

**Convention on Wetlands (Ramsar, Iran, 1971)
2nd Meeting of the Ad Hoc Working Group on
Administrative Reform**

DOC. WG-AR2-4

Proposed first draft Work Plan for the *Ad Hoc* Working Group on Administrative Reform

When	Activities	Tasks	Who	Other comments	Reference:
Dec 08	Consultation to establish Working Group				Composition of Group - Resolution X.5, Annex TOR
Jan 09	First Meeting of WG – 19/01/09	Elect Co-Chairs and Rapporteur	WG		
Jan 09		Review current actions to solve administrative and legal problems (Table 2)	WG		Resolution X.5, Annex TOR – Work required Step 1
Mar 09		Update Table 2 for results of meeting	Secretariat		
Mar 09		Finalise Table 2 and report of the first meeting	Secretariat/Co-Chairs		
Mar 09		Finalise letter to UNEP	Secretariat		
Mar 09		Prepare Draft work plan			Resolution X.5, Annex TOR – Work Plan
Mar 09		Send letter to UNEP	Co-Chairs		Resolution X.5, Annex TOR – Work required Step 3
Mar 09		Draft letter to IUCN	Secretariat		

Mar 09	Second Meeting of WG – 24/3/09	Review Table 2 COP10Dec.20 add.1, summarise current arrangements with IUCN as host, review status of requests for information UNEP/IUCN, review work plan, review additional resource requirements (legal/facilitation).	WG		
Apr 09		Finalise and send letter to IUCN	Co-Chairs		
Apr 09		Prepare and finalise report of the second meeting	Secretariat/Co-Chairs		
Apr 09		Prepare progress report to SC	Co-Chairs		
May 09		Co-Chairs to meet UNEP/IUCN	Co-Chairs		
May 09		Progress Report to SC40			July 19 deadline to report on Work Required 1 to the SC
July 09		Meet UNEP/IUCN to discuss progress of reports	Co-Chairs/Secretariat		
Oct 09		Distribute UNEP and IUCN reports to WG. Solicit and collate comments and conclusions from WG members/SC/others?	Secretariat to distribute based on process advised by Co-Chairs. WG to furnish responses.		
Nov 09	3 rd Meeting of WG	Evaluate the success of steps taken to date to improve the operations of the Secretariat – report from SG Discussion of further actions that could be taken – independently of changing host.	WG		Resolution X.5, Annex TOR – Work required Step 2

		<p>Review the reports from UNEP and IUCN and feedback from IUCN and assess</p> <p>(i) how a change in host could improve the operations of the Secretariat – short, medium and long term</p> <p>(ii) real costs and consequences based on the report</p> <p>(iii) Discussion of practical and legal transition issues</p> <p>Summarise written comments and conclusions from WG members/others collated before the meeting.</p> <p>Solicit additional opinion from the WG members on how they see a change in host could improve the operations of the Secretariat – short, medium and long term.</p> <p>Update summaries of Options 1 and 3. Discuss and agree next steps.</p>		<p>Invite IUCN and UNEP to present/take questions?</p>	<p>Resolution X.5, Annex TOR – Work required Step 3</p>
Dec 09					
Jan 10		<p>Prepare progress report to SC 41</p>			<p>Jan 19 deadline to report on Work Required 2 and 3 to the SC</p>
Mar 2010		<p>Receive guidance from SC41 and continue ...</p>			