

Annex: Guide to the presentation of Working Papers containing proposals for Antarctic Specially Protected Areas, Antarctic Specially Managed Areas or Historic Sites and Monuments

A. Working Papers on ASPA or ASMA

It is recommended that the Working Paper contain two parts:

- (i) a **COVER SHEET** explaining the intended effects of the proposal and the history of the ASPA/ASMA, using Template A as a guide. **This cover sheet will NOT form part of the Measure** adopted by the ATCM, so will not be published in the Final Report nor on the ATS website. Its sole purpose is to facilitate consideration of the proposal and the drafting of the Measures by the ATCM.

and

- (ii) a **MANAGEMENT PLAN**, written as a final version as it is intended to be published. **This will be annexed to the Measure and published** in the Final Report and on the ATS website.

It would be helpful if the plan is written *as final*, ready for publication. Of course, when it is first submitted to the CEP it is a draft and may be amended by the CEP or ATCM. However, the version adopted by the ATCM should be in final form for publication, and should not require further editing by the Secretariat, other than to insert cross-references to other instruments adopted at the same meeting.

For example, in its final form, the plan should not contain expressions such as:

- "this *proposed* area";
- "this *draft* plan";
- "this plan, *if adopted*, would...";
- accounts of discussions in the CEP or ATCM or details of intersessional work (unless this covers important information, *eg*, about the consultation process or activities that have occurred within the Area since the last review);
- views of individual delegations on the draft or intermediate versions of it;
- references to other protected areas using their pre-Annex V designations.

Please use the "Guide to the Preparation of Management Plans for Antarctic Specially Protected Areas" if the proposal concerns an ASPA. (The current version of this Guide is appended to Resolution 2 (2011) and is contained in the CEP Handbook.)

There are several high quality management plans, including that for ASPA No. 109: Moe Island, that could be used as a model for the preparation of new and revised plans.

B. Working Papers on Historic Sites and Monuments (HSM)

HSMs do not have management plans, unless they are also designated as ASPAs or ASMAs. All essential information about the HSM is included in the Measure. The rest of the Working Paper will not be annexed to the Measure; if it is desired to keep any additional background information on the record, this material may be annexed to the report of the CEP for inclusion in the Final Report of the ATCM. To ensure that all the information required for inclusion in the Measure is provided, it is recommended that Template B below is used as a guide when drafting the Working Paper.

C. The tabling of draft Measures on ASPA, ASMA and HSM to the ATCM

When a draft Measure to give effect to the advice of the CEP on an ASPA, ASMA or HSM is submitted to the Secretariat for tabling at the ATCM, the Secretariat is requested also to provide to the ATCM copies of the cover sheet from the original Working Paper setting out the proposal, subject to any revisions made by the CEP.

The sequence of events is as follows:

- A Working Paper consisting of a draft management plan and an explanatory cover sheet is prepared and submitted by the proponent;
- The Secretariat prepares a draft Measure before the ATCM;
- Draft Management Plan is discussed by CEP and any revisions made (by the proponent in liaison with the Secretariat);
- If CEP recommends adoption, the Management Plan (as agreed) plus the cover sheet (as agreed) are passed from the CEP Chair to the Chair of the Legal and Institutional Working Group;
- Legal and Institutional Working Group reviews the draft Measure;
- Secretariat formally tables the draft measure plus the agreed cover sheet;
- ATCM considers and makes decision.

TEMPLATE A: COVER SHEET FOR A WORKING PAPER ON AN ASPA OR ASMA

Please ensure that the following information is provided on the cover sheet:

- 1) Is a new ASPA proposed? Yes/No

- 2) Is a new ASMA proposed? Yes/No

- 3) Does the proposal relate to an existing ASPA or ASMA?

If so, list all Recommendations, Measures, Resolutions and Decisions pertaining to this ASPA/ASMA, including any previous designations of this area as an SPA, SSSI or other type of protected area:

In particular, please include the date and relevant Recommendation/Measure for the following:

- First designation:

- First adoption of management plan:

- Any revisions to management plan:

- Current management plan:

- Any extensions of expiry dates of management plan:

- Renaming and renumbering as by Decision 1 (2002).

