

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p>Eleventh Meeting of the Advisory Committee <i>Florianópolis, Brazil, 13 – 17 May 2019</i></p> <p>Secretariat Report <i>Secretariat</i></p>
---	--

SUMMARY

This report provides an overview of the Secretariat's operations since the Sixth Meeting of the Parties (MoP6). Key activities undertaken over this period included the recruitment of the new Executive Secretary, preparations for the relocation of both incoming and outgoing Secretaries, preparations for the 11th Meeting of the Advisory Committee and associated Working Groups, preparation of documents for and attendance at meetings of Regional Fisheries Management Organisations (RFMOs) and other international bodies, as well as the implementation of actions in the Advisory Committee and Secretariat Work Programmes.

RECOMMENDATIONS

That the Advisory Committee take note of the outcomes achieved by the Secretariat since MoP6 and, if appropriate, use this information to suggest amendments to the Secretariat's Work Programme (**AC11 Doc 12**).

1. SECRETARIAT HEADQUARTERS

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

2. STAFFING

Staffing of the Secretariat remains at two full-time positions, consisting of the Executive Secretary and Science Officer positions. The recruitment of the new Executive Secretary took place during the period March to August 2018 through a Recruitment Sub-committee appointed by the Parties. Dr Marco Favero completed his assignment as Executive Secretary at the end of November and Ms Christine Bogle was appointed to the position from 1 December

2018. Mr John Cooper continues in the position of Honorary Information Officer. Additional support is provided by volunteers, consultancies and internships, as well as by Advisory Committee officials.

3. CONTRACTS/CONSULTANTS

Oncall Conference Interpreters and Translators continued to provide interpretation and translation services for the Agreement on a long-term contract basis. Dr Anton Wolfaardt continued to assist with the implementation of ACAP's RFMO engagement strategy on a contract basis, representing the Agreement at a number of meetings.

Dr Dave Watts (Wombat Data Solutions) continued to provide database development services, and Mr Jan Dabrowski (Web Monkey) continued to provide web hosting and associated administration services.

4. SECONDMENTS AND INTERNSHIPS

As in previous years, preparations were made to receive four translation and interpretation students from Monash University, Melbourne, and the University of New South Wales, Sydney, in February 2019 for a one week placement. An internship was carried out in the Secretariat and New Zealand by Mr Cristián Suazo (Chile) to assist with the update of the ACAP Seabird Identification Guide (Work Programme Task 5.15). The Secretariat also provided desk space for Dr Julie McInnes while she completed a report on 'Using scat DNA to inform sustainable fisheries management and Ecological Risk Assessments: a Shy Albatross case study'. The project was funded by the Fisheries Research and Development Corporation (FRDC).

5. PROVISION OF SUPPORT TO THE ADVISORY COMMITTEE

The Secretariat provided advice and support to the Chair of the Advisory Committee and other AC officials. The Secretariat maintained frequent contact with AC office-holders, in particular with the AC Chair Mr Nathan Walker and AC Vice-chair Ms Tatiana Neves.

Support was provided for preparations for the up-coming eleventh Advisory Committee meeting (AC11). The former Executive Secretary visited Florianopolis, Brazil, to evaluate (together with Brazilian ACAP colleagues) possible venues for AC11. A contract has been concluded with Hotel Il Campanario. Assistance provided by local agencies and officials, in particular Ms Patricia Serafini (PaCSWG Vice-convenor) and Ms Tatiana Neves (AC Vice-chair), was instrumental in the selection of the venue and drafting of the contract for AC11.

6. REPRESENTATION AT RELEVANT MEETINGS

The Secretariat represented the Agreement in a range of meetings of International Organisations. The outgoing Executive Secretary attended meetings of the FAO Committee on Fisheries (COFI 33, Rome, 9-12 July 2018), the Southern Indian Ocean Fisheries Agreement (SIOFA Fifth Meeting of the Parties, 25-29 June 2018), and the Convention on the Conservation of Antarctic Marine Living Resources (CCAMLR XXXVII, 22 Oct - 02 Nov 2018). The Agreement's Science Officer, Dr Wiesława Misiak, also represented the Agreement at the CCAMLR Scientific Committee Meeting (SC-CCAMLR XXXVII, 22 - 26 Oct 2018). Mr Nathan Walker, Chair of the Advisory Committee, represented ACAP at a workshop to review seabird bycatch mitigation measures for Hawaii's pelagic longline fisheries, organised by the Western Pacific Regional Fishery Management Council (WPRFMC) in September 2018. Dr Anton Wolfaardt represented ACAP at meetings of the Western and Central Pacific Fisheries

Commission (WCPFC) in Korea in August 2018, the Indian Ocean Tuna Commission (IOTC) in September 2018, and the South East Atlantic Fisheries Organisation (SEAFO) in Namibia in November 2018.

7. ARRANGEMENTS WITH OTHER INTERNATIONAL ORGANISATIONS

Following the advice provided by AC9 and AC10, and approved by Parties at MoP6, the Secretariat continued the implementation of the strategy for engagement with RFMOs. Following the approval granted by MoP6, the Secretariat renewed in October 2018 the Memorandum of Understanding between ACAP and CCAMLR.

In addition, following the Advice from the Advisory Committee and MoP6 and further intersessional approval from Parties (ANCP Circular 2018-05) the Secretariat completed in September 2018 negotiation of a Memorandum of Understanding with the Southern Indian Ocean Fisheries Agreement (SIOFA).

As approved by MoP6, the Secretariat formally engaged in negotiations with the Secretariat of the South East Atlantic Fisheries Organisation (SEAFO) on a Memorandum of Understanding between the two bodies. This MOU was concluded at the SEAFO meeting in November 2018 and signed in December 2018.

8. FINANCIAL REPORT

The audited financial statements for the 2018 financial year were circulated to ACAP Parties by 30 September 2018, in accordance with financial regulations 10.2 and 11.3.

A financial report for the six months from 1 July to 31 December 2018 has been prepared and is submitted for the information/action of the Advisory Committee (**AC11 Doc 08**). Expenditure is currently within budget allocations, and the cash on-hand in our accounts is sufficient to meet all expected commitments for the current financial year.