THE CONVENTION ON WETLANDS

63rd meeting of the Standing Committee

Gland, Switzerland, 3-7 June 2024

**SC63 Doc.14**

**Work plan of the Secretariat for 2024**

**Action requested:**

The Standing Committee is invited to take note of and approve the Secretariat’s integrated Annual Plan for 2024.

1. The Annual Plan for 2024 attached in Annex 1 (hereafter referred to as the “Secretariat work plan”) follows the structure approved by the Standing Committee in Decision SC54-10 and applied for the 2019-2022 triennium. It builds on the Secretariat’s integrated Annual Plan for 2023 and Triennial Plan for 2023-2025, which was presented to the Standing Committee at its 62nd meeting (SC62) in 2023 and approved through Decision SC62-14; it is structured around the seven core functions of the Secretariat and sets out principal activities and corresponding annual and triennial indicators for each, together with indicative lead responsibilities and principal funding source (i.e. core, non-core or other).

2. To better manage the demanding schedule of 2024 due to an earlier date set for COP15, the work planning process was initiated at the end of 2023. This is a departure from previous years when the process typically began at the start of the new year. The Secretariat work plan was developed through a comprehensive, participatory process involving all Secretariat staff. A two-day in-person work planning workshop was held from 27 to 28 November 2023 at the Secretariat’s office in Gland.

3. The workshop included a thorough review of the Secretariat’s progress against the planned activities for 2023. This review enabled the staff to inform the planned activities for 2024, aiming to achieve the targets set out in the Triennial Plan for 2023-2025. The workshop also facilitated the further elimination of duplications, consolidation of activities, and revision of indicators. The final draft has also incorporated new tasks as mandated by the decisions of the 62nd meeting of the Standing Committee.

4. The number of tasks assigned to the Secretariat by Contracting Parties continues to grow, whilst the resources for implementation remain highly constrained. The core budget for Secretariat staff has not increased since 2012 and it is becoming increasingly difficult for the Secretariat to meet the needs and expectations of Parties.

**Annex 1**

**Secretariat Annual Plan for 2024 and Triennial Plan for 2023-2025**

SG = Secretary General; DSG = Deputy Secretary General; DSP = Director of Science and Policy; SAs = Senior Advisors; Comms = Communications Team; RMO = Resource Mobilization Officer; FM = Finance Manager; HRO= Human Resources Officer; ITO = IT Officer; SMT = Senior Management Team. Only leads are mentioned but all staff will contribute to specific outputs. NC = Non-Core; SAR = Subject to Additional Resources, CEPA related activities (in red shade)

