



**COMMISSION
EIGHTH REGULAR SESSION**

Tumon, Guam, USA
26-30 March 2012

**SUMMARY REPORT AND RECOMMENDATIONS OF THE FIFTH SESSION OF
THE FINANCE AND ADMINISTRATION COMMITTEE (FAC5)**

**WCPFC8-2011-50 Rev 3
30 March 2012**

Introduction

1. The Finance and Administration Committee (FAC) was convened by co-Chairman Charleston Deiye of Nauru on 25 March and met again on 26, 27, 29 and 30 December. Representatives of Australia, Canada, China, Cook Islands, European Union, Federated States of Micronesia, Fiji, France, Japan, Kiribati, Korea, Marshal Islands, Nauru, New Caledonia, New Zealand, Niue, Palau, Philippines, Papua New Guinea, Samoa, Solomon Islands, Chinese Taipei, Tonga and United States of America attended the meetings together with observers from the Pacific Islands Forum Fisheries Agency and the Secretariat of the South Pacific Community. Meeting support was provided by the Commission Secretariat. A participants list is at Annex V. The Committee agreed by consensus to present to the Commission the decisions and recommendations set out below.

Agenda item 1. Opening of Meeting

1.1 Adoption of agenda.

2. The agenda as set out in WCPFC8-2011-FAC5/01 and WCPFC8-2011-FAC5/02 was adopted.

1.2 Meeting arrangements

3. The indicative schedule set out in WCPFC8-2011-FAC5/03 (Rev 1) was adopted.

1.3 Opening Statement by FAO

4. The Finance and Administration Officer, Aaron Nighswander, provide a brief overview of the new financial system, a statement on the period the financial statement cover, possible priority issues and the budget decisions reached intersessionally by the Commission.

Agenda item 2. Auditor's report for 2010 and General Account Financial Statements for 2010.

5. The Committee recommends the Commission accept the audited financial statements for 2010 as set out in paper WCPFC8-2011-FAC5/04.
 - a. the external auditors opinion was that the "financial statements present fairly, in all material respects, the financial position of the general account fund of the Commission as of 31 December, 2010, and the results of its operations and its cash flows for the year"; and
 - b. a statement that there was no evidence of non-compliance with the Commission's Financial Regulation 12.4 (c) which requires an opinion on regulatory compliance in relation to income, expenditure, the investment of moneys and the acquisition and disposal of assets.
6. The Committee also noted that Deloitte & Touche (Guam) was re-appointed for 2012-2013.

Agenda item 3. Status of the Commission's Funds.

3.1 Report on General Account Fund for 2010 – contributions and other income.

7. The Committee accepted the report in WCPFC8-2011-FAC5/05 (Rev 1). As of 31 December, thirteen members had outstanding 2011 contributions for a total of \$455,725. Four of those members owed less than \$30. As a comparison point, in 2010 \$70,248 was owed at the same point in time.
8. As of 23 March 2012 outstanding contributions for 2009, 2010, and 2011 stands at \$178,858.
9. For 2012, annual contributions of \$3,347,295 have been received and \$2,827,702 is outstanding.

3.2 Report on the Status of Other Funds for 2011.

10. The Committee noted the status of the Commission's Funds as set out in WCPFC8-2011-FAC5/06 (Rev 1). It was noted that the Working Capital Fund is above its established level of \$500,000 and should be used to offset annual contributions. At the end of 2011 the Working Capital Fund held \$1,114,584 and \$455,727 in prior year contributions for a total of around \$1.57 million in the Working Capital Fund.

Agenda item 4. Draft Strategic Plan for the Commission

11. The Draft Strategic Plan, WCPFC8-2011-FAC5-07, was presented to FAC5. The Strategic Plan was considered by the Committee. The Committee recommends it remain a living document that will incorporate the ongoing work of the Commission's subsidiary bodies and Annual Sessions.

Agenda item 5. Business Plan for the Secretariat.

12. The Committee noted the Secretariat's Business Plan implementation report in WCPFC7-2011-FAC5/08.

Agenda item 6. Headquarters Issues, Staff Establishment and Conditions of Service.

6.1 Headquarters matters

13. The Committee noted the report in WCPFC8-2011-FAC5/10. The Committee recommended that printing and distribution of annual meeting books will be limited to those who request a copy in order to save money. The budget item for printing as well as shipping/courier has been reduced.
14. It is also agreed that the costs attributed to delays in receiving nominations and travel itineraries, which has at times, resulted in cancellations from Commission funded participants in meetings will be tracked in 2012 and reported at FAC6.

