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

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

### FAC 11 – Doc 07.1 rev1 Secretariat Travel Plan for Financial Year 2024-25

*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*”.

Development of an accurate travel plan is often difficult due to the need to anticipate unscheduled meetings of importance to SPRFMO. This year the exercise is further challenged by a lack of identified hosts for future SPRFMO Annual meetings.

In relation to Items 3.1 to 3.4 of the Budget (Meetings and Travel) the **FAC11 is invited to:**

- **note** the Secretariat Travel Plan for Financial Year 2024-25 and its inclusion into the 2024-25 budget (refer FAC11-Doc07).



## 2. Secretariat Travel Plan for Financial Year 2024-25

Table 1: Travel Plan for FY 2024-25

Budget Item	Official Travel	Where / When	Staff	Flight Cost (NZ\$)	DSA (NZ\$)	Nº of Days	Approx. Cost (NZ\$)	Justification
3.1	13 <sup>th</sup> SPRFMO Annual Commission Meeting 2025	(tbc) Jan/Feb 2025	DM + CO + CM + ES	61 000	400	60	85 000	The 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	12 <sup>th</sup> SPRFMO Scientific Committee Meeting 2024	Lima, Peru, Sept/Oct 2024	DM + ES	22 000	410	20	30 000	
3.3	PSMA implementation meeting	Manta, Ecuador, 5-9 May 2025	CM	<del>21 500</del> <u>16 000</u>	450	10	<del>26 000</del> <u>20 500</u>	PSMA Parties have consistently highlighted the important role of RFMOs, and this meeting is well attended amongst RFMO compliance officers. Secretariat participation in this meeting will support the implementation of the PSMA within SPRFMO and contribute to the programme of work seeking to improve the effectiveness of the PSMA. This will in turn strengthen SPRFMO Port inspection regime.
	Regional Fishery Body Secretariats Network (RSN10) Meeting + 36 <sup>th</sup> COFI Session	Rome, Italy Sept 2024	ES	11 500	585	6	15 000	The RSN was established to facilitate information exchange among RFB Secretariats. This biannual meeting presents an opportunity to increase connectivity and facilitate discussion and information sharing among RFBs to address common and emerging issues.
3.4	SPRFMO meeting related expenses	Not specified	n/a	-	-	-	7 000	Including late night food, extra room hire, wifi connectivity.
<b>TOTAL</b>							<del>163 000</del> <u>157 500</u>	

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



### 3. Secretariat Forecast Travel Plan for Financial Year 2025-26

Consistent with the forecast budget, the Secretariat is also providing a forecast travel plan for FY 2025-26.

*Table 2: Forecast Travel Plan for FY 2025-26*

Budget Item	OFFICIAL TRAVEL	WHERE / WHEN	STAFF	FLIGHT COST (NZ\$)	DSA (NZ\$)	Nº OF DAYS	APPROX. COST (NZ\$)	JUSTIFICATION
3.1	14 <sup>th</sup> SPRFMO Annual Commission Meeting 2026	(tbc) Jan/Feb 2025	DM + CO + CM + ES	61 000	400	60	85 000	The 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	13 <sup>th</sup> SPRFMO Scientific Committee Meeting 2025	Russian Federation Sept/ Oct 2024	DM + ES	26 000	340	18	32 000	
3.3	PSMA regional meeting and/or 2026 GEFTW	(tbc)	CM	21 500	450	10	26 000	Pending confirmation of meeting dates.
	FIRMS/CWP	FAO, Rome July 2025	DM	11 500	585	6	15 000	SPRFMO is a member of the FIRMS Partnership Agreement: Strengthening data collection for management and decision making. Data in support to Sustainable Development Goal (SDG) 14, SIOFA State of Stocks and the Global record of Stocks and fisheries. The FIRMS membership includes several RFMOs, and this meeting offers an opportunity for the DM to ensure SPRFMO is aligned with global data and reporting for fisheries as well as exchange and connect with other RFMO professionals.
3.4	SPRFMO meeting related expenses	Not specified	n/a	-	-	-	7 000	Including late night food, extra room hire, wifi connectivity.
<b>TOTAL</b>							<b>165 000</b>	

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