

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p style="text-align: center;"><b>Sixth Meeting of the Parties</b> <b>Skukuza, South Africa, 7 - 11 May 2018</b></p> <p style="text-align: center;"><b>Secretariat Report</b></p> <p style="text-align: center;"><b>Secretariat</b></p>
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### SUMMARY

This report provides an overview of the Secretariat's operations since the Fifth Session of the Meeting of the Parties. A major focus of the Secretariat's work during this period has been on building the Agreement's relationships with other intergovernmental organisations and in raising its profile in relevant international fora. The Agreement's Secretariat also provided support to the Advisory Committee and Working Groups during the inter-sessional period, including the organisation of annual meetings.

### RECOMMENDATIONS

That the Meeting of the Parties:

1. Review the Report of the Secretariat and recommend actions to be taken in relation to matters raised in the report, as appropriate; and
2. Advise (also in relation with discussions arising from MoP6 Doc 10) on ways to improve the performance of actions undertaken by the Secretariat in successive years.

## 1. BACKGROUND

Article X(i) of the Agreement requires the Secretariat to report to each ordinary session of the Meeting of the Parties on the performance indicators used to measure the effectiveness and efficiency of the Secretariat. This report provides information with which to measure the Secretariat's progress, as well as providing an overview of the key activities and achievements of the Secretariat since MoP5. The report also provides information on actions taken against tasks identified in the Secretariat's 2016 - 2018 Work Programme. This progress report should be read in conjunction with **MoP6 Doc 10** reporting on the review of the effectiveness of the Secretariat, measured against a set of performance indicators approved by MoP5 ([Resolution 5.5](#)).

## **2. OPERATION OF THE SECRETARIAT**

### **2.1. Secretariat Headquarters**

The Secretariat moved premises on 21 February 2017 following the non-renewal of the lease at 27 Salamanca Square. This relocation was unanticipated and required unforeseen time and budget resources. The new office is located on Level 2, 119 Macquarie Street, Hobart, and offers the same standard of accommodation while being conveniently positioned in the Hobart CBD. The Secretariat signed a five year lease and the financial terms are significantly more advantageous than the previous lease.

### **2.2. Staffing**

Staffing of the Secretariat remains at two full-time positions, consisting of the Executive Secretary and Science Officer positions. Mr John Cooper continues in the position of Honorary Information Officer. Additional support is provided by consultancies, volunteers, and internships, as well as by Advisory Committee officials.

### **2.3. Contracts and consultants**

Oncall Conference Interpreters and Translators continued to provide interpretation and translation services for the Agreement on a long-term contract basis.

Dr Dave Watts (Wombat Data Solutions) continued to provide database development services, and Mr Jan Dabrowski (Web Monkey) continued to provide web hosting and associated administration services.

Dr Anton Wolfaardt continued to assist with the implementation of ACAP's RFMO engagement strategy on a contract basis. Dr Wolfaardt represented the Agreement at meetings of the Indian Ocean Tuna Commission (IOTC), and the International Commission for the Conservation of Atlantic Tunas (ICCAT), as well as other related meetings such as the two Common Oceans Project Regional Seabird Bycatch Pre-Assessment Workshops in South Africa and Vietnam.

### **2.4. Internships and Secondments**

Translation and interpretation students from Monash University (Melbourne) and the University of New South Wales (Sydney) undertook internships in the Secretariat over a one week period each year in February 2016, 2017 and 2018.

In addition, the Agreement's Secretariat hosted on several occasions Master's Degree students from the University of Tasmania and the Institute of Marine and Antarctic Studies (Tasmania) to undertake internships dealing with research on RFMO matters.

### **2.5. Implementation of the Headquarters Agreement**

The Headquarters Agreement between the Government of Australia and the Secretariat to the Agreement on the Conservation of Albatrosses and Petrels established the permanent ACAP Secretariat in Hobart, Australia, and describes the general terms and provisions under which the Secretariat operates in, and is hosted by, Australia. In addition, the ACAP Secretariat has signed a Memorandum of Understanding with the Government of Tasmania, outlining the administrative arrangements intended to support the ACAP Secretariat in Hobart. Both instruments were effectively implemented during the triennium.

