**Western and Central Pacific Fisheries Commission**

**FIFTH REGULAR SESSION**
**FINANCE AND ADMINISTRATION COMMITTEE**
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**STAFF ESTABLISHMENT**

WCPFC5-2008-FAC2/11
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**Paper prepared by the Secretariat**

**Background**

1.      The organisational structure for the Commission's Secretariat was established at the Second Regular Session of the Commission (WCPFC2) at Pohnpei, Federated States of Micronesia in December 2005 (based on material presented in WCPFC2-2005-19).   Each subsequent regular session of the Commission has further considered staffing issues at the Secretariat.   At the Fourth Regular Session (WCPFC4) at Guam in December 2007 the First Session of the Finance and Administration Committee (FAC1) considerations included:

- the proposed establishment of a post of Director of Technical Operations;
- the establishment of a post of Data Quality Officer for the Regional Observer Programme;
- the establishment of the post of VMS Manager; and
- the establishment of two VMS Operator posts.

2.      WCPFC4 agreed with FAC1's recommendation that a VMS operator post[1] be established however FAC1 decided to defer the establishment of a Director of Technical Operations post.

3.      The existing staff structure, and details for current appointments, is included at Attachment A.

**Developments during 2008**

4.      After two sets of advertisements in 2007 and 2008 the post of ICT Manager was successfully recruited to in July 2008.   Following the advertisement of the VMS Manager post twice in 2008 an appointment was made in late 2008.   The appointee will commence duties in January 2009.

5.      The Secretariat continues to attract a low number of applications for advertised professional posts. The possible reasons for this were discussed at FAC1 and remain unchanged.

**Proposed staff establishment in 2009, 2010 and 2011**

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[1]   The FAC1 Summary Report suggests that only one VMS Officer post was established.   However, all the documentation prepared for FAC1 called for the establishment of two (2) of these posts – which is what will be required if a 24/7 VMS monitoring operation is to be supported in the Secretariat.

*2009*

*VMS Operator (Support staff level)*

6.      The Secretariat invites FAC2 to confirm the establishment of two posts of VMS Operator for recruitment during 2009. The Duty Statement for these posts, as presented to FAC1, is appended at Attachment B.

*2010*

   *Data Quality Officer (Support staff level)*

7.      Good progress was made towards the implementation of the Regional Observer Programme (ROP) during 2008.  As a result it is expected that initial data flows from the Programme will commence in 2009. It is proposed that SPC-OFP, under the existing service agreement, take responsibility for administering data entry and database management for the ROP in 2009.  Supplementary information accompanying the report of the Inter-sessional Working Group for the ROP to WCPFC5 describes the funding requirements to support this service (WCPFC5-2008/15).  In 2010, it is anticipated that data flows will be such that it will be necessary to establish and recruit to the post of Data Quality Officer. Proposed Terms of Reference for the position are included at Attachment D and provision has been made in the relevant indicative budgets.

   *Systems Development Officer (Professional level J)*

8.      It is proposed to recruit to this post, established at WCPFC2, in 2010.  The Duty Statement for this post is appended at Attachment E.

**2011**

   *Director Technical Operations (Professional level M)*

*9.*      Consistent with the proposal tabled at FAC1, the Secretariat continues to be of the view the efficiency and effectiveness of its services to CCMs would benefit greatly by the creation of a senior position to oversee the Secretariat's technical programme of work and deputise locally for the Executive Director when he/she is travelling.  The work load associated with each of the existing manager posts precludes the potential for any of those posts to be designated to fill this role.  The Draft Duty Statement for the proposed post, as presented to FAC1, is appended at Attachment C.

   *Librarian/Archivist (Support staff level)*

10.      It is proposed to recruit to this post, established at WCPFC2, in 2011.  The Duty Statement for this post is appended at Attachment F.

11.       Budgetary considerations associated with these positions have been included in the indicative budgets for 2010 and 2011 (WCPFC5-2008-FAC2/14) which will also be considered during WCPFC5.

**Services**

**Background**

12.　　WCPFC/PrepCon/WP.7 presented a discussion of the way in which the Commission may source services relating to science and research, data management, administration of the vessel register and the provision of a Vessel Monitoring System (VMS).[2]　Although subject to further refinement, including possible provision for the Regional Observer Programme and the Commission VMS, an indicative budget US$1.2 million was proposed at that time for the provision of such external services.

