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

Port Vila, Vanuatu, 14 to 18 February 2020

FAC 7 – Doc 10.1

Monitoring of Additional Secretariat's Tasks as per COMM 7 Decisions

Secretariat

1. Background

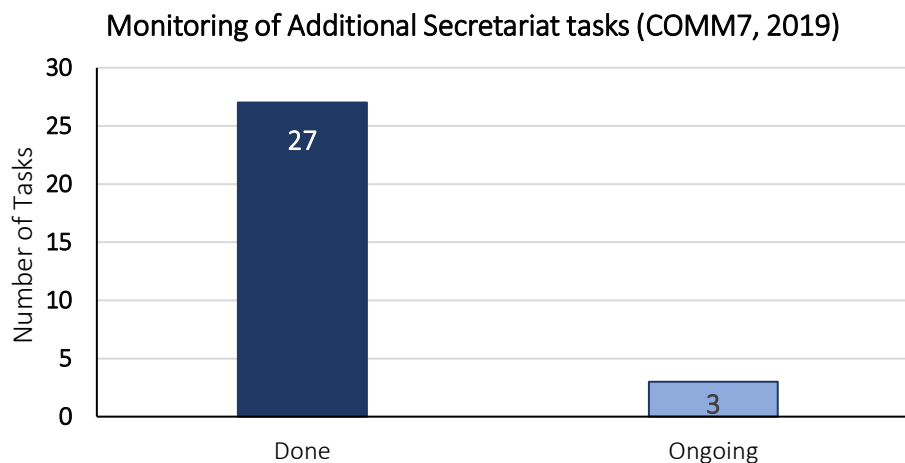
At the 7th Commission meeting in 2019, the Commission amended 10 Conservation and Management Measures (CMMs), adopted 4 new CMMs, the first SPRFMO Performance Review was discussed, the international cooperation was enhanced and relevant changes from an Administrative point of view, like the adoption and tendering of the Observer Programme, were adopted.

Following these Commission (and subsidiary bodies) decisions, the Secretariat was required to take on substantial additional obligations. In order to facilitate the Commission's discussions, the Secretariat wish to provide a monitoring on the extra workload associated to the additional tasks that the Secretariat took onboard after the finalization of COMM7.

2. Task Monitoring

The analysis of the thirty (30) new tasks for the Secretariat, shows an additional workload after COMM7 that should be considered by the Commission when aligning the Secretariat tasks, mandate and the current available human resources.

The Secretariat has been able to deliver not only on the recurrent tasks but also in the 30 new tasks (See Annex 1) where many of them required considering overtime overstretching the capabilities of the Secretariat in order to timely deliver. The figure below shows that 27 out of the 30 additional tasks have been already implemented and three are still ongoing.



3. Recommendation

The FAC is invited to consider the interannual workload increase associated to the developments of COMM8 when addressing the budget discussion for Financial Year 2020-2021.



