



10th SESSION OF THE MEETING OF THE PARTIES

10 – 13 November 2026, Valletta, Malta

SECRETARIAT WORK PLAN 2026-2027

Summary:

This document presents a new format for the Secretariat work plan, linking staff activities and time allocations to the tasks arising from the resolutions currently in force, while also providing an overview of the routine administrative tasks necessary for the effective functioning of the Agreement.

Pursuant to paragraph 9 of Resolution 7.1, adopted at MoP7 in Brussels, Belgium, which requested the Secretariat to prepare a plan of action based on the implementation priorities identified by the Advisory Committee, the Standing Committee, at its 11th Meeting in Rome, Italy, requested the Secretariat to develop a work plan listing all activities and the corresponding number of staff days required. At its 12th Meeting, the Standing Committee approved the format and level of detail of the work plan. Since then, the Secretariat has updated the work plan annually, covering the period from June to May of the following year.

However, prior to the 25th Meeting of the Standing Committee, the Secretariat was also requested to prepare a separate document providing an overview of the tasks arising from the EUROBATS resolutions currently in force. Following discussion at that meeting, the Standing Committee requested the Secretariat to combine this overview with the annual work plan in a single integrated document.

The present work plan responds to that request. It brings together the administrative and operational elements of the annual work plan with the tasks and activities arising from the resolutions in force, thereby providing a comprehensive overview of the Secretariat's work in support of the implementation of the Agreement.

At its 26th Meeting, the Standing Committee approved this format of the work plan and suggested that, following the adoption by the Meeting of the Parties of the Resolution on the Adoption of the EUROBATS Strategic Plan 2026 – 2038, the Secretariat Work Plan be amended accordingly to reflect the strategic goals and targets. The following staffing resources expressed in workdays, are available per year: Executive Secretary, full time, 215 days; Programme Officer, 80 per cent, 172 days; and two Administrative Assistants, both at 80 per cent, 344 days in total.

ANNEX1**EUROBATS Secretariat Work Plan 2026-2027****Governance, Institutional and Financial Framework**

Relevant resolutions	Secretariat output and activities	Timing / Staff allocation
1.3 Establishment and Location of the Permanent Secretariat	• Coordinate and support the implementation of Agreement activities and facilitate information exchange among Parties. • Plan, organise and service sessions of the Meeting of the Parties, including coordination with the host country, venue arrangements, meeting facilities and other logistics matters. • Prepare and circulate draft documents and draft resolutions in coordination with the StC and AC Chairs, StC and AC Vice-Chairs and IWG convenors. • Manage meeting participant arrangements, including invitations, processing registrations, visa assistance and funding procedures for sponsored delegates. • Coordinate development of meeting agendas and finalisation of documents for discussion and decision. • Record proceedings and prepare, finalise and publish official meeting reports and outputs.	Continuous ES 10%, PO 6%, GS 30%
1.6 Format and frequency of national reports 2.7 Format of national reports 3.3 Format of national implementation reports 7.4 Format of national implementation reports	• Support Parties in filling out National Report questionnaire in the Online Reporting System. • Promote timely submission of national implementation reports by Parties before MoP10. • Publish and analyse national reports submitted by Parties ahead of MoP10. • Coordinate with UNEP-WCMC on the future use and updates of the Online Reporting System. • Use reporting outputs to support implementation review and identification of follow-up priorities.	In line with MoP reporting cycle ES 3%, PO 10%, GS 0%

Relevant resolutions	Secretariat output and activities	Timing / Staff allocation
3.1 Integration into the UNEP/CMS Agreements Unit	• Ensure administrative coordination and communication across the CMS Family and with UNEP. • Represent the EUROBATS Secretariat, including participation in UN Bonn coordination mechanisms. • Support resolution of operational and administrative issues and implementation of internal management and control frameworks. • Support recruitment processes, including participation in competency-based interview panels for new posts within the CMS Family. • Develop and implement Enterprise Risk Management and Internal Control Policy Plan for the CMS Family.	Continuous ES 10%, PO 5%, GS 4%
1.4 On the Establishment of an Advisory Committee 6.18 Terms of Reference for the Advisory Committee	• Plan, organise and service Advisory Committee meetings, including coordination with the host country, venue arrangements, meeting facilities and online participation. • Prepare and circulate draft documents and draft resolutions in coordination with the Chair, Vice-Chair and IWG convenors. • Manage participant arrangements, including invitations, processing registrations, visa assistance and funding procedures for sponsored delegates. • Coordinate development of meeting agendas and finalisation of documents for discussion and decision. • Record proceedings and prepare, and publish official meeting reports, implement AC decisions.	In line with AC cycle ES 10%, PO 5%, GS 30%
5.8 On the establishment of a Standing Committee 6.17 Amendment of Resolution 5.8 Terms of Reference for the Standing Committee	• Plan, organise and service Standing Committee meetings. • Prepare and circulate outputs, including draft documents and draft resolutions, in coordination with the Chair and Vice-Chair for discussion at meetings. • Manage participant arrangements, including invitations, processing registrations and other logistical assistance as necessary. • Record proceedings and prepare and publish official meeting reports, implement StC decisions.	In line with StC cycle ES 15%, PO 0%, GS 15%

