

Work plan of the Secretariat for 2020

Actions requested:

The Standing Committee is invited to take note of and approve the integrated Secretariat Annual Plan for 2020 as part of the Triennial Plan for 2019-2021 approved by SC57-21 (Annex 1)

1. This document presents the proposed Annual Plan (AP) for 2020, as an integral part of the Triennial Plan (TP) for 2019-2021 approved in decision SC57-21. The AP is attached in Annex 1. It is a continuation of the efforts of the Secretariat to integrate and streamline triennial and annual work plans and the CEPA Action Plan into one framework, as approved by the Standing Committee through Decision SC53-07. It is based on the revised structure proposed by the Secretariat and approved by the Standing Committee through Decision SC54-10. It is also built on the mandate of the Secretariat and the specific requests made to it by Contracting Parties through COP resolutions and decisions of the Standing Committee.
2. The annexed AP/TP is structured around the seven core functions of the Secretariat, and clarifying accountability and responsibility for achieving outcomes and impact. The functions under which the Secretariat's work is grouped are as follows:
 1. Governing and subsidiary body and meeting services;
 2. Administration, human and financial resources;
 3. Implementation support;
 4. Scientific and technical services;
 5. Representation, policy, engagement and international cooperation;
 6. Resource mobilization; and
 7. Outreach and strategic engagement.This framework provides a mechanism to track the Secretariat's core functions and commitments, and ensure the delivery of requests received from Contracting Parties.
3. Annex 1 is the result of a participative process that brought together all staff members of the Secretariat from 22 to 24 January 2020. The process fulfilled the Secretariat's commitment to a formal year-end review to assess the work of AP 2019, identify any gaps in implementation and learn lessons that could help improve its work in the following year. It equally included a comprehensive review of decisions from SC57 to ensure their integration into the workplan. It also explored how, in adopting an AP/TP structure based on functions, the Secretariat has reinforced collaboration across the Secretariat's areas of work to deliver specific outcomes, while clarifying leads and accountability and responsibility for each activity. Annual staff performance plans for 2020 have been aligned to the Annual Plan 2020.
4. The review of progress highlighted a high level of implementation and clear identification of priorities to be reinforced in AP 2020. There was consensus that ownership and use of the

AP/TP has increased as a function of its clarity and utility. While challenges remain, there is a substantially higher level of collective understanding of the issues and ownership.

5. The Annual Plan for 2020, as part of the Triennial Plan 2019-2021, again reflects the request made in Resolution XIII.7 on *Enhancing the Convention's visibility and synergies with other multilateral environmental agreements and other international institutions* to foster and enhance cross-cutting subject-matter expertise within the Secretariat team as a means of maximizing the use of existing resources and avoid duplication of efforts, foster a whole-of-Secretariat approach to providing equitable and consistent support to Parties' efforts to implement the Convention, and advance synergies and contributions across the Multilateral Environmental Agreements and the 2030 Agenda for Sustainable Development.

Annex 1

Secretariat Annual Plan for 2020 and Triennial Plan for 2019-2021

* SG = Secretary General; DSG = Deputy Secretary General; DSP = Director of Science and Policy; SRAs = Senior Regional Advisors; Comms = Communications Team; RMO = Resource Mobilization Officer; FO = Finance Officer; HR BP = Human Resources Business Partner; SMT = Senior Management Team. Only leads are mentioned but all staff will contribute to specific outputs. NC = Non-Core; SAR = Subject to available resources