Annex 1

Assessment on new Secretariat tasks as requested by COMM7

| Doc | Category | Task | Status | Documents |
|--------------|----------|--|--------|--|
| COMM7-Report | One-off | Noting that the Secretariat, rather than Members, shall evaluate the proposals received on the Observer Programme Accreditation Evaluator, according to the relevant criteria. | Done | <ul style="list-style-type: none"> Letter G79-2019 (28/08/2019) details Secretariat's evaluation of the OP proposals. |
| | One-off | The Commission welcomed and instructed the Executive Secretary to progress the signing of a partnership agreement with FIRMS. | Done | <ul style="list-style-type: none"> The Partnership Agreement was signed during the 11th Session of the FIRMS Steering Committee Meeting in Rome, Italy 13-14 May 2019. |
| | Ongoing | The Commission agreed with the SC recommendation and encouraged the Secretariat to continue engagement with the ABNJ Process. | Done | <ul style="list-style-type: none"> Letter G21-2019 (23/04/2019) elaborates on the results of the "CPPS-ABNJ Workshop on Planning and Governance in ABNJ in the South-East Pacific" and letter G22-2019 (23/04/2019) describes the outcomes of the ABNJ Deep Sea Project "Rights Based Management Workshop". |
| | One-off | Following the document's revision and regarding relevant guidance to the Secretariat, the Commission decided to prioritise enhancing cooperation with the North Pacific Fisheries Commission (NPFC), the Western and Central Pacific Fisheries Commission (WCPFC) and the Inter-American Tropical Tuna Commission (IATTC). | Done | <ul style="list-style-type: none"> Letters DC58-2019, DC59-2019 and DC60-2019 (30/04/2019), DC70-2019, DC71-2019 and DC72-2019 (14/06/2019), DC127-2019 (12/09/2019) sent to NPFC, WCPFC and IATTC respectively. Secretariat COMM8-Prop23, COMM8-Prop24, COMM8-Prop25 (31/12/2019). |
| | One-off | The Commission agreed to task the Secretariat to include the AMALTAL APOLLO on the Draft IUU List next year. | Done | <ul style="list-style-type: none"> Letter R29-2019 (16/11/2019) First circulation of the 2020 Draft IUU Vessel List. |
| CTC-6 Report | One-off | Australia suggested that the VMS data request form be made available on the website with a corresponding generic email, agreed by the Secretariat. | Done | <ul style="list-style-type: none"> Request form and VMS email address on SPRFMO website, https://www.sprfmo.int/member-pages/vms-point-of-contact/ |
| | One-off | Secretariat to engage with the WCPFC Secretariat to learn about the process (audit points) underway at WCPFC. | Done | <ul style="list-style-type: none"> CTC7-Doc 16.2 CMS Audit point report. |
| | One-off | Recommends that the Commission requests Members and CNCPs to advise the Secretariat of their capacity building needs, noting the utility of having these needs consolidated in a single place for consideration by the Commission. | Done | <ul style="list-style-type: none"> Letters G34-2019 (24/05/2019) Working Group on Identification of Capacity Building Needs. The Accessibility for Capacity Building Working Group G26-2019 (05/05/2019) and an extension to nominate Members G44-2019 (19/06/2019). Letter G51-2019 (03/07/2019) Cancellation of the Working Group on Accessibility for Capacity Building. Letter G51-2019 (03/07/2019) Cancellation of the Working Group on Accessibility for Capacity Building, Letter G54-2019 (11/07/2019) Way forward on the WG on Identification of Capacity Building Needs and Letter G70-2019 (09/08/2019) invites Members and CNCPs to advise the Secretariat of their capacity building needs. |
| | Ongoing | Recommends that the report from the Secretariat, required by paragraph 35 of the Port Inspection measure, be enhanced to clearly specify whether any vessels have been denied entry under the measure, and if so, the basis for the denial. | Done | <ul style="list-style-type: none"> CTC7-Doc 10 "Port Inspection Implementation Report" vessels that have been denied entry are detailed in Table 2 and Section 2.3. |