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| **Function**:  **1. GOVERNING AND SUBSIDIARY BODY AND MEETING SERVICES** | **Purpose**:  Secretariat ensures the efficient and effective provision of decision-making and accountability processes to support Contracting Parties (CPs). |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2024 Activities** | **AP 2024 Indicator** | **Lead/**  **Support** | **Budget** |
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| **1.1 Organized and facilitated meetings of all governing and subsidiary bodies, including logistics, documentation, reporting, conference support and provision of support and advice to presiding and other officers. Activities of the bodies supported (includes COP, Standing Committee (SC), STRP, pre-COPs, Working Groups).**  *Convention Article 8.2.a.; Rules of Procedure, especially Rules 26 and 27.*  *Resolutions XIV.8 paras.10, 12, 13, 14; XIV.12 paras.15, 16, 17;*  *XIV.14 paras.13, 16; XIV.6 para.22* | Governing and subsidiary bodies established, and support provided for their operation  Delivery of meetings in accordance with requirements, including timely outputs:   * SC62 - SC65 * STRP25 - STRP27 * COP15 * Working Groups as requested | Organize and facilitate:   * STRP25 * SC62 * Executive Team * Working Groups, including: Management Working Group (MWG), Strategic Plan Working Group, CEPA Oversight Panel, Youth Working Group, Subgroup on Finance, Subgroup on COP15 | Organize and facilitate:   * STRP26 * SC63 * SC64 * Support organization of pre-COP regional activities * Executive Team * Working Groups, including: Management Working Group (MWG), Strategic Plan Working Group, CEPA Oversight Panel, Youth Working Group, Subgroup on Finance, Subgroup on COP15 and Working Group on Institutional Strengthening | Secretariat has supported delivery of meetings and timely outputs in accordance with specific requirements  Participant feedback taken into account in delivery of future meetings | DSG / SAs | Core |
| Engage with COP15 host country | COP15 preparations with host country and Subgroup on COP15. |
| Support provided for activities of SC and Working Groups | Conduct preparatory briefings for incoming members of SC (XIII.4) | Activity completed in 2023 | NA | SAs | Core |
|  | Support the Strategic Plan Working Group as requested in the development of the 5th Strategic Plan | Development of the 5th Strategic Plan supported | DSG | Core |
|  | Support the Working Group on Institutional Strengthening on the preparation of the report to SC63 on institutional strengthening to support the implementation of the Convention. | Report submitted to SC63 | SA  Americas | Core |
| Support the Working Group on Institutional Strengthening in the implementation of its work plan. | TORs for consultancy report published | SA  Americas | Core |
| Support MWG to select STRP members (XIV.14 paras.13, 16) | Activity completed in 2023 | NA | DSP | Core |
| Complete nomination process for CEPA Oversight Panel (XIV.8) and support its operation | Activity completed in 2023 | NA | DSG | Core |
| Begin preparing a proposal for SC63 in collaboration with the CEPA Oversight Panel on the future operations of the Panel | Preparation of proposal for SC63 on the future operations of the CEPA Oversight Panel. | Proposal submitted to SC63 | DSG | Core |
| Include provisions in Secretariat Work Plan 2023-2025 detailing how it will support CPs with implementation of the new CEPA approach. | Activities in the Secretariat workplan that support CEPA have been highlighted. | Support for CEPA included in Secretariat’s Triennial and Annual Work Plan activities and indicators | DSG / Comms | Core |
| Support the activities of the Youth Working Group | Support the development and implementation of the YWG Work Plan. | YWG Work Plan supported | SA Asia | Core / NC |
| Prepare call for support for the position of youth advisor in the Secretariat | Activity completed in 2023 | NA | SA Asia | NC |
| Report and Resolution on institutional strengthening for consideration at SC62 and SC63 and COP 15 (Resolution XIV.6) | Prepare a report to SC62 on institutional strengthening to support the implementation of the Convention | Activity completed in 2023 – see indicator above | NA | SA  Americas | Core |
| **1.2 Support provided to Contracting Parties in tracking their implementation of the Strategic Plan through their National Reports and in reviewing the Strategic Plan.**  *Resolution XIV.4 para.9* | Parties experiencing difficulties in implementing specific targets and indicators of the 4th Strategic Plan (SP4) are supported through existing Convention guidance (XIV.4) | Identify existing guidance to address targets and indicators of SP4 for which CPs are encountering implementation challenges | Ensure relevant guidance is available through the Convention website. | Relevant guidance is published | SA Europe | Core |
| CPs submitted National Reports to COP15  Global Implementation Report presented to COP15. | Prepare proposal for SC62 on a revised form for National Reports, applying relevant COP mandates | Support CPs through online training and email helpdesk for the completion of their COP15 National Reports. | Online guidance and training provided to CPs | SA Africa | Core |
| **1.3 Strengthened engagement with Contracting Parties.** | Strengthened engagement with CPs | Enhance relationships and communication with Administrative Authorities, National Focal Points and Geneva missions, as appropriate | Increase frequency of communication with Administrative Authorities, National Focal Points and Geneva missions, as appropriate. | Engagement with CPs is strengthened | SG | Core |
| Support provided to CPs for preparation of draft resolutions for COP15 (XIV.3) | Administrative support and advice provided in response to specific requests from CPs in line with XIV.3 | Administrative support and advice provided in response to specific requests from CPs in line with XIV.3. | CPs supported where advice has been requested | DSG | Core |
| Prepare a guidance document on the preparation of draft resolutions for presentation to SC63. | Guidance document on the preparation of draft resolutions presented to SC63 |
| **1.4 Support the efficiency of operational processes of governing and subsidiary bodies of the Convention.**  *Resolution XIV.3 paras.10, 13, 15;*  *XIV.5 paras.10, 12, 13* | Guidelines in Resolution XIV.3 Annex 1 applied to non-permanent subgroups and Working Groups | Apply where applicable Annex 1 guidance for formation of new Subgroups and Working Groups | Support the application of Annex 1 guidance for formation of new Subgroups and Working Groups | Annex 1 guidance applied to the formation of new Subgroups and Working Groups | DSG | Core |
| Review of the decision-making procedures during exceptional circumstances completed (XIV.3) | Conduct a review of the decision-making procedures during pandemic | Review decision-making procedures during pandemic and propose suggestions for enhancing decision making during exceptional circumstances | Proposed suggestion presented to SC63 |
| Proposed approaches for intersessional collaboration presented to Parties (XIV.3) | Carry out the work mandated in Resolution XIV.3 | Carry out the work mandated in Resolution XIV.3 and Decision SC62-18 | Present a plan to SC63 as instructed by Decision SC62-18 |
| Draft of consolidated Resolutions prepared (XIV.5) | Prepare submission to SC62 proposing Resolutions to be consolidated | Complete the four consolidations requested in Decision SC62-25 | Consolidations presented to SC63 for consideration |
| Website includes: (a) a list of all Resolutions distinguishing those that are current from those that are expired or defunct; and (b) other COP decisions that are designed to be short-term in their effect (XIV.5) | List of current and expired Resolutions published on Convention website. | Activity completed in 2023 | NA |

