



SUMMARY

This report provides an overview of the activities and achievements of the Agreement's Secretariat over the 2010 – 2012 triennium. A significant growth in both the work-load and outputs of the Secretariat were reported on, which was made possible with the full-time funding of the Science Officer, Dr Wieslawa Misiak. This has enabled the further development and management of the data portal and database, to facilitate the submission of information for Parties' Reports on Implementation of the Agreement.

In addition to organising and supporting two meetings of the Advisory Committee and its Working Groups, as well as the current session of the Meeting of the Parties, the Secretariat has also actively supported key activities in the Advisory Committee's Work Programme, such as the implementation of ACAP's Regional Fisheries Management Organisations (RFMO) engagement strategy, with significant outcomes being achieved in these fora over the past triennium. The Secretariat has also continued to develop and maintain the Agreement's databases, which have provided data for the continual review and update of ACAP's Species Assessments in all three official languages (currently 87 documents).

RECOMMENDATION

That the Meeting of the Parties note:

1. the progress made by the Secretariat in undertaking its Work Programme during the 2010-2012 triennium and provide it with feedback, as deemed appropriate; and
2. use the information provided in this document to assist it in the development of the Secretariat's Work Programme for 2013 – 2015 (MoP4 Doc 20) and the Agreement's Budget for 2013 – 2015 (MoP4 Doc 21).

INTRODUCTION

This report provides an overview of the Secretariat's operations since the last Meeting of the Parties (MoP3), held in Bergen, Norway in 2009. A detailed report on progress made against individual tasks in the Secretariat's 2010 – 2012 Work Programme is provided in Annex 1.

There has been a significant growth in both the work-load and outputs of the Secretariat since MoP3, reflecting the increased capacity of the Agreement. The increased outputs of the Advisory Committee and its Working Groups in particular necessitated an increased level of support from the Secretariat, with funding for the Science Officer increased from part to full-time as of January 2010.

The Science Officer role has been essential to the progressing of a number of key tasks, such as the development and management of the data portal and database to facilitate the submission of information for Parties' Reports on Implementation of the Agreement, as well as data required to support the work of the Advisory Committee and its Working Groups. The review and update of ACAP's Species Assessments in all three official languages (currently 87 documents), the maintenance of the bibliographic reference collection, media catalogue, and miscellaneous website publications, as well as assistance with meetings and the day-to-day administration of the Secretariat are also a part of this role.

SECRETARIAT HEADQUARTERS

The Secretariat's office remains at 27 Salamanca Square, Battery Point, Tasmania. Use was made of the new office facilities to host three secondments, together with visits of Advisory Committee Officials. The Secretariat also hosted a number of workshops at its office.

STAFFING

Mr Warren Papworth continues as Executive Secretary and Dr Wieslawa Misiak as the Science Officer. Mr Barry Baker and Dr Luke Finley have continued to be engaged part-time on a consultancy basis as Technical Advisor and Web Administrator respectively.

Mr John Cooper continues in the position of Honorary Information Officer. He has been successful in engaging a number of regional correspondents for the ACAP news site. Our regional correspondents are Mr Juan Pablo Seco Pon (South America), Dr Lindsay Young (North Pacific), Dr Maite Louzao (Europe) and Mr Matt Rayner (Australiasia).

Other work, such as interpretation and translation services (The Language Group) and database development (TAZ-e P/L) continue to be undertaken on a contractual basis.

It was noted in the report of AC6 that the Science Officer's appointment had resulted in significant progress being made with the provision of scientific documentation on ACAP-listed species, such as the species assessments, conservation guidelines and the provision of improved population data as a result of the development of the web based reporting system linked to the ACAP database.

It was also noted in the reports of the joint meeting of the Status and Trends and Breeding Sites Working Groups, that the support provided by the Science Officer is essential for the continued provision of accurate and timely scientific advice on the conservation and

population status of ACAP species. In view of the vital role played by this position, it is recommended that it be listed as an ongoing position within the Secretariat.

SECONDMENTS

Three secondments have been supported in the Secretariat since MoP3. The first was undertaken by Dr Elisa Goya from the Marine Institute of Peru (IMARPE). Dr Goya's main work project centred around the identification and characterisation of artisanal fisheries in South America that may have an impact on albatrosses and petrels.

The second secondment was undertaken by Mr Juan Pablo Seco Pon, from the University of Mar del Plata, who led further work on the development of the process for the identification of conservation priorities. This work was undertaken with the support of funding from the New Zealand Department of Conservation.

The third secondment was undertaken by Mr Jorge Azocar, from Chile's National Fisheries Development and Research Institute (IFOP). Mr Azocar contributed to a number of projects, including the development of a seabird identification guide for use by Regional Fisheries Management Organisations (RFMOs); the review and analysis of bycatch data submitted in National Reports; and preparing a best practice guide on observer protocols.

