



CCSBT-EC/2410/13

## Capacity Building Workplan

### Overview

At CCSBT 30, Members adopted a new [Strategic Plan](#) that includes a number of specific actions detailed within its Action Plan. This Strategic Plan was guided by the outcomes of the [2021 Independent Performance Review](#) and its recommendations.

One of the key challenges identified by the Strategic Plan was to “consider the special requirements and capacity building needs of developing State Members and potential Cooperating Non-Members in terms of compliance with CCSBT obligations”. This is further captured as one of the overarching goals of the Strategic Plan, which states the following:

#### *Participation and implementation by Members, including Compliance*

*Members are actively participating in management of SBT through the Commission and implementing its decisions.*

- *This includes strategies concerning MCS, sanctions and assistance to developing countries.*

Accordingly, a specific action in the Action Plan was developed to deliver against the portion of this goal that is focused on assistance to developing countries. Item 7)i) under the Action Plan commits Members to the following:

*Using the recommendations from the Performance Review, formulate and implement a capacity-building work plan to improve data collection, scientific analysis, and compliance related activities.*

Members assigned a “very high” priority to this item and a delivery timeframe of 2024/2025. Members also tasked the Secretariat to develop an initial draft of the Capacity Building Workplan. The Secretariat has prepared an initial draft Capacity Building Workplan at **Attachment A** for the consideration of Members.

### Proposed Approach

The method proposed by the Secretariat takes a circular review approach that encourages capacity development initiatives to be targeted based on areas of greatest need as deemed by CCSBT Members as part of discussions taking place in subsidiary bodies.

The Secretariat has suggested that the initial assessment of needs be undertaken by the Secretariat in consultation with the Chairs of the ESC and CC as the two subsidiary bodies with primary responsibility for the three areas defined as a priority in the Strategic Plan (i.e. data collection, scientific analysis, and compliance related activities). Members may wish to extend this process to the ERSWG if deemed necessary.

In the context of the CC, the needs assessment lends itself well to the existing process of Corrective Actions and the need for clearer guidance on remedial actions to be taken when deficiencies are identified as part of that process. Although the ESC has also discussed the issue of capacity building at its meetings, its approach has been more ad hoc and would likely require the development of a more formal process and a dedicated standing agenda item.

The proposed approach tries to prioritise the use of existing resources and processes where available but does envisage a greater role for the Secretariat in terms of delivering capacity building than what has previously been undertaken. This expanded role will have an impact on Secretariat resources and would require some trade-offs from existing commitments.

The Secretariat has suggested that an overall review of the Capacity Building Workplan be undertaken by the Extended Commission after the first three years and then every five years following that initial review.

### **Recommendations**

The Secretariat recommends that Members:

- Note the previous guidance found in the Strategic Plan and the 2021 Independent Performance Review;
- Review the approach developed by the Secretariat at **Attachment A** and make changes if necessary;
- Note the resourcing implications of the workplan; and
- Endorse the Capacity Building Workplan.

**Prepared by the Secretariat**

# Capacity Building Workplan

## 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

**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

## **6. 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

## **7. 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

## **8. 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

## **9. 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

