



Agreement on the Conservation of Albatrosses and Petrels

Second Meeting of the Parties

Christchurch, New Zealand, 13 – 17 November 2006

**Draft Secretariat Work Programme
2007 - 2009**

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DRAFT SECRETARIAT WORK PROGRAMME 2007-2009

	Topic/Task	MoP or other mandate	Timeframe	Detail
1	ADVISORY COMMITTEE MEETING 3			
1.1	Undertake meeting arrangements.	Article X.a	2007	Venue Valdivia, Chile, date to be confirmed
1.2	Prepare papers to assist the Advisory Committee as required		2007	
1.3	Prepare meeting report and distribute to all Parties	Article X.a	Within 6 weeks of end of meeting	
2	ADVISORY COMMITTEE MEETING 4			
2.1	Undertake meeting arrangements.	Article X.a	2008	Venue South Africa, to be confirmed
2.2	Prepare papers to assist the Advisory Committee as required		2008	
2.3	Prepare meeting report and distribute to all Parties	Article X.a	Within 6 weeks of end of meeting	
3	ADVISORY COMMITTEE MEETING 5			
3.1	Undertake meeting arrangements.	Article X.a	2009	Venue Hobart, Australia.
3.2	Prepare papers to assist the Advisory Committee as required		2009	
3.3	Prepare meeting report and distribute to all Parties	Article X.a	Within 6 weeks of end of meeting	
4	MEETING OF PARTIES 3			
4.1	Undertake meeting arrangements	Article X.a	November 2009	Offers to host meeting are sought.
4.2	Prepare papers to assist the meeting of parties as required		Ongoing	
4.3	Prepare meeting report and distribute to all Parties	Article X.a	Within 6 weeks of end of meeting	

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	MANAGEMENT OF SECRETARIAT			
5	Administer the budget for the Agreement and, if established, the Special Fund provided for in Article VII (3);	Article X.g	Ongoing	
5.1	Prepare quarterly financial reports for the information of the Parties and the Chair of the Advisory Committee	AC2	March, June, September and December each year	
5.2	Provide information to the general public concerning the Agreement and its objectives, and promote the objectives of this Agreement	Article X.h	Ongoing	
5.3	Redevelop the ACAP website to improve utility of the site in informing Parties and others of developments in the implementation of the Agreement	Article X.h	June 2007	
5.4	Continuously update and maintain the ACAP website	Article X.h	Ongoing	
5.5	Report to the 3rd session of the Meeting of the Parties on the effectiveness and efficiency of the Secretariat in terms of the performance indicators developed at MOP2 (MoP 2 Doc. 17)	Article X.i	November 2009	

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5.6	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; Article VII (1) c); Article VIII (10)	Ongoing June 2009	
5.7	Represent the Agreement at meetings of other intergovernmental agreements, as appropriate	Article X.d Article XI	As required	
5.8	Prepare a report on Secretariat activities for AC 3		May 2007	
5.9	Prepare a report on Secretariat activities for AC 4		May 2008	
5.10	Prepare a report on Secretariat activities for AC 5		May 2009	
5.11	Prepare a report on Secretariat activities for MOP 3	Article X f)	August 2009	
5.12	Finalise Headquarters Agreement with Australian Government as directed by the Meeting of the Parties	MoP2	June 2007	
5.13	Recruit staff to Executive Secretary and Technical Officer positions on entry into force of Headquarters Agreement	MoP2	November 2007	
5.14				

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	FACILITATE THE WORK OF THE ADVISORY COMMITTEE			
6	Assist the Chair of the Advisory Committee as required to facilitate the work of the Advisory Committee	Article X k)	Ongoing	
6.1	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)	August 2009	
6.2	Assist the Chair of the Seabird Bycatch Working Group in coordinating the work of the Group	Article X k)	Ongoing	
6.3	Assist the Chair of the Status and Trends Working Group in coordinating the work of the Group	Article X k)	Ongoing	
6.4	Assist the Chair of the Taxonomy Working Group in coordinating the work of the Group	Article X k)	Ongoing	
6.5	Assist the Chair of the Breeding Sites Working Group in coordinating the work of the Group	Article X k)	Ongoing	
6.6	Develop and maintain databases essential for the work of the Agreements four working groups		Ongoing	
6.7	As directed by the Advisory Committee, develop and maintain a database of relevant scientific literature	AC	AC3, AC4	

	Topic/Task	MoP or other mandate	Timeframe	Detail
6.8	As directed by the Advisory Committee, develop and maintain a directory of relevant legislation	AC	AC5	This will help Parties/AC in reducing their reporting needs and could potentially also be useful to any Party wishing to further develop legislation. Once assembled, this would be passed to Secretariat for maintenance.
6.9	As directed by the Advisory Committee, develop a list of authorities, research centres, scientists and non-government organisations relevant to ACAP	AC	AC3, AC4, AC5	This will help Parties/AC in reducing their reporting needs. Once assembled, this would be passed to Secretariat for maintenance.
6.10				
IMPLEMENTATION OF THE AGREEMENT				
7	Review performance indicators to assist the MOP in conducting prescribed review of the Secretariat's performance in achieving the objectives of this Agreement.	MoP2 Article VIII 14	2008	
7.1	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 VII 4	Ongoing	
7.2	Assist the participation of Parties at Agreement meetings	Article VII 5	Ongoing	
7.3	Promote and coordinate activities under the Agreement, including the Action Plan, in accordance with decisions of the Meeting of the Parties	Article X c)	Ongoing	

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7.4	Liaise with non-Party Range States and regional economic integration organisations to facilitate coordination between Parties and non-Party Range States, and international and national organisations and institutions whose activities are directly or indirectly relevant to the conservation of albatrosses and petrels.	Article X d)	Ongoing	
7.5	Identify and resolve inconsistencies in the Agreement text and Agreement instruments and bring to the attention of the Advisory Committee and Meeting of Parties		June 2007 November 2009 Ongoing	The Secretariat has already identified a number of inconsistencies within the Agreement text and between the Agreement Articles and instruments such as the Financial Regulations and Rules of Procedures. A complete review is necessary so that these can be brought to the attention of the Advisory Committee and Meeting of the Parties for resolution. Examples include the need to define 'Signatory' and 'Party'.
7.6				
	Capacity Building			
8.	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV 2	Ongoing	Seek advice from Parties and Range States on obstacles preventing implementation of ACAP. Identify opportunities for assisting Parties and Range States through exchange of skills, knowledge, training, and other resources.
8.1				