6.2 GNI Index Calculation

15. The Committee noted the information paper WCPFC8-2011-FAC5/10 (Rev 1) on GNI provided by the Secretariat.
16. A request was made of the Secretariat to conduct an analysis of additional options for calculating the wealth component of the annual contribution for very small island States. The TORs for the additional analysis is provided in Annex IV.

6.3 Education Allowance

17. The Committee recommends the Commission accept a revised increase in education allowance set out in paper WCPFC8-2011-FAC5/13 (Rev 1).

6.4 Staff housing

18. The Committee recommends the Commission accept the change in housing allowances formula set out in paper WCPFC8-2011-FAC5/14b (Rev 1).

6.4 Proposed Revisions to Regulations

19. The Committee recommends the Commission accept the changes in the proposed revisions to regulations set out in paper WCPFC8-2011-FAC5/15 (Rev 2).

Agenda item 7. Recommended Requirements for Hosting Meetings

20. The Committee noted the information paper WCPFC8-2011-FAC5-11 Recommendations for Hosting provided by the Secretariat.

Agenda item 8. Regional Observer Programme Data Entry

21. In TCC7, WCPFC-TCC7-2011/16 on the regional observer program data entry was referred to the FAC. During the FAC meeting, members were informed by New Zealand that the contributions that offset the costs to WCPFC for data entry will continue through 2014. New Caledonia further advised the FAC meeting that subject to the availability of funds, the current levels of contributions will continue through 2014. The Committee noted WCPFC8-2011-FAC5-16 and adjusted the 2012 budget as well as the 2013 and 2014 indicative budgets.

Agenda item 9. TCC WORKPLAN 2012-2014

22. The Committee noted WCPFC8-2011-FAC5-17 paper on the TCC work plan.

Agenda item 10. Work Programme and Budget for 2012 and Indicative Work Programme and Budget for 2013 and 2014

23. Following extensive discussion the Committee agreed to reduce the provisional 2012 budget by \$238,100. The Committee also recommends drawing down the Working Capital Fund over the next three years at a rate of \$350,000 per year. In addition, the Committee agreed to reduce the indicative budget by \$994,112 in 2013 and \$979,142 in 2014. As a result the Committee recommends that the Commission adopt the revised provisional budget set out in Annexes I, II, and III.
24. New contribution invoices will be sent to members with the updated amount applied. Credits will be provided to the members who have already paid their 2012 contributions.
25. The Committee requests the secretariat prepare an annual maintenance plan as well as a capital replacement plan.
26. The line item for high priority project under the scientific research budget will include an additional \$20,000 funding for a swordfish stock assessment. If the stock assessment for swordfish is not approved by the Commission, the 2012 budget will be reduced by \$20,000.
27. Funding for a Catch Documentation Scheme (CDS) Working Group is not included in the budget. If the CDS working group is approved by the Commission, an additional \$100,000 (currently not shown) will need to be added to the budget.

28. On the housing for the ED, the Committee recommended option B. The budget for the Executive Director's house is set at \$162,000 in the 2012 budget. Construction costs for the refurbishment of the house are not authorized beyond \$180,000 without approval of the Commission.
29. The Committee noted that the 10% annual increase in the SPC indicative budget line item for 2013 and 2014 is a flat rate applied, based on historical increases due to the additional workload requested by the Commission. The actual SPC budget for 2013 and 2014 will be determined by WCPFC9 and WCPFC10.
30. The voluntary contributions from Cooperating Non-Members will be calculated once a final decision is made on the budget in plenary.

Agenda item 8. Other Matters

31. The Committee requested that Secretariat present a more detailed budget than currently used in order to help make more informed decisions at FAC6.
32. It is recommended that decisions that have an impact on the budget be placed earlier in the plenary agenda so FAC can have time to discuss the impacts to the budget.

Recommendation

33. The Committee invites the Commission to consider this report and to endorse its recommendations as set out above.

Western and Central Pacific Fisheries Commission
General Fund

Summary of budgetary requirements for the period from 01 January to 31 December 2012
& indicative budgets for 2013 & 2014 (United States dollars)

