

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p>Fifteenth Meeting of the Advisory Committee <i>Swakopmund, Namibia, 1–5 June 2026</i></p> <p>Secretariat Work Programme 2026 - 2028</p> <p><i>Secretariat</i></p>
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SUMMARY

The following Work Programme for the ACAP Secretariat for the 2026 - 2028 triennium has been approved by the Eighth Session of the Meeting of the Parties (MoP8 [Resolution 8.2](#)). 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 AC15 Doc 14 'Advisory Committee Work Programme 2026 – 2028' and AC15 Inf 01 'Agreement Budget 2026 – 2028'.

Should AC15 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 2026 - 2028 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 2026 – 2028

Task No.	Topic/Task	Mandate	Officer	2026		2027		2028		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
1	SUPPORT FOR MoP, AC & WG MEETINGS			AC15 + WGs		AC16 + WGs		MoP9		
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)								
	▪ 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)								
	▪ coordination with service provider		Exec Secretary, Sci Officer	5		5		5		
	▪ posting of documents		Sci Officer	7		7		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		
2	MANAGEMENT OF SECRETARIAT									
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		Comms Contract	90		90		90		
	▪ maintain/update website links and publications		Sci Officer, Comms Contract	10		10		10		
	▪ management of ACAP social media		Comms Contract	20		20		20		

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	▪ 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			25				
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		
3	FACILITATE THE WORK OF THE ADVISORY COMMITTEE									
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			4		2		
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"> Update gaps in population, tracking, breeding site management, threats and regulatory protection data submitted to ACAP; request any outstanding data and incorporate changes 	AC WP Task 2.1	Sci Officer	25		25		25		
	<ul style="list-style-type: none"> Review and refine standardised queries and outputs for analysis and interpretation. Continue to improve data portal structure and queries 	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"> Assess and update global population trends 	AC WP Task 2.3	Sci Officer	10		10	5,000	10		May require data portal updates
	<ul style="list-style-type: none"> Update ACAP Species Assessments 	AC WP Task 2.4	Sci Officer	62	12,000	62		62		Cost for map updates
	<ul style="list-style-type: none"> Translate updates to Species Assessments and ACAP guidelines into Spanish and French 	AC WP Task 2.5	Sci Officer & Contract	10	5,000	10	5,000	10	5,000	
	<ul style="list-style-type: none"> Identify priorities for monitoring of numbers, trends and demography 	AC WP Task 2.6	Sci Officer	5		5		5		
	<ul style="list-style-type: none"> Identify and review Priority Populations for conservation actions 	AC WP Task 2.7	Sci Officer	5		5		5		
	<ul style="list-style-type: none"> Review and prioritise the threats to breeding sites and identify gaps in knowledge 	AC WP Task 2.8	Sci Officer	5		5		5		
	<ul style="list-style-type: none"> Review and update best-practice guidelines 	AC WP Task 2.9, 2.11	Sci Officer	10		10		10		

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	▪ Develop new guidelines for priority issues	AC WP Task 2.12	Sci Officer	2		2		2		
	▪ Provide reports on activities to AC meetings	AC WP Task 2.14	Sci Officer	30		30				
3.4	Assist the Convenor of the Seabird Bycatch Working Group as required to facilitate the work of the Group	Article X(k)								
	▪ Continue to implement the RFMO and CCAMLR engagement strategy for ACAP (AC14 Doc 20). Relevant Parties to engage and assist RFMOs and other relevant international bodies in assessing and minimising bycatch of albatrosses and petrels.	AC WP Task 3.1	Exec Secretary, Sci Officer, Contracts	70	37,500	70	37,500	70	37,500	Attend all relevant meetings as per RFMO Interaction Plan.
	▪ Continue to develop and refine ACAP specific products on best practice bycatch data collection and reporting and present to RFMOs.	AC WP Task 3.1 a	Exec Secretary, Sci Officer, Comms contract		1,000		1,000		1,000	Translation costs.
	▪ Engage with other international bodies concerned with the conservation of species affected by fishing (e.g. IAC, CMS)	AC WP Task 3.2	Exec Secretary							
	▪ Identify and pursue new approaches to improve the uptake of best practice seabird bycatch mitigation measures	AC WP Task 3.4	Exec Secretary, Contracts	10		10		10		
	▪ Reporting of bycatch indicators and associated data, refine methodological approaches and reporting as required	AC WP Task 3.9	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?)