KEY CHALLENGES

One of the significant tasks the Secretariat undertakes in support of Advisory Committee's Work Programme, is the preparation and coordination of briefing material for relevant meetings of Regional Fisheries Management Organisations (RFMOs) and attending relevant meetings, to implement ACAP's RFMO engagement strategy. With the important advances that have been made recently in our knowledge of effective mitigation measures in pelagic longline fisheries operations, it is timely to increase our efforts to ensure these measures are adopted and implemented in the RFMOs.

France has kindly provided voluntary contributions to support this work, however it is likely that funding will be required for this work on an on-going basis. The Secretariat does not have the necessary resources, either staffing or financial, to adequately undertake this work within its existing budget.

SIGNIFICANT OUTCOMES

The major outcomes achieved by the Secretariat since MoP3 have been:

- Further development of the data portal and database to facilitate the submission of information for Parties' Reports on Implementation of the Agreement, as well as data required to support the work of the Advisory Committee and its Working Groups;
- Updating of ACAP's Species Assessments, with all assessments now translated into all three official languages;
- Organisation and support of the fifth and sixth Meetings of the Advisory Committee and its Working Groups;
- Continued advocacy for the adoption and improvement of seabird conservation measures in Regional Fisheries Management Organisations through participation in relevant Working Groups, Scientific Committee and Commission meetings. The adoption of a seabird resolution that closely follows ACAP best practice advice by the

International Commission for the Conservation of Atlantic Tunas (ICCAT) in November 2011 is an indication of the progress being made;

- Posting on the ACAP website of the Mitigation Fact Sheets;
- Provision of support to the Advisory Committee and its Working Groups during the inter-sessional period and in particular providing support to the Chair of the Advisory Committee and other Advisory Committee Officials;
- Organising and supporting a number of workshops on issues such as the conservation prioritisation process, and bycatch data collection;
- Maintenance, marketing and further development of the Agreement's website;
- Writing, coordinating, and publishing news articles on the ACAP website to facilitate information exchange, education and advocacy of the Agreement's work;
- Finalising implementation of the Headquarters Agreement between the Secretariat and the Government of Australia;
- Coordination of the Agreement's activities with governmental, inter-governmental and non-governmental organisations, such as the Convention for Migratory Species, the Food and Agricultural Organization of the United Nations and BirdLife International; and,
- Maintenance of a database of relevant scientific literature.

The continued support of the Government of Tasmania in providing office facilities, accounting and administrative support in support of the Secretariat's operations is greatly appreciated. Acknowledgement is also required for the support of the Advisory Committee, and in particular the assistance of its Officials, which has been instrumental to the achievement of many of the Secretariat's outcomes. Their on-going support is also greatly appreciated.

ANNEX 1

REPORT ON PROGRESS WITH THE SECRETARIAT WORK PROGRAMME 2010-2012

The following table provides a report on progress achieved on the Secretariat Work Programme for the 2010-12 triennium. The Work Programme was approved at MoP3 and subsequently amended at AC5.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
1	ADVISORY COMMITTEE MEETING 5			
1.1	Undertake meeting arrangements	Article X.a	2010	Completed
1.2	Prepare papers to assist the Advisory Committee as required	AC RoP 17 (1)	Within 60 days of meeting	Completed. Refer AC5 Doc 05 for list of papers submitted.
1.3	Support the attendance of sponsored experts and delegates	Article VII 5		Completed
1.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)	Within 30 days of meeting	Completed
1.5	Prepare meeting report and distribute to all Parties	Article X.a		Completed. Copies of reports and annexes are provided on the ACAP website.
2	ADVISORY COMMITTEE MEETING 6			
2.1	Undertake meeting arrangements.	Article X.a	2011	Completed
2.2	Prepare papers to assist the Advisory Committee as required		2011	Completed
2.3	Support the attendance of sponsored experts and delegates	Article VII 5		Completed

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
2.4	Organise the translation and posting of meeting documents and provision of interpretation services	AC RoP 17 (1)	Within 30 days of meeting	Completed
2.5	Prepare meeting report and distribute to all Parties	Article X.a		Completed
3	ADVISORY COMMITTEE WORKING GROUP MEETINGS			
3.1	Undertake meeting arrangements	Article X.a	As required	Completed
3.2	Provide support for conduct of Working Group meetings as required		As required	Completed
3.3	Support the attendance of sponsored experts and delegates	Article VII 5		Completed
4	MEETING OF PARTIES 4			
4.1	Undertake meeting arrangements	Article X.a	2012	In progress
4.2	Prepare papers to assist the meeting of parties as required		Within 90 days of meeting	Completed
4.3	Support the attendance of sponsored experts and delegates	Article VII 5		In progress
4.4	Organise the translation and posting of meeting documents and provision of interpretation services	MoP RoP 8 (1)	Within 60 days of meeting	In progress
4.5	Prepare meeting report and distribute to all Parties	Article X.a MoP RoP 9(1)	Within 6 weeks of end of meeting	In progress

