



**Agreement on the Conservation of Albatrosses and Petrels**

**Fourth Meeting of Advisory Committee**

*Cape Town, South Africa, 22 – 25 August 2008*

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**Secretariat Work Programme 2007-2009**

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*Agenda Item No. 4.3*

## **Secretariat Work Programme 2007-2009**

### **Submitted by: Secretariat**

The Secretariat's Work Programme was adopted by the Second Session of the Meeting of the Parties in November, 2006. The final column in the table below describes progress made against work programme tasks as at June 2008.

The Secretariat's Work Programme may be amended at the fourth meeting of the meeting of the Advisory Committee (AC4) to reflect any decisions taken during the course of AC4 that require action to be taken by the Secretariat.

### Secretariat Work Programme 2007-2009

	Topic/Task	MoP or other mandate	Timeframe	Progress to Date
<b>1</b>	<b>ADVISORY COMMITTEE MEETING 3</b>			
1.1	Undertake meeting arrangements.	Article X.a	2007	Completed
1.2	Prepare papers to assist the Advisory Committee as required		2007	Completed
1.3	Prepare meeting report and distribute to all Parties	Article X.a	Within 6 weeks of end of meeting	Completed
<b>2</b>	<b>ADVISORY COMMITTEE MEETING 4</b>			
2.1	Undertake meeting arrangements.	Article X.a	2008	Venue organised and contracts for meeting support finalised. First and second meeting circulars issued.
2.2	Prepare papers to assist the Advisory Committee as required		2008	Twenty-two papers were prepared by the Secretariat for AC4.
2.3	Prepare meeting report and distribute to all Parties	Article X.a	Within 6 weeks of end of meeting	Not yet commenced
<b>3</b>	<b>MEETING OF PARTIES 3</b>			
3.1	Undertake meeting arrangements	Article X.a	November 2009	Consultations held with Norway re hosting of MoP3.
3.2	Prepare papers to assist the meeting of parties as required		Ongoing	Planning commenced for papers to be presented.
3.3	Prepare meeting report and distribute to all Parties	Article X.a	Within 60 days of end of meeting	Not yet commenced
<b>5</b>	<b>MANAGEMENT OF SECRETARIAT</b>			

	<b>Topic/Task</b>	<b>MoP or other mandate</b>	<b>Timeframe</b>	<b>Progress to Date</b>
5.1	Administer the budget for the Agreement and, if established, the Special Fund provided for in Article VII (3);	Article X.g	Ongoing	All expenditure is within budget allocations – refer to AC4 Doc 9
5.2	Prepare quarterly financial reports for the information of the Parties and the Chair of the Advisory Committee	AC2, MoP2	March, June, September and December each year	Reports are provided on a quarterly basis.
5.3	Provide information to the general public concerning the Agreement and its objectives, and promote the objectives of this Agreement	Article X.h	Ongoing	The redesign of the ACAP website in the three languages of the Agreement is being progressively implemented.
5.4	Redevelop the ACAP website to improve utility of the site in informing Parties and others of developments in the implementation of the Agreement	Article X.h	June 2007	Redevelopment of the website is complete. Translation of documents for the Spanish and French sites is continuing.
5.5	Continuously update and maintain the ACAP website	Article X.h	Ongoing	The new website has been available continuously, with a high level of reliability.
5.6	Report to the 3rd session of the Meeting of the Parties on the effectiveness and efficiency of the Secretariat in terms of the performance indicators developed at MOP2 (MoP 2 Doc. 17)	Article X.i	November 2009	Not yet commenced.
5.7	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; Article VII (1) c); Article VIII (10)	Ongoing October 2008	Not yet commenced

	<b>Topic/Task</b>	<b>MoP or other mandate</b>	<b>Timeframe</b>	<b>Progress to Date</b>
5.8	Represent the Agreement at meetings of other intergovernmental agreements, as appropriate	Article X.d Article XI	As required	The Secretariat has represented the Agreement at the following meetings: Joint Tuna RFMO Meeting, COFI, Fisheries Secretariat Network, CCSBT-ERSWG, IOTC-Bycatch, WCPFC-SC, CCAMLR-IMAF/SC/Comm, WCPFC-CM, IOTC-Commission.
5.9	Prepare a report on Secretariat activities for AC 3		May 2007	Completed
5.10	Prepare a report on Secretariat activities for AC 4		May 2008	Not yet commenced
5.12	Prepare a report on Secretariat activities for MOP 3	Article X f)	February 2009	Not yet commenced
5.13	Finalise Headquarters Agreement with Australian Government as directed by the Meeting of the Parties	MoP2	June 2007	The Secretariat's action on this task is completed with the signing the HQA in June 2008. The Australian Government has not yet notified the Secretariat that its requirements for entry into force of the Agreement have been complied with.
5.14	Recruit staff to Executive Secretary and Technical Officer positions on entry into force of Headquarters Agreement	MoP2	November 2007	Action pending formal implementation of the HQA. It is expected that interviews for the Executive Secretary's position will be held in conjunction with MoP3.
<b>6</b>	<b>FACILITATE THE WORK OF THE ADVISORY COMMITTEE</b>			
6.1	Assist the Chair of the Advisory Committee as required to facilitate the work of the Advisory Committee	Article X k)	Ongoing	Assistance provided with organisation of waved albatross workshop in Ecuador in 2008. Ongoing support provided with implementation of Advisory Committee's work programme.
6.2	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)	February 2009	Not yet commenced

