

8th Session of the Meeting of the Parties

Monte Carlo, Monaco, 8 – 10 October 2018

EUROBATS Secretariat Work Plan 2018 - 2019



Introduction

Following up on paragraph 9. of Resolution 7.1 adopted at MoP7 (Brussels, Belgium, 15 – 17 September 2014) which “*Requests 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 (Rome, Italy, 28 April 2015) requested the Secretariat to develop a work plan listing all activities and the relating staff days required. At its 12th Meeting (Bonn, Germany, 18 May 2016) the Standing Committee approved the present format and level of detail. The Secretariat was requested to update the work plan for the period June – May for the following years.

The plan is based on the following staffing and work days available:

- Executive Secretary (**ES**, full time) = 215 days/year
- Programme Officer (**PO**, 50%) = 107,5 days/year
- 2 Assistants, 1 Secretary (**GS**, all three staff members are working on a 50 percent basis) = 322,5 days/year

For the GS staff the average compensated overtime is reflected in the work plan. For the professional posts (ES and PO) overtime is expected in this post category and therefore not compensated in line with UN staff rules.

Work plan June 2018 – May 2019

Activity 1: Executive management and general administration

Description: Overall direction of the Secretariat, interaction and cooperation within the CMS Family, interaction with UNEP headquarters and the joint CMS Family administrative unit, external representation of the EUROBATS Secretariat, keeping records up to date, responding to queries and dealing with general administrative tasks. This is a continuous activity with no milestones assigned.

Task 1: CMS Family management and executive management cooperation and consultations		
<ul style="list-style-type: none"> • CMS Family executive management coordination and consultations including joint teleconferences with UNEP headquarters and other partners; • CMS Family management cooperation and interoffice communication (formal and informal); • EUROBATS specific interaction with UNEP Headquarters. 		
Timing	Required days	Responsible
continuous	30	ES

Task 2: UN BONN management cooperation and consultations		
<ul style="list-style-type: none"> • Heads of Agencies Forum; • UN Germany Security Management Team; • Acting as Designated Official for the UN in Germany on a regular basis; • Protocol and representation within the diplomatic corps and UN Germany. 		
Timing	Required days	Responsible
continuous	5	ES

Task 3: Files and records (other than meetings)		
<ul style="list-style-type: none"> • Prepare, maintain, and update electronic and hardcopy files; • Contribute to ad hoc and periodic reports. 		
Timing	Required days	Responsible
continuous	ES = 5; PO = 5; GS = 5	ES; PO; GS

Task 4: Correspondence		
<ul style="list-style-type: none"> • Monitor email and hardcopy correspondence; • Respond to diverse queries and information requests; • Communicate with focal points from Parties, NGOs and other partners. 		
Timing	Required days	Responsible
continuous	ES = 50; PO = 15; GS = 30	ES; PO; GS

Task 5: Mission preparation (other than MoP, AC and StC meetings)		
<ul style="list-style-type: none"> • GS prepare ES and PO missions; • GS certify travel requests and expense reports, at times also for the CMS-Family; • PO and ES submit travel requests. 		
Timing	Required days	Responsible
continuous	ES = 2; PO =5; <u>GS = 5 (was 10)</u> , 2 days CMS	ES; PO; GS

Total required days for activity 1: ES = 92; PO = 25; GS = 40 (was 45)

Activity 2: Budget planning and finance administration

Description: Ensure accurate and cost-effective budgeting, prepare necessary financial documentation. This is a continuous activity with no milestones assigned.

Task 1: Prepare, maintain and update financial overviews		
<ul style="list-style-type: none"> • ES plan the budget, monitor income and expenditure, authorise expenditure, provide direction to staff, review financial records; • GS classify expenses according to budget lines and keep budget records up to date; • GS compare EUROBATS budget records with central administrative reports, make necessary corrections; • Review financial documents to be signed by ES, contribute to mid- & end-year revisions/reports; • Liaise with UNEP administration and finance unit in Bonn. 		
Timing	Required days	Responsible
continuous	ES = 18; GS = 25	ES; GS

Task 2: Procurement		
<ul style="list-style-type: none"> • Plan procurement; • Collect quotes, create direct purchase orders or create requests for goods and services through accounting system, occasionally also for the entire CMS family; • Liaise with finance units in Bonn and Nairobi with regard to procurement. 		
Timing	Required days	Responsible
continuous	ES = 1; <u>GS = 20 (was 15)</u> , 4 days for CMSFamily	ES; GS

Task 3: Other financial administration related tasks		
<ul style="list-style-type: none"> • ES overlook selection processes, provide direction to staff, sign contracts, authorise payments; • GS assist with registration of new persons/vendors/third parties in the UN financial system; • GS prepare documentation upon receipt of goods and services; • GS and PO request and monitor payments; 		

- GS assist in preparations of small scale funding agreements and related documents for third parties;
- GS assist in preparations of necessary documentation and contracts for individual contractors and consultants;
- PO review proposed budgets and financial reports for the EPI projects.
 - PO creates announcements for consultants and individual contractors in recruitment system;
 - PO assists consultants and individual contractors in submitting applications and reports.

