

ELEVENTH MEETING OF PARTNERS OF THE EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP
Brisbane, Queensland, Australia, 12-17 March 2023



Draft Document 15

Administrative and financial implications of substantive agenda items

Prepared by the EAAFP Secretariat

Partners at EAAFP 11th Meeting of Partners (MOP11) are requested to review the report for the Secretariat on the additional administrative and financial implications of the substantive agenda items that will be presented to MOP11

In accordance with Rule 14 of the Rules of Procedure adopted by the 9th Meeting of Partners (MOP9, 2017) as MOP DD 9.5, Appendix 1 reports on the administrative and financial implications of all substantive agenda items submitted to each MOPs before these items are considered by the meeting. Unless the MOP decides otherwise, no such item shall be considered until the MOP has received the Secretariat's report on the financial and administrative implications.

The figures in Appendix 1 are an estimate produced by the Secretariat and show that if all the recommendations in the agenda items are to be implemented, then the Secretariat will require an estimated 416 staff days and USD 350,000 in terms of additional funding. This is equivalent to the need to hire another two full-time (Fundraising Officer and Partnership Officer) and one junior staff (Staff assistant for IT, Communications, and Programme support) and increase the Secretariat's annual budget by more than around 65 %.

Decision:

Partners are kindly requested to consider the additional administrative and financial implications of each of the agenda items presented to the 11th Meeting of the Partners as those agenda items listed in Appendix 1.

Appendix 1. Table showing the Administrative and financial implications of substantive MOP11 agenda items to the EAAFP Secretariat.

Agenda item	Activities / tasks required	Implications		
		Responsible Implementer(s)	Administrative : staff time (days/yr)	Financial : non-core (USD)
Doc.1 Adoption of the Rules of Procedure	No additional implications	-	0	0
Doc.2 Adoption of the Meeting Agenda	No additional implications	-	0	0
Doc.3 Adoption of the Meeting Program	No additional implications	-	0	0
Doc.4 Approval of Minutes of the 10th Meeting of Partners	No additional implications	-	0	0
Doc.5 Admission of Observers	No additional implications	-	0	0
Doc.6 Report of the Committees (Management Committee, Finance Sub-Committee and Technical Sub-Committee)	No additional implications	MC	0	0
Doc.7 Report on Secretariat Activities and Budget 2019 - 2022	No additional implications	Sec.	0	0
Doc.8 Plan for the Secretariat Activities and Budget 2023 -2024	No additional implications	Sec.	0	0
Doc.9 Report on the Small Grant Fund for Working Groups and Task Forces 2019 - 2022	Partners, collaborators, and individuals to make contributions to the fund and synergize the outcomes of the project implementations if it is co-funded e.g. Asia Waterbirds Fund	PT/Sec.	30	10,000
Doc.10 Synergies and Partnerships (MOUs status)	No additional implications	Sec.	0	0
Doc.11 Progress on implementation of the EAAFP Strategic Plan 2019-2028 (analysis and synthesis of information provided by Partners, Working Groups and Task Forces using the new Reporting Template)	No additional implications	Sec.	0	0
Doc.12 Status and management of the EAAFP Flyway Site Network	No additional implications	SU/Sec.	0	0

