

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)
47th Meeting of the Standing Committee
Gland, Switzerland, 24-28 March 2014

DOC. SC47-15

Ramsar Secretariat Workplan 2014

Action requested:

The Standing Committee is invited to note the Workplan for the Secretariat for 2014.

Background

1. This workplan for the year is one of the outcomes of the Secretariat's strategy review and development sessions held at the end of 2013. It follows the format of the 2013 workplan, but has been amended to include priority tasks identified in those sessions and more detail on the administrative and communications functions of the Secretariat. All of the regional teams and other departments have contributed.
2. The plan may be seen as one step in a continuing process of strategic planning for the Secretariat. It will be reviewed during the year, in particular following SC47 as so much of the Secretariat's work in the rest of 2014 will be devoted to continuing preparation for COP12 and the drafting of resolutions for review by SC48 and subsequent finalization.

Strategy/Activities	KRAs	Activity(ies)	Team Leader	Other key team members	Success indicator and/or benefit to Convention	Applicable month for activities
1.10.2 In line with Resolution X.12, work with Contracting Parties and Ramsar partners to make good use of the <i>Principles for partnerships between the Ramsar Convention and the business sector</i> , 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, SRAs; Partners, Danone Project Officer	Standing Committee (SC) considers and approves new partnerships with business sector	
STRATEGY 2.2 Ramsar site information <i>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)</i>						
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, summarize and update Site national and global information. Publicise new designations of Ramsar Sites. Encourage wetland inventories and new Ramsar Site designation; assist Parties in completing Ramsar Information Sheets (RIS). Encourage CPs to update their Sites accordingly.	Senior Regional Advisors (SRAs)	Assistants to SRAs; DSG; SG; Documentation Officer; Admin Officers; Communications Officer; Regional Affairs Officer	All RIS duly completed and updated; information on Ramsar Sites summarized and made available; letters and certificates delivered.	

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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 other aspects of RSIS to provide support tools for Parties in Ramsar Site designation, by Wetlands International under contract to the Secretariat. Redevelopment of the RSIS by UNEP/DEWA/GRID under contract to the Secretariat.	a) Review and update existing agreement with wetlands International for the maintenance of RSIS; b) Redevelopment of the RSIS	Regional Affairs Officer with RSIS Core team	a) DSG; SG; Finance Officer b) DSG; SG; Finance Officer; Documentation Officer; Secretariat staff	a) Existing RSIS maintained until new RSIS is functional b) New, effective and accessible RSIS in place by end of 2014. 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 and integration of Ramsar Sites into worldwide networks of Protected Areas	
STRATEGY 2.6 Ramsar site status <i>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)</i>						
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 and Montreux Record	SRAs	SG; DSG; Assistants to SRAs; Documentations 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 <i>Work as partners with international and regional multilateral environmental agreements (MEAs) and other intergovernmental agencies (IGOs). (CPs, Secretariat, IOPs, STRP)</i>						
3.1.1.1 Implement Resolutions XI.1 on Secretariat hosting	Establish an appropriate Working Group representative of Parties to develop strategies that respond to Resolution XI.1	Request CPs to express their willingness to be part of the working group	SG	Secretariat Management Group; SG Executive Assistant	Working group fully functional; Resolution XI.1 fully implemented	

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3.1..2 Implement Resolution XI.6 on Partnerships and synergies with Multilateral Environmental Agreements and other institutions	<p>KRA: Implement 5th Joint Work Plan with CBD and report to SC.</p>	<p>a) Agree on activities for the implementation 5th JWP and take action jointly with CBD and other MEAs focal points and Ramsar AA b) Assist Contracting Parties in implementing joint actions between CBD and Ramsar Convention</p>	<p>a) DSG; b) SRAs</p>	<p>SG; Executive Assistant to SG; CPS and Ramsar partners</p>	<p>5th Joint Work Plan fully implemented; Lessons learned from implementation of 5th JWP;</p>												
	<p>KRAs: the Secretariat and the Chair of the STRP to continue to engage in the future IPBES process and explore further ways of collaboration as appropriate.</p>	<p>Participate in IPBES process and provide Ramsar's input</p>	<p>SG and STRP Chair</p>	<p>Secretariat Management Group; CPs; Ramsar Partners</p>	<p>Joint action between Ramsar and IPBES</p>												
	<p>KRA: CMS/AEWA and UNESCO-World Heritage joint work plans reviewed and updated</p>	<p>prepare and adopt new activities with CMS Secretariat; AEWA and MAB /UNESCO; implement agreed activities.</p>	<p>a) DSG; b) Partnership Coordinator</p>	<p>a) and b) SG; SRAs; DSG; Contracting Parties; Partners</p>	<p>Report to SC46 and 47</p>												
	<p>KRA: BLG meetings attended at SG/DSG level; JLG meetings attended as observer (SG/DSG level)</p>	<p>Share the key decisions of Ramsar COP11 with BLG members and explore options for collaboration in the implementation of relevant Ramsar Resolutions</p>	<p>SG</p>	<p>Management Group; Executive Assistant to SG.</p>	<p>Effective communication of Ramsar's views on key issues; Ramsar's achievements and future actions are recognized and supported by all Biodiversity-related Conventions.</p>												

