ELEVENTH MEETING OF PARTNERS OF THE EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP

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**Draft Document 8 rev.2**

**Plan for the Secretariat Activities and Budget 2023 - 2024**

*Prepared by the EAAFP Secretariat*

**Summary**

Partners at the 11th Meeting of Partners are requested to approve the plan for the Secretariat’s budget and activities for 2023 – 2024.

1. **Introduction**

Under the adopted organization structure of the Partnership and the Strategic Plan 2019 – 2028 at the tenth Meeting of Partners (MOP10), in consultation with the Management Committee, the Secretariat contributes across the KRAs of the Plan. This document is to introduce the workplan and budget of the Secretariat and the Science Unit (based in PR China, Ref. MOP10. DD.05) and the Foundation (based in RO Korea, Ref. MOP11.Doc.7) for 2023 and 2024.

During the period 2023 –2024, the extended Memorandum of Understanding (MOU) 2019 – 2024 for the hosting of the Secretariat by the Korean Government and the Incheon Metropolitan City Government will be effective until May 2024. These two Korean Government entities will maintain their annual financial contribution of a total of USD 538,938 towards the operation and staffing of the Secretariat and for EAAFP Partnership activities. The Science Unit will also continue to mobilize their own funds to support the implementation of the scientific and technical program and activities of the Secretariat.

Continuing the gradual increment of funding opportunities through the EAAFP Foundation, the Secretariat will maintain the same level of support and increase it to Partners, Working Group and Task Forces if additional funds can be obtained, e.g. through Partner’s Voluntary Contribution, new proposed Corporate Engagement Strategy, and other fundraising efforts.

Given the condition of COVID restrictions for the last four years, the Partnership Activities could not be fully implemented as planned. This has resulted in a significant carry-over amount of around USD 695,000, which provides a larger budget for the expansion of the project activities, implementation of new Decisions and operation of the Secretariat.

The estimate of the income (Annex 1) and expenditure (Annex 2) of the Secretariat is provided, along with a draft work plan and budget for 2023-2024.

1. **Income (Annex 1)**

It is anticipated that the Incheon Metropolitan City Government will maintain its annual financial contribution of USD 467,991 towards the operation and staffing of the Secretariat and for EAAFP Partnership activities by 2024. It is also anticipated that the Chinese Government will continue to support the operation of the Science Unit of the Secretariat based in Beijing.

Following Decision MOP9/D3, another important source of income for the EAAFP has been from Partners which totaled USD 155,548 (2019), 118,155 (2020), 133,301 (2021), 123,300 (2022) (Ref. MOP11.DD.2 Appendix 1). The contributing Country Partners were RO Korea, Japan, New Zealand and the USA. The contributing INGO Partners were the Wildfowl and Wetlands Trust, International Crane Foundation, WWF Hong Kong, Australasian Wader Studies Group, Pukorokoro Miranda Naturalists Trust, ASEAN Center for Biodiversity, Wetlands International and Hanns Seidel Foundation. There was a significant increment of the in-kind contributions from various Partners (Ref. MOP11.DD.2. Appendix 1). The Secretariat will continue to seek collaborative opportunities with Partners to contribute to the implementation of the Strategic Plan through various contributions, including in-kind contributions. It is hoped that more Partners will be able to provide voluntary contributions to the EAAFP.

As a part of the resource mobilization workstream of the Secretariat, we established the Foundation under the Secretariat and explored the fundraising opportunities from individual donors, primarily in RO Korea. the Korea South-East Power Co. (KOEN) has committed their annual donations to the EAAFP of USD 44,248 pa until 2024 under a three-year MOU that was renewed in March 2021, to support the activities of civil environmental organisations in Incheon for the conservation of migratory birds and their habitats, and donated apecial extra funding up to USD 40,708 annually.

The Secretariat has developed an EAAFP Corporate Champions program as part of the EAAFP Foundation. The initial Corporate Champions will continue to donate USD 8,850 pa under a three-year MOU till 2024 among Ulsan Metropolitan City, EAAFP Secretariat, and the 5 Ulsan Corporates - Hyundai Motor Company, S-Oil Corporation, Kyundong City Gas Co., Ltd., Korea Petrochemical Ind. Co., Ltd., and Korea Zinc. Following the EAAFP Corporate Engagement Guidelines, reviewed by the EAAFP Finance Sub-Committee, the Secretariat will work to expand the additional funding opportunities to strengthen the implementation of the Strategic Plan continuously.

