



**COMMISSION
TENTH REGULAR SESSION
Cairns, Australia
2-6 December 2013**

**SUMMARY REPORT AND RECOMMENDATIONS OF THE SEVENTH SESSION OF
THE FINANCE AND ADMINISTRATION COMMITTEE (FA7)**

**WCPFC10-2013-25
6 December 2013**

Introduction

1. The Finance and Administration Committee (FAC) was convened by Chair of the Commission, Charles Karnella, as the Chair of the FAC was not able to attend the meeting and there was no co-chair elected at WCPFC9. The Chair nominated Paul Callahan (CNMI) to Chair the meeting. The initial FAC meeting took place on 30 November and met again on 5th and 6th of December. Representatives of Australia, Canada, CNMI, European Union, Federated States of Micronesia, Fiji, France, Japan, Kiribati, Korea, Marshal Islands, New Caledonia, New Zealand, Nauru, Niue, Samoa, Chinese Taipei, Tonga, Tuvalu, Vanuatu and United States of America attended the meetings together with observers from the Pacific Islands Forum Fisheries Agency and the Secretariat of the Pacific Community. Meeting support was provided by the Commission Secretariat. A participants list is attached as Annex 4. The Committee agreed by consensus to present to the Commission the decisions and recommendations set out below.

Agenda item 1. Opening of Meeting

1.1 Adoption of agenda.

2. The agenda as set out in WCPFC10-2013-FAC7-01 (Rev 1), WCPFC10-2013-FAC7-02 (Rev 1) and WCPFC10-2013-FAC7-03 (Rev 1) was adopted.

1.2 Meeting arrangements

3. The meeting arrangements were noted.

Agenda item 2. Auditor's report for 2012 and General Account Financial Statements for 2012.

4. The Committee recommends that the Commission accept the audited financial statements for 2012 as set out in paper WCPFC10-2013-FAC7-04.

Agenda item 3. Status of the Commission's Funds.

3.1 Report on General Account Fund for 2013 – contributions and other income.

5. The Committee accepted the report in WCPFC10-2013-FAC7-05.
6. The Committee noted that the member who had overdue contributions for 2011, 2012 and 2013 has paid as of the 6th of December 2013.
7. As of the 6th of December 2013, the outstanding contribution from members for 2011, 2012 and 2013 stands at USD206,146.

3.2 Report on the Status of Other Funds for 2013.

8. The Committee noted the status of the Commission's Funds as set out in WCPFC10-2013-FAC7-06. It was noted that the Working Capital Fund stands at USD1,262,741. This Fund will continue to be drawn down at an annual rate of USD350,000, being applied against annual contributions until the Fund is at the recommended balance of USD500,000.
9. It was noted by the Secretariat that the Fees and Charges Trust Fund was being drawn down to offset annual contributions for SIDs and to offset the Commission's annual budget. For the budget year 2015 this rate of withdraw will need to be reduced in order to continue the offsets. The Secretariat noted that this fund includes contributions from CNMs and that sustainability of this fund will be affected by the lack of financial contributions of some CNMs.

Agenda item 4. Headquarters Issues, Staff Establishment and Conditions of Service.

4.1 Headquarters matters

10. The Committee noted the report in WCPFC10-2013-FAC7-08.

4.2 Salary Market Data Review

11. Some members noted that their countries have not had a salary increase in the last few years. This makes it difficult to justify large increases to Secretariat salaries.
12. The Committee recommends a 2% salary increase for professional staff in 2014.
13. The Committee also requests that the Secretariat prepare a paper on ways to tie professional salaries to established indexes in order to avoid the need for larger salary increases every 3 years.

4.3 Proposed revision to Regulations

14. With the exception of the recommendations made in paragraph 8 of WCPFC10-2013-FAC7-10, the Committee recommends the Commission accept the recommended changes.

4.4 Solar Power for WCPFC Headquarters

15. The Committee recommends the Commission accept the installation of an additional 40 kWp of solar power at WCPFC Headquarters as set out in WCPFC10-2013-FAC7. The funding for this project will come from the underspent 2013 budget.

4.5 Proposed Electrical Upgrades to WCPFC Headquarters

16. The Committee recommends the Commission accept the proposed upgrades to the electrical system as set out in WCPFC10-2013-FAC7-12. The funding for this project will come from the underspent 2013 budget.

