

---

**PREPARATORY CONFERENCE FOR THE COMMISSION FOR  
THE CONSERVATION AND MANAGEMENT OF HIGHLY  
MIGRATORY FISH STOCKS IN THE WESTERN AND  
CENTRAL PACIFIC**

Seventh session  
Pohnpei, Federated States of Micronesia  
6 - 7 December 2004

WCPFC/PrepCon/44  
7 December 2004

---

**FINAL REPORT OF WORKING GROUP I**

1. Working Group I was established at the first session of the Preparatory Conference (April 2001) to consider issues relating to the organizational structure of the Commission, its budget and scheme of financial contributions. Ambassador Lucy Bogari (Papua New Guinea) was appointed chairman of WG.I.
2. The present document contains a summary of the discussions in WG.I during the Preparatory Conference and presents the final recommendations of the Group.

**I. TERMS OF REFERENCE**

3. At its first session, the Conference adopted terms of reference for WG.I (contained in document WCPFC/PrepCon/3, 25 April 2001). Those terms of reference required WG.I to:
  - (a) Identify the service needs of the Commission;
  - (b) On the basis of the identified service needs develop an appropriate budget structure and prepare financing options;
  - (c) Provide, in consultation with other Conference Working Groups, appropriate options for delivering services such as science, data collection and data management, observer services, registry services etc;
  - (d) Develop an appropriate Secretariat structure to deliver the functions identified as needed from the Commission Secretariat;
  - (e) Develop costing options for the various Secretariat and service provider structures
  - (f) Consider appropriate weightings for the three fee components of the funding formula prescribed in Article 18 of the Convention;
  - (g) Consider various approaches for the calculation of the national wealth payment and variable fee components of the contributions formula; and
  - (h) Consider the issues associated with the administration of the special fund established under Article 30 of the Convention for the funding of participation by developing states.

## **II. FIRST SESSION OF THE PREPARATORY CONFERENCE**

4. At its preliminary meeting during the first session of the Preparatory Conference, WG.I developed a list of the possible service needs of the Commission (set out in paragraph 1 of the summary report of the chair of WG.I, WCPFC/PrepCon/5, 28 April 2001). To assist the working group in considering these items further, the Interim Secretariat prepared documents WCPFC/PrepCon/WP.3 (13 February 2002) on the service needs of the Commission and options for delivery of such services and WCPFC/PrepCon/WP.4 (13 February 2002) on options for funding the service needs of the Commission.

## **III. SECOND SESSION OF THE PREPARATORY CONFERENCE**

5. At the second session of the Conference (February 2002), WG.I held two meetings during which it discussed the working papers that had been prepared by the Interim Secretariat. The group recognized that it faced three main tasks: (a) to further clarify the service needs of the Commission; (b) to elaborate the possible options for the delivery of the identified service needs, including an appropriate secretariat structure; and (c) to begin to identify some of the general issues associated with the development of a future budget structure for the Commission. Discussions took place on each of these items and the group agreed on the following key principles that would guide its work:

- (a) the Commission should, as far as possible be self-reliant with respect to funding;
- (b) an independent and adequately resourced Commission Secretariat is appropriate to ensure an efficient and effective organisation;
- (c) the services procured by the Commission should be sourced at market rates and subject to clear standards and specifications; and
- (d) the need to avoid duplication in the provision of services, ensure compatibility and maintain cost-effectiveness.

6. With these principles in mind, there was broad support for the secretariat structure proposed in WCPFC/PrepCon/WP.3 as an initial structure that could be built upon as additional service needs were identified and required by the Commission. WG.I also adopted a future programme of work for the next two sessions of the Conference (WCPFC/PrepCon/14 (25 February 2002), annex).

## **IV. THIRD SESSION OF THE PREPARATORY CONFERENCE**

7. WG.I held two meetings during the third session of the Conference (November 2002). In accordance with the indicative programme of work adopted at the second session, WG.I considered the following issues:

- (a) the costs of a Commission secretariat to deliver core functions and science;
- (b) the costs associated with the various options for providing additional Commission services;
- (c) possible mechanisms for funding the participation of developing states consistent with article 30, paragraph 3, of the Convention;

(d) the application of cost recovery principles for the provision of specified Commission services.

