FOURTH REGULAR SESSION  
Tumon, Guam, USA  
02 - 07 December 2007  

SUMMARY REPORT AND RECOMMENDATIONS OF THE FIRST SESSION  
OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC1)  

WCPFC4-2007/16  
06 December 2007  

Introduction  

1. The Finance and Administration Committee (FAC) was convened by Mr Tapusalaia Terry Toomata of Samoa on 02 December and met again on 05 and 06 December. Representatives of Australia, Canada, China, Cook Islands, Chinese Taipei, European Commission, Federated States of Micronesia, Fiji, France, French Polynesia, Japan, Korea, New Zealand, Palau, Papua New Guinea, Philippines, Samoa, United States of America and Vanuatu attended the meetings together with observers from the South Pacific Islands Forum Fisheries Agency, the Secretariat of the South Pacific Environment Programme and Greenpeace. Meeting support was provided by the Secretariat. A participants list is at Annex VI. After considerable discussion the Committee agreed by consensus to present to the Commission the decisions and recommendations as set out below.  

Agenda item 1. Appointment of a Chair and Vice Chair and adoption of agenda.  

2. At its initial meeting the Committee appointed Mr Tapusalaia Terry Toomata and Dr Dean Swanson of the United States of America as Co-chairs. The agenda at Annex 1 was adopted.  

Agenda item 2. Terms of reference for the Finance and Administration Committee.  

3. The Committee recommends that the Commission adopt the terms of reference for the FAC attached as Annex II to this report.  


4. The Committee recommends the Commission note that notwithstanding that a number of important issues remain to be resolved good progress is being made towards an early occupancy of the headquarters building.  


5. The Committee recommends the Commission accept the audited financial statements for 2006 as set out in paper WCPFC4-2007-FAC1/03.
Agenda item 5. Status of the Commission’s Funds.

6. The Committee, noting the current procedures in place to encourage members to pay contributions, recommends that the Commission:

- defer until further consideration by the Committee a decision to change the zero percentage interest rate applicable to outstanding contributions so as not to cause additional hardship on members that have difficulty paying their contributions;

- urge all members to pay their assessed contributions in full and as early as possible;

- note that the operational ceiling for the working capital fund which was set at WCPFC3 is USD500,000 and that any amount above that figure is to be transferred to the General Account Fund in the following year to offset assessed budget contributions.

Agenda item 6. Draft Strategic Plan for the Commission.

7. The Committee recommends the Commission note that a preliminary draft strategic plan was considered. It is recommended that this be refined over the next 12 months by an inter-sessional working group initiated by New Zealand that will communicate electronically and meet opportunistically during that period.


8. The Committee recommends the Commission adopt the Business Plan as revised and note that the FAC will review the document at WCPFC5.

Agenda item 8. Staff Establishment and Conditions of Service.

9. The Committee recommends that the Commission:

- in regard to housing: note that the availability of suitable housing for Secretariat staff in Pohnpei remains problematic.

- in regard to establishment matters: adopt new terms of reference for the established position of Data Administrator and its consequential re-designation as Systems Development Officer as set out in paper WCPFC4-2007-FAC1/12 Rev.1;

- establish two new positions: those of VMS Manager and VMS Operator; and

- note that any position created to manage or operate the Commission’s VMS system should be based at the Commission’s headquarters.

- in regard to staff terms and conditions: note the previous decisions to link the Commission to the harmonized conditions regime applicable to the regional organisations that comprise the Council of Regional Organisations in the Pacific (CROP) and accordingly adopt the following policy positions and changes to staff terms and conditions with the requirement that the consequential changes to the staff regulations be brought to the Committee to consider at its next meeting:

  i) that education and housing allowances be regarded as benefits associated with appointment to a professional grade, rather than compensation for staff that relocate in order to take up an appointment with the Commission;

  ii) that no change be made to the employment terms and conditions for Support Staff;

  iii) that the SDR continue as the international currency standard;
iv) that annual leave for professional staff is increased to 30 days;

v) that in line with CROP agencies, the Commission adopts the following:

(a) increases in base salary levels from 01 January 2008:- Grade J: 5.9%; Grade K: 9.7%; Grade L: 9.0%; Grades M and ED: 13.3%.