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

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
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, SC, STRP, pre-COPs, Working Groups). Convention Article 8 a. ; Rules of Procedure, especially Rules 26 and	Delivery of meetings in accordance with requirements and timely outputs: <ul style="list-style-type: none"> • SC57- 61 • STRP 22- 24 • WGs as requested Governing and subsidiary bodies established, and support provided for their operation.	Organize and facilitate: <ul style="list-style-type: none"> • STRP 22 • SC57 • Executive Team • Working Groups including: Management, Strategic Plan, Observer Status, Effectiveness, Regional Initiatives, CEPA Oversight Panel, Sub-group on Finance, Sub-group on COP14. 	Organize and facilitate: <ul style="list-style-type: none"> • STRP 23 • SC58 • Executive Team • Working Groups including: Management, Strategic Plan, Observer Status, Effectiveness, Regional Initiatives, CEPA Oversight Panel, Sub-group on Finance, Sub-group on COP14. 	Delivery of meetings in accordance with specific requirements and timely outputs. Satisfaction surveys and participant feedback incorporated into future meetings.	DSG	Core
		Analyse implications of joined meetings of SC and STRP (Resolution XIII.8).	Organize special session for SC58 with participation of STRP on inventories (Decisions SC57-25, SC57-54).	Session organized.	DSP	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
27; and Resolutions XIII.4 , XII.5 , XIII.5 , XIII.8 , XIII.9 , XIII.18 .		Conduct a preparatory briefing to incoming members of SC (XIII.4).	No action until 2021.		SRA America	Core
		Establish STRP membership (XII.5).	Completed.	Group supported and decisions followed-up.	DSP	Core
		Complete nomination process for CEPA Oversight Panel for decision by SC57 (XIII.5) and support its operation.	Completed.	Group supported and decisions followed-up.	DSG	Core
		Support establishment of Working Group on RRI at SC57 (XIII.9).	Support to group continues (see above).	Group supported and decisions followed-up.	SRA Asia/Europe	Core
		Encourage gender parity in Convention meetings and building capacity of delegates (XIII.18 para 16).	Continue to encourage CPs to consider gender parity for all events and to include gender balance metric in Secretariat reporting.	Gender parity encouraged in invitations to Convention meetings.	DSG	NC (secured)
		Develop guidance for CPs on mainstreaming gender and deliver capacity building to SC58 delegates on gender.	Guidance developed and number of delegates that received training (session at SC58).	SRA Asia/DSP	Core	
		Report to SC58 on gender balance.	Report to SC on gender balance change from SC57 to SC58.			
1.2 Support provided to CPs in tracking their implementation of the Strategic Plan through	CPs have submitted National Reports.	Prepare proposal for SC57 on revised format for National Reporting, taking into account decisions on	Preparatory support for CPs on NR for COP14.	Guidance, training and webinars provided.	All SRAs	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
their National Reports (NRs) and in reviewing the SP. Resolutions. XIII.5 , XIII.13 , XIII.18 .	Global Implementation Report presented to COP14.	peatlands and gender (XIII.13 para 22, XIII.18 para 22).		Increased awareness of NR tools and content.		
	Proposed revision of Strategic Plan prepared.	Support Strategic Plan Working Group in their review of the SP as per process in XIII.5 .	Interim review presented to SC58. Final revisions completed for SC59 and presentation to COP14.	Process continues in accordance with Resolution XIII.5 .	SRA Europe	Core
1.3 Strengthened engagement with CPs.	Increased engagement with CPs in capitals and Geneva missions.	Enhance relationships with CPs' Geneva missions.	Organize one Geneva mission briefing before SC58. Develop and implement a plan to enhance contacts and reach with Geneva-based missions.	Organization of Geneva briefing. Number of meetings with Geneva-based missions.	SG/DSG SRAs	Core Core
		Enhance relationships with AA/NFPs in capitals.	Secretariat maintain relationships with AA/NFPs in capitals.	Meetings with AA/NFPs in capitals (included as part of Ramsar country or regional visits).	SMT	Core
1.4 Support the efficiency of operational processes of governing and subsidiary bodies of the Convention. Resolutions XIII.3 , XIII.4 , XIII.9 and SC55-12 .	Proposal for review of all previous Resolutions and decisions (validity, applicability, consistency, contradictions, etc.) developed with recommendations to SC57 and SC58, and process supported.	Prepare a proposal for SC57 on the review of all previous Resolutions and decisions and follow-up on their decision (XIII.4).	Process continues as tasked by SC57-19, SC58 and XIII.4 .	Complete categorization exercise and pilot consolidation on inventory Resolutions. Follow-up as assigned by SC58.	DSG	Core
		Review RRI Resolutions and decisions for consideration of RRI WG and presentation at SC58 (XIII.9 para 30).	Update the RRI legal analysis and support the RRI WG and report to SC58.	Request considered in light of the proposed review of all previous Resolutions (Res XIII.4) and decisions (SC57 and SC58).	DSG/Legal Advisor	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
	Review of Rules of Procedure conducted including recommendations for SC57 and SC58.	Develop proposal to review the ROPs (XIII.4) for SC57 for decision and follow-up.	Review ROPs for SC58 with inputs received from Parties. Follow-up on SC58 decisions in terms of COP14 preparation.	Revised ROPs submitted to SC58 for further guidance. SC58 decisions integrated into COP14 preparation.	DSG/Legal Advisor	Core Core
	Proposal prepared with options on Observer Status to UNGA and for participation of Secretariat in relevant events in UN system.	Prepare options on Observer Status to UNGA for SC57 with interested CPs (SC55-12).	Support WG on Observer Status and submission of report to SC58. Manage consultancy for legal analysis of options.	WG supported. Report submitted to SC58. Legal analysis provided to WG.	SG SG	Core Core
	Retirement of working groups supported.	Request reports from the Chairs of subsidiary bodies retired by the COP (XIII.3) to be provided to SC57.	Completed.		SG	Core
	New Contracting Parties to the Convention.	Encourage accession through CPs, IOPs and other partners (Res. VI.16 and 4.5).	Continues.	New candidates for accession supported.	SMT	Core
	Support provided to implement language strategy.	Support interested CPs to implement and resource the language strategy of Resolution XIII.6.	Continue support to the language strategy of Resolution XIII.6. Further translations of the Convention by Parties published on the website as documents not in the official languages of the Convention.	Progress against language strategy. Documents provided by CPs published in languages beyond the official languages of the Convention on the website.	DSG DSG	NC NC

