



**ELEVENTH REGULAR SESSION  
FINANCE AND ADMINISTRATION COMMITTEE**

**Eighth Session**

Faleata Sports Complex, Apia, Samoa

**30 November - 6 December 2014**

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**CHAIRS RESPONSIBILITIES OUTSIDE OF THE CONVENTION AND RULES OF  
PROCEDURE**

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**WCPFC11-2013-FAC8-11 (Rev 1)  
29 November 2014**

**Introduction**

1. Under the Convention and the Rules of Procedure, the Chair of the Commission is tasked with specific roles and responsibilities related to the running of the annual meeting(s). In addition to those specific roles and responsibilities, the Chair has been tasked with other administrative duties related to the operation of the Secretariat that are in addition to those described in the Convention and the Rules of Procedure. Those other responsibilities are described in the Financial Regulations, Staff Regulations and the Employment Agreement for the Executive Director. This paper provides a list of these other administrative duties related to the operation of the Secretariat.

**Chairs responsibilities as per the Financial Regulations, Staff Regulations and the Employment Agreement for the Executive Director**

2. Under Financial Regulation 4.3, “The Chairman of the Commission may authorize the Executive Director to make transfers of up to 10 per cent of appropriations between items.”
3. Under Financial Regulation 10.6, the Chair is to receive reports of financial non-compliance from the Finance and Administrative Manager.
4. Under Staff Regulation 1 (b) the Chair is required to make decisions regarding the Staff Regulations, where “interpretation affects the Executive Director.”
5. Under Staff Regulation 10 (b) the Chair approve the acceptance of honours, decorations, favours, gifts or fees by the Executive Director.

6. Staff Regulation 11 (b) requires that the Chair “shall, after consultation with Members and Participating Territories, decide on an interim Executive Director, preferably from the existing professional staff of the WCPFC Secretariat ...”
7. Staff Regulation 15 (e)(i) requires the Chair to be involved in dispute resolution that may arise involving individual staff contracts at the Secretariat.
8. Under Schedule 3 to the Staff Regulations, the Chair will work with the Secretariat on Selection, interview and appointment process for the Commission’s Executive Director.
9. Under Schedule 3 to the Staff Regulations, the Chair will negotiate the contract for the Executive Director.
10. Under the employment contract for the Executive Director, the Chair is responsible for the performance review of the Executive Director.

**Recommendation**

11. The Committee is invited to:
  - i) Note the paper.