



Agreement on the Conservation of Albatrosses and Petrels

Third Meeting of the Parties

Bergen, Norway, 27 April – 1 May 2009

Title: Review of the Effectiveness of the Secretariat

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Review of the Effectiveness of the Secretariat

The following report on the effectiveness and efficiency of the Secretariat is provided for the consideration of the Meeting of the Parties (MoP). It has been prepared using the performance indicators adopted at the Second Session of the Meeting of the Parties under Resolution 2.7 as the assessment criteria.

Article X i) of the Agreement requires the Secretariat to develop a system of performance indicators to measure the effectiveness and efficiency of the Secretariat and to report to each ordinary session of the Meeting of the Parties in terms of these. The Secretariat developed a system of performance indicators for the consideration of the Parties at MoP2 (refer MoP2 Doc 17). The Parties subsequently adopted Resolution 2.7, which detailed the terms of reference for reviewing the effectiveness of the Secretariat and formally adopted the performance indicators to be used in the review process.

Article VIII 14 of the Agreement requires every third session of the Meeting of the Parties to review the effectiveness of the Secretariat in facilitating the achievement of the objectives of the Agreement. The following information is provided to assist the Parties in this task.

1) All relevant information and meeting documents will be provided to the Parties within the timeframes specified by the Agreement;

Relevant information and meeting documents were provided to Parties for MoP3 on or before the dates detailed below, which is in accordance with the timelines specified in the Agreement.

27 November	Proposal to amend Annex 1 of the Agreement circulated to Parties for comment.
24 December:	The Advisory Committee's report on progress with implementation of the Agreement was circulated to Parties. The Advisory Committee's report on its activities was circulated to Parties.
26 January:	Applications from observers representing international organisations advised to Parties.
25 February:	Comments on the proposal to amend Annex 1 of the Agreement circulated to Parties. Meeting working documents distributed in the three official languages. Provisional agenda circulated. Report on Secretariat's activities provided to Parties.
25 March	Applications from observers representing non-international organisations advised to Parties.

31 March 2008 Financial Statements and Auditor's Report distributed to Parties.

- 2) All necessary staffing, logistics, interpretation, and other administrative arrangements required by the Parties will be carried out in coordination and consultation with the host governments of meetings;**

The Executive Secretary met with representatives of the host government for MoP3 to finalise venue and other arrangements for the meeting. Consultations on staffing, logistics and other administrative arrangements have continued through email and other forms of correspondence.

- 3) All decisions will be executed, as required, in such a manner that is consistent with the Meeting of the Parties' intent, prioritising as appropriate within the limited available resources;**

The Secretariat has executed, within the available resources, all decisions made by the Meeting of the Parties relevant to the Secretariat responsibilities. This has included:

- Resolution 1.1 The successful negotiation of headquarters agreement
- Resolution 1.2 Management of the Agreement's budget with the parameter of the resolution
- Resolution 2.1 Exercising its legal capacity within the territory of Australia to the extent authorised by the Meeting of the Parties;
Signing the HQA;
Informing Parties and Signatories of the date of notifications;
Commencing the implementation of the HQA provisions;
Entering into a memorandum of understanding with the State of Tasmania.
- Resolution 2.2 Implementation of the Staff Regulations
- Resolution 2.3 Implementation and management of the Agreement budget for 2007-2009
- Resolution 2.9 Applied the agreed nomenclature in relation to disputed territories to all documents authored by the Secretariat

- 4) Facilitation and coordination activities, in accordance with the directions of the Meeting of the Parties or the Advisory Committee, will be carried out, as required, to fulfil the objectives of the Agreement;**

The Secretariat undertakes facilitation and coordination activities on a daily basis. Such activities may include the provision of information to Parties, assisting Advisory Committee Officials and Members with implementation of the Action Plan, coordinating the exchange of information with other organisations or assisting in the organisation and conduct of workshops, such as those held in Peru and Ecuador to develop a conservation action plan for the Waved Albatross.

- 5) Other international and national organisations and institutions are contacted, as appropriate, on matters related to achieving the objectives of the Agreement;**

Contact with national and international organisations on matters relating to the implementation of the Agreement also occurs on a daily basis, either through email or telephone contact, or through attendance of the Secretariat at meetings. Examples include the development of formal arrangements with regional fisheries management organisations, such as the one entered into with the WCPFC.

- 6) Other organisations are informed of the activities of the Agreement in order to facilitate information and technology exchange and to maintain a favourable conservation status for albatrosses and petrels;**

The Secretariat has actively pursued the dissemination of information on the activities of the Agreement through a range of media. Examples include the presentation of the Advisory Committee's work on the review of bycatch mitigation measures at RFMO meetings; the dissemination of species assessments through ACAP website; and the preparation of news items on current issues relating to the conservation of albatrosses and petrels.

- 7) A report on the status of the budget for the implementation of the Agreement, is prepared and provided in accordance with timescales set by the Meeting of the Parties;**

Financial Statements and accompanying Auditor's Reports have been provided to Parties on, or before, 31 March each year as required by Financial Regulation 10.2.

- 8) The Agreement's budget is executed in a responsible, efficient, and accountable manner and in accordance with the financial regulations for the Agreement;**

Expenditure of the Agreement's budget has been undertaken in accordance with the Agreement's Financial Regulations. All funds are held by the Department of Economic Development which receives income, makes payments and maintains appropriate accounting records. In addition to these controls the Secretariat maintains registers for asset control, consultancies and translations.

- 9) Assistance is provided to Parties, through the website, in their efforts to educate the general public about the Agreement and its objectives;**

A 'Resources/Education Section' has been established on the ACAP website to provide ready access species assessments, conservation guidelines, management plans and publications relevant to the conservation of albatrosses and petrels. This

section will be progressively updated, as resources allow, to provide Parties and the general public with ready access to information about the Agreement and its work.

- 10) A system of performance indicators is provided to measure the effectiveness and efficiency of the Secretariat in facilitating the achievement of the objectives of the Agreement;**

The Secretariat developed a system of performance indicators for the consideration of the Parties at MoP2 (MoP2 Doc 17 refers).

- 11) The Meeting of the Parties is provided with all information relevant to the effective functioning of the Agreement in accordance with Article VIII (10); and**

The Secretariat has assisted the Advisory Committee with the preparation of a report that synthesises the information provided by Parties under Articles VII (1) c) and VIII (10). This has been submitted for consideration at MoP3 (refer MoP3 Doc 11).

- 12) The staff of the Secretariat follows the directions of the Executive Secretary, as required by the Meeting of the Parties.**

At this stage there are no other staff in the Secretariat for the Executive Secretary to supervise. All persons on secondment or on contract to the Secretariat have followed the directions of the Executive Secretary, as required by the Meeting of the Parties.