Introduction

1. The Finance and Administration Committee (FAC) was convened by co-Chairman Charleston Deiye of Nauru on 25 March and met again on 26, 27, 29 and 30 December. Representatives of Australia, Canada, China, Cook Islands, European Union, Federated States of Micronesia, Fiji, France, Japan, Kiribati, Korea, Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Palau, Philippines, Papua New Guinea, Samoa, Solomon Islands, Chinese Taipei, Tonga and United States of America attended the meetings together with observers from the Pacific Islands Forum Fisheries Agency and the Secretariat of the South Pacific Community. Meeting support was provided by the Commission Secretariat. A participants list is at Annex V. The Committee agreed by consensus to present to the Commission the decisions and recommendations set out below.

Agenda item 1. Opening of Meeting

1.1 Adoption of agenda.

2. The agenda as set out in WCPFC8-2011-FAC5/01 and WCPFC8-2011-FAC5/02 was adopted.

1.2 Meeting arrangements

3. The indicative schedule set out in WCPFC8-2011-FAC5/03 (Rev 1) was adopted.

1.3 Opening Statement by FAO
4. The Finance and Administration Officer, Aaron Nighswander, provide a brief overview of the new financial system, a statement on the period the financial statement cover, possible priority issues and the budget decisions reached intersessionally by the Commission.

**Agenda item 2. Auditor’s report for 2010 and General Account Financial Statements for 2010.**

5. The Committee recommends the Commission accept the audited financial statements for 2010 as set out in paper WCPFC8-2011-FAC5/04.
   a. the external auditors opinion was that the “financial statements present fairly, in all material respects, the financial position of the general account fund of the Commission as of 31 December, 2010, and the results of its operations and its cash flows for the year”; and
   b. a statement that there was no evidence of non-compliance with the Commission’s Financial Regulation 12.4 (c) which requires an opinion on regulatory compliance in relation to income, expenditure, the investment of moneys and the acquisition and disposal of assets.

6. The Committee also noted that Deloitte & Touche (Guam) was re-appointed for 2012-2013.

**Agenda item 3. Status of the Commission’s Funds.**


7. The Committee accepted the report in WCPFC8-2011-FAC5/05 (Rev 1). As of 31 December, thirteen members had outstanding 2011 contributions for a total of $455,725. Four of those members owed less than $30. As a comparison point, in 2010 $70,248 was owed at the same point in time.


9. For 2012, annual contributions of $3,347,295 have been received and $2,827,702 is outstanding.


10. The Committee noted the status of the Commission’s Funds as set out in WCPFC8-2011-FAC5/06 (Rev 1). It was noted that the Working Capital Fund is above its established level of $500,000 and should be used to offset annual contributions. At the end of 2011 the Working Capital Fund held $1,114,584 and $455,727 in prior year contributions for a total of around $1.57 million in the Working Capital Fund.

**Agenda item 4. Draft Strategic Plan for the Commission**
11. The Draft Strategic Plan, WCPFC8-2011-FAC5-07, was presented to FAC5. The Strategic Plan was considered by the Committee. The Committee recommends it remain a living document that will incorporate the ongoing work of the Commission’s subsidiary bodies and Annual Sessions.

**Agenda item 5. Business Plan for the Secretariat.**

12. The Committee noted the Secretariat’s Business Plan implementation report in WCPFC7-2011-FAC5/08.

**Agenda item 6. Headquarters Issues, Staff Establishment and Conditions of Service.**

6.1 Headquarters matters

13. The Committee noted the report in WCPFC8-2011-FAC5/10. The Committee recommended that printing and distribution of annual meeting books will be limited to those who request a copy in order to save money. The budget item for printing as well as shipping/courier has been reduced.

14. It is also agreed that the costs attributed to delays in receiving nominations and travel itineraries, which has at times, resulted in cancelations from Commission funded participants in meetings will be tracked in 2012 and reported at FAC6.

6.2 GNI Index Calculation

15. The Committee noted the information paper WCPFC8-2011-FAC5/10 (Rev 1) on GNI provided by the Secretariat.

16. A request was made of the Secretariat to conduct an analysis of additional options for calculating the wealth component of the annual contribution for very small island States. The TORs for the additional analysis is provided in Annex IV.

6.3 Education Allowance

17. The Committee recommends the Commission accept a revised increase in education allowance set out in paper WCPFC8-2011-FAC5/13 (Rev 1).

6.4 Staff housing

18. The Committee recommends the Commission accept the change in housing allowances formula set out in paper WCPFC8-2011-FAC5/14b (Rev 1).