8. The above issues were considered on the basis of two working papers prepared by the Interim Secretariat (WCPFC/PrepCon/WP.7 (23 October 2002) and WCPFC/PrepCon/WP.8 (31 October 2002)), which provided WG.I with:

(a) information on the various options available for the remuneration of the staff of the Commission secretariat;

(b) the costs associated with a core secretariat structure, on the basis of that proposed in working paper WCPFC/PrepCon/WP.3, together with a science secretariat on the basis of the discussions in WG.II;

(c) estimates of the costs associated with the provision of such additional Commission services as may be required in the medium term, including a comparison between the costs of utilizing existing regional programmes or systems and the 'in-house' provision of these services by the Commission;

(d) estimates of the potential size and scope of the special fund established pursuant to article 30, paragraph 3, of the Convention;

(e) information on the application of cost recovery principles to various Commission services.

9. WG.I considered that, in general, the secretariat structure outlined in WCPFC/PrepCon/WP.7 (annexes I and II) reflected the basic principles that had been agreed at earlier sessions in terms of size, efficiency and cost-effectiveness.<sup>1</sup>

10. It was noted that the issue of a fund to facilitate the participation of developing States Parties, particularly small island developing States, and where appropriate, territories and possessions, as provided for in article 30, paragraph 3, of the Convention, was critical to many participants in the Preparatory Conference. In this regard, the delegation of Niue, on behalf of the small island developing States members of the Forum Fisheries Agency, presented a preliminary paper relating to recognition of the special requirements of developing States. However, WG.I was unable to reach agreement on the mechanisms for financing such a fund or as to the size and scope of the fund. The need to develop guidelines and criteria for eligibility for assistance from the fund, as required by the Convention, was noted.

11. Subject to any decision regarding the fund for the effective participation of developing States, WG.I considered that the table of estimated budgetary requirements of the Commission contained in WCPFC/PrepCon/WP.7, annex IV, provided a sound basis for progressing the work of WG.I.<sup>2</sup> While all components of the provisional indicative budget would be subject to further refinement and detailed discussion, WG.I considered that the budgetary estimates provided a useful indication for participants in the Preparatory Conference of the likely costs associated with

---

<sup>1</sup> This structure postulated a core secretariat of 10 staff in the first full year of operation increasing to 17 staff after three years.

<sup>2</sup> The budgetary requirements for the first full year of operation were estimated at US\$ 1 m for the secretariat (increasing to US\$ 1.3 m after three years) and US\$ 1.2 m for external services.

the Commission. In particular, it was considered it was still too early in the process to make assumptions as to the precise nature and extent of the external services that would be required relating to science, data management and the establishment of a vessel register.

12. WG.I briefly considered document WCPFC/PrepCon/WP.8 on the application of cost recovery principles to the provision of Commission services. The working group considered that the paper was a useful introduction to the subject and that, in general, the conclusion in the paper that, in the long term, consideration could be given to funding certain Commission services through cost recovery mechanisms, were acceptable. It was noted that much further work would need to be done to develop cost recovery mechanisms and that this would be an important future task for the Commission.

13. WG.I agreed that, at its next meeting, it would focus its considerations on the development of a funding formula for financing the Commission budget and the development of financial regulations for the Commission, including regulations to govern the administration of the special fund established under article 30, paragraph 3, of the Convention.

## **V. FOURTH SESSION OF THE PREPARATORY CONFERENCE**

14. WG.I held four meetings during the fourth session of the Preparatory Conference (May 2003). The Working Group focused its attention on the development of a formula for assessment of contributions to the budget of the Commission and on the development of financial regulations for the Commission, including regulations to govern the administration of the special fund to be established under article 30, paragraph 3, of the Convention. To assist its deliberations, WG.I had before it a working paper prepared by the Interim Secretariat on the various options for a formula for assessment of contributions to the budget of the Commission (WCPFC/PrepCon/WP.13, 15 April 2003). That paper also included summary information on the formula used in other comparable regional fishery management organizations.

