



**FOURTH REGULAR SESSION
FINANCE AND ADMINISTRATION COMMITTEE**
Tumon, Guam, USA
2-7 December 2007

PROVISIONAL ANNOTATED AGENDA

**WCPFC4-2007-FAC1/a
18 October 2007**

AGENDA ITEM 1. OPENING OF MEETING

The Session will open at 09:00am on Sunday, 02 December 2007.

The Chair of the Ad-Hoc Finance and Administration Committee (Mr Terry Toomata, Samoa) assisted by the Executive Director will open the first meeting of the Committee.

1.1 Appointment of a Chair and Vice Chair

The Chair of the Ad-Hoc Finance and Administration Committee will call for nominations for the position of Chair and Vice-Chair of the Finance and Administration Committee and supervise an appointment process.

1.2 Adoption of agenda

The Executive Director will introduce the Provisional Agenda WCPFC4-2007-FAC1/aa. Members may consider any supplementary items that may have been proposed by Members, Cooperating Non-members and Participating Territories (CCMs) 30 days before the Session. The Agenda, as modified, will be adopted by the meeting.

1.3 Meeting arrangements

The Executive Director will invite the Committee to note the logistical arrangements in place to support the meeting and the proposed meeting times for the current and subsequent sessions during WCPFC4.

**AGENDA ITEM 2. TERMS OF REFERENCE FOR THE FINANCE AND
ADMINISTRATION COMMITTEE**

The Committee will consider a terms of reference proposed by Japan.

AGENDA ITEM 3. REPORT ON HEADQUARTERS PROPERTY

The Executive Director will brief the Committee on the status of the Commission's headquarters building and associated land.

AGENDA ITEM 4. AUDITORS REPORT FOR 2006 AND GENERAL ACCOUNT FINANCIAL STATEMENTS FOR 2006.

In accordance with Finance Regulation 13.1 the Commission shall, following consideration of the audited annual financial statements and audit report, signify its acceptance of the audited annual financial statements or take such other action as it may consider appropriate. Accordingly the Committee will consider the audited annual financial statements and audit report, and be asked to make a recommendation to the Commission in regard to their acceptance or other action.

AGENDA ITEM 5. STATUS OF THE COMMISSION'S FUNDS

5.1 Report on General Account Fund Contributions and Other Income for 2007

In accordance with Finance Regulation 5.7 the Secretariat will present a report on the collection of annual assessed contributions from members of the Commission, any voluntary contributions received, any investment income and other income received, and any advances from the working capital fund.

5.2 Report on the status of other funds

The Secretariat will present status reports for the Special Requirements Fund established under Article 30(3) of the Convention, the Indonesia/Philippines Data Collection Project Fund, the Working Capital Fund, the Regional Observer Programme Support Fund and the Japanese Trust Fund.

5.3 Interest rate for outstanding contributions.

The Secretariat will present a paper on an appropriate interest rate to be levied from 2008 on arrears of more than one year and make a recommendation for the Committee to consider.

AGENDA ITEM 6. DRAFT CORPORATE PLAN FOR THE COMMISSION

The Secretariat will present a draft corporate plan for the Commission for the Committee to consider, propose refinements to and consider appropriate advice and recommendations to the Commission.

AGENDA ITEM 7. DRAFT BUSINESS PLAN FOR THE SECRETARIAT

The Secretariat will present a draft business plan for the Secretariat for the Committee to consider, propose refinements to and consider appropriate advice and recommendations to the Commission.

AGENDA ITEM 8. STAFF ESTABLISHMENT AND CONDITIONS OF SERVICE

8.1 Report on the Commission staff terms and conditions

The Secretariat will present the consultancy report on the Commission staff terms and conditions requested by WCPFC3 and the Secretariat's response to the report.

8.2 Council of Regional Organisations in the Pacific (CROP) decisions on harmonised staff conditions

The Secretariat will report to the Committee on the decisions by CROP during 2007 in regard to salary and allowance levels and seek to have them adopted by the Committee.

8.3 Housing Issues

The Secretariat will brief the Committee on the executive housing situation on Pohnpei and seek guidance on strategies to secure executive standard housing in Pohnpei.

8.4 Staff Establishment

The Committee will be asked to consider proposals by the Executive Director for new professional positions and any reclassifications thought appropriate. New positions identified as necessary are those of Director Technical Operations, VMS Manager, VMS Operator (2), and Data Quality Officer. The Committee will also be asked to note that a position of Japanese Trust Fund Coordinator has been staffed as part of the operational requirements of the Japanese Trust Fund and a redesignation of the position Data Administrator to Systems Development Officer.

AGENDA ITEM 9. WORK PROGRAMME AND BUDGET FOR 2008 AND INDICATIVE WORK PROGRAMME AND BUDGET FOR 2009 AND 2010

In accordance with Article 18 of the Convention and Regulation 3 of the Financial Regulation, the Commission will, taking into account the recommendations of the Science Committee, the Technical and Compliance Committee, the Northern Committee and the Finance and Administration Committee and any other matters with implications for the 2008 work programme, decide on a work programme and budget for 2008 and an indicative budget for 2009 and 2010. Accordingly the Committee will be asked to consider a draft budget for 2008 and indicative budgets for 2009 and 2010 and to make recommendations to the Commission.

AGENDA ITEM 10. EXTERNAL AUDITOR APPOINTMENT

The Committee will be asked to note the reappointment of Deloitte and Touche LLP of Guam following a successful negotiation and tacit endorsement by Members, Participating Non-members and Territories) CCMs.

AGENDA ITEM 11. OTHER MATTERS

AGENDA ITEM 12. ADOPTION OF REPORT

AGENDA ITEM 13. CLOSE OF MEETING