Timing	Required days	Responsible
continuous	ES = 10; PO = 16; <u>GS = 30 (was 35)</u>	ES; PO; GS

Total required days for activity 2: ES = 29; PO = 16; GS = 75

Activity 3: Human resources (HR) related issues and internal meetings

Description: Deal with HR and other internal organisational issues. This is a continuous activity with no milestones assigned.

Task 1: HR and staff development issues

- Extend contracts, diverse passes, user accounts and credentials;
- Create yearly work plan and perform midyear and end-year self-evaluation;
- ES review and authorise staff work plans, conduct midyear review and annual performance appraisals;
- Mandatory 5 days of training per staff member on professional skills plus ad hoc trainings (e.g. fire-warden and security training, etc.);
- Training on updates with regard to the accounting system UMOJA

Timing	Required days	Responsible
continuous	ES = 15; PO = 10; <u>GS = 45 (was 48)</u>	ES; PO; GS

Task 2: Internal meetings

- Weekly EUROBATS staff meetings;
- Weekly CMS-Family stand-up meetings;
- Diverse CMS-Family committees and working groups.

Timing	Required days	Responsible
continuous	ES = 10; PO = 10; GS = 20	ES; PO; GS

Total required days for activity 3: ES = 25; PO= 20; GS = 65 (was 68)

Activity 4 and 5: 8th Session of the Meeting of the Parties (MoP8), 24th Meeting of the Advisory Committee (AC24), 16th Meeting of the Standing Committee (StC16)

Description: Organise, participate at, and wrap-up MoP8 / AC24 and StC16.

Timeline with milestones

Milestone	Timing
Location chosen (AC and StC)	November / December
Venue and hotel chosen and booked (AC/StC)	November/December
Invitations sent	June 2018 / February 2019
Logistics for secretariat done	September 2018 / March/April 2019
Agenda and documents finalised	September 2018 / March/April 2019
Registration closed	July 2018 / March 2019
MoP8, AC24, StC16	October 2018 / spring 2019

Task 1: Send invitations		
<ul style="list-style-type: none"> • Prepare recipients list in consultation with ES, discuss it with ES; • Draft registration form, draft, format, and merge invitations; • Send individual invitations to approximately 150 recipients. 		
Timing	Required days	Responsible
June, winter 2018/2019	ES = 1; <u>GS = 6 (was 4)</u>	ES; GS

Task 2: Process registration forms		
<ul style="list-style-type: none"> • Check, print, save registration form, compare information with database entry, contact participants for clarifications as required; • Create mailing list, list of participants, check list of focal points; • Prepare and send UN certificate per mail and e-mail; • Update logistics lists (arrival/departure dates and times, accommodation need, etc.). <p>Additional actions for funded participants (approx. 60 participants):</p> <ul style="list-style-type: none"> • Arrange for travel (get quotes from travel agency, select itinerary, liaise with participant, create travel request in the system, send ticket); • Prepare and send visa documents (including sending a note verbale to consulate/responsible authority). 		
Timing	Required days	Responsible
January – April	ES = 4; <u>GS = 40 (was 30)</u>	ES; GS

Task 3: Arrange travel for staff		
<ul style="list-style-type: none"> • Get quotes from travel agency, create travel requests, purchase tickets; • Obtain security clearance; • Prepare and pack secretariat's office items. 		
Timing	Required days	Responsible
Travel by September / early 2019; packing before the meeting	PO = 2; GS = 2	PO, GS

Task 4: Prepare meeting documents		
• Draft, format and put online.		
Timing	Required days	Responsible
July – September early 2019	ES = 8; PO = 5 (needs 10); GS = 6	ES; PO; GS

Task 5: Liaise with host, conference venue, and other partners		
<ul style="list-style-type: none"> • Determine and organise needed logistics and support; • Coordinate and communicate with involved partners, especially with regard to side events and dinner/lunch organization; • GS assist local partners to register in UN finance system, prepare contracts and other financial administration; • GS process initial payments. 		
Timing	Required days	Responsible
June – October December 2018 – May 2019	ES = 6; PO = 3; GS = 14	ES; PO; GS

Task 6: Prepare EFT / cash expenses		
<ul style="list-style-type: none"> • Calculate cash expense; • Create payment advance and take care of other necessary financial administration; • Prepare payment for funded delegates. 		
Timing	Required days	Responsible
April	<u>8 (was 5)</u>	GS