Agenda item 5. Recommended Requirements for Hosting Meetings

17. The Committee noted the paper WCPFC10-2013-FAC7-13.
18. One member expressed concerns on the large size of the annual meeting. Due to the size of the meeting concern was expressed that many SIDS are unable to host an annual meeting.
19. It was suggested by the secretariat that should members wish to address the matter of meeting size that a proposal be brought forward at a future meeting.

Agenda item 6. TCC WORKPLAN 2013-2015

20. The Proposed TCC Workplan and Budget, WCPFC10-2013-FAC7-13, was provided as a reference only and was noted.

Agenda item 7. WORK PROGRAMME AND BUDGET FOR 2014 AND INDICATIVE WORK PROGRAMME AND BUDGET FOR 2015 AND 2016

21. Following extensive discussion the Committee agreed to a 2014 budget of USD7,320,178. Funding for additional polling related to CMM 2013-01, SIDS targeted capacity development, and funding for one additional member from each developing state or territory is not included in this budget number.
22. It was agreed that the additional funding for the NC assessed on non-developing states and territories, where appropriate, who are NC members would not be assessed for 2014 as the additional funding for 2013 was not used. The remaining assessed NC funds from 2013 would be moved to the Voluntary Contributions Funds and used in 2014 for developing states and territories to attend NC.

23. The USD10,000 for PS Improvement of Catch Composition is to be used to undertake a study to identify compliance issues with vessels reporting purse seine species composition on logbooks.
24. Once this budget is finalised it will be included within the final commission report as an attachment.
25. The Committee recommended that the unspent 2013 funds from the budget sub item 2.3 for targeted capacity building be appropriated to the 2014 Annual Tuna Data Workshop for developing state CCMs facilitated by SPC.

Agenda item 8. Other Matters

26. There were no nominations for Co-Chairs for the Committee.

Recommendation

27. The Committee invites the Commission to consider this report and to endorse its recommendations.

Western and Central Pacific Fisheries Commission- General Fund
Summary of budgetary requirements for the period from 1 January to 31 December 2013
& indicative budgets for 2014, 2015 & 2016 (United States dollars)

