

Secretariat report to Council

Council is asked to take note of the information, and specifically to:

- *Note the developments within administrative systems, including the resolutions database and delegates dashboard/nomination portal.*
- *Note the activities of the Communications department*
- *Note the HR and other administrative developments, and specifically steps taken to ensure equal treatment of all ICES employees, despite nationality and residence. Delegates are invited to inform of contact persons in their country whom to contact for upstarting discussion on an agreement between have specific agreements between all ICES Contracting Parties and ICES, on privileges and Immunities*

Administrative systems

(ICES Joint Work Plan, Objective 1 Strengthen, support, & build capacity in the ICES community to deliver data, science, and advice, and sub-objective 1.2 Support and build capacity in the ICES community - tools, work processes, product delivery, resource planning, and coordination)

Resolutions Database

The Secretariat has been working closely with the Chairs of ACOM and SCICOM to develop a streamlined process for submission and tracking of resolutions. The team has been/is working through a process of:

1. Definition and review of resolution form content
2. Selection of a new form platform
3. Development of a database to host the data collected from the resolution forms
4. Development of a searchable user-friendly interface to the database
5. Development of a processing workflow from the start of the drafting of the resolution through to the approval

This work is on-going and the new resolutions database is planned to come into use in 2020. The new database will allow for improved reporting, tracking, searching, and identifying links between groups.

Delegates Dashboard

The Delegates Dashboard - a portal for the nomination of experts in the Resource Coordination Tool (RCT; see Annex 1) was discontinued after being launched in early 2019. Testing failed to identify some critical issues for safe-guarding the data held within the database. Development of a new nomination portal is on hold while the Resolutions Database is prioritised. In the meantime, Member country nominations of experts will continue via nominations@ices.dk.

Communications

(ICES Joint Work Plan: Objective 3 Provide and improve core/recurrent products and services within advice, data, science, and secretariat, sub-objective 3.7 Increase ICES impact through communication and publication)

Digital communications remains to be the main focus for ICES communications activities: all news articles, event announcements, training courses, etc., are published on [the ICES website](#) and shared in social media. All news and events are also shared via social media. We are currently active on three social media channels: [Twitter](#) (10840 followers), [LinkedIn](#) (7274 members), and [Facebook](#) (4965 likes) – numbers are as of 26 September 2019.

In order to improve the usability and the findability of the ICES website, the Secretariat has this year been working together with a website usability expert to restructure the site. Changes and implementation (read more in Annex 2).

[The bi-monthly e-newsletter](#) includes in-depth feature articles, written by scientists in our network. It is sent via e-mail to 1648 subscribers. The communications department has started producing fact sheets on strategically important topics for ICES, such as [the areas beyond national jurisdiction \(ABNJ\)](#). Another new outreach product is “Science highlights”, a series of news articles that highlight the work of our expert groups. The first articles in such series showcased [how ICES expert groups involved in ecosystem observation tackle impediments to data collection](#).

Aided by an in-house designer, the communications department is also responsible for outreach for the ASC, including early career scientist activities, outreach for symposia, training courses as well as creating infographics and outreach products, such as [the Strategic Plan](#) and [the Annual Report](#).

Since ASC 2015, the communications department has organized a networking meeting with member institute communications colleagues. The purpose of the meetings is to exchange ideas on how to improve communications within and between ICES and the institutes. This year in Gothenburg the meeting attracted 13 participants from seven countries (Belgium, Denmark, Finland, Norway, Sweden, and the US).

