

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p style="text-align: center;">Eighth Meeting of the Parties <i>Dunedin, New Zealand, 19 - 23 May 2025</i></p> <p style="text-align: center;">Secretariat Report</p> <p style="text-align: center;">Secretariat</p>
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SUMMARY

As decided by the Sixth Session of the Meeting of the Parties (MoP6), 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 2025 financial year (with a few updates to February 2025). A major focus of the Secretariat's work during this period was the organisation of the 14th Meeting of the Advisory Committee (AC14) and its Working Groups. In the early part of the six month period, the Executive Secretary continued to give administrative support and advice to the sub-committee appointed by the Seventh Meeting of the Parties (MoP7) to undertake the recruitment of the next Executive Secretary. The sub-committee's decision was announced at AC14. ACAP was represented at several meetings of Regional Fisheries Management Organisations (RFMOs) and other international bodies. Over the six months the Secretariat continued to implement actions in the Advisory Committee and Secretariat Work Programmes. This included launching a Secondments and a Small Grants round in September 2024.

RECOMMENDATION

That the Meeting of the Parties note the Secretariat report and decide on 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 2024. **MoP8 Doc 09** provides an interim financial report for 2025. **ANNEX 1** notes progress made against individual tasks in the 2023 – 2025 Work Programme.

In view of the fact that MoP9 in 2028 will be carrying out a review of the effectiveness of the Secretariat, this report and the interim financial report also include, where relevant, references to the Performance Indicators for that review process (see **MoP8 Doc 10** for more information about the review; see [Resolution 6.3](#) for the latest version of the Performance Indicators)

2. SECRETARIAT HEADQUARTERS

The Secretariat's office remains at Level 2, 119 Macquarie Street, Hobart, Tasmania.

3. STAFFING

Staffing of the Secretariat remains at two full-time positions, the Executive Secretary and the Science Officer. Additional support to the Secretariat is provided by volunteers, consultancies and internships, as well as by Advisory Committee officials. John Cooper continued to contribute to some communications activities, as Emeritus Information Officer.

(Performance indicators 13,9)

4. CONTRACTS/CONSULTANTS

Through much of the six month period, Bree Forrer continued to provide Communications Advisor services. However, In November 2024, Bree advised that for personal reasons she would not be able to continue in this role beyond mid-December.

2M Language Services continued to provide translation and interpretations services.

Congress Rental provided technical assistance at AC14.

Web developers *Preflight* continued to host and administer the ACAP website.

Wombat Data Solutions continued to provide database development services, but advised that they would not be able to continue providing this service from January 2025.

Sebastián Jiménez attended RFMO meetings as an ACAP representative on a contract basis.

(Performance indicators 2,6,9)

5. SUPPORT TO THE ADVISORY COMMITTEE AND AC14

The Secretariat worked closely with Advisory Committee officials and members throughout the six-month period, including during preparations for, organisation of, and follow up to, AC14 and its Working Groups. The Secretariat also liaised closely with Peru, as host country for AC14, during this period.

A Secondments Round and a Small Grants Round were launched in September 2024. Two secondments were awarded in January 2025. As of February 2025, the assessment process for the grant applications had not yet been finalised.

(Performance indicators 1,2,4)

6. EXECUTIVE SECRETARY RECRUITMENT

During the first part of the six month period, the Executive Secretary continued to provide administrative advice to the Recruitment Sub-committee on the process for recruitment of a new Executive Secretary (to take office in July 2025). Towards the end of AC14 the Chair of the Sub-committee (Carmen Rivero of Argentina) informed the meeting that the Sub-committee had selected Jonathon Barrington (Australia) for the position.

(Performance indicator 4)

7. REPRESENTATION AT RELEVANT MEETINGS

The Secretariat and AC officials represented the Agreement at a number of meetings during the period from July to December 2024.

