



**COMMISSION  
NINETEENTH REGULAR SESSION**  
Da Nang City, Vietnam  
28 November to 3 December 2022

---

**PRELIMINARY ASSESSMENT OF FORECAST OF SECRETARIAT'S WORK COMMITMENTS  
FOR TCC IN 2023 - 2025**

---

**WCPFC19- 2022-IP18  
10 November 2022**

**Secretariat**

**Purpose**

1. This paper presents for the information of WCPFC19, the Secretariat's preliminary assessment of forecast of future work commitments of the Secretariat's MCS and Compliance Programme (the Programme) in support of the work of TCC for the period 2023 to 2025.
2. The paper:
  - a. considers some of the background and linkage to the Secretariat's Corporate Plan;
  - b. presents a forecast analysis of the Programme's routine work tasks and additional non-routine taskings to support the TCC workplan; and
  - c. presents in **Annex 2**, a summary of the proposed budget 2023 and indicative budgets for 2024 and 2025 for selected budget lines related to considerations in this paper.

**Background**

3. The stated Mission for the Secretariat from the Secretariat's Corporate Plan 2020 – 2023 is *“to provide efficient and effective secretariat services to enable the WCPFC to fulfil its key mandate to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean.”*
4. Specifically, in support of the Technical and Compliance Committee (TCC) and its associated work plan, the Corporate Plan stipulates three objectives that are nested under two goals for Secretariat's service delivery. The relevant Goals and associated objectives are as follows:

**Goal 2: To manage the provision of technical, scientific and compliance information and advice to the WCPFC**

- *Objective 2.1: Effectively administer the WCPFC's MCS and Compliance Programmes and activities*

**Goal 3: To manage the collection and dissemination of data and information related to the work of the WCPFC**

- *Objective 3.1 Collect and disseminate relevant data and information to facilitate the work of the WCPFC and its CCMs in accordance with applicable rules.*
- *Objective 3.2 Acquire and maintain reliable, cost-effective and secure IT systems and infrastructure to ensure the integrity of and access to WCPFC data and information.*

5. **Annex 1** to this paper lists the Secretariat activities as contained in the Corporate Plan 2020 – 2023 which guides the Secretariat’s work in support of the TCC workplan.

### **Consideration of routine work tasks for the Programme**

6. For the last two years the Secretariat has committed to presenting a preliminary forecast of the future work commitments of the Programme. This drew off the past five years’ experience in managing the Programme and considered TCC Workplan scheduled priority activities as well as intersessional working group activities. The previous two-years forecast papers have usefully documented the phased work programme across a year as the Secretariat’s strategy to manage the timely production of the draft Compliance Monitoring Report (dCMR or draft CMR).

7. This year’s preliminary forecast of anticipated routine work for the Secretariat in 2023 is provided in **Figure 1** and **Figure 2** below.

8. **Figure 1** provides an update for 2023 of the usual annual calendar which forecasts the monthly spread of different activities for 2023. The shading within a month indicates the mix of activities the Secretariat typically needs to prioritize across the year to meet required deadlines set under CMMs and other decisions, e.g. **draft CMR preparation** and **routine reporting and filing tasks**. Note that the shading of a day may not in all cases reflect a full-time work equivalent (FTE) by relevant staff.

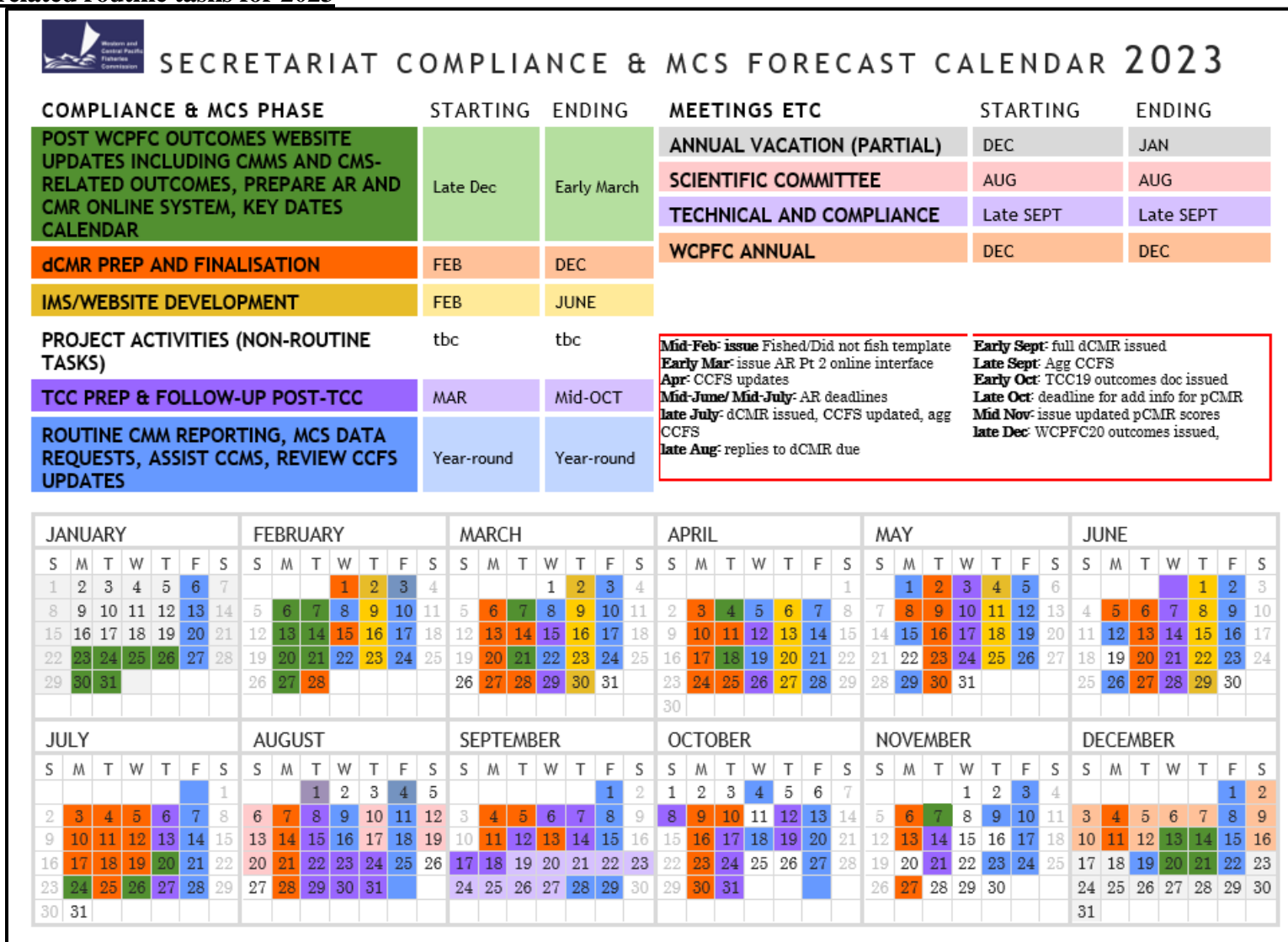
9. **Figure 1** intends to take into account some specific circumstances that are unique to 2023, which include *inter alia*, the **two draft CMRs** that will be considered at TCC19 in 2023, **preparation of online annual reporting systems** and the additional and continuing **IMS/website related development** work to support the necessary shift of WCPFC’s externally online systems away from Microsoft Sharepoint<sup>1</sup>.

