

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

*Manta, Ecuador, 25, 26, 27 & 30 January 2024*

### FAC 11 – Doc 02 Annotated FAC11 Provisional Agenda Secretariat

<b>1. OPENING OF THE MEETING</b>	
<p>a. Meeting arrangements <i>The Chairperson shall declare the meeting open. Important arrangements will be notified at this time. Rapporteurs will be appointed.</i></p>	
<p>b. Adoption of the Agenda <i>The adoption of the agenda will follow Rules of Procedure (RoP) 4.3. Any adjustments to the timetable will be announced</i></p>	<p>FAC11-Doc01 FAC11-Doc02 FAC11-Doc04</p>
<p>c. Meeting documents <i>The Secretariat will briefly introduce all documents submitted to the meeting as per RoP 4.4 - 4.6. Meeting documentation location and access will be presented. Rapporteurs will be appointed.</i></p>	<p>FAC11-Doc03</p>
<b>2. SPRFMO REPORT OF INCOME</b>	
<p>a. Member contributions <i>As per Financial Regulation 4.11 the Secretariat will report on the collection of annual contributions from Members.</i></p>	<p>FAC11-Doc05</p>
<p>b. Voluntary contributions <i>As per Financial Regulation 4.11 the Secretariat will report on any voluntary contributions received and any investment and other income received.</i></p>	<p>FAC11-Doc05 (continued)</p>
<b>3. SPRFMO FINANCIAL REPORTING</b>	
<p>a. Financial Statements <i>The Secretariat will present the 2022-23 Annual Financial Statements of the Commission.</i></p>	<p>FAC11-Doc06</p>
<p>b. Auditor Report <i>As per Financial Regulations 9.7, 9.8 and 9.9 the Secretariat will present the Auditor Report together with the Annual Financial Statements.</i></p>	<p>FAC11-Doc06 (continued)</p>
<p>c. Statement of Transfers of Appropriations and Write offs <i>As per Financial Regulation 3.3 the Executive Secretary has prepared a statement regarding any transfers of appropriations for the Financial Year ended 30 June 2023; and as per Financial Regulation 6.4, the Executive Secretary has prepared a statement regarding any losses that were written off for the Financial Year ended 30 June 2023.</i></p>	<p>FAC11-Doc06.1</p>
<p>d. Accumulated Surplus Account <i>As per Financial Regulation 4.5 the FAC will review the amount available in the Accumulated Surplus Account. (Refer to Page 11, FAC10-Doc06). Noting also that last year The Commission agreed to draw \$251,908 from the accumulated surplus account to partially offset the increase for Members in the schedule of contributions.</i></p>	<p>FAC11-Doc06 (continued)</p>
<p>e. SPRFMO Contingency Fund <i>As per Annex 2 of the Financial Regulations the Secretariat will report on the status of the Contingency Fund. The FAC will review the level and resourcing for the Contingency Fund.</i></p>	<p>FAC11-Doc06.2</p>



<p>g. Status of Developing States Fund</p> <p><i>As per Financial Regulations Annex 1 the Secretariat will present the status of the DS Fund. The FAC is invited to make recommendations to the Commission regarding the operation of this fund and the proposed budget allocation.</i></p>	<p>FAC11-Doc06.3</p>
<p>f. Status of Scientific Support Fund</p> <p><i>As per Financial Regulation 2.4 the Secretariat will present the status of the SC Fund. The FAC is invited to make recommendations to the Commission regarding the proposed budget allocation for that Fund.</i></p>	<p>FAC11-Doc06.4</p>
<p>4. FUTURE BUDGETS AND CONTRIBUTIONS</p>	
<p>a. Draft Budget for financial years 2024-25 and 2025-26</p> <p><i>As per Convention Article 15.4 and Financial Regulation 2.8 the draft budgets for the next two succeeding Financial Years will be reviewed by the FAC. The Draft budget is accompanied by the travel plan (FR 2.3) and a paper on Data Management update and development.</i></p>	<p>FAC11-Doc07 FAC11-Doc07.1 FAC11-Doc07.2</p>
<p>b. Contributions for Financial Year 2024-25 and estimate for Financial Year 2025-26</p> <p><i>As per Financial Regulation 4.7, Member contributions have been calculated based on the budget formula adopted in the 6th Commission Meeting and consider CNCP contributions as other income.</i></p>	<p>FAC11-Doc08</p>
<p>5. MATTERS CONCERNING THE FINANCIAL REGULATIONS</p>	
<p><i>No papers have been submitted under this agenda item.</i></p>	
<p>6. MATTERS CONCERNING THE SECRETARIAT &amp; STAFF REGULATIONS</p>	
<p>a. Secretariat report on 2023 intersessional period activities</p> <p><i>The Secretariat will report on activities in the 2023 intersessional period, and provide a summary account of the Commission's membership, office holders, as well as Secretariat activities in 2023.</i></p>	<p>FAC11-Doc09</p>
<p>b. Secretariat staff performance review summary</p> <p><i>The Executive Secretary will provide a summary of the staff performance reviews according to Staff Regulation 6.6.</i></p>	<p>FAC11-Doc10 (restricted)</p>
<p>c. Secretariat staffing strategy</p> <p><i>The Executive Secretary will present the results of the 2023 work on a staffing strategy for the Secretariat. The FAC is requested to consider this strategy and develop appropriate recommendations for the Commission.</i></p> <p><i>As requested in paragraph 48 of the FAC10-report, independent advice has been sought on staff conditions within the Secretariat. The Executive Secretary will present the advice received and the FAC is requested to consider this advice and develop appropriate recommendations for the Commission.</i></p>	<p>FAC11-Doc11 (restricted)  FAC11-Doc12 (restricted)</p>
<p>d. Proposal on staff regulations</p> <p><i>The Secretariat has developed a proposal for amendments to the Staff regulations based on an independent review, issues identified last year and/or internal challenges resulting from the current regulations. The FAC is requested to consider this proposal and develop appropriate recommendations for the Commission.</i></p>	<p>COMM12-Prop01 COMM12-Prop01.1</p>
<p>e. Recruitment of Executive Secretary (EU)</p> <p><i>The term of the current Executive Secretary will expire in March 2025. The 2025 annual meeting should therefore either renew the incumbent Executive Secretary for an additional term or appoint a new Executive Secretary. To enable the Commission to appoint an Executive Secretary at the 2025 annual meeting, a selection process will need to be launched during the 2024-2025 intersessional period. It is proposed that FAC11 discuss (and recommend) to COMM12 that such an intersessional process be held.</i></p>	
<p>7. MEETINGS OF THE COMMISSION &amp; SUBSIDIARY BODIES</p>	
<p>a. Date and Venue for 2025</p> <p><i>Members will be requested to confirm their ability and intention to continue to host the forthcoming Annual Meeting of the SPRFMO as per Rule 3.1 of the Rules of Procedure.</i></p>	<p>FAC11-Doc13</p>



