

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p style="text-align: center;">Fifth Meeting of the Parties <i>Santa Cruz de Tenerife, Spain, 4 - 8 May 2015</i></p> <p style="text-align: center;">Report of the Secretariat</p> <p style="text-align: center;"><i>Secretariat</i></p>
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SUMMARY

A report on the operation of the Secretariat is provided in relation to the performance indicators adopted by MoP2 to measure the effectiveness and efficiency of the Secretariat. The report identifies key tasks and achievements of the Secretariat since MoP4. Proposed terms of reference to undertake a review of the effectiveness of the Secretariat at MoP6 are also provided for the consideration of the Parties.

RECOMMENDATION

That the Meeting of the Parties:

1. review the Report of the Secretariat and recommend actions to be taken in relation to matters raised in the report, as appropriate; and
2. agree to terms of reference for the review of the effectiveness of the Secretariat in facilitating the achievement of the objectives of the Agreement, to be undertaken at MoP6.

1. BACKGROUND

Article X i) of the Agreement requires the Secretariat to report to each ordinary session of the Meeting of the Parties on the performance indicators used to measure the effectiveness and efficiency of the Secretariat. These performance indicators were adopted under Resolution 2.7 by MoP2.

This report provides information with which to measure the Secretariat's progress in meeting these performance indicators, as well as providing an overview of the key activities and achievements of the Secretariat since MoP4. The report also provides information on action taken against tasks identified in the Secretariat's 2013 - 2015 Work Programme.

Draft terms of reference to undertake a review of the effectiveness of the Secretariat at MoP6 are also provided, in accordance with the requirements of Article VIII (14) of the Agreement. These are based on those adopted at MoP2 ([Resolution 2.7](#)).

2. OPERATION OF THE SECRETARIAT

2.1. Secretariat Headquarters

The Secretariat's office remains at 27 Salamanca Square, Battery Point, Tasmania. The current lease will expire on 28 February 2017, at which time it may become necessary to find new accommodation for the Secretariat.

2.2. Staffing

Staffing of the Secretariat remains at two full-time positions, consisting of the Executive Secretary and Science Officer positions.

Mr John Cooper continues in the position of Honorary Information Officer and is supported in this work by honorary news correspondents in various regions.

Additional support is provided to the Secretariat through consultancies, the Advisory Committee's officials, secondments and internships.

2.3. Implementation of the Headquarters Agreement

As advised in ACAP ANCP Circular 2015-04, the Secretariat has been advised informally by Australia's National Contact Point that there may be deficiencies in Australia's domestic implementing legislation and/or regulations for the Headquarters Agreement (HQA) and that as a consequence some of the privileges and immunities contained in the HQA may not be available to the Secretariat. As the HQA establishes the legal capacity of the Secretariat in Australia it is important that clarity be provided on the status of the HQA and that action be taken promptly to address any deficiencies.

It also became apparent during the intersessional period that the Secretariat has no access to legal resources with which to address such matters on its own behalf. The support of the Meeting of the Parties is sought in addressing these deficiencies.

2.4. Significant Activities and Outcomes Achieved

A review of the Secretariat's 2013 - 2015 Work Programme shows that nearly all of the tasks set for the 2013 - 2015 triennium have been completed, or substantial progress achieved on them, although resource constraints have prevented a small number of tasks from being completed. **ANNEX 1** summarises progress made against individual items in the 2013 - 2015 Work Programme.

In addition the Secretariat work programme includes a range of tasks from the Advisory Committee's (AC) Work Programme, which were added at AC7 and AC8. This work has included the development of key materials and resources, e.g. the seabird identification and de-hooking guides and undertaking a review of injuries sustained by fishers in the course of using weighted branch-lines.

The Secretariat also continues to provide support to the AC and its Working Groups during the intersessional period, through the further development of databases, coordinating the AC grants and sponsorships programmes and providing support to the AC Chair and other Officials.

The Secretariat has provided support for two meetings of the Advisory Committee, four Working Group meetings and one Meeting of the Parties. This support included the drafting of meeting papers e.g. the scale of contributions (**MoP5 Doc 19**) and the translation of documents (**MoP5 Doc 12**), as well as the drafting of policies, such as the criteria for listing and de-listing of species under Annex 1 (**MoP5 Doc 21**) and the sponsorship of delegates (**MoP 5 Doc 27**).

