



**FINANCE AND ADMINISTRATION COMMITTEE**  
**Twelfth Session**  
Honolulu, Hawaii  
9 – 14 December 2018

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**Headquarters Building Survey and Maintenance Plan**

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**WCPFC15-2018-FAC12-09**  
**21 November 2018**

**Purpose**

1. The purpose of this paper is to table for the FACs consideration the Terms of Reference for an assessment and development of a capital maintenance plan for the Commission Headquarters building.

**Introduction**

2. At WCPFC15 the secretariat was tasked to:
  - a. **draft a proposed amendment to the financial regulations providing for the establishment of a contingency reserve fund dedicated to the planned maintenance of the physical asset belonging to the WCPFC (e.g., building envelope, wiring, roof membrane replacement, driveway) that would take into account building depreciation and present this to FAC12.**
  - b. **prepare terms of reference for a qualified expert consultant to assess the building and develop a maintenance plan for the remainder of the term of its lease and report back for consideration at FAC12 in 2018.**

**Proposal**

3. On closer review of the above taskings it appears that the first tasking is contingent on the outcomes of the consultant's report in the second tasking. It is therefore proposed that the second tasking is pursued first and draft terms of reference (TORs) for the consultant have been developed and are included as Attachment 1. The TOR propose that the consultant undertake two primary tasks:
  - a. Firstly, the consultant will conduct a survey of the current headquarters building; and
  - b. Secondly, the consultant will provide recommendations on the management / replacement lifecycle of key components of the

Headquarters building with estimated costs and timelines of the maintenance / replacement.

**Budget**

4. It is estimated that the proposed budget for the consultancy will be \$28,000 USD.

**Recommendation**

5. The Committee is invited to consider and approve the terms of reference and budget for the consultancy to undertake a building survey and develop a maintenance plan for the Commission buildings.

## **TERMS OF REFERENCE**

### **For a Consultancy to undertake a Building Survey and develop a Maintenance Plan for the Commission Buildings.**

#### **Introduction**

The Convention on the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean entered into force in June 2004 creating one of the first regional fisheries management organizations to be established since the adoption in 1995 of the UN Fish Stocks Agreement.

The objective of the Convention is to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean in accordance with the 1982 United Nations Convention on the Law of the Sea and the 1995 UN Fish Stocks Agreement. For this purpose, the Convention establishes a Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean. The Secretariat is based in Pohnpei, Federated States of Micronesia.

#### **Objective of the Consultancy**

To conduct a survey of Commission's Headquarters' building in Pohnpei, Federated States of Micronesia and develop a lifecycle maintenance plan for the full lease of the building. The Headquarters' building is a two story building with a plot area of 961 m<sup>2</sup>, total floor area of 1883 m<sup>2</sup>, and a Y shaped building plan. The first floor is 4.2m and the second floor is 4.5m tall. The building has a pitched roof and a reinforced concrete frame structure. The building is around 11 years old.

In addition to the main building there is also a car park with covered parking, a generator house. On the compound there is also a small open one room meeting building and a small two story structure with storage and parking on the bottom level and an open entertaining area on the top level.

#### **Scope**

Under the direction of the Executive Director, the consultant will conduct the following:

- Conduct an onsite survey in early 2019 of current state of Commission's Headquarters in taking into but not limited to:
  - building structure / envelope,
  - solar panels,
  - electrical wiring,
  - ventilation,
  - generators,
  - roofing,
  - plumbing

- life safety / fire protection,
- interior,
- driveway,
- external works
- interior tiling and,
- any other standard components of a survey as deemed relevant by the consultant.

### **Outputs**

Develop a notional and costed maintenance plan for the Commission's Headquarters building that would include a schedule of maintaining / replacing capital components of the Headquarters building and best possible solutions based on the survey to be submitted to by 30 September 2019. This would include consideration and size of a building reserve dedicated to planned life-cycle maintenance and building life extension.