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**FOURTH REGULAR SESSION  
Tumon, Guam, USA  
02 - 07 December 2007**

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**SUMMARY REPORT AND RECOMMENDATIONS OF THE FIRST SESSION  
OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC1)**

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**WCPFC4-2007/16  
06 December 2007**

**Introduction**

1. The Finance and Administration Committee (FAC) was convened by Mr Tapusalaia Terry Toomata of Samoa on 02 December and met again on 05 and 06 December. Representatives of Australia, Canada, China, Cook Islands, Chinese Taipei, European Commission, Federated States of Micronesia, Fiji, France, French Polynesia, Japan, Korea, New Zealand, Palau, Papua New Guinea, Philippines, Samoa, United States of America and Vanuatu attended the meetings together with observers from the South Pacific Islands Forum Fisheries Agency, the Secretariat of the South Pacific Environment Programme and Greenpeace. Meeting support was provided by the Secretariat. A participants list is at Annex VI. After considerable discussion the Committee agreed by consensus to present to the Commission the decisions and recommendations as set out below.

**Agenda item 1. Appointment of a Chair and Vice Chair and adoption of agenda.**

2. At its initial meeting the Committee appointed Mr Tapusalaia Terry Toomata and Dr Dean Swanson of the United States of America as Co-chairs. The agenda at Annex 1 was adopted.

**Agenda item 2. Terms of reference for the Finance and Administration Committee.**

3. The Committee recommends that the Commission adopt the terms of reference for the FAC attached as Annex II to this report.

**Agenda item 3. Report on headquarters property.**

4. The Committee recommends the Commission note that notwithstanding that a number of important issues remain to be resolved good progress is being made towards an early occupancy of the headquarters building.

**Agenda item 4. Auditor's report for 2006 and General Account Financial Statements for 2006.**

5. The Committee recommends the Commission accept the audited financial statements for 2006 as set out in paper WCPFC4-2007-FAC1/03.

**Agenda item 5. Status of the Commission's Funds.**

6. The Committee, noting the current procedures in place to encourage members to pay contributions, recommends that the Commission:

- defer until further consideration by the Committee a decision to change the zero percentage interest rate applicable to outstanding contributions so as not to cause additional hardship on members that have difficulty paying their contributions;
- urge all members to pay their assessed contributions in full and as early as possible;
- note that the operational ceiling for the working capital fund which was set at WCPFC3 is USD500,000 and that any amount above that figure is to be transferred to the General Account Fund in the following year to offset assessed budget contributions.

**Agenda item 6. Draft Strategic Plan for the Commission.**

7. The Committee recommends the Commission note that a preliminary draft strategic plan was considered. It is recommended that this be refined over the next 12 months by an inter-sessional working group initiated by New Zealand that will communicate electronically and meet opportunistically during that period.

**Agenda item 7. Draft Business Plan for the Secretariat.**

8. The Committee recommends the Commission adopt the Business Plan as revised and note that the FAC will review the document at WCPFC5.

**Agenda item 8. Staff Establishment and Conditions of Service.**

9. The Committee recommends that the Commission:

- *in regard to housing*: note that the availability of suitable housing for Secretariat staff in Pohnpei remains problematic.
- *in regard to establishment matters*: adopt new terms of reference for the established position of Data Administrator and its consequential re-designation as Systems Development Officer as set out in paper WCPFC4-2007-FAC1/12 Rev.1;
- establish two new positions: those of VMS Manager and VMS Operator; and
- note that any position created to manage or operate the Commission's VMS system should be based at the Commission's headquarters.

- *in regard to staff terms and conditions*: note the previous decisions to link the Commission to the harmonized conditions regime applicable to the regional organisations that comprise the Council of Regional Organisations in the Pacific (CROP) and accordingly adopt the following policy positions and changes to staff terms and conditions with the requirement that the consequential changes to the staff regulations be brought to the Committee to consider at its next meeting:

i) that education and housing allowances be regarded as benefits associated with appointment to a professional grade, rather than compensation for staff that relocate in order to take up an appointment with the Commission;

ii) that no change be made to the employment terms and conditions for Support Staff;

iii) that the SDR continue as the international currency standard;

iv) that annual leave for professional staff is increased to 30 days;

v) that in line with CROP agencies, the Commission adopts the following:

