

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p><b>Eighth Meeting of the Advisory Committee</b> <i>Punta del Este, Uruguay, 15 -19 September 2014</i></p> <p><b>Secretariat Work Programme 2015</b></p> <p><b><i>Secretariat</i></b></p>
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### **SUMMARY**

The following Work Programme for the ACAP Secretariat was approved by the Fourth Session of the Meeting of the Parties (Resolution 4.2), with some components amended at AC7 to accommodate new tasks identified by the Advisory Committee. This paper should be read in conjunction with AC8 Doc 16 Rev 3 Advisory Committee Work Programme 2015.

Should the Eighth meeting of the Advisory Committee (AC8) identify additional tasks for inclusion in the Secretariat's Work Programme the table will be amended and forwarded to Parties for their endorsement of the revised work programme.

### **RECOMMENDATIONS**

The Advisory Committee is requested to review the 2015 Work Programme for the Secretariat; and add or amend tasks to the Secretariat's Work Programme in relation to the requirements of the Advisory Committee's Work Programme for the 2015 period.

**SECRETARIAT WORK PROGRAMME 2015**

New tasks identified by AC8 are highlighted in blue.

Task No.	Topic/Task	Mandate	Officer	2015		Action/Detail
				Time (days)	Funds (AUD)	
<b>1</b>	<b>SUPPORT FOR MOP, ADVISORY COMMITTEE &amp; WORKING GROUP MEETINGS</b>			<b>MoP5</b>		
1.1	Undertake meeting arrangements.	Article X.a				
	▪ selection of venue		Exec Sec	3	2,500	Travel costs
	▪ organise contracts, venue/equip		Exec Sec	3		
	▪ liaison with host government		Exec Sec	2		
1.2	Preparation of meeting papers	Article X.a				Within 60 days of meeting
	▪ writing of meeting documents		Exec Sec	10		
	▪ writing of meeting documents		Sci Officer	5		
	▪ writing of meeting documents		Tech Advisor	0		
	▪ co-ordination of meeting documents		Exec Sec	5		
	▪ co-ordination of meeting documents		Sci Officer	3		
	▪ co-ordination of meeting documents		Tech Advisor	0		
	▪ drafting of implementation report		Exec Sec	3		
	▪ drafting of implementation report		Sci Officer	3		
	▪ drafting of implementation report		Tech Advisor	0		
1.3	Support the attendance of sponsored experts and delegates	Article VII 5	Exec Sec	5		Correspondence, organise travel, acquittal of accounts
1.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)				Within 30 days of meeting
	▪ coordination with service provider		Exec Sec & Sci Officer	4		
	▪ posting of documents		Sci Officer	2		

Task No.	Topic/Task	Mandate	Officer	2015		Action/Detail
				Time (days)	Funds (AUD)	
1.5	Support & operation of meetings	Article X.a				
	▪ travel for meetings		Sec. staff x 2	8	6,000	4 days per meeting, airfares
	▪ travel for meetings		Contract x 1		5,000	airfares, contract costs
	▪ attendance at meeting		Sec. staff x 2	14	4,400	accomm/allowances x 2
	▪ attendance at meeting		Contract x 1	7	5,000	contract costs, accomm
1.6	Prepare meeting report and distribute to all Parties	Article X.a	Sec. staff x 2	4		
<b>2</b>	<b>MANAGEMENT OF SECRETARIAT</b>					
2.1	Administer the budget for the Agreement and the Special Fund provided for in Article VII (3) in accordance with the Agreement's Financial Regulations;	Article X.g				
	▪ payment of accounts		Exec Sec	15		
	▪ preparation of invoices and receipts		Exec Sec	4		
	▪ preparation of financial statements		Exec Sec	2		
	▪ maintain advance & assets registers		Exec Sec	1		
2.2	Prepare biannual financial reports for the information of the Parties and the Chair of the Advisory Committee	AC2, MoP2	Exec Sec	4		
2.3	Provide information to the general public concerning the Agreement and its objectives, and promote the objectives of this Agreement	Article X.h				
	▪ preparation of <i>ACAP Latest News</i> for website		Info Officer	90		
	▪ maintain/update website links and publications		Info & Sci Officers	8		
	▪ management of ACAP Facebook page		Info Officer	2		
	▪ preparation of scientific material		Sci Officer	8		