Human Resources

(ICES Joint Work Plan: Objective 3 Provide and improve core/recurrent products and services within advice, data, science, and secretariat Sub-objective 3.6 Support ICES work force)

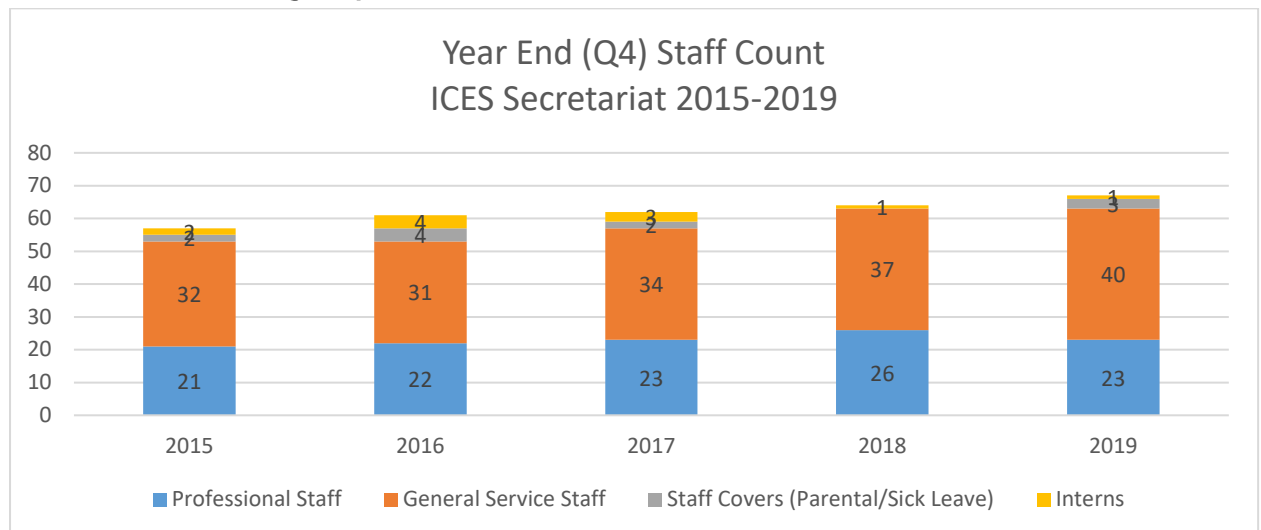
Grade Assessments

A revised version of the grade assessments have been a work in progress since early 2019. Currently there are two drafts, one for C-staff and one for P-Staff, and the last half of the year there has been a focus on the latter. There has been continuous meetings among the General Secretary, Line Managers and HR where we have made some well thought through progress.

Recruitments

The Secretariat staff has continued to grow in 2019: we have had two maternity cover recruitments, one supporting officer, one data officer, one professional officer, one line manager and one intern recruitment. Ongoing recruitments include the finance officer and a temporary part time student software developer.

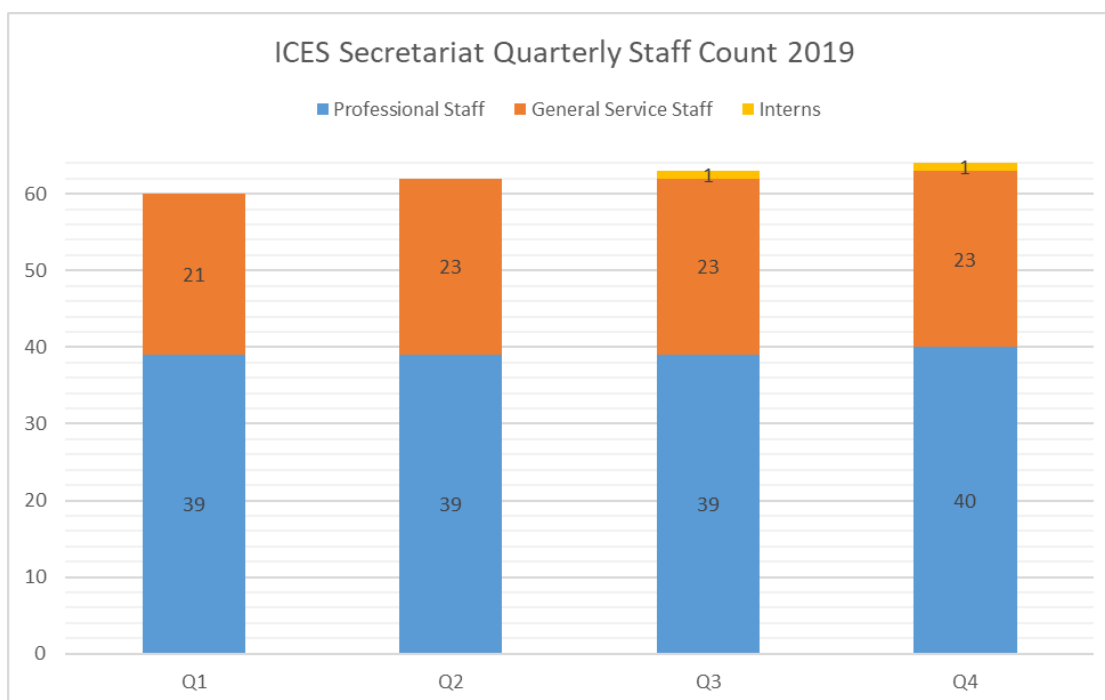
Secretariat Staffing Report – 5 Year Trend