	<i>Approved budget 2013</i>	<i>Estimated expenditure 2013</i>	<i>Indicative budget 2014</i>	<i>Proposed budget 2014</i>	<i>Indicative budget 2015</i>	<i>Indicative budget 2016</i>
Part 1 - Administrative Expenses of the Secretariat						
Sub-Item 1.1 <i>Staff Costs</i>						
Professional Staff Salary	1,020,679	862,549	1,041,614	1,053,099	1,074,763	1,090,413
Professional Staff Benefits and Allowances	945,596	777,088	934,947	1,006,848	934,005	982,363
Professional Staff Insurance	129,990	121,249	129,990	125,361	125,361	125,361
Recruitment/Repatriation	55,130	28,440	27,565	55,130	27,565	27,565
Support Staff	339,971	316,954	368,084	353,480	366,993	378,605
Total, sub-item 1.1	2,491,366	2,106,280	2,502,200	2,593,918	2,528,688	2,604,307
Sub-Item 1.2 <i>Other Personnel Costs</i>						
Temporary Assistance/Overtime	10,000	10,000	10,100	10,000	10,000	10,000
Chairman's Expenses	0	0	0	0	0	0
Consultants <i>see note 1</i>	138,000	138,885	142,000	142,000	145,000	145,000
Total, sub-item 1.2	148,000	148,885	152,100	152,000	155,000	155,000
Sub-item 1.3 <i>Official Travel</i>						
Total, sub-item 1.3	220,000	188,729	225,000	210,000	225,000	225,000
Sub-item 1.4 <i>General Operating Expenses</i>						
Electricity, Water, Sanitation	132,000	113,086	135,000	98,000	100,000	102,000
Communications/Courier	65,000	66,366	65,000	67,500	68,500	69,500
Office Supplies & Fuel	46,500	46,741	47,500	47,500	48,500	48,500
Publications and Printing	7,500	800	7,500	1,000	1,000	1,000
Audit	8,000	7,000	8,500	7,500	7,500	8,500
Bank Charges	11,500	5,176	8,200	6,500	6,500	6,500
Official Hospitality	11,000	11,162	11,000	11,000	11,000	11,000
Community Outreach	5,000	5,000	5,000	5,000	5,000	5,000
Miscellaneous Services	9,000	3,734	9,500	5,000	5,000	5,000
Security	58,990	53,840	60,465	57,530	59,256	61,033
Training	30,000	30,000	30,000	30,000	30,000	30,000
Total, sub-item 1.4	384,490	342,905	387,665	336,530	342,256	348,033
Sub-item 1.5 <i>Capital Expenditure</i>						
Vehicles	0	0	0	0	30,000	0
Information Technology	50,200	50,812	50,200	50,200	50,200	50,200
Website New Projects/Enhancements	55,000	37,074	0	0	0	0
Furniture and Equipment	32,000	33,519	32,000	32,000	32,000	32,000
Total, sub-item 1.5	117,200	121,405	82,200	82,200	112,200	82,200
Sub-item 1.6 <i>Maintenance</i>						
Vehicles	4,500	5,192	5,200	5,200	5,200	5,200
Information and Communication Technology	78,500	82,662	78,500	78,500	78,500	78,500
Buildings & Grounds	53,500	54,765	55,000	55,000	56,500	56,500
Gardeners and Cleaners	61,090	54,303	62,620	57,500	58,500	59,500
Insurance	37,000	37,117	38,000	38,000	38,000	38,000
Total, sub-item 1.6	234,590	234,039	238,720	234,200	236,700	237,700
Sub-item 1.7 <i>Meeting Services</i>						
Annual Session	275,000	310,000	155,000	160,500	155,000	155,000
Scientific Committee	180,000	157,193	140,000	182,000	160,000	182,000
Northern Committee <i>see note 2</i>	18,000	18,000	11,000	18,000	18,000	18,000
Technical and Compliance Committee	140,000	135,874	140,000	145,500	142,000	142,000
Management Objectives Workshop	100,000	108,000	0	76,500	0	0
Total, sub-item 1.7	713,000	729,067	446,000	582,500	475,000	497,000
TOTAL, Section 1/Item 1	4,308,647	3,871,310	4,033,886	4,191,349	4,074,845	4,149,241

	Approved budget 2013	Estimated expenditure 2013	Indicative budget 2014	Proposed budget 2014	Indicative budget 2015	Indicative budget 2016
ANNEX I (continued)						
Part 2 - Science & Technical & Compliance Programme						
Section 2 (Item 2)						
Sub-item 2.1	Scientific Services (SPC)	871,200	871,200	871,200	871,200	871,200
Sub-item 2.2	Scientific Research					
	Additional Resourcing SPC	160,000	160,000	160,000	160,000	0
	Regional Tagging	10,000	10,000	10,000	10,000	10,000
	Refinement of BE Tuna Biological Parameters	70,000	70,000	75,000	75,000	75,000
	Limit Reference Points	30,000	30,000	0	30,000	0
	WPEA OFM Project Co-finance	25,000	25,000	25,000	25,000	25,000
	Harvest Control Rules	0	0	0	0	0
	Bigeve Multifan CL	40,000	40,000	0	0	0
	Technical Support Management Obj. Workshop	0	0	0	0	0
	High Priority Project(s) - to be allocated	83,000	83,000	83,000	83,000	83,000
	Collection/Evaluation: PS Species Composition	75,000	75,000	0	0	0
	Total, sub-item 2.2	493,000	493,000	353,000	383,000	118,000
Sub-item 2.3	Technical & Compliance Programme					
	ROP - Audit/Remediation	15,000	3,574	15,000	15,000	15,000
	ROP - Special Projects and Research Activities	30,000	24,282	30,000	30,000	30,000
	ROP - Training, Assistance & Development	30,000	24,251	30,000	30,000	30,000
	ROP Data Management <i>see note 3</i>	256,569	256,569	584,427	803,929	923,904
	By-Catch Mitigation - Website	10,000	10,000	10,000	10,000	10,000
	Vessel Monitoring System - Capital Costs	40,000	40,000	40,000	40,000	40,000
	Vessel Monitoring System - SLA Costs	400,000	390,938	380,000	395,000	395,000
	Vessel Monitoring System - Airtime	90,000	85,194	95,000	95,000	100,000
	Vessel Monitoring System - Security Audit	9,000	7,229	30,000	9,000	9,000
	CCM/Staff VMS Training	60,000	23,539	75,000	75,000	40,000
	VMS Redundancy Provision <i>see note 4</i>	18,700	18,700	18,700	18,700	18,700
	Information Management System <i>see note 5</i>	100,000	100,000	100,000	100,000	50,000
	Workshops/IATTC Cross Endor. Train. <i>see note 6</i>	25,000	21,693	0	25,000	0
	AR Part 2/CMS Online Host. and Pub.	18,000	18,000	18,000	18,000	18,000
	Targeted Capacity Building <i>see note 7</i>	30,000	0	50,000	80,000	50,000
	Catch Documentation Workshop	140,000	36,358	0	20,000	0
	CMM 2012-1 Workshop	90,000	92,042	0	0	0
	E-Monitoring and E-Reporting Workshop	0	0	0	100,000	0
	PS Improvement of Catch Composition <i>see note 8</i>	0	0	0	10,000	0
	Total, item 2.3	1,362,269	1,152,369	1,476,127	1,874,629	1,779,604
	TOTAL, Section 2/Item 2	2,726,469	2,516,569	2,700,327	3,128,829	2,718,804
	Total, Parts 1 & 2	7,035,116	6,387,879	6,734,213	7,320,178	6,868,045