### **A. Draft scheme of contributions**

15. In discussing the contributions formula, WG.I recalled the provisions of article 18, paragraph 2, of the Convention and emphasized the need for any formula to fully reflect the criteria set out in that paragraph. Extensive discussions took place on the most appropriate methods to be used for calculating the three components of the contributions formula – the base fee, national wealth component and the variable fee. There was general agreement that the base fee should be shared equally among all members of the Commission. The Working Group considered that a base fee equivalent to 10 per cent of the total budget, shared equally between all participants, provided an appropriate basis for further discussion. Several participants, however, noted that the base fee element should be set at the lowest possible level in order to ensure full participation in the work of the Commission. In particular, the need to consider carefully the impact of the base fee on small island developing States was emphasized as well as the need to ensure that such States do not carry a disproportionate burden of the budget.

16. WG.I also considered various suggestions and proposals for the calculation of the national wealth component. The advantages and disadvantages of each potential approach were discussed in detail in a wide-ranging debate, and various alternative formulae were proposed for investigation. It was emphasized that the formula must fully reflect the criteria set out in article 18, paragraph 2, of the Convention, in that as well as reflecting the national wealth of the member concerned, the formula must also make due allowance for the state of development of the member and its ability to pay. It was important also that the formula should not place a disproportionate

burden on any one State. The Working Group felt that further work was needed to progress this issue and requested the Interim Secretariat to make further study as to reliable indices that may be utilized as well as to possible options for applying such indices in a manner that fully reflected the criteria of state of development and ability to pay. The need for any formula to be reviewable after a reasonable period and in the light of changing economic circumstances was also highlighted. The need to avoid a disproportionate impact on small island developing States, especially in terms of ability to pay, was stressed. It was considered that, for the national wealth component, a weighting of 20 per cent of overall budget could be a useful starting point for further consideration.

17. With respect to the variable fee, several participants in the Working Group suggested that the catch statistics used should take into account the catches of all the stocks covered by the Convention throughout the Convention Area. The need to ensure that correct datasets were used was also stressed, although the Working Group noted that the data used in the Interim Secretariat paper were provisional and would require further refinement and verification. It was suggested that a further revision of the paper would examine in more detail the potential for taking catch value into account, although some participants also noted that this may be difficult to achieve in practice and that there was not necessarily any correlation between catch value and the costs of effective management.

#### B. Draft Financial Regulations

18. WG.I next considered the draft financial regulations of the Commission on the basis of document WCPFC/PrepCon/WP.2 (25 April 2001). It was noted that the working paper had been tabled at the first session but that, owing to lack of time and the need to progress other issues on the agenda, had not been taken up until now. Accordingly, the document in its present form did not necessarily reflect a number of suggestions that had been made at earlier sessions, although such proposals and suggestions remained under consideration. WG.I also took note of the contribution by Korea, presented at PrepCon III and subsequently issued as WCPFC/PrepCon/DP.9 (15 April 2003). An additional proposal, relating to a special requirements fund, was tabled by the members of the Forum Fisheries Committee (WCPFC/PrepCon/DP.10 (9 May 2003)) and it was noted that this was a development of a proposal that had been submitted by the delegation of Niue, on behalf of the members of the Forum Fisheries Committee, during the meetings of WG.I at PrepCon III.

19. Following a preliminary discussion of the FFC proposal, it was agreed that the matter of the special requirements fund would require further and more detailed consideration at PrepCon V. It was also noted that the fund was, in fact, a requirement of article 30, paragraph 3, of the Convention and what was at issue was the method for financing the fund and elaboration of the guidelines for the use and administration of the fund as well as the criteria for eligibility for assistance. In this regard, the Group considered that the proposal and accompanying statement by the Forum Fisheries Committee provided a very useful basis for further consideration of this issue.

### **VI. FIFTH SESSION OF THE PREPARATORY CONFERENCE**

20. During the fifth session of the Preparatory Conference, WG.I held three meetings. The Working Group focused its attention on the development of a formula for assessment of contributions to the budget of the Commission and on the draft financial regulations for the Commission.

