

## Guidelines for the preparation of ASMA management plans

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## 1. Background

### 1.1 Purpose of the Guide

In 1991 the Antarctic Treaty Consultative Parties (ATCPs) adopted the Protocol on Environmental Protection to the Antarctic Treaty (Environmental Protocol) to ensure comprehensive environmental protection in Antarctica. The Environmental Protocol designates the whole of Antarctica as "a natural reserve devoted to peace and science".

Annex V to the Environmental Protocol, adopted subsequently at ATCM XVI under Recommendation XVI-10, provides a legal framework for the establishment of specially protected and managed areas within the overall "natural reserve". The text of Annex V is available on the ATS website at [http://www.ats.aq/documents/recatt/Att004\\_e.pdf](http://www.ats.aq/documents/recatt/Att004_e.pdf).

Annex V specifies that any area in the Antarctic Treaty area, including any marine area, where activities are being conducted or may in the future be conducted, may be designated as an Antarctic Specially Managed Area (ASMA) to assist in the planning and co-ordination of activities, avoid possible conflicts, improve cooperation between Parties or minimise environmental impacts (Article 4.1, Annex V). Antarctic Specially Managed Areas may include areas where activities pose risk of mutual interference or cumulative environmental impacts and may also include sites or monuments of recognized historic value (Article 4.2, Annex V). An Antarctic Specially Managed Area may furthermore contain one or more Antarctic Specially Protected Areas (Article 4.4, Annex V).

The Annex further specifies that any Party to the Antarctic Treaty, the Committee for Environmental Protection (CEP), the Scientific Committee on Antarctic Research (SCAR) or the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) may propose an area for designation as an Antarctic Specially Managed Area by submitting a proposed Management Plan to the Antarctic Treaty Consultative Meeting (Article 5.1, Annex V).

This Guide has been developed in order to assist any proponent in the process of proposing an Antarctic Specially Managed Area, with the following aims:

- to assist Parties in their efforts to prepare Management Plans for proposed Antarctic Specially Managed Areas (ASMA) as required by the Environmental Protocol (Article 5, Annex V);
- to provide a framework which enables Management Plans to meet the requirements of the Environmental Protocol; and
- to help achieve clear content, clarity, consistency (with other Management Plans) and effectiveness to expedite their review, adoption and implementation.

It is important to note that this guide is intended as no more than an aide-mémoire to the production of Management Plans for ASMAs. It has no legal status. Anyone intending to prepare a Management Plan should examine the provisions of Annex V to the Environmental Protocol carefully and seek advice from their national authority at an early stage.

## 1.2 Identifying areas for special management

The designation of an area as a Managed Area provides a framework for planning, co-ordination and management of current or future activities in order to avoid possible conflicts, improve co-operation between Parties or minimize environmental impacts, including cumulative impacts. When seeking to assess whether an area in fact needs special management provisions, it is necessary to assess the interaction among values, activities and pressures in the area. The CEP has adopted specific guidance for assessing an area for a potential Antarctic Specially Managed Area designation that will assist any proponent(s) in the process of such an evaluation.

Ensuring a thorough and in-depth analysis during the assessment process will help the proponent(s) determine whether the management needs of the area are best served through the development of an ASMA Management Plan. Once a decision has been made by the proponent(s), the guidance provided by this document will assist in the process of developing the Management Plan for the Area,

## 1.3 Relevant guidance material

- Annex V to the Environmental Protocol ([http://www.ats.aq/documents/recatt/Att004\\_e.pdf](http://www.ats.aq/documents/recatt/Att004_e.pdf))
- Guidance for assessing an area for a potential Antarctic Specially Managed Area designation
- Guidelines for the application of management zones within ASMAs and ASPAs<sup>1</sup>
- Guidelines: A prior assessment process for the designation of ASPAs and ASMAs<sup>2</sup>

## 2 Format of Management Plans for ASMAs

The CEP has highlighted the benefits of promoting consistency among Specially Protected Area Management Plans. Similarly, while the circumstances, activities and pressures may be quite different among different areas being considered for ASMA designation, consistency among Specially Managed Area Management Plans is desirable. Article 5.3 of Annex V specifies matters that each ASMA Management Plan should address, as appropriate. The following sections of this Guide provide guidance in addressing those requirements (summarised in Table 1).

