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MEDITERRANEAN ACTION PLAN

Meeting of the MAP Focal Points

Athens, Greece, 10-12 September 2013

Draft decision on Governance

Note by the Secretariat

Decision IG 20/13 adopted at COP 17 included 13 operational paragraphs of activities to be carried out during the 2012-2013 which have resulted in three Decisions presented to this Meeting of Focal Points: a decision on the MCSD, a decision on Cooperation Agreements and this decision on internal governance reforms.

This decision has been prepared by the Secretariat in close cooperation with and with the guidance of the Bureau of the Contracting Parties to the Barcelona Convention at its 75th, 76th and 77th Meetings in Paris (July 2012), Algiers (February 2013) and Ankara (July 2013).

Following the commitment in the Paris Declaration (2012) to “pursuing governance reforms taking into account in particular the results of the functional review and drawn up in close cooperation with Contracting Parties” the Secretariat after consultation with the 75th Bureau launched an independent “Extended Functional Review” based on the TOR agreed at COP 17 and through a participatory process, which was tendered by UNEP/Evaluation Unit in accordance with UN procurement procedures. The Bureau also endorsed the TOR proposed by the Secretariat for a Contact Group to support implementation of the Functional Review and agreed on its members.

A draft Functional Review report was presented to the 76th Bureau meeting by the selected consultancy Company, Dalberg Global Development Advisors. The contact Group stated that: the review was consistent with international best practice; the methodology used and the description of the issues to be addressed appropriate; the logic behind it robust; and, its recommendations could enhance the coordination and cohesion of MAP. The Bureau made recommendations based on which a revised draft report was prepared and circulated to MAP Focal Points for written comments (provided by 4 countries) and discussion at their April 2013 Meeting. While providing a useful exchange on Parties perspectives, discussions were inconclusive. At the Secretariat’s request 4 additional countries provided written comments. Annex I has been prepared by the Secretariat based on this process which has also been reflected in the 4 PoW and Budget options presented for consideration to this meeting (WG 387/20).

In addition, Annex III responds to calls made through the process to strengthen the role of the Secretariat and consolidated in a concrete request by the 76th Bureau meeting to “establish a Secretariat” and clarify its functions building on the Information Note (Inf5) on this issue, which prepared in response to the Functional Review report and presented to the Meeting of Focal Points in April 2013.

Annex I contains a proposal for revised TOR for the Bureau of the Contracting Parties to the Barcelona Convention in response to the first operational paragraph of Decision 20/13 at COP 17. It follows the analysis of the terms of reference guiding similar bodies in six global and regional Conventions (Basel, CMS, CBD, UNFCC, CITES and OSPAR). Changes proposed are based on the existing TOR and clarify a general mandate for the Bureau, as well as its composition and methods of work based on previous non-written practices in the Barcelona Convention/MAP and the Conventions analyzed. They were discussed and the 77th Bureau meeting which requested the Secretariat to submit the document to Parties’ consideration.

Annex IV contains the draft MOU between the Contracting parties and UNEP concerning Secretariat Services to and support of the Barcelona Convention following the request in operational paragraph 11 of Decision IG 20/13. It has been prepared by relevant UNEP services based on existing agreements with global Conventions and on the preliminary discussion held at the 76th Bureau and the more in-depth exchanges between the Director of

the Office of Operations (OfO) of UNEP and the Bureau at its 77th session. Particular recognition is made of the links between this Agreement and the discussions at the UNEP Governing Council on UNEP relations with Multilateral Environmental Agreements (MEAs). The latest document issued by UNEP on this topic is included for information as WG387/Inf11.

During the biennium exchanges have taken place between the Secretariat and countries hosting some of the Regional Activity Centers (RACs) regarding host country agreements, which have not yet been completed.

Annex II to this decision has financial implications. While detailed costing estimates at this stage are not possible, the Secretariat has proposed to allocate the following resources for these purposes under the core budget funding for the biennium: EUR 205,000 for implementation of institutional reforms (Output 1.1.2) and EURO 150,000 for planning and management reforms (Output 1.1.3). A concrete implementation plan will be developed based on the final decision adopted by the COP.

