



**Agreement on the Conservation of Albatrosses and Petrels**

**Third Meeting of the Parties**

*Bergen, Norway, 27 April – 1 May 2009*

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**Draft Secretariat Work Programme  
2010 - 2012**

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## **Draft Secretariat Work Programme 2010 - 2012**

The following draft Work Programme has been developed for the Agreement's Secretariat during the 2010 – 2012 triennium. The Work Programme is based on the functions assigned to the Secretariat under the Agreement and on specific tasks allocated to it by the Meeting of the Parties and the Advisory Committee.

This paper should be read in conjunction with MoP3 Doc 23 'Draft Advisory Committee Work Programme 2010 – 2012' and MoP3 Doc 24, 'Agreement Budget 2010 -2012'.

### Action Required

The Meeting of Parties is requested to:

1. Review the proposed Work Programme for the Secretariat;
2. Add or amend tasks to the Work Programme as it considers appropriate;  
and
3. Approve the Secretariat's Work Programme for the 2010 – 2012 triennium.

**DRAFT SECRETARIAT WORK PROGRAMME 2010-2012**

<b>Task No.</b>	<b>Topic/Task</b>	<b>MoP or other mandate</b>	<b>Timeframe</b>	<b>Detail (where relevant, an indicative cost in Australian dollars is given)</b>
<b>1</b>	<b>ADVISORY COMMITTEE MEETING 5</b>			
1.1	Undertake meeting arrangements.	Article X.a	2010	Venue Argentina, date to be confirmed
1.2	Prepare papers to assist the Advisory Committee as required	AC RoP 17 (1)	Within 60 days of meeting	
1.3	Support the attendance of sponsored experts and delegates	Article VII 5		
1.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)	Within 30 days of meeting	
1.5	Prepare meeting report and distribute to all Parties	Article X.a		
<b>2</b>	<b>ADVISORY COMMITTEE MEETING 6</b>			
2.1	Undertake meeting arrangements.	Article X.a	2011	Venue to be decided
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		
<b>3</b>	<b>ADVISORY COMMITTEE WORKING GROUP MEETINGS</b>			
3.1	Undertake meeting arrangements.	Article X.a	As required	

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3.2	Provide support for conduct of Working Group meetings as required		As required	
3.3	Support the attendance of sponsored experts and delegates	Article VII 5		
<b>4</b>	<b>MEETING OF PARTIES 4</b>			
4.1	Undertake meeting arrangements	Article X.a	2012	Offers to host meeting are sought.
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		
2.4	Organise the translation and posting of meeting documents and provision of interpretation services	MoP RoP 8 (1)	Within 60 days of meeting	
4.4	Prepare meeting report and distribute to all Parties	Article X.a MoP RoP 9(1)	Within 6 weeks of end of meeting	
<b>5</b>	<b>MANAGEMENT OF SECRETARIAT</b>			
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	
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	

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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	
5.5	Update and maintain the ACAP website	Article X.h	Ongoing	Approximately \$15,000 p.a.
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	
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	
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	
5.9	Prepare a report on Secretariat activities for AC 5		May 2010	
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	

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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		
<b>6 FACILITATE THE WORK OF THE ADVISORY COMMITTEE</b>				
6.1	Assist the Chair of the Advisory Committee as required to facilitate the work of the Advisory Committee	Article X k)	Ongoing	
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	
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	
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	
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	
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	

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6.7	Develop and maintain database and web portal essential for the work of the Agreements four working groups	AC Work Programme Task 2.1, 2.2, 2.4, 3.1, 3.2, 3.3, 3.4, 6.6, 6.7 & 6.8	Ongoing	Approximately \$10,000 p.a.
6.8	As directed by the Advisory Committee, develop and maintain a database of relevant scientific literature	AC Work Programme Task 4.12	Ongoing	
6.9	As directed by the Advisory Committee, develop and maintain a directory of relevant legislation	AC Work Programme Task 2.2. Action Plan 5.1 i)	AC5	
6.10	As directed by the Advisory Committee, develop a list of authorities, research centres, scientists and non-government organisations relevant to ACAP	Action Plan 5.1 k)		To be reviewed at MoP3
6.11	Update online species assessments as needed	AC Work Programme Task 2.2	Ongoing	Approximately \$35,000 p.a.
6.12	Incorporate fishing bycatch data in species assessments		Ongoing	Approximately \$20,000 p.a.
6.13	Provide administrative support to assist with implementation of the Advisory Committee's Work Programme	AC Work Programme	Ongoing	Approximately \$10,000 p.a.
<b>7</b>	<b>IMPLEMENTATION OF THE AGREEMENT</b>			

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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	
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	
7.3	Assist the participation of Parties at Agreement meetings	Article VII 5	Ongoing	
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	
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	



Task No.	Topic/Task	MoP or other mandate	Timeframe	Detail (where relevant, an indicative cost in Australian dollars is given)
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	
7.7	Facilitate the accession of non-Party Range States to the Agreement			
<b>8.</b>	<b>Capacity Building</b>			
8.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV 2	Ongoing	
8.2	Support secondments to the Secretariat to aid capacity building	MoP2	Ongoing	\$20,000 p.a.