19. Managing workload and expectations around Working Groups

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- Part of the Secretariat role in organizing & servicing meetings is to plan, develop agendas, provide report writing, establish webpages, arrange travel & catering (when relevant)

- Timing sometimes driven by imminent expiry of voluntary contributions provided
• 20 working groups, which require different levels of facilitation

• Secretariat is happy to serve and do their best – but if the volume of tasks continues to be high, some activities may not receive enough / any attention
Feedback?