(b) a change in the education allowance entitlement for professional staff to a total of USD14,800 per annum per dependent child comprising, separately, total tuition fees of USD7,500 and total boarding fees USD7,300 and define each employee’s entitlement under the education allowance as the sum of the entitlements due to up to three of the employee’s dependent children which the employee nominates, and permitting employees to claim 75% reimbursement of expenses incurred in educating any of his or her dependent children up to the total of his or her entitlement.

(c) a location allowance to apply to professional staff as follows: 10% from 01 January 2008; 13% from 01 January 2009, and 16.5% from 01 January 2010.


10. The Committee recommends that the Commission adopt the budget option provided in Annexes III, IV and V;

Agenda item 10. External Auditor Appointment.

11. The Committee noted the reappointment of Deloitte as independent external auditor for the 2007 and 2008 annual accounts.

Other Matters

Contribution formula

12. The Commission is invited to note that in response to a request from France about the possibility of a variation to the Commission’s contribution formula to provide for catches taken in the Commission area that overlaps with IATTC, France was advised that as an initial step a submission should be made to the Commission 30 days prior to WCPFC5.

Budget process

13. The Committee noted that it is helpful in instances where a CCM has a major concern with the proposed budget that the concern is communicated to other CCMs and the Secretariat as early as possible, preferably at least 30 days prior to the Annual Session, and that the FAC appreciated that this was the approach taken in 2007.

Recommendation.

14. The Committee invites the Commission to endorse its recommendations as set out above and to accept this report.
## AGENDA

### AGENDA ITEM 1. OPENING OF MEETING
1.1 Appointment of a Chair and Vice Chair  
1.2 Adoption of agenda  
1.3 Meeting arrangements

### AGENDA ITEM 2. TERMS OF REFERENCE FOR THE STANDING FINANCE AND ADMINISTRATION COMMITTEE

### AGENDA ITEM 3. REPORT ON HEADQUARTERS PROPERTY

### AGENDA ITEM 4. AUDITORS REPORT FOR 2006 AND GENERAL ACCOUNT FINANCIAL STATEMENTS FOR 2006.

### AGENDA ITEM 5. STATUS OF THE COMMISSION’S FUNDS
b) Report on the status of other funds.  
c) Interest rate for outstanding contributions.

### AGENDA ITEM 6. DRAFT CORPORATE PLAN FOR THE COMMISSION

### AGENDA ITEM 7. DRAFT BUSINESS PLAN FOR THE SECRETARIAT

### AGENDA ITEM 8. STAFF ESTABLISHMENT AND CONDITIONS OF SERVICE
a) Report on the Commission staff terms and conditions.  
b) Council of regional Organisations in the Pacific (CROP) decisions on harmonised staff conditions  
c) Housing Issues.  
d) Staff establishment.
AGENDA ITEM 9. WORK PROGRAMME AND BUDGET FOR 2008 AND INDICATIVE WORK PROGRAMME AND BUDGET FOR 2009 AND 2010

AGENDA ITEM 10. EXTERNAL AUDITOR APPOINTMENT

AGENDA ITEM 11. OTHER MATTERS

AGENDA ITEM 12. ADOPTION OF REPORT

AGENDA ITEM 13. CLOSE OF MEETING
1. The Western and Central Pacific Fisheries Commission (WCPFC) established the standing Finance and Administration Committee (FAC) as a subsidiary body pursuant to Article 11 paragraph 6 of the Convention on the Conservation and management of highly Migratory Fish Stocks in the Western and Central Pacific Ocean at WCPFC3, Apia, Samoa. The purpose of the FAC is to provide advice and recommendations to the Commission on matters related to the budget, finance and administration of the Commission.

2. Membership of the FAC shall be open to each member of the Commission and Participating territories.

3. The FAC shall elect two co-Chairs who each shall serve for a term of two years and shall be eligible for re-election for one additional consecutive term.