Draft Decision

Governance

The 18th meeting of the Contracting Parties,

Recalling Article 17 of the Barcelona Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean hereafter called the Barcelona Convention,

Recalling Decision IG 17/5 adopted by the fifteenth meeting of the Contracting Parties in Almeria (2008) launching the Governance reform of the Barcelona Convention/Mediterranean Action Plan (MAP) as well as follow up measures taken by the Parties and the Secretariat in implementing this decision,

Recalling Decision IG 20/13 adopted by the seventeenth meeting of the Contracting Parties in Paris (2012), underlining the Contracting Parties' commitment to continue strengthening the Governance system of the Barcelona Convention/MAP based on an increased involvement of the Contracting Parties,

Bearing in mind the Paris Declaration also adopted by the seventeenth meeting of the Contracting Parties (2012) calling for the establishment of the conditions for transparent, effective and enhanced institutional Governance of the Barcelona Convention/MAP, as well as pursuing reflection on its institutional reform, taking into account in particular the results of the functional review, and drawn up in close cooperation with the Contracting Parties,

Welcoming the actions carried out to bring the Barcelona Convention/MAP system into conformity with the Governance Decisions taken by the Contracting Parties and in particular measures taken by the Secretariat to improve the sound and efficient management of resources as well as the efforts and contributions of Contracting Parties at the Bureau, the meetings of MAP Focal Points and other informal endeavors on ways to improve the governance of the Barcelona Convention/MAP,

Appreciating the work of the Bureau of the Contracting Parties with the support of the Coordinating Unit in clarifying the mandate and operational procedures of the Bureau of Contracting Parties and their recommendation at the 77th session (Ankara 2013) that the document be submitted for adoption at the eighteenth COP meeting,

Noting with satisfaction the efforts by the Secretariat to provide with an independent functional review of the Barcelona Convention/MAP system which has supported the deliberations by Contracting Parties on possible institutional reforms,

Recalling the conclusions of the meeting of MAP Focal Points held in Athens (Greece) on April 2013 on the requirement for practical changes to ensure that the system functions effectively and, notably, their agreement on the necessity for flexible strategic planning; an allocation of funds in phase with the strategic planning; an enhanced capacity to deliver services, a more strategic approach to the use of resources; better coordination and cooperation between the components of MAP, increased transparency and accountability; a reform of the MAP structure which has become too complex; and, the need to establish priorities due to the lack of adequate resources,

Welcoming also UNEP's proposal on a draft Memorandum of Understanding (MOU) for the Secretariat's services in support of the Convention as well as the discussions and recommendations made by the Bureau at its 76th and 77th meetings in this regard,

Decides to:

- **Adopt** the new Terms of Reference of the Bureau of the Contracting Parties to the Barcelona Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (Annex I);
- **Endorse** the changes in MAP's structure based on the approved budget;
- **Adopt** the measures to strengthen MAP Governance and Management as described in Annex II, and requests the Secretariat to report at each meeting of the Bureau of the Contracting Parties on the progress achieved in their implementation;
- **Adopt** the structure of the Secretariat of the Barcelona Convention/MAP (Annex III);
- **Adopt** the MOU concerning the Secretariat's services to and support of the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (Annex IV); and, ask the President of the Bureau of the Contracting Parties to sign the MOU on behalf of the Parties;
- **Urge** countries hosting MAP Regional Activity Centers to finalize the processes to sign the new Host Country Agreements as soon as possible in accordance with the provisions in Decision IG 20/3 adopted at the seventeenth meeting of Contracting parties;
- **Request** the Secretariat, MAP Components and the Contracting Parties as need be, to implement the measures agreed under this decision before the nineteenth meeting of the Contracting Parties in 2015.

Annex I**DRAFT TERMS OF REFERENCE OF THE BUREAU OF THE
CONTRACTING PARTIES TO BARCELONA CONVENTION**Composition and tenure*Article I*

1. The Bureau of the Contracting Parties shall be composed of representatives of six Contracting Parties elected by the Ordinary Meetings of the Contracting Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean and its Protocols.

Article II

1. The members of the Bureau shall serve as the President, the four Vice-Presidents and the Rapporteur and shall be elected at the commencement of the first sitting of each ordinary meeting.
2. A representative of the State hosting the meeting of the Contracting Parties shall be elected President of the Bureau and act in such capacity until a new President is elected at the next Meeting of the Contracting Parties.
3. In electing the members of the Bureau, the Contracting Parties shall seek to ensure rotation amongst the Contracting Parties, and will take into account regular payment of the contributions of the Contracting Parties to the MTF and regular attendance at the meetings of the Contracting Parties.
4. Two members of the Bureau will be elected from each of the three groups of Parties to the Convention.
5. A representative of the State that is going to host the following meeting of the Contracting Parties shall be one of the members of the Bureau. In case of no decision in this regard at the moment of the election of the Bureau members, a representative of that State will become an ex-officio member of the Bureau from the moment a decision is made on the venue.