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	KRA: SRA level or above represented Convention at key global and regional meetings and identify areas for partnerships	Discuss and reach an agreement about travel plans; undertake approved missions; provide mission reports and publicize key results.	SG	Management Group	Enhanced partnership with other organizations; Conclusions of meetings are available and shared with all staff. Lessons for Ramsar are drawn and used.													
	KRA: All Memoranda and annexed plans either updated, replaced or annulled	Implement new agreement with IOPs and other partners; discuss and sign new agreements with relevant organizations, including private companies.	Partnership Coordinator	SG; Executive Assistant to SG; Documentation Officer; 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.													
	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 assistant 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.													

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4.1.6 Deliver materials, advice and follow up for WWD 2014 and plan and prepare materials for WWD 2015	KRA: Agree theme, partners and plan for WWD2015; key materials prepared and dispatched.	Main WWD materials planned, drafted, produced and dispatched.	CEPA Officer	SRAs; Communications Officer; Danone Project Officer; Administrative Assistants; and other staff	Suite of stimulating WWD materials made available to a broad range of stakeholders.												
4.1.7 Monitor implementation of COP decisions on communication	KRA: Facilitate communication between CPs, Ramsar partners and other stakeholders	Effective and continued communication with all Parties, Convention bodies, and partners	SG	All staff	Better implementation of the Convention; better recognition of wetland values at local, national, regional and global levels.												
STRATEGY 4.2 Convention financial capacity <i>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)</i>																	
4.2.1 Implement Resolution XI.2 on Financial and Budgetary Matters	KRA: All requests by COP11 on financial matters addressed	Prepare technical and financial reports, including major achievements and lessons learned from the execution of financial matters. Implement 2013 programmes and budgets; monitor and administer funded projects.	Finance Officer;	SG; Partnership Coordinator; SRAs	Satisfactory reports made to SC on effective financial management, including core budget and voluntary funding												
Expand partnership and fundraising capacity	Stronger and effective partnership; increased voluntary funding	Review partnership arrangements; prepare and implement a fundraising strategy	Partnership Coordinator	Management Group; Partners; Parties	Number of effective partnership arrangements; higher level of voluntary funding												

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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													
4.3.9 With Uruguay, implement the MOU for COP12	KRA: COP12 MOU under implementation	Uruguay to provide progress report to SC46 Support the SG on the issues related with COP12 logistic and organization. Support Uruguay and Secretariat during Subgroup on COP12 discussions.	SG	SRA for the Americas; CEPA Programme Officer; Executive Assistant to SG; Uruguay officials; Subgroup on COP12	Progress report from Uruguay and from the Secretariat submitted to SC46 Signature of MOU													
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 <i>Maximize the benefits of working with the Convention's International Organization Partners (IOPs) and others. (Secretariat, IOPs)</i>																		
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 implementation 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													

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STRATEGY 5.1 Membership <i>Secure universal membership of the Convention and provide an appropriate level of service. (CPs, Secretariat)</i>						
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: Countries in the process of accession further assisted	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 2014	
Other Secretariat activities						
Other activities not covered under any of the above Strategies/KRAs	Assistance to Interns and new Ramsar staff	Respond to ad hoc requests from Parties	Administrative Assistant	All staff under supervision of SG	All requests addressed	