Function: 2. ADMINISTRATION, HUMAN AND FINANCIAL RESOURCES	Purpose: Secretariat ensures the effective and accountable management of resources, in alignment with IUCN policies and procedures.
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Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
2.1 Ensured management of Secretariat Human Resources in line with IUCN policies and standards including: support organizational structure/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.	Continues.	HR matters managed in compliance with IUCN HR policies, procedures and standards.	HR/SMT	Core
		Implement IUCN compensation policy and competency framework.	Implement competency framework pending IUCN framework completion.	Framework implemented (if applicable).	HR/SG	Core
		Explore relevance of IUCN new HR initiatives for Ramsar, and their costs.	Continues.	Relevant new HR initiatives identified and rolled out, costs permitting.	HR/SG	Core
	Developed Secretariat human resources.	Organize and deliver training according to needs assessment of 2017. Delivery of Secretariat gender training (XIII.18 , para 17).	Update the training needs assessment.	Training needs assessment updated and Secretariat HR plan developed and implemented.	HR/SG	Core
			Completed.		HR	NC
	Results of staff engagement survey.	Develop staff engagement survey in 2019.	Develop and conduct staff engagement survey.	Staff engagement survey undertaken and results considered by SMT and Secretariat staff.	HR/SG	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
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, manage service arrangements with IUCN. Resolution XIII.2 , SC53-33 and SC55 Doc.8.2.	Compliance with IUCN financial standards.	Timely and effective management of core and non-core budget.	Continues.	Management of core and non-core budget in compliance with IUCN standards.	FO/SMT	Core
	Audited accounts and appropriate follow up to management letter.	Prepare financial documents for SC57.	Prepare financial documents for SC58.	2019 audited accounts and Secretariat report on financial management presented to SC58. 2020 budget presented to SC58.	FO/SG	Core
	Response to specific SC and COP requests.	Implement recommendations of the review of non-core funds (including internal controls) SC55 Doc 8.2 requested by SC53-33 .	Continues.	Presented to SC58.	FO/SG	Core
		Disburse African voluntary contributions to RRIs in accordance with Res. XIII.2 .	Provide to African Regional Representatives the proposals received from RRIs in Africa for decision on disbursement of AVC funds in 2020.	Decision taken by African Regional Representatives on disbursement of funds implemented.	FO/SRA Africa	Core
		Follow-up on outstanding contributions from CPs (XIII.2).	Continues. Submit proposal to SC58 on group approval on outstanding contributions for audit.	Report to SC58 on status and follow up actions including on group approval.	FO/SMT	Core
2.3 Maintained Information	Change in technology solutions increase the	Migrate Convention website to new host.	Optimize new infrastructure and	Speed and reliability of Convention website.	DSG	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
Management systems and new technology that enable the work of the Secretariat in support of the CPs. Resolutions XIII.2 and XIII.4 .	effectiveness, efficiency of the Secretariat and its support of CPs.		consider further enhancements.			
		Add functionality to the existing CRM (contacts management) platform as required.	Consider further enhancement of platform and functionality.	Metrics from CRM.	DSP	Core
		Use new technology solutions that enable the Secretariat to effectively and efficiently support CPs (XIII.2).	Actively maintain RSIS and consider further enhancements. Enhance current and deploy new technology solutions for key functions of the Secretariat such as capacity building and provision of technical advice and dissemination of materials (XIII.4 paras 29 and 30).	RSIS is operational and enhanced as required. Secretariat enhances processes by efficiently using new and available technologies. Parties benefit from systems put in place, such as registration for events, newsletters or online meetings.	DSP/RMO	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 requirements of transparency and accountability.	Maintain transparency and accountability of administration and management of the Secretariat.	Continues.	Timely publication of relevant documents and reports on Ramsar website (XIII.2).	SG/SMT	Core
	Development and implementation of standard operation procedures.	Development of SOPs to standardize, enhance efficiency of the Secretariat's work and its engagement with CPs, while reinforcing institutional memory.	Continues.	SOPs in place for key functions of the Secretariat (SC54 Report Annex 2).	DSG/SMT	Core