Agenda item	Activities / tasks required	Implications		
		Responsible Implementer(s)	Administrative : staff time (days/yr)	Financial : non-core (USD)
Doc.13 Issues and considerations for improving the structure, content and utility of the EAAFP Site Information Sheet (SIS) for Flyway Network Site (FNS) designation (MOP11 DD.5)	No additional implications	TsC, SU/Sec.	0	0
Doc.14 Administrative and financial implications of substantive agenda items	No additional implications	-	0	0
Doc.15 Election and Appointments of Management Committee members	No additional implications	-	0	0
Doc.16 Election and Appointments of Finance Sub-Committee members	No additional implications	-	0	0
DD.1 CEPA Action Plan 2023-2028	FPs identify a CEPA point of contact for each EAAFP Partner to: <ol style="list-style-type: none"> (1) develop information distribution systems for their country/network. (2) develop national language pages on the EAAFP website, or nominate someone to do so. (3) develop the EAAFP Brochure in their national language(s) to promote the EAAFP, and include information about migratory waterbirds and the Flyway in outreach materials and through e-newsletter, etc. 	Partners, Sec.	80	30,000
	Conduct in-house CEPA activities within Flyway Partners organizations to promote the EAAFP and FSN.	Partners	0	0
	Maintain regular contact and work cooperatively with National CEPA representatives of the CBD, CMS and Ramsar on conservation of migratory waterbirds and their wetland habitats to ensure coordination and cooperation on CEPA programmes.	Partners, Sec	12	0
	Provide key information about the Flyway to selected corporate sector or key comprehensive economic organizations.	ERT/Sec.	24	10,000
	Identify media (including social media) groups and opportunities and provide relevant materials and support as necessary;	Partners, Sec.	6	0

Agenda item	Activities / tasks required	Implications		
		Responsible Implementer(s)	Administrative : staff time (days/yr)	Financial : non-core (USD)
	Encourage the media broadcast/publish programmes on migratory waterbirds and the EAAF.			
	Coordinate national CEPA activities including organising and promoting Flyway-wide annual CEPA activities including World Migratory Bird Day (WMBD) and World Wetlands Day (WWD), including coordination of WMBD Small Grant Fund	Sec.	50	40,000
	Develop school materials for Partners and FNS, encourage Education Dept/Ministry to include the concept of migratory waterbirds and conservation of their habitats in the school curriculum, encourage training for school teachers/educators on migratory waterbirds.	Partner, Sec.	12	0
	Identify and prioritise the elements of the plan that should be prioritised implement, and secure the necessary funding and other resources for implementation.	CEPA WG	0	0
DD.2 Resourcing Plan 2023-2025	Support the Finance Sub-Committee to develop an action prioritization, strategic approaches, and resourcing plan	Fsc	0	0
	Support the Finance Sub-Committee and other groups of the Partnership to collaborate on resourcing planning and identifying potential funder/donors with Partners			
DD.3 Adjustments to the Technical sub-Committee Terms of Reference & Rules of Procedure	Secretariat to make the approved adjustments to the TsC Terms of Reference and Rules of Procedure as set out in Annex 1, and to issue these to Partners, the TsC and working groups and task forces	Sec.	0	0
DD.4 Appointment of the EAAFP Technical sub-Committee members for 2023-2025	Appoints the following waterbird and wetland experts as members of the EAAFP Technical sub-Committee for the 2023-2025 period	Partners	0	0
DD.5 Proposed amendments to improve the use of the Flyway Site Network Site Information Sheet (FNS SIS)	Endorses the restructuring of the SIS to be in two clear sections: Section A (required data and information fields); and Section B (optional fields).	Partners	0	0
	Secretariat and TsC to prepare an SIS-2023 version to include addressing <i>inter alia</i> the improvements to the SIS.	TsC, SU/Sec.	0	0
DD.6 Guidelines for EAAFP National and Site Partnerships (refer to MOP10)	Secretariat to bring the National Partnership and Site Partnership Guidelines to the attention of all Partners countries of the EAAFP and relevant stakeholders or/and between each MOP	Sec.	50	40,000