#### A. Draft scheme of contributions

21. In considering the scheme of contributions, WG.I had before it a revised working paper (WCPFC/PrepCon/WP.13/Rev.1, 17 September 2003) prepared by the interim secretariat. The revised working paper provided information on various options for the budget funding formula taking into account the discussions on this matter at PrepCon IV, including a revised methodology for the calculation of the “national wealth” component of the budget of the Commission.
22. In discussing the methodology for calculation of the national wealth component, various suggestions and proposals were put forward. The broad-banding approach suggested by the Interim Secretariat in its revised working paper did not, however, attract broad support. At the same time, WG.I acknowledged the disadvantages of the other indices of national wealth discussed in the revised working paper and noted the difficulty in finding a formula that could satisfy all potential members of the Commission. Participants in WG.I emphasized that, as well as reflecting the national wealth of the member concerned, the formula must also make due allowance for the state of development of the member and its ability to pay. Following a proposal by the delegation of Korea, WG.I considered a revised formula for the national wealth component based upon an equal weighting of gross national income (GNI) per capita and GNI.
23. In considering the overall scheme of contributions, it became apparent that the main area of difficulty was the relative weighting of the three components set out in article 18 of the Convention. Although a preference was expressed for a relative weighting of 10 per cent (base fee), 20 per cent (national wealth component) and 70 per cent (fish production component), some participants considered that the relative weighting should be 10 per cent (base fee), 45 per cent (national wealth component) and 45 per cent (fish production component). In both cases, a discount factor of 0.4 was applied to the catches taken within the exclusive economic zone of a developing State or territory by vessels flying the flag of that developing State or territory. Although a proposal was made to cap the total amount of contributions by any one member of the Commission at 25 per cent, it was noted by others that the level of contributions was largely determined by the level of catch and that a ceiling would not therefore be appropriate.
24. Following extensive discussions, including discussion of a possible compromise between the differing positions, it became clear that there was a preponderance of views in favour of a relative weighting of 10/20/70. The delegation of Korea noted that its proposal for a relative weighting of 10/45/45 remained on the table and reserved its position with respect to any possible compromise. Several participants emphasized the need to reach finality on the scheme of contributions, at least for an interim period, so that WG.I could begin to address the other matters on its agenda.
25. The Chair of WG.I proposed that, for the time being, since most delegations supported the Conference proceeding on the basis of the formula that had been discussed during the meeting, with the application of a relative weighting of 10/20/70, the Conference should proceed on that basis, but that the matter of the relative weighting could be revisited should any compromise proposal emerge from further consideration by delegations before the next session of the PrepCon.
26. With respect to the territories and possessions listed in article 43 of the Convention, it was noted that the territories would make independent and voluntary contributions in accordance with the proposed Annex II to the rules of procedure of the Commission and that such contributions would be fixed in accordance with a methodology to be determined, but which

would reflect the extent of the relevant territory's competence. It was noted that the overall budget of the Commission would therefore comprise (a) assessed contributions, and (b) agreed contributions by participating territories. Further work would be needed to determine the appropriate methodology and the way in which it would be reflected in the budget.

#### B. Draft Financial Regulations

27. Also at the fifth session, WG.I had a second reading of the draft financial regulations contained in WCPFC/PrepCon/WP.2/Rev.1 (25 August 2003). The main issues of substance that were discussed included the fund to be established pursuant to article 30 of the Convention and how it would be financed, and a proposal to establish a standing committee on finance and administration. The Working Group requested the Interim Secretariat to further revise the draft in light of the discussions and proposals that had been made and agreed to take up any outstanding issues at its next session.

#### C. Other matters

28. WG.I did not have sufficient time to consider the structure of the Commission Secretariat and the provisional budget for the Commission, but noted that, bearing in mind the recommendations regarding the science structure of the Commission which had been formulated by Working Group II during the fifth session, and taking into account the discussions taking place in Working Group III, these matters were now high priority issues and should be taken up at the sixth session.

### VII. SIXTH SESSION OF THE PREPARATORY CONFERENCE

29. WG.I held three meetings during the sixth session. It carried out its deliberations on the basis of a consolidated and updated working paper provided by the Interim Secretariat (WCPFC/PrepCon/WP.20, 1 March 2004), setting out a proposal for the organizational structure of the Commission Secretariat, together with a provisional indicative budget for the early years of operation of the Commission and a scheme of assessed contributions, taking into account the discussions to date in both WG.I and WG.II.