10. **Figure 1** clearly shows that in 2023 it is anticipated to be a heavy workload of work across all months of the year. CCMs may recall that in the past two years forecasts there was more clearly a quieter period in the first part of the year, and a busier period from June – October. As a result of the additional workload anticipated in 2023, **Figure 1** also shows that the Secretariat is forecasting that it will be necessary for routine activities such as **TCC preparations** and **draft CMR preparations** to commence earlier in the year and there appear to be very few opportunities for **additional non-routine project activities**. It should also be noted that the calendar also does not present the full entitlement of staff annual leave entitlements in a calendar year, nor does it anticipate unplanned staff absences and implications of any changes to the staff complement within the MCS and Compliance team, including recruitment of new staff.

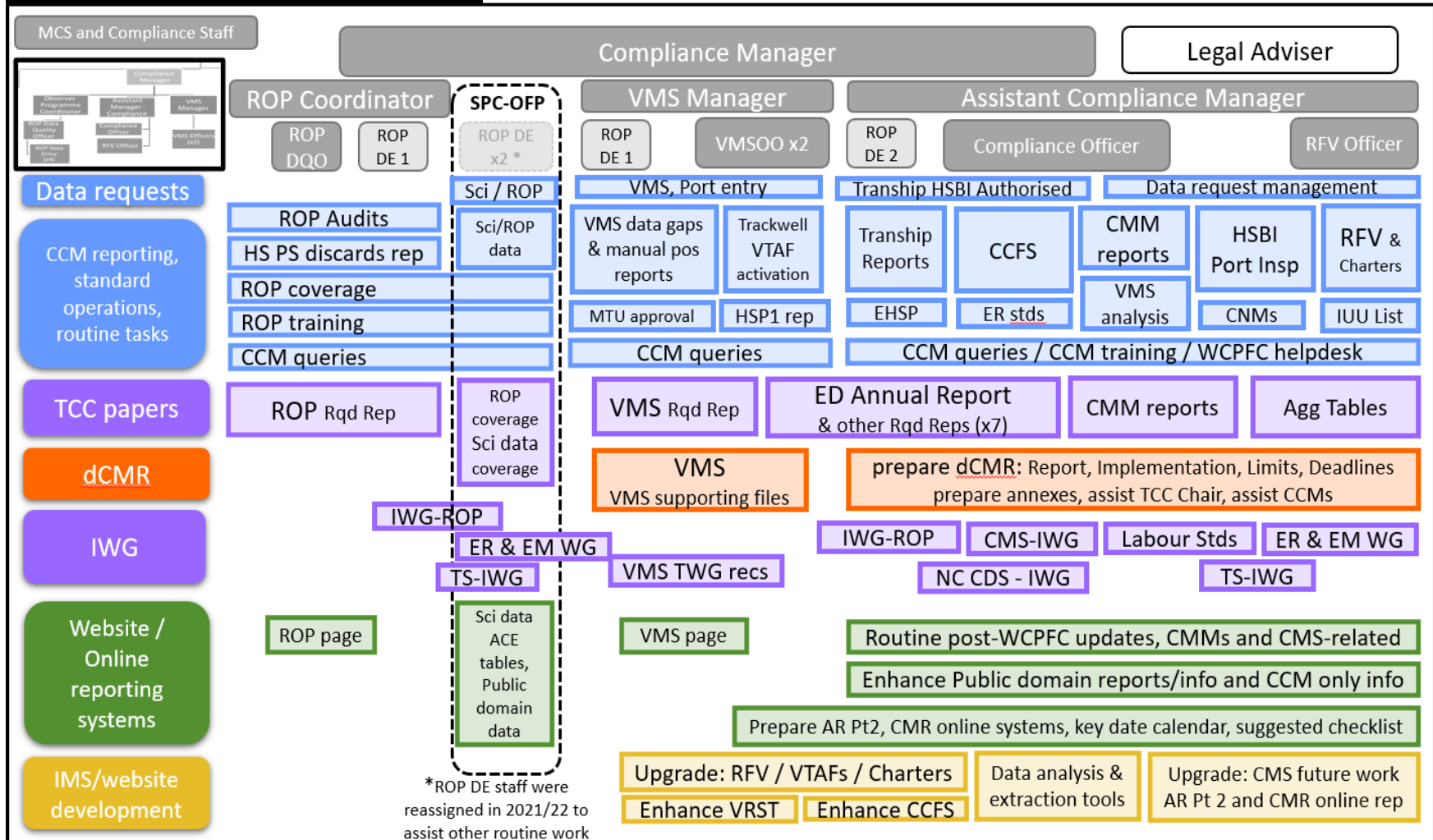
---

<sup>1</sup> **WCPFC18-2021-IP12** *Update of preliminary consideration of anticipated forecast of Secretariat work commitments for TCC in 2022/23* dated 25 November 2021 (<https://meetings.wcpfc.int/node/14785>) provides an explanation on the necessary upgrades to WCPFC Information Management Systems for delivery by the Secretariat during 2021 – 2023.

**Figure 1: Preliminary forecast Calendar based on the past 5 years' experience to illustrate the Secretariat Compliance and MCS-related routine tasks for 2023**



**Figure 2. Schematic diagram intending to summarize the routine work that is currently delivered by the Programme in support of the TCC workplan 2022 - 2024<sup>2</sup>**



<sup>2 2</sup> Note the ROP DE x2 placed below the VMS Manager and Assistant Compliance Manager refers to support provided during 2021 -2022 while the ROP data entry is limited by COVID.

11. This year the Secretariat has also produced an accompanying illustration (see **Figure 2** above), summarising the breadth of routine work that is currently delivered by the Programme in support of routine tasks. **Figure 2** uses the same colour coding as in **Figure 1**, and highlights that a significant body of priority work is expected to be routinely delivered by the Programme.

12. The staff levels in the Secretariat are unchanged since 2012 when the Assistant Compliance Manager position was established (refer to **Annex 1** for the Secretariat organizational structure). The oversight and delivery of most activities is by the Compliance Manager, Assistant Compliance Manager and staff reporting to the Assistant Compliance Manager. In 2021/22 the two ROP data entry staff have been reassigned to provide additional resources to supplement the Programmes ability to meet demand for routine/project work.

