



FINANCE AND ADMINISTRATION COMMITTEE
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Introduction

1. The purpose of this paper is to seek endorsement for the establishment of a **Compliance and Monitoring Analyst** position within the Compliance and MCS Programme of the Secretariat.
2. The Secretariat's organizational chart is presented as **Attachment A**.

Justification for establishment of a new position: Compliance and Monitoring Analyst

3. The Compliance and MCS Programme (the Programme) has evolved and expanded its scope and activities since 2005 when the Compliance Manager position was created to oversee the operation of the Programme and to support the work of the Technical and Compliance Committee (TCC). Initially, the emphasis of the Programme was on the establishment of the WCPFC VMS, the WCPFC Record of Fishing Vessels, coordination of the Regional Observer Programme. At the time annual CCM reporting on CMMs were in early stages of development.
4. A substantial volume of data has been generated from a range of data collection programmes for fisheries in the WCPF-Convention Area. The Commission has also agreed through various CMMs and scientific data decisions for CCMs to provide regular reports on their related fishing activities. Most recently, TCC18 recommended that the Commission prioritizes the development of additional data collection mechanisms for some obligations to allow for more timely and verifiable data to feed into the Compliance Monitoring Scheme processes. A majority of CCMs at TCC18 also recommended that the Commission agrees that CCMs shall submit operational catch and effort data in accordance with the agreed Standards, Specifications and Procedures for Electronic Reporting in the WCPFC – operational catch and effort data + observer data from 1st of January 2024.
5. The staffing numbers for the Programme has been stable since the Assistant Compliance Manager position was established in 2012. They consist of the Compliance Manager, Assistant Compliance Manager, VMS Manager and ROP Coordinator, and seven support staff (see **Attachment A**). In 2016, the Commission decided not to establish an *E-Reporting and E-Monitoring Technical*

Coordinator position (WCPFC13-2016-FAC10-07). With the same staff complement, the work of the Programme including support to IWG activities has been successfully supplemented for several years through consultancies, secondment and in-kind assistance which has enabled the level of support required to deliver on priority activities.

6. For the last two years the Secretariat has committed to presenting preliminary forecasts of the future work commitments of the Programme. The forecasts are reflective of the past five years' experience in managing the Programme and taking into account the TCC Workplan scheduled priority activities as well as the activities of the intersessional working groups. The forecast paper usefully documents the Secretariat's strategy in managing its workload to deliver the timely milestones for the draft Compliance Monitoring Report. This planning exercise has also confirmed that the workload for the Programme and the CCMs continued to increase incrementally as the Commission adopted new CMMs and enhanced existing CMMs with the Compliance Monitoring Scheme continues to evolve. Assessing carefully the TCC18 outcomes, the Secretariat is forecasting a further increase in the workload of the Programme which place additional pressure on the same Programme staff complement (the latest preliminary forecast paper for the Programme will be posted with the following WCPFC19 document reference [WCPFC19-2022-IP18](#))
7. **Figure 1** below illustrates the breadth of routine work that currently delivered by the Programme staff complement in support of the TCC workplan 2022-2024. The supporting roles of the Legal Adviser and SPC-OFP as the Scientific Data Manager are also reflected. Figure 1 also illustrates the incremental expansion of the routine tasks delivered by the Programme since 2005 when the Compliance Manager position was established. The incremental expansion shows that the oversight of most of these activities has tended to be supported and delivered through the more generalist positions of Compliance Manager, Assistant Compliance Manager and staff reporting to the Assistant Compliance Manager.
8. In 2021, the Secretariat identified that a priority area of forecasted work was to enhance the Secretariat's analytical capacity in support of the TCC workplan activities. In 2022, the Commission allocated supplementary funds to support activities that enhance the Secretariat's analytical capacity. The Secretariat has used part of the 2022 funding to support a consultancy aimed at improvements to simplify the delivery of analysis and reports which will better support:
 - the annual compliance monitoring scheme process;
 - the production of required annual reports for the consideration of the TCC;
 - intersessional working groups; and
 - the delivery of more useful and transparent information on the WCPFC website for the public and/or members.