6.4 Proposed Revisions to Regulations

19. The Committee recommends the Commission accept the changes in the proposed revisions to regulations set out in paper WCPFC8-2011-FAC5/15 (Rev 2).
Agenda item 7. Recommended Requirements for Hosting Meetings

20. The Committee noted the information paper WCPFC8-2011-FAC5-11 Recommendations for Hosting provided by the Secretariat.

Agenda item 8. Regional Observer Programme Data Entry

21. In TCC7, WCPFC-TCC7-2011/16 on the regional observer program data entry was referred to the FAC. During the FAC meeting, members were informed by New Zealand that the contributions that offset the costs to WCPFC for data entry will continue through 2014. New Caledonia further advised the FAC meeting that subject to the availability of funds, the current levels of contributions will continue through 2014. The Committee noted WCPFC8-2011-FAC5-16 and adjusted the 2012 budget as well as the 2013 and 2014 indicative budgets.

Agenda item 9. TCC WORKPLAN 2012-2014

22. The Committee noted WCPFC8-2011-FAC5-17 paper on the TCC work plan.

Agenda item 10. Work Programme and Budget for 2012 and Indicative Work Programme and Budget for 2013 and 2014

23. Following extensive discussion the Committee agreed to reduce the provisional 2012 budget by $238,100. The Committee also recommends drawing down the Working Capital Fund over the next three years at a rate of $350,000 per year. In addition, the Committee agreed to reduce the indicative budget by $994,112 in 2013 and $979,142 in 2014. As a result the Committee recommends that the Commission adopt the revised provisional budget set out in Annexes I, II, and III.

24. New contribution invoices will be sent to members with the updated amount applied. Credits will be provided to the members who have already paid their 2012 contributions.

25. The Committee requests the secretariat prepare an annual maintenance plan as well as a capital replacement plan.

26. The line item for high priority project under the scientific research budget will include an additional $20,000 funding for a swordfish stock assessment. If the stock assessment for swordfish is not approved by the Commission, the 2012 budget will be reduced by $20,000.

27. Funding for a Catch Documentation Scheme (CDS) Working Group is not included in the budget. If the CDS working group is approved by the Commission, an additional $100,000 (currently not shown) will need to be added to the budget.
28. On the housing for the ED, the Committee recommended option B. The budget for the Executive Director’s house is set at $162,000 in the 2012 budget. Construction costs for the refurbishment of the house are not authorized beyond $180,000 without approval of the Commission.

29. The Committee noted that the 10% annual increase in the SPC indicative budget line item for 2013 and 2014 is a flat rate applied, based on historical increases due to the additional workload requested by the Commission. The actual SPC budget for 2013 and 2014 will be determined by WCPFC9 and WCPFC10.

30. The voluntary contributions from Cooperating Non-Members will be calculated once a final decision is made on the budget in plenary.

**Agenda item 8. Other Matters**

31. The Committee requested that Secretariat present a more detailed budget than currently used in order to help make more informed decisions at FAC6.

32. It is recommended that decisions that have an impact on the budget be placed earlier in the plenary agenda so FAC can have time to discuss the impacts to the budget.

**Recommendation**

33. The Committee invites the Commission to consider this report and to endorse its recommendations as set out above.
### Western and Central Pacific Fisheries Commission

#### General Fund

**Summary of budgetary requirements for the period from 01 January to 31 December 2012**

<table>
<thead>
<tr>
<th>&amp; indicative budgets for 2013 &amp; 2014</th>
<th>United States dollars</th>
</tr>
</thead>
</table>

#### Part 1 - Administrative expenses of the Secretariat

**Section 1 (Item 1)**

<table>
<thead>
<tr>
<th>Sub-Item 1.1</th>
<th>Staff Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Established Posts</td>
<td>2,365,287</td>
</tr>
<tr>
<td>General Temporary Assistance</td>
<td>3,000</td>
</tr>
<tr>
<td>Overtime</td>
<td>7,000</td>
</tr>
<tr>
<td>Chairman's Expenses</td>
<td>0</td>
</tr>
<tr>
<td>Consultants see note 1</td>
<td>249,000</td>
</tr>
<tr>
<td><strong>Total, sub-item 1.1</strong></td>
<td>2,624,287</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub-item 1.2</th>
<th>Official travel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>200,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub-item 1.3</th>
<th>General operating expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity, water, sanitation</td>
<td>130,000</td>
</tr>
<tr>
<td>Communications/Courier</td>
<td>68,000</td>
</tr>
<tr>
<td>Office Supplies &amp; fuel</td>
<td>31,000</td>
</tr>
<tr>
<td>Publications and printing</td>
<td>27,000</td>
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<tr>
<td></td>
<td>9,000</td>
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<tr>
<td>Bank charges</td>
<td>8,000</td>
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<tr>
<td>Official hospitality</td>
<td>0</td>
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<td>Community Outreach</td>
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<td>Miscellaneous services</td>
<td>10,000</td>
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<td>Security</td>
<td>45,000</td>
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<tr>
<td>Training</td>
<td>7,000</td>
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<td><strong>Total, sub-item 1.3</strong></td>
<td>346,000</td>
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</table>

