



Agreement on the Conservation of Albatrosses and Petrels

Sixth Meeting of Advisory Committee

Guayaquil, Ecuador, 29 August – 2 September 2011

REPORT ON PROGRESS WITH SECRETARIAT WORK PROGRAMME 2010-2012

Secretariat

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REPORT ON PROGRESS WITH SECRETARIAT WORK PROGRAMME 2010-2012

The following table provides a report on progress achieved on the Secretariat Work Programme for the 2010-12 triennium. The Work Programme was approved at MoP3 and subsequently amended at AC5. This report should be read in conjunction with AC6 Doc 06, Secretariat Report.

| Task No. | Topic/Task | MoP or other mandate | Timeframe | Progress Achieved |
|-----------------|--|-----------------------------|---------------------------|--|
| 1 | ADVISORY COMMITTEE MEETING 5 | | | |
| 1.1 | Undertake meeting arrangements | Article X.a | 2010 | The venue and other meeting arrangements have been finalised |
| 1.2 | Prepare papers to assist the Advisory Committee as required | AC RoP 17 (1) | Within 60 days of meeting | Completed. Refer AC5 Doc 05 for list of papers submitted. |
| 1.3 | Support the attendance of sponsored experts and delegates | Article VII 5 | | Completed |
| 1.4 | Organise the translation and posting of meeting documents and provision of interpretation services | AC RoP 17 (1) | Within 30 days of meeting | Completed |
| 1.5 | Prepare meeting report and distribute to all Parties | Article X.a | | Completed. Copies of reports and annexes are provided on the ACAP website. |
| 2 | ADVISORY COMMITTEE MEETING 6 | | | |
| 2.1 | Undertake meeting arrangements. | Article X.a | 2011 | Completed |
| 2.2 | Prepare papers to assist the Advisory Committee as required | | 2011 | In progress |
| 2.3 | Support the attendance of sponsored experts and delegates | Article VII 5 | | In progress |
| 2.4 | Organise the translation and posting of meeting documents and provision of interpretation services | AC RoP 17 (1) | Within 30 days of meeting | In progress |

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|-----------------|---|-----------------------------|----------------------------------|--------------------------|
| 2.5 | Prepare meeting report and distribute to all Parties | Article X.a | | Not yet started |
| 3 | ADVISORY COMMITTEE WORKING GROUP MEETINGS | | | |
| 3.1 | Undertake meeting arrangements | Article X.a | As required | Completed |
| 3.2 | Provide support for conduct of Working Group meetings as required | | As required | Completed |
| 3.3 | Support the attendance of sponsored experts and delegates | Article VII 5 | | In progress |
| 4 | MEETING OF PARTIES 4 | | | |
| 4.1 | Undertake meeting arrangements | Article X.a | 2012 | In progress |
| 4.2 | Prepare papers to assist the meeting of parties as required | | Within 90 days of meeting | Not commenced yet |
| 4.3 | Support the attendance of sponsored experts and delegates | Article VII 5 | | Not commenced yet |
| 4.4 | Organise the translation and posting of meeting documents and provision of interpretation services | MoP RoP 8 (1) | Within 60 days of meeting | Not commenced yet |
| 4.5 | Prepare meeting report and distribute to all Parties | Article X.a MoP RoP 9(1) | Within 6 weeks of end of meeting | Not commenced yet |
| 5 | MANAGEMENT OF SECRETARIAT | | | |
| 5.1 | 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 | Ongoing | Refer to AC6 Doc 08. |

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| 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 | On-going. The format has been revised to provide greater detail on cash balances. |
| 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 | Extensive resources are provided on the Agreement's website, including species assessments, conservation guidelines and meeting reports. As well, news articles on current issues are posted daily by the Honorary Information Officer. |
| 5.5 | Update and maintain the ACAP website | Article X.h | Ongoing | Information on the website is provided in the three official languages; however a lack of funds for translation of articles means that not all articles are available in all languages. A reporting facility has been developed for the website, linked to the database, to enable Parties' reports on implementation of the Agreement to be submitted via the www. |
| 5.6 | Report to the 4th session of the Meeting of the Parties on the effectiveness and efficiency of the Secretariat in terms of the performance indicators developed at MoP2 | Article X.i | 2012 | Completed at MoP3. |
| 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 2011 | Partially completed. Refer to AC6 Doc 17 |

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| 5.8 | Represent the Agreement at meetings of other intergovernmental agreements, as appropriate to facilitate achievement of the Agreement's objective | Article X.d Article XI | As required | The Secretariat has represented the Agreement at tuna RFMO meetings, CCAMLR, FAO Committee of Fisheries (COFI) and Convention of Migratory Species meetings. Reports on progress achieved at these meetings will be considered under relevant Working Group and Advisory Committee agenda items. |
| 5.9 | Prepare a report on Secretariat activities for AC 5 | | May 2010 | Completed. Refer AC5 Doc 6. |
| 5.10 | Prepare a report on Secretariat activities for AC 6 | | May 2011 | Completed. Refer AC6 Doc 06. |
| 5.11 | Prepare a report on Secretariat activities for MoP 4 | Article X.f | 2012 | Not commenced yet. |
| 5.14 | Recruit and manage the Secretariat's staff in accordance with the Staff Regulations and the directions of the Meeting of the Parties | Staff Regulations | | On-going. Refer AC6 Doc 06. |
| 6 | FACILITATE THE WORK OF THE ADVISORY COMMITTEE | | | |
| 6.1 | Assist the Chair of the Advisory Committee as required to facilitate the work of the Advisory Committee | Article X.k | Ongoing | The Executive Secretary liaises with the Chair of the Advisory Committee (AC) via email on a daily basis and on a weekly basis via skype. These communications cover a wide range of issues relevant to the AC Work Programme, including implementation of the tuna RFMOs strategic plan, the work of AC Officials, and consultation with ACAP Parties. |