Note 1: Consultancies proposed are:

Legal support services	\$72,000
ED Discretion	\$33,000
Meetings' rapporteur	\$37,000
	<u>\$142,000</u>

Note 2: Northern Committee

As per WPCFC9, an additional \$25,000 will be assessed from non-developing state members of the NC to fund attendance of the NC meeting by developing states and territories.

Note 3: ROP Data Management (SPC)

The Regional Observer Programme data entry support proposed cost for 2014 include the withdraw of support from New Caledonia as of Jan 1, 2014 and the end of funding provided by New Zealand as of May 2014. At the current levels, the indicative budget for 2015 and 2016 represent the full costs of ROP Data entry provided by SPC.

Note 4: VMS Redundancy Provision

The cost is based on additional bandwidth requirements needed at Commissions headquarters to conduct the backup.

Note 5: Information Management System

This number preliminary budget estimate as outlined in WCPFC9-FAC6-16. Increase in 2015 is for a possible e-reporting and e-monitoring initiatives which may add additional requirements the IMS.

Note 6: Workshops/IATTC Cross Endorsement Training

Workshop IATTC and WCPFC for development of Cross Endorsement training guidelines and procedures. Inclusion for 2014/15 subject to WCPFC10 decision.

Note 7: Targeted Capacity Building

Proposed to be directed to specific areas identified in CMR process and annual report Part 2 assistants, and if funds permit to specific needs identified in the CMR process.

Note 8: Improvement of PS Catch Composition

As recommended from TCC9.

ANNEX II

Western & Central Pacific Fisheries Commission

General Account Fund

**Proposed financing of the budgetary requirements for the financial period
01 January to 31 December 2014**

Proposed budget expenditure total	7,320,178
less	
Estimated interest and other income	(40,000)
Transfer from Working Capital Fund	(350,000)
Fees and charges collected from Carrier and Bunker/CNM contributions	(125,000)
2013 funds for targeted capacity building be moved 2014 targeted capacity for Annual Tuna Data Workshop	(30,000)
Total assessed contributions	<u>6,775,178</u>
(see detailed schedule at Annex III)	

**Proposed financing of the budgetary requirements for the financial period
01 January to 31 December 2015**

Proposed budget expenditure total	7,078,649
less	
Estimated interest and other income	(10,000)
Transfer from Working Capital Fund	(350,000)
Fees and charges collected for non member carriers and bunkers	(125,000)
Total assessed contributions	<u>6,593,649</u>
(see detailed schedule at Annex III)	

**Proposed financing of the budgetary requirements for the financial period
01 January to 31 December 2016**

Proposed budget expenditure total	6,868,045
less	
Estimated interest and other income	(10,000)
Transfer from Working Capital Fund	(350,000)
Fees and charges collected for non member carriers and bunkers	(125,000)
Total assessed contributions	<u>6,383,045</u>
(see detailed schedule at Annex III)	

