

Ramsar Secretariat Annual Report 2009								The way forward
Strategy/Activities	KRAs	Activity(ies)	Team Leader	Other key team members	Success indicator and/or benefit to Convention/	Target date	Achievements/ Lessons learned	
STRATEGY 1.10 Private sector Promote the involvement of the private sector in								
1.10.1 Continue development of the partnership with Danone: 1) Danone Fund for Water	KRAs: Continue to work with all relevant partners to develop this Fund and implement its activities.	Contribute to the implementation of CEPA programme, including the production and dissemination of WWD materials; Write activities report and disseminate achievements on the website. Develop the 2011-2014 agreement. Develop strategies and prepare budget.	Project Officer	SRA, communications team, NGOs and private sector	Increasing awareness of wetland values; better support to the work of the Convention	Dec-09	WWD materials made available to all Parties and to all relevant partners. WWD organized; Various workshops held to support Parties and regional Initiatives;	Renewal of agreement with Danone in 2010 to continue the partnership
2) Continue to support "Ecoles de l'eau Proj	Support projects in Argentina, Nepal and Thailand	Continue to monitor and evaluate the field projects. Reporting and follow up news on the web. Develop a communication with the private sector partner.	Project Officer	Project officer	3 projects implemented and monitored; 3 management wetland management plans established; lessons learned to use in future actions.	Dec-09	3 projects are under implementation with support from Project Office	
3) Danone Fund for Nature	KRAs: Danone Fund for Nature implementation mechanisms finalized; Biosphere Connections utilized to support participation in key Ramsar meetings	Set up a team of experts to prepare guidelines for Carbon Offset; hold an Expert Workshop to initiate the process; Disseminate results of expert workshop; .	Deputy Secretary General	Ad Hoc Expert Group on Carbon Offset; STRP; CEPA Programme Officer; Danone Project Officer, STRP Technical Officer;	Implementation of Carbon Offset Programmes through effective wetland management and wise use, especially in partnership with Danone and IUCN	Nov-09	Workshop delivered; first set of guidelines available for project selection. The main lesson is about the time it takes to "educate" business people to make them familiar with fundamental conservation principles and the operational guidelines of the Ramsar Convention	Continue to work with partners to further develop guidelines on Voluntary Carbon Standard (VCS); Clean Development Mechanism (CDM); Project Design Document (PDD); Work on Eligibility and select projects
Continue the "Biosphere Connections" partnership with Star Alliance		Coordinate the "Biosphere Connections" partnership with Star Alliance	CEPA Programme Officer	SRA; Other partners.	Increased capacity of the Secretariat to facilitate the participation of wetland managers in global and regional consultations and debates that integrate wetland issues in conservation and sustainable development processes.	Dec-09	During 2009 18 wetland managers and experts from 14 countries have been able to participate in global or regional debates that include wetland issues and they have been able to bring ideas and new perspectives to the Convention. In addition, all travellers provide a brief story on their work in wetlands and the benefits of the meeting supported by has brought to this work	The agreement with star Alliance is being renewed for the period 2010-2013; the ticket support for the period 2010-2011 is confirmed at 25,000 Euros. In addition, in 2010 the partners will work with Star Alliance on the development of 5 videos on protected areas that will be used in in-flight entertainment systems thus increasing the visibility of the partners and raising environmental awareness. Finally in 2010 the partnership coordinator contracted by Star Alliance will be developing and producing a newsletter about the partnership for use within the Star Alliance network to raise awareness about the work of the partners.
1.10.2 In line with Resolution X.12, work with Contracting Parties and the Ramsar partners to make good use of the <i>Principles for partnerships between the Ramsar Convention and the business sector</i> , as appropriate, 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	Finalize TOR for Partnership officer in line with Decision of the Standing Committee	SG	Secretariat Management Group; relevant partners; Executive team of the Standing Committee; interested Parties	Final TOR endorsed by Executive Team	Dec-09	TOR sent to executive Team on 7 Dec	Recruitment of Partnership Coordinator to assist in partnership development/enhancement, including 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, IOP)</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 RIS received from Parties; Deliver certificates and publicise new designations of Ramsar sites.	SRAs	Assistants to SRA; Regional Affairs Officer; DSG; Communications Officer; SG.	All RIS duly completed and updated; Information on Ramsar sites made available.	Dec-09	new Ramsar sites have been designated in 2009; XX existing RIS have been completed or updated, including : 18 sites in Africa; Americas: 5 sites were added to the list and 12 more are on going, 38 updates or RIS are on going in the Americas; 28 in Asia and Oceania, 11 new sites in Europe; in addition, in Europe 107 updated RIS have been checked by the Secretariat and sent to Parties for further completing; 7 RIS for designated Ramsar sites have been checked by the Secretariat and sent to Parties for further completing.	In Europe, 33 RIS submitted to the Secretariat in 2009 to be checked in early 2010.
