



**Western and
Central Pacific
Fisheries
Commission**

Consultancy for Rapporteur Services

The Western and Central Pacific Fisheries Commission (WCPFC) was established to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean. The WCPFC Secretariat, which is located in Pohnpei, Federated States of Micronesia, now invites applications for a consultancy to provide rapporteur services to the Commission.

The Secretariat seeks a Rapporteur to support three meetings that will take place in the second half of 2026. The scheduled meetings, with dates and locations, are as follows:

Meeting: Scientific Committee (SC)

Dates: Tuesday, August 11, 2026 - Wednesday, August 19, 2026

Location: Apia, Samoa

Meeting: Technical and Compliance Committee (TCC)

Dates: Wednesday, September 23, 2026 - Tuesday, September 29, 2026

Location: Pohnpei, Federated States of Micronesia

Meeting: Regular Session of the Commission

Dates: Monday, November 30, 2026 - Friday, December 4, 2026

Location: To be confirmed

The Rapporteur is expected to work remotely and will be required to start preparing in advance of the meeting start, and with additional time expected following the meeting conclusion to finalize the official meeting report. Where travel to a meeting is required, this will be funded separately.

Applicants must provide information demonstrating their capacity to successfully deliver the consultancy. The terms of reference for the consultancy can be found at <http://www.wcpfc.int/vacancies-opportunities>. If needed, additional information can be obtained from the Finance and Administration Manager, Mr Aaron Nighswander at Aaron.Nighswander@wcpfc.int.

Bidders should submit a proposal outlining their understanding of the Terms of Reference, relevant experience with international meetings and summary reporting, qualifications, availability for the 2026 meeting schedule outlined above, examples of comparable work, and a financial proposal clearly itemizing professional fees.

The consultancy tender will close on 25 March 2026. Applications should be submitted to Aaron.Nighswander@wcpfc.int.

TERMS OF REFERENCE | WCPFC Rapporteur Services

I. INTRODUCTION

1. 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 established since the 1995 adoption of the UN Fish Stocks Agreement.
2. 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 established 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.
3. The Convention applies to all species of highly migratory fish stocks (defined as all fish stocks of the species listed in Annex I of the 1982 Convention occurring in the Convention Area and such other species of fish as the Commission may determine) within the Convention Area, except sauries. Conservation and management measures under the Convention are to be applied throughout the range of the stocks or to specific areas within the Convention Area, as determined by the Commission.
4. The Commission currently has 26 Members, eight Cooperating Non-Members and seven participating territories (collectively, “CCMs”.) The Pacific Overseas Territories of American Samoa, the Commonwealth of the Northern Mariana Islands, French Polynesia, Guam, New Caledonia, Tokelau, Wallis and Futuna are Participating Territories within the Commission.

II. SCOPE

5. The scope of this work covers rapporteur services, including finalized DRAFT Summary Reports for the following Commission and related meetings in 2026:
 - a. [22nd Regular Session of the Scientific Committee \(SC22\)](#)
Tuesday, August 11, 2026 - Wednesday, August 19, 2026
 - b. [22nd Regular Session of the Technical and Compliance Committee \(TCC22\)](#)
Wednesday, September 23, 2026 - Tuesday, September 29, 2026
 - c. [23rd Regular Session of the Commission \(WCPFC23\)](#)
Monday, November 30, 2026 - Friday, December 4, 2026
6. Under the direction of the Executive Director or authorized designees, the Rapporteur shall produce a finalized DRAFT Summary Report of the SC22, TCC22, and WCPFC23 meetings. This includes informal working group meetings as requested by the Executive Director. For

purposes of this assignment, 'complete' denotes both substantive content and document formatting. The Rapporteur should refer to the Summary Reports of meetings from 2025 for guidance on style and format.

7. The Rapporteur shall provide the Outcomes Document (containing agreed recommendations and decisions of the meeting) to the Executive Director and authorized designees in accordance with the timelines set out for each meeting in section IV.

III. WORKING ARRANGEMENTS AND USE OF AI-SUPPORTED DRAFTS

8. In general, the Rapporteur may work remotely according to the timelines outlined below for each meeting. In-person meeting attendance may be required, where requested by the Executive Director.
9. The Secretariat will provide the Rapporteur with daily AI-generated summary meeting transcripts, access to meeting Zoom recordings, and copies of written statements or lengthy interventions from delegations. The Rapporteur may use these resources to support drafting, particularly where verification of information to ensure content accuracy is needed.

