Costs	148,400	
Supplies	149,800	
Training Activities/Projects	22,200	
Total		**3,221,000**
77. **Project Co-ordinator in Ukraine**		
Staff Costs	52,900	
Board and Lodging	162,600	
Travel Costs	33,800	
Other Services and Utilities	107,800	
Representation	2,400	
Language Services	5,600	
Investment Costs	29,300	
Supplies	23,100	
Training Activities/Projects	31,700	
Total		**449,200**
78. **Representative to the Estonian Commission on Military Pensioners**		
Staff Costs	22,200	
Board and Lodging	14,500	
Travel Costs	39,800	
Other Services and Utilities	20,200	
Representation	2,800	
Language Services	800	
Investment Costs	2,100	
Supplies	3,000	
Training Activities/Projects	0	
Total		**105,400**

YEAR 2000 BUDGET (Continued)

Fund				
	Main Programme			
		Subprogramme		
			EUR	EUR

79.	**Representative to the Joint Committee on the Skrunda Radar Station**			
	Staff Costs		0	
	Board and Lodging		0	
	Travel Costs		6,600	
	Other Services and Utilities		0	
	Representation		2,600	
	Language Services		0	
	Investment Costs		0	
	Supplies		0	
	Training Activities/Projects		7,200	
Total				**16,400**
80.	**Spillover Monitoring Mission to Skopje**			
	Staff Costs		87,200	
	Board and Lodging		232,400	
	Travel Costs		40,500	
	Other Services and Utilities		156,500	
	Representation		12,000	
	Language Services		2,600	
	Investment Costs		18,200	
	Supplies		30,200	
	Training Activities/Projects		19,000	
Total				**598,600**
81.	**Total for OSCE Missions and Field Operations**			**14,238,200**
VII.	**Large OSCE Missions and Projects**			
82.	**Mission to Croatia**			
	The Mission			
		Head Office in Zagreb	12,648,900	
		Co-ordination Centres	7,888,700	
Total for the Mission				**20,537,600**
		Secretariat Augmentation	549,300	
Grand Total for Mission to Croatia				**21,086,900**
83.	**Mission in Kosovo**			
	The Mission			
		Management	2,463,200	
		Administration	35,647,000	

YEAR 2000 BUDGET (Continued)

Fund			EUR	EUR
Main Programme				
	Subprogramme			
		Police Education and Development	11,778,400	
		Democratization	8,527,200	
		Media Affairs	2,467,400	
		Human Rights and Rule of Law	7,606,200	
		Election	16,561,300	
	Total for the Mission			85,050,700
		Secretariat Augmentation	2,962,300	
		ODIHR Augmentation	260,200	
	Total for Mission in Kosovo			88,273,200
84.	**Tasks in Bosnia and Herzegovina**			
	The Mission			
		Central Office	9,285,700	
		Press and Public Information	570,900	
		Training and Capacity Building	351,800	
		Democratization	1,650,300	
		Media Affairs	762,500	
		Human Rights	824,700	
		Regional Stabilization	996,300	
		Election Appeals Sub-Commission	166,200	
		Provisional Election Commission	226,400	
		Elections Department	13,438,900	
		Regional Centres	9,581,600	
	Total for the Mission			37,855,300
		Federation Ombudsmen	1,330,600	
		Ombudsmen in the Republika Srpska	426,400	
		Regional Stabilization	923,500	
		Secretariat Augmentation	1,135,000	
	Total for the Tasks in Bosnia and Herzegovina			41,670,800
85.	**Total Large OSCE Missions and Projects**			151,030,900
86.	**Total OSCE**			192,179,200

YEAR 2000 BUDGET (Continued)

Fund		
Main Programme		
Subprogramme		
	EUR	EUR
87. **Miscellaneous Income**		**(1,152,600)**
88. **Grand Total OSCE**		**191,026,600**

