

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p style="text-align: center;"><b>Seventh Meeting of the Parties</b> <i>Virtual meeting, 9 - 13 May 2022 (UTC+10)</i></p> <p style="text-align: center;"><b>Secretariat Report</b></p> <p style="text-align: center;"><b>Secretariat</b></p>
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### **SUMMARY**

As decided by the Sixth Session of the Meeting of the Parties, this report draws on the most recent Secretariat six-monthly report to provide an overview of the Secretariat's operations during the first half of the 2022 financial year. A major focus of the Secretariat's work during this period was the organisation of the 12th Meeting of the Advisory Committee (AC12) and its Working Groups, as virtual meetings.

### **RECOMMENDATION**

That the Meeting of the Parties Note the Report of the Secretariat and recommend actions to be taken in relation to matters raised in the report, as appropriate.

## **1. INTRODUCTION**

In accordance with the decisions taken by the Sixth Meeting of the Parties (MoP6), the Secretariat prepares two reports (together with accompanying financial reports) per year, one in February covering the first six months of the financial year, and a full-year audited report in September. MoP6 decided that the most recent such report would be presented to the relevant session of the Advisory Committee or Meeting of the Parties. This report covers the Secretariat's activities over the period 1 July to 31 December 2021. **MoP7 Doc 08** provides an interim financial report for 2022.

This has been a busy six month period for ACAP. The key activity was the online Twelfth Meeting of the Advisory Committee (AC12) and its Working Groups. AC12 elected several new officials, including a new AC Chair. Over the six months the Secretariat continued to implement actions in the Advisory Committee and Secretariat Work Programmes. This included attendance at virtual meetings of Regional Fisheries Management Organisations (RFMOs) and other international bodies. Memoranda of Understanding (MOUs) were renewed with two organisations. **ANNEX 1** summarises progress made against individual tasks in the 2019 – 2022 Work Programme.

## **2. COVID-19**

The COVID-19 pandemic continues to have an impact on the Secretariat and the Agreement's operations. The most significant impact is the ongoing practice by most organisations of holding virtual meetings. As well as organising AC12 online, the Secretariat has participated in several online meetings. Tasmania is no longer free of COVID-19 cases, having recently opened the borders to vaccinated travellers. Parties have been asked (see Circular 2022-02) whether they agree to postponing until 1 March a decision as to whether MoP7 will be held in person or virtually.

## **3. AC12 MEETING AND MOP7 PLANNING**

A successful meeting of AC12 and its working groups was held online from 17 August to 2 September 2021, organised by the Secretariat using the Interprefy Platform and with technical support from Congress Rental. Various ad hoc innovations were agreed with AC Members to take account of the online setting and complement the Rules of Procedure (see AC12 Report). AC12 elected several new officials, including a new Chair, Mike Double of Australia.

Preparations for MoP7 are well underway, in consultation with Australia (as host country and Chair of MoP7) and the AC Chair (as MoP Vice Chair).

## **4. SECRETARIAT HEADQUARTERS**

The Secretariat's office remains at Level 2, 119 Macquarie Street, Hobart, Tasmania. Agreement has been reached with the new owner of the building to renew ACAP's office lease for five years from February 2022, under the same conditions as previously.

## **5. STAFFING**

Staffing of the Secretariat remains at two full-time positions, the Executive Secretary (Christine Bogle) and the Science Officer (Wiesława Misiak). John Cooper continues in the position of Honorary Information Officer. After a long period of dedicated service to ACAP, John plans to retire from the Information Officer position around the end of June 2022, although he is keen to remain involved in some activities.

Additional support to the Secretariat is provided by volunteers, consultancies and internships, as well as by Advisory Committee officials. Because of COVID-19 restrictions, it has not been possible as yet during this financial year to receive translation students for a one week internship as in previous years. This may be possible later in 2022.

### **5.1 Executive Secretary position**

The Executive Secretary's four year contract will finish at the end of November 2022. ACAP Staff Regulations (6.1) state that the Executive Secretary shall be eligible for reappointment for one additional term (of up to four years). Christine would be interested in continuing her assignment for up to 2.5 years (from December 2022 until the end of May 2025). A decision on this matter needs to be made by MoP7.

## 6. CONTRACTS/CONSULTANTS

*OnCall Conference Interpreters and Translators* continue to provide translation and interpretation services in accordance with their current contract with ACAP.

Marco Favero (PaCSWG Co-convenor) and Sebastián Jiménez (SBWG Co-convenor) have attended RFMO and other meetings as ACAP representatives on a contract basis. Marco has also assisted the Secretariat in preparation of budget estimates.

*Congress Rental* provided Technical Support to the Secretariat for the running of AC12.

Keith Reid (*Ross Analytics*) assisted the Secretariat during AC12.

