

6. WORK PROGRAMME AND LONG-TERM PLANNING

Principles:

To ensure predictability in the work of the MAP, planning shall be based on a five-year Indicative Programme that outlines the goals and identifies actions within the MAP system over the following five year period. In order to provide continuity, ensure effectiveness and relevance and allow for appropriate amendments in response to new developments, this five-year Indicative Programme will be reviewed and revised on a 'rolling' basis at each Meeting of the Contracting Parties. Each Meeting of the Contracting Parties, also considering the interim results and status of implementation submitted by the MAP Secretariat, will also adopt a more detailed two-year Work Programme specifying the actions that will be undertaken in the following biennium.

The purpose of the activities included in the MAP Work Programme shall be to facilitate and promote the full implementation of the Barcelona Convention, its protocols, strategies, and also the decisions and recommendations of the Meetings of the Contracting Parties.

Both the five-year Indicative Programme and the detailed two-year Work Programme must cover the entirety of MAP activities, including both actions to be financed from the MTP and those to be financed from other sources. Activities outside the scope of the Work Programme adopted by the Meeting of the Contracting Parties could, when justified, be undertaken by MAP components if in line with their mandates. However, the Bureau should approve the relevant amendments to the Work Programme before any such additional activities are launched.

Preparation of proposed programmes:

The five-year Indicative Programme and the biennial Work Programmes are adopted by the Contracting Parties at their Meetings on the basis of a proposal to be tabled by the Secretariat.

The Coordinating Unit will oversee the preparation of the draft programmes based on preliminary suggestions from the RACs according to their respective areas of competence, and on the basis of an analysis of the results achieved.

Proposals for the biennial Work Programme should take into account the existing five-year Indicative Programme (as adopted at the previous Meeting of the Contracting Parties), as well as the results of state-of-the-environment (SOE) and compliance monitoring exercises (see section 7 of this document). Each RAC should consult its designated Focal Points as appropriate in preparing its proposals; the RACs are also encouraged to communicate among themselves at this stage, to enhance the complementarity of their proposed portions of the MAP Work Programmes.

For each element proposed for inclusion in the Programmes, the proposing MAP component should prepare a logical framework fiche, as follows:

For each item in the five-year Indicative Programme:

- Objectives and outputs;
- Indicative activities to meet objectives;
- Relation to Convention, Protocols, adopted Strategies and decisions of the Contracting Parties;
- Link to other actions (ongoing/past; external/internal to MAP);

- Indication of resources needed;
- Risks.

For each action in the two-year Work Programme:

Action proposed:

- ❖ Objective / specific outputs;
- ❖ Long-term sustainability / follow-up of outputs;
- ❖ Proposed indicator(s) to monitor its achievement;
- ❖ Rationale / Relationship to Convention, protocols, adopted strategies and Decisions of the Contracting Parties;
- ❖ Relationship to existing rolling programme (or in case not included, rationale for addition);
- ❖ SWOT analysis;
- ❖ Link to other actions (ongoing/past; external/internal to MAP) – and how synergies will be ensured;
- ❖ Resources needed – human and financial;
- ❖ Budget source;
- ❖ Division of responsibilities within the MAP system;
- ❖ Risks and how they will be managed.

The RACs and MED POL should use the preparation of this fiche as a tool to help ensure the relevance and expected effectiveness of the activity they propose.

Upon receipt of the proposals from the individual RACs, the Coordinating Unit shall screen them for coherence and feasibility, and, particularly, consider strategic aspects of the elements to be introduced in the final years of the rolling Indicative Programme. The Coordinating Unit is encouraged to consult with partner organizations as appropriate at this phase.

The Coordinating Unit will then transmit the consolidated draft proposals for the five-year Indicative Programme and the Work Programme for the upcoming biennium to the MAP Focal Points for preliminary written comments/observations, at least four months before the MAP Focal Points Meeting. The Coordinating Unit should review the comments received at a meeting of the RAC Directors, with a view to preparing a revised draft for submission to the MAP Focal Points meeting. The discussion at the Focal Points' meeting should particularly consider the overall coherence and practicality of the proposed biannual Work Programme and the strategic direction of the proposed five-year rolling Indicative Programme.

A final draft of each Programme will then be submitted by the Secretariat to the Meeting of the Contracting Parties for adoption.

Decisions and recommendations of the Meeting of the Contracting Parties:

Decisions taken by the Contracting Parties at their Meetings should be practical and concise. The Contracting Parties will adopt the five-year Indicative Programme and the biannual Work Programme through one decision at the Meeting of the Contracting Parties. The Parties should refrain from adopting additional decisions that assign tasks to the Secretariat in lieu of (or in addition to) including these tasks in the Work Programme.

Any other decision addressed to the Secretariat should clearly specify if it is directed towards the Coordinating Unit alone, to specific RAC(s), or to the MAP components as a whole. Decisions addressed to the Contracting Parties themselves should be operational (not declaratory), implementable and precise enough to enable future assessment of compliance. Such decisions should be coherent with the strategic directions and timing of actions contained in the Work Programmes.

Political declarations and recommendations by the Contracting Parties and the guidelines adopted by the Contracting Parties should be distinguished from decisions, and are not subject to compliance reporting.