



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

---

**HEADQUARTERS MATTERS**

---

**WCPFC15-2018-FAC12-07 Rev2**  
**7 December 2018**

**Purpose**

1. The purpose of this paper is to table to the FAC the issues affecting the operations at the Commission's Headquarters in Pohnpei.

**Introduction**

2. This paper discusses a number of issues related to Secretariat's operations in Pohnpei including headquarters' property, security, telecommunications, travel, environmental responsibility and utility services.

**Current Issues**

*Telecommunications and Internet*

3. This year a fiberoptic link was established between the FSM Telecommunications and the WCPFC Headquarters' building. This provides the office with more stable connections and the ability to increase the bandwidth to the office as required for future work. The link was co-funded with other corporate entities in Pohnpei and offered free of charge same services to the Pohnpei State Hospital, the Pohnpei Public Library and the Pohnpei State House.

*Utility Services*

4. There continue to be a number of blackouts and electrical power surges since the last annual meeting, but the frequency and duration of blackouts have been significantly reduced over the last 12 months.

*Headquarters Building*

5. The headquarters' building remains in good condition due to regular maintenance. A Terms of Reference (TOR) for an assessment and development of a

capital maintenance plan for the Commission Headquarters building is provided in WCPFC15-2018-FAC12-09.

### *Security*

6. The headquarters' compound maintains 24 hour security through directly hiring of guards. Last year it was reported that there was one instance of theft on the Commission property where two laptops were stolen. However, in January 2018 the laptops were found and it turned out to be a case of misplacement of the carton that the laptops arrived in. At professional staff housing, there have been no instances of theft over the last year.

### *Staff Travel*

7. Flights to and from Pohnpei have been relatively stable in 2018 with the exception of an accident involving an Air Niugini flight that resulted in a brief disruption to the airline services to Pohnpei. There has also been noticeable delays and disruptions to the weekly Air Niugini service to Pohnpei that make bookings on that air service challenging.

### *Meeting Travel*

8. Under Financial Regulation 3.5, “[t]he draft budget shall include an item specifying the costs required to finance the travel and subsistence for one representative from each developing State Party to the Convention and, where appropriate, territories and possessions, to each meeting of the Commission and to meetings of relevant subsidiary bodies of the Commission.”

9. Continued delays in receiving timely nominations for Commission funded participants to meetings is an ongoing concern for the Secretariat. In addition to the higher direct cost of purchasing tickets late due to delayed nominations and notification of attendance, additional per diem is required in some cases when participants had to arrive earlier or stay later as a result of limited flight availability. The delays in receiving nominations also increase the uncertainty in transferring DSAs to the meeting venues as even days prior to meeting there is a large degree of uncertainty to the amount that will be needed at the meeting. This necessitates the transfer of excess funds to account for delayed nominations.

10. As approved at WCPFC14 the Secretariat was tasked to develop:

**a guideline along the line of the proposed regulatory change with the addition of the Executive Director reporting to FAC12 on adherence with the guideline. It is requested that additional data be provided to FAC12 in relation to 2018 cost implications of registration for Commission meetings.**

11. The guideline developed states that “travel itineraries shall be finalized two weeks prior to commencing travel.”

12. In accordance with the tasking a list of eligible Members whose nominated delegates had finalized itineraries within two weeks prior to commencing travel is provided in Attachment A. The information provided is as of 28 November 2018.

*Environmental Responsibility*

13. With the operations of the WCPFC Headquarters' building the Secretariat continues to look at ways to reduce its impact on the environment. A paper on reducing the Secretariat's environmental impact and development of an environmental policy is presented in WCPFC15-2018-FAC12-12.

*IT Audit update*

14. At TCC14 the 2018 Review of Integrity of Secretariat VMS data, and Review of Integrity of IMS and RFV (IT Audit) was presented in WCPFC-TCC14-2018-RP09 on the secure website. The audit was provisional at the time of the presentation as the Secretariat was seeking clarification on two issues. The final version of the IT audit will be posted on the secure website prior to FAC12.

*Information Security Policy (ISP) and Disaster Recovery Plan Update*

15. At WCPFC13, \$30,000 USD was provided for a consultancy to prepare a business continuity and disaster recovery plan and to revise and update the ISP. The consultant provided those reports prior to TCC14. Due to the complex technical nature of the ISP and the disaster recovery plan the Secretariat is undergoing the process of reviewing the technical, financial and training needs that result from the updated and new plan and policy. A draft version of the ISP and the disaster recovery plan with associated costs of implementation will be provided to FAC13.

**Recommendation**

16. The Committee is invited to note and discuss the paper.

## Attachment A

Member	Meeting	Nomination Deadline	Date Nomination Received	Date Itinerary Accepted	Date of Travel
Fiji	SC14	1-Jul-18	9-Jul-18	24-Jul	3-Aug
Kiribati	SC14	1-Jul-18	27-Jul-18	30-Jul	2-Aug
Kiribati	SC14	1-Jul-18	27-Jul-18	30-Jul	2-Aug
Samoa	SC14	1-Jul-18	6-Jul-18	19-Jul	30-Jul
Solomon Islands	SC14	1-Jul-18	16-Jul-18	16-Jul	29-Jul
Fiji	NC14	1-Aug-18	29-Aug-18	31-Aug	2-Sep
Fiji	TCC14	23-Aug-18	11-Sep-18	13-Sep	20-Sep
Nauru	TCC14	23-Aug-18	3-Sep-18	4-Sep	14-Sep
Philippines	TCC14	23-Aug-18	3-Sep-18	12-Sep	23-Sep
PNG	TCC14	23-Aug-18	14-Sep-18	18-Sep	20-Sep
Samoa	TCC14	23-Aug-18	11-Sep-18	17-Sep	19-Sep
Solomon Islands	TCC14	23-Aug-18	11-Sep-18	11-Sep	21-Sep
Tuvalu	TCC14	23-Aug-18	11-Sep-18	14-Sep	20-Sep
American Samoa	WCPFC15	2-Nov-18	4-Dec-18	6-Dec	7-Dec
CNMI	WCPFC15	2-Nov-18	26-Nov-18	26-Nov	8-Dec
Fiji	WCPFC15	2-Nov-18	28-Nov-18	30-Nov	2-Dec
FSM	WCPFC15	2-Nov-18	19-Nov-18	20-Nov	30-Nov
Nauru	WCPFC15	2-Nov-18	9-Nov-18	20-Nov	30-Nov
Nauru	WCPFC15	2-Nov-18	19-Nov-18	21-Nov	30-Nov
Niue	WCPFC15	2-Nov-18	4-Nov-18	22-Nov	30-Nov
PNG	WCPFC15	2-Nov-18	22-Nov-18	26-Nov	8-Dec
Solomon Islands	WCPFC15	2-Nov-18	2-Nov-18	26-Nov	1-Dec
Tuvalu	WCPFC15	2-Nov-18	6-Nov-18	22-Nov	1-Dec