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

The Hague, The Netherlands, 23 to 27 January 2019

FAC 6 – Doc 02

Annotated FAC Provisional Agenda

Secretariat

1. WELCOME AND INTRODUCTION

2. ADMINISTRATIVE ARRANGEMENTS

a. Adoption of the Agenda (FAC6-Doc01 and FAC6-Doc02)

The adoption of the agenda will follow Rule of Procedure 4.3.

b. List of Meeting Documents (FAC6-Doc03)

The Chairperson will briefly introduce all documents submitted to the meeting in accordance with Rules 4.4, 4.5 and 4.6.

3. SPRFMO FINANCIAL REPORTING (from FAC6-Doc04 — FAC-Doc04.3)

a. Financial Statements (FAC6-Doc04)

The Secretariat will present the 2017-2018 Annual Financial Statements of the Commission.

b. Auditor Report (FAC6-Doc04)

In accordance with Financial Regulations 9.7, 9.8 and 9.9.

The Secretariat will present the Auditor Report together with the Annual Financial Statements. Concerning Financial Year 2017-2018, the Financial Statement were prepared, in all material respects, in accordance with the Financial Regulations of the Commission.

c. Statement of transfers of appropriations (FAC6-Doc04.1)

In accordance with Financial Regulations 3.3.

The Secretariat will inform the Commission that no transfers of the appropriations were made for the Financial Year ending 30 June 2018.

d. Accumulated Surplus Account (FAC6-Doc04)

In accordance with Financial Regulation 4.5.

The FAC will review the amount available in the Accumulated Surplus Account in accordance with Financial Regulation 4.5 “the Commission ...shall attempt to maintain the Accumulated Surplus Account at a level sufficient to finance operations during the first three months of the financial year. Any additional funds credited to the Accumulated Surplus Account that exceed this level shall be returned to the Members of the Commission unless decided otherwise by the Commission.”

e. SPRFMO Contingency Fund (FAC6-Doc04.2)

In accordance with Financial Regulation Annex 2.

The Secretariat will present the status of the Contingency Fund (balance as at 30 November 2018 is NZ\$ 49,881). The FAC will review the amount available in the SPRFMO Contingency Fund in accordance with Annex 2 of the Financial Regulations.

f. Status of SC Scientific Support Fund & Developing States Fund (FAC6-Doc04.3)

In accordance with Financial Regulation 2.4.

The Secretariat will present the status of both SC and DS Funds, showing that the balance at 30 November 2018 for the SC Fund is NZ\$ 16,187 and for the DS Fund is NZ\$20,325.

4. SPRFMO REPORT OF INCOME (FAC6-Doc05)

In accordance with Financial Regulation 4.11.

The Secretariat will report on annual contributions from Members, voluntary contributions received, and any investment and other income received. Concerning Financial Year 2018-2019, the contributions are NZ\$ 1,1045,154, NZ\$ 80,831 and NZ\$ 30,221 respectively.



5. SPRFMO BUDGET DEVELOPMENT ANALYSIS 2013-2014 – 2018-2019 (FAC6-Doc06)

The Secretariat will present a budget development analysis (2013-2014 – 2018-2019) and propose a new budget format, aiming at having a standard and accurate way of reporting to the Commission for a better understand the Organisation from a financial point of view.

6. PERFORMANCE REVIEW RECOMMENDATIONS CONCERNING THE FAC (FAC6-Doc07)

a. Presentation and discussion

The Chairperson will present the Performance Review recommendations concerning the financial and administrative issues. The discussion will focus on these recommendations.

b. Plan for addressing recommendations

A plan for addressing these recommendations will be drafted after the discussion.

7. FUTURE BUDGETS AND CONTRIBUTIONS (from FAC6-Doc08 — FAC6-Doc09)

a. Draft Budget for financial years 2019-2020 and 2020-2021 (FAC6-Doc08, FAC6-Doc08.1, FAC6-Doc08.2, FAC6-Doc08.3, FAC6-Doc08.4, FAC6-Doc08.5)

In accordance with Convention Article 15.4 and Financial Regulations 2.

The draft budget will be reviewed by the FAC.

