# Doc SC42-15-02 Ramsar Secretariat Approved Work Plan 2011

| | | Activity(ies) | Team Leader | Other key team members | Success indicator and/or benefit to Convention | J | F | M | A | M | J | J | A | S | O | N | D |
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| **Strategy/Activities** | **KRAs** | | | | | | | | | | | | | | | | |
| **STRATEGY 1.10 Private sector** *Promote the involvement of the private sector in the conservation and wise use of wetlands. (CPs, Secretariat)* | | | | | | | | | | | | | | | | | |
| 1.10.1 Continue development of the Danone/Ramsar/IUCN "Danone Fund for Nature". Continue the "Biosphere Connections" partnership with Star Alliance | KRAs: Implementation of Danone Fund for Nature, Danone Fund for Water; "Ecoles de l'Eau"; Biosphere Connections utilized to support participation in key Ramsar meetings | Finalize guidelines for Carbon Offset; Discuss with Danone and IUCN the next steps and take appropriate actions. | Deputy Secretary General (DSG) | Ad Hoc Expert Group on Carbon Offset; STRP; CEPA Officer; Project Officer, IUCN and Danone. | Implementation of Carbon Offset Programmes through effective wetland management and wise use, especially in partnership with Danone and IUCN | | | | | | | | | | | | |
| | | Continue to work with partners to further develop guidelines on Voluntary Carbon Standard (VCS); Disseminate existing guidelines and encourage stakeholders to use them to promote the role of wetlands in climate change adaptation and mitigation. | DSG | Project Officer; Ad Hoc Expert Group on Carbon Offset; STRP; SRAs; Other partners. | A number of successful projects on carbon offseting through wetland management, wetland restoration and wetland conservation and wise use. | | | | | | | | | | | | |
| | | Agree on lessons learned and use them to prepare and sign a new agreement between Danone and the Secretariat for 2011-2015. Adopt and implement 2011 programme and budget. | Danone Project Officer | SG; SRAs; Danone/Evian; Relevant Contracting Parties and other partners. | Clear strategic planning with Danone for the next five years; concrete results on communication, wise use of wetlands that enhance livelihoods | | | | | | | | | | | | |
| | | Continue to monitor and evaluate the "Ecoles de l'Eau" field projects. Report and follow up news on the web. Develop a communication process with the private sector partner. | Danone Project Officer | STRP; SRAs; other partners. | Lessons learned adopted and used for further actions. | | | | | | | | | | | | |
| | | Implement the new agreement with Biosphere Connections; enhance communication through Biosphere Connections. | CEPA Programme Officer | SRAs; Contracting Parties; Star Alliance; other partners | A number of wetland managers trained; new communication tools being used. | | | | | | | | | | | | |
| 1.10.2 In line with Resolution X.12, work with Contracting Parties and Ramsar partners to make good use of the *Principles for partnerships between the Ramsar Convention and the business sector*, including within the frameworks of existing national, regional, and global initiatives and commitments. | KRAs: Resolution X.12 principles applied in any developments of business sector relationships | Prepare and apply a strategy for approaching business sector; identify potential partners in the business sector; prepare a due diligence study and make proposal to Standing Committee. | Partnership Coordinator | SG, DSG, SRA; Partners, Project Officer | Standing Committee (SC) considers and approves new partnerships with business sector | | | | | | | | | | | | |
| **STRATEGY 2.2 Ramsar site information** *Ensure that the Ramsar Sites Information Service, including the Ramsar Sites Database, is available and enhanced as a tool for guiding the further designation of wetlands for the List of Wetlands of International Importance and for research and assessment, and is effectively managed by the Secretariat. (STRP, Secretariat, IOPs)* | | | | | | | | | | | | | | | | | |
| 2.2.1 Manage and process Ramsar Site designations and updates | **KRA:** All RISs, including RIS updates, received from Contracting Parties fully processed in a timely manner, within four weeks of receipt of each finalized RIS | Process all RISs received from Parties; deliver certificates and publicise new designations of Ramsar Sites. Encourage wetland inventories and new Ramsar Site designation; assist Parties in completing Ramsar Information Sheets (RIS). | Senior Regional Advisors (SRAs) | Assistants to SRAs; DSG; SG; Communications Officer; Regional Affairs Officer | All RIS duly completed and updated; information on Ramsar Sites made available. | | | | | | | | | | | | |
