

ADMINISTRATIVE SERVICES (AS)

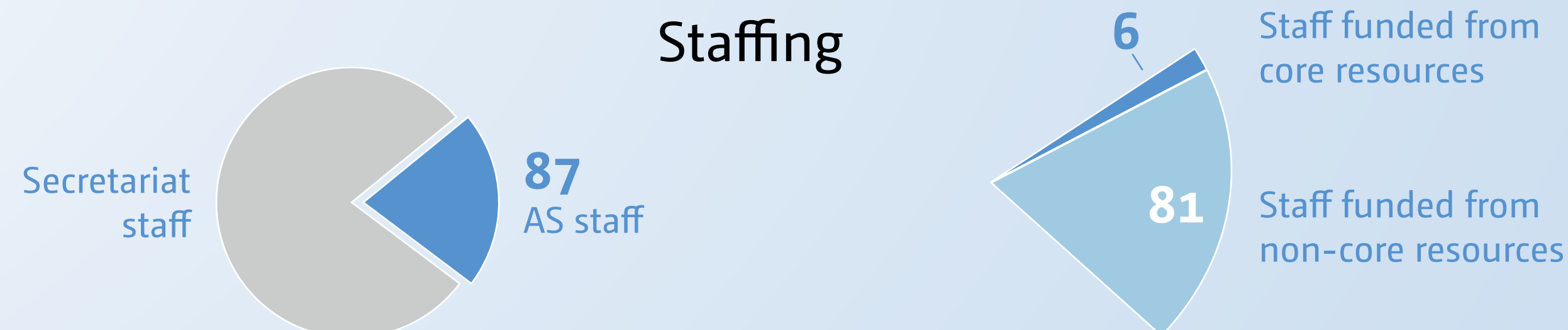


United Nations
Framework Convention on
Climate Change

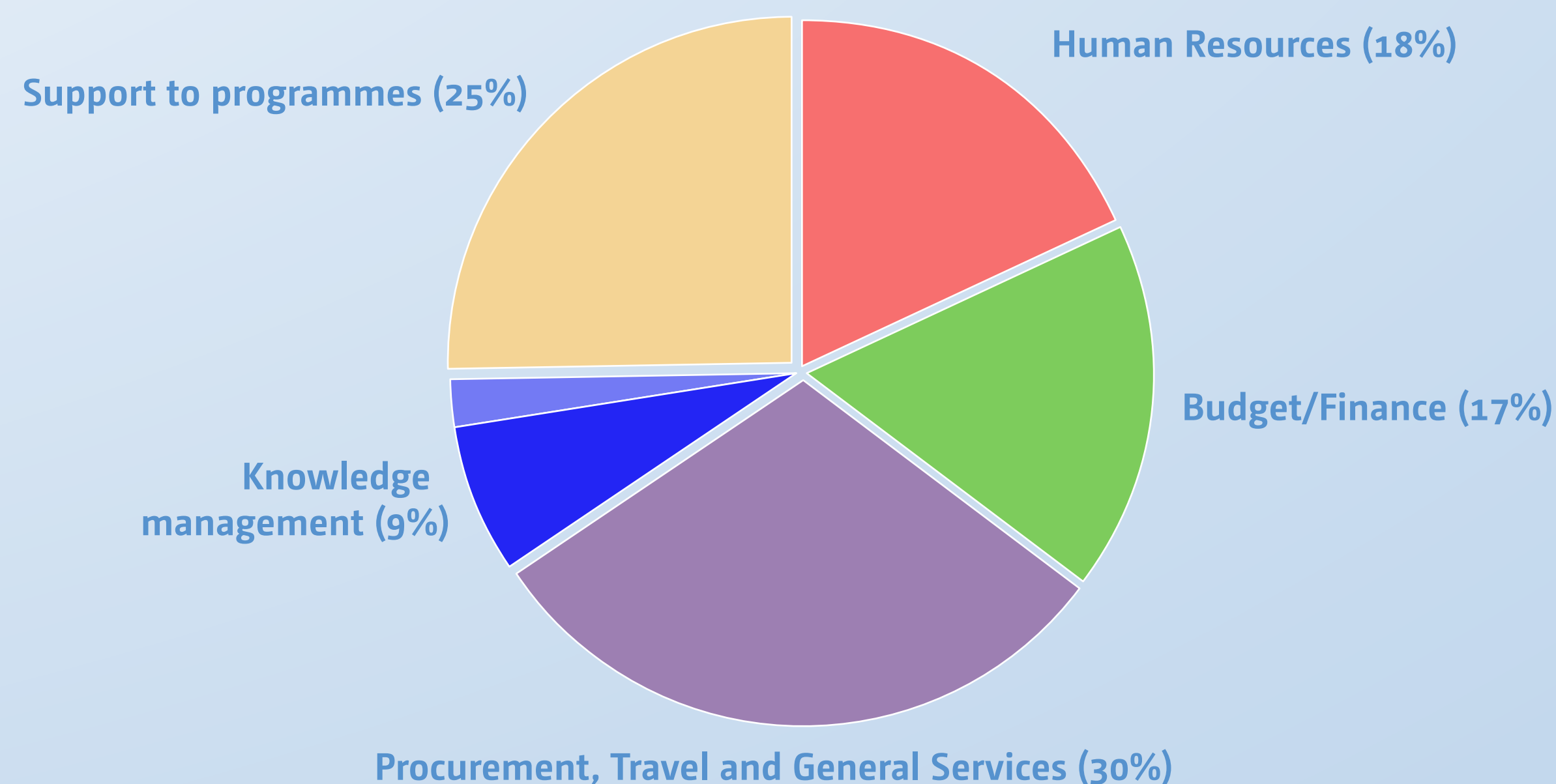


Key areas of work

- Providing central services for the management of human and financial resources of the secretariat
- Developing administrative policies and guidelines, including being custodian of primary UN policies, rules and procedures including staff rules, procurement policy and financial rules and regulations
- Managing travel arrangements for staff and participants
- Procurement of goods and services



Allocation of staff resources



Dark shade - funded from core resources / Light shade - funded from non-core resources