

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

*Manta, Ecuador, 9,10 &14 February 2023*

FAC 10 – Doc 10  
Secretariat's 2022 Administrative Report  
*Secretariat*

The Secretariat activities during 2022 are comprised in this document.

In relation to this document, **FAC10 is invited to:**

- **Note** this paper and make any comments or recommendations as deemed appropriate.



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## Secretariat's 2022 Administrative Report

### 1. Membership

During 2022, the following States, territories, regional economic integration organisation and fishing entities were Members of the SPRFMO Commission:

1. Australia
2. Republic of Chile
3. People's Republic of China
4. Cook Islands
5. Republic of Cuba
6. Republic of Ecuador
7. European Union
8. Kingdom of Denmark in respect of the Faroe Islands
9. Republic of Korea
10. New Zealand
11. Republic of Panama
12. Republic of Peru
13. Russian Federation
14. Chinese Taipei
15. United States of America
16. Republic of Vanuatu

The Republic of Panama became the newest Member of the Organisation in July 2022.

### 2. Cooperating Non-Contracting Parties

In 2022 the following States were granted the status of CNCP in accordance with Article 32 of the Convention and Decision 2-2018 of the Commission:

1. Curaçao
2. Republic of Liberia
3. Belize

Belize was granted CNCP status in February 2022.

### 3. Observers

During 2022, as per Rule 9.2 of the Rules of Procedure, Observer status was granted to Associated Press (19 August 2022) and the Fisheries Transparency Initiative (30 December 2022).

Following is the list of non-Contracting Parties, relevant intergovernmental organisations (IGO), and non-governmental organisations (NGO) that participated in SPRFMO meetings in 2022, in accordance with Article 18 of the Convention and Rule 9 of the Rules of Procedure:

#### *Observer States (attended 2022 meetings)*

- Japan

#### *Inter-Governmental Organisations (attended 2022 meetings)*

- Advisory Centre on WTO Law (ACWL)
- Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR)
- Permanent Commission for the South Pacific (CPPS)
- Food and Agriculture Organisation of the United Nations (FAO)
- Inter American Tropical Tuna Commission (IATTC)



- Southern Indian Ocean Fisheries Agreement (SIOFA)
- United Nations Environment Programme (UNEP)

*Non-Governmental Organisations (attended 2022 meetings)*

- Australian National Centre for Ocean and Resources and Security (ANCORS)
- Associated Press
- CALAMASUR
- Deep Sea Conservation Coalition (DSCC)
- Environment and Conservation Organisations of New Zealand (ECONZ)
- Environmental Defense Fund (EDF)
- High Seas Fisheries Group (HSFG)
- Marine Stewardship Council (MSC)
- International Monitoring, Compliance and Surveillance network (IMCS network)
- The PEW Charitable Trusts (Pew)

#### 4. SPRFMO Officers

*Commission*

**Chairperson:** Mr Luis Molledo (European Union, elected in 2021)

**Vice Chairperson:** Mr Michael Brakke (United States of America, elected in 2021)

*Scientific Committee*

**Chairperson:** Dr Jim Ianelli (USA, elected in 2013, re-elected in 2014, 2016, 2018, 2020, and 2022)

**Vice Chairperson:** Dr Niels Hintzen (EU, elected in 2013, re-elected in 2014, 2016, 2018, 2020, and 2022)

*Compliance and Technical Committee*

**Chairperson:** Ms Katherine Bernal (Chile, elected in 2021)

**Vice Chairperson:** vacant

*Finance and Administration Committee*

**Chairperson:** Mr Jimmy Villavicencio (Ecuador, elected in 2021)

**Vice Chairperson:** Mr Andres Couve (Chile, elected in 2022)

*Eastern Sub-Regional Management Committee*

n/a

*Western Sub-Regional Management Committee*

n/a

*Secretariat*

- **Executive Secretary:** Mr Craig Loveridge (since March 2021)
- **Coordination and Communications Officer:** Ms Susana Delgado (since May 2013)
- **Data Manager:** Dr Tiffany Vidal (since November 2021)
- **Compliance Manager:** Mr Randy Jenkins (since November 2020)
- **Finance and Office Manager:** Ms Yanbin Liu (since August 2016)



## 5. Secretariat matters

### Staff Regulations

On 24 June 2022, Aotearoa New Zealand celebrated Matariki as an official public holiday for the first time. This public holiday is the first public holiday in New Zealand to recognise Te Ao Māori, and the first new public holiday since Waitangi Day became a public holiday in 1974. The calendar date for this public holiday will shift each year to align with the Māori lunar calendar and will always fall on a Friday either in June or July.

