

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

Template for AEWA Secretariat Programme of Work 2023-2025

The Secretariat has developed the annexed template for a Programme of work upon request of the Standing Committee at its 19th Meeting (27 September 2021). The purpose of the Programme of work is to provide Contracting Parties with a detailed overview of activities mandated to the Secretariat that is expected to be implemented under each budget scenarios submitted to MOP8 in September 2022. It is hoped that this detailed piece of information will ease the budget discussion and decision-making process at MOP8.

The Programme of work is meant to provide a full list of all mandates received by the Secretariat through the Agreement text and its Action Plan, as well as through Resolutions and other strategic documents and decisions made since MOP1 (as far as still valid).

The annex to this cover note does not reflect the final Programme of work. It contains only a template for the Programme of work, which will be elaborated in detail once the template will have been discussed and approved by the Standing Committee. The mandates and other information reflected in the template only serve as examples and are neither complete nor final. In particular the % amounts of staff time allocated to individual activities are only exemplary and will be finally assessed in the context of the complete set of mandates. The first table annexed to this document reflects the current staff situation under the budget scenarios 1, 2 and 3, while the second table shows the budget scenario 4 with three additional posts requested under this scenario.

Finally, it is worth noting that implementation depends on two main factors: the team structure and the budget in place. An activity which depends on additional funding can only be implemented once the funding is in place. Since the AEWA core budget usually foresees no regular budget for activities except for the meetings of its bodies, the Secretariat will, as usual, have to allocate much time and efforts into the fundraising, resulting in less staff time available for the implementation of activities. Thus, the amount of implemented mandates in 2023-2025 will strongly depend on the staff in place in 2023-2025.

No	Mandate	Activities	Scenario 1 and 2													Scenario 3								Funding secured through core budget	Activity subject to fundraising				
			Ex/ExSec/ P4	Ex/Support/P2	Ex/Assistant/G5	SICU/Head/P3	SICU/Assistant/G5	SICU/EGMP Coord/P2 (volycan)	SICU/EGMP Assistant/G5 (volycan)	A/Coord/P2	A/Assistant/G5	Info/Officer/P2	Info/Assistant/G5	IMCA/Support and Assistance (CMS posts)	Ex/ExSec/ P5	Ex/Support/P3	Ex/Assistant/G5	SICU/Head/P4	SICU/Assistant/G5	SICU/EGMP Coord/P2 (volycan)	SICU/EGMP Assistant/G5 (volycan)	A/Coord/P3	A/Assistant/G5			Info/Officer/P3	Info/Assistant/G5	IMCA/Support and Assistance (CMS posts)	
6.	Article VIII AEWA	Promote and coordinate activities under AEWA and Action Plan																									0	no	
6.1		Species Conservation																											
6.1.1		SINGLE SPECIES ACTION/ MANAGEMENT PLANS (SSAPs/ SSMPs)																											
	Par. 2.2.1 AEWA Action Plan	Coordinate the development, harmonization and implementation of Single Species Action/ Management Plans																										0	yes
6.2		Habitat Conservation																										0	yes
6.3		Management of Human Activities																										0	yes
6.4		Research and Monitoring																										0	yes
6.5		Education and Information																										0	yes
6.6		Implementation (Conservation guidelines and international reviews)																											
6.6.1	Para. 7.3 AEWA Action Plan	Coordinate the development of conservation guidelines as listed under para. 7.3 AEWA Action Plan and ensure coherence with guidelines approved under other international instruments.																										0	yes
6.6.2	Para. 7.4 - 7.7	Arrange for international reviews/ update reports, funds permitting, on the subjects and in intervals as described in paragraph 7.4 - 7.7 AEWA Action Plan.																										0	yes
7.	Article VIII AEWA	Liaise with non-Party Range States, facilitate coordination between Parties and with international and national organizations																										0	no
8.	Article VIII AEWA	Gather and evaluate information which will further the objectives and implementation of AEWA and arrange for dissemination of such information																										0	no
9.	Article VIII AEWA	Invite the attention of the MOP to matters pertaining to the objectives of AEWA																										0	no
10.	Article VIII AEWA	Prepare on annual basis and for each MOP Secretariat reports on the Secretariat work and implementation of AEWA																										0	no

