PRELIMINARY RESOURCE REQUIREMENTS (2026 – 2030)

FOR THE FOURTH CYCLE OF THE REGULAR PROCESS FOR GLOBAL REPORTING AND ASSESSMENT OF THE STATE OF THE MARINE ENVIRONMENT, INCLUDING SOCIOECONOMIC ASPECTS

TABLE OF CONTENTS

PRELIMINARY RESOURCE REQUIREMENTS (2026 – 2030)

FOR THE FOURTH CYCLE OF THE REGULAR PROCESS FOR GLOBAL REPORTING AND ASSESSMENT OF THE STATE OF THE MARINE ENVIRONMENT, INCLUDING SOCIOECONOMIC ASPECTS

I. Executive summary

The General Assembly launched the fourth cycle of the Regular Process for Global Reporting and assessment of the state of the marine environment, including socioeconomic aspects (Regular Process) for the period 2026-2030 by resolution 79/144 (https://undocs.org/en/A/RES/79/144).

Paragraph 333 of that resolution requested the Bureau of the Regular Process, with the assistance of the Group of Experts and the secretariat of the Regular Process, the development of a draft Programme of Work and the respective Resource Requirements for the fourth cycle of the Regular Process.

The present document lays out the Resource Requirements for the implementation of the proposed Programme of Work. It has been developed on the basis of the document "Possible outcomes and building blocks of the fourth cycle", which was endorsed by Member States during the twenty-first meeting of the Ad Hoc Working Group of the Whole held in September 2024. The inputs received from Member States on the lessons learned from the third cycle, as well as suggestions from the Group of Experts of the Regular Process and other relevant stakeholders were also taken into consideration in the preparation of this document.

The Resource Requirements contains the estimated costs for Output I on assessment of the state of the marine environment, including socioeconomic aspects; Output II on outreach and engagement activities, including through the World Ocean Assessment digital platform; Output III on outreach and engagement activities, including through the World Ocean Assessment digital platform; and Output IV on capacity-building. It also contains the estimated costs for the overall implementation of the fourth cycle, as well as those for the secretariat support.

The Resource Requirements for this programme of work for the period 2026-2030 includes non-staff costs of $4,806.00 for, *inter alia*, the preparation and translation of the fourth World Ocean Assessment (WOA IV) in all UN languages, the creation of an interactive digital platform version of the WOA IV, the convening of eleven regional workshops to support the development of WOA IV and on capacity-building, one international Symposium on capacity-building to support the preparation of WOA IV, and four short-term consultancies serving as thematic coordinators for the preparation of WOA IV.

The staff costs for the period 2026-2030 to retain the two Professional Staff (P-3 and P-2) and one General Service Staff have been estimated at $2,284.000.

The proposed Programme of Work based on inputs received from Member States on the lessons learned from the third cycle, as well as suggestions from the Group of Experts of the Regular process resulted in a significant increase in the workload of the secretariat. In the spirit of the UN80 Initiative, the Division will do its utmost to seek extrabudgetary resources and strengthen cooperation with other relevant entities, in order to ensure the complete implementation of the proposed Programme of Work.

II. Introduction

In paragraph 333 of resolution 79/144, the General Assembly decided to launch the fourth cycle of the Regular Process, to cover five years, from 2026 to 2030. It also requested the Bureau of the Ad Hoc Working Group of the Whole on the Regular Process to develop a draft programme of work for the fourth cycle in advance of the twenty-second meeting of the Ad Hoc Working Group.

In paragraph 335 of resolution 79/144, the General Assembly requested the Secretary-General to prepare the resource requirements for the fourth cycle of the Regular Process on the basis of the draft programme of work for the fourth cycle, to be developed in the intersessional period by the Bureau, and to report to Member States in advance of the twenty-second meeting of the Ad Hoc Working Group of the Whole.

The present document has been prepared in response to the above-mentioned requests of the General Assembly and outlines the preliminary resource requirements arising from the draft programme of work for the fourth cycle and the activities foreseen therein. The draft programme of work was developed by the Bureau during the intersessional period, with the assistance of the Group of Experts and the secretariat, on the basis of the possible outcomes and building blocks of the fourth cycle approved by the twenty-first meeting of the Ad Hoc Working Group of the Whole, and taking into account the lessons learned from the third cycle. A compilation of these inputs is available on the website of the Regular Process at: https://www.un.org/regularprocess/sites/www.un.org.regularprocess/files/lessons_learned_3rd_cycle_to_22_ahwgw.pdf.

The draft programme of work for the fourth cycle outlines activities which will be implemented starting in January 2026, following the adoption of the resolution on oceans and the law of the sea by the General Assembly in December 2025, and will end in December 2030. Mandates from the Ad Hoc Working Group of the Whole, guided by Member States, have significantly increased the secretariat's workload under the fourth cycle, which would normally warrant additional staffing. However, due to the financial situation of the Organization, instead of requesting additional posts, the secretariat intends to seek extrabudgetary resources and endeavour to strengthen cooperation with other relevant entities in order to ensure the complete implementation of the programme of work.

According to the Political Declaration from the third UN Ocean Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development held in June 2025, the international community committed to further improve the scientific understanding of the ocean and supporting sustainable science- and knowledge-based measures, exchanges and collaboration to accelerate action, including through, *inter alia*, the Regular Process.[1] As such, the Regular Process contributes to the implementation of the 2030 Agenda for Sustainable Development as a whole.

The Regular Process is also recognized by the General Assembly as the global mechanism which provides science and knowledge in contribution to the implementation of ocean-related

---

[1] Paragraph 30 (c) of the Political Declaration, 2025 United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development Nice, France, 9–13 June 2025

agreements, directly supporting governments in the implementation of the international legally binding instrument under UNCLOS on the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction (BBNJ Agreement). In fact, for governments to achieve the goals set under these agreements, science must deliver to decision makers the information and tools for identifying pathways that support continued delivery of the benefits society derives from the ocean, whilst minimising impacts.

A summary table of the activities and resource requirements is presented in Annex II to this document. The proposed budget is based on mid-2025 costing and do not factor re-costing nor programme support costs of 13 per cent.

III. Scope

In its resolution 71/257, the General Assembly recalled that in the first cycle, the scope of the Regular Process focused on establishing a baseline. In its resolution 75/239, the General Assembly endorsed the recommendations adopted by the Ad Hoc Working Group of the Whole at its thirteenth meeting, including that, for the second and third cycles of the Regular Process the scope would extend to evaluating trends and identifying gaps.[2] The draft programme of work for the fourth cycle maintains this scope of work.

The resource requirements outlined below are structured in accordance with section "III. Activities in support of making the fourth cycle operational" of the draft programme of work for the fourth cycle:

> A. resource requirements for the achievement of output I: assessment of the state of the marine environment, including socioeconomic aspects;
>
> B. resource requirements for the achievement of output II: outreach and engagement activities, including through the World Ocean Assessment (WOA) digital platform;
>
> C. resource requirements for the achievement of output III: Regular Process support for and interaction with other ocean-related intergovernmental processes;
>
> D. resource requirements for the achievement of output IV: capacity-building;
>
> E. resource requirements for the overall implementation of the fourth cycle; and
>
> F. resource requirements for evaluation and planning.

The proposed timeframes for completion of each part and the preliminary associated categories of activities are outlined below, including those activities related to the support to be provided by the secretariat of the Regular Process.

It is recalled that the function of secretariat of the Regular Process is provided by the Division for Ocean Affairs and Law of the Sea ("the Division"), of the Office of Legal Affairs, United Nations Secretariat.[3] The support to be provided by the Division in relation to each of the activities is presented in sections A, B, C, D, E and F, while section G presents the overall human resource requirements and associated costs.

---

[2] A/75/362, annex, para. 2.
[3] A/RES/65/37, para. 210.

A. Resource requirements for the achievement of output I: assessment of the state of the marine environment, including socioeconomic aspects

A.1. Management of the roster and database of the Pool of Experts and its expansion

Pursuant to the mechanism for the establishment of the Pool of Experts,[4] endorsed by the Ad Hoc Working Group of the Whole, the Regular Process secretariat will continue to manage the roster and database of the Pool of Experts including its expansion. The experts nominated to the Pool will be considered continuous rather than specific to one cycle. The time period for appointing experts to the Pool of Experts for the fourth cycle will be open-ended.

A.1.1. Nomination of additional experts to the Pool of Experts

Building upon the mechanism for the establishment of the Pool of Experts (A.1), the nomination of additional experts to the Pool of Experts for the fourth cycle is expected to comprise several activities which will be overseen by the Bureau and facilitated by focal points (E.4), both with the support of the secretariat. These activities could include:

(i) virtual briefings for focal points on the mechanism to establish the Pool of Experts in the second and third quarter of 2026;

(ii) calls for the nomination and recommendation of additional experts to the Pool of Experts in early 2027, upon the completion of the first draft of the preliminary annotated outline of the WOA, which would list specific expertise needed for each topic to be addressed (A.3);

(iii) approval by the Bureau of recommended experts, where necessary;

(iv) identification by the Group of Experts of gaps in expertise on topic(s) and/or region(s);

(v) additional calls, as needed, for the nomination and recommendation of experts to fill identified gaps in expertise;

(vi) additional calls, as needed, for the nomination and recommendation of experts to promote geographical distribution and gender balance in the Pool of Experts; and

(vii) regular communication with focal points, the Bureau, and the Group of Experts, concerning the progress in the maintenance of the Pool of Experts.

The nomination of additional experts to the Pool of Experts will be supported by resources identified for the meetings of the Bureau (E.3), liaison with focal points (E.4.3), in-person and web-based meetings of the Group of Experts (E.5.4), the use of a common online collaboration platform (E.5.5), the implementation of the outreach and engagement strategy (B.3), and secretariat support (G).

A.1.2. Evaluation and management of the roster and database of the Pool of Experts

The secretariat will undertake an evaluation of the database of members of the Pool of Experts in early 2026 so as to identify opportunities for its improvement including through its integration with the new WOA digital platform (B.1). The database will provide comprehensive, and easily accessible information on all members of the Pool of Experts. Of particular importance to the Group of Experts and the secretariat will be the ability to search for experts according to multiple

---

[4] See
https://www.un.org/regularprocess/sites/www.un.org.regularprocess/files/mechanism_for_the_establishment_of_the _pool_of_experts_for_the_third_cycle_of_the_regular_process.pdf.

criteria. Additionally, the database will be compliant with the United Nations standards on the protection of personal information, and each expert will be able to input and maintain their own profile template. The ongoing maintenance of the new database will be carried out by the secretariat throughout the fourth cycle. These activities will be partly supported by resources identified for the further enhancement of the World Ocean Assessment digital platform (B.1), maintenance of the website of the Regular Process (B.4.1), and secretariat support (G). The maintenance costs associated with the support from the Office of Information and Communications Technology are estimated at USD [10,400.00] per year, totalling USD [52,000.00] for five years. The costs associated with the technical updates and maintenance from an external development contractor of this database are estimated at USD [5,000.00].

