

Wadden Sea Board

WSB 3
17 March 2011
Bourtange



Agenda Item:	6.2
Subject:	Annual Work Plan 2011
Document No.	WSB 3/6/2
Date:	17 February 2011
Submitted by:	CWSS

Attached is the draft Annual Work Plan 2011 for the CWSS to be approved in accordance with Terms of Reference for the Wadden Sea Board.

Proposal

The Wadden Sea Board is proposed to **adopt** the Annual Work Plan 2011.

ANNUAL WORK PLAN 2011

COMMON WADDEN SEA SECRETARIAT

December 2011

WORK PLAN COMMON WADDEN SEA SECRETARIAT 2011

The annual Work Plan 2011 for the Common Wadden Sea Secretariat encompasses the work of the secretariat ensuing from the Business Plan 2010-13 including the work efforts of the staff. Further has been indicated the targets for the work plan activities and as appropriate the related Task Group and Project.

Currently the staff of the secretariat includes 6 full time employed. The work hours per week for a full time position for civil servants in Germany are 39 per week. The total number of workdays per year, deducted vacation, and state holidays is around 220 corresponding to 44 weeks.

Overhead, i.e. "non-productive" hours encompass time for weekly staff-meetings and other common staff activities, training and education, hosting and participation in general meetings, providing information externally, internal administration (check mail, travel costs etc.) and illness. The non-productive hours amount to about 25% of the work time. Around 35 weeks annually are hence productive hours and is the basis of the calculation in the annual work plan.

An overview of the staff, their functions and primary work fields is in Table 1.

Table 1. Overview of CWSS Staff functions

Name	Function	Primary Work Fields & Activities
J. Enemark (En)	Secretary, Head of secretariat	<ul style="list-style-type: none">• Wadden Sea Board, Council• Policy and international issues• World Heritage coordination• Work planning, budget, personnel• Representation
F. de Jong (Jo)	Deputy-secretary, Integrated Ecosystem management	<ul style="list-style-type: none">• Strategic, integrated ecosystem management• Climate, coastal protection• Science coordination• EU coordination
H. Marencic (Mar)	Deputy-secretary, TMAP and World Heritage Coordination	<ul style="list-style-type: none">• TMAP coordination, scientific assessment, QSR• Overall World Heritage coordination• International Cooperation (Korea, Ramsar, Oskar, UK)• Project management coordinator including financial coordination
G. Luerßen (Lü)	Data coordinator	<ul style="list-style-type: none">• IT, user support, PC system responsibility• TMAP data handling and data information system• Monitoring birds, flyway cooperation• Data management, websites in relation to World Heritage
M. Polanski (Pol)	Administrative assistant	Administrative and financial management of the secretariat including projects
K. Jung (Ju)	Habitat species, monitoring and maritime affairs (illness)	<ul style="list-style-type: none">• TMAP coordination support• Invasive species, neo-biota, management strategy

	replacement)	<ul style="list-style-type: none"> • Marine mammals (seals, grey seals, cetaceans) including Seals Management Plan • Maritime Affairs, PSSA
N. Drozdovych (Dro)	Communication Officer Wadden Sea Cooperation	<ul style="list-style-type: none"> • Develop and implement communication strategy • Disseminate information and management websites • Press and media work • Coordination education, IWSS • Communication including organizing and implementing information campaigns

The annual work plan follows the Business Plan 2010 – 13. In chapter 6 of the work plan is an overview of the general work in particular with regard to the administrative and financial work of the secretariat, the meetings of the Wadden Sea Board, support of the chairman and representation.

The Annual Work Plan 2011 is attached.

Objective 1. A natural ecosystem, its functions and characteristic biodiversity												
Theme/ Work Field	Work activities	Target/Output	Staff	TG	En	Jo	Mar	Lü	Ju	Dro	Po	
EU issues: harmonisation, reporting, involvement	Investigate: - priority EC Directive harmonisation issues - collaboration on appropriate assessments - feasibility N2000 Wadden Sea Report - designation Wadden Sea as sub-region MSFD - feasibility common EU project (LIFE?)	Discuss and where relevant test issues and prepare recommendations to WSB. If possible, initiate EU project	Jo, En	MANAGEMENT	5	15						
WSP projects	Evaluation draft projects and measures programme	Recommendations to WSB Initiate relevant projects	Jo			5						
TMAP	Discuss relevant input regarding adaptation TMAP. Participate in WaLTER		Jo			30						
	TMAP expert groups (work plan, time schedule, composition, output)	Preparation relevant recommendations for WSB Review of monitoring parameters	Jo, Mar, Ju Lü, Ju				30	35	80			
Long-term population trends	Inventory status invasive species. Analysis of developments regarding alien species. Flyway workshop Continue bird expert work Cooperation with PRW	Discuss Status Report. Installation WG? Draft trilateral strategy on alien species Discuss recommendations WS Alert system	Jo, Lü, Ju			50		30	15			
	Evaluation and update SMP	Updated SMP 2011-2016	Ju						30			
	Research	Contribute to development trilateral research agenda and platform. Prepare ISWSS with Wadden Academy.	Interim research agenda. ToR scientific symposium		Jo, Mar, Ju		10	5		5		
	Investigation Tidal basin project in cooperation with PRW	Discuss feasibility and if relevant further initiate	Jo			10						
total time					5	120	35	65	130	0	0	