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 maintenance 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.	Encourage wetland inventories and new Ramsar site designation; Assist Parties in completing Ramsar Information Sheets(RIS); Process RIS and certificates. Publicize designation of Ramsar sites.	SRAs	Assistants to SRA; Regional Affairs Officer; DSG; Communications Officer; SG.	Increased List of Wetlands of International Importance; enhanced wetland management plans and increased wise use of wetlands.	Dec-09		
		Review and update agreement with wetlands International on RSIS	DSG	Regional Affairs Officer; SRA; SG; Finance Officer	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.	Dec-09	New agreement with Wetlands International	
STRATEGY 2.6 Ramsar site status Monitor the condition of Ramsar sites								

2.6.1 Advise Parties on Article 3.2, Montreux Record and Ramsar Advisory Mission (RAM) issues	KRA: 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.	SRA	Assistants to SRA;DSG; SG; Regional Affairs Officer; Communication officer	Reports to SC made by Secretariat; Parties are addressing challenges and reporting to Secretariat; Threats to wetlands are addressed.	As needed	XX notices received from third parties; XX requests sent from the Secretariat to Parties; XX responses received from Parties; <u>Africa</u> : 6 notices received from third parties; 6 requests sent to Secretariat but 2 responses received from Parties; <u>In the Americas</u> : 8 notices received from third parties; and 8 requests sent from the Secretariat to Parties; 3 responses received from Parties; <u>Asia-Oceania</u> : 26 notices received from third parties; 19 requests sent from the Secretariat to Parties; 9 responses received from Parties; <u>Europe</u> : notices received from third parties concern 35 Ramsar sites, and notices received from Parties (AAs) concern 3 Ramsar sites; requests to Parties (AAs) sent regarding 16 Ramsar sites; responses from Parties (AAs) received regarding 11 Ramsar sites . RAM to Heden (Jameson Land) RS (Denmark, Greenland) held on 8-16.06.2009; RAM to Åkersvika RS (Norway) is under preparation. All together, 42 Ramsar sites are considered	Europe: follow up of Article 3.2. cases; RAM to o Åkersvika RS (Norway) is planned for 8-9 April 2010.
STRATEGY 3.1 Synergies and partnerships with MEAs and IGOs								
3.1.1 Implement, with the Convention on Biological Diversity, a 4 th Joint Work Plan 2007-2010, and develop a 5 th JWP for consideration in 2010	KRA: 4 th JWP implemented and implementation reviewed; 5 th JWP drafted	Undertake effective and efficient communication with CBD Secretariat to review the implementation of 4th JWP and initiate the preparation of 5th JWP	DSG	SG; CBD Secretariat; STRP	Results of various meetings with CBD Secretariat, including a review of achievements and the signature of a new JWP with CBD.	Ongoing	Initial work done with CBD Secretariat in Stockholm, Cambridge and follow up in Montreal; Discussions are underway to streamline and make more explicit the roles of the CBD and Ramsar Convention to update our joint work plan. An article has been prepared by the Ramsar secretariat to highlight the way the work of Ramsar contributes to the CBD objectives.	Final materials will be put forward as SBSTTA Information paper in early 2010
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)	Work plans reviewed with CMS, UNESCO-MAB	Work with CMS and UNESCO MAB to review work plans and sign new agreements	SG	Partnership Officer; DSG; SRAs; UNESCO-MAB, CMS	New joint Work Plans signed and implemented	Ongoing	Initial discussions made with CMS and UNESCO-MAB; Joint RAM missions organized with CMS and AEWA staff for Tanzania and Mozambique	The work of the new Partnership Coordinator will include a continuation of discussions to finalize new agreements.