Agenda item	Activities / tasks required	Implications		
		Responsible Implementer(s)	Administrative : staff time (days/yr)	Financial : non-core (USD)
	Allocate the new proposed Secretariat budget for 2023 – 2024 (Doc.11.10) to support the establishment and operation of the arrangements following the new Guidelines by providing brief documents and guidance materials translated into EAAF languages, making them available on the EAAFP Website, and hosting workshops, and capacity-building training sessions.			
DD.7 Guidelines for the EAAFP Sister Site Program (refer to MOP10)	Secretariat to work with Working Groups, Task Forces, and the Technical Sub-Committee to facilitate relationships between sites for new Sister Site arrangements as this will contribute to KRA 1.6 of the EAAFP Strategic Plan.	Sec.	50	40,000
	Allocate Secretariat budget for 2023 – 2024 (Doc. 11.10) to support the establishment and operation of the arrangements following the new Guideline by providing EAAF languages-translated brief documents, CEPA materials, hosting workshops, and capacity-building training sessions.			
	Secretariat to report on their progress to establish and operate the Sister Site arrangements through the Reporting Template to each MOP, and as a part of the Report on the status of the EAAFP Flyway Site Network.			
DD.8 Maintaining up-to-date Population Estimates and Trends of Migratory Waterbird Populations for the EAAFP (refer to MOP10)	Secretariat to prioritise, facilitate and resource the periodic preparation of the CSRs through the Secretariat budget, starting with preparation of CSR2 for completion by 2026	Sec.	8	60,000
	Partners and Secretariat to contribute resources to support maintenance and updates of the Waterbird Populations Portal to improve delivery of information and support the work of the Partnership	Partners, Sec.	30	60,000
	Partners to provide technical and funding resources to progress development and implementation of the EAAF collaborative monitoring framework, including for organisation of regional workshops, training of trainer courses and mentoring	Partners	0	0
	Encourages Partners and others who are already supporting international monitoring initiatives to continue and strengthen their support and invites other Partners to contribute to the development and maintenance of waterbird and wetland monitoring and particularly to establish and support initiatives for species/populations for which there is poor or outdated	Partners	0	0

Agenda item	Activities / tasks required	Responsible Implementer(s)	Implications	
			Administrative : staff time (days/yr)	Financial : non-core (USD)
	estimates and in those geographic regions where monitoring is lacking or is insufficient			
	Partners and other donors to provide financial contributions for roll out of national waterbird and wetland monitoring and research through the Waterbird Fund or other international and national funding mechanisms	Partners	0	0
	Encourages the Waterbird Monitoring Task Force, working with the TsC, to report to each MOP on development and implementation of the EAAF collaborative monitoring framework	Monitoring TF	0	0
DD.9 Monitoring and Reducing Impact of HPAI and other avian diseases along the East Asian Australasian Flyway	Secretariat to provide administrative and financial support to re-establish and reform the Avian Influenza Working Group into a working group on avian diseases, develop and disseminate relevant guidance on avian influenza (and other avian diseases) to Partners and Flyway Network Sites and support a long-term strategy on tackling HPAI and other avian diseases in the EAAF.	AI WG, Sec.	0	0
	Encourages Partners to provide technical and/or financial assistance to support activities outlined in the Decision	Partners	0	0
DD.10 Youth Participation in the EAAFP	Youth membership to be considered in all Working Groups, Task Forces, and Sub-committees, as well as other EAAFP planning efforts and activities	WGs, TFs, Committees	0	0
	The establishment of a Youth Task Force, be supported and advised by the CEPA Working Group until MOP12 (e.g. kick-off in person meeting)	CEPA WG, Sec.	14	20,000
	National partners should identify one or two young people per country for participation in the Youth Task Force and potentially in Working Groups and Task Forces	Partners	0	0
	Flyway Network Sites are encouraged to engage youth locally and through Sister Sites using CEPA, and to provide internships, mentorship, and employment for youth in their activities	Partners	0	0
	Partners, Working Groups, and Task Forces are encouraged to facilitate and support youth activities and programmes with the Secretariat and CEPA Working Group (e.g. Flyway Youth Forum)	Partners, CEPA WG, Sec.	50	40,000
	Secretariat to make the Plan available on the EAAFP website	CT/Sec.	0	0

Agenda item	Activities / tasks required	Implications		
		Responsible Implementer(s)	Administrative : staff time (days/yr)	Financial : non-core (USD)
DD.11 Christmas Island Frigatebird single species action plan	Secretariat to bring the Plan to the attention of all Range States and relevant Stakeholders.	CT/Sec.	0	0
	Total		416 day/yr	350,000USD

- MC = Management Committee, TsC: Technical Sub-Committee, Sec.: EAAFP Secretariat, WG: Working Group, TF: Task Force, PT: Programme Team, CT: Communication Team, ERT: External Relations Team, SU: Science Unit, WI: Wetlands International