

24th MEETING OF THE STANDING COMMITTEE
4 July 2024, Virtual meeting format

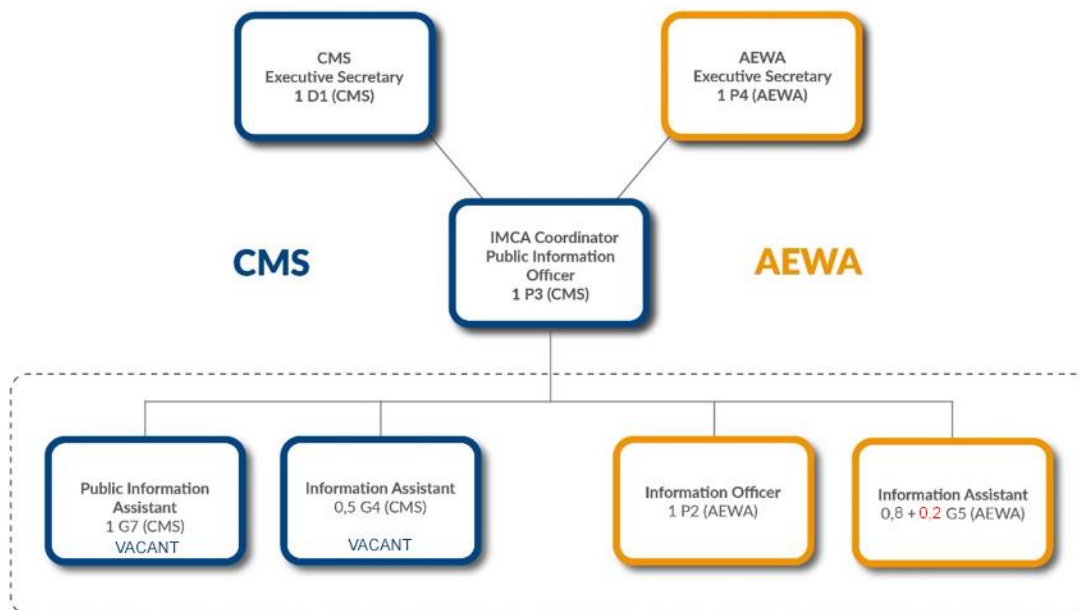
**REPORT ON THE JOINT CMS/AEWA INFORMATION MANAGEMENT,
COMMUNICATION AND AWARENESS-RAISING (IMCA) UNIT**

Prepared by the Secretariat

Introduction

The following report provides a summary of the main activities carried out for the UNEP/AEWA Secretariat by the Joint CMS/AEWA Information Management, Communication and Awareness-raising (IMCA) Unit during the period between January to December 2023. Document AEWA/MOP 8.18 provides a detailed overview of the Unit’s activity and management for the period prior to January 2022.

Composition of the Joint Unit



■ = UNEP/CMS Secretariat P = Professional Staff Category
■ = UNEP/AEWA Secretariat G = General Staff Category

Figures in black = Full-time or part-time posts funded through core budget
Figure in red = Portion of the post paid by CMS

Figure 1: Organigram of the Joint Information Management, Communications and Awareness-raising (IMCA) Unit of the UNEP/CMS and UNEP/AEWA Secretariats (as of 26 June 2024)

As of June 2024, the recruitment of the CMS G7 position, vacant since March 2023, has been completed. It is noteworthy that CMS hired a website consultant from January to April 2023, who only worked on upgrading the AEWA Single Species Action Plan websites in addition to the AEWA contribution. The CMS Editor position has not been fulfilled but the CMS Executive Secretary is working to increase the participation of the CMS into the Unit. The institutional arrangements adopted by the AEWA StC in 2016 will be revised in the course of this year.

Time and Task Monitoring Tool

A time and task tracking tool (toggl.com) has been in use since 2016 to monitor and report on the work the IMCA Staff and Consultants for each Secretariat. The online tool allows each member of the team to log their work according to pre-defined projects and activities per client (i.e. CMS, AEWA or JOINT). The tool can also produce overview reports that will support the management of the Unit and will help ensure that the 1/3 – 2/3 arrangement is fulfilled.

Time Monitoring Report for January – December 2023

Below is a report produced by Toggl, which shows the working hours logged by three IMCA Unit Staff Members as well as a website consultant for 4 months hired by CMS.

