
7TH MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

Port Vila, Vanuatu, 14 to 18 February 2020

FAC 7 – Doc 02

Annotated FAC Provisional Agenda

Secretariat

1. WELCOME AND INTRODUCTION
2. ADMINISTRATIVE ARRANGEMENTS
 - a. Adoption of the Agenda (FAC7-Doc01 and FAC7-Doc02)
The adoption of the agenda will follow Rule of Procedure (RoP) 4.3.
 - b. List of Meeting Documents (FAC7-Doc03)
The Chairperson will briefly introduce all documents submitted to the meeting in accordance with RoP 4.4, 4.5 and 4.6.
3. SPRFMO FINANCIAL REPORTING (FAC7-Doc04 — FAC7-Doc04.3)
 - a. Financial Statements (FAC7-Doc04)
The Secretariat will present the 2018-2019 Annual Financial Statements of the Commission.
 - b. Auditor Report (FAC7-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 2018-2019, the Financial Statement were prepared, in all material respects, in accordance with the Financial Regulations of the Commission.*
 - c. Statement of transfers of appropriations (FAC7-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 2019.*
 - d. Accumulated Surplus Account (FAC7-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, any additional funds (NZ\$ 99,388, page 8 FAC7-Doc04) 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 (FAC7-Doc04.2)
*In accordance with Financial Regulation Annex 2.
The Secretariat will present the status of the Contingency Fund (balance as at 30 November 2019 is NZ\$ 69,942).
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 (FAC7-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 2019 for the SC Fund is NZ\$ 32,620 and for the DS Fund is NZ\$ 19,752.*
4. SPRFMO REPORT OF INCOME (FAC7-Doc05 and FAC7-Doc05.1)
*In accordance with Financial Regulation 4.11.
The Secretariat will report on annual contributions from Members, voluntary contributions received, any investment and other income received, and European Union Grants. In particular, the Secretariat is looking for guidance on nonmembers' voluntary contributions to be accepted by the Commission.*



5. SELECTION AND APPOINTMENT OF INDEPENDENT AUDITORS (FAC7-Doc06)
*In accordance with Convention Article 15 and Financial Regulation 9.
The Secretariat will present the offers received from the three accounting firms. The FAC will evaluate these three offers and select an independent auditor for conducting audit work for the financial activities of the Organisation for the current and the two following financial years.*
6. SPRFMO OBSERVER PROGRAMME ACCREDITATION EVALUATOR (CTC7-Doc12)
The FAC Chairperson will present the Technical and Financial analysis of the Proposed Observer Programme Accreditation Evaluators for FAC consideration.
7. PERFORMANCE REVIEW RECOMMENDATIONS CONCERNING THE FAC (FAC7-Doc07)
The Secretariat will provide an update on the implementation of the ten Performance Review Recommendations addressed to the FAC, where the FAC will have to reconsider four of them.
8. FUTURE BUDGETS AND CONTRIBUTIONS (FAC7-Doc08 — FAC7-Doc09)
- a. Draft Budget for financial years 2020-21 and 2021-22 (FAC7-Doc08, FAC7-Doc08.1—FAC7-Doc08.4)
*In accordance with Convention Article 15.4 and Financial Regulations 2.
The draft budget will be reviewed by the FAC.
For Financial Year 2020-2021, the total budget amount is NZ\$ 1,291,110. 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 Travel Plan for Financial Year 2020-2021 (FAC7 – Doc08.1), the Database Development and Update (FAC7 – Doc08.2), Estimate of additional financial cost arising from proposed Conservation and Management Measures (FAC7 – Doc08.3) and an evaluation of the proper implementation of the MoUs (FAC7 – Doc08.4).
For Financial Year 2021-2022, a forecast budget is provided, assuming Budget for Financial Year 2020-2021 is fully adopted and that there will be a host for the 2021 Annual Meeting.*
- b. Contributions for Financial Year 2020-21 and estimate for Financial Year 2021-22 (FAC7-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 the 6th Commission Meeting¹. The Secretariat will prepare a new contribution table during the meeting based on the adopted budget for financial year 2020-2021 in response to decisions made by the Commission.*
9. MATTERS CONCERNING THE FINANCIAL REGULATIONS
The 7th FAC will discuss guidelines for the administration of the DS Fund based on the recommendation made in the 7th CTC Meeting.
10. MATTERS CONCERNING THE SECRETARIAT & THE STAFF REG. (FAC7-Doc10 — FAC7-Doc15)
- a. Secretariat report on 2019 intersessional period (FAC7-Doc10, FAC7-Doc10.1, FAC7-Doc10.2)
The Secretariat will report on activities in the 2019 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 2019. In addition, the Secretariat will provide a summary on their tasks implementation as per the Commission’s decisions during 2019, to provide a mechanism for the Commission to monitoring the Secretariat’s performance and workload. The Secretariat will also provide an update on Staff Association which was formed in 2019 (SPRFMO Staff Regulations of the Commission ANNEX 1).
- b. Secretariat communication plan (FAC7-Doc11)
Secretariat’s Communication strategy on strengthen external cooperation.
- c. Secretariat’s Proposal - Staff Regulations (COMM8-Prop23)
The Secretariat will propose slight changes on the Staff Regulations particularly on the Commission designating staff positions, the recruitment process and probationary period for appointment.
- d. Secretariat Structure Review (FAC7-Doc12)
In response to the Commission request “that the Commission, on advice of the Executive Secretary, give consideration to reviewing the structure of the Secretariat to ensure the most cost-effective use of staff resources, and to investing additional resources in building the capacity of the Secretariat to analyse scientific and MCS data;” the Executive Secretary will provide a “Secretariat structure review” no later than the 2020 annual meeting.