*Vessel registry services*

10.　　　As the Secretariat has demonstrated a capacity to manage the WCPFC Record of Fishing Vessels since its establishment in 2005 it is proposed that the existing arrangements for the administration of the WCPFC Record of Fishing Vessels be maintained.　As noted in the documentation presented to FAC1, an issue that will require consideration in future will be the linkages between the Commission's VMS and the WCPFC Record of Fishing Vessels. The Commission will start to build experience with the VMS in 2009.　As a result it is proposed that the Secretariat's capacity to manage both the VMS and the WCPFC Record of Fishing Vessels be kept under review.

*VMS Service Level Agreement*

*11.*　　　The 2009 budget presented in WCPFC5-2008-FAC2-14 includes provision to support a service level agreement (SLA) with the Pacific Islands Forum Fisheries Agency (FFA) for access to the FFA's established infrastructure and software systems for the Commission's VMS.　The development of the draft SLA was recommended by the Fourth Regular Session of the Technical and Compliance Committee (TCC4) at its 2008 session in September.　The draft SLA, subsequently developed with FFA by the WCPFC Secretariat, including costing information, will be considered as a supplement to the TCC4 report to WCPFC5 (WCPFC5-2008/16 Suppl.).

*Science services*

12.　　　The SPC-OFP maintained a high level of service to the Commission throughout 2008.　These services focussed on the Scientific Committee, the administration of the WCPFC website and data administration.　The funding to support the provision of scientific services and data administration by SPC-OFP in 2009, as recommended by the Fourth Regular Session of the Scientific Committee which met at Port Moresby in August 2008, will be considered by WCPFC5 as part of the 2009 Work Programme and Budget (WCPFC5-2008-FAC2-14).

*Legal services*

13.　　　The Commission continues to benefit from a cost-effective outsourcing arrangement for legal services that has been sustained through 2006, 2007 and 2008.　It is proposed that this arrangement continue in 2009.　An amount of US$55,000, covering fees, associated travel costs and communication, printing and miscellaneous expenses has been included in the provisional 2009 Work Programme and Budget (Consultancies) to continue support for this service.

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[2] The analysis in that paper was derived from cost estimates provided by SPC-OFP, FFA Secretariat and other service providers.
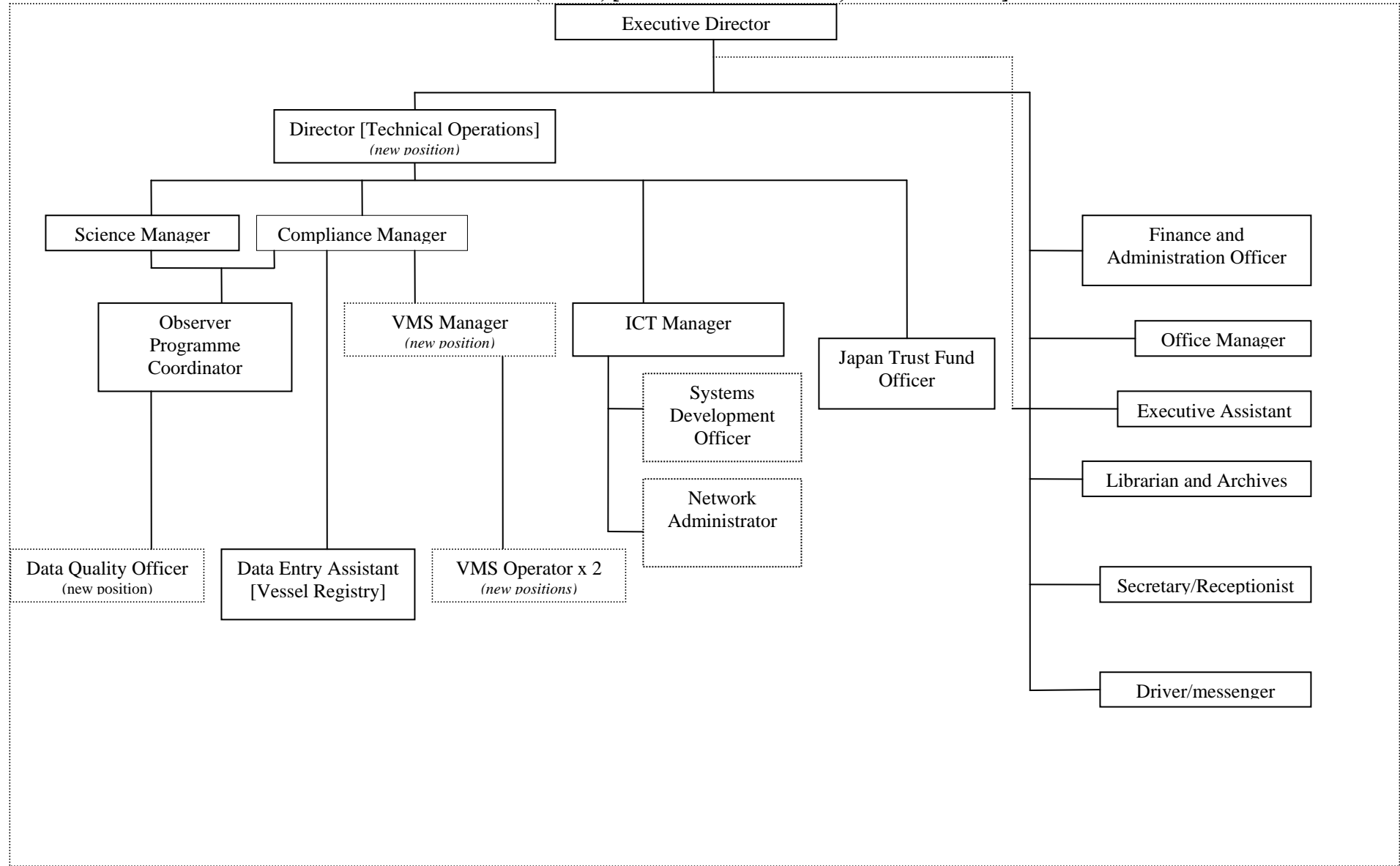
**Other services**

