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FINANCE AND ADMINISTRATION COMMITTEE
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STAFF ESTABLISHMENT

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Introduction

1. The purpose of this paper is to seek endorsement for:
 - the establishment of an Assistant Manager position within the Compliance and MCS Programme of WCPFC;
 - the establishment of four (4) positions of ROP data entry staff (to effect the TCC8 recommendation to relocate the WCPFC-funded ROP data entry staff to the WCPFC offices in Pohnpei); and
 - changes to the support staffs condition of service.
2. The secretariats organizational chart is presented as Attachment A. Current appointments are presented in Attachment B.

Justification for establishment of a new position: Assistant Manager – Compliance and MCS Programme

3. The workload of the Secretariat and for the members has continued to increase as the Commission puts in place CMMs and associated reporting requirements. There have been increasing requests for information from Members and from the public about the fishing activities, status of the fishery and the interpretation and explanation of measures, and numerous of associated travel commitments.
4. The Compliance and MCS Programme has changed and developed since 2005 when the Compliance Manager position was created to oversee the operation of WCPFC MCS programmes and to support the Technical and Compliance Committee. Initially the emphasis of this programme was on the establishment of the WCPFC VMS, the WCPFC Record of Fishing Vessels, coordination of the Regional Observer Programme, and at the time annual CCM reporting on CMMs were in early stages of development. The current staff complement of this Programme consists of Compliance Manager, VMS Manager and ROP Coordinator, and five support staff.
5. Since 2005, the number of conservation and management measures has increased, (from 7 CMMs to 29 CMMs) along with complexity and reporting requirements. The Compliance Monitoring reporting process has taken shape, which has led to increased tasks for the WCPFC Compliance and MCS programme. Key developments in 2011 and 2012 for this Programme include:

- the implementation of the Compliance Monitoring Scheme (CMM 2010-03 and CMM 2011-06) which requires the Secretariat to compile a report for each CCM which draws on Annual Report Part 1 and Part 2, other reporting obligations, the transshipment program, the regional observer program, the vessel monitoring system and any other data collection programs of the Commission, and where appropriate any suitably documented information provided by NGOs, to prepare a draft Compliance Monitoring Report containing sections with respect to each CCM (currently 35 CCMs).
 - Increased flows of information from vessels and CCMs to the Secretariat through reporting requirements set out in CMMs (for example CMM 2009-06, CMM 2009-02, CMM 2010-02), which is in addition to CCM Annual Reports (Part 1 and Part 2), and
 - the Commission tasking the Secretariat with an increasing role in analyzing and providing to members (through the website or directly) near-real time information to support WCPFC Members monitoring, control and surveillance activities in high seas areas including high seas pockets monitoring (for example, WCPFC Data rules and procedures, CMM 2010-02, CMM 2011-01).
6. At WCPFC9 the Compliance Monitoring Process is expected to be extended and may be refined. There are other proposals for new CMMs or refinements to existing CMMs, which include additional requirements for reporting by vessels and CCMs to the Secretariat, as well as requirements for the Secretariat to provide additional near-real time information and analysis to Members.
 7. To assist the Secretariat with the additional workload, during 2011 and 2012 the MCS and Compliance Programme received support from Members in the form of short-term attachments from national fisheries offices, particularly during the period of draft Compliance Monitoring Report development. It was fortunate that interns provided in 2012, and also in 2011, were qualified person/s with good knowledge of current CMMs and individual CCM fishery characteristics and aspirations.

Benefits

8. The Secretariat believes that a more permanent arrangement is desirable to assist with the successful completion of the Compliance Monitoring Process, but also on an ongoing basis to better equip the Secretariat with being able to support WCPFC Members monitoring, control and surveillance activities in high seas areas including high seas pockets monitoring. This position will also work with the members and the IT staff on the continued automation of the reporting processes through the improved IMS and will work with the Observer manager on the implementation of automated reporting and observing technologies as they emerge and can be utilised by the Commission. A proposed terms of reference for an Assistant Manager – Compliance and MCS Programme can be found in Attachment C.

Estimated Cost: Salary and Benefits- USD158,000

Recruitment- USD27,565

Annual Travel- USD12,500

Relocation of ROP data entry staff

9. TCC8 recommended that WCPFC9 approve the re-location of the two SPC-Pohnpei ROP data entry staff from SPC-Pohnpei offices to the WCPFC Secretariat offices in January 2013. Two data entry staff positions have been moved from SPC-Noumea to SPC-Pohnpei. Under the current level of funding, the Commission pays USD39,100 per data entry position or a total of USD78,200 for two positions. For a breakdown of current funding for ROP data entry please refer to attachment D.
10. If the positions were moved to the Secretariat, the estimated cost per established position in USD16,311 at a grade 7. In order to handle the existing workload in Pohnpei, SPC planned to hire two additional data entry positions using the saving from moving the positions from Noumea to Pohnpei. The Secretariat is requesting approval for the establishment of four positions for a total cost of USD65,244.

