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## AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS

### Resolution 5.5

#### Terms of Reference for reviewing the effectiveness of the Secretariat

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

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*Recalling* Article VIII(14) of the Agreement, which requires the Meeting of the Parties to review the effectiveness of the Secretariat in facilitating the achievement of the objective of the Agreement at every third Session of the Meeting of the Parties; and

*Noting* that Article VIII(14) requires that terms of reference for this review be agreed to at the previous Meeting of the Parties;

#### **The Meeting of the Parties to the Agreement on the Conservation of Albatrosses and Petrels**

##### **Agrees:**

1. to establish a body comprising no less than two-thirds of Parties to undertake the review (the Review Body);
2. that the Review Body should seek to ensure regional representation from
  - a. Europe/Africa;
  - b. Asia/Australasia; and
  - c. North/South America;
3. that Parties participating in the review are not bound by the findings of the Review Body;
4. that the Terms of Reference of the Review Body will be to:
  - a. undertake a review of the effectiveness of the Secretariat in facilitating the achievement of the Agreement's objectives;
  - b. seek the views of all Parties and interview the Chair of the Advisory Committee and the Executive Secretary;
  - c. prepare a report for the sixth Session of the Meeting of the Parties with recommendations, as appropriate, for enhancing the effectiveness of the Secretariat in achieving the Agreement's objective; and
  - d. prepare, as necessary, revised performance indicators to allow for quantifiable assessment of the Secretariat's performance; and
5. that the Performance Indicators in Appendix A will be used in the review.

## RESOLUTION 5.5 APPENDIX A

### PERFORMANCE INDICATORS FOR MEASURING THE EFFECTIVENESS OF THE SECRETARIAT OF THE AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS

1. All relevant information and meeting documents will be provided to the Parties within the timeframes specified by the Agreement.
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.
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.
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.
5. Other international and national organisations and institutions are contacted, as appropriate, on matters related to achieving the objectives of the Agreement.
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.
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.
8. The Agreement's budget is executed in a responsible, efficient, and accountable manner and in accordance with the financial regulations for the Agreement.
9. Assistance is provided to Parties, through the website, in their efforts to educate the general public about the Agreement and its objectives.
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.
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).
12. A report is provided to each Meeting of the Parties and meetings of the Advisory Committee identifying activities that the Secretariat has been unable to carry out, providing reasons for any inaction, for example limitations in resources, and options for rectification.
13. The staff of the Secretariat follows the directions of the Executive Secretary, as required by the Meeting of the Parties.