| 2.2.2 Ensure the maintenance and further development of the Ramsar Sites Information Service (RSIS) | **KRA:** Timely maintenance of the Ramsar Sites Database and development of other aspects of the RSIS to provide support tools for Parties in Ramsar Site designation, by Wetlands International under contract to the Secretariat. | Ensure and monitor implementation of the contract signed with WI for RSIS; coordinate RSIS issues | Regional Affairs Officer | DSG; SRAs; Assistants to SRAs; Communications Officer; SG. | Updated and improved information on List of Wetlands of International Importance; enhanced wetland management plans and increased wise use of wetlands. | | | | | | | | | | | | |

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| | | Review and update agreement with Wetlands International on RSIS | DSG | Regional Affairs Officer; SRAs; Finance Officer; SG. | Effective and efficient services to Parties dealing with Ramsar Sites; improved worldwide communication on Ramsar Sites. Better understanding of the conservation status of Ramsar Sites. | | | | | | | | | | |
| **STRATEGY 2.6 Ramsar site status** *Monitor the condition of Ramsar Sites and address negative changes in their ecological character, notify the Ramsar Secretariat of changes affecting Ramsar Sites, and apply the Montreux Record, if appropriate, and Ramsar Advisory Mission as tools to address problems. (CPs, Secretariat, IOPs)* | | | | | | | | | | | | | | |
| 2.6.1 Advise Parties on Article 3.2, Montreux Record and Ramsar Advisory Mission (RAM) issues | **KRAs:** All Article 3.2 issues raised with the relevant Parties; RAMs prepared and undertaken when requested by Parties | Implement Secretariat's approach relating to Article 3.2. | SRAs | SG; DSG; Assistants to SRAs; Communications Officer; Regional Affairs Officer | Reports to SC made by Secretariat; Parties are addressing challenges and reporting to Secretariat; threats to wetlands are addressed. | | | | | | | | | | |
| **STRATEGY 3.1 Synergies and partnerships with MEAs and IGOs** *Work as partners with international and regional multilateral environmental agreements (MEAs) and other intergovernmental agencies (IGOs). (CPs, Secretariat, IOPs, STRP)* | | | | | | | | | | | | | | |
| 3.1.1 Submit 5th Joint Work Plan with CBD to SC42. Implement, with the Convention on Biological Diversity, 5th Joint Work Plan | **KRAs:** Agree on 5th JWP; Implementation of 5th JWP | Assist Contracting Parties in implementing joint actions between CBD and Ramsar Convention | Secretary General (SG) | DSG; SRAs; Executive Assistant to SG | Lessons leraned from implementation of 4th JWP; 5th JWP signed and implemented | | | | | | | | | | |
| 3.1.2 Review Joint Work Plans with the Convention on Migratory Species (CMS)/African-Eurasian Migratory Waterbird Agreement (AEWA) and with UNESCO-Man and the Biosphere Programme (MAB) and World Heritage | **KRA:** CMS/AEWA and UNESCO-World Heritage joint work plans reviewed and updated | Prepare draft revised Joint Work Plans; discuss with CMS Secretariat; AEWA and MAB /UNESCO; prepare final Joint Work Plans; implement Joint Work Plans | SG | SRAs; DSG; Contracting Parties; Partners | Report to SC42 | | | | | | | | | | |
| 3.1.3 Use proactively the Biodiversity Liaison Group (BLG) and the Joint Liaison Group (JLG) for the Rio Conventions to improve synergies | **KRA:** BLG meetings attended at SG/DSG level; JLG meetings attended as observer (SG/DSG level) | Implement the conclusions of the MEAs Retreat held in September 2010. Participate in activities for the International Day on Biodiversity. Assist Parties in implmementation of CBD COP10 key results (Nagoya outputs). Prepare RIO+20 with BLG. | SG | Management Group; Executive Assistant to SG. | New Joint Work Plans in place; effective communication of Ramsar 's views on key issues; Ramsar's achievements and future actions are recognized and supported by all Biodiversity-related Conventions. | | | | | | | | | | |
| 3.1.4 Promote the work of the Convention at important international meetings | **KRA:** SRA level or above represented Convention at key global and regional meetings | Discuss and reach an agreement about travel plans; undertake approved missions; provide mission reports and publicize key results. | SG | Management Group | Conclusions of meetings are available and shared with all staff. Lessons for Ramsar are drawn and used. | | | | | | | | | | |
