THE CONVENTION ON WETLANDS

62nd meeting of the Standing Committee

Gland, Switzerland, 4-8 September 2023

**SC62 Doc.13**

**Workplan of the Secretariat for 2023-2025**

**Actions requested:**

The Standing Committee is invited to take note of and approve the Secretariat’s integrated Annual Plan for 2023 and Triennial Plan for 2023-2025 (Annex 1), which reflects the structure and format adopted through Decision SC54-10 and applied for the 2019-2022 triennium.

1. The integrated Annual Plan for 2023 and Triennial Plan for 2023-2025 attached in Annex 1 (hereafter referred to as the “Secretariat Workplan”) follows the structure approved by the Standing Committee in Decision SC54-10 and used for the Secretariat Workplan for 2019-2022 approved by the Standing Committee in Decision SC57-21. It is structured around the seven core functions of the Secretariat and sets out principal activities and corresponding annual and triennial indicators for each, together with indicative lead responsibilities and principal funding source (i.e. core, non-core or other).

2. As for the preceding triennium, the Secretariat Workplan was drafted through an extensive, participative process, led by the Senior Management Team but with the involvement of all Secretariat staff. An externally facilitated, in-person workplanning workshop was held at the office of the Secretariat in Gland from 6 to 9 March 2023. The workshop also included a rigorous review of Secretariat progress against the previous Triennial Plan, which enabled staff to draw conclusions to inform the drafting of the Triennial Plan for 2023-2025. The outcomes of that workshop are reflected in the final draft.

3. The final draft has integrated new and amended mandates arising from the Resolutions of the 14th meeting of the Conference of the Contracting Parties (COP14), that instruct, request, or otherwise direct the Secretariat to undertake specific tasks.

4. The number of tasks assigned to the Secretariat by Contracting Parties continues to grow significantly, whilst the resources for implementation remain highly constrained. This is reflected in an increasing gap between the expectations of Parties on one hand and the Secretariat’s capacity to deliver on the other.

**Annex 1**

**Secretariat Annual Plan for 2023 and Triennial Plan for 2023-2025**

SG = Secretary General; DSG = Deputy Secretary General; DSP = Director of Science and Policy; SAs = Senior Advisors; Comms = Communications Team; RMO = Resource Mobilization Officer; FM = Finance Manager; HRO= Human Resources Officer; SMT = Senior Management Team. Only leads are mentioned but all staff will contribute to specific outputs. NC = Non-Core; SAR = Subject to Additional Resources