Task No.	Topic/Task	Mandate	Officer	2015		Action/Detail
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2.5	Update and maintain the ACAP website	Article X.h	Contract & Sci Officer	20	8,000	
2.6	Report to the 5th session of the Meeting of the Parties on the effectiveness and efficiency of the Secretariat in terms of the agreed performance indicators	Article X.i	Exec Sec	2		
2.7	Collate as appropriate synthesized information provided by Parties on the implementation and effective functioning of the Agreement with particular reference to the conservation measures undertaken,	Article X.j;	Exec Sec			
	<ul style="list-style-type: none"> <li>▪ review data, liaise with stakeholders, amend database, collate information and draft consolidated reports</li> </ul>	Article VII (1) c); Article VIII (10)	Sci Officer			
2.8	Represent the Agreement at meetings of other intergovernmental agreements, as appropriate to facilitate achievement of the Agreement's objective	Article X.d				
	<ul style="list-style-type: none"> <li>▪ attendance at CMS, FAO etc meetings</li> </ul>	Article XI	Exec Sec	5	4,000	Accomm, fares and allowances
	<ul style="list-style-type: none"> <li>▪ attendance at other IGO meetings</li> </ul>		Exec Sec & Sci Officer	15	3,500	as above
2.9	Prepare a report on Secretariat activities for AC and MoP meetings	Article X f)	Exec Sec	1		
2.14	Recruit and manage the Secretariat's staff in accordance with the Staff Regulations and the directions of the Meeting of the Parties	Staff Regs	Exec Sec	9		
<b>3</b>	<b>FACILITATE THE WORK OF THE ADVISORY COMMITTEE</b>					
3.1	Assist the Chair of the Advisory Committee as required to facilitate the work of the Advisory Committee	Article X k)				
	<ul style="list-style-type: none"> <li>▪ weekly liaison, assist with co-ordination of AC officials meetings etc</li> </ul>		Exec Sec	25		

Task No.	Topic/Task	Mandate	Officer	2015		Action/Detail
				Time (days)	Funds (AUD)	
3.2	Assist the Chair of the Advisory Committee in preparing a report to the MoP on the activities of the Advisory Committee	Article IX 6.e)	Exec Sec	1		
3.3	Assist the Convenors of the Population and Conservation Status Working Group as required to facilitate the work of the Group	Article X k)				
	<ul style="list-style-type: none"> <li>consider gaps in population, tracking, breeding site management, threats and regulatory protection data submitted to ACAP; request any outstanding data and incorporate changes</li> </ul>	AC WP Task 2.2	Sci Officer	25		
	<ul style="list-style-type: none"> <li>improve data portal structure and queries</li> </ul>	AC WP Task 2.3	Sci Officer & Contract	30	5,000	Consultant data programmer/ developer
	<ul style="list-style-type: none"> <li>review and refine standardised queries and outputs for analysis and interpretation</li> </ul>	AC WP Task 2.4	Sci Officer & Contract	10	1,000	Consultant data programmer/ developer
	<ul style="list-style-type: none"> <li>accurately assess and update global population trends</li> </ul>	AC WP Task 2.5	Sci Officer	10		May require further data portal updates. Consider alternative approaches as required.
	<ul style="list-style-type: none"> <li>update ACAP Species Assessments</li> </ul>	AC WP Task 2.6	Sci Officer	30		
	<ul style="list-style-type: none"> <li>translate updates to Species Assessments and ACAP guidelines into Spanish and French</li> </ul>	AC WP Task 2.7	Sci Officer & Contract	3	3,000	No costs if translation can be undertaken in kind by Spanish and French speaking Parties. Minimal costs (AUD 250 per assessment) budgeted to assist in translation.
	<ul style="list-style-type: none"> <li>identity priority species or populations for monitoring of numbers, trends and demography</li> </ul>	AC WP Task 2.8	Sci Officer	5		Review and update priorities and reflect on progress against priorities and provide reports to each AC

