

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p><b>Thirteenth Meeting of the Advisory Committee</b> <i>Edinburgh, United Kingdom, 22 – 26 May 2023</i></p> <p><b>Secretariat Work Programme 2023 - 2025</b></p> <p><b><i>Secretariat</i></b></p>
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### **SUMMARY**

The following Work Programme for the ACAP Secretariat for the 2023 - 2025 triennium has been approved by the Seventh Session of the Meeting of the Parties (MoP7 [Resolution 7.2](#)). The Work Programme is based on the functions assigned to the Secretariat under the Agreement and on specific tasks assigned to it by the Meeting of the Parties and the Advisory Committee. This paper should be read in conjunction with AC13 Doc 13 'Advisory Committee Work Programme 2023 – 2025' and AC13 Inf 01 'Agreement Budget 2023 – 2025'.

Should AC13 identify additional tasks for inclusion in the Secretariat's Work Programme, the table will be amended and forwarded to Parties for approval.

### **RECOMMENDATIONS**

The Advisory Committee is requested to:

1. Review the proposed 2023 - 2025 Work Programme for the Secretariat;
2. Add or amend tasks to the Work Programme in relation to the requirements of the Advisory Committee's Work Programme.

**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)	
<b>1</b>	<b>SUPPORT FOR MoP, AC &amp; WG MEETINGS</b>			<b>AC13 + WGs</b>		<b>AC14 + WGs</b>		<b>MoP8</b>		
1.1	Undertake meeting arrangements.	Article X.a								
	▪ 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								Within 60 days of meeting
	▪ 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
1.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)								Within 30 days of meeting
	▪ coordination with service provider		Exec Secretary, Sci Officer	5		5		5		
	▪ posting of documents		Sci Officer	5		5		3		
1.5	Support & operation of meetings	Article X.a								
	▪ travel for meetings		Exec Secretary, Sci Officer	8	6,312	8	6,476	8	6,644	4 days per meeting, airfares

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	▪ travel for meetings		Contract	4	3,156	4	3,394	4	3,482	Airfares
	▪ attendance at meeting		Exec Secretary, Sci Officer	32	7,890	32	8,095	16	4,416	Accommodation and allowances
	▪ 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		
<b>2</b>	<b>MANAGEMENT OF SECRETARIAT</b>									
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								
	▪ payment of accounts		Exec Secretary	15		15		15		
	▪ preparation of invoices and receipts		Exec Secretary	4		4		4		
	▪ preparation of financial statements		Exec Secretary	4		4		4		
	▪ 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		
2.3	Provide information to the general public concerning the Agreement and its objectives, and promote the objectives of this Agreement	Article X.h								
	▪ 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		

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	▪ 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	
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;								
	▪ 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		
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		
<b>3</b>	<b>FACILITATE THE WORK OF THE ADVISORY COMMITTEE</b>									
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		
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		
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)								

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	<ul style="list-style-type: none"> <li>Consider gaps in population, tracking, breeding site management, threats and regulatory protection data submitted to ACAP; request any outstanding data and incorporate changes</li> </ul>	AC WP Task 2.1	Sci Officer	25		25		25		
	<ul style="list-style-type: none"> <li>Review and refine standardised queries and outputs for analysis and interpretation. Continue to improve data portal structure and queries</li> </ul>	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"> <li>Assess and update global population trends</li> </ul>	AC WP Task 2.3	Sci Officer	10		10		10		
	<ul style="list-style-type: none"> <li>Update ACAP Species Assessments</li> </ul>	AC WP Task 2.4	Sci Officer	31		31		31	4,000	Cost for map updates
	<ul style="list-style-type: none"> <li>Translate updates to Species Assessments and ACAP guidelines into Spanish and French</li> </ul>	AC WP Task 2.5	Sci Officer & Contract	3	4,000	3	4,000	3	4,000	
	<ul style="list-style-type: none"> <li>Identify priorities for monitoring of numbers, trends and demography</li> </ul>	AC WP Task 2.6	Sci Officer	5		5		5		
	<ul style="list-style-type: none"> <li>Review availability of albatross and petrel tracking/distribution data to ensure representativeness of species/age classes. Prioritise gaps and encourage studies to fill gaps</li> </ul>	AC WP Task 2.7	Sci Officer			5	1,000			
	<ul style="list-style-type: none"> <li>Identify and review Priority Populations for conservation actions</li> </ul>	AC WP Task 2.8	Sci Officer	5		5		5		
	<ul style="list-style-type: none"> <li>Review and prioritise the threats to breeding sites and identify gaps in knowledge</li> </ul>	AC WP Task 2.9	Sci Officer	5		5		5		
	<ul style="list-style-type: none"> <li>Review and update best-practice guidelines</li> </ul>	AC WP Task 2.10	Sci Officer	10		10		10		
	<ul style="list-style-type: none"> <li>Provide reports on activities to AC meetings</li> </ul>	AC WP Task 2.11	Sci Officer	30		30				
	<ul style="list-style-type: none"> <li>Develop new guidelines for priority issues</li> </ul>	AC WP Task 2.12	Sci Officer	2		2		2		

