



**TENTH REGULAR SESSION
FINANCE AND ADMINISTRATION COMMITTEE
Seventh Session
Cairns, Australia
30 November - 06 December 2013**

PROVISIONAL ANNOTATED AGENDA

**WCPFC10-2013-FAC7-02 Rev 1
15 November 2013**

AGENDA ITEM 1. OPENING OF MEETING

At 9:00 am on Saturday, 30 November 2013, the Chair of the Finance and Administration Committee (Moses Amos, Vanuatu) will open the Seventh session of the Committee (FAC7).

1.1 Adoption of agenda

The Finance and Administrative Officer will introduce the Provisional Agenda WCPFC10-2013-FAC7-01. 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 Finance and Administration Manager will invite the FAC7 to note the logistical arrangements in place to support the meeting and the proposed meeting times during WCPFC10, as necessary.

**AGENDA ITEM 2. AUDITORS REPORT FOR 2012 AND GENERAL
ACCOUNT FINANCIAL STATEMENTS FOR
2012.**

The Committee will, in accordance with Finance Regulation 13.1, consider the audited annual financial statements for 2012 and the related audit reports, and be asked to make a recommendation to the Commission in regard to their acceptance or other action.

AGENDA ITEM 3. STATUS OF THE COMMISSION'S FUNDS

**3.1 Report on General Account Fund for 2013 -
Contributions and Other Income.**

As required by Finance Regulation 5.7, the Secretariat will present a report on the General Account Fund providing details of the 2013 activities including 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 2013 these are:

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

AGENDA ITEM 4. HEADQUARTERS ISSUES, STAFF ESTABLISHMENT AND CONDITIONS OF SERVICE

4.1 Headquarters matters.

The Secretariat will present a report on the operations and functioning of the Commission's headquarters facilities, travel arrangements for meetings, security and potential costs savings in the budget.

4.2 Salary Market Data Review

The Secretariat will report to the Committee on the triennial review of benchmark salary survey for professional staff salaries.

4.3 Proposed Revisions to Regulations

The Secretariat will submit recommended changes to the staff and financial regulations to the Committee for consideration.

4.4 Solar Power for WCPFC Headquarters

The Secretariat will provide an update on the solar system installed in 2013 and propose the installation of additional solar capacity at the WCPFC Headquarters in order to reduce future costs to the Commission.

4.5 Proposed Electric Upgrades to the WCPFC Headquarters

This paper will propose upgrades to the electric system in the WCPFC Headquarters. The main junction boxes and breakers should be replaced in order to limit the chance of electrical fault that could result in personnel injury or damage to the facility.

AGENDA ITEM 5. RECOMMENDED REQUIREMENTS FOR HOSTING MEETINGS

The cost for hosting meetings at different locations varies and members may need to adjust the amount provided for meeting in the annual budget based upon on the site selected. In order for the Secretariat to be able to host a meeting, it is recommended that minimum requirements are set for countries and territories wishing to host meetings.

AGENDA ITEM 6. TCC WORKPLAN 2013-2015

TCC9 recommended to WCPFC10 the adoption of the TCC Work Plan and the consideration by the FAC of the attached budget. The FAC is invited to review and make comments on the TCC9 recommendations with budgetary implications and TCC workplan 2013-2015. These were considered by the Secretariat in the development of the FAC7 paper on the Work Programme and budget for 2014 and indicative budgets for 2015 and 2016.

AGENDA ITEM 7. WORK PROGRAMME AND BUDGET FOR 2014 AND INDICATIVE WORK PROGRAMME AND BUDGET FOR 2015 AND 2015

The Committee will be asked to consider a proposed draft budget for 2014 together with the indicative budgets for 2015 and 2016 and to make recommendations to WCPFC10. This is in accordance with Article 18 of the Convention and Financial Regulation 3. The budget proposal 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 FAC7 considers to have budgetary and resource implications.

AGENDA ITEM 8. OTHER MATTERS

8.1 Election of Chair(s)

AGENDA ITEM 9. ADOPTION OF REPORT

AGENDA ITEM 10. CLOSE OF MEETING