TWELFTH MEETING OF PARTNERS OF THE EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP
Cebu, Philippines, 8-14 November 2025

Document 16

Administrative and Financial Implications of Substantive Agenda Items

Submitted by EAAFP Secretariat

Summary

The Secretariat has prepared an assessment of the administrative and financial implications of all substantive agenda items for MOP12, as presented in Annex 1. Partners are requested to review this assessment and take these implications into account when considering the agenda items.

Background

1. In accordance with Rule 14 of the Rules of Procedure adopted by the 11th Meeting of Partners (MOP11, 2023) as MOP Doc 1, Appendix 1 reports on the administrative and financial implications of all substantive agenda items submitted to each MOP 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.

2. The figures in Annex 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 **634 staff days** and **325,000 USD** in terms of additional funding. This is equivalent to the need to hire another 2.6 full-time staff at different levels of the Secretariat and increase the Secretariat's annual budget by more than around **47%**.

Decision:

- Partners are kindly requested to consider the additional administrative and financial implications of each of the agenda items presented to the 12th Meeting of the Partners as those agenda items listed in Annex 1.

Annex 1

Table showing the administrative and financial implications of substantive MOP12 agenda items to the EAAFP Secretariat.[1]

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 Provisional Agenda	No additional implications		0	0
Doc 3. Adoption of the Provisional Meeting Programme and Annotated Agenda	No additional implications	-	0	0
Doc.4 Approval of Minutes of the 11th Meeting of Partners (MOP11)	No additional implications	-	0	0
Doc.5 Admission of Observers	No additional implications	-	0	0
Doc.6 Report of the Management Committee	a. Continue to meet at regular intervals during the intersessional period with the option of additional meetings to address specific issues as they arise. This action will assist with progressing the intersessional work and reporting outcomes to all Partners.	Management Committee (MC), Secretariat	0	0
	b. Prioritise the financial sustainability of the Secretariat by developing solutions to funding needs and gaps. This recommendation includes developing ways to expand the funding base to support Partnership activities.	Partners, MC, BFsC, Secretariat	20	20,000
	c. Continue to expand the Partnership by attracting new Partners and encouraging the nomination of new Flyway Sites. Corporate partnerships may provide opportunities to develop innovative solutions to biodiversity loss	Secretariat, MC	40	60,000 (includes prospectus)
	d. Either through internal or external support, review the EAAFP Strategic Plan 2019-2028 and invite the	Partners, MC, Secretariat	60	50,000

[1] Note: In accordance with the adopted MOP12/DD.3 Terms of Reference of the Finance Sub-Committee (FsC) and MOP12/DD.4 Terms of Reference of the Technical Sub-Committee (TsC), the names of the two committees have been changed to the Budget and Finance Sub-Committee (BFsC) and the Technical Advisory Group (TAG), respectively. This report uses the updated names for the **'responsible implementer(s)'** throughout the table.

Agenda Item	Activities / Tasks Required	Responsible Implementer(s)	Implications	
			Administrative : staff time (days/yr)	Financial : non-core (USD)
	Secretariat and Partners to focus on implementation gaps. This recommendation includes developing advice to Partners on the next iteration of the Strategic Plan, and should be submitted for consideration at MOP13.			
	e. Encourage Partners, particularly those who have not yet had the opportunity, to host MOP13 in 2027 or early 2028. The Management Committee recommends early engagement with interested Partners to secure a host for MOP13 and beyond.	Secretariat, MC	10	20,000
Doc.7 Report of the Finance Sub-Committee	a. Re-affirm the EAAFP Voluntary Fee Contribution system and encourage Partners to make voluntary payments.	Secretariat, BFsC	0	0
	a. Recognize the Finance Sub-Committee as a standing committee of the Partnership.	Secretariat, BFsC	0	0
	b. Grant full membership to the Chair of the Finance sub-Committee on the Management Committee.	Secretariat, BFsC	0	0
	c. Endorse the "Guidance for Attendance by Observers at MOP" at Appendix 1.	Secretariat, BFsC	0	0
Doc.8 Report of the Technical Sub-Committee	Continue prioritization of TSc activities against an intersessional work plan agreed after the MOP and approved by the Management Committee. The Work Plan should recognise the volunteer nature of the TSc membership and their time availability.	TAG, Secretariat	50	20,000
	Continue to meet at regular intervals during the intersessional period.	TAG, Secretariat	0	0
	Empower the TSc to make technical decisions to strengthen implementation of the work of the Partnership, including through maintenance of oversight in preparation of the EAAFP Conservation Status Reports, waterbird population lists, development of monitoring protocols and related needs and development, monitoring and management of the Flyway Site Network.	MC, TAG, Secretariat	50	0

