

Discussion paper by the ERandEM IWG Chair

Introduction

1. Based on Secretariat experience with the existing ROP audit process, it is considered that an indicative costing can be developed. As referenced in [Circular 2026/86](#), the figures provided in this document represent a best-efforts attempt to provide estimated figures for an EM programme audit, however this should not be used as the basis of an operationalised programme without further investigation of costs.
2. It should be noted, however, that the consultant undertaking the initial audit would need to have extensive practical knowledge and experience of EM programmes, including the equipment, systems and processes used. This is similar to the approach taken with the ROP audits, where an extensive knowledge of observer programme operations was considered very important.

Discussion

3. The purpose of this paper is to support ER/EM WG's consideration of the financial resources required to maintain an initial EM Programme audit, it is estimated that approximately 16–20 consultant days would be required. This would include the pre-audit review of programme documentation, audit preparation, travel, approximately four to five days to conduct the in-country audit, review of supporting information, follow-up on any outstanding matters, and preparation and finalisation of the audit report.
4. During the in-country audit, the CCM would be expected to nominate a dedicated contact person who is available throughout the audit period to coordinate meetings, facilitate access to relevant programme staff, EM systems and equipment, and provide or obtain any documentation or information requested by the auditor.
5. The estimate assumes that the consultant is engaged specifically to undertake the EM audit and is not required to undertake other WCPFC work or responsibilities during the same period.
6. The estimated time would include approximately 3–4 days before the audit to review the CCM's EM policies, procedures, technical specifications, equipment requirements, data management arrangements and other relevant documentation, and to prepare the audit checklist and identify areas requiring clarification.

7. Approximately 2 days would be allowed for travel each way in the Pacific, depending on the location of the CCM, followed by around 4 to 5 days in-country to conduct the audit. The in-country component would include meetings with programme management and technical staff, examination of the EM equipment and systems, assessment of data handling and security arrangements, and observation of how EM data and video are received, reviewed, stored and reported.

Indicative Budget for EM Consultant

(Based on an indicative consultant rate of USD 600–800 per day)

Component	Estimated Days	Indicative Cost (USD)
Pre-audit documentation review and preparation	3–4	\$1,800–\$3,200
Travel to/from CCM	4	\$2,400–\$3,200
In-country audit	4–5	\$2,400–\$4,000
Review of information and follow-up matters	2–3	\$1,200–\$2,400
Draft and final audit report	3–4	\$1,800–\$3,200
Total Consultant Time	16–20 days	\$9,600–\$16,000

Travel and Associated Expenses

Component	Cost
International /Airfares	\$2000 - \$3500
Per diem 8/9 days	\$2400-\$2700
Local Transport/Incidental costs	\$300 - \$500
Estimated Travel Expenses	\$4700-\$6700

8. For budgeting purposes, approximately \$14,300 to \$22,700 USD per initial EM Programme audit would be reasonable, noting that travel to some Pacific Island CCMs could push an individual audit towards the upper end of the range. I would also state that the estimate assumes the CCM provides a dedicated contact person throughout the audit and the consultant is engaged specifically in the audit rather than undertaking other WCPFC duties at the same time.