### **3. REVIEW OF STAFF REGULATIONS**

At MoP5 it was agreed that Annex A of the Staff Regulations ([Resolution 5.3](#)) would be examined in light of the Executive Secretary recruitment process that took place in 2015. No proposals for amendments to the current recruitment procedure were received.

However, with the anticipated recruitment of a new Executive Secretary in 2018, inputs might be provided by the current Recruitment Sub-Committee to refine the procedure. Parties may also wish to consider revising 'essential criterion' 4 ('Suggested Selection Criteria for the Appointment of the Executive Secretary to ACAP'), which requires 'fluency in one of the ACAP languages'. As the Agreement's Secretariat is based in Australia, extensive interaction with Government Agencies (for example in finance matters) is needed, and it is therefore essential that the Executive Secretary is able to communicate fluently in English. This should be reflected in criterion 4. Proficiency in other Agreement languages is already addressed in 'desirable criterion' 8.

### **4. REVIEW OF FINANCIAL REGULATIONS**

No need for amendments to current Financial Regulations ([Resolution 4.5](#)) was identified by the Secretariat.

### **5. EFFECTIVENESS OF THE SECRETARIAT**

In accordance with the requirements of Article X(i) of the Agreement, the Secretariat developed a system of performance indicators to measure its effectiveness in facilitating the achievement of the objectives of the Agreement. Article VIII (14) of the Agreement requires the Meeting of the Parties to review the effectiveness of the Secretariat at every third session of the Meeting of the Parties. The terms of reference for such review and the list of performance indicators were approved by MoP5 ([Resolution 5.5](#)), for the full second review of the effectiveness of the Secretariat to be concluded during MoP6. **MoP6 Doc 10** provides a comprehensive report on the effectiveness of the Secretariat conducted by the Review Body.

### **6. SIGNIFICANT ACTIVITIES AND OUTCOMES ACHIEVED**

A review of the Secretariat's Work Programme shows that a substantial proportion of the tasks set for the 2016 – 2018 triennium have been completed, or substantial progress achieved on them. **ANNEX 1** summarises progress made against individual tasks in the Work Programme.

#### **6.1. Support for Advisory Committee meetings and the AC Work Program**

Support was provided to the Advisory Committee and its Working Groups during the inter-sessional period. Advice and assistance was also provided to the Chair of the Advisory Committee and other Advisory Committee Officials.

During the triennium, the Secretariat has provided support for two meetings of the Advisory Committee (AC9 in La Serena, Chile and AC10 in Wellington, New Zealand), four Working Group meetings (PaCSWG3 and PaCSWG4, SBWG 7 and SBWG8) and one Meeting of the Parties (MoP6, Skukuza, South Africa). In association with AC10, the Secretariat has also provided support for the workshop on '*Pterodroma* and other small burrowing Petrels' held in Wellington, New Zealand.

The attendance of Delegates to the Tenth Meeting of the Advisory Committee was supported by three voluntary contributions provided by the Department of Foreign Affairs and Trade, the Ministry for Primary Industries, and the Department of Conservation, New Zealand.

## **6.2. Relationship and arrangements with other International Organisations**

A key focus of the Secretariat's work has been on building and formalising the Agreement's relationship with other Inter-governmental Organisations (refer to **MoP6 Doc 24** for details).

The Secretariat has continued to advocate for the adoption and improvement of seabird conservation measures in Regional Fisheries Managements Organisations (RFMOs) through participation in relevant Working Groups, Scientific Committee and Commission meetings. It has participated in a range of meetings of international fisheries-related management organisations since MoP5, including the IOTC, ICCAT, the South Pacific Regional Fisheries Management Organisation (SPRFMO), the Western and Central Pacific Fisheries Commission (WCPFC), and the Inter-American Tropical Tuna Commission (IATTC).

The Secretariat has also maintained engagement with other international organisations, including the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR), the Inter-American Convention for the Protection and Conservation of Sea Turtles (IAC), and the Food and Agricultural Organisation (FAO, through the Common Oceans Project).