- Dimas Gianuca, Co-vice convenor of the *Seabird Bycatch Working Group* (SBWG), represented ACAP at the 20th Meeting of the Scientific Committee (SC 20) of the Western and Central Pacific Fisheries Commission (WCPFC), in Manila, in August 2024. Dimas also attended, online, the WCPFC Technical and Compliance Committee (TCC) in September 2024.
- The Executive Secretary participated in the Second Project Steering Committee meeting of the FAO project “Sustainable Management of Tuna Fisheries and Biodiversity Conservation in the Areas Beyond National Jurisdiction (2022-2027)” – also known as ABNJ Common Oceans Tuna Project, Phase 2. The meeting was held in Rome in July 2024. She also attended, in Rome in July 2024, the 10th meeting of the FAO Regional Fishery Body Secretariats’ Network (RSN 10) and the 36th session of FAO Committee on Fisheries (COFI 36). In November 2024 Christine attended the 20th meeting of the Western and Central Pacific Fisheries Commission (WCPFC 20) in Suva, Fiji.
- In September 2024, Sebastián Jiménez, SBWG Co-convenor, represented ACAP at the Indian Ocean Tuna Commission (IOTC) 20th Working Party on Ecosystems and Bycatch (WPEB20), in the Seychelles. In September Sebastián also attended, in Madrid, the Standing Committee on Research and Statistics (SCRS) of the International Commission for the Conservation of Atlantic Tunas (ICCAT). In December 2024 Sebastián attended, online, the 27th meeting of the IOTC Scientific Committee (SC27).
- In November 2024, Megan Tierney, Co-vice convenor of the SBWG, attended the Scientific Committee as well as the 17th Compliance Committee and 21st Commission meeting of the South East Atlantic Fisheries Organisation (SEAFO).
- ACAP was represented in person at the 2024 CCAMLR Scientific Committee (SC-CAMLR-43) by Mike Double, AC Chair, together with the Executive Secretary and the Science Officer. Igor Debski, Co-convenor of the SBWG, attended online. The Executive Secretary and the Science Officer also attended the CCAMLR Commission (CCAMLR-43).

(Performance indicators 5,6)

8. OTHER INTERNATIONAL ENGAGEMENT

Attendance at the meetings outlined above provided opportunities for interaction in the margins with a range of delegations. In addition, the Executive Secretary, after AC14 in Peru, made liaison visits to Brazil, Uruguay and Argentina. During these visits, she met with ACAP's National Contact Points and Advisory Committee representatives in each country, as well as with broader groups of officials with an interest in ACAP's work. During the visit to Brazil she was accompanied by the Vice-chair of the Advisory Committee, Tatiana Neves. In addition to official meetings in Brasilia, the Executive Secretary and AC Vice-chair also visited the new Albatross Centre established by Projeto Albatroz in Cabo Frio. In Uruguay, as well as meeting Uruguayan government officials, the Executive Secretary also took part in a meeting of members of the Comisión Técnica Mixta del Frente Marítimo (CTMFM). AC14 had asked the Secretariat "to develop a cooperation arrangement between the ACAP Secretariat and the Joint Technical Commission of the Maritime Front, for presentation to the Meeting of the Parties" ([AC14 Report](#), paragraph 14.3.iii). Following the Executive Secretary's discussions with the CTMFM's Executive Secretary, Ramiro Sánchez, a proposal was prepared for presentation to MoP8 (see also **MoP8 Doc 21**).

(Performance indicators 4, 5,6)

9. RENEWAL OF ARRANGEMENTS WITH OTHER INSTITUTIONS

During the six-month period, the Secretariat renewed its cooperation arrangements with SIOFA (Southern Indian Ocean Fisheries Agreement), CCAMLR and SEAFO. Negotiation of a new agreement with the Government of Tasmania (through the Department of State Growth) was concluded (and agreed to by ACAP Parties). For more detail, please see **MoP8 Doc 21**.

(Performance indicators 5,6)

ANNEX 1. SECRETARIAT WORK PROGRAMME 2023-2025

Task No.	Topic/Task	Mandate	Officer	2023		2024		2025		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
1	SUPPORT FOR MoP, AC & WG MEETINGS			AC13 + WGs		AC14 + WGs		MoP8		
1.1	Undertake meeting arrangements.	Article X.a								<i>Completed for AC13, AC14 and WG meetings. In progress for MoP8.</i>
	▪ selection of venue		Exec Secretary	3	3,682	3	3,778	3	3,876	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								<i>Completed for all meetings.</i>
	▪ writing of meeting documents		Exec Secretary, Sci Officer, Contract	35		35	1,500	35	1,500	Cost for assistance with Budget preparations
	▪ co-ordination of meeting documents		Sci Officer, Exec Secretary,	10		10		5		
	▪ drafting of implementation report		Sci Officer, Exec Secretary			20		10		
1.3	Support the attendance of sponsored experts and delegates	Article VII 5	Exec Secretary	10		10		5		Correspondence, organise travel, acquittal of accounts. <i>Completed for AC13, AC14 and WG meetings. In progress for MoP8.</i>
1.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)								<i>Completed for AC13, AC14 and WG meetings. In progress for MoP8.</i>
	▪ coordination with service provider		Exec Secretary, Sci Officer	5		5		5		