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.
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Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
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. Ramsar Convention, Article 8.	Reports to COP14 and SC (annually).	Maintain the RSIS and updated information on Ramsar Sites. Provide support and advice to CPs on how to designate and update information on Ramsar Sites.	Continues. Consider further enhancement of internal processes for efficiency. Continues. Consider further enhancement of internal processes for efficiency.	RSIS maintained and information updated. Internal processes streamlined to increase efficiency Timely response to requests.	SRA Europe/DSG/DSP	Core
		Advise and support CPs on Article 3.2 cases and Montreux Record. Priority given to longer-standing Sites (XIII.10 para 18, XIII.11 para 19).	Continues. Consider further enhancement of internal processes for efficiency.	All relevant cases addressed. Enhanced processes lead to increase efficiency.		
		Develop Secretariat procedure on how to address and progress Art.3.2 reports received.	Ongoing.	Art 3.2 procedure streamlined and translated into SOP.	DSG	Core
		Organize Ramsar Advisory Missions (RAMs) upon request and fundraise as required (XIII.11 para 17), prioritizing Sites that are facing problems similar to	Continues. Consider further enhancement of internal processes for efficiency.	RAMs prepared, funds raised, RAMs and follow-up implemented. RAM procedure produced internally and translated into SOP.	DSG	NC

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
		other Sites (XIII.11 para 11).				
		Prepare operational guidance for RAMs with STRP for SC57 (XIII.11 para 15, 19 and Annex 1).	Completed.		SRA Europe/DSP	Core
		Prepare annual report to SC57 on status of the Ramsar List.	Prepare annual report to SC58 on status of the Ramsar List.	Document submitted to SC58.	SRA Europe	Core
		Update the strategic framework for wetland designation to include guidance on peatlands (XIII.12 para 13).	Completed.		DSG/SG	Core
		Develop protocols for direct database-to-database transfer of data (XIII.10 para 25).	No further activity as per SC57 intervention by STRP Chair.		SRA Europe	Core
<p>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.</p> <p>Inventories Resolutions X.15, VIII.6, XIII.10.</p>	<p>CPs (NFP/AAs and National Committees where applicable) have established national wetland inventories.</p> <p>CPs use all wetlands wisely.</p>	<p>Work with CPs on the completion of national wetland inventories and on wetland extent to report on SDG Indicator 6.6.1 (XIII.7 para 40) including inventories of Blue Carbon wetlands (XIII.14) and Arctic/Sub-arctic wetlands (XIII.23) and earth observation for inventories and monitoring changes and</p>	<p>Continues.</p> <p>Development and launch of toolkit, training and fundraising proposal.</p> <p>Report on status of extent for Indicator 6.6.1 submitted to DESA.</p>	<p>CPs supported for the completion of wetland inventories and wetland extent measurements.</p> <p>Use of toolkit, training and fundraising proposal.</p> <p>Report on status of extent for indicator 6.6.1 submitted to DESA (based on COP13 NRs).</p>	SRA Americas/DSP	Core/NC

