

Interim Secretariat provided by the Australian Government

First Meeting of the Parties

Hobart, Australia, 10-12 November 2004

Agenda Item No. 4.1
ACAP/MOP1/Doc.9
Interim Secretariat

Agreement Secretariat Location

Purpose

The purpose of this paper is to inform Parties of the offers received for the Agreement Secretariat's permanent location.

Background

To date, the interim Secretariat has received one offer and one expression of interest to host the Agreement Secretariat.

1. Ecuador has expressed interest in hosting the Agreement Secretariat within the National Galapagos Park in Puerto Ayora, Galápagos. It is hoped that Ecuador will provide additional details of their offer at MOP1 for Parties consideration.
2. Australia has offered to host the Agreement Secretariat and has presented two options for the Secretariat's location in Hobart ([Attachment A](#)).

Action Required

It is recommended that the Parties:

1. Note the offers to host the Agreement Secretariat;
2. Agree on the location of the Agreement Secretariat.

Attachment A

A proposal to establish the ACAP Secretariat in Hobart presented by the Delegation of Australia.



Introduction

Australia is pleased to offer to host the ACAP Secretariat in Hobart, Tasmania.

Hobart enjoys a unique relationship and special bond with Antarctica and the Southern Ocean, being a major international gateway to Antarctica, the sub-Antarctic and Southern Ocean for expeditions for more than 200 years.

Today Hobart provides the hub for Australia's Antarctic Program and has a reputation as a centre of excellence for internationally recognised Antarctic and temperate marine science activities and other innovations from industry.

In proposing Hobart as a location for the ACAP Secretariat the Australian Government is conscious of the advantages that Hobart would offer. These include that Hobart is host to the headquarters of other bodies that are highly relevant to the conservation of albatrosses and petrels. These bodies include:

- Antarctic Climate and Ecosystems Cooperative Research Centre
- Australian Antarctic Data Centre
- Australian Antarctic Division
- Australian Bureau of Meteorology – Tasmania and Antarctic Region
- Commission for the Conservation of Antarctic Marine Living Resources
- Council of Managers of National Antarctic Programs
- CSIRO – Division of Marine Research
- Department of Primary Industries, Water and Environment
- French Polar Institute
- Institute of Antarctic and Southern Ocean Studies
- National Oceans Office
- Tasmanian Polar Network

There will be potential advantages in terms of efficiency and cost-effectiveness in a shared location of three such bodies that relate to Antarctic and Southern Ocean management. In addition, Australia is a southern hemisphere country and an original signatory to ACAP and Hobart is an active Antarctic gateway.

Tasmania is also internationally recognised as a centre of excellence in seabird biology and conservation. It hosted the first Albatross Scientific Conference in 1995, and is responsible for the management and monitoring of nearly all of Australia's albatross

and petrel populations. In particular, Australia is a Range State for twenty-one albatross and six petrel species. Tasmania is a breeding range state for eight of these species.

Hobart is also well-serviced and a cost-effective location. These attributes make Hobart an ideal choice for Antarctic, sub-Antarctic and Southern Ocean management, research and logistics endeavours.

Hobart offers:

- A modern capital city that is safe, sophisticated and politically and economically stable.
- Access to world-class expertise in Antarctic and temperate marine research, logistics, support services and education, including world recognised expertise in the conservation and management of albatrosses and petrels.
- A supportive community that values cooperative international efforts to preserve and manage the world's natural environment.
- Excellent international communications facilities and reliable air links to other countries.
- Experience in hosting and supporting international secretariats.

This offer to host the ACAP Secretariat is supported by the Tasmanian State Government through the Tasmanian Department of Economic Development – Antarctic Tasmania.

Australia has demonstrated experience supporting two international Antarctic Secretariats in Hobart, namely the Conservation of Antarctic Marine Living Resources (CCAMLR) and Council of Managers of National Antarctic Programs (COMNAP).

The CCAMLR Secretariat has been located in Hobart since it was established in 1982. In addition to being the first intergovernmental organisation headquartered in Australia, CCAMLR also became the first such organisation to be represented in Tasmania. The CCAMLR Secretariat, has developed, and retains, an extensive knowledge not only of the fisheries, ecosystem and conservation issues in the Southern Ocean, but also of the operation of an international commission. A number of ACAP listed albatrosses and petrels occur within CCAMLR waters, and the knowledge retained by the CCAMLR Secretariat provides for synergies to be developed with the ACAP Secretariat on seabird bycatch and related conservation issues.