| 3.1.5 Continue to review the effectiveness of Memoranda of Understanding and agreements with other organisations | **KRA:** All Memoranda and annexed plans either updated, replaced or annulled | Review and update agreement with IOPs and other partners; discuss and sign new agreements with relevant organizations, including private companies. | Partnership Coordinator | SG; Executive Assistant to SG; Management Group | Existing agreements are updated and better functioning; new agreements bring about joint and productive actions. Partners substantially contribute to wetland conservation and wise use. | | | | | | | | | | |
| 3.1.6 Organise Secretariat meetings with partners and other stakeholders, as needed | **KRA:** Meetings prepared in timely manner | Prepare and approve quarterly work plans, including all meetings organized by Secretariat; handle logistics and make available meeting materials; hold meetings and prepare reports; disseminate reports. | SG | Executive assitant to SG; Management Group; Administrative Assistants. | Lessons drawn from meetings and taken into account in planning and implementing future activities. Ramsar Convention better known and wetland issues better integrated into global debates, and considered as part of national and regional priorities. | | | | | | | | | | |
| **STRATEGY 3.2 Regional initiatives** *Support existing regional arrangements under the Convention and promote additional arrangements. (CPs, Secretariat, IOPs)* | | | | | | | | | | | | | | |
| 3.2.1 Manage the core funding support for Regional Initiatives; monitor their implementation in line with Resolution X.6 | **KRA:** Approved funds transferred to regional initiatives; advice on implementation progress and issues provided to Standing Committee | Provide report on 2010 activities on Regional Initatives to SC42; transfer 2011 fund to Regional Initiatives in line with SC42 decision. Follow up progress. | SG | SRAs; Finance Officer; Regional Affairs Officer | SC approves documents submitted by Secretariat; Regional Initiatives substantially contribute to implementation of Convention. | | | | | | | | | | |
| **STRATEGY 3.3 International assistance** *Promote international assistance to support the conservation and wise use of wetlands, while ensuring that environmental safeguards and assessments are an integral component of all development projects that affect wetlands, including foreign and domestic investments. (CPs, Secretariat, IOPs)* | | | | | | | | | | | | | | |
| 3.3.1 Develop and implement the establishment of a Partnership Officer post in the Secretariat, as mandated by Resolution X.2 | **KRA:** Mechanism established for implementation of Partnership Officer role | Team up with Partnership Coordinator | SG | Management Group; Executive Assistant to SG; Administrative Officer; Administrative Assistants. | Partnership Coordinator in place and working effectively. | | | | | | | | | | |
| **STRATEGY 3.4 Sharing information and expertise** *Promote the sharing of expertise and information concerning the conservation and wise use of wetlands. (CPs, Secretariat)* | | | | | | | | | | | | | | |

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| 3.4.1 With the Standing Committee, STRP and interested Parties, review effectiveness of COP10 National Report Format, and finalize development of structure and content of COP11 format | **KRA:** COP11 National Report Format structure agreed | Review National Report structure and make a propoposal to SC42 | DSG | Regional Affairs Officer with input from the CEPA Panel on the CEPA issues to be addressed | New National Report structure sent to Parties in January and endorsed by SC42; Parties to send completed National Reports to Secretariat by September 2011. | | | | | | | | | |
| 3.4.2 Assist Parties with Convention implementation | **KRA:** Advice and support on national implementation issues provided, in regional and global contexts, to Parties as requested, including through missions to Parties | Provide prompt and supportive responses to Parties' inquiries; take part in national and regional debates; assist Parties in preparing position papers when requested. | SRAs | Management Group | Number of Contracting Parties express satisfaction regarding the assistance from the Secretariat | | | | | | | | | |
| **STRATEGY 4.1 CEPA** *Support, and assist in implementing at all levels, where appropriate, the Convention's Communication, Education, Participation and Awareness Programme (Resolution X.8) for promoting the conservation and wise use of wetlands through communication, education, participation, and awareness (CEPA) and work towards wider awareness of the Convention's goals, mechanisms, and key findings. (CPs, Secretariat, training centres, IOPs, Advisory Board on Capacity Building)* | | | | | | | | | | | | | | |