Task No.	Topic/Task	Mandate	Officer	2015		Action/Detail
				Time (days)	Funds (AUD)	
	<del>▪ review availability of albatross and petrel tracking/distribution data to ensure representativeness of species/age classes. Prioritise gaps and encourage studies to fill gaps</del>	<del>AC WP Task 2.9</del>	<del>Sci Officer</del>	5		Completed
	▪ identify priority species or populations for conservation actions	AC WP Task 2.10	Sci Officer	10		Review at AC8
	▪ review progress and prioritise the threats to breeding sites and identify gaps in knowledge	AC WP Task 2.11	Sci Officer	5		Annual updating of priorities by Parties, re-run prioritisation as required.
	<del>▪ develop, review and update best-practice guidelines to mitigate selected threats to breeding sites (including updates for eradication and biosecurity protocols)</del>	AC WP Task 2.12	Sci Officer	5		Update eradication guidelines. Update biosecurity guidelines to ensure adequate for disease issues.
	<del>▪ develop best-practice guidelines for monitoring of numbers and trends</del>	<del>AC WP Task 2.13</del>	<del>Sci Officer</del>			Completed
	<del>▪ review evidence for impacts of pathogens and parasites on ACAP species and effectiveness of mitigation measures</del>	<del>AC WP Task 2.14</del>	<del>Sci Officer</del>			Completed
	▪ develop best-practice guidelines for monitoring of numbers and trends of Sooty and Light-mantled albatrosses and White-chinned Petrels	AC WP Task 2.13a	Sci Officer	5	1,000	Costs for translation
	▪ develop/update database of biosecurity plans for ACAP breeding sites	AC WP Task 2.a2	Sci Officer	5		Parties may also need to develop/implement biosecurity plans at breeding sites
	<del>▪ post web links on biological sampling guidelines following disease outbreak</del>	<del>AC WP Task 2.15</del>	<del>Sci Officer</del>			<del>PaCSWG members to provide links/material as available.</del>
	▪ maintain centralised catalogue of plastic rings used on ACAP species and contact list, and addresses of ringing authorities	AC WP Task 2.16	Sci Officer	1		A summary table will be provided by the Science Officer. Parties will check gaps and update as needed.

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				Time (days)	Funds (AUD)	
3.4	Assist the Convenor of the Seabird Bycatch Working Group as required to facilitate the work of the Group	Article X k)				
	<ul style="list-style-type: none"> <li>continue to implement the RFMO interaction plan for ACAP (AC5 Doc 29) and relevant Parties to engage and assist RFMOs and other relevant international bodies in assessing and minimising bycatch of albatrosses and petrels</li> </ul>	AC WP Task 3.1	Exec Sec & Tech Advisor	70	30,000	Paper prepared for review of process and to recommend changes at SBWG6 Attend relevant meetings as per agreed RFMO interaction plan
	<del>as above</del>	<del>AC WP Task 3.1</del>	<del>Technical Advisory/contract</del>	20	15k	<del>b) RFMO co-ordinator activities</del>
	<ul style="list-style-type: none"> <li>continue to develop materials (both generic and specific) to assist RFMOs and other relevant international and national bodies in reducing seabird bycatch and to maximise effective participation and consideration of issues relevant to ACAP</li> </ul>	AC WP Task 3.3	Sci Officer	5		
	<ul style="list-style-type: none"> <li>maintain bibliography of relevant bycatch information</li> </ul>	AC WP Task 3.5	Sci Officer	5		
	<ul style="list-style-type: none"> <li>review and update advice documents on bycatch mitigation methods for industrial fisheries</li> </ul>	AC WP Task 3.22	Exec Sec	5		
	<ul style="list-style-type: none"> <li>investigate safety issues related to the use of different line weighting options</li> </ul>	AC WP Task 3.29	Exec Sec	10	15,000	
	<ul style="list-style-type: none"> <li>investigate benefits and limitations of e-monitoring in relation to seabird bycatch and mitigation</li> </ul>	AC WP Task 3.30	Exec Sec	10		
3.6	Assist the Convenor of the Taxonomy Working Group as required to facilitate the work of the Group	Article X k)				
	<ul style="list-style-type: none"> <li>continue the establishment of a morphometric and plumage database</li> </ul>	AC WP Task 1.2	Sci Officer	1		