Article III

1. The members of the Bureau are elected in their personal capacity and shall hold office until the election of the new Bureau at the next Ordinary Meeting of the Contracting Parties.
2. At least four members shall be replaced at each ordinary meeting, and no State may be a member of the Bureau for more than two consecutive periods, except for ex-officio members, as established in Article II (5).
3. In case of temporary absence of the President, one of the Vice-Presidents designated by him/her, shall serve as President of the Bureau.
4. If a member of the Bureau resigns or otherwise becomes unable to complete his term of office, a representative of the same Contracting Party shall be named by the Contracting Party concerned to replace him/her for the remainder of his/her mandate.
5. The Coordinator shall assist the Bureau in its work and shall sit ex-officio on the Bureau.

Meetings

Article IV

1. The work of the Bureau will be carried out both by electronic means (audio and teleconferences and email) and through face-to-face meetings. The Bureau shall meet at least twice a year for a two or three day period, in regular meetings, and in extraordinary meetings, upon one month's notice, as may be necessary for the efficient discharge of its duties upon the summons of its President or upon request by one of its members.
2. Unless decided differently, the Bureau shall hold its meetings at the Headquarters of the Coordinating Unit. In case a Contracting Party offers to host a meeting of the Bureau, it shall bear the additional costs of holding the meeting in a venue other than the Coordinating Unit Headquarters.
3. The Bureau members may be accompanied to the meetings of the Bureau by advisors, as they may consider appropriate. Travel costs of advisors are born by the relevant Contracting Party.

Organizational matters

Article V

1. The meetings of the Bureau shall be convened by the Secretariat in consultation with the President of the Bureau.
2. Invitations to the meetings of the Bureau shall be sent out by the Secretariat to the members of the Bureau.
3. All Contracting Parties of the Convention which are not members of the Bureau shall be informed about the intent to hold a meeting of the Bureau and of about the agenda.
4. The Bureau may invite any Contracting Party which so requests to participate as an observer in its deliberations on any matter of particular concern to that Party, on their own expense.
5. The Secretariat shall, in consultation with the President of the Bureau, prepare the draft Agenda for each Bureau meeting, which can be completed or amended by the members of the Bureau, giving adequate advance notice to that effect.
6. Once finalized the Agenda of the Bureau shall be shared with all Contracting Parties.

Article VI

1. The Secretariat shall prepare the documents needed for the discussion of the various agenda items. These documents shall be sent one month before the meeting and shall include as a minimum the following:
 - provisional agenda and annotated provisional agenda;
 - status of contributions and letters requesting payment or reminders, as appropriate;
 - status of funds committed;
 - progress reports of the Coordinating Unit and the MAP Components on activities carried out;
 - recommendations on specific questions;

- identification of the main international and national events, whose results contribute to a better knowledge of environmental development and of sustainable development in the region and which may provide a sounder basis for decision making.

Article VII

1. The working languages of the meetings of the Bureau shall be English and French.
2. The Bureau adopts its decisions by consensus. In cases where consensus cannot be reached, decisions will be made with the favorable vote of four members of the Bureau but the dissenting opinions should be reflected in the report of the meeting.
3. The reports of the Meetings of the Bureau consist of conclusions and recommendations of the Bureau meetings drafted by the Rapporteur with the support of the Secretariat and adopted in session. The final edited report shall be distributed in the working languages of the Bureau by electronic means, as soon as available, but no later than one month after the meeting, to the focal points of the Contracting Parties. Such reports shall also be made available to the ordinary meeting of the Contracting Parties taking place subsequently after the relevant meetings of the Bureau, as information documents.

Article VIII

1. The members of the Bureau shall consult before the meetings of the Bureau, with the focal points of the Contracting Parties of the group of Parties to the Convention from which they were elected, on the issues of the agenda of the meetings.

General Mandate

Article IX

1. The Bureau members serve as the officers of the meetings or conferences of the Contracting Parties.
2. The Bureau is not a negotiating body. In the intersessional period between ordinary meetings of the Contracting Parties, and on their behalf, the Bureau reviews and evaluates progress in the implementation of the Convention and its protocols, and the decisions of the Contracting Parties, and provides guidance and advice to the Secretariat on all policy and administrative matters related to such implementation.
3. The Bureau makes recommendations, as appropriate, for consideration at the following meeting of the Contracting Parties, on issues of the agenda of that meeting, and oversees the preparations for those meetings including advice to the Secretariat on how to enhance the preparations, efficiency and results of the meetings of the Contracting Parties, and on any other matters brought to it by the Secretariat.
4. The Bureau carries out interim activities as may be necessary to execute the decisions of the Contracting Parties and performs any other function as may be entrusted to it by the Conference of the Parties.

