

Capacity Building Workplan

(Agreed at the Thirty First Annual meeting of the Commission: 10 October 2024)

1. Objectives

- **Objective 1: Improve data collection**
- **Objective 2: Improve scientific analysis**
- **Objective 3: Improve compliance related activities**

2. Needs Assessment

Activity: Conduct a needs assessment

Description: Identify existing gaps in skills, knowledge, and resources through analysis of performance and feedback from relevant subsidiary bodies (i.e. Compliance Committee and Extended Scientific Committee).

Responsible: Secretariat, CC and ESC Chairs, Compliance Committee and Extended Scientific Committee, Members

Timeline:

- Secretariat to provide paper to meetings of ESC and CC with preliminary assessment.
- ESC and CC to finalise Needs Assessment

Resources Needed: Compliance data, feedback from Chairs of subsidiary bodies and Scientific Advisory Panel.

Outcome: Agreed Needs Assessment Report

3. Member Engagement & Development of Capacity Building Initiative

Activity: Secretariat to engage with the Member(s) identified through the Needs Assessment and agree on targeted capacity development initiatives including required budget, performance indicator(s) and risk management plan.

Description: Involve key stakeholders within Member administration to gather input and build support for capacity development initiatives.

Responsible: Secretariat, relevant Member(s)

Timeline: Following conclusion of ESC and CC meetings

Resources Needed: Availability of Secretariat staff and Member administrations.

Outcome: Relevant Member(s) aware and supportive of the planned capacity development initiatives.

4. Budget

Activity: Develop and manage budget for Capacity Development Initiatives

Description: Outline and manage the financial resources needed for the capacity development activities. Seek external funding opportunities where available.

Responsible: Secretariat

Timeline: In line with broader budget reporting obligations

Resources Needed: Secretariat time in managing external contractors otherwise limited resourcing requirement.

Outcome: Approved budget at FAC

5. Implementation of Capacity Building Initiative

Activity: Deliver planned activities (e.g. training sessions, site visits, and workshops)

Description: Deliver training programs to address identified skill gaps.

Responsible: Secretariat in consultation with relevant Member(s)

Timeline: 2026 and beyond

Resources Needed: Secretariat time, travel, training materials, venue, external experts

Outcome: Activity reports, participant feedback

6. Monitoring and Evaluation

Activity: Monitor and evaluate any changes in performance against indicators

Description: Implement a system to track progress and assess the effectiveness of the capacity development initiatives.

Responsible: Secretariat

Timeline: Before the Annual Extended Commission meeting

Resources Needed: Secretariat time in compiling data on performance indicators.

Outcome: Monitoring and evaluation summary report

7. Reporting and Feedback

Activity: Report findings and gather feedback on individual initiatives

Description: Prepare and present reports on progress and outcomes, and collect feedback for continuous improvement.

Responsible: Secretariat

Timeline: Annual Extended Commission meeting

Resources Needed: Secretariat time in preparing report. Subsidiary bodies to assess report.

Outcome: Final report to Subsidiary Bodies

8. Review and Adjustments to Capacity Building Workplan

Activity: Review and make any adjustments required to the approach used to target, develop, and deliver the capacity development initiatives

Description: Periodically review the workplan and make adjustments as needed based on feedback and evolving needs.

Responsible: Extended Commission

Timeline: First review after three years and then every five years.

Resources Needed: Secretariat and Subsidiary bodies to provide review for overall assessment by the Extended Commission.

Outcome: Updated workplan