Agenda Item	Activities / Tasks Required	Responsible Implementer(s)	Implications	
			Administrative : staff time (days/yr)	Financial : non-core (USD)
	Continue to advise on the annual EAAFP Small Grants Fund (SGF) proposal review process. The SGF process needs closer involvement of the Working Group (WG) and Task Force (TF) leads in guiding development and submission of proposals by its members that aim to address priorities identified in the WG and TF work plans.	TAG, Secretariat	20	0
	Further develop and strengthen the relationship of the TSc with the Secretariat, particularly with the Science Unit, to ensure that their work plan is focused at support to priority technical issues of the Partnership in the short and medium term. For e.g. development and maintenance of a Flyway Site Network (FSN) database that is accessible to the Partners and supports the application and designation of new FNSs, and provisions of through timely/thorough reviews of new site designations.	TAG , Secretariat, Science Unit,	15	20,000
	Support the Secretariat and its Science Unit to address the urgent need for establishing a central clearinghouse/coordination for all colour marking projects/schemes for all migratory waterbird taxa covered by the Partnership.	TAG, Secretariat, Science Unit,	15	10,000
	Further develop and strengthen collaboration between the TSc and the WGs and TFs through regular communication and interaction, including through joint meetings, building on the first meeting in Beijing in October 2024 and one proposed during MOP12.	TAG , WGs, TFs,	40	35,000
	Advise on updating the Conservation Status Review (CSR), including on the inclusion of seabird families (EAAFP populations of eight families that need to be defined as per format of the Waterbird Populations Portal).	TAG	0	0
	Provide technical advice on the development of a Science Strategy for the Partnership, being led by the Secretariat and its Science Unit.	TAG, Science Unit, Secretariat	0	0
Doc.9 EAAFP Secretariat Report for the 12th Meeting of Partners (2023–2025)	No additional implications	Sec.	0	0
Doc. 10 Report on the Small Grant Fund for Working Groups and Task Forces	a. Working Groups and Task Forces make full use of the Small Grant Fund to support group-wide activities.	Sec	35 (15 CT, 10 PT)	10,000
	b. Working Group and Task Force leads actively promote the Small Grant Fund to their members.	WG/TF	0	0

Agenda Item	Activities / Tasks Required		Implications	
		Responsible Implementer(s)	Administrative : staff time (days/yr)	Financial : non-core (USD)
	c. Partners consider providing voluntary contributions to increase the capacity of the Small Grant Fund, enabling the support of more projects and the expansion of related communications in the future.	Partners	0	0
Doc.11 EAAFP Secretariat's Proposed Budget and Workplan for 2026–2027	No additional implications	Sec.	0	0
Doc 12. Progress on the Implementation of the EAAFP Strategic Plan 2019–2028	No additional implications	Sec.	0	0
Doc 13. Key Findings of the Stakeholder and Capacity Needs Assessment of the RFI	Partners are invited to read the report and take note of the recommendations contained in the Annex 1.	Sec, Partners	40	20,000
Doc 14. Status and Management of EAAFP Flyway Site Network	No additional implications	SU, Sec	0	0
Doc 15. Enhancing EAAFP's Strategic Engagement with Global Environment Facility	Partners are invited to read the report and take note of the recommendations contained in the report.	Sec, Partners	20	0
Doc 16. Administrative and Financial Implications of Substantive Agenda Items	No additional implications	-	0	0
Doc 17. Election and Appointment of Management Committee Members	No additional implications	-	0	0
Doc 18. Election and Appointment of Finance Sub-Committee Members	No additional implications	-	0	0
Doc 19. Election and Appointment of Technical Sub-Committee Members	No additional implications	-	0	0
Decisions				
DD1. Partnership Document	No additional implications	-	1	0
DD2. Terms of Reference of Management Committee	No additional implications	MC, Sec	1	0
DD3. Terms of Reference of Finance Sub-Committee	No additional implications	BFsC. Sec	1	0
DD4. Terms of Reference of Technical Sub-Committee	No additional implications	TAG, Sec	1	0

