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## 8<sup>TH</sup> MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

*Held remotely, 21 to 23 January 2021*

### FAC 8 – Doc 06.1

### Secretariat Travel Plan for Financial Year 2021-2022

*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 year has been marked by a global pandemic which is still very active across the globe and it is acknowledged that the likelihood of unfettered international travel during 2021 remains remote. However, this document does anticipate a relaxing of these limitations during 2022.

Meetings venues which have previously been offered or accepted are included into the travel plan as are meetings which were previously in last year’s travel plan, but which were delayed due to the ongoing effects of the Covid19 outbreak.

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

- **Recommend** that the Commission approve the Secretariat Travel Plan for Financial Year 2021-2022 (as contained in FAC8-Doc06.1)



## 2. Secretariat Travel Plan for Financial Year 2021-2022

Table 1 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	10 <sup>th</sup> SPRFMO Annual Commission Meeting 2022	Peru, tbc 2022	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	9 <sup>th</sup> SPRFMO Scientific Committee Meeting 2021	Panama, Sept/Oct 2021	DM + ES	18 400	330	20	25 000	
3.3	8 <sup>th</sup> World Fisheries Congress 2021 <sup>1</sup>	Adelaide, Australia 20-24 September 2021	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.  This meeting was originally scheduled in 2020.
	FAO-FIRMS Steering Committee Meeting 13 <sup>th</sup> Session	(tbc) June 2022	DM	10 900	620	5	14 000	FIRMS Partnership Agreement: Strengthening data collection for management and decision making. Data in support to Sustainable Development Goal (SDG) 14.
	10 <sup>th</sup> International Fisheries and Monitoring Conference	Hobart, Australia 7-11 March 2022	tbc	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.  This meeting was originally scheduled in 2020.
<b>TOTAL</b>							<b>120 000<sup>2</sup></b>	

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

<sup>1</sup> <https://wfc2020.com.au/>

<sup>2</sup> There is 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 126 000 NZ\$ as indicated in FAC8-Doc06.



### 3. Secretariat Draft Travel Plan for Financial Year 2022-2023

To be consistent with the draft budget FAC8-Doc06 circulated on 16 December 2019, the Secretariat is also providing a draft travel plan for FY 2021-2022.

Table 2 Travel Plan for FY 2022-2023

Budget Item	OFFICIAL TRAVEL	WHERE / WHEN	STAFF	FLIGHT COST (NZ\$)	DSA (NZ\$)	Nº OF DAYS	APPROX. COST (NZ\$)	JUSTIFICATION
3.1	10 <sup>th</sup> SPRFMO Scientific Committee Meeting 2022	Korea, September/October 2022	DM + ES	20 000	500	20	30 000	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	11 <sup>th</sup> SPRFMO Annual Commission Meeting 2023	January/February 2023 (tbc)	DM + CO + FM + CM + ES	50 000	500	60	80 000	
3.3	FAO-ABNJ Deep Seas Project Steering Committee (Phase 2)	(tbc) 2022	DM	9 100	475	4	11 000	Provide continued input for the second phase of the ABNJ Programme and Deep-Sea Project. Discuss related project management on budgets and workplans.
	RSN Meeting + 35 <sup>th</sup> COFI Session <sup>3</sup>	(tbc) 2023	ES	9 200	475	8	13 000	Increasing connectivity among RFBs to address common and emerging issues.
<b>TOTAL</b>							<b>134 000<sup>4</sup></b>	

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

<sup>3</sup> <http://www.fao.org/about/meetings/cofi/en/>

<sup>4</sup> There is 7 000 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 141 000 NZ\$ as indicated in FAC7-Doc06.