The current Staff Regulations did not foresee the development of a new public holiday for New Zealand and now refer to a public holiday whose title has changed (King's birthday). Next year the Secretariat intends to suggest updates to the Staff regulations that will include amending the public holidays list.

Recently, New Zealand rental prices<sup>1</sup> for accommodation have risen significantly alongside general cost of living expenses and a weakened New Zealand dollar. This combination of stressors is increasingly bringing uncertainty, instability, and pressure onto staff and needs to be considered as part of future organisational planning.

### SPRFMO Headquarters Arrangement

During 2021 and early 2022 the Executive Secretary held a series of meetings with New Zealand in their capacity as hosts of the SPRFMO premises, to discuss SPRFMO staff visa arrangements and the possibility of assistance with accepting certain overseas payments.

As informed to the FAC last year professional staff and their dependants are issued with official visas upon entry into New Zealand. These official visas expire after ten years and do not allow dependants to work in New Zealand. Previously the Ministry of Foreign Affairs and Trade has assured the Secretariat that there was a process for changing visa status so that SPRFMO staff will be able to continue to work in New Zealand beyond 10 years.

Early in 2022 after researching the New Zealand immigration process, the Secretariat secured the services of an immigration expert to facilitate a change in visa status for one of the SPRFMO staff dependants. An application to change visa status was filed in early July 2022 and unfortunately the person involved is still awaiting a decision by New Zealand. This 6+ month delay has caused significant stress and frustration for the staff and her family. It is also concerning given that the upcoming similar status change for SPRFMO staff will necessitate the Secretariat attaining the status of an AEWV Accredited Employer with Immigration New Zealand (a new requirement that entered into force in 2022).

The fees associated with acquiring visas will be passed on to New Zealand as per the Headquarters Agreement.

In 2022, the Executive Secretary and the Finance and Office Manager met twice with representatives of the SPRFMO bank. New Zealand representation was requested (by the bank and the Secretariat) but was declined. As a result of the meetings no assurance was made but the circumstances of the SPRFMO was again highlighted, and the bank representatives did resolve to assess any new payments in this light. Since then, the Secretariat is not aware of any additional attempts to clear overdue payments and so we are unsure if the challenges with accepting certain overseas payments remain.

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<sup>1</sup> Noting also that professional (non-New Zealand) staff are prevented from purchasing homes/land in New Zealand.



## 6. Main Service Providers

- Auditors: [Crowe New Zealand Audit Partnership](#)
- Bank of New Zealand: [BNZ](#)
- Fishery database: [FINNZ<sup>2</sup>](#)
- Observer Programme Accreditation Evaluator: [MRAG](#)
- VMS Service Provider: [CLS](#)
- IT services: [Redstripe](#)

As of 2022, the Secretariat has updated its phone system moving to a web-based system. A couple of phone lines and the fax line have been dropped. Contact details in social media and on circulated documents now indicate that the SPRFMO general phone number has changed.

