

18th Meeting of the Standing Committee

Videoconference, 16 September 2021

EUROBATS Secretariat Work Plan 2021 - 2022



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 percent) = 107.5 days/year
- 2 Assistants (**GS**, sharing one post with 50 percent each) = 215 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 2021 – May 2021

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, responding to queries and dealing with general administrative tasks, such as keeping records up to date. 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; • Act as Designated Official a.i. • Protocol and representation within the diplomatic corps and UN Germany. 		
Timing	Required days	Responsible
continuous	<u>6 (was 10)</u>	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; <u>PO = 2 (was 5)</u> ; GS = 2	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 = 55; <u>PO = 12 (was 20)</u> ; GS = 20	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; <u>PO = 2 (was 5)</u> ; GS = 2, 1 day for CMS	ES; PO; GS

Total required days for activity 1: ES = 98 (was 102); PO = 16 (was 30); GS = 24

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, consumption reports for donors on voluntary contributions; • Liaise with UNEP administration and finance unit in Bonn. 		
Timing	Required days	Responsible
continuous	ES = 20; GS = 10	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, often 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; GS = 12, 2 days for CMS	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 assist in preparations of donor agreements and related documents; • <u>GS perform tasks in relation to their roles in the Implementing Partner Module</u> (finance administration tasks related to small-scale funding agreements with third parties); 		

<ul style="list-style-type: none"> • GS and PO request and monitor payments; • GS assist in preparations of necessary documentation and contracts for individual contractors and consultants; • <u>GS (Tine Meyer-Cords) get the necessary training and perform the role of Lead Requisitioner for the entire CMS family</u> • PO review proposed budgets and financial reports for the EPI projects. <ul style="list-style-type: none"> • PO creates announcements for consultants and individual contractors in recruitment system; • PO assists consultants and individual contractors in submitting applications and reports; • <u>PO perform tasks in relation to his roles in the Implementing Partner Module</u> (finance administration tasks related to small-scale funding agreements with third parties); 		
Timing	Required days	Responsible
continuous	ES = 10; PO = 16; <u>GS = 40 (was 35)</u>	ES; PO; GS

Total required days for activity 2: ES = 31; PO = 16; GS = 62 (was 57)

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.); • Training on new extensions of the accounting system UMOJA, including Lead Requisitioner training 		
Timing	Required days	Responsible
continuous	ES = 10; PO = 10; <u>GS = 25 (was 20)</u>	ES; PO; GS

Task 2: Internal meetings		
<ul style="list-style-type: none"> • Weekly EUROBATS staff meetings; • CMS-Family P-staff and all staff meetings; • Diverse CMS-Family committees and working groups. 		
Timing	Required days	Responsible
continuous	ES = 15; <u>PO = 7,5 (was 10)</u> ; GS = 15	ES; PO; GS

Total required days for activity 3: ES = 25; PO = 17,5; GS = 40 (was 35)

Activity 4 and 5: 18th Meeting of the Standing Committee (StC18) and joint 19th Meeting of the Standing Committee and 26th Meeting of the Advisory Committee

Description: Organise, participate at, and wrap-up the meetings.

Timeline with milestones

Milestone (StC18 / joint StC19/AC26)	Timing (StC18 / joint StC19/AC26)
Location chosen	N/A / done
Venue and hotel chosen and booked	N/A / done
Invitations sent	done / Dec.2021
Logistics for secretariat done	N/A / Feb.2022
Agenda and documents finalised	Aug.2021 / March/April 2022
Registration closed	N/A / March/April 2022
StC18 / joint StC19/AC26	Sept.2021 / spring 2022

Task 1: Send invitations		
<ul style="list-style-type: none"> • GS prepare recipients list in consultation with ES, discuss it with ES; • Draft registration form, draft, format, and merge invitations; • Send individual invitations to approximately 90 recipients. 		
Timing	Required days	Responsible
StC19/AC26: Dec.2021	ES = 1; <u>GS = 3 (was 2)</u>	ES; GS

Task 2: Process registration forms		
<ul style="list-style-type: none"> • Check, print, save registration forms, 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. 35 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
StC19/AC26: Jan.-Apr.2022	ES = 4; <u>GS = 30 (was 25)</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
StC19/AC26: early 2022; packing before the meeting	ES = 1; PO = 1; GS = 2	ES; PO; GS

Task 4: Prepare meeting documents		
• Draft, format and put online.		
Timing	Required days	Responsible
StC18: Aug.2021, StC19/AC26: Jan.-Mar.2022	<u>ES = 7 (was 3)</u> ; PO = 3; <u>GS = 10</u> (was 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
StC19/AC26: Dec.2021-Apr.2022	ES = 6; GS = 10	ES; GS

Task 6: Prepare meeting finances		
<ul style="list-style-type: none"> • Prepare payment for funded delegates EFT or cash cards; • Calculate cash expense; • Create payment advance or take care of other necessary financial administration such as financial authorisations for UNDP, etc. 		
Timing	Required days	Responsible
StC19/AC26: Dec.2021-Apr.2022	<u>7 (was 5)</u>	GS

Task 7: Meeting		
• 3 staff members with 0.5 working day each / 4 staff members with 6 working days each.		
Timing	Required days	Responsible
StC18: Sept.2021,	ES = <u>1 (was 3)</u> ; GS = 1	ES; GS
StC19/AC26: spring 2022	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 wrap-up financial administration, create expense reports; • Finalise meeting record. 		
Timing	Required days	Responsible
StC19/AC26: June-July 2022	ES = 3; PO = 3; GS = 15	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	<u>10 (was 12)</u>	PO

Total required days for activity 4: ES = 29 (was 25); PO = 23 (was 26); GS = 90 (was 78)

Activity 6: EUROBATS Projects 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 = 5	PO

Total days required for activity 6: ES = 1; PO = 16; 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.

<u>Task 1: Organise reprint of existing information material and EUROBATS Publication Series</u>		
• Check drafts, oversee production of material		
Timing	Required days	Responsible
continuous	ES = 2; <u>GS = 5 (was 10)</u>	ES; 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; <u>PO = 10 (was 40)</u> ; GS = 30	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	<u>40 (was 30)</u>	GS

Task 4: Representation		
• Participate in conferences, meetings and workshops on behalf of EUROBATS, prepare reports/presentations.		
Timing	Required days	Responsible
continuous	ES = 24; <u>PO = 5 (was 10)</u>	ES; PO

Task 5: EUROBATS website		
• Update available information and post new material of interest.		
Timing	Required days	Responsible
continuous	ES = 2; <u>PO=4 (was 9)</u> ; GS = 10	ES;PO;GS

Task 6: International Bat Night (IBN)

- Prepare call for IBN events;
- Send info material and IBN posters (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	GS = 15	GS

Total required days for activity 7: ES = 31; PO = 19 (was 64); GS = 100 (was 95)

Total days required for all activities:

ES = 215

PO = 107,5

GS = 215 for administrative assistants + 101 days overtime (was 74 days), totals 316 days (was 289 days)