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## TABLE OF CONTENTS

### I. Introduction

### II. Scope

#### A. Resource requirements for the achievement of output I: Assessment(s) of the state of the marine environment, including socioeconomic aspects

##### A.1. Establishment of the Pool of Experts

*A.1.1. Development of the mechanism to establish the Pool of Experts*

*A.1.2. Constitution of the Pool of Experts*

*A.1.3. Evaluation, enhancement and maintenance of the database of members of the Pool of Experts*

##### A.2. Scoping exercise for output I assessment(s)

##### A.3. Development of the annotated outline(s)

##### A.4. Constitution of writing teams

*A.4.1. Development of guidelines on the composition of writing teams*

*A.4.2. Identification of potential members of writing teams*

*A.4.3. Communication with potential members of writing teams*

*A.4.4. Finalization of writing teams*

##### A.5. Drafting of the assessment(s)

*A.5.1. Regional workshops*

*A.5.2. Development of guidelines for writing teams*

*A.5.3. In-person and web-based meetings of writing teams*

*A.5.4. Use of a common online collaboration platform by writing teams*

*A.5.5. Subscriptions to scientific publication and databases*

*A.5.6. Evaluation, enhancement and maintenance of a database of recent and on-going global and regional assessments*

*A.5.7. Inter-agency cooperation and coordination for output I*

##### A.6. Review process for the assessment(s)

*A.6.1. Development of modalities for the review process and relevant guidelines*

*A.6.2. Identification of peer-reviewers*

### *A.6.3. Reviews by peer-*

*C.2.3. Follow-up to the international symposium*

C.3. Continuous exchange of information and knowledge for capacity-building

C.4. Other on-going capacity-building activities

*C.4.1. Capacity-building inventory*

*C.4.2. Special scholarship fund*

C.5. Evaluation of the capacity-building programme

**D. Resource requirements for the overall implementation of the third cycle**

D.1. Enhancement of working methods, communication protocols and collaborative document management systems necessary

D.2. Meetings of the Ad Hoc Working Group of the Whole

D.3. Meetings of the Bureau

D.4. Focal points

*D.4.1. Development of terms of reference and working methods of the focal points*

*D.4.2. Establishment of focal points*

*D.4.3. Liaison with focal points*

D.5. Group of Experts

*D.5.1. Establishment of the Group of Experts*

*D.5.2. Development of terms of reference and working methods of the Group of Experts*

*D.5.3. Evaluation, enhancement and maintenance of the database of members of the Group of Experts*

*D.5.4. In-person and web-based meetings of the Group of Experts*

*D.5.5. Use of a common online collaboration platform by the Group of Experts*

D.6. Regular communication on the overall implementation of the third cycle

D.7. Development of a timetable and implementation plan for the third cycle

D.8. Management of the Regular Process voluntary trust fund

**E. Resource requirements for outreach and engagement**

E.1. Development of the outreach and engagement strategy

E.2. Review and approval of the outreach and engagement strategy

E.3. Implementation of the outreach and engagement strategy

*E.3.1. Intergovernmental and other ocean-related meetings*

*E.3.2. Briefings and side events*



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## **I. Introduction**

1. In paragraph 318 of resolution [74/19](#), the General Assembly decided to launch the third cycle of the Regular Process, to cover five years, from 2021 to 2025, and requested the Bureau of the Ad Hoc Working Group of the Whole on the Regular Process, with the assistance of the Group of Experts and the secretariat, to develop a draft programme of work for the third cycle, on the basis of the possible outcomes and building blocks of the third cycle prepared by the Bureau and endorsed by the Ad Hoc Working Group of the Whole at

prejudice to the discussions to be held in the Ad Hoc Working Group with regard to the implementation of the third cycle and the draft programme of work and with the caveat that operationalizing the third cycle might require additional activities and, accordingly, additional resources. A summary table of activities and projected resource requirements is presented in Annex II to this document. It should be noted that the projected costs are tentative since they have been calculated based on the costing situation for mid-2020 and do not factor in re-costing. Programme support costs of 13 per cent have not been included.

## **II. Scope**

### **5. In**

into account the lessons learned from the second cycle, the time period for appointing experts to the Pool of Experts for the third cycle would be open-ended.