#### A. Organizational structure for the Secretariat

30. Following consideration of document WCPFC/PrepCon/WP.20, the Working Group decided to recommend the organizational structure and summary of functions for the staff of the Commission as shown in WCPFC/PrepCon/WP.20, annexes I and II.

31. It was emphasized that an evolutionary and flexible approach should be taken to the establishment of the Secretariat, taking into account the availability of a funding base for the Commission as well as the number of members of the Commission. Taking into account the size and composition of the Commission and the complexity of the managerial, administrative and substantive tasks to be completed during the early years of the Commission, it was agreed that it would be necessary to appoint an Executive Director of the highest possible calibre.

32. Several participants stressed the importance of ensuring that the key functions of the Commission became operational as soon as possible. In this regard, it was emphasized that the position of Compliance Manager was a key function and should be given higher priority in the evolution of the Secretariat than suggested in the working paper. It was also recommended that the operation of the vessel register should be considered a core function of the Commission, to be

established as soon as possible. On the other hand, while recognizing the importance of the Science Manager, the Working Group agreed that there was no justification at present for a position of Deputy Director tied to a specific post in the Secretariat, but that the Executive Director should retain the flexibility to designate a senior staff member to deputize for the Executive Director and that the capacity to act in such a position should therefore be reflected in the duty statements of the senior staff members.

33. With respect to the staff of the Commission, the Working Group decided to recommend that the Commission develop and adopt a system of salaries and allowances related to that applied by the agencies of the Council of Regional Organizations of the Pacific (CROP). It was noted that it had not been possible to date during the Preparatory Conference to develop draft Staff Regulations setting out the terms and conditions of service for the staff of the Secretariat. In this regard, among the urgent tasks for the Executive Director, once appointed, would be the development of detailed duty statements for each of the approved Secretariat positions and the preparation and submission to the Commission of draft Staff Regulations setting out the terms and conditions of the Staff of the Secretariat, as well as the timely recruitment of key staff members.

#### B. Provisional indicative budget and scheme of contributions

34. The Working Group reviewed the provisional indicative budget of the Commission for its first three full years of operation as contained in WCPFC/PrepCon/WP.20, annex IV. It was noted that, in relation to the provision of scientific services, the budget was also consistent with the recommendations of Working Group II. The Group considered the proposed budget to be conceptually acceptable subject to the need to further refine the cost estimates for each line item as further information became available. In general, it was considered that the overall size of the budget (US\$1.5 - \$1.8 m) was likely to be a reasonable reflection of the likely costs involved in conducting the business of the Commission in its formative years.

35. In light of the need for clarity, and taking into account the provisions of article 18, paragraph 1, of the Convention, the Working Group recommended the adoption of a format for the future presentation of the proposed budget of the Commission.

36. The Working Group continued its discussions on the formula for assessed contributions to the budget of the Commission. It decided to recommend the adoption of a scheme of contributions determined according to the following formula:

(a) a 10 per cent base fee divided in equal shares between all members of the Commission;

(b) a 20 per cent national wealth component based upon an equal weighting of proportional gross national income (calculated on a three-year average) per capita and proportional gross national income (calculated on a three-year average); and

(c) a 70 per cent fish production component based upon a three-year average of the total catches taken within exclusive economic zones and in areas beyond national jurisdiction in the Convention Area of all the stocks covered by the Convention for which data are available (including the main target tuna species, as well as the four main billfish species (black marlin, blue marlin, striped marlin and swordfish)), subject to a discount factor of 0.4 being applied to the

catches taken within the EEZ of a member of the Commission which is a developing State or territory by vessels flying the flag of that member.<sup>3</sup>

### C. Budget for 2005

37. The Group considered that it would be necessary to consider the actual budget for the first year of operation of the Commission (2005) at PrepCon VII, when more information was available concerning the number of members of the Commission and the likely extent of the Commission's activities during 2005.