A.2. Scoping exercise for output I assessment

The preparation of the output I assessment will begin in 2026 with a scoping exercise. The Group of Experts will prepare the proposed scope of the output I assessment for approval by the Ad Hoc Working Group of the Whole in early 2028. The scope of work will contain: (i) a comprehensive annotated outline containing a summary of each chapter or sub-chapter of the assessment, (ii) a list of expertise needed for the writing teams and (iii)an assessment of potential gaps and overlaps and ways to manage them. This scoping exercise will be supported by resources identified for regional workshops (A.6.1); in-person and web-based meetings of the Group of Experts (E.5.4); the use of a common online collaboration platform by the Group of Experts (E.5.5); and secretariat support (G).

A.3. Development of the annotated outline

In parallel with the scoping exercise, the Group of Experts will start to develop a preliminary annotated outline for the assessment and a list of specific expertise needed for each topic. The first draft of this preliminary annotated outline is expected to be completed in 2027, following the receipt of written inputs on the scope. It will then be revised with inputs from regional workshops, webinars and subject matter experts, and finalised for approval by the Ad Hoc Working Group of the Whole in the first half of 2028. The development of the annotated outline will be supported through written input (A.2), regional workshops (A.6.1), in-person and web-based meetings of the Group of Experts (E.5.4), the use of a common online collaboration platform by the Group of Experts (E.5.5), meetings of the Ad Hoc Working Group of the Whole (E.2), meetings of the Bureau (E.3), communication with potential members of writing teams (A.5.3) and secretariat support (G).

A.4. Recruitment of external short-term consultants

The Group of Experts highlighted that external short-term consultants are needed for the thematic coordination of the next assessment. The composition and expertise of the Group of Experts covers only part of the vast disciplinary expertise required for each assessment, given that the WOA is mandated to also include social and economic aspects and to be integrated in its nature. The allocation of lead and co-lead roles of chapters by the GoE in the current cycle was also not always optimised to take advantage of the expertise available in the GoE and there was no thematic grouping, coordination and optimization. This has created challenges for members when identifying writing teams and reviewing various components of the assessment development process and particularly when coordinating with other leads, co-leads and Coordinating Authors

to address synergies and overlaps. These external consultants will serve as a mechanism to deploy the thematic coordination, supporting the Group of Experts in its development of the next WOA. The consultants will report to and receive instructions from the Group of Experts with input from the secretariat regarding their respective functions.

Areas of support to be provided by these external consultants include, but are not limited to:

(i) assisting writing teams in the development of their chapters;

(ii) managing references;

(iii) representing information and data in infographics and other digital products;

(iv) assisting in ensuring chapters and sections of the WOA meet formatting requirements;

(v) support with the preparation and delivery of the Symposium, including document preparation and reporting; and

(vi) supporting the creation of awareness raising and dissemination of information on the Regular Process and the WOA, including through social media.

Due consideration would be given to providing opportunities for these consultancy roles to be filled by early career professionals (ECOPS), which would provide a career development opportunity and exposure to an international assessment process. The costs for a level B individual contractor for a total period of nine months (at a cost of USD [8,000.00] per month), spread across the three-year period of 2028-2030, is estimated at USD [72,000.00]. The total cost of hiring four external consultants would be USD [288,000.00]. These consultancies would also be supported by resources identified for secretariat support (G), as the secretariat would administer the consultancies, including their recruitment.

A.5. Constitution of writing teams

Clear guidelines and achievable timelines will be developed at an early stage so as to ensure the timely production of the assessment. Timelines will be established in a preliminary timetable and implementation plan to be developed in 2026 (E.7).

A.5.1. Review of guidelines on the composition of writing teams

The existing guidelines on the composition of writing teams, as well as requirements related to interdisciplinarity, geographical diversity and gender balance, will be reviewed and revised in early 2027 by the Bureau with the assistance of the Group of Experts and the secretariat. This review will also take into account the need to integrate traditional, indigenous and local knowledge and science for the assessment. This activity will be supported by resources identified for meetings of the Bureau (E.3); in-person and web-based meetings of the Group of Experts (E.5.4); the use of a common online collaboration platform by the Group of Experts (E.5.5); and secretariat support (G).

A.5.2. Identification of potential members of writing teams

During the revision of the preliminary annotated outline (A.3), the Group of Experts will also identify potential members of writing teams for each topic to be addressed in the assessment and seek their input on the preliminary annotated outline. Potential members of writing teams will be identified primarily among members of the Pool of Experts. This process will also contribute to the identification of gaps in needed expertise in the Pool of Experts (A.1.1). Members of the Group of Experts will also make recommendations for the appointment to the Pool of Experts

(A.1.1) of potential new members of writing teams, including those experts identified through activities such as the regional workshops (A.6.1), the thematic workshops (A.6.3) and the Symposium (D.2) for their The identification of potential members of writing teams will also be reinforced through the support of the secretariat in the communications between members of the Pool of Experts and the Group of Experts . The identification of potential members of writing teams will be an ongoing process throughout the development of the annotated outline in early 2027, and continue until the finalisation of the annotated outline in 2028. The identification of potential members of writing teams will be supported by resources identified for the maintenance of the Pool of Experts (A.1); in-person and web-based meetings of the Group of Experts (E.5.4); and secretariat support (G).

A.5.3. Communication with potential members of writing teams

The Group of Experts will maintain communication with the potential members of writing teams for the constitution of writing teams and the development of the annotated outline (A.3). Such communication will be conducted through correspondence, web-based meetings or other means that members of the Group of Experts deem appropriate. The costs associated with secretariat support are covered by section G.

A.5.4. Finalisation of writing teams

The list of writing teams will be finalised for approval by the Bureau in the first half of 2028. With the support of the secretariat, letters confirming the establishment of writing teams will then be sent to all members of writing teams, together with revised guidelines and a preliminary timeline for writing teams (A.6.2). These activities will be supported by resources identified for meetings of the Bureau (E.3) and secretariat support (G).

A.6. Drafting of the assessment

Following the scoping exercise and the development of the annotated outline, the drafting of the assessment will begin in the first half of 2028, and a zero draft of the assessment will be completed for review by mid-2029.

A.6.1. Regional workshops

Workshops will be convened to conduct the scoping exercise for the next assessment. This will also incorporate capacity-building elements (D.1.2) States, or relevant organisations, will host the workshops and provide associated support as in-kind contributions to the Regular Process, with the administrative, logistical and substantive support of the secretariat. The cost associated with the support of the secretariat are covered by section G.

Five workshops will be held in 2026, and the cost of round-trip economy class airfare and daily subsistence allowance for a total of six members of the Group of Experts for five workshops. Flight costs and daily subsistence allowance can be estimated at USD [3,079.00] per person for each workshop, for a total of USD [18,474.00] per workshop, and a total of USD [92,370.00] for five workshops. One of the Joint Coordinators will participate in each workshop. Flight costs and daily subsistence allowance for the Joint Coordinator can be estimated at USD [3,079.00] for each of the five workshops, for a total of USD [15,395.00]. The total cost for travel and daily subsistence allowance for the Group of Experts for five workshops is estimated at USD [107,765.00].

Participants in regional workshops will consist mainly of experts nominated by Member States, specialised agencies and relevant organisations, bodies, funds or programmes within the United

Nations system or self-nominated individuals with necessary expertise. 30 participants will be funded at an approximate cost of USD [3,079.00] per person for round-trip economy airfare and daily subsistence allowance for five days. The total estimate for 150 participants is USD [461,850.00] for five workshops.

Two secretariat staff will deliver each workshop. This staffing level is deemed essential to adequately fulfil the substantive support requirements of participants and to ensure the smooth and effective delivery of all workshop-related activities. Flight costs and daily subsistence allowance for two secretariat staff can be estimated at approximately USD [58,830.00] for five workshops., The total estimated cost for airfare and daily subsistence allowance for the members of the Group of Experts, regional experts and secretariat staff, for the five regional workshops held in 2026 is USD [628,445.00].

The secretariat will facilitate remote participation in the regional workshops through online meeting platforms that are currently available at to the United Nations secretariat, such as Microsoft Teams.

A.6.2. Review of guidelines for writing teams

The Group of Experts will revise the existing guidance for writing teams,[5] with the support of the secretariat, in 2027. The revised guidance will lay out the process for drafting chapters and subchapters of the assessment and provide clear instructions for the writing teams. The revision of this guidance will be supported by resources identified for in-person and web-based meetings of the Group of Experts (E.5.4), the use of a common online collaboration platform by the Group of Experts (E.5.5) and secretariat support (G).

A.6.3. Coordinating author meetings, writing team workshops, and web-based meetings of writing teams

The communication with, within and between writing teams will be improved during the fourth cycle. Coordinating authors' meetings and writing teams' workshops totalling no more than six sessions in total will be held between 2028 and 2030, so as to, *inter alia*, advance the drafting of the annotated outline, prepare draft chapter outlines, and provide an opportunity for writing teams to meet and discuss the drafting of chapters.

 Flight costs and daily subsistence allowance for the three coordinating authors meetings is estimated at USD [2,547.00] per person for each session, for a total of USD [15,282.00] per session. Flight costs and daily subsistence allowance for the three writing teams workshops is estimated at USD [3,079.00] per person for each session, for a total of USD [18,474.00]. Flight costs and daily subsistence allowance for one Joint Coordinator for the three coordinating authors meetings is estimated at USD [2,547.00] for each session, for a total of USD [7,641.00] for three sessions. Flight costs and daily subsistence allowance for the three writing teams workshops is estimated at USD [3,079.00] for a total of USD [9,237.00] for three sessions. The total cost for travel and daily subsistence allowance for the Group of Experts for three sessions of coordinating author meetings and three sessions of writing team workshops is estimated at USD [118,146.00].