(Note: this information may be found on the ATS website in the Documents database by searching under the name of the area. While the ATS has made every effort to ensure the completeness and accuracy of the information in the database, occasional errors or omissions may occur. The proponents of any revision to a protected area are best placed to know the history of that area, and are kindly requested to contact the Secretariat if they notice any apparent discrepancy between the regulatory history as they understand it and that displayed on the ATS database.)

- 4) If the proposal contains a revision of an existing management plan, please indicate the types of amendment:
 - (i) Major or minor?
 - (ii) any changes to the boundaries or coordinates?
 - (iii) any changes to the maps? If yes, are the changes in the captions only or also in the graphics?
 - (iv) any change to the description of the area that is relevant to identifying its location or its boundaries?
 - (v) any changes that affect any other ASPA, ASMA or HSM within this area or adjacent to it? In particular, please explain any merger with, incorporation of or abolition of any existing area or site.
 - (vi) Other - brief summary of other types of changes, indicating the paragraphs of the management plan in which these are located (especially helpful if the plan is long).
- 5) If a new ASPA or ASMA is proposed, does it contain any marine area? Yes/No
- 6) If yes, does the proposal require the prior approval of CCAMLR in accordance with Decision 9 (2005)? Yes/No
- 7) If yes, has the prior approval of CCAMLR been obtained? Yes/No (If yes, the reference to the relevant paragraph of the relevant CCAMLR Final Report should be given).
- 8) If the proposal relates to an ASPA, what is the primary reason for designation (*ie*, which part under Article 3.2 of Annex V)?
- 9) If relevant, have you identified the main Environmental Domain represented by the ASPA/ASMA (refer to the 'Environmental Domains Analysis for the Antarctic Continent' appended to Resolution 3 (2008))? Yes/No (If yes, the main Environmental Domain should be noted here.)

- 10) If relevant, have you identified the main Antarctic Conservation Biogeographic Region represented by the ASPA/ASMA (refer to the 'Antarctic Conservation Biogeographic Regions' appended to Resolution 6 (2012))? Yes/No (If yes, the main Antarctic Conservation Biogeographic Region should be noted here.)

- 11) If relevant, have you identified any Antarctic Important Bird Areas (Resolution 5 (2015)) represented by the ASPA/ASMA (refer to the 'Important Bird Areas in Antarctica 2015 Summary' appended to ATCM XXXVIII - IP 27 and the full report available at: <http://www.era.gs/resources/iba/>)? Yes/No (If yes, the Important Bird Area(s) should be noted here.)

The above format may be used as a template or as a check-list for the cover sheet, to ensure that all the requested information is provided.

TEMPLATE B: COVER SHEET FOR A WORKING PAPER ON A HISTORIC SITE OR MONUMENT

Please ensure that the following information is provided on the cover sheet:

1. Has this site or monument been designated by a previous ATCM as a Historic Site or Monument? Yes/No (If yes, please list the relevant Recommendations and Measures.)
2. If the proposal is for a new Historic Site or Monument, please include the following information, worded for inclusion in the Measure:

Introduction

- (i) Name of the proposed HSM, to be added to the list annexed to Measure 2 (2003);
- (ii) *Original proposing Party*; List proponent(s);
- (iii) Party undertaking management: Name the country/countries which are committed to following-up (with management approach specified for the object/site);
- (iv) *Type*: Building (hut, station, other building remains etc.), site, other remains (expedition cairn, tent, lighthouse, etc.) or monument/commemorative (plaque, bust)

Description and documentation of the site

- (v) *Site Location*: Provide both place name and coordinates (where known) relevant for site/object. Describe materials, construction, function, use. Physical Features & Local/cultural landscape. Provide pictures showing the site, monument and the location in the surrounding.

Historical / cultural features

- (vi) Description of the historical context: Overview of the site in question. It would be useful if the information also clearly indicates which primary evaluation criteria contained in Resolution 3 (2009) the object/site in question triggers.

Management

- (vii) Describe management and/or monitoring actions planned for the object/site in question – cf. Section 6 and 7, as well as pt. 5 in Annex to Resolution 3 (2009), as well as measures which will be taken to limit any environmental impacts that the management of the HSM may cause. It will not always be appropriate to have a formal management plan but this can be noted in the proposal.
3. If the proposal is to revise an existing designation of an HSM, please list the relevant past Recommendations and Measures.

The above format may be used as a template or as a check-list for the cover sheet, to ensure that all the requested information is provided.