

12th Meeting of the Standing Committee

Bonn, Germany, 18 May 2016

EUROBATS Secretariat Work Plan 2015 - 2016



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.

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 (**GS**, sharing one post 50% each) = 215 days/year

The fifth post of Secretary is vacant in 2015/2016 due to maternity related leave and special leave without pay. The tasks of this post have been reallocated to the other posts (mainly GS). For the Assistants 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. However, for the Programme Officer the actual work days needed to best service the Intersessional Working Groups of the Advisory Committee and to meet all other workload related to the post is reflected in brackets.

PART 1: Work Plan 2015

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: UNBONN management cooperation and consultations		
<ul style="list-style-type: none">• Heads of Agencies Forum;• UN Germany Security Management Team;• Committee for UN Bonn Common Operations Management;• UN Bonn Common Services budget working group;• Protocol and representation within the diplomatic corps and UN Germany.		
Timing	Required days	Responsible
continuous	7	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 = 1; 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;• Communication with focal points from Parties, NGOs and other partners.		
Timing	Required days	Responsible
continuous	ES = 45; PO = 10.5; GS = 27	ES; PO; GS

Task 5: Mission preparation (other than AC and StC meetings)		
<ul style="list-style-type: none"> • GS prepare ES and PO missions; • PO and ES obtain authorisation and submit travel requests. 		
Timing	Required days	Responsible
continuous	ES = 2; PO = 1; GS = 3	ES; PO; GS

Total required days for activity 1: ES = 89; PO = 12.5; GS = 35

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 budget planning, monitoring of 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 = 15; GS = 25	ES; GS

Task 2: Procurement		
<ul style="list-style-type: none"> • Procurement planning; • Request goods and services from vendors through accounting system; • Liaise with finance units in Bonn and Nairobi with regard to procurement. 		
Timing	Required days	Responsible
continuous	ES = 1; GS = 5	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 monitor payments; • Create announcements for consultants and individual contractors in recruitment system; • Assist consultants and individual contractors in submitting applications; • Monitor creation of contracts; • Assist in preparations of small scale funding agreements and related documents for third parties; • PO review proposed budgets and financial reports for the EPI projects. 		
Timing	Required days	Responsible

continuous	ES = 10; PO = 3; GS = 35	ES; PO; GS
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Total required days for activity 2: ES = 26; PO = 3; GS = 65

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		
<ul style="list-style-type: none"> • 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.); • Extensive training on the new accounting system UMOJA. 		
Timing	Required days	Responsible
continuous	ES = 15; PO = 9; GS = 32	ES; PO; GS

Task 2: Internal meetings		
<ul style="list-style-type: none"> • 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 = 8; GS = 16	ES; PO; GS

Total required days for activity 3: ES = 25; PO= 17; GS = 48

Activity 4: Advisory Committee Meeting

Description: Organise, participate at, and wrap-up one meeting of the Advisory Committee per year.

Timeline with milestones

Milestone	Timing
Location chosen	October/November
Venue and hotel chosen and booked	November/December
Invitations sent	January
Logistics for secretariat done	February
Agenda and documents finalised	March
Registration closed	March
AC Meeting	April

Task 1: Send invitations

- Prepare recipients list in consultation with ES, discuss it with ES;
- Draft registration form (reg. form), draft, format, and merge invitations;
- Send individual invitations to approx. 100 recipients.

Timing	Required days	Responsible
Beginning of January	ES = 1; GS = 2	ES; GS

Task 2: Process registration forms

- Check, print, save reg. form, compare info 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.).

Additional actions for funded participants (approx. 30 participants):

- 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 = 5; GS = 20	ES; GS

Task 3: Arrange travel for staff

- 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 February; packing before the meeting	2	GS

Task 4: Prepare meeting documents

- Draft, format and put online.

Timing	Required days	Responsible
January – April	ES = 3; PO = 5; GS = 2	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
January – April	ES = 5; PO = 3; GS = 15	ES; PO; GS

Task 6: Prepare cash expense		
<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	2	GS

Task 7: Meeting		
<ul style="list-style-type: none"> • 4 staff members with 6 working days each. 		
Timing	Required days	Responsible
April	ES = 6; PO = 6; GS = 12	ES; PO; GS

Task 8: Meeting wrap-up		
<ul style="list-style-type: none"> • GS finalise payments to local partners, etc.; • GS set off cash advance, wrap-up financial administration; • Finalise meeting record. 		
Timing	Required days	Responsible
April – May	ES = 3; PO = 3; GS = 12	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	10	PO

Total required days for activity 4: ES = 23; PO = 27; GS = 67

Activity 5: Standing Committee Meeting

Description: Organise, participate at, and wrap-up one meeting of the Standing Committee per year.