13. It is clear to the Secretariat that there have been incremental increases over time in the level of support required for the TCC workplan. The completion of some of the TCC Workplan items, in some cases, results in additional new routine work as the focus of the task shifts to implementation and associated Secretariat support. The work of the Programme has been successfully supplemented over several years through consultancy, secondment and in-kind assistance which has enabled the level of support required to deliver on priority activities.

14. A combination of three strategies is forecasted to be necessary for the Programme to meet the expectations for delivery of routine tasks during the period 2023 - 2025:

Routine tasks strategy 1: The Programme must continue to commence preparations for TCC, including draft CMR, early in the year. In 2023 and forward years, the Secretariat is forecasting that the usual strategy for early commencement of the **preparation of online annual reporting systems** and **preparation of CMR analyses including CMR supporting files**, and **advanced TCC Meeting preparations** will be necessary for producing the outputs to schedule for TCC. Based on the analyses presented in **Figures 1 and 2**, in 2023 the Secretariat is forecasting an expansion of the routine work and consequently the work in 2023 for TCC and CMR will need to commence early in 2023. Additionally, compared to 2022, the Secretariat is forecasting there will be reduced time for the staff in the Programme to contribute to proposed project priority activities throughout 2023.

- Routine tasks strategy 2: Sustain within Part 2.2 of the WCPFC budget additional short-term resources to supplement the Secretariat’s analytical capacity. In 2022, the Secretariat used the funding to support a consultancy in 2022/23 aimed at improvements which would simplify the delivery of analysis and reports which will better support:
  - the annual CMS 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. The work to date through the 2022 consultancy, has provided improved insight for the Secretariat in what is required to simplify the delivery of analysis and reports. 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.

- Routine tasks strategy 3: Establish Compliance and Monitoring Analyst position with commencement early in 2023. The Secretariat recommends a more permanent arrangement so that Secretariat can respond to the forecasted growth in analytical work in support of TCC workplan activities. The Strategy 2 approach outlined above, which is centred around the TCC required reports in 2022/23 is expected to assist in setting the foundation of improved and expanded analytical capacity in the Programme. But there is more analytical work to do on an ongoing basis to:
  - support the continued refinements of the CMS;
  - develop automated extraction and provision IT tools to support the parameters of common data requests to support MCS activities; and
  - 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, including specific TCC workplan priority projects and IWGs.

The proposed Compliance and Monitoring Analyst position would report to the Compliance Manager and work closely with the Programme staff, the IT Manager and with the scientific services provider in respect of WCPFC data and information for Compliance purposes. The position is intended 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 TCC workplan priorities. Close collaboration is expected with the Scientific and Data Services Provider (SPC-OFP) and within the WCPFC Compliance and MCS 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. Further information about the proposed staff establishment and the justification is provided in ([WCPFC19-2022-FAC16-11](#))

15. **Annex 2** provides a summary of the forecasted estimated costs to support the three strategic approaches to respond to routine tasks of the Programme during the period 2023 – 2025. The next section considers the non-routine or priority project tasks.

#### **Consideration of non-routine tasks in support of the TCC workplan that would require Secretariat work commitments in 2022/24**

16. In addition to the above mapping of the resource implications of future routine work commitments, the Secretariat has also developed additional tables that list the areas of activity of non-routine forecast work commitments (see **Tables 1 – 3** below). The tables have been developed considering the TCC Workplan 2022 - 2024 priority project activities for 2023/24 and/or where there was some discussion at TCC18 that identifies the need and gives experience as to the potential scope for support from the Secretariat that needs to be considered in terms of resource planning for 2023/24. The Secretariat has also included notes on forecasted additional routine work in the near-term ([blue](#)) resulting from the completion of non-routine projects/tasks and where forecasted



estimated costs (\$) were considered in **Annex 2**. This analysis has also drawn off experience this year and considering the Secretariat time that has been committed to date in 2022.

17. There is some interlinkage between some of the activities and further discussions on the relative priorities amongst the list of non-routine items is expected to occur through consideration of the WCPFC19 agenda and as part of considering updates to the TCC Workplan 2022-2024. The presentation of the non-routine work commitments that the Secretariat would like to highlight for WCPFC19 participants further consideration is presented in three thematic areas of project priority forecasted work.

- Project Priority Area 1: Commission monitoring and compliance processes, including CMS-IWG support

18. At WCPFC18, the Commission directed that in 2022 the TCC was to focus its work on enhancing the CMS. TCC18 dedicated more than half of the six (6) meeting days to considering the CMS-IWG Workplan activities, and there were several recommendations from TCC18 related to CMS Future work (see **Table 1**, below).

19. In relation to the CMR assessment review process, this year's CMR required many additional hours of work by the Secretariat. TCC18 recommended draft audit points for the list of obligations that were reviewed in this year's dCMR and also recommended that WCPFC19 task the Secretariat to apply these to its development of the 2023 draft CMR. In 2023, to effectively support the CMS process, the Secretariat is forecasting an increased workload load to support TCC19 consideration of draft CMRs covering activities across two consecutive years (see **Table 1**, below). If at WCPFC19, the Commission directs that the newly adopted audit points will be applied to TCCs consideration of the draft CMR that the Secretariat had prepared prior to TCC18 (in 2022), the Secretariat is forecasting that dedicated time will need to be set aside by the Secretariat early in the 2023 year to reconsider the draft CMR prepared for RY2021 in some form and probably support a process for CCMs to respond to any adjustments made before TCC19. It is noted that some TCC participants had indicated a preference that TCC applies the new audit points to provide for a more simplified process at TCC next year. The Secretariat analyses in **Figure 1** considers this possibility and forecasts an expansion of Routine Programme work in 2023 and consequently reduced time is forecasted to be available within the Programme for supporting project priority activities.

20. TCC18 noted that the Commission may need to consider whether an additional day should be added to TCC19 to facilitate review of two years' CMRs in 2023. In this respect to note that the United States has provided a voluntary contribution (USD 60,000) to support additional compliance review days in 2023 (WCPFC19-2022-FAC16-08). The guidance provided is for use by the Secretariat to cover the costs of extending TCC19 (of up to 3 days) or alternatively they may be used to fund a smaller intersessional compliance meeting.

21. TCC18 has also recommended that WCPFC19 task the Secretariat with preparing and publishing additional information to support Compliance monitoring and compliance processes (see **Table 1**, below). The Secretariat is forecasting that in 2023 there is work to setup and develop the initial Secretariat response to these tasks, and for a number of these the expectation is that the preparation of the reported information would be ongoing routine tasks for the Secretariat. To efficiently develop the required guidance and information products, to arrange where applicable for publishing on the Commission website, and to develop and integrate new processes into Secretariat workflows, additional resources will be required in 2023 (see **Table 1** and **Annex 2**).

