

WORK PLAN CMS 2010

Description of Activity	Responsible Officers	Number of Working days	Budget required (€)	Funds still needed (€)	Deadline	Output	Status
<b>GENERAL MANAGEMENT</b>		1121					
Supervision of Staff	EM,BL,MB.FR.B						
Support to management	H, MV, SK All-G-Staff						
<b>Future of CMS (phase 1, 2 and 3)</b>		272					
Servicing the Future Shape of CMS Inter-sessional Working Group	FR, BL, LC, RV				COP10	Report/ Res.	ongoing
Finalising first step report and preparation of second step report					StC37	Report	done and ongoing
Preparing mailing lists and sending questionnaires to Parties, MEAs and NGOs							done
Hiring and assisting consultant to assist the WG during phase II and III	FR, BL, LC, RV					Report for StC37, COP10	done
Preparing second actual meeting of the Working Group	FR, BL, LC, RV					Meeting	done
Producing reviews of the existing CMS Agreements and related projects on taxonomic groups	LC, FR, MB		102,000	62,000		Reports	fundraising ongoing
<b>10th Conference of the Parties</b>		120					
Logistical preparations for COP10	BL, LC		450,000	176,836	end 2010		ongoing
Drafting of Host Government Agreement	EM, BL, LC				end 2010		done
Drafting of Documents/ Resolutions for COP10	All P-Staff				mid 2011		ongoing
Fundraising for COP10	BL, LC		300,000	247,614	mid 2011		ongoing
<b>Teambuilding/ strengthening cooperation with CMS Agreements</b>		67					
Strengthening Cooperation with ACCOBAMS, Wadden Sea Seals and EUROBATs	EM				End 2009		ongoing
Strengthening Cooperation with AEWA and ACAP + others	BL,FR				End 2009		ongoing
Teambuilding 'Five Dysfunctions of a Team'	EM, PM				Nov-10		ongoing
CMS Family Day	EM, LC, BS, RV, FK				Aug-10		done
<b>UN in Bonn/ Germany</b>		42					
Coordinating and representing CMS at the UN Heads of Agencies in Germany	EM						ongoing
Chairing the Premises Management Committee UN-Bonn	SK						done
Participating in the Common Information Space	VL						ongoing
Increasing co-operation with the Host Government	EM/BL/MV						ongoing
Carbon neutral UN	HL, MV, AK						ongoing
<b>Standing Committee</b>		139					
Drafting documents for StC37	EM + All					StC. Doc.	ongoing
Producing background document for discussion on assessment of current CMS Strategic Plan CMS and drafting	LC						done
Servicing of the Finance and Budget Sub-Committee to CMS Standing Committee	SK, EM, BL					Meeting	ongoing
Following up on Action Points of StC 36 Report	EM + All						done
Preparing pre-registration and visa arrangements	SK, JM						ongoing
Organising travel, accommodation and dsa for funded delegates	SK, HL						ongoing
Writing report of StC 37	FR, RV						ongoing
Organising Interpretation	FR,						done
Handling translation	JM, FR						ongoing
<b>INTER-AGENCY, LIAISON, PARTNERSHIP AND FUNDRAISING</b>		207					
<b>Inter-agency Liaison and Partnership development</b>							
Investigating possible JWP with CIC and or similar groups	MV				End 2009		ongoing
Developing/Updating JWP Ramsar Convention Secretariat	MV				End 2009	Work Plan	ongoing
Monitoring developments with WHMSI	FR,				End 2009	Workshop	ongoing
Participating and following up discussions in the Biodiversity Liaison Group	EM, MV, FR						ongoing
Implementing the Common Action Plan for CMS-CITES 2009-2011	MV, VH						ongoing
Revising/Updating JWP with CBD	MV				End 2009	Work Plan	ongoing
Assisting Parties in integrating Migratory Species into NBSAPs	MV						ongoing
Finalising code of conduct for partnerships with the private sector	MV, AK				End 2009	CMS/StC36/16 doc	done
Renewing MoU with IUCN Environmental Law Centre	MV, LC					MoU and List of activities	ongoing
Developing MoU with FAO	MV, LC					MoU	ongoing
<b>Fundraising</b>							