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
		contact relevant technical partners, (XIII.10 para 23).				
	CPs urged to include into their NR for COP14 progress on implementation of Global Action on Peatlands (para 22), sex-disaggregated information (XIII.18 para 22), and on agriculture (XIII.19 para 27).	Adjust format of NR for COP14 to be proposed to SC57.	Completed.		SRA Americas/SMT	Core/NC
	Interested CPs surveyed and their capacity supported to address and work in partnership with existing networks for blue carbon (XIII.14 para 13).	Survey interested CPs and facilitate their capacity building on blue carbon ecosystems including communication and sharing of information.	Dependent upon funding. Determine how the funded STRP consultancy on blue carbon can further support this task. Ongoing as no timeline provided by XIII.14.	Engagement with IPCC maintained and support provided. Report and policy brief from STRP consultancy.	DSP	SAR
	Gender perspective mainstreamed in SP and CEPA Programme (XIII.18 para 14).	On the basis of guidance developed by STRP, support parties to mainstream gender in SP and CEPA.	Develop guidance and organize training sessions for CPs to mainstream gender.	Guidance and capacity building developed and training implemented by Secretariat.	SRA Asia/DSP	NC
	Wetland City Accreditation process supported, and new nominations submitted to and accepted by COP14.	Prepare Wetland City Accreditation document to seek guidance for future work from SC57 (XII.10).	Receive, validate and transmit nominations to IAC.	Transmission of nominations to IAC.	DSG	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
		Follow guidance provided by SC57-24 and SC57-31				
	Wetland projects managed by the Secretariat have substantially supported CPs and their implementation activities.	Management of projects and programmes including: Swiss Grant for Africa, Wetlands for the Future, Nagao, Cariwet and others.	Continue. Consider further enhancement of internal processes of grant management for efficiency.	Projects being implemented and managed according to donor requirements.	SRAs	NC
		Prepare process to phase out the Small Grants Fund programme upon exhaustion of currently available resources (XIII.2) and support projects identified in SC57-51.	Continues. Receive year one reports and based upon those disburse final tranche of funding. Final report prepared for SC59.	Year one reports received. Final funds disbursed pending adequate project progress.	DSG/SRAs	NC
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 COP14. Resolutions XIII.9 and XIII.2 .	SC annually informed on RRIs status.	Prepare the annual update on the status of RRIs.	Prepare the annual update on the status of RRIs.	Report submitted and endorsed by SC58.	SRA Asia/Europe	Core
	RRIs supported in the development and implementation of their work plans (XIII.9 para 21).	Provide advice to RRIs to enhance their capacity and effectiveness.	Provide advice to RRIs to enhance their capacity and effectiveness.	RRIs operate in accordance with XIII.9 para 8.	SRAs	Core
		Support fundraising for RRIs projects and manage non-core resources as directed (XIII.9 para 17- in light of XIII.2 Annex 4).	Support fundraising for RRIs projects and manage non-core resources as directed (XIII.9 para 17- in light of XIII.2 Annex 4).	Funds raised with Secretariat assistance.	RMO/SRAs	Core
		Promote awareness of the role and achievements of RRIs (XIII.9 para 20, 22).	Address this activity through revision of the RRI reporting template for 2020 reports.	Update to the RRI webpage on Convention website.	DSG/SRAs	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget		
	Call for new RRI proposals made prior to COP14 (XIII.9 para 13). Summary assessment on RRI's operations and achievements prepared for COP14 (XIII.9 para 28).	[Activities for 2020/21]	Open the call for proposals for new RRI's to be endorsed by SC59 (XIII.9 , para 13).	Template prepared for SC58.	SRA Asia	Core		
		[Activities for 2020/21]	Revise the RRI reporting template for 2020 reports on the basis of SC57.11 .	Proposals compiled for presentation at SC59.				
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. Target 19 SP, XIII.8 para 18, XIII.10 para 23, XIII.14 para 13 and XIII.15 para 22.	Increased capacities built in CPs, with a priority on least-developed countries and support to south-south cooperation. Capacities of national focal points increased through regional training (XIII.8 para 18). Supported CPs in their capacity to implement blue carbon policies (XIII.14 para 13).	Develop a capacity building plan based on needs assessment and addressing priority areas as requested through COP13 Resolutions.	Develop and begin implementation of a capacity-building plan based on needs assessment and addressing priority areas as requested through COP13 Resolutions.	Needs assessment undertaken. Capacity building plan developed according to needs and in partnership with relevant organizations (XIII.7 paras. 41, 42).	DSP	Core		
			Explore means of delivering capacity building beyond face-to-face meetings.				DSP/SMT	SAR
			Subject to resourcing and linked to STRP.				DSP/SMT	SAR

