



SPRFMO
South Pacific Regional Fisheries Management Organisation

7TH FINANCIAL AND ADMINISTRATION COMMITTEE MEETING REPORT

*14-18 February 2020
Port Vila, Vanuatu*

SPRFMO FAC7 Report 2020

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8TH ANNUAL MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE

Port Vila, Vanuatu, 14-18 February 2020

FAC7 –Meeting Report

1. Welcome and Introduction

1. Ms. Kerrie Robertson (Australia), Chairperson of the Finance and Administration Committee (FAC), welcomed Members and CNCPs to the 7th meeting of the FAC (FAC7) and declared the meeting open.

2. Administrative Arrangements

a. Adoption of the Agenda

2. The FAC adopted the agenda (FAC7-Doc01 _rev1 and FAC7-Doc02).

b. Meeting Documents

3. Chairperson Robertson introduced the documents submitted to the meeting (FAC7-Doc03) and FAC approved the list without amendment.

3. SPRFMO Financial Reporting

a. Financial Statements

4. The Secretariat presented the 2018-2019 Annual Financial Statements of the Commission (FAC7-Doc04, FAC7-Doc04.1, FAC7-Doc04.2 and FAC7-Doc04.3).
5. The Secretariat reported that all Members made their contributions, and CNCP contributions were received from Liberia, Panama and Curacao in the amount of NZ\$ 29,165 and a voluntary contribution made by New Zealand for NZ\$ 10,292.
6. Regarding the expenses, it was reported that in Financial Year 2018-2019, the Organisation spent NZ\$ 1,005,253.
7. The expense over budget of about NZ\$ 21,000 under Personnel Costs Category for Financial Year 2018-2019 is related to the Executive Secretary (ES) Changeover Cost. The total cost in ES changeover from two succeeding financial years is NZ\$ 158,241, this is to say NZ\$ 42,000 under the amount allocated (NZ\$ 200,000) at the 5th Commission Meeting in Adelaide, Australia, January 2017. By 30th June 2018, NZ\$ 122,179 was spent. The remaining costs related to the ES changeover incurred after 30th June 2018 have been recorded as expenses in the Financial Year 2018-19 against unspent appropriations of the Financial Year 2017-18. (See FAC6-Doc04 Annual Financial Statements for the year ending 30 June 2018).
8. The expenses under Category “Premises & Equipment” for Financial Year 2018-2019 is reported in the Financial Statements at NZ\$ 46,999. NZ\$ 8,036 was spent on office and computer equipment, and was capitalised for accounting purposes, therefore, the total expense for this category is NZ\$ 55,035. The under spent amount of about NZ\$ 27,000 is mainly related to the office moving. The lease for the Secretariat’s former premises expired on 28 February 2019. As per the Secretariat request, and due to improvement works on the new premises, the office change was postponed to November 2019. Because of this delay, the costs related to the Office Moving category incurred after 30th June 2019 have been recorded as expenses in Financial Year 2019-20 against unspent appropriations of Financial Year 2018-19. (See Financial Regulation 3.2).
9. The Commission allocated NZ\$ 100,000 into the Expense Category “Meeting and Travel”, which was almost fully spent. NZ\$ 26,089 was spent on Non SPRFMO Meetings; NZ\$ 72,078 was spent on SPRFMO Meetings;



Meeting related expense is NZ\$ 1,782.

10. The Commission allocated NZ\$ 30,000 to the expense Category “Administration and Operations”, being the under spent amount around NZ\$ 10,000 and the actual expense NZ\$ 19,190.
11. Information and Communication regular expense is NZ\$ 31,883. In addition, Database Improvement cost is NZ\$ 28,800, which was capitalised for accounting purposes.
12. VMS Project (Bad Debt Write Off) is NZ\$ 9,851. The European Union grant for SPRFMO VMS Project covered setup costs up to 28th February 2018. The official acceptance of the VMS System occurred on 8th June 2018 by agreement, therefore, the costs relating to testing and upgrades implemented from March 2018 to June 2018 were not covered by the European Union Grant.
13. The 2018 Review Panel was finalised in Financial Year 2017-18. There was a refund of NZ\$ 9,342 received from the Permanent Court of Arbitration (PCA). The final cost for the Review Panel was NZ\$ 61,666.
14. The total funding available for the Performance Review from two succeeding financial years (Financial Year 2017-2018 and Financial Year 2018-2019) is NZ\$ 30,000. The total Regular Review cost is NZ\$ 18,480.
15. The FAC recommended the Commission accept the Annual Financial Statements.