	<i>Approved budget 2011</i>	<i>Unaudited expenditure 2011</i>	<i>Indicative budget 2012</i>	<i>Proposed budget 2012</i>	<i>Indicative budget 2013</i>	<i>Indicative budget 2014</i>
Part 1 - Administrative expenses of the Secretariat						
Section 1 (Item 1)						
Sub-Item 1.1 <i>Staff Costs</i>						
Established Posts	2,365,287	2,074,429	2,807,332	2,303,873	2,311,554	2,377,780
General Temporary Assistance	3,000	2,490	3,000	3,000	3,000	3,100
Overtime	7,000	9,308	7,000	7,000	7,000	7,000
Chairman's Expenses	0	0	20,000	0	0	0
Consultants <i>see note 1</i>	249,000	391,920	127,000	133,000	138,000	143,000
Total, sub-item 1.1	2,624,287	2,478,147	2,964,332	2,446,873	2,459,554	2,530,880
Sub-item 1.2 <i>Official travel</i>	200,000	206,023	200,000	220,000	225,000	230,000
Sub-item 1.3 <i>General operating expenses</i>						
Electricity, water, sanitation	130,000	107,382	136,000	120,000	124,000	128,000
Communications/Courier	68,000	61,376	71,400	58,000	58,000	58,000
Office Supplies & fuel	31,000	46,335	32,550	50,042	54,045	56,747
Publications and printing	27,000	3,210	27,000	10,000	10,000	10,000
Audit	9,000	7,000	9,000	9,000	9,500	10,000
Bank charges	8,000	7,180	8,200	8,000	8,100	8,200
Official hospitality	11,000	12,962	11,500	11,000	11,000	11,000
Community Outreach	0	4,950	5,000	5,000	5,000	5,000
Miscellaneous services	10,000	14,852	10,500	10,500	10,500	10,500
Security	45,000	18,811	45,000	56,500	56,500	58,500
Training	7,000	19,724	7,000	22,000	23,000	24,000
Total, sub-item 1.3	346,000	303,782	363,150	360,042	369,645	379,947
Sub-item 1.4 <i>Capital Expenditure</i>						
Vehicles	0	0	30,000	30,000	0	0
Information technology	50,200	63,072	50,200	50,200	50,200	50,200
Fencing	15,000	0	0	0	0	0
Refrishment of House for Executive Directors	0	0	0	162,000	0	0
Furniture and equipment	55,000	59,035	55,000	48,500	48,500	48,500
Total, sub-item 1.4	120,200	122,107	135,200	290,700	98,700	98,700
Sub-item 1.5 <i>Maintenance</i>						
Vehicles	5,000	10,162	3,500	4,000	4,500	4,800
Information and Communication Technology	78,500	44,404	78,500	78,500	78,500	78,500
Buildings & grounds	142,000	120,270	142,000	130,000	135,000	140,000
Insurance	36,000	20,692	36,000	36,000	37,000	38,000
Total, sub-item 1.5	261,500	195,528	260,000	248,500	255,000	261,300
Sub-item 1.6 <i>Meeting services</i>						
Annual session	132,000	111,901	132,000	395,000	150,000	155,000
Scientific Committee	135,000	118,969	135,000	135,000	138,000	140,000
Northern Committee	10,000	13,302	10,000	10,000	10,500	11,000
Technical and Compliance Committee	135,000	117,052	135,000	135,000	138,000	140,000
Management Objectives Workshop	90,000	0	90,000	90,000	0	0
Total, sub-item 1.6	502,000	361,225	502,000	765,000	436,500	446,000
TOTAL, Section 1/Item 1	4,053,987	3,666,812	4,424,682	4,331,115	3,844,400	3,946,827