**Table 1. Summary of forecasted non-routine tasks for Programme resources in 2022 – 2024 related to Compliance Monitoring and Compliance Processes** (blue text = ongoing routine tasks,

(\$ ) = forecasted costs considered in Annex 2)

TASKING DESCRIPTION [Compliance Monitoring and Compliance Processes]	OUTPUT REQUIRED	REFERENCE [TCC Workplan, TCC18, Secretariat Corporate Plan, Commission task]	RESOURCE NEED	TIMELINE
Report on transition to observer coverage of vessel trips and HS transhipments	WCPFC19 report	Commission SS4 tasking TCC18 Agenda 6 Outcomes: paragraph 39	Secretariat - Setup	Update to WCPFC19
CCFS Aggregate tables	CCFS data to support TCC Chair review proposals  Preparation of aggregate tables and related routine and ad-hoc reporting to support agreed annual TCC process	TCC Chair TCC Workplan TCC18 Agenda 5.1 (e) Outcomes: paragraph 26	Secretariat: - Setup (\$) - Ongoing	Update to WCPFC19  Complete before release of dCMR in 2023
Audit Points support guidelines for members	Guidelines on determining applicability of obligations  Guidelines on reporting statements of implementation  Maintain currency of the guidelines	CMS-IWG  TCC workplan update TCC18 Agenda 5.1 Outcomes: paragraphs 13 and 14	Secretariat: - Setup (\$) - Ongoing	Completed before release of ARPt2 for RY2022
Apply Audit Points in CMR process	Secretariat to apply audit points to the development of the 2023 dCMR covering RY2022 as the basis for refinement by members before final approval  Review reported information for adequacy and accuracy in monitoring some Report obligations and identifying how these could be addressed  Application of Audit Points to RY2021 for 2022 dCMR as required  Assess changes that mean updates to reporting for dCMR required from members for Sect review  Assess any ongoing implementation requirements for the CMR process	TCC18 Agenda 5.1 (a) Outcomes: paragraphs 17 and 19	Sect - Setup - Ongoing	Complete before release of dCMR in 2023 or as otherwise tasked



<b>TASKING DESCRIPTION</b> [Compliance Monitoring and Compliance Processes]	<b>OUTPUT REQUIRED</b>	<b>REFERENCE</b> [TCC Workplan, TCC18, Secretariat Corporate Plan, Commission task]	<b>RESOURCE NEED</b>	<b>TIMELINE</b>
Develop Paper on <b>verifiable data and sources of data for obligations</b>	Prepare for review by TCC19 a paper which identifies obligations for which there is a lack of independently verifiable data and notes on potential sources of data.	TCC18 Agenda 5.1 Outcomes paragraphs 9 and 10	Sect - Setup (\$) - Ongoing	Report to TCC19
Collate information on <b>Risk Based Assessment Framework</b> and other information	Information relevant to the RBAF, a list of all binding obligations, audit points, data sources, compliance history and other information which supports the dCMR in one place associated with information related to the CMS and CMMs	CMS-IWG TCC workplan <i>updated</i> TCC18 Agenda 5.1 Outcomes: paragraph 15	Sect - Setup (\$) - Ongoing	Completed before release of ARPt2 for RY2022
Publish <b>quantitative limits and baselines for relevant CMMs</b>	Publish tables of CCM's limits and baselines for all relevant CMMs, and notes on their sources	TCC18 Agenda 5.1 Outcomes paragraph 12	Sect - Setup (\$) - Ongoing	Completed before release of dCMR in 2023
<b>Participation of observer</b>	Summary of key points raised at TCC18 for WCPFC19 discussion and direction on review sought to allow progression of this item  Advice and implication of any review approved at WCPFC19	CMS-IWG TCC Workplan TCC18 Agenda 5.1 (.c) Outcomes: paragraph 24	Secretariat: - Setup - Ongoing	Report to WCPFC19
Support <b>Corrective Actions</b> work	New Lead work plan supported  Assessment of implementation implications as work progresses	CMS-IWG TCC Workplan TCC18 Agenda 5.1 (d) Outcomes: paragraph 25	Secretariat: - Setup - Ongoing	Update to WCPFC19 (2022)  TCC19 and WCPFC20 (2023)

- Project Priority Area 2: Necessary IMS system upgrades and streamlining

22. As was explained to TCC17/WCPFC18 the Secretariat has commenced a process of ongoing upgrades of the Information Management Technology System, particularly the remaining externally facing WCPFC ICT application system that rely on the on-premises SharePoint platform. For each system upgrade (IT-related system consolidation) there are several steps to be completed, which include:

- Analysis of existing workflows, processing tasks and data interfaces
- Develop new system specification
- Build new system

- Review new system
- Adjust any other IT system dependencies on the data
- Implement any change to original specifications arising from the review
- Create new systems documentation
- Update user documentation/helpdesk

23. In 2022, the Secretariat continued with ongoing enhancements to the WCPFC Information Management System (IMS). Significantly, a new Compliance Case File System (CCFS) was completed and went live during the first half of 2022. The new CCFS combines an improved user interface with enhanced alerts and a new messaging tool for supporting observer report requests. This work leverages off the recent improvements to identity management, security roles and authentication for WCPFC systems. At TCC18, the Secretariat confirmed that it has received some feedback and continues to welcome further CCMs feedback and suggested improvements to the CCFS. The Secretariat undertook at TCC18, to compile a list of suggestions for CCFS improvements into a workplan of further improvements that can be further considered and explored after TCC18. The list is provided as **Annex 3**, and this remains a work in progress and further updates will be provided intersessionally and to TCC19.

24. During the second half of 2022, work has started on an enhanced system to support the Record of Fishing Vessels (RFV), associated VMS activation processes and the migration of relevant data from SharePoint to Drupal. It is expected that the RFV system update will be available in early 2023, and further updates will be provided to CCMs intersessionally.

25. TCC18 recommended that WCPFC19 approve the Secretariat's recommended modifications to CMM 2014-03 Standards and Specifications for the Record of Fishing Vessels, to support the ongoing WCPFC information system upgrade for the Record of Fishing Vessels.

26. The Secretariat is forecasting that in 2023 there is additional work to complete the testing, adjustments for other IT system dependencies on the RFV data, and to support the launch of the system for CCMs and public users. The forecasted estimated costs were considered in **Annex 2**.

