



20th MEETING OF THE STANDING COMMITTEE
2 March 2022, Virtual Meeting Format

Overview of the tasks to be implemented by the Secretariat in 2022

Following a correspondence from the Government of the Netherlands sent to the Chair of the Standing Committee, dated 17th January 2022, the Chair has requested the UNEP/AEWA Secretariat to present at the 20th Meeting of the Standing Committee an overview of all Secretariat tasks to be implemented in 2022.

A general overview of all tasks the Secretariat will be undertaking in 2022 is provided in Annex I. The overview is split into the four main sections corresponding to the four units of the Secretariat. However, as the overview also shows in its last column many tasks are cross-cutting and work is shared between different units involved. The current staffing situation of the Secretariat is described in Annex II. In addition, Annex III contains a list of all tasks specifically related to the preparations of the 8th Session of the Meeting of the Parties scheduled to take place on 26 – 30 September 2022 in Budapest, Hungary. The MOP8 preparations will be in the focus of the Secretariat work throughout the spring and summer period 2022 and prioritized above any other tasks.

The European Goose Management Platform (EGMP) has its own Programme of work decided by the European Goose Management International Working Group, which can be downloaded at [aewa_egm_iwg_6_17_budget_and_cpow.pdf](#)

In accordance with the UNEP staff performance evaluation cycles, the individual work plans of Secretariat staff members are annually decided in the course of March, starting from 1 April each year. The list of activities provided in Annex I will therefore still undergo changes and additions, depending on the activities agreed for the new working cycle.

I. Overview of Secretariat's tasks for 2022

EX = Executive Management Unit; SICU = Science, Implementation and Compliance Unit;
AI = African Initiative Unit; IMCA = Joint CMS and AEWA Information Management,
Communications and Awareness-Raising Unit

Work	TASK	Units involved
General management		
1.1	General & Financial Management	
1.1.1	General management of the Secretariat	EX
1.1.2	Approve, monitor & follow up expenditures	EX
1.1.3	Follow up annual contributions	EX
1.1.4	Follow up volycons	EX
1.1.5	Budget revisions	EX
1.1.6	Develop budget proposal for 2023-2025	EX
2.2	Administrative tasks	
2.2.1	Procurement & inventory	EX
2.2.2	Travel arrangements	EX, SICU, AI, IMCA
2.2.3	Travel certification	EX
2.3	Personnel Management	
2.3.1	E-PAS	EX, SICU, AI, IMCA
2.3.2	Oversee Secretariat and individual staff work plans	EX, SICU, AI, IMCA
2.3.3	Recruitment/ contract-related follow up	EX, SICU
2.4	Fundraising	
2.4.1	Maintain list of priorities	EX
2.4.2	General fundraising letter mailings	EX
2.4.3	Individual proposals	EX
2.4.3.1	Fundraising for PoAA activities and salaries	EX, AI
2.4.3.2	Fundraising for science, implementation and compliance & EGMP	EX, SICU
2.4.3.3	Fundraising for communication	EX
2.4.3.4	Fundraising for common issues & regular volycons	EX
2.5	Meeting organisation	
2.5.1	17th Technical Committee meeting (logistics and documentation)	SICU
2.5.2	20th Standing Committee meeting (logistics and documentation)	EX
2.5.3	8th Meeting of Parties (logistics and documentation)	EX, SICU, AI, IMCA
2.5.4	21th Standing Committee meeting (logistics and documentation)	EX
2.5.5	18th Technical Committee meeting (logistics and documentation)	SICU
2.6	Cooperation with other organisations	EX, SICU, AI, IMCA
2.7	Recruitment of Parties	
2.7.1	Recruitment Africa	EX, AI
2.7.2	Recruitment Eurasia	EX, SICU
2.7.3	Welcome letters to new Parties	EX, AI
2.7.4	Follow up on focal point data	EX, AI, IMCA
2.8	Other issues	
2.8.1	Communication with depositary	EX
2.8.2	IT-related issues	EX
2.8.3	AEWA Contact Database Updates	IMCA
2.8.4	Notifications to Parties	IMCA

