



9TH MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

Held remotely, 18, 21 and 22 January 2022

FAC 9 – Doc 06.1

Secretariat Travel Plan for Financial Year 2022-2023

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”*.

This travel plan is provided on the assumption that the Secretariat will carry on activities without travel restrictions; if current COVID 19 restrictions continue, it is very likely to be an underspend for meetings associated with travel.

In relation to Items 3.1 to 3.3 of the Budget (Meetings and Travel) the **FAC is invited to:**

- ***note*** that the Secretariat Travel Plan for Financial Year 2022-2023 and its inclusion into the 2022-23 budget (refer FAC9-Doc06).



2. Secretariat Travel Plan for Financial Year 2022-23

Table 1: Travel Plan for FY 2022-23

Budget Item	OFFICIAL TRAVEL	WHERE / WHEN	STAFF	FLIGHT COST (NZ\$)	DSA (NZ\$)	Nº OF DAYS	APPROX. COST (NZ\$)	JUSTIFICATION	
3.1	11 th SPRFMO Annual Commission 2023	(tbc) Jan/Feb 2023	DM + CO + FM + CM + ES	60 000	300	60	78 000	The Secretariat shall make all necessary arrangements for the annual meeting (RoP 3) and shall assist the Commission and its subsidiary bodies in fulfilling their respective tasks (RoP 6).	
3.2	10 th SPRFMO Scientific Committee Meeting 2022	Korea, Sept/Oct 2022	DM + ES	13 100	460	20	22 300		
3.3	PEW 3-day workshop on best practices for RFMOs	Halifax, Canada 27-29 July 2022	CM	11 650	400	3	15 250	The GFETW is the only international meeting place designed specifically for global MCS practitioners. The GFETW offers a forum for sharing information about the challenges facing compliance officers. Participants will also be exposed to new and emerging compliance strategies and fisheries law enforcement “best practices”. The proposed travel plan includes attendance at 2 pre-meeting workshops.	
	Pan Pacific Fisheries Compliance Network meeting	Halifax, 30 July 22			400	1			
	2022 International Global Fisheries Enforcement Training Workshop (GFETW) ¹	Halifax, Canada 1-5 August 2022			400	5			
	Regional Fishery Body Secretariats Network (RSN) Meeting + 35 th COFI Session ²	Rome, Italy Sept 2022	ES	10 000	450	5	12 250		The RSN was established to facilitate information exchange among RFB Secretariats. This biannual meeting presents an opportunity to increase connectivity and facilitate discussion and information sharing among RFBs to address common and emerging issues.
	10 th International Fisheries and Monitoring Conference ³	Hobart, Australia 6-10 March 2023	DM + CM	3 350	385	10	7 200		This conference is the only one of its kind specifically addressing fisheries monitoring programs, fisheries observer programs, emerging monitoring technologies, and other approaches to fishery-dependent data collection and analyses.
3.4	Costs associated with hosting a meeting	Various	FM + ES	-	-	-	6 000	Including late night food, extra room hire, wifi connectivity...	
TOTAL							141 000		

NOTE: Data Manager (DM), Communication Officer (CO), Financial Manager (FM), Compliance Manager (CM), Executive Secretary (ES), (tbc) to be confirmed.

¹ <https://gfetw.org/2022-gfetw/>

² <https://caopa.org/en>

³ <https://www.ifomc2022.com>



3. Secretariat Draft Travel Plan for Financial Year 2023-24

Consistent with the draft budget (FAC9-Doc06), the Secretariat is also providing a draft travel plan for FY 2023-24.

Table 2 Travel Plan for FY 2023-24

Budget Item	OFFICIAL TRAVEL	WHERE / WHEN	STAFF	FLIGHT COST (NZ\$)	DSA (NZ\$)	Nº OF DAYS	APPROX. COST (NZ\$)	JUSTIFICATION
3.1	11 th SPRFMO Scientific Committee Meeting 2023	(tbc) September/October 2023	DM + ES	23 400	330	20	30 000	The Secretariat shall make all necessary arrangements for the annual meeting (RoP 3) and shall assist the Commission and its subsidiary bodies in fulfilling their respective tasks (RoP 6).
3.2	12 th SPRFMO Annual Commission Meeting 2024	January/February 2024 (tbc)	DM + CO + FM + CM + ES	56 000	400	60	80 000	
3.3	9 th World Fisheries Congress 2022 ⁴	Seattle, Washington, USA, from 3-9 March 2024	CM or DM	9 840	480	7	13 200	Held every four years, it is the largest gathering of research, industry and management sectors discussing the latest developments in fisheries. <i>*Item may be revisited next year dependent upon other high priority opportunities</i>
	FAO-ABNJ Deep Seas Project Steering Committee (Phase 2)	(tbc) 2024	DM	10 000	450	4	11 800	Provide continued input for the second phase of the ABNJ Programme and Deep-Sea Project. Discuss related project management on budgets and workplans. <i>*Item may be revisited next year dependent upon other high priority opportunities</i>
3.4	Costs associated with hosting a meeting	Various	FM + ES	-	-	-	6 000	Including late night food, extra room hire, wifi connectivity...
TOTAL							141 000	

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

⁴ <http://wcfs.fisheries.org/world-fisheries-congress/>