- (a) increases in base salary levels from 01 January 2008:- Grade J: 5.9%; Grade K: 9.7%; Grade L: 9.0%; Grades M and ED: 13.3%.
- (b) a change in the education allowance entitlement for professional staff to a total of USD14,800 per annum per dependent child comprising, separately, total tuition fees of USD7,500 and total boarding fees USD7,300 and define each employee's entitlement under the education allowance as the sum of the entitlements due to up to three of the employee's dependent children which the employee nominates, and permitting employees to claim 75% reimbursement of expenses incurred in educating any of his or her dependent children up to the total of his or her entitlement.
- (c) a location allowance to apply to professional staff as follows: 10% from 01 January 2008; 13% from 01 January 2009, and 16.5% from 01 January 2010.

**Agenda item 9. Proposed budget for the Commission's Work Programme for 2008 and indicative budgets for 2009 and 2010.**

10. The Committee recommends that the Commission adopt the budget option provided in Annexes III, IV and V;

**Agenda item 10. External Auditor Appointment.**

11. The Committee noted the reappointment of Deloitte as independent external auditor for the 2007 and 2008 annual accounts.

**Other Matters**

*Contribution formula*

12. The Commission is invited to note that in response to a request from France about the possibility of a variation to the Commission's contribution formula to provide for catches taken in the Commission area that overlaps with IATTC, France was advised that as an initial step a submission should be made to the Commission 30 days prior to WCPFC5.

*Budget process*

13. The Committee noted that it is helpful in instances where a CCM has a major concern with the proposed budget that the concern is communicated to other CCMs and the Secretariat as early as possible, preferably at least 30 days prior to the Annual Session, and that the FAC appreciated that this was the approach taken in 2007.

**Recommendation.**

14. The Committee invites the Commission to endorse its recommendations as set out above and to accept this report.



**FOURTH REGULAR SESSION  
FINANCE AND ADMINISTRATION COMMITTEE  
Tumon, Guam, USA  
02-07 December 2007**

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**AGENDA**

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- AGENDA ITEM 1.            OPENING OF MEETING**
- 1.1    Appointment of a Chair and Vice Chair**
  - 1.2    Adoption of agenda**
  - 1.3    Meeting arrangements**
- AGENDA ITEM 2.            TERMS OF REFERENCE FOR THE STANDING  
FINANCE AND ADMINISTRATION COMMITTEE**
- AGENDA ITEM 3.            REPORT ON HEADQUARTERS PROPERTY**
- AGENDA ITEM 4.            AUDITORS REPORT FOR 2006 AND GENERAL  
ACCOUNT FINANCIAL STATEMENTS FOR 2006.**
- AGENDA ITEM 5.            STATUS OF THE COMMISSION'S FUNDS**
- a)     Report on General Account Fund contributions  
and other income for 2007.**
  - b)     Report on the status of other funds.**
  - c)     Interest rate for outstanding contributions.**
- AGENDA ITEM 6.            DRAFT CORPORATE PLAN FOR THE  
COMMISSION**
- AGENDA ITEM 7.            DRAFT BUSINESS PLAN FOR THE SECRETARIAT**
- AGENDA ITEM 8.            STAFF ESTABLISHMENT AND CONDITIONS OF  
SERVICE**
- a)     Report on the Commission staff terms and  
conditions.**
  - b)     Council of regional Organisations in the Pacific  
(CROP) decisions on harmonised staff conditions**
  - c)     Housing Issues.**
  - d)     Staff establishment.**

- AGENDA ITEM 9.                   WORK PROGRAMME AND BUDGET FOR 2008  
AND INDICATIVE WORK PROGRAMME AND  
BUDGET FOR 2009 AND 2010**
- AGENDA ITEM 10.               EXTERNAL AUDITOR APPOINTMENT**
- AGENDA ITEM 11.               OTHER MATTERS**
- AGENDA ITEM 12.               ADOPTION OF REPORT**
- AGENDA ITEM 13.               CLOSE OF MEETING**



**FOURTH REGULAR SESSION  
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**TERMS OF REFERENCE FOR THE WCPFC STANDING COMMITTEE OF  
FINANCE AND ADMINISTRATION**

