

**24<sup>th</sup> MEETING OF THE STANDING COMMITTEE**  
*4 July 2024, Virtual Meeting Format*

**SECRETARIAT PLAN OF WORK 2023-2025<sup>1</sup>**

|     | Mandates   | Activities  | Staff allocation |               |                 |              |                 |                   |                              |                                  |            |                |                 |                   | Funding secured through core budget other than staff time | Activity subject to fundraising |  |
|-----|--|---|------------------|---------------|-----------------|--------------|-----------------|-------------------|------------------------------|----------------------------------|------------|----------------|-----------------|-------------------|---|---------------------------------|--|
|     |  |   | Ex/ExSec/P5      | Ex/support/P3 | Ex/Assistant/G5 | SICU/Head/P4 | SICU/Species/P3 | 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 (CVIS posts) |
|     |  |   | %                | %             | %               | %            | %               | %                 | %                            | %                                | %          | %              | %               | %                 |   |                                 |  |
| 1.  | All mandates, UN rules and regulations   | <b>General staff obligations and work</b> (correspondence, organisation of meetings/ workshops, preparation of documents/ reports, procurement, supervision etc.)   | 23               | 23            | 93              | 23           | 23              | 75                | 18                           | 60                               | 23         | 75             | 23              | 28                | x   |                                 | yes                                      |
| 2.  | Article VI, VII, VIII AEWA, Resolution 2.6, 8.11   | <b>Service to AEWA bodies (MOP, StC, TC)</b> (logistical and substantive preparation, facilitation and follow up of meetings of the bodies and inter-sessional support)   | 19               | 20            | 7               | 17           | 7               | 25                | 6                            | 5                                | 7          | 5              | 9               | 10                | x   | 69,919 EUR (MOP9)               | yes                                      |
| 3.  | Article VIII AEWA, Standing Committee decision, 2nd StC meeting, Nov 2004, Bonn, Germany | <b>Execute decisions addressed by Parties:</b><br>AEWA Waterbird Conservation Award (call for nominations and follow up)  | 1                | 1             |                 | 1            |                 |                   |                              |                                  |            |                |                 |                   |   |                                 | yes                                      |
| 4.  | Article VIII AEWA, Resolution 5.2, 5.19, 5.25, 6.4, 7.6                                  | <b>Promote and coordinate activities under AEWA and its Action Plan</b> (action plans/ joint work programmes/ MoUs/ mechanisms/ synergies at flyway/ international/ regional level between Parties and/ or with international IGOs/ NGOs)   | 5                |               |                 | 6            |                 |                   |                              |                                  |            |                |                 |                   |   |                                 | yes                                      |
| 4.1 | Para. 2.2.1 AEWA Action Plan, Resolutions 5.8, 6.8, 6.9, 7.5, 8.4                        | <b>Species Conservation</b> (coordinate the development, harmonization and implementation of Single Species Action/ Management Plans (ISSAPs/ SSMPs)), including the dissemination of ISSAPs/ SSMPs and monitoring their implementation, convening a meeting of stakeholders in 2023 to enhance the implementation of ISSAPs and consider re-establishing a group of coordinators | 2                |               |                 | 10           | 55              |                   |                              |                                  | 3          |                |                 |                   |   | 50 % as of 2024                 | yes                                      |
| 4.2 | Para. 3 AEWA Action Plan, Resolution 8.6   | <b>Habitat Conservation</b> (finalising the inventory of sites and update the Critical Site Network Tool)   |                  | x             |                 | 4            |                 |                   |                              |                                  | x          |                |                 |                   |   |                                 | yes                                      |
| 4.3 | Para. 4.3.4, 4.3.12 AEWA Action Plan, Resolutions 5.11, 5.12, 6.11, 6.12                 | <b>Management of Human Activities</b> (activities related to the management of species causing damage to crops and fisheries, power lines, (lead) poisoning, renewable energies, illegal killing/ taking and trade)   |                  |               |                 | 1            |                 |                   |                              |                                  |            |                |                 |                   |   |                                 | yes                                      |
| 4.4 | Para 5 AEWA Action Plan, Resolution 5.2, 8.5   | <b>Research and Monitoring</b> (waterbird monitoring activities), including updating Conservation Guidelines No. 9, advancing cooperation with other frameworks and processes on waterbird monitoring, providing training and mentoring to national respondents in preparation of national reports.   |                  |               |                 | 5            |                 |                   |                              |                                  | 3          |                |                 |                   |   |                                 | yes                                      |

<sup>1</sup> Version approved by the Standing Committee on 31 March 2023.