Objective 2: Resilience to climate change and other impacts

Theme/ Work Field	Work activities	Target/Output	Staff	TG	En	Jo	Mar	Lü	Ju	Dro	Po
Climate change adaptation	Increasing the adaptability of the Wadden Sea ecosystem and landscape to climate change	Evaluation of ongoing and planned initiatives. Recommendations for actions	Jo	CLIMATE		30					
	Initiate a trilateral study on sustainable solutions to balance the expected sediment deficits	Detailed ToRs Initiation study/project									
	Initiate a project developing model spatial plans for pilot sites in the Wadden Sea region	Detailed ToRs Initiation project									
Climate change mitigation	Preparation of a review of the implications of the agreement for the Wadden Sea Region in cooperation with the Wadden Sea Forum	Review	En		5						
total time					5	30	0	0	0	0	0

Objective 3: Maintenance of the landscape and cultural heritage

Theme/ Work Field	Work activities	Target/Output	Staff	TG	En	Jo	Mar	Lü	Ju	Dro	Po
LancewadPlan review, review comparison report	Workshop preparation, participation and implementation	Report on areas of future cooperation landscape and culture	En		10						
total time					10	0	0	0	0	0	0

Objective 4: Sustainable use as defined by the Convention on Biological Diversity and the Habitats Directive

Theme/ Work Field	Work activities	Target/Output	Staff	TG	En	Jo	Mar	Lü	Ju	Dro	Po
PSSA and shipping	Preparation of workshop and discussion PSSA report Coordination DenGerNeth and TWSC Communication / raising awareness PSSA Review TMAP parameters on shipping safety	Publication of PSSA report; Workshop report as basis for further work; proposal for TMAP parameters to be included in TMAP; Awareness initiative	Ju, En	SHIPPING	10				35		
Sustainability indicators	Support WSF activities on testing and further development of sustainability indicators	Consolidated sustainability indicator approach	Jo			5					
Inventory fishery Wadden Sea	Inventory of shellfish fisheries in the Wadden Sea including management practises and assessment according to HD	Preparation by TG M	Jo			5					
total time					10	10	0	0	35	0	0

Objective 5: Public support for the protection of the Wadden Sea

Theme/ Work Field	Work activities	Target/Output	Staff	TG	En	Jo	Mar	Lü	Ju	Dro	Po
Extension WH	Implement nomination dossier Hamburg, delivery additional information; prepare further extensions	HH nominated in June 2011	En, Lü	WORLD HERITAGE	5			5			
Sustainable Tourism Development Strategy (World Heritage and DK National Park)	Start of Sustainable Tourism Development Strategy in cooperation with stakeholders including a communication and marketing program with measurable targets, coordination TG-STs	Budget and project plan. Start of project. Regional consultations.	Dro, Mar	SUSTAINABLE TOURISM DEVELOPMENT			30			40	
Trilateral Communication Strategy	Development of a Trilateral Communication Strategy with measurable targets.	Communication Strategy with measurable targets.	Dro, Mar				10			40	
TMAP Information System	Install and make CWSS TMAP Information System accessible + TMAP dh	Pilot: Easily accessible data information system with ## visitors per month	Lü					70			
	Update CWSS Website	Relaunch website	Dro, Mar				5			10	
World Heritage	Implement of WH Communication and Marketing Strategy 2010 – 13, TG-WH	Indicators from Strategy, annual progress report	En, Mar, Dro	WORLD HERITAGE	25		40			20	
Environmental education (IWSS)	Development of a work plan for environmental education (follow-up IWSS) with extended partner network (all info centers).	Workplan 2011 Marketable products for info centers and others: Tool box and product catalogue including offers for environmental education.	Mar, Dro				15			15	
International Cooperation	Continuation of international cooperation on management, monitoring and science (bird flyway, monitoring, ecosystem comparison). Development of a joint work plan with the Wash and with Korea.	Active participation of Wadden Sea experts and CWSS at one international workshops / events MOU Work plans adopted by WSB Joint workshops Exchange of experts	Mar, Lü				15	5			
Public information	Email newsletter, press contacts, CWSS brochure, new media, internal communication	5 newsletters 4 press releases (coverage) New CWSS brochure	Dro, Mar				15			40	
total time					30	0	130	80	0	165	0

Administration / General Work											
Theme/ Work Field	Work activities	Target/Output	Staff	TG	En	Jo	Mar	Lü	Ju	Dro	Po
Wadden Sea Board	Preparation and implementation of two WSB-meetings, overseeing and coordination of agenda and work themes	Effective meeting preparations	En, Jo		60	5					
Support chairman WSB	Support work chairman including quaterly meetings		En		20						
Internal Management	Business and budget planning, annual work plan, staff appraisal	Annual staff appraisal; effective rolling business and budget planning	En		20						
Representation	Representation, external meetings, invitations		En		5						
Administration	Financial matters		Po								65
	Travel costs		Po								30
	General administration		Po								37
	Project administration		Po								15
	Meeting preparation		Po								18
	IT admin/User support		Lü					20			
Non productive workdays= 25%	Training and development. Participants in workshops and conferences, illness etc.				55	55	55	55	55	55	55
total time					160	60	55	75	55	55	220
total time					220	220	220	220	220	220	220