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1. The Western and Central Pacific Fisheries Commission (WCPFC) established the standing Finance and Administration Committee (FAC) as a subsidiary body pursuant to Article 11 paragraph 6 of the Convention on the Conservation and management of highly Migratory Fish Stocks in the Western and Central Pacific Ocean at WCPFC3, Apia, Samoa. The purpose of the FAC is to provide advice and recommendations to the Commission on matters related to the budget, finance and administration of the Commission.
2. Membership of the FAC shall be open to each member of the Commission and Participating territories.
3. The FAC shall elect two co-Chairs who each shall serve for a term of two years and shall be eligible for re-election for one additional consecutive term.
4. The Commission requests the FAC to convene in the day or days prior to the commencement of the Annual Regular Session of the Commission. If necessary, sessions of the FAC may be continued or convened during a regular session of the Commission or inter-sessionally, subject to Rule 1 of the WCPFC Rules of Procedure. The meeting will be open to observers unless decided otherwise.
5. The FAC shall make every effort to adopt a summary report of each of its meetings by consensus for transmission to the Commission.
6. The FAC may consider developing its rules of procedure, which must be agreed by the Commission, taking into consideration the rules of procedure of other subsidiary bodies of the Commission. In the meantime a quorum for the FAC shall be 10 Committee members that shall include five members from the Pacific Islands Forum Fisheries Agency, and five non-members of the Pacific Islands Forum Fisheries Agency.

**Western and Central Pacific Fisheries Commission**  
**General Fund**

Summary of budgetary requirements for the period from 01 January to 31 December 2008  
& indicative budgets for 2009 & 2010 (United States dollars)

	<i>Proposed budget 2008</i>	<i>Indicative budget 2009</i>	<i>Indicative budget 2010</i>
<b>Part 1 - Administrative expenses of the Secretariat</b>			
<b>Section 1 (Item 1)</b>			
<b>Sub-Item 1.1</b>	<i>Staff Costs</i>		
Established Posts	1,407,664	1,776,850	1,860,865
General Temporary Assistance	2,000	2,000	2,000
Overtime	5,000	5,000	5,000
Consultants	206,000	139,000	110,000
<b>Total, sub-item 1.1</b>	<i>1,620,664</i>	<i>1,922,850</i>	<i>1,977,865</i>
<b>Sub-item 1.2</b>	<i>Official travel</i>		
	<i>140,000</i>	<i>140,000</i>	<i>140,000</i>
<b>Sub-item 1.3</b>	<i>General operating expenses</i>		
Electricity, water, sanitation	60,000	60,000	60,000
Communications/Courier	30,000	30,000	30,000
Office Supplies & fuel	25,000	25,000	25,000
Publications and printing	31,200	31,200	31,200
Audit	7,000	7,000	7,000
Bank charges	5,200	5,200	5,200
Official hospitality	15,600	15,600	15,600
Miscellaneous services	13,000	13,000	13,000
Security	30,000	30,000	30,000
Training	5,000	5,000	5,000
<b>Total, sub-item 1.3</b>	<i>222,000</i>	<i>222,000</i>	<i>222,000</i>
<b>Sub-item 1.4</b>	<i>Capital Expenditure</i>		
Vehicles			
Information technology	35,000	20,000	20,000
Sound system			
Fencing	50,000	50,000	50,000
Furniture and equipment	25,000	25,000	25,000
<b>Total, sub-item 1.4</b>	<i>110,000</i>	<i>95,000</i>	<i>95,000</i>
<b>Sub-item 1.5</b>	<i>Maintenance</i>		
Vehicles	2,600	2,600	2,600
Information and Communication Technology	15,000	15,000	15,000
Buildings & grounds	40,000	40,000	40,000
Insurance	39,000	39,000	39,000
<b>Total, sub-item 1.5</b>	<i>96,600</i>	<i>96,600</i>	<i>96,600</i>
<b>Sub-item 1.6</b>	<i>Meeting services</i>		
Annual session	139,000	139,000	139,000
Scientific Committee	129,000	129,000	129,000
Northern Committee	10,000	10,000	10,000
Technical and Compliance Committee	130,000	130,000	130,000
IWG-ROP - support for SIDS	60,000		
<b>Total, sub-item 1.6</b>	<i>468,000</i>	<i>408,000</i>	<i>408,000</i>
<b>TOTAL, Section 1/Item 1</b>	<b>2,657,264</b>	<b>2,884,450</b>	<b>2,939,465</b>

