

CONVENTION ON WETLANDS (Ramsar, Iran, 1971)
46th Meeting of the Standing Committee
Gland, Switzerland, 8-12 April 2013

DOC. SC46-6

The Ramsar Secretariat's work plan for 2013

Action requested. The Standing Committee is requested to review, advise upon, and approve the Secretariat's work plan for 2013.

1. The attached draft work plan for the year 2013 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.

2.2.2 Ensure the maintenance and further development of the Ramsar Sites Information Service (RSIS).	KRA: Timely maintenance of the Ramsar Sites Database and other aspects of RSIS to provide support tools for Parties in Ramsar Site designation, by Wetlands International under contract to the Secretariat. Development and adoption of a new approach to enhance RSIS with new technologies	a) Review and update existing agreement with wetlands International for the maintenance of RSIS; b) Prepare new approach for the development and enhancement of RSIS; c) Undertake a tender process and select implementers for the new RSIS and initiate implementation	a) Finance Officer; b) Regional Affairs Officer c) SG	a) Regional Affairs Officer; DSG; SG b) Finance Officer; DSG; SG c) Regional Affairs Officer, RSIS Core team, Secretariat staff	a) Existing RSIS maintained until new RSIS is functional b) Agreed and approved new approach for RSIS; c) New RSIS in place and fully functional; updated and improved information on List of Wetlands of International Importance, and increased wise use of wetlands. 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 and integration of Ramsar sites into worldwide networks of Protected Areas.	
STRATEGY 2.6 Ramsar Site status <i>Monitor the condition of Ramsar Sites and address negative changes in their ecological character, notify the Ramsar Secretariat of changes affecting Ramsar Sites, and apply the Montreux Record, if appropriate, and Ramsar Advisory Mission as tools to address problems. (CPs, Secretariat, IOPs)</i>						
2.6.1 Advise Parties on Article 3.2, Montreux Record and Ramsar Advisory Mission (RAM) issues.	KRAs: 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.	SRAs	SG; DSG; Assistants to SRAs; Communications Officer; Regional Affairs Officer	Reports to SC made by Secretariat; Parties are addressing challenges and reporting to Secretariat; threats to wetlands are addressed.	
STRATEGY 3.1 Synergies and partnerships with MEAs and IGOs <i>Work as partners with international and regional multilateral environmental agreements (MEAs) and other intergovernmental agencies (IGOs). (CPs, Secretariat, IOPs, STRP)</i>						
3.1.1.1 Implement Resolutions XI.1 on Secretariat hosting.	KRA: Establish an appropriate Working Group representative of Parties to develop strategies that respond to Resolution XI.1.	Request Parties to express their willingness to be part of the working group	SG	Secretariat; Management Group; SG Executive Assistant	Working group fully functional; Resolution XI.1 fully implemented	
3.1..2 Implement Resolution XI.6 on <i>Partnerships and synergies with Multilateral Environmental Agreements and other institutions.</i>	KRA: Implement 5th Joint Work Plan with CBD and report to SC.	a) Agree on activities for the implementation 5th JWP and take action jointly with CBD focal points and Ramsar AA. b) Assist Parties in implementing joint actions between CBD and Ramsar Convention	a) DSG; b) SRAs	SG; Executive Assistant to SG; CPs and Ramsar partners	5th Joint Work Plan fully implemented; lessons learned from implementation of 5th JWP	

	KRAs: The Secretariat and Chair of STRP to continue to engage in the future IPBES process and explore further ways of collaboration as appropriate	Participate in IPBES process and provide Ramsar's input	SG and STRP Chair	Secretariat; Management Group; CPs; Ramsar Partners	Joint action between Ramsar and IPBES														
	KRA: CMS/AEWA and UNESCO-World Heritage joint work plans reviewed and updated	Prepare and adopt new activities with CMS Secretariat, AEWA, and MAB /UNESCO; implement agreed activities.	DSG; Partnership Coordinator	SG; SRAs; DSG; Contracting Parties; Partners	Report to SC46 and 47														
	KRA: BLG meetings attended at SG/DSG level; JLG meetings attended as observer (SG/DSG level)	Share the key decisions of Ramsar COP11 with BLG members and explore options for collaboration in the implementation of relevant Ramsar Resolutions	SG	Management Group; Executive Assistant to SG.	Effective communication of Ramsar's views on key issues; Ramsar's achievements and future actions recognized and supported by all biodiversity-related Conventions.														
	KRA: SRA level or above representing Convention at key global and regional meetings & identifying areas for partnerships	Discuss and reach an agreement about travel plans; undertake approved missions; provide mission reports and publicize key results.	SG	Management Group	Enhanced partnership with other organizations; conclusions of meetings are available and shared with all staff. Lessons for Ramsar are drawn and used.														
	KRA: All Memoranda and annexed plans either updated, replaced or annulled	Implement new agreement with IOPs and other partners; discuss and sign new agreements with relevant organizations, including private companies.	Partnership Coordinator	SG; Executive Assistant to SG; Management Group	Existing agreements are updated and better functioning; new agreements bring about joint and productive actions. Partners substantially contribute to wetland conservation and wise use.														
	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; 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.														
STRATEGY 3.2 Regional initiatives Support existing regional arrangements under the Convention and promote additional arrangements. (CPs, Secretariat, IOPs)																			