## 7. SPRFMO Meetings

- The **9<sup>th</sup> Compliance and Technical Committee** (CTC9) was held virtually, 19-22 January 2022.
- The **9<sup>th</sup> Finance & Administration Committee** (FAC9) met virtually on 18, 21 and 22 January 2022.
- The **10<sup>th</sup> Commission Meeting** (COMM9) was held virtually from 18-28 January 2022.
- A **Jack Mackerel Benchmark workshop** (SCW14) was held on 4-8 July 2022.
- A **JJM Model Workshop** was held on 7-9 June 2022.
- The **10<sup>th</sup> Meeting of the Scientific Committee** was held in Seoul, Republic of Korea from 26-30 September 2022. Because of the limited time available to present and discuss papers,
  - **24 pre-SC10 intersessional web meetings** were held, where a great deal of material was covered before the formal opening of SC10
- The **Heads of Delegations** held a meeting in January 2022 in advance of the Annual Meeting of the Commission, and another one in September 2022 to discuss practical aspects and arrangements for the 11<sup>th</sup> SPRFMO Annual Meeting.

## 8. Publications

### *Meeting Reports*

Reports of all SPRFMO meetings are finalised within 30 days of the end of each meeting and are posted on the [public SPRFMO website](#).

- Report of the 10<sup>th</sup> Commission Meeting, COMM10, 2022
- Report of the 9<sup>th</sup> meeting of the Compliance and Technical Committee, CTC9, 2022
- Report of the 9<sup>th</sup> meeting of the Finance and Administration Committee, FAC9, 2022
- Report of the 10<sup>th</sup> meeting of the Scientific Committee, SC10, 2022
- Report of the Jack Mackerel Benchmark Workshop, SCW14, 2022

### *Data summaries/analyses*

- COMM11-Inf01 Catch data submitted to the Secretariat
- SC10-Doc10 A summary of current SPRFMO bycatch records (including species of concern)
- SC10-Doc12\_rev1 Scope and application of the Exploratory Fisheries CMM
- SC10-JM01\_rev1 CJM catch history and predicted 2022 catches
- SC10-SQ01\_rev2 Update of squid datasets held by the Secretariat

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<sup>2</sup> FINNZ has announced its intention to terminate the Database contract with SPRFMO.



## Other meeting documents

### COMM11:

- COMM11-Doc01 Provisional COMM11 Agenda
- COMM11-Doc02 Provisional Annotated COMM11 Agenda
- COMM11-Doc03 List of COMM11 meeting documents
- COMM11-Doc04 Meeting Programme and Timetable (COMM, CTC & FAC)
- COMM11-Doc06 2023 Scientific Committee Multi-Annual Plan
- COMM11-Doc08 Report on cooperation efforts and MoU

### CTC10:

- CTC10-Doc01 Provisional Agenda
- CTC10-Doc02 Annotated Agenda (CTC)
- CTC10-Doc03 List of meeting documents (CTC)
- CTC10-Doc04 Implementation Report: SPRFMO Fisheries
- CTC10-Doc05 Implementation Report: Commission Record of Vessels
- CTC10-Doc06 Implementation Report: Commission VMS
- CTC10-Doc07 Implementation Report: Port Inspections
- CTC10-Doc08 Implementation Report: Observer Programme
- CTC10-Doc09 Draft Compliance Report (revised)
- CTC10-Doc10 Follow-up actions related to Compliance
- CTC10-Doc11 Draft IUU List (revised) & Current IUU List
- CTC10-Doc12 Applications for CNCP Status for 2023

### FAC10:

- FAC10-Doc01 Provisional FAC Agenda
- FAC10-Doc02 Annotated FAC Agenda
- FAC10-Doc03 List of Meeting Documents (FAC)
- FAC10-Doc04 SPRFMO Report of Income
- FAC10-Doc05 Annual Financial Statements for the Year ending 30 June 2022
- FAC10-Doc05.1 Statement of transfers of appropriations (FR3.3)
- FAC10-Doc05.2 SPRFMO Contingency Fund (FR, Annex 2)
- FAC10-Doc05.3 Status of SC (Scientific Support) Fund & Developing States Fund
- FAC10-Doc05.4 Status of Scientific Support Fund
- FAC10-Doc06 Draft Budget for Financial Year 2023-24 and forecast Budget for 2024-25
- FAC10-Doc06.1 SPRFMO Secretariat Travel Plan for Financial Year 2023-24
- FAC10-Doc06.2 Data Management Update and Development
- FAC10-Doc07 Calculation of contributions for 2023-24 and estimate of contributions for 2024-23
- FAC10-Doc08 Selection of Auditors
- FAC10-Doc09 Budget formula
- FAC10-Doc10 Secretariat's 2022 Administrative Report
- FAC10-Doc11 Staff Performance Review Summary
- FAC10-Doc12 Secretariat Staffing Strategy
- FAC10-Doc13 Potential hosting for future SPRFMO Meetings
- FAC10-Doc14 Staff Association report