***A.1.1. Strengthening of the mechanism to establish the Pool of Experts:*** It is envisaged that the mechanism to establish the Pool of Experts for the second





***A.4.1. Development of guidelines on the composition of writing teams:*** Taking into account the views expressed on the lessons learned from the second cycle, it is assumed that clear guidelines on the composition of writing teams, , as well as sufficiently detailed requirements regarding the composition of writing teams, including requirements related to interdisciplinarity, geographical diversity and gender balance, would be developed in early 2022 by the Bureau with the assistance of the Group of Experts and the secretariat. Such requirements would also take into account the need to integrate traditional, indigenous and local knowledge and science for the assessment(s). It is projected that this activity would be supported by resources identified for meetings of the Bureau (D.3); in-person and web-based meetings of the Group of Experts (D.5.4); the use of a common online collaboration platform by the Group of Experts (D.5.5); and secretariat support (G).

***A.4.2. Identification of potential members of writing teams:*** It is assumed that during the

**A.5. Drafting of the assessment(s):** Following the scoping exercise and the development of annotated outline(s), it is envisaged that the drafting of the assessment(s) would begin in the first half of 2023, and that a zero draft of the assessment(s) would be completed for review by mid-2024.

**A.5.1. Regional workshops:** The views on lessons learned from the second cycle supported the usefulness of the regional workshops in the second cycle, including in sensitizing stakeholders to the Regular Process and in assembling useful information for the Second World Ocean Assessment. The holding of workshops early during the second cycle was seen as a tool for wider dissemination of the Assessment, as a capacity-building mechanism, as a resource for data collection and identification/scoping of regional priorities, as well as to facilitate wide geographical representation in the nomination of experts to the Pool of Experts. It was also noted, however, that the potential of regional workshops had not been

person for each workshop, for a total of USD [15,000.00] per workshop, and a total of USD [75,000.00] for one round of workshops. It is assumed that one of the Joint Coordinators would participate in each workshop. Flight costs and daily subsistence allowance for the Joint Coordinator can be estimated at USD [3,000.00] for each of the five workshops, for a total of USD [15,000.00]. Thus, the total cost for travel and daily subsistence allowance for the Group of Experts for one round of five workshops is estimated at USD [90,000.00].

It is assumed that participants in the first round of regional workshops would consist mainly of regional experts nominated by Member States, members of United Nations specialized agencies and relevant organizations, bodies, funds or programmes within the United Nations system. It is assumed that the participation of 20 participants from developing countries from the region where a workshop is taking place would be funded at an approximate cost of USD [2,500.00] per person for round-trip economy airfare and daily subsistence allowance for three days. The total estimate for 100 participants would thus be USD [250,000.00] for one round of five workshops.

It is assumed that members of writing teams would attend the second round of workshops. While it is difficult at this stage to anticipate how many members of writing teams would be attending the workshops and where they would be travelling from, it is assumed, for the purposes of calculating the costs, that 45 members of the writing teams would participate in each workshop, of which nine would be travelling from a location within the region. The cost of round-trip economy class airfare and daily subsistence allowance for three days could be estimated at USD [2,500.00] per person travelling from within the region, for a total of USD [22,500.00] per workshop and USD [112,500.00] for all five workshops. If members of writing teams travel from a location outside the region, the cost of round-trip economy class airfare and daily subsistence allowance for three days could be estimated at USD [3,000.00] per person, for a total of USD [108,000.00] per workshop and USD [540,000.00] for one round of five workshops. The total cost of supporting 45 members of writing teams in five workshops would thus be USD [652,500.00].

It is noted that the lessons learned from the first and second cycles state



[150.00] per user, and USD [4,500.00] for 30 users. It is assumed that the secretariat would provide the necessary technical support (G) for the use of such a common online collaboration platform by writing teams, including through the initial establishment and structuring of the platform, the planning and organization of virtual briefings on the use of Microsoft SharePoint, the compilation and circulation of job-aids, and addressing technical inquiries. In addition, it is projected that additional resources may be required to ensure adequate and timely support from the Office of Information and Communications Technology (OICT) to provide access to all users and resolve any IT issues that may arise during that time. The cost of additional support from OICT might be estimated at USD [10,500.00] for three years.