Lastly, as an in-direct contribution, the ADB Regional Flyway Initiative will also support the enhancement of capacity building, improvement of site management, wetland restoration and the engagement of local communities in EAAF development countries.

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

The expenditure in 2023-2024 will broadly follow that during 2019-2022 with these exceptions below that may require more explanation:

* Activity 2.1 EAAFP website: The budget has been increased from US$10,000 to US$20,000 to improve the website operation and maintenance. National webpages of different languages will be developed. Since the main webpage had been hacked the website has various problems with missing pages and links.
* Activity 2.2 CEPA material: The budget 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 better publicize the purpose and work of the Partnership;
* Activity 2.3 WMBD and WWD: The amount for this activity has been increased to support World Migratory Bird Day activities of the Partners so that they can further promote the Partnership, and expand this approach to World Wetland Day.
* Activity 5.3 Support for Regional Activities. The amount for the regional-wide activities will continue in the Yellow Sea, ASEAN, Mongolia/Russian Far East/Alaska).
* Activity 5.6 EAAFP Foundation Website.: It is currently being reviewed to increase its effectiveness on promotion of EAAFP activities and to assist potential corporate/individual donors to easily access the informative webpages like the “Online Donation page” in Korean, and broader donor management. The amount for this activity has been increased to keep a relationship with current/potential donors by using upgraded e-mailing system, text messaging system, organizing Donor’s Night, and publication of Donation Usage Report Book.

1. **Estimated budget**

Using the summary of the proposed budget estimate for 2023-2024 (see the table below) and the estimated income (minimum and maximum) from Annex 1, and the carried-over from 2022 (MOP11 DOC.7, Annex 2), the estimated expenditure (minimum and maximum) is shown in Annex 2. This show that even though we have some significant carried-over, if the Secretariat is not able to raise any additional/sustainable funds from either Partner Voluntary or other resources, then there will be a deficit of USD 13,681. However, if the Secretariat is able to raise all the funds that they aim to, with the support from Partners, then there would be a surplus of USD 74,637.

|  |  |  |
| --- | --- | --- |
|  | **USD** | **Comments** |
| **a. Income 2023-2024**  (minimum USD1,109,153 + USD1,084,953)  (maximum USD1,151,312 + USD1,127,112) | 2,198,106  2,282,424 | DOC.8, Annex 1 |
| **b. Carried over from 2022**  (minimum USD694,901)  (maximum USD694,901) | 694,901 694,901 | Doc.7, Annex 2 |
| **c. Total income 2023-2024 (a+b)**  (minimum)  (maximum) | 2,893,007  2,977,325 |  |
| **d. Expenditure 2023-2024**  (USD1,482,844+USD1,419,844) | 2,902,688 | DOC.8, Annex 2 |
| **e. Predicted deficit/surplus (c-d)**  (minimum)  (maximum) | -9,681  74,637 |  |

To avoid any deficit at the end of 2024, the budget will be reviewed every six months and especially at the end of 2023.

