



**EUROPARC Federation
Report to Council
21st October 2012**

Title:

Charter Tasks list

Recommendations :

- ❖ To note the report

Charter Tasks list and estimated costs

This list is based in the task list provided by Europarc Consulting with review and with the addition of needed activities/tasks in order we can have a good Charter network and full service to members.

Costs were calculated based on an estimation given by the Directorate combining staff hours and the other costs. EC was not able to provide in due time the quantitative data based in their experience of managing the Charter for activities a) (blue highlight) and b) (green highlight).

APPENDIX

Tasks	Type of cost	Quantity	Value
Charter evaluation with consulting			
Registration and administrative procedures for a new Charter Park			
Charter applicant registers intention to apply for the Charter, notes registration, sends out invoice for registration fee and awaits payment	staff	1	
Charter applies to EUROPARC membership if needed, application submitted to Council decision, application, sends out invoice for membership fee and awaits payment	staff	1	
Contact with Charter applicant, sends out necessary documents and guides Charter applicant through the process	staff	3	
Reception of application dossier from applicant and assess the application dossier for completeness and confirms arrival of the dossier to applicant	staff	1	
Contract with applicant, prepare ¹ and send to member. Contract received back from member, duly signed	staff	3	
Invoice prepared, sends out and awaits payment	staff	1	
TOTAL		10 hr/park	220
Registration and administrative procedures for a Charter Park re-evaluation²			
Informs Charter Park two years after receiving the Charter that a re-evaluation will be necessary in a given year and that they should make the necessary budget provision and do a reminder at year #3	staff	1	
At the end of the year before award limit, send out necessary documents and guides Charter applicant through the process	staff	1	
Receive re-evaluation dossier from applicant and begins the Charter verification process similar to the normal procedures above identified	staff	3+1+3+1=8	
TOTAL		8 hr/park	176
Administer the verification process with verifiers			
Selecting and appointing verifier. Liaison between verifier and Charter applicant	staff	1	
Sends a full second copy to the verifier	staff	1	

¹ Obtaining VAT details from applicant and check with German tax authorities. Send out relevant forms, check validity on Europa VIES system to confirm international validity and follow through.

² Only identifies what is specific for a re-evaluation situation, all the other tasks are similar to the normal administrative procedures.

Prepare verifier's contract and send out contract to verifier. Sign, countersign, file	staff	2	
Arrange for and monitor verification visit	staff	1	
Receive and edit evaluation report from verifier	staff	5	
Communicate Evaluation Committee decision to verifier	staff	1	
Arrange for payment of honoraria and expenses (when applicable) to verifier and payment	staff honoraria	2 1 contract	1.800
TOTAL		13hrs/park + 1 contract total	286 + 1.800 =2.086
Administer awards procedure			
Communicate and prepare Council decision upon Charter annual award	staff	1	
Sending out decision letters to Charter Parks	staff	1	
Preparing Charter certificates, have them printed and make them available at EUROPARC Conference for awarding.	staff	2	
Prepare awarding ceremony at the EUROPARC Conference each year	staff	A Conference cost	
TOTAL per park candidate		4 hr/park	88
Total cost per park candidate		35 hrs Contract total	770 1.800 2.570
Administer the Evaluation Committee			
Organise Evaluation Committee meeting including agenda and other papers.	staff travelling arrange venue accommodation meals	8 hr 6 participants*350 6 participants* days 6 participants* 3 nights*80 6 participants* 6 meals =total	2.100 1.440 990 =4.530
Submit evaluation reports and applications to Evaluation Committee in time for its annual meeting.	staff	8	
Act as secretariat including keeping in touch with all its members, prepare minutes of meetings, etc.	staff	8	
Implement Evaluation Committee recommendations after its annual meeting including report to EUROPARC Federation Council, drafting of decision letter to each Charter applicant and communicate to verifiers results	staff	3	
TOTAL per Evaluation Committee		27 hr/year Other costs total	594 4.530 =5.124
Charter networking³			
Keeping in touch Charter Parks to inform them of network meetings or Charter news	staff	8	
Promoting the Charter at events	staff	40	
Promoting events for the Charter	staff		
Provide ongoing guidance and advice as needed to candidates on evaluation and/or re-	staff	16	

³ This is a rough minimum costs calculation since it needs a multitask and multi staff approach

evaluation procedure, timetable and preparation			
Maintain Charter website active and give contributions to other website, etc.	staff	8	
Maintain Charter Newsletter active and give contributions to other articles, etc.	staff	24	
Build-up project opportunities between Charter Parks	staff	40	
Further develop the Charter networking and connection between Charter Parks	staff	40	
TOTAL		176 hr/year	3.872
Updating and improving the quality of the Charter and its procedures and documents⁴			
Update templates of application procedures	staff	24	
Update official text and other supporting texts	staff	24	
Further develop the Charter part II and III	staff	40	
Provide regular meetings of verifiers and with Evaluation Committee (once each two years)	staff travelling arrange venue accommodation meals other costs		10.000
Training new verifiers (once each 3 years)	staff travelling arrange venue accommodation meals other costs		15.000
Monitor membership of Evaluation Committee	staff	8	
Participation in projects, working groups, etc. in particular STWG	staff	50	
Search funding opportunities for projects related to the Charter	staff	14	
TOTAL⁵		160 hr/year other costs total/year	3.520 8.333 11.853
Charter part II management			
Receiving Charter Part II methodologies from Sections	staff	40	
Updating the new Charter Partners in the website	staff	16	
Meetings etc	staff	50 travel	2.000
TOTAL per year of Charter Networking		106 hr/year Travel total	2.332 2.000 =4.332
TOTAL of Charter Networking and improving Quality per year (an average of three years)		Staff Other costs total	9.724 10.333 =20.057

⁴ This would only be one person whereas multiple people would be involved

⁵ This total is an annual average for three years staff+ one training + one meeting