

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p style="text-align: center;">Seventh Meeting of the Advisory Committee <i>La Rochelle, France, 6 - 10 May 2013</i></p> <p style="text-align: center;">Secretariat's Report</p> <p style="text-align: center;">Secretariat</p>
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SUMMARY

This report provides an overview of the Secretariat's operations since the last meeting of the Advisory Committee (AC6), held in Guayaquil, Ecuador in August, 2011. A review of the Secretariat's work programme shows that all of the tasks set for the 2010-2012 triennium have been completed, or substantial progress achieved on them.

Support was provided by the Secretariat for the conduct of the Fourth Meeting of the Parties (MoP4), which was held in Lima, Peru in April 2012.

Staffing of the Secretariat remains at two full-time positions, with additional support provided by volunteers, consultancies, secondments and internships, as well as by Advisory Committee officials. At MoP4 the Science Officer's position was reclassified from a temporary position to an ongoing position and Dr Misiak was appointed to the position. The Executive Secretary, Mr Warren Papworth, was reappointed for a further four-year term.

New products under development include a key and photographic guide for identifying seabird bycatch in tuna Regional Fisheries Management Organisations (tRFMOs), and a review of the CCAMLR methodology for undertaking seabird-fisheries risk assessments.

All of the long-term consultancies were readvertised with the result that contracts have been negotiated, with new consultants engaged for the provision of translation and interpretation services, technical services and web-site management.

A new memorandum of understanding (MoU) was entered into between the Secretariat and the Government of Tasmania. The new MoU is for ten years

RECOMMENDATION

That the Advisory Committee:

1. Note the progress made by the Secretariat since AC6 and provide it with feedback and/or recommend other actions as appropriate.

1. INTRODUCTION

This report provides an overview of the Secretariat's operations since the last meeting of the Advisory Committee (AC6), held in Guayaquil, Ecuador in 2011. A detailed report on progress made against individual tasks in the Secretariat's 2010 – 2012 Work Programme is provided in Annex 1.

Additional information on key aspects of the Secretariat's operations is provided below.

2. SECRETARIAT HEADQUARTERS

The Secretariat's office remains at 27 Salamanca Square, Battery Point, Tasmania. A contract is currently being finalised to extend the lease on this office for four additional years.

A new memorandum of understanding (MoU) was entered into between the Secretariat and the Government of Tasmania. The new MoU is for ten years, compared to four years for the previous MoU, and provides greater flexibility and certainty for the Secretariat in the facilities and administrative support provided to it by the Government of Tasmania.

3. STAFFING

Staffing of the Secretariat remains at two full-time positions, consisting of the Executive Secretary and Science Officer positions. Additional support provided by volunteers, consultancies, secondments and internships, as well as by Advisory Committee officials.

At MoP4 the Science Officer's position was reclassified from a temporary position to an ongoing position and Dr Misiak was appointed to the position. The Executive Secretary, Mr Warren Papworth, was reappointed for a further four-year term.

Mr John Cooper continues in the position of Honorary Information Officer. With the support of his regional correspondents he posted a news story on the ACAP website every day last year and continues to do so this year. The daily news stories provide an invaluable educational resource, as well as being an influential advocacy service for the work of the Agreement.

4. CONTRACTS/CONSULTANTS

All of the long-term consultancies were readvertised, in accordance with the requirements of Finance Regulation 9.4. As a result of this process, new consultants have been engaged for the provision of translation and interpretation services (On-call Conference Interpreters and Translators), technical services (Ms Jacquelyn Turner) and web-site management (Web Monkey).

5. SECONDMENTS/INTERNSHIPS

A three month secondment was undertaken in the Secretariat in 2011-12 by Mr Jorge Azocar, from Chile's National Fisheries Development and Research Institute (IFOP). Mr Azocar contributed to a number of projects including: the review and analysis of bycatch data submitted in National Reports; preparing a best practice guide on observer protocols; and assisting with the development of a seabird identification guide for use by tRFMOs.

The Secretariat is currently hosting an internship, established as a component of a [Masters degree](#) offered by the University of Tasmania, Institute for Marine and Antarctic Studies. The intern is Ms Jane McPhee-Frew, who is undertaking a review of CCAMLR/ACAP seabird-

fisheries risk assessment procedures. The outcomes of this study have potential application to seabird-fisheries risk assessments in a wide range of fisheries. Note that overseas students enrolled through the International Antarctic Institute are eligible to enrol in the internship programme.