Agenda Item	Activities / Tasks Required		Implications	
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DD5. Terms of Reference of the EAAFP Secretariat	No additional implications	Sec	1	0
DD6. Delegation of Authority between the Chair of the Partnership and Chief Executive	No additional implications	Sec	1	0
DD7. Rules of Procedure for the Sessions of the Meeting of Partners	No additional implications	MC, Sec	5	0
DD8. Guidelines for Establishing Single Species Task Forces and Developing Single Species Action Plans	Partners are invited to review and adopt proposed amendments outlined at Attachment A.	Partners	2	0
DD9. Revisions to the EAAFP Flyway Network Site Information Sheet (SIS) and the guidance for its completion	Requests any Partner preparing proposals to designate new, or to update existing, Flyway Network Sites using the SIS v2012 to submit these to the Secretariat not later than 31 March 2026;	Any Partner preparing proposals to designate new, or to update existing, Flyway Network Sites using the SIS v2012	0	0
	Finalise the SIS v2025 and its accompanying guidance in the light of MOP12 decisions, and to issue these to all Partners as soon as possible for their use in preparing future designations of Flyway Network Sites.	Secretariat	20	0
DD10. Coordination of colour marking of migratory waterbirds on the East Asian-Australasian Flyway	Re-establish the Task Force on Colour-marking for all migratory waterbird taxa covered by the Partnership, supported by the Science Unit, that brings together representatives of national banding schemes in the EAAF, all taxa-related Working Groups and Task Forces and experts;	Science Unit	15	0
	Prepare a report to MOP13 summarising all past and current colour-marking programmes used on all migratory waterbird taxa within the EAAF; and	Science Unit	15	0
	Provide administrative support to the EAAFP Science Unit to facilitate work of the Task Force on Colour-marking in undertaking a review of past and current colour-marking;	Secretariat	15	20,000

Agenda Item	Activities / Tasks Required		Implications	
		Responsible Implementer(s)	Administrative : staff time (days/yr)	Financial : non-core (USD)
	To liaise with their national bird-banding offices to support international coordination of waterbird colour-marking	Partners	0	0
	Report to MOP13 on the current administration of colour-marking of migratory waterbirds within the EAAF and make recommendations for future coordination of current colour-marking and the development of protocols for all migratory waterbird taxa for considering any new marking schemes.	Task Force on Colour-marking/ SU	5	0
DD11. Strengthening the functioning and operations of EAAFP Working Groups and Task Forces	Disseminate widely to Partners and potential donors the 2024 overview of the WGs & TFs operations to promote greater awareness of the role and functions of WG/TFs;	Secretariat	35	0
	Review, and as necessary to update, their Terms of Reference (TORs) and work plans;	Leads of Working Groups and Task Forces, with the support and advice of the Secretariat	20	0
	Report on the outcomes of these reviews and to submit updated TORs and work plans for consideration by Partners at MOP13;	Leads of Working Groups and Task Forces	0	0
DD12. EAAFP Youth Task Force Terms of Reference and Workplan (2025-2028)	Appoint youth focal point as Country Coordinators of the Youth Task Force	EAAFP National Focal Points	0	0
	Recommend a youth representative as part of the Youth Task Force	EAAFP Non-Government Focal Points	0	0
	Hosting of the East Asian-Australasian Flyway Youth Forum from Partners to gather Core Members of the Youth Task Force once every two years	Partners, Secretariat, Youth TF	10	20,000
	Provide funding and in-kind-support for mobilization and operation of the Youth Task Force in line with its Workplan	Partners, Secretariat, Youth TF	20	5,000
	Support participation of the Youth Task Force in MOPs and the EAAFP Governance Committees (e.g. observer status) to advance youth leadership and perspectives	Partners, Secretariat, Youth TF	5	5,000
DD13. Review and recommended course of action for the EAAFP Yellow Sea Task Force	1. Agrees the EAAFP maintains an EAAFP Yellow Sea Ecoregion Task Force;	Yellow Sea Ecoregional TF, Secretariat	20	10,000