Developing project proposals	BL, LC						ongoing
Liaising with donors	EM, BL, LC						ongoing
Developing a Fundraising Strategy	BL, LC						ongoing

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<b>Friends of CMS</b>							
Coordinating Friends of CMS work and their development of project proposals	BL, VL, MV, LC				2010		ongoing
Finalise MoU together with CMS Friends board	EM, MV, AK				Early 2010		done
<b>POLICY AND AGREEMENTS UNIT</b>							
<b>Agreement/ MoU development</b>		119					
<b>Migratory Sharks</b>							
Organising CMS Shark III meeting	MB, LL				Feb_2010	Meeting	done
Developing Host Contry Agreement	MB, LL, SK, JM				Jan_2010	HGA	done
Finalising Shark III report	MB, AK, LL				Jan_2010	Mtg Report	ongoing
Holding Consultations on the latest draft MoU	MB, LL		5,000	5,000	Jan_2010	Final Draft MoU	done
Monitoring and supporting elaboration of Conservation Plan	MB				Feb_2010	Final draft CP	ongoing
Providing interim Secretariat services for MoU	MB						ongoing
Fundraising for MOU interin Secretariat and support to MoU implementation			100,000	100,000			ongoing
<b>Pacific Marine Turtles</b>							
Monitoring development of options paper and gap analysis by Australia and US	MB, MV, DH					Revised option paper and gap analysis	ongoing
<b>Asian Houbara Bustard Agreement</b>							
Assisting Saudi Arabia in concluding Agreement and opening it for signature	MB, LL, LK				Mar_2010	ment opened for signature	ongoing
Identifying depositary for the Agreement following renunciation by Saudi Arabia	MB						ongoing
<b>Elephant MoU for Central Africa</b>							
Identifying options for instrument on Central African Elephant	MB, VH				Jun_2010	Legal instrument	ongoing
Establishing working group on Central African Elephants	MB, VH				Jun_2010		not started yet
Convening meeting of the Working Group	MB, VH		25,000	25,000	2nd half 2010		not started yet
<b>Sahelo-Saharan Megafauna</b>							
Convening range state meeting to negotiate MoU	MB		75,000	75,000	2nd half 2010	Meeting	ongoing
Drafting MoU and AP and consulting them with range states and other stakeholders	MB				31-Dec-09	Draft MoU and Aps	ongoing
<b>Cetaceans South East Asia / Indian Ocean</b>							
Start consultations with Range States on possible development of instrument	MB, HF						not started yet
<b>Agreement/ MoU Implementation and Meetings</b>		224					
<b>Gorilla</b>							
Preparations for Technical Committee meeting	MV				early 2011		Ongoing
Setting up monitoring system that creates reporting system together with WWF	MV						Ongoing
<b>Andean Flamingo</b>							
Overseeing elaboration of Action Plan	FR, MB					Action Plan	ongoing
<b>Aquatic Warbler</b>							
Finalizing French version of the MoU	MB, LL, LK					French version of MoU	ongoing
Convening Second Meeting of Signatories	MB, LL				May_2010	Meeting	ongoing
Exploring options for MoU Coordination	MB				Jun_2010	d with appropriate partner	ongoing
<b>Grassland Birds of South America</b>							
Overseeing elaboration of Action Plan	FR, MB						ongoing
<b>Great Bustard</b>							
Finalising agreement with Hungarian Government on MoU Coordination	MB, AK		20,000	20,000	1st half 2010	with Hungarian counterpart	ongoing
Finalising guidelines on monitoring and infrastructure development; consider publication	MB, AK					Guidelines	ongoing
Assessing progress on EU Action Plan and including populations covered by CMS MoU	AK, MB				1st half 2010		ongoing
<b>Ruddy-headed Goose</b>							
Overseeing elaboration of Action Plan	FR, MB					Action Plan	ongoing
<b>Siberian Crane</b>							
Organising Seventh Meeting of Signatories	MB, LL, DH		99,680	99,680	Mar_2010	Meeting	done

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Finalizing output and undertaking follow up action of MoS-7	MB						ongoing