|  |  |
| --- | --- |
| **Function**:  **1. GOVERNING AND SUBSIDIARY BODY AND MEETING SERVICES** | **Purpose**:  Secretariat ensures the efficient and effective provision of decision-making and accountability processes to support Contracting Parties (CPs). |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2023 Indicator** | **Lead/**  **Support** | **Budget** |
| --- | --- | --- | --- | --- | --- |
| **1.1 Organized and facilitated meetings of all governing and subsidiary bodies, including logistics, documentation, reporting, conference support and provision of support and advice to presiding and other officers. Activities of the bodies supported (includes COP, Standing Committee (SC), STRP, pre-COPs, Working Groups).**  *Convention Article 8.2.a.; Rules of Procedure, especially Rules 26 and 27.*  *Resolution XIV.8 paras. 10, 12, 13, 14; XIV.12 paras. 15, 16, 17;*  *XIV.14 paras. 13, 16* | Governing and subsidiary bodies established, and support provided for their operation  Delivery of meetings in accordance with requirements, including timely outputs:   * SC62 - SC65 * STRP25 - STRP27 * COP15 * Working Groups as requested | Organize and facilitate:   * STRP25 * SC62 * Executive Team * Working Groups, including: Management Working Group (MWG), Strategic Plan Working Group, CEPA Oversight Panel, Youth Working Group, Subgroup on Finance, Subgroup on COP15 * Engage with COP15 host country | Secretariat has supported delivery of meetings and timely outputs in accordance with specific requirements.  Participant feedback taken into account in delivery of future meetings | DSG / SAs | Core |
| Report and Resolution on institutional strengthening for consideration at SC62 and SC63 and COP 15 (Resolution XIV.6) | Prepare a report on institutional strengthening to support the implementation of the Convention | Report submitted to SC62 | SA Americas |  |
| Support provided for activities of SC and Working Groups | Conduct preparatory briefings for incoming members of SC (XIII.4) | Preparatory briefings for incoming SC members conducted in advance of SC62 | SAs | Core |
| Support MWG to select STRP members (XIV.14 paras. 13, 16) | STRP nomination process launched.  STRP established and membership approved by MWG | DSP | Core |
| Complete nomination process for CEPA Oversight Panel (XIV.8) and support its operation | Panel established and supported | DSG | Core |
| Begin preparing a proposal for SC63 in collaboration with the CEPA Oversight Panel on the future operations of the Panel | Proposal prepared for submission to SC63 | DSG | Core |
| Include provisions in Secretariat Work Plan 2023-2025 detailing how it will support CPs with implementation of the new CEPA approach | Support for CEPA included in Secretariat’s Triennial and Annual Work Plan activities and indicators | DSG / Comms | Core |
| Support the activities of the Youth Working Group | Youth Working Group established and supported  Youth Workshop convened | SA Asia | Core / NC |
| Prepare call for support for the position of youth advisor in the Secretariat | Call for support prepared and circulated to CPs |
| CPs submitted National Reports to COP15  Global Implementation Report presented to COP15. | Prepare proposal for SC62 on a revised form for National Reports, applying relevant COP mandates | Revised National Report format proposed to SC62  Online guidance/training provided to CPs | SA Africa | Core |
| **1.2 Support provided to Contracting Parties in tracking their implementation of the Strategic Plan through their National Reports and in reviewing the Strategic Plan.**  *Resolution XIV.4 para. 9* | Parties experiencing difficulties in implementing specific targets and indicators of the 4th Strategic Plan (SP4) are supported through existing Convention guidance (XIV.4) | Identify existing guidance to address targets and indicators of SP4 for which CPs are encountering implementation challenges  Ensure relevant guidance is shared through the Convention website | Relevant guidance is uploaded in the Convention website and communicated to CPs | SA Europe | Core |
| **1.3 Strengthened engagement with Contracting Parties.** | Strengthened engagement with CPs | Enhance relationships and communication with Administrative Authorities, National Focal Points and Geneva missions, as appropriate | Engagement with CPs is strengthened | SG / DSG | Core |
| Support provided to CPs for preparation of draft resolutions for COP15 (XIV.3) | Administrative support and advice provided in response to specific requests from CPs in line with XIV.3 | CPs supported where advice has been requested | DSG | Core |
| **1.4 Support the efficiency of operational processes of governing and subsidiary bodies of the Convention.**  *Resolution XIV.3 paras. 10, 13, 15;*  *XIV.5 paras. 10, 12, 13* | Guidelines in Resolution XIV.3 Annex 1 applied to non-permanent subgroups and Working Groups | Apply where applicable Annex 1 guidance for formation of new Subgroups and Working Groups | Annex 1 guidance applied to the formation of new Subgroups and Working Groups | DSG | Core |
| Review of the decision-making procedures during exceptional circumstances completed (XIV.3) | Conduct a review of the decision-making procedures during pandemic | Review presented to SC62 |
| Proposed approaches for intersessional collaboration presented to Parties (XIV.3) | Carry out the work mandated in Resolution XIV.3 | Report on proposed approaches presented to SC62 |
| Draft of consolidated Resolutions prepared (XIV.5) | Prepare submission to SC62 proposing Resolutions to be consolidated | Submission to SC62 completed |
| Website includes: (a) a list of all Resolutions distinguishing those that are current from those that are expired or defunct; and (b) other COP decisions that are designed to be short-term in their effect (XIV.5) | List of current and expired Resolutions published on Convention website. | Website has been updated as required by XIV.5 |