ANNEX III

Annex 3

Western and Central Pacific Fisheries Commission

Proposed 2014 Contributions with Offset for Small Island Developing States and Additional 25,000 Assessed on Non-Developing States Members of NC

<i>2014 Contribution Table</i>								
<i>Member</i>	<i>Base fee component: uniform share 10% of budget</i>	<i>National wealth component: 20% of budget</i>	<i>Catch component: 70% of budget</i>	<i>Addition for Northern Committee</i>	<i>Total Contributions by Members</i>	<i>Percent of Budget by member</i>	<i>Offset for Small Island Developing States*</i>	<i>Total of components: 100% of budget</i>
Australia	26,058	98,104	10,207	0	134,370	2.00%	0	134,370
Canada	26,058	99,029	1	0	125,089	1.87%	0	125,089
China	26,058	105,853	257,369	0	389,280	5.81%	0	389,280
Cook Islands	26,058	1,014	3,991	0	31,063	0.46%	16,981	48,045
European Union	26,058	210,146	94,491	0	330,696	4.93%	0	330,696
Federated States of Micronesia	26,058	4,880	66,666	0	97,604	1.46%	0	97,604
Fiji	26,058	6,336	26,046	0	58,440	0.87%	0	58,440
France	26,058	109,613	8,775	0	144,447	2.15%	0	144,447
Indonesia	26,058	15,370	126,513	0	167,941	2.50%	0	167,941
Japan	26,058	158,183	1,037,653	0	1,221,894	18.23%	0	1,221,894
Kiribati	26,058	3,494	92,631	0	122,184	1.82%	0	122,184
Korea	26,058	50,060	739,091	0	815,210	12.16%	0	815,210
Marshall Islands	26,058	2,621	185,066	0	213,746	3.19%	3,422	217,168
Nauru	26,058	501	4	0	26,564	0.40%	10,492	37,056
New Zealand	26,058	50,605	67,735	0	144,399	2.15%	0	144,399
Niue	26,058	73	40	0	26,172	0.39%	19,699	45,871
Palau	26,058	1,024	0	0	27,082	0.40%	11,876	38,958
Papua New Guinea	26,058	2,657	279,581	0	308,297	4.60%	0	308,297
Philippines	26,058	6,808	268,911	0	301,778	4.50%	0	301,778
Samoa	26,058	5,119	2,667	0	33,844	0.50%	0	33,844
Solomon Islands	26,058	1,798	18,107	0	45,963	0.69%	0	45,963
Chinese Taipei	26,058	39,028	666,412	0	731,498	10.91%	0	731,498
Tonga	26,058	5,205	246	0	31,510	0.47%	929	32,439
Tuvalu	26,058	491	22,979	0	49,528	0.74%	7,330	56,859
United States of America	26,058	301,515	669,610	0	997,183	14.87%	0	997,183
Vanuatu	26,058	4,776	97,835	0	128,669	1.92%	0	128,669
Totals	677,518	1,284,306	4,742,625	0	6,704,448	100%	70,730	6,775,178

* To be offset by the Fees and Charges Fund.

Offset for Small Island Developing States as per Financial Regulation 5.2(b) (ii)

<i>Member</i>	<i>Population per United Nations Population Division</i>	<i>Maximum Payable for wealth component</i>	<i>National wealth component</i>	<i>Offset for Small Island Developing States</i>
Cook Islands	20,288	1,014	17,996	16,981
Federated States of Micronesia	111,064	5,181	4,880	0
Fiji	860,623	43,028	6,336	0
Kiribati	99,546	4,887	3,494	0
Marshall Islands	54,038	2,621	6,044	3,422
Nauru	10,255	501	10,994	10,492
Niue	1,468	73	19,772	19,699
Palau	20,472	1,024	12,899	11,876
Papua New Guinea	6,858,000	342,947	2,657	0
Samoa	183,081	9,301	5,119	0
Solomon Islands	538,148	26,322	1,798	0
Tonga	104,058	5,205	6,134	929
Tuvalu	9,827	491	7,822	7,330
Vanuatu	239,651	11,815	4,776	0
Total				70,730

Additional Funding for Northern Committee as agreed in WCPFC9-2012-22 FAC 6 Summary Report 5.4 (25)