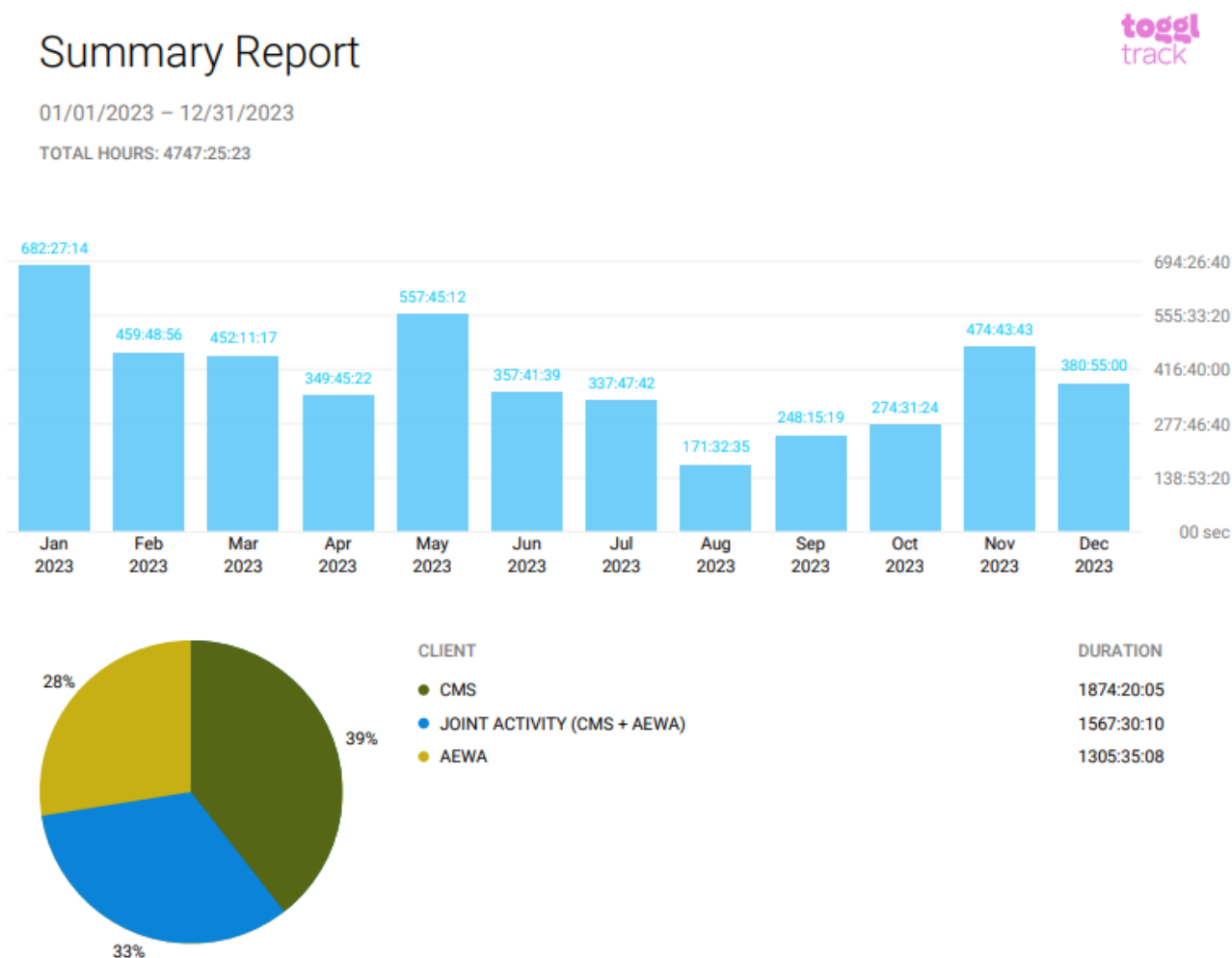


Figure 2: Time Tracking per Client Report for IMCA Team for Period of January - December 2023

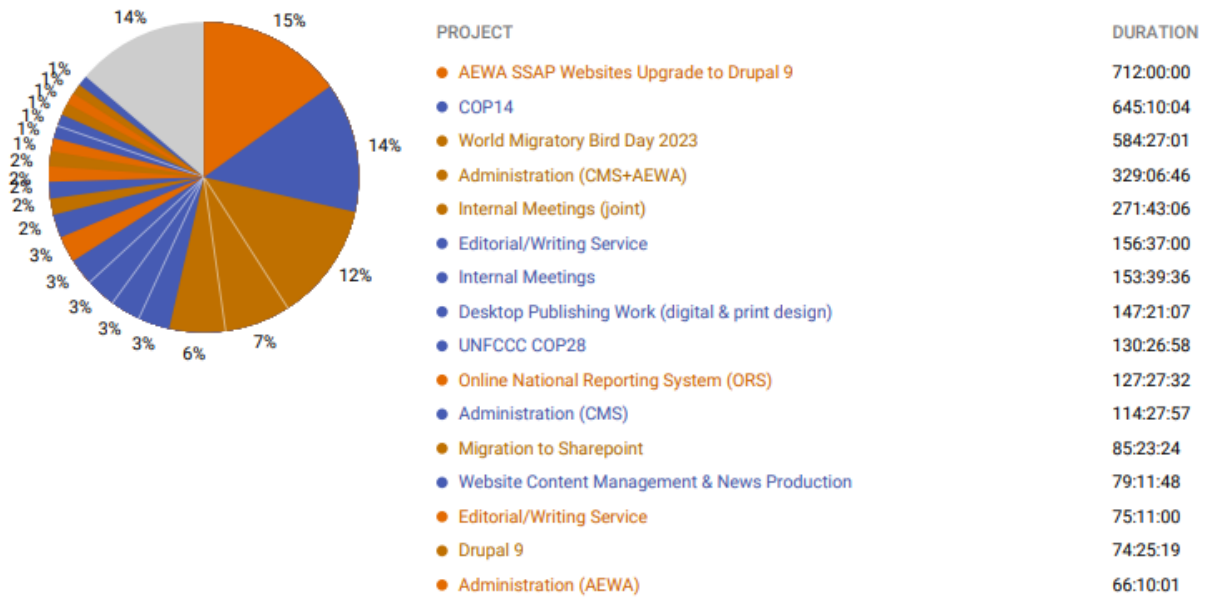


Figure 3: Time Tracking per Project Report for IMCA Team for Period of January - December 2023. Projects in orange are AEWA-related, in blue CMS-related and in brown Joint CMS-AEWA-related.