Programme of Work and Budget

Article X

1. The Bureau shall provide guidance to the Secretariat on the preparation of the draft work programme and budget proposals for the next biennium including on the

indicative planning figure in line with MAP's planning processes.

2. At its meetings, the Bureau shall consider the draft work programme and budget proposals prepared by the Secretariat and make recommendations to the Conference of the Parties.

External Relations

Article XI

1. The Bureau may, in periods between the meetings of the Contracting Parties, review the relations with similar regional Conventions and Action Plans, international financial institutions and programmes and relevant Intergovernmental and non-governmental organizations. In cooperation with the Coordinating Unit, the Bureau may submit to the meetings of the Contracting Parties policy proposals concerning such a relationship.

Emergency Situations

Article XII

1. The Bureau shall decide, during its meetings or by electronic means, with the Coordinating Unit, on responses in case of emergency situations and shall take emergency measures within the functions and financial resources of the Convention and Action Plan to deal with events requiring immediate action. The Contracting Parties shall be informed of any such decision within two months of its adoption.

Annex II

Measures to strengthen Barcelona Convention/MAP Governance and Management

Introduction

With a view to enhance effectiveness, coherence and transparency in the governance of the Barcelona Convention/MAP system and further to the reflections and recommendations on institutional reform at the MAP Focal Points and Bureau Meetings during the 2012-2013 biennium, the Parties agree to adopt measures to strengthen the governance and management of the system.

I. Changes required

The following practical changes are needed to ensure the efficient functioning of the system:

- i. *Strategic planning requires flexibility to respond to emerging issues.* The planning process should be driven from the top down as well as from the bottom up as this will help improving the coherence and effectiveness of MAP system, thus allowing shifts in response to new developments and to carry out activities that cut across MAP Components;
- ii. *Funding allocation does not follow a strategy and is not flexible.* Funding does not follow performance and priorities as set out by the Contracting Parties but is a reflection of what was once negotiated;
- iii. *Delivery capacity to be strengthened.* The system is perceived to be lacking sufficient focus and cohesion. Resources and capacity are spread too thin;
- iv. *Resources from third parties to be more strategic.* Some of the MAP Components have done well in attracting external funding but the system could generally be more strategic in resource mobilization;
- v. *MAP Components coordination and cooperation* - It remains a key challenge and should be recognized as having improved but still far from operating as a 'system' due to challenges in the funding model;
- vi. *Transparency and accountability* need to be further enhanced in MAP's work; and,
- vii. UNEP/MAP system covers a wide range of activities in line with the MAP and the Convention, but its structure has become very complex and inflexible.

II. Barcelona Convention/MAP priorities

In the absence of adequate funding, priorities need to be set among MAP activities to improve the efficiency of the Barcelona Convention/MAP system. Its activities are:

- i. Secretariat functions for the Convention, including representation and external relations, management of legal aspects of the Barcelona Convention, work programme development and implementation, information and communication, coordination of horizontal issues among MAP components, policies and strategies, development of regional action plans, compliance monitoring and monitoring status of marine and coastal environment;
- ii. Implementation of the Protocols, including technical assistance to countries for the purpose of implementation of the Barcelona Convention and its Protocols; and,
- iii. Strategic planning and monitoring of sustainable development in the Mediterranean according to the MAP, including coordination and follow up of

regional projects supporting its implementation and the development of tools that support decision-making and strategic planning for sustainable development.

III. Streamlining governance, enhancing the system's results and facilitating its management

a. The focal point system – Thematic Focal Points

The current MAP Components Focal Points system will be refocused into Thematic Focal points so as to promote an integrated approach in the implementation of the Convention, the Protocols and the Programme of Work, generate system-wide interest and optimize costs while avoiding fragmentation.

This change will also improve the coherent implementation of the Barcelona Convention/MAP Mid-Term Strategy, as some of the priority themes cut across components while others do not have an institutional network for technical guidance and cooperation. Since 2014-2015 is a transition biennium, current component focal points consistent with the themes in the existing Strategic Programme of Work and tasks related to specific Protocols be maintained for the next biennium (ICZM, Biodiversity, Pollution, Maritime Pollution and SCP), while sustainable development is dealt by the MCSD and Governance and other horizontal issues by MAP focal points. Technical Working Groups and Correspondence Groups may be created for specific purposes, as need be.