<i>Non-developing States Members of NC</i>	<i>Percent of total budget</i>	<i>Percent of NC fund</i>	<i>Additional cost</i>
Canada	1.85%	3.9%	0
China	5.75%	12.1%	0
Japan	2.48%	5.2%	0
Korea	12.03%	25.3%	0
Chinese Taipei	10.80%	22.7%	0
United States of America	14.72%	30.9%	0
Total	47.62%	100.00%	0

Indicative schedule of contributions based on proposed 2014 budgets without with the Offset for Small Island Developing States and Additional funds Assessed on Non-Developing States Members of NC

<i>Member</i>	<i>2014 Proposed</i>					<i>2015 Indicative</i>		<i>2016 Indicative</i>	
	<i>Base fee component: uniform share 10% of budget</i>	<i>National wealth component: 20% of budget</i>	<i>Catch component: 70% of budget</i>	<i>Total of components: 100% of budget</i>	<i>% of budget by member</i>	<i>Total of components: 100% of budget</i>	<i>% of budget by member</i>	<i>Total of components: 100% of budget</i>	<i>% of budget by member</i>
Australia	26,058	98,104	10,207	134,370	1.98%	130,243	1.98%	126,056	1.98%
Canada	26,058	99,029	1	125,089	1.85%	121,247	1.85%	117,349	1.85%
China	26,058	105,853	257,369	389,280	5.75%	377,324	5.75%	365,196	5.75%
Cook Islands	26,058	17,996	3,991	48,045	0.71%	46,569	0.71%	45,072	0.71%
European Union	26,058	210,146	94,491	330,696	4.88%	320,539	4.88%	310,236	4.88%
Federated States of Micronesia	26,058	4,880	66,666	97,604	1.44%	94,606	1.44%	91,565	1.44%
Fiji	26,058	6,336	26,046	58,440	0.86%	56,645	0.86%	54,824	0.86%
France	26,058	109,613	8,775	144,447	2.13%	140,011	2.13%	135,510	2.13%
Indonesia	26,058	15,370	126,513	167,941	2.48%	162,783	2.48%	157,550	2.48%
Japan	26,058	158,183	1,037,653	1,221,894	18.03%	1,184,366	18.03%	1,146,296	18.03%
Kiribati	26,058	3,494	92,631	122,184	1.80%	118,431	1.80%	114,624	1.80%
Korea	26,058	50,060	739,091	815,210	12.03%	790,172	12.03%	764,773	12.03%
Marshall Islands	26,058	6,044	185,066	217,168	3.21%	210,499	3.21%	203,732	3.21%
Nauru	26,058	10,994	4	37,056	0.55%	35,918	0.55%	34,764	0.55%
New Zealand	26,058	50,605	67,735	144,399	2.13%	139,964	2.13%	135,465	2.13%
Niue	26,058	19,772	40	45,871	0.68%	44,462	0.68%	43,033	0.68%
Palau	26,058	12,899	0	38,958	0.58%	37,761	0.58%	36,547	0.58%
Papua New Guinea	26,058	2,657	279,581	308,297	4.55%	298,828	4.55%	289,223	4.55%
Philippines	26,058	6,808	268,911	301,778	4.45%	292,509	4.45%	283,107	4.45%
Samoa	26,058	5,119	2,667	33,844	0.50%	32,805	0.50%	31,750	0.50%
Solomon Islands	26,058	1,798	18,107	45,963	0.68%	44,552	0.68%	43,120	0.68%
Chinese Taipei	26,058	39,028	666,412	731,498	10.80%	709,032	10.80%	686,241	10.80%
Tonga	26,058	6,134	246	32,439	0.48%	31,442	0.48%	30,432	0.48%
Tuvalu	26,058	7,822	22,979	56,859	0.84%	55,112	0.84%	53,341	0.84%
United States of America	26,058	301,515	669,610	997,183	14.72%	966,556	14.72%	935,488	14.72%
Vanuatu	26,058	4,776	97,835	128,669	1.90%	124,717	1.90%	120,709	1.90%
Totals	677,518	1,355,036	4,742,625	6,775,178	100.00%	6,567,093	100.00%	6,356,001	100.00%



**Western and Central Pacific Fisheries Commission
FINANCE AND ADMINISTRATION COMMITTEE MEETING (FAC7)
Cairns Convention Centre, Cairns, Australia
30 November 2013
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