No	Mandate	Activities	Scenario 1 and 2												Scenario 3										Funding secured through core budget	Activity subject to fundraising		
			Ex/Exec/P4	Ex/Support/P2	Ex/Assistant/G5	SICU/Head/P3	SICU/Assistant/G5	SICU/EGMP Coord/P2 (volyccon)	SICU/EGMP Assistant/G5 (volyccon)	AI/Coord/P2	AI/Assistant/G5	Info/Officer/P2	Info/Assistant/G5	IMCA/Support and Assistance (CMS posts)	Ex/Exec/P5	Ex/Support/P3	Ex/Assistant/G5	SICU/Head/P4	SICU/Assistant/G5	SICU/EGMP Coord/P2 (volyccon)	SICU/EGMP Assistant/G5 (volyccon)	AI/Coord/P3	AI/Assistant/G5	Info/Officer/P3			Info/Assistant/G5	IMCA/Support and Assistance (CMS posts)
11.	Article VIII AEWA	Administer the budget for AEWA and ist conservation fund																									0	no
11.1	SMALL GRANTS FUND																										0	no
11.2	GENERAL TRUST FUND (AWL)																										0	no
11.3	SECOND TRUST FUND FOR VOLUNTARY CONTRIBUTIONS (AVL)																										0	no
12.	Article VIII AEWA	Provide information for the general public concerning AEWA and ist objectives																									0	yes
12.1	IMPLEMENTATION OF THE COMMUNICATION STRATEGY																											
12.2	WORLD MIGRATORY BIRD DAY (WMBD)																											
13.	Article VIII AEWA	Perform such other functions as may be entrusted to it under AEWA or by the MOP																									0	yes
13.1	IMPLEMENTATION REVIEW PROCESS																										0	yes
13.2	GOOSE MANAGEMENT PLATFORM COORDINATION																										0	yes
14.	Article V AEWA	Publish list of focal points and update regularly																									0	no
15.	Article V and Article VIII AEWA	Circulate copies of all national reports to all Parties. Provide support to Parties for the submission of national reports through the online national report system and, funds permitting, arrange for an analysis of the national reports prior to each MOP.																									0	no
16.	Article VII AEWA	Facilitate the communication between the Technical Committee and individual Parties requiring scientific and/ or technical advice from the Committee Publish a report from the Technical Committee prior to each MOP																									0	no
17.	Article IX AEWA	Maintain regular contact with CMS and other relevant international treaties and organisations																									0	no
18.	Article X AEWA	Transmit copies of Party proposals for amendments to the Agreement text or annexes prior to each MOP, as soon as possible after the deadline of sixty days.																									0	no
		TOTAL STAFF ALLOCATION	40	43	100	68	68	23	68	73	68	35	68		40	43	100	68	68	23	68	73	68	23	68	0		

II. AEWA Secretariat Programme of work 2023 – 2025, budget scenario 4 (template)

No	Mandate	Activities	Scenario 4															Funding secured through core budget	Activity subject to fundraising
			Ex/ExSec/P5	Ex/Support/P3	Ex/Assistant/G5	SICU/Head/P4	SICU/Species/P3	SICU/Compliance/P3	SICU/TC Support/P2	SICU/Assistant/G5	SICU/EGMP Coord/P2 (volycan)	SICU/EGMP Assistant/G5 (volycan)	AI/Coord/P3	AI/Assistant/G5	Info/Officer/P3	Info/Assistant/G5	IMCA/Support and Assistance (CIVIS posts)		
			%	%	%	%	%	%	%	%	%	%	%	%	%	%	%		
1.		General staff obligations and work																	
1.1	All mandates	General support from G staff towards all Secretariat activities	0	0	20	0	0	0	0	50	0	50	0	50	0	50			
1.2	UN rules and regulations	Administrative support from G staff towards Secretariat (procurement, contracts, invoices etc.)	0	0	62	0	0	0	0	0	0	0	0	0	0	0		0	no
1.3	UN rules and regulations	Regular staff obligations and entitlements, i.e. participation in staff meetings, tasks linked to human resources management, supervision of other staff/ internal reporting requirements, administrative work, sick leave etc.	15	15	15	15	15	15	15	15	15	15	15	15	15	15		0	no
1.4	UN rules and regulations	Mandatory staff training (5 days/ year min.) and additional individual training, as needed	3	3	3	3	3	3	3	3	3	3	3	3	3	3		0	no
2.	Article VI and VIII AEWA	Arrange and service meetings of MOPs (including after-meeting follow-up work)	5	10	0	5	5	0	0	0	5	0	5	0	5	0		134,962 EUR	yes
3.	Art. VII and VIII AEWA	Arrange and service meetings of the Technical Committee (including follow up)	2	0	0	0	0	0	20	0	0	0	0	0	0	0		35,381 EUR	no
3.1	Resolution 7.11	Facilitate the work of the Technical Committee	0	0	0	5	0	0	25	0	0	0	0	0	0	0		0	no
4.	Resolution 2.6	Assist with the work of the Standing Committee																	
4.1	Resolution 2.6	Arrange and service meetings of the Standing Committee	5	5	0	0	0	0	0	0	0	0	0	0	0	0		22,893 EUR	no
4.2	Resolution 2.6	Facilitate the work of the Standing Committee	5	5	0	0	0	0	0	0	0	0	0	0	0	0		0	no

