

Following a consultation and voting process through intersessional correspondence, the following decisions were adopted on 15 May 2021 by ACAP Parties.

#### **Advisory Committee Work Programme**

ACAP Parties adopted Resolution 6.9 (see Annex 1) revising the work programme for the Advisory Committee for 2019-2022.

#### **Secretariat Work Programme**

ACAP Parties adopted Resolution 6.10 (see Annex 2) revising the Secretariat Work Programme for 2019-2022.

#### **Arrangements with other organisations**

ACAP Parties adopted Resolution 6.11 (see Annex 3) concerning the 'Authority for Secretariat to enter into arrangements with relevant international and national organisations and institutions'.

#### **Appointment of External Auditor**

ACAP Parties decided, in accordance with Financial Regulation 11.1, to appoint the Government of Tasmania as the Agreement's external auditor.

#### **Amendments to Staff Regulations relating to recruitment of Executive Secretary**

ACAP Parties decided to amend, as follows, criterion 4 for the recruitment of an Executive Secretary within Annex A of the Staff Regulations that outline the 'Suggested Selection Criteria for the Appointment of the Executive Secretary to ACAP':

4. fluency in *one of the ACAP languages English*

ACAP Parties further decided to amend, as follows, criterion 7 for the recruitment of an Executive Secretary within Annex A of the Staff Regulations that outline the 'Suggested Selection Criteria for the Appointment of the Executive Secretary to ACAP':

7. *The recruitment sub-committee will request the two most suitable candidates to attend a face-to-face (or other) interview at a date and location, or by means, considered most practical and cost efficient by the recruitment sub-committee.*

A copy of the revised Staff Regulations is provided as Annex 4.

### **2021-2022 Budget and Scale of Contributions**

ACAP Parties failed to reach consensus on adoption of a Budget and Scale of Contributions for financial year 2021-2022. In accordance with Article VII, paragraph 2 (b), of the Agreement on the Conservation of Albatrosses and Petrels, the 2020-2021 Budget and Scale of Contributions will be carried over to 2021-2022. A copy of the resulting 2021-2022 Budget (carrying over all allocations and line items from 2020-2021) is attached as Annex 5.

**ANNEX 1. RESOLUTION 6.9 ADVISORY COMMITTEE WORK PROGRAMME  
2019 –2022**

---

**AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS**

**Resolution 6.9**

**Advisory Committee Work Programme 2019 –2022**

Adopted intersessionally by the Sixth Meeting of the Parties  
15 May 2021

---

*Recalling* Article VIII(11)(d) of the Agreement, which required that the first Session of the Meeting of the Parties establish the Advisory Committee provided for in Article IX of the Agreement;

*Further recalling* Resolution 1.5 of the Meeting of the Parties on the establishment of the Advisory Committee which included a work programme for this Committee;

*Noting* that the Meeting of the Parties adopted a work programme for the period 2019 - 2021 (MoP6, Final Report, Annex 5)

Noting further that the Eleventh Meeting of the Advisory Committee taking into consideration the outcomes of its meeting and the preceding meetings of the Population and Conservation Status, and Seabird Bycatch Working Groups; revised the 2019-2021 Work Programme, and that the Intersessional Advisory Committee discussion in 2020 added an additional year to the Work Programme, producing a Work Programme for 2021-2022.

**The Meeting of the Parties to the Agreement on the Conservation of Albatrosses and Petrels**

**Decides:**

to approve the Advisory Committee Work Programme in Appendix A

## APPENDIX A. ADVISORY COMMITTEE WORK PROGRAMME 2019 – 2022

This Work Programme provides indicative costs (in AUD) and time required to complete the tasks. Significant levels of financial and staffing resources will be required from other sources to undertake the work programme, primarily from the Secretariat and the Advisory Committee Officials, but also from Parties, Range States and NGOs. Note that these staffing resources are in most cases provided pro-bono. The hours shown do not include time spent by the Parties or other organisations, but is a reflection of the amount of time that AC Officials and the Secretariat will spend on these tasks. The Work Programme was adopted by MoP6 and amended by AC11. Actions that have been completed or are no longer relevant are crossed out. New actions identified intersessionally by the SBWG, PaCSWG, TWG, Advisory Committee and the Secretariat following AC11 are in blue text.

Topic/ Task	Responsible group	Time frame	Resources		Action detail/ comments	
			Time	Funds (AUD)		
<b>1. Taxonomy and Annex 1 review</b>						
1.1	Keep the Taxonomy Working Group's bibliographic database updated	TWG led by Convenor	Ongoing	0.5 week per annum (p.a.)	0	Ensure that ACAP's bibliographic database is kept updated
1.2	Continue the establishment of a morphometric and plumage database	TWG led by Convenor, Science Officer	2019-2021 2022	2 weeks	0	This will facilitate the taxonomic process, the identification of bycatch specimens, and the long-term storage of valuable data. Possibly a catalogue of taxa that are difficult to separate visually instead.
1.3	Maintain a database of site-specific information on the availability of samples relevant to studies of population genetics of ACAP species	TWG	2019-2021 2022	2 months	?	In co-operation with PaCSWG a database of researchers holding site specific samples was developed initially.
1.4	Consider taxonomic issues relating to species proposed for addition to Annex 1 of the Agreement	Parties and AC	Ongoing	0.5 week p.a.	0	Development of papers as required, using species assessment template.

Topic/ Task		Responsible group	Time frame	Resources		Action detail/ comments
				Time	Funds (AUD)	
1.5	Respond to queries on taxonomic issues relating to ACAP species	TWG led by Convenor	Ongoing	1-2 weeks p.a.	0	Encourage ongoing harmonisation with CMS and IUCN. Maintain species reference table with scientific and common names across multiple languages.
<b>2. Information on status, trends and breeding sites</b>						
2.1	Consider gaps in population, tracking, breeding site management, threats and regulatory protection data submitted to ACAP; request any outstanding data and incorporate changes.	PaCSWG, Science Officer	Ongoing	8 weeks p.a.	0	Parties to provide new or outstanding data each year. Science Officer to issue reminders in June each year. Maximise use of existing data (could be suitable for <b>secondments</b> ).
2.2	Review and refine standardised queries and outputs for analysis and interpretation. Continue to improve data portal structure and queries.	Science Officer, Convenors, Vice Convenors, PaCSWG	Ongoing	12 weeks p.a.	0	
2.3	Accurately assess and update global population trends	PaCSWG Convenors, Science Officer and BirdLife International with other experts as required	Ongoing	3 weeks	5,000 (core)	May require further data portal updates. Consider alternative approaches as required. Review at AC12.
2.4	Update ACAP Species Assessments	Science Officer, PaCSWG leads	Ongoing	6 weeks p.a.	4,000 (core)	Costs for BirdLife to update maps. Prioritise a small group of species for urgent completion (starting with Priority Populations).

Topic/ Task		Responsible group	Time frame	Resources		Action detail/ comments
				Time	Funds (AUD)	
2.5	Translate updates to Species Assessments and ACAP guidelines into Spanish and French	Science Officer	Ongoing		<del>40,000</del> 13,000 (core)	
2.6	Identify priorities for monitoring of numbers, trends and demography	PaCSWG, Science Officer	Ongoing	2 weeks p.a.	0	Review and update priorities and reflect on progress against priorities and provide reports to each AC Meeting.
2.7	Review availability of albatross and petrel tracking/distribution data to ensure representativeness of species/age classes. Prioritise gaps and encourage studies to fill gaps.	PaCSWG, AC, Science Officer and BirdLife International	<del>2020</del> 2021	1 week p.a.	1,000 (core)	Review at AC12
2.8	Identify and review Priority Populations for conservation actions.	PaCSWG, Science Officer	Ongoing	1 week p.a.	0	Review at each AC Meeting
2.9	Review and prioritise the threats to breeding sites and identify gaps in knowledge.	PaCSWG, Science Officer	Ongoing	1 week p.a.	0	Annual updating of priorities by Parties, re-run prioritisation for AC12.
2.10	Review and update best-practice guidelines	PaCSWG, Science Officer	Ongoing	3 weeks p.a.	0	
2.11	Provide reports on activities to AC meetings	PaCSWG, Science Officer	As needed	12 weeks	0	

Topic/ Task	Responsible group	Time frame	Resources		Action detail/ comments	
			Time	Funds (AUD)		
<b>3. Seabird Bycatch</b>						
3.1	<p>Continue to implement the RFMO and CCAMLR engagement strategy for ACAP (<del>SBWG8 Doc 13</del>) (<a href="#">SBWG9 Doc 07 Rev 1</a>) and review at each SBWG meeting. Relevant Parties to engage and assist RFMOs and other relevant international bodies in assessing and minimising bycatch of albatrosses and petrels.</p> <p>Develop ACAP specific products on best practice bycatch data collection and reporting for presentation to RFMOs.</p> <p>Reformat ACAP RFMO Engagement Strategy document. Convert Table 1 into a more efficient format for reporting, with clearer actions.</p>	<p>Individual RFMO co-ordinators, Secretariat, SBWG and AC</p> <p><a href="#">Anton Wolfaardt, Igor Debski, Sebastián Jiménez, Secretariat, SBWG</a></p>	Ongoing	<p>a) 18 weeks p.a.</p> <p>b) 18 weeks p.a.</p> <p>c) 2 weeks p.a.</p>	<p>(a+b) 30,000 p.a. (core)</p> <p>3,000 (core)</p>	<p>a) Travel etc costs for attendance at selected RFMO meetings (less if Party can contribute directly)</p> <p>b) RFMO co-ordinator activities</p> <p>c) Review of process and recommend changes (SBWG)</p> <p>Includes development and dissemination of resources</p> <p><a href="#">Translation costs. These guidelines will also be relevant for national (Party) observer programmes</a></p>