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| 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) | 2011 | In progress. Refer to AC6 Doc 17. |
| 6.3 | Assist the Convenor of the Seabird Bycatch Working Group as required to facilitate the work of the Group | Article X k) AC Work Programme Task 4.5 & 4.12. | Ongoing | The Secretariat provides on-going support to the SBWG Convenor, e.g. by facilitating communications with Parties, Range States and other organisations, supporting the attendance of experts at meetings, and assisting with the organisation of SBWG meetings. |
| 6.4 | Assist the Convenor of the Status and Trends Working Group as required to facilitate the work of the Group | Article X k) AC Work Programme Task 2.1, 2.2, 2.4 & 2.6. | Ongoing | Refer above. |
| 6.5 | Assist the Convenor of the Taxonomy Working Group as required to facilitate the work of the Group | Article X k) AC Work Programme Task 1.3 | Ongoing | Refer above. |
| 6.6 | Assist the Convenor of the Breeding Sites Working Group as required to facilitate the work of the Group | Article X k) AC Work Programme Task 3.1, 3.3, 3.4 & 3.5. | Ongoing | Refer above. |

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| 6.7 | Develop and maintain database and web portal essential for the work of the Agreement's four working groups | AC Work Programme Task 1.3, 2.1, 2.1a, 2.1b, 2.2, 2.2a, 2.4, 3.1, 3.2, 3.3, 3.4, 3.5, 6.6, 6.6a, 6.7 & 6.8 | Ongoing | The database has been further developed to allow input of data relevant to implementation reports, in particular bycatch data. New reports have also been devised to allow a more advanced analysis of data by the Working Groups. |
| 6.8 | Work with the Advisory Committee to develop and maintain a database of relevant scientific literature | AC Work Programme Task 6.8 | Ongoing | The Secretariat maintains an Endnote database of relevant scientific literature. |
| 6.9 | Work with the Advisory Committee to develop and maintain a directory of relevant legislation | AC Work Programme Task 6.9. Action Plan 5.1 i) | AC5 | Additional fields have been added to the ACAP database to enable the development of a directory of relevant legislation. Data for the directory will be obtained from species assessments and from Parties reports on implementation of the Agreement. |
| 6.10 | Work with the Advisory Committee to develop a list of authorities, research centres, scientists and non-government organisations relevant to ACAP | AC Work Programme Task 6.10. Action Plan 5.1 k) | | Links to relevant organisations are provided on the ACAP website. |
| 6.11 | Update online species assessments and manage their translation as needed | AC Work Programme Tasks 2.2, 2.6 | Ongoing | The species assessments will be updated as new data becomes available. |
| 6.12 | Test and develop bycatch data collection form and incorporate fishing bycatch data in ACAP database and species assessments | AC Work Programme Task 4.10, 4.11. | Ongoing | The ACAP database has been further developed to allow bycatch data to be incorporated. Bycatch data was sought for the first time from Parties in 2011 via the ACAP electronic reporting system. |

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| 6.13 | Analyse bycatch information from Party reports to determine if it can deliver the products required in evaluating bycatch | AC Work Programme Task 4.11a | By AC6 | Initial analysis completed. To be discussed at SBWG meeting. |
| 6.14 | Provide administrative, scientific and technical support to assist with implementation of the Advisory Committee's Work Programme | AC Work Programme | Ongoing | A large component of the Executive Secretary's time and all of the Scientific and Technical Officers' time has been allocated in support of the Advisory Committee's work programme. |
| 6.15 | Assist AC with provision of information on the agreed indicators and national reporting queries | AC Work Programme Task 6.6a | By AC6 | The ACAP database has been further developed to assist with the provision of this information. Reports have been provided to assist consideration of this issue at AC6. |
| 7 | IMPLEMENTATION OF THE AGREEMENT | | | |
| 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 | 2009 | Review undertaken at MoP3. |
| 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 | Assistance has been provided with the organisation of relevant workshop and with the management of funds related to this task. |
| 7.3 | Assist the participation of Parties at Agreement meetings | Article VII 5 | Ongoing | Support has been provided to assist participation at AC5 and Working Group meetings. Planning for support of Parties at AC6 is underway. |
| 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 | All decisions of the Meeting of the Parties have been implemented to the extent that the Secretariat has the authority and/or resources to do so. |

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| 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 | Liaison occurs on an ongoing basis with relevant States and organisations. The Secretariat has prepared briefs and meeting papers to assist with this task e.g. for tRFMO meetings. |
| 7.6 | 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 2c), 3 & 4 | Ongoing | Since AC5 no new memorandums of understandings have been entered into. |
| 7.7 | Facilitate the accession of non-Party Range States to the Agreement | | | Information has been provided to relevant agencies of the United States to facilitate its accession to the Agreement and liaison continues with relevant non-Party Range States. |
| 8. | CAPACITY BUILDING | | | |
| 8.1 | Assist the Advisory Committee and Parties with technical cooperation and capacity building | Article IV 2 | Ongoing | Assistance is provided on an ongoing basis through the provision of information exchange via the web and with support for workshops and management of financial support. |
| 8.2 | Support secondments to the Secretariat to aid capacity building | MoP2 | Ongoing | Support was provided for Dr Elisa Goya and Mr Juan Pablo Seco Pon to undertake secondments in the Secretariat in 2011. Refer to AC6 Doc 6. |

The Advisory Committee is requested to note the progress made against the Secretariat's 2010- 12 Work Programme and

1. Amend the Secretariat's Work Programme, if required, to include new tasks identified as a result of deliberations at AC6.