The Secretariat has continued to advocate for the adoption and improvement of seabird conservation measures in Regional Fisheries Managements Organisations (RFMOs) through participation in relevant Working Groups, Scientific Committee and Commission meetings. It has participated in 17 meetings of international fisheries-related management organisations since MoP4 and provided support for the attendance of ACAP observers at other 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), the South Pacific Regional Fisheries Management Organisation (SPRFMO) and the Western and Central Pacific Fisheries Commission (WCPFC) are an indication of the progress being made. It is also a member of other RFMO technical groups e.g. to identify technical approaches for measuring and monitoring the effectiveness of seabird mitigation measures, and has been active in promoting the use of e-monitoring in these fisheries.

2.5. Outcomes Measured Against Performance Indicators

In accordance with the requirements of Article X i) of the Agreement the following outcomes are shown/reported against the performance indicators adopted at MoP2 to measure the effectiveness and efficiency of the Secretariat (MoP2 Resolution 2.7).

2.5.1 All relevant information and meeting documents will be provided to the Parties within the timeframes specified by the Agreement;

Relevant information and meeting documents were provided to Parties for MoP5 on or before the dates detailed below, which is in accordance with the timelines specified in the Agreement.

- | | |
|-------------|---|
| 5 Dec 2014: | Proposed amendments to the Agreement distributed to Parties. |
| 2 Jan 2015: | The Advisory Committee's report on progress with implementation of the Agreement circulated to Parties.

The Advisory Committee's report on its activities circulated to Parties. |
| 3 Feb 2015: | Applications from observers representing international organisations distributed to Parties. |
| 4 Mar 2015: | Parties' comments on proposals to amend the Agreement or its Annexes distributed to Parties. |

Meeting working documents distributed in the three official languages.

Draft Agreement Budget for 2016 – 2018 distributed to Parties.

Applications from observers representing non-international organisations distributed to Parties.

2.5.2 All necessary staffing, logistics, interpretation, and other administrative arrangements required by the Parties will be carried out in coordination and consultation with the host governments of meetings;

The Executive Secretary met with representatives of the host government for MoP5 to finalise venue and other arrangements for the meeting. Consultations on staffing, logistics and other administrative arrangements have continued through email and other forms of correspondence

2.5.3 All decisions will be executed, as required, in such a manner that is consistent with the Meeting of the Parties' intent, prioritising as appropriate within the limited available resources meetings;

The Secretariat has executed, within the available resources, all decisions made by the Meeting of the Parties relevant to the Secretariat responsibilities. This has included:

- Resolution 2.9 Applied the agreed nomenclature in relation to disputed territories to all documents authored by the Secretariat
- Resolution 4.2 Secretariat Work Programme 2013 - 2015
- Resolution 4.3 Implementation of the Staff Regulations
- Resolution 4.5 Implementation of the Financial Regulations;
- Resolution 4.6 Implementation and management of the Agreement Budget 2013 - 2015;
- Resolution 4.7 Implementing Arrangements with International Organisations (refer **MoP5 Doc 13** for report of actions taken);
- MoP4 Report Para 4.1.1 Science Officer's position changed to ongoing, full-time.
- MoP4 Report Para 4.1.5 Extension of the Executive Secretary's contract for four years
- MoP4 Report Para 4.1.7 Changed reporting frequency to bi-annual reports to Parties
- MoP4 Report Para 4.1.8 Forwarded letter from MoP4 Chair to Government of Tasmania
- MoP4 Report Para 7.9.4 Develop draft policy on translation of documents (**MoP5 Doc 12**).
- MoP4 Report Para 7.9.5 Develop draft policy on sponsorship of delegates and experts (**MoP5 Doc 27**).

2.5.4 Facilitation and coordination of activities, in accordance with the directions of the Meeting of the Parties or the Advisory Committee, will be carried out, as required, to fulfil the objectives of the Agreement;

The Secretariat undertakes facilitation and coordination activities on an ongoing basis. These activities include actions such as coordinating the Advisory Committee's Grant Scheme and the Secondment Programme, to preparing briefing documents for Parties

attending RFMO meetings. Specific actions undertaken in support of the Secretariat's 2013 - 2015 Work Programme are detailed in **ANNEX 1**.