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)	Prepare draft revised Joint Work Plans; discuss with CMS Secretariat; AEWA and MAB /UNESCO; prepare final Joint Work Plans; Participate in activities for the International Day on Biodiversity and the International Year of Biodiversity 2010, including the high-level panel of Executive Heads of biodiversity-related conventions immediately before the high-level segment of CBD COP-10 in Nagoya.	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	Executive Assistant to SG; Administrative Assistants; Management Group of the Secretariat; STRP Chairperson and other members; STRP Technical Officer; Finance Officer.	Executive Assistant to SG and Administrative assistants prepare missions in consultation with organizers of meetings; Financial Officer reviews and manages travel budget; conclusions of meetings are available and shared with all staff, especially during staff meetings. Lessons for Ramsar are drawn and used.	Ongoing	Priority missions have been undertaken by the SG, the DSG, the SRAs, some Assistants to RSA, the CEPA officer, the Regional Affairs Officers, the STRP Technical Officer and the Danone Project Officers. Ramsar input has been made in major UN meetings, including meetings organized by UNEP, UNESCO, FAO, GEF, UN-HABITAT, WMO, CBD, UNFCCC, UNCCD, CMS; Ramsar input has been made in other global and regional debates including meetings organized by ICRI, the Councils of Environment Ministers in Africa, the African Union, the African Development Bank; the League of Arab states; ASEAN, the European Union, Planet Workshops; World water Forum in Istanbul, Turkey, World water Week in Stockholm, Sweden; Visits to Contracting parties have been undertaken by the SG, the SRAs. One of the lessons learned is that joint actions with CPs, SRTP, IOPs and other partners are more effective in promoting the work of the Ramsar Convention.	The Ramsar secretariat will continue to highlight the role of wetlands in conservation and sustainable development in major global debates; in regional organizations and with Ramsar CPs. The Secretariat will continue to have joint events with Ramsar CPs, with the IOPs and other Ramsar partners to improve general public understanding of wetland values so as to promote wetland management and wise use for human health, food security, water supply, biodiversity conservation, climate change adaptation & mitigation, energy, tourism and economic development, urban development and poverty reduction schemes.
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 all IOPs and other partners; Discuss and sign new agreements with UN-HABITAT, UNWTO; WMO, Nile Basin Initiative, and other relevant organizations, including private companies.	SG	All staff	Existing agreements are updated and better functioning; new agreements bring about joint and productive actions. Partners substantially contribute to wetland conservation and wise use.	Ongoing	A draft document reviewing collaboration with IOPs has been jointly prepared with all IOPs. A draft MOU is under review with UN World Tourism Organization and with the Nile Basin Initiative.	A meeting with all IOPs is planned in early 2010 to agree on the way forward and sign a new agreement with each IOP.
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 Assistant to SG; Management Group; STRP Technical Officer; Danone Project Officer; 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.	As needed	The following meetings have been successfully held with Ramsar partners: Meeting with the Ramsar advisory Board on Capacity Building to make progress on the Framework on Capacity Building; Meeting with IUCN to agree on the cost of IUCN services; Meeting with IOPs to initiate the process for reviewing collaboration with IOPs; meetings with UN-HABITAT to discuss areas of mutual interest and initiate joint activities; meeting with the Biodiversity Liaison Group to address shared challenges with 5 other Conventions;	
STRATEGY 3.2 Regional initiatives								
<i>Support existing regional arrangements under the</i>								
3.2.1 Manage the core funding support for, and monitor the implementation of, regional initiatives approved by Resolution X.6	KRA: Approved funds transferred to regional initiatives; advice on implementation progress and issues provided to Standing Committee	Transfer fund to Regional Initiatives in line with SC40 decision. Follow up progress. Provide Report to SC41 on Regional Initiatives in line with SC40 decision	SG	SRAs; Finance Officer;	SRAs to take action in consultation with relevant CPs and Finance Officer with regard to the following Regional Initiatives: Carpathian Wetland Initiative East-Asian Australasian Flyway	Dec-09	Important delays in transferring funds to RAMCEA (Ramsar Centre in East Africa) because contract was not signed and bank account not provided in time. Similar problems were noticed for	Continue to support Regional Initiatives in line with SC41 decisions

STRATEGY 3.3 International assistance <i>Promote international assistance to support the conservation and wise use of wetlands,</i>								
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	Hire partnership Coordinator	SG	Management Group of the Secretariat; Executive Assistant to SG; Administrative Officer; IUCN HR; Administrative Assistants; Ramsar partners;	Endorsement of Partnership Coordinator TOR by Standing Committee Executive Team and interested CPs in line with relevant decision of SC40	Dec-09	16 relevant organizations have been consulted to help develop further a focused strategy and Terms of Reference for the Partnership Coordinator post;	Recruitment process will start in January 2010 and the appointment is expected to happen in march-April 2010.