<table>
<thead>
<tr>
<th>Sub-item 1.4</th>
<th>Capital Expenditure</th>
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<tbody>
<tr>
<td>Vehicles</td>
<td>50,200</td>
</tr>
<tr>
<td>Information technology</td>
<td>0</td>
</tr>
<tr>
<td>Fencing</td>
<td>50,200</td>
</tr>
<tr>
<td>Refurbishment of House for Executive Directors</td>
<td>0</td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>55,000</td>
</tr>
<tr>
<td><strong>Total, sub-item 1.4</strong></td>
<td>120,200</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Sub-item 1.5</th>
<th>Maintenance</th>
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<tbody>
<tr>
<td>Vehicles</td>
<td>5,000</td>
</tr>
<tr>
<td>Information and Communication Technology</td>
<td>78,500</td>
</tr>
<tr>
<td>Buildings &amp; grounds</td>
<td>142,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>36,000</td>
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<tr>
<td><strong>Total, sub-item 1.5</strong></td>
<td>261,500</td>
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</table>

<table>
<thead>
<tr>
<th>Sub-item 1.6</th>
<th>Meeting services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual session</td>
<td>132,000</td>
</tr>
<tr>
<td>Scientific Committee</td>
<td>135,000</td>
</tr>
<tr>
<td>Northern Committee</td>
<td>10,000</td>
</tr>
<tr>
<td>Technical and Compliance Committee</td>
<td>135,000</td>
</tr>
<tr>
<td>Management Objectives Workshop</td>
<td>90,000</td>
</tr>
<tr>
<td><strong>Total, sub-item 1.6</strong></td>
<td>502,000</td>
</tr>
<tr>
<td>TOTAL, Section 1/Item 1</td>
<td>4,053,987</td>
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## Part 2 - Science & Technical & Compliance Programme

### Section 2 (Item 2)

#### Sub-item 2.1

Scientific services (SPC)

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>820,000</td>
<td>820,000</td>
<td>792,000</td>
<td>792,000</td>
<td>871,200</td>
<td>958,320</td>
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</table>

#### Sub-item 2.2

**Scientific research**

<table>
<thead>
<tr>
<th>Regional tagging</th>
<th>Retention of BE tuna biological parameters</th>
<th>Scoping the use of reference points</th>
<th>WPEA OFM Project Co-finance</th>
<th>Harvest Control Rules</th>
<th>BET assessment peer review</th>
<th>Collation of South Pacific Striped Marlin data</th>
<th>Technical support Management Obj. Workshop</th>
<th>High priority project(s) - to be allocated</th>
<th>Collection/evaluation: PS species composition</th>
<th>Total, sub-item 2.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000</td>
<td>31,000</td>
<td>20,000</td>
<td>25,000</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>30,000</td>
<td>30,000</td>
<td>90,000</td>
<td>266,000</td>
</tr>
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</table>

#### Sub-item 2.3

**Technical & Compliance Programme**

<table>
<thead>
<tr>
<th>ROP - audit/remediation</th>
<th>ROP - special projects and research activities</th>
<th>ROP - Training, assistance &amp; development</th>
<th>Reg. Obs. Prog. data entry (SPC) see note 3</th>
<th>By-catch mitigation - website</th>
<th>Vessel Monitoring System - capital costs</th>
<th>Vessel Monitoring System - operating costs</th>
<th>Vessel Monitoring System - security audit</th>
<th>O&amp;M/Staff VMS Training (Non-FFA Countries)</th>
<th>VMS redundancy provision</th>
<th>Information Management System incl. RFV</th>
<th>Workshops see note 4</th>
<th>Cost benefit direct entry observer data</th>
<th>Total, item 2.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000</td>
<td>30,000</td>
<td>20,000</td>
<td>334,769</td>
<td>36,075</td>
<td>40,000</td>
<td>853,252</td>
<td>35,000</td>
<td>15.000</td>
<td>15,000</td>
<td>35,000</td>
<td>0</td>
<td>0</td>
<td>1,409,096</td>
</tr>
</tbody>
</table>

### Total, Item 2

1,409,096  935,965  2,126,891  1,054,769  1,091,769  1,061,769

### TOTAL, Section 2/Item 2

2,495,096  1,990,965  3,175,891  2,072,769  2,180,969  2,221,089

### Total, Parts 1 & 2

6,549,083  5,657,777  7,600,573  6,403,884  6,025,369  6,167,916

**Note #1:** Consultancies proposed are:
- Legal support services $70,000
- ED Discretion $28,000
- Meetings’ rapporteur $35,000

**Note #2:** BET assessment peer review

$30,000 allocated from High Priority Projects.

