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**REPORT OF THE EXECUTIVE DIRECTOR
ON THE WORK OF THE COMMISSION DURING 2011**

WCPFC8-2011/34

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Annual Report of the Secretariat.

KEY OUTCOMES

1. The Commission's financial and budget management has been successfully transferred to QuickBooks Enterprise, a commercial product for financial management and reporting by small to medium enterprises. Our Auditors are supportive of this change.
2. Our financial accounts for 2010 have been responsibly managed and this is reflected in the unqualified accounts from the Auditors.
3. The Secretariat has been working actively with the local community so that they better understand the role and contribution that the Commission makes in Pohnpei.
4. The VMS, RFV and ROP programs have continued to evolve. There remain some issues for improvement as outlined in reports to TCC and the Commission. The challenge for 2012 is to implement observer coverage on 5% of the Commission registered longline vessels and certify all national programmes as compliant.
5. The Observer cross endorsement MOC has been signed with IATTC and steps are being proposed to resolve the management of the overlap area.
6. The science and GEF-WPEA projects are continuing to run smoothly.
7. The Joint VMS Review, Catch Attribution and Optimization of the Commissions Operational Costs consultancies have been completed. The Commission Review is expected to be finalised by December 2011.
8. The Secretariat has prepared the supporting documentation for the initial Compliance Monitoring Scheme, this will be an on-going challenge if the lodgement dates for the Annual Reports Part1 and Part stay the same.
9. The Secretariat has maintained the Commission buildings and surrounds in good condition and has completed the landscaping of the Commission grounds.
10. 2011 saw Aaron Nighswander commence as the Finance and Administration Manager, Tony Beeching take up the post of Assistant Science Manager and Layleen Oliver replace Herolyn Movick as the Office Manager. Mr Peter Flewwelling will leave the Commission at the end of the year and Ms Herolyn Movick left the Commission in August to join husband James in Honiara.

11. Housing and staff security remain ongoing issues for staff in Pohnpei. There have been a number of break-ins at professional staff houses over the year.

1. Introduction

In response to Rule 13 of the Commission's Rules of Procedure, which requires the Executive Director to make a report to the Commission at its regular session on the work of the Commission, this paper summarises the main activities of the Commission during 2011. During this period the work of the Commission included:

a) on-going monitoring of progress with implementation of conservation and management measures (CMMs) and decisions of the Commission and in particular the implementation of CMM 2010-03 on Compliance with Conservation Measures ;

b) the implementation of the Commission decisions for the Commission Performance Review to be completed in December 2010. Also completed and presented this year is the joint WCPFC/FFA Review of VMS, the Optimisation of the Commission Costs study and the Catch Attribution study.

c) implementation of the program of work approved at the Seventh Session of the Commission (WCPFC7). Key elements included:

- on-going productive collaboration with the Commission's Science Services Provider (SPC-OFP), including the four tuna stock assessments, improved data management including expanded ROP data entry and the implementation of the shark research plan;
- the second year program of the 3-year West Pacific East Asia Oceanic Fisheries Management Project (WPEA) funded by the Global Environment Facility (GEF), AusAID, the US National Marine Fisheries Service, the Government of Japan and the Commission;
- improvements to the Commission's vessel monitoring system (VMS) including cost reductions and the implementation of a backup system in Guam;
- auditing and improvements to the Commission Regional Observer Programme (ROP) by providing support to CCMs and associated agencies,
- continuation of progress, across a wide geographic range within the Convention Area, with the SPC-OFP led Pacific Tuna Tagging Project;

d) the seventh regular sessions of the Commission's subsidiary bodies, Scientific Committee (SC), Northern Committee (NC), the Technical and Compliance Committee (TCC), and a fifth session of the Finance and Administration Committee (FAC) to be convened in association with WCPFC8;

e) continuing engagement and consultation with other organisations including the United Nations Food and Agriculture Organisation (FAO), SPC-OFP, the Pacific Islands Forum Fisheries Agency (FFA), the Inter-American Tropical Tuna Commission (IATTC), the Indian Ocean Tuna Commission (IOTC), the International Commission for the Conservation of Atlantic Tunas (ICCAT), the Commission for the Conservation of Antarctic Living Marine resources (CCAMLR) the Northern Pacific Anadromous Fisheries Commission (NPAFC) and the Commission for the Conservation of Southern Bluefin Tuna (CCSBT), including through participation in the informal network of secretariats for tuna-focussed regional fisheries management organisations (RFMOs) (www.tuna-org.org) and the International Scientific Committee for Tuna and Tuna-like Species in the North Pacific Ocean (ISC). In 2011 the Commission was represented at COFI, Kobe 3 and attended the IATTC Annual meeting and visited IATTC to discuss issues with the overlap area;

- f) continuing efforts to establish logistic and administrative support functions at the office of the Secretariat, securing acceptable housing for staff, the recruitment of the Finance and Administration Officer, and now advertising for a new Compliance Manager,
- g) continuing work by the Secretariat to improve the Commission buildings and the general site.
- h) ongoing work in Pohnpei with the community and State and federal government agencies to establish the Commission as a good corporate citizen.