STRATEGY 3.4 Sharing information and expertise <i>Promote the sharing of expertise</i>								
3.4.1 With the Standing Committee, STRP and interested Parties, review efficacy of COP10 National Report Format, and initiate development of structure and content of COP11 format	KRA: COP11 National Report Format structure agreed	Initiate consultation with CPs to review COP10 National report format	DSG	Regional affairs Officer; Management Group; STRP; STRP Technical Officer; All CPs	New format for COP11	Ongoing	Discussions made so far include a meeting with ASEAN and CPs that attended the first meeting on the review of implementation of Changwon Declaration; Initial work reviewing the format has been done by the Regional Affairs Officer, including the new Key Results Areas from the new Strategic Plan, recommendations made so far by STRP and some CPs, and indicators linked to the Changwon declaration..	Continue to discuss with CPs and STRP so as to integrate recommendations received from CPs into a draft format to submit to SC 42.
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 CPs' inquiries; take part in national and regional debates; Assist CPs in preparing position papers.	SRAs	All Staff; STRP; All CPs	Joint actions undertaken CPs, STRP, IOPs and the Secretariat	Ongoing	Africa: Advices and support provided to the governments of Niger, Algeria, Mozambique, Gabon for the development of their National Wetland Policy. Ressources were secured to implement projects in Congo, Morocco, Namibia, Niger, Burkina Faso and Benin (SGA2009); Americas: Visits of Americas SRA to CP has shown to be a mechanism to improve and encourage the implementation of the Convention ; Wetlands for the Future provided financial assistance to Latin America and the Caribbean; Asia & Oceania: Translation of 7 Ramsar documents into Arabic for Arabic-speaking Contracting Parties.	Americas: SRA visit Caribbean CP and Non- CP to strengthen commitment in the implementation and engage non-CP in accession to the Convention; Asia & Oceania: A further two documents will be translated into Arabic and Russian in 2010 with financial support from the RRC - Central and West Asia
STRATEGY 4.1 CEPA <i>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)</i>								

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 CEPA Oversight Panel	KRA: CEPA Programme implemented, with input of the CEPA Oversight Panel; and Secretariat CEPA implementation plan prepared and disseminated	1. Complete the WWD assessment and decide upon the format and content of, and complete, the popular report on the findings. 2. Complete the work with consultants on the updating of the Functions and values Fact Sheets. 3. Work with Maria Rivera and Monica Zavagli in developing the workshop for CEPA and STRP NFPS planned for late 2009. 4. Deliver on the WWD preparations; 5. Participate in the WLI-Oceania meeting. 6. Get the CEPA Oversight Panel up and running after SC40 and delivering on its work plan. 7. Work with the Advisory Board consultant on the Capacity Building Framework. 8. Oversee the Biosphere Connections partnership. 9. Maintain the CEPA pages on the web site, animate the CEPA email lists.	CEPA Programme Officer	SRA; Danone Project Officer, Communication Officer, Administrative Officer; Administrative Assistants.	Increased capacity of CEPA. Increased awareness of 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.	Dec-09	1. WWD assessment was completed and a report published in January 2009. There has not been sufficient staff time available to prepare a popular report on the findings. 2. Work has continued with consultants on the updating of the Functions and Values Fact Sheets (now called Ecosystem Services fact sheets). The sheets are completed in all three languages and will be available as PDF files on the Ramsar web site in early February. The sheets will also be made available in hard copy and will be printed by mid-late February. 3. One CEPA workshop for CEPA National Focal Points (for West Asia) was held in October 2009 and two more are planned for 2010; one in Thailand for east and southeast Asia from April 19-22nd 2010 and another in southern Africa probably in October 2010 in Namibia; a possible third in Europe, time and funding permitting. 4. WWD preparations (see section 4.1.6)	1. Decide upon the format and content of, and complete, the popular report on the findings. 2. complete French and Spanish and print materials in January 2010. 3. more workshops are planned for 2010. 6. planned first meeting at SC41; 7..Meeting with BC partnership to plan next year on 16th December;
4.1.2 Prepare and publish a 4 th edition of the Ramsar Wise Use Handbooks and Ramsar Technical Reports (RTRs)	KRA: Publication of 4 th Edition Handbooks completed; RTRs published in a timely manner	2. Complete the work with consultants on the updating of the Functions and values Fact Sheets. DONE in English, completing French and Spanish and will be printed in January	DSG	Communications Officer; CEPA Programme Officer	4th Edition of Hand Books made available to CPS; Ramsar Technical reports published by the end of 2010.			