Timeline with milestones

Milestone	Timing
Location chosen	January
Hotel chosen and booked	March
Invitations sent	March
Logistics for secretariat done	April
Agenda and documents finalised	April
Registration closed	May
StC Meeting	May

Task 1: Send invitations		
• See task 1 of activity 4.		
Timing	Required days	Responsible
March	1	GS

Task 2: Process registration forms		
See task 2 of activity 4.		
Timing	Required days	Responsible
March – April	2	GS

Task 3: Arrange travel for staff (if applicable)		
• See task 3 for activity 4.		
Timing	Required days	Responsible
Travel by April; packing before the meeting	1	GS

Task 4: Prepare meeting documents		
• See task 4 for activity 4.		
Timing	Required days	Responsible
March – April	ES = 4; GS = 3	ES; GS

Task 5: Liaise with host, conference venue and other partners		
• See task 5 for activity 4.		
Timing	Required days	Responsible
February – May	ES = 1; GS = 2	ES; GS

Task 6: Prepare cash expense		
• See task 6 of activity 4.		
Timing	Required days	Responsible
April	1	GS

Task 7: Participate at the meeting		
• 3 staff members with 3 working days each (if travel is required).		
Timing	Required days	Responsible
May	ES = 3; GS = 6	ES; GS

Task 8: Meeting wrap-up		
• See task 8 of activity 4.		
Timing	Required days	Responsible
June	ES = 3; GS = 7	ES; GS

Total required days for activity 5: ES = 11; GS = 23

Activity 6: EUROBATS Project Initiative (EPI)

Description: Assist with the implementation of the 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"> • Draft TORs and contracts for successful applicants; • Oversee implementation of projects, including adherence to terms of reference and deadlines for financial and reporting requirements. 		
Timing	Required days	Responsible
continuous	3	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 is to be sought. 		
Timing	Required days	Responsible
continuous	3	PO

Total days required for activity 6: ES = 1; PO = 9

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		
<ul style="list-style-type: none"> • Draft, layout/ format, oversee production of promotion material. 		
Timing	Required days	Responsible
continuous	ES = 2; PO = 2; GS = 2	ES; PO; GS

Task 2: Produce EUROBATS publication series and leaflets		
<ul style="list-style-type: none"> • 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 = 16; GS = 16	ES; PO; GS

Task 3: Disseminate information and promotion material		
<ul style="list-style-type: none"> • Disseminate EUROBATS info and promotion material and other publications on bat conservation produced by the Secretariat. 		
Timing	Required days	Responsible
continuous	10	GS

Task 4: Representation		
<ul style="list-style-type: none"> Participate in conferences, meetings and workshops on behalf of EUROBATS, prepare reports/presentations. 		
Timing	Required days	Responsible
continuous	ES = 28; PO = 8	ES; PO

Task 5: EUROBATS website		
<ul style="list-style-type: none"> Update available information and post new material of interest. 		
Timing	Required days	Responsible
continuous	ES = 2; PO = 8; GS = 5	ES; PO; GS

Task 6: International Bat Night (IBN)		
<ul style="list-style-type: none"> Prepare call for IBN events; 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	10	GS

Task 7: 25th EUROBATS anniversary in 2016		
<ul style="list-style-type: none"> Prepare additional anniversary related information and publicity material; Organise and coordinate anniversary related media and other events. 		
Timing	Required days	Responsible
2015 / 2016	ES = 5; PO = 5; GS = 5	ES; PO; GS

Total required days for activity 7: ES = 40; PO = 39; GS = 48

Total days required for all activities:

ES = 215
PO = 107.5
GS = 215 plus 71 overtime (total 286)

PART 2: Work Plan 2016, January - June

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	15	ES

Task 2: UNBONN management cooperation and consultations		
<ul style="list-style-type: none">• Heads of Agencies Forum;• UN Germany Security Management Team;• Protocol and representation within the diplomatic corps and UN Germany.		
Timing	Required days	Responsible
continuous	3.5	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 = 2.5; PO = 1; GS = 2.5	ES; PO; GS