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|       |   |   | %                | %             | %               | %            | %               | %                 | %                            | %                                | %          | %              | %               | %   |                                 |                   |   |
| 4.5   | Para. 6.2 AEWA Action Plan  | Education and Information (training and resource materials for Parties)   |                  |               |                 | x            |                 |                   |                              |                                  |            | x              |                 | 2   | x                               |                   | yes                                     |
| 4.6   | Para 7 AEWA Action Plan   | Implementation:   |                  |               |                 |              |                 |                   |                              |                                  |            |                |                 |   |                                 |                   |   |
| 4.6.1 | AEWA Strategic Plan 2019-2027, Resolution 5.12, 7.1, 8.3, 8.9, 8.15, 8.16                   | Coordinate activities under the AEWA Strategic Plan 2019-2027, including commissioning experts to work on developing programmes and projects for submission to potential funders (e.g. GEF), providing training on national reporting, contributing to improving the monitoring of the implementation of the Strategic Plan, supporting Parties in implementing the recommendations of the Analysis on the different MOP8 reports, addressing capacity needs identified under the 2021 capacity survey (doc 8.44), disseminating information on the AEWA potential to contribute to the deliveries of SDGs in formats accessible to the aid and development sectors, addressing the tasks on waterbird mortality resulting from Resolution 8.15 and on ecotourism and waterbird conservation resulting from Resolution 8.16 | 3                |               |                 | 7            | 2               |                   |                              |                                  |            | 4              |                 |   | x                               |                   | yes                                     |
|       | Resolution 7.1  | Work closely with UN Environment, other relevant MEAs and partner organizations to harmonize the implementation of the AEWA Strategic Plan and the Plan of Action for Africa 2019-2027 with the implementation of relevant global and regional relevant frameworks, particularly the SDGs, the Aichi Biodiversity Targets, SPMS, and the Ramsar Strategic Plan.   |                  |               |                 | x            |                 |                   |                              |                                  |            |                |                 |   |                                 |                   | yes                                     |
| 4.6.2 | African Plan of Action for Africa 2019-2027, Resolution 4.9, 5.9, 5.10, 5.11, 7.1, 8.3, 8.9 | Coordinate activities of the African Initiative and under the AEWA Plan of Action for Africa 2019-2027, including compilation of progress report for MOP9, supporting Parties in implementing the recommendations of the Analysis on the MOP8 reports, addressing capacity needs identified under the 2021 capacity survey (doc 8.44), disseminating information on the AEWA potential to contribute to the deliveries of SDGs in formats accessible to the aid and development sectors   | 6                |               |                 |              |                 |                   |                              |                                  |            | 46             |                 | 2   | x                               |                   | yes                                     |
| 4.6.3 | Resolution 5.2  | Develop Plan of Action for West and Central Asia  |                  |               |                 |              |                 |                   |                              |                                  |            |                |                 |   |                                 |                   | no                                      |
| 4.6.4 | Para. 7.3 AEWA Action Plan, Resolution 5.10, 8.5, 8.8 (7.8, 6.5 and previous)               | Coordinate activities on AEWA Conservation Guidelines, including disseminating and promoting them and monitoring their use.   |                  |               |                 | x            |                 |                   |                              |                                  |            |                |                 |   |                                 |                   | yes                                     |
| 4.6.5 | Para. 7.4 - 7.7 AEWA Action Plan  | Coordinate compilation of international reviews we should list the relevant upcoming reviews here to assess the amount of work: 1. CSR9; 2. gaps of information from surveys; 3. pertinent hunting and trade legislation; 4. preparation and implementation of Single Species Action Plans  | x                |               |                 | 5            | 10              |                   |                              |                                  |            |                |                 |   |                                 |                   | yes                                     |
| 5.    | Article VIII AEWA, Resolution 5.2   | Liaise with non-Party Range States, facilitate coordination between Parties and with international and national organizations   | 2                | 1             |                 | 1            | x               |                   |                              |                                  |            |                |                 |   |                                 |                   | no                                      |