No	Mandate	Activities	Scenario 4														Funding secured through core budget	Activity subject to fundraising	
			Ex/Exec/ P5	Ex/Support/P3	Ex/Assistant/G5	SICU/Head/P4	SICU/Species/P3	SICU/Compliance/P3	SICU/TC Support/P2	SICU/Assistant/G5	SICU/EGMP Coord/P2 (volycon)	SICU/EGMP Assistant/G5 (volycon)	AI/Coord/P3	AI/Assistant/G5	Info/Officer/P3	Info/Assistant/G5			IMCA/Support and Assistance (CMS posts)
			%	%	%	%	%	%	%	%	%	%	%	%	%	%			
5.	Article VIII AEWA	Execute the decisions addressed by Parties																	
5.1	AEWA WATERBIRD CONSERVATION AWARD																0	no	
5.2	AEWA STRATEGIC PLAN 2019-2027																0	no	
5.3	AFRICAN INITIATIVE AND PLAN OF ACTION FOR AFRICA 2019-2027																0	no	
5.3.1	Resolution 5.9 Resolution 7.1	Coordinate and monitor implementation of activities under the Plan of Action for Africa 2019-2027. This includes: - Supporting/promoting implementation of mandates for the governing bodies especially the TC, relating to development of technical guidelines, reviews, processes/procedures, etc. - Promoting and coordinating collaboration with stakeholders and relevant international processes and frameworks, towards PoAA implementation (synergy) - Fundraising for implementation of international mandates, coordination of the AI at the Secretariat level and to support implementation at the national level; - Development and management of projects resulting from successful fund-raising efforts; - enhancing capacity (training) to address identified capacity gaps; - Promoting recruitment of new Parties	5	5	0	5	0	0	0	0	0	0	50	0	0	0	0	0	yes
6.	Article VIII AEWA	Promote and coordinate activities under AEWA and Action Plan															0	no	
6.1		Species Conservation																	
6.1.1	SINGLE SPECIES ACTION/ MANAGEMENT PLANS (SSAPs/ SSMPs)																		
	Par. 2.2.1 AEWA Action Plan	Coordinate the development, harmonization and implementation of Single Species Action/ Management Plans															0	yes	
6.2		Habitat Conservation															0	yes	
6.3		Management of Human Activities															0	yes	
6.4		Research and Monitoring															0	yes	
6.5		Education and Information															0	yes	
6.6		Implementation (Conservation guidelines and international reviews)																	
6.6.1	Para. 7.3 AEWA Action Plan	Coordinate the development of conservation guidelines as listed under para. 7.3 AEWA Action Plan and ensure coherence with guidelines approved under other international instruments.															0	yes	
6.6.2	Para. 7.4 - 7.7	Arrange for international reviews/ update reports, funds permitting, on the subjects and in intervals as described in paragraph 7.4 - 7.7 AEWA Action Plan.															0	yes	