**Note #3:** Reg. Obs. Prog. data entry support (SPC)

The line item for data entry costs are offset by donations paid directly to SPC from New Caledonia and New Zealand. The funds from New Zealand go through May 2014. An increase in the indicative budget will be made in FAC6.

**Note #4:** Workshops

(basic rates are projected based on one person for one week at approximately $5,000 including travel)

1. Workshop IATTC and WCPFC for development of Cross Endorsement training guidelines and procedures
   
   5 persons - Hawaii 5 days $25,000

2. Participation in IATTC/WCPFC workshop for development of a joint management plan for the overlap area 4 persons 5 days $20,000
# ANNEX II

**Western & Central Pacific Fisheries Commission**  
**General Account Fund**  
**Proposed financing of the budgetary requirements for the financial period**  
**01 January to 31 December 2012**  

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed budget expenditure total</td>
<td>6,403,884</td>
</tr>
<tr>
<td>less Estimated interest and other income</td>
<td>(40,000)</td>
</tr>
<tr>
<td>Transfer of funds for WCPFC8</td>
<td>(200,000)</td>
</tr>
<tr>
<td>Transfer of 2011 Management Objectives Workshop to 2012</td>
<td>(120,000)</td>
</tr>
<tr>
<td>Transfer from Working Capital Fund</td>
<td>(350,000)</td>
</tr>
<tr>
<td>Fees and charges collected from Carrier and Bunker/CNM contributions</td>
<td>(125,000)</td>
</tr>
<tr>
<td>Total assessed contributions</td>
<td><strong>5,568,884</strong></td>
</tr>
<tr>
<td>(see detailed schedule at Annex III)</td>
<td></td>
</tr>
</tbody>
</table>

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**Proposed financing of the budgetary requirements for the financial period**  
**01 January to 31 December 2013**  

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed budget expenditure total</td>
<td>6,025,369</td>
</tr>
<tr>
<td>less Estimated interest and other income</td>
<td>(10,000)</td>
</tr>
<tr>
<td>Transfer from Working Capital Fund</td>
<td>(350,000)</td>
</tr>
<tr>
<td>Fees and charges collected for non member carriers and bunkers</td>
<td>(125,000)</td>
</tr>
<tr>
<td>Total assessed contributions</td>
<td><strong>5,540,369</strong></td>
</tr>
<tr>
<td>(see detailed schedule at Annex III)</td>
<td></td>
</tr>
</tbody>
</table>

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**Proposed financing of the budgetary requirements for the financial period**  
**01 January to 31 December 2014**  

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed budget expenditure total</td>
<td>6,167,916</td>
</tr>
<tr>
<td>less Estimated interest and other income</td>
<td>(10,000)</td>
</tr>
<tr>
<td>Transfer from Working Capital Fund</td>
<td>(350,000)</td>
</tr>
<tr>
<td>Fees and charges collected for non member carriers and bunkers</td>
<td>(125,000)</td>
</tr>
<tr>
<td>Total assessed contributions</td>
<td><strong>5,682,916</strong></td>
</tr>
<tr>
<td>(see detailed schedule at Annex III)</td>
<td></td>
</tr>
</tbody>
</table>
## Annex III

### Western and Central Pacific Fisheries Commission

Indicative schedule of contributions based on proposed 2012 and indicative 2013 & 2014 budgets