**Table 1: Overview of suggested ASMA management plan structure**

Management Plan section / section of Guide	Article 5 reference
1. Table of Contents	
2. Introduction	
3. Description of values to be protected	3 a
4. Aims and objectives	3 b
5. Management activities	3 c
6. Period of designation	3 d
7. Maps	3 g
8. Description of the Area	3 e (i - iv)
9. Protected Areas and managed zones within the Area	3 f

<sup>1</sup> WP 10, ATCM XXXIII/CEPXIII, 2010, incl. its attachment "Guidelines for the Application of Management Zones within Antarctic Specially Managed Areas and Antarctic Specially Protected Areas"

<sup>2</sup> Appendix 3 to [the Final Report of CEP XVIII](#)

10. Supporting documentation	3 h
11. Code of conduct and other guidelines	3 j (i-viii)
12. Advance Exchange of Information	3 k

### 3 Guidance for the content of Management Plans

Since the development of Management Plans for ASMA is an evolving process, those preparing Management Plans need to be aware of current best practice and are encouraged to consult current and recently revised ASMA Management Plans as useful examples. The current Management Plan for each ASMA can be accessed from the Protected Areas database on the website of the Secretariat of the Antarctic Treaty, at [http://ats.aq/devPH/apa/ep\\_protected.aspx?lang=e](http://ats.aq/devPH/apa/ep_protected.aspx?lang=e).

A Management Plan should provide sufficient details about the special features, activities and pressures within the Area and any provisions needed to manage the activities in the Area to ensure that individuals planning activities in the Area are able to do so in a manner consistent with the aims and objectives for the Area. The following sections provide guidance to proponents on the content addressed under each standard Management Plan heading.

#### 3.1.1 Table of Contents

A Table of Contents provides the reader with a guide to the location of a particular topic within the often long and complex ASMA Management Plan. Table 1 provides a general outline of a Table of Contents, which can be augmented with sub-contents.

#### 3.1.2 Introduction

An introduction to the Management Plan is not a stated requirement of Article 5 of Annex V, but can provide a useful overview. Information might include a summary of the important features of the Area, a brief history of designation and revisions, the activities that have been and are carried out there and pressures/threats that indicate the need for specific management.

The rationale for designating the area as a Specially Managed Area is important to convey early in the Management Plan. In doing so it will be appropriate to provide a short summary of pressures, threats and coordination requirements.

#### 3.1.3 Values to be protected

This section should provide an overview and short description of the values that have been identified in the Area and which have been determined to require management provisions to avoid negative impact or to minimize conflict. Such values can for example be:

- Environmental values
- Scientific values
- Historic and heritage values
- Aesthetic values
- Wilderness values
- Educational values

It is important to note that the description of values will be important factors for planning purposes by those contemplating activities within the Area. Consequently, the values should be described specifically, not generally.

#### 3.1.4 Activities to be managed

This section should provide an overview and short description of the current, planned or reasonably foreseeable activities in the Area which can pose a pressure/threat to identified values or which require coordination to minimize negative impacts or conflict:

- Scientific activities
- Station operations and science support activities
- Transportation
- Recreational activities
- Tourism
- Harvesting/fishing
- Environmental management

#### 3.1.5 Aims and objectives

This section should establish what is intended to be achieved by the Management Plan and how the Plan will address proper management of the values described above.

For example, the aims of the Plan might highlight an intention to:

- safeguard long-term, current and future scientific research;
- manage potential or actual conflicts among different activities and the values of the area;
- minimize environmental impacts, including cumulative impact;
- assist with the planning and coordination of human activities; and
- encourage communication and cooperation among users of the Area.
- consider climate change implications in the coordination and management of activities

It is important to note that the description of objectives will be important for planning purposes by those managing the Area and those contemplating activities within the Area. Consequently, the objectives of the plan should be described specifically, not generally.

#### 3.1.6 Management activities

Management activities outlined in this section should relate to the aims of the Management Plan and to the objectives for which the Area was designated.

