



**FINANCE AND ADMINISTRATION COMMITTEE**  
**Twelfth Session**  
Honolulu, Hawaii  
9 – 14 December 2018

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**PROVISIONAL ANNOTATED AGENDA**

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**WCPFC15-2018-FAC12-02**  
**14 November 2018**

**AGENDA ITEM 1.            OPENING OF MEETING**

The Co-Chairs Mr Magele Etuati Ropeti (Samoa) and Wataru Tanoue (Japan) will call the meeting to order at 9:00 am on Sunday 9 December 2018 and welcome all delegates to the twelfth session of the Committee (FAC12).

**1.1    Adoption of Agenda**

The Co-Chairs will introduce the Provisional Agenda WCPFC15-2018-FAC12-01 for consideration and adoption.

**1.2    Meeting Arrangements**

The Co-Chair will ask the Secretariat to explain the meeting and logistical arrangements including the indicative schedule.

**AGENDA ITEM 2.            AUDITS**

**2.1    Auditor Report for 2017 and General Account Financial Statements for 2017.**

The Committee will, in accordance with Financial Regulation 13.1, consider the audited annual financial statements for 2017 and the related audit reports and make the necessary recommendation to the Commission.

**2.2    Selection of an Auditor to audit the 2018 and 2019 Financial Statements**

The Committee will consider and make a recommendation to WCPFC15 of an auditor to audit the 2018 and 2019 financial statements.

**AGENDA ITEM 3.            STATUS OF THE COMMISSION'S FUNDS**

**3.1    Report on General Account Fund for 2018 - Contributions and Other Income.**

The Secretariat, as required by Financial Regulation 5.7, will present a report on the General Account Fund providing details of the 2018 activities including the collection of annual assessed contributions, voluntary contributions received, any investment income, other miscellaneous incomes 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 2018 the funds include:

- the Chinese Taipei Trust Fund;
- the CNM Contributions Fund;
- the FAO's Area's Beyond National Jurisdiction Project Fund;
- the Japan Trust Fund;
- the Special Requirements Fund;
- the West Pacific East Asia Project Fund;
- the Working Capital Fund; and
- the Voluntary Contributions 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, travel, security and staff housing.

### **4.2 Proposal for a Supplemental Retirement Plan for the Secretariats Locally Engaged Staff**

As requested by FAC 11, the Secretariat will table for the Committee's consideration a proposal to provide a supplemental retirement scheme for support staff of the Secretariat.

### **4.3 Proposal to Establish an Environmental Policy for the WCPFC**

The Secretariat will table for the Committee's consideration a proposal to establish an Environmental Policy for the WCPFC's headquarters and travel.

### **4.4 TORs for the Building Maintenance Plan**

As requested by FAC 11, the Secretariat will provide draft TOR and associated funding for a consultancy for the building maintenance plan for the Commissions headquarters.

**AGENDA ITEM 5. REPORT FROM THE SPECIAL REQUIREMENTS FUNDS VIRTUAL WORKING GROUP**

The Chair of the virtual Working Group on the Special Requirement Fund will present the report of the working group. The Committee will consider and discuss the report with the view to make necessary recommendations to the Commission on the way forward for this work.

**AGENDA ITEM 6. WORK PROGRAMME AND BUDGET FOR 2019 AND INDICATIVE WORK PROGRAMME AND BUDGET FOR 2020 AND 2021**

The Committee will consider a proposed draft budget for 2019 together with the indicative budgets for 2020 and 2021 and to make recommendations to WCPFC15. 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 FAC12 considers to have budgetary and resource implications.

**AGENDA ITEM 7. ELECTION OF CHAIRS**

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

**AGENDA ITEM 8. OTHER MATTERS**

The Committee will consider any other matter that a member may raise.

**AGENDA 9. ADOPTION OF REPORT**

The Committee is required to adopt its report for presentation to WCPFC15.

**AGENDA ITEM 10. CLOSE OF MEETING**

The Co-Chairs will close the meeting.