Estimated Savings: USD12,956

Proposed Changes to Support Staff Condition of Service

11. In order to keep up with inflation, the Secretariat would like to implement a simple index for inflation to measure the cost of living for locally engaged support staff. The index would be used to keep support staff salary in line with inflation. The index will be based on an annual market basket survey using local good and services. The current year will be the base year for the survey. The maximum amount for inflation would be set at 5%. Inflation beyond 5% would require Commission approval.

Estimated Maximum Cost in 2014: USD14,500

12. The Secretariat would like to establish a bonus for support staff members who achieve a higher level of education in order to promote continual staff development. The bonus would be paid to those who receive an associate's degree for grades 4-7 and a bachelor's degree for those in grades 1-3. A current listing of the support staffs grades can be found in WCPFC9-2012-FAC6-12 WP & Budget. The amount of the bonus would a point increase on the salary scale or roughly 6.5% of base salary. The average cost per staff member for the bonus would be USD1,785. It is estimated that there would be two staff eligible for the bonus in 2013 for a total of USD3,570 and two additional for each of the following years.

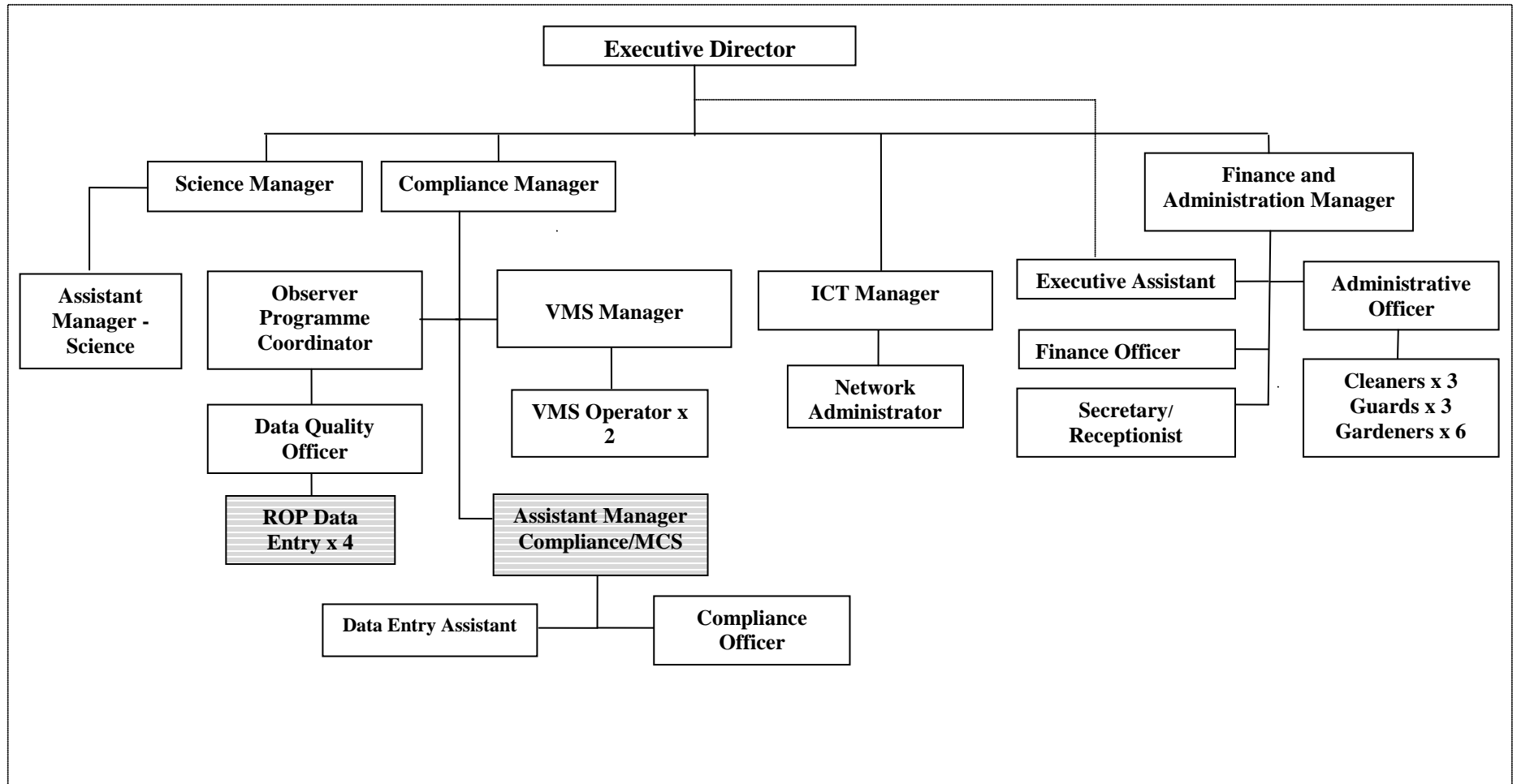
Estimated Cost in 2013: USD3,570

Recommendation/Guidance

13. The Committee is invited to;
 - a) Recommend to the Commission the establishment of the Assistant Manager – Compliance and MCS;
 - b) the establishment of the four ROP Data Entry positions;
 - c) changes to support staff Condition of Service; or
 - d) provide alternative direction.

Attachment A

Organisation Chart 2012



Un-Established Positions

Established/Contracted Positions

Attachment B

List of Current Appointments

Post	Name	Nationality	Contract expiry
Executive Director	Glenn Hurry	Australia	Sept. 2014
Finance & Administration Manager	Aaron Nighswander	USA	Jan. 2015
Compliance Manager	Lara Manarangi-Trott	Cook Islands	Feb. 2016
Science Manager	SungKwon Soh	Korea	Mar. 2014
ICT Manager	Sam Taufao	Samoa	July 2016
Observer Program Coordinator	Karl Staisch	Australia	Jan. 2015
VMS Manager	Albert Carlot	Vanuatu	Jan. 2013
Assistant Manager Science	Tony Beeching	UK	July 2015
Support Staff			
Executive Assistant	Arlene Takesy	FSM	Sep. 2016
Data Quality Officer	Donald David	FSM	June 2014
Compliance Officer	Glenn Jano	FSM	May 2014
VMS Operations Officer	Milo Abello	FSM	Apr. 2013
VMS Operations Officer	Julio Mendez	FSM	July 2013
Data Entry Assistant	Jeannie Nanpei	FSM	Aug. 2014
Secretary/Receptionist	Mercy Ringlen	FSM	Oct. 2013
Administrative Officer	Lucille Martinez	FSM	Apr. 2016
Financial Officer	Merisa Delcampo	FSM	Nov. 2015

Attachment C

Draft Terms of Reference: Assistant Manager Compliance and MCS

WESTERN CENTRAL PACIFIC FISHERIES

DUTY STATEMENT: ASSISTANT MANAGER – Compliance and MCS