Topic/ Task		Responsible group	Time frame	Resources		Action detail/ comments
				Time	Funds (AUD)	
3.2	Intersessional review of ACAP Best Practice Advice and Review documents for pelagic and demersal longline and trawl fishing gear	SBWG via leads – Pelagic LL: Jonathon Barrington, Sebastián Jimenéz  Demersal LL: Oli Yates, Anton Wolfaardt, Ed Melvin to help  Trawl: Amanda Kuepfer, Igor Debski	Ongoing			
3.3	Further development of mitigation advice for purse-seine fisheries  Formalisation of ACAP Advice document for the purse seine mitigation advice. This advice document will include introductory and explanatory text, and will be made available on the ACAP website  <a href="#">Finalise ACAP guidelines for removing entangled seabirds from nets (purse-seine and trawl)</a>	SBWG, via leads: Cristian Suazo, <del>Barry Baker</del> Joanna Alfaro (Jonathon Barrington to help)  <a href="#">Jonathon Barrington, Cristián Suazo, JP Seco Pon, Secretariat</a>	Ongoing	4 weeks	3,000 (core)	Using the toolbox approach. <a href="#">Costs for translation of advice document and guidelines, plus guidelines design.</a>

Topic/ Task		Responsible group	Time frame	Resources		Action detail/ comments
				Time	Funds (AUD)	
3.4	Continue to update Mitigation Fact Sheets using new simplified format in a phased approach: 1) <del>complete fact sheets for pelagic LL line weighting and hook shielding devices,</del> 2) line weighting safety practices 3) updated advice on bird scaring lines for pelagic and demersal LL, and 4) fact sheets dealing with ACAP Best Practice measures.	SBWG, BirdLife, Secretariat	2019-2024 2022	1 week per fact sheet	10,000 13,000 (core, for translation, and for new factsheets)	New fact sheet on improving safety when using branchline weighting (either as separate fact sheet or as part of line weighting fact sheet).  Opportunity of FAO funding with timeline.
3.5	Further <del>investigate the barriers and drivers in the</del> and pursue approaches to improve uptake of best practice seabird bycatch mitigation measures (e.g. <del>produce report on lessons from mitigation success stories in commercial fisheries, develop the flagship species approach to raise the profile of seabird bycatch, bycatch mitigation and other conservation measures in fisheries in high risk areas/ for high priority populations).</del>  Develop communication strategy and products to: <ul style="list-style-type: none"> <li>▪ Reinvigorate advice</li> <li>▪ Communicate with different audiences (e.g. presentations, videos, other multi-</li> </ul>	SBWG, PaCSWG Secretariat	2019-2024 2022			Aimed to help inform the development of future strategies for engagement with fishing fleets.  Scope of work dependent on outputs of investigation into drivers and barriers.  <b>Media secondment</b>  Note cross-over with PaCSWG, communication is important for these matters as well

Topic/ Task		Responsible group	Time frame	Resources		Action detail/ comments
				Time	Funds (AUD)	
	<p>media) to include success stories and information aimed at overcoming impediments to implementation</p> <p>Model bycatch threat to seabird populations to communicate the extinction risk to ACAP Species.</p> <p>Engage with certification schemes, by:</p> <ul style="list-style-type: none"> <li>▪ Contributing to reviews of standards on bycatch considerations to encourage these to be informed by ACAP advice.</li> <li>▪ Providing information to Parties and others to enable comment on individual fisheries assessments</li> </ul>	Secretariat, SBWG			<p>5,000 (core) for a <b>secondee/contractee</b> to lead the process</p> <p>5,000<sup>2</sup> (core) for a <b>secondee/contractee</b> to lead the process</p>	<p>How to make advice more user-friendly to fisheries managers and policy makers to enhance use.</p> <p>Will require resources (possible <b>secondment/small grant</b> opportunity)</p> <p>ACAP should respond to relevant opportunities. Secretariat to find a suitable <b>secondee</b> or place a contract to lead the process, working with known experts in this area. A sub-group of SBWG would also be consulted/provide guidance to the lead person.</p> <p>ACAP Secretariat to ask fishery certification schemes to notify it of new applications and to then pass on notifications as information to relevant ACAP Parties and/or SBWG members.</p>

Topic/ Task		Responsible group	Time frame	Resources		Action detail/ comments
				Time	Funds (AUD)	
3.6	Recommend priority actions to advance implementation of line weighting in pelagic longline fisheries. Extend fly-back safety studies to consider hook tear-outs and 80-g weight if practicable. Make available and disseminate ACAP advice on improving safety when hauling branchlines during pelagic longline operations. [BPA doc completed, now being picked up in Task 3.4 (Mitigation Facts Sheets)].	SBWG	Ongoing			Will be informed by output of research underway in 2017, the results of which will be reported to SBWG9.  Note studies done with 40, 45 and 60g, not presently feasible to test 80g.
3.7	Development of bycatch indicators and associated data, methodological approaches and reporting required	SBWG, Secretariat	2019-2021 2022	20 weeks	10,000 (core)	<del>Possibility for continued secondments to build capacity.</del> Need for contract support as this is a key element of work (0.25 FTE?)
3.8	Review and update the prioritisation framework for at-sea threats	SBWG	<del>2020</del> 2021 (for MoP7)	1 week	5,000 (core)	Analysis and update of data relating to threats and mitigation. Possible workshop. This might be best as a two step-approach: i) update for MoP7 and ii) revise the framework for future use, taking account of risk assessment initiatives recently completed or currently underway.

Topic/ Task		Responsible group	Time frame	Resources		Action detail/ comments
				Time	Funds (AUD)	
3.9	Further development/update of best practice advice for mitigation in artisanal, small scale and recreational fisheries, including research for these fisheries. Make advice (toolboxes) available on ACAP website and facilitate dissemination of advice.	SBWG, Lead: Jeff Mangel	Ongoing		Ø 2,000 (core, for translation)	Continued development of the toolbox to provide advice on mitigation options available for artisanal and small-scale fisheries. Good opportunity for <b>secondment</b> .  Before posting on website, include introductory text explaining the context, purpose and use of the advice.
3.10	Further development of best practice advice for mitigation in gillnet fisheries.	SBWG	Ongoing	2 weeks	0	Through liaison with external initiatives. <i>It is anticipated that the first step of this process will be a comprehensive literature review of all gillnet mitigation research across taxa to be compiled for the next meeting, and that ACAP Parties contribute towards this work, as appropriate.</i>
3.11	Further development of best practice guidelines in the use of Electronic Monitoring for the assessment and monitoring of seabird bycatch	SBWG Leads: <del>Nathan Walker and Jonathon Barrington</del> <i>Eric Gilman</i>	2019-2021 <i>2022</i>			<del>Will hopefully be completed in the triennium ending 2018 in 2020.</del> <i>Will be a useful input to Task 3.1 (RFMO Engagement).</i>
3.12	Evaluate the factors that drive or limit success of NPOA-Seabirds in reducing the bycatch of seabirds	SBWG	2019-2021 <i>2022</i>	20 weeks	0	<del>Will be taken forward by the work being undertaken by Barry Baker and BirdLife. Outcomes should be presented to SBWG9, and will inform future actions for this triennium.</del>

Topic/ Task		Responsible group	Time frame	Resources		Action detail/ comments
				Time	Funds (AUD)	
3.13	Help facilitate and support collaborative seabird impact and risk assessments at various scales	SBWG	2019-2024 2022			Encourage and help facilitate and support collaborative efforts to undertake seabird bycatch risk and impact assessments, including building capacity to undertake assessments – <b>secondment opportunity</b> .  A number of initiatives currently underway. Progress <del>will be</del> reported at SBWG9, and will inform further actions.
3.14	Maintain bibliography of relevant bycatch information.	BirdLife/SBWG Science Officer	Ongoing	1 week p.a.	0	Includes both published and unpublished literature.  Replace working papers with published papers where possible. Submission of information from Parties and others encouraged. Refer and link to BMIS and other online bycatch databases.
3.15	Prepare review of knowledge on deliberate take/killing of ACAP species at sea	SBWG Leads: Barry Baker and Joanna Alfaro	2019-2021			<del>Possible actions dependent on outcome of investigation planned for 2017-2018.</del>
3.16	Prepare a review of available information on the nature and extent of seabird bycatch associated with floated demersal longlines, and ways to increase the sink rate of this gear	SBWG intersessional group. Lead: Anton Wolfaardt	2019-2020 2021			Possible <b>secondment</b>