|  |  |
| --- | --- |
| **Function:**  **2. ADMINISTRATION, HUMAN AND FINANCIAL RESOURCES** | **Purpose:**  Secretariat ensures the effective and accountable management of resources, in alignment with IUCN policies and procedures. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2023 Indicator** | **Lead/**  **Support** | **Budget** |
| --- | --- | --- | --- | --- | --- |
| **2.1 Ensured management of Secretariat human resources in line with IUCN policies and standards including: support organizational structure and recruiting; provide HR advice; support performance management; support staff duty; ensure staff engagement.** | Compliance with IUCN HR policy and standards  Ongoing delivery of HR services | Timely and effective management of human resources | HR matters managed in compliance with IUCN HR policies, procedures, and standards | HRO / SMT | Core |
| Full implementation of IUCN new Global compensation policy | All staff compensation aligned with policy, taking into consideration Secretariat’s budget constraints | HRO / SG | Core |
| Adaptation of IUCN new Recognition Programme to the Secretariat’s budget and structure (policy and operational processes) | Secretariat’s recognition policy approved, published, and distributed among all staff  All-staff information session organized |
| Developed Secretariat human resources | Performance Development Programme training | Training sessions provided to all staff and managers | HRO / SG | Core |
| Staff’s capacity development | Secretariat training plan formulated |
| Improved induction and on-boarding procedures developed for all new staff | Enhanced induction and on-boarding in place |
| **2.2 Effective and efficient financial and procurement management of Secretariat, in line with IUCN policies and standards, including: management of financial resources including preparation and monitoring of annual budgets, audit, annual contributions, non-core funds management and reporting, travel and contract management, management of service arrangements with IUCN.**  *Resolution XIV.1 paras. 15, 18, 24, 25, 33;*  *XIV.6 para. 59;*  *XIV.* | Compliance with IUCN financial standards | Timely and effective management of core and non-core budget | Management of core and non-core funds in compliance with IUCN standards | FM / SG | Core |
| Continue the cooperation efforts with IUCN  (XIV.6 para. 59) | Annual Liaison Group review of cooperation and implement activities agreed jointly with IUCN | Meeting held and agreed actions implemented | SG | Core |
| Audited accounts and appropriate follow-up to management letter, if required  Triennium budget approved by COP15  Secretariat achieved balanced budget by the end of 2023-2025 triennium as indicated in Res. XIV.1 para. 15 | Prepare financial documents for SC62 | 2022 audited accounts and Secretariat report on financial management presented to and accepted by SC62 | FM / SG | Core |
| Response to specific Standing Committee and COP requests | Further assess, and if applicable implement the self-assessment methodology for, the only remaining recommendations of the review of non-core funds done in 2018 | Reported to SC62 | FM / SG | Core |
| Disburse African Voluntary Contributions (AVC) to Ramsar Regional Initiatives in accordance with Res. [XIV.1](https://www.ramsar.org/sites/default/files/documents/library/xiii.2_finance_e.pdf) para. 24 | Consult with regional representatives for Africa | The recommendation of regional representatives for Africa on the disbursement of AVC funds is presented to SC62 | FM / SA Africa | Core |
| Secretariat has taken requested actions regarding CPs with outstanding contributions | Follow-up on outstanding contributions from CPs in accordance with Res. XIV.1 para. 18 | A report to SC62 on Secretariat follow-up on outstanding contributions from CPs following Res. XIV.1, para. 18  Outstanding contributions reported to and approved by SC62 | FM / SMT | Core |
| Reserve Fund maintained in accordance with Res. XIV.1 para. 33 | Maintain the Reserve Fund | Reserve Fund maintained in accordance with Res. XIV.1 para. 33 | FM | Core |
| **2.3 Maintained Information Management systems and new technology that enable the work of the Secretariat in support of the CPs.**  *Resolution XVI.1 para. 35;*  *XIV.3 para. 12;*  *XIV.5 paras. 4, 5* | Technology solutions increase the effectiveness and efficiency of the Secretariat and its support to CPs | Upgrade Convention Website platform to the latest version, including re-design of public and administrative interface | New website online  Security, speed, reliability and usability of Convention website improved | DSP | Core |
| Add functionality to the existing CRM (contacts management) platform as required | Functionality of CRM improved |
| Use new technology solutions that enable the Secretariat to effectively and efficiently support CPs ([XIII.4](https://www.ramsar.org/sites/default/files/documents/library/xiii.2_finance_e.pdf), XIV.3) | RSIS is enhanced as required  Secretariat enhances processes by efficiently using new and available technologies |
| Give input and support re-development by UNEP-WCMC of Online Reporting System (ORS) | New ORS suits the usage, workflow and format of the Convention’s national reporting |
| Transparency and accountability action regarding Secretariat operations (XIV.1 para. 35) | Upload the financial statement and the report of the SG to Standing Committee | Publish financial statements and reports of the SG to Standing Committee on the Convention website | SMT/ SG |  |
| **2.4 Developed and maintained processes and systems that are fit for purpose and support the work of the Secretariat and CPs.**  *Resolution XIII.2 and SC54 Report.* | Secretariat processes and systems respond to COP-mandated requirements for transparency and accountability (XIV.1 para. 35) | Secretariat systems and processes are reviewed against the requirements of XIV.1 para. 35 | SC updated on measures identified and implemented; relevant information published on Convention website | DSG | Core |
| Development and implementation of standard operating procedures (SOPs) | Additional development of SOPs to standardize, and enhance efficiency of the Secretariat’s work, knowledge management, and engagement with CPs, while reinforcing institutional memory | New and updated SOPs in place for key functions of the Secretariat | DSG / SMT | Core |