## SC10:

- SC10-Doc05 SC Multi-Annual Workplan
- SC10-Doc06\_rev1 2022 Intersessional web meeting
- SC10-Doc07 Secretariat science-related activities
- SC10-Doc08 Status of the SC (scientific support) Fund
- SC10-Doc09 Call for interest to organise forthcoming SC meetings
- SC10-Doc11 Proposed Guidelines for SC Working and Task Groups

## 9. Media requests

- Outlet: Seafood Source. Christian Molinari media request.  
Article “Chilean jack mackerel recovery leading to increased competition with European species”.  
Link: <https://www.seafoodsource.com/news/environment-sustainability/chilean-jack-mackerel-recovery-leading-to-increased-competition-with-european-species>  
Published: July 2022.
- Outlet: Mongabay. Aitana Rosas media request. Pending article link.

## 10. Fishery Statistics

The Secretariat has received the 2021 Annual Catch Reports from all Commission Members and CNCPs who fished in the SPRFMO Area in accordance with CMM 02-2022 (details are reported in COMM11-Inf01).

## 11. Communications Activities and Tasks

This section aims to provide an overview of the communications actions and activities taken up by the Secretariat during 2022, with a focus on dissemination and outreach.

- **UPGRADED WEBSITE.** The upgrade of the website platform has been finalised, and the Secretariat now is aiming to move towards developing the new website capacities for data and information visualisation, and data/reporting input.
- **INTERNAL COMMUNICATION.** In 2022, the Secretariat circulated **329 official letters**. General and Restricted communications, as well as a list of the SPRFMO Heads of Delegation, are made available on the [Member pages of the website](#) (login required). The communications sent out were split as follows:
  - General Correspondence (G): **186** letters. General letters are addressed to the widest SPRFMO audience (Members, CNCPs, the Scientific Committee, and on some occasions, Observers). These letters are posted on the website and listed in the summary circulated every month.
  - Direct Communication (DC): **132** letters. Direct Communications are addressed specifically to an individual (commonly the Head of Delegation) or SPRFMO contacts (e.g., for annual contributions).
  - Restricted Correspondence (R): **11** letters. Restricted correspondence is addressed only to the Heads of Delegation. These letters usually convey information relating to IUU fishing vessels, compliance issues, intersessional decisions, etc.
  - Whatsapp: the Secretariat continues to use Whatsapp as a tool to sometimes communicate with some of the delegations that have issues with receiving emails from the Secretariat.

The Secretariat keeps making great efforts to keep official contact details up to date. In 2022, **32** updates of official contacts were received as per Rule 2.2 of the Rules of Procedure.