The coordinating authors will attend three in-person coordinating author meetings, and it is expected that 50 coordinating authors will participate in each meeting. The cost of round-trip

---

[5] Available at:
https://www.un.org/regularprocess/sites/www.un.org.regularprocess/files/guidance_for_writing_teams_for_web.pdf.

economy class airfare and daily subsistence allowance for three days is estimated at USD [2,547.00] per person, for a total of USD [127,350.00] per meeting and USD [382,050.00] for three meetings, with one meeting to be held in 2028 and two meetings to be held in 2029.

Three writing team workshops on a topic to be decided by the Group of Experts will be organised so as to enable a deep-dive on a specific topic of the assessment. Only members of the writing teams addressing the topic will attend these workshops and the workshops will also incorporate capacity-building elements (D.1.2). Ten members of the writing teams are expected to participate in each workshop. The cost of round-trip economy class airfare and daily subsistence allowance for five days is estimated at USD [3,079.00] per person, for a total of USD [30,790.00] per workshop and USD [92,370.00] for three workshops, with two sessions to be scheduled for 2028 and one for 2029.

Two staff members will organise and deliver the meetings/workshops and undertake follow-up actions, such as drafting and circulation of outcomes, conducting follow-up with coordinating authors/writing team members relevant to the drafting of the Assessment, and coordinating circulation of relevant information between the Group of Experts and coordinating authors and members of the writing teams. Flight costs and daily subsistence allowance for two secretariat staff for the three sessions of the coordinating authors meeting is estimated at approximately USD [32,016.00]. And for three sessions of the writing teams meeting can is estimated at approximately USD [35,298.00]. Total cost for airfare and daily subsistence allowance including the costs associated with the participation of the members of the Group of Experts, coordinating authors and/or members of the writing teams, and secretariat staff, in the three coordinating authors' meetings and three writing teams' workshops in 2028-2030 is estimated at USD [659,880.00].

Apart from in-person meetings, regular communication will be maintained within and between writing teams, as well as between the Group of Experts and writing teams throughout the drafting of the assessment. The secretariat will provide assistance in establishing the initial line of communication and will create and update contact lists. The cost associated with secretariat support are covered by section G.

A.6.4. *Use of a common online collaboration platform by writing teams*

All members of writing teams will be provided with access to a common online collaboration platform to facilitate their work on the drafting of the assessment. Through this platform, writing teams will be able to access and work jointly on documents with enhanced efficiency. The use of this platform has proven to be significantly beneficial for the work of the Group of Experts during the third cycle. The cost of a SharePoint Online plan can be estimated at USD [275.00] per user per year. The drafting is expected to begin in 2027 and end in 2030The estimated total cost for 250 members of the writing team is USD [275,000.00] for the duration of the drafting of the assessment. Additionally, 10 members of the writing teams may need support to access necessary word processing software. The one-time installation fee for Microsoft Office is estimated at USD [833.00] per user, and USD [8,330.00] for 10 users. The secretariat will 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 organisation of virtual briefings on the use of Microsoft SharePoint, the compilation and circulation of job-aids, and addressing technical inquiries.

A.6.5. Subscriptions to scientific publications and databases

It will be necessary to purchase subscriptions to scientific publications and databases for a period of one year during the fourth cycle, the cost of which is estimated at USD [2,500.00]. This activity will also be supported by resources identified for secretariat support (G).

A.6.6. Inter-agency cooperation and coordination for output I

Inter-agency cooperation contributes to the collection of information for drafting the assessment and the wider dissemination of its findings. This will be further strengthened during the fourth cycle, including through UN-Oceans, reinforced communications with focal points for the Regular Process of the secretariats of relevant United Nations specialised agencies, programmes, funds and bodies, as well as the secretariats of related organisations and conventions. These activities will be supported by resources identified for establishment of focal points (E.4.2), liaison with focal points (E.4.3), inter-agency meetings (C.6) and secretariat support (G).

A.7. Review process for the assessment

The review process for the assessment will be conducted in the following stages: The first stage will comprise parallel reviews by peer-reviewers, the secretariat and relevant UN entities, and will take place in early to mid-2029; the second stage will be the review by States, IGOs and NGOs, and is expected to take place in late 2029. The secretariat will coordinate the review process, the cost of which is covered by section G.

A.7.1. Review of modalities for the review process and relevant guidelines

The Bureau developed modalities for the review process and guidelines during the third cycle with the support of the Group of Experts and the secretariat. These will be revised as appropriate during the fourth cycle. These activities would be supported by resources identified for meetings of the Bureau (E.3), in-person and web-based meetings of the Group of Experts (E.5.4), the use of a common online collaboration platform by the Group of Experts (E.5.5) and secretariat support (G).

A.7.2. Identification of peer-reviewers

Pursuant to the revised guidelines on the identification of peer-reviewers, and in parallel with the identification of potential members of writing teams (A.5.2), the Group of Experts will identify peer-reviewers for each chapter or subchapter of the assessment, with a view to finalising the list of peer-reviewers for approval by the Bureau in the first quarter of 2028. The peer-reviewers will be identified primarily among members of the Pool of Experts. For peer-reviewers identified through activities such as the regional workshops (A.6.1) but not yet in the Pool of Experts, members of the Group of Experts will submit recommendations of such experts for their appointment to the Pool of Experts (A.1.1). The identification of peer-reviewers will be supported by resources identified for the establishment of the Pool of Experts (A.1), in-person and web-based meetings of the Group of Experts (E.5.4) and secretariat support (G).

A.7.3. Reviews by peer-reviewers, the secretariat and UN entities

The peer-reviewers, the secretariat and UN entities will be given approximately six weeks in 2029 to conduct parallel reviews of the zero draft of the assessment. The writing teams will consider comments received during the first stage of the review process, propose responses to these comments and make necessary revisions. The proposed responses and revisions by the writing teams will be considered by the Group of Experts, with a view to producing a first draft of the assessment. In addition to conducting a substantive review of the assessment, the

secretariat will also provide support for the conduct of the review by peer-reviewers and the review by UN entities, including through administering the review process, collecting and compiling comments and replies, preparing correspondence and facilitating overall communication. The first stage of the review process will be supported by resources identified for liaison with focal points (E.4.3), coordinating author meetings, writing team workshops, and web-based meetings of writing teams (A.6.3), the use of a common online collaboration platform by writing teams (A.6.4), in-person and web-based meetings of the Group of Experts (E.5.4), the use of a common online collaboration platform by the Group of Experts (E.5.5) and secretariat support (G).

A.7.4. Review by States, IGOs and NGOs

The first draft of the assessment will be sent to States, IGOs and NGOs for their review for a period of six weeks in late 2029. The writing teams will consider the comments from States, IGOs and NGOs, propose responses to these comments and make any necessary revisions. The proposed responses and revisions will be considered by the Group of Experts, with a view to producing the second draft of the assessment in early 2030. The revised draft will be considered by the Bureau, and subsequently resent to States, IGOs and NGOs for their final review. The Bureau and the Group of Experts will address any outstanding issues which remain after the second review. . The secretariat will administer the review process, , including through preparing correspondence, collecting and compiling comments, formatting the second draft of the assessment and facilitating overall communication. The second stage of the review process will be supported by resources identified for liaison with focal points (E.4.3), coordinating author meetings, writing team workshops, and web-based meetings of writing teams (A.6.3), the use of a common online collaboration platform by writing teams (A.6.4), in-person and web-based meetings of the Group of Experts (E.5.4), the use of a common online collaboration platform by the Group of Experts (E.5.5) and secretariat support (G).

A.8. Finalisation and publication of the assessment

It is anticipated that the assessment will be finalised and submitted for consideration by the Ad Hoc Working Group of the Whole in the second half of 2030. The finalised assessment will be made available in all official languages of the United Nations and be published and disseminated through the WOA IV digital platform, and also a limited number of printed copies. The total word count of the assessment will be 285,000 words. The secretariat will coordinate the entire process of the finalisation of the assessment, the costs of which are covered by section G. This stage will also be supported by resources identified for the web-based publication of WOA IV (A.8.6).

A.8.1. Adoption of the assessment

The Bureau will consider and approve the submission of the finalised assessment to the Ad Hoc Working Group of the Whole in 2030. The Ad Hoc Working Group of the Whole will consider and authorise the submission of the assessment to the General Assembly in the second half of 2030 for its consideration and approval. The adoption of the assessment will be supported by resources identified for meetings of the Bureau (E.3), meetings of the Ad Hoc Working Group of the Whole (E.2) and secretariat support (G).

A.8.2. Copyright management

A sum of USD [10,000.00] will be budgeted for the licensing of copyright materials. The secretariat will assist in maintaining the registry of copyright requirements and assist in

addressing copyright-related inquiries. The copyright management will also be supported by resources identified for the use of a common online collaboration platform by writing teams (A.6.4) and secretariat support (G).

A.8.3. Editing and translation of the assessment

The assessment will be drafted in English and in accordance with the United Nations policy on multilingualism, it will be edited and translated into the other five official languages at the end of 2030. The estimated cost for stand-alone editing services is USD [0.12] per word, totalling USD [34,200.00] for editing 285,000 words. Translation into the official languages of the United Nations costs approximately USD [2.52] per word. In addition, costs for layout and proofreading are USD [0.72] per word. The estimated costs associated with translation of 285,000 words from the English into the other official languages of the United Nations would be USD [923,400.00], totalling USD [957,600.00] for both editing and translation. This activity will also be supported by resources identified for secretariat support (G) as the secretariat will administer the process, including liaising with the Group of Experts and the translators during the translation of the assessment, and working closely with the editors and desktop publishers.

A.8.4. Desktop publishing of the assessment

The desktop publishing of the English version of the assessment will be carried out starting in December 2030. A level B individual contractor will be hired for a period of six weeks for 285,000 words at a cost of USD [8,000.00] per month. The total cost is estimated at USD [12,000.00]. The secretariat (G) will manage the hiring process and supervise the work of the consultant.

A.8.5. Printing of the assessment

A total of 200 copies of the assessment will be printed after December 2030. The cost for printing 285,000 words on the basis of 330 words per page is estimated at USD [63.29] per copy, totalling approximately USD [12,658.00] for 200 copies.

A.8.6. Publishing of the assessment

The engagement of external entities will be necessary to implement a web-based publication and an electronic publication of the fourth WOA, respectively. A provisional estimate of USD [150,000.00] for the WOA Digital platform and USD [22,000.00] for the electronic publication.. The secretariat (G) will provide substantive content and guidance, manage the contracting process and oversee the work of the entities.

B. Resource requirements for the achievement of output II: outreach and engagement activities, including through the World Ocean Assessment digital platform

The reach and impact of the World Ocan Assessment is directly related to the outreach and engagement activities, including through the WOA digital platform The activities listed in the programme of work and their associated resource requirements for output II are described below.