	<b>Topic/Task</b>	<b>MoP or other mandate</b>	<b>Timeframe</b>	<b>Progress to Date</b>
6.3	Assist the Chair of the Seabird Bycatch Working Group in coordinating the work of the Group	Article X k)	Ongoing	Briefing material prepared for Observers at RFMO meetings and extensive consultation undertaken with relevant stakeholders.
6.4	Assist the Chair of the Status and Trends Working Group in coordinating the work of the Group	Article X k)	Ongoing	Assistance provided with engagement of a contractor for development of the species assessments. There is ongoing participation in the work of the group coordinating the development of the species assessments.
6.5	Assist the Chair of the Taxonomy Working Group in coordinating the work of the Group	Article X k)	Ongoing	Assistance provided, when requested.
6.6	Assist the Chair of the Breeding Sites Working Group in coordinating the work of the Group	Article X k)	Ongoing	Liaison undertaken with Parties concerning nomination of members to participate on this working group.
6.7	Develop and maintain databases essential for the work of the Agreements four working groups		Ongoing	Input provided to Australia on the preparation of the scoping document for development of the database. Consultation undertaken with Advisory Committee Officials on the reports/outputs to be generated from the database. Tender process undertaken for engagement of a contractor. The Secretariat provides ongoing supervision and coordination of the work of the contractor.
6.8	As directed by the Advisory Committee, develop and maintain a database of relevant scientific literature	AC	AC3, AC4	Development of database completed. Information on relevant scientific literature is added to the database as it becomes available.
6.9	As directed by the Advisory Committee, develop and maintain a directory of relevant legislation	AC	AC4	.A directory of relevant legislation has been compiled.

	<b>Topic/Task</b>	<b>MoP or other mandate</b>	<b>Timeframe</b>	<b>Progress to Date</b>
6.10	As directed by the Advisory Committee, develop a list of authorities, research centres, scientists and non-government organisations relevant to ACAP	AC	AC3, AC4, AC5	Agreed at AC3 that the Chair of the Advisory Committee would consult with Parties at MoP3 on the implementation of this task.
<b>7 IMPLEMENTATION OF THE AGREEMENT</b>				
7.1	Review performance indicators to assist the MOP in conducting prescribed review of the Secretariat's performance in achieving the objectives of this Agreement.	MoP2 Article VIII 14	2008	To be undertaken upon permanent establishment of the Secretariat.
7.2	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 VII 4	Ongoing	Support provided for secondment of Tatiana Neves from Brazil to identify capacity building initiatives of relevance to South American Parties.
7.3	Assist the participation of Parties at Agreement meetings	Article VII 5	Ongoing	Parties have been requested to advise if they require assistance to attend AC4.
7.4	Promote and coordinate activities under the Agreement, including the Action Plan, in accordance with decisions of the Meeting of the Parties	Article X c)	Ongoing	Assistance provided to the Governments of Peru and Ecuador in the organisation and conduct of waved albatross workshops. The new ACAP website has been designed to promote the activities of the Agreement by providing better access to information e.g, meeting documents and reports, species assessments, and news articles. Assistance was provided to Advisory Committee Officials in the coordination of activities related to implementation of the Action Plan.

	<b>Topic/Task</b>	<b>MoP or other mandate</b>	<b>Timeframe</b>	<b>Progress to Date</b>
7.5	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)	Ongoing	The Secretariat liaises regularly with non-Party Range States such as the USA to coordinate action with ACAP Parties at relevant RFMO meetings. Regular liaison also occurs with NGOs such as BirdLife International and WWF on issues relevant to the objectives of the Agreement and with RFMOs on seabird conservation issues.
7.6	Identify and resolve inconsistencies in the Agreement text and Agreement instruments and bring to the attention of the Advisory Committee and Meeting of Parties		May 2007 January 2009 Ongoing	The Secretariat has identified a number of inconsistencies within the Agreement text and between the Agreement Articles and instruments such as the Financial Regulations and Rules of Procedures. A consolidated list of these is being maintained for review by the Meeting of the Parties.
<b>8.</b>	<b>Capacity Building</b>			
8.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV 2	AC3 Ongoing	A questionnaire was sent to Parties and Range States seeking to identify opportunities for assisting Parties and Range States with capacity building through the exchange of skills, knowledge, training, and other resources. The results of this questionnaire were presented to AC3.