**A.5.5. *Subscriptions to scientific publications and databases:*** Building on the experiences from the first and second cycles

it is assumed that the review process

**A.6.4. Copy-editing of the assessment(s):** It is assumed that the first draft of the assessment(s) would go through the first round of copy-editing between the two stages of the review process. An editor, with the support of the secretariat, would review and edit the first draft of the assessment(s) to, inter alia, ensure conformity with United Nations standards, including determining the need for, and/or responding to requests for disclaimers. It is projected that a consultant would be engaged for this exercise. The hiring costs for a level B individual contractor for copy-editing no more than 750 pages for a total period of two months (at a cost of USD [8,000.00]s

Bureau (D.3), meetings of the Ad Hoc Working Group of the Whole (D.2) and secretariat support (G).

**A.7.2. Final editing of the assessment(s):** It is assumed that the finalized assessment(s) would go through a final editing in the first half of 2025. The hiring costs for a level B individual contractor for copyediting 750 pages for a total period of one month is estimated at USD [8,000]. It is projected that this exercise would also be supported by resources identified for secretariat support (G) as the secretariat would assist in the final editing, format the finalized assessment(s) and liaise between the editors and the Group of Experts.

**A.7.3. Copyright management:** While during the first and second cycles there was not much need for purchasing copyright permissions for figures, tables, images, maps and graphs used in the assessments,









intergovernmental meeting, thus not raising airfare costs. The costs that could arise would be daily subsistence allowance costs which can be estimated at USD [350.00]. If needed, additional inter-agency meetings could be held through online meeting platforms that are currently available to the United Nations secretariat, such as Microsoft Teams and Cisco WebEx, at no additional costs. It is projected that the secretariat would plan, organize, service and conduct follow-up work to these meetings. The costs associated with secretariat support are covered by section G.

### **C. Resource requirements for the achievement of output III: Capacity-building**

The programme of work foresees that during the third cycle, a coherent programme on capacity-building will be carried out, consisting of regional workshops, an international symposium, and other activities focused on awareness-raising and sharing up-to-date information, including best practices and lessons learned. The capacity-building programme also aims to create a community of practice on the ocean science-policy interface across national, regional and global levels. The capacity-building programme would be overseen by the Division for Ocean Affairs and the Law of the Sea (DOALOS) of the Office of Legal Affairs in its capacity as the secretariat of the

expected that participants in the same regional workshop will derive from different continents, and t

**C.2. International symposium:** The programme of work foresees that a two-day international symposium on strengthening the ocean science-policy interface will be held in 2023 as part of the capacity-building programme. The symposium is envisaged as a focused and interactive knowledge-sharing event drawing upon the outcomes of the regional workshops, and participants would include representatives of scientific and policy communities at all levels, including States and intergovernmental organizations with competence in the ocean science-policy interface, as well as relevant non-governmental organizations and other stakeholders. It is assumed that the event would take place at United Nations Headquarters.

**C.2.1. Planning of the international symposium:** Because the symposium is meant to build on the outcomes of the workshops, it is anticipated that the planning of the international symposium would be led by the secretariat of the Regular Process in cooperation with IOC/UNESCO, with input from other partners involved in organizing the workshops, as well as members of the community of practice. It is anticipated that the secretariat would, inter alia, provide coordination and logistical support during the planning stage, as well as manage the panellist selection process, draft information and background documents and share information via the website of the Regular Process. The costs of secretariat support are covered by section G.

**C.2.2. Conduct of the international symposium:**











web-based meeting services, and conducting related administrative functions, including drafting correspondence, and coordination of travel and daily subsistence allowance. It is assumed that these meetings would be supported by resources identified for secretariat support (G).

Apart from in-person meetings, it is further assumed that regular communication would be maintained within and between the Group of Experts throughout the third cycle. The secretariat could facilitate, upon the request of members of the Group of Experts, any web-based meetings through online meeting platforms that are currently available to the United Nations secretariat, such as Microsoft Teams and Cisco WebEx, at no additional costs.

***D.5.5. Use of a common online collaboration platform by the Group of Experts:*** Based on the



intergovernmental meeting would support the goals related to inter-agency cooperation under Outputs I, II and II.

It is projected that the secretariat would participate in meetings related to:

- The United Nations Decade of Ocean Science for Sustainable Development
- UNFCCC, in particular the Subsidiary Body of Scientific and Technological Advice
- UNEP, in particular the United Nations Environment Assembly and the regional seas annual meetings
- IOC-UNESCO, in particular the Executive Council
- IPBES, in particular its Plenary The precise timing of the meetings would be dependent on the calendar of the relevant organizations and processes.