4. The Commission requests the FAC to convene in the day or days prior to the commencement of the Annual Regular Session of the Commission. If necessary, sessions of the FAC may be continued or convened during a regular session of the Commission or inter-sessionally, subject to Rule 1 of the WCPFC Rules of Procedure. The meeting will be open to observers unless decided otherwise.

5. The FAC shall make every effort to adopt a summary report of each of its meetings by consensus for transmission to the Commission.

6. The FAC may consider developing its rules of procedure, which must be agreed by the Commission, taking into consideration the rules of procedure of other subsidiary bodies of the Commission. In the meantime a quorum for the FAC shall be 10 Committee members that shall include five members from the Pacific Islands Forum Fisheries Agency, and five non-members of the Pacific Islands Forum Fisheries Agency.
Western and Central Pacific Fisheries Commission

General Fund

Summary of budgetary requirements for the period from 01 January to 31 December 2008
& indicative budgets for 2009 & 2010

(United States dollars)

<table>
<thead>
<tr>
<th>Part 1 - Administrative expenses of the Secretariat</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub-item 1.1 Staff Costs</strong></td>
<td>Proposed budget</td>
<td>Indicative budget</td>
</tr>
<tr>
<td><strong>Established Posts</strong></td>
<td>1,407,664</td>
<td>1,776,850</td>
</tr>
<tr>
<td>General Temporary Assistance</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Overtime</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Consultants</td>
<td>206,000</td>
<td>139,000</td>
</tr>
<tr>
<td><strong>Total, sub-item 1.1</strong></td>
<td>1,620,664</td>
<td>1,922,850</td>
</tr>
<tr>
<td><strong>Sub-item 1.2 Official travel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>140,000</td>
<td>140,000</td>
</tr>
<tr>
<td><strong>Sub-item 1.3 General operating expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity, water, sanitation</td>
<td>60,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Communications/Courier</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Office Supplies &amp; fuel</td>
<td>31,200</td>
<td>31,200</td>
</tr>
<tr>
<td>Audit</td>
<td>7,000</td>
<td>7,000</td>
</tr>
<tr>
<td>Bank charges</td>
<td>5,200</td>
<td>5,200</td>
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<tr>
<td>Official hospitality</td>
<td>15,600</td>
<td>15,600</td>
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<tr>
<td>Miscellaneous services</td>
<td>13,000</td>
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<tr>
<td>Security</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Training</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Total, sub-item 1.3</strong></td>
<td>222,000</td>
<td>222,000</td>
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<tr>
<td><strong>Sub-item 1.4 Capital Expenditure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles</td>
<td>35,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Sound system</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Fencing</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>96,600</td>
<td>96,600</td>
</tr>
<tr>
<td><strong>Total, sub-item 1.4</strong></td>
<td>110,000</td>
<td>95,000</td>
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<tr>
<td><strong>Sub-item 1.5 Maintenance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles</td>
<td>2,600</td>
<td>2,600</td>
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<tr>
<td>Information and Communication Technology</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>Buildings &amp; grounds</td>
<td>39,000</td>
<td>39,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>96,600</td>
<td>96,600</td>
</tr>
<tr>
<td><strong>Total, sub-item 1.5</strong></td>
<td>139,000</td>
<td>139,000</td>
</tr>
<tr>
<td><strong>Sub-item 1.6 Meeting services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual session</td>
<td>129,000</td>
<td>129,000</td>
</tr>
<tr>
<td>Scientific Committee</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Northern Committee</td>
<td>130,000</td>
<td>130,000</td>
</tr>
<tr>
<td>IWG-ROP - support for SIDS</td>
<td>60,000</td>
<td>60,000</td>
</tr>
<tr>
<td><strong>Total, sub-item 1.6</strong></td>
<td>468,000</td>
<td>408,000</td>
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<tr>
<td><strong>TOTAL, Section 1/Item 1</strong></td>
<td>2,657,264</td>
<td>2,884,450</td>
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</table>
### ANNEX III (continued)

