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**Proposed Amendments to the Financial Regulations to Support Chairs of the Commission and  
Subsidiary Bodies**

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**Submitted by Korea**

**Explanatory Note**

**1. Purpose**

This proposal codifies a clear, neutral rule for financing the travel and accommodation of Chairs of the Commission and subsidiary bodies, and explicitly provides a Daily Subsistence Allowance (DSA) when the Chair is from a developing Member, thereby improving predictability, equity, and auditability in budgeting and execution.

**2. Background**

The current Regulations only partially address financial support for participation and do not expressly cover Chairs' travel, accommodation, or DSA, leaving practice to custom and creating uncertainty in annual budgeting, auditing, and implementation. Under current custom, Commission funding is provided only when the Chair is from a developing Member; Chairs from developed Members generally receive no Commission support. The absence of text on acting arrangements for Vice-Chairs and on double-funding safeguards also generates avoidable administrative burden and inconsistent outcomes. In addition, establishing a baseline of Commission-funded travel and standard accommodation prevents situations in which a Chair from a developed Member must stay at a distant or suboptimal hotel because of national budget constraints, or faces difficulties securing timely national funding due to extraordinary circumstances (e.g., sudden fiscal freezes, government shutdowns, or emergency reprogramming). This safeguard protects meeting effectiveness and ensures the Chair's availability and readiness regardless of external shocks.

### **3. Objectives**

First, ensure continuity and professionalism of presiding functions by providing a uniform baseline of support—one economy-class return airfare and standard accommodation—to all Chairs. Second, formalize the customary provision of DSA when the Chair is from a developing Member to achieve substantive equity. Third, embed monetary caps in the approved budget to contain exposure and improve predictability. Fourth, direct the Executive Director to issue guidance on documentation and double-funding prevention to strengthen control and consistency.

### **4. Summary of the Proposed Provision**

A new Regulation 3.5bis is inserted immediately after Regulation 3.5 under the Budget chapter. All Chairs are entitled to economy-class airfare (most direct route) and standard accommodation for the official meeting period, with up to one night immediately before and after where necessary. Where the Chair (or acting Chair) is from a developing Member, DSA is payable for the official meeting period and necessary travel days at the rates in the Commission's DSA schedule; if accommodation is provided directly by the Commission, only the Meals and Incidental Expenses (M&IE) component is payable. Monetary caps are set annually in the approved budget. The scope is limited to meetings convened by the Commission or its subsidiary bodies. Administrative guidance by the Executive Director will specify documentation, rate tables including the M&IE split, and double-funding safeguards.

### **5. Rationale**

Textual clarity replaces ad hoc custom, reducing interpretive disputes and after-the-fact adjustments. A neutral baseline for all Chairs guarantees formal equality, while a targeted DSA for developing-state Chairs reflects real cost pressures and preserves established practice. The combination of explicit scope, annual caps, and delegated guidance achieves normative clarity with operational flexibility.

### **6. Financial Implications**

Budget exposure is controlled through annual caps and limited eligibility for DSA. When accommodation is paid by the Commission, only M&IE is payable, further containing costs. Double-funding safeguards allow reduction or non-payment where a government or third party covers equivalent costs, mitigating residual exposure.

### **7. Legal and Policy Consistency**

Placement in the Budget chapter aligns the provision with its financial nature. A universal baseline coupled with conditional DSA is compatible with non-discrimination principles while codifying existing custom. Limiting the scope to Commission- and subsidiary-convened meetings prevents unintended spillover.

### **New Regulation 3. Support for Chairs**

3bis.1. To ensure the effective discharge of presiding duties, the draft budget shall include an item to finance travel and accommodation for the Chair of the Commission and the Chairs of subsidiary bodies. Such support shall be provided on uniform terms and conditions applicable to all Chairs, and shall cover:

(a) one economy-class return airfare by the most direct route; and

(b) standard accommodation<sup>1</sup> for the official meeting period, including up to one night immediately before and after the meeting as necessary.

(c) Daily Subsistence Allowance (DSA) : Where the Chair (or acting Chair) is a national of a developing Member, a daily subsistence allowance (DSA) shall be payable for the official meeting period and necessary travel days, at the rate established under the Commission's approved DSA schedule (which may reference UN/ICSC or other agreed benchmarks). If accommodation is paid directly by the Commission, only the meals and incidental expenses (M&IE) component of the DSA shall be payable. No DSA shall be paid for days where no official duties are performed, unless unavoidable travel requirements are certified.

3bis.2. Where a Vice-Chair acts as Chair in the absence of the Chair, the same support shall apply.

3bis.3. Monetary caps shall be established annually in the approved budget.

3bis.4 This provision applies to meetings convened by the Commission or its subsidiary bodies.

3bis.5 The Executive Director shall promulgate administrative guidance to avoid double-funding where the Chair's government provides equivalent support, to specify documentation requirements, to define the DSA schedule and M&IE split, and to ensure consistency with the Commission's travel policy.

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<sup>1</sup> "Standard accommodation" means a room at (i) the hotel where the relevant meeting is held, or (ii) a hotel used by the Secretariat for its staff for that meeting. Where neither is available, an equivalent nearby hotel designated by the Secretariat may be used.