38. In preparing the budget for 2005, the need to avoid a disproportionate burden of costs falling upon those who had ratified the Convention at an early stage was highlighted, particularly since, at the present time, most of the Parties to the Convention are developing States which lack the capacity to meet the full costs of establishing the Commission. The likely scope of activities for the Commission would depend, *inter alia*, upon the progress made in relation to the appointment of an Executive Director, as well as the status of arrangements for the hosting of the Commission Secretariat. The inevitable time lag in recruitment during the first year of operation of the Commission would also have a significant impact on the actual budgetary requirements for 2005. It was emphasized that in preparing the table of assessed contributions for 2005, the Interim Secretariat should try to update and further refine the statistical information from which the national wealth and fish production components are derived. The sources of data should be indicated clearly.

39. With respect to the territories and possessions listed in article 43 of the Convention, the Working Group noted that, in accordance with the proposed Annex II to the Rules of Procedure of the Commission,<sup>4</sup> the possibility would exist for such territories and possessions to make independent and voluntary contributions to the budget of the Commission. The Working Group agreed that such contributions shall be based upon guidelines to be developed by the Contracting Parties concerned for discussion and approval at a later stage.

### D. Draft Financial Regulations

40. The Working Group took note of an informal revised text of the draft Financial Regulations for the Commission (WCPFC/CRP.1)<sup>5</sup> and recommended that the text be taken up by Plenary at PrepCon VII with a view to its adoption as a proposal to the Commission.

## VIII. SUMMARY OF RECOMMENDATIONS

41. The following **recommendations** are made to the Preparatory Conference by Working Group I:

### *Recommendations relating to the Secretariat and organizational structure of the Commission*

It is **recommended** that:

---

<sup>3</sup> For purposes of illustration only, the summary report of the Chair of WG.I on the work of the Group during the sixth session includes at Annex III an indicative table of the contributions that would be payable by each potential member of the Commission against a budget of US\$1,565,300 in accordance with the agreed formula.

<sup>4</sup> WCPFC/PrepCon/WP.1/Rev.5.

<sup>5</sup> Subsequently issued as WCPFC/PrepCon/WP.2/Rev.2, 1 August 2004.

(a) the organizational structure and summary of functions for the staff of the Commission in its early years of operation be as contained in WCPFC/PrepCon/37, Annexes I and II;

(b) subject to the concerns reflected in paragraph 32 of the present document, an evolutionary and flexible approach should be taken to the establishment of the Secretariat, taking into account the availability of a funding base for the Commission as well as the number of members of the Commission;

(c) with respect to the staff of the Commission, the Commission develop and adopt a system of salaries and allowances related to that applied by the agencies of the Council of Regional Organizations of the Pacific (CROP);

***Recommendations relating to the budget of the Commission and the scheme of contributions to the budget***

It is **recommended** that:

(d) the Commission adopt the format shown in Annex I for the future presentation of the proposed budget of the Commission;

(e) the estimates set out in WCPFC/PrepCon/WP.20, annex IV are likely to be a reasonable reflection of the likely costs involved in conducting the business of the Commission in its formative years, but in preparing a budget for the Commission for 2005 (its first year of operation), the Interim Secretariat and incoming Executive Director should take into account the concerns reflected at paragraph 38 of the present document;

(f) the Commission adopt a scheme of contributions determined according to the following formula:

- (i) a 10 per cent base fee divided in equal shares between all members of the Commission;
- (ii) a 20 per cent national wealth component based upon an equal weighting of proportional gross national income (calculated on a three-year average) per capita and proportional gross national income (calculated on a three-year average); and
- (iii) a 70 per cent fish production component based upon a three-year average of the total catches taken within exclusive economic zones and in areas beyond national jurisdiction in the Convention Area of all the stocks covered by the Convention for which data are available (including the main target tuna species, as well as the four main billfish species (black marlin, blue marlin, striped marlin and swordfish)), subject to a discount factor of 0.4 being applied to the catches taken within the EEZ of a member of the Commission which is a developing State or territory by vessels flying the flag of that member.