For example, the Plan might highlight and describe the following management intents:

- establishment of an ASMA Management Group to facilitate and ensure effective communication among those working in or visiting the Area;
- provision of a forum to resolve any actual or potential conflicts in use and to help minimize the duplication of activities;
- dissemination of information on the Area, in particular on the activities occurring and the management measures that apply within the Area;
- maintenance of a record of activities and, where practical, impacts in the Area and the development of strategies to detect and address cumulative impacts;

- review of past, existing, and future activities and evaluation of the effectiveness of management measures, potentially through site visits; and
- data collection to further support, gain further knowledge and detect any ongoing changes to the values of the Area.

It is important to note in the Management Plan that active management may require an environmental impact assessment, which should be undertaken in accordance with the requirements of Annex 1 to the Environmental Protocol.

### 3.1.7 Period of designation

Designation of an ASMA is for an indefinite period unless the Management Plan provides otherwise. It is a requirement under Article 6.3 of Annex V that a review of the Management Plan is initiated at least every five years, and updated as necessary.

### 3.1.8 Maps

Maps are a critical component of any Management Plan and should be clear and sufficiently detailed. If the area is particularly large a number of maps that vary in scale may be appropriate.

It is essential that the maps clearly indicate the boundary of the Managed Area as described under section 6.1 below.

Photographs/images can usefully be included in the Management Plan in instances where they carry a clear management purpose and where they demonstrate specific points. When photographs and images are included, they should be clear, have sufficiently high resolution, include source information and the location should be identified clearly.

Guidelines for maps [and images] are given in Appendix 1 together with a check-list of features to be considered for inclusion.

### 3.1.9 Description of the Area

This section requires an accurate description of the Area and, where appropriate, its surroundings to ensure that those planning to conduct activities in the Area are sufficiently appraised of the special features of the area.

It is important that this section adequately describes features, activities and coordination needs in the Area that requires particular management, thus alerting users of the Management Plan to features of particular interest. This section should preferably not duplicate the description of the values of the Area.

While it is important that the descriptions are accurate and adequate, it is recommended that descriptions be kept short and at an overview level, avoiding too much detail and numerous scientific references. This will ensure that readers' attention stays directed toward the operational provisions of the Management Plan. Information about flora and fauna that is necessary for the implementation of specific management measures should be included in the description. However, further detailed descriptions with citations and/or species lists of fauna and flora can usefully be made available through other means, such as on a dedicated ASMA website, a National Program website or in a separate appendix to the Management Plan.

The section may be divided into multiple subsections, as indicated in the below.

*3.1.9.1 Geographical co-ordinates, boundary markers and natural features*

The boundary of the Area should be delineated unambiguously and the important features clearly described, as the boundary delineation will form the basis for the management of activities. The boundary of the Area should be carefully selected and described. It is preferable to describe a boundary that is identifiable at all times of the year. It is best to choose static boundary markers such as exposed rock features or coastlines. Features that might be expected to vary in location throughout the year or during the five-year review period of the Management Plan, such as the edges of snow fields or wildlife colonies, are unlikely to be suitable. In some instances it may be advisable to install boundary markers where natural features are not sufficient.

Consideration should be given to the likely future impacts of climate change when determining or reviewing the boundaries of the Managed Area. In particular, thought should be given to the designation of boundaries using features other than ice-free ground. For example, future climate change induced glacial retreat, ice shelf collapse and lake level change will have an impact on ASMA's whose boundary definitions follow these features.

Geographical co-ordinates included in the boundary description should be as accurate as possible. They should be given as latitude and longitude in degrees, minutes and seconds. If possible, reference should be made to published maps or charts to allow the boundaries of the Area to be delineated on the map.

The importance of GPS for fixing positions cannot be overstated. It is strongly recommended that GPS positioning is used to document accurate locational information on boundaries, and that such information be included in the ASMA Management Plans. Where possible satellite imagery and/or remote sensing techniques may be useful methods to support such information.

The description of the natural features of the Area should include descriptions of, the local topography such as permanent snow/ice fields, the presence of any water bodies (lakes, streams, pools), the presence of islands or other such features in the case of marine Areas and a brief summary of the local geology and geomorphology. An accurate, brief description of the biological features of the Area is also useful including notes on major plant communities; bird and seal colonies and an estimate of numbers of individuals or breeding pairs of birds and marine mammals.