Negotiating agreement with ICF concerning MoU Coordination for 2010-2011	MB		20,000	20,000	1st half 2010	MoC with ICF	ongoing
Supporting development of a GEF 5 proposal to support flyway Conservation activities in West/Central Asia	MB, DH					GEF 5 Proposal	ongoing
<b>Slender-billed Curlew</b>							
Monitoring RSPB initiative to revitalize the MoU	MB						ongoing
<b>Pacific Cetaceans</b>							
Negotiating and fundraising for establishment of Pacific Island Cetaceans Coordinator	MV, MP, MB, BH		20,000	20,000			ongoing
Launching intersessional process for identification of implementation priorities	MV, HF, MP, MB, BH					Doc on implementation priorities	not started yet
Finalising French MoU Whale and Dolphin Action Plan	HF, MV, MB						ongoing
Supporting establishment of Technical Advisory Group	MV, HF, MB						ongoing
Finalizing national reporting format and producing online template	HF, MB, MV						not started yet
<b>Saiga</b>							
Fundraise for Second Meeting of Signatories and MoU coordination unit	AK, MB				1st half 2010		done
Organising Second Meeting of Signatories (Sept 2010), as well as preceeding technical meeting	MB, AK, VH				06/01/10	meeting	done
Set up MoU coordination unit within saiga range state	MB, AK				2nd half 2010		ongoing
Update CMS saiga webpage, including MoU progress reports	AK					Webpage	ongoing
Review and conclude LoA with Imperial College on MoU progress monitoring	AK, MB						ongoing
Renew or set up new MoU progress monitoring mechanism	MB, AK		18,000	18,000			ongoing
<b>Bukhara Deer</b>							
Exploring options for MoU Coordination	MB, AK					MoC with suitable Partner	ongoing
<b>Western African Aquatic Mammals</b>							
Exploring options for MoU Coordination	HF, MB, BH		20,000	20,000		MoC with suitable Partner	ongoing
Developing sub-regional implementation plans, possibly by fundraising for and organizing regional workshops	HF, BH, MB					Implementation Plans	ongoing
Sending out certified copies of MoU to Signatories	MB, HF				Jan_2010		done
Producing Proceedings of WATCH I Scientific Symposium	HF, AG, BH, MB				Jun_2010	Proceedings	ongoing
Explore possibility of developing a GEF project for the implementation of the MoU	HF, BH, MB						not started yet
<b>West African Elephants</b>							
Finalising meeting report MoS-1	MB, LL				Mar_2010	Mtg Report	done
Negotiating with IUCN on the coordination of the MOU	MB		85,000	35,000	1st half 2010	MoC with suitable Partner	ongoing
Developing grant application to be submitted to FFEM	VH, MB					Project application	ongoing
<b>Marine Turtles Africa</b>							
Establishing Agreement on technical support to MoU implementation	MB				Feb_2010	SSFA	ongoing
Renew agreement with SINEPAD concerning URTOMA for the period Dec10-Dec11	MB		50,000 USD	50,000 USD	Dec_2010	SSFA	ongoing
Establish Advisory Committee of MoU	MB				jun_2010		Not started yet
<b>Mediterranean Monk Seal</b>							
Identify competent authorities and contact points for MoU	MB, LL				Sep_2010		Not started yet
Identify Technical advisers for MoU	MB, LL				Sep_2010		Not started yet
Address competent authorities concerning Secretariat arrangements	MB, LL				Oct_2010		Not started yet
Explore options for MoU trust fund	MB, LL				Dec_2010		Not started yet
Finalize annex to MoU (Action Plan)	MB, LL, BH				Dec_2010		ongoing
<b>Regional Action Plans/ Programmes</b>		<b>4</b>					
<b>Central Asian Flyway (CAF)</b>							
Establishing the Central Asian Flyway Action Plan Coordination Mechanism	MB, LL, AK		20,000	20,000			ongoing
Review LoA with Wetlands International on CAF coordination	MB, AK				Jun_10	Plan and Financial Report	ongoing