Topic/ Task	Responsible group	Time frame	Resources		Action detail/ comments	
			Time	Funds (AUD)		
<b>4. Capacity building, New Parties, Organisation of Work</b>						
4.1	Provide assistance and capacity building to facilitate drafting and implementation of NPOA-Seabirds	AC, Parties and BirdLife to consider	Ongoing	10 weeks	0	Capacity building in accordance with the needs identified by interested Parties in order to encourage implementation, particularly in Ecuador, France, Peru, South Africa, (Angola, Namibia, Mozambique, Madagascar), Tristan da Cunha (UK), and EC external fisheries
4.2	Continue to develop and implement the strategy for adding further Parties, and engaging with States not Party to ACAP	AC, Parties	Ongoing		0	Initial work carried out at AC7, further work intersessionally, work with lead Parties and Secretariat as needed.
4.3	Consider Working Group structure and function, including role and participation of members and experts	WGs, AC	Ongoing		0	
4.4	Populate and measure capacity building indicators	Argentina, Australia, Brazil, New Zealand, UK	Ongoing		0	

Topic/ Task	Responsible group	Time frame	Resources		Action detail/ comments	
			Time	Funds (AUD)		
<b>5. Indicators, priorities, reviews and collective conservation action</b>						
5.1	Review data inputs to breeding sites and at-sea prioritisation frameworks agreed at MoP4, revise conservation priorities and identify actions required to address these priority threats.	WG Convenors and WGs	2020-2021	4 weeks	?	
5.2	Review existing Action Plans (for National Plans, when asked by relevant Party), and advise on new Action Plans for ACAP species and Priority Populations	PaCSWG, SBWG, TWG, AC, Parties	Ongoing	16 weeks	0	Intersessional group on Priority Populations to respond to requests by Parties e.g. the implementation of the Waved Albatross <i>P. irrorata</i> Action Plan.
5.3	Review, refine and standardise criteria to include new species on Annex 1.	PaCSWG, SBWG, TWG, Science Officer	Ongoing	1 week	0	Develop delisting criteria. Update scores as needed.
5.4	Review and update any publications not already specified in the Work Programme	PaCSWG, SBWG, TWG, Secretariat	Ongoing	4 weeks	0	If Seabird Bycatch ID guide not updated by the end of 2018, it will be a high priority for this triennium. Core funds of 20,000 AUD proposed (see 5.15 of 2016-2018 WP).
5.5	Implement system of indicators for the success of the ACAP Agreement	Parties, Secretariat, BirdLife and AC	Ongoing	1 week p.a.	0	
5.6	Review ACAP performance indicators	PaCSWG, SBWG Convenors, Science Officer and BirdLife International	2020-2021	3 weeks	0	

Topic/ Task		Responsible group	Time frame	Resources		Action detail/ comments
				Time	Funds (AUD)	
5.7	Manage database of relevant scientific literature	Secretariat	Ongoing	2 weeks p.a.	0	
5.8	Manage directory of relevant legislation	Secretariat	Ongoing	1 week p.a.	0	Parties to supply further information, as available
5.9	Manage a list of authorities, research centres, scientists and non-governmental organisations relevant to ACAP	Secretariat	Ongoing	2 days p.a.	0	Parties and AC to supply further information, as available
5.10	Review information and drafts of triennial implementation report.	Advisory Committee, Secretariat	<del>2020</del> 2021		0	In accordance with Article IX 6 (d) of the Agreement
5.11	Continue to update analysis of overlaps of distributions, and interactions, of albatrosses and petrels with fisheries and bycatch information to aid prioritisation and targeting of actions to reduce the risk of fishing operations to ACAP species in waters subject to national jurisdiction and those managed by RFMOs.	SBWG, PaCSWG and Parties	Ongoing	16 weeks	10,000 (core) 10,000 (grant)	Assess any capacity building requirements to facilitate regional coordination to better assess bycatch.  Increase focus on ACAP Priority Populations and high-risk bycatch areas.
5.12	Support for World Albatross Day	Secretariat, PaCSWG, SBWG	2021		3,000 (core)	Developing, producing and distributing WAD2021 materials e.g. logo, posters, brochure
<b>6. Management of AC work, secretariat oversight and liaison, and interaction of ACAP bodies</b>						
6.1	Consider and advise on budget matters as needed	AC	Ongoing	2 weeks p.a.	0	Short-term advice provided by the AC Chair

Topic/ Task		Responsible group	Time frame	Resources		Action detail/ comments
				Time	Funds (AUD)	
6.2	Consider and advise on Staff matters as needed	AC	Ongoing	1 week p.a.	0	Short-term advice provided by the AC Chair
6.3	Oversee, advise and guide Secretariat in relation to database, web portal	Convenors, Chair and Vice-chair	Ongoing	6 weeks p.a.	0	
6.4	Manage work of Advisory Committee	Chair, Vice-chair and Convenors	Ongoing	18 weeks p.a.	0	

**AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS**

**Resolution 6.10**

**Secretariat Work Programme 2019 – 2022**

Adopted intersessionally by the Sixth Meeting of the Parties  
15 May 2021

---

*Recalling* Article VIII(11)(c) of the Agreement, which required that the first Session of the Meeting of the Parties establish the Secretariat to perform the functions listed in Article X of the Agreement;

*Further recalling* that Article X of the Agreement notes that a function of the Secretariat shall be to execute the decisions addressed to it by the Meeting of the Parties;

*Further recalling* Resolution 1.1, on the Secretariat of ACAP, which established an Interim Secretariat pending the negotiation of a Headquarters Agreement with the Government of Australia;

*Noting* that the Headquarters Agreement entered into force in 2 December 2008 and that the Secretariat is thereby established;

**The Meeting of the Parties to the Agreement on the Conservation of Albatrosses and Petrels**

**Decides:**

to approve the Secretariat Work Programme in Appendix A.

## APPENDIX A. SECRETARIAT WORK PROGRAMME 2019 – 2022

The Work Programme was adopted by MoP6 and amended by AC11. Actions that have been completed or are no longer relevant are crossed out. New actions identified intersessionally by the SBWG, PaCSWG, TWG, Advisory Committee and the Secretariat following AC11 are highlighted in blue text.

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
<b>1</b>	<b>SUPPORT FOR MoP, AC &amp; WG MEETINGS</b>			<b>AC11 + WGs</b>		<b>AC12 + WGs*</b>		<b>MoP7*</b>		<b>AC12 + WGs + MoP7</b>		
1.1	Undertake meeting arrangements.	Article X.a										
	▪ selection of venue		Exec Secretary	3	3,500	3	3,500	3	3,500	6	0	Travel costs
	▪ organise contracts, venue/equipment		Exec Secretary	5		5		5		10		
	▪ liaison with host government		Exec Secretary	2		2		2		4		
1.2	Preparation of meeting papers	Article X.a										Within 60 days of meeting
	▪ writing of meeting documents		Exec Secretary, Sci Officer, Tech Advisor	35		35		35		70		
	▪ co-ordination of meeting documents		Exec Secretary, Sci Officer	10		10		5		15		
	▪ drafting of implementation report		Exec Secretary			5		5		10		
	▪ drafting of implementation report		Sci Officer			15		5		20		
1.3	Support the attendance of sponsored experts and delegates	Article VII 5	Exec Secretary	10		10		5		15		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)										Within 30 days of meeting
	▪ coordination with service provider		Exec Secretary, Sci Officer	5		5		5		10		

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)							
	▪ posting of documents		Sci Officer	5		5		3		8		
1.5	Support & operation of meetings	Article X.a										
	▪ travel for meetings		Exec Secretary, Sci Officer	8	6,000	8	6,000	8	6,000	16	15,500	4 days per meeting, airfares x 2
	▪ travel for meetings		Contract x 1	4	3,000	4	3,000	4	3,000	8	8,000	Airfares
	▪ attendance at meeting		Exec Secretary, Sci Officer	32	7,500	32	7,500	16	4,000	48	12,000	Accommodation and allowances x 2
	▪ attendance at meeting		Contract x 1	12	7,000	12	7,000	6	4,000	18	11,500	Contract costs, accommodation
1.6	Prepare meeting report and distribute to all Parties	Article X.a	Exec Secretary, Sci Officer	10		10		10		20		
<b>2</b>	<b>MANAGEMENT OF SECRETARIAT</b>											
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		15		
	▪ preparation of invoices and receipts		Exec Secretary	4		4		4		4		
	▪ preparation of financial statements		Exec Secretary	4		4		4		4		
	▪ maintain advance & assets registers		Exec Secretary	1		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		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		Info Officer	90		90		90		90		

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)							
	▪ maintain/update website links and publications		Sci & Info Officers	5		5		5		5		
	▪ management of ACAP Facebook page		Info Officer	5		5		5		5		
	▪ preparation of scientific material		Sci Officer	10		10		10		10		
2.4	Update and maintain the ACAP website	Article X.h	Sci Officer & Contract	20	8,000	20	8,000	20	8,000	20	8,100	
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)	Exec Secretary, Sci Officer			20				20		
2.6	Prepare a report on Secretariat activities for AC and MoP meetings	Article X f)	Exec Secretary	2		2		2		4		
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		5		
<b>3</b>	<b>FACILITATE THE WORK OF THE ADVISORY COMMITTEE</b>											
3.1	Assist the Chair of the Advisory Committee as required to facilitate the work of the Advisory Committee	Article X k)	Exec Secretary	25		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			2		1		3		
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)										