Over the last 5 years, the Secretariat staff count has remained relatively stable, with an average of approximately 56 regular staff members. Note that there are currently 2 Professional Staff and 1 General Service Staff whose contracts are funded by equity.

Secretariat Staffing Report – Year 2019

Secretariat Quarterly Staff Counts



In the final quarter of 2019, there were a total of 63 staff at ICES, in addition to 1 intern.


There was a majority of 40 women and 24 men working at the Secretariat.

New Staff Starting in 2019

Start Date	Name, Title	Note
2 Jan 2019	Ruth Anderson Editor	4 year contract
19 Jan 2019	Julie Kellner Professional Officer, Science	4 year contract
4 Feb 2019	Asli Bankaci HR Officer	Maternity Cover, 11 month contract
1 April 2019	Joana Ribeiro Data Officer	4 year contract

Start Date	Name, Title	Note
6 May 2019	Alondra Rodriguez Supporting Officer, Science	4 year contract
24 Jun 2019	Malene Eilersen Supporting Officer, Science	Maternity Cover, 12 month contract
5 Aug 2019	Thomas Dragø Head of Finance & Administration	3 year contract
TBD	TBD, Finance Officer	4 year contract
TBD	TBD, Student Software Developer	Part-time student position
1 January 2020, or ASAP	SCICOM Chair	3 year contract, with a possibility for a three year prolongation

Interns Starting in 2019

	Start Date	Name	Note
	1 Apr 2019	Vera Mjöll Kristbjargardóttir	Wage subsidized cross departmental internship focused on the ASC until 26 September 2019

Contracts Ending in 2019

End Date	Name, Title	Note
25 Sept 2019	Kirsten Gudmadsen Finance Officer	Resigned

Challenges for internationally-recruited staff

At the 2017 Council meeting we reported on the new decision by the Danish Ministry of Foreign Affairs giving EU/EEA citizens the possibility to register as regular European migrant workers. Hereby staff and accompanying family members avoid a so-called “administrative” registration status, complicating every-day life. So far, three staff with EU citizenship have taken advantage of this new option.

New developments needed to secure equal treatment of all ICES employees

The [host agreement](#) with Denmark grants staff specific privileges, however not all staff are resident in Denmark (e.g. experts or Vice-Chairs) resulting in unequal treatment between employees of the Council. Issues also arise for some staff members when they leave their position, and f.i. want to transfer their pension savings. Other inter-governmental organizations have specific agreements between all contracting parties and the Commission/Council (e.g. HELCOM). The Secretariat will raise the issue with the Danish Ministry for Foreign Affairs, and eventually with all contracting parties in order to provide the same conditions to all staff regardless of their country of origin/residence.

IJMS –Plan S and the E-i-C

A more flexible approach to re-appointments of the Editor-in-Chief and the in-house editors has been agreed within Bureau for reappointment. Following 3 successive terms, an internal review will be established

- for the Editor-in-Chief consisting of the ICES President, SCICOM Chair, and General Secretary
- for the in-house editors consisting of the Head of Science Support, and the Editor in Charge of Publications,

as to whether to continue the contract or if the position will be advertised through an open and competitive recruitment procedure.

