

 <p data-bbox="229 546 470 584">Agreement on the Conservation of Albatrosses and Petrels</p>	<p data-bbox="614 239 1382 277">Eleventh Meeting of the Advisory Committee</p> <p data-bbox="780 297 1382 336"><i>Florianópolis, Brazil, 13 – 17 May 2019</i></p> <p data-bbox="553 412 1326 450">Secretariat Work Programme 2019 - 2021</p> <p data-bbox="855 539 1034 577"><i>Secretariat</i></p>
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SUMMARY

The following Work Programme for the ACAP Secretariat for the 2019 - 2021 triennium has been approved by the Sixth Session of the Meeting of the Parties (MoP6 [Resolution 6.2](#)). The Work Programme is based on the functions assigned to the Secretariat under the Agreement and on specific tasks assigned to it by the Meeting of the Parties and the Advisory Committee. This paper should be read in conjunction with **AC11 Doc 11** 'Advisory Committee Work Programme 2019 – 2021' and **AC11 Inf 01** 'Agreement Budget 2019 - 2021'.

Should AC11 identify additional tasks for inclusion in the Secretariat's Work Programme, the table will be amended and forwarded to Parties for approval.

RECOMMENDATIONS

The Advisory Committee is requested to:

1. Review the proposed 2019 - 2021 Work Programme for the Secretariat;
2. Add or amend tasks to the Work Programme in relation to the requirements of the Advisory Committee's Work Programme.

SECRETARIAT WORK PROGRAMME 2019 – 2021

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
1	SUPPORT FOR MoP, AC & WG MEETINGS			AC11 + WGs		AC12 + WGs		MoP7		
1.1	Undertake meeting arrangements.	Article X.a								
	▪ selection of venue		Exec Secretary	3	3,500	3	3,500	3	3,500	Travel costs
	▪ organise contracts, venue/equipment		Exec Secretary	5		5		5		
	▪ liaison with host government		Exec Secretary	2		2		2		
1.2	Preparation of meeting papers	Article X.a								Within 60 days of meeting
	▪ writing of meeting documents		Exec Secretary, Sci Officer, Tech Advisor	35		35		35		
	▪ co-ordination of meeting documents		Exec Secretary, Sci Officer	10		10		5		
	▪ drafting of implementation report		Exec Secretary			5		5		
	▪ drafting of implementation report		Sci Officer			15		5		
1.3	Support the attendance of sponsored experts and delegates	Article VII 5	Exec Secretary	10		10		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

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	▪ coordination with service provider		Exec Secretary, Sci Officer	5		5		5		
	▪ posting of documents		Sci Officer	5		5		3		
1.5	Support & operation of meetings	Article X.a								
	▪ travel for meetings		Exec Secretary, Sci Officer	8	6,000	8	6,000	8	6,000	4 days per meeting, airfares x 2
	▪ travel for meetings		Contract x 1	4	3,000	4	3,000	4	3,000	Airfares
	▪ attendance at meeting		Exec Secretary, Sci Officer	32	7,500	32	7,500	16	4,000	Accommodation and allowances x 2
	▪ attendance at meeting		Contract x 1	12	7,000	12	7,000	6	4,000	Contract costs, accommodation
1.6	Prepare meeting report and distribute to all Parties	Article X.a	Exec Secretary, Sci Officer	10		10		10		
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								
	▪ payment of accounts		Exec Secretary	15		15		15		
	▪ preparation of invoices and receipts		Exec Secretary	4		4		4		
	▪ preparation of financial statements		Exec Secretary	4		4		4		

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	▪ maintain advance & assets registers		Exec Secretary	1		1		1		
2.2	Prepare biannual financial reports for the information of the Parties and the Chair of the Advisory Committee	AC2, MoP2	Exec Secretary	4		4		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 ACAP Latest News for website		Info Officer	90		90		90		
	▪ maintain/update website links and publications		Sci & Info Officers	5		5		5		
	▪ management of ACAP Facebook page		Info Officer	5		5		5		
	▪ preparation of scientific material		Sci Officer	10		10		10		
2.4	Update and maintain the ACAP website	Article X.h	Sci Officer & Contract	20	8,000	20	8,000	20	8,000	
2.5	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;								
	▪ review data, liaise with stakeholders, amend database, collate information and draft consolidated reports	Article VII (1) c); Article VIII (10)	Exec Secretary, Sci Officer			20				
2.6	Prepare a report on Secretariat activities for AC and MoP meetings	Article X f)	Exec Secretary	2		2		2		