Fund		

OSCE POST TABLE

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
I. **The General Fund**			
Secretary General and Central Services			
Executive Management	Secretary General	-	
	Head of the Office	D1	
	Personal Assistant to the SG (S/12M)	P3	
	Senior Secretary	G6	
	Secretary B	G4	
Press and Public Information	Spokesperson/Head of Press and Public Information Section	P5	
	Press Officer	P3	
	Public Information Officer	P3	
	On-Line Manager	P2	
	Web Developer	P2	
	Senior Press and Public Information Assistant	G6	
	Press and Public Information Assistant	G4	
Legal Services	Legal Adviser	P3	
Auditing Services	Chief, Internal Audit Section	P5	
	Senior Internal Auditor	P5	
	Internal Auditor	P2	
	Auditing Assistant	G5	
Gender Issues	Gender Adviser	P3	31.12.2000
Activities Relating to the Economic and Environmental Aspects of Security			
	Co-ordinator of OSCE Economic and Environmental Activities	D1/D2*	
	Senior Economic Adviser	P5	
	Senior Economic Adviser	P5	
	Environmental Adviser (S/12M)	P3	
	Secretary A	G5	
	Secretary B - 50 per cent	G4	
Conflict Prevention Activities			
Management	Director of the Conflict Prevention Centre	D2	
	Secretary A	G5	
	Secretary B	G4	

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*   Incumbent appointed at the level of D2

OSCE POST TABLE (Continued)

Fund **Main Programme** 　Subprogramme		Grade of Post	Expiry Date of Post
Mission Liaison	Chief, Mission Liaison Section	P5	
	Senior Mission Liaison Officer	P4	
	Senior Mission Liaison Officer	P4	
	Senior Mission Liaison Officer	P4	
	Senior Mission Liaison Officer (S/12M)	P4	
	Security Co-ordinator	P3	
	Secretary B	G4	
	Chief, Situation/Communications Room (S/12M)	P3	
	Senior Duty Officer (S/12M)	P2	
	Duty Officer (S/12M)	G5	
	Duty Officer (S/12M)	G5	
	Duty Officer (S/12M)	G5	
	Duty Officer (S/12M)	G5	
	Duty Officer (S/12M)	G5	
Mission Staffing	Chief, Mission Staffing Section	P4	
	Senior Mission Staffing Assistant	G6	
	Senior Mission Staffing Assistant	G6	
External Co-operation	Head of Section for External Co-operation	D1	
	Senior Diplomatic Adviser	P4	
	Adviser	P3	
	Secretary A	G5	
	Secretary B - 50 per cent	G4	
Training and Capacity Building	Co-ordinator for Training and Capacity Building (S/12M)	P4	
	Training Assistant	G5	

Activities Relating to Military Aspects of Security

FSC Support Unit	Senior Communications Network Officer	P4	
	Senior FSC Support Officer	P4	

Conference Services in Vienna

Direction and Management	Director for Resources - 50 per cent	D2	
	Deputy Director for Conference Services	P5	
	Secretary A	G5	
	Secretary A	G5	
Meeting Services and Administration	Financial Management Officer	P3	
	Chief, Meetings Assistance Unit	P2	
	Security Officer	G7	
	Supervisor, Meetings Support and Documents Unit	G6	
	Assistant Supervisor, Meetings Support and Documents Unit	G4	

OSCE POST TABLE (Continued)

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
	Senior Meetings Assistant	G6	
	Senior Meetings Assistant	G6	
	Information Desk Attendant	G4	
	Meeting Room Attendant	G3	
	Meeting Room Attendant	G3	
	Reproduction Equipment Operator	G3	
	Meeting Room Attendant	G3	
	Telephone Operator	G2	
Language Services	Chief, Language Services Section	P4	
	Senior Language Services Assistant	G6	
	Supervisor, Text Control and Processing Unit	G6	
	Assistant Supervisor, Text Control and Processing Unit	G5	
	Secretary B	G4	
Common Services in Vienna			
Direction and Management	Director for Resources - 50 per cent	D2	
	Operations Officer	P3	
	Secretary A	G5	
General Services	Chief, Administrative Services Unit	P2	
	Supervisor, Travel and General Support	G6	
	Supervisor, Records Management	G5	
	Registry Assistant	G4	
	Travel Assistant	G4	
	Driver	G3	
	Receptionist	G3	
	Cleaner	G1	
	Cleaner	G1	
	Cleaner	G1	
Human Resources Management	Deputy Director for Finance and Personnel Services - 25 per cent	P5	
	Chief, Personnel Unit	P3	
	Personnel Officer	P2	
	Senior Recruitment Assistant	G6	
	Personnel Assistant	G5	
	Personnel Assistant	G4	
Finance	Deputy Director for Finance and Personnel Services - 75 per cent	P5	
	Financial Controller	P4	
	Chief, Budget Unit	P4	
	Chief, Accounts Unit	P3	
	Treasurer	P3	
	Budget Officer	P2	