|  |  |
| --- | --- |
| **Function:**  **3. IMPLEMENTATION SUPPORT** | **Purpose:**  Secretariat supports the CPs, directly and as an enabler through and with others, to implement the Convention in line with the instructions provided by the COP. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2023 Indicator** | **Lead/**  **Support** | **Budget** |
| --- | --- | --- | --- | --- | --- |
| **3.1 List of Wetlands of International Importance:**  **CPs are supported in the designation and update of information on Ramsar Sites and in addressing changes in the ecological character of Sites.**  **Maintain the List of Wetlands of International Importance and keep CPs informed of its status and any changes.**  *Convention,*  *Article 8.*  *Resolution XIV.13 paras. 14, 17, 20, 21* | Status reports submitted to COP15 and SC62 – SC64 | Maintain the RSIS and update information on Ramsar Sites | RSIS maintained and updated; status information presented to SC62 | SA Europe / DSP | Core |
| Identify measures that can be taken by the Secretariat to support higher rates of updating by CPs | Secretariat processes reviewed and adapted as necessary to support increased rate of Site updates |
| Delivery of webinars and provision of direct support to CPs as required | Timely response provided to CPs for requests received  Number of training opportunities including webinars delivered, number of participants | SA Europe / DSP | Core |
| CPs with Ramsar Sites for which they have not submitted an RIS or a map have been contacted ahead of SC62 (XIV.13 para. 14) | Identify Ramsar Sites and CPs without an RIS or a map  Contact relevant CPs before SC62 requesting them to submit missing information | Relevant CPs have been contacted; update provided to SC62 | SA Europe | Core |
| RAMs conducted as requested by CPs | Assist CPs in their actions to respond to change or likely change in the ecological character of a Ramsar Site through following RAM operational guidance | Number of RAMs planned and conducted | SA Africa | Core / NC |
| Strategic Framework updated | Update the Strategic Framework -2012 Revision, (adopted as Resolution XI.8, Annex 2, Rev. COP13) for wetland designation to include guidance on use of waterbird population estimates (XIV.18 para. 12) | Updated strategic framework (Resolution XI.8, Annex 2, Rev. COP14) published on website | DSP | Core |
| Technical support to Parties to address the threats to Ramsar Sites have been provided (XIV.13) | Advise and support CPs on Article 3.2 cases and Montreux Record. Prioritize Article 3.2 Sites based on intensity of threat and longer-standing cases | All relevant cases addressed, with timely response to requests | SA Europe | Core |
| Provide technical support to CPs with Article 3.2 Sites, prioritizing the most threatened Sites | Report to SC62 on the technical support provided to CPs |
| Technical report presented to SC | Prepare a technical report on the procedure undertaken by the Secretariat to include a site on the Ramsar List | Technical report to SC62on the procedure for adding a site to the Ramsar List |
| **3.2 Technical advice provided in an effective, efficient, and coordinated way, aligned with the priorities established by the COP, in order to support CPs to implement the Convention.**  *Resolution XIV.10 paras. 18, 22;*  *XIV.11 paras. 26, 27;*  *XIV.12 para. 22* | CPs (NFPs/AAs and National Committees where applicable) have established national wetland inventories in line with Target 8 of the Strategic Plan | Develop a programmatic approach to establishing a wetland inventory support facility, building on findings of the post-COP13 gap analysis findings | Support to CPs on wetland inventory is provided  SC62 updated on measures identified and implemented | SAs / DSP | Core / NC |
| Wetland City Accreditation process supported, and new nominations submitted to and accepted by COP15 | Support the Independent Advisory Committee (IAC) to prepare relevant Wetland City Accreditation documentation and support the nomination process  (XIV.10) | Secretariat has provided the required support to IAC | SA Africa | Core |
| Provide administrative services for the Wetland City Accreditation scheme (XIV.10 para. 18) | Draft and publish a call for application for new and renewed accreditation | Call for applications made for new and renewed accreditation |
| Wetland projects managed by the Secretariat have substantially supported CPs and their implementation activities. | Grant management (Danone, Nagao Wetland Fund, Swiss Grant for Africa, Wetlands for the Future) | Projects being implemented and managed according to donor requirements | SAs | NC |
| Progress of development and implementation of wetland education programmes reported to COP15  (XIV.11 para. 26) | Convene working group of CEPA experts to support analysis of progress in development and implementation of wetland education programmes | Group convened | DSP | Core / NC |
| The Convention’s goal of integrating wetland education in formal education addressed in synergy with UNESCO in the context of UNESCO’s ESD for 2030 Roadmap (XIV.11 para. 27) | Liaison with UNESCO on integrating wetland education in formal education (through UNESCO’s activities towards implementation of the ESD for 2030 Roadmap and potential joint activities) | Progress reported to SC | DSP | Core |
| Information on progress of youth participation is reported to COP through the Global Implementation Plan  (XIV.12 para. 22) | New National Report template includes questions on progress of youth participation | New template to measure progress of youth participation is presented to SC62 | SA Asia | Core |
| **3.3 International Cooperation:**  **Secretariat has supported CPs in implementing RRIs, regional projects and programmes and the management of transboundary sites; open call for proposals for new RRIs made prior to COP15.**  *Resolution XIV.1 para. 26;*  *XIV.7 paras. 9, 14, 15, 24, 26, 27* | SC annually informed on status of RRIs (XIV.7 para. 14) and provide reminder for non-submission (para. 15) | Secretariat report on RRI including annual report submission presented to SC62 | Report submitted and endorsed by SC62 | SAs | Core |
| Opportunities for new RRIs identified and reported to COP15 (XIV.7 para. 9) | Discuss with IOPs where new RRI opportunities exists | Discussions with IOPs convened |
| Information on RRIs including annual reports published on the Convention website (XIV.7 para. 26) | Publish annual reports on the Convention website | Annual reports are published on the Convention website |
| RRIs supported in the development and implementation of their work plans  RRIs supported on capacity development and alignment of RRI work with the Convention | Support fundraising for RRIs  RRI activities’ alignment with Strategic Plan is assessed  Advice provided on capacity development | Volume of funds raised with Secretariat assistance | SAs / RMO | Core |
| Learning and collaboration among RRIs promoted | Convene RRI annual planning meeting  Exchange of knowledge on training programme for wetland managers by RRIs | RRI annual planning meeting organized | SA Asia | Core |
| Call for new RRI proposals made prior to COP15 (XIV.7 para. 27) | Call for new RRI proposals made before SC62  New proposals presented to SC63 in 2024 | Result of the call for new RRI proposals reported to SC63 | SA Asia | Core |
| **3.4 Secretariat has effectively contributed to strengthen the capacity of CPs in their implementation of the Convention. Priority given to least-developed countries and opportunities for south-south learning.** | Capacities of designated focal points increased through training (XIII.8 para. 18) | Develop a rolling capacity-building plan addressing needs identified in COP14 (and other COP) Resolutions for the triennium (for example, in relation to wetland inventories, restoration, mainstreaming of wetlands), including identification of resource requirements | Capacity-building plan developed and shared with CPs  Financial needs for capacity building activities identified and included in resource mobilization activities | DSP | Core |
| Update introductory course on the Convention and develop self-paced virtual training for CP designated representatives | Convention courses available in online portal (InforMEA with link from Convention website) |

