



**Inter-American Convention for the
Protection and Conservation of Sea Turtles**
Fourth Conference of the Parties
April 23rd-24th, 2009 – San José, Costa Rica

CIT-COP4-2009-R4

United States Proposal for Hosting the *Pro Tempore* Secretariat

Considering that the First Conference of the Parties agreed to establish a *Pro Tempore* Secretariat;

Taking into account that CIT-COP1-2002-R1 established the *Pro Tempore* Secretariat in Costa Rica; and

Gratefully acknowledging the government of Costa Rica for hosting the IAC *Pro Tempore* for the last seven years.

**THE FOURTH CONFERENCE OF THE PARTIES OF THE INTERAMERICAN
CONVENTION FOR THE PROTECTION AND CONSERVATION OF SEA
TURTLES RESOLVES TO:**

1. To accept the proposal by the United States presented in Annex I to host the *Pro Tempore* Secretariat for a period of up to four (4) years and to undertake the functions and duties described in Article VI of the Convention, as well as any other function and duty assigned by the Conference of the Parties, taking into account the interim nature of the arrangement and the availability of resources.
2. The *Pro Tempore* Secretariat shall carry out the following duties:
 - a. Perform the duties described in Article VI of the Convention;
 - b. Manage the Inter-American Convention Special Fund, in accordance with CIT-COP1-2002-R-2 and CIT-COPE1-2007-R2;
 - c. Coordinate the process for determining the candidates for the position of the Permanent Secretary;
 - d. Work with the Parties, to identify the location of the Permanent Secretariat;
 - e. Facilitate the work of the working group on Legal Status of the Convention;



**Inter-American Convention for the
Protection and Conservation of Sea Turtles
Fourth Conference of the Parties**

April 23rd-24th, 2009 – San José, Costa Rica

- f. Make available to the Parties in the working languages of the Convention all reports, recommendations and decisions adopted, and any other documents necessary to carry out its duties; and
 - g. Perform other such duties and responsibilities as approved by the Parties.
3. The Conference of Parties (COP) authorizes the Chair of the COP, to negotiate an agreement or arrangement between the National Marine Sanctuary Foundation and the Conference of the Parties to carry out financial management services for the Convention, which will include:
 - a. Receiving financial contributions and managing the IACSF;
 - b. Performing audits of the IACSF;
 - c. Establishing and managing contracts necessary to carry out the work within the framework of the Convention;
 - d. Facilitating travel arrangements; and
 - e. Performing other such duties and responsibilities as approved by the Parties.
4. The Chair of the COP will submit the negotiated agreement or arrangement with the National Marine Sanctuaries Foundation to the Parties for approval. The Parties will have a period of thirty (30) calendar days to provide comments and to approve the agreement. If a Party does not respond within thirty (30) calendar days, lack of response will constitute abstention.
5. The U.S. government will work with the individual who has been functioning as the *Pro Tempore* Secretary, located in Costa Rica, to transfer the documents, files and all other necessary materials of the Secretariat to the United States.



**Inter-American Convention for the
Protection and Conservation of Sea Turtles**
Fourth Conference of the Parties
April 23rd-24th, 2009 – San José, Costa Rica

San Jose, Costa Rica, April 2009



**Inter-American Convention for the
Protection and Conservation of Sea Turtles**
Fourth Conference of the Parties
April 23rd-24th, 2009 – San José, Costa Rica

ANNEX I

To: The Parties of the Inter-American Convention for the Protection and Conservation of Sea Turtles

From: The United States Government

Subject: IAC Secretariat Hosting Proposal

The United States government has long been committed to sea turtle conservation and as such believes the Inter-American Convention for the Protection and Conservation of Sea Turtles (Convention) is an important forum to advance sea turtle conservation in the Americas. Given the important mandates of the Convention, and the need to provide stable and reliable infrastructure from which the Convention can operate, the United States submits this proposal for the Convention Secretariat to be hosted in the United States for an interim period as described below.

I. Location

The Secretariat will be located at the U.S. Fish and Wildlife Service, Division of International Conservation in Arlington, VA, USA. The Secretariat's office will be located next to the offices of the Western Hemisphere Program and near the offices of the Convention on Migratory Species U.S. representative, as well as the office of the U.S. Fish and Wildlife Service International Sea Turtle coordinator, who administers the Marine Turtle Conservation Act. The United States believes that the location of the Secretariat in this office will provide valuable synergies with on-going initiatives in the region such as those of the Marine Turtle Conservation Act, the Western Hemisphere Migratory Species Initiative, the Wildlife Without Borders Initiative and the Convention on Migratory Species.

II. Office Space

The U.S. Fish and Wildlife Service can provide immediately two office spaces for the Secretariat, which would include desks, chairs, access to common conference rooms, copy rooms, and storage rooms.



**Inter-American Convention for the
Protection and Conservation of Sea Turtles
Fourth Conference of the Parties**

April 23rd-24th, 2009 – San José, Costa Rica

III. Equipment and Professional Services

The U.S. Fish and Wildlife Service will provide the IAC Secretariat Staff, at no cost to the IAC Parties:

- a. Computer and printer equipment;
- b. IT support and network access; and
- c. Phones and voicemail.

IV. Supplies

The U.S. Fish and Wildlife Service will provide, at no cost to the IAC Parties, office supplies such as paper, pens, notebooks, printer cartridges, etc.

V. Administrative Support

The U.S. Fish and Wildlife Service will provide administrative support, such as assisting with large mailings, and/or preparations for large meetings on occasion.

VI. Funding

The United States, in addition to the support and services described above, remains committed to continuing to contribute financial resources to the IAC Special Fund, as it has to date. Should the Parties agree to the proposal to host the Secretariat in the United States, the U.S. government will seek to contribute funds, which would cover the cost of the IAC Secretariat's 2009 and 2010 (tentative) salary and other expenses at a minimum, according to the budget adopted at the First Extraordinary Conference of Parties.

VII. Financial Management

a. Management of the Special Fund:

The National Marine Sanctuary Foundation, which is a non-governmental, non-profit foundation, will manage the Inter-American Special Fund account for an overhead fee of 10%. The Foundation will administer the contracts for the Secretariat and carry out the regular audits for the Secretariat.

b. Receiving Financial Contributions:



**Inter-American Convention for the
Protection and Conservation of Sea Turtles
Fourth Conference of the Parties**

April 23rd-24th, 2009 – San José, Costa Rica

To ensure funds from external sources can contribute to the IAC Special Fund, the National Marine Sanctuary Foundation will establish a mechanism, via a Memorandum of Understanding, with the IAC Conference of Parties and other institutions or organizations with an interest in contributing financially to the IAC.

VIII. Immigration Status

The U.S. government will assist a contractor in arranging for an appropriate visa for the IAC Secretariat staff.

IX. Term of Proposal

The United States can offer this proposed hosting arrangement for a period of two years with the possibility of extending the arrangement, as needed, and of course remains open to discussing with the COP all options for the Secretariat after that period.