Notably, several of the routine annual reports of the various MCS tools which the Secretariat had prepared for TCC18 positively demonstrated the initial results from this consultancy.

9. The work to streamline the preparation of routine annual reports is still a work in progress and remains a priority for the Secretariat to progress in 2022/23. Due to competing priorities in 2022, there were some constraints in making further progress. For example, the Secretariat has deferred to 2023 the introductory analytical training and the formulation of a development plan to increase the in-house capacity of the current Secretariat staff to produce the required analyses and to support routine data requests using R programming language. The work to date through the consultancy, has provided improved insight for the Secretariat in what is required, and this confirms to the Secretariat that, to efficiently develop the required analytical products and to develop and integrate

new processes into Secretariat workflows, additional resources will continue to be required over more than 36 months.

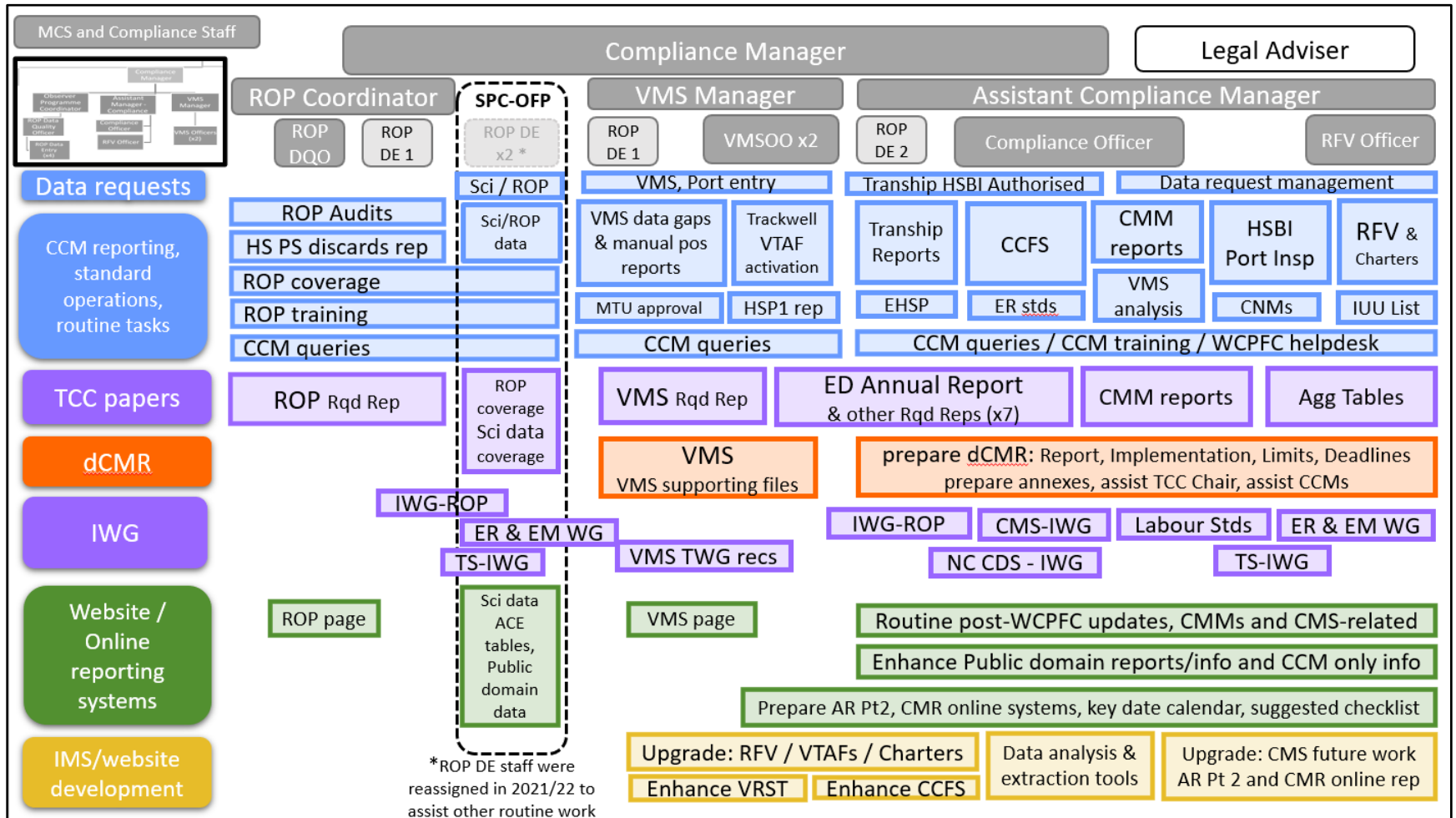


Figure 1. Schematic diagram intending to summarize the routine work that is currently delivered by the current Secretariat MCS and Compliance staff complement in support of the TCC workplan 2022 - 2024

10. The Secretariat's careful assessment of the TCC Workplan activities identifies the need for the Secretariat to enhance its internal analytical capacity, in order, for the Secretariat to properly support the TCC Workplan activities. The need for enhanced analytical capacity within the Secretariat is in response to at least these three workstreams:

a. **To support the continued refinements of the Compliance Monitoring Scheme.** The Compliance Monitoring Scheme is intended to provide the platform for the TCC to undertake its key task of assessing the compliance performance of CCMs in implementing their obligations under the WCPF Convention and CMMs. The Compliance Monitoring Scheme is supported by an integrated network of MCS tools and data collection programmes that furnish the relevant data and information needed to support TCCs consideration of the CMR. The CMS reforms that are continuing in 2022/23 are intended to continue to enhance the efficiency and effectiveness of the CMS. Noting that in 2022 TCC prioritized work on the CMS reforms, several TCC18 outcomes recommend that the Commission task the Secretariat to prepare additional papers and analyses for TCC to support the CMS. The Secretariat expects to be better placed to support these activities and support ongoing processes with supplementary dedicated analytical capacity within the Programme.