Work	TASK	Units involved
Science, implementation and compliance		
3.1	European Goose Management Platform	SICU/EGMP
3.2	Project implementation and supervision (Lesser White-fronted Goose Life project, Northern Bald Ibis GPGC projects (2), Slaty Egret GPGC project, White-winged Flufftail project)	SICU, AI
3.3	AEWA International Species Working Group related tasks (ISSAP coordination - WwF, SL, NBI, GCC, MpH, LF, SE)	SICU, AI
3.4	TC work plan 2019-2022 implementation	SICU
3.5	Facilitation of TC operations: moderation of TC Workspace; nomination procedure for new TC members	SICU
3.6	Arctic Migratory Bird Initiative	SICU
3.7	Facilitate the Implementation Review Proces (open and new case files)	SICU
3.8	Facilitate Strategic Plan implementation	EX, SICU
3.9	Compile a progress report on the implementation of the Strategic Plan for MOP8 submission	SICU
3.10	Take part in the work of the CMS Energy TF	SICU
3.11	Preparing Technical Series for publishing (guidelines, reports, ISSAPs)	SICU
3.12	Printing of the CSR8 popular version	SICU, IMCA
African Initiative		
4.1	Meeting/workshop organization	
4.1.1	African preparatory Meeting for MOP8 (pre-MOP8)	AI, SICU, EX
4.1.2	Preparations for the AEWA ToT on flyway conservation for SIDS (planned for February 2023)	AI, SICU
4.1.3	1st meeting of the AEWA Slaty Egret International Working Group	AI, SICU
4.1.4	3rd meeting of the AEWA Northern Bald Ibis International Workign Group	SICU
4.1.5	AEWA MOP8: providing support for the coordination of the African coordination region and other logistical preparations and substantive preparations	AI, EX
4.1.6	Provide Logistical arrangements for AI-related meetings including arrangements for travel, visa & subsistence of funded delegates, meeting equipment, contracting of consultants and interpreters where necessary, and other	AI, EX
4.2	Collaboration with partners	
4.2.1	Liaise with and provide input to the RESSOURCE Project/ partners and TSU, including participating in relevant meetings	AI, EX
	Maintain contact with the Wadden Sea Flyway Initiative on the East Atlantic Flyway IKI-approved project and provide input to the on-going project processes, meetings and documents	AI, SICU
4.3	PoAA implementation	
4.3.1	Develop indicators for the overall assessment of PoAA implementation	AI, SICU
4.3.2	Conduct an assessment of the implementation of the PoAA and resulting progress report to be submitted to MOP8	AI, SICU
4.3.3	Initiate establishment of the MOP9 PoAA online reporting template/ process	AI, SICU, IMCA
4.3.4	Promote PoAA implementation in collaboration with project partners and other stakeholders, including identifying / facilitating / maintaining opportunities for advancing implementation including collaborative efforts with various partners	AI