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|      |  |  | %                | %             | %               | %             | %                | %                  | %                             | %                                 | %           | %               | %               | %                 |   |   |                                 |
| 6.   | Article VIII AEWA  | Gather and evaluate information which will further the objectives and implementation of AEWA and arrange for dissemination of such information   | 1                |               |                 | x             | x                |                    |                               |                                   |             |                 |                 | x                 |   | no  |                                 |
| 7.   | Article VIII AEWA  | Invite the attention of the MOP to matters pertaining to the objectives of AEWA  | x                |               |                 |               |                  |                    |                               |                                   |             |                 |                 |                   |   | no  |                                 |
| 8.   | Article VIII AEWA  | Prepare on annual basis and for each MOP Secretariat reports on the Secretariat work and implementation of AEWA  | 3                | 1             |                 | x             | x                |                    | x                             |                                   |             | 1               |                 | 2                 | x                                       | no  |                                 |
| 9.   | Article VIII AEWA  | Administer the budget for AEWA and its conservation fund   |                  |               |                 |               |                  |                    |                               |                                   |             |                 |                 |                   |   |   |                                 |
| 9.1  | Resolution 1.7, 7.1  | Small Grants Fund (raise funds for SGF and administer the Fund)  | x                | x             |                 | x             |                  |                    |                               |                                   |             | x               |                 |                   |   | yes   |                                 |
| 9.2  | Resolution 7.12, 8.12, UN rules and regulations                  | General Trust Fund (AWL) including the preparation of budget proposals and reports for MOPs, investigating the reasons that Parties are in arrears, proposing solutions and offering support to Parties with outstanding contributions, monitoring exchange rate fluctuations and adjust expenditures. | 12               | 13            |                 |               |                  |                    |                               |                                   |             |                 |                 |                   |   | no  |                                 |
| 9.3  | UN rules and regulations, Resolution 8.3                         | Second Trust Fund for voluntary contributions (AVL) including fundraising and development of a resource mobilisation plan  | 9                | 16            |                 | 5             | 3                |                    |                               |                                   |             | 6               |                 |                   |   | yes   |                                 |
| 10.  | Article VIII AEWA  | Provide information for the general public concerning AEWA and its objectives  |                  |               |                 |               |                  |                    |                               |                                   |             |                 |                 | 5                 | 32                                      | yes   |                                 |
| 10.1 | Resolution 6.10  | Implementation of the Communication Strategy   | 1                |               |                 |               |                  |                    |                               |                                   |             |                 |                 | 17                | x                                       | yes   |                                 |
| 10.2 | Resolution 5.5   | World Migratory Bird Day (WMBD)  | 1                |               |                 |               |                  |                    |                               |                                   |             | 3               |                 | 40                | x                                       | yes   |                                 |
| 11.  | Article VIII AEWA  | Perform such other functions as may be entrusted to it under AEWA or by the MOP:   | 4                |               |                 |               |                  |                    |                               |                                   |             |                 |                 |                   | 10                                      | yes   |                                 |
| 11.1 | Resolution 4.6   | Implementation Review Process (IRP) (service the IRP for the Standing Committee)   | x                |               |                 | 1             |                  |                    |                               |                                   |             | 2               |                 |                   |   | yes   |                                 |
| 11.2 | Resolution 6.4, Paris Declaration, 11-12 May 2016, Paris, France | European Goose Management Platform coordination  | 2                |               |                 | 5             |                  |                    | 76                            | 35                                |             |                 |                 |                   |   | yes   |                                 |

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|     |  |   | %                | %             | %               | %            | %               | %                 | %                            | %                                | %           | %               | %              | %                 |   |   |                                 |
| 12. | Article V AEWA                                       | Publish list of focal points and update regularly   |                  |               |                 |              |                 |                   |                              | 2                                |             |                 |                |                   |   | no  |                                 |
| 13. | Article V and Article VIII AEWA, Resolution 5.2, 8.7 | Circulate copies of all national reports to all Parties. This presumes: providing support to Parties for the submission of national reports through the online national report system, (funds permitting) arranging for an analysis of the national reports prior to each MOP; enhancing/ updating the system and looking into providing for synergies with other MEAs towards building a searchable register; synthesising a high-level summary of sources of information adopted by the MOPs. | x                |               |                 | 7            |                 |                   |                              |                                  |             |                 |                |                   | x                                       | yes   |                                 |
| 14. | 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  |                  |               |                 | 1            |                 |                   |                              |                                  |             |                 |                |                   |   | no  |                                 |
| 15. | Article IX AEWA, Resolution 8.3                      | Maintain regular contact with CMS and other relevant international treaties and organisations   | 5                |               |                 | x            |                 |                   |                              | x                                |             |                 |                |                   |   | no  |                                 |
| 16. | Article X AEWA, Resolution 5.6, 5.7, 8.1, 8.2        | Issue notification on timeline for submission of proposals for amendments to the Agreement text or annexes and transmit copies of Party proposals prior to each MOP, as soon as possible after the deadline of sixty days and follow up on proposals and amendments adopted by Parties  | 1                | 5             |                 | 1            |                 |                   |                              |                                  |             |                 | x              |                   |   | no  |                                 |
|     |  | <b>TOTAL STAFF ALLOCATION</b>   | <b>100</b>       | <b>80</b>     | <b>100</b>      | <b>100</b>   | <b>100</b>      | <b>100</b>        | <b>100</b>                   | <b>100</b>                       | <b>80</b>   | <b>100</b>      | <b>80</b>      |                   |   |   |                                 |