OSCE POST TABLE (Continued)

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
	Budget Officer	P2	
	Accountant	G7	
	Senior Treasury Assistant	G6	
	Finance Assistant	G5	
	Finance Assistant	G4	
	Secretary B	G4	
Information Technology Section	Chief Information Technology Section	P5	
	Chief, Technical and Networking Unit	P3	
	Chief, Management Information Systems Unit	P3	
	Systems Administrator	P2	
	Business Analyst (DMS)	P3	
	Business Analyst (FMS)	P3	
	Business Analyst (MMS)	P3	
	Senior IT Assistant (Internet/Intranet)	G7	
	Application Assistant	G7	
	Senior Information Technology Assistant	G6	
	Senior Information Technology Assistant	G6	
	Application Training Assistant	G5	
	Information Technology Assistant (Help Desk)	G4	
	Information Technology Assistant (Help Desk)	G4	
	Information Technology Clerk	G4	
	Secretary	G4	
Operations	Chief of Operations	P5	
	Logistics Officer	P3	
	Chief, Procurement Unit	P3	
	Transportation Officer	P3	
	Supply Officer	P2	
	Chief, Communications Unit	P2	
	Maintenance Officer	P2	
	Communications Officer	P2	
	Senior Database Assistant	G6	
	Logistics Assistant	G4	
	Secretary B	G4	
	Fleet Management Clerk	G2	
Prague Office			

Public Information, Documentation
  and Other Services
	Head of Office and Officer-in-Charge
	  of Meetings (S/12M)
		P3	

	Senior Assistant for Documentation and Information	G7	
	Senior Information Technology Assistant	G6	
	Secretary A	G5	
	Archivist	G5	

OSCE POST TABLE (Continued)

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
	Cleaner - 75 per cent	G1	
	Senior Assistant, Administration and Finance	G6	
	IT Assistant	G5	

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

Human Dimension Activities

Elections	Head, Election Section	P5	
	Elections Adviser	P3	
	Elections Adviser	P3	
	Elections Adviser	P3	
	Elections Adviser	P3	
	Election Officer	P1	
	Election Officer	P1	
Democratization	Head Democratization Section	P5	
	Rule of Law Adviser	P3	
	NGO Adviser	P3	
	Freedom of Movement/Migration Adviser	P3	
	Gender Adviser (S/9M, 3 months contracted)	P3	
	Rule of Law Officer	P2	
	NGO Officer	P2	
	Freedom of Movement/Migration Officer	P2	
	Gender Assistant (S/12M)	P1	
Monitoring and Public Affairs	Head of Monitoring and Public Affairs	P3	
	Public Affairs Officer	P2	
	Monitoring Officer	P2	
Roma and Sinti Issues	Adviser on Roma and Sinti Issues	P4	

Common Services

Executive Management	Director of the ODIHR	-	
	Personal Adviser to the Director of the ODIHR (S/12M)	-	
	First Deputy Director of the ODIHR	D1	
	Second Deputy Director for Administration and Conference Services	P5	
General Administration	Administrative Officer	P1	
	Senior Information Technology Assistant	G6	
	Personal Assistant	G6	
	Information Technology Assistant	G5	
	Senior Logistics Assistant	G5	
	Administrative Assistant	G5	
	Administrative Assistant	G5	

OSCE POST TABLE (Continued)

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
	Administrative Assistant	G5	
	Administrative Assistant	G5	
	Registry Clerk	G3	
	Receptionist	G3	
	Driver/Messenger	G3	
Finance	Finance Officer	P2	
	Senior Finance Assistant	G7	
	Treasury Assistant	G6	
	Finance Assistant	G5	
	Finance Assistant	G5	

III. High Commissioner on National Minorities (HCNM)

Activities of High Commissioner

Management	High Commissioner	-	
	Personal Adviser (S/12M)	-	
	Director	D1	
	Senior Adviser	P5	
	Senior Adviser	P4	
	Senior Adviser	P4	
	Senior Adviser	P4	
	Senior Legal Adviser	P4	
	Legal Adviser	P3	

