

21st MEETING OF THE STANDING COMMITTEE
1 June 2022, Virtual Meeting Format

Draft AEWA Secretariat Programme of Work 2023-2025

The Secretariat has developed the annexed draft Programme of Work (PoW) upon request of the Standing Committee at its 19th Meeting (27 September 2021) and on basis of the template approved by the Standing Committee at its 20th Meeting (2 March 2022). The purpose of the PoW is to provide Contracting Parties with a detailed overview of activities mandated to the Secretariat in light of the different 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 draft PoW provides 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 annexed version will still undergo changes in the coming weeks though, as some draft Resolutions for MOP8 are under preparation.

The first table annexed to this document reflects the staff situation under the budget scenarios 1 and 2 respectively, while the second table shows the situation under budget scenarios 3 and 4 (with three additional posts integrated under scenario 4).

The Secretariat wishes to stress that the amount of implemented mandates in 2023-2025 will strongly depend on the staff situation in 2023-2025 as important areas of work created under the mandates will need focused attention and would suffer in a situation of lacking staff time. Voluntary contributions towards the implementation of activities are always important and highly valued by the Secretariat, but they cannot replace the need for responsible staff in charge of the respective area of work. Especially the implementation work under the Science, Implementation and Compliance Unit (SICU) as well as under the African Initiative Unit (AIU) will very much benefit and be pushed forward should the Contracting Parties decide to adopt a budget in the range of scenario 3 to 4.

Action requested from the Standing Committee:

The Standing Committee is requested to review the draft Secretariat Programme of Work 2023-2025 and to approve it for submission to the 8th Session of the Meeting of the Parties to AEWA in September 2022 for adoption.

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	Sc. 1	Sc. 2	Sc.3 + 4
Abbr.	Functional title	Post title	Level	Level	%	%	%
Ex/ExSec/P4	Head of Secretariat	Executive Secretary	P4	P5	100	100	100
Ex/Support/P2	Executive Management Support Officer	Associate Programme Management Officer	P2	P3	100	100	100
Ex/Assistant/G5	Administrative Assistant	Administrative Assistant	G5	G5	100	100	100
SICU/Head/P3	Head of Science, Implementation and Compliance Unit (SICU)	Programme Management Officer	P3	P4	100	100	100
SICU/Assistant/G5	Assistant for the SICU	Programme Management Assistant	G5	G5	80	100	100
SICU/EGMP Coord/P2	Coordinator for the European Goose Management Platform (EGMP)	Associate Programme Management Officer	P2	P2	0	0	0
SICU/EGMP Assistant/G5	Assistant for the EGMP	Programme Management Assistant	G5	G5	0	0	0
AI/Coord/P2	Coordinator for the African Initiative	Associate Programme Management Officer	P2	P3	50	50	100
AI/Assistant/G5	Assistant for the African Initiative	Programme Management Assistant	G5	G5	50	80	80
Info/Officer/P2	Information Officer	Information Officer	P2	P3	100	100	100
Info/Assistant/G5	Information Assistant	Information Assistant	G5	G5	50	80	80

CMS posts contributing to Information Management, Communications and Outreach through the Joint CMS & AEWA IMCA unit		Level	%
IMCA support	Coordinator	P3	n/a
IMCA assistance	Senior Public Information Assistant	G6	n/a

Additional posts requested under Scenario 4			
Abbr.	Functional title	Level	%
SICU/Species/P3	Species Officer	P3	100
SICU/Compliance/ P3	Compliance Officer	P3	100
SICU/TC Support/P2	Technical Committee Support Officer	P2	100

X = Task belongs to staff member's portfolio, but not much time is allocated (less than one day work).