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| **Function:**  **2. ADMINISTRATION, HUMAN AND FINANCIAL RESOURCES** | **Purpose:**  Secretariat ensures the effective and accountable management of resources, in alignment with IUCN policies and procedures. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2024 Activities** | **AP 2024 Indicator** | **Lead/**  **Support** | **Budget** |
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| **2.1 Ensured management of Secretariat human resources in line with IUCN policies and standards including: support organizational structure and recruiting; provide HR advice; support performance management; support staff duty; ensure staff engagement.** | Compliance with IUCN HR policy and standards  Ongoing delivery of HR services | Timely and effective management of human resources | Timely and effective management of human resources | HR matters managed in compliance with IUCN HR policies, procedures, and standards | HRO | Core |
| Implementation of IUCN new Global compensation policy | Finalise salary reviews as part of the new compensation policy, taking into account budgetary constraints | All staff compensation aligned with policy, taking into consideration Secretariat’s budget constraints | HRO | Core |
| Adaptation of IUCN new Recognition Programme to the Secretariat’s budget and structure (policy and operational processes) | Roll out of new Recognition Programme adapted to the Secretariat’s budget and structure (policy and operational processes) | Recognition process automated in the Human Resource Management System (HRMS)  All-staff information session organized |
| Developed Secretariat human resources | Performance Development Programme training | Provide Performance Development Programme training | Online training available to all staff through IUCN Academy platform  In-person training sessions provided to all staff and managers | HRO | Core |
| Capacity development of staff | Design and roll out of the Staff Capacity Development Plan | Secretariat training plan formulated and introduced to staff |
| Improved induction and on-boarding procedures developed for all new staff | Implement new induction and on-boarding procedures for all new staff | New induction and on-boarding procedures implemented |
| **2.2 Effective and efficient financial and procurement management of Secretariat, in line with IUCN policies and standards, including: management of financial resources including preparation and monitoring of annual budgets, audit, annual contributions, non-core funds management and reporting, travel and contract management, management of service arrangements with IUCN.**  *Resolution XIV.1 paras.15, 18, 24, 25, 33;*  *XIV.6 para.59;* | Compliance with IUCN financial standards | Timely and effective management of core and non-core budget | Timely and effective management of core and non-core budget | Management of core and non-core funds in compliance with IUCN standards | FM | Core |
| Continue cooperation efforts with IUCN  (XIV.6 para.59) | Annual Liaison Group review of cooperation and implement activities agreed jointly with IUCN | Hold the annual Liaison Group to review cooperation and implementation activities with IUCN | Meeting held and agreed actions implemented | SG | Core |
| Audited accounts and appropriate follow-up to management letter, if required  Triennium budget approved by COP15  Secretariat achieved balanced budget by the end of 2023-2025 triennium as indicated in Res. XIV.1 para.15 | Prepare financial documents for SC62 | Prepare financial documents for SC63 | 2023 audited accounts and Secretariat report on financial management presented to SC63 | FM | Core |
| Response to specific Standing Committee and COP requests | Further assess, and if applicable implement the self-assessment methodology for, the only remaining recommendations of the review of non-core funds done in 2018 | Activity completed in 2023 | NA | FM | Core |
| Disburse African Voluntary Contributions (AVC) to Ramsar Regional Initiatives in accordance with Res. [XIV.1](https://www.ramsar.org/sites/default/files/documents/library/xiii.2_finance_e.pdf) para.24 | Consult with regional representatives for Africa | Present the recommendation of the African Regional Representatives to SC63 | The recommendation is presented to SC63 | FM / SA Africa | Core |
| Secretariat has taken requested actions regarding CPs with outstanding contributions | Follow-up on outstanding contributions from CPs in accordance with Res. XIV.1 para.18 | Follow-up on outstanding contributions from CPs in accordance with Res. XIV.1 para.18 | A report to SC63 on Secretariat follow-up on outstanding contributions from CPs following Res. XIV.1 para.18 | FM | Core |
| Reserve Fund maintained in accordance with Res. XIV.1 para.33 | Maintain the Reserve Fund | Maintain the Reserve Fund | Reserve Fund maintained in accordance with Res. XIV.1 para.33 | FM | Core |
| **2.3 Maintained Information Management systems and new technology that enable the work of the Secretariat in support of the CPs.**  *Resolution XVI.1 para.35;*  *XIV.3 para.12;*  *XIV.5 paras.4, 5* | Technology solutions increase the effectiveness and efficiency of the Secretariat and its support to CPs | Upgrade Convention Website platform to the latest version, including re-design of public and administrative interface | Refine and enhance usability of website making use of new functions and tools available after upgrade | Security, speed, reliability and usability of Convention website improved | ITO | Core |
| Add functionality to the existing CRM (contacts management) platform as required | Add functionality to the existing CRM as required | Functionality of CRM improved |
| Use new technology solutions that enable the Secretariat to effectively and efficiently support CPs ([XIII.4](https://www.ramsar.org/sites/default/files/documents/library/xiii.2_finance_e.pdf), XIV.3) | Upgrade back-end system of Ramsar Sites Information Service (RSIS) platform to latest version. | RSIS is enhanced as required  Secretariat enhances processes by efficiently using new and available technologies |
| Give input and support redevelopment by UNEP-WCMC of Online Reporting System (ORS) | Give input and support for the redevelopment of the underlying system of the ORS maintained by WCMC, to use for future national reports as of COP16 | New ORS suits the usage, workflow and format of the Convention’s national reporting |
| Transparency and accountability action regarding Secretariat operations (XIV.1 para.35) | Upload financial statements and the report of the SG to Standing Committee | Publish the financial statements and the report of the SG to SC | Financial statements and reports of the SG to SC published on the Convention website | DSG | Core |
| **2.4 Developed and maintained processes and systems that are fit for purpose and support the work of the Secretariat and CPs.**  *Resolution XIII.2 and SC54 Report.* | Secretariat processes and systems respond to COP-mandated requirements for transparency and accountability (XIV.1 para.35) | Secretariat systems and processes are reviewed against the requirements of XIV.1 para.35 | Secretariat systems and processes are reviewed against the requirements of XIV.1 para.35 | SC updated on measures identified and implemented; relevant information published on Convention website | DSG | Core |
| Development and implementation of standard operating procedures (SOPs) | Additional development of SOPs to standardize, and enhance efficiency of the Secretariat’s work, knowledge management, and engagement with CPs, while reinforcing institutional memory | Additional development of SOPs to standardize, and enhance efficiency of the Secretariat’s work, knowledge management, and engagement with CPs, while reinforcing institutional memory | New and updated SOPs in place for key functions of the Secretariat | DSG | Core |