Relevant resolutions	Secretariat output and activities	Timing / Staff allocation
9.1 Financial and Administrative Matters (Budget 2023 - 2026)	• Manage assessed contributions of Parties, issuing invoices and receipt confirmations, and maintaining records of EUROBATS income and payments. • Plan and monitor the budget, track expenditure against budget lines, maintain financial records and keep budget implementation up to date. • Prepare and review financial documentation and reports, including revisions, budget implementation reports and donor consumption reports on voluntary contributions. • Support financial oversight and reporting to governing bodies, including annual review of cost estimates in light of exchange rate fluctuations, new accessions and savings. • Administer procurement and contracting procedures and manage relevant transactions in UMOJA, INSPIRA, the Implementing Partner Module and the Partnership Portal. • Liaise with UNEP administration and finance units in Bonn and Nairobi on procurement, contracts and financial procedures. • Manage official travel administration, Secretariat records, correspondence, human resources processes and staff development requirements.	Continuous ES 20%, PO 20%, GS 55%

Synergies, Partnerships and Cooperation

Relevant resolutions	Secretariat output and activities	Timing / Staff allocation
6.10 Synergies Between the Agreement and Other European Treaties for Nature Conservation 9.4 Wind Turbines and Bat Populations 8.6 Bats and Light Pollution 8.7 Bats and Climate Change 4.8; 5.3; 6.2; 7.2; 8.2; 9.2 Amendment of the Annex to the Agreement	• Participate in CMS thematic bodies, including the Energy Task Force, Climate Change Group, Light Pollution Group and CMS Taxonomy Working Group. • Contribute to development and alignment of technical guidance at CMS level. • Coordinate taxonomic amendments and contribute to CMS Appendices revision processes. • Exchange information and experience on cross-cutting issues, including renewable energy, climate change impacts and artificial light. • Ensure consistency between EUROBATS guidelines and CMS-level policy developments.	Continuous ES 7%, PO 4%, GS 0%
6.10 Synergies Between the Agreement and Other European Treaties for Nature Conservation 2.2 Consistent Monitoring Methodologies 5.4 Monitoring Bats across Europe 9.4 Wind Turbines and Bat Populations 7.6 Conservation and Management of Important Underground Sites for Bats 8.5 Conservation and Management of Important Overground Sites for Bats 8.6 Bats and Light Pollution	• Liaise with the European Commission and relevant expert groups, including processes linked to reporting under the Nature Directives. • Promote alignment of monitoring methodologies with EU requirements. • Support revision of the EU Action Plan for the Conservation of All Bat Species. • Promote consideration of EUROBATS guidance in implementation of the Renewable Energy Directive. • Ensure that reporting formats and guidance reflect related EU reporting obligations where appropriate.	Continuous ES 2%, PO 2%, GS 0%

Relevant resolutions	Secretariat output and activities	Timing / Staff allocation
9.4 Wind Turbines and Bat Populations 6.4 Guidelines for the implementation of the EUROBATS Project Initiative (EPI) 7.15 Amendment to Res. 6.4: Guidelines for the Implementation of the EUROBATS Projects Initiative (EPI) 9.3 Priority Species for Autecological Studies	• Engage with international financial institutions and donors. • Promote application of EUROBATS guidance in funded projects. • Support integration of priority conservation objectives into externally funded activities. • Use donor dialogue to help mobilise support for priority studies and implementation follow-up.	Continuous ES 2%, PO 4%, GS 0%
6.10 Synergies Between the Agreement and Other European Treaties for Nature Conservation 1.4 On the Establishment of an Advisory Committee 6.18 Terms of Reference for the Advisory Committee	• Promote coordination with other biodiversity agreements and nature conservation networks. • Align reporting processes where appropriate. • Facilitate cooperation between scientific bodies. • Avoid duplication by drawing on existing expertise.	Continuous ES 2%, PO 4%, GS 0%