*Wombat Data Solutions* continued to provide database development services, and *Web Monkey* continued to provide web hosting and associated administration services.

Tim Reid has carried out consultancy work analysing fisheries and bycatch data submitted by Parties to the Secretariat, and has assisted with finalising updates to the Bycatch Identification Guide.

## 7. PROVISION OF SUPPORT TO THE ADVISORY COMMITTEE

The Secretariat liaised closely with Advisory Committee officials and members in the lead up to, and during, AC12. Since AC12, we have had regular meetings with the new AC12 Chair, who is based in Hobart.

## 8. REPRESENTATION AT RELEVANT MEETINGS

Within the constraints imposed by the COVID-19 pandemic, the Secretariat and AC officials represented the Agreement at a number of meetings during the period from July to December 2021:

- Mark Tasker (TWG Convenor) represented ACAP at the 5th Meeting of the Sessional Committee of the Scientific Council (ScC-SC5) of the Convention on Migratory Species (CMS) in June/July 2021. He also attended two meetings in November/December 2021 of the Indian Ocean Tuna Commission (IOTC) related to Electronic Monitoring Systems: an ad-hoc Working Group on the development of Electronic Monitoring Programme Standards (WGEMS) and the 17<sup>th</sup> Working Party on Data Collection and Statistics (WPDCS17).
- The Executive Secretary and Igor Debski (SBWG Co-convenor) participated in the 8th Meeting of the Parties to the Southern Indian Ocean Fisheries Agreement (SIOFA MoP8) in July 2021.
- Sebastián Jiménez represented ACAP at the 17<sup>th</sup> Working Party on Ecosystems and Bycatch (WPEB17) of the IOTC in September 2021, and in December 2021 took part in the 24<sup>th</sup> meeting of the IOTC's Scientific Committee (IOTC SC24)
- In October 2021, the Executive Secretary attended the 17th meeting of the Technical and Compliance Committee (TCC17) of the Western and Central Pacific Fisheries Commission (WCPFC); and the 16<sup>th</sup> Compliance Committee meeting (CC16) and the 28<sup>th</sup> Annual Meeting of the Extended Commission and Commission (EC28) of the Commission for the Conservation of Southern Bluefin Tuna (CCSBT).

- The Executive Secretary and the Science Officer attended the 40<sup>h</sup> meetings of the Commission and the Scientific Committee of the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR-40) in October 2021.
- Igor Debski attended a SIOFA workshop on Harmonisation of Scientific Observers' Programmes in October-November 2021.
- Marco Favero represented ACAP at the 18<sup>th</sup> Scientific Committee Meeting of the Inter-American Convention for the Protection and Conservation of Sea Turtles (IAC) in November 2021.

The attendance at RFMO and CCAMLR meetings reflected the priorities for ACAP's RFMO engagement strategy, as discussed at AC11, and the revised strategy endorsed by AC12.

## **9. ARRANGEMENTS WITH OTHER ORGANISATIONS**

During the intersessional decision-making process of the Meeting of the Parties in 2020-2021, the ACAP Parties (in [Resolution 6.11](#)) authorised the Secretariat to renew or amend existing arrangements concerning matters of common interest between this Agreement and a number of other organisations with which we had an existing arrangement.

In accordance with this policy, the Secretariat on 9 November 2021 renewed our Memorandum of Understanding (MOU) with CCAMLR and on 6 December 2021 renewed our MOU with the CCSBT (see ACAP-ANCP Circulars 2021-07 and 2021-09).

ACAP's MOU with the Government of Tasmania expires at the beginning of 2023. Under this MOU, valuable assistance to ACAP is provided by the Tasmanian Department of State Growth. The Secretariat has begun discussions with the Department of State Growth about renewing the MOU.

**ANNEX 1. SECRETARIAT WORK PROGRAMME 2019 – 2022**

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
<b>1</b>	<b>SUPPORT FOR MoP, AC &amp; WG MEETINGS</b>			<b>AC11 + WGs</b>		<b>AC12 + WGs*</b>		<b>MoP7*</b>		<b>AC12 + WGs + MoP7</b>		
1.1	Undertake meeting arrangements.	Article X.a										<i>Completed</i>
	▪ selection of venue		Exec Secretary	3	3,500	3	3,500	3	3,500	6	0	Travel costs
	▪ organise contracts, venue/equipment		Exec Secretary	5		5		5		10		
	▪ liaison with host government		Exec Secretary	2		2		2		4		
1.2	Preparation of meeting papers	Article X.a										<i>Completed</i>
	▪ writing of meeting documents		Exec Secretary, Sci Officer, Tech Advisor	35		35		35		70		
	▪ co-ordination of meeting documents		Exec Secretary, Sci Officer	10		10		5		15		
	▪ drafting of implementation report		Exec Secretary			5		5		10		
	▪ drafting of implementation report		Sci Officer			15		5		20		
1.3	Support the attendance of sponsored experts and delegates	Article VII 5	Exec Secretary	10		10		5		15		<i>Completed for AC11 and WGs. Correspondence, organise travel, acquittal of accounts</i>
1.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)										<i>Completed</i>

