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

*Panama City, Panama, 26 to 27 February 2026*

### FAC 13 – Doc 13.1 Secretariat Travel Plan for Financial Year 2026-27

*Secretariat*

#### 1. Summary and Recommendations

This paper presents the Secretariat travel plan for financial year 2026-2027 and a forecast travel plan for financial year 2027-2028.

The FAC is invited to:

- *note the Secretariat Travel Plan and its inclusion in the draft budget for Financial Year 2025-26 (refer FAC13-Doc13).*

#### 2. Background

Financial Regulation 2.3 requires that *“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”*.

#### 3. Travel Plan

The Secretariat travel plan for financial year 2026-27 is in Table 1 and a forecast travel plan for financial year 2027-28 is in Table 2. They elaborate Budget Items 3.1 to 3.5 in Budget Category 3 Meetings and Travel, (which also includes 3.6 Meeting related expenses, 3.7 Streaming support and 3.7 Travel insurance). As compared to previous years, two new budget items are included for Scientific Committee workshops (for the new Science Manager to participate and support) and data systems capacity building (as per the draft Data Working Group (DWG) Strategy and Three-Year Workplan being considered by the DWG and to be reviewed by the CTC and FAC).

It is common for the Secretariat to be invited to overseas meetings throughout the year that are not known at the time of drafting the travel plan. Provision is therefore made for unforeseen official travel which would be planned with the Chairperson in accordance Staff Regulation 9.1. In all cases the Secretariat strives to minimise travel costs through advance planning as required by Staff Regulation 9.3.

DSA rates are those set by the UN at <https://icsc.un.org>, including hotel costs.

Number of days per person = number of days in country plus 1 to make provision for additional costs such as taxis and visas.



Table 1: Travel Plan for FY 2026-27

Budget Item	Official Travel	Where / When	# Staff	Flight Cost (NZ\$)	DSA (NZ\$)	Nº Days per person	Approx. Cost (NZ\$)	Justification
3.1	15th SPRFMO Annual Commission Meeting	Location tbc. Jan/Feb 2027	5	17 000	450	15	118 750	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). COMM15 is costed at the higher end due to the location being unconfirmed.
3.2	14th SPRFMO Scientific Committee Meeting	Faroe Islands Sept 2026	3	17 000	400	9	61 800	
3.3	SPRFMO SC Workshops x 4	tbc e.g., Peru, Chile, Paris	1	12 000	450	24	22 800	Provision is made for the Science Manager to participate in four SC workshops e.g. ecosystems; CJM data collection; MSE workshop; benchmark workshop; squid workshop
3.4	Data Systems Capacity Building	tbc, two locations	2				20 000	Two capacity-building workshops for Members/CNCPs. Travel cost for Secretariat Staff as per Data Working Group Strategy & Workplan
3.5	8th GFETW 2026	Bali, Indonesia 3-7 August 2026	1	4 500	450	7	7 650	The Global Fisheries Enforcement Training Workshop (GFETW) of the IMCS Network is a forum for sharing information about the challenges facing compliance officers. It is the only international meeting place designed specifically for global MCS practitioners. 2026 GFETW has the theme From Commitment to Compliance: Delivering Global Goals through Collective Fisheries Action. Participants will work in small, diverse groups through immersive sessions, interactive engagement spaces, and facilitated discussions designed to foster trust, peer learning, and collaboration. The travel plan includes attendance at 2 pre-meetings. <a href="https://imcsnet.org/2026-gfetw">https://imcsnet.org/2026-gfetw</a>



3.5	BBNJ	New York, US dates tbc	1	12 000	670	5	15 350	Provision is made for the Secretariat to participate in one BBNJ Conference of the Parties for the purposes of representing SPRFMO and its institutional relevance to BBNJ decision making and processes.
	Regional Fishery Body Secretariats Network (RSN11) Meeting	Rome, Italy Sept 2026	1	1 500	481	3	2 943	The Regional Fishery Body Secretariats' Network (RSN) serves as a platform for collaboration and information exchange among Regional Fishery Bodies (RFBs). This biennial meeting is an opportunity to increase connectivity, facilitate discussion and information sharing among RFBs to address common and emerging issues. The ES would attend this meeting en route to the SC meeting in the Faroe Islands. <a href="https://www.fao.org/fishery/en/rsn">https://www.fao.org/fishery/en/rsn</a>
	FAO Common Oceans meeting	Rome, Italy dates tbc	1	16 500	481	5	18 905	SPRFMO is a partner to the Common Oceans Program. It is a global partnership funded by the Global Environmental Facility (GEF), promoting sustainable fisheries and biodiversity conservation in areas beyond national jurisdiction with projects that focus <i>inter alia</i> on deep-sea fisheries and cross-sectoral cooperation.
	Unforeseen meetings (contingency)	tbc	TBC	-	-	-	20 000	Contingency for unforeseen travel costs such as visas or unforeseen official travel which would be planned with the Chairperson in accordance Staff Regulation 9.1. e.g. FAO meetings
	TOTAL				288 198			



Table 2: Forecast Travel Plan for FY 2026-27

Budget Item	Official Travel	Where / When	# Staff	Flight Cost (NZ\$)	DSA (NZ\$)	Nº Days per person	Approx. Cost (NZ\$)	Justification
3.1	16th SPRFMO Annual Commission Meeting	Korea (tbc). Jan/Feb 2028	5	7 500	400	15	67 500	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). COMM15 is costed at the higher end due to the location being unconfirmed.
3.2	15th SPRFMO Scientific Committee Meeting	China Sept/Oct 2027	3	5 000	300	9	23 100	
3.3	SPRFMO SC Workshops x 4	tbc e.g., Peru, Chile, Paris	1	12 000	450	24	22 800	Provision is made for the Science Manager to participate in four SC workshops e.g. ecosystems; CJM data collection; MSE workshop; benchmark workshop; squid workshop
	RFMO engagement (NPFC)	Japan, April 2028	2	7 500	281	6	18 372	This trip (either in conjunction with the North Pacific Fisheries Commission (NPFC) annual meeting or as a standalone visit) would increase cooperation and provide an opportunity to share lessons learned and best practices. This would benefit SPRFMO and help avoid unnecessary resource expenditure in developing new tools, templates and procedures for processes that already exist elsewhere. SPRFMO has entered into MoUs or Arrangements with 4 neighbouring RFBs. Of these the NPFC Secretariat is of a similar age, size, membership and has similar fisheries responsibilities.
3.5	BBNJ	New York, TBC	1	12 000	670	5	15 350	Provision is made for the Secretariat to participate in one BBNJ Conference of the Parties for the purposes of representing SPRFMO and its institutional relevance to BBNJ decision making and processes.



3.5	FAO FIRMS/CWP	India	1	7 000	200	6	8 200	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.
	Unforeseen meetings (contingency)	TBC	TBC	-	-	-	20 000	Contingency for unforeseen travel costs such as visas or unforeseen official travel which would be planned with the Chairperson in accordance Staff Regulation 9.1. e.g. FAO meetings
<b>TOTAL</b>						<b>175 322</b>		