The Secretariat with the support of the Bureau will prepare more concrete proposals for next biennium.

b. Integrated strategic planning process

The strategic planning process will help increasing the quality of decision-making; improving the communication with key actors and their participation, accommodating their divergent interests and values; promoting its successful implementation; fostering accountability; and, improving long-term performance. The process is to be led by the Contracting Parties in making strategic choices and setting the priorities (top-down). Thematic focal points provide technical guidance within the results to be achieved (bottom-up).

The current Programming cycle of the Five Year Mid-term PoW will be aligned with the COP decision-making and the Ecosystems Approach (EcAp) cycles, be integrated and strategic. This alignment will follow UNEP's practice under the Medium-term Strategy.

The initial phase of the strategic programming process will be the External Evaluation of the preceding Strategic Plan, which will be the first instance of consultation with the Contracting Parties, MAP Partners and other external relevant actors. The evaluation process will be participatory and the draft evaluation report will be shared with MAP's constituency and be accompanied with a questionnaire on strengths, weaknesses, opportunities and threats (SWOT) of the Barcelona Convention/MAP system. The analysis of the responses to the questionnaire will guide the second phase focused in identifying the issues to be considered in designing the thematic framework of the Midterm Strategy (*the first phase is envisaged to last 6 months*).

An issues paper for consultation will be prepared by the Secretariat following the guidance of the First Bureau Meeting to facilitate the second phase. The paper will be based on the SWOT analysis of the system, the findings of the existing Mid-term Strategy, a scan of major programmes, projects and processes contributing to the implementation of the Mid-term Strategy (external actors) and main gaps in implementing the Convention and Protocols at

national level also identifying technical assistance needs. In addition, new issues and remaining challenges to be addressed by the new Midterm Strategy will be identified (*this phase is envisaged to last 3 months*).

The issues paper will be subject to a comprehensive consultation process facilitated by a virtual consultation platform, with the MAP and thematic Focal Points, the MCSD members, MAP Partners, regional stakeholders, and, where appropriate, global stakeholders, with full involvement and guidance of the Second Bureau of the Contracting Parties. (*This phase is envisaged to last 3 months*)

Based on the results from the consultation and drawing on the assistance from MAP Components, the Secretariat will prepare a strategic framework for the Midterm Strategy which clarifies the structure and content of the future Mid-Term Strategy, to be considered and endorsed by a first meeting of MAP Focal Points in March 2015. The guidance of MAP Focal Points will be the main reference to develop a full-fledge draft Mid-term Strategy. The Strategy will include major global and regional trends, lessons learned and comparative advantages; a vision; the main strategic directions/themes; the means of implementation including partnerships, institutional mechanisms and resources; the monitoring and evaluation cycle; and, a results matrix including objectives; expected outcomes and corresponding strategic targets to achieve. (*this phase is envisaged to last 3 months*).

The Secretariat with the support of MAP Components will prepare a Draft Midterm Strategy for consultation with the Third Bureau of the Biennium (this phase is envisaged to last 3 months).

The Biennium Programme of Work will be aligned with the Midterm Strategy. Its preparation will start immediately after endorsement by MAP Focal Points of the strategic framework. The Coordinating Unit will lead the process with the support of MAP Components, and will be responsible for timely compilation and consolidation of the feedback received from the thematic Focal Points. Based on the strategic themes, overall objective, outcomes and strategic targets in the Midterm Strategy, the Biannual Programme of Work will develop results and specific, measurable, achievable, relevant and time-based (SMART) indicators that allow to monitor progress in activities; links with the Convention, Protocols, adopted Strategies and decisions of the Contracting Parties; links to other actions; indication of resources; and, assumptions and risks.

More advanced versions of the Mid-term Strategy and the Biennium Programme of Work will be submitted to the Bureau and the final draft versions to MAP Focal Points before submitted to COP for adoption. (*3 months prior to COP Meeting*).

c. Financial sustainability

Complementary measures are needed to ensure necessary resources to implement the Barcelona Convention/MAP Mid-Term Strategy and Programme of Work, improve coordination and avoid overlapping of efforts.

The current Decision on the Programme of Work and Budget includes cost-optimization measures the implication of which will be fully implemented during the 2014-2015 biennium. To achieve this goal, a detailed implementation plan will be developed based on the principles and priorities agreed by the Contracting Parties.

