SCIENTIFIC COMMITTEE
FOURTH REGULAR SESSION

11-22 August 2008
Port Moresby, Papua New Guinea

[DRAFT] GUIDELINES OUTLINING THE PROCESS FOR FORMULATING THE WORK PROGRAMME AND BUDGET OF THE SCIENTIFIC COMMITTEE

WCPFC-SC4-2008/GN-WP-3

Paper prepared by the Secretariat

1. Introduction

1. The science work programme of the Commission involves i) the identification and adoption of research priorities for the Commission, ii) agreement on the level of budget support required to support scientific research in the Commission and iii) the mechanism to implement the priority projects agreed by the Commission. Options for implementation of activities to address reearch priorities include i) contracting to the Commission's existing science service provider, ii) CCMs volunteering to undertake the research, or iii) contracting to a third party. Two options are proposed for a process fo formulating and implementing the science work programme. The Scientific Committee is invited to consider these and recommend a procedure to support the future identification, selection, implementation, monitoring and reporting for tasks and activities that respond to the scientific research priorities of the Commission.

2. The Commission's Strategic Research Plan (Attachment P in the SC3 Summary Report) that was adopted at WCPFC3 draws on the Convention to describe the broad areas of focus that are required to support the science function in the Commission. The Third Regular Session of the Scientific Committee (SC3), which met at Honolulu, Hawaii, 13-24 August 2007, identified a priority SC Work Programme, consisting of about 60 projects (Attachment O in the SC3 Summary Report), which would support the implementation of the Strategic Research Plan. The Strategic Research Plan and associated SC Work Programme will be reviewed annually during each regular session of the Scientific Committee. The budget allocated by the Commission to support scientific research in recent years has been approximately USD 650,000. A detailed breakdown of the current science budget is described in Table 1 below.

Table 1. Breakdown of the current scientific budget (USD)

SPC science service, including ERA, seabird interaction and tagging project	465,000
IPDCP, including rescue of historical catch data	115,000
Other individual projects	**70,000**
Total	650,000

'Projects' generally accommodate a theme which can support a number of related activities and tasks.

2   Option A

2.1   Process

3.   A draft schedule to support the process of updating the SC Work Programme and identifying projects to be supported by the WCPFC Science Budget is presented in the Table 2 below. It relies on the selection of a Research Sub-committee (RSC) by the Scientific Committee. It is proposed that, except during the regular session of the Scientific Committee, the RSC will conduct its work electronically.

4.   In June and July each year, the RSC will review proposals received in response to a Call for Research Proposals based on the Research Priority List endorsed by the previous annual session of the Commission. The RSC then will make recommendations to the Scientific Committee on each proposal. If required, for any proposal the RSC may seek an adjustment of the scope of study and/or the proposed budget. . The RSC will also review and make recommendations to the SC on the Research Priority List and the size of the WCPFC Science Budget. The Scientific Committee will review the recommendations from the RSC, then update and finalize recommendations on each proposal to the Commission for its final selection and funding.

5.   The composition of the RSC should be science-based but also accommodate a range of views from other stakeholder groups. Membership should be limited to around ten with one member acting as Chair and the WCFPC Science Manager providing secretarial support. One suggestion would be for the group to comprise the six SWG convenors and 4-5 other SC members. The composition and selection process for membership of the RSC will be discussed at the Scientific Committee, though an informal small group may consider and prepare a recommendation on this issue to facilitate consideration of this process in the SC.

6.   Terms of Reference of the RSC:

   a.   Review research proposals submitted to the Secretariat in response to the Call for Research Proposals and make recommendations to the Scientific Committee on each proposal, including its budget.

   b.   Review and update the Research Priority List and make a recommendation to the Scientific Committee.

   c.   Recommend the size of the WCPFC Science Budget to the Scientific Committee.

2.2   Schedule for the selection of SC Work Program projects

7.   Table 2 describes the tasks to be undertaken by each identified WCPFC body and the schedule based on an annual cycle. Features of this proposal include, i) during June and July the RSC reviewing the submitted research proposals and making a recommendation to the SC, ii) the RSC reviewing and updating the Research Priority List and making a recommendation to the SC on this and the size of the WCPFC Science Budget, iii) the SC reviewing, and revising as required, the SC Work Programme and the recommendations of the RSC and making final recommendations to the Commission, and iv) the Commission reviewing the SC recommendations and making the final selection of projects for funding support.