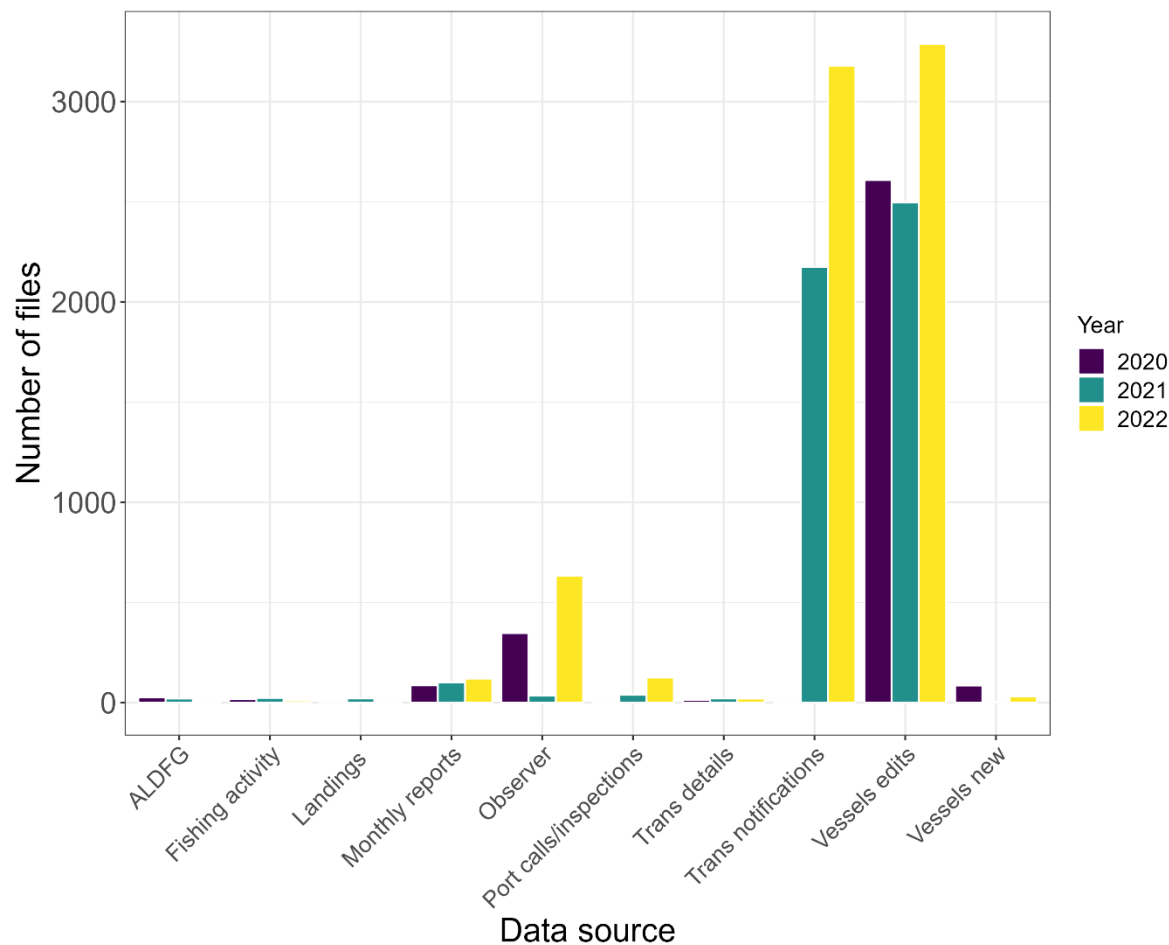
### ANNEX 1. Data Files received/processed by the Secretariat in 2022

Member	Vessels new	Vessel edits <sup>3</sup>	Fishing activity	Observer (including mitigation data)	Landings	Transshipment details ( <i>Member files</i> )	Transshipment notifications	Port calls/ inspections	Monthly <sup>4</sup> reports	ALDFG	Totals
Australia	1	21	1	2	1				11		37
Chile		409	1	617 <sup>5</sup>				66	18		1 111
China	16	1 478	1	1	2	4	256				1 758
Colombia											
Cook Islands	1	39							7	1	48
Cuba											
Curaçao		45				4					49
Ecuador		343							11		354
European Union	1	12	4	9	1	4	16		12	2	61
Faroe Islands									15		15
Korea		64									64
Liberia	1	40				3	217				261
New Zealand		65	2	2	1			2	11	4	87
Panama	7	554			1	4	2 687				3 253
Peru		57						57	22		136
Russian Federation	1	8	1	2	1		2		13	1	29
Chinese Taipei	2	152	1	1	1	1	1				159
United States											
Vanuatu											
<b>Totals</b>	<b>30</b>	<b>3 287</b>	<b>11</b>	<b>634</b>	<b>8</b>	<b>20</b>	<b>3 179</b>	<b>125</b>	<b>120</b>	<b>8</b>	<b>7 422</b>

<sup>3</sup> Includes data field modifications, authorisation changes, and photo updates

<sup>4</sup> Includes 15-day catch reports for *Trachurus murphyi*

<sup>5</sup> These files have not yet been fully processed due to the submission format.