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)							
	<ul style="list-style-type: none"> <li>Consider gaps in population, tracking, breeding site management, threats and regulatory protection data submitted to ACAP; request any outstanding data and incorporate changes</li> </ul>	AC WP Task 2.1	Sci Officer	25		25		25		25		
	<ul style="list-style-type: none"> <li>Review and refine standardised queries and outputs for analysis and interpretation. Continue to improve data portal structure and queries</li> </ul>	AC WP Task 2.2	Sci Officer & Contract	25	5,000	25	5,000	25	5,000	25	5,000	Consultant database programmer/developer
	<ul style="list-style-type: none"> <li>Assess and update global population trends</li> </ul>	AC WP Task 2.3	Sci Officer	10		10		10		10		
	<ul style="list-style-type: none"> <li>Update ACAP Species Assessments</li> </ul>	AC WP Task 2.4	Sci Officer	30		30		30	4,000	30	4,000	Cost for map updates
	<ul style="list-style-type: none"> <li>Translate updates to Species Assessments and ACAP guidelines into Spanish and French</li> </ul>	AC WP Task 2.5	Sci Officer & Contract	3	3,000	3	3,000	3	3,000	3	3,000	
	<ul style="list-style-type: none"> <li>Identify priorities for monitoring of numbers, trends and demography</li> </ul>	AC WP Task 2.6	Sci Officer	5		5		5		5		
	<ul style="list-style-type: none"> <li>Review availability of albatross and petrel tracking/distribution data to ensure representativeness of species/age classes. Prioritise gaps and encourage studies to fill gaps</li> </ul>	AC WP Task 2.7	Sci Officer			5	1,000			5	1,000	
	<ul style="list-style-type: none"> <li>Identify and review Priority Populations for conservation actions</li> </ul>	AC WP Task 2.8	Sci Officer	5		5		5		5		
	<ul style="list-style-type: none"> <li>Review and prioritise the threats to breeding sites and identify gaps in knowledge</li> </ul>	AC WP Task 2.9	Sci Officer	5		5		5		5		
	<ul style="list-style-type: none"> <li>Review and update best-practice guidelines</li> </ul>	AC WP Task 2.10	Sci Officer	10		10		10		10		
	<ul style="list-style-type: none"> <li>Provide reports on activities to AC meetings</li> </ul>	AC WP Task 2.11	Sci Officer	30		30				30		

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)							
3.4	Assist the Convenor of the Seabird Bycatch Working Group as required to facilitate the work of the Group	Article X k)										
	<ul style="list-style-type: none"> <li>Continue to implement the RFMO and CCAMLR engagement strategy for ACAP (SBWG9 Doc 07 Rev 1) and review at each SBWG meeting. Relevant Parties to engage and assist RFMOs and other relevant international bodies in assessing and minimising bycatch of albatrosses and petrels. Develop ACAP specific products on best practice bycatch data collection and reporting for presentation to RFMOs.</li> </ul>	AC WP Task 3.1	Exec Secretary, Tech Advisor	70	30,000	70	30,000	70	30,000	70	30,000 + 3,000	Attend all relevant meetings as per RFMO Interaction Plan. Translation costs.
	<ul style="list-style-type: none"> <li>Continue to update Mitigation Fact Sheets using new simplified format in a phased approach: 1) complete fact sheets for pelagic LL line weighting and hook shielding devices, 2) line weighting safety practices 3) updated advice on bird scaring lines for pelagic and demersal LL, and 4) fact sheets dealing with ACAP Best Practice measures.</li> </ul>	AC WP Task 3.4	Sci Officer, Exec Secretary				10,000				13,000	New fact sheet on improving safety when using branchline weighting (either as separate fact sheet or as part of line weighting fact sheet). Opportunity of FAO funding with timeline.
	<ul style="list-style-type: none"> <li>Further pursue approaches to improve Investigate the barriers and drivers in the uptake of best practice seabird bycatch mitigation measures (e.g. produce report on lessons from mitigation success stories in commercial fisheries, develop the flagship species approach to raise the profile of seabird bycatch, bycatch mitigation and other conservation measures in fisheries in high risk areas/ for high priority populations). Develop communication strategy and products to:</li> </ul>	AC WP Task 3.5	Sci Officer, Exec Secretary	10						10	5,000	Communication strategy: Media secondment/

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)							
	<ul style="list-style-type: none"> <li>Reinvigorate advice</li> <li>Communicate with different audiences (e.g. presentations, videos, other multi-media) to include success stories and information aimed at overcoming impediments to implementation</li> </ul> <p>Model bycatch threat to seabird populations to communicate the extinction risk to ACAP Species.</p> <p>Engage with certification schemes, by:</p> <ul style="list-style-type: none"> <li>Contributing to reviews of standards on bycatch considerations to encourage these to be informed by ACAP advice.</li> <li>Providing information to Parties and others to enable comment on individual fisheries assessments</li> </ul>									5,000	<p><a href="#">contract</a> to lead the process</p> <p><u>Certification schemes:</u></p> <p>Secretariat to find a suitable <b>seconded</b> or contract to lead the process, working with known experts.</p> <p>Secretariat to ask fishery certification schemes to notify it of new applications and to then pass on notifications to relevant ACAP Parties and/or SBWG members.</p>	
	<ul style="list-style-type: none"> <li>Development of bycatch indicators and associated data, methodological approaches and reporting required</li> </ul>	AC WP Task 3.7	Sci Officer	20		20		20	10,000	20	10,000	Need for contract support as this is a key element of work (0.25 FTE?)
	<ul style="list-style-type: none"> <li>Maintain bibliography of relevant bycatch information</li> </ul>	AC WP Task 3.14	Sci Officer	5		5		5		5		
3.5	Assist the Convenor of the Taxonomy WG as required to facilitate the work of the Group	Article X k)										
	<ul style="list-style-type: none"> <li>Continue the establishment of a morphometric and plumage database</li> </ul>	AC WP Task 1.2	Sci Officer	1		1		1		1		

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)							
3.6	Review, refine and standardise criteria to include new species on Annex 1	AC WP Task 5.3	Sci Officer	3		3		3		3		
3.7	Review and update any publications not already specified in the Work Programme	AC WP Task 5.4	Sci Officer	5		5		5		5		
3.8	Implement system of indicators for the success of the ACAP Agreement	AC WP Task 5.5	Sci Officer	5		2		2		2		
3.9	Review ACAP performance indicators	AC WP Task 5.6	Sci Officer			5		5		5		
3.10	Manage database of relevant scientific literature	AC WP Task 5.7	Sci Officer	10		10		10		10		
3.11	Manage directory of relevant legislation	AC WP Task 5.8	Sci Officer	1		1		1		1		Parties to supply further information as available
3.12	Manage a list of authorities, research centres, scientists and non-government organisations relevant to ACAP	AC WP Task 5.9	Sci & Info Officers	2		2		2		2		Parties to supply further information as available
3.13	Support for World Albatross Day	AC WP Task 5.12	Sci & Info Officers						3,000			Developing, producing and distributing WAD 2021 material
<b>4</b>	<b>IMPLEMENTATION OF THE AGREEMENT</b>											
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	Sci Officer, Exec Secretary	5		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		15		

Task No.	Topic/Task	Mandate	Officer	2019		2020		2021		2022		Action/Details
				Time (days)	Funds (AUD)							
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	10,000	15	10,000	15	10,000	15	10,000	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	15,000	10	15,000	10	15,000	10	15,000	Airfares, accommodation, allowances
4.5	Facilitate the accession of non-Party Range States to the Agreement	Article X d), k)	Exec Secretary	5		5		5		5		Work with lead Parties and other Parties as needed.
4.6	Assist with the compilation of the triennial implementation report.	Article IX 6 (d)	Exec Sec, Sci Officer			10		10		10		
<b>5</b>	<b>CAPACITY BUILDING</b>											
5.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV (2)	Exec Sec, Sci Officer	20		20		20		20		
5.2	Support secondments programme to aid capacity building	MoP2	Exec Secretary, Sci Officer	10		10		10		10		Airfares, accomm, allowances for secondees

\* AC12 postponed to second half of 2021 and MoP7 postponed to May 2022. Meeting costs carried over to 2022.