Remote sensing techniques have great potential in providing relevant documentation for ASMA Management Plans. Uses may include mapping (including identification of Area and Zone boundaries) as well as quantification of vegetation, surface water, and potentially disturbed ground. As the technology develops, including the availability of higher resolution and hyperspectral images, the potential for delivery of management-relevant information will increase greatly.

If the Area contains a marine component, the Management Plan may need to be submitted to CCAMLR for consideration – see the section below on 'Approval process for ASMA Management Plans'.

### *3.1.9.2 Structures within the Area*

It is necessary to describe and accurately locate all structures within or adjacent to the Area. These include, for example, boundary markers, sign boards, cairns, field huts, depots and research facilities. Where possible, the date the structures were erected and the country using or having used them should be recorded, as well as the details of any HSMs in the Area. If applicable, the timing of the planned removal of any structures should also be noted (e.g. in the case of temporary scientific or other installations).

### *3.1.9.3 Other special status areas in the vicinity of the Area*

Article 5.3(iv) specifies that ASMA Management Plans should include description for other protected or managed areas in the vicinity. There is no specific radius to be used when describing other protected areas 'in the vicinity', but a distance of approximately 50 km has been used in many plans adopted so far. All such protected areas (i.e. ASPAs, ASMAs, HSMs, CCAS Seal Reserves, CCAMLR CEMP sites etc.) in the vicinity should be given by name and, where appropriate, number. The coordinates and approximate distance and direction from the Area in question should also be provided.

### *3.1.10 Protected Areas and managed zones within the Area*

Article 4.4 of Annex V notes that an Antarctic Specially Managed Area may contain one or more Antarctic Specially Protected Areas (ASPAs). This section should provide an overview and short description of all ASPAs contained within the boundaries of the ASMA.

It is furthermore relevant to make note of and provide a short description of any sites covered by Site Specific Visitor Guidelines adopted by the ATCM, as well as any listed Historic Site and Monument (HSM) within the Area.

Additionally, a CCAMLR Ecosystem Monitoring Program (CEMP) site may be located within the boundaries of an ASMA. If this is the case, an overview and short description of the CEMP site should be included. If special protection has been afforded to the CEMP sites through CCAMLR, the CEMP Site Management Plan should be referenced and provided a link to through the ASMA Management Plan. The same approach applies if a formally adopted Marine Protected Area (MPA) is located within the boundaries of the Area.

Article 5.3(f) of Annex V allows for the identification of zones within ASPAs and ASMAs "in which activities are to be prohibited, restricted, or managed for the purpose of achieving the aims and objectives..." of the Management Plan.

Clearly demarcated zones help provide clear information to site visitors on where, when and why special management conditions apply. Zones can be useful to communicate the goals and requirements of management in a clear and simple manner.

In order to help achieve greater consistency in the application of the zoning tool in Antarctica, a standard set of commonly used zones that could meet management needs in most situations has been identified and defined (Table 2).

As is the case with all guidelines, there may arise instances where exceptions are both needed and desirable and the use of alternative zones might be appropriate. It is important to keep in mind,

however, that Management Plans should aim to use zones that are as simple and consistent as possible across all sites within Antarctica.

If no zones are designated within the Area, this should be specifically stated in the Management Plan.

**Table 2: Overview of potential zones that can be utilized within an ASMA**

<b>Zone</b>	<b>Specific Zone Objectives</b>
Facilities and Operations Zone	To ensure that science support facilities and related human activities within the Area are contained and managed within designated Areas
Access Zone	To provide guidance for approach and/or landing of aircraft, boats, vehicles or pedestrians accessing the Area and by doing so protect areas with sensitive assemblages of species or scientific equipment etc and / or provide for safety
Historic Zone	To ensure those who enter the Area are aware of the areas or features within that are sites, buildings and / or artefacts of historic importance and to manage them appropriately
Scientific Zone	To ensure those who enter the Area are aware of the areas within that are sites of current or long-term scientific investigation or have sensitive scientific equipment installed
Restricted Zone	To restrict access into a particular part of the Area and/or activities within it for a range of management or scientific reasons, e.g. owing to special scientific or ecological values, because of sensitivity, presence of hazards, or to restrict emissions or constructions at a particular site. Access into Restricted Zones should normally be for compelling reasons that cannot be served elsewhere within the Area
Visitor Zone	To manage visits by commercial tour operators, private expeditions, and National Antarctic Program staff when undertaking recreational activities within the Area in order to ensure that such visits minimize potential impacts