For Financial Year 2019-2020, two scenarios are presented: Budget A – considering business as usual, Budget B – considering the recommendations of the Performance Review Panel. The budget is supported by four supplementary information documents prepared by the Secretariat to explain the details of the proposed budget items, including the Secretariat's premises (FAC6 – Doc08.1), the Secretariat Travel Plan for Financial Year 2019-2020 (FAC6 – Doc08.2), the Estimated Expenditure for “Operational Expenses – Translation Cost” (FAC6 – Doc08.3), and the Database Development and Update (FAC6 – Doc08.4). Budget C refers to the forecast budget for Financial Year 2020-2021.

b. Contributions for financial years 2019/2020 and estimate for 2020/2021 (FAC6-Doc09)

In accordance with Financial Regulations 4.7.

It shall be noted that the contributions have been calculated based on the financial formula adopted in COMM 6 last year. The Secretariat will prepare new contributions tables during the meeting based on the adopted budget for financial year 2019/2020 in response to decisions made by the Commission.

8. MATTERS CONCERNING THE SECRETARIAT & THE STAFF REGULATIONS (from FAC6-Doc10 — FAC6-Doc13)

a. Secretariat report on 2018 intersessional period activities (FAC6-Doc10)

The Secretariat will report on activities in the 2018 intersessional period, which provides a summary account of the Commission's membership, office holders, collaboration with other organisations and other important information about the Organisation in 2018.

b. New Zealand's proposal on the implementation of a Code of Ethics and conflict resolution procedure (COMM7-Prop17)

This proposal merges the Code of Ethics and a Conflict Resolution Mechanism under specific provisions in the SPRFMO Staff Regulations, aiming to develop a SPRFMO Code of Ethics and a Conflict Resolution Mechanism at the 7th Commission Meeting.

c. Secretariat disaster recovery plan (FAC6-Doc11)

In accordance with COMM6 – Report – ANNEX 8c: Secretariat Security Standards for the Use of the Commission Data, the Commission advised the Secretariat “to develop in consultation with the CTC Chair an internal electronic data and communication security procedures.” As guided by the Commission, this document covers: Disaster Recovery Plan and Procedures, Prevention of network compromise, Prevention of data compromise and Prevention of data loss.

d. Secretariat mobile device acceptable use policy (FAC6-Doc11)

In accordance with COMM6 – Report – ANNEX 8c: Secretariat Security Standards for the Use of the Commission Data). See Agenda Item 8.c.

e. Secondment Assessment (FAC6-Doc12)

In accordance with COMM6-Report ANNEX4e, “the Executive Secretary will provide a report on an account of the tasks undertaken by the secondees of the SPRFMO Secretariat, and an assessment of the secondment in general”.



- f. Secretariat Communication plan (FAC6-Doc13)
Secretariat's Communication strategy on strengthen external cooperation.

9. MEETINGS OF THE COMMISSION & SUBSIDIARY BODIES (FAC6-Doc14)

- a. Date and Venue for 2020
The FAC will be seeking nominations from Members to host the 2020 annual meeting of the Commission. In the absence of a host, this meeting will need to be hosted by the Secretariat in New Zealand, the costs for which will be met through the Commission's budget.
- b. Potential hosting 2021 & 2022
To facilitate medium term planning both for SPRFMO Members and the Secretariat, Members are requested to consider how feasible would be to organise any of the forthcoming Commission meetings (2021 and 2022).
- c. Scientific Committee 2019 and potential hosting 2020 & 2021

10. OTHER MATTERS

- a. Rules of procedure, Rule 4 "Order of Business"
The Secretariat will suggest harmonizing the understanding of the SPRFMO Rules of Procedures, Rule 4.5 "Order of Business", so the due date for proposals should be 50 days prior to the start of the Commission meeting (as implemented this year by the Secretariat) and not the start of the CTC meeting as in previous years.
- b. Secretariat's Proposal to Create Guidelines for the Administration of the Developing States (DS) Fund – Travel Support Policy (COMM7–Prop18, COMM7–Prop18.1).
Considering that during the current Financial Year 2018-2019 the level of the support requested have exceeded by almost NZ\$20,000 the amount available in the Developing States Fund (DS Fund), the Secretariat propose to create guidelines for the administration of the DS Fund – Travel Support Policy.

11. OFFICE HOLDERS

- a. Chairperson and Vice-chairperson
The positions of Chairperson and Vice-Chairperson of the FAC would be vacant from the end of the 2019 meeting considering that last election was held in 2017. In accordance with Rule 5, the FAC shall elect a Chairperson and a Vice-Chairperson from among the Contracting Parties for a term of two years, noting that the current Chairperson and Vice-Chairperson are eligible for a second term in accordance with Rule of Procedure 5, paragraph 1b.

12. ADOPTION OF THE REPORT

13. CLOSE OF MEETING