COMNAP is a major international Antarctic organisation with its Secretariat based in Hobart. The COMNAP Secretariat has been located in Hobart since 1997. Hosting this Secretariat demonstrates Australia's and Hobart's capacity to successfully support a small-sized secretariat in an extremely efficient, professional and cost effective manner.

Accommodation Options in Hobart

Two options for the location and establishment of the ACAP Secretariat in Hobart are provided. Preliminary costings for each option have been provided where available.

In providing this offer, the Australian Government notes that the first Meeting of the Parties will need to make a range of decisions in relation to the Secretariat (refer ACAP/MOP1/Doc.8), including the status and establishment procedures for the Secretariat and legal personality. As such, this offer is made on the basis that ACAP will seek to provide legal personality to the Secretariat and is subject to the satisfactory conclusion of a Headquarters Agreement between ACAP and the Australian Government.

Option 1 – Co-location with Antarctic Tasmania

Australia is proposing that the ACAP Secretariat be located at the Hobart waterfront. The offer includes provision of office accommodation and other support free of charge to ACAP for a period of up to six years. Additional details of the facilities and support to be provided are described in detail below.

Direct support provided by Antarctic Tasmania includes the following:

1. Office fit-out establishment costs estimated at approximately USD\$4,000–6,000 (glass partitioning, lockable door, two additional phone lines, telephones and computer network cabling).
2. Annual, recurrent support provided *free-of-charge*, which includes office rental, power, computer and secretarial support. In-kind support is conservatively valued at USD\$19,000 per annum.

A summary of in-kind support offered to the ACAP Secretariat, *free-of-charge* includes the following:

- The use of an executive office located in the prestigious business and commercial development in the Salamanca Place precinct. The office in Salamanca Square is already home to Antarctic Tasmania, CONMAP and the French Polar Institute's southern base.
- An administrative area adjoining the office is available for the secure storage of ACAP files and reference materials.
- The use of in-house meeting facilities (including projectors etc) is provided.
- Administrative assistance to support the preparation and distribution of notices, reports and other documents.
- Two dedicated telephone lines and access to a facsimile machine *free-of-charge*.
- Free connection to the Internet and access to computer hardware and support services to provide a hub for the ACAP membership.

- Provision of one undercover secure car parking space with 24 hour access.
- Hosting of the ACAP website.

Office Facilities



Quality Office Accommodation

*Suite 25-26
Salamanca Square
Tasmania*

- “A” grade accommodation
- Excellent location
- Adjacent waterfront
- Convenient access for visitors

Approximately 60 square metres of space can be provided to the ACAP Secretariat. This provides for a spacious executive office suitable for one person and storage of administrative files. In addition, an open plan office area suitable for two people can be provided if required. See floor plan below. The offices are fitted with electronic security and fire protection systems.

Shared office facilities include:

- a conference room, with TV, video, whiteboard, overhead projector and data projector;
- male, female and disabled toilets, and shower facilities;
- kitchenette with tea and coffee making facilities, fridge and microwave; and
- reception with Antarctic Tasmania receptionists and waiting area.

Administrative Support

Administrative support to the ACAP Secretariat to be provided *free-of-charge* includes ongoing part-time administrative support throughout the year.

Administrative support will be provided by an administrative officer based at Antarctic Tasmania. This person will also monitor any unanswered ACAP telephone calls and facsimile traffic during normal office hours.

