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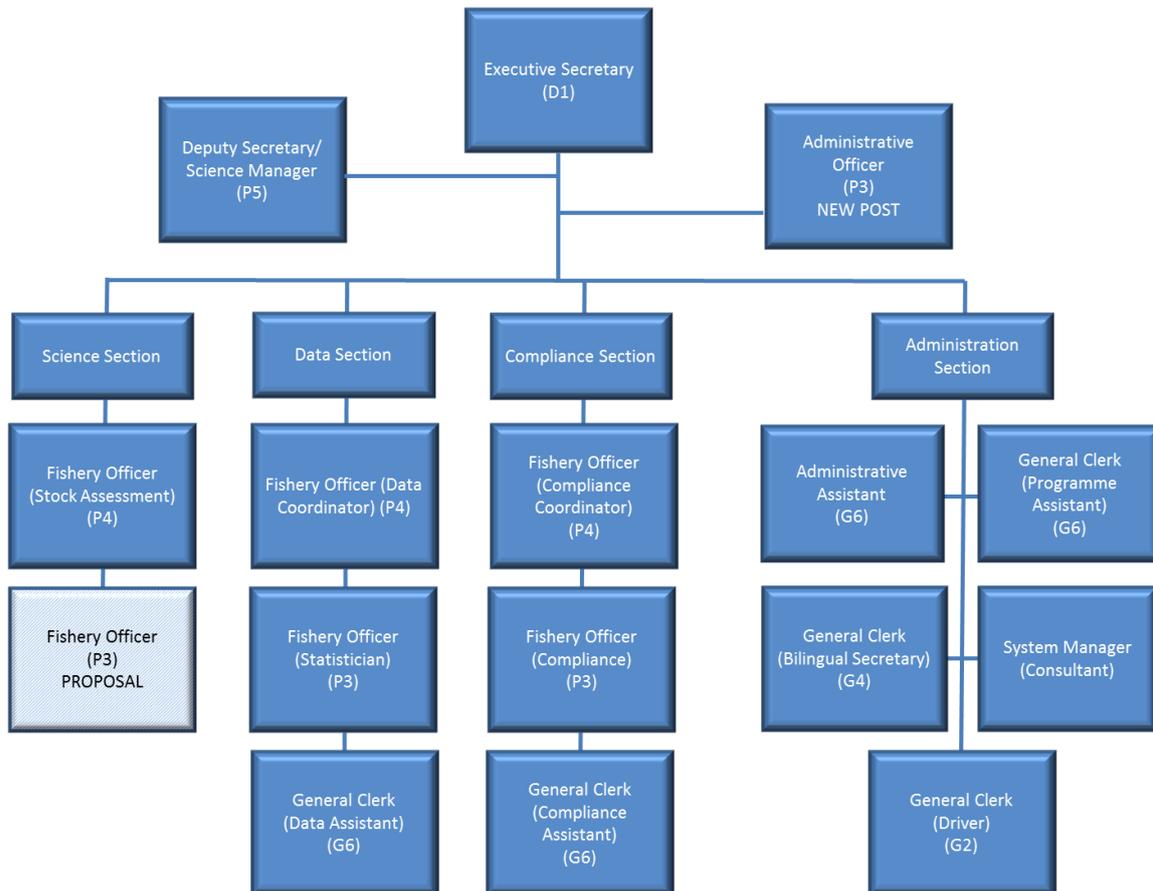
## PROGRAMME OF WORK AND BUDGET FOR 2013 AND INDICATIVE BUDGET FOR 2014

