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First Meeting of the Scientific and Technical  
Advisory Committee (STAC) to the Protocol  
Concerning Specially Protected Areas and  
Wildlife (SPAW) in the Wider Caribbean Region

Havana, Cuba, 27- 29 September 2001

**PROVISIONAL ANNOTATED AGENDA**

1. Article 20 of the Protocol on Specially Protected Areas and Wildlife (SPAW Protocol) in the Wider Caribbean, establishes the Scientific and Technical Advisory Committee (STAC). This Article provides that each Party shall appoint a scientific expert appropriately qualified in the field covered by the Protocol as its representative on the Committee, who may be accompanied by other experts and advisors appointed by that party. The Committee may also seek information from scientifically and technically qualified experts and organizations.
2. Article 20 states that the STAC shall adopt its own Rules of Procedure is responsible for providing advice to the Parties through the Organization on the following scientific and technical matters relating to the Protocol:
  - a) the listing of protected areas in the manner provided for in Article 7;
  - b) the listing of protected species in the manner provided for in Article 11;
  - c) reports on the management and protection of protected areas and species and their habitats;
  - d) proposals for technical assistance for training, research, education and management (including species recovery plans);
  - e) environmental impact assessment pursuant to Article 13;
  - f) the formulation of common guidelines and criteria pursuant to Article 21; and

- g) any other matters relating to the implementation of the Protocol, including those matters referred to it by the meetings of the Parties.
3. In light of the above, and in keeping with Decision 14 taken by the Ninth Intergovernmental Meeting on the Action Plan of the Caribbean Environment Programme (CEP) and Sixth Contracting Parties Meeting to the Cartagena Convention (Kingston 14-18 February 2000), this Meeting is being convened in Havana, Cuba, 27-29 September 2001.
4. The present Meeting is convened by the Secretariat with the following objectives:
- to review and adopt the Rules of Procedure for the STAC of the SPAW Protocol;
  - to review the status of implementation of the 2000-2001 Workplan and Budget for the SPAW Regional Programme;
  - to review the mandate to STAC given by the First Meeting of the Parties to the SPAW Protocol (Havana, Cuba, 24-25 September 2001);
  - to review the criteria for the selection of species to be listed in the Annexes of the SPAW Protocol;
  - to review the proposed 2002-2003 Workplan and Budget for the SPAW Regional Programme, including the activities for STAC; and
  - to develop a common format for the Parties to report to the Organization, in keeping with Article 19 of the Protocol and in harmonization with formats of other relevant treaties.
5. The representatives of the Contracting Parties invited to the Meeting are nominated by their respective governments to be part of the STAC in keeping with Article 20 of the Protocol. Additionally, representatives of Governments that are non-Contracting Parties and of international, regional, intergovernmental, and non-governmental organizations, have been invited to nominate experts to attend the Meeting as observers.

**Agenda item 1: Opening of the Meeting**

6. The Meeting will be opened by the Secretariat, on Thursday, 27 September at 10:00 a.m. in Havana, Cuba in the Conference Room of the Hotel Palco.

**Agenda item 2: Election of Officers**

7. The Meeting will be invited to elect from among the experts the Chairperson, three Vice-Chairpersons, and the Rapporteur of the Meeting.

**Agenda item 3: Organization of the Meeting**

(a) Rules of procedure

8. The rules of procedure of the Governing Council for UNEP (UNEP/GC/3/Rev.3) will apply mutatis mutandis, for the conduct of the Meeting.

(b) Organization of the work

9. English, French and Spanish will be the working languages of the Meeting. Simultaneous interpretation in these languages will be provided for the Meeting. The working documents of the Meeting will be available in all the working languages.
10. The Secretariat proposes to convene the Meeting in plenary sessions, with the assistance of working groups, if necessary, which may be established by the Chairperson. No simultaneous interpretation will be available for the working groups.

**Agenda item 4: Adoption of the Agenda**

11. The Meeting will be invited to adopt the Agenda of the Meeting prepared by the Secretariat based on inputs received from the Contracting Parties during the preparation of the Meeting and based on recommendations of past meetings of ISTAC. The Provisional Agenda proposed by the Secretariat is contained in document UNEP(DEC)/CAR WG. 23/1.

**Agenda item 5: Review of the Draft Rules of Procedure for the Scientific and Technical Advisory Committee (STAC) of the SPAW Protocol**

12. The Secretariat will present the "Draft Rules of Procedure for the Scientific and Technical Advisory Committee (STAC) of the SPAW Protocol" (UNEP(DEC)/CAR WG.23/3) in keeping with Article 20 of the Protocol and as revised by the First Meeting of the Interim Technical and Advisory Committee (ISTAC) to the SPAW, Kingston, 4-8 May 1992. During this presentation, the Secretariat will call the Meeting's attention to the document "Structure and Scope of the Scientific and Technical Advisory Committee (STAC)" as revised by the First SPAW COP Meeting (Havana, Cuba, 24-25 September 2001), as well as to the relevant findings in the "Evaluation of the Work of the Interim Scientific and Technical Advisory Committee (ISTAC) since its inception (1992-2000) (UNEP(DEC)/CAR IG.20/3) also presented to the First COP.
13. The Meeting will be requested to provide any modifications to the document as necessary and to adopt the Rules of Procedure for the STAC.