|  |  |
| --- | --- |
| **Function**:  **4. SCIENTIFIC AND TECHNICAL SERVICES** | **Purpose**:  Secretariat supports the CPs in getting scientific and technical guidance from STRP and other scientific bodies. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2023 Indicator** | **Lead/**  **Support** | **Budget** |
| --- | --- | --- | --- | --- | --- |
| **4.1: STRP supported by the Secretariat to deliver its triennium work plan by:**   * **Facilitating convening of the STRP** * **Facilitating preparation and production of outputs in work plan; and** * **Ensuring STRP products are policy-relevant and adapted and communicated to specific target audiences.**   *Resolution XIV.14 para. 15* | STRP work plan 2023- 2025 adopted and implemented (XIV.14 para. 15) | Facilitate organization of STRP work | Updated STRP workspace  Updated STRP Author Guidelines | DSP | Core |
|  | Support STRP in development of the STRP work plan 2023-2025 in the lead-up to and at STRP25, incorporating requests across COP14 Resolutions, and support STRP Chair, Vice-Chair and task leads in conceptualizing outputs and products | Work plan presented to SC for adoption | DSP | Core |
| Facilitate and promote observer and STRP NFP contributions to the work of the Panel | Observers and STRP NFPs contribute to conceptualization and delivery of STRP products |
|  | Manage production of STRP outputs | Finalized STRP products published and available online in three official languages | DSP | Core / NC |
| **4.2: Secretariat has contributed to ensuring that wetlands and the Convention are addressed in relevant scientific processes and the Convention contributes to other scientific processes (CSAB, IPBES, IPCC, technical bodies of other MEAs).** | Liaison and, where relevant, collaboration established with other science-to-policy bodies (e.g. IPCC, IPBES, subsidiary bodies and working groups of other MEAs) | Continued exchange of information with IPCC on the STRP work plan and development of the IPCC 7th cycle work programme | STRP work plan and information on relevant tasks shared with IPCC and IPBES | DSP | Core / SAR |
| Supporting STRP Chair in relation to the IPBES multi-disciplinary expert panel | Participation in/contributions to IPCC-58, IPBES-10 and other relevant meetings |
| Explore STRP Panel members’ nomination to or support for activities under IPCC, IPBES and relevant MEAs | Nomination for Ad Hoc Technical Expert Group on GBF indicator framework submitted |
| Wetlands and the Convention are addressed in relevant scientific processes and collaboration promoted | Virtual and physical engagement with CBD SBSTTA and SBI; UNFCCC SBSTA; UNCCD SPI; AEWA TC etc. | Participation in relevant processes with provision of inputs | DSP / SAs |  |
| **4.3: Roll-out and utilization of technical guidance of the Convention.**  *Resolution XIV.15 para. 20;*  *XIV.14;*  *XIV.18 para. 16* | Guidance has been published and shared with CPs and partners. | Finalize STRP products and disseminate widely including through launch webinars.  Collaborate with relevant partners on development and implementation of training on use of finalized STRP outputs, in the context of the Secretariat capacity building plan | Any finalized STRP products are available online in three languages.  Webinars held and attendance  Training materials developed and/or activities conducted | DSP | Core |
| **4.4 Assessment, analysis and advice provided in line with request from COP and Standing Committee** | Progress on wetland restoration assessed and reported to COP15 (XIV.6 para. 35) | Develop approach for assessing progress on wetland restoration, including possible partnerships (may include e.g. UNEP, FAO, relevant task forces of the UN Decade on Restoration, UNCCD G20 Land Degradation Initiative and/or IOPs) | Assessment initiated in collaboration with partners as relevant | DSP | Core / NC |
| Exemplary policies and cases related to small wetlands conservation compiled and promotional material or a handbook developed (XIV.15 para. 20) | Develop activity plan and identify resource requirements | CPs and other partners invited to contribute information or case studies  Resource requirements identified and funding support requested | DSP | SAR |
| Report to COP15 on assessments of Ramsar Sites in Ukraine including mitigation and restoration measures (XIV.20 para. 18) | Identify and liaise with relevant international and national organizations to plan and coordinate assessment | Update or report provided to SC62 for further guidance | SA Europe | NC |