(g) any independent and voluntary contributions to the budget of the Commission by territories and possessions listed in article 43 of the Convention should be based upon guidelines to be developed by the Contracting Parties concerned for discussion and approval at a later stage;

*Recommendations relating to the Financial Regulations*

It is **recommended** that:

(h) the draft Financial Regulations contained in WCPFC/PrepCon/WP.2/Rev.2\* be proposed to the Commission for adoption at its first meeting.

42. The Working Group adopted this Final Report on 6 December 2004.

---

Annex I

**Format for the proposed budget of the Commission**

Part 1:	Total expenses to be financed from assessed contributions (article 17, paragraph 1(a))	X – (a + b + c)
Part 2:	Total expenses to be financed from voluntary contributions (article 17, paragraph 1(b)) (a) Voluntary contributions  (b) Independent and voluntary contributions by participating territories*	c  b
Part 3:	Total expenses to be financed from other funds received pursuant to article 17, paragraphs 1(c) and (d) **	a
	<b>TOTAL BUDGETARY REQUIREMENT</b>	<b>X</b>

\* As referred to in annex II to the rules of procedure of the Commission. Such contributions shall be based upon guidelines to be developed by the Contracting Parties concerned for discussion and approval at a later stage.

\*\* In accordance with Regulation 7 of the Financial Regulations, the Executive Director shall report to the Commission separately on the status and use of the Special Requirements Fund.

Annex II

**List of documents considered by Working Group I**

<i>Symbol</i>	<i>Title</i>	<i>Date of issue</i>
WCPF/PrepCon/BP.4	Draft Rules and Regulations concerning Financial Management and Internal Administration of the Commission	19 April 2001
WCPF/PrepCon/BP.7	Draft Budget for the first financial period of the Commission	19 April 2001
WCPF/PrepCon/BP.8	Draft Scheme of Contributions to the Budget	19 April 2001
WCPFC/PrepCon/3	Terms of Reference for Working Group I: Organizational Structure, Budget and Financial Contributions	25 April 2001
WCPFC/PrepCon/5	Summary report by the Chair of Working Group I at the first session of the Preparatory Conference	28 April 2001
WCPFC/PrepCon/14	Summary report by the Chair of Working Group I at the second session of the Preparatory Conference	25 February 2002
WCPFC/PrepCon/19	Summary report by the Chair of Working Group I at the third session of the Preparatory Conference	22 November 2002
WCPFC/PrepCon/25	Summary report by the Chair of Working Group I at the fourth session of the Preparatory Conference	9 May 2003
WCPFC/PrepCon/31	Summary report by the Chair of Working Group I at the fifth session of the Preparatory Conference	3 October 2003
WCPFC/PrepCon/37	Summary report by the Chair of Working Group I at the sixth session of the Preparatory Conference	23 April 2004
WCPFC/PrepCon/WP.2	Draft Financial Regulations for the Commission	25 April 2001
WCPFC/PrepCon/WP.2/Rev.1	Revised Draft Financial Regulations for the Commission	25 August 2003
WCPFC/PrepCon/WP.2/Rev.2	Revised Draft Financial Regulations for the Commission	1 August 2004
WCPFC/PrepCon/WP.3	Service needs of the Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean and options and secretariat structures for the delivery of such services	13 February 2002
WCPFC/PrepCon/WP.4	Options for funding the service needs of the Commission	13 February 2002
WCPFC/PrepCon/WP.7	WG.I: Indicative costs for a Commission secretariat and related issues	23 October 2002
WCPFC/PrepCon/WP.8	WG.I: Application of cost recovery principles to the provision of Commission services	31 October 2002
WCPFC/PrepCon/WP.13	Formula for assessment of contributions to the budget of the Commission	15 April 2003
WCPFC/PrepCon/WP.13/Rev.1	Formula for assessment of contributions to the budget of the Commission	17 September 2003
WCPFC/PrepCon/WP.20	WG.I: Provisional budget and scheme of contributions for the Commission	1 March 2004
WCPFC/PrepCon/DP.2	Draft Scheme of Contributions to the Budget (Chinese Taipei)	
WCPFC/PrepCon/DP.9	Proposed financial regulations (Korea)	15 April 2003
WCPFC/PrepCon/DP.10	Proposal from FFA Members on recognition of the special requirements of developing States	9 May 2003