2. Work of the Commission's Subsidiary Bodies

Scientific Committee

The Seventh Regular Session of the Scientific Committee (SC7) took place at Palikir, Pohnpei from 9th to the 17th of August 2011. Dr Miyabe from Japan chaired the meeting.

A full record of the meeting is available on the website and the outcomes and recommendations will be discussed at WCPFC8.

Northern Committee

The Seventh Regular Session of the Northern Committee (NC7) took place at Sapporo, Japan from 6th to the 9th of September 2011. Mr Masanori Miyahara (Japan) chaired the meeting.

A full record of the NC7 discussion is available on the Commission website and will be discussed following presentation at WCPFC8.

Technical and Compliance Committee

The Seventh Regular Session of the Technical and Compliance Committee (TCC7) was held at Pohnpei, Federated States of Micronesia from 28 September to 4 October 2010. The meeting was chaired by Mr Noan Pakop from Papua New Guinea and over 200 participants representing CCMs and observers attended the meeting.

A full report from TCC7 is available on the secure side of the WCPFC website and the recommendations will be discussed in full at WCPFC8.

Finance and Administration Committee

The Fifth Finance and Administration Committee (FAC5), co-chaired by Charleston Deiye (Nauru) and Xiaobing Liu (China) will meet just prior to, and throughout, WCPFC8, as necessary. In addition to personnel, work programme and budget matters, the FAC considers a range of administrative matters relating to the work of the Commission including issues associated with the headquarters office, the implementation of the Secretariat's Business Plan and progress with the finalisation of a Strategic Plan for the Commission and housing and conditions for Commission staff.

Ad Hoc Task Group [Data]

WCPFC6 tasked the Ad Hoc Working Group (Data) to consider data issues relating to charter vessels; however this issue remains incomplete and will be considered at WCPFC8.

3. Secretariat Activities

Secretariat administrative and establishment matters

Business Plan

The Business Plan is intended to provide guidance on implementation and monitoring of Secretariat-related activities identified in a Strategic Plan for the Commission. The Business plan will lapse this year as it only covered 2008/10. The Strategic Plan was adopted by the Commission in 2010 as a living document and will be reviewed and updated as appropriate at each Annual meeting. WCPFC4 adopted a recommendation from the First Session of the Finance and Administration Committee (FAC1) relating to a Business Plan for the Secretariat. The Commission needs to consider the status of both the Business Plan and the Strategic Plan for the Commission.

Recruitment of Secretariat staff

The total Secretariat staffing level is 17 staff positions. There are 8 professional staff and 9 support staff. Staff recruited this year includes Mr Aaron Nighswander to replace Mr Ken Smithson as Finance and Administration Manager, Mr Tony Beeching (UK) to the position as Assistant Science Coordinator and Ms Layleen Oliver to replace Ms Herolyn Movick as Office Manager. The Secretariat has advertised for a Compliance Manager to replace Mr Peter Flewwelling who will retire from the Commission at the end of this year.

IT systems

The installation of a functional corporate network to support the work of the Commission and the Secretariat began in late 2008. Firstly, a Microsoft Small Business Server 2003, with MS Exchange Mail Server, was operating in support of a collaborative work environment within the Secretariat. Incremental upgrades to Small Business Server 2008 and a full Windows Server 2008 R2 network environment was fully operational by the second quarter of 2011. All work stations run Windows 7 Professional and Windows XP with adequate anti-virus and anti-spam protection. It supports a Virtual Private Network to allow secure access for staff from overseas. In addition, a secondary internet link, via a dedicated satellite terminal, was operating as an alternative to that provided by the local telecommunications provider in the event of disruption to that service. All corporate information is backed up daily consistent with the requirements of the Commission's Information Security Policy. This year the Commission installed a backup site for VMS at Guam utilizing an existing maintenance contract we have with BMC Computing. This is a secure option for the Commission and cheaper than establishing the backup site in Pohnpei.