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| **Function:**  **3. IMPLEMENTATION SUPPORT** | **Purpose:**  Secretariat supports the CPs, directly and as an enabler through and with others, to implement the Convention in line with the instructions provided by the COP. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2024 Activities** | **AP 2024 Indicator** | **Lead/**  **Support** | **Budget** |
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| **3.1 List of Wetlands of International Importance:**  **CPs are supported in the designation and update of information on Ramsar Sites and in addressing changes in the ecological character of Sites.**  **Maintain the List of Wetlands of International Importance and keep CPs informed of its status and any changes.**  *Convention,*  *Article 8.*  *Resolution XIV.13 paras.14, 17, 20, 21* | Reports submitted to COP15 and SC  (Note: see Decision SC62-54 amending the reporting schedule) | Maintain the RSIS and update information on Ramsar Sites | Maintain the RSIS and update information on Ramsar Sites | RSIS maintained and updated | DSP | Core |
| Identify measures that can be taken by the Secretariat to support higher rates of updating by CPs | Prepare report to SC63 on the challenges and opportunities related to the submission and updating of RIS (in accordance with Decision SC62-53) | Report presented to SC63 | SA Africa |
| Delivery of webinars and provision of direct support to CPs as required | Provision of virtual training and direct support to CPs as required | Timely response provided to CPs for requests received  Online guidance/training provided to CPs |
| CPs with Ramsar Sites for which they have not submitted an RIS or a map have been contacted ahead of SC62 (XIV.13 para.14) | Identify Ramsar Sites and CPs without an RIS or a map  Contact relevant CPs before SC62 requesting them to submit missing information | Support to CPs on request for updating/creating digital boundary files for Ramsar Sites in line with Decision SC62-47 | Support provided to CPs | ITO | NC |
| RAMs conducted as requested by CPs | Assist CPs in their actions to respond to change or likely change in the ecological character of a Ramsar Site through following RAM operational guidance | Assist CPs in their actions to respond to change or likely change in the ecological character of a Ramsar Site through following RAM operational guidance | Number of RAMs planned and conducted | SA Africa | Core / NC |
| Strategic Framework updated | Update the Strategic Framework -2012 Revision, (adopted as Resolution XI.8, Annex 2, Rev. COP13) for wetland designation to include guidance on use of waterbird population estimates (XIV.18 para.12) | Activity completed in 2023 | NA | DSP | Core |
| Technical support to Parties to address the threats to Ramsar Sites have been provided (XIV.13) | Advise and provide technical support to CPs on Article 3.2 cases and Montreux Record. Prioritize Article 3.2 Sites based on intensity of threat and longer-standing cases | Provide procedural and technical support to CPs on request on Article 3.2 cases and Montreux Record and in line with (XIV.13) | All relevant cases addressed, with timely response to requests | SA Africa | Core |
|  | Technical report presented to SC | Prepare a technical report on the procedure undertaken by the Secretariat to include a site on the Ramsar List | Prepare SC document on strengthening the process to include a Site on the List of Wetlands of International Importance (Decision SC62-55) | Report submitted to SC63 | SA Africa | Core |
| **3.2 Technical advice provided in an effective, efficient, and coordinated way, aligned with the priorities established by the COP, in order to support CPs to implement the Convention.**  *Resolution XIV.10 paras.18, 22;*  *XIV.11 paras.26, 27;*  *XIV.12 para.22* | CPs (NFPs/AAs and National Committees where applicable) have established national wetland inventories in line with Target 8 of the Strategic Plan | Develop a programmatic approach to establishing a wetland inventory support facility, building on findings of the post-COP13 gap analysis findings | Further develop the Secretariat’s NWI support programme, in line with Decision SC62-34 and the steps proposed in paragraph 15 of document SC62 Doc.9. | Support to CPs on wetland inventory is provided  SC63 updated on measures identified and implemented | SA Europe | Core / NC |
| Wetland City Accreditation process supported, and new nominations submitted to and accepted by COP15 | Support the Independent Advisory Committee (IAC) to prepare relevant Wetland City Accreditation documentation and support the nomination process (XIV.10) | Receive, validate, compile and transmit candidate city applications to IAC. | Applications submitted to the IAC | SA Africa | Core |
| Provide administrative services for the Wetland City Accreditation scheme (XIV.10 para.18) | Draft and publish a call for application for new and renewed accreditation | Activity completed in 2023 | NA | SA Africa | Core |
| Wetland projects managed by the Secretariat have substantially supported CPs and their implementation activities. | Grant management (Danone, Nagao Wetland Fund, Swiss Grant for Africa, Wetlands for the Future) | Management of grant programmes (Danone, Nagao Wetland Fund, Swiss Grant for Africa, Wetlands for the Future) | Projects being implemented and managed according to donor requirements | SAs | NC |
| Progress of development and implementation of wetland education programmes reported to COP15 (XIV.11 para.26) | Convene working group of CEPA experts to support analysis of progress in development and implementation of wetland education programmes | Convene working group of CEPA experts to support analysis of progress in development and implementation of wetland education programmes | Working group of CEPA experts convened | SA Africa | Core / NC |
| The Convention’s goal of integrating wetland education in formal education addressed in synergy with UNESCO in the context of UNESCO’s ESD for 2030 Roadmap (XIV.11 para.27) | Liaison with UNESCO on integrating wetland education in formal education (through UNESCO’s activities towards implementation of the ESD for 2030 Roadmap and potential joint activities) | Continue liaison with UNESCO on integrating wetland education in formal education (through UNESCO’s activities towards implementation of the ESD for 2030 Roadmap) | Active engagement with UNESCO | SA Africa | Core |
| Information on progress of youth participation is reported to COP through the Global Implementation Plan (XIV.12 para.22) | New National Report template includes questions on progress of youth participation | Activity completed in 2023 | NA | SA Asia | Core |
| **3.3 International Cooperation:**  **Secretariat has supported CPs in implementing RRIs, regional projects and programmes and the management of transboundary sites; open call for proposals for new RRIs made prior to COP15.**  *Resolution XIV.1 para.26;*  *XIV.7 paras.9, 14, 15, 24, 26, 27* | SC annually informed on status of RRIs (XIV.7 para.14) and provide reminder for non-submission (para.15) | Secretariat report on RRI including annual report submission presented to SC62 | Secretariat report on RRI including annual report submission presented to SC63 | Report submitted to SC63 | SA Asia | Core |
| Opportunities for new RRIs identified and reported to COP15 (XIV.7 para.9) | Discuss with IOPs where new RRI opportunities exists | Discuss with IOPs on how to support new and existing RRIs | Discussions with IOPs convened |
| Information on RRIs including annual reports published on the Convention website (XIV.7 para.26) | Publish annual reports on the Convention website | Publish annual reports on the Convention website | Annual reports are published on the Convention website |
| RRIs supported in the development and implementation of their work plans | Support fundraising for RRIs  RRI activities’ alignment with Strategic Plan is assessed | Support fundraising for RRIs  Assessed RRI activities’ alignment with Strategic Plan | Volume of funds raised with Secretariat assistance  Advice provided to RRIs | RMO | Core |
| RRIs supported on capacity development and alignment of RRI work with the Convention | Advice provided on capacity development | Advice provided on capacity development | SAs |
| Learning and collaboration among RRIs promoted | Convene RRI annual planning meeting  Exchange of knowledge on training programme for wetland managers by RRIs | Convene RRI annual planning meeting | RRI annual planning meeting organized | SA Asia | Core |
| Call for new RRI proposals made prior to COP15 (XIV.7 para.27) | Call for new RRI proposals made before SC62 | Evaluate new proposals of RRIs | Result presented to SC63 | SA Asia | Core |
| **3.4 Secretariat has effectively contributed to strengthen the capacity of CPs in their implementation of the Convention. Priority given to least-developed countries and opportunities for south-south learning.** | Capacities of designated focal points increased through training (XIII.8 para.18) | Develop a rolling capacity-building plan addressing needs identified in COP14 (and other COP) Resolutions for the triennium (for example, in relation to wetland inventories, restoration, mainstreaming of wetlands), including identification of resource requirements | Redevelop the Capacity building section of the Convention’s website, trainings on national inventories, RIS compiling and National Reports.  Continued development of a rolling capacity-building plan addressing needs identified in COP14 (and other COP) Resolutions for the triennium | Proposed capacity-building activity presented to SC63  On-demand trainings and materials available to CPs  Financial needs for capacity building activities identified | DSP | Core |
| Update introductory course on the Convention and develop self-paced virtual training for CP designated representatives | Develop guidance and induction material for current and newly designated Focal Points | Guidance for CEPA Focal Points is made available |

