

**Combined annual reporting and forward planning format
for Ramsar Regional Initiatives (Annex I of DOC. SC41-13)**

Annual Summary Report for Year 2012 and Plan for Year 2013

(4 pages maximum)

1. Title of your Regional Initiative:

RAMSAR CENTRE FOR EASTERN AFRICA (RAMCEA)

2. Work and activities undertaken during Year 2012

Provide a simple summary on your work undertaken by listing your activities, the results achieved and your indicators of success according to the format below:

objectives	activities	results/outputs	indicators
	activity undertaken	achievements	verification of success
To promote and ensure best practices on sustainable wetlands management in the region	Document and disseminate best wetland management practices	<ul style="list-style-type: none"> - Participated in Ramsar COP11 in Bucharest Romania - Held a side event in collaboration with NigerWet - In collaboration with IUCN, UNDP, Nature Uganda and Uganda Wildlife Society launched a lessons learnt book at COP11 - Initiated development of an information database 	Workshop reports Lessons learnt report
To determine the status and trends of wetland resources in the region to guide decision making	Prepare and disseminate a research strategy	<ul style="list-style-type: none"> - Consultations held - Draft Research strategy prepared 	Draft Research Strategy
To Enhance the knowledge base and stakeholder awareness on sustainable wetland management in the region	Facilitate a regional platform to coordinate implementation of CEPA activities by partner states	<ul style="list-style-type: none"> - Stakeholders consultations held 	Activity implementation reports
To support wetland policies and institutional processes in the region to enhance wetland management	<ul style="list-style-type: none"> - Support the development and dissemination of a regional CEPA guide for execution of related actions in partner states - Participate in relevant regional forums 	<ul style="list-style-type: none"> - Initiated the development of a regional CEPA guide - Participated in the East African Community Sectoral Council on Environment and Natural Resources 	Regional CEPA guide Workshop report
Promote Regional networking and information exchange	Undertake further development of the RAMCEA website	RAMCEA website development completed and website functional	Reports Webpage: www.ramcea.org
To develop and maintain a regional network of Ramsar sites and other wetlands that provide important ecosystem services	Twinning of Ramsar and other sites	Visited Wildlife Division in Tanzania and held consultative meetings with Ramsar Convention CEPA focal point and other officials from the Wildlife Division. Agreed	Reports
	Coordinate designation of trans-boundary Ramsar Sites	Number of trans-boundary Ramsar sites designated	Ramsar designation certificate Ramsar Information Sheets

Facilitate RAMCEA Regional Advisory Council and Secretariat	Provide operating costs for RAMCEA Secretariat pay staff salaries provide office facilities	Facilitated operations of RAMCEA Secretariat and provided office facilities	Reports Functional RAMCEA Secretariat
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If felt useful, you may add narrative text to specify further your achievements, improvement of Ramsar implementation in the region, etc.

The Ramsar Core budget has assisted RAMCEA to achieve the following during the year 2012:

- **Development of a partnership with the Albertine Rift Conservation Society (ARCOS) which resulted in the preparation of a joint proposal which will be funded by MacArthur Foundation.**
- **To enhance collaboration with IUCN, UNDP, Nature Uganda, Uganda Wildlife Society and Wetlands Management Department for the preparation and dissemination of lessons learnt and best practices in wetlands management.**
- **Facilitated participation and lobbying of the East African Community Sectoral Council of Environment and Natural Resources to include RAMCEA under the Environment and Natural Resources sector**
- **Increased the visibility of the Ramsar Convention at national, regional and international levels.**

3. Financial report for Year 2012

Provide a summary of income and expenditures. If you use another currency than Swiss Franc (CHF), please provide an average exchange rate to the CHF:

Activities	Planned expenditures amount (currency) CHF	Real expenditures amount (currency)CHF
High level launch RAMCEA Strategic Framework	40,000	2,500
Operationalise the RAMCEA website	5,000	1,500
Hold follow up training of Ramsar site managers	25,000	2,000
Document and disseminate best wetland management practices	20,000	12,000
Prepare and disseminate a regional wetlands research strategy	25,000	1,500
Facilitate a regional platform to coordinate implementation of CEPA activities by partner states	15,000	2,000
Create a data base/ network hubs and portals of Experts, Focal Points and other Partners	20,000	2,000
Facilitate the operations of the RAMCEA Regional Advisory Council and Secretariat	45,000	12,000

sources of income (donors)	income received
donor name	amount (currency)
Government of Uganda	UGX 15,000,000 (CHF 8,000)
Ramsar core budget (where applicable)	amount (currency) CHF 35,000
Total:	CHF 43,000