Financial and administrative arrangements

Financial and administrative arrangements operated satisfactorily during the year. This year saw the introduction of QuickBooks Enterprise to automate the Commission's financial management system. Management of the headquarters building services and grounds continues to be a challenge; however, by implementing a regular maintenance schedule the buildings are now in good repair and the grounds landscaping completed. Future maintenance costs for the Headquarters building will come from the need to replace the original electrical system as replacement parts are not available in Pohnpei, replacing untreated wood throughout the building that is susceptible to termite damage and replacing the building roofing.

Annual Accounts and Contributions

The 2010 financial statements were completed, audited and made available through Commission's website within the specified time frames, together with the External Auditor's Reports. The Auditor reported that the statements and accounts complied with the required accounting standards as well as the Commission's Financial Regulations, and presented a fair view of the financial position.

Article 18 (3) of the Convention provides that if a member's contributions are in arrears for the preceding two full years it shall not participate in the taking of decisions by the Commission, subject to the Commission permitting such a member to vote. This year only 1 member has yet to pay their membership fees for the previous two (2) years.

New Bank Accounts

No new bank accounts have been opened in 2011.

Headquarters Agreement

Provision of an access road to the Pohnpei Peace Corps and Headstart offices has not occurred, however this does not in any way hinder the work of the Commission and understanding local infrastructure and financial issues for the Pohnpei and FSM governments the Secretariat will continue to work with these parties to resolve the issue at some point in the future.

4. Contracts and Consultancies during 2010

Commission's Science Services Provider, the SPC-OFP

The SPC-OFP continued in the role of managing fisheries data and analysing stock status of key tuna species and other ecosystem analysis. The SPC-OFP undertook four (4) major stock assessments on the key tuna species for the Commission this year and produced 40 papers, reports and data summaries for the SC7, mostly related with assigned science services. It also provided a broad area of other advice services for the Secretariat's inter-sessional activities.

Other contracts and consultancies

Commission-related activities

- Legal advisory services: international fisheries and marine law (Professor Martin Tsamenyi, University of Wollongong, Australia);
- Rapporteur support to the Secretariat during SC7 (Mr Don Broomhead) TCC7 and WCPFC8 (Dr Shelley Clarke);
- The Commission's public website is covered by an SLA with Eighty Options of Tasmania, Australia which provides for technical support and hosting;
- Taz-e of Australia was the successful developer following a tender in 2009 to develop the Compliance Information Management System (IMS). The contract to develop the first phase of the IMS concluded in the first quarter of 2010. A second contract for enhancements to the IMS as requested by Compliance staff was completed in the fourth quarter of 2010. In addition, an SLA with Taz-e provides specialist technical support to the Compliance IMS and Record of Fishing Vessels (RFV) applications. These are necessary given the mission-critical nature of these systems and their importance to the work of the Commission;
- The Secretariat also has an SLA with BMC of Pohnpei, Micronesia, for the technical support of the corporate network;
- Robert Martinolich of Canada for the VMS Review
- Nick Wyatt and Paul Wallis from NZ Optimisation of Costs
- Fabio Hazin, Judith Swann, Denzil Miller, Ichiro Nomura, Roland Kun, Malcolm Suiemento and John Spencer for the WCPFC Performance review.

SC-related activities

- (Project 14) Formulation of the WPEA OFM annual work plan for 2011 and implementation of the activities: the 2nd Project Steering Committee meeting was held on Saturday, 13 August 2011;
- (Project 19,34,55) FAD bycatch mitigation research funded by PNG: Progress report was presented at SC7.
- (Project 35) Refinement of bigeye parameters Pacific-wide: SC7 reviewed the final pilot project report for the extension of this research to Pacific-wide;
- (Project 39) Regional study of the stock structure and life-history characteristics of South Pacific albacore: SC7 reviewed the final project report of this three year project;
- (Project 42) Pacific-wide tagging project: workshop on the PTPP was held on 12 August 2011 in Pohnpei, FSM;
- (Project 57) Identifying Provisional Limit Reference Points for the key target species in the WCPFC: The four tasks identified at SC5 were conducted by CSIRO and SPC-OFP and reviewed at SC7;
- (Project 60) Purse Seine Species Composition: SC7 reviewed the final outputs of the three-year project activities;
- (Project 61) NP striped marlin assessment: As requested by the Commission (Para 101, WCPFC7 Report), SPC-OFP participated in the ISC's Data preparation WS for the NP striped marlin stock assessment in January and May 2011;
- (Project 64) Collation of South Pacific striped marlin data and CPUE analysis: New Zealand provided a progress report at SC7;
- (Project BMIS) Development of Bycatch Mitigation Information System: All database will be updated and BMIS manual will be developed by January 2012;

TCC-related activities

- Finalisation of the by-catch mitigation database (SPC-OFP);
- The Commission has a SLA with the FFA for the provision of VMS services to the Commission through Absolute, and subsequent contracts with Satcom/Vizada, Satcom/Iridium and CLS Argos for air time. VMS (FFA/Absolute)

In addition to the meetings of subsidiary bodies of the Commission, the Secretariat participated in the following meetings and workshops during 2011.