No	Mandate	Activities	Scenario 4															Funding secured through core budget	Activity subject to fundraising	
			Ex/ExSec/ P5	Ex/Support/P3	Ex/Assistant/G5	SICU/Head/P4	SICU/Species/P3	SICU/Compliance/P3	SICU/TC Support/P2	SICU/Assistant/G5	SICU/EGMP Coord/P2 (volycon)	SICU/EGMP Assistant/G5 (volycon)	AI/Coord/P3	AI/Assistant/G5	Info/Officer/P3	Info/Assistant/G5	IMCA/Support and Assistance (CMS posts)			
7.	Article VIII AEWA	Liaise with non-Party Range States, facilitate coordination between Parties and with international and national organizations																	0	no
8.	Article VIII AEWA	Gather and evaluate information which will further the objectives and implementation of AEWA and arrange for dissemination of such information																	0	no
9.	Article VIII AEWA	Invite the attention of the MOP to matters pertaining to the objectives of AEWA																	0	no
10.	Article VIII AEWA	Prepare on annual basis and for each MOP Secretariat reports on the Secretariat work and implementation of AEWA																	0	no
11.	Article VIII AEWA	Administer the budget for AEWA and ist conservation fund																	0	no
11.1	SMALL GRANTS FUND																		0	no
11.2	GENERAL TRUST FUND (AWL)																		0	no
11.3	SECOND TRUST FUND FOR VOLUNTARY CONTRIBUTIONS (AVL)																		0	no
12.	Article VIII AEWA	Provide information for the general public concerning AEWA and ist objectives																	0	yes
12.1	IMPLEMENTATION OF THE COMMUNICATION STRATEGY																		0	yes
12.2	WORLD MIGRATORY BIRD DAY (WMBD)																		0	yes
13.	Article VIII AEWA	Perform such other functions as may be entrusted to it under AEWA or by the MOP																	0	yes
13.1	IMPLEMENTATION REVIEW PROCESS																		0	yes
13.2	GOOSE MANAGEMENT PLATFORM COORDINATION																		0	yes
14.	Article V AEWA	Publish list of focal points and update regularly																	0	no
15.	Article V and Article VIII AEWA	Circulate copies of all national reports to all Parties. Provide support to Parties for the submission of national reports through the online national report system and, funds permitting, arrange for an analysis of the national reports prior to each MOP.																	0	no
16.	Article VII AEWA	Facilitate the communication between the Technical Committee and individual Parties requiring scientific and/ or technical advice from the Committee Publish a report from the Technical Committee prior to each MOP																	0	no

No	Mandate	Activities	Scenario 4															Funding secured through core budget	Activity subject to fundraising
			% Ex/Exec/ P5	% Ex/Support/P3	% Ex/Assistant/G5	SICU/Head/P4	SICU/Species/P3	SICU/Compliance/P3	SICU/TC Support/P2	SICU/Assistant/G5	SICU/EGMP Coord/P2 (valycon)	SICU/EGMP Assistant/G5 (valycon)	AI/Coord/P3	AI/Assitant/G5	Info/Officer/P3	Info/Assistant/G5	IMCA/Support and Assistance (CMS posts)		
17.	Article IX AEWA	Maintain regular contact with CMS and other relevant international treaties and organisations																0	no
18.	Article X AEWA	Transmit copies of Party proposals for amendments to the Agreement text or annexes prior to each MOP, as soon as possible after the deadline of sixty days.																0	no
		TOTAL STAFF ALLOCATION	40	43	100	33	23	18	63	68	23	68	73	68	23	68	0		

Legend to the AEWA Secretariat Programme of work: Current and additional UNEP/AEWA posts and CMS posts under the Joint CMS & AEWA IMCA unit

Current UNEP/AEWA Secretariat posts			Sc.1 + 2	Sc.3 + 4	Core budget
Abbr.	Functional title	Post title	Level	Level	%
Ex/ExSec/P4	Head of Secretariat	Executive Secretary	P4	P5	100
Ex/Support/P2	Executive Management Support Officer	Associate Programme Management Officer	P2	P3	100
Ex/Assistant/G5	Administrative Assistant	Administrative Assistant	G5	G5	100
SICU/Head/P3	Head of Science, Implementation and Compliance Unit (SICU)	Programme Management Officer	P3	P4	100
SICU/Assistant/G5	Assistant for the SICU	Programme Management Assistant	G5	G5	80
SICU/EGMP Coord/P2 (volycon)	Coordinator for the European Goose Management Platform (EGMP)	Associate Programme Management Officer	P2	P2	0
SICU/EGMP Assistant/G5 (volycon)	Assistant for the EGMP	Programme Management Assistant	G5	G5	0
AI/Coord/P2	Coordinator for the African Initiative	Associate Programme Management Officer	P2	P3	50
AI/Assistant/G5	Assistant for the African Initiative	Programme Management Assistant	G5	G5	50
Info/Officer/P2	Information Officer	Information Officer	P2	P3	100
Info/Assistant/G5	Information Assistant	Information Assistant	G5	G5	50
CMS posts contributing to Information Management, Communications and Outreach through the Joint CMS & AEWA IMCA unit			Level	Core budget %	
IMCA support	Coordinator		P3	n/a	
IMCA assistance	Senior Public Information Assistant		G6	n/a	
Additional posts requested under Scenario 4					
Abbr.	Functional title	Post title	Level	Core budget %	
SICU/Species/P3	Species Officer	Programme Management Officer	P3	100	
SICU/Compliance/ P3	Compliance Officer	Programme Management Officer	P3	50	
D SICU/TC Support/P2	Technical Committee Support Officer	Associate Programme Management Officer	P2	50	