	<i>Proposed budget 2008</i>	<i>Indicative budget 2009</i>	<i>Indicative budget 2010</i>
<b>ANNEX III (continued)</b>			
<b>Part 2 - Science &amp; Technical &amp; Compliance Programme</b>			
<b>Section 2 (Item 2)</b>			
<b>Sub-item 2.1</b>	<i>Scientific services</i> <sup>(SPC)</sup>	325,000	357,500
<b>Sub-item 2.2</b>	<i>Scientific research</i>		393,250
Regional tagging	10,000	10,000	10,000
Training publications and education materials	7,500	7,500	7,500
Revised stock assessment on sthn. Swordfish	7,500		
Refinement of tuna biological parameters	15,000	30,000	30,000
Stock structure and life history of S. Pacific Albacore	25,000	25,000	25,000
Characterise FAD related tuna composition & distribution	5,000		
Scoping the use of reference points & MSE	10,000	10,000	10,000
Biological studies - TDRs and hook timers			
Investigation-alternative stock status reference points			
Ecological risk analysis - including PSA	100,000	100,000	100,000
Turtle/seabird interactions and fishery overlaps	30,000	30,000	30,000
Independent review of Science structure and functions	see "Consultants" at sub-item 1.1		
Indonesia/Philippines data collection project	115,000	115,000	115,000
Data gaps	15,000		
Unidentified		60,500	66,550
<b>Total, sub-item 2.2</b>	<b>340,000</b>	<b>388,000</b>	<b>394,050</b>
<b>Sub-item 2.3</b>	<i>Technical &amp; Compliance work programme</i>		
Vessel registry			
Observer Programme	see sub-item 1.6		
Port State measures			
High Seas Boarding	0	30,000	30,000
Implementation issues - by-catch mitigation	15,000		
Vessel Monitoring System	see note below <sup>∞</sup>	157,000	301,000
<b>Total, item 2.3</b>	<b>172,000</b>	<b>331,000</b>	<b>331,000</b>
<b>TOTAL, Section 2/Item 2</b>	<b>837,000</b>	<b>1,076,500</b>	<b>1,118,300</b>
<b>Total, Parts 1 &amp; 2</b>	<b>3,494,264</b>	<b>3,960,950</b>	<b>4,057,765</b>

<sup>∞</sup> Without prejudice to decisions that may be made by the Commission, these figures are estimates that include values for CSP service rates and reporting frequency and may be subject to change.



## Western & Central Pacific Fisheries Commission

### General Account Fund

#### Proposed financing of the budgetary requirements for the financial period 01 January to 31 December 2008

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<b>Proposed budget expenditure total</b>		3,494,264
less**		
<b>Estimated interest and other income</b>	25,000	
<b>Estimated available surplus for 2007</b>	334,000	(359,000)
<b>Total assessed contributions</b>		3,135,264
(see detailed schedule at Annex V)		

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#### Proposed financing of the budgetary requirements for the financial period 01 January to 31 December 2009

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<b>Proposed budget expenditure total</b>		3,960,950
less		
<b>Estimated interest and other income</b>	24,000	(24,000)
<b>Total assessed contributions</b>		3,936,950
(see detailed schedule at Annex V)		

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#### Proposed financing of the budgetary requirements for the financial period 01 January to 31 December 2010

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<b>Proposed budget expenditure total</b>		4,057,765
less		
<b>Estimated interest and other income</b>	24,000	(24,000)
<b>Total assessed contributions</b>		4,033,765
(see detailed schedule at Annex V)		

**Western and Central Pacific Fisheries Commission**  
**Indicative schedule of contributions based on proposed 2008 and indicative 2009 & 2010 budgets**