	<i>Approved budget 2011</i>	<i>Unaudited expenditure 2011</i>	<i>Indicative budget 2012</i>	<i>Proposed budget 2012</i>	<i>Indicative budget 2013</i>	<i>Indicative budget 2014</i>
ANNEX I (continued)						
Part 2 - Science & Technical & Compliance Programme						
Section 2 (Item 2)						
Sub-item 2.1	Scientific services (SPC)	820,000	820,000	792,000	792,000	871,200
Sub-item 2.2	<i>Scientific research</i>					
	Regional tagging	10,000	10,000	10,000	10,000	10,000
	Refinement of BE tuna biological parameters	31,000	31,000	62,000	55,000	75,000
	Scoping the use of reference points	20,000	20,000	20,000	0	0
	WPEA OFM Project Co-finance	25,000	25,000	25,000	25,000	25,000
	Harvest Control Rules	0	0	0	10,000	30,000
	BET assessment peer review <i>see note 2</i>	0	0	0	0	0
	Collation of South Pacific Striped Marlin data	30,000	30,000	0	0	0
	Technical support Management Obj. Workshop	30,000	0	30,000	30,000	0
	High priority project(s) - to be allocated	30,000	29,000	110,000	96,000	83,000
	Collection/evaluation: PS species composition	90,000	90,000	0	0	0
Total, sub-item 2.2		266,000	235,000	257,000	226,000	218,000
Sub-item 2.3	<i>Technical & Compliance Programme</i>					
	ROP - audit/remediation	10,000	9,380	10,000	10,000	15,000
	ROP - special projects and research activities	30,000	30,058	30,000	30,000	30,000
	ROP - Training, assistance & development	20,000	21,914	30,000	30,000	30,000
	Reg. Obs. Prog. data entry (SPC) <i>see note 3</i>	334,769	334,769	920,811	334,769	334,769
	By-catch mitigation - website	36,075	35,075	10,000	10,000	10,000
	Vessel Monitoring System - capital costs	40,000	0	40,000	0	40,000
	Vessel Monitoring System - operating costs	853,252	432,119	999,080	450,000	465,000
	Vessel Monitoring System - security audit	35,000	0	37,000	37,000	39,000
	CCM/Staff VMS Training (Non-FFA Countries)	0	0	0	40,000	75,000
	VMS redundancy provision	15,000	28,290	15,000	18,000	18,000
	Information Management System incl. RFV	35,000	44,360	35,000	50,000	35,000
	Workshops <i>see note 4</i>	0	0	0	45,000	-
	Cost benefit direct entry observer data	0	0	0	0	-
Total, item 2.3		1,409,096	935,965	2,126,891	1,054,769	1,091,769
TOTAL, Section 2/Item 2		2,495,096	1,990,965	3,175,891	2,072,769	2,221,089
Total, Parts 1 & 2		6,549,083	5,657,777	7,600,573	6,403,884	6,167,916

Note #1: Consultancies proposed are:

Legal support services	\$70,000
ED Discretion	\$28,000
Meetings' rapporteur	\$35,000
	<u>\$133,000</u>

Note #2: BET assessment peer review

\$30,000 allocated from High Priority Projects.

Note #3: Reg. Obs. Prog. data entry support (SPC)

The line item for data entry costs are offset by donations paid directly to SPC from New Caledonia and New Zealand.

The funds from New Zealand go through May 2014. An increase in the indicative budget will be made in FAC6.

Note #4: Workshops

(basic rates are projected based on one person for one week at approximately \$5,000 including travel)

1. Workshop IATTC and WCPFC for development of Cross Endorsement training guidelines and procedures
5 persons - Hawaii 5 days \$25,000
2. Participation in IATTC/WCPFC workshop for development of a joint management plan for the overlap area
4 persons 5 days \$20,000

ANNEX II

Western & Central Pacific Fisheries Commission

General Account Fund

**Proposed financing of the budgetary requirements for the financial period
01 January to 31 December 2012**

Proposed budget expenditure total	6,403,884
less	
Estimated interest and other income	(40,000)
Transfer of funds for WCPFC8	(200,000)
Transfer of 2011 Management Objectives Workshop to 2012	(120,000)
Transfer from Working Capital Fund	(350,000)
Fees and charges collected from Carrier and Bunker/CNM contributions	(125,000)
Total assessed contributions	<u>5,568,884</u>
(see detailed schedule at Annex III)	

**Proposed financing of the budgetary requirements for the financial period
01 January to 31 December 2013**

Proposed budget expenditure total	6,025,369
less	
Estimated interest and other income	(10,000)
Transfer from Working Capital Fund	(350,000)
Fees and charges collected for non member carriers and bunkers	(125,000)
Total assessed contributions	<u>5,540,369</u>
(see detailed schedule at Annex III)	

**Proposed financing of the budgetary requirements for the financial period
01 January to 31 December 2014**

Proposed budget expenditure total	6,167,916
less	
Estimated interest and other income	(10,000)
Transfer from Working Capital Fund	(350,000)
Fees and charges collected for non member carriers and bunkers	(125,000)
Total assessed contributions	<u>5,682,916</u>
(see detailed schedule at Annex III)	

ANNEX III

Western and Central Pacific Fisheries Commission

Indicative schedule of contributions based on proposed 2012 and indicative 2013 & 2014 budgets