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| FAC-6 Report | Ongoing | The FAC encouraged Members to engage with the Secretariat early on in the proposal development (of CMMs) to ascertain financial implications for the implementation through consultation. | Done | <ul style="list-style-type: none"> • New cover page template for proposals as per G115-2019 (15/11/2019) Invitation and Agendas for the 8th SPRFMO Annual Meeting 2020 |
| | One-off | The FAC welcomed the Secretariat's Communication Plan, thanking the Secretariat for work in progress and noting that a complete strategy will be available next year. | Done | <ul style="list-style-type: none"> • FAC7-Doc 11 Secretariat Communication Plan |
| | Ongoing | Encourages the Secretariat to prepare an estimate of the additional financial cost which is likely to arise from proposed conservation and management measures. | Done | <ul style="list-style-type: none"> • FAC7-Doc08.3 Estimate of additional financial cost arising from proposed CMMs |
| | One-off | Recommends 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 FAC supports the recommendation and task the Executive Secretary to give consideration and to advise the Commission accordingly no later than the 2020 annual meeting. | Done | <ul style="list-style-type: none"> • FAC7-Doc 12 Secretariat Structure Review |
| Financial Regulations 2019 | Ongoing | Applications by those interested developing States Members to access the DS Fund shall be submitted to the Secretariat in the form contained in Schedule C not later than 75 days before the meeting and/or workshop. The Executive Secretary shall undertake initial assessment of applications received. | Done | <ul style="list-style-type: none"> • R09-2019 (10/07/2019), DC97-101 (30/07/2019), R30-2019 (20/11/2019), DC 178-180 (06/12/2019) and DC01-2020 (08/01/2020) |
| CMM 03-2019 (Bott. Fishing) | Ongoing | Paragraph 30 - On receipt of a notification under paragraph 28(b) the Secretariat shall: a) record the location of the encounter area; and b) within three (3) working days of receipt, notify all flag States with fishing vessels participating in bottom fishing in the Convention Area that bottom fishing is suspended in the encounter area in paragraph 28(a). | Done | <ul style="list-style-type: none"> • Considered in database upgrades as per FAC7-Doc 08.2 "Database developments proposals" particularly the Area Management module upgrade completed in December 2019 |
| CMM 05-2019 (Rec. of Vessels) | Ongoing | Paragraph 10 - Where a notification indicates a change of Vessel flag, the Secretariat shall inform the previous flag State on the Record of Vessels of the notification within 5 days of receiving such notification in order to confirm the Vessel flag has changed. | Ongoing | <ul style="list-style-type: none"> • Process implemented in 2019. Email sent to Korea (24/07/2019) regarding transfer of vessel Ocean Jin from Korea to Panama |
| CMM 07-2019 (Port Inspection) | Ongoing | Paragraph 24 - The port Member or CNCP, in its capacity as a port State shall transmit a copy of the inspection report to the SPRFMO Executive Secretary no later than 15 working days following the date of completion of the inspection using the Format for Port Inspection Reports in Annex 3. The Executive Secretary shall promptly convey the report to the authorities of the fishing vessel inspected. | Ongoing | <ul style="list-style-type: none"> • Process initiated, internal Secretariat Port Inspections register indicates that 28 Port Inspection Reports have been forwarded since 18 July 2019, with approximately 40 Port Inspection Reports received per year |