Agenda Item	Activities / Tasks Required	Responsible Implementer(s)	Implications	
			Administrative : staff time (days/yr)	Financial : non-core (USD)
	2. Updates the Terms of Reference adopted at MOP8 (attached at Appendix 1); 3. Instructs the incoming YSTF convenor to prepare a work plan for the period 2026-2028; and 4. Endorses a new Convenor for the period 2026-2028.			
DD14. International Single Species Action Plan for the Conservation of the Spoon-billed Sandpiper (Calidris pygmaea)	Subject to available resources, host a workshop to assist the Ranges States, Partners and other stakeholders to develop an Implementation Plan for actions in 2026;]to monitor the implementation of the Plan and to report on progress at MoP13.	Spoon-billed Sandpiper Task Force,	0	0
	Implement relevant provisions of the Action Plan (and Implementation Plan once produced) as a matter of priority;	Ranges States, Partners and other stakeholders	0	0
	provide technical and/or financial assistance to support activities outlined in the Plans;	Partners	0	0
	Make the Plan available on the EAAFP website and bring the Plan to the attention of all Range States and relevant stakeholders; and	Secretariat	3	0
DD15. Interim Review of the Single Species Action Plan for the Far Eastern Curlew	Continue to implement relevant provisions of the Action Plan as a matter of priority;	Ranges States, Partners and other stakeholders	0	0
	Provide technical and/or financial assistance to support activities outlined in the Plan;	Partners	0	0
	Bring the Plan to the attention of all Range States and relevant stakeholders;	Secretariat	3	0
	Establish a Far Eastern Curlew Sub-group to monitor the implementation of the Plan.	Shorebird Working Group	0	0
DD16. International Light Pollution Guidelines for Migratory Species	Promote the Guidelines within the East Asian – Australasian Flyway and more broadly to other relevant multilateral environment agreements, as well as relevant regional agreements and programmes	Secretariat	5	0
DD17. The EAAFP Initiative on Tidal Flats and Ecologically-associated	Partners approve the proposed establishment of the EAAFP Tidal Flats Initiative and support its development.	Partners	10	0

Agenda Item	Activities / Tasks Required		Implications	
		Responsible Implementer(s)	Administrative : staff time (days/yr)	Financial : non-core (USD)
Working Coastal Wetlands ("EAAFP Tidal Flats Initiative – TFI")				
DD18. EAAFP Science Strategy	1. Requests the Secretariat to disseminate the EAAFP Science Strategy (the Strategy) widely to Partners, the Technical Sub-committee, and all Working Groups and Task Forces to ensure broad awareness and understanding of the Strategy; 2. Further requests the EAAFP Science Unit, with the support of the Technical Sub-committee, to implement the Strategy; 3. Adopts the EAAFP Science Strategy	SU, TAG, Secretariat	5	0
DD19. Establishing an ad hoc committee to discuss expansion of the EAAFP Scope to cover conservation issues of migratory land birds	1. Establishes an ad hoc committee to discuss issues on expanding the EAAFP scope to cover migratory land birds 2. Instructs the committee to report results and recommendations at MOP 13.	Interested Partners	0	0
	Total		**634day/yr**	**325,000 USD**

- MC: Management Committee, TsC: Technical Sub-Committee, FsC: Finance 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