

Administrative Decision
Establishment of a Kimberley Process Secretariat

Section VI of the Kimberley Process (KP) Core Document recognizes the necessity of administrative support for the effective administration of the Kimberley Process Certification Scheme (KPCS).

Pursuant to KP/2017/Plenary/Administrative Decision 1 adopted by Plenary in Brisbane, Australia the Ad Hoc Committee on Review and Reform (AHCRR) undertook “a needs assessment for a dedicated Secretariat for the Kimberley Process in order to examine possible modalities, with a view to making a proposal as required, for a dedicated Secretariat for the Kimberley Process, including potential duties, staff levels, budget, and location/host”. The AHCRR engaged with KP Participants and Observers, other representatives of the diamond industry and civil society, academics and legal experts on the matter. As a result of such consultations the AHCRR presented to the Plenary conclusions and draft decisions on the strengthening of the KP administrative support by means of establishing a KP Secretariat.

The Plenary,

Welcoming the report and proposals of the AHCRR on the establishment of a KP Secretariat and its potential Tasks to be performed,

Noting the benefit of the current Administrative Support Mechanism and the potential to strengthen it,

Recognizing the importance of further developing the capacity and consistency of administrative support to the KP to achieve effective administration of the KPCS,

Recognizing the utility of establishing of a permanent, professional and dedicated administrative work in support of the KP Chair and KP working bodies on a daily basis to respond to challenges and the opportunities facing the KP,

Reconfirming that any administrative support body to the KP does not perform any policy work and that the services provided are strictly administrative in nature, in line with Section VI of the KPCS Core Document,

Acknowledging that funding issues will arise and the capacity to fund the KP Secretariat will need to be addressed in an appropriate and sustainable manner,

Appreciating existing KP needs assessments and findings, noting their relevance to future KP decisions,

1. Reached consensus on the principle of establishing of a KP Secretariat (KPS) with the Tasks identified by the 2011 Amendment to the 2010 AD on the Establishment of the Ad Hoc Committee for Exploring the Modalities of Enhancing the Efficiency of the KP with a View to Provide Administrative Support for Its Activities.
2. Decided that the Tasks as referred to in the above mentioned 2011 Amendment should be further developed, including potential Data website hosting and management.
3. Instructed the AHCRR to:
 - a. Develop a proposal on the structure, legal status, staffing, appropriate funding mechanism and administrative budget, including budgetary implications of each Task identified by the above mentioned 2011 Amendment and to be further developed in 2019;
 - b. Reach out to KP Participants, Observers and international organizations with the aim to identify potential interest in hosting the KPS, establishing an appropriate process for identification and selection;
 - c. Present the report to the 2019 Intercessional meeting and draft Terms of Reference for final decision at the 2019 Plenary.