b. Auditor Report

16. The FAC noted that the auditor report was presented together with the Annual Financial Statements in FAC7-Doc04 and highlighted that the auditors’ report did not identify any issues or concerns. The financial statements for the Financial Year 2019 were prepared, in all material respects, in accordance with the Financial Regulations of the Commission.
17. The FAC recommended the Commission accept the Auditor report.

c. Statement of Transfers of Appropriations

18. The FAC noted that no transfers of appropriations were made during the Financial Year 2018-2019 (FAC7-Doc04.1).

d. The Status of the Accumulated Surplus Account

19. The FAC reviewed the amount available in the Accumulated Surplus Account in accordance with Financial Regulation 4.5. The FAC noted that the amount available in the Accumulated Surplus Account is NZ\$ 379,388 as at 30 June 2019, which can be returned to the Members of the Commission unless decided otherwise by the Commission.
20. The Secretariat drew attention to Financial Regulation 4.5 stating that “the Commission ...shall attempt to maintain the Accumulated Surplus Account at a level sufficient to finance operations during the first three months of the financial year. Any additional funds credited to the Accumulated Surplus Account that exceed this level shall be returned to the Members of the Commission unless decided otherwise by the Commission”, as well as that three months of operational costs for Financial Year 2019-20 account for NZ\$ 280,000 (COMM7-Report Annex 6c).
21. FAC Chairperson Robertson reminded the FAC that the Financial Regulations provided a number of options for the accumulated surplus account, including to return the balance to Members or to retain unspent funds in the accumulated surplus account. The FAC Chair suggested that the FAC should consider whether a portion of the funds should be transferred to the Contingency Fund to ensure there is sufficient funding in that account to fund the Commission’s contribution to any future Review Panels.

e. SPRFMO Contingency Fund

22. The Secretariat presented and the FAC reviewed the amount available in the SPRFMO Contingency Fund (FAC7-Doc04.2) in accordance with Annex 2 of the Financial Regulations. The FAC noted that the balance of the Contingency Fund (CF) as at 30 November 2019 was NZ\$ 69,942, while it should hold an amount equivalent to operational three months (average monthly operational cost is NZ\$ 90,000), that is NZ\$ 270,000.



23. The FAC was invited to consider the level of funds appropriate for the Contingency Fund, bearing in mind the cost of the last review panel and keeping future planning in mind.
24. The FAC agreed to recommend that the Commission allocate NZ\$ 20,000 to the Contingency Fund and this was reflected in the proposed budget.

f. Scientific Support (SC) Fund and Developing States (DS) Fund

25. The FAC reviewed the Status of the Scientific Support (SC) Fund and Developing States (DS) Fund (FAC7-Doc04.3) and noted that SC Fund account balance as at 30 November 2019 was NZ\$ 32,620; and DS Fund account balance as at 30 November 2019 was NZ\$ 19,752. In accordance with Financial Regulation 2.4 “the Commission will review these categories once the defined level has been reached or after 4 years, whichever occurs first, and at least every four years thereafter”.
26. The FAC considered recommending the Commission approving for the Financial Year 2020-2021 the proposed budget amount of NZ\$ 80,000 for Budget Category 8 Scientific Support and NZ\$ 35,000 for Budget Category 9 Developing States (FAC7-Doc08).
27. FAC Chairperson Robertson noted that, since these are budget items, the FAC has to make a balanced decision, inviting Members to consider the status and use of these funds, and their appropriate level according to current and future needs.
28. The FAC recommended that the Commission gives further consideration to the quantum of funding in these budget categories.