Task No.	Topic/Task	Mandate	Officer	2023		2024		2025		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	<ul style="list-style-type: none"> posting of documents 		Sci Officer	5		5		3		
1.5	Support & operation of meetings	Article X.a								<i>Completed for AC13, AC14 and all WG meetings. In progress for MoP8.</i>
	<ul style="list-style-type: none"> travel for meetings 		Exec Secretary, Sci Officer	8	6,312	8	6,476	8	6,644	4 days per meeting, airfares
	<ul style="list-style-type: none"> travel for meetings 		Contract	4	3,156	4	3,394	4	3,482	Airfares
	<ul style="list-style-type: none"> attendance at meeting 		Exec Secretary, Sci Officer	32	7,890	32	8,095	16	4,416	Accommodation and allowances
	<ul style="list-style-type: none"> attendance at meeting 		Contract	12	7,364	12	7,555	6	4,416	Contract costs, accommodation
1.6	Prepare meeting report and distribute to all Parties	Article X.a	Exec Secretary, Sci Officer	10		10		10		<i>Completed for AC13, AC14 and all WG meetings.</i>
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								<i>Ongoing.</i>
	<ul style="list-style-type: none"> payment of accounts 		Exec Secretary	15		15		15		
	<ul style="list-style-type: none"> preparation of invoices and receipts 		Exec Secretary	4		4		4		
	<ul style="list-style-type: none"> preparation of financial statements 		Exec Secretary	4		4		4		
	<ul style="list-style-type: none"> 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		<i>Completed for the 2023-2025 triennium. See MoP8 Doc 09. Full 2024-25 FY report will be prepared in September 2025.</i>
2.3	Provide information to the general public concerning the Agreement and its objectives, and promote the	Article X.h								<i>Ongoing through the ACAP website. New topics added recently include</i>

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				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	objectives of this Agreement									<i>Small Grants and Secondments, information on Avian Influenza, and a booklet on 20 years of the Agreement.</i>
	▪ preparation of ACAP Latest News for website		Info Officer, Comms Contract	90		90		90		
	▪ maintain/update website links and publications		Sci & Info Officers, Comms Contract	5		5		5		
	▪ management of ACAP Facebook page		Info Officer, Comms Contract	5		5		5		
	▪ preparation of scientific material		Sci Officer, Comms Contract	10		10		10		
2.4	Update and maintain the ACAP website	Article X.h	Sci Officer & Contracts	20	8,416	20	8,635	20	8,860	<i>Ongoing.</i>
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;								<i>Completed. See MoP8 Doc 13, 14, 15, 16.</i>
	▪ review data, liaise with stakeholders, amend database, collate information and draft consolidated reports	Article VII (1) c); Article VIII (10)	Sci Officer, Exec Secretary			20				
2.6	Prepare a report on Secretariat activities for AC and MoP meetings	Article X f)	Exec Secretary	2		2		2		<i>Completed for all meetings.</i>
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		<i>Ongoing. Assisted the Recruitment Sub-committee with administration tasks for recruitment of new Executive Secretary.</i>

Task No.	Topic/Task	Mandate	Officer	2023		2024		2025		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
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, Sci Officer	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		Completed. See MoP8 Doc 11.
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"> 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	5,260	25	5,397	25	5,537	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	31		31	10,000	31		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	4,000	3	6,000	3	4,000	
	<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 5.15	Sci Officer			5	1,000			

Task No.	Topic/Task	Mandate	Officer	2023		2024		2025		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	<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				
	<ul style="list-style-type: none"> Develop new guidelines for priority issues 	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)								<i>Ongoing</i>
	<ul style="list-style-type: none"> Continue to implement the RFMO and CCAMLR engagement strategy for ACAP (SBWG11 Doc 09) 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. Review and update RFMO engagement strategy. <p>Refine ACAP specific products on best practice bycatch data collection and reporting and present to RFMOs.</p>	AC WP Task 3.1, 3.1 a)	Exec Secretary, Sci Officer, Contracts	70	30,000	70	30,000	70	37,500	Attend all relevant meetings as per RFMO Interaction Plan.
					1,000		1,000		1,000	Translation costs.
	<ul style="list-style-type: none"> Develop guidelines for the safe removal of seabirds entangled in purse-seine, gillnet. 	AC WP Task 3.3 3.18	Sci Officer	5			8,000			Design and translation costs.