<table>
<thead>
<tr>
<th>Member</th>
<th>2012 Proposed</th>
<th>2013 Indicative</th>
<th>2014 Indicative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base fee</td>
<td>National wealth</td>
<td>Catch</td>
</tr>
<tr>
<td></td>
<td>component: uniform share 10% of budget</td>
<td>component: 20% of budget</td>
<td>component: 70% of budget</td>
</tr>
<tr>
<td>Australia</td>
<td>22,276</td>
<td>73,812</td>
<td>11,286</td>
</tr>
<tr>
<td>Canada</td>
<td>22,276</td>
<td>78,546</td>
<td>0</td>
</tr>
<tr>
<td>China</td>
<td>22,276</td>
<td>61,028</td>
<td>212,874</td>
</tr>
<tr>
<td>Cook Islands</td>
<td>22,276</td>
<td>16,342</td>
<td>212,874</td>
</tr>
<tr>
<td>European Union</td>
<td>22,276</td>
<td>247,482</td>
<td>73,876</td>
</tr>
<tr>
<td>Federated States of Micronesia</td>
<td>22,276</td>
<td>3,573</td>
<td>41,450</td>
</tr>
<tr>
<td>Fiji</td>
<td>22,276</td>
<td>5,688</td>
<td>18,343</td>
</tr>
<tr>
<td>France</td>
<td>22,276</td>
<td>84,103</td>
<td>8,057</td>
</tr>
<tr>
<td>Japan</td>
<td>22,276</td>
<td>117,571</td>
<td>959,902</td>
</tr>
<tr>
<td>Kiribati</td>
<td>22,276</td>
<td>2,903</td>
<td>33,381</td>
</tr>
<tr>
<td>Korea</td>
<td>22,276</td>
<td>41,883</td>
<td>670,810</td>
</tr>
<tr>
<td>Marshall Islands</td>
<td>22,276</td>
<td>4,585</td>
<td>94,064</td>
</tr>
<tr>
<td>Nauru</td>
<td>22,276</td>
<td>5,064</td>
<td>11,286</td>
</tr>
<tr>
<td>New Zealand</td>
<td>22,276</td>
<td>42,628</td>
<td>69,566</td>
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<tr>
<td>Niue</td>
<td>22,276</td>
<td>19,745</td>
<td>169</td>
</tr>
<tr>
<td>Palau</td>
<td>22,276</td>
<td>11,827</td>
<td>34,102</td>
</tr>
<tr>
<td>Papua New Guinea</td>
<td>22,276</td>
<td>1,808</td>
<td>236,741</td>
</tr>
<tr>
<td>Philippines</td>
<td>22,276</td>
<td>4,895</td>
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</tr>
<tr>
<td>Samoa</td>
<td>22,276</td>
<td>4,210</td>
<td>2,936</td>
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<tr>
<td>Solomon Islands</td>
<td>22,276</td>
<td>1,340</td>
<td>16,544</td>
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<td>Chinese Taipei</td>
<td>22,276</td>
<td>30,495</td>
<td>565,362</td>
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<tr>
<td>Tonga</td>
<td>22,276</td>
<td>4,527</td>
<td>338</td>
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<tr>
<td>Tuvalu</td>
<td>22,276</td>
<td>1,477</td>
<td>10,949</td>
</tr>
<tr>
<td>United States of America</td>
<td>22,276</td>
<td>241,550</td>
<td>582,864</td>
</tr>
<tr>
<td>Vanuatu</td>
<td>22,276</td>
<td>3,798</td>
<td>99,179</td>
</tr>
<tr>
<td>Totals</td>
<td>556,888</td>
<td>1,113,777</td>
<td>3,898,219</td>
</tr>
</tbody>
</table>
Suggested Paragraph for FAC on Assessed Contribution

Niue remains committed to the 70:20:10 formula for the Members Contribution. Niue’s concern is specifically on the 20% wealth component and the need to examine options to cap the very small island states’ contribution. With a population of less than 2000, it is unfair that each resident of Niue is contributing more than $20 for the management of the WCPO tuna fishery.

Niue suggest that the Secretariat is tasked to examine options for accommodating the special consideration for very small island States, particularly those with small population bases and report at next FAC meeting and WCPFC9. The options include:

1. Capping the contribution to the 20% wealth component for very small SIDs with population less than 100,000 at (a) $7,500, (b) $10,000 or (c) $15,000;
2. Capping SIDs 20% wealth component for SIDs with a recent three year average catch of 5000mt or less, at $10,000¹;
3. Capping the SIDS contribution to 20% wealth component based on per capita contribution² of (a) $0.05 (b) $0.25 (c) $0.50 (d) $1.
4. Removing the foreign aid component of the GDP/GNI for the purpose of calculating the 20% wealth contribution³; and
5. Other options identified by the Secretariat to address the ongoing concerns of SIDs.

¹ If the assessed contribution for the 20% wealth component is less than $10,000 holds, then the assessed contribution is payable. If the assessed contribution is greater than $10,000, the maximum contribution payable is $10,000.
² This is looking at per capita contribution to 20% wealth component. Currently for Niue, each resident contributing more than $20 to this component. This option suggest that if a per capita contribution to 20% wealth component is cap at an agreed level. That is, each person from SID shall not contribute more than $1 towards the wealth component.
³ For some island states with special (constitutional) arrangements, the financial assistance/budgetary support from Development Partners are included as Government revenue.
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