	Ramsar Secretariat Work Plan 2010 Activity(ies) Team Leader Other key team members Success indicator and/or I F M M I I A S O N D													
		Activity(ies)	Team Leader	Other key team members	Success indicator and/or benefit to Convention	JF	М	A	ЛJ	JА	s c	э м б		
Strategy/Activities	KRAs													
STRATEGY 1.10 Private sector Promo.	te the involvement of the private sector in	the conservation and wise use of wetlands. (CPs, S	ecretariat)											
		Finalize guidelines for Carbon Offset; Disseminate results of workshop; Continue guidelines and share with user groups, esp. Danone & IUCN network.	Deputy Secretary General	Ad Hoc Expert Group on Carbon Offset; STRP; CEPA Officer; Project Officer.	Implementation of Carbon Offset Programmes through wetland management & wise use, esp. with Danone & IUCN									
		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	DSG	Project Officer; Ad Hoc Expert Group on Carbon Offset; STRP; SRA; Other partners.	Number of successful projects on carbon offseting through wetland management, wetland restoration and wetland conservation and wise use.									
1.10.1 Continue development of the Danone/Ramsar/IUCN "Danone Fund for Nature". Continue the "Biosphere Connections" partnership with Star Alliance	KRAs: Danone Fund for Nature implementation mechanisms finalized; Biosphere Connections utilized to support participation in key Ramsar meetings	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	Project Officer	Project Officer; Ad Hoc Expert Group on Carbon Offset; STRP; SRA; Other partners.	Number of successful projects on carbon offseting through wetland management, wetland restoration and wetland conservation and wise use									
with Star Alliance	meenings	Continue to work with partners as a team: SRAs, communication staff, NGOs and private sectors to develop this Fund and implement its activities. Write activities report and follow up news on the website. Develop the 2011-2014 agreement. Develop and agree on budget and strategies.	Project officer	Project Officer; Ad Hoc Expert Group on Carbon Offset; STRP; SRA; Other partners.	Number of successful projects on carbon offseting through wetland management, wetland restoration and wetland conservation and wise use									
		Continue to monitor and evaluate the field projects. Report and follow up news on the web. Develop a communication process with the private sector partner.	Project officer	Project Officer; Ad Hoc Expert Group on Carbon Offset; STRP; SRA; Other partners.										
1.10.2 In line with Resolution X.12, work with Contracting Parties and the Ramsar partners to make good use of the Principles for partnerships between the Ramsar Convention and the business sector, including within the frameworks of existing national, regional, and global initiatives and commitments.	KRA: Resolution X.12 principles applied in any developments of business sector relationships	Prepare and apply a strategy for approaching business sector; Identify potential partners in the business sector; Prepare a due diligence study and make proposal to Standing Committee.	Partnership Coordinator	SG, DSG, SRA; Partners, Project Officer	SC considers and approve new partnerships with business sector.									
STRATEGY 2.2 Ramsar site informa effectively managed by the Secretariat. (STRP, .		ormation Service, including the Ramsar Sites Data	base, is available and enhanced as	a tool for guiding the further designation of wetlands for	the List of Wetlands of International Im	portan	se and	for re	search .	and ass	essmen.	t, and is		
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	SRA	Assistants to SRA; DSG; Communication Officer	All RIS duly completed and updated; Information on Ramsar sites made available.									

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 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.	SRA	Assistants to SRA; DSG; Communication Officer; SG.	Promptly updated List of Wetlands of International Importance; enhanced wetland management plans and increased wise use of wetlands.							
		Review and update agreement with wetlands International on RSIS	DSG	Regional Affairs Officer, SRA; SG.	Effective and efficient services to Parties regarding Ramsar sites. improved worldwide communication on Ramsar sites. Better understanding of the conservation status of Ramsar sites.							
 SI KA I EGY 2.6 Ramsar site status A (CPs, Secretariat, IOPs) 2.6.1 Advise Parties on Article 3.2, Montreux Record and Ramsar Advisory Mission (RAM) issues 	Number the condition of Kamsar sites and KRAs: All Article 3.2 issues raised with the relevant Parties; RAMs prepared and undertaken when requested by Parties	Implement Secretariat's approach	er, notify the Kamsar Secretariat of	changes affecting Ramsar sites, and apply the Montree Assistants to SRA; DSG; SG; Communications Officer	ex Record, if appropriate, and Kamsar A Reports to SC made by Secretariat; Parties addressing challenges and reporting to Secretariat; Threats to wetlands are addressed.	dvisory N	Azsszo.	n as to	ols to a	iddress j	broblen	ts.
STRATEGY 3.1 Synergies and partne	erships with MEAs and IGOs	Work as partners with international and regional m	ultilateral environmental agreemen	ts (MEAs) and other intergovernmental agencies (IGC)s). (CPs, Secretariat, IOPs, STRP)							
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	KRAs: 4 th JWP implemented and implementation reviewed; 5 th JWP drafted	Review implementation of 4th JWP and draw lessons. Prepare draft 5th Joint Work Plan; discuss with CBD Secretariat; prepare final Joint Work Plan; 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	DSG; SRA, Executive Assistant to SG	Lessons learned from implementation of 4th JWP; 5th JWP signed and implemented							
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)	KRA: CMS/AEWA and UNESCO-MAB joint work plans reviewed and updated	Implement Decision SC40-21: seek the views of CPs about the progress and any difficulties of implementing the Strategie Plan; compile a paper from this information for discussion at SC41.	SG	Assistants to SRA; DSG; SG	Report to SC41							