Work	TASK	Units involved
4.4	AI-related project management/coordination	
4.4.1	Coordinate / facilitate effective implementation of EC-funded projects, including timely and adequate reporting from implementing partners	AI, SICU
4.4.2	Maintain and coordinate contact with project partners for the CBD-Biobridge Initiative funded project on Lesser Flamingo satellite tagging in Senegal	AI
4.4.3	Develop project proposals and budget estimates to secure funds for PoAA related activities and coordination	AI, SICU, EX
4.4.4	Coordinate / facilitate/ conduct the necessary financial and administrative processes (UMOJA) required for smooth management of the projects, including preparation of Small-Scale Funding Agreements, Memoranda of Understanding, support for registration of grants/processing of payments etc.	AI
4.4.5	Review financial and substantive reports from project partners for accuracy and approve them for further administrative/financial processing	AI
4.4.6	Prepare timely donor reports	AI, SICU
4.5	Provide advisory services to African Range States	
4.5.1	Provide timely responses / information / support to requests from African Range States and partners	AI
4.5.2	Facilitate and promote active participation and involvement of AEWA African National Focal Points in AEWA meetings and processes	AI
4.5.3	Stimulate and promote active involvement of African-Sub-regional Focal Point Coordinators	AI
4.5.4	Maintain up-to-date contact details/ contact persons, prepare welcome letters for new NFPs, maintain updated African regional/sub-regional group email systems	AI
4.6	Other	
4.6.1	Prepare AI-related information material such as web articles etc. to showcase AI deliverables	AI, IMCA, EX
4.6.2	Support / facilitate / promote WMBD celebration in the African region	AI, IMCA
4.6.3	Provide general administrative and financial support for AI-related processes	AI
4.6.4	Represent and promote the African Initiative/PoAA in relevant meetings of AEWA and partner organisations	AI
Information amangement, Communications and Awareness-Raising		
5.1	Communications	
5.1.1	Website News Production (ongoing)	IMCA, EX
5.1.2	AEWA Website (Content updates)	IMCA, EX, SICU, AI
5.1.3	AEWA E-Newsletter (EN & FR)	IMCA, EX
5.1.4	Press & Media Work	IMCA
5.1.5	Social Media Management (ongoing)	IMCA
5.1.6	Design Work (Digital / Screen)	IMCA
5.1.7	Design Work (Print)	IMCA
5.1.8	Audiovisual Production	IMCA
5.1.9	Online National Reporting - Communication to Parties	IMCA
5.1.10	Translation Coordination (for web and other)	IMCA, EX
5.1.11	Media Strategy AEWA MOP8 (Media + Social Media)	IMCA, EX

Work	TASK	Units involved
5.2	Information Management	
5.2.1	AEWA Website (Technical Maintenance)	IMCA
5.2.2	AEWA Website (Revamp - Drupal Upgrade)	IMCA, SICU, EX, AI
5.2.3	TC Workspace (Technical Maintenance)	IMCA
5.2.4	Contacts Database (Technical Support & Improvements)	IMCA
5.2.5	Online Meeting Registration Tool (Technical Maintenance & Support)	IMCA, EX
5.2.6	Online National Reporting System (ORS) - Management & Upgrade Project	IMCA
5.2.7	SSAP Websites (Technical Maintenance)	IMCA
5.2.8	Set Up Digital Assets Management Tool (Photos & Video)	IMCA
5.3	Outreach Campaigns	
5.3.1	World Migratory Bird Day (Global Campaign)	IMCA, EX
5.3.2	AEWA MOP8 - Communications	IMCA, EX
5.4	AEWA ES Priority Tasks	
5.4.1	NFP + CEPA FP Communication Materials (Powerpoint, Fact Sheet)	IMCA
5.4.2	Preparation of Statements for ES (International Days, key events)	IMCA
5.4.3	Website Thematic Pages	IMCA, EX
5.4.4	Expand CEPA Work (Proposal)	IMCA
5.5	Representation (External)	
5.5.1	UN Communications Group (UN Bonn)	IMCA
5.5.2	MEA IKM Initiative (SC & WGs)	IMCA
5.5.3	CBD Communications Group (Post 2020)	IMCA
5.5.4	Migratory Birds for People (MBP) (General Meetings)	IMCA
5.6	Communication Strategy Implementation	
5.6.1	Spread Communication Strategy & Mobilize Network (TC Task: 6.1.1)	IMCA
5.6.2	Communication Priorities (TC Work Plan) (TC Task 6.1.2)	IMCA
5.6.3	Com. Products around key TC Analysis Reports (TC Task 6.1.3)	IMCA
5.6.4	Dev. Project Proposal for Communication, Visualization & Education Project (TC Task 6.1.5)	IMCA
5.6.5	Early Promotion of Key Issues at MOP8 (TC Task 6.1.6)	IMCA
5.6.6	Dev. Visitor Survey (AEWA Website) (TC Task 6.1.7)	IMCA
5.6.7	Raising Profile of SSAPs (social media & web) (TC Task 6.1.8)	IMCA
5.7	Global Interflyway Network	
5.7.1	Share key AEWA Docs with FPs at other Flyway Initiatives (TC Task 6.2.1)	IMCA

