

Wadden Sea Board

WSB 26

18 May 2018
Leeuwarden, Netherlands



Agenda Item:	5/1
Subject:	TWSC Review Process
Document No.:	WSB 26/5/1
Date:	11 May 2018
Submitted by:	CWSS

Proposal: The meeting is requested to consider the document and endorse the process and timeline suggested.



Evaluation and review process for the Trilateral Wadden Sea Cooperation following the 13th Trilateral Governmental Conference

A. Introduction

The Wadden Sea Board (WSB) decided that the tasks and the work plan of the CWSS should be evaluated and that the Task Groups (TGs), Expert Groups (EGs) and ad-hoc Working Groups (WGs), established in the framework of the Trilateral Wadden Sea Cooperation (TWSC) should undertake a review process of their tasks and Terms of Reference (ToR) at the beginning of the upcoming German presidency of the TWSC (2018 – 2022).

It is envisioned that both, the evaluation and the review process should start with self-assessments, which should serve as the basis for the drafting of a TWSC work program (2019-2022), similar to the former business plans adopted by the WSB.

WSB 24 therefore instructed CWSS to prepare, by WSB 26, a document outlining the objectives, content, process and timelines for the aforementioned two related but distinct self-evaluation processes. The present paper was developed in response to that request by the WSB.

B. Objectives and Elements of the projected evaluation and review process

The envisioned evaluation and review process comprises the following elements:

1. Self-assessment by CWSS with the aim of establishing whether and to what extent the tasks currently assigned to the Secretariat under the mandate delineated in Article 2.1 of the Administrative Agreement 2010 and the respective Terms of Reference (ToR), the Rules of Procedure and financial regulations are being fulfilled and what modifications of the tasks and areas of activity of the Secretariat are needed in order to ensure optimum performance, effectiveness and service for the TWSC;
2. Self-assessment by all Task Groups (TGs) and Expert Groups (EGs) and working groups (WGs) currently operating in the framework of the TWSC with the aim of establishing whether and to what extent the tasks currently assigned to the Groups as

delineated in the respective ToR of the Groups are being carried out and are still relevant. The objective is to develop a proposal about what modifications of the ToR, format or composition of the Groups are needed in order to ensure optimum relevance for the TWSC. This might also include the conclusion that new groups are being needed or existing ones should be suspended.

While the two processes are both aimed at optimally planning and implementing the work of the TWSC during the next presidency and are therefore interrelated, they are nevertheless two distinct processes, involving different players (CWSS on the one hand, the respective TGs, EGs and WGs on the other), with the WSB as the connecting element.

C. Assessment processes and development of work plans

CWSS proposes that the two self-assessment processes are carried out as follows:

1. CWSS assessment

1.1 CWSS undertakes an assessment to determine which of the tasks carried out by Secretariat staff correspond to which of the functions enumerated in Article 2.1 of the 2010 Administrative Agreement, the respective ToR and relevant WSB decisions, and which additional activities beyond those functions it undertakes, as well as what percentage of time its staff allocates to the various functions and activities.

1.2 CWSS delivers a paper comprising the results of the self-assessment and the analysis as well as a draft work plan for the Secretariat to be reviewed by the WSB.

2. Assessment by TGs, EGs and other WGs

All TGs, EGs and WGs undertake an assessment against their respective ToR to determine which of the tasks enumerated in their ToR they carry out as well as which additional activities they undertake, and what new tasks will arise, e.g. from the Ministerial Declarations and WSB decisions, as well as what percentage of time and necessary resources it allocates to these various functions and activities;

2.2 Each Group delivers a paper comprising the results of the self-assessment and the analysis as well as a proposal for updated ToR for review by the WSB.

3. Development of work plan(s)

3.1 WSB reviews the draft work plan and provides guidance as required to enable the development of consistent work plans for CWSS and the Groups. This may also

entail a restructuring or realignment of the current Groups or the establishment of new Groups if deemed necessary according to the trilateral work program in the period 2018-22 to enable optimum service to the TWSC;

3.2 Following the amendment and finalization of the various ToR in line with the guidance received from the WSB, the Board adopts the ToR and, where necessary, establishes new or newly aligned Groups.

D. Timeline for assessment and review process

CWSS proposes the roadmap indicated at Annex 1 for conducting the assessment and review process outlined above.

Annex 1

Roadmap for TWSC assessment and review process		
1. Self-assessment by TGs, EGs and other WGs		
Activity	Lead	Timeline
Development of questionnaire for survey within respective TG, EG, WG	Chairs of Groups coordinated and with support by CWSS	By July 31, 2018
Completion of questionnaire	All members of Groups	By September 30, 2018
Delivery of paper comprising the results of the self-assessment and the analysis as well as a draft work program for review by the WSB	Chair of Group	In time for consultation by WSB 27 (at least 4 weeks before the WSB)
2. CWSS self-assessment		
Activity	Lead	Timeline
Development of questionnaire for survey within respective organizational units in CWSS	CWSS	By July 31, 2018
Completion of questionnaire	CWSS staff	By Sept. 30, 2018
Delivery of paper comprising the results of the self-assessment and the analysis as well as a draft work plan for review by the WSB	CWSS	In time for consultation by WSB 27 (ditto)
3. Review by WSB and finalization of work plans		
Review by WSB	WSB	WSB 27 (END OF NOVEMBER 2018 - TBC)