4.1.3 Fully redevelop the appearance and structure of the Ramsar Web site	KRA: New-look Ramsar Web site launched and fully functional	Continue cleaning up the new web site; use the new site to increase awareness about wetlands through publication of new materials.	Communications Officer	CEPA Programme Officer; Documentation Officer; Regional Affairs Officer, Project officer	New web site fully operational; Better public access to wetland-related information	Dec-09	New web site fully operational; Better public access to wetland-related information, DONE	Continue cleaning up the new web site; use the new site to increase awareness about wetlands through publication of new materials.
4.1.4 Maintain Ramsar Web site, listserves and other electronic information provision	KRA: Topical Ramsar-related information provided to all stakeholders	Provide responses to inquiries from various stakeholders	SRA	Management Group; Communications Officer	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 SC41 for consideration and approval; Disseminate framework document;	CEPA Officer	SG; Management Group	Framework document on capacity building made available to CPS; improved capacity of Ramsar Administrative Authorities and other stakeholders.	Dec-09	Work with the Advisory Board consultant on the Capacity Building Framework. DONE;	Final draft to be delivered in early 2010.
4.1.6 Prepare materials and advice for WWD 2010 (and WWD 2009 follow-up)	KRA: WWD 2010 materials prepared and dispatched; WWD 2009 reports placed on Web site	WWD materials made available to all CPS; All CPS organizing WWD; Government of Seychelles and key stakeholders organize special World Wetland Week all over the country with national and international media coverage.	CEPA Officer for all WWD events; SRA for Africa for specific Seychelles' events	Communication Officer; SRA Africa; Project Officer; Administrative Officer; Administrative Assistants.	Increased awareness about wetlands; better implementation of the Convention through integration of wetland issues into national and regional priorities.	Dec-09	Reports from WWD actors for WWD 2009 were posted on the Ramsar web site and a separate web page created to record the translations and customisation of the Convention's WWD materials. Materials for WWD 2010 were prepared, posted on the web site, and hard copy mailed to the WWD mailing list by October 2009. Email alerts were sent out regularly on WWD through the Forum and CEPA elists.	Staff time permitting, reports on WWD 2010 will be posted on the Ramsar web site and a special translations page created as necessary

4.1.7 Monitor implementation of COP10 Resolution X.3, the "Changwon Declaration"	KRA: Implementation progress by Parties, Convention Bodies and IOPs compiled, as advised	Effective and continued communication with all CPs Convention Bodies and partners	SG	All Staff	Better implementation of the Convention; Better recognition of wetland values at local, national, regional and global levels.		RRC-East Asia hosted a 'Changwon Declaration Network Meeting' in November 2009 to review implementation of the Declaration by CPs and IOPS.	At Secretariat level: Consultation will continue within the Secretariat and between the Secretariat and CPs to harmonize and enhance the way we use of the Declaration. Asia & Oceania: The RRC-East Asia will host a similar meeting in 2010.