2.5.5 Other international and national organisations and institutions are contacted, as appropriate, on matters related to achieving the objectives of the Agreement;

Contact with national and international organisations on matters relating to the implementation of the Agreement occurs on a daily basis, either through email or telephone contact, or through attendance of the Secretariat at relevant meetings. Reports on outcomes achieved from these interactions with national and international organisations are often submitted to the Advisory Committee and/or its Working Groups.

2.5.6 Other organisations are informed of the activities of the Agreement in order to facilitate information and technology exchange and to maintain a favourable conservation status for albatrosses and petrels;

The Secretariat keeps other organisations informed of the activities of the Agreement using all available mechanisms, including the ACAP website, the submission of meeting documents to relevant meetings and through direct correspondence with the organisations. Specific examples include the presentation of the Advisory Committee's work on the review of bycatch mitigation measures to RFMO meetings; the dissemination of species assessments through the ACAP website; and the daily preparation of news items on issues relating to the conservation of albatrosses and petrels through ACAP Latest News www.acap.aq/news/latest-news.

2.5.7 A report on the status of the budget for the implementation of the Agreement, is prepared and provided in accordance with timescales set by the Meeting of the Parties;

Financial Statements and accompanying Auditor's Reports are provided to Parties in accordance with the requirements of Financial Regulation 10.2. In addition, interim financial statements are provided to Parties in the Secretariat's Bi-annual Reports, as well as in meeting documents for MoP and AC meetings.

2.5.8 The Agreement's budget is executed in a responsible, efficient, and accountable manner and in accordance with the financial regulations for the Agreement;

The Agreement's budget is managed in accordance with the Agreement's Financial Regulations and on the basis of accounting methods specified by the Australian Accounting Standards (AAS) and Interpretations. All funds are held by the Tasmanian Government, Department of State Growth which receives income, makes payments and maintains appropriate accounting records. In addition to these controls the Secretariat maintains registers for asset control, consultancies and translations.

Since MoP4 all of the Secretariat's major contracts were re-advertised with significant savings being achieved as a result, primarily in the contracts for translation services (refer **MoP5 Doc 12**) and with outsourced IT services. It is anticipated that savings will be available from the 2013 - 2015 triennium budget. The interim 2015 Financial Report (**MoP5 Doc 10**) and the draft Agreement Budget for 2016 - 2018 (**MoP5 Doc 18**) will be updated immediately prior to the commencement of MoP5 to provide Parties with a more accurate picture of expected savings.

2.5.9 Assistance is provided to Parties, through the website, in their efforts to educate the general public about the Agreement and its objectives;

The ACAP website contains a wide variety of resources that are available to Parties and the general public to inform them about the Agreement and about issues related to the conservation of albatrosses and petrels. These resources include documents produced by the Agreement, such as meeting documents and reports, conservation guidelines and species assessments, as well as providing links to other organisations and sites relevant to the Agreement's work.

In addition, Mr Cooper, the Agreement's Honorary Information Officer, provides a valuable resource with daily news stories on current issues concerning the conservation of albatrosses and petrels. These stories provide a key mechanism with which to keep Parties up-to-date on recent developments in seabird conservation.

2.5.10 A system of performance indicators is provided to measure the effectiveness and efficiency of the Secretariat in facilitating the achievement of the objectives of the Agreement;

The current performance indicators were developed by the Secretariat for the consideration of Parties at MoP2 ([MoP2 Doc 17](#) refers).

2.5.11 The Meeting of the Parties is provided with all information relevant to the effective functioning of the Agreement in accordance with Article VIII (10);

The Secretariat has assisted the Advisory Committee with the preparation of a report that synthesises the information provided by Parties under Articles VII (1) c) and VIII (10). This has been submitted for consideration at MoP5 (refer **MoP5 Doc 11**).

In addition, the Secretariat provides Parties with information relevant to the effective functioning of the Agreement through regular circulars, its bi-annual reports and through the production of meeting papers.

2.5.12 The staff of the Secretariat follows the directions of the Executive Secretary, as required by the Meeting of the Parties;

The Secretariat's other staff member, Dr Misiak, the Secretariat's Science Officer, has followed all directives of the Executive Secretary and the Meeting of the Parties. **ANNEX 1** provides detailed information on specific tasks achieved by the Science Officer during the current triennium.