27. In terms of future additional improvements to the RFV system, there are at least two areas that are planned by the Secretariat which will utilize voluntary contributions received from CCMs. The schedule for these activities will be determined after completing the launch of the RFV upgrade, and most likely later in 2023:

- Develop 'Pocket RFV' mobile app:** In this respect to note that the United States has provided a voluntary contribution (USD 25,000) to support migration to the new RFV in 2023 (WCPFC19-2022-FAC16-08). The guidance provided is that the funds are intended to be used by the Secretariat to support the development of the new Application Programming Interface (API) capability, and to develop a new tool for WCPFC observers and compliance officers, a 'Pocket RFV' mobile app, so that the RFV can be quickly searched and referenced even when at sea and/or offline (such as during fishing trips or port inspections).
- Develop RFV FLUX Capability:** The Secretariat is also able to confirm that a grant from the EU (USD 19,253) has been finalised for the RFV FLUX compatibility activity and that funds are expected to be received from the EU in late 2022. The Secretariat confirms that co-financing funds will be from the 2022 approved budget.

28. TCC18 supported the Secretariat’s recommendation (WCPFC-TCC18-2022-23) to expand the annual VMS Security Audit budget, to include a more dynamic and continual assessment of the WCPFC information systems, and that additional budget be allocated for annual penetration testing of the WCPFC information systems. The proposed budget for 2023 and indicative budget for 2024 and 2025, reflects the recommendation from TCC18 (see **Annex 2**).

29. In 2023, the Secretariat plans to commence the design and specification of the upgraded (IT-related system consolidation) of the Annual Report Part 2 and Compliance Monitoring Reporting Systems. This will be the last of the major remaining externally facing WCPFC ICT application systems that rely on the on-premises SharePoint platform. The work forecasted by the Secretariat would build on the delivery of the publishing of various additional information to support Compliance monitoring and compliance processes (see **Table 1**, above). For example, the publishing of the information related to the Risk Based Assessment Framework in one-place associated with information related to the CMS and CMMs, the publishing of CCM’s limits and baselines for all relevant CMMs, and notes on their sources. Additional resources will be required in 2023 and 2024 to support this and the forecasted estimated costs are presented in **Annex 2**.

**Table 2. Summary of forecasted non-routine tasks for Programme resources in 2022 – 2024 related to necessary IMS system upgrades and streamlining** (blue text = ongoing routine tasks, (\$) = forecasted costs considered in **Annex 2**)

TASKING DESCRIPTION [Necessary IMS system upgrades and streamlining]	OUTPUT REQUIRED	REFERENCE [TCC Workplan, TCC18, Secretariat Corporate Plan, Commission task]	RESOURCE NEED	TIMELINE
Redesign and release <b>CCFS</b> to remove reliance on unsupported Sharepoint and provide tool to track observer report requests and response	Review and assessment of CCM suggested improvements and workplan for delivery of those that are feasible  Assessment of resource implications (time, people, cost) to implement and maintain those assessed as feasible	TCC Workplan TCC18 Agenda 5.3 (a) Outcomes: paragraph 30  Annex 3 provides the list as of today	Secretariat: - Setup (\$) - Ongoing	Release updates where feasible and subject to available resources  Update to TCC19

<b>TASKING DESCRIPTION</b> [Necessary IMS system upgrades and streamlining]	<b>OUTPUT REQUIRED</b>	<b>REFERENCE</b> [TCC Workplan, TCC18, Secretariat Corporate Plan, Commission task]	<b>RESOURCE NEED</b>	<b>TIMELINE</b>
<b>RFV redesign to remove reliance on unsupported Sharepoint and provide improved and streamlined user interface</b>	Design, test and release, including adjusting other IT system dependencies on the data  Review and assessment of suggested improvements, including integration of FLUX protocol  <i>Assessment of resource implications (time, people, cost) to implement and maintain those assessed as feasible and prepare a plan on those to be progressed</i>	TCC Workplan	Sect - Setup (\$) - Ongoing	Release planned for early 2023 – to include RFV, Charter Notifications, VTAF Management, MTU Audits
<b>WCPFC IT/VMS Security audit</b>	<i>Implement and maintain:</i> - Dynamic and continual assessment of WCPFC information systems; and - Annual penetration testing	TCC Agenda 9.3 Outcomes: paragraphs 58 - 59	Secretariat: - Setup - Ongoing (\$)	Completed before TCC19 (annual)
<b>Annual Report Part 2 and CMR online reporting system redesign to remove reliance on unsupported Sharepoint and provide improved and streamlined user interface</b>	Design, test and release, including adjusting other IT system dependencies on the data and information  Review and assessment of suggested improvements  <i>Assessment of resource implications (time, people, cost) to implement and maintain those assessed as feasible and prepare a plan on those to be progressed (including consideration of changes to CMS CMM)</i>	TCC Workplan	Sect - Setup (\$) - Ongoing (\$)	Update to TCC19 and WCPFC20

- Project Priority Area 3: Other TCC Workplan priorities

30. **Table 3** below presents a list of several other TCC workplan priority tasks, with updates considering the TCC18 recommendations. The Secretariat is forecasting some additional resources may be required in 2023 – 2025. Further discussions on the relative priorities amongst the list of non-routine items is expected to occur through consideration WCPFC19 agenda and as part of considering updates to the TCC Workplan 2022-2024. Noting that several of the items in

Table 3 are being progress through intersessional working groups, the outcome of the Commissions consideration of the recommended way forward presented by the respective Chairs and Co-Chairs will also affect the level of additional resources that may be required. The Secretariat expects that the establishment of the Compliance and Monitoring Analyst position (in accord with *Routine Tasks Strategy 3*) together with the additional resources for *Routine Tasks Strategy 2* will enhance the capacity of the Secretariat to support the various other TCC workplan priorities listed in the Table. The Secretariat notes that it may need to adjust the forecasted estimated costs presented in **Annex 2** should there be an expansion planned work during the period 2023 – 2025 compared to what is reflected in TCC18 outcomes.