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	▪ coordination with service provider		Exec Secretary, Sci Officer	5		5		5		10		
	▪ posting of documents		Sci Officer	5		5		3		8		
1.5	Support & operation of meetings	Article X.a										Completed for AC and Working Group meetings
	▪ travel for meetings		Exec Secretary, Sci Officer	8	6,000	8	6,000	8	6,000	16	15,500	4 days per meeting, airfares x 2
	▪ travel for meetings		Contract x 1	4	3,000	4	3,000	4	3,000	8	8,000	Airfares
	▪ attendance at meeting		Exec Secretary, Sci Officer	32	7,500	32	7,500	16	4,000	48	12,000	Accommodation and allowances x 2
	▪ attendance at meeting		Contract x 1	12	7,000	12	7,000	6	4,000	18	11,500	Contract costs, accommodation
1.6	Prepare meeting report and distribute to all Parties	Article X.a	Exec Secretary, Sci Officer	10		10		10		20		Completed for AC and Working Group meetings
<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 Secretary	15		15		15		15		
	▪ preparation of invoices and receipts		Exec Secretary	4		4		4		4		
	▪ preparation of financial statements		Exec Secretary	4		4		4		4		
	▪ maintain advance & assets registers		Exec Secretary	1		1		1		1		

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
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		4		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										Ongoing
	▪ preparation of ACAP Latest News for website		Info Officer	90		90		90		90		
	▪ maintain/update website links and publications		Sci & Info Officers	5		5		5		5		
	▪ management of ACAP Facebook page		Info Officer	5		5		5		5		
	▪ preparation of scientific material		Sci Officer	10		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	20	8,100	Ongoing
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;										Completed
	▪ 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				20		
2.6	Prepare a report on Secretariat activities for AC and MoP meetings	Article X f)	Exec Secretary	2		2		2		4		Completed
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		5		Ongoing

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
<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)	Exec Secretary	25		25		25		25		Ongoing
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, Sci Officer			2		1		3		Completed (MoP7 Doc 09)
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)										Ongoing
	<ul style="list-style-type: none"> <li>Consider gaps in population, tracking, breeding site management, threats and regulatory protection data submitted to ACAP; request any outstanding data and incorporate changes</li> </ul>	AC WP Task 2.1	Sci Officer	25		25		25		25		
	<ul style="list-style-type: none"> <li>Review and refine standardised queries and outputs for analysis and interpretation. Continue to improve data portal structure and queries</li> </ul>	AC WP Task 2.2	Sci Officer & Contract	25	5,000	25	5,000	25	5,000	25	5,000	Consultant database programmer/developer
	<ul style="list-style-type: none"> <li>Assess and update global population trends</li> </ul>	AC WP Task 2.3	Sci Officer	10		10		10		10		
	<ul style="list-style-type: none"> <li>Update ACAP Species Assessments</li> </ul>	AC WP Task 2.4	Sci Officer	30		30		30	4,000	30	4,000	Cost for map updates
	<ul style="list-style-type: none"> <li>Translate updates to Species Assessments and ACAP guidelines into Spanish and French</li> </ul>	AC WP Task 2.5	Sci Officer & Contract	3	3,000	3	3,000	3	3,000	3	3,000	
	<ul style="list-style-type: none"> <li>Identify priorities for monitoring of numbers, trends and demography</li> </ul>	AC WP Task 2.6	Sci Officer	5		5		5		5		



Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	<ul style="list-style-type: none"> <li>Review availability of albatross and petrel tracking/distribution data to ensure representativeness of species/age classes. Prioritise gaps and encourage studies to fill gaps</li> </ul>	AC WP Task 2.7	Sci Officer			5	1,000			5	1,000	
	<ul style="list-style-type: none"> <li>Identify and review Priority Populations for conservation actions</li> </ul>	AC WP Task 2.8	Sci Officer	5		5		5		5		
	<ul style="list-style-type: none"> <li>Review and prioritise the threats to breeding sites and identify gaps in knowledge</li> </ul>	AC WP Task 2.9	Sci Officer	5		5		5		5		
	<ul style="list-style-type: none"> <li>Review and update best-practice guidelines</li> </ul>	AC WP Task 2.10	Sci Officer	10		10		10		10		
	<ul style="list-style-type: none"> <li>Provide reports on activities to AC meetings</li> </ul>	AC WP Task 2.11	Sci Officer	30		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)										Ongoing
	<ul style="list-style-type: none"> <li>Continue to implement the RFMO and CCAMLR engagement strategy for ACAP (SBWG9 Doc 07 Rev 1) 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.</li> </ul>	AC WP Task 3.1	Exec Secretary, Tech Advisor	70	30,000	70	30,000	70	30,000	70	30,000 + 3,000	Attend all relevant meetings as per RFMO Engagement Strategy. Translation costs.