ANNEX 1. SECRETARIAT WORK PROGRAMME 2013 - 2015

Task No.	Topic/Task	Mandate	Officer	2013		2014		2015		Action/Detail
				Time (days)	Funds	Time (days)	Funds	Time (days)	Funds	
1	SUPPORT FOR MOP, ADVISORY COMMITTEE & WORKING GROUP MEETINGS			AC 7	+ WG	AC 8	+ WG	MoP 5		
1.1	Undertake meeting arrangements.	Article X.a								
	- selection of venue		Exec Sec	2	500	2	500	2	500	Completed
	- organise contracts, venue/equip		Exec Sec	2		2		2		Completed
	- liaison with host government		Exec Sec	2		2		2		Completed
1.2	Preparation of meeting papers	Article X.a								
	- writing of meeting documents		Exec Sec	5		5		5		Completed
	- writing of meeting documents		Sci Officer	5		5		5		Completed
	- writing of meeting documents		Tech Advisor	5		5		1		Completed
	- co-ordination of meeting documents		Exec Sec	5		5		5		Completed
	- co-ordination of meeting documents		Sci Officer	5		5		5		Completed
	- co-ordination of meeting documents		Tech Advisor	5		5		1		Completed
	- drafting of implementation report		Exec Sec			5		1		Completed
	- drafting of implementation report		Sci Officer			15		2		Completed
	- drafting of implementation report		Tech Advisor			5		1		Completed
1.3	Support the attendance of sponsored experts and delegates	Article VII 5	Exec Sec	5		5		5		Completed AC7, AC8. In progress MoP5
1.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)								Completed
	- Coordination with service provider		Exec Sec	2		2		2		Completed

Task No.	Topic/Task	Mandate	Officer	2013		2014		2015		Action/Detail
				Time (days)	Funds	Time (days)	Funds	Time (days)	Funds	
	- posting of documents		Sci Officer	20	12,000	20	12,000	7	4,200	Completed
1.5	Support & operation of meetings	Article X.a								
	- travel for meetings		Sec. staff x 2	8	6,000	8	6,000	8	6,000	Completed AC7, AC8
	- travel for meetings		Contract x 2	8	10,800	8	10,800		9,360	Completed AC7, AC8
	- attendance at meeting		Sec. staff x 2	11	4,400	11	4,400	12	4,400	Completed AC7, AC8
	- attendance at meeting		Contract x 2	22	17,600	22	17,600	14	14,900	Completed AC7, AC8
1.6	Prepare meeting report and distribute to all Parties	Article X.a	Sec. staff x 1	3		3		3		Completed AC7, AC8.
2	MANAGEMENT OF SECRETARIAT									
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								Ongoing
	- payment of accounts		Exec Sec	12		12		12		Completed year to date (ytd)
	- preparation of invoices and receipts		Exec Sec	4		4		4		Completed ytd
	- preparation of financial statements		Exec Sec	2		2		2		Completed ytd
	- maintain advance & assets registers		Exec Sec	1		1		1		Completed ytd
2.2	Prepare quarterly financial reports for the information of the Parties and the Chair of the Advisory Committee	AC2, MoP2	Exec Sec	8		8		8		Completed
2.3	Provide information to the general public concerning the Agreement and its objectives, and promote the objectives of this Agreement	Article X.h								Completed ytd

Task No.	Topic/Task	Mandate	Officer	2013		2014		2015		Action/Detail
				Time (days)	Funds	Time (days)	Funds	Time (days)	Funds	
	- preparation of <i>ACAP Latest News</i> for website		Info Officer	90		90		90		Completed ytd
	- maintain/update website links, management plans and publications		Info Officer	5		5		5		Completed ytd
	- management of ACAP Facebook page		Info Officer	2		2		2		Completed ytd
	- preparation of scientific material		Sci Officer	5		5		5		Completed ytd
2.5	Update and maintain the ACAP website	Article X.h	Contract	20	11,200	20	11,200	20	11,200	Completed ytd
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					1		Completed
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			5				Completed
	- review data, liaise with stakeholders, amend database, collate information and draft consolidated reports	Article VII (1) c); Article VIII (10)	Sci Officer			15				Completed ytd
2.8	Represent the Agreement at meetings of other intergovernmental agreements, as appropriate to facilitate achievement of the Agreement's objective	Article X.d								Completed ytd
	- attendance at CMS, FAO etc meetings	Article XI	Exec Sec	5	4,000	5	4,000	5	4,000	Completed ytd
	- attendance at other IGO meetings		Exec Sec	5	3,500	5	3,500	5	3,500	Completed ytd
2.9	Prepare a report on Secretariat activities for AC and MoP meetings	Article X f)	Exec Sec	1		1		1		Completed

