



**TWELFTH REGULAR SESSION
FINANCE AND ADMINISTRATION COMMITTEE
Ninth Session
Bali, Indonesia
2 - 8 December 2015**

PROVISIONAL ANNOTATED AGENDA

**WCPFC12-2015-FAC9-2
16 November 2015**

AGENDA ITEM 1. OPENING OF MEETING

At 9:00 am on Wednesday, 2 December 2015, the Co-Chairs of the Finance and Administration Committee Mr Paul Callaghan (United States of America) and Ms Joyce Samuelu-Ah Leong (Samoa) will open the Ninth session of the Committee (FAC9).

1.1 Adoption of agenda

The Finance and Administration Manager will introduce the Provisional Agenda WCPFC12-2015-FAC9-01. 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 FAC9 to note the logistical arrangements in place to support the meeting and the proposed meeting times during WCPFC11, as necessary.

AGENDA ITEM 2. AUDITS

**2.1 Auditor Report for 2014 and General
Account Financial Statements for 2014.**

The Committee will, in accordance with Finance Regulation 13.1, consider the audited annual financial statements for 2014 and the related audit reports, and be asked to make a recommendation to the Commission in regard to their acceptance or other action.

2.2 Appointment of an Auditor

The Committee will, in accordance with Finance Regulation 12 consider the proposal to recommend to the Commission the appointment of the external auditor of the Commission for 2015 and 2016.

AGENDA ITEM 3. STATUS OF THE COMMISSION'S FUNDS

3.1 Report on General Account Fund for 2015 - 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 2015 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 2015 these are:

- the Working Capital Fund;
- the Special Requirements Fund;
- the West Pacific East Asia Project Fund;
- US Funds for Supporting E-monitoring and E-reporting and ROP Fund (formerly the Regional Observer Programme Support Fund);
- the Japanese Trust Fund;
- the Voluntary Contributions Fund;
- the CNM Contributions Fund (formerly the Fees and Charges Trust Fund); and
- Global Environment Facility-Areas Beyond National Jurisdiction (GEF-ABNJ) Project Fund.

3.3 Managing Voluntary Contributions

The Secretariat will present a paper to propose for FAC's consideration criteria for when and how to accept voluntary contributions from members and other entities.

3.4 Review of Options for a Sustainable Commission Budget

The Secretariat will present a paper to table for FAC's consideration a range of issues and options that may be pursued in the discourse for providing a more sustainable basis for the Commission budget.

3.5 Recommendation to Increase the limit on the Working Capital Fund

The Secretariat will present a proposal for FAC's consideration to raise the level of funding in the Working Capital Fund.

AGENDA ITEM 4. HEADQUARTERS ISSUES

4.1 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.

4.2 Proposed Revisions to Regulations

The purpose of this paper is to table for the Committee's consideration a proposal to recommend to the Commission to amend the Staff Regulations.

4.3 Job Sizing for Secretariat Staff

The purpose of this paper is to table for the Committee's consideration the report on the job evaluation of all the positions or roles within the Secretariat to the Commission.

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. ADDITIONAL TCC ITEMS THAT MAY HAVE BUDGET IMPLICATIONS

This item is reserved to discuss any TCC activity that may be required and carry budgetary implications.

AGENDA ITEM 7. WORK PROGRAMME AND BUDGET FOR 2016 AND INDICATIVE WORK PROGRAMME AND BUDGET FOR 2017 AND 2018

The Committee will be asked to consider a proposed draft budget for 2016 together with the indicative budgets for 2017 and 2018 and to make recommendations to WCPFC12. This is in accordance with Article 18 of the Convention and Financial Regulation 3. The budget proposal will take into account the Commission decisions on 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 FAC9 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