### 3.1.11 Supporting documentation

This section should refer to a location where the reader can find further detailed information and documentation regarding the Area, for example, by providing a link to the ASMA website or National Program home page, Protected Area database, referring to an appendix, etc.

### 3.1.12 General Code of Conduct and other guidelines

This section should present a general Code of Conduct for the Area. The general Code of Conduct outlines the management framework and constitutes the main instrument for the management of activities in the Area. It should outline the overall management and operational principles for the Area, and should, as appropriate, cover *inter alia* the following issues:

- *Access to and movement within the Area:* This subsection should include descriptions of preferred access routes to the Area by land, sea or air. These should be clearly defined to prevent confusion and to provide suitable alternatives if the preferred route is unavailable. All access routes as well as marine anchorages and helicopter landing areas should be described and clearly marked on the accompanying map of the Area. Overflight restrictions,

should there be any, should be described in the text. The subsection should also describe preferred walking and vehicle routes within the Area.

- *Activities that may be conducted in the Area*: This should detail what activities are seen as relevant to be undertaken within the Area and the conditions under which such activities are relevant.
- *Field camps*: The conditions under which field camps may be permitted should be stated. It is possible that field camps would only be acceptable in certain parts of the Area. Such campsites should be identified and recorded on the supporting maps.
- *Restrictions on materials and organisms which may be brought into the Area*: This section should set out prohibitions and give guidance on the management of any materials that are to be used or stored in the Area.
- *Collection or removal of material found in the Area*: It may be permissible to remove from the Area materials such as beach litter, dead or pathological fauna or flora or abandoned relics and artefacts from previous activities. What items or samples can be removed should be clearly stated.
- *Waste management*: This section of the plan should specify requirements for the disposal and removal of wastes which are generated within the Area
- *Installation, modification or removal of structures*: It is useful to identify what, if any, structures are relevant to install within the Area. For example, certain scientific research equipment, markers or other structures might be allowed to be installed within the Area.

The Management Plan should, as appropriate, include specific guidelines for activities that might be undertaken within the Area. Such guidelines should, when they are part of the Management Plan, be included as appendices to the Management Plan and could cover issues as identified above and may include guidelines such as:

- Guidelines for scientific research
- Guidelines for facility and operational activities
- Visitor Sites Guidelines
- Hazard avoidance guidelines
- Non-native species guidelines

In instances where specific guidelines are stand-alone documents adopted by the ATCM, it may suffice to refer to and provide link to these guidelines, rather than including them as appendices.

### 3.1.13 Advance exchange of information

A key to the successful implementation of the Management Plan is the annual advance exchange of information of planned activities to be conducted within the ASMA. In this section of the plan, reference to the normal exchange of information by means of the annual national reports to the Parties of the Antarctic Treaty and to SCAR and COMNAP is advised. In addition, the Management Plan should establish appropriate communication and information sharing arrangements regarding activities in the area, possibly including notification by National Antarctic Programs on planned scientific activities in the Area and by appropriate national authorities on authorized, planned non-governmental activities in the area, including tourism and harvesting.

### 3.1.14 Appendices

It is relevant to make available interlinked and relevant material as appendices to the Management Plan. The specific details will depend on the Area in question, but could include inter alia:

- Specific guidelines for activities that might be undertaken within the Area (cf. section 3.1.12)
- Management Zone Guidelines (cf. section 3.1.10)
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- Further details and documentation about the Area (cf. section 3.1.9)
- Plant, bird and mammal species recorded within the Area
- Conservation Strategies for HSMs in the Area
- National Program contact details
- Maps and/or images

Rather than including Management Plans for ASPAs, ATCM adopted Visitor Site Guidelines and CEMP Site Management Plans contained within the Area (cf. section 3.1.10) as appendices to the ASMA Management Plan, it may be more appropriate to simply provide reference to and preferably links for these stand-alone documents.