¹ The Commission shall review the budget formula described in paragraph 4.7 at its annual meeting in 2020.



e. Secretariat staff performance review summary (FAC6-Doc13)

The Executive Secretary will provide the requested summary while individual staff performance reviews will be provided, if necessary, during the FAC7 meeting according to the Staff Regulation 6.6.

f. Secondment Assessment (FAC7-Doc14, FAC7-Doc14.1)

In accordance with The Policy for Secondments and Internships adopted in 2018, “the Executive Secretary will provide a report on an account of the tasks undertaken by the secondee of the SPRFMO Secretariat, and an assessment of the secondment in general” and a second report considering that “at the end of each secondment, the Executive Secretary will prepare and circulate an informative report to the Commission”.

g. Secretariat’s Proposal – Secondments and Internships (COMM8-Prop24)

The SPRFMO policy for Secondments and Internships was adopted at the 6th Commission Meeting. Based on this administrative guidance, and based on the outcomes of this first Secondment, the Secretariat will propose some new criteria to align the purposes of the Secondment and Internships policy and the needs of the SPRFMO Secretariat.

11. MEETINGS OF THE COMMISSION & SUBSIDIARY BODIES (FAC7-Doc15)

a. Date and Venue for 2021

At the 7th Commission Meeting, Peru offered to host the 2021 meeting of the Commission.

b. Potential hosting 2022 & 2023

The FAC will be seeking confirmation of Cook Islands to host the 2022 annual meeting.

To facilitate medium term planning both for SPRFMO Members and the Secretariat, Members are requested to consider how feasible would be to organize the Commission Meeting 2023. In the absence of a host, this 2023 meeting will be hosted by the Secretariat in New Zealand, the costs for which will be met through the Commission’s budget.

c. Scientific Committee Meeting 2020 and potential hosting 2021 & 2022

The venue for the 2020 SC was determined at the 2019 SC, it will be Napier, New Zealand. The hosting country Members for SC 2021 and SC 2022 are still open and to be decided.

12. OTHER MATTERS (COMM8-Prop25)

a. Proposals – Rules of procedure

The Secretariat proposal aims at optimizing the SPRFMO Rules of Procedures, according to Commission, intersessional developments and Performance Reviews Recommendation.

13. ADOPTION OF THE REPORT

14. CLOSE OF MEETING