Member	2012 Proposed					2013 Indicative		2014 Indicative	
	Base fee component: uniform share 10% of budget	National wealth component: 20% of budget	Catch component: 70% of budget	Total of components: 100% of budget	% of budget by member	Total of components: 100% of budget	% of budget by member	Total of components: 100% of budget	% of budget by member
Australia	22,276	73,812	11,286	107,373	1.93%	106,823	1.93%	109,572	1.93%
Canada	22,276	78,546	0	100,821	1.81%	100,305	1.81%	102,885	1.81%
China	22,276	61,028	212,874	296,177	5.32%	294,661	5.32%	302,242	5.32%
Cook Islands	22,276	16,342	2,893	41,510	0.75%	41,297	0.75%	42,360	0.75%
European Union	22,276	247,482	73,867	343,624	6.17%	341,865	6.17%	350,660	6.17%
Federated States of Micronesia	22,276	3,573	41,450	67,298	1.21%	66,953	1.21%	68,676	1.21%
Fiji	22,276	5,688	18,343	46,306	0.83%	46,069	0.83%	47,254	0.83%
France	22,276	84,103	8,057	114,435	2.05%	113,849	2.05%	116,778	2.05%
Japan	22,276	117,571	959,902	1,099,748	19.75%	1,094,117	19.75%	1,122,267	19.75%
Kiribati	22,276	2,903	33,387	58,565	1.05%	58,265	1.05%	59,764	1.05%
Korea	22,276	41,883	670,810	734,968	13.20%	731,205	13.20%	750,018	13.20%
Marshall Islands	22,276	4,585	94,064	120,924	2.17%	120,305	2.17%	123,400	2.17%
Nauru	22,276	5,064	3	27,343	0.49%	27,203	0.49%	27,903	0.49%
New Zealand	22,276	42,628	69,566	134,469	2.41%	133,780	2.41%	137,222	2.41%
Niue	22,276	19,745	169	42,189	0.76%	41,973	0.76%	43,053	0.76%
Palau	22,276	11,827	0	34,102	0.61%	33,927	0.61%	34,800	0.61%
Papua New Guinea	22,276	1,808	236,741	260,825	4.68%	259,490	4.68%	266,166	4.68%
Philippines	22,276	4,895	186,636	213,807	3.84%	212,712	3.84%	218,185	3.84%
Samoa	22,276	4,210	2,936	29,422	0.53%	29,271	0.53%	30,024	0.53%
Solomon Islands	22,276	1,540	16,544	40,360	0.72%	40,153	0.72%	41,186	0.72%
Chinese Taipei	22,276	30,495	565,362	618,132	11.10%	614,967	11.10%	630,789	11.10%
Tonga	22,276	4,527	338	27,141	0.49%	27,002	0.49%	27,697	0.49%
Tuvalu	22,276	4,177	10,949	37,402	0.67%	37,210	0.67%	38,168	0.67%
United States of America	22,276	241,550	582,864	846,689	15.20%	842,354	15.20%	864,026	15.20%
Vanuatu	22,276	3,798	99,179	125,253	2.25%	124,612	2.25%	127,818	2.25%
Totals	556,888	1,113,777	3,898,219	5,568,883	100.00%	5,540,369	100.00%	5,682,916	100.00%

Annex IV

Suggested Paragraph for FAC on Assessed Contribution

Niue remains committed to the 70:20:10 formula for the Members Contribution. Niue's concern is specifically on the 20% wealth component and the need to examine options to cap the very small island states' contribution. With a population of less than 2000, it is unfair that each resident of Niue is contributing more than \$20 for the management of the WCPO tuna fishery.

Niue suggest that the Secretariat is tasked to examine options for accommodating the special consideration for very small island States, particularly those with small population bases and report at next FAC meeting and WCPFC9. The options include:

- 1. Capping the contribution to the 20% wealth component for very small SIDS with population less than 100,000 at (a) \$7,500, (b) \$10,000 or (c) \$15,000;**
- 2. Capping SIDS 20% wealth component for SIDS with a recent three year average catch of 5000mt or less, at \$10,000¹;**
- 3. Capping the SIDS contribution to 20% wealth component based on per capita contribution² of (a). \$0.05 (b) \$0.25 (c) \$0.50 (d) \$1.**
- 4. Removing the foreign aid component of the GDP/GNI for the purpose of calculating the 20% wealth contribution³; and**
- 5. Other options identified by the Secretariat to address the ongoing concerns of SIDS.**

¹ If the assessed contribution for the 20% wealth component is less than \$10,000 holds, then the assessed contribution is payable. If the assessed contribution is greater than \$10,000, the maximum contribution payable is \$10,000.

² This is looking at per capita contribution to 20% wealth component. Currently for Niue, each resident contributing more than \$20 to this component. This option suggest that if a per capita contribution to 20% wealth component is cap at an agreed level. That is, each person from SID shall not contribute more than \$1 towards the wealth component.

³ For some island states with special (constitutional) arrangements, the financial assistance/budgetary support from Development Partners are included as Government revenue.



**Finance and Administration Committee Meeting
Hyatt Regency, Guam, USA
25 March 2012
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