#### Part 2 - Science & Technical & Compliance Programme

##### Section 2 (Item 2)

**Sub-item 2.1 Scientific services**

<table>
<thead>
<tr>
<th></th>
<th>Proposed budget 2008</th>
<th>Indicative budget 2009</th>
<th>Indicative budget 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>325,000</td>
<td>357,500</td>
<td>393,250</td>
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**Sub-item 2.2 Scientific research**

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
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</thead>
<tbody>
<tr>
<td>Regional tagging</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Training publications and education materials</td>
<td>7,500</td>
<td>7,500</td>
<td>7,500</td>
</tr>
<tr>
<td>Revised stock assessment on sthn. Swordfish</td>
<td>7,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refinement of tuna biological parameters</td>
<td>15,000</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Stock structure and life history of S. Pacific Albacore</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Characterise FAD related tuna composition &amp; distribution</td>
<td>5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scoping the use of reference points &amp; MSE</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Biological studies - TDRs and hook timers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigation-alternative stock status reference points</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecological risk analysis - including PSA</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Turtle/seabird interactions and fishery overlaps</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Independent review of Science structure and functions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indonesia/Philippines data collection project</td>
<td>115,000</td>
<td>115,000</td>
<td>115,000</td>
</tr>
<tr>
<td>Data gaps</td>
<td>15,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unidentified</td>
<td></td>
<td>60,500</td>
<td>66,550</td>
</tr>
</tbody>
</table>

**Total, sub-item 2.2**

|                     | 340,000 | 388,000 | 394,050 |

**Sub-item 2.3 Technical & Compliance work programme**

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vessel registry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observer Programme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Port State measures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Seas Boarding</td>
<td>0</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Implementation issues - by-catch mitigation</td>
<td>15,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vessel Monitoring System</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>see note below</td>
<td>157,000</td>
<td>301,000</td>
<td>301,000</td>
</tr>
</tbody>
</table>

**Total, item 2.3**

|                     | 172,000 | 331,000 | 331,000 |

**TOTAL, Section 2/Item 2**

|                     | 837,000 | 1,076,500| 1,118,300|

**Total, Parts 1 & 2**

|                     | 3,494,264| 3,960,950| 4,057,765|

*Without prejudice to decisions that may be made by the Commission, these figures are estimates that include values for CSP service rates and reporting frequency and may be subject to change.*
Western & Central Pacific Fisheries Commission
General Account Fund

Proposed financing of the budgetary requirements for the financial period
01 January to 31 December 2008

<table>
<thead>
<tr>
<th>Proposed budget expenditure total</th>
<th>3,494,264</th>
</tr>
</thead>
<tbody>
<tr>
<td>less**</td>
<td></td>
</tr>
<tr>
<td>Estimated interest and other income</td>
<td>25,000</td>
</tr>
<tr>
<td>Estimated available surplus for 2007</td>
<td>334,000</td>
</tr>
<tr>
<td>Total assessed contributions</td>
<td>3,135,264</td>
</tr>
<tr>
<td>(see detailed schedule at Annex V)</td>
<td></td>
</tr>
</tbody>
</table>

Proposed financing of the budgetary requirements for the financial period
01 January to 31 December 2009

<table>
<thead>
<tr>
<th>Proposed budget expenditure total</th>
<th>3,960,950</th>
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</thead>
<tbody>
<tr>
<td>less</td>
<td></td>
</tr>
<tr>
<td>Estimated interest and other income</td>
<td>24,000</td>
</tr>
<tr>
<td>Total assessed contributions</td>
<td>3,936,950</td>
</tr>
<tr>
<td>(see detailed schedule at Annex V)</td>
<td></td>
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</tbody>
</table>

Proposed financing of the budgetary requirements for the financial period
01 January to 31 December 2010