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| **Function**:  **4. SCIENTIFIC AND TECHNICAL SERVICE** | **Purpose**:  Secretariat supports the CPs in getting scientific and technical guidance from STRP and other scientific bodies. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2024 Activities** | **AP 2024 Indicator** | **Lead/**  **Support** | **Budget** |
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| **4.1: STRP supported by the Secretariat to deliver its triennium work plan by:**   * **Facilitating convening of the STRP** * **Facilitating preparation and production of outputs in work plan; and** * **Ensuring STRP products are policy-relevant and adapted and communicated to specific target audiences.**   *Resolution XIV.14 para.15* | STRP work plan 2023- 2025 adopted and implemented (XIV.14 para.15) | Facilitate organization of STRP work | Facilitate organization of STRP work | Up-to-date STRP workspace  Quarterly Thematic Work Area (TWA) lead meetings  Bi-annual intersessional meeting of the STRP | DSP | Core |
|  | Support STRP in development of the STRP work plan 2023-2025 in the lead-up to and at STRP25, incorporating requests across COP14 Resolutions, and support STRP Chair, Vice-Chair and task leads in conceptualizing outputs and products | Support the STRP Chair, Vice Chair and TWA leads with implementation of the STRP workplan. | Task ToR, status and documentation available on the STRP workspace, and, where applicable, on the Convention website  Submission of relevant STRP outputs to SC63 | DSP | Core |
| Facilitate and promote observer and STRP NFP contributions to the work of the Panel | Facilitate and promote IOP, observer and STRP NFP contributions to the work of the Panel | Observers and STRP NFPs contribute to conceptualization and delivery of STRP products |
|  | Manage production of STRP outputs | Manage production of STRP outputs | Finalized STRP products published and available online in official languages | DSP | Core / NC |
| **4.2: Secretariat has contributed to ensuring that wetlands and the Convention are addressed in relevant scientific processes and the Convention contributes to other scientific processes (CSAB, IPBES, IPCC, technical bodies of other MEAs).** | Liaison and, where relevant, collaboration established with other science-to-policy bodies (e.g. IPCC, IPBES, subsidiary bodies and working groups of other MEAs) | Continued exchange of information with IPCC on the STRP work plan and development of the IPCC 7th cycle work programme | Continued exchange of information with IPCC and IPBES on the STRP work plan and development of the IPCC 7th cycle work programme as well as the IPBES rolling workplan | STRP work plan and information on relevant tasks shared with IPCC and IPBES Participation in/contributions to IPCC-60, IPBES-11 and other relevant meetings and functions | DSP | Core / SAR |
| Supporting STRP Chair in relation to the IPBES multi-disciplinary expert panel | Supporting STRP Chair in relation to the IPBES multi-disciplinary expert panel (MEP) | Participation in/contributions to the 22nd meeting of the MEP |
| Explore STRP Panel members’ nomination to or support for activities under IPCC, IPBES and relevant MEAs | Based on recommendations from the STRP, nominate wetland experts for relevant assessments and other activities under IPCC, IPBES and other MEAs | Nominations submitted based on STRP recommendations |
| Wetlands and the Convention are addressed in relevant scientific processes and collaboration promoted | Engagement with CBD SBSTTA and SBI; UNFCCC SBSTA; UNCCD SPI; AEWA TC etc. | Engagement with CBD SBSTTA and SBI; UNFCCC SBSTA; UNCCD SPI; AEWA TC etc. | Participation in relevant processes with provision of inputs | DSP | Core |
| **4.3: Roll-out and utilization of technical guidance of the Convention.**  *Resolution XIV.15 para.20;*  *XIV.14;*  *XIV.18 para.16* | Guidance has been published and shared with CPs and partners. | Finalize STRP products and disseminate widely including through launch activities.  Collaborate with relevant partners on development and implementation of training on use of finalized STRP outputs, in the context of the Secretariat capacity building plan | Finalize STRP products and disseminate widely including through launch activities.  Collaborate with relevant partners on development and implementation of training on use of finalized STRP outputs, in the context of the Secretariat capacity building plan | Any finalized STRP products are available online in three languages  Launch activities (e.g. webinars) held  Training materials developed and/or activities conducted | DSP | Core |
| **4.4 Assessment, analysis and advice provided in line with request from COP and Standing Committee** | Progress on wetland restoration assessed and reported to COP15 (XIV.6 para.35) | Develop approach for assessing progress on wetland restoration, including possible partnerships (may include e.g. UNEP, FAO, relevant task forces of the UN Decade on Restoration, UNCCD G20 Land Degradation Initiative and/or IOPs) | Conduct assessment on progress of wetland restoration, in collaboration with UN Decade on Ecosystem Restoration partners, Freshwater Challenge and other relevant partners | Report is prepared in collaboration with partners as relevant | DSP | Core / NC |
| Exemplary policies and cases related to small wetlands conservation compiled and promotional material or a handbook developed (XIV.15 para.20) | Develop activity plan and identify resource requirements | Identify resource requirements | Resource requirements identified and funding support requested | DSP | SAR |
| Report to COP15 on assessments of Ramsar Sites in Ukraine including mitigation and restoration measures (XIV.20 para.18) | Identify and liaise with relevant international and national organizations to plan and coordinate assessment | Conduct assessment requested in XIV.20 para.18  Participate in Inter-Agency Coordination Group for Environmental Assessments in Ukraine, and liaise with relevant partners including UNEP and OSCE | Update provided to SC63  Assessment report is prepared for presentation to COP15 | SA Europe | NC |

