



**SEVENTH REGULAR SESSION
FINANCE AND ADMINISTRATION COMMITTEE
Fourth Session
Honolulu, HI, USA
05 - 10 December 2010**

PROVISIONAL ANNOTATED AGENDA

**WCPFC7-2010-FAC4/02 Rev.2
24 November 2010**

AGENDA ITEM 1. OPENING OF MEETING

At 09:00am on Sunday, 5 December 2010, the Co-Chairs of the Finance and Administration Committee (Mr Tapusalai Terry Toomata (Samoa) and Mr Liu Xiaobing (China)) will open the fourth session of the Committee (FAC3).

1.1 Adoption of agenda

The Executive Director will introduce the Provisional Agenda WCPFC7-2010 – FAC4/01. Members may consider any supplementary items that may have been proposed by Members, Cooperating Non-members and Participating Territories (CCMs) 30 days before the Session. The Agenda, as modified, will be adopted by the meeting.

1.2 Meeting arrangements

The Executive Director will invite the FAC4 to note the logistical arrangements in place to support the meeting and the proposed meeting times during WCPFC7, as necessary.

AGENDA ITEM 2. AUDITORS REPORT FOR 2009 AND GENERAL ACCOUNT FINANCIAL STATEMENTS FOR 2009.

The Committee will, in accordance with Finance Regulation 13.1, consider the audited annual financial statements for 2009 and the related audit reports, and be asked to make a recommendation to the Commission in regard to their acceptance or other action. The audit reports and statements were placed on the Commission's website in July 2010.

AGENDA ITEM 3. STATUS OF THE COMMISSION'S FUNDS

3.1 Report on General Account Fund for 2010 - Contributions and Other Income.

As required by Finance Regulation 5.7 the Secretariat will present a report, in respect of the General Account Fund, on the collection of annual assessed contributions from members of the Commission, any voluntary contributions

received, any investment income and other income received, and any advances from the Working Capital Fund.

3.2 Report on the status of other funds.

The Secretariat will present status reports for the Commission's Funds other than the General Account Fund. For 2010 these are:

- Special Requirements Fund (established under Article 30(3) of the Convention),
- Western Pacific East Asia Oceanic Fisheries Management Project Fund,
- Working Capital Fund,
- Regional Observer Program Development Fund,
- Voluntary Contributions Fund,
- Japanese Trust Fund and
- Fees and Charges Trust Fund

AGENDA ITEM 4. DRAFT STRATEGIC PLAN FOR THE COMMISSION

Noting WCPFC6's request for further consideration of the redrafted version of the Strategic Plan for the Commission coordinated by Canada and the subsequent circularised request in early 2010 for any additional comments by CCMs, the Commission will be asked to recommend the redrafted Strategic Plan be adopted by the Commission.

AGENDA ITEM 5. BUSINESS PLAN FOR THE SECRETARIAT – IMPLEMENTATION REPORT

The Secretariat will present a progress report on implementation of the Business Plan.

AGENDA ITEM 6. HEADQUARTERS ISSUES, STAFF ESTABLISHMENT AND CONDITIONS OF SERVICE

6.1 Headquarters matters.

The Secretariat will present a report on the operations and functioning of the Commission's headquarters facilities as well as relations with the Governments of Pohnpei State and the Federated States of Micronesia, staff housing and any new bank accounts opened during the year.

6.2 Council of Regional Organisations in the Pacific (CROP) – harmonised staff conditions and 2010 salary surveys.

The Secretariat will report to the Committee on the annual benchmark salary survey for professional staff and the triennial review of support staff salaries. and any related matters.

6.3 Staff Establishment and Recruitment.

The Committee will consider the 2010-2012 staffing plan of the Secretariat and any related issues.

AGENDA ITEM 7.

**WORK PROGRAMME AND BUDGET FOR 2011
AND INDICATIVE WORK PROGRAMME AND
BUDGET FOR 2012 AND 2013**

The Committee will be asked to consider a proposed draft budget for 2011 together with indicative budgets for 2012 and 2013 and to make recommendations to WCPFC7. This is in accordance with Article 18 of the Convention and Financial Regulation 3 and will take into account the recommendations of the Scientific Committee, the Technical and Compliance Committee, the Northern Committee and the Finance and Administration Committee as well as any other matters FAC4 considers to have budgetary and resource implications.

AGENDA ITEM 8.

OTHER MATTERS

**8.1 Election of co-Chairs for the Finance and
Administration Committee.**

The two year term for the co-Chairs of the Finance and Administration Committee, Tapusalaia Terry Toomata of Samoa and Mr Liu Xiaobing of China, will end after WCPFC7. As a result two co-Chairs will need to be elected at FAC4. In accordance with the Committee's terms of reference Mr Liu Xiaobing is eligible for re-election for an additional consecutive term.

**8.2 Cooperating Non-Members' Contributions:
Indicative Figures.**

The Sixth Annual Session of the Technical and Compliance Committee (TCC6) (Pohnpei, FSM September 30 – October 5, 2010) requested that indicative figures based on the Commission's contribution formula be presented to the Finance and Administration Committee for consideration. Accordingly indicative figures will be presented for the Committee to note and discuss.

AGENDA ITEM 9.

ADOPTION OF REPORT

AGENDA ITEM 10.

CLOSE OF MEETING