3.1.3 Use proactively the Biodiversity Liaison Group (BLG) and the Joint Liaison Group (JLG) for the Rio Conventions to improve synergies	SG/DSG level; JLG meetings	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: Secretariat 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	Management Group	Conclusions of meetings are available and shared with all staff. Lessons for Ramsar are drawn and used.					
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	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.					
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 assitant 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 aprt of national and regional priorities.					
STRATEGY 3.2 Regional initiatives	Support existing regional arrangements	under the Convention and promote additional arran	ngements. (CPs, Secretariat, IOPs)							
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	Provide report on regional initatives to SC41; Transfer funds to regional initiatives in line with SC41 decision. Follow up progress.	SG	SRA; Finance Officer; Regional Affairs Officer	SC approves documents submitted by Secretariat; regional initiatives substantially contribute to implementation of Convention.					
STRATEGY 3.3 International assista (CPs, Secretariat, IOPs)	nce Promote international assistance to	o 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 wetla	nds, inclue	ling foreiş	yn and di	omestic i	nvestments.
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	Executive Assistant to SG; Administrative Officer; Finance Officer; IUCN HR; Administrative Assistants	Partnership Coordinator in place and working effectively and efficiently.					
STRATEGY 3.4 Sharing information	and expertise Promote the sharing	of expertise and information concerning the conserva	tion and wise use of wetlands. (CF	Ps, Secretariat)						
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	Review National Report structure and make a propoposal to SC42	DSG	Management Group, with input from the CEPA Panel on the CEPA issues to be addressed	New National Report structure adopted by SC 42					

3.4.2 Assist Parties with Convention implementation	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.	SRA cation. Participation and Awarene	Management Group 55 Programme (Resolution X.8) for promoting the conse	Number of Contracting Parties that express satisfaction regarding the assistance of the secretariat mation and wice us of wellande through a	ommunic	ation. ee	lucation	barticib	ation. at	nd
		anisms, and key findings. (CPs, Secretariat, trainin			10111011 and #160 1160 0J #01111116 10101120 0				panap	anon, a	
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	In consultation with the CEPA Oversight Panel, prepare Secretariat's plan to implement CEPA Programme; Provide document and seek approval from SC41. Prepare specific tools and assist Parties in implementation of approved CEPA annual plan; develop capacity of CEPA focal points.	CEPA Programme Officer	SRA; Danone Project Officer; Communications Officer; Administrative Officer, Administrative Assistants.	Increased capacity of CEPA; Increased capacity 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.						
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	Appoint a contractor to prepare revised texts of 4th ed Handbooks: Supervise the work of contractor and approve final documents; Publicize documents.	Documentation Officer	Communication Officers; CEPA Programme Officer; DSG	4th Edition of Handbooks made available to Parties and public; Ramsar Technical reports published by the end of 2010.						
4.1.3 Fully redevelop the appearance and structure of the Ramsar website	KRA: New-look Ramsar website launched and fully functional	Continue cleaning up the new website; use the new site to increase awareness about wetlands through publication of new materials.	Communications Officer	CEPA Programme Officer; DSG; SRA; Project Officer	New website fully operational; Better public access to wetland- related information						
4.1.4 Maintain Ramsar website, listserves and other electronic information provision	KRA: Topical Ramsar-related information provided to all stakeholders	Provide responses to inquiries from various stakeholders	Communications officer	Management Group	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 Programme Officer	SG; Management Group	Framework document on capacity building made available to Parties; improved capacity of Administrative Authorities and other stakeholders.						
4.1.6 Prepare materials and advice for WWD 2011 (and WWD 2010 follow- up)	KRA: WWD 2011 materials prepared and dispatched including special products and events for the 40th anniversary; WWD 2010 reports placed on website	WWD materials made available to all Parties; All Parties organizing WWD; Government of Seychelles and key stakeholders organize special World Wetland Week with national & international media coverage.	CEPA Programme Officer for all WWD events; SRA for Africa for specific Seychelles events	Communications Officer; Documentation Officer; Project Officer; Administrative Officer; Administrative assistants.	Increased awareness about wetlands; better implmementation of the Convention through integration of wetland issues into national and regional priorities.						
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 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.						