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| **Function**:  **5. REPRESENTATION, POLICY, ENGAGEMENT, AND INTERNATIONAL COOPERATION** | **Purpose**:  Secretariat reinforces the relevance and visibility of wetlands and the Convention, ensuring its inclusion in relevant policy processes and with key audiences. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2024 Activities** | **AP 2024 Indicator** | **Lead/**  **Support** | **Budget** |
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| **5.1 Parties are supported in engagement with global, regional, and national processes ensuring the relevance of wetlands, and the Convention is included in global policy framework (Agenda 2030 and SDGs, HLPF, NDCs, GBF and NBSAP).**  *Resolution XIV.6 paras.24, 52;*  *XIV.17 para.9* | Support to CPs to ensure that relevance of wetlands and the Convention are included in national SDG strategies, NDCs and NBSAPs  Report to COP15 (XIV.6 para.52) | Develop further international partnerships to support CPs in the integration of wetlands in national climate policies, including continued collaboration with FAO as well as IOPs  Continued engagement in relevant international partnerships such as IPBC, GPI and ICRI | Develop products to support CPs in the integration of wetlands in national SDG strategies, NBSAPs, NDCs and other national climate policies and plans, including through continued collaboration with UN Agencies as well as IOPs | Products are delivered to CPs | DSP | Core / NC |
| Secretariat promotes and supports CPs in inclusion of wetland issues in the 2030 Sustainable Development Agenda | Raise awareness of the links between wetlands and the SDGs | Raise awareness of the links between wetlands and the SDGs | Development and delivery of guidance and capacity building (e.g. SDG6 Indicator 6.6.1)    The Convention represented in relevant international meetings and act as a spokesperson for the Convention’s priorities, including HLPF, UNFCC COP28, SDG summit, UN Decade on Ecosystem Restoration | DSP | Core |
| Facilitate the establishment of a community of practice on addressing climate change (XIV.17 para.9) | Convene consortium and establish process, including MedWet, other RRIs and CPs  Identify resource requirements | Convene partners and establish process, including MedWet, other RRIs and CPs  Identify resource requirements and support resource mobilization | Process facilitated | SA Europe | Core / NC |
| **5.2 Effective cooperation with Intergovernmental, International and Regional Organizations and Multilateral Environmental Agreements is promoted and improved.**  *Resolution XIV.6 paras.21, 22, 36, 37, 38, 40, 47, 48, 51, 59;*  *XIV.12 para.23;*  *XIV.16 para.23;*  *XIV.17 para.12* | Effective cooperation with relevant MEAs and IGOs | Secretariat strengthens collaboration with relevant MEAs and IGOs, as listed in Res. [[XIV.6](http://XV.6)](https://www.ramsar.org/sites/default/files/documents/library/xiii.7_synergies_e.pdf) para.37: UNEP, UNDP, FAO, WB, WHO, WMO, UNESCO, UNECE and other regional economic commissions of the UN, GEF, MEAs such as UNFCCC, UNCCD, CBD, CMS and others  New Joint Work Plan and MOU with CBD  Detailed activity plan for implementation of MOU with UNEP (XIV.6 para.40)  Strengthen collaboration with UNFCCC | Secretariat continues to develop collaboration with relevant MEAs and IGOs, as listed in Res. [[XIV.6](http://XV.6)](https://www.ramsar.org/sites/default/files/documents/library/xiii.7_synergies_e.pdf) para.37  Finalization of 6th Joint Work Plan with CBD for presentation to SC63 and CBD SBI-4  Detailed activity plan for implementation of MOU with UNEP (XIV.6 para.40)  Contribute to MEA day and MEA Pavilion at UNEA-6  Actively engage in the Bern III Conference.  Preparation of report to SC63  (Para 21 Resolution XIV. 6) | Final 6th JWP with CBD presented to SC63  Collaboration and implementation of agreed activities with the secretariats of other Conventions (XIV.6 para.36)  Organization of and contribution to events at UNEA-6  Submission of report to SC63 | DSP | Core |
| Contribute to ongoing work by UNESCO, CMS, IUCN and other IOPs to improve ecological connectivity of the world’s flyways  Participate in CMS Working Group on Flyways | Contribute to ongoing work by UNESCO, CMS, IUCN and other IOPs to improve ecological connectivity of the world’s flyways  Participate in CMS Working Group on Flyways | Progress reported to SC | SA Africa | Core |
| Data and reporting on extent of water-related ecosystems strengthened  (XIV.6 paras. 48 and 49) | Engage in and contribute to IAEG-SDGs on water-related indicators and collaborate with UNEP as co-custodian of SDG indicator 6.6.1 | Engage in and contribute to IAEG-SDGs on water-related indicators and collaborate with UNEP as co-custodian of SDG indicator 6.6.1 | Progress reported to SC | SA Europe | Core / NC |
| Enhanced coordination and cooperation activities with other entities as mandated by decisions of COP14 (e.g. XIV.12 para.23, XIV.16 para.23, XIV.17 para.12) and earlier COPs (e.g. XIII.24) | Identify opportunities to engage in line with COP-mandated requests | Identify opportunities (e.g. INC process and World Water Forum) and engage in line with COP-mandated requests | Meeting held and agreed actions implemented | SG | Core |
| Further strengthen collaboration with the GEF and GCF Secretariats | Continue approach of enhanced engagement with the multilateral funding agencies and supporting CPs in accessing such funding | Continue approach of enhanced engagement with the multilateral funding agencies and supporting CPs in accessing such funding | CPs supported with engagement with multilateral funding agencies | SA Asia | Core |