Task No.	Topic/Task	Mandate	Officer	2013		2014		2015		Action/Detail
				Time (days)	Funds	Time (days)	Funds	Time (days)	Funds	
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	6		6		6		Completed ytd
3	FACILITATE THE WORK OF THE ADVISORY COMMITTEE									
3.1	Assist the Chair of the Advisory Committee as required to facilitate the work of the Advisory Committee	Article X k)								Completed ytd
	- Weekly liaison, assist with co-ordination of AC officials meetings etc		Exec Sec	25		25		25		Completed ytd
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				Completed
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)								Completed ytd
	- Consider gaps in population, tracking, breeding site management, threats and regulatory protection data submitted to ACAP; request any outstanding data and incorporate changes	AC WP Task 2.2	Sci Officer	25		25		25		Completed ytd
	- Improve data portal structure and queries	AC WP Task 2.3	Sci Officer & Contract	20	5,000	20	5,000	20	5,000	Completed ytd
	- Review and refine standardised queries and outputs for analysis and interpretation	AC WP Task 2.4	Sci Officer & Contract	5	2,000	5	2,000	5	1,000	Completed ytd
	Accurately assess and update global population trends	AC WP Task 2.5	Sci Officer			10				Completed ytd

Task No.	Topic/Task	Mandate	Officer	2013		2014		2015		Action/Detail
				Time (days)	Funds	Time (days)	Funds	Time (days)	Funds	
	- Update ACAP Species Assessments	AC WP Task 2.6	Sci Officer	20		20		20		In progress
	- Translate updates to Species Assessments and ACAP guidelines into Spanish and French	AC WP Task 2.7	Sci Officer & Contract		3,000		7,500 Core		3,000	In progress
	- Identify priority species or populations for monitoring of numbers, trends and demography	AC WP Task 2.8	Sci Officer	10		10		10		Completed ytd
	- Review availability of albatross and petrel tracking/distribution data to ensure representativeness of species/age classes. Prioritise gaps and encourage studies to fill gaps	AC WP Task 2.9	Sci Officer	5		5	5,000 Grant	5		Completed ytd
	- Identity priority species or populations for conservation actions	AC WP Task 2.10	Sci Officer	10		10		10		Completed ytd
	- Review progress and prioritise the threats to breeding sites and identify gaps in knowledge	AC WP Task 2.11	Sci Officer	5		5		5		Completed ytd
	- Develop, review and update best-practice guidelines to mitigate selected threats to breeding sites (including updates for eradication and biosecurity protocols)	AC WP Task 2.12	Sci Officer	15	\$500 Core	15	\$500 core	15	\$500 core	Completed ytd
	- Develop best-practice guidelines for monitoring of numbers and trends	AC WP Task 2.13	Sci Officer	5			\$1,000 core			Completed
	- Review evidence for impacts of pathogens and parasites on ACAP species and effectiveness of mitigation measures	AC WP Task 2.14	Sci Officer			5				Completed
	develop best-practice guidelines for monitoring of numbers and trends of Sooty and Light-mantled albatrosses and White-chinned Petrels	AC WP Task 2.13	Sci Officer					5	1,000	In progress

Task No.	Topic/Task	Mandate	Officer	2013		2014		2015		Action/Detail
				Time (days)	Funds	Time (days)	Funds	Time (days)	Funds	
	Develop/update database of biosecurity plans for ACAP breeding sites	AC WP Task 2.a2	Sci Officer			5				Completed ytd
	Post web links on biological sampling guidelines following disease outbreak	AC WP Task 2.15	Sci Officer			1				Completed
	Produce centralised catalogue of plastic rings used on ACAP species and contact list, and addresses of ringing authorities	AC WP Task 2.16				5				In progress
3.4	Assist the Convenor of the Seabird Bycatch Working Group as required to facilitate the work of the Group	Article X k)								Ongoing
3.5	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	AC WP Task 3.1	Exec Sec, Technical Advisor	40	15,000 core	40	15,000 core	40	15,000 core	Completed ytd
	- as above	AC WP Task 3.1	Technical Advisory/contract	20	15,000	20	15,000	20	15,000	Completed ytd
	- 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	AC WP Task 3.4	Sci Officer	5		5		5		Completed ytd
	- Maintain bibliography of relevant bycatch information	AC WP Task 3.6	Sci Officer	5		5		5		Completed ytd

