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## AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS

### Resolution 5.2

#### Secretariat Work Programme 2016 – 2018

Adopted by the Fifth Session of the Meeting of the Parties, Santa Cruz de Tenerife, Spain,  
4 – 8 May 2015

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*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.

**RESOLUTION 5.2 APPENDIX A - SECRETARIAT WORK PROGRAMME 2016 – 2018**

Task No.	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
<b>1</b>	<b>SUPPORT FOR MoP, ADVISORY COMMITTEE &amp; WORKING GROUP MEETINGS</b>			<b>AC9 + WGs</b>		<b>AC10 + WGs</b>		<b>MoP6</b>		
1.1	Undertake meeting arrangements.	Article X.a								
	▪ selection of venue		Exec Sec	3	2,500	3	2,500	3	2,500	Travel costs
	▪ organise contracts, venue/equip		Exec Sec	3		3		3		
	▪ liaison with host government		Exec Sec	2		2		2		
1.2	Preparation of meeting papers	Article X.a								Within 60 days of meeting
	▪ writing of meeting documents		Exec Sec	10		10		10		
	▪ writing of meeting documents		Sci Officer	10		10		5		
	▪ writing of meeting documents		Tech Advisor	5		5				
	▪ co-ordination of meeting documents		Exec Sec	5		5		5		
	▪ co-ordination of meeting documents		Sci Officer	5		5		2		
	▪ co-ordination of meeting documents		Tech Advisor	5		5				
	▪ drafting of implementation report		Exec Sec			5		3		
	▪ drafting of implementation report		Sci Officer			15		3		
	▪ drafting of implementation report		Tech Advisor			5				
1.3	Support the attendance of sponsored experts and delegates	Article VII 5	Exec Sec	5		5		5		Correspondence, organise travel, acquittal of accounts
1.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)								Within 30 days of meeting

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	▪ coordination with service provider		Exec Sec & Sci Officer	5		5		5		
	▪ posting of documents		Sci Officer	5		5		2		
1.5	Support & operation of meetings	Article X.a								
	▪ travel for meetings		Sec. staff x 2	8	6,000	8	6,000	8	6,000	4 days per meeting, airfares
	▪ travel for meetings		Contract x 1	4	6,000	4	6,000	2	5,000	airfares, contract costs
	▪ attendance at meeting		Sec. staff x 2	28	4,400	28	4,400	14	4,400	accomm/allowances x 2
	▪ attendance at meeting		Contract x 1	12	10,000	12	10,000	6	5,000	contract costs, accomm
1.6	Prepare meeting report and distribute to all Parties	Article X.a	Sec. staff x 2	6		6		6		
1.7	Prepare guidance to Parties on Credentials options	MoP5	Exec Sec							
1.8	Review Annex A of Staff Regulations	MoP5	Exec Sec							
<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 Sec	15		15		15		
	▪ preparation of invoices and receipts		Exec Sec	4		4		4		
	▪ preparation of financial statements		Exec Sec	2		2		2		
	▪ maintain advance & assets registers		Exec Sec	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 Sec	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								

Task No.	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	<ul style="list-style-type: none"> <li>preparation of ACAP Latest News for website</li> </ul>		Info Officer	90		90		90		
	<ul style="list-style-type: none"> <li>maintain/update website links and publications</li> </ul>		Sci & Info Officers	5		5		5		
	<ul style="list-style-type: none"> <li>management of ACAP Facebook page</li> </ul>		Info Officer	2		2		2		
	<ul style="list-style-type: none"> <li>preparation of scientific material</li> </ul>		Sci Officer	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	
2.5	Report to the 6th session of the Meeting of the Parties on the effectiveness and efficiency of the Secretariat in terms of the agreed performance indicators	Article X.i	Exec Sec					2		
2.6	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;	Exec Sec			5				
	<ul style="list-style-type: none"> <li>review data, liaise with stakeholders, amend database, collate information and draft consolidated reports</li> </ul>	Article VII (1) c); Article VIII (10)	Sci Officer			15				
2.7	Represent the Agreement at meetings of other intergovernmental agreements, as appropriate to facilitate achievement of the Agreement's objective	Article X.d								
	<ul style="list-style-type: none"> <li>attendance at CMS, FAO etc meetings</li> </ul>	Article XI	Exec Sec & Sci Officer	15	8,500	15	8,500	15	8,500	Accomm, fares and allowances
2.8	Prepare a report on Secretariat activities for AC and MoP meetings	Article X f)	Exec Sec	1		1		1		
2.9	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 Sec	9		9		9		