Function: 4. SCIENTIFIC AND TECHNICAL SERVICES	Purpose: Secretariat supports the CPs in getting scientific and technical guidance from STRP and other scientific bodies.
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Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
4.1: STRP supported by the Secretariat to deliver its triennium work plan by: - Facilitating preparation and production of high priority outputs under high priority tasks in work plan; and, - Ensuring STRP products are policy relevant and adapted and communicated to specific target audiences. Resolution XII.5 , XIII.8 .	Adoption and implementation of the STRP work plan 2019-2021.	Support STRP in the development of the STRP work plan 2019-2021 at STRP22 for SC57, including mandate in different COP13 resolutions.	Completed.		DSP	Core/NC
	Delivery of STRP outputs as per its work plan 2019-2021.	Support STRP in implementation of its work plan and delivery of outputs.	Support delivery of high-priority tasks.	STRP supported in delivery of outputs.	DSP	Core/NC
	As appropriate, liaison established with IPCC to provide relevant information produced by STRP on blue carbon (XIII.14 para 14).		Provide relevant information from STRP to IPCC.	Information produced by STRP and provided to IPCC.	DSP/SRA Asia	SAR
4.2: Secretariat has contributed to ensuring that wetlands and the Convention are addressed in relevant scientific processes	Wetlands and the Convention are addressed in relevant scientific processes and collaboration promoted.	Engagement with relevant technical bodies (IPBES 7, SBSTTA 23), Chairs of the Scientific Advisory Bodies of the Biodiversity-related Conventions and other MEAs (CSAB).	Engagement with SBSTTA 24. Continued collaboration with IPBES processes.	Inputs provided to relevant processes on key issues.	DSP	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
<p>and the Convention contributes to other scientific processes (CSAB, IPBES, IPCC, technical bodies of other MEAs).</p> <p>Resolution XIII.8.</p>	Proposals delivered to IBPES.	Facilitate the delivery of proposals to IPBES Secretariat (XIII.8 , Annex 4).	Completed.		DSP	Core
<p>4.3: Roll-out of technical guidance of the Convention.</p>	Guidance has been published and shared with CPs and partners.	Technical guidance produced by STRP is made available and used by CPs in implementation and capacity building (incl. on blue carbon, Resolution XIII.14).	<p>Continues.</p> <p>Presentation to STRP23 by Secretariat on how we can achieve greater utilisation of STRP outputs.</p>	<p>Number of downloads of briefings, guidelines and toolkits produced.</p> <p>Presentation completed.</p>	DSP/RMO	Core

