

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

1. Title of your Regional Initiative:

“Ramsar Regional Center for Training and Research on Wetlands in West and Central Asia”

2. Work and activities planned for Year 2012

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
1- To Develop regional training programs to build the capacity of national focal points, leading national wetland trainers, training organizations and site managers	1.1 To conduct needs analysis study through questionnaires as part of workshop programs	Completed questionnaires	Delayed
	1.2 To develop and organize maximum two workshops for two sub regions as the response to highest priority	Capacity development workshops to progress development of National report and further Ramsar site designation - West Asia- UAE, Dubai - Central Asia –Kyrgyz Republic (19-22 November 2012)	Done Central Asia – Kyrgyz Republic (19-22 November 2012)
2- To expand membership within the region	2.1- Travel to non-member countries	Travel to Afghanistan to meet with related officials/NGOs	Partially Done, Contact with Afghan colleagues started and invited to Ramsar workshop on February 25-28 February 2013
	2.2- To held national workshops for non- member countries	Organize national workshop for Afghanistan	Delayed, but discussions with Afghan colleagues underway
3- To expand Ramsar Sites within the region	3.1- To organize workshop/s on identification of potential Ramsar sites in the region Target group	To held training for NFP, Site Managers, NGOs, National experts), web based data entry, verification, publishing	Delayed
4- To provide guidance on the Ramsar CEPA program	4.1- To support CEPA program with Ramsar Secretariat and LAS	Producing an informative booklet in Arabic and Russian	Partially done, Russian Version of documents in Ramsar website
5- To facilitate the translation of key Ramsar documents into Arabic and Russian	5.1- To translate Ramsar National report and requested documents from contracting parties	Translation of requested documents	Delayed
6- To support demonstration of successful project and programs in at least one	6.1- National workshop for site managers and wetlands experts on management of important wetlands and	Workshops in Turkmenistan- Central Asia, UAE-West Asia and JICA Anzali Project	Done, Ecosystem Management of Wetlands

contracting party that can be useful as a model	Ramsar sites		Workshop held in Anzali
	6.2- Follow up to the International workshop held in October 2010	Support workshop on Towards a Community of Practice on Sustainable Management of Wetland Ecosystems on international projects in the region	Done
7. To develop and maintain the new website of the Centre	7.1- To post news, preferably once a week if any available	New website established	Done
	7.2- To review and list documents that need to be on the site	Stored files and documents in the web site	Done
	7.3- To create a roster (forum) of wetland experts	Established forum	Done
	7.4- To create a data base of current international wetland projects in the region	Established data base	Done
	7.5- To develop a feedback mechanism on the website and include this feedback into the Annual Reports	Received comments and feedback	Done
	7.6- To develop a web based mechanism for networking with Stakeholders	Established network	Done
8- To produce and circulate a regular newsletter	8.1- To produce quarterly printed /and or online newsletters	Printed newsletter	Ongoing
9- To build up partnerships with each non contracting party in the region	9.1- To produce informative materials on the advantages of accession to the Ramsar Convention	International organizations and Ministerial/high level support in CWA region	Delayed
	9.2- To work with the Ramsar Secretariat, national departments/ministries of environment and other appropriate bodies to promote wetland conservation and Ramsar Convention accession	To plan for at least one workshop in (a) non-contracting party or study tour to NA country	Delayed
10- To ensure of the Collaborative Management Board meets annually	10.1- To hold 4 th annual meeting of the CMB in December 2012	Improvement on CMB membership and related regulation	To be held in February 2013
		To present progress report for 2012 and draft work plan for 2013	To be held in February 2013
		Contribution of the CMB members to finalize 2013 Targets, Action Plan and Budget	To be held in February 2013
11- Fund raising to cover both core costs and project costs from businesses and foundations	11.1- Activities to rise funding (Iranian DoE, Emirates, Banks, Qatar foundation, Oil companies, etc.)	To obtain budget for ongoing and future activities	Delayed

12- Active participation in the Ramsar COP11	12.1- To stand RRC-CWA booth during COP11	Successful exhibition	Done
	12.2- Organize a meeting for the delegates of the of the countries within the region	Sub-regional meeting	Done
	12.3- To meet with delegates of the countries within the region and discuss about the collaboration on future works of the centre	Improve cooperation within the region	Done
13- Staffing	13.1- Executive Director, Technical Officer, Senior Advisor (part-time) Two Assistant Communication Officers Financial Officer	Improve institutional aspect of the RRC-CWA	Done (<i>Technical Officer haired, CEPA Expert and Financial Officer positions consolidated into one staff position</i>)
14- Office costs	12.1- Utility charges, insurance, procurements, misc, etc...	On time payment of the expenses and receipts	Done
15- Expand Collaboration and cooperation with other international and regional organization and initiatives	15.1- To draft and sign bilateral agreements/MOUs with following institutes: JICA, Ramsar Center Japan, Kushiro Int. Wetland Center, UNDP, UNEP, CEP, ROPME, RRC-EA	Signed agreements/MOUs	Ongoing, Discussions underway with JICA