B.1. Further enhancement of the World Ocean Assessment digital platform: database of the Pool of Experts

The secretariat will enhance the database of the Pool of Experts, to be integrated into the WOA digital platform. The rapid expansion of the Pool of Experts—exceeding 1,350 experts as of mid-2025, and continuing to grow—necessitates the implementation of a database management

system to ensure efficient coordination, data integrity, and timely updates. This enhancement will provide the Group of Experts and the secretariat with the ability to search for experts according to multiple criteria. The WOA digital platform will continue to be enhanced with input from the Group of Experts and relevant stakeholders. The engagement of an external entity will be necessary to assist the secretariat in developing this database as it lacks the technical expertise required. The secretariat will work in close collaboration with the external entity under the guidance of the Group of Experts. Based on market research, the current estimate for the development of the database is USD [15,000.00]. The development of the database user interface will be guided by the Group of Experts and the secretariat, in close consultation with a number of potential stakeholders. The costs associated with secretariat support are described in section G below.

B.2. Review of the outreach and engagement strategy

The existing outreach and engagement strategy will be revised as appropriate by the Bureau, with the assistance of the Group of Experts and the secretariat, in 2026. The secretariat will organise necessary meetings to revise the strategy, prepare all relevant background documentation, summarise the discussions, and support the implementation of any further revisions required to finalise the strategy. The costs associated with secretariat support are described in section G below.

B.3 Implementation of the outreach and engagement strategy

The programme of work foresees that outreach and awareness-raising activities promoting participation in the Regular Process and the WOA, and disseminating widely its findings will be undertaken through:

(i) the organisation of briefings, presentations or side events;

(ii) the development and distribution of information materials;

(iii) regular communication with focal points; and

(iv) participation in other ocean-related intergovernmental processes to promote the activities and outputs of the Regular Process.

B.3.1. Intergovernmental and other ocean-related meetings

The secretariat will participate in 20 intergovernmental meetings during the fourth cycle (2 in 2026; 5 in 2027; 5 in 2028; 4 in 2029; 4 in 2030), in order to raise awareness about the Regular Process and the WOA, discuss avenues for engagement, strengthen cooperation and coordination with and provide input to other ocean-related processes, promote the third WOA, and provide updates on the fourth cycle and its outputs, among others. Participation in intergovernmental meetings will support the goals related to inter-agency cooperation under outputs I, III and IV.

The secretariat will participate in meetings related to:

- The United Nations Ocean Conference (UNOC);
- Meetings related to the BBNJ process;
- 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;
- IPCC, in particular its Plenary; and
- Regional scientific body meetings.

The precise timing of the meetings will be dependent on the calendar of the relevant organisations and processes. The costs for round-trip airfare and daily subsistence allowance for one staff member to attend these meetings for a duration of five days will depend on the location of the meeting (see Annex I for a table of daily subsistence allowance rates at different locations, as established and updated by the International Civil Service Commission). It is estimated that participation at one meeting would cost USD [6,336.00] per meeting for travel and daily subsistence allowance. The total cost of 25 meetings is therefore USD [158,400.00]. The secretariat will aim to organise briefings or side events (B.3.2) on the Regular Process and the WOA in connection with the above meetings, and to schedule inter-agency meetings during or back-to-back with the meetings (C.6).

The secretariat, in connection with its other mandates, will also participate in, *inter alia*, the formal BBNJ process; 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. The secretariat will prepare relevant background notes, talking points and other information on the Regular Process and the WOA for such meetings and will provide information materials for dissemination at the meetings.

B.3.2. Briefings and side events

Five briefings will be held in conjunction with meetings of various processes at United Nations Headquarters between 2026 and 2030. The estimated cost for self-service sound (microphone and ear-shells only) at Headquarters is USD [340.00] for three hours, and USD [1,700.00] for five briefings. Additionally, five briefings will be held in the margins of other intergovernmental processes in which the secretariat will participate (B.3.1). The cost for 5 briefings is expected to be USD [1,700.00]. This figure does not include the cost of attendance of the secretariat at these meetings, which is described under intergovernmental and other ocean-related meetings (B.3.1). The total estimated cost for 10 briefings would then be USD [3,400.00].

Eight side-events will be organised, to coincide with intergovernmental and other ocean-related meetings (B.3.1). Side events will be held, *inter alia*, to launch the publication of the third WOA, the publication of the thematic summaries under output III, the implementation of the capacity-building programme, as well as in cooperation with other organisations and processes related to specific topics relevant to the Regular Process.

The estimated cost for a side event in New York is USD [340.00] for three hours for self-service sound (microphone and ear-shells only), for a total cost of USD [2,720.00] for eight side events.

The secretariat will prepare and deliver presentations at the briefings and side-events, and will distribute background materials. Additionally, the secretariat will provide administrative and logistical support for these events (see section G below).

B.3.3. Dissemination of information and development of informational materials

A consultant will be hired to assist the secretariat with the revision of the outreach and communications strategy, the maintenance of the WOA digital platform, and the development of

communications and informational materials such as, *inter alia*, print (e.g. press releases, brochures, pamphlets, posters), graphics, thematic teaser briefing materials, social media, website videos, and thematic fact sheets. This will be implemented with due regard to the principle of multilingualism. The consultant will also assist in the development of the Regular Process regional network of relevant intergovernmental and scientific organisations to enhance the dissemination of information. The costs for a level B individual contractor for five months (at a cost of USD [8,000.00] per month) is USD [40,000.00] per year, totalling USD [200,000.00] for five years.

The development of the informational materials will be guided by the revised outreach and engagement strategy. Various digital and print materials, including brochures and infographics, will be distributed during regional workshops, coordinating authors' meetings, writing teams' workshops, intergovernmental and other ocean-related meetings, briefings and side events. Based on market research, the estimated total cost for the required software licenses (e.g. Canva, Adobe Creative Cloud, and audio/video licensing) is USD [2,000.00] per year. With respect to printing, a total of 240 copies of brochures and infographics will be printed per year at a cost of USD [1.14] per copy, resulting in an estimate of approximately USD [274.00] per year and a total of approximately USD [1,370.00] for five years (2026 to 2030). The primary responsibility for the development of promotional materials will rest with the secretariat. The costs associated with secretariat support are described in section G below.

B.4. Website of the Regular Process

B.4.1. Maintenance of the website

An external consultant will be hired to provide the secretariat with the necessary development and adaptation support for the Regular Process website. The services will be required for a total of seven months, distributed in three months in 2026, two months in 2027, and two months in 2030. The costs for a level B individual contractor for a total period of seven months (at a cost of USD [8,000.00] per month) is USD [56,000.00].

The secretariat will also provide technical support, website updates and maintenance. This activity will be supported by resources identified for the evaluation, enhancement and maintenance of the database of members of the Pool of Experts (A.1.2) and secretariat support (G).

B.4.2. Ensuring compatibility of the website with the World Ocean Assessment digital platform

The secretariat will review and ensure the compatibility of the current Regular Process website with the further enhanced WOA digital platform (B.1). This activity will be supported by resources identified for secretariat support (G).

B.5. Evaluation of the implementation of the outreach and engagement strategy

The programme of work provides for the evaluation of the implementation of the outreach and engagement strategy. The costs associated with this evaluation are covered in section F below.

B.6. Artificial Intelligence (AI)

As emphasised in the Secretary-General's note entitled Our Common Agenda, the global community is undergoing one of the most pivotal transformational periods in recent history,

driven by the fourth industrial revolution.[6] The strategic application of artificial intelligence (AI) presents a significant opportunity to strengthen the ocean science-policy interface, particularly through its integration into the WOA digital platform. The secretariat would need the necessary knowledge and training.

B.6.1. Hiring of a consultant to develop relevant AI technologies for the Regular Process and its World Ocean Assessments

The secretariat will hire an AI consultant, to provide advice regarding applicable AI technologies within the framework of United Nations AI-use policies. The costs for a level B individual contractor will be USD [8,000.00] per month, totalling USD [48,000.00] for six months, spread across the period 2026-2030. This activity will be also supported by resources identified for secretariat support (G).

C. Resource requirements for the achievement of output III: Regular Process support for and interaction with other ocean-related intergovernmental processes

C.1. Scoping exercise for output III activities

The Group of Experts will conduct a review of the preliminary outline of the fourth WOA in 2029. The review will identify specific policy-relevant WOA IV content which relates to and supports other ocean-related assessments and the work of States in intergovernmental processes. These include, *inter alia*, the UNFCC, IPBES, CBD, the ICP, and the BBNJ Agreement. Relevant ocean-related intergovernmental processes will be consulted throughout. This exercise will be supported by resources identified for in-person and web-based meetings of the Group of Experts (E.5.4), the use of a common online collaboration platform by the Group of Experts (E.5.5), liaison with focal points (E.4.3), inter-agency meetings (C.6) and secretariat support (G).

C.2. Development of the outlines of the thematic summaries

In parallel with the scoping exercise, the Group of Experts will start to develop the draft outlines of the thematic summaries, taking into account developments in ongoing ocean-related intergovernmental processes, as, for example, the BBNJ process. The first drafts of the preliminary outlines of the thematic summaries will be developed between late 2029 and early 2030. These will then be revised by the Group of Experts with input from the secretariats of relevant ocean-related intergovernmental processes, the secretariat and the Bureau. The development, revision, finalisation and approval of the outlines of the thematic summaries will be supported by resources identified for in-person and web-based meetings of the Group of Experts (E.5.4), the use of a common online collaboration platform by the Group of Experts (E.5.5), meetings of the Bureau (E.3), liaison with focal points (E.4.3), inter-agency meetings (C.6) and secretariat support (G).

C.3. Drafting of the thematic summaries

The drafting of the thematic summaries is anticipated to begin mid-2029. The drafting of the thematic summaries will begin in mid-2029 by the Group of Experts with input from contributors to WOA IV and relevant ocean-related intergovernmental processes. The secretariat will provide

---

[6] A/75/982, para. 41.

administrative support, substantive inputs and review, and facilitate communications between contributors. The drafting of the thematic summaries will be supported by resources identified for in-person and web-based meetings of the Group of Experts (E.5.4), the use of a common online collaboration platform by the Group of Experts (E.5.5) and secretariat support (G).

C.4 Review and finalisation of the thematic summaries

The thematic summaries will be ready for publication at the end of the fourth cycle. Costs associated with the preparation of the publication include review, editing, translation into the official languages of the United Nations, printing and binding of hard copies, shipping and digital publication. This process will also be supported by resources identified for secretariat support (G). The total word count of each thematic summary will be 3,300 words.

