



**THIRTEENTH REGULAR SESSION
FINANCE AND ADMINISTRATION COMMITTEE
Tenth Session
Denarau, Fiji
4 - 9 December 2016**

PROVISIONAL ANNOTATED AGENDA

**WCPFC13-2016-FAC10-02 Rev 1
25 November 2016**

AGENDA ITEM 1. OPENING OF MEETING

At 9:00 am on Sunday, 4th December 2016, a Co-Chair of the Finance and Administration Committee Mr Paul Callaghan (United States of America) will open the Tenth session of the Committee (FAC10).

1.1 Adoption of agenda

The Finance and Administration Manager will introduce the Provisional Agenda WCPFC13-2016-FAC10-01. 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 FAC10 to note the logistical arrangements in place to support the meeting and the proposed meeting times during WCPFC13, as necessary.

AGENDA ITEM 2. AUDITS

**2.1 Auditor Report for 2015 and General
Account Financial Statements for 2015.**

The Committee will, in accordance with Finance Regulation 13.1, consider the audited annual financial statements for 2015 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 2017 and 2018.

AGENDA ITEM 3.

STATUS OF THE COMMISSION'S FUNDS

3.1 Report on General Account Fund for 2016 - 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 2016 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 2016 these are:

- the Working Capital Fund;
- the Special Requirements Fund;
- the West Pacific East Asia Project 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.

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 Secretariat will table for the Committee's consideration a proposal to recommend to the Commission to amend the Staff Regulations to provide for assistance to staff who are required to undertake official duty travel and are accompanied by a dependent infant child.

4.3 Job Sizing for Secretariat Staff

The Secretariat will table for the Committee's consideration its assessment of the implications of implementing the report on the job evaluation of all the staff positions at the Secretariat to the Commission.

4.4 Triannual Review of Professional Staff Salaries

The Secretariat will present the report of the Triannual Review of professional staff salaries as required by the Staff Regulations.

4.5 Staff Establishment

The Secretariat will table for the Committee's consideration the establishment of the professional staff position of Electronic Reporting and Electronic Monitoring Technical Coordinator.

AGENDA ITEM 5. REVIEW OF OBSERVER PARTICIPATION IN THE WCPFC

This item was required by FAC9 for consideration at FAC10. FAC9 tasked the Secretariat to prepare a paper for FAC10 regarding options for charging a participation fee for observers to attend meetings of the Commission. During WCPFC12 additional policy issues were added and a much broader review of observer participation was undertaken by the Secretariat.. Since this paper is primarily a policy matter for the Commission, it is also posted as a WCPFC13 paper (WCPFC13-2016-33). Once WCPFC13 has considered the paper, matters related to the finance and administration may be referred back to FAC10.

AGENDA ITEM 6. REQUIREMENTS RELATED TO THE 2016 IT AUDIT REPORT

The Secretariat will table for the Committee's consideration a paper on the financial impacts of implementing the IT auditor's recommendations from the 2016 IT audit report.

AGENDA ITEM 7. WORK PROGRAMME AND BUDGET FOR 2017 AND INDICATIVE WORK PROGRAMME AND BUDGET FOR 2018 AND 2019

The Committee will be asked to consider a proposed draft budget for 2017 together with the indicative budgets for 2018 and 2019 and to make recommendations to WCPFC13. 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 FAC10 considers to have budgetary and resource implications.

AGENDA ITEM 8. OTHER MATTERS

8.1 Election of Chair(s)

The Committee will be required to consider a recommendation to fill the vacant position of co-chair for the FAC.

AGENDA ITEM 9. ADOPTION OF REPORT

AGENDA ITEM 10. CLOSE OF MEETING