



**SIXTH REGULAR SESSION  
FINANCE AND ADMINISTRATION COMMITTEE  
Third Session  
Papeete, French Polynesia  
06 - 11 December 2009**

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**PROVISIONAL ANNOTATED AGENDA**

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**WCPFC6-2009-FAC3/02  
07 September 2009**

**AGENDA ITEM 1. OPENING OF MEETING**

At 09:00am on Sunday, 6 December 2009, the Co-Chairs of the Finance and Administration Committee (Mr Tapusalai Terry Toomata (Samoa) and Mr Liu Xiaobing (China)) will open the third session of the Committee (FAC3).

**1.1 Adoption of agenda**

The Executive Director will introduce the Provisional Agenda WCPFC6-2009 - FAC3/01. 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 FAC3 to note the logistical arrangements in place to support the meeting and the proposed meeting times during WCPFC6, as necessary.

**AGENDA ITEM 2. AUDITORS REPORT FOR 2008 AND GENERAL ACCOUNT FINANCIAL STATEMENTS FOR 2008.**

The Committee will, in accordance with Finance Regulation 13.1, consider the audited annual financial statements for 2008 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 May 2009.

**AGENDA ITEM 3. STATUS OF THE COMMISSION'S FUNDS**

**3.1 Report on General Account Fund for 2009 - 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 2009 these are:

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

### **AGENDA ITEM 4. DRAFT STRATEGIC PLAN FOR THE COMMISSION**

Following decisions made by WCPFC5 the Strategic Plan for the Commission has undergone a redraft exercise coordinated by Canada. The redrafted version will be presented for consideration.

### **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 new bank accounts opened during the year.

#### **6.2 Council of Regional Organisations in the Pacific (CROP) – Triennial Review and decisions on harmonised staff conditions.**

The Secretariat will report to the Committee on the CROP Triennial Review of employment terms and conditions, its annual benchmark salary survey and the decisions by CROP Heads during 2009 related to those exercises, as well as on internal developments in regard to health insurance.

#### **6.3 Executive Director Appointments – Draft Selection Process and Procedures.**

As requested by WCPFC5, the Secretariat will present for consideration a draft selection process and set of procedures in respect of future Executive Director appointments

#### **6.4 Staff Establishment and Recruitment.**

The Committee will consider the 2010-2012 staffing plan of the Secretariat.

**AGENDA ITEM 7. WORK PROGRAMME AND BUDGET FOR 2010 AND INDICATIVE WORK PROGRAMME AND BUDGET FOR 2011 AND 2012**

The Committee will be asked to consider a draft budget for 2010 together with indicative budgets for 2011/2012 and to make recommendations to WCPFC6. 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 FAC3 considers to have budgetary and resource implications.

**AGENDA ITEM 8. OTHER MATTERS**

**8.1 Contribution Formula – request from a CCM for amendment.**

Shortly before WCPFC5 a member requested consideration of an amendment to the Commission's contribution formula so that where a member belongs to both the Inter-American Tropical Tuna Commission and the Western and Central Pacific Fisheries Commission only 50% of catches in the overlap between the areas are included in a member's contributions. The timing and complexities surrounding the request precluded a detailed analysis of the financial implications and matters of principle involved and consideration was deferred. FAC3 may therefore be invited to revisit the original request.

**AGENDA ITEM 9. ADOPTION OF REPORT**

**AGENDA ITEM 10. CLOSE OF MEETING**