



Agreement on the Conservation of Albatrosses and Petrels

Second Meeting of the Parties

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**Performance Indicators Measuring the Effectiveness of
the Secretariat of the Agreement on the Conservation of
Albatrosses and Petrels**

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Performance Indicators for Measuring the Effectiveness of the Secretariat of the Agreement on the Conservation of Albatrosses and Petrels

Article X (i) of the Agreement requires the Secretariat to:

“develop a system of performance indicators to measure the effectiveness and efficiency of the Secretariat and report to each ordinary session of the Meeting of the Parties in terms of these.”

Article VIII (14) calls upon the Parties to review the effectiveness of the Secretariat in facilitating the achievement of the objectives of the Agreement at every third session of the Meeting of the Parties. This provision also indicates that Terms of Reference for such a review are to be agreed to at the previous session of the Meeting of the Parties, or the 2nd Meeting of the Parties (MOP2). Although not explicitly linked to the Secretariat's requirement to develop a system of performance indicators, it is the belief of the Secretariat that these two requirements are indeed related to one another and should be considered in concert. The Secretariat has endeavoured to provide the Parties with a system of performance indicators to evaluate the effectiveness of the Secretariat. They are contained within this document.

Performance indicators are tools used to help determine whether a particular programme or initiative is achieving the desired results or expected outcomes. They are developed based on identifying measurable results that can help determine whether the inputs and outputs of a programme are adequate and/or appropriate and if that programme is making progress toward targets or desired results. Performance indicators can be developed in a number of ways, from simple to complex. They can be quantitative or qualitative in nature and can require a wide range of effort in tracking and evaluating them. Where possible, performance indicators are designed to be SMART (Specific, Measurable, Achievable, Realistic, and Timebound). In this case, only a few performance indicators have been chosen to assist in the evaluation of whether the Secretariat is achieving the desired results or expected outcomes, based on the functions required. They are not designed to be exhaustive of the tasks required of the Secretariat – only illustrative and representative. Consistent with the level of current resources devoted to the ACAP Secretariat, performance indicators have been developed that complement existing reporting procedures and minimize any additional bureaucracy within the Secretariat itself.

Following the specific Secretariat functions set forth in Article X, the performance indicators consist of the following elements: 1) goal of the function; 2) the objective or desired outcome of the Secretariat in achieving that goal; and 3) the identified performance measures for that function. Each performance indicator is designed to be consistent with the relevant provisions of the Agreement, the Rules of Procedure for the Meeting of the Parties, the Rules of Procedure for the Advisory Committee, and elsewhere, as appropriate.

SYSTEM OF PERFORMANCE INDICATORS TO MEASURE THE EFFECTIVENESS AND EFFICIENCY OF THE SECRETARIAT

Article X (a) – Meeting Arrangements

Function: The Secretariat will arrange and service the sessions of the Meeting of the Parties as well as the meetings of the Advisory Committee.

Objective or Desired Results of the Secretariat: The Secretariat will effectively and efficiently arrange and service the 3rd Meeting of the Parties as well as the 3rd, 4th, and 5th meetings of the Advisory Committee, as set forth in the Rules of Procedure for the Meeting of the Parties and the Rules of Procedure for the ACAP Advisory Committee.

Performance Indicators:

- All relevant information and meeting documents will be provided to the Parties within the timeframes specified by the Agreement; and
- All necessary staffing, logistics, interpretation, and other administrative arrangements required by the Parties will be carried out in coordination and consultation with the host government

Article X (b) – Decision Execution

Function: The Secretariat will execute the decisions addressed to it by the Meeting of the Parties.

Objective or Desired Results of the Secretariat: The Secretariat will effectively and efficiently execute the decisions addressed to it by the Meeting of the Parties, in accordance with their intent and in such a way that furthers the overall goals of the Agreement.

Performance Indicator:

- All decisions will be executed, as required, in such a manner that is consistent with the Meeting of the Parties' intent, prioritizing as appropriate within the limited available resources.

Article X (c) – Promotion and Coordination of the Agreement

Function: The Secretariat will promote and coordinate activities under the Agreement, including the Action Plan, in accordance with decisions of the Meeting of the Parties

Objective or Desired Results of the Secretariat: The Secretariat will promote and coordinate activities under the Agreement in an efficient and effective manner and in accordance with the goals of the Agreement and the decisions of the Meeting of the Parties.