The projected costs for round-trip airfare and daily subsistence allowance for one staff member to attend these meeting for a duration of three days will depend on the location of the meeting (see Annex I for examples).

It is estimated that participation at one meeting would cost USD [3,400.00] per meeting for travel and daily subsistence allowance. The total cost of 15 meetings is therefore USD [51,000.00]. The secretariat would make every effort to organize briefings (see E.3.2) or side events (see E.3.3) on the Regular Process in connection with the above meetings, and to schedule inter-agency meetings during or back-to-back with the meetings (see B.6 above).

It is assumed that the Division, in connection with its other mandates, would participate in, inter alia, the High-level Political Forum on Sustainable Development, the United Nations Open-Ended Informal Consultative Process on Oceans and the Law of the Sea, meetings of the Convention on Biological Diversity, and the FAO Committee on Fisheries. As necessary, the secretariat would prepare relevant background notes or talking points on the Regular Process foree on Fisheries

In keeping with the views expressed on lessons learned from the first and second cycles, a number of side-events are projected to be held during the third cycle, and where possible to coincide with intergovernmental and other ocean-related meetings (see above). It is anticipated that side events will be held inter alia in connection with the publication of the second World Ocean Assessment, the publication of the brief documents under Output II, the implementation of the capacity-building programme,



cycle, and that the preparations for the third cycle therefore had to take place during the second cycle, it is assumed that the preparations for the fourth cycle would take place during the third cycle, if Member States so decide.

***F.2.1. Draft programme of work for the fourth cycle:*** The content of the programme of work for the fourth cycle would be based on, inter alia, the outcomes of the lessons learned exercise and external evaluations. It is assumed that like in previous cycles, the programme of work would be developed by the Bureau with the assistance of the Group of Experts and the secretariat. The cost associated with secretariat support are covered by section G.

***F.2.2. Resource requirements for the fourth cycle:*** The lessons learned exercise would also be carried out with a view to informing the funding for the fourth cycle. It is assumed that, as was done for the third cycle, the Secretary-General would be requested to prepare the resource requirements for the fourth cycle on the basis of the programme of work for the fourth cycle. It is projected that the development of this would largely be carried out by the secretariat of the Regular Process. The cost associated with secretariat support are covered by section G.

## **G. Secretariat support**

As indicated in sections A to F above, it is assumed that the secretariat would have a major role in supporting the projected activities related to the implementation of the activities foreseen in the programme of work for the third cycle. Additionally, the secretariat will be required to perform several functions relating to the overall operation of the Regular Process, such as planning, coordination, budget preparation and reporting, as well as any necessary preparations for the fourth cycle. The secretariat will also be responsible for developing terms of reference for, selecting and supervising consultants to carry out specialized tasks over the course of the third cycle. The cost associated with secretariat support are covered below.

### ***1. Secretariat functions for the overall implementation of the third cycle***

The secretariat will provide support to the activities related to the overall implementation of the third cycle, as noted in Section D above. Some of the main functions of the secretariat in this regard include:

- (i) Providing assistance, including administrative services, to delegations, the Co-Chairs of the Ad Hoc Working Group of the Whole, the Bureau, members of the Group of Experts, members of the Pool of Experts and the focal points, and technical support for all virtual meetings, the use of the online collaborative platforms and the use of relevant databases;
- (ii) Supporting the planning and organization of the third cycle, including the development of a timetable and implementation plan for the third cycle and the development of terms of reference and working methods for the Group of Experts and focal points;
- (iii) Planning, organization and servicing the meetings of the Ad Hoc Working of the Whole, the Bureau and the Group of Experts, either in-person or web-based, including departmental coordination, the preparation of agendas, documents and background materials, notetaking and drafting of summaries and meeting reports;
- (iv) Coordinating the work of the various bodies of the Regular Process and support regular communication and the sharing of information, including through the