Task No.	Topic/Task	Mandate	Officer	2013		2014		2015		Action/Detail
				Time (days)	Funds	Time (days)	Funds	Time (days)	Funds	
	review and update advice documents on bycatch mitigation methods for industrial fisheries	AC WP Task 3.22	Exec Sec					5		In progress
	investigate safety issues related to the use of different line weighting options	AC WP Task 3.29	Exec Sec					10	15,000	In progress
	investigate benefits and limitations of e-monitoring in relation to seabird bycatch and mitigation	AC WP Task 3.30	Exec Sec					10		Not yet commenced
3.6	Assist the Convenor of the Taxonomy Working Group as required to facilitate the work of the Group	Article X k)								Ongoing
	- Continue the establishment of a morphometric and plumage database	AC WP Task 1.2	Sci Officer	10						In progress
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	5		5		5		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		5		5		In progress
3.8a	Review ACAP performance indicators	AC WP 5.a6	Sci Officer			2			2	Not possible to progress at this stage.
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	10	10,000	10	10,000	10	10,000	Ongoing
3.10	Manage database of relevant scientific literature	AC WP Task 5.5	Sci Officer	5		5		5		Completed ytd,

Task No.	Topic/Task	Mandate	Officer	2013		2014		2015		Action/Detail
				Time (days)	Funds	Time (days)	Funds	Time (days)	Funds	
3.11	Manage directory of relevant legislation	AC WP Task 5.6	Sci Officer	3		3		3		Completed ytd
3.12	Develop a list of authorities, research centres, scientists and non-government organisations relevant to ACAP	AC WP Task 5.8	Sci Officer & Info Officer	3		3		3		Completed ytd
4	IMPLEMENTATION OF THE AGREEMENT									
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		5		5		Ongoing
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		2		2		Ongoing
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	10	5,000	10	5,000	10	5,000	Ongoing
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	1		1		1		Refer MoP5 Doc 13 for update
4.5	Facilitate the accession of non-Party Range States to the Agreement		Exec Sec	2		2		2		Refer MoP5 Doc 24 for update

Task No.	Topic/Task	Mandate	Officer	2013		2014		2015		Action/Detail
				Time (days)	Funds	Time (days)	Funds	Time (days)	Funds	
4.6	Liaise with and encourage the participation and accession of non-Party Range States	Article X d), k)	Exec Sec	3		3		3		Refer MoP5 Doc 24 for update
4.7	Review, refine and standardise criteria to include new species on Annex 1.	AC WP 5.a2	Sci Officer			5				Completed
4.8	Complete ID guide for bycaught seabirds	AC WG 5.a3	Exec Sec Sci Officer			10	15,000 core	5		Completed. Currently being translated.
4.9	Further develop best-practice de-hooking guide	AC WP 5.a4				1	1,000 core			Completed
4.10	Develop best practice guidelines for acquisition of biological samples for genetic analyses	AC WP 5.a5	Sci Officer			2				In progress
5	CAPACITY BUILDING									
5.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV (2)								Ongoing. Refer MoP5 Doc 28
	- Liaise with relevant stakeholders, facilitate capacity building initiatives	AC Work Programme 5.1	Exec Sec & Sci Officer	5		5		5		Ongoing
5.2	Support secondments to the Secretariat to aid capacity building	MoP2	Exec Sec & Sci Officer	5	22,000	5	22,000	5	22,000	Supported two calls for applications.

ANNEX 2.

Draft Terms of Reference for the Review of the Effectiveness of the Secretariat in Facilitating the Achievement of the Objective of the Agreement

The proposed Terms of Reference of the Review Body will be to:

- a) undertake a review of the effectiveness of the Secretariat in facilitating the achievement of the Agreement's objectives;
- b) seek the views of all Parties and interview the Chair of the Advisory Committee and the Executive Secretary;
- c) prepare a report for the sixth Session of the Meeting of the Parties with recommendations as appropriate for enhancing the effectiveness of the Secretariat in achieving the Agreement's objective; and
- d) prepare, as necessary, revised performance indicators to allow for quantifiable assessment of the Secretariat's performance.

The Performance Indicators in Appendix A of Resolution 2.7 will be used in undertaking this review.