Financial sustainability relies on external funding in addition to the Mediterranean Trust Fund, thus developing a standard co-financing policy for engaging with external funders should be a priority. A review of current funding agreements between RACs and external funders should be undertaken to identify areas where alignment is important, e.g. issues such as co-

funding in-kind or in cash, project overheads, payment schedules etc. This should be followed by centralization of information about current and potential funders. Also, to improve the management of the externally funded projects, efforts should be made to obtain agreement on standardized contractual terms, including standard technical and financial reporting templates.

In addition, criteria on co-financing for technical assistance benefiting Contracting Parties should be established, taking into consideration countries' different capacities.

d. Cost-effective and accountable operations

The operations of the Barcelona Convention/MAP should be strengthened with measures that reinforce performance and flexibility.

[In case the parties decide to move forward with a scalable system (options 2, 3 and 4), the Secretariat will prepare detailed guidelines on the competitive selection process through which resources will be allocated as well as on the terms of reference for the body responsible for the selection of the proposals].

Independent external evaluations of the Midterm Strategy will be a standard practice. In addition, performance assessments and cost-benefit analyses of the progress achieved in implementing the biennium Programme of Work will influence allocations under future biennia for which criteria will be developed. The practice of yearly audits of financial statements of the projects through which funding is made available to Regional Activity Centers (RACs) will continue.

e. Boosting use of system-wide competencies for improved operational management and knowledge sharing

The 7 MAP Components and the Coordinating Unit provide a well-structured foundation for an efficient hub of political and technical expertise to protect and manage the Mediterranean coastal and marine environment that could be further strengthened as follows:

Thematic Groups of selected representatives of Components will be set up to focus on critical themes that require internal attention such as technical and horizontal thematic issues or operational ones (for ex. communication, fundraising, proposal pipeline, monitoring and evaluation, financial management). These groups should convene regular virtual meetings to identify areas of common concern and explore joint planning and programming.

MAP/Barcelona Convention should also explore establishing external practice areas on those substantive issues that it has a clear knowledge lead for the benefit of the whole region. These virtual practice groups would provide needed knowledge sharing and dissemination as well as a link to knowledge centers which are not yet part of the system.

The Executive Coordination Panel should repurpose itself as a strong operational management body between the UNEP/MAP Coordinator and MAP Components Directors.

f. Communications and Visibility

In order to make the achievements of the Barcelona Convention/MAP more visible, the Communication Strategy adopted in COP 17 should be fully implemented and in particular its visibility rules and standards. Clarifying the rules and regulations around using the Barcelona Convention/MAP, UNEP and UNEP/MAP brands for communication will be particularly important. The guiding principle should be to use the brand only for work that has been approved by the Contracting Parties and funded by the MTF. All other work should not be branded as Barcelona Convention/MAP, UNEP or UNEP/MAP work. A distinction between work funded by the MTF and work funded by external donors should also be made.

Annex III

The Secretariat to the Barcelona Convention/MAP

Introduction

1. UNEP has been entrusted by the Parties to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean with the Secretariat functions to the Barcelona Convention (art.17) and its Protocols. The Coordinating Unit is mandated on behalf of UNEP to perform these functions for the Barcelona Convention and its Protocols. Decision IG. 17/5 on MAP Governance adopted by COP 15 in Almeria (Spain) in 2008 made first steps towards defining a Secretariat by calling for the Coordinating Unit to be known externally as Barcelona Convention/MAP Secretariat and outlining the tasks it should perform as follows: representation and external relations; legal affairs; preparation and organization of meetings; work-programme development and implementation; and, information and communication.

2. In the context of current discussions on ways to improve the efficiency and strengthening the governance of the Barcelona Convention/MAP and the Secretariat, the UNEP/Secretariat developed the note UNEP (DEPI)/MED WG 376/Inf.5 of 18 April 2013 in response to the consultants proposals under the report of the Extended Functional Review of the UNEP/MAP system (UNEP (DEPI)/MED/WG.376/Inf.3) presented to the Meeting of Focal Points held in April 2013 (Athens, Greece).

3. UNEP's note states that it is the view of UNEP that a critical mass of Secretariat staff to serve the Barcelona Convention is required for a healthy and sustainable delivery of the priorities as identified by the Parties.