### **ANNEX 3. RESOLUTION 6.11 AUTHORITY FOR SECRETARIAT TO ENTER INTO ARRANGEMENTS WITH RELEVANT INTERNATIONAL AND NATIONAL ORGANISATIONS AND INSTITUTIONS**

---

#### **AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS**

##### **Resolution 6.11**

#### **Authority for Secretariat to enter into arrangements with relevant international and national organisations and institutions**

Adopted intersessionally by the Sixth Meeting of the Parties  
15 May 2021

---

*Recalling* that Article X(d) of the Agreement calls upon the Secretariat to, *inter alia*, liaise with international and national organisations and institutions whose activities are directly or indirectly relevant to the conservation, including the protection and management, of albatrosses and petrels;

*Aware* that Article XI(1) of the Agreement calls upon Parties to, *inter alia*, promote the objectives of this Agreement and develop and maintain coordinated and complementary working relationships with all relevant international, regional and sub-regional bodies, including those concerned with the conservation and management of seabirds and their habitats and other marine living resources;

*Further recalling* that Article XI(3) authorises the Secretariat to enter into arrangements, with the approval of the Meeting of Parties, with other organisations and institutions as may be appropriate;

#### **The Meeting of the Parties to the Agreement on the Conservation of Albatrosses and Petrels**

##### **Decides that:**

##### *New arrangements*

1. The Meeting of the Parties may direct the Secretariat to establish arrangements concerning matters of common interest between this Agreement and international and national organisations and institutions whose activities are directly or indirectly relevant to the conservation, including the protection and management, of albatrosses and petrels.
2. The Secretariat will use the template set out in **Annex A** to this resolution as the basis for negotiation of an arrangement with the organisation or institution.
3. The Secretariat will seek the approval of the Meeting of the Parties concerning any substantive derogation from the template that is more than merely editorial.

*Existing arrangements*

4. The Secretariat may renew or amend existing arrangements concerning matters of common interest between this Agreement and those international and national organisations and institutions listed in **Annex B**.
5. The Secretariat will seek the approval of the Meeting of the Parties concerning any proposed amendment of a substantive nature to an existing arrangement.
6. The Secretariat will seek the approval of Meeting of the Parties concerning the termination of an existing arrangement.

## ANNEX A

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**THE [SECRETARIAT OF ORGANISATION/INSTITUTION]**  
**and**  
**THE SECRETARIAT FOR THE AGREEMENT ON THE CONSERVATION**  
**OF ALBATROSSES AND PETRELS**

The [Secretariat of Organisation] ([Organisation]) and the Secretariat for the Agreement on the Conservation of Albatrosses and Petrels (ACAP Secretariat), hereafter 'the Participants';

**ACKNOWLEDGING** that the *Agreement on the Conservation of Albatrosses and Petrels* (hereafter ACAP), developed under the auspices of the *Convention on the Conservation of Migratory Species of Wild Animals*, is a multilateral agreement that seeks to achieve and maintain a favourable conservation status for albatrosses and petrels by coordinating international activity to mitigate known threats to albatross and petrel populations;

**NOTING** that Article X(d) of ACAP authorises the ACAP Secretariat to liaise with non-Party Range States and regional economic integration organisations and 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, including the protection and management, of albatrosses and petrels;

**NOTING FURTHER** that Article XI of ACAP authorises the ACAP Secretariat to consult and cooperate, where appropriate, with the secretariats of other relevant conventions and international instruments concerning matters of common interest, and to enter into arrangements, with the approval of the Meeting of Parties, with other organisations and institutions, as may be appropriate, and to consult and cooperate with such organisations and institutions in exchanging information and data;

**ACKNOWLEDGING** that the objective of [Organisation] is [...];

**ACKNOWLEDGING FURTHER** that [Organisation] [...];

**CONSCIOUS** that some members of [Organisation] are Parties to ACAP;

**NOTING** that Article [...] of the [Convention] calls upon the [Secretariat of Organisation] to make suitable arrangements for consultation, cooperation and collaboration with other relevant organisations;

**RECOGNISING** that the achievement of the objectives of [Organisation] and ACAP will benefit from cooperation, with a view to strengthening the conservation measures adopted concerning albatrosses and petrels;

**DESIRING** to put into place arrangements and procedures to promote cooperation to enhance the conservation of albatrosses and petrels;

**Have reached the following understandings:**

## **OBJECTIVE**

The objective of this Memorandum of Understanding (MoU) is to facilitate cooperation between the Participants with a view to supporting efforts to minimise the incidental bycatch of albatrosses and petrels listed in Annex 1 of ACAP within [Organisation's] Convention Area.

## **AREAS OF COOPERATION**

The Participants may consult, cooperate and collaborate with each other on areas of common interest that are directly or indirectly relevant to the conservation, including the protection and management, of albatrosses and petrels, including:

- a) development of systems for collecting and analysing data, and exchanging information concerning the bycatch of albatrosses and petrels in [Organisation's] Convention Area;
- b) exchange of information regarding management approaches relevant to the conservation of albatrosses and petrels;
- c) implementation of education and awareness programs for fishers who operate in areas where albatrosses and petrels may be encountered;
- d) design, testing and implementation of albatross and petrel bycatch mitigation measures relevant to fishing operations in [Organisation's] Convention Area;
- e) development of training programs on conservation techniques and measures to mitigate threats affecting albatrosses and petrels;
- f) exchange of expertise, techniques and knowledge relevant to the conservation of albatrosses and petrels in [Organisation's] Convention Area; and
- g) reciprocal participation with observer status at the relevant meetings of ACAP and [Organisation].

## **TERMS AND DURATION**

This MoU is not legally binding.

This MoU will come into effect on the date of the last signature.

The Participants may mutually agree to review or amend this MoU at any time.

A Participant may unilaterally terminate this MoU by providing six (6) months written notice to the other Participant.

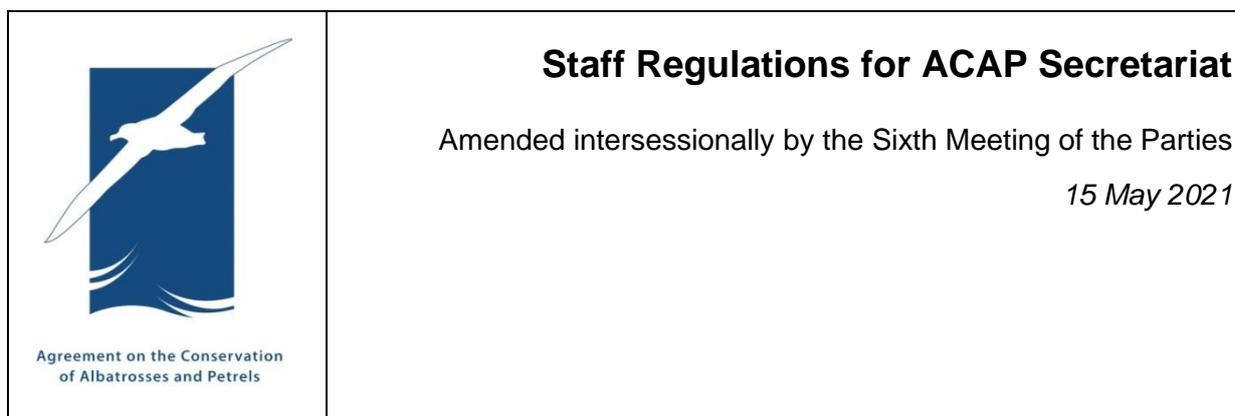
<p>For the [Secretariat of Organisation] ([Organisation])</p> <p>Date:            /            /20...</p> <p>(signature)</p> <p>[Name] Chair/Executive Secretary [Organisation]</p>	<p>For the Secretariat for the Agreement on the Conservation of Albatrosses and Petrels (ACAP Secretariat)</p> <p>Date:            /            /20...</p> <p>(signature)</p> <p>[Name] Executive Secretary ACAP Secretariat</p>
---	--

## ANNEX B

### INTERNATIONAL AND NATIONAL ORGANISATIONS AND INSTITUTIONS

International organisations	Commission for the Conservation of Antarctic Marine Living Resources ( <b>CCAMLR</b> ) Commission for the Conservation of Southern Bluefin Tuna ( <b>CCSBT</b> ) Indian Ocean Tuna Commission ( <b>IOTC</b> ) Inter-American Convention for the Protection and Conservation of Sea Turtles ( <b>IAC</b> ) Inter-American Tropical Tuna Commission ( <b>IATTC</b> ) International Commission for the Conservation of Atlantic Tunas ( <b>ICCAT</b> ) South-East Atlantic Fisheries Organisation ( <b>SEAFO</b> ) Southern Indian Ocean Fisheries Agreement ( <b>SIOFA</b> ) South Pacific Regional Fisheries Management Organisation ( <b>SPRFMO</b> ) Western and Central Pacific Fisheries Commission ( <b>WCPFC</b> )
National organisations	Department of Economic Development, Tourism and Arts ( <b>DEDTA</b> ), now Department of State Growth ( <b>DSG</b> ), Tasmania, Australia
Institutions	Karen C. Drayer Wildlife Health Centre, School of Veterinary Medicine ( <b>UC Davies</b> ), USA

## ANNEX 4. STAFF REGULATIONS FOR ACAP SECRETARIAT



### AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS SECRETARIAT STAFF REGULATIONS

#### REGULATION 1 – PREAMBLE

These staff regulations establish the fundamental principles of employment, regulate the working relationships and establish the rights and duties of staff members of the Secretariat for the Agreement on the Conservation of Albatrosses and Petrels (the Secretariat), which includes the staff members who render their services in and receive remuneration from the Secretariat.