## 4 Approval process for ASMA Management Plans

Article 5 of Annex V provides that any Party, the CEP, SCAR or CCAMLR may submit a draft Management Plan for consideration by the ATCM. In practice, draft Management Plans are generally submitted by one or more Parties to the CEP for consideration.

The process by which Management Plans are handled from drafting through to acceptance is summarised by the flow chart in Figure 1. This is based on the requirements of Article 6 of Annex V, *the Guidelines for CEP Consideration of New and Revised Draft ASPA and ASMA Management Plans* (Annex 1 of Appendix 3 to the CEP XI Final Report), and other related guidelines.

The approval process for an ASMA Management Plan has many critical stages, which can take a long time to complete. However, these stages are necessary, as an ASMA Management Plan requires the agreement of all Antarctic Treaty Consultative Parties at an ATCM.

### 4.1 Preparing the draft Management Plan

In the initial stages of drafting the Management Plan, it is recommended that widespread consultation, both nationally and internationally, is undertaken on the scientific, environmental and operational elements of the Plan as appropriate. This will aid the passage of the Plan through the more formal process at the ATCM.

Proponents of new Areas are strongly encouraged to consider relevant guidelines and references that will assist in assessing, selecting, defining and proposing Areas that might require special management through designation as an ASMA, including:

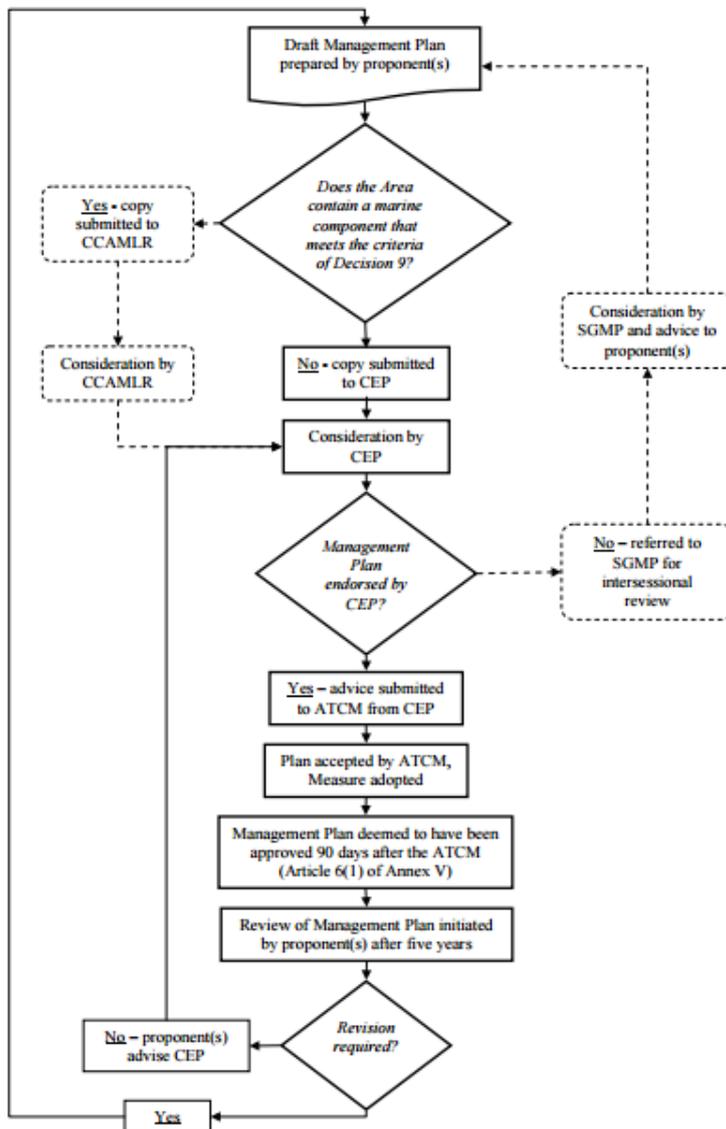
- *Guidance for assessing an area for a potential Antarctic Specially Managed Area designation*
- *Guidelines: A Prior Assessment process for the designation of ASPAs and ASMAs*<sup>3</sup>

