 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p style="text-align: center;">Seventh Meeting of the Advisory Committee <i>La Rochelle, France, 6 - 10 May 2013</i></p> <p style="text-align: center;">Proposed guidelines for the further development of the Agreement's Secondment Programme</p> <p style="text-align: center;"><i>Grants Sub-committee, Secretariat</i></p>
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SUMMARY

The revision of the Agreement's strategy on capacity building discussed at AC6 and introduced to the Parties at MoP4 included a change in the Agreement's secondment programme. It was agreed at MoP4 that (1) secondments may not necessarily occur in the Agreement's Headquarters in Hobart, (2) the Secretariat should coordinate the implementation of secondment programmes with the Advisory Committee and, (3) that funds for the secondment programme should be placed in Appropriation 4. A proposal for the implementation of the secondment programme including the selection of candidates is presented to the Advisory Committee for discussion.

RECOMMENDATIONS

The Advisory Committee is requested to:

1. Discuss the proposed mechanism for the implementation of the revised secondment scheme.
2. Endorse a mechanism to be followed in the first call for applications to be conducted early in the 2014 financial year.

1. BACKGROUND

A review of the Agreement's strategy on capacity building (e.g. definition, objectives, general principles) was discussed at AC6 and a paper based on these discussions was presented to ACAP Parties at MoP4 (see [MoP4 Doc 18](#)). As a result of discussions held at MoP4 Parties agreed that: (1) secondments do not necessarily need to occur in the Agreement's Headquarters in Hobart, but may also take place in other countries in order to broaden the possibilities for secondees and increase the scope of capacity building, also allowing in many cases, a more efficient use of resources; (2) as a result of this change the Secretariat should coordinate with the Advisory Committee the development/implementation of a revised

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secondment programme, including the development of a mechanism to select candidates ([MoP4 Final Report](#), para 7.6.5); and (3) funds for the secondment programme should be placed in Appropriation 4 (see [MoP4 Resolution 4.6](#)). As a consequence of these changes, a procedure for the identification of secondment projects (including duration and location) as well as a process for the selection of secondees needs be adopted. This should be accompanied by an analysis of the Agreement’s capacities in terms of funds and other resources available within both the Secretariat and the Advisory Committee.

2. PROPOSED PROCESS FOR THE SELECTION OF SECONDMENTS

Following is a proposed outline for the selection of secondment programmes:

1. In general terms the selection of secondment projects should follow the same schedule adopted for the regular call for applications for conservation projects already in place, conducted twice every three financial years, as proposed in AC7 Doc 16 (see Fig. 1).
2. The new call for applications scheme would have two components, one dedicated to conservation programmes (the same as the one started in 2008) and another dedicated to secondments, as a joint Secretariat – Advisory Committee programme. Funds to each component have already been allocated by the Parties (MoP4 Resolution 4.6 Appendix A) with funds for secondments transferred from Appropriation 1 to Appropriation 4.
3. The Advisory Committee, in collaboration with the Secretariat, will identify potential secondment projects relevant to the Agreement’s agenda and include such projects in the call for applications.
4. It is proposed that the selection process include the following steps: (1) a call for applications and the receipt of proposals by the Secretariat (the call should be either for candidates to fill projects already proposed by the AC/ Secretariat or other projects that will significantly improve the capacity of Parties to implement the Agreement, (2) the Grants Sub-Committee and the Secretariat will evaluate the proposals in accordance with the selection criteria detailed in 3. below and advise the Advisory Committee on the best candidates/ options (please note that these secondment projects won’t be evaluated by referees from Working Groups as happens for conservation projects), (3) secondments will be approved once endorsed by the Advisory Committee, and (4) the Secretariat will contact selected secondees and organise the logistics for the implementation of secondments.

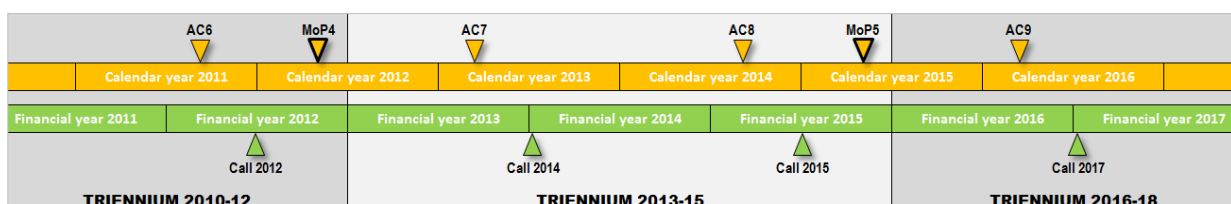


Figure 1. Proposed timeline for call for applications (both conservation and secondment projects, see AC7 Doc 16) in relation to the meetings plan currently in place.

3. PROPOSED SELECTION CRITERIA FOR SECONDMENTS

The following criteria will be used to assess secondment proposals.

1. The work to be undertaken addresses a task identified in the Advisory Committee's or Secretariat's Work Programme, and/or is deemed to be of high importance to achievement of the Agreement's objective.
2. The task proposed is international in nature e.g. the outcomes will be of relevance to more than one country.
3. The funds allocated will not be used for the purpose of paying salaries. It is expected that the applicant's institution will continue to pay the applicant's salary.
4. The task to be undertaken has a capacity building focus.
5. The funds allocated will be primarily used for travel, accommodation and per diem costs.
6. That the applicant has received in-principle agreement from the Host Country/Secretariat to host this work.