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.
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Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
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, SDGs, HLPF, NDCs). Resolution XIII.7.	Relevance of wetlands and the conventions are included in CPs' national SDG strategies and NDCs.	Support CPs in mainstreaming and realising relevance of wetlands and the Convention in the 2030 SDG Agenda including tools, guidance, capacity building and funding opportunities, with others (XIII.7 para 41).	Continues. Raise awareness and capacities of CPs on integrating wetlands in NDCs and develop partnerships with relevant organizations to support CPs.	Support provided to CPs as requested. Increased capacity of CPs to integrate wetlands in NDCs.	SRAs/DSP	Core/NC
5.2 Effective cooperation with Intergovernmental, International and Regional Organizations and Multilateral Environmental Agreements is promoted and improved. Resolutions XI.6 , XIII.7 , XIII.20 , and XIII.24 .	Synergies plan approved by SC58.	Prepare a preliminary plan to strengthen synergies with other MEAs for SC58 and contributions to the post-2020 Global Biodiversity Framework. Resolution XIII.7 para 23.	Prepare and implement a plan for SC58.	Preliminary plan presented to SC58 and follow-up.	SRAs/DSP	Core
	Effective cooperation with relevant MEAs and IGOs.	Secretariat strengthens collaboration with relevant MEAs and IGOs, as listed in Res. XIII.7 para 35: UNEP, UNDP, FAO, WB, WHO, WMO, UNESCO, UNECE	Continues with enhanced focus through synergies/policy plan.	Secretariat has strengthened collaboration with relevant MEAs and IGOs and explored cooperation with those	SRAs/DSP	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
		and other regional economic commissions of the UN, GEF, MEAs such as the UNFCCC, UNCCD, CBD, CMS and others.		agencies listed in Resolution (XIII.13 paras.30/31) - UN Water, AEWA, Pan-African Agenda on Ecosystem Restoration, ASEAN/Centre for Biodiversity and the EU, African Union, Arctic Council (XIII.23 para 30) etc. in areas of common interest.		
			Renew UNEP MoU.	MoU renewed.		
		Continue to collaborate with the Secretariats of other biodiversity-related Conventions through the Biodiversity Liaison Group and report to the SC on a regular basis (XIII.7 para 5).	Continues, as a priority in the context of post-2020 biodiversity framework in engaging CPs.	Implementation of the agreed activities for 2020 and report to SC58 and SC59.	SG, SRAs	Core
		Explore with the other MEAs, governments and private sector the possibility of development of a multi-stakeholder global coastal forum (Para. 36, Resolution XIII.20).	Continues, subject to available resources.	Possible options for the establishment of a multi-stakeholder global coastal forum, subject to the availability of resources.	SRAs	SAR
	Wetland issues are included in relevant international/regional	Secretariat promotes and supports CPs in inclusion of wetland issues in the 2030	Continues. Raise awareness on the links between wetlands and the SDGs.	Development and delivery of guidance and webinars.	SG/SRAs/DSP	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
	efforts to address the 2030 Sustainable Development Agenda and SDGs (High Level Political Forum on Sustainable Development, SDGs 14 and 15 (XIII.7 para 41).	Sustainable Development Agenda.		Represent the Convention in international meetings and act as a spokesperson for the Convention's priorities include: post-2020 process (CBD COP, UN Biodiversity summit), UNFCCC COP26, UN Oceans Conference, HLPF, IUCN Congress).		
		Continue working with the Inter-Agency Expert Group on Sustainable Development Goal Indicators (IAEG-SDGs), and other relevant UN agencies, on water-related indicators, and in particular SDG Indicator 6.6.1 on wetland extent.	Continues.	Report to the IAEG-SDGs on the progress of achieving SDG Indicator 6.6.1 on wetland extent.	SRA Americas/SG	Core
	Implementation of the priority activities of the MOU between Ramsar Secretariat and the Inter-American Convention for the Protection and Conservation of Sea Turtles (XIII.24 para 15).	Work with the Secretariats of the Inter-American Convention for the Protection and Conservation of Sea Turtles and the Convention on the Conservation of Migratory Species of Wild Animals to enhance marine turtle conservation in Ramsar Sites (Americas,	Renew the MoU.	MoU renewed.	SRA Americas	Core
			Ongoing. Publication to be developed by CMS and RAMSAR.	Conservation of turtles in Ramsar Sites according to Ramsar MoU and CMS MoUs. Publication released.	SRAs/DSP	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
		the Indian Ocean and South-East Asia and the Atlantic Coast of Africa) (XIII.24 , para 24).				
	Approval by SC58 of elements of advice for the GEF concerning the funding to support the objectives and priorities of the Convention, for the eighth replenishment of the GEF financial mechanism, and CPs' priorities communicated to the GEF (XIII.7 para 46).	N/A	Inter-sessional consultation and decision with the SC before May 2020.	Approval of elements of advice and submission to the CBD.	SG, SRA Americas	Core
	Strengthen collaboration with the GEF Secretariat.	Strengthen collaboration with the GEF Secretariat concerning the funding to support the objectives and priorities of the Parties (XIII.7 para 46).	Identify opportunities for and feasibility of enhanced engagement with the GEF and other multilateral funding agencies.	Collaboration on areas of common interest according to SP and Parties' priorities and engagement on the GEF Council. Engagement with further multilateral funding agencies.	DSG, SRAs	Core
	Report regularly to SC on progress in implementing Resolutions XIII.7 and XI.6 on Partnerships and synergies with	Report to SC57, on progress in implementing Resolution XIII.7 and Resolution XI.6 on Partnerships and synergies with Multilateral	Report to SC58, on progress in implementing Resolutions XIII.7 and XI.6 on Partnerships and synergies with Multilateral	Approval by SC58 of the progress report.	SRAs, DSP	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
	Multilateral Environmental Agreements and other institutions (i.e. synergy process under the CBD and UNEP, strengthen collaboration with UN agencies, MoU UNEP).	Environmental Agreements and other institutions.	Environmental Agreements and other institutions.			

