
8TH MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

Held remotely, 21 to 23 January 2021

FAC 8 – Doc 02 Annotated FAC Provisional Agenda *Secretariat*

1. WELCOME AND INTRODUCTION
2. ADMINISTRATIVE ARRANGEMENTS
 - a. Adoption of the Agenda FAC8-Doc01/02

The adoption of the agenda will follow Rules of Procedure (RoP) 4.3.
 - b. List of Meeting Documents FAC8-Doc03

The Chairperson will briefly introduce all documents submitted to the meeting in accordance with RoP 4.4, 4.5 and 4.6.
3. SPRFMO FINANCIAL REPORTING
 - a. Financial Statements FAC8-Doc04

The Secretariat will present the 2019-2020 Annual Financial Statements of the Commission.
 - b. Auditor Report FAC8-Doc04

In accordance with Financial Regulations 9.7, 9.8 and 9.9. The Secretariat will present the Auditor Report together with the Annual Financial Statements. Concerning Financial Year 2019-2020, the Financial Statements were prepared, in all material respects, in accordance with the Financial Regulations of the Commission.
 - c. Statement of transfers of appropriations FAC8-Doc04.1

In accordance with Financial Regulations 3.3. The Secretariat will inform the Commission that no transfers of the appropriations were made for the Financial Year ended 30 June 2020.
 - d. Accumulated Surplus Account FAC8-Doc04

In accordance with Financial Regulation 4.5. The FAC will review the amount available in the Accumulated Surplus Account. (refer page 9, FAC8-Doc04).
 - e. SPRFMO Contingency Fund FAC8-Doc04.2

In accordance with 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.
 - f. Status of SC Scientific Support Fund & Developing States Fund FAC8-Doc04.3

In accordance with Financial Regulation 2.4 and 2.7. The Secretariat will present the status of both the SC and DS Funds. The FAC will examine the unspent appropriations contained in these categories and make recommendations regarding any necessary adjustments or revisions.
4. SPRFMO REPORT OF INCOME FAC8-Doc05

In accordance with Financial Regulation 4.11. The Secretariat will report on annual contributions from Members, voluntary contributions received, any investment and other income received.
5. FUTURE BUDGETS AND CONTRIBUTIONS
 - a. Draft Budget for financial years 2021-22 and 2022-23 FAC8-Doc06/6.1/6.2/6.3

In accordance with Convention Article 15.4 and Financial Regulations 2. The draft budget will be reviewed by the FAC.

For Financial Year 2021-2022, the net total budget amount is NZ\$ 1,396,000. The budget is supported by three supplementary information documents prepared by the Secretariat to explain the details of the proposed budget items, including the Secretariat Travel Plan for Financial Year 2021-2022 (FAC8 – Doc06.1), the Database Development and Update (FAC6 – Doc06.2), Estimate of additional financial cost arising from proposed Conservation and Management Measures (FAC8 – Doc06.3).



For Financial Year 2022-2023, a forecast budget is provided, assuming the Budget for Financial Year 2021-2022 is fully adopted and that there will be a host for the 2022 Annual Meeting.

- b. Contributions for Financial Year 2021-22 and estimate for Financial Year 2022-23 FAC8-Doc07

In accordance with Financial Regulations 4.7. It shall be noted that the contributions have been calculated based on the financial formula adopted in the 6th Commission Meeting. The Secretariat will prepare a new contribution table during the meeting based on the adopted budget for financial year 2021-2022 in response to decisions made by the Commission.

6. MATTERS CONCERNING THE FINANCIAL REGULATIONS

Standing agenda item; No papers have been submitted

7. MATTERS CONCERNING THE SECRETARIAT & STAFF REGULATIONS.

- a. Secretariat report on 2020 intersessional period FAC8-Doc08/8.1/8.2/8.3

The Secretariat will report on activities in the 2020 intersessional period, and provide a summary account of the Commission's membership, office holders, collaboration with other organisations and other important information about the Organisation in 2020.

The intersessional period report is supported by three supplementary documents containing the results of the Partner agreement between SPRFMO and the RMIT University in which the students have translated the SPRFMO Convention into 2 additional non-English languages as well as a Spanish translation made available by Chile (as foreseen by Rule 10.2 of the Rules of Procedure).

- b. Secretariat staff matters FAC8-Doc09/10/11 -
Restricted

Secretariat Staff Performance Summary: The Acting Executive Secretary will provide the summary of the staff performance reviews during the FAC8 meeting according to the Staff Regulation 6.6.

Secondment Assessment: In accordance with The Policy for Secondments and Internships adopted in 2018, the Acting Executive Secretary will provide an account of the tasks undertaken by secondees within the Secretariat.

Retirement fund options for internationally recruited staff: The Acting Executive Secretary will report on a current difficulty in relation to identifying appropriate and "recognised" retirement funds.

- c. Contract for the new Executive Secretary FAC8 – Doc12 - Restricted

The Commission Chairperson has prepared a draft contract for the FAC to review and to support the appointment of the new Executive Secretary.

8. MEETINGS OF THE COMMISSION & SUBSIDIARY BODIES FAC8-Doc13

- a. Date and Venue for 2022

At the 7th Commission Meeting, Peru offered to host the 2022 meeting of the Commission. Considering the special circumstances brought about by the COVID19 pandemic, Members will be requested to re-confirm their ability and intention to continue to host meetings of the SPRFMO.

- b. Potential hosting 2023 & 2024

The FAC will seek offers to host the 2023 and 2024 annual meetings. The FAC is encouraged to make every effort to fix the dates (if not the venues) for upcoming SPRFMO meetings.

- c. Scientific Committee Meeting 2021 and potential hosting 2022 & 2023.

Panama has recently re-confirmed its ability and intention to host the 2022 SC9 meeting (subject to global circumstances). Korea has previously offered to host SC10 in 2022. The FAC will seek to fix the dates for these meetings and request offers concerning possible venues for the 2023 SC11 meeting.

9. OFFICE HOLDERS

Noting that the current FAC Chairperson and Vice-Chairperson have served two terms in succession in the same capacity, the positions will be vacant as of the end of the 2021 annual meeting.

In accordance with Regulation 5 of the Rules of Procedure of the Commission, the FAC shall elect a Chairperson and a Vice-Chairperson from among the Contracting Parties for a term of two years.



10. ADOPTION OF THE REPORT

11. CLOSE OF MEETING