**Annex 1**

**Income Estimates 2023-2024**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Fund source** | | **2023 (USD)** | | **2024 (USD)** | |
| **MAX** | **MIN** | **MAX** | **MIN** |
| **Core Operational Funds** | | **Contributed by Incheon Metropolitan City Government and Chinese Government** | | | |
| Incheon Office | Partnership Activity (PA) | 134,513 | 134,513 | 134,513 | 134,513 |
| Secretariat Operation (SO) | 121,239 | 121,239 | 121,239 | 121,239 |
| Personnel Expenditure (PE) - Secretariat | 221,239 | 221,239 | 221,239 | 221,239 |
| Science Unit | Partnership Activity (PA) | 225,000 | 225,000 | 230,000 | 230,000 |
| Personnel and Operation Expenditure (PE & SO) | 200,000 | 200,000 | 200,000 | 200,000 |
| ***sub-total*** | | ***901,991*** | ***901,991*** | ***906,991*** | ***906,991*** |
| **Partner's Funds** | |  |  |  |  |
| Gov’t | Korea, RO | 61,947 | 61,947 | 61,947 | 61,947 |
| Gov’t | Japan | 35,163 | 35,163 | 35,163 | 35,163 |
| Gov’t | New Zealand | 2,000 | 2,000 | (2,000) | 0 |
| Gov’t | USA | 20,000 | 20,000 | (20,000) | 0 |
| INGO | Australasian Wader Studies Group | 2,000 | 2,000 | 2,000 | 2,000 |
| INGO | International Crane Foundation | 2,000 | 2,000 | (2,000) | 0 |
| INGO | Pukorokoro Miranda Naturalists Trust | 200 | 200 | (200) | 0 |
| INGO | Wetlands International | 2,000 | 2,000 | (2,000) | 0 |
| INGO | WWF-Hongkong | 3,000 | 3,000 | (3,000) | 0 |
| INGO | WWT | 2,000 | 2,000 | 2,000 | 2,000 |
| ***sub-total*** | | ***130,310*** | ***1308,310*** | ***1019,110***  ***(29,200)*** | ***101,110*** |
| **Private Donations** | |  |  |  |  |
| RO Korea | Korea South-East Power Co. | 84,956 | 44,248 | 88,496 | 44,248 |
| RO Korea | Hyundai Motor Company (Corporate Champion Programme) | 8,850 | 8,850 | 8,850 | 8,850 |
| RO Korea | S-Oil Corporation (Corporate Champion Programme) | 8,850 | 8,850 | 8,850 | 8,850 |
| RO Korea | Kyundong City gas co., Ltd. (Corporate Champion Programme) | 8,850 | 8,850 | 8,850 | 8,850 |
| RO Korea | Korea petro chemical Ind. Co., Ltd. (Corporate Champion Programme) | 8,850 | 8,850 | 8,850 | 8,850 |
|  | Donations (from fundraising efforts) | 2,655 | 1,204 | 2,655 | 1,204 |
| ***sub-total*** | | *123,011* | *80,852* | *123,011* | *80,852* |
| **Year Estimated Net Income Total** | | **1,155,312** | **1,111,153** | **1,129,112** | **1,086,953** |
| Carried over from ~2022+Miscellaneous fund Total | | 694,901 | 694,901 | - | - |
| **Grand Total 2023-2024 (USD)** | | **1,848,213** | **1,806,054** | **2,975,325** | **2,891,007** |

**Annex 2**

**Expenditure Estimate 2023 - 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | | **Estimate**  **2023** | **Estimate**  **2024** |
| **Secretariat operations (SO)** | | | |
| Office Management | Services, printing, etc. | **30,043** | **30,043** |
| Office Maintenance | Communication, postage, etc. | **65,445** | **65,445** |
| Office Equipment | Vehicle, Computer, etc. | **25,751** | **25,751** |
| Science Unit Operation | Management, Maintenance, Equipment, etc | **90,000** | **90,000** |
|  | ***sub-total*** | ***211,239*** | ***211,239*** |
| **Personnel expenditure (PE)** | | | |
| Staff's Salary, Insurance and Miscellaneous Expenditure (Incheon Office) | | **308,605** | **308,605** |
| Staff’s Salary (Science Unit) | | **110,000** | **110,000** |
|  | ***sub-total*** | ***418,605*** | ***418,605*** |
| **Partnership activity (PA)** | | | |
| Objective 1 | Develop Flyway Network Sites | 120,000 | 120,000 |
| Objective 2 | CEPA | 175,000 | 165,000 |
| Objective 3 | Research, monitoring, knowledge generation and exchange | 165,000 | 165,000 |
| Objective 4 | Capacity Building | 128,000 | 70,000 |
| Objective 5 | Flyway-wide approaches | 265,000 | 270,000 |
|  | ***sub-total*** | ***853,000*** | ***790,000*** |
| **Total (USD)** | | **1,482,844** | **1,419,844** |
| **Grand total 2023-2024 (USD)** | | **2,902,688** | |