**Figure 1.** Visualization of the number of data files processed over the past three years. The vessel edits category was calculated in the same manner as for the 2022 summary; however, the figures for this category differ from past years (i.e., FAC9-Doc09\_rev2 and FAC8-Doc08\_rev1) as in the past, this category simply represented the number of unique vessels that had information edited within a given year. The methodology was modified this year to demonstrate the actual number of edits made within a year. This figure shows an increase in almost all data source categories over the past couple years, with 2022 representing an increase of approximately 230% in files processed as compared to 2020 (7,422 as compared to 3,198 in 2020).



## ANNEX 2. Monitoring of Secretariat Tasks Derived from Previous Meetings (COMM10/FAC9/CTC9/SC10)

The following table reports on the new Secretariat tasks derived from reports of the most recent Commission and subsidiary bodies meetings, as well as their progress. These tasks should be considered by the Commission when aligning the Secretariat’s workload, mandate, and current available human resources.

Tasks are split into one-off and ongoing. The latter means the tasks becomes part of the day-to-day Secretariat tasks and activities and will be maintained over time (in process confirms that the task has been specifically added).

Reference	Category	Task	Status	Document
SC10 Report	Ongoing	The SC requested that the Secretariat work with the CPPS Secretariat to advance the workplan under the existing MoU	In process	<a href="#">SC10-Obs02</a>
SC10 Report	Ongoing	The SC noted the CPUE analyses carried out for jack mackerel, and more recently for squid, and encouraged any activities that the Secretariat can take on to develop these indices	In process	COMM11-Doc06
SC10 Report	One-off	The SC requested the Secretariat to liaise with Panama regarding specific dates and location with consideration for other RFMO meetings. The potential of in person workshops immediately prior to the SC should also be considered when deciding dates.	Pending	
SC10 Report	Ongoing	In the context of the FAO ABNJ DSF Project, the SC requested that the Executive Secretary liaise with FAO.	In process	<a href="#">SC10-Obs04</a>
COMM10 Report	Ongoing	The Commission agreed that the Secretariat circulates relevant information concerning Members who are in arrears of more than two years to all Members, as it is relevant for any intersessional decisions.	In process	
CTC9 Report	Ongoing	The CTC requested the Secretariat to conduct additional validation procedures to cross check the fishing activity and ensure all vessels in the SPRFMO area have current authorisations.	In process	CTC10-Doc05
CTC9 Report	One-off	The Secretariat will review the relevant sections of CMMs with VMS components and prepare a proposal to CTC10 to clarify / harmonize the various components	Done	COMM10-PROP01 COMM10-PROP02
CTC9 Report	One -Off	The Secretariat is tasked to update the VMS Issues summary in accordance with the direction provided by CTC to facilitate the assessment process	Done	Draft Compliance Report



Reference	Category	Task	Status	Document
CTC9 Report	One-Off	The Secretariat amend Annex 1 of CMM 07 to reflect that port call request amounts are “estimated” (para 35 CTC9-Report)	Done	CMM 07-2022
CTC9 Report	One-Off	The Secretariat investigate how port inspections might be added to the verification processes outlined in CMM 02 (Data Standards) and identify any workload implications (para 35)	Pending	
2022 SC Workplan	One-off	Coordinate Squid Workshop including potential assessment techniques and appropriate measures of fishing effort (prior to SC10)	Done	SC10-Doc06_rev1
2022 SC Workplan	One-off	Coordinate SC and other funds to support experts during benchmark and SC assessment	Done	<a href="#">SCW14</a>
2022 SC Workplan	Ongoing	In the context of the FAO ABNJ DSF Project: Planning phase has been completed, the SC supports Secretariat involvement in coordinating activities over their next five-year plan that could involve member scientists and a number of SPRFMO science projects	Done	COMM10-Obs01 COMM10-Obs01.1 COMM10-Obs06