Exclusions

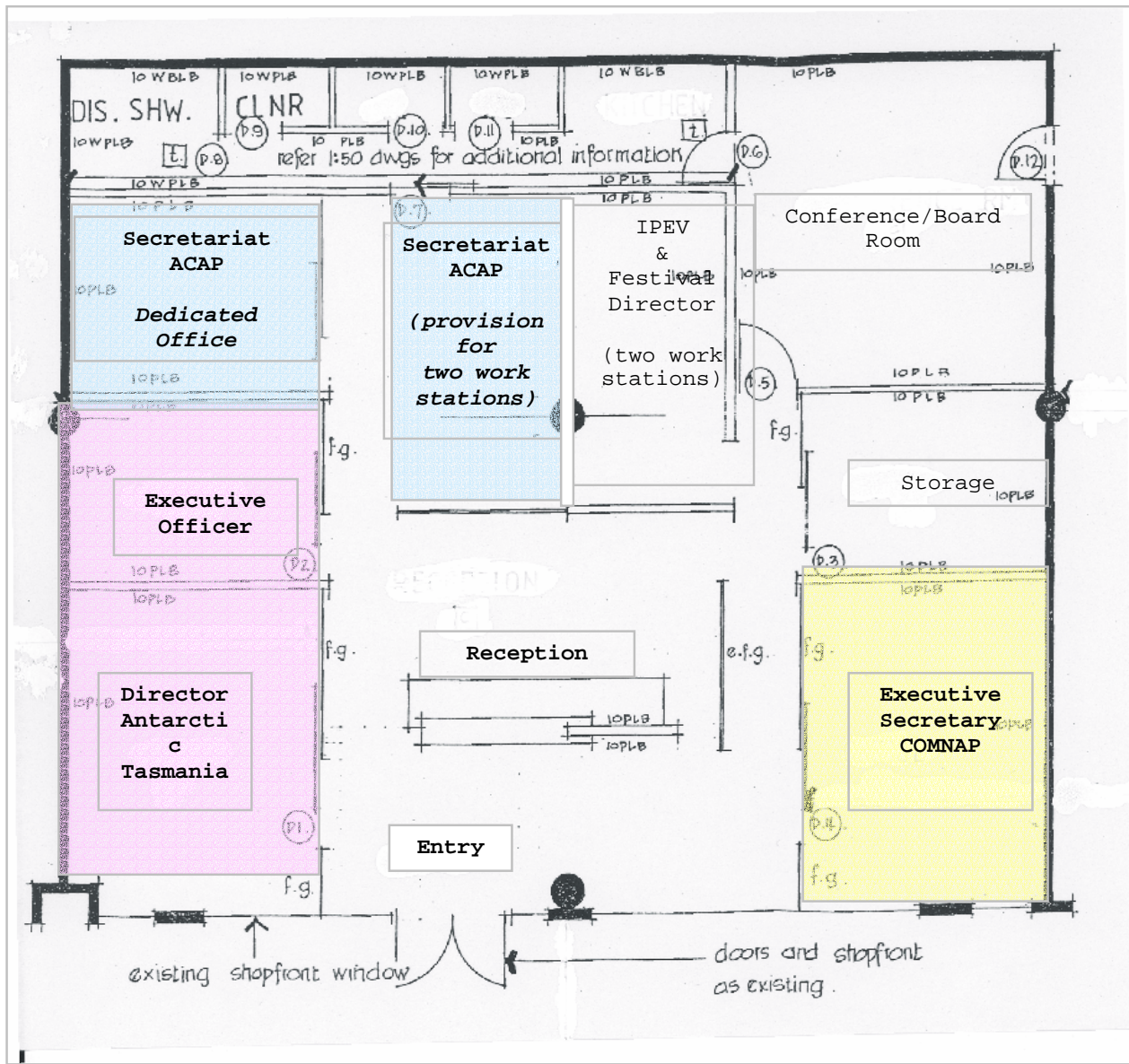
Items not covered by Antarctic Tasmania include:

- ACAP office furniture and computer equipment;
- outgoing telephone and facsimile calls; and
- stationary and general office supplies.

ACAP Office includes the following:

1. approximately 60 square metres of office space;
2. dedicated office with lockable door; and
3. additional open-plan office accommodation suitable for two people with suitable partition or dividing wall (details to be finalised with the ACAP Secretariat).

Floor Plan – Antarctic Tasmania / COMNAP / French Antarctic Program / ACAP



Option 2 – Commercial Office Accommodation

The Australian Government is happy to assist with identifying suitable office accommodation within Hobart and is able to provide a once-off payment of AUD\$10,000 towards ACAP Secretariat establishment costs.

Cost and availability include the following:

- Premium office accommodation is widely available in Hobart’s CBD, with prices ranging from USD\$150 to USD\$200 per square metre, per annum.
- However, there is a limited availability of small premium office space.
- Specifically in the Salamanca Square area, office space is generally limited to historical buildings of a lower standard. Prices for such accommodation ranges from USD\$120 to USD\$140 per square metre, per annum.

Map of the Hobart Central Business District and Waterfront Areas