|  |  |
| --- | --- |
| **Function**:  **5. REPRESENTATION, POLICY, ENGAGEMENT, AND INTERNATIONAL COOPERATION** | **Purpose**:  Secretariat reinforces the relevance and visibility of wetlands and the Convention, ensuring its inclusion in relevant policy processes and with key audiences. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2023 Indicator** | **Lead/**  **Support** | **Budget** |
| --- | --- | --- | --- | --- | --- |
| **5.1 Parties are supported in engagement with global, regional, and national processes ensuring the relevance of wetlands, and the Convention is included in global policy framework (Agenda 2030 and SDGs, HLPF, NDCs, GBF and NBSAP).**  *Resolution XIV.6 paras. 24, 52;*  *XIV.17 para. 9* | Support to CPs to ensure that relevance of wetlands and the Convention are included in national SDG strategies, NDCs and NBSAPs  Report to COP15 (XIV.6 para. 52) | Develop further international partnerships to support CPs in the integration of wetlands in national climate policies, including continued collaboration with FAO as well as IOPs  Continued engagement in relevant international partnerships such as IPBC, GPI and ICRI | Report to SC62 on partnerships that provide support to CPs | SAs / DSP | Core / NC |
| Secretariat promotes and supports CPs in inclusion of wetland issues in the 2030 Sustainable Development Agenda | Raise awareness of the links between wetlands and the SDGs | Development and delivery of guidance and capacity building (e.g. SDG6 Indicator 6.6.1)    The Convention represented in relevant international meetings and act as a spokesperson for the Convention’s priorities, including HLPF, UNFCC COP28, SDG summit, UN Decade on Ecosystem Restoration | DSP | Core |
| Facilitate the establishment of a community of practice on addressing climate change (XIV.17 para. 9) | Convene consortium and establish process, including MedWet, other RRIs and CPs  Identify resource requirements | Progress reported to SC62 | DSP | Core / NC |
| **5.2 Effective cooperation with Intergovernmental, International and Regional Organizations and Multilateral Environmental Agreements is promoted and improved.**  *Resolution XIV.6 paras. 21, 22, 36, 37, 38, 40, 47, 48, 51, 59;*  *XIV.12 para. 23;*  *XIV.16 para. 23;*  *XIV.17 para. 12* | Effective cooperation with relevant MEAs and IGOs | Secretariat strengthens collaboration with relevant MEAs and IGOs, as listed in Res. [[XIV.6](http://XV.6)](https://www.ramsar.org/sites/default/files/documents/library/xiii.7_synergies_e.pdf) para. 37: UNEP, UNDP, FAO, WB, WHO, WMO, UNESCO, UNECE and other regional economic commissions of the UN, GEF, MEAs such as UNFCCC, UNCCD, CBD, CMS and others  New Joint Work Plan and MOU with CBD  Detailed activity plan for implementation of MOU with UNEP (XIV.6 para. 40)  Strengthen collaboration with UNFCCC | Secretariat has strengthened collaboration with relevant MEAs and IGOs and explored cooperation with those agencies listed in Resolution XIV.6    Collaboration and implementation of agreed activities with the secretariats of other biodiversity-related Conventions (XIV.6 para. 36) | DSP / SG | Core |
| Actively engage in the Bern process  (XIV.6 para. 47) | Contribution of the Convention to effective and efficient implementation of the post-2020 Global Biodiversity Framework | SA Americas | Core |
| Contribute to ongoing work by UNESCO, CMS, IUCN and other IOPs to improve ecological connectivity of the world’s flyways  Participate in CMS Working Group on Flyways | Progress reported to SC62 | DSP | Core |
| Data and reporting on extent of water-related ecosystems strengthened  (XIV.6 paras. 48 and 49) | Engage in and contribute to IAEG-SDGs on water-related indicators and collaborate with UNEP as co-custodian of SDG indicator 6.6.1 | Progress reported to SC62 | DSP | Core / NC |
| Enhanced coordination and cooperation activities with other entities as mandated by decisions of COP14 (e.g. XIV.12 para. 23, XIV.16 para. 23, XIV.17 para. 12) and earlier COPs (e.g. XIII.24) | Identify opportunities to engage in line with COP-mandated requests | Meeting held and agreed actions implemented | SG / SMT | Core |
| Further strengthen collaboration with the GEF and GCF Secretariats | Continue approach of enhanced engagement with the multilateral funding agencies and supporting CPs in accessing such funding | CPs supported with engagement with multilateral funding agencies | DSG / SA Asia | Core |