Financial balance on 31 December 2012: amount left to be carried over to 2013, or deficit **UGX 37,590,000 equivalent to CHF 15,000**

4. Work and activities planned for Year 2013

Provide a simple summary of your planned work, by listing your activities, their anticipated results and your indicators of success according to the format below:

Objectives	Activities	Results/outputs	Indicators
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	activity to be undertaken	expected achievements	verification of success
To promote and ensure best practices on sustainable wetlands management in the region	Document case studies that demonstrate best practices Establish information database Facilitate the participation of Ramsar National Focal from RAMCEA country members to the Forum on Wetlands and Livelihood in Kigali, Rwanda (8-12 July 2013)	<ul style="list-style-type: none"> Number of best practices documented and disseminated Active information database 	<ul style="list-style-type: none"> Publications Database reports Workshop reports
To determine the status and trends of wetland resources in the region to guide decision making	Finalise, Publish and disseminate a regional wetlands research strategy	Research strategy finalized, published and disseminated	Research Strategy Document
To Enhance the knowledge base and stakeholder awareness on sustainable wetland management in the region	Facilitate a regional platform to coordinate implementation of CEPA activities by partner states	Regional CEPA platform established 2 dialogue sessions held among the partner states	Activity implementation reports Regional CEPA Platform
	Define composition, prepare TORs and conduct orientation training for National Ramsar Committees	6 National Ramsar Committees in partner states functional	Training Reports, TORs and list of NRCS members
	Documenting wetland trainees in the region and conduct refresher course for the pool of 10 trainers in the region	10 Trainers retained and equipped with additional training skills	Database of trainers Trained Trainers
	Create a data base/ network hubs and portals of Experts, Focal Points and other Partners	A functional database in place	Database
	Hold a 2nd Training of Ramsar Site Managers	15 Ramsar site managers trained	Training Reports
To support wetland policies and institutional processes in the region to enhance wetland management	facilitate establishment of RAMCEA Policy Think Tank	RAMCEA Policy Think Tank established	Technical reports
To develop and maintain a regional network of Ramsar sites and other wetlands that provide important ecosystem services	Develop a twining framework for three Ramsar sites namely Lake Natron (Tanzania), Lake Nakuru (Kenya) and Lake (Uganda) Ramsar sites and sign memorandum of	<ul style="list-style-type: none"> Number of RAMSAR sites linked Memorandum of Cooperation in place 	Reports MOC

	cooperation		
To facilitate the operations of the RAMCEA Regional Advisory Council and Secretariat	Provide operating costs for RAMCEA Secretariat pay staff salaries provide office facilities	Well established and functional RAMCEA administrative structure in place RAMCEA Secretariat operationalized	Reports Functional RAMCEA Secretariat

5. Financial plan for the year 2013

Provide a summary of expected income and budgeted/planned expenditures. If you use another currency than Swiss Franc (CHF), please provide an average **exchange rate to the CHF**:

Activities	Planned expenditures amount (currency) CHF	Expected income and source (amount (currency CHF) and donor name)		
		Ramsar core budget	Government of Uganda	Other donors to be identified
2 nd Training of Ramsar site managers	25,000	5,000	10,000	10,000
Document and disseminate best wetland management practices	20,000		5,000	15,000
Finalise and disseminate a regional wetlands research strategy	25,000			25,000
Facilitate a regional platform to coordinate implementation of CEPA activities by partner states	15,000	2,500		12,500
Orientation Training of National Ramsar Committees in 5 partner states	20,000	2,500	7,500	10,000
Refresher Course for Trainers of Trainers	12,500		5,000	7,500
Participate in Wetlands and Livelihood Forum in Rwanda including an exhibition	15,000	5,000	2,500	7,500
Facilitate the operations of the RAMCEA Regional Advisory Council and Technical Advisory Committee	20,000	5,000	5,000	10,000
Facilitate the operations of the RAMCEA Secretariat	15,000	5,000	5,000	5,000
Facilitate the participation of Ramsar National Focal from RAMCEA country members to the Forum on Wetlands and Livelihood in Kigali, Rwanda (8-12 July 2013)	10,000	10,000	0	0

Budget summary

Donor	Amount (CHF)
Government of Uganda	35,000

Ramsar Core budget –balance of 2012	15,000
Ramsar Core budget 2013	35,000
Other donors ⁱ	100,000

Conclusions and Recommendations

- Although considerable progress was made during the period under review, the impact of not receiving all budgeted funds affected full execution of the planned activities. There is need for more aggressive fundraising efforts.
- There is need to assess the impact of all the previous training activities in the region and also hold a refresher training for the trainers to provide technical backup support for the trainees as a means to build local capacity and promote south to south collaboration in the management of wetlands.