C.4.1. Review of the thematic summaries

The Group of Experts will undertake a final review and finalize the draft thematic summaries in the second half of 2030 during an in-person meeting. The secretariat will participate in the substantive review and finalization of the draft thematic summaries. The review of the thematic summaries will also be supported by resources identified for in-person and web-based meetings of the Group of Experts (E.5.4) and the use of a common online collaboration platform (E.5.5).

C.4.2. Editing and translation of the thematic summaries

The thematic summaries, originally drafted in English, will be edited and translated into the other five official languages of the United Nations. The estimated cost for stand-alone editing services is USD [0.12] per word, totalling approximately USD [400.00] for editing 3,300 words. Translation into the official languages at the United Nations costs approximately USD [2.52] per word. Costs for layout and proofreading are also estimated at USD [0.72] per word. The translation cost for each thematic summary into all the official languages is approximately USD [11,000.00], totalling USD [11,400.00] for both editing and translation per thematic summary. The estimated cost of editing and translating two 3,300-word thematic summaries would be USD [22,800.00]. The secretariat will provide support (G) by coordinating the process and facilitate the work of the Group of Experts, the editors and translators.

C.4.3. Desktop publishing of the thematic summaries

A desktop publishing consultant will be hired for the thematic summaries. The secretariat will administer the consultancy and assist with the formatting and typesetting of the English language version of the thematic summaries for publication. The costs for hiring a level B individual contractor for desktop publishing for a period up to one week is estimated at USD [2,000.00].

C.4.4. Printing of the thematic summaries

400 copies of the two thematic summaries will be printed for distribution. In addition, the secretariat will seek the in-kind contribution of print additional copies through the secretariats of ocean-related intergovernmental processes, such as the UNFCCC, CBD, and entities such as IOC-UNESCO, UNEP and the FAO. The estimated printing cost of 3,300 words on the basis of 330 words per page through United Nations Publications is approximately USD [1.47] per copy of each thematic summary. Printing 400 copies will cost USD [588.00].

C.4.5. Digital publication of the thematic summaries

In order to make the thematic summaries more widely available and accessible, a digital version of each document will be prepared through the United Nations publications and made available

and maintained on the WOA digital platform with links to the website of the Regular Process. There will be no direct publication costs if this is done through United Nations Publications. Nevertheless, this undertaking would require the secretariat administration, substantive guidance, and the typesetting of the thematic summaries for digital publication (G).

C.5. Interaction with other ocean-related intergovernmental processes

The secretariat will strengthen the interaction between the Regular Process and other ocean-related processes to promote synergies. Members of the Group of Experts or representatives of the Bureau will attend 5 meetings of relevant ocean-related intergovernmental processes to participate in discussions to promote cooperation and coordination, present relevant thematic summaries to be prepared under output III, provide updates on the preparation of the WOA and attend the briefings and side events to be held by the secretariat in the margins of such meetings (B.3.2).

Flight costs and daily subsistence allowance for five days for the participation of one member of the Group of Experts or representative of the Bureau at one meeting is estimated at USD [3,436.00]. The total cost for 5 meetings is USD [17,180.00]. The secretariat will provide administrative and substantive support, including through the drafting of background documents, talking points and presentations, and the administration of travel. (G).

C.6. Inter-agency meetings

Coordination and cooperation with the secretariats of other ocean-related intergovernmental processes will be strengthened, including through UN-Oceans. It is expected that IOC-UNESCO will continue to play a central supporting role during the fourth cycle, including with regard to capacity-building. Other United Nations organisations, funds, bodies and programmes, as well as the International Seabed Authority and relevant regional intergovernmental organisations could also be important partners. The secretariat will support (G) the coordination and cooperation processes, and liaise between the agencies involved, the Group of Experts and the Bureau.

A one-day inter-agency meeting will be held back-to-back with a major ocean-related intergovernmental meeting, thus not raising airfare costs. The costs that could arise would be additional daily subsistence allowance for one day which is estimated at USD [357.00]. The costs associated with secretariat support are covered by section G.

D. Resource requirements for the achievement of output IV: capacity-building

A new enhanced programme on capacity-building will be carried out, consisting of regional workshops, an international symposium, and other activities focused on awareness-raising about the Regular Process and the WOA, and sharing of the WOA findings. The capacity-building programme will also serve to identify experts within regions and create a community of practice on the ocean science-policy interface across all levels. The capacity-building programme will be administered and implemented by the secretariat the Regular Process, in cooperation with IOC-UNESCO and other relevant entities. The costs related to support from the secretariat are covered by section G below.

D.1. Regional workshops on capacity-building

The programme of work foresees that capacity-building workshops will be held in 2026 and 2028 as part of the capacity-building programme. It notes that specific workshop objectives and desired outcomes will be developed according to regional needs in consultation with the relevant regional organisations and beneficiary States, and that workshops will generally include presentations by the secretariat and partners on various relevant topics, followed by interactive discussions in small groups.

D.1.1. Planning of regional workshops on capacity-building

The early planning of the workshops, including the identification of relevant partners for each region, will be carried out by the secretariat, in consultation with IOC-UNESCO and other relevant entities as necessary. The workshops will involve substantive interactive sessions on science-policy interface at national and regional levels, featuring discussions on governance mechanisms, simulations, case studies, integration of existing regional mechanisms, and capacity-building needs. The costs related to support from the secretariat are covered by section G below.

D.1.2. Conduct of regional workshops on capacity-building

Workshop hosts or partners will cover certain costs related to the workshops and provide associated support as an in-kind contribution to the Regular Process, with the administrative, logistical and substantive support of the secretariat (G).

Two staff members will organise and substantively service the workshops and undertake follow-up actions. Additional participants, either self-funded or from the host country will also be able to take part in the workshop.

The resources for this activity are included under Regional workshops (A.6.1) and Coordinating authors meetings, writing teams workshops and web-based meetings of writing teams (A.6.3).

In addition to the above, a pre-workshop e-learning activity is foreseen, to be conducted in partnership with the World Bank Ocean Governance Course. This activity is expected to support discussions on the science-policy module during the workshop. [The cost of the e-learning could be estimated at USD [TBC] per person, resulting in a total of USD [TBC] per workshop and a total cost of USD [TBC] for all five workshops.]

D.1.3. Follow-up to regional workshops on capacity-building

The workshops will be evaluated through online surveys. This will be part of the overall evaluation of the fourth cycle and is covered in section F on evaluation and planning below.

The preparation of summaries of discussion and other follow-up work from the workshops will be conducted by the secretariat, in cooperation with partners as appropriate. The costs related to secretariat support are covered in section G below.

The programme of work foresees that a community of practice will be established after the workshops and will include, *inter alia*, workshop partners and participants. The costs related to the establishment of this community of practice are covered in section D.3 on continuous exchange of information below.

D.2. International symposium

The programme of work foresees the holding of an international symposium to strengthening the ocean science-policy interface and to facilitate the preparation of WOA IV. The symposium will

be structured as an interactive knowledge-sharing event, also providing opportunity to present the outcomes of the regional workshops. Participants will include representatives of scientific and policy communities at all levels, including States and intergovernmental organisations with competence in the ocean science-policy interface, as well as relevant stakeholders. The international symposium will strengthen the science-policy interface and focus on a number of topics directly relevant to the preparation of the WOA.

The symposium will be held in 2027 to provide a global opportunity to:

- Launch the preparation process for the fourth WOA;
- Discuss the scoping and priorities for the fourth WOA;
- Hold thematic exchanges between the Group of Experts and subject experts, with a focus on topics which are emerging and/or for which the expertise is lacking in the Pool of Experts (e.g. Indigenous, Traditional Owner and Local Community Knowledge (ITLK), blue economy and finance, science-policy interface);
- Raise awareness of the Regular Process and the potential contributions of experts to the preparation of the fourth WOA;
- Discuss and prioritize the needs of the users of the fourth WOA and its derivative products, including format, content and related dissemination strategies; and
- Share and discuss best practices and lessons learned on the implementation of the science-policy interface at all levels in a dedicated multidisciplinary interactive forum.

D.2.1. Planning of the international symposium

The symposium will build on the outcomes of the regional workshops, and will be organized and delivered by the secretariat, in consultation with partners including those involved in regional workshops. The secretariat will, *inter alia*, provide coordination and logistical support during the planning stage, as well as manage the participant selection process, draft information and background documents and share information via the website of the Regular Process and Secretariat social media accounts, and deliver substantive sessions during the symposium. The costs of secretariat support are covered by section G.

D.2.2. Conduct of the international symposium

The symposium may take place at United Nations Headquarters, or an alternative location depending on the establishment of a hosting partnership, so as to avoid DSA costs in New York City which are amongst the highest. The estimated cost for a two-day meeting at United Nations Headquarters is USD [6,964.00], for audio/visual services, including webcasting.

Support for the conduct of the international symposium, including organisation, logistics, technical support, note-taking and support for panellists and facilitators, substantive interventions will be provided by the secretariat and staff from partner entities. The costs of secretariat support are covered by section G. Flight costs and daily subsistence allowance for four organising UN staff can be estimated at USD [20,524.00].

Panellists and facilitators for the international symposium will be nominated by States and partner organisations, and some speakers will be self-funded or funded by the nominating entity. 20 resource persons, including certain members of the Group of Experts will be funded, so as to ensure geographical balance and provide for expertise in the WOA topics. The cost of round-trip economy class airfare and daily subsistence allowance for two days is estimated at USD [2,638.00] per person, for a total cost of USD [52,760.00].

Forty participants, with a focus on developing country experts, will be funded to participate. The cost of round-trip economy class airfare and daily subsistence allowance for two days is estimated at USD [2,638.00] per person, resulting in a total of USD [105,520.00].

The total travel costs for four support staff, 20 panellists and 40 symposium participants is estimated at USD [185,768.00].

D.2.3. Follow-up to the international symposium

The international symposium will be evaluated through online surveys. This will be part of the overall efforts to evaluate the activities undertaken in the fourth cycle, and it is covered below in section F on evaluation and planning.

The preparation of the summary with highlights of the discussions and other follow-up work from the symposium, including the dissemination of information collected, will be conducted by the secretariat in cooperation with relevant partners. The costs related to secretariat support are covered in section G below.

