



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

Port Vila, Vanuatu, 14 to 18 February 2020

FAC 7 – Doc 08.1

Secretariat Travel Plan for Financial Year 2020-2021

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”*.



2. Secretariat Travel Plan for Financial Year 2020-2021

Table 1 Travel Plan for FY 2020-2021

Budget Item	OFFICIAL TRAVEL	WHERE / WHEN	STAFF	FLIGHT COST (NZ\$)	DSA (NZ\$)	Nº OF DAYS	APPROX. COST (NZ\$)	JUSTIFICATION
3.1	9 th SPRFMO Annual Commission Meeting 2021	Peru, tbc 2021	DM + CO + FM + CM + ES	48 000	450	60	75 000	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	8 th SPRFMO Scientific Committee Meeting 2020	Napier, New Zealand 1-8 Oct 2020	DM + ES	1 120	443	20	10 000	
3.3	RSN Meeting + 34 th COFI Session ¹	Rome, Italy 11-17 July 2020	ES	8 635	485	9	13 000	Increasing connectivity among RFBs to address common and emerging issues.
	FAO-FIRMS Steering Committee Meeting 12 th Session	London, UK (tbc) June 2021	DM	9 890	622	5	13 000	Partnership Agreement: Strengthening data collection for management and decision making. Data in support to Sustainable Development Goal (SDG) 14.
TOTAL							111 000²	

Table 2 Travel Plan associated to Staff Training and other Professional Development for FY 2020-2021

Budget Item	OFFICIAL TRAVEL	WHERE / WHEN	STAFF	FLIGHT COST (NZ\$)	DSA (NZ\$)	Nº OF DAYS	APPROX. COST (NZ\$)	JUSTIFICATION
1.5	8 th World Fisheries Congress 2020 ³	Adelaide, Australia 11-15 October 2020	CM	1 075	385	5	3 000	Held every four years, it is the largest gathering of research, industry and management sectors discussing the latest developments in fisheries.
	10 th International Fisheries and Monitoring Conference	Hobart, Australia 1-5 March 2021	CM	1 075	385	5	3 000	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.
TOTAL							6 000	

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

¹ <http://www.fao.org/about/meetings/cofi/en/>

² Consider the 6 000 NZ\$ allocated to the budget Item 3.4 "Cost associated with Hosting a meeting" hence the total cost for the budget Category 3 "Meetings and Travel" is 117 000 NZ\$ as indicated in FAC7-Doc 08.

³ <https://wfc2020.com.au/>



3. Secretariat Draft Travel Plan for Financial Year 2021-2022

To be consistent with the draft budget FAC7-Doc08 circulated on 16 December 2019, the Secretariat is also providing a draft travel plan for FY 2021-2022.

Table 2 Travel Plan for FY 2021-2022

Budget Item	OFFICIAL TRAVEL	WHERE / WHEN	STAFF	FLIGHT COST (NZ\$)	DSA (NZ\$)	Nº OF DAYS	APPROX. COST (NZ\$)	JUSTIFICATION
3.1	9 th SPRFMO Scientific Committee Meeting 2021	(tbc) September 2021	DM + ES	--	--	20	25 000	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 (RoP 6).
3.2	10 th SPRFMO Annual Commission Meeting	(tbc) January/February 2022	DM + CO + FM + CM + ES	--	--	60	55 000	
3.3	FAO-FIRMS Steering Committee Meeting 13 th Session	(tbc) first half 2022	DM	11 000	500	6	14 000	Partnership Agreement: 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.
	FAO-ABNJ Deep Seas Project Steering Committee	(tbc) second half 2021	ES	11 000	500	6	14 000	Provide input for the second phase of the ABNJ Programme and Deep-Sea Project. Discuss related project management on budgets and workplans.
TOTAL							108 000⁴	

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

⁴ Consider the 6 000 NZ\$ allocated to the budget Item 3.4 "Cost associated with Hosting a meeting" hence the total cost for the budget Category 3 "Meetings and Travel" is 114 000 NZ\$ as indicated in FAC7-Doc 08.