b. **To develop automated extraction and provision IT tools to support the parameters of common data requests to support MCS activities.**

2021/22 was the highest level of data requests seen, and the effect of COVID-19 seems to have provided impetus for the use of alternative approaches to support monitoring of vessels activities. This has increased reliance on access to WCPFC data sets and manual data extractions to support individual members different operational activity. As was explained in TCC18-2022-RP08 Report admin of data rules despite some requests being standing requests for relevant WCPFC data, due to competing priorities in support of other pressing intersessional TCC-related tasks, the Secretariat has not been able to schedule the necessary work to develop automated extraction and provision IT tools to support the parameters of common data requests for WCPFC data other than WCPFC VMS and ROP data. The Secretariat expects that some supplementary dedicated analytical capacity within the Programme will ensure better prioritization could be given to these activities.

c. **To improve the value of routine and ad-hoc analysis and reports derived from WCPFC data and information held by the Secretariat or the scientific services provider in support the Commission MCS and Compliance work.**

The Secretariat expects that some supplementary dedicated analytical capacity within the Programme will ensure better prioritization is given to these activities. It is expected that this work would necessarily be complemented by website/IMS related enhancements that can further enhance public access to WCPFC scientific data and information, and summary information from MCS programmes. This has been a long-standing priority for IMS development in past WCPFC Executive Director Annual Reports to TCC. For example, as was explained in the TCC18-2022-RP03 Annual Report on WCPFC Transshipment Reporting the work to incorporate IT solutions that verify high seas transshipment reporting through VMS analysis is still work in progress and remains a priority for the Secretariat to progress, however this has been constrained by competing priorities. TCC18 also noted that there is ongoing work related to ER&EM and transshipment reporting will allow for more verifiable data to feed into the Compliance Monitoring Scheme processes.