## **6.3. Representation at Meetings of other International Organisations**

The Agreement's Executive Secretary, Dr Marco Favero, represented the Agreement at meetings of CCAMLR, WCPFC, IATTC, IAC, and the Convention on the Conservation of Migratory Species of Wild Animals (CMS Scientific Council). The Agreement's Science Officer, Dr Wiesława Misiak, represented the Agreement at the 5<sup>th</sup> International Albatross and Petrel Conference and the CCAMLR Scientific Committee meeting.

Dr Anton Wolfaardt (Convenor of the Seabird Bycatch Working Group) represented the Agreement in meetings relevant to the strategy for the engagement with RFMOs (see item 2.3 for details). Dr Igor Debski (Vice-Convenor of the Seabird Bycatch Working Group) represented the Agreement at the CCSBT ERSWG meeting. Dr Richard Phillips (Co-convenor of Population and Conservation Status Working Group) offered presentations on behalf of the Agreement at the 5<sup>th</sup> International Albatross and Petrel Conference, and the SCAR Biology Symposium.

## **6.4. Accession of New Parties**

The Secretariat has liaised with a number of Range States concerning their possible accession to the Agreement, including in the margins of international meetings it has attended.

Regarding the USA accession to ACAP, the legislation that was a part of the process that would enable the United States to accede to ACAP was introduced into the prior Congress. For accession to be further considered, such legislation would need to be reintroduced in the Congress that began in January 2017.

In the case of Namibia, Dr Hannes Holtzhausen reported at AC10 on progress in the implementation of seabird bycatch mitigation measures in their fisheries, and a continuous support to the accession to the Agreement.

In conjunction with the attendance of the IATTC Commission Meeting in Mexico City (July 2017), the Executive Secretary met Mexican authorities from the *Secretaría de Medio Ambiente y Recursos Naturales* (SEMARNAT, Environment), *Secretaría de Agricultura, Ganadería, Desarrollo Rural, Pesca y Alimentación* (SAGARPA, Fisheries) and *Secretaría de Relaciones Exteriores* (SRE, Foreign Affairs). Mr Federico Méndez-Sánchez (CSO Grupo de Ecología y Conservación de Islas) contributed to organising the agenda.

### **6.5. External funds**

Following intersessional consultation (ACAP Circular 2016-07), Parties approved the ACAP Secretariat entering into an agreement with Abercrombie & Kent Philanthropy (AKP) to raise funds for purposes consistent with the policies, aims and activities of the Agreement. Any funds raised were to be used to extend the research on fly-backs in association with the Australian Maritime College (Launceston, Tasmania). Between early December 2016 and late January 2017, the fundraising programme was successfully implemented in four Antarctic cruises. The total amount of funds raised and received as voluntary contribution was \$6,068. Following the same approach (refer ANCP Circular 2017-09), another fundraising was conducted in 2017-18 to support research into seabird bycatch in demersal longline and trawl fisheries. The reception of another voluntary contribution in the order of \$8,000 is projected towards the end of the current financial year.



Task	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
	▪ 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								Completed
	▪ travel for meetings		Sec. staff x 2	8	6,000	8	6,000	8	6,000	
	▪ travel for meetings		Contract x 1	4	6,000	4	6,000	2	5,000	
	▪ attendance at meeting		Sec. staff x 2	28	4,400	28	4,400	14	4,400	
	▪ attendance at meeting		Contract x 1	12	10,000	12	10,000	6	5,000	
1.6	Prepare meeting report and distribute to all Parties	Article X.a	Sec. staff x 2	6		6		6		Completed
1.7	Prepare guidance to Parties on Credentials options	MoP5	Exec Sec							Completed
1.8	Review Annex A of Staff Regulations	MoP5	Exec Sec							Completed
<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								Completed year to date (ytd)
	▪ 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		

Task	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
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		Completed
2.3	Provide information to the general public concerning the Agreement and its objectives, and promote the objectives of this Agreement	Article X.h								Ongoing
	▪ preparation of ACAP Latest News for website		Info Officer	90		90		90		
	▪ maintain/update website links and publications		Sci & Info Officers	5		5		5		
	▪ management of ACAP Facebook page		Info Officer	2		2		2		
	▪ preparation of scientific material		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	Ongoing
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		Completed
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				Completed ytd
	▪ review data, liaise with stakeholders, amend database, collate information and draft consolidated reports	Article VII (1) c); Article VIII (10)	Sci Officer			15				