Member	2008 Proposed					2009 indicative		2010 indicative	
	Base fee component: uniform share 10% of budget	National wealth component: 20% of budget	Catch component: 70% of budget	Total of components: 100% of budget	% of budget by member	Total of components: 100% of budget	% of budget by member	Total of components : 100% of budget	% of budget by member
Australia	12,541	39,773	8,627	60,941	1.94%	76,524	1.94%	78,405	1.94%
Canada	12,541	43,965	191	56,697	1.81%	71,195	1.81%	72,946	1.81%
China	12,541	22,167	82,017	116,725	3.72%	146,572	3.72%	150,177	3.72%
Cook Islands	12,541	3,088	2,337	17,966	0.57%	22,560	0.57%	23,114	0.57%
European Community	12,541	130,885	8,177	151,603	4.84%	190,368	4.84%	195,050	4.84%
Federated States of Micronesia	12,541	2,495	34,592	49,629	1.58%	62,319	1.58%	63,851	1.58%
Fiji	12,541	3,399	14,750	30,690	0.98%	38,537	0.98%	39,485	0.98%
France	12,541	55,202	5,159	72,902	2.33%	91,543	2.33%	93,794	2.33%
Japan	12,541	69,715	677,530	759,786	24.23%	954,063	24.23%	977,525	24.23%
Kiribati	12,541	1,369	8,837	22,747	0.73%	28,564	0.73%	29,266	0.73%
Korea	12,541	23,794	352,614	388,949	12.41%	488,404	12.41%	500,414	12.41%
Marshall Islands	12,541	3,123	65,476	81,140	2.59%	101,888	2.59%	104,393	2.59%
Nauru	12,541	725	0	13,266	0.42%	16,659	0.42%	17,068	0.42%
New Zealand	12,541	26,871	40,333	79,744	2.54%	100,135	2.54%	102,597	2.54%
Niue	12,541	725	31	13,297	0.42%	16,697	0.42%	17,107	0.42%
Palau	12,541	8,123	7	20,670	0.66%	25,956	0.66%	26,594	0.66%
Papua New Guinea	12,541	742	170,937	184,220	5.88%	231,325	5.88%	237,014	5.88%
Phillipines	12,541	2,369	80,440	95,350	3.04%	119,731	3.04%	122,676	3.04%
Samoa	12,541	2,200	1,237	15,978	0.51%	20,064	0.51%	20,557	0.51%
Solomon Islands	12,541	660	11,574	24,775	0.79%	31,110	0.79%	31,875	0.79%
Chinese Taipei	12,541	19,965	388,719	421,225	13.44%	528,932	13.44%	541,939	13.44%
Tonga	12,541	2,213	390	15,144	0.48%	19,016	0.48%	19,484	0.48%
Tuvalu	12,541	914	0	13,455	0.43%	16,895	0.43%	17,311	0.43%
United States of America	12,541	160,892	126,236	299,669	9.56%	376,294	9.56%	385,547	9.56%
Vanuatu	12,541	1,682	114,472	128,695	4.10%	161,602	4.10%	165,576	4.10%
Totals	313,526	627,053	2,194,685	3,135,264	100.00%	3,936,950	100.00%	4,033,765	100.00%

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**FINANCE AND ADMINISTRATION COMMITTEE PARTICIPANTS LIST – WCPFC4**


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**AUSTRALIA****Simon Veitch**

Manager, International Fisheries  
 Department of Agriculture, Fisheries and  
 Forestry  
 GPO Box 858 Canberra ACT 2600  
 Ph: +61 2 6272 4643/Fax: +61 2 6272 4875  
 simon.veitch@daff.gov.au

**Lara Santana**

Senior Policy Officer  
 Department of Agriculture, Fisheries and  
 Forestry  
 GPO Box 858 Canberra ACT 2600  
 Ph: +61 2 6272 5715/Fax: +61 2 6272 4875  
 lara.santana@daff.gov.au

**Gordon Anderson**

AusAid  
 GPO Box 887  
 Canberra ACT 2601  
 Ph: +61 26206 4315  
 gordon.anderson@ausaid.gov.au

**CANADA****Sylvie Lapointe**

Director Straddling and Highly Migratory Fish  
 Stocks  
 Fisheries and Oceans Canada  
 200 Kent Street  
 Station 8E239  
 Ottawa, Ontario Canada  
 Ph: (613)993-6853/Fax: (613)993-5995  
 lapointesy@dfo-mpo.gc.ca