| 4.1.1 Implement the CEPA Programme and further develop a comprehensive plan for CEPA internally, including the activities undertaken with Danone Group and other private sector actors, through the CEPA Oversight Panel | **KRA:** CEPA Programme implemented, with input of the CEPA Oversight Panel, and Secretariat CEPA implementation plan prepared and disseminated | In consultation with the CEPA Oversight Panel, prepare specific tools and assist Parties in implementation of the the CEPA Programme; develop capacity of CEPA focal points. | CEPA Programme Officer | SRAs; Danone Project Officer; Communications Officer; Administrative Officer; Administrative Assistants. | Increased capacity of CEPA focal points; increased awareness about wetlands at local, national, regional and global levels. Better integration of wetland issues into national planning and priorities. Better perception of wetland values at global level. | | | | | | | | | |
| | | In consultation with the CEPA Oversight Panel, prepare a Communication Plan for the Secretariat | Communications Officer | CEPA Officer | Improved dissemination of the Convention's mission and messages | | | | | | | | | |
| 4.1.2 Prepare and publish a 4th edition of the Ramsar Wise Use Handbooks as well as various Ramsar Technical Reports (RTRs) | **KRA:** Publication of 4th edition Handbooks completed; RTRs published in a timely manner | Finalize Handbooks and approve final documents; publicize documents.. | Documentation Officer | DSG; Communications Officer; CEPA Officer; Administrative Asssitant | 4th edition of Handbooks made available to Parties; Ramsar Technical Reports published in 2011. | | | | | | | | | |
| 4.1.3 Fully redevelop the appearance and structure of the Ramsar website | **KRA:** New-look Ramsar website launched and fully functional | Continue cleaning up the new website; use the new site to increase awareness about wetlands through publication of new materials. | Communications Officer | CEPA Officer; DSG; SRAs; Project Officer | New website fully operational; better public access to wetland-related information | | | | | | | | | |
| 4.1.4 Maintain Ramsar website, listserves, and other electronic information mechanisms | **KRA:** Topical Ramsar-related information provided to all stakeholders | Provide responses to inquiries from various stakeholders | Communications officer | Management Group | Increased capacity of CEPA, increased commitment and improved capacity of stakeholders. | | | | | | | | | |
| 4.1.5 Seek to enhance the development of capacity building through the Ramsar Advisory Board on Capacity Building and the regional centres | **KRA:** Ramsar Advisory Board mechanism to contribute to capacity-building for Parties agreed | Finalize Framework document on capacity building and submit to SC42 for consideration and approval; disseminate framework document | CEPA Programme Officer | SG; Management Group | Framework document on capacity building made available to Parties. | | | | | | | | | |
| 4.1.6 Prepare materials and advice for WWD 2012 (and WWD 2011 events and follow-up) | **KRA:** WWD 2012 materials prepared and dispatched including special products and events for the 40th anniversary; WWD 2011 reports placed on website | WWD materials made available to all Parties; all Parties organizing WWD; some governments and key stakeholders organizing special events such as World Wetland Week. All governments and other stakeholders to celebrate Ramsar 40th anniversary all over the country with national and international media coverage. | CEPA Officer for all WWD events; SRAs and others for specific events to celebrate Ramsar's 40th anniversary; Communications Officer and others on anniversary materials | Communications Officer; Project Officer; Administrative Officer; Administrative Assistants; Contracting Parties, IOPs, and other stakeholders. | Increased awareness about wetlands; better implementation of the Convention through integration of wetland issues into national and regional priorities. | | | | | | | | | |
| 4.1.7 Monitor implementation of COP10 Resolution X.3, the "Changwon Declaration", 40th anniversary events and products | **KRA:** Implementation progress by Parties, Convention bodies and IOPs compiled, as notified to Secretariat | Effective and continued communication with all Parties, Convention bodies, and partners | SG | All staff | Better implmementation of the Convention; better recognition of wetland values at local, national, regional and global levels. | | | | | | | | | |
