

## The Ramsar Secretariat's work plan for 2012

**Action requested.** The Standing Committee is requested to review, advise upon, and approve the Secretariat's work plan for 2012.

1. The attached draft work plan for the year 2012 has been developed through input from all of the teams in the Secretariat and covers the planned activities of most of the staff members except for the many routine ongoing activities that are part of the less-visible bureaucratic background to the office's work. These include, for example, paying bills, archiving files, participating in regular staff and contact group meetings, maintaining database information, mailing out information materials for the Parties and the public, and so on.
2. It is to be noted that the 11<sup>th</sup> meeting of the Conference of the Contracting Parties will be taking place in June 2012, and thus, as in previous "COP years", the Secretariat's work plan for 2012 is focused disproportionately upon the preparations for and follow-up after that event.
3. The work plan was created in Microsoft Excel and is available both as an attachment to the PDF version of this paper and as a stand-alone PDF file at [www.ramsar.org/pdf/sc/43/sc43-doc05-plan-annex.pdf](http://www.ramsar.org/pdf/sc/43/sc43-doc05-plan-annex.pdf).





<b>STRATEGY 4.1 CEPA: Support &amp; assist in implementing at all levels the Convention's Communication, Education, Participation &amp; Awareness Programme (Resolution X.8) for promoting the conservation &amp; wise use of wetlands through CEPA efforts &amp; work towards wider awareness of the Convention's goals, mechanisms, &amp; key findings. (CPs, Secretariat, training centres, IOPs, Advisory Board on Capacity Building)</b>						
4.1.1 Implement the CEPA Programme & further develop a comprehensive plan for CEPA internally, including the activities undertaken with Danone Group & other private sector actors, through the CEPA Oversight Panel	<b>KRA:</b> CEPA Programme implemented, with input of the CEPA Oversight Panel, & Secretariat; CEPA implementation plan prepared & disseminated	In consultation with the CEPA Oversight Panel, prepare specific tools & assist Parties in implementation of the CEPA Programme; develop capacity of CEPA Focal Points.	CEPA Programme Officer	SRAs; Communications Officer; Administrative Officer; Administrative Assistants	Increased capacity of CEPA Focal Points; increased awareness about wetlands at local, national, regional & global levels; better integration of wetland issues into national planning & priorities; better perception of wetland values at global level.	
		In consultation with the CEPA Oversight Panel, prepare a Communication Plan for the Secretariat	Communications Officer	CEPA Officer	Improved dissemination of the Convention's mission & messages	
4.1.2 Continue to disseminate the 4 <sup>th</sup> edition of the Ramsar Wise Use Handbooks as well as various Ramsar Technical Reports (RTRs); initiate preparation of 5th edition of Handbooks	<b>KRA:</b> Distribution of 4 <sup>th</sup> edition Handbooks; RTRs published in a timely manner; 5th edition in preparation	Facilitate & encourage the use of Ramsar Handbooks & RTRs; prepare further RTRs for publication; initiate preparation of 5th edition of Handbooks to take account of COP11 outcomes.	SRAs; DSG & Documentation Officer	all staff	4th edition of Handbooks & RTRs made available to Parties; 5th edition of Handbooks in preparation; wider use of Ramsar's materials.	
4.1.3 Update & confirm necessary agreements to enhance & maintain the Ramsar website, document management & platform	<b>KRA:</b> Continued improvement of Ramsar website	Prepare a proposal to enhance the Ramsar website, including major evolutions & software.	Communications Officer	CEPA Officer; DSG; SRAs	Fully satisfactory & user-friendly website; better public access to wetland-related information; document management platform available.	
4.1.4 Maintain Ramsar website, listserves, & other electronic information mechanisms	<b>KRA:</b> Topical Ramsar-related information provided to all stakeholders	Provide responses to inquiries from various stakeholders.	Communications Officer	SRAs	Increased capacity of CEPA, increased commitment & improved capacity of stakeholders.	