|  |  |
| --- | --- |
| **Function**:  **6. RESOURCE MOBILIZATION** | **Purpose**:  Secretariat utilizes a whole-of-Secretariat approach to mobilize resources to 1. Generate non-core funding for activities within the Secretariat’s current non-core budget; and 2. Facilitate resource mobilization for CPs at the national and regional levels. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2023 Indicator** | **Lead/**  **Support** | **Budget** |
| --- | --- | --- | --- | --- | --- |
| **6.1 Funds raised to support non-core priority activities as prioritized by Res. XIII.2 Annex 3.**  Resolutions X.12, XIII.2 and Decision SC52-23.  *Resolution XIV.1 paras. 13, 22* | Quantity of funds raised against identified non-core priority activities | Update Resource Mobilization Plan reflecting new non-core priorities of Res. XIV.1 Annex 3 | Funds raised, volume of outreach (donors contacted, proposals presented)  Resource Mobilization Plan updated | RMO/SG | Core |
| Secretariat’s Resource Mobilization Plan implemented in line with COP and Standing Committee decisions and guidance | Develop funding proposals for donors based on fundraising priorities | Number of proposals submitted and funded | RMO/SG | Core |
| Outreach to potential funders | Number of potential funders approached per quarter |
| Maintain the webpage that provides an overview of non-core funding priorities | Webpage updated as necessary |
| **6.2 Support CPs in their national and regional fundraising efforts.** | Volume of funds raised reported by CPs | Continue to grow the funding organization database and to increase number of users | Metrics on use of database | RMO | Core |
| Continue to update grant guidance documents for funding proposals  Communicate to CPs the resources and tools available | Metrics on number of visitors and downloads of templates and tools |
| Identify and compile relevant resources to support CP capacity building in fundraising, e.g. webinars  Explore means to increase awareness and utilization of tools and resources by CPs | Number of training events and participants | RMO / SMT | Core |