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<sup>3</sup> Appendix 3 to the Final Report of CEP XVIII  
([http://www.ats.aq/documents/cep/cep%20documents/ATCM38\\_CEPprep\\_e.pdf](http://www.ats.aq/documents/cep/cep%20documents/ATCM38_CEPprep_e.pdf))

When considering the designation of a new ASMA, proponents are encouraged to inform the CEP at an early stage (ideally, well before detailing a Management Plan for the Area) so that proposals can be discussed in the context of the protected areas system as a whole. In this context it is relevant to refer to *Guidelines: A Prior Assessment process for the designation of ASPAs and ASMAs* adopted as guidance by the CEP<sup>4</sup>.

Figure 1. Flow chart showing the approval process for ASMA Management Plans



When revising an existing Management Plan, it may be informative to use the *Checklist to assist in the inspection of Antarctic Specially Protected Areas and Antarctic Specially Managed Areas* (Resolution 4 (2008)) as a tool to identify necessary changes and improvements.

<sup>4</sup> Ibid.

#### 4.2 Submitting the draft Management Plan for consideration

The draft Management Plan should be submitted to the CEP, as an attachment to a Working Paper prepared in accordance with *Guide to the presentation of Working Papers containing proposals for Antarctic Specially Protected Areas, Antarctic Specially Managed Areas or Historic Sites and Monuments – Resolution 5 (2016)*.

If the Area contains a marine component that meets the criteria outlined in Decision 9 (2005) - *Marine protected areas and other areas of interest to CCAMLR*, the draft Management Plan should also be submitted to CCAMLR for consideration. The proponents should make arrangements to ensure that any feedback from CCAMLR is available before the proposal is considered by the CEP. Timing is critical because an initial review of the draft Management Plan will be conducted during the CCAMLR Working Group on Ecosystem Monitoring and Management, which are held in June/July prior to CCAMLR annual meetings, which are held in October/November.

#### 4.3 Consideration by the CEP and ATCM

The CEP will consider the Management Plan, and if appropriate, take into account any comments from CCAMLR. The CEP may refer the Management Plan to the ATCM for consideration and adoption, or to the Subsidiary Group on Management Plans (SGMP) for intersessional review.

In accordance with its Terms of Reference (see Appendix 1 to the CEP XIII Final Report), the SGMP will consider each draft Management Plan referred to it, advise the proponent(s) on recommended changes, consider any revised version of the Management Plan prepared during the intersessional period, and report to the CEP on its review. The revised Management Plan and the SGMP's report to the CEP would then be considered by the CEP meeting and, if agreed, referred to the ATCM for consideration and adoption.

If the ATCM agrees on the Management Plan, a Measure is adopted in accordance with Article IX.1 of the Antarctic Treaty. Unless the Measure specifies otherwise, the Plan is deemed to have been approved 90 days after the close of the ATCM at which it was adopted, unless one or more of the Consultative Parties notifies the Depository, within that time period, that it wishes an extension of that period or is unable to approve the Measure.

#### 4.4 Review and revision of Management Plans

A review of the Management Plan shall be initiated every five years in accordance with Article 6.3 of Annex V of the Environmental Protocol and updated as required. Updated Management Plans then follow the same course of agreement as before.

When undertaking Management Plan reviews, thought should be given to the need for further or continued management should there be changes in the values to be protected, in the environment, and/ or in the activities to be managed.

## Appendix 1. Guidance notes for producing maps for inclusion in Management Plans including checklist of features to be considered for inclusion on maps

Management Plans should include a general location map to show the position of the Area and the location of any other protected areas in the vicinity, and at least one detailed map of the site showing those features essential for meeting the Management plan objectives.