11. If the Secretariat is not adequately resourced to complete the necessary preparations to simplify the delivery of analysis and reports, and to prepare for additional data collection and analysis mechanisms intended to allow for more timely and verifiable data to feed into the Compliance Monitoring Scheme processes, there is a significant risk that there will be delays in providing the expected analytical outputs, as an outcome of the continued efforts by CCMs to implement E-technologies in their fisheries.
12. Given the emphasis and priority that Commission members have indicated for the continued enhancements to the Compliance Monitoring Scheme and to furthering the information available to members for monitoring of fishing activities and in support of the Commissions MCS and Compliance work, it seems timely that the Commission should consider allocating dedicated resources to the establishment of the **Compliance and Monitoring Analyst** position at the Secretariat.

Benefits

13. In light of the demands on the Secretariat to support the Programme and the TCC Workplan, the Secretariat believes that it is opportune time to create permanent analytical capacity within the Secretariat to better respond to the greater expectations for increased analytical work. The proposed position will also work with the Secretariat IT staff and members to ensure current and any additional data and reporting are adequately curated and supporting the workplan priorities for the TCC with appropriate analyses, including data requests in support of MCS activities of members. Close collaboration is expected with the Scientific and Data Services Provider (SPC-OFP) and within the Programme to improve the value of routine and ad-hoc analysis and reports derived from WCPFC data and information. The position will also advise on the potential implementation of automated reporting and additional data collection mechanisms, as they emerge, and can be utilized by the Commission. A proposed terms of reference for a **Compliance and Monitoring Analyst** position can be found in **Attachment B**.

14. The estimated cost the position in 2023 as follow:

Salary and Benefits- USD133,800 – 190,500 (spouse with one child using education allowance)

Establishment costs- USD25,565

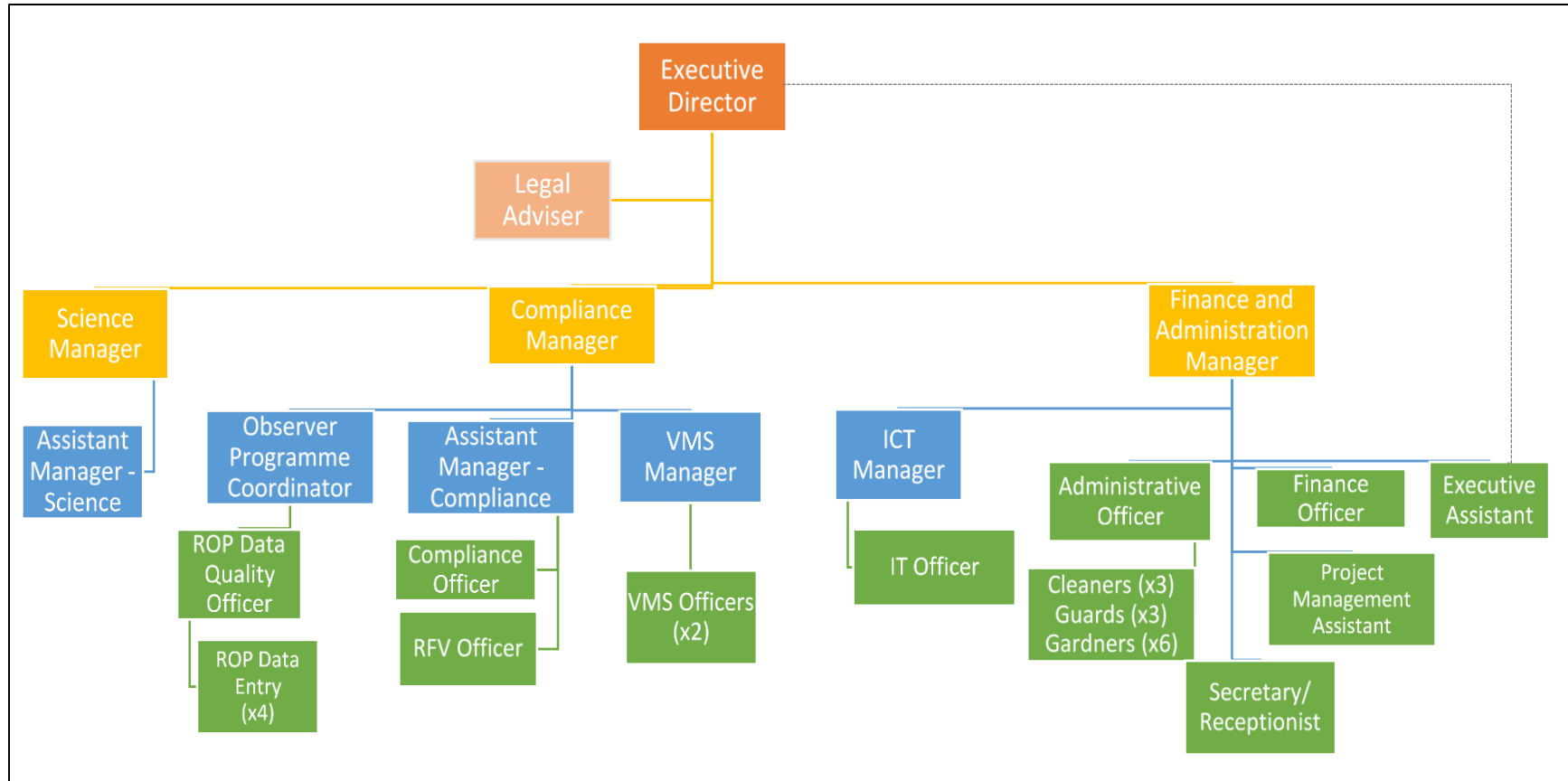
Annual Travel- USD22,000 (for four trips)