3. Financial plan for the year 2012

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	Actual expenditures
1.1- To conduct needs analysis study through questionnaires as part of workshop programs	Reflected in box below	0
1.2- To develop and organize one workshop for Central Asia as the response to highest priority	Central Asia 30,000 CHF (28,984\$)	20,000\$
2.1- Travel to non-member countries	4,830 CHF (5,000\$)	0
2.2- To held national workshops for non- member countries	38,645 CHF (40,000\$)	0
3.1- To organize workshop /s on identification of potential Ramsar Sites in the region Target group	38,645 CHF (40,000\$)	0
4.1- To support CEPA program with Ramsar Secretariat and LAS	19,327 CHF (25,000\$)	7,000\$
5.1- To translate key documents from COP11 requested document from contracting parties	11,594 CHF including: (5,174 CHF from Ramsar) and 6,420 CHF by DOE	0

	(Total: 12,000\$)	
6.1- National workshop for West Asia site managers and wetlands experts on management of important wetlands and Ramsar sites	43,476 CHF including: 13,000 CHF from Ramsar and 30,476 CHF by DOE (Total: 45,000\$)	0
6.2- Follow up to the International workshop held in October 2010: (contribution to the Iranian Wetlands Project)	19,327 CHF (25,000\$)	
7.1- To post news, preferably once a week if any available	1,450 CHF (1,500\$)	
7.2- To review and list documents that need to be on the site	1,450 CHF (1,500\$)	
7.3- To create a roster (forum) of wetland experts	966 CHF (1,000\$)	
7.4- To create a data base of current international wetland projects in the region	966CHF (1,000\$)	
7.5- To develop a feedback mechanism on the web site and include this feedback into the Annual Reports	966 CHF (1,000\$)	
7.6- To develop a web based mechanism for networking with Stakeholders	966 CHF (1,000\$)	
8.1 To produce quarterly printed /and or online newsletters	9,660 CHF (10,000\$)	0
9.1- To produce informative materials to promote wetland conservation on the advantages of accession to the Ramsar Convention	14,492 CHF (15,000\$) 5,000 CHF (5,176\$) from Ramsar	
9.2- To work with the Ramsar Secretariat, national departments/ministries of environment and other appropriate bodies to promote wetland conservation and Ramsar Convention accession	4,830 CHF (5,000\$)	
10.1- To hold 4 th annual meeting of the CMB in December 2012	28,984 CHF (30,000\$)	
11.1- Activities to raise funding (Iranian DoE, Emirates, Banks, Qatar foundation, Oil companies, etc.)	4,830 CHF (5,000\$)	0
12.1- To organize RRC-CWA booth during COP11	9,660 CHF (10,000\$)	5,000\$
12.2- Organize a meeting for the delegates of the countries within the region (during COP11)	4,830 CHF (5,000\$)	0
12.3 To meet with delegates of the countries within the region and discuss about the collaboration on future works of the center	Covered within the above box	0
13.1 Staffing	78,056 CHF (80,000\$)	15,000\$
14.1 Office Cost	34,149 CHF (35,000 \$)	15,000\$
15.1 Extraordinary budget line: "Contribution to the organization of the 40 th anniversary of the Ramsar Convention in Iran"	243,925 CHF (250,000\$) (this budget unexpectedly	155,000

	allocated for the 40 th anniversary)	
Total	683,703 CHF (681,478\$)	217,000\$

Sources of income (donors)	Planned expenditures	Income Received
Department of Environment	269,908 CHF (279,370\$)	177,176\$
DOE Remaining from 2011	9,491 CHF (9,824 \$)	9,824\$
Evian Danon	0 US\$	0
Ramsar core budget (all required budget remained from 2011)	53,174 CHF (56,246\$)	30,000\$
Total	332,573CHF (351,788\$)	217,000\$

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
1- To Develop regional training programs to build the capacity of national focal points, leading national wetland trainers, training organizations and site managers	1.1- To conduct needs analysis study through questionnaires as part of workshop programs	Completed questionnaires	Done within the workshop Analyze results and prepare suggestions
2- To expand membership within the region	2.1- Travel to non-member countries	Travel to Afghanistan to meet with related officials/NGOs	Official meetings and advocacies
	2.2- To hold national workshops for non- member countries	Organize national workshop for Afghanistan	To organize workshop
3- To expand Ramsar Sites within the region	3.1- To organize workshop/s on identification of potential Ramsar sites in the region Target group	To held training for NFP, Site Managers, NGOs, National experts), web based data entry, verification, Publishing	Increase number of Ramsar Sites within the region
4- To provide guidance on the Ramsar CEPA program	4.1- To support CEPA program with Ramsar Secretariat and LAS	Producing an informative booklet in Arabic and Russian	Printed Booklet
5- To facilitate the translation of key Ramsar documents into Arabic and Russian	5.1- To translate Ramsar National report and requested document. From contracting parties	Translation of requested documents	Printed documents
6- To support demonstration of successful project and programs in at least one contracting party that can be useful as a model	6.1- National workshop for site managers and wetlands experts on management of important wetlands and Ramsar sites	Workshops in Turkmenistan- Central Asia, UAE-West Asia and	To hold three workshops
7- To produce and	7.1- To produce quarterly	Printed newsletter	User's rating