Organizational relationships: Assistant Manager Compliance and MCS (AssM-TCC) reports to the Compliance Manager, and will have two support staff as direct reports (the Compliance Officer and the Assistant Administrative Assistant Data Entry – who currently maintains the RFV). Reflecting the integrated nature of the WCPFC MCS and Compliance programmes, the AssM TCC will necessarily work closely with all other MCS and Compliance programme staff, as well as Science staff including scientific services provider in respect of WCPFC information for Compliance purposes.

Key responsibilities:

The AssM-TCC will assist the Compliance Manager of the Commission in respect of: monitoring and analyzing near-real time reporting by CCMs and vessels where required under CMMs including on the WCPFC Integrated MCS Information Management System; the analysis and reporting by the Secretariat in support of Members high seas fisheries monitoring, control and surveillance activities including the review and implementation of requests under the WCPFC data rules and procedures; the preparation of draft Compliance Monitoring Reports as required under the CMM for the Compliance Monitoring Scheme; and the maintenance of records for the Compliance Monitoring Scheme. The AssM TCC will also assist the Compliance Manager in the preparation and coordination of the Secretariat support to the Technical and Compliance Committee Meetings including the preparation of papers as required by the Compliance Manager; and otherwise support the work of the MCS and Compliance Programme and the Compliance Manager.

Duties will include:

- Compliance Monitoring Process and CCM reporting:
 - actively contributing to Secretariat development of draft Compliance Monitoring Reports and Secretariat reporting for Compliance Monitoring Process;
 - assisting with maintaining records and information related to compliance by CCMs with CMMs, including CCM reports containing management and compliance information, in accordance with CMMs and other decisions of the Commission;
 - communicating regularly with the Commission's Data Services Provider on matters relating to CCM data submission content and access to compliance information in WCPFC databases they maintain; and
 - where requested, providing assistance and capacity building to developing WCPFC members, particularly small island developing States in meeting their reporting obligations to the WCPFC.
- WCPFC high seas monitoring activities:
 - monitoring and analyzing near-real time reporting by CCMs and vessels for high seas fishing activities, including in high seas pocket special management areas, and where possible verifying these reports with other WCPFC MCS information;
 - assisting the Compliance Manager with the generation of lists and reports based on near-real time information, and as is required to be maintained by the Secretariat in accordance with CMMs and other decisions of the Commission; and
 - where directed, assist with Secretariats implementation of data requests under the WCPFC data rules and procedures, and the maintenance of related records.

