



**TENTH REGULAR SESSION
FINANCE AND ADMINISTRATION COMMITTEE
Seventh Session
Cairns, Australia
30 November - 06 December 2013**

PROPOSED REVISIONS TO REGULATIONS

**WCPFC10-2013-FAC7-10
14 November, 2013**

Introduction

The Commission's Financial and Staff Regulations have been reviewed for consistency with good administrative process. Some improved financial controls and suggested policy changes are proposed for the consideration by the Committee.

Specific Matters

The following changes are proposed to strengthen the Staff Regulations:

1. **Add new sub-regulation Staff Regulation 29: Duty Travel**
 - a. It is recommended that the following regulation be added as Staff Regulation 29 (c): "Staff authorized to travel by a specific class will not receive compensation for the difference between transportation taken by any other mode and the class of fair authorized."
 - b. Financial impact of Policy Change: USD0
2. **Alter Staff Regulation 16: Entitlements**
 - a. Under Staff Regulation 16. (c) (i) Removal Expenses, staff are entitled to "A 20 foot container or equivalent."
 - b. The word "equivalent" has several interpretations and further clarification is requested.
 - c. It is recommended that Staff Regulation 16 (c) (i) be changed to: "A single shipment of up to a 20 foot container."
 - d. Financial impact of Policy Change: USD0
3. **Add new sub-regulation Staff Regulations 16 b: Entitlements- Removal Expenses**
 - a. For the same reason as stated in the request to change Staff Regulations 16 (b), compensation should not be made if the entitlement is not used.
 - b. It is recommended that the following regulation be added as Staff Regulation 16 (c) (iii): "Compensation shall not be made if the entitlement is not used."
 - c. Financial impact of Policy Change: USD0
4. **Alter Staff Regulation Regulation 10: Acceptance of Honours, Decorations, Favours, Gifts or Fees**

- a. Staff Regulation – 10(a) states that “No staff shall accept in respect of their work for the Commission any honour or decoration from any government or organisation or, except with the approval of the Executive Director, any favour, gift or fee from any government, organization or person during the period of their appointment.” Further, regulation 10(b) states that “With respect to the Executive Director, the approval of the Annual Session is required.”
 - b. The Executive Director, like other staff, is often given small tokens such as T-shirts at conferences or provided with meals during meetings. The rule that all gifts must seek approval from the Annual Session is not practical.
 - c. It is recommended that regulation be changed to “With respect to the Executive Director, the approval of the Chair of the Commission is required.”
5. **Alter Staff Regulation 17 (a): Normal Hours**
- a. Staff regulation 17 (a) states that “The Executive Director has the right to call upon the services of staff to the extent considered reasonable.”
 - b. It is recommended that the regulation be changed to “In addition to normal working hours, the Executive Director has the right to call upon the services of staff under exceptional circumstances.”
6. **Alter Staff Regulation 19 - Determination and Currency of Payment**
- a. Regulation 19 (c) states “As a stabilization mechanism, the remuneration of professional staff are denominated in International Monetary Fund Special Drawing Rights (SDRs). Monthly salary and allowances payments are based on the monthly average rate SDR/USD within a range of 5% above and below a reference rate set annually being the average conversion rate of the previous 12 months.”
 - b. The use of the SDR as a stabilization mechanism does not allow for the automation of professional staff salaries due to minor monthly fluctuations. Between September 2012 and August 2013 the average monthly exchange rate was 1.521 SDR to 1 USD. During that period, the largest fluctuation was under 2%.
 - c. In order to allow the Secretariat to automate payroll it is recommended that the regulation be changed to “As a stabilization mechanism, the remuneration of professional staff are denominated in International Monetary Fund Special Drawing Rights (SDRs). Monthly salary and allowances payments are based on the semi-annual average rate SDR/USD within a range of 5% above and below a reference rate set annually being the average conversion rate of the previous 6 months.
 - d. Financial impact of Policy Change: USD0

The following changes are proposed to strengthen the Financial Regulations:

7. **Add** new sub-regulation to **Financial Regulation 10: Internal Control**
- a. The Commission holds funds that are used to build capacity in developing states. Transferring funds to those states is required for many projects. When funds are transferred it is important that the transfers take place in accordance with national laws.
 - b. It is recommended that the Financial Regulation 10.7 be added to include “All transfers to governments shall be made in accordance with national laws.”
 - c. Financial impact of Policy change: USD0
8. **Alter Financial Regulation 3: The Budget**
- a. Under Financial Regulation 3.5 “The draft budget shall include an item specifying the costs required to finance the travel and subsistence for one representative from each developing State Party to the Convention and, where

appropriate, territories and possessions, to each meeting of the Commission and to meetings of relevant subsidiary bodies of the Commission.”

- b. The Secretariat requests members who are eligible for funding submit their travel requests to the Secretariat five to six weeks in advance to a meeting, the secretariat often receives request only days prior to the meeting. These late requests are expensive, make it difficult acquiring/transferring cash needed for DSAs, and divert key staff who are needed in the preparation of the meetings. The Secretariat recognizes that there are situations when late travel may need to take place but late travel to meetings should be in exceptional circumstances.
- c. It is recommended that Staff Regulation 3.5 be changed to: “The draft budget shall include an item specifying the costs required to finance the travel and subsistence for one representative from each developing State Party to the Convention and, where appropriate, territories and possessions, to each meeting of the Commission and to meetings of relevant subsidiary bodies of the Commission. Applications for travel need to be made four weeks prior to the requested travel date and finalized no later than three weeks prior to the start of the meeting. Applications made less than three weeks before the start of the meeting will be funded based on a standard quote as of the three week timeframe.”
- d. Financial impact of Policy Change: Estimated Savings USD15,000

9. Add to **Financial Regulation 10: Internal Controls**

- a. In order to ensure appropriate levels of checks and balances, it is recommended that the Finance and Administrative Manger have the responsibility to report any financial or policy mismanagement by the Executive Director to the Chair of the Commission.
- b. It is recommended that the Financial Regulation 10.6 be added to include “If the Financial Regulations are not being followed by the Executive Director, the Finance and Administrative Manager is required to report relevant cases to the Chair of the Commission ”
- c. Financial impact of Policy Change: USD0

Recommendation

10. The Committee is invited to consider and discuss the suggested changes outlined above and if considered appropriate to recommend them to the WCPFC10 for adoption