circulate a regular newsletter	printed /and or online newsletters		
8- To build up partnerships with each non contracting party in the region	8.1- To produce informative materials on the advantages of accession to the Ramsar Convention	International organizations and Ministerial/high level support in CWA region	Increased membership to the convention
	8.2- To work with the Ramsar Secretariat, national departments/ministries of environment and other appropriate bodies to promote wetland conservation and Ramsar Convention accession	to plan for -at least- a workshop in (a) non-contracting party.- or study tour to NA country	Number of workshop and study tours
9- To ensure of the Collaborative Management Board meets annually	9.1- To hold 5 th annual meeting of the CMB in December 2013	Improvement on CMB membership and related regulation	Improve CMB membership
		To present progress report for 2012 and draft work plan for 2013	Received ratings and opinions by the members of the board
		Contribution of the CMB members to finalize 2013 Targets, Action Plan and Budget	Finalize 2014 Targets, Action Plan and Budget
10- Fundraising to cover both core costs and project costs from businesses and foundations	10.1- Activities to rise funding (Iranian DoE, Emirates, Banks, Qatar foundation, Oil companies, etc.)	To obtain budget for ongoing and future activities	Amount of obtained budget
11- Staffing	11.1- Senior Advisor (part-time)	Improve institutional aspect of the RRC-CWA	Hire new staff
12- Expand Collaboration and cooperation with other international and regional organization and initiatives	12.1- To draft and sign bilateral agreements/MOUs with following institutes: UNDP, UNEP, CEP, ROPME, RRC-EA	Signed agreements/MOUs	Strengthen joint international and regional cooperation
13- Maintain website	13.1- To post news, preferably once a week if any available	Stored files and documents in the web site	Number of visitors
	13.2- To review and list documents that need to be on the website	Stored files and documents in the web site	Number of visitors

For those initiative requesting funding from the Convention for 2013, please provide a financial summary of your 2013 plan. If you use another currency than Swiss Franc (CHP), please provide an average exchange rate to allow conversion into CHF:

Activities	Forecast/budgeted expenditures real expenditures
1.1- To develop and organize one workshop for Central and West Asia in corporation with SACAM region	85,000\$
1.2- Travel to non-member countries	5,000\$
1.3- To held national workshops for non- member	35,000\$

countries	
1.4- To organize workshop /s on identification of potential Ramsar Sites in the region Target group	40,000\$
1.5- To translate key documents from COP11 requested document from contracting parties	12,000\$
1.6- To produce quarterly printed /and or online newsletters	10,000\$
1.7- Activities to raise funding (Iranian DoE, Emirates, Banks, Qatar foundation, Oil companies, etc.)	5,000\$
1.8- Organize a meeting for the delegates of the of the countries within the region (during COP11)	5,000\$
1.9- To meet with delegates of the countries within the region and discuss about the collaboration on future works of the center	Covered within the above box
1.10 Staffing	25,000\$
1.11- To hold 5 th annual meeting of the CMB in February 2013	30,000\$
1.12- To work with the Ramsar Secretariat, national departments/ministries of environment and other appropriate bodies to promote wetland conservation and Ramsar Convention accession	5,000\$
1.13- To post news, preferably once a week if any available on website	1,500\$
1.14- To review and list documents that need to be on the website	1,500\$
1.15- To complete RRC-CWA new Building in Ramsar	550,000\$
Total	810,000\$

Sources of Income (Donors)	Forecast/budgeted amount of income
Department of Environment (DOE)	685,630\$
DOE Remaining from 2012	104,370\$
Evian Danon	0
Request from Ramsar core budget	20,000\$ (remained from last years)
Total	810,000\$

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”

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?

No, because we have not requested countries for a written support yet.

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:

Contracting Parties: Bahrain- I.R. Iran- Iraq- Jordan -Kazakhstan- Kyrgyzstan – Lebanon- Syria- Tajikistan- Turkmenistan- United Arab Emirates- Uzbekistan -Yemen
Non Contracting Parties: Afghanistan- Kuwait- Oman- Qatar- Saudi Arabia
As mentioned above, we have not yet requested for mentioned written support.