4. The Bureau of the Contracting Parties to the Barcelona Convention at its 76th meeting recognized the need to have a decision on the structure of the MAP Secretariat and in this context asked the Coordinating Unit to submit a working document to the September meeting of National Focal Points, providing a clear explanation of the implications of the structure being proposed both in terms of function and content (UNEP/BUR/77/5).

5. This proposal assumes the existence and important role of Regional Activity Centers (RACs) to support Implementation of the Convention and the Protocols and provide assistance to the implementation of the Mediterranean Action Plan (MAP).

6. The following is being proposed for consideration of the Parties:

Functions

7. The Secretariat to the Barcelona Convention/MAP is established to perform Secretariat functions for the Convention and the Protocols, including representation and external relations; management of legal aspects of the Barcelona Convention; preparation and organization of policy-making and legal bodies meetings; work-programme development and implementation; information and communication; coordination of horizontal issues, policies and strategies; development of regional action plans; compliance monitoring; and, monitoring the assessment of the marine and coastal environment.

8. The Secretariat is supported by Regional Activity Centers (RACs) in carrying out its mandated activities as defined by decisions of Contracting Parties and in the Protocols for those RACs that perform as the Centers mentioned in the text of the Protocols. They also provide assistance to the implementation of the Protocols and the Mediterranean Action Plan (MAP).

9. The Secretariat's professional staff will be made of a Coordinator (D1), a Senior Officer and Deputy (P5), 2 Programme Officers (P4), 2 Programme Officer at (P3), 1 Legal Officer (P3), 1 Information Officer (P3) and 1 Monitoring Officer (P3). The Fund and Administrative Officer as well as the staff in the Administration Unit will continue to be funded by Programme Support Costs (PSC) within the limits established in the Service Agreement between the parties to the Barcelona Convention and UNEP starting in 2015. The functions of the professional staff in the Secretariat are as follows:

- Coordinator. Responsible for overall management of the Secretariat; diplomatic and representational tasks; guidance in preparation of policies, strategies and guidelines to be presented to the Contracting Parties; and, providing strategic direction in the development and implementation of the programme of work;
- Strategic and Operational Planning Sr. Officer and Deputy. Responsible for supporting the Coordinator in overall programming, planning, monitoring and evaluation of the implementation of the Programme of Work and resource mobilization for the whole MAP system;
- Governance Officer. Technical Secretary to the Bureau of Contracting Parties to the Barcelona Convention, the Meeting of Focal Points, the Ecosystems Approach Coordination Group (EcAp CG) and coordination of EcAp implementation;
- Pollution Officer. Technical Secretary to the Pollution Protocols and responsible for the functions assigned to the Secretariat to support implementation of the Dumping, LBS and Hazardous Waste Protocols and parts of the Off-Shore Protocol;
- Socio-economic Activities and Sustainable Development Officer. Technical Secretary to the Mediterranean Commission for Sustainable Development (MCSD), coordination of horizontal themes related to Sustainable Development and Socio-Economic Activities;
- Monitoring and Assessment Officer. In charge of the enhanced Integrated Assessment and Monitoring Programme of the Convention and the Protocols in line with the demands of the implementation of the Ecosystems Approach;
- Legal Officer. Technical Secretary to the Compliance Committee, Biannual report on Compliance and legal services; and,
- Information Officer. Communication, awareness raising and outreach activities.

Implications

10. In order to establish the Secretariat it is proposed to rationalize the staffing in Athens previously assigned to the Coordinating Unit and MEDPOL as follows:

- (i) downgrading the posts of the Coordinator and Deputy Coordinator and reformulating the functions of the Deputy Coordinator;
- (ii) keeping the Pollution, Governance, Legal and Information and Communication Officers posts as they exist today in the UNEP/MAP as well as the GS staff with the exception mentioned in (iii) below;

