

**First meeting of the Ad Hoc Working Group on Administrative Reform
Ramsar Secretariat, 28 rue Mauverney, 1196 Gland, Switzerland
Monday, 19 January 2009, 10h00-16h00**

Proposed Agenda

- 1. Welcome and Introduction by the Secretary General**
 - Acknowledgement and general introduction

- 2. Election of the two co-chairs and a rapporteur for future meetings of the WG**
 - The Secretariat makes a proposal to the WG they would like to suggest that the co-chairs be Australia and Chile.

- 3. Presentation by Ecuador**
 - This would be a summary of the discussions made by the Contact Group on Legal Status during COP10.

- 4. Presentation by Secretary-General**
 - Provide background to the issue of the legal status of the Secretariat:
 - Objectives of the assessment.
 - Possible options.
 - Introduce the information that have been obtained so far to support the discussions, and provide information on the progress made so far in relation to the major problems and possible solutions addressing the challenges facing the Ramsar secretariat under three possible options
 - Suggestions by the Secretary General
 - Some steps to be taken to identify the information gaps that needs to be filled, especially the implications that will emerge after adopting a particular option.

- 5. Identification of immediate actions to improve the capacity and operation of the Secretariat**
 - WG members volunteering to help gather information on the impact of the Secretariat moving from IUCN to the UN, by collecting relevant information from the UN. Such information would include:
 - Working with the Secretariat to request the UN to provide a more comprehensive review of the cost implications if the Secretariat were to join the UN.
 - The impact on the role of the Ramsar IOPs if the Convention were to be under the UN system?
 - The impact on the Ramsar Interns who are currently paid by the Secretariat but under the UN system, they would not be paid.
 - Possible improvements under option 1 (Secretariat to continue to be administered by IUCN).
 - Longer-term, WG, SC and other CPs to help increase the visibility of the Secretariat in global (e.g. GEF), and regional (e.g. ASEAN), organizations and other entities.

- 6. Decision on additional members to be invited to participate in the Working Group**
 - Additional members include IUCN, UNEP, others?

7. Elaboration and adaptation of a detailed work plan

- If the next meeting can be held at the end of February, then the results of the WG up to that time can be written up as an interim report which can then be submitted in time to the 40th meeting of the Standing Committee in May 2009. The future work schedule of the WG can then be decided depending on the results of the discussion during the SC meeting. However, the WG is required to meet again within 12-months of COP10, i.e. by October 2009.

8. Clarification of the working and reporting procedures

- The Secretariat will explore possibility to establish a system whereby the WG can communicate by e-mail between meetings.
- The Secretariat can provide a room in Gland for future meetings but these meetings can also be held in Geneva if WG members can help arrange for rooms in the UN building.
- Financial or in-kind contributions will be welcomed from the Parties towards the work of the WG, e.g. hiring consultants, but funds will not be used to support travel.

9. A.O.B.

10. Date and time of the next meeting

- At the end of February (see Point 7)