|  |  |
| --- | --- |
| **Function**:  **7. OUTREACH and STRATEGIC ENGAGEMENT** | **Purpose**:  Secretariat is a catalyst to raise visibility for conservation and wise use of wetlands and the work of the Secretariat and CPs. |

| **Triennial Result** | **TP 2025 Indicator** | **AP 2023 Activities** | **AP 2023 Indicator** | **Lead/**  **Support** | **Budget** |
| --- | --- | --- | --- | --- | --- |
| **7.1 Through strategic partnerships / engagement, and platforms such as WWD, increased visibility through leveraging the actions of others for the wise use of wetlands.**  *Resolution XIV.9 para. 12* | WWD campaign implemented in 2023-2025 | World Wetlands Day 2023 implementation and WWD2024 planning | Number of events, downloads, and social media engagement over previous years | Comms | Core |
| Secretariat to engage with UN Agencies on WWD and report to the UNGA | Engagement of UN Agencies on WWD and report submitted to UNGA |
| Propose themes for 2025, 2026 and 2027 to SC62 | SC62 decision on future themes facilitated |
| Ramsar Wetlands Conservation Award cycle in run-up to COP15 delivered in line with mandate of Resolution XIV.9 para. 12 | Seek funding for COP15 Awards cycle | Call for support made | RMO | NC |
| Communications activities with IOPs implemented in accordance with MOU and Res. VII.3 | Renew MOU with IOPs building on ongoing initiatives and identifying further bilateral or joint opportunities | Implementation of bilateral or joint activities with IOPs | DSP | Core |
| Visibility of the Convention and urban wetlands achieved through leveraging the Wetland City Accreditation scheme | Encourage IOPs and other partners including to profile the work of the Convention and the Wetland City  Accreditation Scheme. Liaise with ICLEI to promote the scheme through the CitiesWithNature platform | Information on the Wetland City Accreditation scheme shared with IOPs and partners | SA Africa | Core |
| **7.2 Through targeted outreach, raised the visibility of the Convention at the national, subnational, regional and international levels.**  *Resolution XIV.3 para. 11; XIV.8* | Increased use and access to materials and information on the Convention, its Strategic Plan and priorities at national, subnational, regional and international levels | Implement the communications plan and editorial calendar. Continue to identify opportunities to optimize accessibility and utilization of Convention electronic content | Number of stories and articles  published on the website. Number of website visitors and analytics for page views and downloads | Comms / SG | Core |
| Strategic engagement opportunities to raise the visibility of the Convention at relevant meetings, events and processes secured | Secure high-profile speaking and presentation opportunities for the SG and Secretariat staff with targeted audiences | Effective engagement in identified strategic policy processes | SG / SMT  Comms | Core |
| New approach to CEPA implemented in accordance with Resolution XIV.8 | Identify and share content and resources with national CEPA Focal Points that will raise visibility of the Convention | Relevant communications content and resources shared with CPs through national CEPA Focal Points | Comms | Core |
| Social media channels utilized to reach target audiences | Implement editorial calendar across social media channels to increase relevance and frequency of content to target audiences | Number of followers on Twitter, Facebook, LinkedIn |