IMCA Time Balance in 2023

For the period 1 January – 31 December 2023, the overall ratio of time allocation of work carried out by the Joint Communications Unit is balanced with 61 % CMS and 39 % AEWA - with the Joint Activities factored in at a 1/3 AEWA and 2/3 CMS ratio.

The Joint Communications Unit has worked a total of

- 234 days on CMS related tasks
- 163 days on AEWA-related tasks and
- 195 days on Joint CMS/AEWA tasks

IMCA staff have spent a total of 592 man-days (361 for CMS (61%) and 230 for AEWA (39%)).

Overall IMCA Time Balance (2017 – 2023)

The total imbalance for the period from 2017 to 2022 amounted to an accumulated 20 man-days in favour of AEWA if we used the ratio adopted in 2016. With the continuation of this trend, the imbalance has further shifted in favour of AEWA with a total of 56 man-days (20 from 2022 + 36 from 2023) in favour of AEWA as of 31 December 2023.

Staff contribution of the CMS and AEWA Secretariats to the IMCA Unit

The tables below show the contributions of both the CMS and AEWA Secretariats to the Unit in 2023, using the CMS standard salary costs approved at CMS COP13 for 2023 ([UNEP/CMS/COP13/Doc.13.2/Rev.1](#)).

			YEAR: 2023
Secretariat	Position	% Time / Months	Cost (€)
CMS	Public Information Officer (P3)	100%/12	138,587
CMS	Information Assistant (G5) (CMS Contr.)	20% / 12	14,787
CMS	Website consultant	100% / 4	16,000
		TOTAL (CMS):	169,374
Secretariat	Position	% Time / Months	Cost (€)
AEWA	Information Officer (P2)	100%/12	107,538
AEWA	Information Assistant (G5)	80% / 12	59,152
		TOTAL (AEWA):	166,690

TOTAL (CMS + AEWA)	336,064
CMS Share (%)	60,5
AEWA Share (%)	39,5

<u>OPTIMAL:</u>	
CMS (2/3)	203,318
AEWA (1/3)	132,745

<u>2023 Balance</u>	
CMS	-33,944
AEWA	33,944

	CMS	AEWA	TOTAL
2023	169,374	166,690	336,064
Optimal (2/3 CMS + 1/3 AEWA):	203,318	132,745	
Difference (+ Overpaid / - Underpaid):	-33,944	33,944	
2022	229,800	163,420	393,220
Optimal (2/3 CMS + 1/3 AEWA):	237,898	155,321	
Difference (+ Overpaid / - Underpaid):	-8,098	8,098	
2021	245,110	160,216	405,326
Optimal (2/3 CMS + 1/3 AEWA):	270,217	135,108	
Difference (+ Overpaid / - Underpaid):	-25,108	25,108	
2020	362,809	167,636	530,445

Optimal (2/3 CMS + 1/3 AEWA):	353,630	176,815	
Difference (+ Overpaid / - Underpaid):	9,179	-9,179	
2019	280,707	164,349	445,056
Optimal (2/3 CMS + 1/3 AEWA):	296,704	148,352	
Difference (+ Overpaid / - Underpaid):	-15,997	15,997	
2018	277,279	164,881	442,160
Optimal (2/3 CMS + 1/3 AEWA):	294,773	147,387	
Difference (+ Overpaid / - Underpaid):	-17,494	17,494	
2017	279,895	157,892	437,787
Optimal (2/3 CMS + 1/3 AEWA):	291,858	145,929	
Difference (+ Overpaid / - Underpaid):	-11,963	11,963	
2016	274,544	158,479	433,023
Optimal (2/3 CMS + 1/3 AEWA):	288,682	144,341	
Difference (+ Overpaid / - Underpaid):	-14,138	14,138	
2015	204,088	138,488	342,576
Optimal (2/3 CMS + 1/3 AEWA):	228,384	114,192	
Difference (+ Overpaid / - Underpaid):	-24,296	24,296	
2014	215,785	136,789	352,574
Optimal (2/3 CMS + 1/3 AEWA):	235,049	117,525	
Difference (+ Overpaid / - Underpaid):	-19,264	19,264	
TOTAL TO OPTIMUM (2014 - 2023):	-161,123	161,123	

Considering the staff contributions of CMS and AEWA for 2014 – 2023, a difference to the optimum balance of ca. **161,123 EUR** exists.

Conclusion

The two Executive Secretaries will work together to submit to the AEWA Standing Committee a revised Institutional Arrangement by December 2024.