ⁱ The RAMCEA Secretariat will work with the Africa team at the Ramsar Secretariat, Government of Uganda and Partner States to mobilize additional financial resources

**Questionnaire for Regional Initiatives
which apply for endorsement by Standing Committee to be recognized as “operating in
the framework of the Ramsar Convention 2013-2015”**

Please send the completely filled questionnaire back to the Ramsar Secretariat - together with your progress report for 2012 and work and financial plan for 2013 (in the format above), the latest by **31 January 2013**. The Secretariat needs your information in order to prepare the document in time for the 46th meeting of Standing Committee.

This questionnaire responds to Res.XI.5 paragraph 11 that...

“INSTRUCTS the Standing Committee to revise the guidelines on Regional Initiatives in such a manner that a precise evaluation of their activities and their administrative and financial management and long-term sustainability is possible and to use these new guidelines to determine the level of support (financial or otherwise) in the coming triennium;” .

The Questionnaire also follows up on COP11 DOC.13 on “Progress and issues concerning Regional Initiatives operating within the framework of the Convention”, using the structure of the existing Operational Guidelines for Regional Initiatives, as in this document.

Please do answer the 20 questions below by providing factual details in the form of **key words** or **short bullet point texts** referring to **facts** and **figures**.

It should not take you more than 15 to 20 minutes to fill in these few, but crucial questions. Many thanks for your cooperation and dedication.

QUESTIONNAIRE

The aim of your Regional Initiative (current points 1-4 of the Operational Guidelines)

1. Did your initiative receive written support from all of the Contracting Parties concerned by the regional scope of your initiative?

Yes No

2. Please list all countries (Contracting Parties and Non-CPs) to be covered by the geographical scope of your initiative, and specify those countries who have not yet provided written support:

KENYA, UNITED REPUBLIC OF TANZANIA, RWANDA, BURUNDI, DJIBOUTI, UGANDA

Please specify those countries who have not provided written support yet, but are nevertheless participating in the activities of your initiative:

RWANDA, BURUNDI AND DJIBOUTI

3. Has your initiative made optimal use of the Ramsar tools (e.g. Handbooks and Technical Reports, please list the tools used:

YES THE RAMSAR TOOLS GUIDED THE FORMULATION OF THE STRATEGIC PLAN FOR RAMCEA.

4. Are the strategic and operational targets of your initiatives fully aligned with the Convention’s Strategic Plan, please explain how this is done:

*YES THEY ARE ALIGNED AS OUTLINED IN THE STRATEGIC PLAN AND ANNUAL OPERATIONAL PLANS*_____

Coordination between Regional Initiatives and the Secretariat (current points 5-10 of the Op. Guid.)

5. Do you consider the frequency and nature of your contacts with the Convention Secretariat to be optimal? If not, please indicate if Secretariat assistance should be increased (in which way) or decreased (by lowering which support?):

VERY ADEQUATE, NEEDS TO BE MAINTAINED

Governance of the initiatives (current points 11-13 of the OG)

6. Does your initiative have a written set of operational procedures established in an equitable and transparent way (terms of reference, rules of procedure, etc.), please list them:

*YES, DEVELOPED THROUGH A CONSULTATIVE PROCESS INVOLVING KENYA, UGANDA AND TANZANIA AWAITING INPUT FROM RWANDA AND BURUNDI AND DJIBOUTI*_____

7. Has a governance body been established, when, and how often has it met, please its name, membership and meeting dates:

INTERIM GOVERNANCE BODY ESTABLISHED AWAITS FINAL RATIFICATION BY ALL THE COUNTRIES

8. Are minutes of each meeting recorded, how are they available (publicly, restricted), please provide details:

MINUTES ARE PUBLIC EXCEPT WHERE SPECIFIED IN THE RULES OF PROCEDURE

Substantive elements of the initiatives (current points 14-20 of the Operational Guidelines)