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| **Function**:  **6. RESOURCE MOBILIZATION** | **Purpose**:  Secretariat utilizes a whole-of-Secretariat approach to mobilize resources to 1. Generate non-core funding for activities within the Secretariat’s current non-core budget; and 2. Facilitate resource mobilization for CPs at the national and regional levels. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2024 Activities** | **AP 2024 Indicator** | **Lead/**  **Support** | **Budget** |
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| **6.1 Funds raised to support non-core priority activities as prioritized by Res. XIII.2 Annex 3.**  Resolutions X.12, XIII.2 and Decision SC52-23.  *Resolution XIV.1 paras.13, 22* | Quantity of funds raised against identified non-core priority activities | Update Resource Mobilization Plan reflecting new non-core priorities of Res. XIV.1 Annex 3 | Implement the 2024 non-core fundraising activities as outlined in the Resource Mobilization Work Plan. | Funds raised, volume of outreach (donors contacted, proposals presented) | RMO | Core |
| Secretariat’s Resource Mobilization Plan implemented in line with COP and Standing Committee decisions and guidance | Develop funding proposals for donors based on fundraising priorities | Develop funding proposals and concept notes for donors based on fundraising priorities and needs. | Number of proposals submitted and funded | RMO | Core |
| Outreach to potential funders | Outreach to potential funders based on funding needs. | Number of potential funders approached per quarter |
| Maintain the webpage that provides an overview of non-core funding priorities | Maintain and update the web page on resource mobilization | Webpage updated as necessary |
| **6.2 Support CPs in their national and regional fundraising efforts.** | Volume of funds raised reported by CPs | Continue to grow the funding organization database and to increase number of users | Continue to grow the funding organization database and increase the number of users | Metrics on use of database | RMO | Core |
| Continue to update grant guidance documents for funding proposals  Communicate to CPs the resources and tools available | Continue to update grant guidance documents for funding proposals  Communicate to CPs the resources and tools available including calls for grant proposals | Metrics on number of visitors and downloads of templates and tools |
| Identify and compile relevant resources to support CP capacity building in fundraising, e.g. webinars  Explore means to increase awareness and utilization of tools and resources by CPs | Identify, compile, and deliver relevant resources to support CP capacity building for fundraising, e.g. webinars  Implement activities to increase awareness and utilization of tools and resources by CPs | Number of training events and participants | RMO | Core |