STRATEGY 4.2 Convention financial capacity <i>Provide the financial resources necessary for the Convention's governance.</i>								
4.2.1 Undertake project evaluations and reviews (SGF, WFF, SFA 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 and SFA, and Danone Funds; Adopt programmes and budget for 2009. Implement 2009 programmes & budgets	SG	Regional affairs Officer; SRA; DSG; Finance Officer	Increased achievements from concrete actions on the ground; Enhanced management of wetlands.	Dec-09	Americas: 10 new projects approved by WFF for funding in 2009. Publication about the impact of WFF in the implementation of the Convention in LAC ready for launching with the State Department in early 2010. One project approved for funding by Danone in Uruguay.	Americas: Distribution of the publication to all CP and funded organizations as well as to other Parties in other Ramsar regions
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 Foreign Affairs	Dec-09		
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 effective and efficient financial management	Finance Officer	SG; DSG; CEPA Officer/SRA	All Financial reports satisfactory and approved by SC40	May-09		
STRATEGY 4.3 Convention bodies' effectiveness <i>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)</i>								
4.3.1 Organise and hold Standing Committee 40, May 2009	KRA: SC40 held and outcomes disseminated	Preparation of Logistises; Preparation and dissemination of documents; Joint actions between Ramsar Secretariat and Georgia to organize the meeting.	SG	All staff	All logistics well organized All documents sent to SC by end of March 2009; SC40 held in Gland; outputs of SC40 disseminated and follow up actions taken.	May-09	Done	Preparation of SC41 to be held in Georgia
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 2010 Work Plan to SC on 1st November 2009 for comments;	SG	DSG; SRA	Satisfactory progress made	Dec-09	Draft Work Plan sent to SC members end of November 2009	Brief SC in January and February 2010 about the progress made regarding the preparation of SC41 in Georgia.
4.3.3 Organise and hold STRP15, March 2009	KRA: STRP15 held; work plan developed and transmitted to Standing Committee	Hold STRP 15 in February 2009	DSG	STRP Technical Officer; STRP members	Final report ready and sent to SC in late February 2009	Feb-09	Done	Prepare and hold STRP mid-term meeting in February 2010.
4.3.4 Maintain an electronic system for communication amongst STRP members & with its National Focal Points	KRA: STRP Support Service (SuSe) maintained and redeveloped to support STRP intersessional work; STRP NF-PS assisted to have improved involvement in STRP's work	Update agreement with Wetlands International on STRP support service; maintain the STRP support service updated as well as new STRP NF-PS subscribed	DSG	STRP Technical Officer, SG; Wetlands International	Updated agreement with wetlands International	Jun-09	New Agreement signed by the Ramsar SG in December 2009	
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	Support and coordinate STRP members in the delivery of high priority tasks ; Mobilize voluntary funding for STRP's work	DSG	STRP Technical Officer; SG; Finance Officer	Financial resource available and STRP work plan implemented	Dec-09	Preparation of the first ever meeting which will bring together Africa STRP NF-PS.	The African meeting is likely to take place in Pretoria, South Africa, and jointly organized with the South Africa Water Management Commission in 2010. Continue fundraising activities in 2010.

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 'sbriefing	SG	SRA	Missions in Geneva fully aware of the Convention's work and importance of wetlands in their countries	Dec-09	Africa: Invitation from the Africa Union mission in Geneva to the Secretariat to address the Africa Environment Group in Geneva; Americas: 3 briefings with LAC CP undertaken during 2009	Africa: First meeting to be held in the first half of 2010; Americas: A briefing is planned with LAC Parties in early April 2010
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	Continue to implement Decision SC40-5 about the performance evaluation of the Secretary General. Implement relevant Decisions recommended by MWG and adopted by SC41	SG	SC Executive Team	2008 Performance Evaluation finalized by the end of March 2009 and sent to IUCN DG	Mar-09	Performance Evaluation finalized in July 2009	
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 in late January 2010	SG	Executive Assistant to SG; Administrative Officer; Finance Officer; SRA; Administrative Assistants	Report of Ad Hoc Working Group sent to SC in late February 2009	February and December 2009	Two meetings held in 2009	Next meeting is planned on 26 January 2010
4.3.9 Finalise and disseminate to Contracting Parties and others the results of COP10	KRA: All COP10 results finalized and disseminated through Web site and on CD-ROM	Review and update 4th Edition of Ramsar Wise Use hand Books, including COP results; Disseminate Hand Books and post them on web site	DSG	Documentation Officer; Communications Officer; CEPA Programme Officer	4th Edition of hand Books made available in late march 2010			Regional teams will provide relevant regional information as appropriate
4.3.10 With Romania, develop and agree the host country Memorandum of Understanding for COP11	KRA: COP11 MoU developed and Romania fully advised on COP preparations	Sign MOU with Romania on COP11; Romania to provide progress report to SC41	SG	SRA Europe, CEPA Programme Officer; Executive Assistant to SG; Romania's officials	MOU submitted to Romania in August 2009; Visit Romania in August 2009	Aug-09	Done	MOU signed with Romania in January 2010; Progress Report from Romania submitted to SC41.