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
5	MANAGEMENT OF SECRETARIAT			
5.1	Administer the budget for the Agreement and the Special Fund provided for in Article VII (3) in accordance with the Agreement's Financial Regulations	Article X.g	Ongoing	Refer to MoP4 Doc 10.
5.2	Prepare quarterly financial reports for the information of the Parties and the Chair of the Advisory Committee	AC2, MoP2	March, June, September and December each year	On-going. The format has been revised to provide greater detail on cash balances.
5.3	Provide information to the general public concerning the Agreement and its objectives, and promote the objectives of this Agreement	Article X.h	Ongoing	Extensive resources are provided on the Agreement's website, including species assessments, conservation guidelines and meeting reports. As well, news articles on current issues are posted daily by the Honorary Information Officer.
5.5	Update and maintain the ACAP website	Article X.h	Ongoing	Information on the website is provided in the three official languages; however a lack of funds for translation of articles means that not all articles are available in all languages. A reporting facility has been developed for the website, linked to the database, to enable Parties' reports on implementation of the Agreement to be submitted via the www.
5.6	Report to the 4th session of the Meeting of the Parties on the effectiveness and efficiency of the Secretariat in terms of the performance indicators developed at MoP2	Article X.i	2012	Completed at MoP3.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
5.7	Collate as appropriate synthesized information provided by Parties on the implementation and effective functioning of the Agreement with particular reference to the conservation measures undertaken	Article X.j; Article VII (1) c); Article VIII (10)	Ongoing 2011	Completed. Refer to MoP4 Doc 11.
5.8	Represent the Agreement at meetings of other intergovernmental agreements, as appropriate to facilitate achievement of the Agreement's objective	Article X.d Article XI	As required	The Secretariat has represented the Agreement at tuna RFMO meetings, CCAMLR, FAO Committee of Fisheries (COFI) and Convention of Migratory Species meetings. Reports on progress achieved at these meetings were considered at relevant Working Group and Advisory Committee meetings.
5.9	Prepare a report on Secretariat activities for AC 5		May 2010	Completed. Refer AC5 Doc 6.
5.10	Prepare a report on Secretariat activities for AC 6		May 2011	Completed. Refer AC6 Doc 06.
5.11	Prepare a report on Secretariat activities for MoP 4	Article X.f	2012	Completed. Refer MoP4 Doc 08
5.14	Recruit and manage the Secretariat's staff in accordance with the Staff Regulations and the directions of the Meeting of the Parties	Staff Regulations		On-going. Refer preceding text.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
6	FACILITATE THE WORK OF THE ADVISORY COMMITTEE			
6.1	Assist the Chair of the Advisory Committee as required to facilitate the work of the Advisory Committee	Article X.k	Ongoing	The Executive Secretary liaises with the Chair of the Advisory Committee (AC) via email on a daily basis and on a weekly basis via skype. These communications cover a wide range of issues relevant to the AC Work Programme, including implementation of the tuna RFMOs strategic plan, the work of AC Officials, and consultation with ACAP Parties.
6.2	Assist the Chair of the Advisory Committee in preparing a report to the MoP on the activities of the Advisory Committee	Article IX 6.e)	2011	Completed. Refer MoP4 Doc 09.
6.3	Assist the Convenor of the Seabird Bycatch Working Group as required to facilitate the work of the Group	Article X k) AC Work Programme Task 4.5 & 4.12.	Ongoing	The Secretariat provides on-going support to the SBWG Convenor, e.g. by facilitating communications with Parties, Range States and other organisations, supporting the attendance of experts at meetings, and assisting with the organisation of SBWG meetings.
6.4	Assist the Convenor of the Status and Trends Working Group as required to facilitate the work of the Group	Article X k) AC Work Programme Task 2.1, 2.2, 2.4 & 2.6.	Ongoing	Refer above.
6.5	Assist the Convenor of the Taxonomy Working Group as required to facilitate the work of the Group	Article X k) AC Work Programme Task 1.3	Ongoing	Refer above.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
6.6	Assist the Convenor of the Breeding Sites Working Group as required to facilitate the work of the Group	Article X k) AC Work Programme Task 3.1, 3.3, 3.4 & 3.5.	Ongoing	Refer above.
6.7	Develop and maintain database and web portal essential for the work of the Agreement's four working groups	AC Work Programme Task 1.3, 2.1, 2.1a, 2.1b, 2.2, 2.2a, 2.4, 3.1, 3.2, 3.3, 3.4, 3.5, 6.6, 6.6a, 6.7 & 6.8	Ongoing	The database has been further developed to allow input of data relevant to implementation reports, in particular bycatch data. New reports have also been devised to allow a more advanced analysis of data by the Working Groups.
6.8	Work with the Advisory Committee to develop and maintain a database of relevant scientific literature	AC Work Programme Task 6.8	Ongoing	The Secretariat maintains an Endnote database of relevant scientific literature.