Four language students from the School of Languages, Cultures and Linguistics at Monash University recently spent a one week placement in the Secretariat, assisting with the non-official translation of documents, such as information papers, that would not otherwise have been translated.

A two week work placement was also undertaken in the Secretariat in December 2012, by Ms Heather Johnston from the Australian Maritime College. The focus of this project was to examine the availability of data on pelagic longline fishing effort in tRFMOs.

Dr Nadeena Beck has worked on a voluntary basis on the development of a key and photographic guide for identifying seabird bycatch in tuna tRFMOs. Dr Yukiko Inoue, from Japan's National Research Institute of Far Seas Fisheries, visited the Secretariat for one week in January 2013 to contribute her expertise, as well as photographs of dead seabirds, for use in the guide.

6. SIGNIFICANT OUTCOMES

The major outcomes achieved by the Secretariat since AC6 have been:

- Organisation and support of the Fourth Meeting of the Parties;
- Development of a key and photographic guide for identifying seabird bycatch in tRFMOs;
- Further development of the data portal and database to facilitate the submission of data and production of reports;
- Updating of ACAP's Species Assessments with data provided in National Reports;
- Continued advocacy for the adoption and improvement of seabird conservation measures in Regional Fisheries Managements Organisations through participation in relevant Working Groups, Scientific Committee and Commission meetings. The adoption of seabird resolutions/measures structured on ACAP's best practice advice by the Indian Ocean Tuna Commission (IOTC), the International Commission for the Conservation of Atlantic Tunas (ICCAT) and the Western and Central Pacific Fisheries Commission since AC6 are an indication of the progress being made;
- Provision of support to the Advisory Committee and its Working Groups during the inter-sessional period and in particular providing support to the Chair of the Advisory Committee and other Advisory Committee Officials;
- Upgrading of software and redesign of the Agreement's website;
- Writing, coordinating, and publishing news articles on the ACAP website to facilitate information exchange, education and advocacy of the Agreement's work;
- Corresponding with non-government organisations and philanthropic organisations concerning possible funding of projects supporting the Advisory Committee's Work Programme;
- Negotiation of a new Memorandum of Understanding with the Government of Tasmania for the provision of office facilities and administrative support for the

Secretariat and negotiations underway for an extension of the MoU with CCAMLR and for a new MoU with IAC Turtle Convention; and

ANNEX 1. REPORT ON PROGRESS WITH THE SECRETARIAT WORK PROGRAMME 2010-2012

The following table provides a report on progress achieved on the Secretariat Work Programme for the 2010-12 triennium. The Work Programme was approved at MoP3 and subsequently amended at AC5.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
1.	ADVISORY COMMITTEE MEETING 5			
1.1	Undertake meeting arrangements	Article X.a	2010	Completed
1.2	Prepare papers to assist the Advisory Committee as required	AC RoP 17 (1)	Within 60 days of meeting	Completed. Refer AC5 Doc 05 for list of papers submitted.
1.3	Support the attendance of sponsored experts and delegates	Article VII 5		Completed
1.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)	Within 30 days of meeting	Completed
1.5	Prepare meeting report and distribute to all Parties	Article X.a		Completed. Copies of reports and annexes are provided on the ACAP website.
2.	ADVISORY COMMITTEE MEETING 6			
2.1	Undertake meeting arrangements.	Article X.a	2011	Completed
2.2	Prepare papers to assist the Advisory Committee as required		2011	Completed
2.3	Support the attendance of sponsored experts and delegates	Article VII 5		Completed

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
2.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)	Within 30 days of meeting	Completed
2.5	Prepare meeting report and distribute to all Parties	Article X.a		Completed
3.	ADVISORY COMMITTEE WORKING GROUP MEETINGS			
3.1	Undertake meeting arrangements	Article X.a	As required	Completed
3.2	Provide support for conduct of Working Group meetings as required		As required	Completed
3.3	Support the attendance of sponsored experts and delegates	Article VII 5		Completed
4.	MEETING OF PARTIES 4			
4.1	Undertake meeting arrangements	Article X.a	2012	Completed
4.2	Prepare papers to assist the meeting of parties as required		Within 90 days of meeting	Completed
4.3	Support the attendance of sponsored experts and delegates	Article VII 5		Completed
4.4	Organise the translation and posting of meeting documents and provision of interpretation services	MoP RoP 8 (1)	Within 60 days of meeting	Completed