**Annex 3**

**Financing the Secretariat Workplan 2023-2024**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Objectives*** | ***Description of activity required*** | ***Budget estimate (USD)*** | |
| ***2023*** | ***2024*** |
| **Objective 1: Develop Flyway Network Sites** | Activity 1.1 Provide advice and technical support to complete the SIS template for new Flyway Network Sites and the update of the SIS of existing FNSs, e.g. through supporting workshops and consultancies | 30,000 | 30,000 |
| Activity 1.2 Provide small funds to FNS (especially newly designated FNS), to promote their designation by organizing celebrations, production of sign-boards and leaflets etc | 20,000 | 20,000 |
| Activity 1.3 Support the Implementation of the Guidelines for National and Site Partnerships (MOP11.DD.6) | Not secured | Not secured |
| Activity 1.4 Implementation of the Guidelines for the EAAFP Sister Site Program (MOP11.DD.7) \*Secured fund is to facilitate mainly between Incheon and Hong Kong, and Chinese sites between other EAAF countries, with the request of the hosting countries and their financial support, the implementation requires more funding (Ref. MOP11.Doc.14) | 65,000 | 65,000 |
| Activity 1.5 2023 & 2024 analysis and report on the status of the Flyway Site Network before MOP12 | 5,000 | 5,000 |
| ***subtotal*** | ***120,000*** | ***120,000*** |
| **Objective 2: Enhance communication, education, participation, and awareness (CEPA)** | Activity 2.1 Communications: Maintain and update EAAFP website, including different language pages, and social media, including website maintenance and software, newsletter publication | 50,000 | 40,000 |
| Activity 2.2 Education: Update and produce CEPA materials, includingupdating, producing, and distributing videos, brochures, posters and other awareness raising materials such as souvenirs and VIP gifts | 50,000 | 50000 |
| Activity 2.3 Awareness raising: Promote World Wetlands Day and 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 | 45,000 | 45,000 |
| Activity 2.4 Participation: Cooperate with other Partners to hold Flyway-wide CEPA activities and educational events with Partners and Coordinators | 30,000 | 30,000 |
| ***subtotal*** | ***175,000*** | ***165,000*** |
| **Objective 3: Enhance research, monitoring, knowledge generation and exchange** | Activity 3.1 Small grant support for EAAFP Working Groups and Task Forces, e.g. for meetings, surveys, materials, etc | 40,000 | 40,000 |
| Activity 3.2 Enhance waterbird migration research (including monitoring, survey, and color marking) | 100,000 | 100,000 |
| Activity 3.3 Research to build a stronger understanding is developed on the anticipated impacts of climate change on waterbirds and their habitats by case studies in EAAF with a focus on Siberia and Tibetan Plateau | 25,000 | 25,000 |
| ***subtotal*** | ***165,000*** | ***165,000*** |
| **Objective 4: Capacity Building** | Activity 4.1 Cooperate with Partners to organize international FNS Workshops, to bring together and share best practice for site management in the Flyway | 30,000 | 30,000 |
| Activity 4.2 Support nation-wide activities and site manager workshops for sharing of experience and best practice at Ramsar and EAAFP sites | 30,000 | 30,000 |
| Activity 4.3 Organize MOP11 (2023) and preparation for MOP12 (2025) | 68,000 | 10,000 |
| ***subtotal*** | ***128,000*** | ***70,000*** |
| **Objective 5: Flyway-wide Approaches** | Activity 5.1 Support the network around the Yellow Sea through regional workshops, training, and visits | 45,000 | 45,000 |
| Activity 5.2 Support the network around the ASEAN region 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 | 35,000 | 35,000 |
|  |  |  |
| Activity 5.4 Support the multilateral environment agreements and/or cooperation in the EAAF, e.g bilateral agreements for migratory birds among Japan, RO Korea, China, Australia | 0 | 5,000 |
| Activity 5.5: Staff travel and costs to participate in national and international meetings, such as Ramsar, CBD and CMS COPs as well as meetings of Partners, to promote the Partnership through presentations, meetings, side-event, setting up exhibition booths etc. (Including Science Unit) | 50,000 | 50,000 |
| Activity 5.6 Mobilize resources for the Partnership and facilitate planned resource mobilization activities at the national and regional levels | 45,000 | 45,000 |
| Activity 5.7 Operation of the EAAFP Foundation, Local Fundraising, and implementation of its annual work plan projects (the majority is sponsored by the private donors – Annex 1) | 65,000 | 65,000 |
| ***subtotal*** | ***265,000*** | ***270,000*** |
|  | **Grand Total (USD)** | **853,000** | **790,000** |