

TENTH MEETING OF PARTNERS TO THE PARTNERSHIP FOR EAST ASIAN – AUSTRALASIAN FLYWAY
Changjiang, P.R. China, 10-14 December 2018



Document 8

Plan for the Secretariat Budget and Activities 2019-2020

Submitted by EAAFP Secretariat

Partners at MoP10 are requested to consider the plan for the Secretariat's budget and activities for 2019-2020.

1. Introduction

As explained in MoP10 Document 7 “Report of the Secretariat Budget and Activities 2017-2018”, the Secretariat of the EAAFP is hosted in Song-do District (Incheon, RO Korea) through generous financial contribution from the Incheon Metropolitan City government. A new Memorandum of Understanding for the hosting of the Secretariat will be signed in May 2019 when it is expected that the Incheon Metropolitan City government will maintain their annual financial contribution of US\$450,442 towards the operation of the Secretariat and for EAAFP Partnership activities.

During the period 2019-2020, the Government of China is proposing to establish an EAAFP Science Unit at Beijing Forestry University to support the work of the EAAFP Partners and Secretariat through a generous annual donations of US\$500,000 (see paper MoP10, Decision 5). If this proposal is approved at MOP10, then the level of scientific and technical activity in the EAAF will increase in the coming years.

In terms of other support to Partners, the Secretariat will at least maintain the same level of support and to increase it if additional funds can be found, e.g. through Partner's voluntary contributions and fundraising efforts.

There are no plans to increase the number of full-time Secretariat staff but we will try to hire an IT specialist on a 12-month contract to improve the website and the platforms for communication between the Secretariat with the Partners and the committees. It should be noted that since the income to the Secretariat has maintained relatively constant over the past years, it has not been possible to give salary increases to deserving staff who have out-performed but instead, consideration has been given to giving staff one-off lump sum awards for their hard work during the year. In previous years, a small salary increase (<3%) to compensate for increases in the cost of living in the RO Korea may also have been provided to staff. In the long-term, a staff salary review should be undertaken to ensure that EAAFP salaries and benefits are comparable with those working in a similar field in the country so that the Secretariat can attract and retain experienced and talented staff for the benefit of the Partnership.

Below, the estimate of the income (Annex 1) and expenditure (Annex 2) of the Secretariat is provided, along with a draft workplan for 2019-2020 with budget.

2. Income (Annex 1)

As explained above, it is expected that Incheon Metropolitan City government will maintain their annual financial contribution of US\$450,442 towards the operation of the Secretariat and for EAAFP Partnership activities. At the same time, the Ministry of Environment (RO Korea) is planning to increase their annual contribution to the EAAFP from approximately US\$64,000 pa to approx. US\$88,000 in 2019 and US\$132,743 in 2020. The exact increase will be confirmed by the time of the signing of new MoU for the hosting of the EAAFP Secretariat in Songdo in May 2019.

Following Decision MOP9/D3, another important source of income for the EAAFP has been from Partners which totaled US\$115,090 (2017) and 87,372 (2018). The contributing Country Partners were the R.O. Korea, Japan, New Zealand, Singapore and the USA which the contributing NGO Partners were the Wildfowl and Wetlands Trust and the International Crane Foundation. From 2019-2020, China will provide an annual contribution of US\$500,000 for the operation of the EAAFP Science Unit based in Beijing and it is hoped that more Partners will be able to provide voluntary contributions to the EAAFP.

Regarding individual donors, the Korea South-East Power Co. (KOEN) has generously agreed to increase their donations to the EAAFP from US\$4,424 to US\$15,000 pa under a three-year Memorandum of Understanding that was signed in August 2018, to support the activities of civil environmental organisations in Incheon for the conservation of migratory birds and their habitats. It is also expected that the level of private donations will be increased due to the efforts of the Fundraising Manager, and that this amount will be at least US\$50,000 pa.

3. Expenditure (Annex 2) and workplan (Annex 3)

The expenditure in 2019-2020 will broadly follow that during 2017-2018 with these exceptions below that may require more explanation:

- *Activity 1.2 Support to new FNSs.* It is proposed that a trial be conducted until MoP11 to provide small funds to newly designated FNS, to promote their designation by organizing celebrations, production of sign-boards and leaflets etc. The aim is to increase awareness of these new sites as FNS as well as the work of the EAAFP. It is hoped that if awareness is raised at the time of designation, then there will be greater effort to conserve the site and the migratory waterbirds that use it;
- *Activity 2.1 EAAFP website.* The amount has been increased from US\$10,000 to US\$20,000 to improve the website especially since it is in the process of migration to a more stable server so that afterwards, funds are available to enhance the appearance and content of the website;
- *Activity 2.2 CEPA material.* The amount for this activity has been increased from US\$10,000 to US\$20,000 in response to feedback that there is a general lack of awareness of the work of the EAAFP and therefore, more funds need to be allocated to the Secretariat and Partners to publicize the purpose and work of the Partnership;