Common Services

General Services	Senior Administrative Assistant	G7	
	Secretary A	G5	
	Secretary B	G4	
	Information Assistant	G5	
	Programme Assistant	G5	
	Secretary (to HCNM) (S12/m)	G5	

IV. Representative on Freedom of the Media

Management	Representative on Freedom of the Media	-	
	Adviser (S/12M)	P5	
	Adviser (S/12M)	P5	
	Adviser	P4	
	Adviser (6M)	P2	
	Secretary A	G5	
	Secretary B - 50 per cent	G4	
	IT Assistant Help Desk - 25 per cent	G4	

V. The Conflict dealt with by the OSCE Minsk Conference

	Administrative Assistant	G5	

OSCE POST TABLE (Continued)

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
	IT Assistant Help Desk - 25 per cent	G4	

VI. OSCE Missions and Field Operations

Central Asian Liaison Office	Head of the Office (S/12M)	-	31.12.2000
	Political Officer (S/12M)	P3	31.12.2000
	Human Dimension Officer	P3	31.12.2000
	Economic Affairs Officer	P3	31.12.2000
	Secretary/Interpreter	G4	31.12.2000
	Finance Assistant	G4	31.12.2000
	Driver	G2	31.12.2000
	Driver	G2	31.12.2000
Centre in Ashgabad	Administrative and Finance Officer	P2	31.12.2000
Mission in Georgia	Administrative and Finance Officer	P2	31.12.2000
Office in Yerevan	Administrative and Finance Officer	P2	31.12.2000

VII. Large OSCE Missions and Projects

Mission to Croatia

Head Office in Zagreb HOM Office and Political Units	Information Technology Officer	P3	31.12.2000
	Maintenance/Transportation Officer	P3	31.12.2000
	Finance Officer	P3	31.12.2000
	Personnel Officer	P3	31.12.2000
	Training Officer	P3	31.12.2000
	Personnel/Finance Officer	P2	31.12.2000
	Procurement/Supply Officer	P3	31.12.2000

Secretariat Augmentation

Mission Liaison	Mission Liaison Officer	P3	31.12.2000
Mission Staffing	Mission Staffing Assistant	G5	31.12.2000
	Secretary B	G4	31.12.2000
General Services	Mail Processing Assistant	G4	31.12.2000
Finance	Budget Assistant	G5	31.12.2000
	Finance Assistant	G5	31.12.2000
	Secretary B - 50 per cent	G4	31.12.2000
Information Technology Section	Information Technology Assistant (Help Desk)	G4	31.12.2000
Operations	Deputy Chief of Operations	P4	31.12.2000

OSCE POST TABLE (Continued)

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
	Procurement Assistant	G5	31.12.2000
	Maintenance Assistant	G5	31.12.2000
Tasks in Bosnia and Herzegovina			
The Mission	Director of Mission Resources and Support	P5	31.12.2000
	Deputy Director of Mission Resources for Administration and Budget	P4	31.12.2000
	Deputy Chief of Finance	P3	31.12.2000
	Chief Logistics Officer	P3	31.12.2000
	Chief Personnel Officer	P3	31.12.2000
	Chief of Mission Training	P3	31.12.2000
	Finance Officer	P2	31.12.2000
	Finance Officer	P2	31.12.2000
Regional Stabilization/Arms Control			
Negotiation (Art. II and IV)	Secretary	G4	31.12.2000
	IT Help Desk Assistant - 25 per cent	G4	31.12.2000
Negotiation (Art. V)	Diplomatic Advisor	P4	31.12.2000
	Arms Specialist (S/12M)	P4	31.12.2000
	Legal Advisor (S/12M)	P4	31.12.2000
	Military Advisor (S/12M)	P4	31.12.2000
	Secretary	G5	31.12.2000
	IT Help Desk Assistant - 25 per cent	G4	31.12.2000
Secretariat Augmentation			
Press and Public Information	Web Editor	P2	31.12.2000
Co-ordinator of OSCE Economic and Environmental Activities	Economic Adviser (S/12M)	P3	31.12.2000
Mission Liaison	Mission Liaison Officer	P3	31.12.2000
Mission Staffing	Mission Staffing Assistant	G5	31.12.2000
General Services	Registry Assistant	G4	31.12.2000
Finance	Senior Claims Examination Assistant	G6	31.12.2000
	Finance Assistant	G5	31.12.2000
	Finance Assistant	G5	31.12.2000
	Finance Assistant	G5	31.12.2000
	Cashier	G5	31.12.2000
	Budget Assistant	G4	31.12.2000
	Treasury Assistant - 50 per cent	G4	31.12.2000