| **STRATEGY 4.2 Convention financial capacity** *Provide the financial resources necessary for the Convention's governance, mechanisms and programmes to achieve the expectations of the Conference of the Contracting Parties, within the availability of existing resources and by the effective use of such resources; explore and enable options and mechanisms for mobilization of new and additional resources for implementation of the Convention. (CPs, Secretariat)* | | | | | | | | | | | | | | |

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| 4.2.1 Undertake project evaluations and reviews (Small Grants Fund [SGF], Wetlands for the Future [WFF], Swiss Grant for Africa [SGA], etc.) | **KRA:** All project proposals and reports evaluated | Prepare technical and financial reports, including major achievements and lessons learned from the execution of SGF, WFF, SGA, and Danone Funds; adopt programmes and budget for 2011. Implement 2011 programmes and budgets; monitor and administer funded projects. | SRAs | Regional Affairs Officer; SG; DSG; Finance Officer; Partnership Coordinator | Increased achievements from concrete actions on the ground; enhanced management of wetlands. | | | | | | | | | | |
| Expand partnership and fundraising capacity | Stronger and effective partnership; increased voluntary funding | Review partnership arrangements; prepare and implement a fundraisng strategy | Partnership Coordinator | Management Group; Partners; Parties | Number of effective partnership arrangements; higher level of voluntary funding | | | | | | | | | | |
| 4.2.2 Make representations to Parties in arrears with annual contributions | **KRA:** Meetings with missions made | Organize and hold meetings with missions | SG | SRA; Finance Officer | Better understanding of the Convention and better recognition of wetland importance for sustainable development by Ministries of Foregn Affairs | | | | | | | | | | |
| 4.2.3 Manage the Convention budget in a timely and efficient manner | **KRA:** Maintain financial records and make all payments in a timely manner, reporting to Standing Committee Subgroup on Finance | Undertake efficient financial management | Finance Officer; Administrative Officer | SG; DSG; CEPA Programme Officer; SRAs | All financial reports satisfactory and approved by SC42 and SC43 | | | | | | | | | | |
| **STRATEGY 4.3 Convention bodies' effectiveness** *Ensure that the Conference of the Contracting Parties, Standing Committee, Scientific and Technical Review Panel, and Secretariat are operating at a high level of effectiveness to support the implementation of the Convention. (CPs, Secretariat)* | | | | | | | | | | | | | |
| 4.3.1 Organise and hold Standing Committee 42, May 2011, and SC43, Oct-Nov. 2011 | **KRA:** SC42 and SC43 held and outcomes disseminated | Preparation of logistics; preparation and dissemination of documents | SG | All staff, especially Executive Assistant to SG; Ramsar Administrative Authorities and other relevant officials | All logistics well organized; all documents sent to SC by mid-April 2011, except Draft Work Plan 2011 to be sent in January 2011; SC42 successfully held; outputs of SC42 disseminated and follow up actions taken. SC43 prepared and held; products desseminated to prepare COP11. | | | | | | | | | | |
| 4.3.2 Provide periodic intersessional briefings to Standing Committee members, as required during the year | **KRA:** At least two briefings sent to SC | Send Draft 2011 Work Plan to SC on 27 January 2011 for comments | SG | DSG; SRAs; Executive Assistant to SG | Satisfactory progress made | | | | | | | | | | |
| 4.3.3 Organise and hold the STRP Workshop in February 2011. | **KRA:** STRP meeting held; work plan developed and transmitted to Standing Committee | Finalize 2011 Work Plan by end of January 2011 | DSG | Scientific & Technical Support Officer, STRP members, Regional Teams & Administrative Assistants | Final report ready and sent to SC in early April 2011 | | | | | | | | | | |
| 4.3.4 Maintain an electronic system for communication amongst STRP members & with its National Focal Points | **KRA:** STRP Support Service maintained and redeveloped to support STRP intersessional work; STRP NFPs assisted to have improved involvement in STRP's work | i) Update agreement with Wetlands International on STRP support service and redevelopment<br>ii) Maintain the Support Service.<br>iii) Assist and promote involvment of STRP NFPs | i) DSG<br>ii) Scientific & Technical Support Officer<br>iii) Scientific & Technical Support Officer | i) Wetlands International, Scientific & Technical Support Officer, STRP<br>ii) DSG<br>iii) SRAs, Assistants, DSG, and STRP | Updated agreement with Wetlands International | | | | | | | | | | |
