

30<sup>th</sup> MEETING OF THE ADVISORY COMMITTEE  
Bonn, Germany, 1–3 September 2026  
Agenda Item 17.1

## **REPORT ON ADMINISTRATIVE ISSUES 2025-2026**

*(Prepared by the Secretariat)*

1. This document provides an update to the report prepared for the 29<sup>th</sup> Meeting of the Advisory Committee, see [ASCOBANS/AC29/Doc.16.1](#).

### **Staff arrangements**

2. The former Executive Secretary, Amy Fraenkel, retired on 31 May 2026.
3. On 1 June 2026, Andy Raine, the new Executive Secretary, entered duty. Mr. Raine has over two decades of experience in international environmental law and governance, including in multilateral environmental processes. He has served with the United Nations since 2009 through posts in New York with UNDP, in Bangkok with UNEP Regional Office for Asia and the Pacific, and most recently in Nairobi at UNEP headquarters, where he served as Deputy Director of the Law Division and Head of International Environmental Law.
4. There has been no change to the other Secretariat positions since AC29.
5. The Secretariat has also received support from interns recruited by the CMS Aquatic Species Team, namely: Emily Martens-Oberwelland (Canada/Germany), Makeda Corbin (Barbados), Catriona Ferguson (UK), Claire Williams (USA), Marie Podien (Germany), Theresa Nehring (Germany). They have helped with reviewing national reports, developing presentations and website content, supporting intersessional working groups, research, and reviewing and drafting reports.

### **Projects and initiatives**

6. During the reporting period, the Secretariat has administered the following contracts:
  - a) coordination of the implementation of the ASCOBANS Conservation Plan for Harbour Porpoises in the North Sea (Sea Watch Foundation); and
  - b) coordination of the Implementation of the ASCOBANS Recovery Plan for Baltic Harbour Porpoises (Jastarnia Plan) and the Conservation Plan for the Harbour Porpoise Population in the Western Baltic, the Belt Sea and the Kattegat (Ida Carlén).
7. Plans are in place for the projects prioritised in previous meetings:
  - a) review of the Conservation Plan for the Harbour Porpoise Population in Western Baltic, the Belt Sea and the Kattegat;
  - b) creating a webpage for the [MPA workshop](#) results (toolbox); and
  - c) coordination of the Species Action Plan for the Northeast Atlantic Common Dolphin.

### **National Coordinator designation process**

8. The ASCOBANS National Coordinator is the government-appointed official with lead responsibility for guiding the implementation of the Agreement nationally, liaising with national institutions and experts, liaising with the Secretariat, as well as the National Coordinators of other Parties.
9. Currently there is no standard format to designate National Coordinators. In line with other Treaties and best practice, it would assist the Secretariat to have a standardized form for this process. A proposed designation form is contained in Annex 1 to this document.
10. CMS has developed a [\*Manual for the National Focal Points for CMS and its Instruments\*](#) (2013). It includes useful information for ASCOBANS National Coordinators, such as on communication and dissemination of information (chapter 3.2), financial matters (3.3), and meetings (chapter 4). The Secretariat seeks advice from the AC on whether it would be helpful to share this manual with new National Coordinators designated in the future, or should ASCOBANS develop its own, shorter version of the manual, specifically focusing on ASCOBANS.

### **Action requested:**

11. The Advisory Committee is requested to:
  - a) decide whether to use a National Coordinator designation form, proposed in Annex 1; and
  - b) advise whether the *Manual for the National Focal Points for CMS and its Instruments* is a sufficient reference for new ASCOBANS National Coordinators, or should ASCOBANS develop its own version.



**DESIGNATION FORM:  
ASCOBANS NATIONAL COORDINATOR**



<b>A. COUNTRY</b>	
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<b>B. DESIGNATED ASCOBANS NATIONAL COORDINATOR</b>	
Note: ASCOBANS National Coordinator is the government-appointed official with lead responsibility for guiding the implementation of the Agreement nationally, liaising with national institutions and experts, liaising with the Secretariat, as well as the National Coordinators of other Parties.	
<b>Title (Ms./Mr./Mx.):</b>	
<b>Name:</b>	
<b>Position / Job title:</b>	
<b>Department &amp; Ministry / Institution:</b>	
<b>Postal address:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	

<b>C. ASCOBANS COORDINATING AUTHORITY</b>	
Note: "The activities of each Party shall be coordinated and monitored through its Coordinating Authority, which shall serve as the contact point for the Secretariat and the Advisory Committee in their work." ( <a href="#">Article 3.1 of the ASCOBANS Agreement Text</a> )	
<b>Department &amp; Ministry / Institution:</b>	
<b>E-mail:</b>	

<b>D. THE NATIONAL COORDINATOR IS DESIGNATED BY</b>	
<b>Name:</b>	
<b>Position / Job title:</b>	
<b>Department &amp; Ministry / Institution:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	

<b>Date and place:</b>
<b>Signature:</b>
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