Task 7: Meeting		
• 4 staff members with 6 working days each.		
Timing	Required days	Responsible
October	ES = 6; PO = 6; GS = 12	ES; PO; GS
April 2019 / May 2019	<u>ES = 6; PO = 6; GS = 12</u>	ES; PO; GS

Task 8: Meeting wrap-up		
<ul style="list-style-type: none"> • GS finalise payments to local partners, etc. • GS wrap-up financial administration, create expense reports; • Finalise meeting record. 		
Timing	Required days	Responsible
April – May	ES = 2; PO = 3; <u>GS = 20 (was 16)</u>	ES; PO; GS

Task 9: Intersessional working groups (besides publications)		
PO provide scientific and technical inputs into the activities of the Intersessional Working Groups (IWGs) of the Advisory Committee.		
Timing	Required days	Responsible
Between the AC meetings	12 (5 more required)	PO

Total required days for activity 4: ES = 33; PO = 37 (needs 52 due to increased number of IWGs); GS = 120 (was 96)

Activity 6: EUROBATS Project Initiative (EPI)

Description: Assist with the implementation of EPI: Compile and assess applications and submit the proposals to the EPI evaluation group, coordinate with applicants regarding administrative requirements, monitor implementation and fulfilment of contractual requirements and collect reports. This is a continuous activity with no milestones assigned.

Task 1: Assess applications		
<ul style="list-style-type: none">• ES consultations with donors, review and sign contracts;• Collect and review proposals for formal compliance with EPI rules;• PO direct them to EPI assessment group.		
Timing	Required days	Responsible
continuous	ES = 1; PO = 3	ES; PO

Task 2: Prepare contracts and oversee implementation		
<ul style="list-style-type: none">• Oversee implementation of projects, including adherence to terms of reference and deadlines for financial and reporting requirements.		
Timing	Required days	Responsible
continuous	PO = 8	PO

Task 3: Report and follow-up		
<ul style="list-style-type: none">• Implement new format for final project reports and inform relevant national institutions about project results;• Publish brief results on EUROBATS website;• Develop proposals for follow up action, including elaboration of project concepts/proposals for which external funding to be sought after.		
Timing	Required days	Responsible
continuous	PO = 3 (needs 5)	PO

Total days required for activity 6: ES = 1; PO = 11 (needs 14); GS = 0

Activity 7: Public awareness raising and outreach

Description: Produce and disseminate EUROBATS publicity material; represent and promote the Agreement during official meetings and scientific conferences; update and maintain EUROBATS website; assist in organisation of International Bat Night. This is a continuous activity with no milestones assigned.

Task 1: Produce promotion material		
• Draft, layout/ format, oversee production of promotion material		
Timing	Required days	Responsible
continuous	ES = 2; PO = 0 (needs 3); GS = 10	ES; PO; GS

Task 2: Produce EUROBATS publication series and leaflets		
• GS assist PO by proofreading and formatting new publications/guidelines;		
• Coordinate with translators, designers, printing companies;		
• Oversee production of publications.		
Timing	Required days	Responsible
continuous	ES = 3; PO = 2,5 (needs 70); <u>GS = 30 (was 25)</u>	ES; PO; GS

Task 3: Disseminate information and promotion material		
• Disseminate EUROBATS info and promotion material and other publications on bat conservation produced by the Parties.		
Timing	Required days	Responsible
continuous	25	GS

Task 4: Representation		
• Participate in conferences, meetings and workshops on behalf of EUROBATS, prepare reports/presentations.		
Timing	Required days	Responsible
continuous	ES = 28; PO = 0 (needs at least 14)	ES; PO

Task 5: EUROBATS website		
• Update available information and post new material of interest.		
Timing	Required days	Responsible
continuous	ES = 2; PO = 3 (needs 10); GS = 5	ES; PO; GS

Task 6: International Bat Night (IBN)		
<ul style="list-style-type: none"> • Prepare call for IBN events; • Organise and coordinate production of IBN poster • Oversee dissemination of info material by printing company; • Send info material from secretariat (incl. entering data into data base and order lists); • Proofread and publish event registrations and event reports on EUROBATS website. 		
Timing	Required days	Responsible
May-September	PO=0 (needs 2); GS = 15	PO, GS

Total required days for activity 7: ES = 35; PO = 5,5 (needs 69+ to wrap up publications and maintain the website); GS = 85 (was 80)

Activity 8: Analysis of MOP 8 reports

Task 1:		
<ul style="list-style-type: none"> • National reports shall be analysed, main results summarised and published 		
Timing	Required days	Responsible
continuous	PO = 0 (needs 15)	PO

Total required days for activity 8: PO = 0 (needs 15)

Total days required for all activities:

ES = 215

PO = 107.5 (ideally needs 205+ in order to support publications and analysis of national reports)

GS = 215 for administrative assistants + 107.5 for secretary=322.5

+ 62.5 days overtime (was 41.5 days), totals 385 days (was 364 days)