#### REGULATION 2 – DUTIES, OBLIGATIONS AND PRIVILEGES

- 2.1 Staff members, upon accepting their appointments, shall pledge themselves to discharge their duties faithfully and to conduct themselves solely with the interests of the Secretariat in mind. Their responsibilities as staff members are not national but are exclusively owed to achieving the functions of the Secretariat.
- 2.2 Staff members shall at all times conduct themselves in a manner in keeping with the functions of the Secretariat. They shall always bear in mind the loyalty, discretion and tact imposed on them by their responsibilities in the performance of their duties. They shall avoid all actions, statements or public activities which might be detrimental to the Secretariat and its aims.
- 2.3 Staff members are not required to renounce either their national feelings or their political or religious convictions, but must ensure that such views or convictions do not adversely affect their official duties or the interests of the Secretariat. Staff members shall uphold the highest standards of efficiency, competence, and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty, and truthfulness in all matters affecting their work and status.
- 2.4 In the performance of their duties, staff members shall only accept instructions from the Meeting of the Parties, bodies created by it, or the Executive Secretary.
- 2.5 Staff members shall observe maximum discretion regarding official matters and shall abstain from making private use of information they possess by reason of their position.

Authorisation for the release of information for official purposes shall lie with the Meeting of the Parties or the Executive Secretary, as the case may require.

- 2.6 Staff members shall, in general, have no employment other than with the Secretariat. In special cases, staff members may accept other employment, provided that it does not interfere with their duties in the Secretariat, and that prior authorisation by the Executive Secretary has been obtained. The Meeting of the Parties prior authorisation shall be obtained in respect of the Executive Secretary.
- 2.7 No staff member may be associated with a business, industry or other enterprise, or have a financial interest therein if, as a result of the official position held in the Secretariat, they may benefit from such association or interest. Ownership of non-controlling stock in a company shall not be considered to constitute a financial interest within the meaning of this Regulation.
- 2.8 Staff members shall enjoy the privileges and immunities as referred to under the Headquarters Agreement for the Secretariat.

### REGULATION 3 - HOURS OF WORK

- 3.1 The normal working day shall be eight hours, Monday to Friday, for a total of forty hours per week. These hours do not include breaks for meals.
- 3.2 The Executive Secretary shall establish the working hours, and may alter them for the benefit of the Secretariat, as circumstances may require.

### REGULATION 4 - CLASSIFICATION OF STAFF

- 4.1 Staff members shall be classified as follows:

(a) Executive Secretary

This post will be filled by a person possessing appropriate qualifications and experience for the position. The Executive Secretary shall be recruited internationally only from among nationals of Parties.

(b) General Staff

This category shall include all other staff, including technical, scientific, administrative and auxiliary positions. Such staff members shall be recruited only from among nationals of Parties.

- 4.2 Persons employed under Regulation 12 shall not be classified as staff members.

### REGULATION 5 - SALARIES AND OTHER REMUNERATION

- 5.1 The salary scale for the Executive Secretary shall approximate SES 2 classification of the Tasmanian Public Service. The salary of the Executive Secretary shall be the amount agreed in the tri-ennial Agreement budget and shall be paid in Australian dollars. All associated allowances for the Executive Secretary shall be in accordance with the Senior Executive Service (SES) category of the Tasmanian Public Service. A motor vehicle to the value of AUD 45,000 shall be provided for the use of the Executive Secretary.
- 5.2 The salary scale for the general staff shall be those used for Professional Officers in the Tasmanian Public Service, noting that these figures may be revised from time to time by the Tasmanian Public Service. The Level of appointment for general staff shall be determined by the Executive Secretary. All allowances for each general staff

members shall be in accordance with the appropriate category of the Tasmanian Public Service. The salaries of general staff members shall be paid in Australian dollars.

- 5.3 The salaries of staff members shall normally begin at Step 1 of the Level at which they are appointed. However, under exceptional circumstances:
- (a) general staff may be appointed at a higher salary Step at the discretion of the Executive Secretary,
  - (b) the Executive Secretary may be appointed at a higher salary Step upon the approval of the Meeting of the Parties.

All staff shall remain at the Step at which they are appointed for at least the first year of employment.

- 5.4 Staff members shall receive annual step increases, subject to satisfactory performance of their duties. Step increases shall cease once the staff member has reached the highest step in the Level in which they are serving. Performance shall be assessed annually against a competency framework. Performance by the Executive Secretary shall be assessed by the Chair of the Advisory Committee.
- 5.5 The promotion of the Executive Secretary and other staff members from one Level to another shall require the prior approval of the Meeting of the Parties.
- 5.6 The Executive Secretary is not entitled to overtime pay or compensatory leave.
- 5.7 General staff members required to work more than 40 hours during one week will be compensated with compensatory leave equivalent to hours of overtime performed. Where the Executive Secretary deems it is appropriate for the efficient operation of the Secretariat, compensation may be paid by remuneration per overtime hour, to be calculated at the rate of time and a half, or if the additional time is worked on a Sunday, or on holidays listed in Regulation 7.8, at the rate of double time.
- 5.8 Expenses incurred by Secretariat staff in the performance of their duties shall be paid from the General Fund within the limits prescribed annually in the budget. The approval of the Executive Secretary is required before such expenses are incurred.

## REGULATION 6 - RECRUITMENT AND APPOINTMENT

- 6.1 Recruitment of the Executive Secretary and support staff shall be in accordance with the procedures set out in Annex A of these Regulations. The Meeting of the Parties shall establish the remuneration and such other entitlements as it deems appropriate for the Secretariat's staff. The Executive Secretary's term of office shall be for four years unless otherwise decided by the Meeting of the Parties, subject to a satisfactory performance evaluation to be conducted by the Chair of the Advisory Committee at the end of the first year of employment. The Executive Secretary shall be eligible for reappointment for one additional term. The total length of employment may not exceed eight years.
- 6.2 The Executive Secretary shall appoint (in accordance with Annex A of these Regulations), direct and supervise other staff members.
- 6.3 Upon selection, each staff member shall receive an offer of appointment stating:
- (c) that the appointment is subject to these regulations and to changes which may be made to them from time to time;
  - (d) the nature of the appointment including a description of the duties of the position;

- (e) the date on which the staff member is required to commence duty;
- (f) the period of appointment, the notice required to terminate it and the period of probation;
- (g) for the Executive Secretary, the period of appointment, which shall not exceed four years, and which may be renewed once in consultation with the Meeting of the Parties;
- (h) the category, Level, commencing rate of salary and the scale of step increases and the maximum salary attainable;
- (i) the allowances attached to the appointment;
- (j) any special terms and conditions which may be applicable.

6.4 Together with the offer of appointment, staff members shall be provided with a copy of these Regulations. Upon acceptance of the offer staff members shall state in writing that they are familiar with and accept the conditions set out in these Regulations.

#### REGULATION 7 – LEAVE

- 7.1 Staff members shall be entitled to 20 working days annual leave during each working year of service, or for periods of less than a full calendar year on a pro rata basis for each completed month of service. Annual leave is cumulative, but at the end of each calendar year, not more than 15 working days may be carried over to the following year.
- 7.2 The taking of leave shall not cause undue disruption to normal Secretariat operations. In accordance with this principle, leave dates shall be subject to the needs of the Secretariat. Leave dates shall be approved by the Executive Secretary who shall, as far as possible, bear in mind the personal circumstances, needs and preferences of staff members. The Executive Secretary shall notify in advance the Chair of the Advisory Committee their periods of leave.
- 7.3 Annual leave may be taken in one or more periods.
- 7.4 Any absence not approved within the terms of these Regulations shall be deducted from annual leave. Where no leave allowance remains, a commensurate deduction in pay will be made for the period of absence.
- 7.5 Staff members who, upon termination of their appointment, have accumulated annual leave which has not been taken shall receive the cash equivalent estimated based on the last salary received to a limit of 30 days.
- 7.6 After 18 months of service the Secretariat shall, in accordance with Regulation 9 pay fares to the staff member's home country on annual leave for internationally recruited staff members, their partners and their dependents (see Regulation 10). The time taken to travel on a direct flight from Hobart to the staff member's home country shall be treated as work time, not annual leave. Following this, home leave fares shall be granted at two-year intervals provided that:
  - (a) dependants who benefit from this grant have resided in Tasmania for at least 6 months prior to travel; and
  - (b) it is expected that staff members will return to the Secretariat to continue rendering their services for a minimum additional period of 6 months.
- 7.7 The possibility of combining travel to home country on leave with official travel in Secretariat service may also be considered, provided the functions of the Secretariat are not disadvantaged.

- 7.8 Staff shall be entitled to the public holidays gazetted in relation to Hobart:
- 7.9 If under special circumstances members of the staff are required to work on one of the aforementioned days, or if any one of the above holidays falls on a Saturday or Sunday, the holiday shall be observed on another day to be set by the Executive Secretary, who shall take into account the efficient functioning of the Secretariat.

