



**EIGHTH REGULAR SESSION
FINANCE AND ADMINISTRATION COMMITTEE
Fifth Session
Koror, Palau
04 - 09 December 2011**

PROVISIONAL ANNOTATED AGENDA

**WCPFC8-2011-FAC5/02
19 October 2011**

AGENDA ITEM 1. OPENING OF MEETING

At 09:00am on Sunday, 4 December 2011, the Co-Chairs of the Finance and Administration Committee (Mr Charleston Deiye, Nauru, and Mr Liu Xiaobing, China) will open the fifth session of the Committee (FAC5).

1.1 Adoption of agenda

The Finance and Administrative Officer will introduce the Provisional Agenda WCPFC8-2011 – FAC5/01. 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 Administrative Officer will invite the FAC5 to note the logistical arrangements in place to support the meeting and the proposed meeting times during WCPFC8, as necessary.

1.3 Opening Statement by FAO

The Finance and Administrative Officer will provide a brief overview of the new financial system implemented by the Secretariat and new financial controls implemented.

AGENDA ITEM 2. AUDITORS REPORT FOR 2010 AND GENERAL ACCOUNT FINANCIAL STATEMENTS FOR 2010.

The Committee will, in accordance with Finance Regulation 13.1, consider the audited annual financial statements for 2010 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. STATUS OF THE COMMISSION'S FUNDS

3.1 Report on General Account Fund for 2011 - 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 2011 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 2011 these are:

- The Special Requirements Fund (established under Article 30(3) of the Convention),
- The Western Pacific East Asia Oceanic Fisheries Management Project Fund,
- The Working Capital Fund,
- The Regional Observer Program Development Fund,
- The Voluntary Contributions Fund,
- The Japanese Trust Fund, and
- The Fees and Charges Trust Fund

AGENDA ITEM 4. STRATEGIC PLAN FOR THE COMMISSION

WCPFC7's adopted the recommendation by FAC4 that the strategic plan will be a living document that will incorporate the ongoing work of the Commission subsidiary bodies and Annual Sessions. The Secretariat has updated the plan based on the outcomes of SC7 and TCC7. The FAC is requested accept the new plan or provide additional changes.

AGENDA ITEM 5. BUSINESS PLAN FOR THE SECRETARIAT – IMPLEMENTATION REPORT

The Secretariat will present a progress report on implementation of the Business Plan.

AGENDA ITEM 6. HEADQUARTERS ISSUES, STAFF ESTABLISHMENT AND CONDITIONS OF SERVICE

6.1 Headquarters matters.

The Secretariat will present a report on the operations and functioning of the Commission's headquarters facilities, travel arrangements for meetings, security and potential costs savings in the budget.

6.2 GNI Index Calculation

In FAC4 and TCC7, concerns were raised about the increase in the wealth component contribution for SIDs. The Secretariat will report to the Committee the methodology used in determining GNI and seek recommendations on what data sets should be used to calculate the wealth component of the of assessed contributions.

6.3 Education Allowance

The Secretariat will submit a report to the Committee on possible changes to the education allowance policy. The amount provided for Education Allowance is not adjusted on a regular interval and has fallen behind the real costs of education for

professional staff's children. In addition, the age of dependent children is not in line with CROP agencies.

6.4 Staff housing

As requested in WCPFC7, the Secretariat will submit a report on considerations for building a house for the Executive Director. In addition, the Secretariat will present a paper on staff housing as it relates to recruitment and retention.

6.6 Proposed Revisions to Regulations

The Secretariat will submit recommended changes to the staff and financial regulations to the Committee for consideration.

AGENDA ITEM 7. 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 8. REGIONAL OBSERVER PROGRAMME DATA ENTRY

In TCC7, the paper (WCPFC-TCC7-2011/16) on regional observer programme data was referred to the FAC. The current increased costs of data entry for the ROP in Noumea are being partially offset by a subsidy from New Caledonia of 115,000 Euros. It is expected that this subsidy and the New Zealand subsidy of US\$215,000 to SPC will cease in 2012. The Secretariat has prepared a short cost comparison with options for consideration to address this shortfall. This will also need to merge with approved recommendations from the Cost Optimization Study.

AGENDA ITEM 9. TCC WORKPLAN 2012-2014

In TCC7, the paper (WCPFC-TCC7-2011/29 Rev 1) on TCC workplan for 2012 through 2014 was referred to the FAC. The FAC is invited to review, make comments and adopt the TCC Work Plan for 2012-2014 and the budgetary estimates.

AGENDA ITEM 10. WORK PROGRAMME AND BUDGET FOR 2012 AND INDICATIVE WORK PROGRAMME AND BUDGET FOR 2013 AND 2014

The Committee will be asked to consider a proposed draft budget for 2012 together with indicative budgets for 2013 and 2014 and to make recommendations to

WCPFC8. 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 FAC5 considers to have budgetary and resource implications.

AGENDA ITEM 8. OTHER MATTERS

AGENDA ITEM 9. ADOPTION OF REPORT

AGENDA ITEM 10. CLOSE OF MEETING