Task No.	Topic/Task	Mandate	Officer	2023		2024		2025		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	<ul style="list-style-type: none"> Continue to update Mitigation Fact Sheets using new simplified format in a phased approach: 1) line weighting safety practices 2) updated advice on bird scaring lines for pelagic and demersal LL, and 3) fact sheets dealing with ACAP Best Practice measures. 	AC WP Task 3.4	Sci Officer	5		5	15,000	5		Design and translation costs.
	<ul style="list-style-type: none"> Further pursue approaches to improve the uptake of best practice seabird bycatch mitigation measures. Model bycatch threat to seabird populations to communicate the extinction risk to ACAP Species. Continue to engage with certification schemes, by: <ul style="list-style-type: none"> ⇒ Providing information to sub-group to enable comment on individual fisheries assessments 	AC WP Task 3.5	Sci Officer, Exec Secretary, Contracts	10		10		10		Possible secondment to investigate further specific communication areas and to supplement work of any part-time consultant that the Secretariat might employ as communications adviser Secretariat to continue to engage as required consultant who has already provided advice on this process. Secretariat will continue to receive notifications from fishery certification schemes and will share these as relevant with the SBWG sub-group.
	<ul style="list-style-type: none"> Reporting of bycatch indicators and associated data, refine methodological approaches and reporting as required 	AC WP Task 3.7	Sci Officer, Contract	20	10,000	20	10,000	20	10,000	Need for contract support as this is a key element of work (0.25 FTE?)
	<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)								<i>Ongoing</i>
	<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		

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3.7	Review and update any publications not already specified in the Work Programme	AC WP Task 5.4	Sci Officer	5		5		5		<i>Ongoing</i>
3.8	Implement system of indicators for the success of the ACAP Agreement	AC WP Task 5.5	Sci Officer	5		2		2		<i>Ongoing. See MoP8 Doc 13 and MoP 8 Doc 14.</i>
3.9	Review ACAP performance indicators	AC WP Task 5.6	Sci Officer			5		5		<i>Ongoing.</i>
3.10	Manage database of relevant scientific literature	AC WP Task 5.7	Sci Officer	10		10		10		<i>Ongoing. List available in ACAP database.</i>
3.11	Manage directory of relevant legislation	AC WP Task 5.8	Sci Officer	1		1		1		Parties to supply further information as available. <i>Ongoing. List available in ACAP database.</i>
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, Comms Contract	2		2		2		Parties to supply further information as available. <i>Ongoing. List available on ACAP website.</i>
3.13	Support for World Albatross Day	AC WP Task 5.12	Info Officer, Comms Contract	20	3,000	20	3,000	20	3,000	Funds for developing, producing and distributing WAD material. <i>Ongoing. Posters and infographics produced.</i>
3.14	Increase understanding of the effects of climate change on albatrosses and petrels	AC WP Task 5.14	Sci Officer							<i>Ongoing. Encouraged researchers to submit papers to Working Groups on the topic. News stories on ACAP website. Climate change was WAD 2023 theme.</i>

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				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
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	Exec Secretary, Sci Officer	5		5		5		<i>Ongoing.</i>
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		<i>Ongoing</i>
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	10,520	15	10,704	15	11,075	Airfares, accommodation, allowances. <i>Ongoing. Several liaison visits, meetings.</i>
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	15,780	10	16,190	10	16,611	Airfares, accommodation, allowances. <i>Ongoing. See MoP8 Doc 21.</i>
4.5	Facilitate the accession of non-Party Range States to the Agreement	Article X d), k), AC WP 4.2	Exec Secretary	5		5		5		Work with lead Parties and other Parties as needed. <i>Ongoing. New information to ACAP website about joining the Agreement.</i>
4.6	Compilation of the triennial implementation report.	Article IX 6 d)	Sci Officer, Exec Sec			10		10		<i>Completed. See MoP8 Doc 12. Not all Parties have provided reports on implementation.</i>

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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		<i>Ongoing. Two Small Grants rounds - in 2023 and 2024.</i>
5.2	Support secondments programme to aid capacity building	MoP2	Exec Secretary, Sci Officer	10		10		10		<i>Ongoing. Two Secondments rounds - in 2023 and 2024.</i>