6.9	Work with the Advisory Committee to develop and maintain a directory of relevant legislation	AC Work Programme Task 6.9. Action Plan 5.1 i)	AC5	Additional fields have been added to the ACAP database to enable the development of a directory of relevant legislation. Data for the directory will be obtained from species assessments and from Parties reports on implementation of the Agreement.
6.10	Work with the Advisory Committee to develop a list of authorities, research centres, scientists and non-government organisations relevant to ACAP	AC Work Programme Task 6.10. Action Plan 5.1 k)		Links to relevant organisations are provided on the ACAP website.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
6.11	Update online species assessments and manage their translation as needed	AC Work Programme Tasks 2.2, 2.6	Ongoing	The species assessments are updated on a regular basis as new data becomes available.
6.12	Test and develop bycatch data collection form and incorporate fishing bycatch data in ACAP database and species assessments	AC Work Programme Task 4.10, 4.11.	Ongoing	The ACAP database has been further developed to allow bycatch data to be incorporated. Bycatch data was sought for the first time from Parties in 2011 via the ACAP electronic reporting system.
6.13	Analyse bycatch information from Party reports to determine if it can deliver the products required in evaluating bycatch	AC Work Programme Task 4.11a	By AC6	Initial analysis completed. .
6.14	Provide administrative, scientific and technical support to assist with implementation of the Advisory Committee's Work Programme	AC Work Programme	Ongoing	A large component of the Executive Secretary's time and all of the Scientific and Technical Officers' time has been allocated in support of the Advisory Committee's work programme.
6.15	Assist AC with provision of information on the agreed indicators and national reporting queries	AC Work Programme Task 6.6a	By AC6	The ACAP database has been further developed to assist with the provision of this information. Reports have been provided to assist consideration of this issue at AC6 and MoP4 (refer MoP4 Doc 23).
7	IMPLEMENTATION OF THE AGREEMENT			
7.1	Review performance indicators to assist the MoP in conducting prescribed review of the Secretariat's performance in achieving the objectives of this Agreement.	MoP2 Article VIII 14	2009	Review undertaken at MoP3. Next review to be undertaken at MoP6.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
7.2	Assist Parties in providing training, technical and financial support to other Parties on a multilateral or bilateral basis to facilitate implementation of the Agreement.	Article VII 4	Ongoing	Assistance has been provided with the organisation of relevant workshops and with the management of funds related to this task.
7.3	Assist the participation of Parties at Agreement meetings	Article VII 5	Ongoing	Support has been provided to assist participation at AC5, AC6 and Working Group meetings. Provision of support for Parties participation at MoP4 is underway.
7.4	Promote and coordinate activities under the Agreement, including the Action Plan, in accordance with decisions of the Meeting of the Parties	Article X c)	Ongoing	All decisions of the Meeting of the Parties have been implemented to the extent that the Secretariat has the authority and/or resources to do so.
7.5	Liaise with non-Party Range States and regional economic integration organisations to facilitate coordination between Parties and non-Party Range States, and international and national organisations and institutions whose activities are directly or indirectly relevant to the conservation of albatrosses and petrels.	Article X d)	Ongoing	Liaison occurs on an ongoing basis with relevant States and organisations. The Secretariat has prepared briefs and meeting papers to assist with this task e.g. for tRFMO meetings
7.6	Consult with and enter into arrangements, with the approval of the Meeting of Parties, with other organisations and institutions, and as appropriate exchange information and data.	Article XI 2c), 3 & 4	Ongoing	A number of formal arrangements have been entered into (refer MoP4 Doc 15). Information and data is exchanged regularly, primarily in the form of meeting papers submitted by the Secretariat at relevant meetings.

Task No.	Topic/Task	MoP or other mandate	Timeframe	Progress Achieved
7.7	Facilitate the accession of non-Party Range States to the Agreement			Information has been provided to relevant agencies of the United States to facilitate its accession to the Agreement and liaison continues with a number of other non-Party Range States.
8.	CAPACITY BUILDING			
8.1	Assist the Advisory Committee and Parties with technical cooperation and capacity building	Article IV 2	Ongoing	Assistance is provided on an ongoing basis through the provision of information exchange via the web and with support for workshops and management of financial support.
8.2	Support secondments to the Secretariat to aid capacity building	MoP2	Ongoing	Support was provided for Dr Elisa Goya and Mr Juan Pablo Seco Pon to undertake secondments in the Secretariat in 2011 and Mr Jorge Azocar in 2011-12.