- IMS user system and related-IT developments;
 - liaise closely with the ICT Manager, and IMS contractors, on technical matters relating to the IMS and its maintenance and development;
 - contribute to Secretariats work to research new and emerging technologies and procedures that will enhance the WCPFCs compliance monitoring efforts and contribute meaningfully to WCPFC Members high seas MCS activities.
- And other duties as required, including
 - assist the Compliance Manager with overseeing the maintenance of the Record of Fishing Vessels; and
 - participating as an active member of the Secretariat to the Technical and Compliance Committee and its Working Groups including providing support, as required, to inter-sessional work and preparation of annual reports.

Qualifications and Experience

Essential

- Tertiary qualifications in fisheries management or a related field;
- Broad knowledge of marine science, fisheries biology, oceanography and socio-economics,
- Appreciation of the nature of the Western and Central Pacific Fisheries Commission, the role of the Secretariat and the aspirations of CCMs;
- Detailed knowledge of oceanic pelagic fisheries, with emphasis on tuna;
- Experience in the formulation of fisheries compliance advice for fisheries management purposes;
- Demonstrated understanding of the role of information and communication technology in MCS operations;
- Interpersonal skills of a high order, including the ability to establish and maintain relationships critical for effective compliance operations;
- Communication skills in English of a high order, particularly in written and oral presentation of technical compliance advice to multicultural audiences including fishermen and policy makers;
- Computer literacy with working knowledge of Microsoft Office applications.

Desirable

- Post-graduate qualification in fisheries management, international law or a related field;
- At least 4 years' experience working on fisheries management and/or MCS;
- Experience in regional (multinational) fisheries management and fisheries compliance – preferably involving tuna;
- Good working knowledge of WCPFC Conservation and Management Measures and the fisheries interests and characteristics of individual CCMs;
- Familiarity with the MCS tools used in the WCP region;
- Experience in computer database administration and/or information management system development, preferably in a fisheries context;
- Readiness to undertake travel in support of the Commission's work.

Attachment D

WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION

Draft Terms of Reference: Data Control Technician

Grade 7

TERMS OF REFERENCE

Support Staff Member: Responsible to the Data Quality Officer

Subordinate Staff: None

**Essential
Qualifications:**

- (a) High-speed and accurate data entry skills.
- (b) Competency in performing basic calculations.
- (c) General secretarial skills.
- (d) At least three years experience using computers for data entry or other secretarial tasks.
- (e) Good understanding of the English language
- (f) Demonstrated good attendance record & strong positive work ethic.
- (g) High level of oral and written communication skills.
- (h) Excellent interpersonal skills and commitment to teamwork.
- (i) Demonstrated capacity to work with a minimum detailed supervision, meet deadlines and to be accurate with figures and calculations.

**Desirable
Qualifications:**

- (a) High-speed and accurate typing obtained through relevant training course.
- (b) Secretarial skill obtained through relevant training course.

Duties:

DATA MANAGEMENT

- (a) Registering hard-copy or electronically-scanned tuna fisheries data received by OFP.
- (b) Sending communications (via email, FAX or letter) to member country counterparts, acknowledging receipt of the data.
- (c) Manual preparation of each batch before entry and verification, for example,:
- (d) Alphabetical filing of the fishing trips by vessel name
- (e) Group logsheets over several months depending on the actual fishing trip undertaken by each vessel
- (f) Determine the exact dates of the fishing trip in data
- (g) Scan, document and file tuna fisheries data provided by SPC and WCPFC member countries
- (h) Distribute data collections forms to SPC member countries

DATA PROCESSING

(a) Entry and verification of tuna fisheries data as discrete batches of:

- Catch and effort data
- Port sampling data
- Observer data
- Artisanal Fisheries data
- Tagging data
- Other types of fisheries data, as required

DATA QUALITY CONTROL

- (a) Liaison with member-country counterparts when there are problems with the hard-copy or electronically scanned data.
- (b) Manual reconciliation of catch totals of fish species (control total checking)
- (c) General quality control checking of tuna fisheries data, to the required standard. For certain types of data, setting data quality codes that are later used when data are compiled for analysis.
- (d) Provide feedback reports to member countries based on data quality control checks and liaise for the purpose of rectifying the problem.

OTHER DUTIES AS ASSINGED