
**FIRST MEETING
OF THE
TECHNICAL AND COMPLIANCE COMMITTEE
OF THE COMMISSION FOR THE CONSERVATION AND MANAGEMENT OF
HIGHLY MIGRATORY FISH STOCKS IN THE WESTERN AND CENTRAL
PACIFIC OCEAN, POHNPEI, FEDERATED STATES OF MICRONESIA,
5-9 DECEMBER 2005**

WCPFC/TCC1/20
5th November 2005

Requirements of Developing States
[draft paper for WCPFC/Comm.2/]

Prepared by the Secretariat

Introduction

1. Paragraph 3, Article 30 of the Convention establishes “*a fund to facilitate the effective participation of developing States Parties, particularly small island developing States, and, where appropriate, territories and possessions, in the work of the Commission, including its meetings and those of its subsidiary bodies*”.

2. The Final Report of Working Group II (WG. II), which was adopted at the Inaugural Session of the Commission in December 2004, considered the special requirements of developing States and territories with respect to data requirements and technical capacities in the light of document WCPFC/PrepCon/WP.15/Add.1, *Capacity of Pacific Island Countries and Territories to meet the likely data requirements of the Central and Western Pacific Fisheries Commission*. It recommended the development of a long term strategy for building the capacity of Pacific Island countries and territories to participate in the science aspects of the Commission.

3. Similar capacity building for Pacific Island countries and territories is required for other aspects of the Commission’s work relating to conservation and management – as identified in Regulation 7.1 (a) of the Financial Regulation adopted by the Commission at its Inaugural Session in December 2004. Regulation 7 also details the purpose of the Special Requirements Fund identified in Article 30 of the Convention and provides some guidelines on the process for securing support from the Fund.

Developments during 2005

First Meeting of the Scientific Committee, 8-19 August, 2005, Noumea, New Caledonia

4. In recognition of the need to bring into effect Article 30 of the Convention, and following the proposal of WG. II, the Scientific Committee discussed the special requirements of developing states and participating territories. The Scientific Committee recommended:

- a. that the Commission include the following activities under the Special Requirements Fund:

- i. Workshops, with the priority on building capacity in interpreting regional stock assessments and oceanographic data;
 - ii. Programme of targeted in-country assistance to support the development of domestic fisheries monitoring programmes;
 - iii. Commission scholarship scheme for tertiary and post graduate study and work experience at appropriate institutes and organisations through existing programmes, with emphasis on tunas and associated species; and
 - iv. Fellowship programmes to support technical personnel to work collaboratively at agencies such as FFA, SPC or other relevant science and policy bodies, and to support in country activities by visiting experts, particularly experts from other Commission Members.
- b. The Commission endorse early and positive support for contributions to the Special Requirements Fund in response to the above needs, and requested the Executive Director to give the establishment of the Fund, its operating procedures and effective implementation a priority.

The First Meeting of the Technical and Compliance Committee, 5-9 December 2005, Pohnpei, Federated States of Micronesia

5. The special requirements of developing states and participating territories will be considered during the First Meeting of the Technical and Compliance Committee, 5-9 December in Pohnpei.

6. That Meeting will be requested to provide further advice for priority activities for funding consideration under the Special Requirements Fund. It may also advise on operational procedures for the administration of the Fund.

Guidelines and procedures

7. The Secretariat has drafted guidelines and operational procedures for the administration of the Special Requirements Fund for the consideration of the Commission (Annex).

The Second Session of the Commission

8. The Commission is invited to:
- a. Consider the advice and recommendations of the Scientific Committee and the Technical and Compliance Committee to confirm priority activities for funding consideration under the Special Requirements Fund in 2006;
 - b. Urge Members of the Commission to pledge contributions to the Special Requirements Fund;
 - c. Provide guidance in relation to further elaboration of guidelines and operational procedures for the Special Requirements Fund (see Annex); and
 - d. Discuss the need and means for the Commission to prepare a long term strategy for capacity building for Pacific Island countries and participating territories to facilitate effective participation in all aspects of the Commission's work and promote the efficient implementation of the Convention.

[Draft] Guidelines and Operational Procedures for the Special Requirements Fund

1. Pursuant to Article 30 of the Convention on the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean the Commission has established a Special Requirements Fund to facilitate the effective participation of developing States Parties, particularly small island developing States, and, where appropriate, territories and possessions, in the work of the Commission, including its meetings and those of its subsidiary bodies.
2. Regulation 7 of the Financial Regulations, adopted by the Commission at its Inaugural Session in December 2004, details the purposes of the Special Requirements Fund which include:
 - Assisting developing State Parties, small island developing State members of the Commission, and where appropriate, territories and possessions, with human resources development, technical assistance and transfer of technology in relation to conservation and management of highly migratory fish stocks in the Convention Area and development of fisheries for such stocks; and
 - Building capacity for activities in key areas such as effective exercise of flag State responsibilities, monitoring, control and surveillance, data collection and scientific research relevant to highly migratory fish stocks on a national and/or regional level.
3. Drawing from guidance provided in Financial Regulation 7 guidelines for applying for assistance from the Special Requirements Fund have been have been [adopted] by the Commission [Appendix A]. Only proposals received in the format described in Appendix A will be considered for support from the Fund.
4. By the 30th June each year, the Executive Director will write to members, cooperating non-members or other sources of potential support for the Special Requirements Fund seeking voluntary contributions to the Fund for the subsequent financial year.
5. The Executive Director will notify members of the level of available funds in the Special Requirements Fund on the first business day of each financial year. The invitation to access the available funds for any particular period will remain open for as long as funding is available for drawdown in that financial year.
6. Submissions seeking support from the Special Requirements Fund should be addressed to the Executive Director.
7. A review of proposals received from developing State Parties or participating territories to access funds from the Special Requirements Fund may involve senior staff of the Commission (the Science Manager, Compliance Manager, Data Manager and/or the Finance and Administration Officer), the chairperson of subsidiary bodies of the Commission, affiliate institutions providing advisory services to the Commission or independent experts.
8. The Commission will make best efforts to complete an initial assessment of proposals received, and communicate the result of that assessment, within 45 days of the receipt of the proposal by the Commission.
9. The Special Requirements Fund will be administered according the Financial Regulations of the Commission.