Task 4: Correspondence		
<ul style="list-style-type: none">• Monitor email and hardcopy correspondence;• Respond to diverse queries and information requests;• Communication with focal points from Parties, NGOs and other partners.		
Timing	Required days	Responsible
continuous	ES = 22.5; PO = 5.5; GS = 13.5	ES; PO; GS

Task 5: Mission preparation (other than AC and StC meetings)		
<ul style="list-style-type: none"> • GS prepare ES and PO missions; • PO and ES obtain authorisation and submit travel requests. 		
Timing	Required days	Responsible
continuous	ES = 1; PO = 0.5; GS = 1.5	ES; PO; GS

Total required days for activity 1: ES = 44.5; PO = 7; GS = 17.5

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 budget planning, monitoring of 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 = 7.5; GS = 12.5	ES; GS

Task 2: Procurement		
<ul style="list-style-type: none"> • Procurement planning; • Request goods and services from vendors through accounting system; • Liaise with finance units in Bonn and Nairobi with regard to procurement. 		
Timing	Required days	Responsible
continuous	ES = 0.5; GS = 2.5	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 monitor payments; • Create announcements for consultants and individual contractors in recruitment system; • Assist consultants and individual contractors in submitting applications; • Monitor creation of contracts; 		

<ul style="list-style-type: none"> • Assist in preparations of small scale funding agreements and related documents for third parties; • PO review proposed budgets and financial reports for the EPI projects. 		
Timing	Required days	Responsible
Continuous	ES = 5; PO = 1.5; GS = 17.5	ES; PO; GS

Total required days for activity 2: ES = 13; PO = 1.5; GS = 32.5

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		
<ul style="list-style-type: none"> • Extend contracts, diverse passes, user accounts and credentials; • Create yearly work plan and perform end-year self-evaluation; • ES review and authorise staff work plans and conduct annual performance appraisals; • Mandatory 2.5 days of training per staff member on professional skills plus ad hoc trainings (e.g. fire-warden and security training, etc.); • Extensive training on the new accounting system UMOJA. 		
Timing	Required days	Responsible
continuous	ES = 7.5; PO = 4.5; GS = 16	ES; PO; GS

Task 2: Internal meetings		
<ul style="list-style-type: none"> • Weekly EUROBATS staff meetings; • Weekly CMS-Family stand-up meetings; • Diverse CMS-Family committees and working groups. 		
Timing	Required days	Responsible
continuous	ES = 5; PO = 4; GS = 8	ES; PO; GS

Total required days for activity 3: ES = 12.5; PO= 8.5; GS = 24

Activity 4: Advisory Committee Meeting

Description: Organise, participate at, and wrap-up one meeting of the Advisory Committee per year.

Timeline with milestones

Milestone	Timing
Location chosen	October/November
Venue and hotel chosen and booked	November/December
Invitations sent	January
Logistics for secretariat done	February
Agenda and documents finalised	March
Registration closed	March
AC Meeting	April

Task 1: Send invitations		
<ul style="list-style-type: none"> • Prepare recipients list in consultation with ES, discuss it with ES; • Draft registration form (reg. form), draft, format, and merge invitations; • Send individual invitations to approx. 100 recipients. 		
Timing	Required days	Responsible
Beginning of January	ES = 1; GS = 2	ES; GS

Task 2: Process registration forms		
<ul style="list-style-type: none"> • Check, print, save reg. form, compare info 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. 30 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 = 5; GS = 20	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 February; packing before the meeting	2	GS

Task 4: Prepare meeting documents		
• Draft, format and put online.		
Timing	Required days	Responsible
January – April	ES = 3; PO = 5; GS = 2	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
January – April	ES = 5; PO = 3; GS = 15	ES; PO; GS

Task 6: Prepare cash expense		
<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	2	GS

Task 7: Meeting		
• 4 staff members with 6 working days each.		
Timing	Required days	Responsible
April	ES = 6; PO = 6; GS = 12	ES; PO; GS

Task 8: Meeting wrap-up		
<ul style="list-style-type: none"> • GS finalise payments to local partners, etc.; • GS set off cash advance, wrap-up financial administration; • Finalise meeting record. 		
Timing	Required days	Responsible
April – May	ES = 3; PO = 3; GS = 12	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	16	PO

Total required days for activity 4: ES = 23; PO = 33; GS = 67

Activity 5: Standing Committee Meeting

Description: Organise, participate at, and wrap-up one meeting of the Standing Committee per year.

