



Agreement on the Conservation of Albatrosses and Petrels

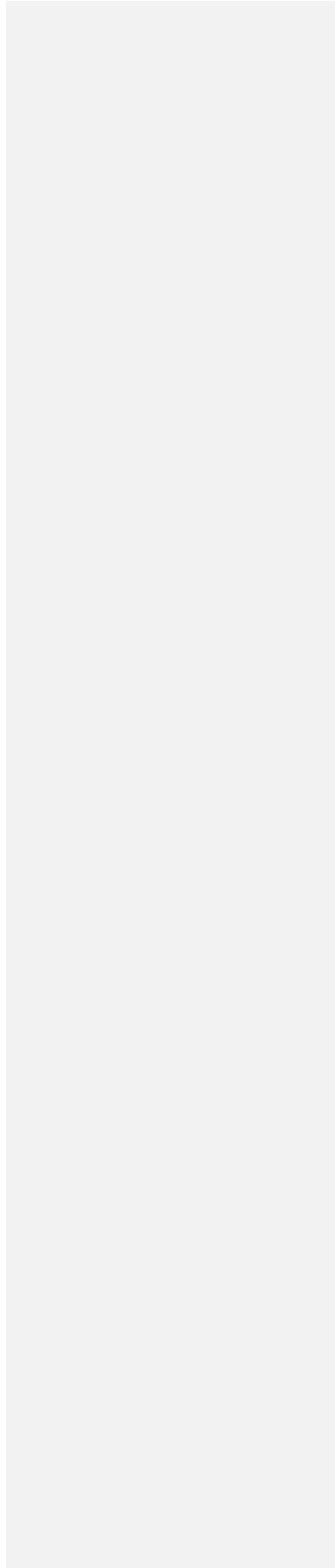
Fifth Meeting of Advisory Committee

Mar del Plata, Argentina, 13 – 17 April 2010

**Implementation of Secretariat's Work Programme
2010 - 2012**

Author: Secretariat

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Implementation of Secretariat's Work Programme 2010 - 2012

The following table provides information on progress made with the implementation of the Secretariat's Work Programme, approved by the Third Session of the Meeting of the Parties (Resolution 3.2 refers).

Should the fifth meeting of the Advisory Committee (AC5) identify additional tasks for inclusion in the Secretariat's Work Programme the table will be amended and forwarded to Parties for their endorsement of the revised work programme.

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
1.3	Support the attendance of sponsored experts and delegates	Article VII 5		In progress
1.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)	Within 30 days of meeting	In progress
1.5	Prepare meeting report and distribute to all Parties	Article X.a		
2	ADVISORY COMMITTEE MEETING 6			
2.1	Undertake meeting arrangements.	Article X.a	2011	
2.2	Prepare papers to assist the Advisory Committee as required		2011	
2.3	Support the attendance of sponsored experts and delegates	Article VII 5		
2.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)	Within 30 days of meeting	
2.5	Prepare meeting report and distribute to all Parties	Article X.a		
3	ADVISORY COMMITTEE WORKING GROUP MEETINGS			
3.1	Undertake meeting arrangements.	Article X.a	As required	The venue and other meeting arrangements have been finalised

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3.2	Provide support for conduct of Working Group meetings as required		As required	In progress
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	
4.2	Prepare papers to assist the meeting of parties as required		Within 90 days of meeting	
4.3	Support the attendance of sponsored experts and delegates	Article VII 5		
4.4	Organise the translation and posting of meeting documents and provision of interpretation services	MoP RoP 8 (1)	Within 60 days of meeting	
4.5	Prepare meeting report and distribute to all Parties	Article X.a MoP RoP 9(1)	Within 6 weeks of end of meeting	
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 AC5 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 an ongoing 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	This information is disseminated primarily through the Agreement's website. New stories are published regularly on the Agreement's work by the Information Officer.
5.5	Update and maintain the ACAP website	Article X.h	Ongoing	Development of the new website is continuing with translation of the French and Spanish sites underway.

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Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
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	A web-based reporting system is being developed that will provide Parties with information drawn from the ACAP database. Refer AC5 Doc 16.
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 relevant regional fisheries management organisation meetings. Refer AC5 Doc 29.
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	
5.11	Prepare a report on Secretariat activities for MoP 4	Article X f)	2012	
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		In November '09 a Science Officer was recruited on a four year contract basis. Other staff are engaged on a contract or consultancy basis in accordance with the staff regulations.
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 Secretariat liaises regularly with the Chair of the Advisory Committee and assists him as required.
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	

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Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
6.3	Assist the Chair 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 liaises regularly with Working Group Convenors and assists them as required.
6.4	Assist the Chair 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 Chair 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 Chair 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.
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 web portal is being redeveloped following a virus attack in 2009. The database is also subject to ongoing development, testing, and refinement as required by the four 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	A database has been developed and is continually updated.
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	Information on relevant legislation was collected during the development of the species assessments.
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.

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Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
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	Decisions on the data to be collected will be taken by the SBWG and AC5.
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	Awaiting arrival of data
6.14	Provide administrative, scientific and technical support to assist with implementation of the Advisory Committee's Work Programme	AC Work Programme	Ongoing	The Science Officer has been employed on a full-time basis for four years to provide this assistance.
6.15	Assist AC with provision of information on the agreed indicators and national reporting queries	AC Work Programme Task 6.6a	By 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.
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 are implemented to the extent that the Secretariat has the authority to do so.

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Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
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.
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 AC4 memorandum of understandings have been entered into with OLDEPESCA and IOTC and a MoU with CCAMLR is currently under consideration by ACAP Parties.
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 other 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	Advice will be sought from AC5 on priority projects that secondees could perform.