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| CMM 16-2019 (Observer Programme) | Ongoing | Paragraph 22 - Consistent with Article 28(1) of the Convention, the SPRFMO OP, including the accreditation process, shall be coordinated by the Secretariat and operated in accordance with the standards, rules and procedures detailed in this CMM. | Done | <ul style="list-style-type: none"> G15-2019 (Update on the tender evaluation process of the SPRFMO Observer Programme (OP), 29 March 2019), G39-2019 (Proposals received for Observer Programme Accreditation Evaluator, 31 May 2019) and G79-2019 (Secretariat Evaluation of Observer Programme Evaluation Proposals, 28 August 2019). SC7-Doc12 the OP Secretariat's evaluation (06/09/2019) and CTC7-Doc 11 the SPRFMO OP Implementation Report (15/01/2020) |
| | Ongoing | Paragraph 45 - The Secretariat shall prepare a report on the implementation of the SPRFMO OP for presentation at each annual meeting of the CTC, using information from annual reports, observer data, and all other suitably documented and relevant information in its possession. | Done | <ul style="list-style-type: none"> CTC7-Doc 11 SPRFMO Observer Programme Implementation Report |
| Call for proposals for an Observer Programme | One-off | The SPRFMO Secretariat will acknowledge receipt of all proposals received and any hard copy information received in accordance with paragraph 2. | Done | <ul style="list-style-type: none"> Acknowledged receipt of proposals for Observer Programme Accreditation Evaluator (29 May 2019) |
| | One-off | The SPRFMO Secretariat may respond to any enquiries received orally or in writing. The response will be provided to all tenderers that have submitted a proposal. The Secretariat will aim to respond within three working days but may need to consult the SPRFMO Commission in relation to specific technical enquiries, in which case a response may take more time. | Done | <ul style="list-style-type: none"> DC92 to DC94-2019 (26 July 2019) requesting further clarification from tenderers on the Call for Proposals for a SPRFMO Observer Programme Accreditation Evaluator |
| Process for tender evaluation of the SPRFMO Observer Programme | One-off | The Secretariat will evaluate the proposals received according to the evaluation criteria specified in the Call for Proposals. Members' and CNCPs'. The Secretariat's assessment should rank each proposal and describe the basis for each ranking. The Secretariat may make recommendations to exclude an application on the basis of an identified conflict of interest; but no exclusions will be made on this basis during the shortlisting process. | Done | <ul style="list-style-type: none"> Letter G79-2019 (28/08/2019) sets out Secretariat's evaluation of proposals |
| | One-off | The SPRFMO Secretariat will prepare a summary of responses received and a proposed shortlist of the three highest scoring proposals and circulate this to the SC and CTC by 29 July 2019. | Done | <ul style="list-style-type: none"> Letter G39-2019 (31/05/2019) circulates shortlist of three highest scoring proposals |
| CMM 17-2019 (Marine Pollution) | One-off | The Executive Secretary shall develop the template for the notifications referred to in subparagraphs 1e) and f). | Done | <ul style="list-style-type: none"> Letter G35-2019 circulates for consultation a template for notification of ALDFG (abandoned, lost, discarded fishing gear) |



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| Performance Review panel | One-off | Recommends that the Commission give consideration to developing a process for inviting observers to meetings where their participation would facilitate the meeting. Secretariat to present a proposed process to COMM8. | Done | <ul style="list-style-type: none"> • COMM8-Prop25 Secretariat proposal for modification of the Rules of Procedure |
| | One-off | Recommends that the Executive Secretary notify observers of the establishment of a review panel under Article 17 of the Convention and of the findings and recommendations of the review panel. Endorses this recommendation and instructs the Executive Secretary to provide such notifications to observers. | Done | <ul style="list-style-type: none"> • Website updated https://www.sprfmo.int/about/docs/objections/ informing observers about the process of the establishment of a review panel under Article 17 of the Convention |
| | One-off | Recommends that further information is provided to CNCPs by the Commission on the benefits of becoming party to the SPRFMO Convention. Endorses this recommendation and instructs the Secretariat to engage with CNCPs in this regard. | Done | <ul style="list-style-type: none"> • Letters DC131-2019 to DC134-2019 (27 July 2019) sent out to CNCPs on the benefits of becoming party to the SPRFMO Convention |
| | Ongoing | Urges the Secretariat to include in the SPRFMO Annual Administrative Report information on the outreach to nonMembers and non-CNCPs that has been undertaken in the previous year. Endorses this recommendation and instructs the Secretariat to follow this recommendation. | Done | <ul style="list-style-type: none"> • FAC7-Doc 10, Section 7 |
| | Ongoing | Recommends that Members and the Secretariat take a more proactive approach towards identifying those vessels of non-Members and non-CNCPs that are undertaking fishing operations in the SPRFMO Convention Area. | Ongoing | <ul style="list-style-type: none"> • CTC7-Doc 16.1 "Possible proactive approaches for identifying non-Member/non CNCP fishing vessels" |
| | Ongoing | Recommends that in addition to the development of any necessary formal linkages through MOUs, the Secretariat engage informally with colleagues in other RFMOs to learn and share experiences of operational activities, not only in the MCS area as recommended above. | Done | <ul style="list-style-type: none"> • Informal engagements to learn and share experiences of operational activities are described, especially on the "Cooperation" Section of the SPRFMO website. Furthermore, the budget item 1.5 "Staff Training and Other professional development" partially covers this recommendation. |