4. SPRFMO Report of Income

29. The Secretariat reported (FAC7-Doc05) on the financial contributions received from Members, voluntary contributions received for the Developing States Fund, CNCP contributions, voluntary contributions received and credited into the general accounts, interest earned, other miscellaneous incomes, and European Union Grants in accordance with Financial Regulations 4.7 and 4.11.
30. The FAC noted that the adopted budget for Financial Year 2018-2019 was NZ\$ 1,172,000. The FAC further noted that contributions invoiced in full to all Members in 2018-2019 was NZ\$ 1,143,902.
31. It was noted that SPRFMO earned interest amounting to NZ\$ 24,966 from its bank (Bank of New Zealand). Furthermore, the FAC recognised that the current level of the “Developing States Fund” is NZ\$ 136,796.
32. FAC Chairperson Robertson thanked New Zealand and United States of America for their respective voluntary contributions during Financial Year 2018-2019 of NZ\$ 10,292 and NZ\$ 175,890 and also the European Union for the grant of NZ\$ 118,383.
33. The FAC also noted the generous contribution by Chile for loaning a compliance professional to the Secretariat to assist in its compliance functions. The FAC noted that Chile had made both a financial contribution through contribution to salary, as well as a contribution in-kind by providing a member of Staff.
34. In January 2020, the Secretariat received (FAC7-Doc05.1) a proposal for a voluntary contribution (US\$ 19,000) from CALAMASUR, a Non-governmental Organisation having the Observer status in SPRFMO, to support a workshop on squid.
35. CALAMASUR noted that during the last SC meeting, it was clear that there were issues around determining what was or was not appropriate in terms of efforts management for the squid fishery, adding that it would be a good idea to have a workshop on the various interested parties to reach an agreement at the scientific level.
36. The FAC assessed the offer from this NGO in accordance with the Financial Regulations and recommended the Commission accept the voluntary contribution for such a purpose.

5. Selection and Appointment of Independent Auditors

37. Executive Secretary Dr Rodríguez presented the offers (FAC7-Doc06) received from the three accounting firms:



Baker Till, BDO and Crowe Horwath. The FAC evaluated these three offers and selected the accounting firm Crowe Horwath as the independent auditor for conducting audit work for the financial statements of the Organisation for Financial Years 2019-2020, 2020-2021 and 2021-2022.

38. The FAC recommended that Crowe Howarth be selected.

6. SPRFMO Observer Programme Accreditation Evaluator

39. FAC Chairperson Robertson presented the Technical and Financial analysis of the Proposals of the Observer Programme Accreditation Evaluators for FAC Consideration (CTC7-Doc12).
40. The FAC noted that the CTC had recommended that MRAG be selected as the SPRFMO Observer Programme Accreditation Evaluator; and agreed that MRAG represented the best value for money.
41. Based on the outcomes of the CTC7 meeting, the analysis of and considerations on technical and financial capabilities of the tenderers carried out by the Chairpersons and the discussions during the FAC, the FAC advised MRAG as the Accreditation Evaluators.

7. Performance Review Recommendations Concerning the FAC

42. The FAC deferred this to the Commission.

8. Future Budgets and Contributions

a. Draft Budget for Financial Years 2020-2021 and 2021-2022

43. Executive Secretary Dr Rodríguez introduced the draft budget supported by three supplementary information documents: SPRFMO Secretariat Travel Plan for Financial Year 2020-2021 (FAC7-Doc08.1), Explanatory note regarding database developments and update (FAC7-Doc08.2) and Estimate of additional financial impacts or influence on the Secretariat work arising from proposed CMMs (FAC7-Doc08.3).
44. Executive Secretary Dr Rodríguez highlighted the small difference (+ 0.69%) between the forecasted budget (NZ\$ 1,457,000) and the proposed budget for Financial Year 2020-2021 (NZ\$ 1,467,000) showing how the accuracy in the forecasted budget reflects a bare-bone budget. Executive Secretary Dr Rodríguez reviewed each category, highlighting the two areas requiring additional budget meetings and travel for NZ\$ 18,000 and scientific support for NZ\$ 58,000. He also identified a NZ\$ 80,000 saving in the category of non-routine expenses based on only one Member looking for accreditation in 2020.
45. New Zealand informed FAC that SC8 will be held in Wellington New Zealand instead of Napier so the additional NZ\$ 5,000 for this meeting cost would not be required in the Category of Meeting and Travel.
46. Regarding the SPRFMO Secretariat Travel Plan for Financial Year 2020-2021 (FAC7-Doc08.1), Executive Secretary Dr Rodríguez highlighted the budget and purpose of attending the 34th COFI session in Rome, Italy and well as FAO-FIRMS Steering Committee in London, UK. He also addressed the travel plan associated to staff training and professional development, underscoring the value of participation especially considering the close geographic proximity.
47. Executive Secretary Dr Rodríguez introduced Explanatory note regarding database developments and update (FAC7-Doc08.2) to reassure delegates that the budget had been used appropriately, provide an update on current needs related to the database, and suggest consideration of how the potential adoption of amendments and new CMMs will implicate the workload of the Secretariat.
48. Regarding estimates of additional financial impacts or influence on the Secretariat work arising from proposed CMMs (FAC7-Doc08.3), Executive Secretary Dr Rodríguez shared results of preliminary analysis of additional workload to the Secretariat, highlighting three proposals to require significant work if adopted as proposed: COMM08-Prop09 (IUU Vessel List); COMM08-Prop12 (Transshipment); and COMM08-Prop14 (Squid).
49. Regarding the workload assessment on cooperation with other RFMOs (FAC7-Doc08.4), Executive Secretary Rodríguez outlined the three proposed MoUs with the North Pacific Fisheries Commission (NPFC), the Inter-American Tropical Tuna Commission (IATTC) and the Western and Central Pacific Fisheries Commission