Performance Indicator:

- Facilitation and coordination activities, in accordance with the directives of the Meeting of the Parties or the Advisory Committee, will be carried out, as required, to fulfill the objectives of the Agreement.

Article X (d) – Liaison Duties

Function: The Secretariat will 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, protection and management of albatrosses and petrels.

Objective or Desired Results of the Secretariat: The Secretariat will liaise with non-Party Range States and regional economic integration organisations in such a way that conveys a positive image for the Parties and the Agreement, represents the intent of the Parties, and furthers the overall objectives of the Agreement.

Performance Indicators:

- Other international and national organisations and institutions are contacted, as appropriate, on matters related to achieving the objectives of the Agreement.
- Other organisations are informed of the activities of the Agreement in order to facilitate information and technology exchange and to maintain a favourable conservation status for albatrosses and petrels.

Article X (f) – Reporting to the Parties

Function: The Secretariat will provide to each ordinary session of the Meeting of the Parties a report on its work.

Objective or Desired Results of the Secretariat: The Secretariat will report to the Meeting of the Parties on all matters required by the Agreement.

Performance Indicator:

- A report on the status of the budget for the implementation of the Agreement, is prepared and provided.

Article X (g) – Budget Administration

Function: The Secretariat will administer the budget for the Agreement and, if established, the fund provided for in Article VII (3).

Objective or Desired Results of the Secretariat: The Secretariat will administer the budget for the Agreement and any special or other funds established in such a manner that demonstrates fiscal responsibility and efficiency.

Performance Indicator:

- The Agreement's budget is executed in a responsible, efficient, and accountable manner and in accordance with the financial regulations for the Agreement.

Article X (h) – Providing Information to the Public

Function: The Secretariat will provide information to the general public concerning the Agreement and its objectives and promote the objectives of this Agreement.

Objective or Desired Results of the Secretariat: The Secretariat will provide information to the general public concerning the Agreement and its objectives and promote the objectives of this Agreement, in such a manner that conveys a positive impression of the Agreement and its objectives and helps to educate the general public on the issue of albatross and petrel conservation.

Performance Indicator:

- Assistance is provided to Parties, as required, in their efforts to educate the general public about the Agreement and its objectives.

Article X (i) – Develop and Report on a System of Performance Indicators

Function: The Secretariat will develop a system of performance indicators to measure the effectiveness and efficiency of the Secretariat and report to each ordinary session of the Meeting of the Parties.

Objective or Desired Results of the Secretariat: The Secretariat will provide performance indicators to measure the effectiveness and efficiency of the Secretariat to the 2nd Meeting of the Parties and will begin reporting to the Parties in these terms at every third session of the Meeting of the Parties.

Performance Indicators:

- A system of performance indicators is provided to measure the effectiveness and efficiency of the Secretariat in facilitating the achievement of the objectives of the Agreement
- A report on the effectiveness of the Secretariat is provided at every third Meeting of the Parties, together with any additional information that the review body may need in assessing the Secretariat's overall effectiveness.

Article X (j) – Collating Information

Function: The Secretariat will collate as appropriate information provided by Parties through the Secretariat under Article VII (1) (c) and Article VIII (10).

Objective or Desired Results of the Secretariat: The Secretariat will collate synthesized information on the implementation of the Agreement and on the effective functioning of the Agreement, in such a manner that facilitates a greater understanding of whether the Agreement is reaching its objectives and, if not, what might be done to facilitate achieving those objectives.

Performance Indicator:

- The Meeting of the Parties is provided with all information relevant to the effective functioning of the Agreement in accordance with Article VIII (10).

Article X (k) – Performing Other Functions

Function: The Secretariat will perform such other functions as may be entrusted to it by or under the Agreement.

Objective or Desired Results of the Secretariat: The Secretariat will perform such other functions as may be entrusted to it under the Agreement in a manner consistent with the intent of the Parties and that furthers the objectives of the Agreement in an efficient and effective manner.

Performance Indicator:

- The staff of the Secretariat follows the directions of the Executive Secretary, as required by the Meeting of the Parties.