14.      Continuing the practice started in 2008, it is proposed to outsource, by contracting FSM individuals and firms, to deliver security, cleaning, maintenance, gardening and landscaping services in 2009 and beyond.   This approach is consistent with the directions of the Commission.

**Recommendation/Guidance**

15.      The Committee is invited to;
    i)      recommend the establishment of a second VMS Operator post, a Director Technical Operations post and a Data Quality Officer post;
    ii)     recommend to the Commission the recruitment schedule proposed at Attachment C;
    iii)    note the approach to arranging advisory and other services; or
    iv)    provide alternative direction.

**PROPOSED SECRETARIAT STAFFING CHART (2008- )** *[as considered at FAC1, December 2007]*

Executive Director

Director [Technical Operations]
*(new position)*

Science Manager

Compliance Manager

Observer Programme Coordinator

VMS Manager
*(new position)*

ICT Manager

Japan Trust Fund Officer

Systems Development Officer

Network Administrator

Data Quality Officer
*(new position)*

Data Entry Assistant [Vessel Registry]

VMS Operator x 2
*(new positions)*

Finance and Administration Officer

Office Manager

Executive Assistant

Librarian and Archives

Secretary/Receptionist

Driver/messenger

**Recruitment schedule**

| Post | Designation | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 |
|---|---|---|---|---|---|---|---|
| Executive Director | ED Level | | | | | | |
| Compliance Manager | L | | | | | | |
| Finance & Administration Officer | L | | | | | | |
| Science Manager | L | | | | | | |
| Office Manager | Support | | | | | | |
| Executive Assistant | Support | | | | | | |
| Observer Program Coordinator | K | | | | | | |
| JTF Coordinator | Support | | | | | | |
| Data Entry Assistant | Support | | | | | | |
| ICT Manager | K | | | | | | |
| Secretary/Receptionist | Support | | | | | | |
| Treasury Assistant | Support | | | | | | |
| VMS Manager | K | | | | | | |
| VMS Operations Officer x 2 | Support | | | | | | |
| Director [Technical Operations] | M | | | | | | > 2010 |
| Data Quality Officer | Support | | | | | | |
| Systems Development Officer | J/K | | | | | | |
| Librarian/Archivist | Support | | | | | | > 2010 |
| Network Administrator | Support | | | | | | > 2010 |