<table>
<thead>
<tr>
<th>Proposed budget expenditure total</th>
<th>4,057,765</th>
</tr>
</thead>
<tbody>
<tr>
<td>less</td>
<td></td>
</tr>
<tr>
<td>Estimated interest and other income</td>
<td>24,000</td>
</tr>
<tr>
<td>Total assessed contributions</td>
<td>4,033,765</td>
</tr>
<tr>
<td>(see detailed schedule at Annex V)</td>
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</tr>
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</table>
## Western and Central Pacific Fisheries Commission

### Indicative schedule of contributions based on proposed 2008 and indicative 2009 & 2010 budgets

<table>
<thead>
<tr>
<th>Member</th>
<th>2008 Proposed</th>
<th>2009 indicative</th>
<th>2010 indicative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base fee</td>
<td>National wealth</td>
<td>Total of</td>
</tr>
<tr>
<td></td>
<td>component:</td>
<td>component:</td>
<td>components:</td>
</tr>
<tr>
<td></td>
<td>uniform share</td>
<td>20% of budget</td>
<td>70% of budget</td>
</tr>
<tr>
<td>Australia</td>
<td>12,541</td>
<td>39,773</td>
<td>8,627</td>
</tr>
<tr>
<td>Canada</td>
<td>12,541</td>
<td>43,965</td>
<td>191</td>
</tr>
<tr>
<td>China</td>
<td>12,541</td>
<td>22,167</td>
<td>82,017</td>
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<tr>
<td>Cook Islands</td>
<td>12,541</td>
<td>3,088</td>
<td>2,337</td>
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<tr>
<td>European Community</td>
<td>12,541</td>
<td>130,885</td>
<td>8,177</td>
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<td>Federated States of Micronesia</td>
<td>12,541</td>
<td>2,495</td>
<td>34,592</td>
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<tr>
<td>Fiji</td>
<td>12,541</td>
<td>3,399</td>
<td>14,750</td>
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<td>France</td>
<td>12,541</td>
<td>55,202</td>
<td>5,159</td>
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<tr>
<td>Japan</td>
<td>12,541</td>
<td>69,715</td>
<td>677,530</td>
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<tr>
<td>Kiribati</td>
<td>12,541</td>
<td>1,369</td>
<td>8,837</td>
</tr>
<tr>
<td>Korea</td>
<td>12,541</td>
<td>23,794</td>
<td>352,614</td>
</tr>
<tr>
<td>Marshall Islands</td>
<td>12,541</td>
<td>3,123</td>
<td>65,476</td>
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<tr>
<td>Nauru</td>
<td>12,541</td>
<td>725</td>
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<tr>
<td>New Zealand</td>
<td>12,541</td>
<td>26,871</td>
<td>40,335</td>
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<tr>
<td>Niue</td>
<td>12,541</td>
<td>725</td>
<td>31</td>
</tr>
<tr>
<td>Palau</td>
<td>12,541</td>
<td>8,123</td>
<td>0</td>
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<tr>
<td>Papua New Guinea</td>
<td>12,541</td>
<td>742</td>
<td>170,937</td>
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<td>Philippines</td>
<td>12,541</td>
<td>2,369</td>
<td>80,446</td>
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<tr>
<td>Samoa</td>
<td>12,541</td>
<td>2,200</td>
<td>1,237</td>
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<tr>
<td>Solomon Islands</td>
<td>12,541</td>
<td>660</td>
<td>11,574</td>
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<td>Chinese Taipei</td>
<td>12,541</td>
<td>19,965</td>
<td>388,719</td>
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<tr>
<td>Tonga</td>
<td>12,541</td>
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<td>390</td>
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<tr>
<td>Tuvalu</td>
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<td>0</td>
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<tr>
<td>United States of America</td>
<td>12,541</td>
<td>160,892</td>
<td>126,236</td>
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<tr>
<td>Vanuatu</td>
<td>12,541</td>
<td>1,682</td>
<td>114,472</td>
</tr>
<tr>
<td>Totals</td>
<td>313,526</td>
<td>627,053</td>
<td>2,194,685</td>
</tr>
</tbody>
</table>
**AUSTRALIA**

**Simon Veitch**  
Manager, International Fisheries  
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