**Table 3. Summary of forecasted non-routine tasks for Programme resources in 2022 – 2024 related to other TCC Workplan priorities** (blue text = ongoing routine tasks, (\$) = forecasted costs considered in Annex 2)

TASKING DESCRIPTION [Other TCC Workplan priorities]	OUTPUT REQUIRED	REFERENCE [TCC Workplan, TCC18, Secretariat Corporate Plan, Commission task]	RESOURCE NEED	TIMELINE
<p><b>TS-IWG support / Transshipment Management</b></p> <p>Review of CMM 2009-06</p> <p>Transshipment Analytics – 3 parts</p> <p>Implement observer transshipment reporting</p> <p>Two year review of observer transshipment reporting processes, data and outcomes</p> <p>Proposal that TS-IWG also consider FAO Tech Guidelines and meet in person prior to TCC19 (<b>WCPFC19-2022-DP02 - USA</b>)</p>	<p>Data analytics and presentation to support policy outputs</p> <p>Consider and provide advice on outputs from the TS-IWG including draft revised CMM 2009-06 and relevant data/reporting</p> <p><i>Assessment of implementation implications for revised CMM and observer reporting as work progresses on new reporting and amending the CMM including monitoring and reporting requirements and prepare a plan and implement those to be progressed</i></p>	<p>TCC Workplan</p> <p>TCC18 Agenda 7.6(a)</p> <p>Outcomes: paragraph 46 - 51</p>	<p>Secretariat: - Setup (\$) - Ongoing (\$)</p>	<p>Data analytics completed – Dec 2022 to May 2023 for final review of CMM2009-06 at TCC19 and WCPFC20 (2023)</p>

<b>TASKING DESCRIPTION</b> [Other TCC Workplan priorities]	<b>OUTPUT REQUIRED</b>	<b>REFERENCE</b> [TCC Workplan, TCC18, Secretariat Corporate Plan, Commission task]	<b>RESOURCE NEED</b>	<b>TIMELINE</b>
<p><b>ERandEMWG</b></p> <p>WGs to prepare draft CMMs and minimum standards (SSPs)</p>	<p>Support WGs</p> <p>Support provision of expert advice to support development of CMMs and SSPs</p> <p>Consider and provide advice on outputs from the ERandEMWG including draft EM CMM</p> <p><a href="#">Provide advice on implementation issues and resource implications including consequential amendments, and monitoring and reporting needs as well as the supporting processes and systems and prepare a plan and implement those to be progressed</a></p> <p>Support the online discussion forum to facilitate progression of the workplan</p>	<p>TCC18 Agenda 7.5 Chair’s report from 5<sup>th</sup> ERandEMWG meeting (WCPFC-TCC18-2022-19) paragraph 26</p>	<p>Secretariat:          - Setup (\$) - Ongoing (\$)</p>	<p>Mid 2023- for TCC19 and WCPFC20</p>
<p><b>ERandEMWG</b></p> <p>Data quality review (links to ROP-IWG and TS-IWG))</p>	<p><a href="#">Monitor adherence to operational catch and effort data submission + observer data in accord with agreed SSPs for E-reporting from 1 January 2024</a></p>	<p>TCC18 Agenda 7.5 Outcomes: paragraph 44</p>	<p>Secretariat:          - Setup (for new data) - Ongoing</p>	<p>AR E-reporting to TCC19 to assess progress</p> <p>AR E-reporting to TCC20 to assess compliance</p> <p>[Links to AR ROP and AR-TS)</p>



<b>TASKING DESCRIPTION</b> [Other TCC Workplan priorities]	<b>OUTPUT REQUIRED</b>	<b>REFERENCE</b> [TCC Workplan, TCC18, Secretariat Corporate Plan, Commission task]	<b>RESOURCE NEED</b>	<b>TIMELINE</b>
<b>IWG-ROP reactivation</b>  <b>Review ROP data fields:</b> - transshipment observer minimum data standards; - whale shark and cetaceans data for CCFS and CMS processes; - FAD data fields; - other ROP data fields in TCC Workplan 2022-2024 project specific (j); - and any CMM that should be prioritized	Reactivated IWG supported  Support and advice during the review process  <i>An assessment of proposal for implementation implications including reporting and the monitoring CMR process and other process and system changes as relevant</i>	TCC Workplan  TCC18 Agenda 5.5(a) paragraph 36 – 38 7.6(a) Outcomes: paragraph 47 - 48	Secretariat: - Setup - <i>Ongoing (\$)</i>	Report to TCC19 and WCPFC20 (and 21?)
<b>Crew Labour Standards</b>  Design new CMM to improve crew labour standards	Support intersessional workshops including providing advice on CMM development process  <i>Provide advice on implementation issues and resource implications including consequential amendments, and monitoring and reporting needs as well as the supporting processes and systems and prepare a plan and implement those to be progressed</i>	TCC18 Agenda 7.7 Outcomes: paragraph 55	Secretariat: - Setup - <i>Ongoing</i>	Update to WCPFC19
<b>VMS Annual Report</b>  Progress VMS-SWG recommendations adopted by WCPFC18	<i>TCC Required Report for VMS for TCC19 to include an update on the status of implementation against VMS-SWG recommendations and update VMS Annual Reporting process</i>	TCC18 Agenda 7.2 Outcomes: paragraph 42	Secretariat: - Setup - <i>Ongoing</i>	Completed before TCC19

<b>TASKING DESCRIPTION</b> [Other TCC Workplan priorities]	<b>OUTPUT REQUIRED</b>	<b>REFERENCE</b> [TCC Workplan, TCC18, Secretariat Corporate Plan, Commission task]	<b>RESOURCE NEED</b>	<b>TIMELINE</b>
<b>SP Albacore CMM review</b>  'Interpretation of actively fishing for'	Review process supported as required and assessment of implementation implications	TCC18 Agenda 5.4 (b) Outcomes: paragraph 35	Secretariat: - Setup - Ongoing	Update to WCPFC19
<b>Port State Minimum Standards</b>  Review CMM on minimum standards for Port State Measures	Review and consider effectiveness of CMM 2017-02 , and any financial and administrative burdens associated with its implementation.  Assessment of implementation implications for revised CMM as work progresses, including monitoring and reporting requirements, and prepare a plan and implement those to be progressed	TCC Workplan (k)	Secretariat: - Setup - Ongoing (\$)	Review of CMM 2017-02 at TCC19 and WCPFC20 (2023)
<b>Shark mitigation and fishery management (CMM 2019-04)</b>  Secretariat to work with CCMs to retrospectively update annual catch estimates of key shark species to separate north and south of the equator	Updated data  Assessment of implications and update data collection, review and reporting processes	TCC18 Agenda 7.1 Outcomes: paragraph 41	Secretariat: - Setup - Ongoing	TCC19 and WCPFC20, and possibly future years
<b>Southwest Pacific Swordfish CMM</b>  Proposal for a revised draft CMM covering southwest Pacific swordfish (WCPFC19-2022-DP07 - FFA)	Assessment of implications to implement including an update of data collection, review and reporting processes	TCC18 Agenda 7.6 (c.) Outcomes: paragraph 53	Secretariat: - Setup - Ongoing	TCC19 and WCPFC 20