Organise range state meeting to revive CAF or conclude process	MB, AK		150,000	150,000		Meeting/ Legal Instrument	ongoing
<b>Agreements - General</b>							
		<b>10</b>					
Developing template and protocol for species MoU amendments	MB				Jun_2010	Template and protocol	ongoing
Developing template terms of reference and general guidelines for MoU coordination	MB				Jun_2010	ToR and Guidelines	ongoing
Developing set of standard provisions for MoUs concluded under Art. IV(4) of the Convention	MB				Jun_2010	Standard provisions	ongoing
Reviewing and harmonizing presentation of information on CMS agreements on the website	MB, interns				Dec_2010	Updated Website	ongoing
Developing wikipedia pages for selected species MoU	MB, interns				Dec_2010	Wikipedia pages	ongoing

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<b>SCIENCE, DATA AND MARINE UNIT</b>							
<b>Scientific Council</b>							
Organising Scientific Council 16	BH, LC, AK	193			28-Jun-10		done
<b>International Reviews</b>							
Produce sample species fact sheet for the report on the population status of Ap. 1 species	BH, LC				COP10		Ongoing
Liaising with ScC/ZSL on further developments of indicators of the status and trends of migratory species- Develop a species specific MS Index	BH, LC, AK						Ongoing
Revising ToR for review on effects of bycatch on CMS marine species	BH, LC, HF				1-Jun-10	ToR	Ongoing
Developing guidelines on underwater noise	BH, HF				COP 10	Guidelines	Ongoing
Evaluating the impact of hunting in the Central Asian Flyway	MB, LC, BH				End 2010	Report	done
Finalising review on the impact of Invasive Species on Migratory Species	LC, BH				End 2010	Review	Ongoing
Revising ToR review on the effects of barriers to migration					End 2010	ToR	Ongoing
Undertaking the scientific review on freshwater fishes to identify candidate species for listing on CMS App.	BH, LC				End 2010	Review	Ongoing
Updating of Review of Small Cetaceans and production of poster; fundraise for printed version	HF, BH				4-Feb-10	Review	Done; print production tbd
Identifying species listed on Appendix I of CMS that are most vulnerable to climate change	AK, BH				1-Sep-10	chure, full scientific report	Ongoing
<b>Species activities</b>							
<b>Sahelo-Saharan Antelopes</b>							
Maintaining Programme Coordination	BH, RP	20					Ongoing
Supporting and monitoring implementation of capacity building & sustainable hunting project	BH, RP						Ongoing
Supporting and monitoring implementation of transfrontier Project for conservation & sustainable development of	BH, RP						Ongoing
<b>Other species</b>							
Monitoring implementation of project "Conservation status of the Grey-cheeked Parakeet in Peru and Ecuador"	FR						Ongoing
Monitoring implementation of project "Status, distribution and population size of Appendix 1 bird species in FYR of	MB				15-Oct-09		Ongoing
Overseeing preparation of technical report of the project "Ruddy-headed Geese (Chloephaga rubidiceps) in Dang	FR					Report	Done
<b>Climate change</b>							
Fundraise for implementation of Res. 9.7 on climate change	AK,	33			2011		Ongoing
Regional workshop on climate change	AK, BH		80,000		2011	Workshop 2011	Ongoing
Revive and restructure climate change WG	AK, BH				2011		Ongoing
Fundraise for maintenance of www.bioclimate.org database	AK				2011		Ongoing
<b>Other activities</b>							
ToR for Wild Life Diseases Task Force	BH, FR	11			End 2010	Taskforce established	Ongoing
Implementing Avian Influenza Task Force	BH, FR				Ongoing	AIWeb/Rome meeting	Ongoing
Undertaking administrative review on global flyways	BH, LC				Jun-10	Review	done
Undertaking scientific review on global flyways	BH, LC				Jun-10	Review	done
Developing options for global flyways policy	BH, LC				StC37, COP10	Report	Ongoing
