

 <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;">Draft Secretariat Work Programme 2016 - 2018</p> <p style="text-align: center;">Secretariat</p>
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SUMMARY

A draft Work Programme for the ACAP Secretariat has been prepared for the 2016 - 18 triennium. 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. The draft Work Programme is submitted for the approval of MoP5.

RECOMMENDATION

The Meeting of the Parties is requested to:

1. Review the proposed 2016 - 2018 Work Programme for the Secretariat;
2. Add or amend tasks to the Work Programme that it considers appropriate; and
3. Approve the Secretariat's Work Programme for the 2016 - 2018 triennium.

INTRODUCTION

The attached draft Work Programme has been developed for the Agreement's Secretariat for the 2016 - 2018 triennium. The Work Programme is based on the functions assigned to the Secretariat under the Agreement and on specific tasks allocated to it by the Meeting of the Parties and the Advisory Committee, including tasks assigned in the Advisory Committee's Work Programme for 2016 - 2018.

This paper should be read in conjunction with **MoP5 Doc 16** 'Draft Advisory Committee Work Programme 2016 - 2018' and **MoP5 Doc 18**, 'Draft Agreement Budget 2016 - 2018'.

SECRETARIAT WORK PROGRAMME 2016 - 2018

Task No.	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
1	SUPPORT FOR MoP, ADVISORY COMMITTEE & WORKING GROUP MEETINGS			AC9 + WGs		AC10 + WGs		MoP6		
1.1	Undertake meeting arrangements.	Article X.a								
	▪ selection of venue		Exec Sec	3	2,500	3	2,500	3	2,500	Travel costs
	▪ organise contracts, venue/equip		Exec Sec	3		3		3		
	▪ 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	10		10		10		
	▪ writing of meeting documents		Sci Officer	10		10		5		
	▪ writing of meeting documents		Tech Advisor	5		5				
	▪ co-ordination of meeting documents		Exec Sec	5		5		5		
	▪ co-ordination of meeting documents		Sci Officer	5		5		2		
	▪ co-ordination of meeting documents		Tech Advisor	5		5				
	▪ drafting of implementation report		Exec Sec			5		3		
	▪ drafting of implementation report		Sci Officer			15		3		
	▪ drafting of implementation report		Tech Advisor			5				
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 & Sci Officer	5		5		5		

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	▪ posting of documents		Sci Officer	5		5		2		
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 1	4	6,000	4	6,000	2	5,000	airfares, contract costs
	▪ attendance at meeting		Sec. staff x 2	28	4,400	28	4,400	14	4,400	accomm/allowances x 2
	▪ attendance at meeting		Contract x 1	12	10,000	12	10,000	6	5,000	contract costs, accomm
1.6	Prepare meeting report and distribute to all Parties	Article X.a	Sec. staff x 2	6		6		6		
1.7	Prepare guidance to Parties on Credentials options	MoP5	Exec Sec							
1.8	Review Annex A of Staff Regulations	MoP5	Exec Sec							
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 Sec	15		15		15		
	▪ 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 biannual financial reports for the information of the Parties and the Chair of the Advisory Committee	AC2, MoP2	Exec Sec	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								

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				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	▪ 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	2		2		2		
	▪ 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	Report to the 6th 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					2		
2.6	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)	Sci Officer			15				
2.7	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 & Sci Officer	15	8,500	15	8,500	15	8,500	Accomm, fares and allowances
2.8	Prepare a report on Secretariat activities for AC and MoP meetings	Article X f)	Exec Sec	1		1		1		

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2.9	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	9		9		9		
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)								
	<ul style="list-style-type: none"> ▪ 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)								
	<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 data programmer/ developer
	<ul style="list-style-type: none"> ▪ Accurately 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

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	<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	
	<ul style="list-style-type: none"> Identify priority species or populations for monitoring of numbers, trends and demography 	AC WP Task 2.6	Sci Officer	10		10		10		
	<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				
	<ul style="list-style-type: none"> Identify and/or review priority species or populations for conservation actions 	AC WP Task 2.8	Sci Officer	5		5		5		
	<ul style="list-style-type: none"> Review progress 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"> Develop/update database of biosecurity plans for ACAP breeding sites 	AC WP Task 2.11	Sci Officer	3		3		3		Parties may also need to develop/implement biosecurity plans at breeding sites
	<ul style="list-style-type: none"> Maintain centralised catalogue of plastic rings used on ACAP species and contact list, and addresses of ringing authorities 	AC WP Task 2.12	Sci Officer	2		2		2		
3.4	Assist the Convenor of the Seabird Bycatch Working Group as required to facilitate the work of the Group	Article X k)								

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	<ul style="list-style-type: none"> 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 & Tech Advisor	50	30,000	50	30,000	50	30,000	Attend all relevant meetings as per RFMO Interaction Plan
	<ul style="list-style-type: none"> Maintain bibliography of relevant bycatch information 	AC WP Task 3.4	Sci Officer	5		5		5		
3.5	Assist the Convenor of the Taxonomy Working Group 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		5		
3.10	Manage database of relevant scientific literature	AC WP Task 5.7	Sci Officer	10		10		10		
3.11	Manage directory of relevant legislation	AC WP Task 5.8	Sci Officer	5		5		5		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	3		3		3		Parties to supply further information as available

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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		
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	15		2		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 Sec	20	5,000	20	5,000	20	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	3		3		3		
4.5	Facilitate the accession of non-Party Range States to the Agreement	Article X d), k)	Exec Sec	5		5		5		Carry out further work intersessionally, work with lead Parties and other Parties as needed. Consider implications of addition of Pink-footed shearwater to Annex 1 of the Agreement.
4.6	Assist with the compilation of the triennial implementation report.	Article IX 6 (d)	Exec Sec Sci Officer	10		10		10		

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4.7	Review list of decisions by the Meeting of Parties in order to advise Parties on which decisions should be included in Party reports	MoP5	Exec Sec	2						
4.8	Review options for the provision of legal advice to the Secretariat	MoP5	Exec Sec	1						Report to AC9
5	CAPACITY BUILDING									
5.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV (2)	Exec Sec & Sci Officer	5-20		5-20		5-20		
5.2	Support secondments programme to aid capacity building	MoP2	Exec Sec & Sci Officer	5		5		5		Airfares, accomm, allowances for secondees