**Current appointments**

| Post | Name | Nationality | Contract expiry |
|---|---|---|---|
| Executive Director | Andrew Wright | Australia | September 2009 |
| Compliance Manager | Andrew Richards | PNG | February 2010 |
| Finance & Administration Officer | Ken Smithson | Australia | February 2010 |
| Science Manager | SungKwon Soh | Korea | February 2010 |
| Office Manager | Herolyn Movik | FSM | |
| Executive Assistant | Lucille Martinez | FSM | |
| Observer Program Coordinator | Karl Staisch | Australia | March 2011 |
| JTF Coordinator | Ziro Suzuki | Japan | June 2011 |
| Data Entry Assistant | Glenn Jano | FSM | |
| ICT Manager | Sam Taufao | Samoa | July 2012 |
| Secretary/Receptionist | Shelyane Lohn | FSM | Temporary contract to January 2009 |
| VMS Manager | Albert Carlot | Vanuatu | January 2013 |
| Treasury Assistant | | | |
| Director [Technical Operations] | | | |
| VMS Operations Officer x 2 | | | |
| Data Quality Officer | | | |
| Systems Development Officer | | | |
| Librarian/Archivist | | | |
| Network Administrator | | | |

**Attachment B**

**VESSEL MONITORING SYSTEM OPERATIONS OFFICER (VMSOO)** (proposed for establishment in 2008 and recruitment in 2009)

**Level**          **Support Staff**

Reports to:          VMS Manager regarding Commission VMS operations

Key responsibilities:          The VMS Operations Officer is responsible for the day-to-day operation of the Commission Vessel Monitoring System.  He/she maintains the Commission VMS, monitors its state and provides regular reports to the VMS Manager on these matters.

Duties will include:

- monitor the day-to-day operations of the Commission Vessel Monitoring System (VMS);
- liaise closely with the ICT Manager at the Commission Secretariat on technical matters relating to the operation of the Commission VMS;
- liaise with the Administrative Assistant Data Entry on matters relating to the WCPFC Record of Fishing Vessels' link to the Commission VMS;

- act as a point of contact for all CCM-related Commission VMS inquiries and for dissemination of relevant information such as Commission VMS Guides and related material;
- undertake other duties as directed.

**Qualifications and Experience**

**Essential:**

- Appropriate qualifications in computing or data communications;
- At least two years experience in data communications, satellite technology and related areas;
- Very good oral and written English communication skills;
- Excellent inter-personal skills.

**Desirable:**

- practical experience in the use of TCP/IP communications;
- Knowledge of, and practical experience in, the maintenance and use of Internet services;
- working experience in the installation and use of satellite-based location monitoring equipment; and
- demonstrated ability to work unsupervised.

**DIRECTOR [TECHNICAL OPERATIONS]** (proposed for establishment at WCPFC4 and recruitment in 2009)

**Professional Grade: CROP Level M**

*Organizational relationships:* The Director of Technical Operations reports to the Executive Director regarding all aspects of the Commission Secretariat's technical work programme in science and compliance and technical support. He or she will have three direct reports: the ICT Manager, the Science Manager and the Technical and Compliance Manager. He/she is required to liaise with senior members of government among members and others cooperating with the Commission, as well as perform a senior management role in the Secretariat and oversight the management of service contracts.

*Key responsibilities:* The Director of Technical Operations reports to the Executive Director on all aspects of the technical work programme of the Commission. He or she provides technical and secretariat policy oversight to the Secretariat's compliance and science functions. He or she will support the Compliance Manager's responsibilities as the Secretariat's coordinator and support officer for the Technical Compliance Committee (TCC) including the consolidation and distribution of Commission's initiatives to monitor the implementation of the decisions of the Commission and conservation and management measures. He or she will support the Science Manager's responsibilities as the Secretariat's coordinator and support officer for the Scientific Committee including the administration and monitoring of scientific services that may be periodically approved by the Commission. The position will also be responsible at the management level for the delivery of outputs arranged through service delivery contacts and represent the Commission at higher level meetings where appropriate.

Duties will include to:

- Provide support to the Executive Director on all aspects of the technical work programme of the Commission;
- In association with other staff, manage and administer the work programme and budget of the technical elements of the Secretariat's technical work programme;
- oversee the management and development of the Commission's technical support, science, monitoring, control and surveillance (MCS) activities;
- establish mutually beneficial collaborative relationships with other regional and national agencies and organisations involved in fisheries in the western and central Pacific;
- Liaise with CCMs on technical aspects of the Commission's work programme;
- Provide technical assistance to CCMs on the Commission's technical programme of work, if requested;
- Support research efforts relating to new and emerging technologies and procedures that will enhance the Commission's technical work programme;
- contribute to the overall management of the Commission's Secretariat; and
- other duties as required by the Executive Director.