4.1.5 Seek to enhance the development of capacity building through the regional centres & other Ramsar tools	<b>KRA:</b> Ramsar Regional Centers to continue developing capacity & facilitating the use of Ramsar tools	Enhance communication between Regional Centers & wetland managers, & with Ramsar Secretariat; through the CEPA Oversight Panel advise on improving capacity of RRC staff.	CEPA Programme Officer	SG; Management Group	Better use of Ramsar tools by Contracting Parties; increased capacity at local & national levels.	
4.1.6 Prepare materials & advice for WWD 2013 (and WWD 2012 events & follow-up)	<b>KRA:</b> WWD 2013 materials prepared & dispatched, including special products of COP11; WWD 2012 reports placed on Ramsar website	WWD materials made available to all Parties; all Parties organizing WWD; some governments & key stakeholders organizing special events such as World Wetland Week.	CEPA Programme Officer for all WWD events; SRAs & others for specific events; Communications Officer & others on anniversary materials	Communications Officer; Administrative Officer; Administrative Assistants; Contracting Parties, IOPs, & other stakeholders.	Increased awareness about wetlands; better implementation of the Convention through integration of wetland issues into national & regional priorities.	
<b>STRATEGY 4.2 Convention financial capacity: Provide the financial resources necessary for the Convention's governance, mechanisms &amp; programmes to achieve the expectations of the Conference of the Contracting Parties, within the availability of existing resources &amp; by the effective use of such resources; explore &amp; enable options &amp; mechanisms for mobilization of new &amp; additional resources for implementation of the Convention. (CPs, Secretariat)</b>						
4.2.1 Explore alternatives to improve or replace the current Small Grant Fund process; seek funding for existing SGF portfolio & projects for Wetlands for the Future [WFF], Swiss Grant for Africa [SGA], etc.	<b>KRA:</b> New approaches to SGF & WFF; proposals for SGA	Submit proposals on new approaches & evaluate existing projects.	Partnership Coordinator for new approaches on SGF; SRA Americas for WFF; SRA Africa for SGA	Regional Affairs Officer; SG; DSG; Finance Officer; Partnership Coordinator	Further achievements from concrete actions on the ground; enhanced management of wetlands.	
4.2.2 Expand partnership & fundraising capacity	<b>KRA:</b> Stronger & more effective partnerships; increased voluntary funding	Review partnership arrangements; prepare & implement a fundraising strategy.	Partnership Coordinator	Management Group; Partners; Parties	Number of effective partnership arrangements; higher level of voluntary funding for STRP, RAM, Ramsar site management, capacity building & other activities on the ground.	
4.2.2 Intensify communication with Parties in arrears with annual contributions	<b>KRA:</b> Meetings with high-level officials made	Organize & hold meetings with officials when traveling; discuss with missions in Geneva & with officials attending international meetings.	SG	Partnership Coordinator; DSG; SRA; Finance Officer	Better understanding of the Convention & better recognition of wetland importance for sustainable development by Ministries of Foreign Affairs & Finance, Parliament, & other officials	
4.2.3 Manage the Convention budget in a timely, efficient, & transparent manner	<b>KRA:</b> Maintain financial records & make all payments in a timely manner, reporting to SC Subgroup on Finance	Undertake efficient financial management.	Finance Officer; Administrative Officer	SG; DSG; CEPA Programme Officer; SRAs	All financial reports satisfactory & approved by SC electronically	
<b>STRATEGY 4.3 Convention bodies' effectiveness: Ensure that the Conference of the Contracting Parties, Standing Committee, Scientific &amp; Technical Review Panel, &amp; Secretariat are operating at a high level of effectiveness to support the implementation of the Convention. (CPs, Secretariat)</b>						
4.3.1 Undertake fundraising for COP11	Mobilize funding to sponsor at least one delegate from countries that need financial assistance to attend COP11	Send request & follow up.	SG	Partnership Coordinator; SRAs; Finance Officer	All Contracting parties able to participate in COP11.	
4.3.2 Organise & hold COP11	<b>KRA:</b> COP11 held & outcomes disseminated	Prepare logistics; prepare & disseminate documents.	SG for overall events; CEPA Programme Officer for COP11 logistics; DSG for documents	Romania; Communications Officer; Administrative Officer; Administrative Assistant; Documentation Officer; all staff	All logistics well organized; all documents sent to Parties on time; outputs of COP11 disseminated & follow-up actions taken.	

