



Agreement on the Conservation  
of Albatrosses and Petrels

To: Advisory Committee Members  
National Contact Points  
Meeting Attendees

## **AC13 Meeting Circular 1 - Meeting location and dates, meeting agenda, submission of documents, applications for Observer status**

### **Location and Dates**

The Thirteenth Meeting of ACAP's Advisory Committee (AC13) will be held from Monday 22 to Friday 26 May 2023, in Edinburgh, United Kingdom.

Meetings of the Seabird Bycatch Working Group, and the Population and Conservation Status Working Group will precede AC13, SBWG11 from Monday 15 to Wednesday 17 May, and PaCSWG7 from the final session of Thursday 18 to Friday 19 May. As decided by AC11, a joint SBWG11/PaCSWG7 meeting will be held during the first three sessions of Thursday 18 May, to discuss cross-cutting issues. The working group meetings will be preceded by a Workshop on seabird bycatch data, to be held on Sunday 14 May.

A Heads of Delegation meeting will be convened on Sunday 21 May in the late afternoon/evening. The time for this meeting will be advised closer to the meeting date.

### **Workshop on Seabird Bycatch Data**

Immediately prior to the Seabird Bycatch Working Group meeting a one day workshop on seabird bycatch data will be held on Sunday 14 May. More details will be provided in a subsequent Circular.

### **Meeting Documents**

The deadlines for submission and distribution of meeting documents for AC13 and the Working Group meetings are:

22 January 2023	Draft agenda for AC13 (and Working Groups) distributed by the Secretariat
21 February 2023	Inclusion of new items in the meeting agendas
23 March 2023	Revised draft agendas for AC13 and Working Group meetings distributed
23 March 2023	Submission of <b>AC13 Working Papers and Working Group Papers</b> requiring translation (only the abstracts of WG papers will be translated, however, full documents are required by this deadline)
15 April 2023	Submission of <b>AC13 Information Papers, and Working Group Information Papers</b>
22 April 2023	Meeting documents distributed in all working languages by the Secretariat

Dates are close of business your local time. Meeting documents will not be accepted after these dates. It would assist the Secretariat if papers were submitted as early as possible. It would also be appreciated if participants could advise the Secretariat in advance of any papers that they intend submitting to the meetings.

### **Meeting Agenda**

The draft agenda for AC13 as reviewed by AC12 is provided in Attachment 1. In accordance with Rule 17(4) of the Advisory Committee Rules of Procedure, it is requested that Parties advise the Secretariat **by Tuesday 21 February 2023** of any new items they would like to have added to the agenda.

Draft agendas for SBWG11, PaCSWG7, and a joint SBWG11/PaCSWG7 meeting are also provided in Attachments, 2, 3 and 4 respectively.

### **Applications for Observer Status**

The deadlines for submission of requests for Observer status to attend AC13 are:

21 February 2023	Deadline for submission of written requests for observer status by international bodies
23 March 2023	Deadline for submission of written requests for observer status from non-international bodies
23 March 2023	International bodies advised if their request for observer status has been approved
22 April 2023	Non-international bodies advised if their request for observer status has been approved

Information on the precise venue and on hotel(s) will be provided in Meeting Circular 2. Meeting Circular 2 will also include information on registration and other meeting arrangements.

Handwritten signature of Christine Bogle in black ink.

Dr Christine Bogle  
Executive Secretary  
ACAP Secretariat

28 October 2022

Handwritten signature of Dr Mike Double in blue ink.

Dr Mike Double  
Chair  
ACAP Advisory Committee

**ATTACHEMENT 1: DRAFT AC13 MEETING AGENDA AS REVIEWED BY AC12  
(AC12 REPORT, ANNEX 7)**

<b>DRAFT AC13 AGENDA</b>	
<b>1. Opening Remarks</b>	
<b>2. Adoption of the Agenda</b>	
<b>3. Rules of Procedure</b>	
<b>4. Report of the Depositary</b>	
<b>5. ACAP Secretariat</b>	5.1 Activities undertaken in 2022 - 2023 intersessional period 5.2 Secretariat Work Programme 2023 - 2025
<b>6. Agreement's Financial Matters</b>	6.1 Financial Report
<b>7. Observer Reports</b>	7.1 Reports from Observers to AC13
<b>8. Report from the Seventh Meeting of the Parties</b>	
<b>9. Population and Conservation Status of Albatrosses and Petrels</b>	9.1 Report of the Population and Conservation Status Working Group
<b>10. Taxonomy of Albatrosses and Petrels</b>	10.1 Report of the Taxonomy Working Group
<b>11. Seabird Bycatch</b>	11.1 Report of the Seabird Bycatch Working Group 11.2 Report from workshop on data collection
<b>12. Advisory Committee</b>	12.1 Advisory Committee Work Programme 2023 - 2025 12.2 Agreement Grant Scheme and Secondment Programme
<b>13. Listing of New Species</b>	
<b>14. Election and Appointment of AC Officers</b>	
<b>15. Fourteenth Meeting of the Advisory Committee</b>	15.1 Timing and Venue 15.2 Draft Agenda
<b>16. Other Business</b>	
<b>17. Adoption of Report</b>	
<b>18. Closing Remarks</b>	