- (ii) Planning, organizing and substantively servicing briefings, presentations or side events to be held in the margins of, or during, the meetings of other ocean-related intergovernmental processes;
- (iii) Preparing information material on the Regular Process to be shared with stakeholders of other ocean-related intergovernmental processes;
- (iv) Facilitating the participation in ocean-related intergovernmental processes by members of the Group of Experts or the Co-Chairs of the Ad Hoc Working Group on behalf of the Regular Process, including the preparation of presentations, background notes or speeches, upon request;
- (v) Planning, organizing and holding meetings with the secretariats of other ocean-related intergovernmental processes in order to strengthen coordination and cooperation, including through UN-Oceans, and coordinating activities resulting from such meetings;

***4. Secretariat support for activities related to Output III:***

The secretariat will provide support for the development and implementation of the capacity-building programme and other capacity-building activities, as noted in Section C above. Some of the main functions of the secretariat in this regard include:

- (i) Developing and implementing the capacity-building programme, in collaboration with Member States, IGOs and other stakeholders, including planning, coordination, the further development of activities, and evaluation of the programme;
- (ii) Planning, organizing and substantively servicing the capacity-building workshops,

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*ii. Professional staff:* There would be a need to supplement the human resources of the secretariat with two Professional staff (one at the P-3 and one at the P-2 level) for the duration of the third cycle. The two Professional staff would support the Programme Officer (P-4) in discharging all the secretariat functions set out in sections A-F above. Both professional staff would also provide, inter alia, assistance to States in the context of the Ad Hoc Working Group of the Whole and its Bureau, and to the Group of Experts, including by planning and organizing meetings, preparing relevant documents, servicing meetings, and drafting summaries of discussion or reports. They would also provide support to the Group of Experts and writing teams during the drafting phase of the assessment(s) and be involved in the substantive review of the assessment(s) prepared under Output I and the brief documents prepared under Output II. The Professional staff would also assist in the planning and organizing of regional workshops for the assessment(s) produced under Output I and the capacity-building programme under Output III, including by preparing host country agreements for the convening of 15 regional workshops, providing substantive support during workshops, drafting summaries of discussions or reports, and coordinating the follow-up to workshops. The Professional staff would also conduct legal and factual research relevant to the Regular Process and communicate with and provide advice to stakeholders. Both staff would be involved in the evaluation of activities undertaken during the third cycle, through surveys or other means, as well as of the third cycle as a whole, including through the lessons learned process and other formal evaluation. The Professional staff would also coordinate with the GS staff to ensure that administrative functions are carried out in an efficient and timely manner.

The P-3 staff would work closely with the Programme Officer (P-4) to discharge the functions of the secretariat and, in particular, be closely involved in the planning and organization of the regional workshops for Output I, regular communication with members of the Pool of Experts, focal points, representatives of ocean-related intergovernmental processes, and the development and implementation of the outreach and engagement strategy. The staff member would also be assisting in updating and enhancing the inventory of existing regional assessments. With regard to the engagement of consultants and other services, the Professional staff would assist in the drafting of terms of references, contracts, and liaising with other United Nations offices to facilitate hiring and procurement. The Professional staff would assist in the coordination of the work of consultants.

The associated costs related to this position would include the salary and benefits of the staff member as well as computer and phone access, office supplies, rent, resulting in an estimate of USD [975,625.00] for five years of the cycle.

The P-2 staff would work closely with the Programme Officer (P-4) and with the Professional staff (P-3) to discharge the functions of the secretariat and, in particular, be closely involved in the further development and implementation of the capacity-building programme, including the planning and organization of the regional workshops for Output III and the international symposium and regular communication with and provision of support to the community of practice established as a result of the capacity-building programme. The staff member would also be assisting in updating and enhancing the inventory of capacity-building activities, the planning and implementation of other ongoing capacity-building activities to support the Regular Process, including public engagement activities and fundraising for the special scholarship fund, the development and implementation of the outreach and engagement strategy and developing and implementing the special scholarship programme in collaboration with relevant partners.



**ANNEX I: TABLE OF DAILY SUBSISTENCE ALLOWANCE RATES**

\*Based on the July 2020 Daily Subsistence Allowance Circular Report  
ICSC/CIRC/DSA/494

City	Rate
Addis Ababa	209
Bangkok	246
Bonn	270
Geneva	394
London	396
Nairobi	260
New York	433
Paris	371
Rome	289
Santiago	331
Vienna	292

**ANNEX II: SUMMARY TABLE OF ACTIVITIES AND PROJECTED RESOURCE REQUIREMENTS**