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
4.5	Prepare meeting report and distribute to all Parties	Article X.a MoP RoP 9(1)	Within 6 weeks of end of meeting	Completed
5.	MANAGEMENT OF SECRETARIAT			
5.1	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	Ongoing	Refer to MoP4 Doc 10 and AC7 Doc 8.
5.2	Prepare quarterly financial reports for the information of the Parties and the Chair of the Advisory Committee	AC2, MoP2	March, June, September and December each year	On-going. The format has been revised to provide greater detail on cash balances. Note that MoP4 decided that future reports will be provided on a biannual basis.
5.3	Provide information to the general public concerning the Agreement and its objectives, and promote the objectives of this Agreement	Article X.h	Ongoing	Extensive resources are provided on the Agreement's website, including species assessments, conservation guidelines and meeting reports. As well, news articles on current issues are posted daily by the Honorary Information Officer.
5.5	Update and maintain the ACAP website	Article X.h	Ongoing	Information on the website is provided in the three official languages; however a lack of funds for translation of articles means that not all articles are available in all languages. A reporting facility has been developed for the website, linked to the database, to enable Parties' reports on implementation of the Agreement to be submitted via the www.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
5.6	Report to the 4th session of the Meeting of the Parties on the effectiveness and efficiency of the Secretariat in terms of the performance indicators developed at MoP2	Article X.i	2012	Completed at MoP3.
5.7	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; Article VII (1) c); Article VIII (10)	Ongoing 2011	Completed. Refer to MoP4 Doc 11.
5.8	Represent the Agreement at meetings of other intergovernmental agreements, as appropriate to facilitate achievement of the Agreement's objective	Article X.d Article XI	As required	The Secretariat has represented the Agreement at tuna RFMO meetings, CCAMLR, FAO Committee of Fisheries (COFI) and Convention of Migratory Species meetings. Reports on progress achieved at these meetings were considered at relevant Working Group and Advisory Committee meetings.
5.9	Prepare a report on Secretariat activities for AC 5		May 2010	Completed. Refer AC5 Doc 6.
5.10	Prepare a report on Secretariat activities for AC 6		May 2011	Completed. Refer AC6 Doc 06.
5.11	Prepare a report on Secretariat activities for MoP 4	Article X.f	2012	Completed. Refer MoP4 Doc 08
5.14	Recruit and manage the Secretariat's staff in accordance with the Staff Regulations and the directions of the Meeting of the Parties	Staff Regulations		On-going. Refer preceding text.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
6.	FACILITATE THE WORK OF THE ADVISORY COMMITTEE			
6.1	Assist the Chair of the Advisory Committee as required to facilitate the work of the Advisory Committee	Article X.k	Ongoing	The Executive Secretary liaises with the Chair of the Advisory Committee (AC) via email on a daily basis and on a weekly basis via skype. These communications cover a wide range of issues relevant to the AC Work Programme, including implementation of the tuna RFMOs strategic plan, the work of AC Officials, and consultation with ACAP Parties.
6.2	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)	2011	Completed. Refer MoP4 Doc 09.
6.3	Assist the Convenor of the Seabird Bycatch Working Group as required to facilitate the work of the Group	Article X k) AC Work Programme Task 4.5 & 4.12.	Ongoing	The Secretariat provides on-going support to the SBWG Convenor, e.g. by facilitating communications with Parties, Range States and other organisations, supporting the attendance of experts at meetings, and assisting with the organisation of SBWG meetings.
6.4	Assist the Convenor of the Status and Trends Working Group as required to facilitate the work of the Group	Article X k) AC Work Programme Task 2.1, 2.2, 2.4 & 2.6.	Ongoing	Refer above.
6.5	Assist the Convenor of the Taxonomy Working Group as required to facilitate the work of the Group	Article X k) AC Work Programme Task 1.3	Ongoing	Refer above.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
6.6	Assist the Convenor of the Breeding Sites Working Group as required to facilitate the work of the Group	Article X k) AC Work Programme Task 3.1, 3.3, 3.4 & 3.5.	Ongoing	Refer above.
6.7	Develop and maintain database and web portal essential for the work of the Agreement's four working groups	AC Work Programme Task 1.3, 2.1, 2.1a, 2.1b, 2.2, 2.2a, 2.4, 3.1, 3.2, 3.3, 3.4, 3.5, 6.6, 6.6a, 6.7 & 6.8	Ongoing	The database has been further developed to allow input of data relevant to implementation reports, in particular bycatch data. New reports have also been devised to allow a more advanced analysis of data by the Working Groups.
6.8	Work with the Advisory Committee to develop and maintain a database of relevant scientific literature	AC Work Programme Task 6.8	Ongoing	The Secretariat maintains an Endnote database of relevant scientific literature.
6.9	Work with the Advisory Committee to develop and maintain a directory of relevant legislation	AC Work Programme Task 6.9. Action Plan 5.1 i)	AC5	Additional fields have been added to the ACAP database to enable the development of a directory of relevant legislation. Data for the directory will be obtained from species assessments and from Parties reports on implementation of the Agreement.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
6.10	Work with the Advisory Committee to develop a list of authorities, research centres, scientists and non-government organisations relevant to ACAP	AC Work Programme Task 6.10. Action Plan 5.1 k)		Links to relevant organisations are provided on the ACAP website.
6.11	Update online species assessments and manage their translation as needed	AC Work Programme Tasks 2.2, 2.6	Ongoing	The species assessments are updated on a regular basis as new data becomes available.
6.12	Test and develop bycatch data collection form and incorporate fishing bycatch data in ACAP database and species assessments	AC Work Programme Task 4.10, 4.11.	Ongoing	The ACAP database has been further developed to allow bycatch data to be incorporated. Bycatch data was sought for the first time from Parties in 2011 via the ACAP electronic reporting system.
6.13	Analyse bycatch information from Party reports to determine if it can deliver the products required in evaluating bycatch	AC Work Programme Task 4.11a	By AC6	Initial analysis completed.
6.14	Provide administrative, scientific and technical support to assist with implementation of the Advisory Committee's Work Programme	AC Work Programme	Ongoing	A large component of the Executive Secretary's time and all of the Scientific and Technical Officers' time has been allocated in support of the Advisory Committee's work programme.
6.15	Assist AC with provision of information on the agreed indicators and national reporting queries	AC Work Programme Task 6.6a	By AC6	The ACAP database has been further developed to assist with the provision of this information. Reports have been provided to assist consideration of this issue at AC6 and MoP4 (refer MoP4 Doc 23).