Guidelines and Operational Procedures for the Special Requirements Fund

- Proposal should be prepared in Times Roman 12 font.
- Proposal content should be succinct, unambiguous, and descriptive.
- Proposals must be signed by the relevant Commissioner or appropriately authorized alternate.
- Proposals that do not meet these criteria may be returned unprocessed.

I. Proposal Cover Sheet [Check List] [check to ensure that the following are included in the proposal]

- Date of formal submission to the Commission
- Required signatures
- Proposal Summary (250 words)
- Contact details for the Project Manager
- Introduction: current situation, needs assessment, relationship to the Convention and participation in the work of the Commission, previous activity related to the proposal, objectives, impact, importance and potential benefits.
- Methods and approach, description of major tasks, partnership roles and responsibilities, fisheries and environmental impact, long-term planned related work.
- Project Management roles and responsibilities (particularly that of the project manager), narrative and financial reporting schedule.
- Support Arrangements, relations with other institutions, agencies or organizations.
- Expected Results and Outcomes
- Itemized Budget, Co-financing and audit arrangements
- Personnel overview
- Reference Literature

II. Date of Submission

The date the submission is forwarded to the Commission.

III. Project Summary (250 words)

A Project Summary must be completed and inserted immediately behind the Proposal Cover Sheet [Check List].

IV. Proposal Narrative (6 pages maximum)

A. Introduction

1. Situation, Need, and Previous Efforts – Describe gaps in knowledge or capabilities, why the proposed project should be performed, review significant work related and how the project is relevant to the purpose of the Special Requirements Fund.

2. Objective(s) – State the anticipated outcome(s).

3. Applications, Benefits, and Importance - Describe how the anticipated results relate to the purpose/objectives of the Convention, the expected benefits, including the utility of the results to other Members of the Commission.

B. Methods and Approach

1. Description of Major Tasks- Divide the proposed effort into a meaningful set of tasks that must be performed to accomplish the objective(s) and describe each task.

2. Environmental Impact - State and explain any possible impact that your project will have on the environment and fisheries in the WCPO.

3. Future Efforts - If there are future efforts that should be performed in order for the project to be meaningful, or of major significance, please describe briefly the type, extent, and timing of those efforts. Is this a multi-year project? If possible, the individual parts (i.e., each year's effort) should stand alone – be described and reported upon.

C. Project Management

1. Administration - Describe the administrative responsibilities and authority of those involved in the execution of the Proposal - particularly those of the overall project manager (including full contact details).

2. Roles/Assignments and Participation Time - Describe the team composition (including names and affiliations of key individuals) and the assignments of team members to major tasks. Provide specific estimates of the time (in hours, days, etc., not percent) that each member will work on the project.

D. Support Requirements and Conditions

1. Cooperation From Other Organizations- If a clearance or permit(s) from any government agency is required for execution of the project, please provide the name of the agency, the method of obtaining the clearance or permit, and the time required or state "none".

2. Data or Facility Access - If access is required to data or facilities held by another organization, please identify the data or facility, the nature and type of access required, the methods of obtaining such access, and the effect of being denied access or state "none".

E. Results and Deliverables

Two types of reports are required.

1. Quarterly Narrative and Financial Progress Reports - The project manager shall provide quarterly narrative and financial progress reports to the Commission. The reports will consist of updates on progress toward work - objectives, justification, approach, results to date, any problems encountered, actions taken to resolve problems, discussion of remaining tasks, funds received (including co-financing), expenditure to date (including from co-financing sources), funds on hand, etc.. Quarterly reports will be due within 30 days after the end of each quarter.

2. Final Report – The project manager shall prepare a draft final report summarizing the objectives, methods, approach, results, significance and lessons learned from the study. The draft final report will be submitted to the Commission within 45 days of the scheduled completion of the project unless prior approval for an extension has been received in writing by the project manager. The draft final report may be reviewed by the Commission and returned with comments proposing means to address outstanding issues or gaps within 30 days of its receipt at the Commission. The project manager will address the comments and submit the final report with revisions within 30 days of receiving the Commission's comments.

3. Deliverable Items and Schedule - Describe what is to be delivered with the successful implementation of the proposal. Provide a schedule for all deliverables.

F. Literature Cited

References used in the proposal narrative.

G. Budget Summary

1. General Information – Partners in this request have previously benefited from \$_____ disbursed under the Special Requirements Fund. \$_____ to fund

special requirements was received in 200? and an additional \$_____ was received in 200?

2. Detailed Itemized Budget including co-financing and funding in-kind – attach a detailed monthly budget identifying all sources of funding and items of anticipated expenditure.

3. Audit – detail when, and by whom, the audit of funds received will be conducted and the submission date for the audit to the Commission.

H. Biographies and Qualifications

Provide a brief biography for each team member that highlights education, experience, and publications related to the proposed project.

I. References

Cite any literature that is directly related to the proposal.