TASKING DESCRIPTION [Other TCC Workplan priorities]	OUTPUT REQUIRED	REFERENCE [TCC Workplan, TCC18, Secretariat Corporate Plan, Commission task]	RESOURCE NEED	TIMELINE
<p><b>CMM updates and reviews</b></p> <p>CMM 2014-03 - RFV SSPs updated</p> <p>CMM 2019-04 Shark CMM updated (<b>WCPFC19-2022-DP01</b> – USA &amp; Canada)</p> <p>Suppl_CMM 2011-03 Graphics to support Guideline on best Practices for the Safe Handling and Release of Cetaceans</p> <p>CMM 2013-05 CMM 2013-05 on Daily Catch and Effort Reporting CMM updated (<b>WCPFC19-2022-DP05</b> – FFA)</p>	<p>Amend and release updated CMMs/Guidelines</p>	<p>TCC18 Agenda 7.4 Outcomes: paragraph 43</p> <p>TCC18 Agenda 7.6 (e) Outcomes: paragraph 54</p> <p>TCC18 Agenda 10 Outcomes: paragraph 65</p> <p>TCC18 Agenda 7.5 Outcomes: paragraph 44 and 45</p>	<p>Secretariat: - Setup</p>	<p>Update after WCPFC19</p>

## Conclusion

31. The preliminary assessment of the forecast of the future work commitments of the Programme in this paper clearly indicates that, across all the above activities, there is a potentially significant incremental increase in resource commitment for the Secretariat to support over the next two to three years. A number of these project tasks will or in other cases, are highly likely to result in additional new routine work once implemented. This ongoing incremental growth in demands for Secretariat resources means continuing careful consideration and planning is required. The Secretariat has also proposed the establishment of a Compliance and Monitoring Analyst position (see [WCPFC19-2022-FAC16-11](#)) as a more permanent arrangement so that Secretariat can respond to the forecasted growth in analytical work in support of TCC workplan activities.

32. The Secretariat intends to keep the proposed activities in **Annex 2** under close consideration as WCPFC19 meeting progresses and will also do so in discussion with the Chairs/Co-Chairs of the IWGs and TCC Chair and TCC Vice-Chair. Depending on the outcomes of WCPFC19, support through additional consultancies, secondment and in-kind assistance might

be still necessary for the Secretariat to successfully deliver on all tasked priority activities alongside the Programme's routine work tasks.

### **Recommendation**

33. WCPFC19 is invited to note the paper and the efforts of the Secretariat to map out the resource implications of future work commitments for the Secretariat's MCS and Compliance Programme in support of the work of the TCC for the period 2023 to 2025.

**Background note and excerpts from the WCPFC Secretariat Corporate Plan 2020 – 2023 of goals, objectives and activities related to the Secretariat delivery in support of TCC workplan**

The Commission at the WCPFC16 in Port Moresby, PNG accepted the Secretariats Corporate Plan 2020 – 2023 as a living document to guide the work of the Secretariat. The stated **Mission** for the Secretariat is “to provide efficient and effective secretariat services to enable the WCPFC to fulfil its key mandate to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean.” The intent of the Corporate Plan for the Secretariat is to describe the mission, goals and objectives of the Secretariat to guide the activities necessary to achieve those objectives over 2021 – 2023.

Specifically, in support of the Technical and Compliance Committee and its associated work plan, the Corporate Plan elaborates three objectives that are nested under two goals for Secretariats service delivery. The relevant Goals and associated objectives are as follows:

**Goal 2: To manage the provision of technical, scientific and compliance information and advice to the WCPFC**

*Objective 2.1: Effectively administer the WCPFC’s MCS and Compliance Programmes and activities*

	Figure 1 activity code
<b>2.1.1</b> Serve as the Secretariat to the TCC and its Working Groups, including providing support to the annual compliance monitoring scheme processes and discussion of MCS and Compliance related matters.	
<b>2.1.2</b> Administer the technical operation of the Commission’s agreed arrangements for monitoring, control and surveillance which include <i>inter alia</i> the Commission’s Record of Fishing Vessels, Vessel Monitoring System, Regional Observer Programme, IUU Vessel List, High Seas Boarding and Inspection Scheme, Monitoring of high seas transshipment activities and administration of data access rules and procedures.	
<b>2.1.3</b> Prepare a draft Compliance Monitoring Report concerning each CCM and collective obligations for review by the TCC, that incorporates information submitted by CCMs and records the final compliance assessments adopted by the Commission each year.	
<b>2.1.4</b> Prepare and maintain online annual reporting and compliance monitoring reporting systems for use by CCMs to fulfil Commission reporting requirements.	
<b>2.1.5</b> Maintain the WCPFC online compliance case file system as a secure, searchable system to store, manage and make available information to assist relevant CCMs with tracking alleged violations by vessels, and as decided by the Commission.	
<b>2.1.6</b> Compile, analyse and disseminate MCS related data and information on CCMs compliance and fisheries management programs, and convey that advice to CCMs.	
<b>2.1.7</b> Research new and emerging technologies and procedures that will enhance the Commission’s MCS efforts and CCMs annual reporting to the Commission.	
<b>2.1.8</b> Implement other approved TCC-related activities including provision of technical advice.	

**Figure 1 activity code**

	Post WCPFC outcomes website updates incl. CMMs and CMS related outcomes, prepare AR and CMR online systems, key dates calendar		IMS/website development		Routine CMM reporting and MCS data requests, Assist CCMs, Review CCFS updates
	dCMR prep and finalisation		Project activities		TCC prep and follow-up post TCC

**Goal 3: To manage the collection and dissemination of data and information related to the work of the WCPFC**

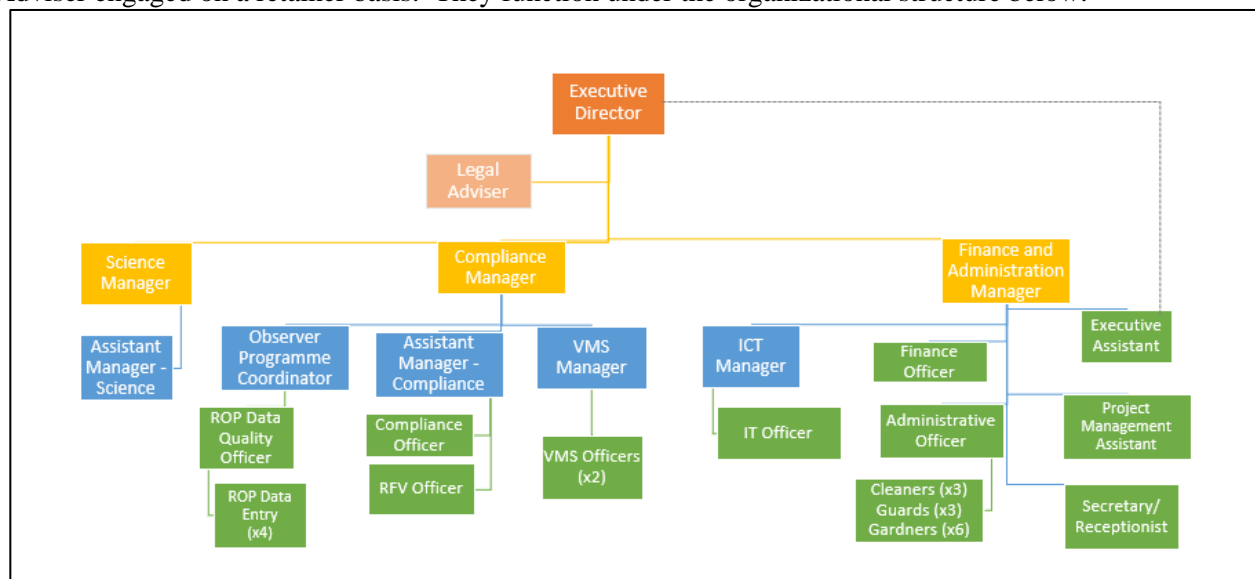
*Objective 3.1 Collect and disseminate relevant data and information to facilitate the work of the WCPFC and its CCMs in accordance with applicable rules.*

