

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p style="text-align: center;"><b>Seventh Meeting of the Advisory Committee</b> <i>La Rochelle, France, 6 - 10 May 2013</i></p> <p style="text-align: center;"><b>Secretariat Work Programme 2013 - 2015</b></p> <p style="text-align: center;"><b>Secretariat</b></p>
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### SUMMARY

The following Work Programme has been developed for the ACAP Secretariat for the 2013 – 2015 triennium and was approved by the Fourth Session of the Meeting of the Parties ([Resolution 4.2](#)). This paper should be read in conjunction with AC7 Doc 15 ‘Advisory Committee Work Programme 2013 – 2015’.

Should the seventh meeting of the Advisory Committee (AC7) 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:

1. Review the proposed Work Programme for the Secretariat; and,
2. Add or amend tasks to the Secretariat’s Work Programme in relation to the requirements of the Advisory Committee’s Work Programme for the 2013-2015 period.

**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	
<b>1</b>	<b>SUPPORT FOR MOP, ADVISORY COMMITTEE &amp; WORKING GROUP MEETINGS</b>			<b>AC 7</b>	<b>+ WG</b>	<b>AC 8</b>	<b>+ WG</b>	<b>MoP 5</b>		
1.1	Undertake meeting arrangements.	Article X.a								
	- selection of venue		Exec Sec	2	500	2	500	2	500	Travel costs
	- organise contracts, venue/equip		Exec Sec	2		2		2		
	- liaison with host government		Exec Sec	2		2		2		
1.2	Preparation of meeting papers	Article X.a								Within 60 days of meeting
	- writing of meeting documents		Exec Sec	5		5		5		
	- writing of meeting documents		Sci Officer	5		5		5		
	- writing of meeting documents		Tech Advisor	5		5		1		
	- co-ordination of meeting documents		Exec Sec	5		5		5		
	- co-ordination of meeting documents		Sci Officer	5		5		5		
	- co-ordination of meeting documents		Tech Advisor	5		5		1		
	- drafting of implementation report		Exec Sec			5		1		
	- drafting of implementation report		Sci Officer			15		2		
	- drafting of implementation report		Tech Advisor			5		1		
1.3	Support the attendance of sponsored experts and delegates	Article VII 5	Exec Sec	5		5		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	2		2		2		
	- posting of documents		Contract	20	12,000	20	12,000	7	4,200	

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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	4 days per meeting, airfares
	- travel for meetings		Contract x 2	8	10,800	8	10,800		9,360	airfares, contract costs
	- attendance at meeting		Sec. staff x 2	11	4,400	11	4,400	12	4,400	accomm/allowances x 2
	- attendance at meeting		Contract x 2	22	17,600	22	17,600	14	14,900	contract costs, accomm
1.6	Prepare meeting report and distribute to all Parties	Article X.a	Sec. staff x 1	3		3		3		
<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								Ongoing
	- payment of accounts		Exec Sec	12		12		12		
	- preparation of invoices and receipts		Exec Sec	4		4		4		
	- preparation of financial statements		Exec Sec	2		2		2		
	- maintain advance & assets registers		Exec Sec	1		1		1		
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		
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	60		60		60		

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				Time (days)	Funds	Time (days)	Funds	Time (days)	Funds	
	- maintain/update website links, management plans and publications		Info Officer	5		5		5		
	- management of ACAP Facebook page		Info Officer	2		2		2		
	- preparation of scientific material		Sci Officer	5		5		5		
2.5	Update and maintain the ACAP website	Article X.h	Contract	20	11,200	20	11,200	20	11,200	
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		
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				
	- review data, liaise with stakeholders, amend database, collate information and draft consolidated reports	Article VII (1) c); Article VIII (10)	Science off			15				
2.8	Represent the Agreement at meetings of other intergovernmental agreements, as appropriate to facilitate achievement of the Agreement's objective	Article X.d								
	- attendance at CMS, FAO etc meetings	Article XI	Exec Sec	5	4,000	5	4,000	5	4,000	Accomm, fares and allowances
	- attendance at other IGO meetings		Exec Sec	5	3,500	5	3,500	5	3,500	- as above
2.9	Prepare a report on Secretariat activities for AC and MoP meetings	Article X f)	Exec Sec	1		1		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	6		6		6		

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<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)								
	- Weekly liaison, assist with co-ordination of AC officials meetings etc		Exec Sec	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 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)								
	- 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		
	- Improve data portal structure and queries	AC WP Task 2.3	Sci Officer & Contract	20	5,000	20	5,000	20	5,000	Consultatant data programmer / developer
	- 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	Consultatant data programmer / developer
	- Update ACAP Species Assessments	AC WP Task 2.6	Sci Officer	20		20		20		
	- Translate updates to Species Assessments and ACAP guidelines into Spanish and French	AC WP Task 2.7	Sci Officer & Contract		3,000		3,000		3,000	

Task No.	Topic/Task	Mandate	Officer	2013		2014		2015		Action/Detail
				Time (days)	Funds	Time (days)	Funds	Time (days)	Funds	
	- Identity priority species or populations for monitoring of numbers, trends and demography	AC WP Task 2.8	Sci Officer	10		10		10		
	- 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		
	- Identity priority species or populations for conservation actions	AC WP Task 2.10	Sci Officer	5		5		5		
	- Review and prioritise the threats to breeding sites and identify gaps in knowledge	AC WP Task 2.11	Sci Officer	5		5		5		
	- Develop, review and update best-practice guidelines to mitigate selected threats to breeding sites	AC WP Task 2.12	Sci Officer	15		15		15		
	- Develop best-practice guidelines for monitoring of numbers and trends	AC WP Task 2.13	Sci Officer	5						
	- Review evidence for impacts of pathogens and parasites on ACAP species and effectiveness of mitigation measures	AC WP Task 2.14	Sci Officer	5						
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	20	15,000	20	15,000	20	15,000	Airfares, accomm, allowances

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	- as above	AC WP Task 3.1	Technical Advisory/ contract	20	15,000	20	15,000	20	15,000	
	- 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		
	- Maintain bibliography of relevant bycatch information	AC WP Task 3.6	Sci Officer	5		5		5		
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						
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		Ongoing
3.8	Implement system of indicators for the success of the ACAP Agreement	AC WP Task 5.2	Sci Officer	5		5		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	10	10,000	10	10,000	10	10,000	Ongoing
3.10	Work with the Advisory Committee to develop and maintain a database of relevant scientific literature	AC WP Task 5.5	Sci Officer	5		5		5		Ongoing
3.11	Work with the Advisory Committee to develop and maintain a directory of relevant legislation	AC WP Task 5.7	Sci Officer	3		3		3		

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3.12	Work with the Advisory Committee to 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		
<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		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	Airfares, accomm, 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	1		1		1		Ongoing
4.5	Facilitate the accession of non-Party Range States to the Agreement		Exec Sec	2		2		2		
4.6	Liaise with and encourage the participation and accession of non-Party Range States	Article X d), k)	Exec Sec	3		3		3		

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<b>5</b>	<b>CAPACITY BUILDING</b>									
5.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV (2)								
	- Liaise with relevant stakeholders, facilitate capacity building initiatives	AC Work Programme 5.1	Exec Sec & Sci Officer	5		5		5		
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	Airfares, accomm, allowances for secondees