## ATTACHEMENT 2: DRAFT SBWG11 MEETING AGENDA

<b>SBWG11 Draft Agenda</b>	
<b>1.</b>	<b>Welcome and opening remarks</b>
<b>2.</b>	<b>WG membership and introduction</b>
<b>3.</b>	<b>Adoption of Agenda</b>
<b>4.</b>	<b>ACAP seabird bycatch mitigation best practice advice – definition and criteria</b>
<b>5.</b>	<b>Seabird Bycatch Mitigation in Trawl Fisheries</b> 5.1 Review recent developments in mitigation research and update Best Practice Advice 5.2 Update Mitigation Fact Sheets if required 5.3 Consider priorities for mitigation research
<b>6.</b>	<b>Seabird Bycatch Mitigation in Demersal Longline Fisheries</b> 6.1 Review recent developments in mitigation research and update Best Practice Advice 6.2 Update Mitigation Fact Sheets if required 6.3 Consider priorities for mitigation research
<b>7.</b>	<b>Seabird Bycatch Mitigation in Pelagic Longline Fisheries</b> 7.1 Review recent developments in mitigation research and update Best Practice Advice 7.2 Update Mitigation Fact Sheets if required 7.3 Consider priorities for mitigation research
<b>8.</b>	<b>Artisanal and Small-scale Fisheries</b> 8.1 Review recent developments in mitigation research and update toolbox advice
<b>9.</b>	<b>Seabird Bycatch Mitigation in Purse Seine Fisheries</b> 9.1 Review recent developments in mitigation research and update toolbox advice
<b>10.</b>	<b>Seabird Bycatch Mitigation in Other Fisheries</b> 10.1 Consider recent developments in mitigation research and consider priorities for further research
<b>11.</b>	<b>ACAP Performance Indicators: Seabird Bycatch Data Workshop</b> 11.1 Report back on pre-meeting workshop
<b>12.</b>	<b>Monitoring Techniques for Seabird Bycatch and Mitigation Use</b> 12.1 Review developments in monitoring methods or techniques in relation to seabird bycatch and the use of seabird bycatch mitigation

<b>13. FAO IPOA/NPOA-Seabirds</b> 13.1 Review of status of implementation of NPOA-Seabirds
<b>14. Coordination of activities relating to RFMOs</b> 14.1 Update on RFMO engagement strategy implementation
<b>15. Enhancing implementation of best practice seabird bycatch mitigation measures</b>
<b>16. Tools and Guidelines</b> 16.1 Updates and new guidelines 16.2 Mitigation Fact Sheets
<b>17 ACAP funded programmes</b> 17.1 Small Grants and Secondments 17.2 Funding priorities for 2023 -2025
<b>18. SBWG Work Programme</b> 18.1 Work Programme 2023 - 2025
<b>19. Any other business</b>
<b>20. Reporting to AC13</b>
<b>21. Close of Meeting</b>

## ATTACHEMENT 3: DRAFT PaCSWG7 MEETING AGENDA

<b>PaCSWG7 – DRAFT AGENDA</b>	
<b>1.</b>	<b>Welcome and opening remarks</b>
<b>2.</b>	<b>WG membership and introduction</b>
<b>3.</b>	<b>Adoption of the Agenda</b>
<b>4.</b>	<b>Progress reports</b> 4.1. Updates and reviews of ACAP Species Assessments
<b>5.</b>	<b>Population status and trends</b> 5.1. Population trends of ACAP species
<b>6.</b>	<b>Threats</b> 6.1. Updates on management of land-based threats
<b>7.</b>	<b>Data gaps</b> 7.1. Review key gaps in population data 7.2. Review key gaps in tracking data
<b>8.</b>	<b>Best-practice guidelines and other online resources</b> 8.1. Updates to existing guidelines and resources 8.2. New guidelines on remote sensing (satellite-based and UAVs) monitoring 8.3 New guidelines for working with albatrosses and petrels during the on-going high-pathogenicity H5N1 avian influenza outbreak
<b>9.</b>	<b>ACAP funded programmes</b> 9.1. Small Grants and Secondments
<b>10.</b>	<b>Reviews and information</b> 10.1. Global Ocean Observing System (GOOS) update
<b>11.</b>	<b>Future work programme</b> 11.1. Work Programme 2023 - 2025
<b>12.</b>	<b>Reporting to AC13</b>
<b>13.</b>	<b>Any other business</b>
<b>14.</b>	<b>Closing remarks</b>

## ATTACHEMENT 4: DRAFT JOINT SBWG11/PaCSWG7 MEETING AGENDA

<b>Joint PaCSWG7/SBWG11 – DRAFT AGENDA</b>	
<b>1.</b>	<b>Welcome and opening remarks</b>
<b>2.</b>	<b>Adoption of the Agenda</b>
<b>3.</b>	<b>Overlap of birds and at-sea threats</b> 3.1. Review of tracking studies for risk assessments <i>Studies with a focus on priority populations are particularly encouraged</i> 3.2. Offshore energy infrastructure developments and associated risks 3.3. Other at-sea threats
<b>4.</b>	<b>ACAP Priority Populations</b> 4.1. Review key research and management actions for current ACAP Priority Populations 4.2. Development of an ACAP strategy for Priority Populations – reporting template and priority fisheries 4.3. Proposals for High Priority Populations
<b>5.</b>	<b>Listing of species on Annex 1</b> 5.1. List of candidate species 5.2. Proposals to list species on Annex 1
<b>6.</b>	<b>Reporting to AC13</b>
<b>7.</b>	<b>Any other business</b>
<b>8.</b>	<b>Closing remarks</b>