- *Activity 2.3 WMBD*. Again, the amount for this activity has been increased to support the World Migratory Bird Day activities of the Partners so that they can further promote the Partnership. The larger amount for 2019 compared with 2020 is to cover the additional cost of organizing an event in Incheon in May 2019 to celebrate the 10th anniversary of the hosting of the EAAFP Secretariat by the Incheon Metropolitan City government;
- *Activity 2.4 Flyway-wide Youth Forum*. The amount for this activity decreased since the Secretariat will aim to co-organize the Youth Forum with other organizations and so the cost can be shared;
- *Activity 3.3 Operation of the Science Unit based at Beijing Forestry University (China)*. This is a new item subject to the approval of Partners at MoP10 (see paper MoP10 DD.05).
- *Activity 5.3 Support for activities in Mongolia/Russian Far East/Alaska*. This aims to address the issues that in the past, the EAAFP has conducted relatively fewer activities in the northern part of the flyway as compared with the region around the Yellow Sea (Activity 51.) or the ASEAN region (Activity 5.2).

4. Estimated budget outlook:

It is possible to estimate the sustainability of the proposed budget estimate for 2019-2020 using the estimated income (minimum and maximum) from Annex 1, the carried over from 2018 (MoP10 Doc.7, Annex 2), and the estimated expenditure (minimum and maximum) from Annex 2 (see table below). This shows that if the Secretariat is not able to raise any additional funds from either Partner's voluntary contributions or from their fundraising efforts, then there will be a deficit of US\$ –269,447. However, if the Secretariat is able to raise all the funds that they aim to, then there would be a surplus of US\$427,423.

	USD	Comments
a. Income 2019-2020 (minimum US\$1,062,517 + US\$1,062,517) (maximum US\$1,164,081 + US\$1,208,328)	2,125,034 2,372,409	Doc.8, Annex 1
b. Carried over from 2018 (minimum US\$247,109) (maximum US\$696,604)	247,109 696,604	MoP10 Doc.7, Annex 2
c. Total income 2019-2020 (a+b) (minimum) (maximum)	2,372,143 3,069,013	
d. Expenditure 2019-2020 (US\$1,610,295 + US\$1,635,295)	2,641,590	Doc.8, Annex 2
e. Predicted deficit/surplus (c-d) (minimum) (maximum)	-269,447 427,423	

To avoid any deficit at the end of 2020, the budget would be reviewed every six months and especially at the end of 2019.

Annex 1

Income estimate 2019-2020

Fund source		2019 (US\$)		2020 (US\$)	
		MAX	MIN	MAX	MIN
ICG Core Operational Funds					
	Partnership Activity (PA)	134,513	134,513	134,513	134,513
	Secretariat Operation (SO)	94,690	94,690	94,690	94,690
	Personnel Expenditure (PE)	221,239	221,239	221,239	221,239
	<i>sub-total</i>	450,442	450,442	450,442	450,442
Partner's Funds					
	China	500,000	500,000	500,000	500,000
	Korea, RO	88,496	61,947	132,743	61,947
	Japan	35,128	35,128	35,128	35,128
	New Zealand	2,000		2,000	
	Singapore	1,995		1,995	
	USA	15,000		15,000	
	NGO partner-WWT	4,000		4,000	
	NGO partner-ICF	2,020		2,020	
	<i>sub-total</i>	648,639	597,075	692,886	597,075
Private Donations					
	Korea South-East Power Co. (PA)	15,000	15,000	15,000	15,000
	Donations (from fundraising efforts)	50,000		50,000	
	<i>sub-total</i>	<i>65,000</i>	<i>15,000</i>	<i>65,000</i>	<i>15,000</i>
Year Estimated Net Income Total		1,164,081	1,062,517	1,208,328	1,062,517
Carried over from ~2018+Miscellaneous fund Total		696,604	247,109		
Grand Total 2019-2020 (US\$)				3,069,013	2,372,143