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.
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Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
6.1 Funds raised to support non-core priority activities as prioritized by Res XIII.2 Annex 3. Resolutions X.12 , XIII.2 and SC52-23 .	Percentage of funds raised against projected CHF 3.2m non-core priority activities requirements.	Present revised fundraising work plan to SC57, reflecting new non-core priorities of Res XIII.2 and SC54-6 .	Implementation ongoing.	Funds raised, volume of outreach (donors contacted, proposals presented).	DSG/RMO	Core
	Integrated focus on corporate actors as potential funders as per Resolution X.12 .	Completion of database of potential funding sources.	Completed. Grow the volume of potential funders listed in database.	Number of database users.	DSG	Core
	Decision SC52-23 to prepare and adopt the Convention’s first full Resource Mobilization	Completion of proposals for RAMs, gender, RRIs, World Wetlands Day (WWD) and inventories.	Submission of proposals for RAMs, RRIs, WWD, sponsored delegate travel and Inventories.	Number of proposals submitted and/or funded.	RMO	Core

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
	Work Plan implemented.	Outreach to potential funders.	Continues. Develop a webpage that provides an overview of non-core funding priorities.	Number of potential funders/quarters (target of the SC57 WP is 10/quarter). Webpage published.	RMO	Core
6.2 Support CPs in their national and regional fund-raising efforts.	Volume of funds raised reported by CPs.	Completion of database of potential funding sources.	Completed with ongoing enhancements.	Metrics on use of database.	RMO	Core
		Development and provision of fundraising templates and tools.	Small grant guidance completed and available to Parties. Develop additional tools.	Metrics on number of visitors and downloads of templates and tools.	RMO	Core
		Capacity building in fundraising for CPs.	Deliver resource mobilization training for CPs to include database and small grant guidance.	Small grant guidance visitors and downloads. Number of trainings and participants.	RMO/SMT	Core

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.
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Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 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. Resolutions X.12 and XIII.1 .	WWD implemented.	World Wetlands Day 2020 planning and implementation.	World Wetlands Day 2021 planning and implementation. Support CPs on the submission to UNGA on the WWD Resolution.	Compare number of events, downloads, and social media engagement over 2019-2020 Support provided to CPs as requested.	RMO SG	Core
	IOP activities implemented in accordance with MoU and VII.3 .	Start implementation of the five joint activities identified in the 2018 – 2024 IOP MOU.	Identify and implement bilateral /joint opportunities consistent with the MoU. Explore opportunities for IOPs to share with CPs their global contributions to the Convention.	Implementation of bilateral/joint activities with IOPs. Enhanced sharing of IOPs’ global contributions with CPs.	DSG DSG	Core Core
			Work in partnership with organizations where the partnership objectives adhere to the criteria provided by SC54-16 .	Continues.	All partnership agreements comply with SC54-16 guidance.	DSG/SMT
	Private sector engagement (X.12)	Renew Danone partnership for 2020 and beyond.	Continue to implement the Resource Mobilisation Work Plan (see 6.1 above).		RMO	NC

Triennial Result	TP 2021 Indicator	AP 2019 Activities	AP 2020 Activities	AP 2020 Indicator	Lead/Support	Budget
			Discussion regarding continuation of partnership with Danone ongoing.	Danone partnership renewed.		
7.2 Through targeted outreach, raised the visibility of the Convention at the national, subnational, regional and international levels.	Increased use and access to materials and information on the Convention, its SP and priorities at national, subnational, regional and international levels.	Regularly publish and post relevant content on the Convention website and social media platforms. Ensure that website content is current.	Continues.	Number of stories and articles published on the website. Number of website visitors and analytics for page views and downloads. Number of followers on Twitter.	Comms	Core
		Initial planning for 50th Anniversary SC57-18 and SC57-47 (Annex 9.2)	Secretariat to provide expert guidance on campaign development. Support Sub-group on COP14 to bring a proposal to SC58 and follow-up SC decision.	Sub-group on COP14 presents proposal for theme to SC58. 50th Anniversary campaign plan prepared.	Comms	Core
		Secure high-profile speaking and presentation opportunities for the SG and Secretariat staff with targeted audiences.	Continues.	Number of speaking and presentation opportunities at targeted events and key high-level fora.	SG/SMT	Core