The outcome of the internal review will for the Editor-in-Chief be presented to Bureau for approval, and for the in-house editors to the General Secretary for approval.

Location of ICES headquarters

(ICES Joint Work Plan: Objective 3 Provide and improve core/recurrent products and services within advice, data, science, and secretariat 3.8 Services at ICES HQ)

Following the negotiations during the second half of 2018, and beginning of 2019 on relocation of ICES and EuroFish to a new building, there has been no new information on a new headquarter.

This move was part of the Danish government's initiative to better utilize the state-owned office spaces which have become vacant, following the decision to move governmental agencies outside the Copenhagen region.

Although the dialogue was initiated based on ICES needs and requirements, including meeting room capacity and easy access for visitors, to ensure that we would relocate to a building providing at least the same, if not better facilities than are available now, a move is a big challenge on top of current work.

Council delegates will be kept informed of developments as more information becomes available.

Annex 1: Resource Coordination Tool (RCT)– an overview

The RCT consists of the following modules:

- A customer relationship management (CRM) system, recording key information on ICES Community and activities (this includes information from the former “Address Manager” database)
- A Sharepoint based system, supporting the calendar overview of the ICES activities, the recommendations database, and Resolutions database (in development)).

The RCT enables the creation of a variety of products, including:

Reactive products:

1. Overview of total participation in ICES work
(Countries/institutes/working groups/processes/experts/expert working days)
2. Overview of active participation by Member Country per year (as here - 2017:
https://community.ices.dk/Committees/nominations/_layouts/15/start.aspx#/Active%20EG%20Membership%20December%202017%20per%20member%20coun/Forms/AllItems.aspx –
3. From the above a variety of analyses can be made; groups with many/few experts, groups with a wide/narrow country representation, groups with academic/country representation beyond ICES member countries, list of chairs, etc.

Proactive products:

4. Coordination of use of human resources based on last year’s overviews
5. Direct nomination by the Member Countries of experts to the Expert Working Groups

Operational products:

6. A direct link between RCT and the website, allowing automatic updates to membership of Expert Working Groups on the website (As here:
<http://ices.dk/community/groups/Pages/Members.aspx?Acronym=COUNCIL>)
7. Creation of various lists, for various purposes (chairs, members, etc)

Annex 2: Website restructuring

ICES website restructuring project

In order to improve the usability and the findability of the ICES website, the ICES Secretariat has been working together with a website usability expert to restructure the ICES website.

The purpose of the project:

- 1) to clean up content and structure (eliminate content which doesn't fit the purpose and target groups, pages without visits, and content that is not up to date)
- 2) to restructure the content on the website (new menu, section landing pages, and sub menus) and change some design elements on some of the pages

Project timeline:

The project is set to run from March till December with the aim of having the new website structure in place by January 2020.

Project format:

The usability expert has been working on the new structure in close contact with the communications department and our SharePoint developer. In order to further understand user needs, the consultant also conducted user interviews with 8 stakeholders (primarily from the management group), 3 Secretariat staff members, and 4 community members, including 2 early career scientists and 1 NGO scientist. Sarah Bailey from the SCICOM web subgroup was also interviewed. The Coordination Group has been consulted during the development as well as finalization of the new structure.

Current status:

The consultant proposed a new structure, which was approved by the Coordination Group (see annex 1). The Secretariat is currently working with the web designer to finalize some new design elements.

