



**FINANCE AND ADMINISTRATION COMMITTEE**  
**Thirteenth Session**  
Port Moresby, Papua New Guinea  
4 – 11 December 2019

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**HEADQUARTERS MATTERS**

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**WCPFC16-2019-FAC13-07**  
**22 November 2019**

**Purpose**

1. The purpose of this paper is to present for the consideration of FAC the issues concerning the operations at the Commission Headquarters in Pohnpei, Federated States of Micronesia

**Introduction**

2. The issues covered in this paper include headquarters' property, security, telecommunications, travel, environmental responsibility and utility services.

**Current Issues**

Telecommunications and Internet

3. This year the communication systems and services were available most of the time with minimal downtime.

Utility Services

4. There continues to be a number of blackouts and electrical power surges in Pohnpei since the last annual meeting. A new generator has been installed in Pohnpei recently and the power outages have been reduced over the last 2 months.

Headquarters Building

5. The headquarters building remains in good condition due to regular maintenance. At last year's meeting, the Commission approved the terms of reference (TORs) and budget for the consultancy to undertake a building survey and the development of a maintenance plan for the Commission buildings (WCPFC15-2018-FAC12-09). The Secretariat advertised the work for a building survey and the development of a maintenance plan for the Commission buildings but no bids were received to undertake the work. The Secretariat has sourced a vendor that was able to do the work, but the work cannot be done this year and has been moved to the first quarter of 2020.

Security

6. The headquarters' compound maintains 24 hour security through directly hiring security guards. There were no serious incidents at the Commissions Headquarters this year. There were also no security incidents reported at professional staff housing over the last year.

#### Travel

7. Flights to and from Pohnpei have been relatively stable in 2019. The Air Nauru flights that used to connect Pohnpei to the Marshall Islands, Kiribati, Narau and Fiji has stopped connecting in Pohnpei. The flight now terminates in Majuro in the Marshall Islands.

#### Meeting Travel

8. The Financial Regulations requires the Commission budget to support the travel and attendance for one representative from each developing member state and participating territory to each meeting of the Commission and to meetings of relevant subsidiary bodies of the Commission.

9. So, the Secretariat is responsible to arrange travel for delegates to meetings supported by the Commission. The problem of late notification of nominated delegates for funding support is an ongoing concern which has severe cost implications. Arranging late flight bookings usually attract higher fares and additional per diem is required in some cases when participants had to arrive earlier or stay later as a result of limited flight availability.

10. As of the 19 November 2019 there were 26 travellers whose itineraries were finalized within than two weeks prior to commencing travel. This is compared to 23 late nominations at the same point in 2018.

#### Environmental Responsibility

11. The Secretariat continues to be cautious of the impacts of the operations of the WCPFC HQ building on the environment. One of the campaigns the Secretariat is undertaking is to reduce the environmental impacts of the items it purchased.

12. Plasticware has been replaced with paper or biodegradable items where possible. In addition, paper, cardboard, aluminium cans and plastic bottles are either recycled or reused. The amount of trash taken to the local dump has been reduced by over 50%.

13. The Headquarters building's power is primarily generated by solar energy with roughly 65-70% of the power generated from solar power. Apart from the minimal impact on the environment, the costs saving to the Secretariat have been significant. The Secretariat is working with the regulators in Pohnpei to expand its current solar power system.

14. In 2020 the Secretariat will look for additional ways to reduce the amount of e-waste that is generated by the office with the goal of reducing the amount sent to the landfill by either recycling or repurposing outdated IT equipment.

#### IT Audit update

15. The annual IT Audit for 2019 was delayed due to the extended absence of an ICT Manager and was only held in mid-November 2019 by Deloitte & Touche LLP. Should the audit report become available before or during FAC13, the Secretariat will inform FAC of the key outcomes of the audit.

#### Information Security Policy (ISP)

16. As reported to FAC12, the ISP would continue to be worked on in 2019 with the objective to simplify it and make it more user friendly and fit for purpose as far as the needs of the Commission and the Secretariat are concerned. The review and updating of the ISP was significantly progressed this year and was even shared with the auditor who undertook the annual IT audit for 2019. However, the finalisation of the draft revised ISP was delayed to await the arrival of the new ICT Manager who only started work on 18<sup>th</sup> November, so he can have some inputs into it as one of the principal officers that will be responsible for the implementation of the ISP. At the date of this paper, the draft revised ISP is not finalised but if the FAC desire to view the draft ISP as it is, a copy can be provided. The Secretariat undertakes to make available on a secured site the draft revised ISP once finalised for viewing and comments and to bring it to FAC14 for formal endorsement.

#### **Recommendation**

17. The Committee is invited to note and discuss the paper.