1. Each map should include latitude and longitude as well as having a scale bar. Avoid statements of scale (e.g. 1:50000) because enlargement/reduction renders such statements useless. The map projection, and horizontal and vertical datums used should be indicated.
2. It is important to use up-to-date coastline data including features such as ice shelves, ice tongues and glaciers. Ice recession and advance continues to affect many areas with consequent changes to Area boundaries. If an ice feature is used as a boundary the date of the source from which the data was acquired (e.g. survey or satellite image) should be shown.
3. Maps should show the following features: any specified routes; any restricted zones; boat and/or helicopter landing sites and access points; camp-sites; installations and huts; major animal concentrations and breeding sites; any extensive areas of vegetation and should clearly delineate between ice/snow and ice-free ground. In many instances it is useful to include a geological map of the Area. It is suggested that, in most cases, it is helpful to have contouring at an appropriate interval on all maps of the Area. But contouring should not be too close as to mark other features or symbols on the map.
4. Contours should be included on maps at an interval appropriate to the scale of the map.
5. Be aware when preparing the map that it will be reduced to about 150 x 200 mm size to fit into the ATCM official report. This is of importance in selecting the size of symbols, the closeness of contouring and the use of shading. Reproduction is always monochrome so do not use colours to distinguish features in the original. There may well be other versions of an Area map available but as far as the legal status of the Management Plan is concerned it is the version published with the Final Report of the Antarctic Treaty Consultative Meeting that is the definitive version which will be included in national legislation.
6. If the Area will require evaluation by CCAMLR the location of nearby CEMP sites should be indicated. CCAMLR has requested that the location of bird and seal colonies and the access routes from the sea should be indicated on a map wherever possible.
7. Other figures can assist with using the Management Plan in the field:
  - For photographs, good contrast prints are essential for adequate reproduction. Screening or digitising of photograph will improve reproduction when the plan is photocopied. If an image such as an aerial photograph or satellite image is used in the map the source and date of acquisition of the image should be stated.
  - Some plans have already used 3-dimensional terrain models which again can provide important locational information when approaching an Area, especially by helicopter. Such drawings need careful design if they are not to become confusing when reduced.

**A checklist of features to be considered for inclusion on maps**

**1. Essential features**

- 1.1. Title
- 1.2. Latitude and longitude
- 1.3. Scale bar with numerical scale
- 1.4. Comprehensive legend
- 1.5. Adequate and approved place names
- 1.6. Map projection and spheroid modification
- 1.7. North arrow
- 1.8. Contour interval
- 1.9. If image data are included, date of image collection

**2. Essential topographical features**

- 2.1. Coastline, rock and ice
- 2.2. Peaks and ridge lines
- 2.3. Ice margins and other glacial features
- 2.4. Contours (labelled as necessary) survey points and spot heights

**3. Natural Features**

- 3.1. Lakes, ponds, streams
- 3.2. Moraines, screes, cliffs, beaches
- 3.3. Beach areas
- 3.4. Vegetation
- 3.5. Bird and seal colonies

**4. Anthropogenic Features**

- 4.1. Station
- 4.2. Field huts, refuges
- 4.3. Campsites
- 4.4. Roads and vehicle tracks, footpaths features overlap
- 4.5. Landing areas for fixed wing aeroplanes and helicopters
- 4.6. Wharf, jetties
- 4.7. Power supplies, cables
- 4.8. Aerials, antennae
- 4.9. Fuel storage areas
- 4.10. Water reservoirs and pipes
- 4.11. Emergency caches
- 4.12. Markers, signs
- 4.13. Historic sites or artefacts, archaeological sites
- 4.14. Scientific installations or sampling areas
- 4.15. Site contamination or modification

## **5. Boundaries**

- 5.1. Boundary of Area
- 5.2. Boundaries of subsidiary zones areas. Boundaries of contained protected area
- 5.3. Boundary signs and markers (including cairns)
- 5.4. Boat/aircraft approach routes
- 5.5. Navigation markers or beacons
- 5.6. Survey points and markers

The same approach is obviously required of any inset maps.

At the conclusion of drafting a check should be made on cartographic quality to ensure:

- Balance between the elements.
- Appropriate shading to enhance features but which will not be confusing when photocopied and where degree should reflect importance.
- Correct and appropriate text with no features overlap.
- An appropriate legend using SCAR approved map symbols wherever possible.
- White text appropriately shadowed on all image data.