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

The capacity-building programme will foster partnerships, cultivate ocean literacy, and create best practices to enable continuous and collective learning beyond the capacity-building programme. Activities will be carried out to facilitate continuous exchange of information and knowledge among the multiple stakeholders of the community of practice, as well as to promote ocean literacy, including by using platforms such as the WOA digital platform, the Regular Process website, briefings and side events held by the secretariat, and communication assets including social media. These activities will be supported by resources identified for the further enhancement of the WOA digital platform (B.1), maintenance of the website of the Regular Process (B.4.1), briefings and side events (B.3.2), promotional materials (B.3.3) and secretariat support (G).

D.4. Other ongoing capacity-building activities

The programme of work foresees, in addition to the activities listed above, the implementation of other ongoing capacity-building activities to support the Regular Process, including fundraising for the Regular Process Special Scholarship Fund and the implementation of the Special Scholarship.

D.4.1. Special Scholarship Fund

The Regular Process Special Scholarship Fund was established pursuant to General Assembly resolution 64/71 to support training programmes for developing countries. No contributions have yet been made to this fund. The secretariat will explore ways to further adapt the Regular Process capacity-building programme to stakeholder needs and to encourage contributions to the special scholarship fund. The community of practice and the Group of Experts will be consulted to provide advice on the scholarship design and fundraising opportunities. The costs associated with secretariat support are covered by section G. Should the fund be operationalised, the secretariat functions will include administering application and selection procedures, liaising between applicants and programmes, administering entitlements for scholars, and providing substantive training to the scholars.

D.5. Evaluation of the capacity-building programme

The programme of work foresees the evaluation of the implementation of the activities undertaken during the fourth cycle. These activities will be evaluated through the use of online surveys.

E. Resource requirements for the overall implementation of the fourth cycle

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

The secretariat will enhance working methods, communication protocols and collaborative document management systems under the fourth cycle. The secretariats of other ocean-related process will be consulted to draw upon lessons learned and best practices in this regard. The secretariat will undertake (G) these initiatives.

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

Nine meetings of the Ad Hoc Working Group of the Whole will be held during the fourth cycle. The total cost of nine meetings with full technical services, but without webcast and with interpretation available only on an as-available basis is approximately USD [52,020.00].

The two Joint Coordinators will attend the meeting to present the progress of work. The costs for round-trip economy class airfare and daily subsistence allowance for the Joint Coordinators for nine meetings between 2026 and 2030 are estimated at USD [54,756.00]. These meetings will be supported by resources identified for secretariat support (G).

E.3. Meetings of the Bureau

The Bureau of the Ad Hoc Working Group of the Whole oversees the implementation of the programme of work and related decisions of the Working Group during the intersessional periods. The Bureau will hold regular meetings between January 2026 and December 2030. The secretariat, in consultation with the Co-Chairs, will prepare the draft agenda as well as the summary and action points for each of the meeting. The performance of these functions will also involve close liaison and meetings with the Co-Chairs. These meetings will also be supported by resources identified for secretariat support (G). The performance of these functions will also involve close liaison and meetings with the Co-Chairs.

E.4. Focal points

The National Focal Points facilitate and expedite the nomination process for experts to the Pool of Experts, and they ensure swift communication between the scientific community, the Group of Experts, the Pool of Experts, the Bureau and the secretariat on other matters relevant to the Regular Process. Focal points for the secretariats of relevant United Nations specialised agencies, programmes, funds and bodies and the secretariats of related organisations and conventions with the possibility of recommending experts were also established in the third cycle. Unless otherwise notified by the State, the term of the focal points will be considered continuous rather than specific to one cycle.

E.4.1. Review of terms of reference and working methods of the focal points

The terms of reference and working methods of the focal points will be reviewed and revised for the fourth cycle by the Bureau, with the assistance of the secretariat, in early 2026. This activity will be supported by resources identified for the meetings of the Bureau (E.3) and secretariat support (G).

E.4.2. Establishment of focal points

States that wish to designate new National Focal Points or have not yet designated any will be invited to do so. Secretariats of relevant United Nations specialised agencies, programmes, funds and bodies and secretariats of related organisations and conventions that wish to designate new focal points or have not designated any focal points will also be invited to do so.

A call for additional nominations of focal points will be made in 2026. The secretariat will provide support for (G) the establishment of focal points, including the drafting and sending of calls, communication with States and IGOs, and the management of lists of focal points.

E.4.3. Liaison with focal points

The secretariat will be directly involved in communicating with the Permanent Missions and relevant United Nations specialised agencies, programmes, funds and bodies and the secretariats of related organisations and conventions regarding the nomination process, liaising with the focal points, sharing information on developments related to the fourth cycle outputs, collecting information from the focal points relevant to the nomination of experts for the Pool of Experts, and updating the Group of Experts, Co-Chairs and the Bureau of the Ad Hoc Working Group on the information received. The secretariat will also hold regular information-sharing web meetings, and/or prepare monthly communications to update the focal points on progress in the preparation of the assessment, as well as to receive feedback on initiatives relevant to the Regular Process, including data that may be relevant to the assessment (see also section G below).

E.5. Group of Experts

The Group of Experts is an integral part of the Regular Process. The general task of the Group of Experts will be to carry out any assessment within the framework of the Regular Process at the request of the General Assembly under the supervision of the Ad Hoc Working Group of the Whole.

E.5.1. Establishment of the Group of Experts

In its resolution 79/144, the General Assembly recognised the need for early preparation for the fourth cycle, and requested the Secretary-General to invite the Chairs of the regional groups to begin work aimed at the early constitution of the Group of Experts for the fourth cycle.[7] Working on the basis of past practice, a Group of Experts will be established towards the end of the fifth cycle in 2030. It will be composed of a maximum of 25 experts, with no more than five experts from each regional group, taking into due account of the need for adequate expertise, geographical distribution and gender balance as well as the desirability of some degree of continuity. The secretariat will provide support for (G) the establishment of the Group of Experts, including through the drafting and sending of calls for experts and communication with regional groups.

---

[7] A/RES/79/144, para 336.

E.5.2. Review of terms of reference and working methods of the Group of Experts

The existing terms of reference and working methods of the Group of Experts will be revised by the Bureau, with the assistance of the secretariat, in early 2026. This activity will be supported by resources identified for the meetings of the Bureau (E.3) and secretariat support (G).

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

The secretariat will evaluate the database of members of the Group of Experts and identify ways to improve it in early 2026, with a view to ensuring that it provides comprehensive and searchable up to date information on all members of the Group of Experts. After necessary enhancement, the maintenance of this database would be carried out by the secretariat throughout the fourth cycle. These activities will partly be supported by resources identified for the maintenance of the website of the Regular Process (B.4.1) and secretariat support (G).

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

The communication with, within and between the Group of Experts, will be further improved during the fourth cycle. A total of seven in-person meetings will be held (one meeting each year with one additional meeting in 2029 and 2030). The estimated cost for round-trip economy class airfare and daily subsistence allowance for a five-day meeting of the Group of Experts at United Nations Headquarters for 20 members is USD [86,540.00]. Accordingly, the total cost for seven meetings is USD [605,780.00]. Where possible, the secretariat will seek in-kind contributions in the form of hosting the meeting from relevant organizations so as to decrease the cost of meeting services and DSA.

The secretariat will prepare summaries of meetings, maintain attendance lists, facilitate virtual attendance through web-based meeting services, and conduct related administrative functions, as well as draft correspondence, and coordinate travel and daily subsistence allowance, among others (G).

Apart from in-person meetings, regular communication will be maintained within and between the Group of Experts throughout the fourth cycle. The secretariat will 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.

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

The Group of Experts will be provided with access to a common online collaboration platform to facilitate their work. The cost for access to Microsoft SharePoint Online is currently USD [275.00] per user per year. The total cost for 25 members of the Group of Experts is approximately USD [6,875.00] per year, and USD [34,375.00] for five years. The secretariat will provide the necessary technical support (G) for the use of such a common online collaboration platform by the Group of Experts.

E.6 Regular communication on the overall implementation of the fourth cycle

The secretariat will strengthen regular communication with the Bureau, the National Focal Points and the Group of Experts, including through the development and dissemination of social media. These activities will be supported by resources identified for liaison with focal points (E.4.3), promotional materials (B.3.3) and secretariat support (G).

E.7 Development of a preliminary timetable and implementation plan for the fourth cycle

A timetable and implementation plan for the fourth cycle will be developed by the Bureau with the support of the Group of Experts and the secretariat in 2026. This plan will include milestones for all outputs planned during the fourth cycle.

E.8 The management of the Regular Process voluntary trust fund

The secretariat will continue to administer the Regular Process Trust Fund. This activity encompasses fund-raising, donor engagement, and management of contributions, including contribution agreement formulation and implementation, reporting, disbursement of funds, and travel management.

F. Resource requirements for evaluation and planning

F.1. Evaluation of the fourth cycle

The evaluation of the activities undertaken during the fourth cycle will be undertaken on a continuous basis. The primary responsibility for the evaluation will rest with the secretariat, which will make use of survey tools. The costs of secretariat support are described in section G.

F.1.1. Lessons learned from the fourth cycle

The programme of work foresees that a dedicated lessons learned exercise will be carried out to review the fourth cycle of the Regular Process and its outcomes with a view to informing, *inter alia*, the structure, funding and programme of work of the fifth cycle. Participants in the Ad Hoc Working Group of the Whole, National Focal Points, the Group of Experts, the Pool of Experts and the secretariat will be invited to provide input for this exercise.

F.2. Programme planning for the fifth cycle

The lessons learned exercise will be carried out with a view to informing, *inter alia*, the structure, funding and programme of work of the fifth cycle. In response to the General Assembly's request that there to be no gap between cycles (paragraph 40, A/75/362), preparations for the fifth cycle should take place during the fourth cycle.

F.2.1. Draft programme of work for the fifth cycle

The content of the programme of work for the fifth cycle will be based on, *inter alia*, the outcomes of the lessons learned exercise and external evaluations. The programme of work will 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 fifth cycle

The lessons learned exercise will also be carried out with a view to informing the funding for the fifth cycle. The Secretary-General will be requested to prepare the resource requirements for the fifth cycle on the basis of the programme of work of the fifth cycle. The secretariat will develop the resource requirements and the cost associated with this are covered by section G.

G. Secretariat support

As outlined in sections A to F above, the secretariat administers the implementation of the programme of work of the Regular Process, and contributes substantively to the preparation of the WOA. The secretariat is also responsible for recruiting and supervising consultants who carry out specialised tasks over the course of the fourth cycle. The cost associated with secretariat support are covered below.