**Andrew McMaster**

International Fisheries Advisor  
 200 Kent St.  
 Ottawa, Ontario K1A 0E6  
 Ph: 1 (613) 993-1897/Fax:1 (613) 993-9995  
 McMasterA@dfo-mpo.gc.ca

**CHINA****Xiaobing Liu**

Director, Division of International Cooperation,  
 Bureau of Fisheries  
 Ministry of Agriculture  
 No. 11, Nongzhanguan nanli, Beijing 100026  
 Ph: 86-10-64192928  
 inter-coop@agri.gov.cn

**Zhao Liling**

Consultant  
 Division of Distant Water Fisheries  
 Bureau of Fisheries  
 Ministry of Agriculture  
 No. 11 Nong Shan Guan Nan Li  
 Beijing 100026  
 Ph: 86-10-64192966  
 bofdwf@agri.gov.cn

**COOK ISLANDS****Ian K. Bertram**

Secretary  
 Ministry of Marine Resources  
 P.O Box 85  
 Rarotonga  
 Ph: (682) 28 730/Fax: (682) 29 721  
 I.Bertram@mmr.gov.ck

**Peter W. Graham**

Director, Policy & Legal  
 Ministry of Marine Resources  
 P.O Box 85  
 Rarotonga  
 Ph: (682) 28 730/Fax: (682) 29 721  
 P.W.Graham@mmr.gov.ck

**Pamerla Maru**

P.O Box 85  
 Rarotonga  
 Ph: (682) 28 730/Fax: (682) 29 721  
 P.Maru@mmr.gov.ck

**EUROPEAN COMMISSION****Staffan Ekwall**

Principal Administrator  
 EC Delegation  
 P.O. Box 1000  
 Brussels, Belgium  
 Tel: (32) 2-2996907/Fax: (32) 2-2955700  
 staffan.ekwall@cec.europa.eu

**FEDERATED STATES OF MICRONESIA****Bernard Thoulag**

Executive Director  
 NORMA  
 P.O Box PS 122 Palikir, Pohnpei 96941  
 Ph: +691-320-2700 Fax: +691-320-2383  
 Bernardt@mma.fm/mmfish@mail.fm

## **FIJI**

### **Anare Raiwalui**

Acting Principal Fisheries Officer  
Ministry for Fisheries  
P.O Box 2218  
Government Building Suva, Fiji Islands  
Ph: (679) 330-1611/Fax: (679) 331-8769  
anare\_raiwalu@yahoo.com

## **Pio Manoa**

University of the South Pacific  
Ph: (679) 3232942 Fax: (679) 323 1523  
manoa\_p@usp.ac.fj

## **FRANCE**

### **Delphine Leguerrier**

Ministère de l'Agriculture et de la pêche-France  
3 place de Fontenoy – 75007 Paris – France  
Ph: +33149558236/Fax: +33149558200  
delphine.leguerrier@agriculture.gouv.fr

## **FRENCH POLYNESIA**

### **Stephen Yen Kai Sun**

Deputy Director  
Fisheries Department  
Ministry of the Sea  
BP 20 Papeete, Tahiti  
Ph: +688 50 25 50 Fax: +688 43 49 78  
Stephen-yen-kai-sun@peche.gov.pf

## **JAPAN**

### **Takaaki Sakamoto**

Assistant Director, International Affairs Division  
Fisheries Agency of Japan  
1-2-1, Kasumigaseki, Chiyoda-ku  
Tokyo 100-8907 Japan  
Ph: +81-3-3502-8459/Fax: +81-3-3502-0571  
takaaki\_sakamoto@nm.maff.go.jp

### **Hideo Inomata**

Assistant Director, International Affairs Division  
Fisheries Agency of Japan  
1-2-1, Kasumigaseki, Chiyoda-ku  
Tokyo 100-8907 Japan  
Ph: +81-3-3502-8459/Fax: +81-3-3502-0571  
hideo\_inomata@nm.maff.go.jp