Recommendation

15. The Committee is invited to consider the proposal for the establishment of the Compliance and Monitoring Analyst position and to recommend its establishment to the Commission.

Current Secretariat structure

The Secretariat has a current staffing of 34 staff (9 professional staff and 25 support staff), plus a Legal Adviser engaged on a retainer basis. They function under the organisational structure below:



Draft Terms of Reference: Compliance and Monitoring Analyst

WESTERN CENTRAL PACIFIC FISHERIES COMMISSION

DUTY STATEMENT: COMPLIANCE AND MONITORING ANALYST

Professional Grade: Level J

Organizational relationships: Compliance and Monitoring Analyst will operate under general direction and line management of the Compliance Manager and will be expected to perform relatively advanced work activities with a degree of autonomy. Reflecting the integrated nature of the Western and Central Pacific Fisheries Commission (WCPFC) MCS and Compliance programmes, the position will necessarily work closely with all other MCS and Compliance programme staff, the IT Manager and with the scientific services provider in respect of WCPFC data and information for Compliance purposes.

Key responsibilities: The Compliance and Monitoring Analyst will work within the MCS and Compliance programmes to assist with the maintenance and analysis of fishery compliance monitoring data and reporting under CMMs, taking responsibility for ensuring these data are curated adequately and supporting, with appropriate analyses, the workplan priorities for the WCPFC's Technical and Compliance Committee (TCC).

The position is suited to someone with a creative mind with a passion for digital infrastructure, and will be the main conduit between the WCPFC MCS and Compliance databases and their users, delivering documented and repeatable data products for use in Compliance and MCS analyses and reports. Close working within the MCS and Compliance Team, IT team and the scientific services provider in respect of WCPFC data and information for Compliance purposes is expected.

The Compliance and Monitoring Analyst will also contribute to routine and ad-hoc analysis and reports derived from WCPFC data and information held by the Secretariat or the scientific services provider in support of the Commission MCS and Compliance work and to improve the value that can be derived from WCPFC dataset to support CCM needs. Expected initial priority areas include:

- analyses of near-real time reporting by CCMs and vessels where required under CMMs including on the WCPFC Integrated MCS Information Management System.
- the analysis and reporting by the Secretariat in support of Members high seas fisheries monitoring, control and surveillance activities including supporting data requests under the WCPFC data rules and procedures.
- the preparation of analyses that are needed for the draft Compliance Monitoring Reports and as otherwise required under the CMM for the Compliance Monitoring Scheme.

