



6TH MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

The Hague, The Netherlands, 23 to 27 January 2019

FAC 6 – Doc 08.2

Secretariat Travel Plan for Financial Year 2019-2020

Secretariat

1. Background

According to Regulation 2.3 of the Commission Financial Regulations *“The draft budget shall be accompanied by a travel plan which, to the extent possible, identifies all proposed official travel for the succeeding financial year, including the approximate expenditure and justification for each trip”*.

1.1. Gap analysis on the travel budget for Financial Year 2018-2019

The tight budget allocated for travel during Financial Year (FY) 2018-2019 is preventing the Secretariat to participate in relevant meetings such as:

- “Global Deep Sea Symposium”, FAO, Rome: This Symposium (first week of May 2019) is a major output of the ABNJ Deep Seas Project and will include panels and parallel sessions over three days where speakers from key groups (e.g. academia, industry, government, IGO, NGO, and RFBs, among others) will be invited to present on the three core themes: ABNJ governance and policy, ABNJ deep-sea research and Implementation and management.
- “Agreement on Port State Measures (PSMA)”, Chile: The Parties of the PSMA will meet first half 2019 to address the implementation of the Agreement together with RFMOs and other international organizations and bodies.
- “Informal Consultations of States Parties to the UN Fish Stocks Agreement (ICSP/14)”, USA: The topic of focus of the fourteenth round of informal consultations of States Parties to the Agreement to be held in May 2019 will be “Performance reviews of regional fisheries management organizations and arrangements.”



2. Secretariat Travel Plan for Financial Year 2019-2020

As it happened during FY 2018-2019, there could be relevant meetings which are not yet scheduled. Therefore, this travel plan and its associated budget should be considered as the most accurate scenario to date.

Please bear in mind that NZ\$ 5,000 are allocated to “Cost associated with hosting a meeting” and therefore NZ\$ 75,000 is the final figure on Table 1 below and not NZ\$ 80,000 as in the Draft budget FAC6-Doc 7.

Table 1 Travel Plan for FY 2019-2020

	OFFICIAL TRAVEL	WHERE / WHEN	STAFF	FLIGHT COST (NZ\$)	DSA (NZ\$)	NUMBER OF DAYS	APPROX. EXPENDITURE (NZ\$)	JUSTIFICATION
Financial Year 2019-2020	Toothfish data tagging and Catch Documentation Scheme (CCAMLR MoU)	Hobart, Australia, July 2019	DM	1 460	385	4	3 000	Making operational the arrangement with CCAMLR consistent with the toothfish tagging, the Catch Documentation Scheme (CDS) and the Observer Programme.
	FAO-ABNJ Deep Seas Project Steering Committee	(tbc) Second half 2019	ES	8 575	485	5	11 000	Provide input for the second phase of the ABNJ Programme and Deep-Sea Project. Discuss related project management on budgets and workplans.
	7 th SPRFMO Scientific Committee 2019 (SC7)	Varadero, Cuba 5-12 October 2019	DM+ES	15 530	385	22	24 000	Secretariat shall make all necessary arrangements for the annual meeting (Rule of Procedures 3) and shall assist the Commission and its subsidiary bodies in fulfilling their respective tasks (Rule of Procedures 6).
	8 th SPRFMO Annual Commission Meeting 2020	(tbc) New Zealand, January 2020	DM+CO+FM +CM+ES	2 750	465	50	26 000	
	FAO-FIRMS Steering Committee Meeting 12 th Session	(tbc) first half 2020	DM	8 575	485	5	11 000	Supporting needs in strengthening data collection for management and decision making. Data in support to Sustainable Development Goal (SDG) 14. Addressing the long-term governance of the VME Database. Transparency/alignment needs across reference points.
TOTAL						75 000		

NOTE: DM Data Manager, CO Communication Officer, FM Financial manager, CM Compliance Manager, ES Executive Secretary,



3. Secretariat Draft Travel Plan for Financial Year 2020-2021

To be consistent with the draft budget R16-2018 circulated on 3 December 2018, the Secretariat is also providing a draft travel plan for FY 2020-2021.

Please bear in mind that NZ\$ 6,000 are allocated to “Cost associated with hosting a meeting” and therefore NZ\$ 109,000 is the final figure on Table 2 below and not NZ\$ 115,000 as in the Draft budget FAC6-Doc 7.

Table 2 Travel Plan for FY 2020-2021

	OFFICIAL TRAVEL	WHERE / WHEN	STAFF	FLIGHT COST (NZ\$)	DSA (NZ\$)	NUMBER OF DAYS	APPROX. EXPENDITURE (NZ\$)	JUSTIFICATION
Financial Year 2020-2021	RSN Meeting + 34 th COFI Session	Rome, Italy July 2020	ES	8 635	485	9	13 000	Increasing connectivity among RFBs to address common and emerging issues.
	8 th SPRFMO Scientific Committee 2020 (SC8)	(tbc), Sept/Oct 2020	DM + ES	--	--	22	26 000	Secretariat shall make all necessary arrangements for the annual meeting (Rule of Procedures 3) and shall assist the Commission and its subsidiary bodies in fulfilling their respective tasks (Rule of Procedures 6).
	8 th World Fisheries Congress 2020 ¹	Adelaide, Australia 11-15 October 2020	DM+CM	3 380	385	12	8 000	Held every four years, it is the largest gathering of research, industry and management sectors discussing the latest developments in fisheries.
	9 th SPRFMO Annual Commission Meeting 2021	(tbc) January 2021	DM+CO+FM +CM+ES	--	--	--	57 000	Secretariat shall make all necessary arrangements for the annual meeting (Rule of Procedures 3) and shall assist the Commission and its subsidiary bodies in fulfilling their respective tasks (Rule of Procedures 6).
	CCAMLR and ACAP	Hobart, Australia, (April 2021)	DM+CM/ES	3 075	385	5	5 000	Follow up on CCAMLR and ACAP MoUs implementation
	TOTAL						109 000	

NOTE: DM Data Manager, CO Communication Officer, FM Financial manager, CM Compliance Manager, ES Executive Secretary

¹ <https://wfc2020.com.au/>