Table 2. Summary Guidelines outlining the process for formulating the work programme and budget of the Scientific Committee

Time/Responsibility	Activities
January **Secretariat**	• Formalise contracts for projects recommended by the previous SC and approved by the Commission at its December meeting. • Post "Call for Research Proposals" recommended by the previous SC and approved by the Commission on WCPFC website (including 'Research Priority List')
31 May **Secretariat**	• Closing date for full research proposals to be received by WCPFC Secretariat.
June – July **Research Sub-committee** **(RSC)**	• Review research proposals, and if required correspond with proposers about modifications to the scope and budget of proposals. • Draft recommendations to the SC on the funding or otherwise of each project. (Secretariat will post on website for consideration at SC). • Review, and revise as required, Research Priority List and draft recommendation to SC. • Based on SC Work Programme make recommendation to SC on size of WCPFC Science Budget.
August, year **Scientific Committee**	• Review, and revise as required, RSC recommendations on individual proposals and draft final recommendation to Commission. • Based on research identified by SWGs, review, and revise as required, the SC Work Programme (Attachment O in the SC3 Summary Report) and draft recommendation to Commission. • Review, and revise as required, RSC recommended Research Priority List (used to Call for Research in following January) and draft recommendation to Commission. • Based on SC Work Programme recommend Science Budget to the Commission (to provide guidance on Call for Research Proposals in following January). • Select experts for the RSC for next term, if needed.

December **Commission**	• Review SC recommendations and make final selection of individual research proposals and approve associated budgets. • Review, modify as required and endorse all SC recommendations in relation to SC Work Programme, Research Priority List and Science Budget associated with the Call for Research Proposals the following year.
January **Secretariat**	• Formalise contracts for projects approved by the Commission at its December meeting. • Post "Call for Research Proposals" on WCPFC website (include 'Research Priority List' recommended by SC and endorsed by Commission at previous meetings.)

3   Option B

3.1   Process

8.   A draft schedule to support the process of updating the SC Work Programme and identifying projects to be supported by the WCPFC Science Budget is presented in the Table 3 below. It relies on the selection of a Research Sub-committee (RSC) by the Scientific Committee. It is proposed that, except during the regular session of the Scientific Committee, the RSC will conduct its work electronically. Under the Option B, the RSC has two key functions in each year;

a.   In March, the RSC will review proposals received in response to Calls for Expressions of Interest for the prioritised research projects endorsed at the previous annual session of the Commission and select the best proposals for funding support; and

b.   In June, the RSC will draw on the advice and recommendations of the previous year's discussions and the SC Work Programme to recommend a list of priority research projects with an estimate of budget each project to the Scientific Committee.

9.   The composition of the RSC should be science-based but also accommodate a range of views from other stakeholder groups. Membership should be limited to around ten with one member acting as Chair and the WCFPC Science Manager providing secretarial support. One suggestion would be for the group to comprise the six SWG convenors and 4-5 other SC members. The composition and selection process for membership of the RSC will be discussed at the Scientific Committee, though an informal small group may consider and prepare a recommendation on this issue to facilitate consideration of this process in the SC.

10.   Terms of Reference of the RSC:

a.   Recommend to the Scientific Committee a list of priority research projects, the expected level of budget related to each project, and scope and tasks for each project;

b.   Review research proposals submitted to the Secretariat in response to the Calls for Expressions of Interest and select the best proposals received for funding support.

11.   Projects selected for funding support may be implemented under the science services provider arrangement with the SPC-OFP, by CCM research agencies or by third parties under contract. The annual regular session of the SC will recommend the preferred implementation arrangements for each project.

3.2   Schedule for the selection of SC Work Program projects

12.   Table 3 describes the tasks to be undertaken by each identified body and the schedule based on an annual cycle. Features of this proposal include the establishment of an RSC, a recommendation on individual budget to each prioritized research project to the Commission, and the RSC's selection of the best individual project proposals based on the selection criteria to be established.

Table 3. Summary Guidelines outlining the process for formulating the work programme and budget of the Scientific Committee

Time/Responsibility	Activities
January **Secretariat**	• Advertise a call for EOI for Commission endorsed projects (including a detailed Information Package). Closing date will be early March.
March **Research Sub-committee (RSC)**	• Select the best proposals
April **Secretariat**	• Contract and monitor project execution until the end of the contract
June – July **RSC**	• Recommend to the Scientific Committee a list of priority research projects with an expected level of budget, and scope and tasks related to each project
August, year (y) **Scientific Committee**	• Review and update the SC Work Programme (Attachment O in the SC3 Summary Report) and make recommendations to the Scientific Committee. • Review, and revise as required, the RSC recommendations on the list of prioritized research projects, an indicative budget for each project, and scope and tasks for each research project. • Recommend on new or emerging research priorities identified during the Scientific Committee meeting. • Select experts for the RSC for next term, if needed.
December, year (y) **Commission**	• Review and endorse priority research projects, budget and scope and tasks • Any other research recommended during the Commission meeting
January, year (y+1) **Secretariat**	• Advertise Information Package calling for EOI for Commission endorsed science work program