



**ELEVENTH REGULAR SESSION  
FINANCE AND ADMINISTRATION COMMITTEE  
Eighth Session  
Faleata Sports Complex, Apia, Samoa  
30 November - 6 December 2014**

---

**PROVISIONAL ANNOTATED AGENDA**

---

**WCPFC11-2014-FAC8-2 (Rev 2)  
29 November 2014**

**AGENDA ITEM 1.                    OPENING OF MEETING**

At 9:00 am on Sunday, 30 November 2014, the Chair of the Finance and Administration Committee (Paul Callaghan, USA) will open the Eighth session of the Committee (FAC8).

**1.1      Adoption of agenda**

The Finance and Administration Manager will introduce the Provisional Agenda WCPFC11-2014-FAC8-01\_rev2. 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 FAC8 to note the logistical arrangements in place to support the meeting and the proposed meeting times during WCPFC11, as necessary.

**AGENDA ITEM 2.                    AUDITORS REPORT FOR 2013 AND GENERAL  
ACCOUNT FINANCIAL STATEMENTS FOR  
2013.**

The Committee will, in accordance with Finance Regulation 13.1, consider the audited annual financial statements for 2013 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.                    FIDUCIARY ASSESSMENT**

The Secretariat will present the Fiduciary Assessment for the Global Environment Facility-Areas Beyond National Jurisdiction (GEF-ABNJ) project. The Secretariat was required to undergo the assessment in order to receive funding from the Food and Agriculture Organization (FAO).

**AGENDA ITEM 4. STATUS OF THE COMMISSION'S FUNDS**

**4.1 Report on General Account Fund for 2014 - 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 2014 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.

**4.2 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 2014 these are:

- The Special Requirements Fund (established under Article 30 (3) of the Convention);
- The Western Pacific East Asia Fund;
- The Working Capital Fund;
- U.S. Funds for Supporting E-Monitoring and E-Reporting, and ROP and related compliance monitoring;
- The Voluntary Contributions Fund;
- The Japanese Trust Fund; and
- CNM Contribution Fund.

**AGENDA ITEM 5. HEADQUARTERS ISSUES**

**5.1 Headquarters matters.**

The Secretariat will present a report on the operations and functioning of the Commission's headquarters facilities, arrangements for meetings, security and staff housing.

**5.2 Established Indexes for Professional Staff Salary Increases**

At FAC7, the Committee requested that the Secretariat prepare a paper on established indexes that could be used to tie professional staff salaries to in order to avoid the need for larger salary increased every 3 years. The Secretariat will present several options to the Committee for consideration.

**5.3 Executive Director Recruitment Matters Seeking Guidance from FAC**

Matters related to the recruitment of the Executive Director and the interim period between Executive Directors which are tabled for the consideration of FAC.

**AGENDA ITEM 6. 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 7. CHAIRS RESPONSIBILITIES OUTSIDE OF THE CONVENTION AND RULES OF PROCEDURE**

This paper provides a list of administrative duties assigned to the Chair of the Commission that are described in the Financial Regulations, Staff Regulations and the Employment Agreement for the Executive Director.

**AGENDA ITEM 8. TCC WORK PLAN**

TCC10 recommended that the Commission maintain the existing 2015 TCC Work Plan. In addition, TCC10 also noted that the Secretariat's normal practice of preparing draft budget for 2015 and indicative budgets for 2016-2017 will continue. The FAC is invited to review and make comments on the TCC10 recommendations with budgetary implications. These were considered by the Secretariat in the development of the FAC8 paper on the Work Programme and budget for 2015 and indicative budgets for 2016 and 2017 (WCPFC11-2014-FAC8-15), but there may be others that are subject to further consideration in proposals that will be presented to WCPFC11.

**AGENDA ITEM 9. WORK PROGRAMME AND BUDGET FOR 2015 AND INDICATIVE WORK PROGRAMME AND BUDGET FOR 2016 AND 2017**

The Committee will be asked to consider a proposed draft budget for 2015 together with the indicative budgets for 2016 and 2017 and to make recommendations to WCPFC11. 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 FAC8 considers to have budgetary and resource implications.

**AGENDA ITEM 10. OTHER MATTERS**

**8.1 Election of Chair(s)**

**AGENDA ITEM 11. ADOPTION OF REPORT**

**AGENDA ITEM 12. CLOSE OF MEETING**