(WCPFC) together with the amount of effort required by the Secretariat.

50. The FAC reflected on the workload associated with implementing MoUs and the need to ensure that the MoUs, and the work undertaken to implement them, benefitted the Commission and were an appropriate use of the Secretariat's time and resources.
51. Executive Secretary Dr Rodríguez noted that the SPRFMO already has four MoUs in place, reminding Members that the priorities on which MoUs should be pursued had been clarified during the last Commission meeting. He stressed that while MoUs have common elements, they are different from each other and don't have the same requirements in terms of workload for the Secretariat.
52. The FAC considered the draft annual budget (FAC7-Doc08), Members highlighted the need to invest in the Secretariat to ensure it was appropriately resourced to service the Commission. Members also highlighted the need to ensure the budget was cost-efficient.
53. The FAC recommended that the Commission continue working on the budget

b. Calculation of Contributions for Financial Year 2020-2021 and Estimate of Contributions for 2021-2022

54. The Secretariat prepared a schedule of contributions (FAC7-Doc09) in accordance with Financial Regulation 4.7. The schedule of contributions was updated based on the revised budget. The FAC agreed that the budget formula in the Financial Regulations had been applied.
55. The FAC Chairperson recognised that the Commission needed to work towards a better strategy for funding the budget. The FAC Chairperson generally noted that continuing to draw down on the accumulated surplus account was not a sustainable funding solution, and that artificially lowering contributions can make it more challenging for Members to agree to increases in contributions the next year.
56. However, the FAC Chairperson also recognised that the Commission was in a unique stage of its development given that the demands on the Secretariat have changed as the Commission has matured in its compliance and scientific capacity, and that the staffing level needed time to stabilise which was affecting contributions (because, for example, recruitment and installation costs for staff can be high but are not a routine expense). The FAC Chairperson noted its confidence that the Commission's budget and staffing would be able to stabilise in the near future.
57. The FAC recommended the Commission continue working on the schedule of contributions (COMM8-WP15).

9. Matters Concerning the Financial Regulations

58. As there were no papers concerning this item, Item 9 was not discussed.

10. Matters Concerning the Secretariat and the Staff Regulations

a. Secretariat's Report on Activities in the 2019 Intersessional Period (FAC7-Doc10)

59. Based on FAC7-Doc10, the Secretariat provided a summary on the Commission's membership, office holders, Observer status, cooperation with other organisations including meetings attended on behalf of SPRFMO by staff and delegates, and other important information about the organisation and its activities in 2019. Executive Secretary Dr Rodríguez, responding to a query by the United States of America, explained that attendance to meetings would be limited to those reported in the travel plan in the forthcoming year, although written inputs would be provided to additional meetings.
60. The FAC7 took note of the report and thanked the Secretariat for the update on all of the work undertaken.
61. On monitoring of additional Secretariat's tasks as per COMM7 Decisions (FAC7-Doc10.1), Executive Secretary Dr Rodríguez reported that of the 30 additional tasks, 27 were completed as 3 are ongoing.
62. Chairperson Robertson reiterated the need to be conscious of the Secretariat's workload when the Commission is setting tasks. FAC7 took note of the document.