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<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)								
	<ul style="list-style-type: none"> <li>▪ weekly liaison, assist with co-ordination of AC officials meetings etc</li> </ul>		Exec Sec	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 Sec			1				
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)								
	<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		
	<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	Consultant data programmer/ developer
	<ul style="list-style-type: none"> <li>▪ Accurately assess and update global population trends</li> </ul>	AC WP Task 2.3	Sci Officer	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	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	
	<ul style="list-style-type: none"> <li>▪ Identify priority species or populations for monitoring of numbers, trends and demography</li> </ul>	AC WP Task 2.6	Sci Officer	10		10		10		

Task No.	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	<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				
	<ul style="list-style-type: none"> <li>Identify and/or review priority species or populations for conservation actions</li> </ul>	AC WP Task 2.8	Sci Officer	5		5		5		
	<ul style="list-style-type: none"> <li>Review progress and prioritise the threats to breeding sites and identify gaps in knowledge</li> </ul>	AC WP Task 2.9	Sci Officer	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		
	<ul style="list-style-type: none"> <li>Develop/update database of biosecurity plans for ACAP breeding sites</li> </ul>	AC WP Task 2.11	Sci Officer	3		3		3		Parties may also need to develop/implement biosecurity plans at breeding sites
	<ul style="list-style-type: none"> <li>Maintain centralised catalogue of plastic rings used on ACAP species and contact list, and addresses of ringing authorities</li> </ul>	AC WP Task 2.12	Sci Officer	2		2		2		
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 interaction plan for ACAP (AC5 Doc 29) and relevant Parties to engage and assist RFMOs and other relevant international bodies in assessing and minimising bycatch of albatrosses and petrels</li> </ul>	AC WP Task 3.1	Exec Sec & Tech Advisor	50	30,000	50	30,000	50	30,000	Attend all relevant meetings as per RFMO Interaction Plan
	<ul style="list-style-type: none"> <li>Maintain bibliography of relevant bycatch information</li> </ul>	AC WP Task 3.4	Sci Officer	5		5		5		
3.5	Assist the Convenor of the Taxonomy Working Group as required to facilitate the work of the Group	Article X k)								

Task No.	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	<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		
3.6	Review, refine and standardise criteria to include new species on Annex 1	AC WP Task 5.3	Sci Officer	3		3		3		
3.7	Review and update any publications not already specified in the Work Programme	AC WP Task 5.4	Sci Officer	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		
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		
3.11	Manage directory of relevant legislation	AC WP Task 5.8	Sci Officer	5		5		5		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	3		3		3		Parties to supply further information as available
<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 Sec	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 Sec	15		2		15		

Task No.	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	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 Sec	20	5,000	20	5,000	20	5,000	Airfares, accomm, 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 2c), 3 & 4	Exec Sec	3		3		3		
4.5	Facilitate the accession of non-Party Range States to the Agreement	Article X d), k)	Exec Sec	5		5		5		Carry out further work intersessionally, work with lead Parties and other Parties as needed. Consider implications of addition of pink-footed shearwater to Annex 1 of the Agreement.
4.6	Assist with the compilation of the triennial implementation report.	Article IX 6 (d)	Exec Sec Sci Officer	10		10		10		
4.7	Review list of decisions by the Meeting of Parties in order to advise Parties on which decisions should be included in Party reports	MoP5	Exec Sec	2						
4.8	Review options for the provision of legal advice to the Secretariat	MoP5	Exec Sec	1						Report to AC9
<b>5</b>	<b>CAPACITY BUILDING</b>									



Task No.	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
5.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV (2)	Exec Sec & Sci Officer	5-20		5-20		5-20		
5.2	Support secondments programme to aid capacity building	MoP2	Exec Sec & Sci Officer	5		5		5		Airfares, accomm, allowances for secondees