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				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
2.7	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 Secretary	5		5		5		
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)	Exec Secretary	25		25		25		
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 Secretary			2		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"> 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 2.1	Sci Officer	25		25		25		
	<ul style="list-style-type: none"> Review and refine standardised queries and outputs for analysis and interpretation. Continue to improve data portal structure and queries 	AC WP Task 2.2	Sci Officer & Contract	25	5,000	25	5,000	25	5,000	Consultant database programmer/ developer
	<ul style="list-style-type: none"> Assess and update global population trends 	AC WP Task 2.3	Sci Officer	10		10		10		
	<ul style="list-style-type: none"> Update ACAP Species Assessments 	AC WP Task 2.4	Sci Officer	30		30		30	4,000	Cost for map updates
	<ul style="list-style-type: none"> Translate updates to Species Assessments and ACAP guidelines into Spanish and French 	AC WP Task 2.5	Sci Officer & Contract	3	3,000	3	3,000	3	3,000	

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	<ul style="list-style-type: none"> Identify priorities for monitoring of numbers, trends and demography 	AC WP Task 2.6	Sci Officer	5		5		5		
	<ul style="list-style-type: none"> 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 2.7	Sci Officer			5	1,000			
	<ul style="list-style-type: none"> Identify and review Priority Populations for conservation actions 	AC WP Task 2.8	Sci Officer	5		5		5		
	<ul style="list-style-type: none"> Review and prioritise the threats to breeding sites and identify gaps in knowledge 	AC WP Task 2.9	Sci Officer	5		5		5		
	<ul style="list-style-type: none"> Review and update best-practice guidelines 	AC WP Task 2.10	Sci Officer	10		10		10		
	<ul style="list-style-type: none"> Provide reports on activities to AC meetings 	AC WP Task 2.11	Sci Officer	30		30				
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"> Continue to implement the RFMO and CCAMLR engagement strategy for ACAP (SBWG8 Doc 13) and review at each SBWG meeting. Relevant Parties to engage and assist RFMOs and other relevant international bodies in assessing and minimising bycatch of albatrosses and petrels. Develop ACAP specific products on best practice bycatch data collection and reporting for presentation to RFMOs. 	AC WP Task 3.1	Exec Secretary, Tech Advisor	70	30,000	70	30,000	70	30,000	Attend all relevant meetings as per RFMO Interaction Plan

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	<ul style="list-style-type: none"> Investigate the barriers and drivers in the uptake of best practice seabird bycatch mitigation measures (e.g. produce report on lessons from mitigation success stories in commercial fisheries, develop the flagship species approach to raise the profile of seabird bycatch, bycatch mitigation and other conservation measures in fisheries in high-risk areas/ for high priority populations). 	AC WP Task 3.5	Sci Officer, Exec Secretary	10						
	<ul style="list-style-type: none"> Development of bycatch indicators and associated data, methodological approaches and reporting required 	AC WP Task 3.7	Sci Officer	20		20		20		
	<ul style="list-style-type: none"> Maintain bibliography of relevant bycatch information 	AC WP Task 3.14	Sci Officer	5		5		5		
3.5	Assist the Convenor of the Taxonomy WG as required to facilitate the work of the Group	Article X k)								
	<ul style="list-style-type: none"> Continue the establishment of a morphometric and plumage database 	AC WP Task 1.2	Sci Officer	1		1		1		
3.6	Review, refine and standardise criteria to include new species on Annex 1	AC WP Task 5.3	Sci Officer	3		3		3		
3.7	Review and update any publications not already specified in the Work Programme	AC WP Task 5.4	Sci Officer	5		5		5		
3.8	Implement system of indicators for the success of the ACAP Agreement	AC WP Task 5.5	Sci Officer	5		2		2		
3.9	Review ACAP performance indicators	AC WP Task 5.6	Sci Officer			5		5		
3.10	Manage database of relevant scientific literature	AC WP Task 5.7	Sci Officer	10		10		10		

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3.11	Manage directory of relevant legislation	AC WP Task 5.8	Sci Officer	1		1		1		Parties to supply further information as available
3.12	Manage a list of authorities, research centres, scientists and non-government organisations relevant to ACAP	AC WP Task 5.9	Sci & Info Officers	2		2		2		Parties to supply further information as available
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 Secretary	5		5		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 Secretary	15		15		15		
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 Secretary	15	10,000	15	10,000	15	10,000	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 2 c), 3 & 4	Exec Secretary	10	15,000	10	15,000	10	15,000	Airfares, accommodation, allowances

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4.5	Facilitate the accession of non-Party Range States to the Agreement	Article X d), k)	Exec Secretary	5		5		5		Work with lead Parties and other Parties as needed.
4.6	Assist with the compilation of the triennial implementation report.	Article IX 6 (d)	Exec Sec, Sci Officer			10		10		
5	CAPACITY BUILDING									
5.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV (2)	Exec Sec, Sci Officer	20		20		20		
5.2	Support secondments programme to aid capacity building	MoP2	Exec Secretary, Sci Officer	10		10		10		Airfares, accomm, allowances for secondees