- Kobe 3 La Jolla
- COFI Rome
- FFC 75, Samoa
- FFA MCS Working group meeting, Honiara, Solomon Islands
- FFC Technical meeting
- FFC Ministerial Meeting, Samoa
- VMS planning meetings, Wollongong, Pohnpei and Palau.
- VMS training in the University of Wollongong, FFA HQ Honiara, and Regional MCS Operational exercises.
- FFA/SPC/WCPFC Regional Pacific Island Observer Workshop Honiara.
- FSM Pacific Islands debriefer training meeting FSM.

- Science provider discussions SPC, Noumea, New Caledonia
- Observer training (Philippines, Kiribati and FSM)
- Observer programme Audits in RMI, Fiji, Korea, Chinese Taipei, Vanuatu, Tonga, Solomon Islands, FFA Secretariat, PNG, Kiribati, Cook Islands, FSM, Nauru and China.
- IT discussions with SPC, Noumea, New Caledonia and the Cook Islands
- SLA meeting Eighty options, Pohnpei
- SLA Agreement Taz-E Pohnpei
- ISC11, San Francisco USA
- Pre-stock assessment Workshop, Noumea , New Caledonia
- GEF Project meeting (Sulu-Celebes Sea Sustainable Fisheries Management –Technical WS and WPEA Project consultation with Philippines), Manila, Philippines
- The 6th GEF International Waters Conference, Croatia
- WPEA Project workshop on national tuna management plan. Hanoi, Vietnam
- Workshop on policy, legal and institutional arrangements, preparatory consultation on 2012 WPEA annual meeting, Indonesia, Philippines and Vietnam
- FFA Observer Debriefing Workshop, Pohnpei.

5. Relations with other organisations

Regular exchanges of views on strategic planning and technical advice continued with the FFA, SPC, and IATTC to assist with Secretariat support to CCMs with the implementation of the Commission's decisions. Regular dialogue was also maintained with the ICCAT, CCAMLR, IOTC and CCSBT to share information and exchange views on areas of common interest. The Consolidated List of Authorised Fishing Vessels (CLAV) was set up between the five tRFMOs and is being updated monthly. During 2011, Secretariat staff attended the Kobe 111 meeting in La Jolla USA. Other organisations with which productive relations were maintained throughout the year included the Western Pacific Regional Fisheries Management Council, the Agreement for the Conservation of Albatross and Petrels (ACAP), FAO, and Birdlife International.

The Secretariat was tasked at WCPFC7 to review MoU with ISC and the outcome will be presented at WCPFC8 for consideration. The WCPFC/IATTC Observer Cross Endorsement Memorandum of Cooperation was signed and plans are ongoing for implementation as well as consideration for mechanisms for management of the overlap area with IATTC. Preliminary discussions on the training of observers and the harmonising of data collection to cover both the Convention areas have taken place between the two organisations.

6 Future Work of the Commission

This year's Commission deliberations will deliver to the Secretariat a range of tasks associated with implementing outcomes from SC, TCC and the WCPFC8 meeting.

In addition to these tasks, the Secretariat has responsibility for the Commission headquarters in Pohnpei and will continue to ensure that the headquarters buildings and grounds are kept in good working order through a regular maintenance schedule for both buildings and grounds.

The Commission has also been active in better integrating the work of the Commission into the local community so that there is better understanding of what we do and the benefits that the Community derives from our presence. This work will be ongoing. The Commission Secretariat will also be active in member countries working with members to develop a better understanding of the Commission's role and responsibilities and to assist as required with reporting requirements and capacity building.

The Commission has benefited greatly from the internship program this year and will continue to accommodate interns from member countries and from Universities as appropriate.

The Secretariat is conscious of the cost associated with the Commission's operations and will work to reduce costs where possible. One action taken that will continue is to be selective in the international meetings the Commission attends as the cost of travel outside of Micronesia is quite expensive.

One of the Secretariat's ongoing challenges is housing and staff safety and we will continue to investigate and develop options for improvements in this area as we move forward.