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 CPs and other stakeholders	SG	All Staff	Satisfactory and timely services provided		Africa: the Swiss Grant for Africa is an efficient instrument that enhances the assistance of the Secretariat to African Parties; Americas: a special grant from the FWS of the United States of America to the Secretariat, Americas' Team has been able to improve the service to the Parties.	The support will be continue in 2010
STRATEGY 4.4 Working with IOPs and others <i>Maximize the benefits of working</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, and information on them provided to Contracting Parties	Increased collaboration with partners, including private sector	SG	Partnership Coordinator; SRA, DSG; Regional Affairs Officer	Enhanced implementation of the Convention; Better perception of wetlands as assets for sustainable development;	Dec-09	TOR for partnership Coordinator sent to Executive Team in December 2009	Process for recruitment of Partnership Coordinator in early 2010; Involvement of IOPs in the future work of Partnership Coordinator.
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 AA through Regional Initiatives and joint projects	SRA	Regional Affairs Officer; Communications Officer	Results of joint activities recognized and publicised	Dec-09	WWF among the most helpful IOPs (e.g: RAM in Mozambique and assistance in the preparation of the Morocco RAM)	
STRATEGY 5.1 Membership <i>Secure universal membership of the Convention and</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: Bhutan, Ethiopia and others further assisted for accession	Assist at least three countries in accession process in Africa, Asia & Oceania and the Caribbeans	SRA	Assistants to SRA; SG	5 additional Parties by the end of 2010	Dec-09	Africa: Mission was carried out in Ethiopia. Accession documents of Angola and Swaziland are in parliament. Asia / Oceania: UNEP has been assisting Afghanistan in the accession process; IUCN is assisting Laos in the accession process; SPREP is assisting 5 countries in accession process; Americas: Non-Contracting Parties in the Caribbean have been involved in regional meetings	Americas: An official mission to the Caribbean is planned to take place in September 2010; Asia & Oceania: In June 2010, a workshop is being planned in Oman for the four non-CPs in the Arabian Peninsula (i.e. Kuwait, Oman, Qatar, and Saudi Arabia) to provide more information about the Convention and encourage their accession. IUCN is planning a workshop (in March 2010) to accelerate the accession process in Lao.
Other Secretariat activities								

Other activities not covered under any of the above Strategies/KRAs		Include a number of transboundary wetland areas with designated Ramsar sites in the second Assessment of Transboundary Rivers, Lakes and Groundwaters in the UNECE region, being implemented under the UNECE Water Convention	SRA Europe	Assistants to SRA Europe and Asia-Oceania (?), SRA Asia-Oceania (?)	Ramsar Convention, Ramsar sites and wetlands in general are better known	Dec-09	The Ramsar Secretariat team is cooperating with the Secretariat of the UNECE Water Convention and NFPs in CPs concerned; articles on 3 transboundary wetland areas are included in the assessment report on South-Eastern Europe	Continue work in other sub-regions of UNECE region
		Host an IWRM-net (Regional and national research programmes network on Integrated Water Resources Management) workshop aimed at developing research priorities for wetland management in Europe.	SRA Europe	Assistant to SRA Europe, STRP Technical Officer, Administrative Assistants	Discussed links between the Ramsar Convention and the EU Water Framework Directive in the context of identifying research priorities and developing research projects for improving wetland management in Europe	Dec-09	Informal network of experts under the IWRM-net is continuing to develop discussed ideas into proposals that will be considered by the IWRM-net partners.	
Other activities not covered under any of the above Strategies/KRAs	Overall Management of currently 5 intern studios	1) Help the Assistants/Interns with all tasks related to their studios 2) Enhancement of the database of Ramsar contacts	1) Admin. Assistant CAL 2) Regional affairs Officer	1) Assistant to SRA 2) Administrative Officer	1) Satisfactory maintenance of studios; regular payments of all expenses; 2) An external consultant contracted, new functionalities developed	Dec-09	1) Completely done; 2) Database enhanced	