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
7.	IMPLEMENTATION OF THE AGREEMENT			
7.1	Review performance indicators to assist the MoP in conducting prescribed review of the Secretariat's performance in achieving the objectives of this Agreement.	MoP2 Article VIII 14	2009	Review undertaken at MoP3. Next review to be undertaken at MoP6.
7.2	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 VII 4	Ongoing	Assistance has been provided with the organisation of relevant workshops and with the management of funds related to this task.
7.3	Assist the participation of Parties at Agreement meetings	Article VII 5	Ongoing	Support has been provided to assist participation at AC5, AC6 and Working Group meetings. Provision of support for Parties participation at MoP4 is underway.
7.4	Promote and coordinate activities under the Agreement, including the Action Plan, in accordance with decisions of the Meeting of the Parties	Article X c)	Ongoing	All decisions of the Meeting of the Parties have been implemented to the extent that the Secretariat has the authority and/or resources to do so.
7.5	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)	Ongoing	Liaison occurs on an ongoing basis with relevant States and organisations. The Secretariat has prepared briefs and meeting papers to assist with this task e.g. for tRFMO meetings

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
7.6	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	Ongoing	A number of formal arrangements have been entered into (refer MoP4 Doc 15). Information and data is exchanged regularly, primarily in the form of meeting papers submitted by the Secretariat at relevant meetings.
7.7	Facilitate the accession of non-Party Range States to the Agreement			Information has been provided to relevant agencies of the United States to facilitate its accession to the Agreement and liaison continues with a number of other non-Party Range States.
8.	CAPACITY BUILDING			
8.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV 2	Ongoing	Assistance is provided on an ongoing basis through the provision of information exchange via the web and with support for workshops and management of financial support.
8.2	Support secondments to the Secretariat to aid capacity building	MoP2	Ongoing	Support was provided for Dr Elisa Goya and Mr Juan Pablo Seco Pon to undertake secondments in the Secretariat in 2011 and Mr Jorge Azocar in 2011-12.