4.2.1 Undertake project evaluations and reviews (SGF, WFF, SGA, etc.)	reports evaluated	Prepare technical and financial reports, including major achievements and lessons learned from the execution of SGF, WFF and SGA, and Danone Funds; Adopt programmes and budget for 2010. Implement 2010 programmes & budgets	SG	Regional affairs Officer; SRA; DSG; Finance Officer	Increased achievements from concrete actions on the ground; Enhanced management of wetlands.							
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 effecive and efficient financial mangement	Finance Officer; Administrative Officer	SG; DSG; CEPA Programme Officer; SRA	All financial reports satisfactory and approved by SC41 and SC42							
STRATEGY 4.3 Convention bod	lies' effectiveness Ensure that the	Conference of the Contracting Parties, Standing Co	mmittee, Scientific and Technical F	leview Panel, and Secretariat are operating at a high let	el of effectiveness to support the implemen	tation of t	be Con	iventior	ı. (CPs	, Secreta	ariat)	
4.3.1 Organise and hold Standing Committee 41, April 2010	KRA: SC41 held and outcomes disseminated	Preparation of logistics; Preparation and dissemination of documents; Joint actions between Ramsar Secretariat and Georgia to organize the meeting.	SG	All staff, especially Executive Assistant to SG; Georgia Administrative Authorities and other relevant officials	All logistics well organized; All documents sent to SC by end of March 2010; SC41 successfully held in Georgia; outputs of SC41 desseminated and follow up actions taken.							Γ
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 30 November 2009 for comments; Brief SC in January and February 2010 about the progress made in Geogia.	SG	DSG; SRA, Executive Assistant to SG	Satisfactory progress made			Π				
4.3.3 Organise and hold the STRP Mid term Workshop in February 2010.	KRA: STRP meeting held; work plan developed and transmitted to Standing Committee	Hold the STRP Mid-term Workshop in February 2010.	DSG	Scientific & Technical Support Officer, STRP members, Regional Teams & Administrative Assistants	Final report ready and sent to SC in mid-March 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 NFPs assisted to have improved involvement in STRP's work	i) Update agreement with Wetlands International on STRP support service and redevelopment; ii) maintain the Support Service; iii) assist and involve STRP NFPs	i) DSG ii) Scientific Support Officer iii) Scientific Support Officer	i) Wetlands International, Scientific Support Officer and STRP ii) DSG iii) SRA, Assistants, DSG and STRP	Updated agreement with wetlands International							
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	 i) Support STRP members in the high priority tasks delivery ii) Mobilize voluntary funding for STRP's work 	i) DSG ii) DSG	i) STRP Chair and Scientific Support Officer; ii) SG; Finance Officer	Financial resources available and STRP work plan implemented							
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 briefing	SG	SRA; Executive Assistant to SG, Administrative Assistants, Assistants to SRAs	Missions in Geneva fully aware of the Convention's work and importance of wetlands in their countries							

4.3.7 With the Management Working Group (MWG), keep under review the existing management structures of the Secretariat and Convention		Continue to implement DecisionSC40-3 about the performance evaluation of the Secretary General. Implement relevant Decisions recommended by MWG and adopted by SC41	SG	SC Executive Team	2009 Performance Evaluation finalized by the end of December 2009 and sent to IUCN DG in early January 2010				
4.3.8 Support the work of the Ad Hoc Working Group on Administrative Reform		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 2010				
4.3.9 Finalise and disseminate to Contracting Parties and others the results of COP10	KRA: All COP10 results finalized and disseminated through website and on CD- ROM	Review and update 4th Edition of Ramsar Wise Use Handbooks, including COP results; Disseminate Handbooks and post them on web site	DSG	Documentation Officer; Communications Officer; CEPA Programme Officer	4th edition of Handbooks made available in late march 2010				
4.3.10 With Romania, develop and agree the host country Memorandum of Understanding for COP11		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 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 Parties and other stakeholders	SG	All Staff	Satisfactory and timely services provided				
STRATEGY 4.4 Working with IOPs	and others Maximize the benefits of	working with the Convention's International Orga	nization Partners (IOPs) and othe	rs. (Secretariat, IOPs)					
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				
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				
STRATEGY 5.1 Membership Secure 1	universal membership of the Convention a	nd provide an appropriate level of service. (CPs, Se	ccretariat)		-				
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 Caribbean	SRAs	Assistants to SRA; SG	Five additional Parties by the end of 2010				
Other Secretariat activities									
a). Other activities not covered under any of the above Strategies/KRAs		Respond to ad hoc requests by parties	SRAs	Assistants to SRA; SG					