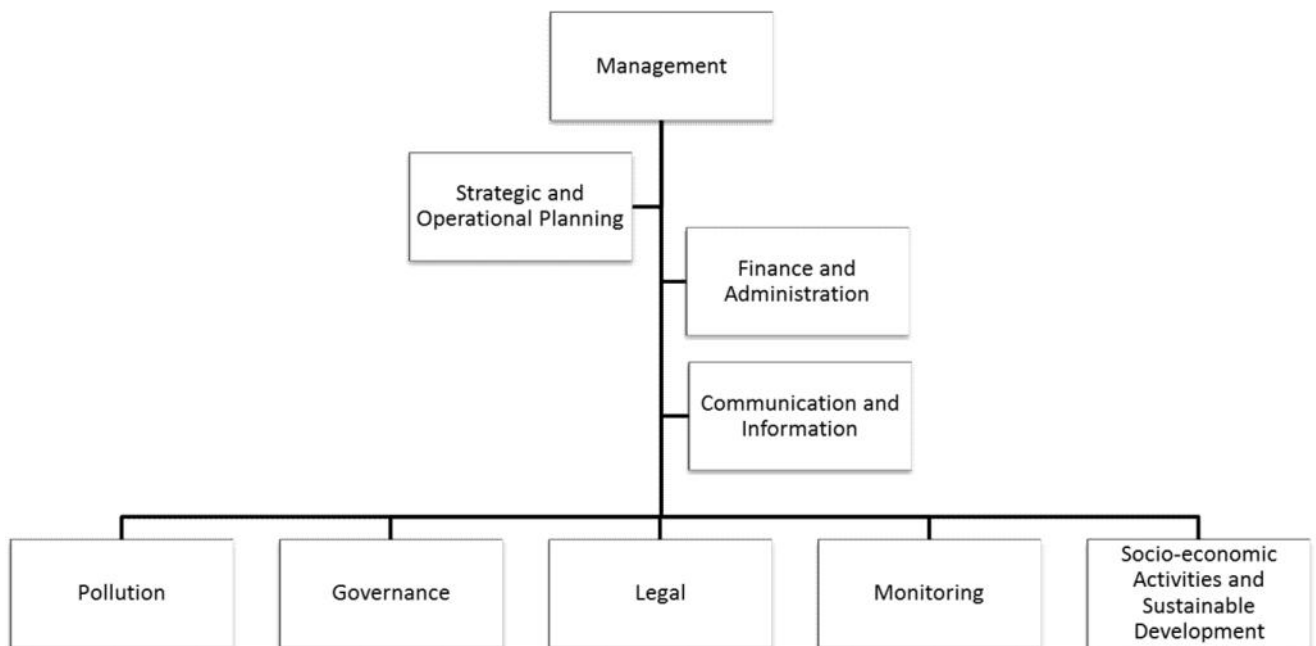
- (iii) abolishing one (1) professional post (P5) and downgrading two (2) professional post from P4 to P3 and P5 to P3 levels respectively.

11. Core Secretariat functions from the Coordination Unit and the MEDPOL programme will be integrated, thus establishing a consolidated and coherent Secretariat in Athens better able to perform the Secretariat functions as stipulated in Article 17 of the Barcelona Convention.

12. Other MEDPOL -pollution control- activities previously performed by UNEP staff will be sub-contracted.

13. This staffing table has less posts than the staffing table approved by the Parties at their 17th meeting of the COP for Athens based staff as can be seen in the budget below.

Functional Organigramme



Budget MTF funded Staffing table for the Secretariat*All amounts in EURO*

Existing Post 2012-2013	Costs	Proposed changes	New cost	Difference
P Staff				
Coordinator - D2	228,489	Coordinator - D1	212,229	-16,260
Deputy Coordinator - D1	212,229	Strategic and Operation & Deputy - P5	191,520	-20,709
C. Unit Programme Officer - P4	164,675	Governance Officer - P4	164,675	0
MEDPOL Programme Officer - P4	164,675	Pollution Officer - P4	164,675	0
MEDPOL Programme Officer – P4	164,675	Monitoring & Assessment Officer - P3	139,287	-25,388
Information Officer - P3	139,287	Information Officer - P3	139,287	0
Legal Officer - P3	139,287	Legal Officer - P3	139,287	0
MEDPOL Manager - P5	191,520		0	-191,520
WHO Programme Officer - P5	191,520	Socio-economic Activities /Sustainable Development Officer P3	139,287	-52,233
Sub-total	1,596,357		1,290,247	-306,110
GS Staff				
C. Unit Programme Assistant - G5	57,000	Programme Assistant - G5	57,000	0
C. Unit Programme Assistant - G5	58,000	Programme Assistant - G5	58,000	0
MEDPOL Programme Assistant - G5	55,000	Programme Assistant - G5	55,000	0
WHO Secretary - G5	55,000	Info & Communication Assistant – G5	50,000	-5,000
Sub-total	225,000		220,000	-5,000
GRAND TOTAL	1,821,357		1,510,247	-311,110

Note :

Costs are based on 2013 standard proforma costs provided by UNEP Headquarters. Actual costs incurred are usually lower than the figures used in the planning.

Annex IV

Secretariat services to and support of the Convention for the Protection of the marine environment and the coastal region of the Mediterranean

To be completed