



**COMMISSION
FIFTEENTH REGULAR SESSION**
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Terms of Reference for a Review of the Draft Corporate Plan

**WCPFC15-2018-FAC12-13
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1145**

**Submitted by
Australia, Canada, New Zealand, Tokelau, United States of America.**

Terms of Reference for a review of the draft Corporate Plan

This paper has been prepared by New Zealand, Australia, Tokelau, Canada and US. We thank the Secretariat for its work in providing a draft Corporate Plan to WCPFC15 and note the challenge in drafting the Plan without the clear guidance of members. We provide the attached Terms of Reference to help guide the Executive Director in refining the Corporate Plan for the WCPFC Secretariat for consideration at FAC13 and approval at WCPFC16 in 2019.

Significantly, the ToRs propose that the focus of the Corporate Plan be on the functions and strategies of the Secretariat, with a view to providing the Executive Director clear guidance about the role of the Secretariat in supporting the Commission to efficiently achieve its vision. It is envisaged this Corporate Plan would form the basis of the Executive Director's Annual Report, through provision of guiding strategies and performance measures.

It is recommended that FAC12 approve these Terms of Reference for the review and present them to the Commission as part of its report.

Members interested in providing input into development of the Corporate Plan should make themselves known to the Secretariat by the end of WCPFC15.

Terms of Reference for the Corporate Plan for the Secretariat of the Western and Central Pacific Fisheries Commission

Objective:

To develop a Corporate Plan to inform the role of the Secretariat in supporting the Commission [and subsidiary bodies] to achieve the WCPFC Strategic Vision as articulated at WCPFC7 and efficiently perform its functions as articulated in the Convention.

Methodology:

Secretariat will draft a Corporate Plan, seeking interested members advice and support, in accordance with the Criteria in this Terms of Reference.

Criteria:

The Corporate Plan should include:

1. Context of the Secretariat in delivering on the WCPFC Convention, and role in supporting the Commission and its subsidiary bodies, role of the Commission and subsidiary bodies in decision making and instructing the Secretariat
2. A current situational analysis of the Secretariat and short term forecast for
 - a. Structure
 - b. Finance
 - c. Resources
 - d. Governance Policies, including environmental policy
3. Corporate objectives associated with delivery of the functions articulated in Article 15 of the Convention and the work of the Commission and subsidiary bodies. Establishing and maintaining effective and efficient information management systems to support the implementation of Commission decisions and support members' effective participation in the Commission should be a priority objective.
4. Corporate approaches, with a particular focus on technology, to achieve the corporate objectives (these may be existing or new)
5. Performance measures that are specific, measurable, actionable/achievable, relevant and time bound.

Work Schedule:

- 1. Consultation**
Secretariat will consult with interested and available members on drafting the Corporate Plan in accordance with the Criteria in this Terms of Reference
- 2. Draft Corporate Plan**
Draft Plan will be circulated to all members by [August 2019] for further input
- 3. Revision of the Draft Corporate Plan**
Final draft to be presented for FAC consideration in [November 2019]
- 4. Finalise Corporate**
Approval at WCPFC16