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

Contracting Parties: Bahrain - Kazakhstan - Kyrgyzstan - Uzbekistan
Non Contracting Parties: Afghanistan - Kuwait - Qatar - Saudi Arabia

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

Yes, this issue is included in our annual work plan, For example, we are now preparing a Russian translation of WOW Toolkit. As well several Ramsar Toolkit have been translated to Russian Language by RRC-CWA’s resources.

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, as it’s appear through the center’s Overall Goal the RRC-CWA will enhance the implementation of the Ramsar Convention in the region through training, research, advocacy and public awareness programs.

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?):

Yes, the RRC-CWA has regular communication with the secretariat for its ongoing activities.

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:

RRC-CWA has a TOR were adopted by the "Meeting for Preparation and Adoption of the Terms of Reference of the Ramsar Regional Center for Training and Research in Central and Western Asia" which held in Ramsar City, Iran, on the 27th and 28th of February 2005.

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

The Center is made up of the following bodies:

- A. The Collaborative Management Board, with Biannual Regular Meetings.**
- B. The Secretariat**

The Collaborative Management Board formed initially of the following members will administer the Center;

- A representative of the Iranian Government, who will act as the chair; The representative of the government on the Management Board will be the Head of the Department of the Environment of the Islamic Republic of Iran, or whoever he/she designates for the purpose;**
 - The West and Central Asia representative(s) on the Standing Committee of the Ramsar Convention.**
 - A representative of Ramsar Secretariat;**
 - One representative of the International Organization Partners of the Ramsar Convention;**
 - One representative of Iranian NGOs, and two representatives of NGOs from other countries.**
 - One representative from UNESCO through the National Committee of UNESCO and one representative from UNDP.**
 - One representative of DoE Mazandaran.**
 - Executive Director as ex-officio member.**
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8. Are minutes of each meeting recorded, how are they available (publicly, restricted), please provide details:
- ❖ **1st Collaborative Management Board Meeting, 31 May 2007, Ramsar, Iran**
 - ❖ **2nd Collaborative Management Board Meeting, 5-6 January 2010, Tehran, Iran**
 - ❖ **3rd Collaborative Management Board Meeting, 23-24 January 2011, Tehran, Iran (Report on <http://www.rrc-cwa.com>)**
 - ❖ **4th Collaborative Management Board Meeting will be held on 26 February 2013, Ramsar, Iran**
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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, as mentioned in paragraph no. 4, Overall Goal of the RRC-CWA will enhance the implementation of the Ramsar Convention in the region through training, research, advocacy and public awareness programs. In this regard, most of our activity is to support the Ramsar Convention mission and objectives in the region, such as workshops and meetings with subjects to expand member countries, implementation of the convention, use of the convention's toolkits and guidelines in the region....

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:

We tried in all of our activities to clarify this issue, by all means like logo, brochures, reports, presentations, etc.

11. What did you undertake to prevent that your initiative is perceived as a regional office for the Convention:
What measures have you done to make sure that people you're your office is local?

The name of Centre is good evidence as it called Ramsar Regional Centre and always in its Persian translation, we take care that it does not call Ramsar Convention Regional Centre.

Trough the staff contract it clarifies that this contract do not consider as A Ramsar Convention staff.

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, we have our logo and this logo mainly uses within the Ramsar Convention logo in its all activities.



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

Yes, our website is as: <http://www.rrc-cwa.com>

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:

Yes, RRC-CWA is hosted by the Department of Environment of the Islamic Republic of Iran.

Annual contribution is around 200,000 -350,000 \$

Should refer to the annual reports, if more detail is needed.

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

Unfortunately, RRC-CWA is not supported by the other countries.

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

Yes, RRC-CWA has its own bank account, but, it's a national exchange account, and international exchange and fund transfer is not possible now.

Bank account information:

Bank name: Bank Meli of Iran

Branch: Marzadaran

Branch code: 922

Account no. 0105520214002

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

Not as of now, but planning to in 2013, such as contact with Korean Companies, looking for donor countries through the Standing Committee Meetings...

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:

Unfortunately, RRC-CWA is manly depended to the Iranian Department of Environment. Member countries within the region are mostly developing and or reluctant for financially involvement. Especially, noting that the Ramsar Convention has lifted its support because allowed period is over by 2013.

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:

Mr. Sadegh Sadeghi Zadegan, Executive Director, Hemmat Highway, Pardiasn Eco-Park, Tehran, I. R. Iran. Email: sadegh64@hotmail.com Mobile: +98 9122983422

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:

According to the I. R. Iran's Government Cabinet Resolution no. H 32715T/25465 Date: 22nd July 2006, the Department of Environment authorized to support establishment of the RRC-CWA. By this resolution, DoE has hosted the centre by now, but, there is not any written agreement yet.