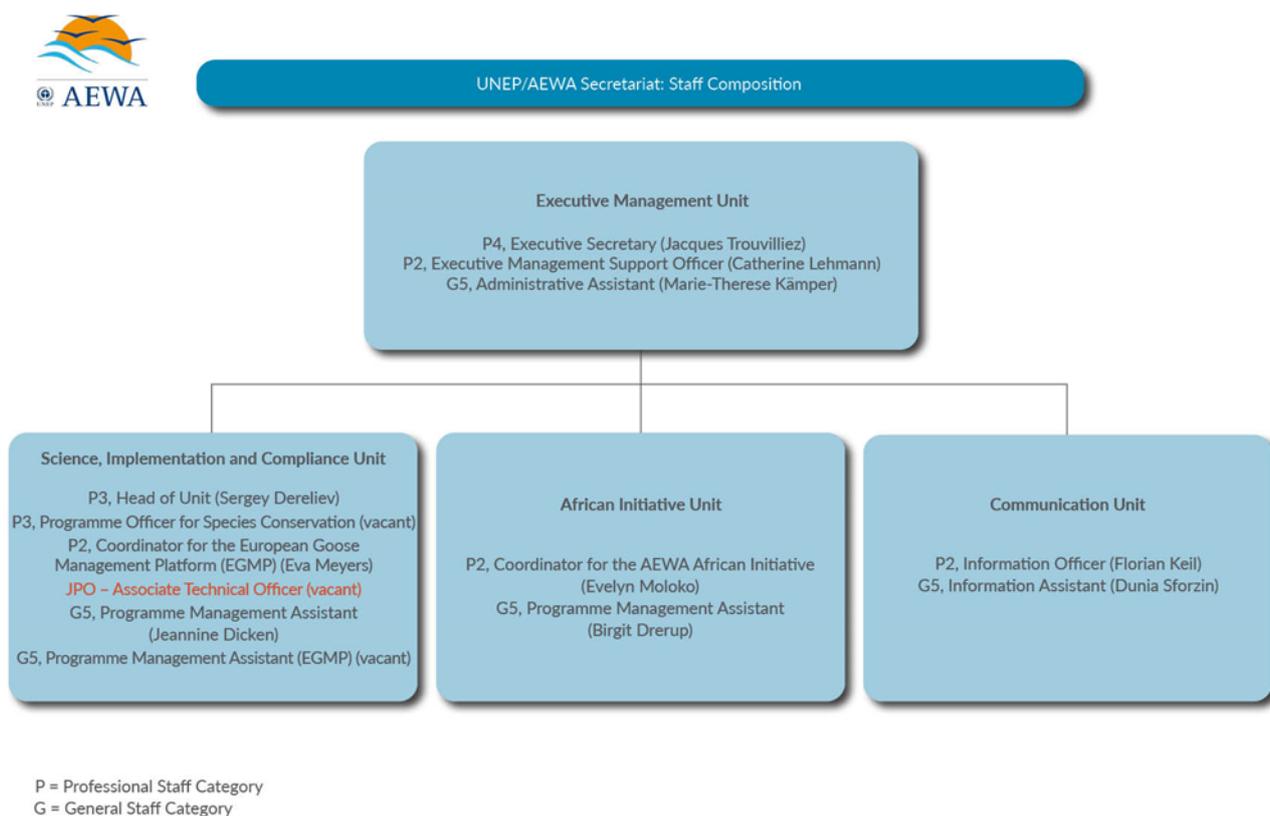
II. Organisation and Staffing of the Secretariat

1. Organisation of the Secretariat

The Secretariat is organised into four units which cover four broad areas of work: 1. General Management; 2. Science, Implementation and Compliance; African Initiative; and Information Management, Communications and Awareness-Raising. The individual staff members and units work closely as a team, interacting with each other daily on cross-cutting issues. It should be noted that the AEWA Information Unit is part of the joint Information Management, Communication and Awareness-raising Unit (IMCA) co-funded by AEWA and CMS.