Task No.	Topic/Task	Mandate	Officer	2015		Action/Detail
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3.7	Develop and harmonise conservation strategies or plans for particular species or groups of species of albatrosses and petrels	AC WP Task 5.2	Sci Officer			Precise definition of what is needed difficult at this stage. Action paused as definition not clear.
3.8	Implement system of indicators for the success of the ACAP Agreement	AC WP Task 5.4	Sci Officer	5		
3.8a	Review ACAP performance indicators	AC WP 5.a6	Sci Officer	5		
3.9	Continue to develop and maintain the ACAP database and web portal so that it provides effective support for the work of the Agreement.	AC WP Task 2.3, 2.4, 5.2	Sci Officer & contract	15	10,000	
3.10	Manage database of relevant scientific literature	AC WP Task 5.5	Sci Officer	10		All members to forward scientific literature to Secretariat)
3.11	Manage directory of relevant legislation	AC WP Task 5.6	Sci Officer	3		Parties to supply further information as available
3.12	Maintain a list of authorities, research centres, scientists and non-government organisations relevant to ACAP	AC WP Task 5.8	Sci & Info Officers	2		Parties and AC to supply further information as available
<b>4</b>	<b>IMPLEMENTATION OF THE AGREEMENT</b>					
4.1	Assist Parties in providing training, technical and financial support to other Parties on a multilateral or bilateral basis to facilitate implementation of the Agreement.	Article VIII (14)	Sci Officer & Exec Sec	5		
4.2	Promote and coordinate activities under the Agreement, including the Action Plan, in accordance with decisions of the Meeting of the Parties	Article X c)	Exec Sec	2		

Task No.	Topic/Task	Mandate	Officer	2015		Action/Detail
				Time (days)	Funds (AUD)	
4.3	Liaise with non-Party Range States and regional economic integration organisations to facilitate coordination between Parties and non-Party Range States, and international and national organisations and institutions whose activities are directly or indirectly relevant to the conservation of albatrosses and petrels.	Article X d)	Exec Sec	20	5,000	Airfares, accommodation, allowances
4.4	Consult with and enter into arrangements, with the approval of the Meeting of Parties, with other organisations and institutions, and as appropriate exchange information and data.	Article XI 2c), 3 & 4	Exec Sec	3		SPRFMO MoU
4.5	<del>Facilitate the accession of non-Party Range States to the Agreement</del>		<del>Exec Sec</del>	2		Duplicates 4.6
4.6	Liaise with and encourage the participation and accession of non-Party Range States	Article X d), k)	Exec Sec	3		
4.7	Review, refine and standardise criteria to include new species on Annex 1	AC WP 5.a2	Sci Officer	5		Document prepared for consideration at AC8, likely to need ongoing updates
4.8	Refine ID guide for bycaught seabirds	AC WG 5.a3	Exec Sec & Sci Officer	5		Document finalised for AC8 but likely to need review/update
4.9	<del>Further develop best-practice de-hooking guide</del>	<del>AC WP 5.a4</del>	<del>Sci Officer</del>			Completed
4.10	Develop best practice guidelines for acquisition of biological samples for genetic analyses	AC WP 5.a5	Sci Officer			
<b>5</b>	<b>CAPACITY BUILDING</b>					
5.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV (2)				

Task No.	Topic/Task	Mandate	Officer	2015		Action/Detail
				Time (days)	Funds (AUD)	
	<ul style="list-style-type: none"> <li>▪ Liaise with relevant stakeholders, facilitate capacity building initiatives</li> </ul>	AC WP 5.1	Exec Sec & Sci Officer	5-20		
5.2	Support secondments programme to aid capacity building	MoP2	Exec Sec & Sci Officer	5		Airfares, accomm, allowances for secondees