Annex 2

Expenditure estimate 2019-2020

Category		Estimate 2019	Estimate 2020
Secretariat operations (SO)			
Office Management	Services, printing, etc.	30,973	30,973
Office Maintenance	Communication, postage, etc.	37,168	37,168
Office Equipment	Vehicle, Computer, etc.	26,549	26,549
	sub-total	94,690	94,690
Personnel expenditure (PE)			
Staff's Salary, Insurance and Miscellaneous Expenditure		298,605	298,605
	sub-total	298,605	298,605
Partnership activity (PA)			
Objective 1	Develop Flyway Network Sites	30,000	30,000
Objective 2	CEPA	100,000	85,000
Objective 3	Research, monitoring, knowledge generation and exchange	560,000	530,000
Objective 4	Capacity Building	95,000	135,000
Objective 5	Flyway-wide approaches	130,000	160,000
	sub-total	915,000	940,000
Total (US\$)		1,308,295	1,333,295
Grand total 2019-2020 (US\$)		2,641,590	

Annex 3

Financing the Secretariat workplan 2019-2020

Objectives	Description of activity required	Budget estimate (US\$)	
		2019	2020
Objective 1: Develop Flyway Network Sites	Activity 1.1 Provide support for the designation of new Flyway Network Sites and the conservation and management of existing FNSs,	20,000	20,000
	Activity 1.2 Provide small funds to FNS (especially newly designated FNS) on a trial basis, to promote their designation by organizing celebrations, production of sign-boards and leaflets etc	10,000	10,000
	subtotal	30,000	30,000
Objective 2: CEPA	Activity 2.1 Maintain and update the EAAFP website, including different language pages, and social media, including website maintenance and software, newsletter distribution, international interns support for translation	20,000	20,000
	Activity 2.2 Update and produce CEPA materials, including updating, producing and distributing videos, brochures, posters and other awareness raising materials such as souvenirs and VIP gifts.	20,000	20,000
	Activity 2.3 Promote World Migratory Bird Day through events and global campaigns in Flyway countries, including videos, posters, flyers and other materials, and providing WMBD Small Grants to FNS site managers and CEPA collaborators (including 10th anniversary event in Songdo, Incheon May 2019)	50,000	35,000
	Activity 2.4 Cooperate with other partners to hold Flyway-wide Youth Forum bringing together young people from Flyway countries around specific themes, and developing flyway conservation leadership skills and knowledge: the activity will try to leverage funds from Partner and other organizations	10,000	10,000
	subtotal	100,000	85,000
Objective 3: Research, monitoring, knowledge generation and exchange	Activity 3.1 Collect and translate (with the support of the Country Partners), the key documents from MOP10 (e.g. Strategic Plan 2019-2028) for uploading on the EAAFP website and further dissemination	30,000	0
	Activity 3.2 Small grant support for EAAFP Working Groups and Task Forces, e.g. for meetings, surveys, materials, etc.	30,000	30,000
	Activity 3.3 Operation of the Science Unit based at Beijing Forestry University (China)	500,000	500,000
	subtotal	560,000	530,000

Objective 4: Capacity Building	Activity 4.1 Cooperate with Partners to organize international FNS Workshop, to bring together and share best practice for site management in the Flyway	40,000	40,000
	Activity 4.2 Cooperate with Partners to organize national FNS Workshop, held jointly with interested Government Partner. A focus will be on updating the Site Information Sheet (SIS) for existing FNSs; *Identified Partners who have high number of missing SISs are Japan (27), Australia (17) and Russia (10); *List of countries who organised national site manager workshops from 2013 to 2016: China, Indonesia, Korea RO, Mongolia and Vietnam	40,000	40,000
	Activity 4.3 Support the conservation of the coastal wetlands in and around Incheon through local partnerships to organize workshops, training, education and awareness activities etc	15,000	15,000
	Activity 4.4 Organize MOP11 (2020)	0	40,000
	subtotal	95,000	135,000
Objective 5: Flyway-wide Approaches	Activity 5.1 Support the network around the Yellow Sea through regional workshops, training, etc	35,000	35,000
	Activity 5.2 Support the network around the ASEAN region through workshops through regional workshops, training, etc	25,000	25,000
	Activity 5.3 Support activities in Mongolia/Russian Far East/Alaska through regional workshops, training, etc	25,000	25,000
	Activity 5.4: Staff travel and costs to participate in national and international meetings, such as Ramsar, CBD and CMS COPs as well as meeting of Partners, to promote the Partnership through presentations, partner meetings, side-event, setting up exhibition counters etc.	30,000	30,000
	Activity 5.5 Meeting before MOP11 to review implementation of the Strategic Plan etc	0	30,000
	Activity 5.6 Investment in fundraising, e.g. holding events, preparing materials etc for supporter program	15,000	15,000
	subtotal	130,000	160,000
	Grand Total (US\$)	915,000	940,000