1. Secretariat functions for the overall implementation of the fourth cycle

The secretariat will provide support to the activities related to the overall implementation of the fourth cycle, as contained in Section E above. Some of the main functions of the secretariat include:

(i)   Providing assistance, including administrative services, to delegations, the Co-Chairs of the Ad Hoc Working Group of the Whole, the Bureau, the members of the Group of Experts, the 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 organisation of the fourth cycle, including the development of a preliminary timetable and implementation plan for the fourth cycle, building upon the terms of reference and working methods for the Group of Experts and the focal points;

(iii)   Planning, organising and servicing the meetings, whether in-person or web-based, of the Ad Hoc Working of the Whole, the Bureau and the Group of Experts, including departmental coordination, the preparation of agendas, documents and background materials, note-taking and drafting of summaries and meeting reports;

(iv)   Coordinating the work of the various bodies of the Regular Process and supporting regular communication and the sharing of information, including through the preparation of correspondence and information materials, the maintenance of relevant contact lists, databases and the website of the Regular Process;

(v)   Holding inter-agency cooperation and coordination meetings, whether in-person or web-based;

(vi)   The administration of the Regular Process voluntary trust fund, including fundraising, donor engagement, the management of contributions, the disbursement of funds and travel management and reporting; and

(vii)   Supporting the conduct of the lessons learned exercise to review the fourth cycle and its outcomes.

2. Secretariat support for activities related to output I on the assessment of the state of the marine environment, including socioeconomic aspects

The secretariat provides support to the activities related to the implementation of output I, as contained in Section A above. Some of the main functions of the secretariat in this regard include:

(i)   Providing assistance to the Ad Hoc Working Group of the Whole, the Bureau and the Group of Experts related to the constitution of the Pool of Experts, including the review and revision, as appropriate, of the mechanism, the list of expertise, communications and guidance to States, intergovernmental organisations and

potential members, and the evaluation, enhancement and maintenance of the database of the Pool of Experts;

(ii) Providing support to the Group of Experts related to the scoping exercise for output I, including by providing support for the use of the online collaboration platform and by planning and providing assistance in organising and holding regional workshops;

(iii) Providing support to the Group of Experts for the constitution of the writing teams and the coordination of their work, including the development of an annotated outline and the drafting process;

(iv) Providing support for the regional workshops, including their scheduling, planning and organisation, preparing relevant documents and negotiating necessary agreements with the organisers and hosts, providing travel support and substantive servicing, preparing reports and conducting any necessary follow-up.

(v) Providing support for the review of the assessments, including the development of modalities for the review processes and their implementation, as well as providing substantive reviews of the assessment; and

(vi) Providing support for the finalisation and dissemination of the assessment, including editing, formatting, translation and publication support.

3. Secretariat support for activities related to output II on outreach and engagement activities, including through the World Ocean Assessment digital platform

The secretariat provides support to the activities related to the implementation of output II, as contained in Section B above. Some of the main functions of the secretariat in this regard include:

(i) Conducting extensive activities related to outreach and engagement, including the review and revision, as appropriate, of the outreach and engagement strategy and support for the evaluation of its implementation;

(ii) Further enhancing the WOA digital platform aimed at providing better interactive data visualisations and multimedia content that make the WOA outputs more accessible and useful;

(iii) Co-hosting with strategic partners events, workshops, and campaigns that raise awareness about the Regular Process and the WOA outputs;

(iv) Developing and implementing outreach activities to facilitate participation in Regular Process and the preparation of the WOA by various stakeholders, with a view to increasing the overall inclusivity and impact of the Regular Process; and

(v) Aligning efforts and sharing best practices with global, regional frameworks, bodies, and scientific networks to strengthen the integration of the findings of the WOAs into other global and regional ocean assessments.

4. Secretariat support for activities related to output III on the Regular Process support for and interaction with other ocean-related intergovernmental processes

The secretariat provides support to the activities related to the implementation of output III, as contained in Section C above. Some of the main functions of the secretariat in this regard include:

(i) Providing support to the Group of Experts for the drafting of the thematic summaries, including by substantively reviewing the documents, supporting the editing and review process and managing the formatting, translation, publication and dissemination of the documents;

(ii)   Planning, organising and substantively servicing briefings, presentations and side events to be held in the margins of, or during the meetings of other ocean-related intergovernmental processes;

(iii)   Preparing information materials on the Regular Process and the WOA outputs 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 of the Whole on behalf of the Regular Process, including the preparation of presentations, background notes and speeches; and

(v)   Planning, organising 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.

5. Secretariat support for activities related to output IV on capacity-building

The secretariat provides support for the development and implementation of the capacity-building programme and other capacity-building activities, as contained in Section D 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, intergovernmental organisations and other stakeholders, including with regard to planning, coordination, further development of activities and evaluation of the programme;

(ii)   Planning, organising and servicing the capacity-building workshops, including by preparing relevant documents and negotiating agreements, providing travel support, preparing reports, conducting the necessary follow-up and disseminating the information collected, and delivering substantive content during the workshops;

(iii)   Planning, organising and servicing the international symposium, including by providing travel support for participants and speakers, preparing reports and disseminating the information collected, and delivering substantive content during the symposium;

(iv)   Providing support for the establishment of the community of practice, including with regard to its working methods, collaboration platforms and the development of systems for the continuous exchange of knowledge and information; and

(v)   Implementing other ongoing capacity-building activities to support the Regular Process, including activities to promote public engagement, fundraising for the Regular Process Special Scholarship Fund, and the development and implementation of the special scholarship programme.

Member States voiced their continued support for providing additional resources to further strengthen the capacity of the Division, in particular its human resources, to enable it to continue performing high quality work as the secretariat of the Regular Process and to ensure the successful completion of all the above-mentioned activities.

For the third cycle the secretariat of the Regular Process availed itself of four posts, namely: one Programme Officer (P-4), which was approved by the General Assembly in December 2015 to

support the Regular Process[8] and covered in the overall programme budget of the Division, and two Professional staff (one P-3 and one P-2) positions and one General Service staff position (G-6) which were approved by the General Assembly in December 2020 for the duration of the third cycle[9] and covered in the resource requirements for the third cycle. However, the lack of a full-time staff member leading communication efforts under a coherent strategy resulted in limited engagement with stakeholders, as these tasks were handled by a part-time consultant. While activities under output I: third WOA were successfully conducted, the Regular Process has not achieved an impact commensurate with the content of the WOAs and the efforts and resources deployed, compared to similar intergovernmental processes.

The implementation of the substantially increased activities under the fourth cycle, combined with the need to achieve significant improvements in the dissemination of information under the Regular Process, would ordinarily require additional staffing. However, in light of the current financial constraints, alternative and cost-effective measures such as engaging consultant support, securing extrabudgetary resources, and forming strategic partnerships have been fully explored and incorporated to complement existing arrangements. At a minimum, the retention of the current staffing structure, comprising the Professional staff positions (one P-3 and one P-2) and one General Service staff position, as provided for the duration of the third cycle, is essential to ensure continuity and effective implementation. A description of the anticipated functions of these positions is provided below:

i. General Service staff

Programme Management Assistant (G6)

Within limits of delegated authority and under the general supervision of the Programme Officer, the Programme Management Assistant will be responsible for the following duties: Provides assistance in support of planning and implementation activities/processes for the implementation of the Programme of Work for the period 2017-2020 of the second cycle of the Regular Process; Researches, compiles, analyses, summarizes, and presents basic information/data on specific programmes or project and related topics on the Regular Process; Assists in the coordination of programme/project planning and preparation; monitors status of programme/project proposals; takes necessary action to ensure project documents are completed and submitted to relevant parties for approval; Assists in the preparation and analysis of programme/project budget proposals; provides assistance in the interpretation of budget guidelines; reviews and coordinates submissions of programme proposals and budget estimates, ensuring that requisite information is included and justified in terms of proposed activities; proposes adjustments as necessary; prepares reports and ensures that outputs/services are properly categorized; Assists in servicing intergovernmental, expert and other meetings, etc., including assisting in identifying participants, preparing background materials, summaries of discussions, meeting reports, and presentations, etc.; Assists in the monitoring and evaluation of activities in support of the implementation of the Programme of Work for the period 2017-2020 of the second cycle of the Regular Process; categorizes, updates, tracks and analyses data, e.g., accounting records, outputs, resources utilized, deviations/revisions, etc.; carries out periodic status reviews, identifies issues and initiates requisite follow-up actions; prepares revised budget estimates; reports on budget revisions, expenditures and obligations, verifies availability of funds; ensures necessary approval

---

[8] A/RES/70/247.
[9] A/RES/75/239.

and entry in computerized budget system; initiates financial authorizations for expenditures; Collaborates with programme managers on performance reporting; liaises with relevant parties on the interpretation of the activities/services scheduled in the programme budget and various planning instruments; Provides assistance on reporting requirements, guidelines, rules and procedures and ensures completeness and accuracy of data submitted; Coordinates review and clearance process of meeting reports and other documents, and coordinates with editor, translation services, etc. on finalization and publication of reports in multiple Languages; Serves as focal point for coordination, monitoring and expedition of Programme of Work implementation activities, involving extensive liaison with a diverse organisational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions and resolve issues related to project implementation, e.g., travel arrangements, organization of and participation in workshops, authorization of payments, disbursement of funds, procurement of equipment and services, etc.; Prepares, maintains and updates files (electronic and paper) and internal databases; designs and generates a variety of periodic and ad hoc reports, statistical tables, graphic content, and other background materials/notes to facilitate inspection and other reviews; Drafts correspondence and communications related to all aspects of the Regular Process; prepares unit contributions for a variety of periodic reports including outreach materials; Provides general office assistance; responds to complex information requests and inquiries; reviews, logs and routes incoming correspondence; sets up and maintains files/records; organizes meetings; and handles routine administrative tasks, such as logging correspondence, etc.; and Performs other duties as assigned.

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 [603,050.00] for five years of the cycle.

ii. Professional staff

As indicated in the Introduction of this document, the implementation of activities under the fourth cycle will substantially increase the workload of the secretariat. While such an expansion would ordinarily require additional staffing, current financial constraints necessitate alternative, cost-effective measures, including through securing extrabudgetary resources and forming strategic partnerships.

At a minimum, the existing team of two professional staff (P-3 and P-2) must be retained, to support the Programme Officer (P-4) in discharging all the secretariat functions set out in sections A-F above.