<p>b. Potential hosting for 2026 &amp; 2027</p> <p><i>The FAC will seek offers to host the 2026 and 2027 annual meetings. The FAC is encouraged to make every effort to fix the dates (if not the venues) for upcoming SPRFMO meetings.</i></p>	<p>FAC11-Doc13</p>
<p>c. Scientific Committee Meetings 2024 and potential hosting for 2025 &amp; 2026</p> <p><i>Peru has offered to host the 2024 SC12 Meeting. Peru will be given the floor to confirm the dates and location for the SC12 meeting.</i></p> <p><i>The Russian Federation has offered to host the 2025 SC13 Meeting and similarly will be given the floor to confirm its offer.</i></p> <p><i>The FAC will also request offers concerning possible hosts for the 2026 and 2027 SC meetings.</i></p>	<p>FAC11-Doc13</p>
<p><b>8. OTHER MATTERS</b></p>	
<p><i>The FAC will consider any other matters as identified during the adoption of the agenda.</i></p>	
<p>a. SPRFMO 2nd Performance review (SEC)</p> <p><i>This proposal has been prepared by the Secretariat as tasked by the COMM11 meeting (refer Para’s 108 – 111, COMM11-Report). The FAC is requested to consider this proposal and develop appropriate recommendations for the Commission.</i></p>	<p>COMM12-Prop02</p>
<p>b. Proposed Decision regarding Spanish support in SPRFMO (ECU)</p> <p><i>This proposal by Ecuador aims to gradually advance the use of Spanish language in the work of the Commission. The FAC is requested to consider this proposal and develop appropriate recommendations for the Commission.</i></p> <p><i>Following the tasking of the Commission (COMM11-Report, para 74), a Secretariat prepared document presents information regarding the financial and administrative implications of providing Spanish language support in SPRFMO meetings and documents.</i></p>	<p>COMM12-Prop03</p> <p>FAC11-Doc14</p>
<p>c. Proposed Decision regarding participation of Observers (ECU)</p> <p><i>The purpose of this proposal from Ecuador is to introduce observer fees for participants attending SPRFMO meetings, drawing inspiration from successful practices employed by other Regional Fisheries Management Organizations (RFMOs), such as the Inter-American Tropical Tuna Commission (CIAT) and the Western and Central Pacific Fisheries Commission (WCPFC).</i></p>	<p>COMM12-Prop04</p>
<p>d. Office holders</p> <p><i>The first term FAC Vice-Chairperson (Mr Andres Couve, CHL) will conclude this year. Mr Couve is eligible to serve a 2<sup>nd</sup> term. This position should be filled in accordance with Rule 5 of the Rules of Procedure.</i></p>	
<p><b>9. ADOPTION OF THE REPORT</b></p>	
<p><i>The draft meeting report will be prepared during the meeting by the Chairperson with assistance from the Secretariat and will be presented to the FAC on the last day of the meeting for its consideration.</i></p>	
<p><b>10. CLOSE OF MEETING</b></p>	