#### REGULATION 8 – SUPERANNUATION, INSURANCE AND SPECIAL LEAVE

- 8.1 It is a condition of employment that each staff member will contribute to a recognised retirement fund and have medical and hospital insurance cover. Staff members shall be responsible for the payment of contributions to their retirement fund and insurance premiums.
- 8.2 Staff members shall not be granted sick leave for a period of more than 3 consecutive days and more than a total of 7 working days in any calendar year without producing a medical certificate.
- 8.3 (a) Staff members shall be granted certified sick leave not exceeding 12 months in any 4 consecutive years. The first 6 months shall be on full salary and the second 6 months on half salary, except that no more than 4 months on full salary shall normally be granted in any period of 12 consecutive months.
- (b) In the event of medically certified long term or life threatening sickness, which prevents the Executive Secretary from continuing in their position, the Executive Secretary and their partner and dependents (see Regulation 10) shall be entitled to return travel and removal expenses to country of origin or former residence at the expense of the Secretariat.
- 8.4 After 12 months of employment in the Secretariat female staff members shall be entitled to maternity leave associated with the birth or adoption of a child. On the basis of medical advice that the birth will probably take place within 6 weeks, staff members shall be entitled to be absent from duty until eight weeks after the birth. During this period staff members shall receive full pay and corresponding allowances.
- 8.5 After 12 months of employment in the Secretariat a staff member shall be entitled to parental leave, upon either their partner giving birth or their adoption of a child. In such an event, staff members shall be entitled to be absent from duty for a period of up to three weeks. During this period, staff members shall receive full pay and corresponding allowances.
- 8.6 Staff members are entitled to up to 5 working days of compassionate paid leave in any one year, subject to the approval of the Executive Secretary. In the case of the Executive Secretary compassionate paid leave will be subject to the approval of the Chair of the Advisory Committee. Compassionate leave may not be accumulated.
- 8.7 In the event of death of a staff member, the right to salary, allowances and other corresponding benefits shall cease on the day on which death occurs, unless the deceased is the Executive Secretary and leaves a partner and/or dependents (see Regulation 10), in which case these shall be entitled to mortality allowances and return travel and removal expenses to their country of origin or former residence at the expense of the Secretariat.
- 8.8 Eligibility of the partner and/or dependents (see Regulation 10) of a deceased staff member for the payment of return travel and removal expenses shall lapse if the travel is not undertaken within 6 months of the date of the staff member's death.

- 8.9 The above mortality allowance for death shall be the equivalent of 4 months gross salary.
- 8.10 The Secretariat shall pay for customary and reasonable expenses for shipment of an Executive Secretary's body from the place of death to the place designated by the next of kin.

#### REGULATION 9 – TRAVEL

- 9.1 Staff members may be required to undertake travel, including international travel, on behalf of the Secretariat. All official travel shall be authorised by the Executive Secretary in advance within the limits of the budget, and the itinerary and travelling conditions shall be those best suited for maximum effectiveness in the fulfilment of duties assigned.
- 9.2 The Secretariat shall pay for adequate travel insurance for all official travel by staff members.
- 9.3 With regard to official travel, a reasonable travel allowance shall be paid in advance for accommodation and daily living expenses.
- 9.4 Economy class shall be utilised, wherever feasible, for air travel. For economy class journeys over 9 hours in flying time, staff will be entitled to one rest day.
- 9.5 Following completion of a journey for official purposes, staff members shall repay any travel allowances to which, in the event, they were not entitled. Where staff members have incurred expenses above and beyond those for which travel allowances have been paid, they shall be reimbursed, against receipts and vouchers, as long as such expenses were necessarily incurred in pursuit of their official duties.
- 9.6 On taking up an appointment, the Executive Secretary shall be eligible for:
- (a) payment of air fares (or equivalent) and travel allowance for themselves, their partners and dependents (see Regulation 10) to Hobart;
  - (b) payment of removal costs, including the shipment of personal effects and household goods from place of residence to Hobart, subject to a maximum volume of 30 cubic metres, or one international standard shipping container; and
  - (c) payment or reimbursement of sundry other reasonable expenses related to relocation, including insurance of goods in transit and excess baggage charges. Such payments shall be subject to prior approval by the Chair of the Advisory Committee.
- 9.7 Staff members who, in the course of their duty, are required to use private motor vehicles for official travel purposes shall, with the prior authorisation of the Executive Secretary, be entitled to receive a reimbursement of the reasonable costs involved. The costs associated with normal daily travel to and from the place of work shall not be reimbursed.

#### REGULATION 10 – DEPENDENTS

- 10.1 For the purposes of these regulations the term 'dependent' means any:
- (a) child, who is born of, or adopted by, a staff member, their partner, or their children, who is below the age of eighteen years and who is dependent on a staff member for main and continuing support;

- (b) child fulfilling the conditions laid down in paragraph (a) above, but who is between eighteen and twenty-five years of age and is receiving school or university education or vocational training;
- (c) handicapped child who is dependent on a staff member for main and continuing support;
- (d) other child who is given a home by and is dependent on a staff member for main and continuing support;
- (e) member of the family forming part of the household of the staff member, for whose main and continuing support a staff member is legally responsible.

## REGULATION 11 - SEPARATION FROM SERVICE

- 11.1 Staff members, with the exception of the Executive Secretary, may resign at any time upon giving 4 weeks notice or such lesser period as may be approved by the Executive Secretary. The Executive Secretary may resign at any time upon giving six months notice, or such lesser period as may be approved by the Meeting of the Parties.
- 11.2 In the event of a staff member resigning without giving the required notice the Executive Secretary (in the case of staff members other than the Executive Secretary) or the Meeting of the Parties (in the case of the Executive Secretary) reserves the right to decide whether repatriation expenses or any other allowance shall be paid.
- 11.3 Appointment of staff members may be terminated upon prior written notice at least three months in advance, by the Executive Secretary (and in the case of the Executive Secretary, by the Meeting of the Parties) when this is deemed to be for the benefit of the efficient functioning of the Secretariat, due to restructuring of the Secretariat, or if it is considered that the staff member does not give satisfactory service, as assessed by annual reviews, or fails to comply with the duties and obligations set out in these Regulations, or is incapacitated for service.
- 11.4 In the event of involuntary termination from service, the Executive Secretary shall be compensated at a rate of one month base pay for each year of service, beginning the second year, unless the cause of termination has been gross dereliction of the duties imposed in Regulation 2.
- 11.5 In the event of involuntary termination of the appointment of a general staff member, they shall be compensated at a rate of one month base pay for each year of service, except when the Executive Secretary considers that the staff member has not given satisfactory service, fails to comply with the duties and obligations set out in these Regulations, or is incapacitated for service.
- 11.6 On separation from service, the Executive Secretary shall, except in the case of gross dereliction of duties, be entitled to the following:
- (a) payment of economy class air fares (or equivalent) to the staff member's country of origin or former residence, for the staff member, partners and dependents; and
  - (b) payment of removal costs, including the shipment of personal effects and household goods from place of residence in Tasmania to the country of origin or former residence, subject to a maximum volume of 30 cubic metres or one international shipping container.

## REGULATION 12 - TEMPORARY PERSONNEL UNDER CONTRACT

- 12.1 The Executive Secretary may contract temporary personnel to discharge special duties of a short or fixed term nature. Such personnel shall be classified as contractors and may be paid on either an hourly or contract basis. Persons in this category shall not

be covered under the provisions of these staff regulations, but by the provisions contained in the contract entered into with the Secretariat.

- 12.2 Persons in this category may include translators, interpreters and other persons contracted for meetings, as well as those whom the Executive Secretary contracts for a specific task.

#### REGULATION 13 - APPLICATION AND AMENDMENT OF REGULATIONS

- 13.1 Any issues arising from application of these Regulations shall be resolved by the Executive Secretary following consultation with the Chair of the Advisory Committee.
- 13.2 Matters not foreseen in these Regulations may be brought to the attention of the Meeting of the Parties by the Executive Secretary.
- 13.3 These Regulations including the schedules may be amended by a decision of the Meeting of the Parties.

#### REGULATION 14 - APPLICATION OF AUSTRALIAN LAW TO EMPLOYMENT CONTRACTS

- 14.1 The governing law of employment contracts between staff members and the Secretariat shall be that of Tasmania and, where relevant, the Commonwealth of Australia.
- 14.2 To the extent that any privileges and immunities applicable under Australian law to a staff member or the Secretariat prevent the laws of Tasmania or the Commonwealth of Australia being the governing law of such contracts, such privileges and immunities are expressly waived by the Meeting of the Parties.
- 14.3 To the extent that such laws would impose rights to either a staff member or the Secretariat by virtue of the employment relationship between them, the laws of Tasmania and, where relevant, the Commonwealth of Australia, shall apply to such relationship, and any relevant privileges and immunities are expressly waived by the Meeting of the Parties. If there is any inconsistency between these Staff Regulations and the rights referred to in the previous sentence, these Staff Regulations shall be deemed as modified to the extent necessary to ensure consistency.
- 14.4 The substance of the foregoing paragraphs of this Regulation shall be included in all employment contracts between a staff member and the Secretariat.

## ANNEX A - RECRUITMENT PROCEDURE FOR SECRETARIAT STAFF

When the position of Executive Secretary or other post is or becomes vacant, the following recommended procedures should be used to recruit staff.