9. Does the work of your initiative raise the visibility of the Ramsar Convention and the general awareness of Ramsar objectives in your region, please provide further information:

*YES IT DOES, WITH INITIAL FOCUS ON THE EAST AFRICAN COMMUNITY WHERE A PROPOSAL HAS BEEN MADE TO INTEGRATE WETLAND ISSUES INTO THE ENVIRONMENT AND NATURAL RESOURCES PROTOCOL NOW UNDER FORMULATION*_____

10. Has your initiative established its own independence and identity? How are you describing your initiative as an operational means to support the implementation of the Ramsar Convention in your region? How do you avoid confusion between the roles of your initiative and the roles of the national Ramsar authorities and the Ramsar Secretariat at international level? Please provide details:

A SEPARATE ADMINISTRATIVE STRUCTURE AND A SEPARATE LOGO

11. What did you undertake to prevent that your initiative is perceived as a regional office for the Convention:

A SEPARATE ADMINISTRATIVE STRUCTURE AND A SEPARATE LOGO_____

12. Does your initiative have its own logo, do you use it together with the Ramsar Convention logo, thanks for attaching your logo, if you have one:

YES RAMCEA HAS LOGO AND IT IS USED WITH RAMSAR LOGO AS APPROPRIATE_____

13. Does your initiative have a specific website, please give its URL:

www.ramcea.org

Financial and other support, reporting and evaluation (current points 21-29 of the Op. Guidel.)

14. Does your initiative have a host country that provides in-kind and/or financial support to a coordinating unit, secretariat, training centre, etc.? What is the host country amount of financial annual support, and the percentage of this of the overall budget:

RAMCEA IS HOSTED BY THE GOVERNMENT OF UGANDA, THROUGH THE WETLANDS MANAGEMENT DEPARTMENT OF THE MINISTRY OF WATER AND ENVIRONMENT. THE HOST COUNTRY CONTRIBUTES UGX 15,000,000 WHICH IS ABOUT 10% OF THE BUDGET_____

15. What is the in-kind and financial support provided by the other countries concerned, please list countries and amounts of annual support:

CURRENTLY NO DIRECT FINANCIAL SUPPORT IS PROVIDED, HOWEVER PARTNER COUNTRIES PROVIDE INKIND CONTRIBUTION THROUGH STAFF TIME AND OFFICE SPACE_____

16. Does your initiative have its own bank account and separate accounting procedures, please provide details:

YES RAMCEA HAS GOT A SEPARATE ACCOUNT AND SEPARATE ACCOUNTING PROCEDURES_____

17. Are you conducting your own fundraising efforts, please list your activities:

YES RAMCEA IS AGRRESSIVELY CONDUCTIING OWN FUNDRAISING. SO FAR A JOINT PROPOSAL WITH THE ALBERTINE RIFT CONSERVATION SOCIETY HAS BEEN FUNDED BY MACARTHUR FOUNDATION_____

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18. What attempts have you made to generate your own income, with what result? Are you financially self-sufficient, or by when are you planning to be so, please provide keywords and dates:

RAMCEA IS CURRENTLY PARTNERING WITH WETLANDS INTERNATIONAL TO IMPLEMENT THE DISASTER RISK REDUCTION PROJECT FUNDING BY THE NETHERLANDS GOVERNMENT_. NOT YET SELF SUFFICIENT_____

Administrative matters

19. Who is the coordinator/coordinating body (unit, secretariat) that operates on a daily level to coordinate and lead the activities of the initiative, name and address:

Ms CAROL KAGABA IS THE INTERIM COORDINATOR. SHE IS A SENIOR WETLANDS OFFICER IN THE WETLANDS MANAGEMENT DEPARTMENT_____

20. Do you have a hosting agreement with a private/public institution, with a governmental agency or Ministry, please provide name and address and a copy of any written agreement:

THE MINISTRY OF WATER AND ENVIRONMENT SIGNED A CONTRACT WITH RAMSAR SECRETARIAT FOR PURPOSES OF RECEIVING FUNDS. A FORMAL HOSTING AGREEMENT IS AWAITING CABINET APPROVAL AND THIS IS EXPECTED TO BE COMPLETED BY JUNE 2013_____