Bat Conservation

Relevant resolutions	Secretariat output and activities	Timing / Staff allocation
2.2 Consistent Monitoring Methodologies 5.4 Monitoring Bats across Europe 4.8; 5.3; 6.2; 7.2; 8.2; 9.2 Amendment of the Annex to the Agreement 9.3 Priority Species for Autecological Studies	• Facilitate IWGs and related technical work on monitoring methodologies, species coverage and priority species. • Support development, circulation and publication of guidance linked to species status assessment and monitoring. • Coordinate questionnaires, data collection and database management relevant to assessment of conservation status and species distribution. • Maintain and update relevant online tools and publish selected data to support identification of species with unfavourable conservation status. • Support prioritisation of autecological studies for threatened species.	Continuous ES 4%, PO 4%, GS 2%
7.6 Conservation and Management of Important Underground Sites for Bats 8.5 Conservation and Management of Important Overground Sites for Bats 8.3 Monitoring of Daily and Seasonal Movements of Bats 8.12 Purpose-built Man-made Roosts	• Facilitate IWGs and related technical work on important underground and overground sites, commuting routes and roosts. • Prepare, circulate, finalise and publish guidance on habitat identification, protection, monitoring and management. • Send questionnaires, collect responses, maintain databases and update online tools related to habitats and roosts. • Investigate complaints regarding loss or damage to sites, correspond with Parties and report to MoP as required. • Publish selected data and technical outputs that support protection and monitoring of important habitats.	Continuous ES 4%, PO 4%, GS 2%

Relevant resolutions	Secretariat output and activities	Timing / Staff allocation
7.9 Impact of Roads and Other Traffic Infrastructures on Bats 9.4 Wind Turbines and Bat Populations 8.6 Bats and Light Pollution 8.7 Bats and Climate Change 8.8 Guidelines for Bat Rescue and Rehabilitation 8.9 Bats, Insulation and Lining Materials 8.13 Insect Decline as a Threat to Bat Populations in Europe 5.2 Bat Rabies in Europe 9.6 Communication, Bat Conservation and Public Health	• Facilitate IWGs and related technical work on the main threats and causes of bat population decline. • Prepare, circulate, finalise and publish guidance on infrastructure impacts, renewable energy, light pollution, climate change, public health and other key threats. • Coordinate written procedures and expert input for threat-related guidance and recommendations. • Respond to erroneous media coverage concerning bats and zoonotic diseases and publish Advisory Committee responses online. • Publish selected data and examples of practice relevant to threat reduction.	Continuous ES 4%, PO 4%, GS 2%
6.4 Guidelines for the implementation of the EUROBATS Project Initiative (EPI) 7.15 Amendment to Res. 6.4: Guidelines for the Implementation of the EUROBATS Projects Initiative (EPI)	• Collect and screen EPI project proposals for formal compliance and submit eligible applications to the Selection Working Group. • Liaise with donors and seek financial support for selected projects. • Manage administrative and financial procedures for approved projects, including contract preparation and funding arrangements. • Oversee project implementation, including budget review, financial reporting and compliance with terms of reference and deadlines. • Publish project summaries and results on the EUROBATS website and develop follow-up proposals where appropriate. • Develop and refine assessment templates and evaluation criteria for use by the EPI Selection Working Group.	Continuous ES 2%, PO 4%, GS 5%

Knowledge, Awareness Raising and Resources

Relevant resolutions	Secretariat output and activities	Timing / Staff allocation
5.2 Bat Rabies in Europe 9.6 Communication, Bat Conservation and Public Health 9.7 Implementation of the Conservation and Management Plan (2023 - 2026)	• Maintain and further develop the EUROBATS website, including content updates. • Create and manage social media channels to disseminate conservation information and Secretariat outputs. • Develop, design and distribute educational and promotional materials. • Coordinate International Bat Night, including publication of calls, event registration tools and event summaries. • Publish responses of the Advisory Committee to misinformation concerning bats and zoonotic diseases. • Develop and disseminate communication materials on bat conservation and public health, including translation where funding allows. • Distribute and promote the EUROBATS Publication Series and updated technical guidelines. • Support translation, design and layout of key publications, subject to available resources. • Promote implementation of technical guidance in support of the EU Action Plan for the Conservation of All Bat Species. • Publish selected scientific outputs, project results and examples of best practice on the website. • Encourage uptake of guidelines by Parties and relevant stakeholders. • Support outreach that can help mobilise resources and encourage accession by remaining Range States.	Continuous ES 5%, PO 4%, GS 15%