### **Executive Secretary**

1. The Meeting of the Parties shall appoint three members of the Advisory Committee as a recruitment sub-committee to address all matters associated with the recruitment and appointment of a new Executive Secretary. The recruitment sub-committee shall consist of one representative from each of the following regions, Americas, Europe and Australasia/Africa.
2. The meetings of the recruitment sub-committee will be closed. All information obtained by the recruitment sub-committee and their deliberations will be treated confidentially.
3. An advertisement in each of the official languages, establishing the selection criteria, shall be placed on the ACAP website and provided to each Party for advertising as they consider appropriate, with the purpose of attracting applications for the post of Executive Secretary. Any such national advertisements shall be similar in form to that placed on the website.
4. The Chair of the recruitment sub-committee shall, in consideration of the time available, determine the deadline for applications and other processes leading to the short listing of candidates.
5. After the deadline for receipt of applications all curricula vitae, references and other documents submitted by applicants shall be examined by the recruitment sub-committee, who shall draw up a short list of the five most suitable candidates. In drawing up the short-list, the recruitment sub-committee will consult with the Parties of which the candidates are nationals to ensure that there are no known reasons why the individuals should not be selected for interview.
6. The recruitment sub-committee will arrange telephone or other interviews with the five candidates.
7. The recruitment sub-committee will request the two most suitable candidates to attend a face-to-face (or other) interview at a date and location, or by means, considered most practical and cost efficient by the recruitment sub-committee. Subject to the availability of funds, travel and per diem expenses of the members of the sub-committee for attending the interviews will be covered by the ACAP general fund.
8. All expenses related to the selection process, including travel and per diem for potential candidates will be reimbursed from the ACAP general fund.
9. The successful candidate will be notified to Parties along with a confidential summary of the selection process and a rationale for the appointment of the selected candidate.
10. The chosen candidate shall be formally appointed by the Chairperson of the Meeting of the Parties and notified at the earliest opportunity.
11. The successful candidate will be subject to a year's probation period during which the appointee's performance will be assessed by the Chair of the Advisory Committee taking into account the views of Parties. The post will be confirmed subject to a satisfactory performance assessment.

12. If the Executive Secretary resigns, the Advisory Committee shall nominate a suitable temporary replacement, who must be approved by at least a two-thirds majority of the Parties to the Agreement.
13. Any person designated Acting Executive Secretary shall enjoy the salary, allowances and other privileges appropriate to the post of Executive Secretary for such time as the person occupies the post.

### **Suggested Selection Criteria for the Appointment of the Executive Secretary to ACAP**

The recruitment sub-committee shall be guided by, but not necessarily limited to, the following criteria in the selection of an Executive Secretary:

#### Essential criteria

1. national of an ACAP Party;
2. experience or detailed knowledge of the operations of international intergovernmental organisations;
3. representational and promotional skills;
4. fluency in English;
5. demonstration of an appropriate level of managerial experience and proven competence, including:
  - a. the preparation of financial budgets and the management of expenditures; and
  - b. the organisation of meetings and provision of Secretariat support for high level committees;

#### Desirable criteria

6. familiarity with the conservation of albatrosses and petrels;
7. relevant experience and qualifications; and
8. proficiency in the languages of ACAP Parties and range states

### **Recruitment Procedure for General staff**

The following recommended procedures for the recruitment of the general staff will be used, with the Executive Secretary taking the leading role.

1. Advertisements shall be placed on the ACAP website and in relevant Australian media with the purpose of attracting applications for the vacant post.
2. The Executive Secretary shall, in consideration of the time available, determine the deadline for applications and other processes leading to the short listing of candidates.
3. The Executive Secretary shall convene a recruitment sub-committee consisting of three relevant people.
4. The meetings of the recruitment sub-committee will be closed. All information obtained by the recruitment sub-committee and their deliberations will be treated confidentially.
5. From applications received, the Executive Secretary, in consultation with the recruitment sub-committee, will identify the most suitable candidates and perform a preliminary interview by telephone.

6. The Executive Secretary, in consultation with the recruitment sub-committee, will then determine the most appropriate method for the final selection.
7. The Executive Secretary may make arrangements to cover any work requirements on the Secretariat if absences occur.

## ANNEX 5. AGREEMENT BUDGET AND SCALE OF CONTRIBUTIONS 2021-2022

(Being an exact carryover of the Budget and Scale of Contributions for 2020-2021, following failure to reach consensus on a Budget for 2021-2022)

### Agreement Budget 2021-2022

Ref. No	Description	2022
<b>1. INCOME</b>		
	Contributions from Parties	795,048
	Interest on funds	3,718
	Tax refunds	18,241
	MoU - Tasmanian Government	23,604
	<b>Total Income</b>	<b>840,610</b>

## 2. EXPENDITURE

### APPROPRIATION 1 - SECRETARIAT

#### Employee salaries

1.1.1	Salaries – Executive Secretary	155,187
1.1.2	RBF Superannuation	14,743
1.1.3	Recruitment Costs	0
1.1.4	Salaries - Science Officer	105,078
1.1.5	RBF Superannuation	9,982
1.1.6	Workers Compensation	3,471
	<b>Total Salaries</b>	<b>288,461</b>

#### Employee expenses

1.2.1	Accommodation	10,837
1.2.2	Airfares	27,094
1.2.3	Travel Allowances	11,552
1.2.4	Travel Insurance	1,057
1.2.5	Consultants	57,093
1.2.6	Relocation expense (staff)	0
1.2.8	General insurance	1,529
1.2.9	Representation expenses	1,668
1.2.10	Other travel costs – visas	895
	<b>Total Employee expenses</b>	<b>111,725</b>

#### Operational costs

1.3.1	Office equipment /furniture	6,772
1.3.2	Office equipment maintenance	834
1.3.3	Office requisites – stationery	1,677
1.3.4	Publications /books	243

Ref. No	Description	2022
1.3.6	Printing and copying (PR material)	2,048
1.3.7	Telephones – telecommunications	2,606
1.3.8	Translations – correspondence	6,772
1.3.9	Postage	243
1.3.10	Freight/couriers	243
1.3.11	Light and power	2,797
1.3.12	Insurance property	1,564
1.3.14	Vehicle running costs	3,649
1.3.15	Cab charge – taxis	542
1.3.16	Parking	7,152
1.3.18	Staff training	2,432
1.3.19	Staff conferences / seminars	1,355
1.3.20	Bank charges	303
1.3.21	Bad and doubtful debts	331
1.3.22	Software purchase	2,710
1.3.23	Server lease	671
1.3.24	Outsourced IT services	2,104
1.3.25	Modifications to database	11,658
1.3.26	WAN Wireless network	1,230
1.3.27	Rent - ACAP office	34,192
1.3.28	Rates and water	0
1.3.29	Preventative maintenance	0
1.3.30	Office cleaning	521
<b>Total Office operational costs</b>		<b>94,649</b>
<b>TOTAL APPROPRIATION 1 - SECRETARIAT</b>		<b>494,836</b>
<b>APPROPRIATION 2 – MEETING OF THE PARTIES</b>		
Interpretation / Translation Costs		
2.1.1	Simultaneous interpretation	41,279
2.1.2	Hire of interpretation equipment	16,370
2.1.3	Translation of documents	34,016
<b>Total Interpretation/Translation</b>		<b>91,666</b>
Meeting support costs		
2.2.1	Hire of venue (including catering)	15,011
2.2.2	Hire/purchase of equipment	10,007
2.2.3	Support staff	20,639
2.2.4	Printing of documents/report	6,880
<b>Total Meeting support costs</b>		<b>52,537</b>
Sponsorship		
2.3.1	Sponsorship – experts	22,895
<b>Total Sponsorship costs</b>		<b>22,895</b>
<b>TOTAL APPROPRIATION 2 – MoP</b>		<b>167,097</b>

Ref. No	Description	2022
<b>APPROPRIATION 3 – ADVISORY COMMITTEE</b>		
Interpretation		
3.1.1	Simultaneous interpretation	0
3.1.2	Hire of interpretation equipment	0
3.1.3	Translation of meeting documents	11,000
<b>Total Interpretation</b>		<b>11,000</b>
Venue and meeting support costs		
3.2.1	Hire of venue (including catering)	0
3.2.2	Hire/purchase of equipment	0
3.2.3	Support staff	0
<b>Total Venue and meeting costs</b>		<b>0</b>
Sponsorship		
3.3.1	Sponsorship of experts	0
	Sponsorship non-Party Range States	0
<b>Total sponsorship</b>		<b>0</b>
Support for Advisory Committee Officials		
3.4.1	Support for AC Officials	0
<b>Total support</b>		<b>0</b>
<b>TOTAL APPROPRIATION 3 – AC</b>		<b>11,000</b>
<b>APPROPRIATION 4 - AC WORK PROGRAMME</b>		
	Support for secondments	36,101
	Advisory Committee Work Programme	131,577
<b>TOTAL APPROPRIATION 4 - AC WORK PROGRAMME</b>		<b>167,677</b>
<b>TOTAL AGREEMENT BUDGET</b>		<b>840,610</b>

**Parties' Contributions 2021- 2022 (carried over from 2020-2021)**

<b>Party</b>	<b>2022 Contributions (AUD)</b>
Argentina	47,219
Australia	85,421
Brazil	104,802
Chile	39,169
Ecuador	2,564
France	121,567
New Zealand	49,217
Norway	82,705
Peru	5,205
South Africa	35,545
Spain	90,809
United Kingdom	127,801
Uruguay	3,023
<b>TOTALS</b>	<b>795,048</b>