Programme Management Officer (P3)

Under the supervision of the Principal Legal Officer, the Programme Management Officer will be required to provide assistance to support the efficient and effective secretariat services provided by the Division to the Regular Process for Global Reporting and Assessment of the State of the Marine Environment, including Socioeconomic Aspects (Regular Process) including its established institutions. In particular, the Programme Management Officer would be responsible for the following duties: Participates in the development, implementation and evaluation of assigned programmes/projects, etc., related to the Programme of Work of the second cycle of the Regular Process and its outputs; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks

follow-up actions; Assists in the development and coordination, in collaboration with clients, of action plans in support of the implementation of the Programme of Work of the Regular Process; Researches, analyzes and presents information gathered from diverse sources; Reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions; Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies; Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions; Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, correspondence, etc.; Provides substantive support to consultative and other expert meetings, etc., including proposing agenda topics, identifying participants, background materials, summaries of discussions, meeting reports, and presentations, etc.; Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities; Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.); Responds to requests for information; and Performs other duties as required.

The associated costs related to the 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 [1,045,550.00] for five years of the cycle.

Associate Programme Management Officer (P2)

Within delegated authority, and under the supervision of the Programme Officer, the Associate Programme Management Officer will be responsible for the following duties: Works with key clients to facilitate the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions; Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources; Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies; Assists in performing consulting assignments, in collaboration with the relevant stakeholders, including by planning and facilitating workshops, seminars, and symposiums; Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions; Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, including the production of outreach materials and of reports on impacts aimed at identifying and carrying out appropriate follow-up actions, etc.; Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.; Participates in field missions, including provision of substantive and administrative support, data collection, etc.; Supports activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and

preparation of related documents/reports (pledging, work programme, programme budget, etc.); and Performs other duties as required.

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 [886,050.00] for five years of the cycle.

The associated costs related to these three posts would total [2,534,650.00]. Apart from the costs above, it is also anticipated that the secretariat would need to cover costs associated with hospitality for participants estimated at USD [2,000.00]. Accordingly, the total cost for secretariat support for the five-year cycle would be USD [2,536,650.00].

Annex I: Table of daily subsistence allowance rates as established and updated by the International Civil Service Commission

*Based on the July 2025 Daily Subsistence Allowance Circular Report
https://unitednations.sharepoint.com/sites/RegularBudget/SitePages/PPB2026.aspx

City	Rate
Addis Ababa	US $209
Bangkok	US $270
Bonn	US $359
Geneva	US $423
London	US $474
Nairobi	US $267
New York	US $545
Paris	US $440
Rome	US $391
Santiago	US $256
Vienna	US $290

Annex II: Summary table of activities and resource requirements

Output/Activity	Class of Expenditure	2026	2027	2028	2029	2030	Total
A. Resource requirements for the achievement of output I: assessment of the state of the marine environment, including socioeconomic aspects							
A.1. Management of the roster and database of the Pool of Experts and its expansion							
A.1.2. Evaluation and management of the roster and database of the Pool of Experts	Contracting of an entity	1,000	1,000	1,000	1,000	1,000	5,000
A.1.2. Evaluation and management of the roster and database of the Pool of Experts	IT services	10,400	10,400	10,400	10,400	10,400	52,000
A.4. Recruitment of external short-term consultants	Consultancy/IC			96,000	96,000	96,000	288,000
A.6. Drafting of the assessment							
A.6.1. Regional workshops	Travel of meeting participants (Group of Experts)	107,765					107,765
A.6.1. Regional workshops	Travel of meeting participants (Participants)	461,850					461,850
A.6.1. Regional workshops	Travel of staff	58,830					58,830
A.6.3. Coordinating author meetings, writing team workshops, and web-based meetings of writing teams	CA meetings: Travel of meeting participants (Group of Experts)			17,829	35,658		53,487
A.6.3. Coordinating author meetings, writing team workshops, and web-based meetings of writing teams	CA meetings: Travel of meeting participants (CAs)			127,350	254,700		382,050

Output/Activity	Class of Expenditure	2026	2027	2028	2029	2030	Total
A.6.3. Coordinating author meetings, writing team workshops, and web-based meetings of writing teams	CA meetings: Travel of staff			10,672	21,344		32,016
A.6.3. Coordinating author meetings, writing team workshops, and web-based meetings of writing teams	WT workshops: Travel of meeting participants (Group of Experts)			43,106	21,553		64,659
A.6.3. Coordinating author meetings, writing team workshops, and web-based meetings of writing teams	WT workshops: Travel of meeting participants (CAs/WT members)			61,580	30,790		92,370
A.6.3. Coordinating author meetings, writing team workshops, and web-based meetings of writing teams	WT workshops: Travel of staff			23,532	11,766		35,298
A.6.4. Use of a common online collaboration platform by writing teams	Software licenses		77,080	68,750	68,750	68,750	283,330
A.6.5. Subscriptions to scientific publications and databases	Subscriptions			2,500			2,500
A.8. Finalisation of the assessment							
A.8.2. Copyright management	Copyright/licences					10,000	10,000
A.8.3. Editing and translation of the assessment	Editing and translation services					957,600	957,600
A.8.4. Desktop publishing of the assessment	Consultancy/IC					12,000	12,000
A.8.5. Printing of the assessment	Printing services					12,658	12,658
A.8.6. Publishing of the assessment	Contracting of an entity (web-based publication)					150,000	150,000
A.8.6. Publishing of the assessment	Contracting of an entity (electronic publication)					22,000	22,000

Output/Activity	Class of Expenditure	2026	2027	2028	2029	2030	Total
B. Resource requirements for the achievement of output II: outreach and engagement activities, including through the World Ocean Assessment digital platform							
B.1. Further enhancement of the World Ocean Assessment digital platform: database of the Pool of Experts	Contracting of an entity	15,000					15,000
B.3 Implementation of the outreach and engagement strategy							
B.3.1. Intergovernmental and other ocean-related meetings	Travel of staff	31,680	31,680	31,680	31,680	31,680	158,400
B.3.2. Briefings and side events	Audiovisual services (briefings)	680	680	680	680	680	3,400
B.3.2. Briefings and side events	Audiovisual services (side events)	1,020	340	680	340	340	2,720
B.3.3. Informational materials and dissemination of information	Consultancy/IC	40,000	40,000	40,000	40,000	40,000	200,000
B.3.3. Informational materials and dissemination of information	Infographic software solutions	2,000	2,000	2,000	2,000	2,000	10,000
B.3.3. Informational materials and dissemination of information	Printing services	274	274	274	274	274	1,370
B.4. Website of the Regular Process							
B.4.1. Maintenance of the website	Consultancy/IC	24,000	16,000			16,000	56,000
B.6. Artificial Intelligence (AI)							
B.6.1. Hiring of an AI consultant to explore boosting of the impact of the Regular Process and its World Ocean Assessments	Consultancy/IC	9,600	9,600	9,600	9,600	9,600	48,000
C. Resource requirements for the achievement of output III: Regular Process support for and interaction with other ocean-related intergovernmental processes							
C.4 Review and finalisation of the thematic summaries							

Output/Activity	Class of Expenditure	2026	2027	2028	2029	2030	Total
C.4.2. Editing and translation of the thematic summaries	Editing and translation services					22,800	22,800
C.4.3. Desktop publishing of the thematic summaries	Consultancy/IC					2,000	2,000
C.4.4. Printing of the thematic summaries	Printing services					588	588
C.5. Interaction with other ocean-related intergovernmental processes	Travel of meeting participants (members of the Group of Experts or the Bureau in that capacity)	3,436	3,436	3,436	3,436	3,436	17,180
C.6. Inter-agency meetings	Travel of staff (DSA only)			357			357
D. Resource requirements for the achievement of output IV: capacity-building							
D.1. Regional workshops on capacity-building							
D.1.2. Conduct of regional workshops on capacity-building	Pre-workshop e-learning module (World Bank)	TBC	TBC				TBC
D.2. International symposia							
D.2.2. Conduct of the international symposia	Audiovisual services		6,964				6,964
D.2.2. Conduct of the international symposia	Travel of meeting participants (Panellists)		52,760				52,760
D.2.2. Conduct of the international symposia	Travel of meeting participants (Participants)		105,520				105,520
D.2.2. Conduct of the international symposia	Travel of staff		20,524				20,524

Output/Activity	Class of Expenditure	2026	2027	2028	2029	2030	Total
E. Resource requirements for the overall implementation of the fourth cycle							
E.2. Meetings of the Ad Hoc Working Group of the Whole	Audiovisual services	11,560	5,780	11,560	11,560	11,560	52,020
E.2. Meetings of the Ad Hoc Working Group of the Whole	Travel of meeting participants (Group of Experts)	12,168	6,084	12,168	12,168	12,168	54,756
E.5. Group of Experts							
E.5.4. In-person and web-based meetings of the Group of Experts	Travel of meeting participants (Group of Experts)	86,540	86,540	86,540	173,080	173,080	605,780
E.5.5. Use of a common online collaboration platform by the Group of Experts	Software licenses	6,875	6,875	6,875	6,875	6,875	34,375
G. Secretariat support							
Professional staff (P-3 level)							
Staff Costs	Staff costs	192,400	192,400	192,400	192,400	192,400	962,000
Non-Staff	Communications	110	110	110	110	110	550
Non-Staff	IT services	1,400	1,400	1,400	1,400	1,400	7,000
Non-Staff	Material and supplies	200	200	200	200	200	1,000
Non-Staff	Rental of premises	15,000	15,000	15,000	15,000	15,000	75,000
Professional staff (P-2 level)							
Staff Costs	Staff costs	160,500	160,500	160,500	160,500	160,500	802,500
Non-Staff	Communications	110	110	110	110	110	550
Non-Staff	IT services	1,400	1,400	1,400	1,400	1,400	7,000
Non-Staff	Material and supplies	200	200	200	200	200	1,000

Output/Activity	Class of Expenditure	2026	2027	2028	2029	2030	Total
Non-Staff	Rental of premises	15,000	15,000	15,000	15,000	15,000	75,000
General Service Staff (other level)							
Staff Costs	Staff costs	103,900	103,900	103,900	103,900	103,900	519,500
Non-Staff	Communications	110	110	110	110	110	550
Non-Staff	IT services	1,400	1,400	1,400	1,400	1,400	7,000
Non-Staff	Material and supplies	200	200	200	200	200	1,000
Non-Staff	Rental of premises	15,000	15,000	15,000	15,000	15,000	75,000
Hospitality		400	400	400	400	400	2,000
GRAND TOTAL		1,392,008	990,867	1,175,899	1,350,984	2,180,819	7,090,577