| 4.3.5 Support STRP in its elaboration and delivery of priority tasks in its work plan | **KRA:** STRP supported in initiating implementation of its work plan High Priority tasks | i) Support STRP members in the delivery of High Priority tasks<br>ii) Mobilize voluntary funding for STRP's work | DSG | i) STRP Chair and Scientific & Technical Support Officer ii) SG; Finance Officer | Financial resource available and STRP work plan implemented | | | | | | | | | | |
| 4.3.6 Arrange periodic briefings of missions in Geneva on activities taking place between Standing Committee meetings | **KRA:** At least one missions briefing held | Organize missions briefing | SG | SRAs ;Executive Assistant to SG; Administrative Assistants; Assistants to SRAs | Missions in Geneva fully aware of the Convention's work and importance of wetlands in their countries | | | | | | | | | | |
| 4.3.7 With the Management Working Group (MWG), keep under review the existing management structures of the Secretariat and Convention | **KRA:** Any changes to management structures recommended by MWG implemented by Secretariat, as appropriate | Implement Decision SC41-37 on performance evaluation of the SG and maximizing synergy within the Secretariat. Implement relevant decisions recommended by MWG and adopted by SC42 | SG | SC Executive Team; all staff | SG 2010 Performance Evaluation finalized by the end of February 2011 and sent to IUCN DG in early March 2011 | | | | | | | | | | |

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| 4.3.8 Support the work of the Ad Hoc Working Group on Administrative Reform | **KRA:** Ad Hoc Working Group's meetings and intersessional work supported | Organize meetings of Ad Hoc working group on Administrative Reform when requested | SG | Executive Assistant to SG; Administrative Officer; Finance Officer; SRAs; Administrative Assistants | Report of Ad Hoc Working Group sent to SC in late February 2010 | | | | | | | | | | |
| 4.3.9 With Romania, implement the MOU for COP11 | **KRA:** COP11 MOU under implementation | Romania to provide progress report to SC42 | SG | SRA for Europe; CEPA Programme Officer; Executive Assistant to SG; Romania's officials; Subgroup on COP11 | Progress report from Romania submitted to SC42. | | | | | | | | | | |
| 4.3.11 Undertake general administration of the Secretariat and Convention | **KRA:** Parties, and other stakeholders, provided with timely and efficient service | Secretariat to provide timely and effective services to Parties and other stakeholders | SG | All staff | Satisfactory and timely services provided | | | | | | | | | | |
| **STRATEGY 4.4 Working with IOPs and others** *Maximize the benefits of working with the Convention's International Organization Partners (IOPs) and others. (Secretariat, IOPs)* | | | | | | | | | | | | | | | |
| 4.4.1 Work with IOPs to develop a common understanding and framework for assistance in delivering the Convention's implementation | **KRA:** Collaborative activities identified and agreed, information on them provided to Contracting Parties | Increased collaboration with partners, including private sector | SG | Partnership Coordinator; SRAs; DSG; Regional Affairs Officer | Enhanced implmementation of the Convention; better perception of wetlands as assets for sustainable development | | | | | | | | | | |
| 4.4.2 Facilitate and enhance joint activities on the ground between IOPs and Ramsar Administrative Authorities | **KRA:** Joint IOP/AA activities facilitated and reported | Increased cooperation between IOPS and Ramsar AAs through Regional Initiatives and joint projects | SRAs | Regional Affairs Officer; Communications Officer; Partnership Coordinator | Results of joint activities recognized and publicised | | | | | | | | | | |
| **STRATEGY 5.1 Membership** *Secure universal membership of the Convention and provide an appropriate level of service. (CPs, Secretariat)* | | | | | | | | | | | | | | | |
| 5.1.1 Advise countries in the process of accession on any issues of clarification, and on preparing their first Ramsar Information Sheet, as necessary | **KRA:** Bhutan, Sawziland, Zimbabwe, Ethiopia and others further assisted for accession | Assist at least three countries in accession process in Africa, Asia & Oceania, and the Caribbean | SRAs | Assistants to SRAs; SG | Five additional Parties by the end of 2011 | | | | | | | | | | |
| **Other Secretariat activities** | | | | | | | | | | | | | | | |
| Other activities not covered under any of the above Strategies/KRAs | | Respond to ad hoc requests from Parties | All staff under supervision of SG | | | | | | | | | | | | |