Assisting the ScC Working Group on global flyways	LC, BH, FR				COP10		Ongoing
Ensuring cooperation with IWC, UNCLOS, IMO by submission of reports, monitoring of relevant developments et	HF, BH				COP10		Ongoing
<b>INFORMATION &amp; CAPACITY BUILDING</b>							
<b>Information Management</b>							
Harmonizing CMS Family on-line reporting	FR		currently not known		End 2010		ongoing
Developing Information Management System (IMS) for CMS	FR		currently not known		End 2011		ongoing
Maintaining and enhancing Website	FR		currently not known				ongoing
Delivering press releases on major CMS topics and Agreement events and enhancing contacts with media	FR, RV						ongoing
Improving publications and other external Public Relations activities	FR, VL						ongoing
Setting up the CMS Library	FR, HA, MF						ongoing
Developing and Supporting Year of the Bat activities	VL, FR, DK				End 2012		ongoing
<b>Recruitment of Parties</b>							
Producing new design for CMS Range State database and updating it	FR, MF						ongoing
Developing CMS presence in USA	BL, EM, FR						ongoing
Developing CMS presence in Asia	DH, FR, MF						ongoing
Developing strategies to increase CMS membership	FR						ongoing

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<b>ADMINISTRATIVE AND FINANCIAL SERVICES</b>		<b>867</b>					
<b>Administrative and Financial Services</b>							
Reviewing 2009 unliquidated obligations	<b>SK, RP, ES</b>						done
Revising 2010 Budget	<b>SK, RP, ES</b>						ongoing
Servicing the co-located Agreements	<b>SK, RP, ES</b>						ongoing
Monitoring donor funds and preparing donor reports	<b>SK, RP</b>						ongoing
Updating inventory of non expandable property	<b>JM, HL</b>						ongoing
<b>Human Resources Management</b>		<b>90</b>					
Recruitment of Deputy Executive Secretary (P-5)	<b>EM</b>						in final stage
Recruitment of Coordination Officer ASCOBANS	<b>EM, BH, MB, JM</b>						done
Finalising recruitment process for the Associate Programme Officer, Partnership (P-2)	<b>MV, BL, JM</b>						done
Finalising recruitment process for the Associate Scientific Officer (P-2)	<b>BH, BL, JM</b>						done
Finalising End of Year Appraisal (PAS 2009-2010)	<b>EM, BL</b>						in final stage
Initiating drafting and finalising of PAS 2010-2011	<b>EM+ All</b>						ongoing
<b>Project monitoring</b>		<b>8</b>					
Developing a tracking system for projects within CMS Family	<b>RP, ES, BL</b>						not started yet
<b>Calendar sharing</b>		<b>3</b>					
Developing/ putting a system in place to share individual Calendars through Outlook.	<b>JM, BL</b>						Windows 7 allows this
<b>Filing system</b>		<b>51</b>					
Developing guidelines/ admin instruction on filing of document	<b>JM, MD</b>						ongoing
Improving current filing system	<b>MD, RV</b>						ongoing
<b>Other activities</b>		<b>1389</b>					
SMT meetings							ongoing
Stand up, reading E-mails/ Literatuur/ bilateral with colleagues, etc. (25 % of the working hrs).							ongoing
Total amount of estimated working days		<b>5779</b>					
Manpower in terms of working days available		<b>5166</b>					
Difference		<b>613</b>					

Initials in **bold** indicated the responsible Officer

AK Aline Khl	FR Francisco Rilla	MB Marco Barbieri	RV Robert Vagg
BH Borja Heredia	HF Heidrun Frisch	MF Martina Fellhoelter	PM Patricia Nolan-Moss
BL Bert Lenten	HA Hanah Al Samaraie	MD Marion Dankers	SK Sergey Kurdjukov
BS Barbara Schnberg	HL Henning Lilge	MP Margi Prideaux	TL Tine Lindberg
DH Douglas Hykle	JM Jennybeth Mina	MV Melanie Virtue	
DK Daniel Karr	LC Laura Cerasi	NW Nalanda Wijeratne	
EM Elizabeth Mrema	LK Lahcen El Kabiri	RB Roseline Beudels	
ES Enktuya Sereenen	LL Linette Eitz Lamare	RP Ricardas Patiejunas	