OSCE POST TABLE (Continued)

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
Information Technology Section	Senior Information Technology Assistant	G6	31.12.2000
	Senior Information Technology Assistant (LAN/WAN)	G7	31.12.2000
	Senior Software Development Assistant	G6	31.12.2000
	Application Assistant	G6	31.12.2000
Operations	Inventory Control Assistant	G5	31.12.2000
	Procurement Assistant	G5	31.12.2000
	Procurement Assistant	G5	31.12.2000
	Procurement Assistant	G4	31.12.2000
	Secretary B	G4	31.12.2000
	Warehouse Clerk	G3	31.12.2000
	Driver	G2	31.12.2000
	Driver	G2	31.12.2000
Mission in Kosovo			
Office of the Deputy Head of Mission	Senior Internal Auditor	P4	31.12.2000
Department of Elections			
Office of the Director of Election Development	Budget/Administrative Officer	P2	31.12.2000
Office of the Director of Election Operations	Budget/Administrative Officer	P2	31.12.2000
	Budget/Administrative Officer	P2	31.12.2000
Department of Administration and Support			
Office of the Director of Administration and Support	Director	D1	31.12.2000
	Executive Assistant	P1	31.12.2000
	Executive Secretary	G5	31.12.2000
	Regional Resources Co-ordinator	P3	31.12.2000
	Administrative Officer	P2	31.12.2000
Division of Financial Management	Head of Financial Management	P5	31.12.2000
Accounts Section	Chief of Accounts	P2	31.12.2000
	Reviewer of Accounts	P2	31.12.2000
	Finance Officer	P1	31.12.2000
Treasury Section	Treasurer	P2	31.12.2000
	Payments/Cashier	P1	31.12.2000
Budget Section	Chief of Budget	P4	31.12.2000
	Budget Officer	P2	31.12.2000
	Budget Officer	P2	31.12.2000

OSCE POST TABLE (Continued)

Fund Main Programme Subprogramme		Grade of Post	Expiry Date of Post
Division of Human Resources Development	Head of Human Resources	P5	31.12.2000
Personnel Administration Section	Chief of Personnel	P4	31.12.2000
	Personnel Officer (International Staff)	P2	31.12.2000
	Personnel Officer (International Staff)	P2	31.12.2000
	Personnel Officer (International Staff)	P2	31.12.2000
	Personnel Officer (Local staff)	P2	31.12.2000
	Personnel Officer (Local staff)	P2	31.12.2000
	Personnel Officer/Database Administrator	P2	31.12.2000
	Personnel Officer/Accommodation	P2	31.12.2000
Medical Services Section	Senior Medical Officer	P4	31.12.2000
	Medical Training Officer	P2	31.12.2000
	Chief Counsellor	P4	31.12.2000
	Senior Counsellor	P4	31.12.2000
Training Section	Chief of Training	P3	31.12.2000
	Training Officer	P2	31.12.2000
	Training Officer	P2	31.12.2000
Division of General Services	Head of General Services	P5	31.12.2000
Logistics Support Services	Chief of Logistics	P4	31.12.2000
	Logistics Co-ordinator	P3	31.12.2000
	Logistics Officer	P3	31.12.2000
Material Control	Material Control Officer	P2	31.12.2000
Supply	Supply Co-ordinator	P3	31.12.2000
	Supply Officer	P2	31.12.2000
	Supply Officer	P2	31.12.2000
	Supply Officer	P2	31.12.2000
	Customs Co-ordinator	P2	31.12.2000
	Customs Officer	P2	31.12.2000
	Inventory Co-ordinator	P2	31.12.2000
	Inventory Officer	P2	31.12.2000
	Warehouse Co-ordinator	P2	31.12.2000
	Warehouse Officer	P2	31.12.2000
Maintenance	Maintenance Co-ordinator	P2	31.12.2000
	Maintenance Officer	P2	31.12.2000
	Fleet Management Officer	P2	31.12.2000
	Fleet Management Officer	P2	31.12.2000
Transport Management	Transport Co-ordinator	P3	31.12.2000
	Transport Officer	P2	31.12.2000