Without the extension of the part-time positions through voluntary contributions, the availability of staff funded entirely through voluntary contributions and the support of interns, the Secretariat would be in a position where it could deliver even less services against all its mandates.

In 2019, 2020 and 2021 the Secretariat applied for a UNEP Junior Professional Officer (JPO) position to support the work of the Technical Committee. Unfortunately, in all years the applications were unsuccessful. We have applied again in 2022 as this position is key in stepping up the Secretariat's facilitative role for the work of the Technical Committee.



As of 23 February 2022

2. Staffing situation

The Secretariat currently comprises nine staff members: five Professional Staff members (P staff), four General Staff members (G staff) and, in addition, one P staff for the EGMP programme which is funded independently from the core budget. One P3 position has been vacant since 11 March 2021 due to a lack of funding. The core budget covers 7.1 full-time equivalent positions (FTEs), while voluntary contributions and savings have allowed the addition of 1.3 full-time equivalent positions and the EGMP programme.

Staff partly funded by the core budget

The positions of the African Initiative (AI) Coordinator (P-2) and the AI Programme Management Assistant (G-5) were partly funded (50 per cent) through the AEWA core budget 2019-2021 and in 2022. The Secretariat was able to maintain the P-2 position at 100 per cent and the G-5 position at 80 per cent thanks to voluntary contributions received from Germany, the United Kingdom, Luxemburg, Switzerland and the European Commission.

The savings and voluntary contributions have also allowed to keep the part-time SICU Programme Management Assistant (80 %) at 100 % and the part-time Information Assistant (50 %) at 80 %.

Staff fully dependent on voluntary contributions (Fixed-term project posts)

Associate Programme Officer (P-2) and Programme Management Assistant (G-5) for the AEWA European Goose Management Platform

The AEWA European Goose Management Platform (EGMP) is currently managed by one full-time P2 project post. The P2 position is financially secured until December 2022. The assistance was provided through a consultancy until 31 January 2022. It is planned to recruit an assistant at the G5 level in spring 2022.

III. Overview of Secretariat tasks in preparation of the 8th Session of the Meeting of the Parties to AEWA, Budapest, Hungary, 26-30 September 2022

Task
Overall planning
Host Government Agreement
Preparatory visits in Budapest
Fundraising
Venue and equipment arrangements
Security & COVID-related hygiene measures
Catering
Hotel arrangements
Mid and post-conference excursions
Shipment of equipment and information materials
Procurement of general equipment and materials for staff
Additional human support
Translators
Interpretation
Report writer
CMS staff
IT support
Participants
Invitations, online registration & follow up with participants, including badge production, name plates
Travel and visa arrangements for staff, contractors and funded delegates, including support towards non-funded delegates
DSA arrangements
Collection of credentials
Vaccinations
Information management/ publicity
Website
MOP8 "identity" & publicity (logo, theme, banners etc.)
Information/ Press-related tasks, including brochures, press releases, press conference etc.
Prepare daily journals
Social Media
Give aways
Meeting-related preparation
EU coordination
African coordination
Chair and Vice-Chair arrangements and meeting preparation
Host for MOP9
Side events & poster exhibition arrangements with organizers, including side event brochure
Reception
Opening and closing ceremonies
Document production and publication in English and French
Presentations and information slides
AEWA Conservation Award
Champions Night
Standing Committee meeting arrangements
Briefing and providing documents to contractors and other support staff
Hospitality