63. The Secretariat reported on the establishment of the SPRFMO Staff Association (FAC7-Doc10.2), highlighting outcomes of its first two meetings. FAC7 took note of the paper and acknowledged the value of having a productive way to facilitate staff discussions.

b. Secretariat Communication Plan

64. The Secretariat presented document FAC7-Doc11 on the progress of the SPRFMO Communications Strategy, noting, inter alia: the creation of a new website; a series of meetings with representatives of different Members and CNCPs based in New Zealand to increase the SPRFMO visibility; the production of a quarterly newsletter containing a summary of the Organisation’s progress and the Secretariat’s activities; and opening of social media channels. The Secretariat further: sought FAC’s advice on whether a working group on standardisation of terminology should be convened intersessionally; flagged the need to update official contacts as necessary to enhance communication; requested authorisation to include the Chairpersons in the mailing lists of the Secretariat for restricted documents; and requested guidance regarding an extraordinary budget allocation of NZ\$ 20,000 for 2022 that marks the 10th anniversary of the establishment of SPRFMO.
65. Many Members commended the Executive Secretary and the Secretariat for all the improvements in the Organisation during the last year and expressed their satisfaction for the developments, particularly on the newsletter.
66. The FAC considered that there is real value in building SPRFMO’s profile internationally and demonstrating the progress it has made as an Organisation. The FAC encouraged the Secretariat to considering removing sensitive information from the newsletter so that it could be circulated to broader audiences.
67. The FAC requested the Secretariat bring forward a more detailed proposal on what would be included in the Anniversary Campaign to FAC8, and in the meantime agreed to reflect this in the forecasted budget for 2021-2022.
68. In response to the recommendations in this paper, the FAC agreed that:
- i. Chairpersons, including for subsidiary bodies, should receive correspondence even if they are not an official contact on a Member delegation;
 - ii. The standardisation working group is not a priority at this time.

69. The FAC also urged Members to keep their contact details up to date.

c. Secretariat’s Proposal – Staff Regulations

70. Executive Secretary Dr Rodríguez presented the relevant proposal (COMM8-Prop23), suggesting slight changes to the Staff Regulations, particularly on the Commission designating staff positions, the recruitment process and probationary period for appointment (COMM8-Prop23).
71. The FAC agreed to recommend amendments based on COMM8-Prop23. The FAC did not agree to introduce a probationary period, noting that this needed further consideration in view of the fact that staff in an international organisation may not have access to local employment protections or remedies. The FAC encouraged the Executive Secretary to explore the issue further with Members.

d. Secretariat Structure Review

72. In response to the Commission request “that the Commission, on advice of the Executive Secretary, give consideration to reviewing the structure of the Secretariat to ensure the most cost-effective use of staff resources, and to investing additional resources in building the capacity of the Secretariat to analyse scientific and MCS data” the Executive Secretary provided a “Secretariat structure review” based on functions and areas of the current and future Secretariat (FAC7-Doc12).
73. In a closed Session the FAC7 discussed matters relating to the Secretariat structure and Executive Secretary remuneration. The FAC also recognised the outstanding performance of the Executive Secretary and recommended the Commission accelerate his remuneration to a level corresponding with P5 Step [7] and authorised the Chairperson to amend the existing terms and conditions of the Executive Secretary’s contract



on the Commission's behalf to reflect this. The FAC noted that this is an extraordinary step and should not be treated as a precedent for the future, noting that all Executive Secretary remuneration should be discussed on a case-by-case basis.

74. The FAC further recommended that the Executive Secretary prepare a staffing strategy for consideration by the FAC in 2021 which outlines the future staffing needs of the Organisation. The FAC emphasised that the future staff structure should reflect the actual and anticipated needs of the Secretariat in the Executive Secretary's view. The FAC noted that the possible recruitment of a Compliance Manager would be discussed in the Commission in the context of the budget.

e. Secretariat staff performance review summary:

75. Executive Secretary Dr Rodríguez provided the requested summary on Secretariat Staff's performance during the first and a half year (FAC7-Doc13).
76. The FAC took note of the report at the same closed Session.

f. Secondment Assessment

77. The Executive Secretary provided a report on an account of the tasks undertaken by the secondee of the SPRFMO Secretariat and an assessment of the secondment in general (FAC7-Doc14) together with the End of Secondment Informative Report (FAC7-Doc14.1) for FAC consideration when discussing the Secretariat Proposal COMM8-Prop24 Policy for Secondments and Internships.