OSCE POST TABLE (Continued)

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
	Movement Control Officer	P2	31.12.2000
Procurement	Chief of Procurement and Contractual Services	P4	31.12.2000
	Procurement Officer	P3	31.12.2000
	Procurement Officer	P3	31.12.2000
	Contracting Officer	P3	31.12.2000
Building Management Services	Chief of Buildings Management	P4	31.12.2000
	HQ Facility Management Officer	P2	31.12.2000
	Facility Management Officer	P2	31.12.2000
Planning and Engineering	Electrical Engineer	P3	31.12.2000
	HVAC Engineer	P3	31.12.2000
	Building Engineer	P3	31.12.2000
	Monitoring Engineer	P2	31.12.2000
Electrical Maintenance	Electrical Maintenance Officer	P2	31.12.2000
HVAC Maintenance	HVAC Officer	P2	31.12.2000
Building Construction and Space	BC Officer	P2	31.12.2000
	SA Officer	P2	31.12.2000
Communications and IT Services Division			
Communications Administration Unit	Head, Communications and IT	P5	31.12.2000
	Administrative Officer	P2	31.12.2000
Radio Communications Section	Chief Radio Communications	P3	31.12.2000
	Radio Communications Officer	P2	31.12.2000
Telecommunications Section	Chief Telecommunications	P3	31.12.2000
	Satellite Communication Officer	P2	31.12.2000
Information Technology Section	Chief Information Technology	P4	31.12.2000
	IT Officer	P3	31.12.2000
	IT Officer	P3	31.12.2000
	IT Officer	P3	31.12.2000
	IT Officer	P3	31.12.2000
	IT Officer	P3	31.12.2000
Archives and Communications Services	ACS Co-ordinator	P2	31.12.2000
	Communications Operations Officer	P2	31.12.2000
	Archives/Registry Officer	P1	31.12.2000
Mission Security and Safety Division	Head of Mission Security	P4	31.12.2000
	Security Officer - HQ	P3	31.12.2000
	Security Officer - RCs	P2	31.12.2000
	Fire and Safety Officer	P2	31.12.2000

OSCE POST TABLE (Continued)

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
Skopje Support Group	Chief, Administration and Finance	P2	31.12.2000
	Customs Officer	P2	31.12.2000
	Procurement Officer	P2	31.12.2000
Department of Police Education and Development			
Administration and Support	Chief, Administration and Finance	P3	31.12.2000
	Personnel Officer	P3	31.12.2000
	Chief, Communications/IT Officer	P3	31.12.2000
	Chief, General Services	P3	31.12.2000
	Administration Officer	P2	31.12.2000
	Finance Officer	P2	31.12.2000
	Personnel Officer	P2	31.12.2000
	Network Administrator	P2	31.12.2000
	Communications Officer	P2	31.12.2000
	Logistics Officer	P2	31.12.2000
	Fleet Maintenance Officer	P2	31.12.2000
	Supply/Procurement Officer	P2	31.12.2000
	Material Control Officer	P2	31.12.2000
	Maintenance and Facility Officer	P2	31.12.2000
	Maintenance and Facility Officer	P2	31.12.2000
	Chief of Security	P2	31.12.2000
	Fleet Officer	P1	31.12.2000
	Security Officer	P1	31.12.2000
	Accountant	P1	31.12.2000
Gnjilane Regional Centre and Field Offices			
Regional Centre Support Staff	Chief, Administration and Finance	P2	31.12.2000
	Personnel Officer	P2	31.12.2000
	Supply Officer	P2	31.12.2000
	Communications Network and IT Officer	P2	31.12.2000
	Transport Officer	P2	31.12.2000
	Security Officer	P2	31.12.2000
Mitrovica Regional Centre and Field Offices			
Regional Centre Support Staff	Chief, Administration and Finance	P2	31.12.2000
	Personnel Officer	P2	31.12.2000
	Supply Officer	P2	31.12.2000
	Communications Network and IT Officer	P2	31.12.2000
	Transport Officer	P2	31.12.2000
	Security Officer	P2	31.12.2000
Prizren Regional Centre and Field Offices			
Regional Support Centre Staff	Chief, Administration and Finance	P2	31.12.2000
	Personnel Officer	P2	31.12.2000