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	<ul style="list-style-type: none"> Continue to engage with certification schemes, by providing information to sub-group to enable comment on individual fisheries assessments 	AC WP Task 3.14	Sci Officer, Contract						5,000	Secretariat continue to engage as required consultant who has already provided advice on this process. Secretariat will continue to receive notifications from fishery certification schemes and will share these as relevant with the SBWG sub-group.
	<ul style="list-style-type: none"> Continue to update Mitigation Fact Sheets using new simplified format in a phased approach: 1) on bird scaring lines for pelagic and demersal LL, and 2) fact sheets dealing with ACAP Best Practice measures. 	AC WP Task 3.16	Sci Officer	5		5	15,000	5		Design and translation costs.
	<ul style="list-style-type: none"> Develop guidelines for the safe removal of seabirds entangled in nets (purse-seine, trawl, gillnet) 	AC WP Task 3.17	Sci Officer	5			8,000			Design and translation costs.
	<ul style="list-style-type: none"> Maintain bibliography of relevant bycatch information 	AC WP Task 3.19	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)	Sci Officer							
3.6	Review and update any publications not already specified in the Work Programme	AC WP Task 5.4	Sci Officer	5		5		5		
3.7	Implement system of indicators for the success of the ACAP Agreement	AC WP Task 5.5	Sci Officer	5		2		2		
3.8	Review ACAP performance indicators	AC WP Task 5.6	Sci Officer			5		5		

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3.9	Review availability of albatross and petrel tracking/distribution data to ensure representativeness of species/age classes. Prioritise gaps and encourage studies to fill gaps.	AC WP Task 5.9	Sci Officer, Contract			5	24,000			BLI contract
3.10	Increase understanding of the effects of climate change on albatrosses and petrels	AC WP Task 5.11	Sci Officer							
3.11	Manage database of relevant scientific literature	AC WP Task 5.14	Sci Officer	10		10		10		
3.12	Manage directory of relevant legislation	AC WP Task 5.15	Sci Officer	1		1		1		Parties to supply further information as available
3.13	Manage a list of authorities, research centres, scientists and non-government organisations relevant to ACAP	AC WP Task 5.16	Sci Officer, Comms Contract	2		2		2		Parties to supply further information as available
3.14	Support for World Albatross Day	AC WP Task 5.12	Comms Contract	20	3,000	20	3,000	20	3,000	Funds for developing, producing and distributing WAD material
3.15	Implement ACAP's Communications Strategy	AC WP Task 5.13	Exec Secretary, Comms Contract		5,000					Review, develop and implement ACAP's Communication Strategy
3.16	Review the format of reporting on the implementation of the Agreement, with a focus on priority conservation actions, on land, at-sea and for high priority populations.	AC WP Task 5.2	Sci Officer,							
3.17	Review Annex 2 (Action Plan) of the Agreement	AC WP Task 5.17								

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4	IMPLEMENTATION OF THE AGREEMENT									
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		
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), AC WP 4.2	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), AC WP Task 5.7	Sci Officer, Exec Secretary			10		10		

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5	CAPACITY BUILDING									
5.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV(2)	Exec Secretary, Sci Officer	20		20		20		
5.2	Support secondments programme to aid capacity building	MoP2	Exec Secretary, Sci Officer	10		10		10		
5.3	Populate and measure capacity building indicators	AC WP Task 4.4	Exec Secretary, Sci Officer							