11. Meetings of the Commission and Subsidiary Bodies

78. FAC Chairperson Robertson thanked New Zealand for offering to host SC8 in 2020, the Russian Federation for offering to host the 2021 meeting of the Commission, and Peru for confirming to host the 2022 annual meeting. FAC Chairperson invited Members to express interest to host the next meeting of the Commission in 2023, and the SC meetings 2021 and 2022 (FAC7-Doc15). Panama offered hosting SC9 in 2021 and Korea SC10 in 2022.
79. The FAC confirmed:
- i. New Zealand's offer to host the 2020 SC meeting (SC8) in Wellington, 03-08 October 2020. SC8 will be preceded by a 2-day workshop (01-02 October 2020) covering bottom fishing and squid workshops as identified in the SC7 Report;
 - ii. The Russian Federation's offer to host the 2021 meeting of the Commission and the CTC in Saint Petersburg from 21 - 23 January 2021 (CTC) and 25-29 January 2021 (Commission);
 - iii. Peru's prospective offer to host the 2022 meeting of the Commission. The FAC acknowledged with appreciation Peru's flexibility in delaying hosting until 2022 to provide an opportunity to rotate meetings of the Commission between the membership.
80. The FAC welcomed:
- i. Panama's offer to host the 2021 SC meeting (SC9), noting Panama intends to be a Contracting Party before that time; and
 - ii. Korea's offer to host the 2022 SC meeting (SC10).

The FAC recommended that the Commission agree to these proposed offers.

12. Other Matters

a. Proposals – Rules of Procedure (COMM8-Prop25)

81. Executive Secretary Dr Rodríguez presented the suggested amendments on the Rules of Procedure. The proposal takes into consideration how to make operational and optimise mechanisms when referring to documents, deadlines and guidance for the Secretariat, Members and Observers.



82. The United States of America, supported by Australia, the European Union, the Russian Federation and New Zealand thanked the Executive Secretary for the proposal, and noted drafting suggestions and concerns, such as: specific deadlines for registration and accreditation; formal establishment of guidelines for intersessional working group, proposing this be better addressed on an ad hoc basis; and deadlines for documents to be received for the meeting.
83. All Members underscored the important of the Rules of Procedure as one of the basic texts of the Organisation. The FAC agreed that the Commission should continue making progress on the amendments to the Rules of Procedure on the basis of the draft at COMM8-Prop25.
84. Following discussions on COMM8-Prop25 it was agreed to continue without the General guidelines for Intersessional Working Groups and clarifications were included on the process for inviting individuals to participate in the work of the Commission.
85. The FAC thanked the Executive Secretary and agreed with some of the amendments facilitating the understanding and implementation of the Rules of Procedure. The FAC recommended the Commission give further consideration to the proposed amendments.

13. Adoption of Report

86. The FAC Adopted the Report at 6:39 pm on 18 February 2020.

14. Meeting Closure

87. The meeting was closed at 6:40 pm on 18 February 2020.



Annex 1 FAC 7 Agenda

(FAC7–Doc01_rev1)

1. WELCOME AND INTRODUCTION
2. ADMINISTRATIVE ARRANGEMENTS
 - a. Adoption of the Agenda
 - b. Meeting Documents
3. SPRFMO FINANCIAL REPORTING
 - a. Financial Statements
 - b. Auditor Report
 - c. Statement of transfers of appropriations
 - d. Accumulated Surplus Account
 - e. SPRFMO Contingency Fund
 - f. Status of SC Scientific Support Fund & Developing States Fund
4. SPRFMO REPORT OF INCOME
 - a. Voluntary contributions
5. SELECTION AND APPOINTMENT OF INDEPENDENT AUDITORS
6. SPRFMO OBSERVER PROGRAMME ACCREDITATION EVALUATOR
7. PERFORMANCE REVIEW RECOMMENDATIONS CONCERNING THE FAC
 - a. Implementation of Recommendations
8. FUTURE BUDGETS AND CONTRIBUTIONS
 - a. Draft Budget for financial years 2020-2021 and 2021-2022
 - b. Contributions for financial years 2020-2021 and estimate for 2021-2022
9. MATTERS CONCERNING THE FINANCIAL REGULATIONS
 - a. Administration of the Developing States (DS) Fund – Accessibility for capacity building
10. MATTERS CONCERNING THE SECRETARIAT & THE STAFF REGULATIONS
 - a. Secretariat report on 2019 intersessional period activities
 - b. Secretariat Communication plan
 - c. Secretariat's Proposal - Staff Regulations
 - d. Secretariat structure review
 - e. Staff performance review summary
 - f. Secondment assessment
 - g. Secretariat's Proposal - Secondments and Internships
11. MEETINGS OF THE COMMISSION & SUBSIDIARY BODIES
 - a. Date and Venue for 2021
 - b. Potential hosting 2022 & 2023
 - c. Scientific Committee 2020 and potential hosting 2021 & 2022
12. OTHER MATTERS
 - a. Proposals - Rules of Procedure
13. ADOPTION OF THE REPORT
14. CLOSE OF MEETING