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				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	<ul style="list-style-type: none"> <li>Continue to update Mitigation Fact Sheets using new simplified format in a phased approach: 4) <del>complete fact sheets for pelagic LL line weighting and hook shielding devices</del>, 2) line weighting safety practices 3) updated advice on bird scaring lines for pelagic and demersal LL, and 4) fact sheets dealing with ACAP Best Practice measures.</li> </ul>	AC WP Task 3.4	Sci Officer, Exec Secretary				10,000				13,000	New fact sheet on improving safety when using branchline weighting (either as separate fact sheet or as part of line weighting fact sheet). <i>FAO funding received and used for production and translation.</i>
	<ul style="list-style-type: none"> <li>Further pursue approaches to improve <del>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).</del></li> </ul> Develop communication strategy and products to: <ul style="list-style-type: none"> <li>Reinvigorate advice</li> <li>Communicate with different audiences (e.g. presentations, videos, other multi-media) to include success stories and information aimed at overcoming impediments to implementation</li> </ul> Model bycatch threat to seabird populations to communicate the extinction risk to ACAP Species. Engage with certification schemes, by:	AC WP Task 3.5	Sci Officer, Exec Secretary, Contract	10					10	5,000	<u>Communication strategy:</u> Media <i>Secondment</i> funded by DOC and ACAP and guidelines for a Strategy developed.  <u>Certification schemes:</u> Secretariat engaged a consultant who provided detailed	

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	<ul style="list-style-type: none"> <li>Contributing to reviews of standards on bycatch considerations to encourage these to be informed by ACAP advice.</li> <li>Providing information to Parties and others to enable comment on individual fisheries assessments</li> </ul>											<i>advice on engagement with Schemes.</i>  <i>Secretariat will continue to receive notifications from certification schemes and share them as relevant with the SBWG subgroup on this issue (see AC12 Doc 13 Rev 1) .</i>
	<ul style="list-style-type: none"> <li>Development of bycatch indicators and associated data, methodological approaches and reporting required</li> </ul>	AC WP Task 3.7	Sci Officer	20		20		20	10,000	20	10,000	<i>Consultant engaged and will continue on an ongoing basis as required.</i>
	<ul style="list-style-type: none"> <li>Maintain bibliography of relevant bycatch information</li> </ul>	AC WP Task 3.14	Sci Officer	5		5		5		5		
3.5	Assist the Convenor of the Taxonomy WG as required to facilitate the work of the Group	Article X k)										Ongoing
	<ul style="list-style-type: none"> <li>Continue the establishment of a morphometric and plumage database</li> </ul>	AC WP Task 1.2	Sci Officer	1		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		<i>Progress delayed as combined WGs session postponed to AC13.</i>
3.7	Review and update any publications not already specified in the Work Programme	AC WP Task 5.4	Sci Officer	5		5		5		5		Ongoing

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
3.8	Implement system of indicators for the success of the ACAP Agreement	AC WP Task 5.5	Sci Officer	5		2		2		2		Limited bycatch data submission stalling progress
3.9	Review ACAP performance indicators	AC WP Task 5.6	Sci Officer			5		5		5		MoP7 Doc 16. Bycatch indicators still need to be implemented
3.10	Manage database of relevant scientific literature	AC WP Task 5.7	Sci Officer	10		10		10		10		Ongoing
3.11	Manage directory of relevant legislation	AC WP Task 5.8	Sci Officer	1		1		1		1		Ongoing. 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		2		Ongoing. Parties to supply further information as available
3.13	Support for World Albatross Day	AC WP Task 5.12	Sci & Info Officers						3,000		3,000	Ongoing. Developing, producing and distributing WAD material
<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 Secretary	5		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 Secretary	15		15		15		15		Ongoing

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
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	15	10,000	Ongoing. 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	10	15,000	Ongoing. Airfares, accommodation, allowances
4.5	Facilitate the accession of non-Party Range States to the Agreement	Article X d), k)	Exec Secretary	5		5		5		5		Regular contact maintained with potential Parties. 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		10		Completed (MoP7 Doc 10)
<b>5</b>	<b>CAPACITY BUILDING</b>											
5.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV (2)	Exec Sec, Sci Officer	20		20		20		20		Ongoing
5.2	Support secondments programme to aid capacity building	MoP2	Exec Secretary, Sci Officer	10		10		10		10		Supported two rounds of Secondments

\* AC12 postponed to second half of 2021 and MoP7 postponed to May 2022. Meeting costs carried over to 2022.