<b>3.1.1</b>	Collect data and maintain databases for resource assessments and other information needs to support the work of the Commission.		
<b>3.1.2</b>	Develop and manage IT tools and solutions to enhance access to data and information.		
<b>3.1.3</b>	Facilitate consideration by the Commission of emerging and more efficient and cost-effective technologies in data collection and analysis that meet the Commission needs.		
<b>3.1.4</b>	Administer the collection of quality data from contractors and CCMs as may be required.		
<b>3.1.5</b>	Administer the collection of compliance, stock assessment and other data from, and dissemination of such data upon request to, national programmes, scientists, compliance managers, other collaborating agencies and industry bodies.		
<b>3.1.6</b>	Administer the Commission’s Rules and Procedures for the Protection, Access to, and Dissemination of Data.		

*Objective 3.2 Acquire and maintain reliable, cost-effective and secure IT systems and infrastructure to ensure the integrity of and access to WCPFC data and information.*

<b>3.2.1</b>	Develop and manage the Commission’s information management systems, online compliance reporting tools and electronic reporting systems.		
<b>3.2.2</b>	Research new and emerging technologies and procedures to enhance the Commission’s capacity in the dissemination and conveyance of data and information.		
<b>3.2.3</b>	Plan for, design, develop and manage the ICT requirements of the Secretariat.		
<b>3.2.4</b>	Provide ICT support to Commission meetings.		
<b>3.1.5</b>	Implement the Commission’s Information Security Policy (ISP) and cyber security program in accordance with internationally recognized standards and best practices		

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 organizational structure below:





**Annex 2 – Summary of Proposed budget 2023 and Indicative Budget 2024 and 2025 for select rows in Part 2.3 Technical and Compliance Programme (WCPFC19-2022-FAC16-07 rev1)**

<b>Part 2.3 Technical &amp; Compliance Programme</b> (selected rows)	<b>Proposed budget 2023</b> (FAC16-07_rev1)	<b>Indicative budget 2024</b> (FAC16-07_rev1)	<b>Indicative budget 2025</b> (FAC16-07_rev1)	<i>Notes</i>
Vessel Monitoring System - Security Audit	11,900	11,900	11,900	<i>Table 2 (Priority Project)</i>
Information Management System	120,000	120,000	120,000	<i>Table 2 (Priority Project)</i>
AR Part 2/CMS online host. and pub.	20,000	40,000	20,000	<i>Routine tasks strategy 1</i>
Enhance Secretariat Analytical capacity	80,000	40,000	40,000	<i>Routine tasks strategy 2 Table 1 (Priority Project) Table 3 (Priority Project)</i>
E-monitoring and E-reporting activities	30,000	30,000	30,000	<i>Table 3 (Priority Project)</i>
CMS Future work	80,000	50,000	30,000	<i>Table 1 (Priority Project) Table 2 (Priority Project)</i>

- Estimated costs for *Routine tasks strategy 3*: Proposed establishment of Compliance and Monitoring Analyst position to commence in 2023 (see WCPFC19-2022-FAC16-11)
  - Salary and Benefits- \$133,800 – 190,500
  - Establishment costs- \$25,565
  - Annual Travel- \$22,000 (for four trips)
  
- Notes on relevant Supplementary Funds received (WCPFC19-2022-FAC16-08 *Status of Other Funds* and from previous year papers):
  - 2020 U.S. Voluntary Contribution – for E-Monitoring workshops or pilot projects: \$21,000 balance remaining (from \$47,500)
  - 2022 U.S. Voluntary Contribution – for RFV improvement develop RFV mobile APP: \$25,000
  - 2022 EU Grant – for RFV improvement FLUX Capability: \$19,253
  - 2022 U.S. Voluntary Contribution – additional compliance review days (extend TCC for up to 3 days or fund smaller intersessional compliance meeting): \$60,000

**Annex 3. Suggestions of areas CCMs would like to be considered in a workplan for further improvement of the CCFS and notes on feasibility (As of 9 November 2022)**

<b>Feature</b>	<b>Expected effort (days)</b>	<b>Secretariat Response</b>
1. Add a filter to the dashboard view allowing CCMs to filter all cases by Observer and CCM Initiated Case Types (FAI, OAI, SHK, CWS, POL, PAI, AIR, HSBI, PORT, VMS, OTH)	<b>0.5</b>	Completed
2 Allow multiple files to be attached as a response to an observer report request	<b>0.5</b>	In progress
3. Increase allowed file size of an observer report	<b>0.5</b>	In progress
4. Allow sort on Vessel column. Currently not working as expected	<b>0.75</b>	In progress
5. Allow sort on Case ID and last Updated Date	<b>0.25</b>	In progress
6. Rearrange filtering options, move event year and notified year out of advanced to primary filter options	<b>0.25</b>	In progress
7. Add Report Requested as a filter to be used in conjunction with Report Received	<b>0.25</b>	In progress
8. Display Report Requested Date in the list of cases	<b>0.25</b>	In progress
9. Allow case responses to be imported in bulk from a spreadsheet	<b>2.5</b>	This provides a high level of flexibility and would be similar to the processing approach used in the new RFV
10. Submit same response to multiple cases	<b>2.5</b>	This could allow related cases to be updated for the same trip but to update unrelated cases would be awkward
11. In addition to online training, downloadable training videos are also a cost-effective way of providing training to CCMs and something that the Secretariat should explore	<b><i>tbc</i></b>	Possible options are under consideration with application to wider WCPFC online systems
12. Improvement in vessel search functionality	<b><i>tbc</i></b>	Under consideration - selecting from a limited list of vessels will need some further analysis to keep page load response times down.
13. CCFS should have the contact point from each CCMs, especially the contact information of observer provider and flag CCMs, facilitate the communication between each other. The CCFS further could develop the communication function like leaving message direct to the observer provider or flag CCMs which could prove the endeavor of both sides to settle the outstanding case and protect the interest of both sides.	<b><i>tbc</i></b>	Under consideration