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| **Function**:  **7. OUTREACH and STRATEGIC ENGAGEMENT** | **Purpose**:  Secretariat is a catalyst to raise visibility for conservation and wise use of wetlands and the work of the Secretariat and CPs. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2024 Activities** | **AP 2024 Indicator** | **Lead/**  **Support** | **Budget** |
| --- | --- | --- | --- | --- | --- | --- |
| **7.1 Through strategic partnerships / engagement, and platforms such as WWD, increased visibility through leveraging the actions of others for the wise use of wetlands.**  *Resolution XIV.9 para.12* | WWD campaign implemented in 2023-2025 | World Wetlands Day 2023 implementation and WWD2024 planning | World Wetlands Day 2024 implementation and WWD 2025 planning. | Number of events, downloads, and social media engagement over previous years | Comms | Core |
| Secretariat to engage with UN Agencies on WWD and report to the UNGA | Secretariat to engage with UN Agencies on WWD and report to the UNGA | Engagement of UN Agencies on WWD and report submitted to UNGA |
| Propose themes for 2025, 2026 and 2027 to SC62 | Propose themes for 2025, 2026 and 2027 to SC63 | SC63 decision on future themes facilitated |
| Ramsar Wetlands Conservation Award cycle in run-up to COP15 delivered in line with mandate of Resolution XIV.9 para.12 | Seek funding for COP15 Awards cycle | Seek additional funding for the COP15 Awards cycle  Secure guidance from SC63 on Award categories and nomination process for COP15 Awards. Initiate the call for nominations | Call for nominations launched | RMO | NC |
| Communications activities with IOPs implemented in accordance with MOU and Res. VII.3 | Renew MOU with IOPs building on ongoing initiatives and identifying further bilateral or joint opportunities | Quarterly IOP liaison group meetings  Development of a joint IOP work plan | Implementation of bilateral or joint activities with IOPs | DSP | Core |
|  | Visibility of the Convention and urban wetlands achieved through leveraging the Wetland City Accreditation scheme | Encourage IOPs and other partners to profile the work of the Convention and the Wetland City  Accreditation Scheme. Liaise with ICLEI to promote the scheme through the CitiesWithNature platform | Continue in 2024 | Information on the Wetland City Accreditation scheme shared with IOPs and partners | Core |  |
| **7.2 Through targeted outreach, raised the visibility of the Convention at the national, subnational, regional and international levels.**  *Resolution XIV.3 para.11; XIV.8* | Increased use and access to materials and information on the Convention, its Strategic Plan and priorities at national, subnational, regional and international levels | Implement the communications plan.  Continue to identify opportunities to optimize accessibility and utilization of Convention digital content | Implement the communications plan.  Continue to identify opportunities to optimize accessibility and utilization of Convention digital content | Number of stories published and social media insights  Number of website visitors and analytics for page views and downloads | Comms | Core |
| Strategic engagement opportunities to raise the visibility of the Convention at relevant meetings, events and processes secured | Secure high-profile speaking and presentation opportunities for the SG and Secretariat staff with targeted audiences | Secure high-profile speaking and presentation opportunities for the SG and Secretariat staff with targeted audiences | Effective engagement in identified strategic policy processes | SG | Core |
| New approach to CEPA implemented in accordance with Resolution XIV.8 | Identify and share content and resources with national CEPA Focal Points that will raise visibility of the Convention | Identify and share content and resources with national CEPA Focal Points that will raise visibility of the Convention.  Update and develop CEPA materials as guided by the CEPA Oversight Panel. | Relevant communications content and resources shared with CPs through national CEPA Focal Points | Comms | Core |
| Social media channels utilized to reach target audiences | Implement social media strategy to increase relevance and frequency of content to target audiences | Implement social media strategy to increase relevance and frequency of content to target audiences | Number of followers and engagement insights on X (Twitter), Facebook, LinkedIn |