## **REPUBLIC OF KOREA**

### **Rah Incheol**

Director of International Cooperation  
Ministry of Maritime Affairs and Fisheries  
International Cooperation Team  
140-2 Jong-ro gu, Gye-dong  
Hyun-dae Building 9  
Ph: 82-2-3674-6991/Fax: 82-2-3674-6996  
rahincheol@momaf.go.kr

## **Chiguk Ahn**

Deputy Director of International Coop  
Ministry of Maritime Affairs and Fisheries  
International Cooperation Team  
140-2 Jong-ro gu, Gye-dong  
Hyun-dae Building 9  
Ph: 82-2-3674-6994/Fax: 82-2-3674-6996  
chiguka62@yahoo.com

## **Jeongseok Park**

Specialist  
Ministry of Maritime Affairs and Fisheries  
International Cooperation Team  
140-2 Jong-ro gu, Gye-dong  
Hyun-dae Building 9  
Ph: +82 2-3674-6994/Fax: +82 2-3674-6996  
jspark@momaf.go.kr

## **Dae Yeon Moon**

NFRDI  
408-1 Shirang-ri, Kijang-gun, Busan 619-902  
Ph: 82-51-720-2310/dymoon@nfrdi.re.kr

## **Unjin Suh**

Ministry of Maritime Affairs and Fisheries  
International Cooperation Team  
140-2 Jong-ro gu, Gye-dong  
Ph: +82 2-3674 6994/Fax: +82 2-3674-6996  
unjinsuh@momaf.go.kr

## **NEW ZEALAND**

### **David Marx**

Senior International Advisor  
Ministry of Fisheries  
P.O Box 1020  
Wellington, New Zealand  
Ph: 0064-4-819-4231/david.marx@fish.govt.nz

## **Stuart Horne**

Ministry of Foreign Affairs and Trade  
Pvt Bag 18 901  
Wellington, New Zealand  
Ph: +00 64 4 439 8113  
stuart.horne@mfat.govt.nz

## **PALAU**

### **Gustav Aitaro**

Ministry of State  
P.O Box 100  
Koror, Palau  
Ph: (680) 767-2490/Fax: (680) 767-3680  
gus\_aitaro@msn.com

**Christopher Hale**

Attorney General's Office  
P.O Box 100 Koror, Palau 96940  
Ph: (680) 488-2481/Fax: (680)488-3329  
crowdaddyhale@hotmail.com

**Nannette D. Malsol**

Fisheries Law Compliance Officer  
Ministry of Resources & Development  
P.O Box 117  
Koror, Palau 96940  
Ph: (680) 488-3125/tunapal@palaunet.com

**PAPUA NEW GUINEA****Sylvester Pokajam**

Managing Director  
National Fisheries Authority  
National Fisheries Authority  
P.O Box 2016  
Port Moresby, PNG  
Ph: (675) 3090444 Fax: (675) 320-2061  
[spokajam@fisheries.gov.pg](mailto:spokajam@fisheries.gov.pg)

**Noan Pakop**

Executive Manager, Monitoring Control and  
Surveillance  
National Fisheries Authority  
P.O Box 2016  
Port Moresby, PNG  
Ph: (675) 3090444 Fax: (675) 320-2061  
npakop@fisheries.gov.pg

**Augustine M. Mobiha**

Executive Manager  
Fisheries Management Division  
National Fisheries Authority  
P.O Box 2016  
Port Moresby, NCD, PNG  
Ph: (675) 3090444 Fax: (675) 3202061  
amobiha@fisheries.gov.pg

**David Keris**

VMS Officer  
National Fisheries Authority  
P.O Box 2016  
Port Moresby, NCD, PNG  
Ph: (675) 3090444 Fax: (675) 3202061

**PHILIPPINES****Benjamin F.S. Tabios Jr.**

Assistant Director for Administrative Services  
3<sup>rd</sup> Floor PCA Building  
Elliptical Road Quezon City  
Philippines  
Tel/fax +632 4263426benjo\_tabios@yahoo.com

**SAMOA****Terry Toomata**

Deputy Chief Executive Officer  
Ministry of Foreign Affairs and Trade  
Ph: (685) 21171  
ttoomata@yahoo.com

**William Nickel**

Foreign Service Officer  
Ministry of Foreign Affairs  
Ph: (685) 21171/william@mfat.gov.ws

