
**DRAFT PROGRAMME OF WORK FOR THE SECRETARIAT AND SCHEDULE OF
MEETINGS OF THE COMMISSION FOR 2005**

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Note by the Secretariat

1. The purpose of the present document is to provide information in order to enable the Commission to adopt a programme of work for the Secretariat of the new Commission in 2005 and to assist the Commission in deciding upon a schedule of meetings for 2005. Since the Executive Director of the Commission will not be appointed until December 2004 when the Commission meets for the first time, and in view of the need for continuity between the end of the Preparatory Conference and the establishment phase of the Commission, the present document has been prepared on an exceptional basis by the Interim Secretariat of the Preparatory Conference. It is not intended in any way to pre-empt the responsibility of the incoming Executive Director, as chief executive officer of the Commission, to appoint and manage the staff of the Secretariat and to propose a detailed programme of work to the Commission. Rather, the intention is to draw the attention of the Commission to the need for certain key tasks to be carried out within the first few months of the Commission's existence.

2. It must also be borne in mind that, on present indications, it is highly likely that the Commission will be in a deficit budget situation during 2005. This will necessarily impose strict limitations on how much of the proposed work programme can be achieved in practice.

I. PROGRAMME OF WORK FOR THE SECRETARIAT

3. In the early phase of the Commission's existence, the emphasis of the programme of work for the Secretariat will be organizational and administrative in nature. In particular, it will be necessary to implement the relevant decisions and recommendations of the Preparatory Conference. Among the key items that **must** be done during 2005 are the following:

- (a) Development of detailed duty statements for each of the approved Secretariat positions, based on the recommendations of WG.I of the Preparatory Conference;
- (b) Preparation and submission to the Commission of draft Staff Regulations setting out the terms and conditions for the staff of the Secretariat;
- (c) Timely recruitment of key staff positions (subject to budgetary constraints);
- (d) Establishment of necessary financial management systems;
- (e) Preparation for, organization and servicing of the meetings of the Commission and its subsidiary bodies in 2005;

(f) Development of a comprehensive multi-year work programme for adoption by the Commission in 2005; and

(g) Preparation of a draft budget of the Commission for 2006.

4. A number of other tasks may be considered highly desirable, but not essential, to complete during 2005. These include:

(a) Establishment of a Commission website;

(b) Development of cooperative arrangements with IATTC and other relevant international organizations;

(c) Commencement of technical work on the establishment of a record of fishing vessels and authorizations to fish.

5. Subject to the decision of the Commission relating to the establishment of the headquarters of the Commission, and subject to the financial situation, a great deal of time is likely to be taken up in discussions with the host government concerning the practical, legal and financial implications of establishing the Commission headquarters.

II. SCHEDULE OF MEETINGS OF THE COMMISSION FOR 2005

6. The Commission will need to take a decision on the date and place of its annual meeting in 2005. In considering this matter, the Commission will need to balance the following factors:

(a) The first three months of 2005 are likely to be a period of transition between the Preparatory Conference and the Commission. During this time it is expected that the incoming Executive Director will be appointed and it will be possible to complete the handover from the Preparatory Conference. It is unlikely that the incoming Executive Director will have sufficient time to prepare for a full Commission meeting before the middle of 2005.

(b) In any case, the Commission is unlikely to have sufficient funds to hold more than one meeting in 2005 (including meetings of its subsidiary bodies).

(c) But on the other hand, Working Group II of the Preparatory Conference recommended that, to obtain the maximum benefit from the stock assessment cycle, the Commission meeting be held in the final quarter of the year, with meetings of the Scientific Committee and Specialist Working Groups in August.

(d) The calendar of meetings of other international and regional organizations.

7. Taking all the above factors into account, the Commission may feel that the earliest a full Commission meeting could be held would be July or August 2005. On the other hand, to delay the meeting to late in the year may lead to a loss of continuity and momentum from the Preparatory Conference. For financial reasons, the Commission may also decide that, for 2005, the meetings of the Commission and its subsidiary bodies should be held back to back, without prejudice to the possibility of reconsidering the recommendations of WG.II in relation to the schedule of meetings for 2006.

8. No specific recommendations are made as to the location of the meetings of the Commission in 2005. Members of the Commission are invited to consult on this matter.

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