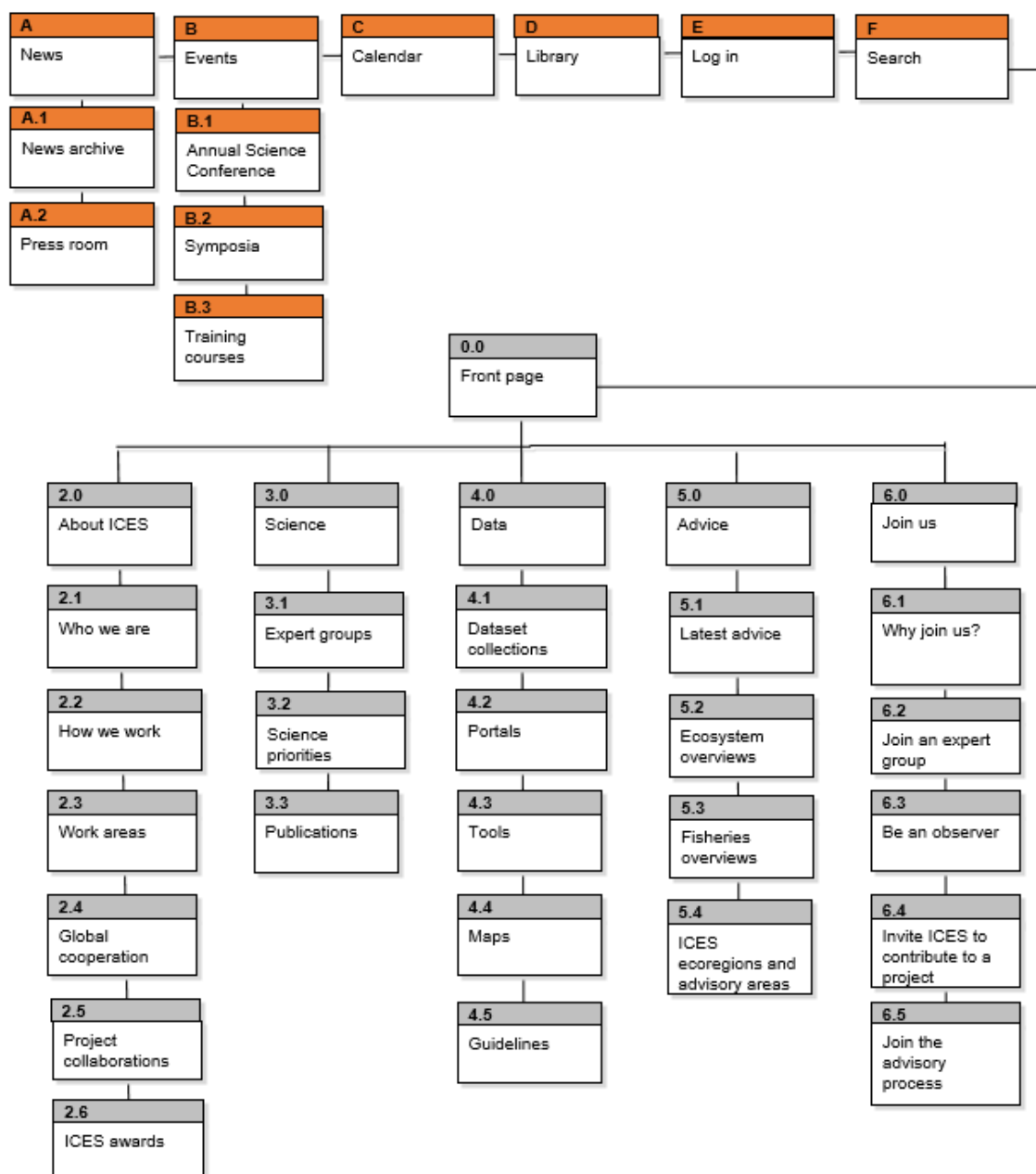
After the ASC, the Secretariat SharePoint developer will start working on the technical development together with our SharePoint consultants. In the meantime, the communications department will work on mapping content from the old to the new site, as well as create new content as needed.

Future developments:

There has been a lot of feedback and ideas gathered during the project, such as changes to the meeting calendar and the display of expert groups. Some of these can be considered in the future, depending on financial and human resources.

New website structure for www.ices.dk

Overall structure



The look of the new top navigation