The position will also have some responsibilities in servicing queries from and liaising with CCMs as directed and dealing with queries from relevant other parties.

The Compliance and Monitoring Analyst will also assist in the preparation of papers for the TCC, relevant Intersessional Working Groups and otherwise support the work of the MCS and Compliance Programme and the Compliance Manager.

Duties will include:**Data tools and data access/preparation**

- Work closely with the ICT Manager and IMS Contractors to support the development and management of IT tools and solutions to enhance access to WCPFC data and information.
- Preparation and curating of data sets and analytical products to ensure data quality and ensure data is fit for purpose in support TCC workplan priorities.
- Work closely with the Assistant Compliance Manager in supporting the maintenance of records for reporting by CCMs of management and compliance information, in accordance with CMMs and other decisions of the Commission.

Key relationships

- Liaison role with SPC-OFPP, as scientific services provider, to enhance access to WCPFC scientific data and information.
- Work closely with the MCS and Compliance Team to identify the business requirements and priorities for analytical needs and products.
- Assist the MCS and Compliance Team as Secretariat to the TCC and relevant Intersessional Working Groups including providing support, as required, to inter-sessional work.

Data Analysis for monitoring

- Provide technical advice to support the Commission's consideration of additional and/or improved data requirements and standards that can enhance data quality and support verification of reporting.
- Compile, analyse and extract WCPFC data in accordance with WCPFC's data rules and procedures to enable CCM access to data including support public and non-public domain data requests and Secretariat and Commission Working Group policy development.
- Assist in the preparation of required reporting of the Commission's agreed arrangements for Monitoring, Control and Surveillance.
- Where directed, undertake ad-hoc analysis and reports derived from WCPFC data and information held by the Secretariat or the scientific services provider in support of the Commission's MCS and Compliance work and TCC workplan priorities.
- Review, compare and analyse available information from various data sources to monitor data quality and compliance with WCPFC Conservation and Management Measures to support the Secretariat's tasks under the Compliance Monitoring Scheme.
- Support the Compliance and MCS team by conducting analysis of available information to identify potential anomalies within and across WCPFC data as an indicator of data quality issues or potential implementation issues.
- Any other duties as required by the Compliance Manager.

Qualifications and Experience:

Essential

- A relevant tertiary degree from an accredited institute.
- A minimum of four (4) years' relevant working experience.
- Experience in information management system development, preferably in a fisheries context.
- Excellent numeracy skills with the ability to evaluate data and implement data quality rules
- Advanced experience of extracting data from SQL databases.
- Advanced experience with R (including the development of R packages) and using code versioning (e.g. GitHub)
- Appreciation of the nature of the Western and Central Pacific Fisheries Commission, the role of the Secretariat and the aspirations of CCMs.
- Detailed knowledge of oceanic pelagic fisheries and fisheries monitoring tools, with emphasis on tuna.
- Demonstrated understanding of the role of information and communication technology in MCS operations.
- Excellent written and oral communications skills in English, with the ability to effectively communicate technical information to non-technical stakeholders and to multicultural audiences.
- Experience in multi-stakeholder data collection programs.
- Strong interpersonal skills and ability to work both independently as well as in a team environment, and the ability to establish and maintain relationships critical for supporting TCC workplan priorities.
- Detail oriented with ability to analyse and compare data from multiple sources.

Desirable

- Broad knowledge of marine science, fisheries biology, oceanography and socio-economics.
- Post-graduate qualification in fisheries management, international law or a related field.
- Direct experience with database design, data warehouse design and ETL processes.
- Experience in scientific analyses of data, including spatial data.
- Experience with fisheries data.
- Experience working on fisheries MCS.
- Experience in regional (multinational) fisheries management and fisheries compliance – preferably involving tuna.
- Good working knowledge of WCPFC Conservation and Management Measures and the fisheries interests and characteristics of individual CCM.
- Readiness to undertake travel in support of the Commission's work.