Task No.	Topic/Task	Mandate	Officer	2023		2024		2025		Action/Details
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3.4	Assist the Convenor of the Seabird Bycatch Working Group as required to facilitate the work of the Group	Article X k)								
	<ul style="list-style-type: none"> <li>Continue to implement the RFMO and CCAMLR engagement strategy for ACAP (SBWG10 Doc 07) 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.</li> </ul> <p>Refine ACAP specific products on best practice bycatch data collection and reporting and present to RFMOs.</p>	AC WP Task 3.1	Exec Secretary, Sci Officer, Contracts	70	30,000	70	30,000	70	30,000	Attend all relevant meetings as per RFMO Interaction Plan.
					1,000		1,000		1,000	Translation costs.
	<ul style="list-style-type: none"> <li>Finalise ACAP guidelines for removing entangled seabirds from nets (purse-seine and trawl)</li> </ul>	AC WP Task 3.3	Sci Officer	5	1,000					Design and translation costs.
	<ul style="list-style-type: none"> <li>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.</li> </ul>	AC WP Task 3.4	Sci Officer	5		5	10,000	5		Design and translation costs.

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	<ul style="list-style-type: none"> <li>▪ Further pursue approaches to improve the uptake of best practice seabird bycatch mitigation measures. Continue to develop and refine communication strategy and products to:               <ul style="list-style-type: none"> <li>⇒ Reinvigorate advice</li> <li>⇒ Communicate with different audiences (e.g. presentations, videos, other multi-media) to include success stories and information aimed at overcoming impediments to implementation</li> </ul> </li> <li>Model bycatch threat to seabird populations to communicate the extinction risk to ACAP Species.</li> <li>Continue to engage with certification schemes, by:               <ul style="list-style-type: none"> <li>⇒ Contributing to reviews of standards on bycatch considerations to encourage these to be informed by ACAP advice.</li> <li>⇒ Providing information to Parties and others to enable comment on individual fisheries assessments</li> </ul> </li> </ul>	AC WP Task 3.5	Sci Officer, Exec Secretary, Contracts	10		10		10		<p>Possible <b>secondment</b> to investigate further specific communication areas and to supplement work of any part-time consultant that the Secretariat might employ as communications adviser</p> <p>Secretariat to continue to engage as required consultant who has already provided advice on this process.</p> <p>Secretariat will continue to receive notifications from fishery certification schemes and will share these as relevant with the SBWG sub-group.</p>
	<ul style="list-style-type: none"> <li>▪ Reporting of bycatch indicators and associated data, refine methodological approaches and reporting as required</li> </ul>	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"> <li>▪ Maintain bibliography of relevant bycatch information</li> </ul>	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)								

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	▪ Continue the establishment of a morphometric and plumage database	AC WP Task 1.2	Sci Officer	1		1		1		
3.6	Review, refine and standardise criteria to include new species on Annex 1	AC WP Task 5.3	Sci Officer	3		3		3		
3.7	Review and update any publications not already specified in the Work Programme	AC WP Task 5.4	Sci Officer	5		5		5		
3.8	Implement system of indicators for the success of the ACAP Agreement	AC WP Task 5.5	Sci Officer	5		2		2		
3.9	Review ACAP performance indicators	AC WP Task 5.6	Sci Officer			5		5		
3.10	Manage database of relevant scientific literature	AC WP Task 5.7	Sci Officer	10		10		10		
3.11	Manage directory of relevant legislation	AC WP Task 5.8	Sci Officer	1		1		1		Parties to supply further information as available
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
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
<b>4</b>	<b>IMPLEMENTATION OF THE AGREEMENT</b>									
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		
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		



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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
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
4.5	Facilitate the accession of non-Party Range States to the Agreement	Article X d), k)	Exec Secretary	5		5		5		Work with lead Parties and other Parties as needed.
4.6	Compilation of the triennial implementation report.	Article IX 6 d)	Sci Officer, Exec Sec			10		10		
<b>5</b>	<b>CAPACITY BUILDING</b>									
5.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV (2)	Exec Sec, Sci Officer	20		20		20		
5.2	Support secondments programme to aid capacity building	MoP2	Exec Secretary, Sci Officer	10		10		10		