**Agenda item 6: Status of Implementation of the 2000-2001 Workplan and Budget for the SPAW Regional Programme**

14. The Secretariat will make a presentation on the status of implementation of the 2000-2001 Workplan and Budget for the SPAW Regional Programme, which is contained in document UNEP(DEC)/CAR IG.19/5 prepared by the Secretariat. During this presentation, the Secretariat will make reference to additional documents relevant to this agenda item, including:
  - Funding Protected Areas in the Wider Caribbean: A Guide for Managers and Conservation Organizations (UNEP(DEC)/CAR IG.20/INF.5)
  - Report by the Government of France on the activities implemented by the Regional Activity Centre (RAC) for SPAW in Guadeloupe (UNEP(DEC)/CAR IG.19/INF.4)
  - Evaluation of the work of the Interim Scientific and Technical Advisory Committee (ISTAC) since its inception (1992-2000) (UNEP(DEC)/CAR IG.20/3).
15. The Meeting will be invited to make any comments on the implemented activities during 2000-2001 and to make any necessary recommendations.

**Agenda item 7: Mandate to the Scientific and Technical Advisory Committee (STAC) from the First Meeting of the Parties to the SPAW Protocol (Havana, Cuba, 24-25 September 2000)**

16. The Secretariat will present to the Meeting, the document containing the priorities for implementation by the STAC following the entry into force of the Protocol, and as agreed by the First Meeting of the Parties to the SPAW Protocol (Havana, Cuba, 24-26 September 2001) as contained in document UNEP(DEC)/CAR IG.20/6 Rev.1.
17. The Meeting will be requested to review the COP mandate to STAC and to provide the pertinent inputs and comments to the assigned tasks.

**Agenda item 8: Review of the Criteria for the Listing of Species in the Annexes of the SPAW Protocol**

18. The Secretariat will present the "Draft Criteria for the Listing of Species in the Annexes of the SPAW Protocol" as contained in document UNEP(DEC)/CAR WG.23/4, prepared on the basis of the criteria developed by the Ad Hoc Group of Experts for the development of the Annexes (Martinique, 5-8 November 1990), utilized and endorsed by the Conference of Plenipotentiaries for the Adoption of the Annexes to the SPAW Protocol (Kingston, 10-11 June 1991). The proposed criteria document also contains comments received from the Parties in preparation for this Meeting.
19. The Meeting will be invited to review these criteria, and recommend modifications or additions as appropriate.

**Agenda item 9: Review of the proposed 2002-2003 Workplan and Budget for the SPAW Regional Programme**

20. The Secretariat will present the proposed Workplan and Budget for the SPAW Regional Programme for the 2002-2003 biennium (contained in document UNEP(DEC)/CAR IG.19/8) prepared by the Secretariat on the basis of the recommendations of the Fourth Meeting of the Interim Scientific and Technical Advisory Committee (ISTAC) to the SPAW Protocol (Havana, Cuba, 3-6 August 1999), and of the Ninth Intergovernmental Meeting on the Action Plan for the Caribbean Environment Programme and Sixth Meeting of the Contracting Parties to the Cartagena Convention (Kingston, Jamaica, 14-18 February 2000).
21. During the review, the Meeting will be requested to consider the relevant recommendations from the First COP Meeting of SPAW (Havana, 24-25 September 2001) (UNEP(DEC)/CAR IG.20/7) on this subject, as well as the recommendations of the Thirteenth Meeting of the Monitoring Committee on the Action Plan for the Caribbean Environment Programme and Special Meeting of the Bureau of Contracting Parties to the Cartagena Convention (San Jose, Costa Rica, 9-13 July 2001) (UNEP(DEC)/CAR IG.19/6).
22. The Meeting will be invited to review the proposed Workplan and Budget for the 2002-2003 biennium and to make relevant recommendations

**Agenda item 10: Common Format for Reporting to the Organization and Harmonization with Formats of Other Relevant Treaties**

23. The Secretariat will present the proposed "Draft Format for the Contracting Parties of the SPAW Protocol to Report to the Organization" (UNEP(DEC)/CAR WG.23/5) prepared by the Secretariat on the basis of existing formats of other Conventions (i.e. CBD, CMS and Ramsar), as well as taking into consideration the requirements outlined in Article 19 of the SPAW Protocol.
24. The Meeting will be invited to provide comments as appropriate and to agree on a common format to be used by the Parties to report to the Secretariat, keeping in mind the existing formats of relevant treaties.

**Agenda item 11: Other Business**

25. Participants of the Meeting will be invited to raise any other issue not covered by the preceding agenda items but relevant to the scope of the Meeting.

**Agenda item 12: Adoption of the Report of the Meeting**

26. The Rapporteur of the Meeting will present the draft report of the Meeting (document UNEP(DEC)/CAR WG.23/6). The Meeting will be invited to adopt the report, with amendments and corrections to be introduced in the draft, as appropriate.

**Agenda item 13: Closure of the Meeting**

27. The Meeting is expected to be closed on Saturday, 29 September 2001 at 5:00 p.m., by the Chairperson of the Meeting and the Secretariat.