**CHINESE TAIPEI****Ted, Tien-Hsiang Tsai**

Chief of Pacific Ocean Fisheries Section  
Fisheries Agency of Taiwan  
No 1. Fishing Harbour North 1<sup>st</sup> Road  
Kaohsiung, Taiwan  
Ph: 886-7-8239881/ ted@ms1.fa.gov.tw

**Peter Ho**

President  
Overseas Fisheries Development Council  
19 Lane 113, Sec 4, Roosevelt Rd.  
Taipei, Taiwan  
Ph: (886)-2-273881522 Fax: (886)-2-27384329  
pscho@ofdc.org.tw

**Chia-Chi Fu**

Secretary  
Overseas Fisheries Development Council  
19, Lane 113, Roosevelt Rd,  
Sec.4, Taipei, Taiwan  
Ph: 886-2-2738-1522/joseph@ofdc.org.tw

**UNITED STATES OF AMERICA****Dean Swanson**

National Marine Fisheries Service -USA  
1315 East-West Highway  
Silver Spring, MD 20910  
Ph: (301)622-9598/Fax: (301)713-2313  
Dean.Swanson@noaa.gov

**Ms. Sarah McTee**

Foreign Affairs Officer  
U.S. Dept. of State  
Office of Marine Conservation  
2201 C. Street NW, Room 2758  
Washington, D.C. 20520  
Ph: (202) 647-3941 Fax: (202)736-7350  
mcteesa@state.gov

**Mark Wildman**

NOAA.-Fisheries Office of International Affairs  
1315 East-West Highway, Room 12606  
Silver Spring, MD 20910  
Ph: (301) 713-2276  
Fax: (301) 713-2313  
mark.wildman@noaa.gov

**Paul Callaghan**

University of Guam  
P.O Box 5105  
Mangilao, Guam 96923  
Ph : (671) 789-1200  
[Callaghan@guam.net](mailto:Callaghan@guam.net)

**Paul Krampe**

American Tunaboat Association  
1 Tuna Lane, San Diego CA 92101  
Ph :+1 619-840-5996/ fax 1-619-238-1708  
krampepaul@aol.com

**VANUATU****Tony Taleo**

Vanuatu Fisheries Department  
VMB 9045 Port Vila Vanuatu  
Ph: (687) 27244/23119 Fax: (678) 23119  
ttaleo@gmail.com

**Kevin Lin**

Vanuatu Tuna Industry  
Kevin.mdfc@msa.hinet.net

**OBSERVERS****FORUM FISHERIES AGENCY****Lara Manarangi-Trott**

WCPFC Liaison Officer  
P.O Box 629  
Honiara, Solomon Islands  
Ph: (677) 21124 Fax: (677) 23995  
lara.manarangi-trott@ffa.int

**Moses Amos**

mose.amos@ffa.int

**GREENPEACE****Lagi Toribau**

Green Peace Australia Pacific  
Private Mail Bag, Suva, Fiji  
Ph: (679)331-2861  
Fax: (679)3312784  
lagi.toribau@fj.greenpeace.org

**Sari Tolvanen**

Greepeace International  
Ottho Heldringstraat 5, 1066AZ  
Amsterdam, Netherlands  
Ph: +0031655125480  
[sari.tolvanen@int.greenpeace.org](mailto:sari.tolvanen@int.greenpeace.org)

**SOUTH PACIFIC ENVIRONMENT PROGRAMME****Vito Lui**

Deputy Director  
PO Box 240, Apia, Samoa  
Tel: +685 21929  
Fax: +685 20231

**WCPFC SECRETARIAT****Andrew Wright**

Executive Director  
P.O Box 2356  
Kolonias, Pohnpei 96941  
Ph: (691) 320-1992/1993/Fax: (691) 320-1108  
dreww@mail.fm

**SungKwon Soh**

Science Manager  
sungkwons@mail.fm

**Karl Staish**

Observer Programme Coordinator  
karls@mail.fm

**Ken Smithson**

Finance and Administration Officer  
kens@mail.fm

**Lucille Martinez**

Executive Assistant  
lucillem@mail.fm

**Ziro Suzuki**

Zsuzuki@fra.affrc.go.jp