OSCE POST TABLE (Continued)

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
	Supply Officer	P2	31.12.2000
	Communications Network and IT Officer	P2	31.12.2000
	Transport Officer	P2	31.12.2000
	Security Officer	P2	31.12.2000
Pec Regional Centre and Field Offices			
Regional Support Centre Staff	Chief, Administration and Finance	P2	31.12.2000
	Personnel Officer	P2	31.12.2000
	Supply Officer	P2	31.12.2000
	Communications Network and IT Officer	P2	31.12.2000
	Transport Officer	P2	31.12.2000
	Security Officer	P2	31.12.2000
Pristina Regional Centre and Field Offices			
Regional Centre Support Staff	Chief, Administration and Finance	P2	31.12.2000
	Personnel Officer	P2	31.12.2000
	Supply Officer	P2	31.12.2000
	Communications Network and IT Officer	P2	31.12.2000
	Transport Officer	P2	31.12.2000
	Security Officer	P2	31.12.2000
Secretariat Augmentation			
Secretary General and Central Services			
Press and Public Information	Public Information Officer	P2	31.12.2000
Internal Audit Office	Internal Auditor	P2	31.12.2000
Conflict Prevention Centre			
Mission Staffing	Mission Staffing Officer	P2	31.12.2000
	Mission Staffing Officer	P2	31.12.2000
	Mission Staffing Assistant	G5	31.12.2000
	Mission Staffing Assistant	G5	31.12.2000
	Mission Staffing Assistant	G5	31.12.2000
	Secretary	G5	31.12.2000
	Secretary	G4	31.12.2000
Mission Liaison	Senior Mission Liaison Officer	P4	31.12.2000
	Mission Monitoring Assistant	G5	31.12.2000
Common Services in Vienna			
Operations	Procurement Officer	P2	31.12.2000
	Deputy Supply Officer	P2	
	Senior Administrative Assistant	G6	31.12.2000

OSCE POST TABLE (Continued)

Fund **Main Programme** Subprogramme		Grade of Post	Expiry Date of Post
	Senior Communications Assistant	G6	31.12.2000
	Supply Assistant	G5	31.12.2000
	Transportation Assistant	G5	31.12.2000
	Maintenance Assistant	G5	31.12.2000
	Procurement Assistant	G5	31.12.2000
	Procurement Assistant	G5	31.12.2000
	Maintenance Clerk	G3	31.12.2000
	Data Entry Clerk (Supply)	G3	31.12.2000
	Data Entry Clerk (Transport)	G3	31.12.2000
	Driver	G2	31.12.2000
General Services	Administrative Assistant	G4	31.12.2000
	Registry Assistant	G4	31.12.2000
	Registry Assistant	G4	31.12.2000
	Messenger	G2	31.12.2000
	Manual Worker	G2	31.12.2000
	Cleaner	G1	31.12.2000
	Cleaner	G1	31.12.2000
Finance Section			
Budget	Senior Budget Assistant	G6	31.12.2000
	Budget Clerk	G2	31.12.2000
Accounts	Finance Officer	P2	31.12.2000
	Senior Accounting Control Assistant	G6	31.12.2000
	Finance Assistant	G5	31.12.2000
	Finance Assistant	G5	31.12.2000
Treasury	Cashier	G5	31.12.2000
	Treasury Assistant 50 per cent	G4	31.12.2000
Personnel	Personnel Officer	P2	31.12.2000
	Personnel Assistant	G5	31.12.2000
	Personnel Clerk	G3	31.12.2000
Information Technology **Section**	Missions IT Co-ordinator	P3	31.12.2000
	Programming Assistant - Oracle	G6	31.12.2000
	Senior IT Assistant	G6	31.12.2000
	IT Assistant (Helpdesk) Kärntnerring	G4	31.12.2000
	Programming Assistant	G5	31.12.2000
ODIHR Augmentation			
	Liaison Officer	P3	31.12.2000