Task	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
2.7	Represent the Agreement at meetings of other intergovernmental agreements, as appropriate to facilitate achievement of the Agreement's objective	Article X.d								Completed ytd
	<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	
2.8	Prepare a report on Secretariat activities for AC and MoP meetings	Article X f)	Exec Sec	1		1		1		Completed
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		Ongoing
<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)								Ongoing
	<ul style="list-style-type: none"> <li>regular 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				Completed
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		Completed ytd

Task	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 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	Ongoing
	<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		Completed ytd
	<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	Ongoing
	<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	Ongoing
	<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		Completed ytd
	<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				In progress
	<ul style="list-style-type: none"> <li>Identify and review priority species or populations for conservation actions</li> </ul>	AC WP Task 2.8	Sci Officer	5		5		5		Completed ytd
	<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		Completed ytd
	<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		Ongoing
	<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		Ongoing

Task	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>Maintain contact list, and addresses of ringing authorities</li> </ul>	AC WP Task 2.12	Sci Officer	2		2		2		Ongoing
	<ul style="list-style-type: none"> <li>Complete breeding site accounts</li> </ul>	AC WP Task 2.17	Info Officer	5		5		5		Completed ytd
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 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	Completed ytd
	<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		Ongoing
	<ul style="list-style-type: none"> <li>Development of bycatch indicators and associated data, methodological approaches and reporting required</li> </ul>	AC WP Task 3.13	Sci Officer	20		20		20		In progress
	<ul style="list-style-type: none"> <li>Extend revised format of review and best practice advice documents on Bycatch mitigation to demersal longline and trawl fisheries</li> </ul>	AC WP Task 3.18	Sci Officer and Exec Secretary	7		7				In progress
	<ul style="list-style-type: none"> <li>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...).</li> </ul>	AC WP Task 3.6	Exec Sec, Sci Officer	5		5		5		In progress

Task	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
3.5	Assist the Convenor of the Taxonomy Working Group 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		In progress
3.6	Review, refine and standardise criteria to include new species on Annex 1	AC WP Task 5.3	Sci Officer	3		3		3		In progress
3.7	Review and update any publications not already specified in the Work Programme	AC WP Task 5.4	Sci Officer	5		5		5		Ongoing
3.8	Implement system of indicators for the success of the ACAP Agreement	AC WP Task 5.5	Sci Officer	5		2		2		In progress
3.9	Review ACAP performance indicators	AC WP Task 5.6	Sci Officer	5		5		5		In progress
3.10	Manage database of relevant scientific literature	AC WP Task 5.7	Sci Officer	10		10		10		Ongoing
3.11	Manage directory of relevant legislation	AC WP Task 5.8	Sci Officer	5		5		5		Ongoing
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		Ongoing
3.13	Develop a guide on removing entangled seabirds from nets	AC WP Task 5.12	Sci Officer & Exec Sec	5		5		5		In progress
<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		Ongoing

Task	Topic/Task	Mandate	Officer	2016		2017		2018		Action/Detail
				Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	Time (days)	Funds (AUD)	
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		Ongoing
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	Ongoing
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		Ongoing (MoP6 Doc 24)
4.5	Facilitate the accession of non-Party Range States to the Agreement	Article X d), k)	Exec Sec	5		5		5		Ongoing (MoP6 Doc 9)
4.6	Assist with the compilation of the triennial implementation report.	Article IX 6 (d)	Exec Sec & Sci Officer	10		10		10		Completed (MoP6 Doc 13)
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						Completed (MoP6 Doc 19)
4.8	Review options for the provision of legal advice to the Secretariat	MoP5	Exec Sec	1						In progress
<b>5</b>	<b>CAPACITY BUILDING</b>									

Task	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		Ongoing
5.2	Support secondments programme to aid capacity building	MoP2	Exec Sec & Sci Officer	5		5		5		Ongoing