



Agreement on the Conservation  
of Albatrosses and Petrels

To: Advisory Committee Members  
ACAP National Contact Points  
Meeting Attendees

**AC10 Meeting Circular 2 – Dates and Venue for AC and Working Group Meetings, Draft AC10 Agenda, Template for Meeting Documents, Meeting Registration and Hotel reservations.**

**Dates and Venue for AC10 and Working Group Meetings**

The Tenth Meeting of ACAP's Advisory Committee (AC10) will be held from Monday, 11 September to Friday, 15 September 2017, in the [CQ Comfort and Quality Hotels](#), Wellington, New Zealand. A Heads of Delegation meeting will be convened on Sunday, 10 September 2017 in the late afternoon/ evening. The time for this meeting will be advised closer to the meeting date.

Meetings of the Seabird Bycatch Working Group, and the Population and Conservation Status Working Group will precede AC10 at the same venue (SBWG8 from Monday 4 to Wednesday 6 September, and PaCSWG4 from Thursday 7 to Friday 8 September). In addition, a workshop on the conservation of *Pterodroma* and other small burrowing petrel species will be held on Saturday 9 September 2017 in the same venue.

**Draft AC10 Agenda**

The draft agenda for AC10 as reviewed by AC9 is provided in Attachment 1. In accordance with Rule 17(4) it is requested that Parties advise the Secretariat by Tuesday 13 June 2017 of any new items they would like to have added to the agenda.

**Document Templates**

Templates for meeting documents (including [SBWG8](#), [PaCSWG4](#) and [AC10](#)) are available from the Agreement's webpage. It would be appreciated if these templates could be used when submitting documents to the Secretariat. In order to contain translation costs and

facilitate the reading of documents in non-native languages, it would be appreciated if the length of meeting documents could be kept to a minimum. Please consider submitting supporting information as an Information Paper, rather than in the Working Document itself.

### **Meeting Registration**

Parties, Non-Party Range States and Observers are reminded that details of their representatives must be provided to the Secretariat prior to the meeting (email [secretariat@acap.aq](mailto:secretariat@acap.aq)). In order to facilitate the work of the Secretariat, delegates are requested to complete the [registration form](#) on the ACAP website by Friday 25 August 2017.

### **Hotel Reservations**

A block booking has been made at the [CQ Comfort and Quality Hotels](#) for delegates at the following rates:

#### Quality Hotel Wellington (4.5 star)

- Standard Twin Queen Room – NZD 158.00+GST per room per night (2 twin beds)
- Wellington Apartments – NZD 253.00+GST per room per night (4 guests in 2 bedrooms)

#### Comfort Hotel Wellington (3.5 star)

- Standard Room – NZD 105.00+GST per room per night (twin rooms or double rooms)
- Junior Suite – NZD 208.00+GST per room per night (up to 4 guests in 2 bedrooms)

Comfort rooms include an Express Breakfast (tea, coffee, juice, toast and pastries). Full Buffet Breakfast can be added for \$20.00 per person per night in either hotel but must be pre-booked with the room.

To book accommodation delegates should e-mail the hotel Reservations team at [reservations@cqwellington.com](mailto:reservations@cqwellington.com) and quote the reference 'ACAP Delegate' to get the special rate. Alternatively Delegates can call the team on +64 (0)4 385 2156.



Dr Marco Favero  
Executive Secretary  
ACAP Secretariat



Nathan Walker  
Chair  
Advisory Committee

3 May 2017

**ATTACHEMENT 1: Draft AC10 meeting agenda as reviewed by the AC9 (see Annex 7 AC9 Final report)**

<b>DRAFT AC10 AGENDA</b>	
<b>1. Opening Remarks</b>	
<b>2. Adoption of the Agenda</b>	
<b>3. Rules of Procedure</b>	
3.1 Consideration of Rule 20	
<b>4. Report of the Depositary</b>	
<b>5. ACAP Secretariat</b>	
5.1 Activities undertaken in 2016/2017 intersessional period	
5.2 Secretariat Work Programme 2016 – 2018	
5.3 Secretariat Work Programme 2019 – 2021	
<b>6. Agreement's Financial Matters</b>	
6.1 Financial Report	
6.2 Agreement Budget 2019 - 2021	
<b>7. Progress by Parties in the evaluation of the Secretariat</b>	
<b>8. Observer Reports</b>	
8.1 Reports from ACAP Observers at International Meetings	
8.2 Reports from Observers to AC10	
<b>9. Report on the Implementation of the Agreement</b>	
<b>10. Advisory Committee Report to the Sixth Meeting of the Parties</b>	
<b>11. Conservation and Population Status of Albatrosses and Petrels</b>	
11.1 Report of the Population and Conservation Status Working Group	
11.2 Future PaCSWG Work Programme	
<b>12. Taxonomy of Albatrosses and Petrels</b>	
12.1 Report of the Taxonomy Working Group	
12.2 Future TWG Work Programme	
<b>13. Seabird Bycatch</b>	
13.1 Report of the Seabird Bycatch Working Group	
13.2 Future SBWG Work Programme	
<b>14. Advisory Committee</b>	
14.1 Advisory Committee Work Programme 2016 - 2018	
14.2 Advisory Committee Work Programme 2019 - 2021	
14.3 Agreement Grant Scheme	

14.4 Agreement Secondment Programme
14.5 Outcomes of projects and secondments supported
14.6 Capacity building strategy
<b>15. Indicators to Measure the Success of ACAP</b>
<b>16. Report from Pterodroma workshop</b>
<b>17. Prioritisation framework</b>
<b>18. Listing of New Species</b>
<b>19. Global Climate Change and its effects on the conservation of albatrosses and petrels</b>
<b>20. Bibliographic References</b>
<b>21. Election and Appointment of AC Officers</b>
<b>22. Eleventh Meeting of the Advisory Committee</b>
22.1 Timing and Venue
22.2 Draft Agenda
<b>23. Sixth Meeting of Parties</b>
23.1 Timing and Venue
<b>24. Other Business</b>
<b>25. Adoption of Report</b>
<b>26. Closing Remarks</b>