IV. DELIVERABLES

22ND REGULAR SESSION OF THE SCIENTIFIC COMMITTEE

10. The Rapporteur shall produce the Outcomes Document and a finalized DRAFT Summary Report of SC22, along with a Summary of communications from the SC22 Online Discussion Forum (SC22-ODF), in accordance with the approach and timelines as set out, below.

Summary of SC22 Online Discussion Forum

- a. Review communications on all SC22-ODF Topics and prepare a summary of communications separately for each ODF Topic using the following outline:
 - i. Introduction
 - ii. Summary of Input from SC22 on ODF Topics
 - iii. Text of comments on each Topic and relevant papers in the ODF
- b. Submit the Summary of the SC22-ODF to the Secretariat as early as possible, but no later than Monday, 17 August 2026, for posting on the SC22 meeting webpage.

SC22 Outcomes Document

- c. Submit the Outcomes Document (containing SC-agreed recommendations and decisions) to the Executive Director by Friday, 28 August 2026, for distribution to all CCMs and Observers within seven (7) working days of the meeting's conclusion.

SC22 Summary Report

- d. Prepare the SC22 Summary Report outline in accordance with the SC22 Provisional Agenda, referring to previous Summary Reports for consistency, including in formatting.

- e. Produce the SC22 Summary Report with specific consideration for the following:
 - i. Insert figures and tables into the Summary Report.
 - ii. The Rapporteur(s) will liaise with the relevant Theme Co-convenors to ensure that all presentation summaries and related discussions are accurately recorded for inclusion in the Summary Report.
 - iii. For the template of the stock assessment section related to the provision of stock status and management advice, refer to [SC21-SA-IP-22](#).
- f. Communicate with relevant CCMs to clarify their interventions, as required. The Secretariat will support this process, as needed.
- g. Submit to the Secretariat, within 20 working days after SC22, a finalized DRAFT SC22 Summary Report (in MS Word format), with the adopted Theme recommendations inserted into the relevant section of the DRAFT report.

22ND REGULAR SESSION OF THE TECHNICAL AND COMPLIANCE COMMITTEE

11. The Rapporteur shall produce a final DRAFT Summary Report of TCC22, a summary of discussions from the TCC22 Online Discussion Forum (TCC22-ODF), where applicable, and a final DRAFT Provisional Outcomes document, in accordance with the approach and timelines set out, below.

Summary of TCCC22 Online Discussion Forum

- a. Review communications on all TCC22-ODF Topics and prepare a summary of communications separately for each ODF Topic using the following outline:
 - i. ODF Topic
 - ii. List of documents covered under the Topic
 - iii. Summary of key questions and responses
 - iv. Summary of key comments
 - v. Non-controversial recommendation text provided by the TCC Chair or other Topic mediators, where relevant.
- b. Submit the Summary of the TCC22-ODF to the Secretariat at a date to be advised, for posting on the TCC22 meeting webpage.

TCC22 Summary Report

- c. Prepare an outline of the draft Summary Report based on the TCC22 Agenda and based on the format and style of the TCC21 Summary Report for reference.
- d. Communicate with CCMs to clarify relevant interventions, as required. The Secretariat will provide the Rapporteur with any written interventions received from CCMs to support drafting.
- e. Produce a draft Provisional Outcomes Document (containing TCC22 agreed

recommendations) for circulation to CCMs by Tuesday, 29 September 2026, for clearance by TCC22 participants on the final day of the meeting.

- f. Submit to the Secretariat, within seven (7) working days after TCC22, a finalized DRAFT TCC22 Summary Report (in MS Word format), with the Provisional Outcomes inserted in the relevant sections of the DRAFT report.

23RD REGULAR SESSION OF THE COMMISSION

12. The Rapporteur shall produce a final DRAFT Summary Report of the 23rd Regular Session of the Commission (WCPFC23).

WCPFC23 Summary Report

- a. Prepare an outline of the draft Summary Report based on the WCPFC23 Agenda and based on the format and style of the WCPFC22 Summary Report for reference.
- b. Communicate with CCMs to clarify relevant interventions, as required. The Secretariat will provide the Rapporteur with any written interventions received from CCMs to support drafting.
- c. Produce a draft Provisional Outcomes Document for circulation to CCMs within seven (7) working days following the conclusion of WCPFC23, which is Tuesday, December 15, 2026.
- d. Submit to the Secretariat, within seven (7) working days after WCPFC23, a finalized DRAFT WCPFC23 Summary Report (in MS Word format), with the Provisional Outcomes inserted in the relevant sections of the DRAFT report.