3.2 Implement Resolution XI.5 on Regional Initiatives.	KRA: Manage the core funding support for Regional Initiatives; monitor their implementation in line with Resolution; approved funds transferred to Regional Initiatives; advice on implementation progress and issues provided to Standing Committee	Provide report on 2012 activities on Regional Initiatives to SC46; transfer 2013 fund to Regional Initiatives in line with SC46 decision. Follow up progress.	SRA Europe	Other SRAs; Finance Officer; Regional Affairs Officer	SC approves documents submitted by Secretariat; Regional Initiatives substantially contribute to implementation of Convention.														
STRATEGY 3.3 International assistance <i>Promote international assistance to support the conservation and wise use of wetlands, while ensuring that environmental safeguards and assessments are an integral component of all development projects that affect wetlands, including foreign and domestic investments. (CPs, Secretariat, IOPs)</i>																			
3.3.1 Implement Resolution XI.2, especially through seeking voluntary financial assistance.	KRA: Mechanism established for fundraising	Team up with Management Group of the Secretariat	SG; Partnership Coordinator	Management Group; Executive Assistant to SG; Administrative Officer; Administrative Assistant.	Partnership Coordinator working effectively and voluntary funding becoming substantial														
STRATEGY 3.4 Sharing information and expertise <i>Promote the sharing of expertise and information concerning the conservation and wise use of wetlands. (CPs, Secretariat)</i>																			
3.4.1 With the Standing Committee, STRP and interested Parties, review effectiveness of COP11 National Report format, and finalize development of structure and content of COP12 format.	KRA: COP12 National Report structure agreed	Review National Report structure and make a proposal to SC46.	DSG	Regional Affairs Officer with input from the CEPA Panel on the CEPA issues to be addressed	New National Report format endorsed by Standing Committee.														
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 Parties' inquiries; take part in national and regional debates; assist Parties in preparing position papers when requested.	SRAs	Management Group	Number of Contracting Parties express satisfaction regarding the assistance from the Secretariat														
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</i>																			

4.1.6 Prepare materials and advice for WWD 2014 (and report on WWD 2013 events).	KRA: WWD 2014 materials prepared and dispatched; reports of WWD 2013 events placed on website	WWD materials made available to all Parties and partners; all Parties, partners and other stakeholders organizing WWD all over the country with national and international media coverage	CEPA Officer for all WWD events; SRAs and others for specific events to celebrate WWD	Communications Officer; Project Officer; Administrative Officer; Administrative Assistants; Contracting Parties, IOPs, and other stakeholders	Increased awareness about wetlands; better implementation of the Convention through integration of wetland issues into national and regional priorities																		
4.1.7 Monitor implementation of COP decisions on communication.	KRA: facilitate communication between CPs, Ramsar partners and other stakeholders	Effective communication with all Parties, Convention bodies, and partners	SG	All staff	Better implementation of the Convention; better recognition of wetland values at local, national, regional and global levels.																		
STRATEGY 4.2 Convention financial capacity <i>Provide the financial resources necessary for the Convention's governance, mechanisms and programmes to achieve the expectations of the Conference of the Contracting Parties, within the availability of existing resources and by the effective use of such resources; explore and enable options and mechanisms for mobilization of new and additional resources for implementation of the Convention. (CPs, Secretariat)</i>																							
4.2.1 Implement Resolution XI.2 on <i>Financial and budgetary matters</i> .	KRA: All requests by COP11 on financial matters addressed	Prepare technical and financial reports, including major achievements and lessons learned from the execution of financial matters. Implement 2013 programmes and budgets; monitor and administer funded projects.	Finance Officer	SG; Partnership Coordinator; SRAs	Satisfactory reports made to Standing Committee on effective financial management, including core budget and voluntary funding																		
Expand partnership and fundraising capacity.	Stronger and effective partnerships; increased voluntary funding	Review partnership arrangements; prepare and implement a fundraising strategy.	Partnership Coordinator	Management Group; Partners; Parties	Number of effective partnership arrangements; higher level of voluntary funding																		
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																		
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 efficient financial management.	Finance Officer; Administrative Officer	SG; DSG; CEPA Programme Officer; SRAs	All financial reports satisfactory and approved by SC42 and SC43																		
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>																							