*Qualifications and Experience*

*Essential:*

- Tertiary qualification in fisheries science, fisheries management or a related field;
- At least five years experience in the planning, management and operational aspects of technical programmes in fisheries;
- Extensive experience in project management and team leadership;
- broad knowledge of marine science, fisheries biology, oceanography, socio-economics, and fisheries compliance with an emphasis on oceanic pelagic fisheries, particularly tuna;
- demonstrable active international involvement in international fisheries management - preferably involving tuna; and
- experience in the formulation of fisheries management advice.

*Desirable:*

- Experience in regional (multinational) fisheries management;
- communication skills in English of a high order, particularly in written and oral presentation of technical compliance advice to multicultural audiences including fishermen and policy makers;
- interpersonal skills of a high order, including demonstrated experience with supervision of technical staff and managing business relationships critical for effective fisheries management; and
- a willingness to undertake extensive travel in support of the Commission's work.

# REGIONAL OBSERVER PROGRAMME DATA QUALITY OFFICER

**Professional Grade:  Level "Support"**

Reports to:                Observer Programme Coordinator (OPC)

Key responsibilities:  The Data Quality Officer is responsible for the day-to-day administration and checking for quality of the Commission ROP data collection.  He/she maintains the Commission ROP data collection, monitors its quality and provides regular reports to the OPC on these matters.

**Duties will include:**

- Under the supervision of the Observer Programme Coordinator, (OPC) input current and historical data relating to Regional Observer Programme

- Carefully verify and check for quality all data entries made at the time of input.

- Monitor the day-to-day operations of the ROP data collection;

- Liaise closely with the Commission ICT Manager on technical matters and communicate regularly with the Commission data provider on observer data matters.

- liaise with the Data Entry Assistant on matters relating to the WCPFC Record of Fishing Vessels' where required;

- Act as a point of contact for all CCM-related Commission ROP data inquiries and for dissemination of relevant information such as Commission ROP data workbooks and guides

- Review ROP data entries at the end of each working week and report the number of entries made to the OPC

- Undertake other duties as directed.

**Qualifications and Experience**

**Essential:**
- Appropriate qualifications in computing or data communications;
- Experience in data communications, data base entry and related areas;
- Sound experience in clerical, filing, or equivalent office administration duties
- Very good oral and written English communication skills;
- Excellent inter-personal skills.
- Absolute discretion in the handling of confidential information.

**Desirable:**
- Knowledge of observer programmes and fishery related matters
- Working experience in the maintenance of quality fisheries data.
- Enthusiasm to participate in training programmes
- demonstrated ability to work unsupervised.

**SYSTEMS DEVELOPER**

**Professional Grade: CROP Level J/K**

**Reports to:**         ICT Manager

**The Systems Developer will take responsibility for:**
- Oversee the procurement, installation, deployment and maintenance of the first phase of the information system

- Install server based operating systems that enable users to share files and resources, access internet and mail

- Install and maintain systems that allow staff on travel to access resources at the headquarters and in particular mail

- Setup appropriate internal and external security for the information system

- Liaise with local and regional equipment and service providers and oversee tenders and contracts where appropriate

**Required Qualifications and Experience:**
- Establishing and maintaining small to medium networked business systems that use Microsoft products in general and MS Small Business Systems in particular

- Establishing and maintaining RDBMS in general and MS SQL Server in particular

- Establishing and maintaining internal and external web servers

- Establishing and maintaining internal and external security systems

**LIBRARIAN/ARCHIVIST**

**Professional Grade: Support Level**

**Reports to:**   Finance and Administration Officer

**The Librarian/Archivist will take responsibility for:**

- Implement Library and information services, policies and procedures;
- Promote the Secretariat's library's resources and services;
- Support the management of the Secretariat's publications, files and records;
- Support literature research required by staff, or representatives of CCMs, on request;
- Maintain the Commission's library and information holdings to established international library practice;
- Develop and implement a cost-effective library acquisitions and information retention policy;
- Support the Executive Director, as required, with public relations and awareness-raising, of the Commission and its work.

**Preferred Qualifications and Experience:**

- Formal library management and administration qualifications.

- A minimum of 3 years experience in establishing and maintaining small to medium sized libraries and information repositories.

- Experience in raising awareness and public relations.

- Experience managing information holdings for small organisations or agencies.