Timeline with milestones

Milestone	Timing
Location chosen	January
Hotel chosen and booked	March
Invitations sent	March
Logistics for secretariat done	April
Agenda and documents finalised	April
Registration closed	April
StC Meeting	May

Task 1: Send invitations		
• See task 1 of activity 4.		
Timing	Required days	Responsible
March	1	GS

Task 2: Process registration forms		
See task 2 of activity 4.		
Timing	Required days	Responsible
March – April	2	GS

Task 3: Arrange travel for staff (if applicable)		
• See task 3 for activity 4.		
Timing	Required days	Responsible
Travel by April; packing before the meeting	1	GS

Task 4: Prepare meeting documents		
• See task 4 for activity 4.		
Timing	Required days	Responsible
March – April	ES = 4; GS = 3	ES; GS

Task 5: Liaise with host, conference venue and other partners		
• See task 5 for activity 4.		
Timing	Required days	Responsible
February – May	ES = 1; GS = 2	ES; GS

Task 6: Prepare cash expense		
• See task 6 of activity 4.		
Timing	Required days	Responsible
April	1	GS

Task 7: Participate at the meeting		
• 3 staff members with 3 working days each (if travel is required).		
Timing	Required days	Responsible
May	ES = 3; GS = 6	ES; GS

Task 8: Meeting wrap-up		
• See task 8 of activity 4.		
Timing	Required days	Responsible
June	ES = 3; GS = 7	ES; GS

Total required days for activity 5: ES = 11; GS = 23

Activity 6: EUROBATS Project Initiative (EPI)

Description: Assist with the implementation of the 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 = 0.5; PO = 1.5	ES; PO

Task 2: Prepare contracts and oversee implementation		
<ul style="list-style-type: none"> • Draft TORs and contracts for successful applicants; • Oversee implementation of projects, including adherence to terms of reference and deadlines for financial and reporting requirements. 		
Timing	Required days	Responsible
continuous	3	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 is to be sought. 		
Timing	Required days	Responsible
continuous	3.5	PO

Total days required for activity 6: ES = 0.5; PO = 8

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 organization of International Bat Night. This is a continuous activity with no milestones assigned.

Task 1: Produce promotion material		
<ul style="list-style-type: none"> • Draft, layout/ format, oversee production of promotion material. 		
Timing	Required days	Responsible
continuous	ES = 1; PO = 1; GS = 1	ES; PO; GS

Task 2: Produce EUROBATS publication series and leaflets		
<ul style="list-style-type: none"> • 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 = 1.5; PO = 24.5; GS = 8	ES; PO; GS

Task 3: Disseminate information and promotion material		
<ul style="list-style-type: none"> • Disseminate EUROBATS info and promo material and other publications on bat conservation produced by the Secretariat. 		
Timing	Required days	Responsible
continuous	5	GS

Task 4: Representation		
<ul style="list-style-type: none"> Participate in conferences, meetings and workshops on behalf of EUROBATS, prepare reports/presentations. 		
Timing	Required days	Responsible
continuous	ES = 14; PO = 4	ES; PO

Task 5: EUROBATS website		
<ul style="list-style-type: none"> Update available information and post new material of interest. 		
Timing	Required days	Responsible
continuous	ES = 1; PO = 8; GS = 2.5	ES; PO; GS

Task 6: International Bat Night (IBN)		
<ul style="list-style-type: none"> Prepare call for IBN events; Oversee dissemination of info material by printing company and send info material from secretariat; Proofread and publish event registrations on EUROBATS website. 		
Timing	Required days	Responsible
May-September	5	GS

Task 7: 25th EUROBATS anniversary in 2016		
<ul style="list-style-type: none"> Prepare additional anniversary related information and publicity material; Organise and coordinate anniversary related media and other events. 		
Timing	Required days	Responsible
2015 / 2016	ES = 2.5; PO = 2.5; GS = 2.5	ES; PO; GS

Total required days for activity 7: ES = 20; PO = 40; GS = 24

Total days required for all activities:

ES = 124.5

PO = 98

GS = 188