PREPARED BY: IOTC SECRETARIAT, 22 MARCH 2013

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### OVERVIEW

1. The information contained in this document sets out the Budget Estimates for the IOTC Secretariat's programme of work for the financial period 01 January, 2013 to 31 December 2013, together with indicative figures for the 2014 financial period.
2. The overall budget amount proposed for the Administrative Budget for 2013 is **USD\$2,475,612** and is based on recommendations of the 2012 sessions of the Scientific (SC15) and Compliance Committees (CoC09) as well as previous Commission decisions concerning the operations of the Secretariat. The indicative budget amount for 2013 considered at the 16<sup>th</sup> Session of the Commission (S16) was USD\$2,449,692, so the budget now proposed represents a nominal 1.1% gross increase over the corresponding indicative figure presented at the S16 Session, and a 5.6% increase relative to the budget for 2012.
3. The programme of work for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken by the Secretariat will remain within the current scope.
4. Any new activities agreed to during the 17<sup>th</sup> Session of the Commission (S17) may have budgetary consequences which will result in an amendment of the figures presented here.
5. Although the overall budget for 2013 remains similar to the indicative version considered by S16, there are changes in the way the expenditures are distributed. These changes are primarily attributable to additional expenditures related to changes in the structure of the salary costs, including higher variable costs. There are increases in the costs related to meeting logistics, related to the number and location of the meetings scheduled for 2013. These increases are partially offset by reduced duty travel costs, and a reduction in the provision for new equipment.
6. As required by the Commission's Financial Regulations, the following information is provided in support of the budget estimates:
  - [Table 1](#): Summary of estimated administrative budgetary requirements for 2013 and indicative figures for 2014. This Annex includes salary costs, operational expenditures, the additional contribution by the Seychelles and the FAO Servicing costs.
  - [Table 8](#): Detail of operating expenditures for 2013 (in USD). As required under Regulation III.5 of the Financial Regulations, this Table contains supplementary details for the operating expenditures line item of [Table 1](#).
  - [Table 9](#): Indicative schedule of contributions for 2013 based on the Commission's contribution formula. The formula is based on a scheme comprising an equal basic fee among all Members, a variable fee based, *inter alia*, on the catch and landings of species covered by the IOTC Agreement in the Convention Area (held by the Secretariat), and the *per capita* income of each Member (statistics from the World Bank website - [www.worldbank.org](http://www.worldbank.org)).
7. The proposed structure for the Secretariat is presented in [Figure 1](#). Currently, the IOTC continues to be the smallest amongst the Secretariats of the tuna RFMO's, with the exception of CCSBT that deals with a single stock.



*Figure 1. Proposed structure of the IOTC Secretariat in 2013.*

## PROGRAMME OF WORK FOR 2013 AND 2014

8. A description of the activities and outputs to be expected in 2013 and 2014 under the functional areas of the Secretariat are listed in [Table 2](#) and described in detail below.

### FUNCTIONAL AREA 1: SUPPORT TO SCIENTIFIC ACTIVITIES

#### *Background*

9. For historical reasons, support to the scientific process has been the main activity of the Secretariat, given the type of support required by the Scientific Committee and the role that the Secretariat exerts as a repository of data holdings essential to achieve the objectives of the Commission. Therefore, under the overall coordination of the Science Manager, who oversees the science process, the Data Section and the Science Section contribute significantly to the work of the Scientific Committee.
10. A large proportion of the work under this area is dedicated to the acquisition and review of the data required for the scientific work. The data are primarily collected and submitted by national scientists and then submitted to the Secretariat. Staff of the Data Section then review the data and applies quality control procedures to assess the reliability of the information before they are integrated into the IOTC databases and circulated to national scientists. As the data often come in various formats, before distribution they are converted into a common format, convenient for further analyses by the working parties, or for dissemination to the general public, usually through the IOTC website.
11. The Secretariat also conducts analyses to ensure that the datasets produced are suitable for assessment of the status of the resources by, for example, estimating missing information (such as catches of non-reporting fleets) or estimating the species composition of catches reported as aggregates. Size frequency data submitted by CPCs is routinely converted into catch-at-size and catch-at-age datasets that are used in integrated stock assessment analyses.

12. This routine processing and quality control phase is a major task of the Data Section, and it will continue to be the main responsibility of the Data Section during 2013 and 2014. This includes further development of software to automate these data management tasks, and the deployment of a redesigned main database, so as to increase the efficiency of the Secretariat in responding to the expected increasing demands on the data services the Secretariat provides to members.
13. To further improve the quality of data, the Secretariat continues to work with Members on field programmes in order to mitigate the deficiencies in the data collection systems in the region. Since 2002, the IOTC-Overseas Fishery Cooperation Foundation (OFCF) Project has been a source of support for the work of the Secretariat in reinforcing data collection and processing in the region. The third phase of the Project has been completed in March 2013, and it is expected that the government of Japan will continue the support for extended operations of the Project into 2014. The progress of the activities of the Project, which has contributed significantly to the improvement of the data situation in the region, is routinely reported to the Scientific Committee.
14. The Stock Assessment Officer provides support and advice to the scientific Working Parties undertaking collaborative work on data analyses with national scientists, in particular scientists from the region. He also contributes stock assessment analyses and provides advice on special scientific activities, such as the on-going work on management strategy evaluation.

### **Recommendations from the Scientific Committee**

15. At its last Session, the Scientific Committee proposed a number of activities to be funded by the Commission. Given the impact that these activities would have on the budget exceed the provisions made in the indicative budget, these are presented separately in [Tables 3, 4](#) and [5](#).
16. The Members are invited to consider possible ways to finance these activities, either directly by Member contributions, or by seeking extra-budgetary funds.

### ***Science staffing support – Employment of a Fisheries Officer (Science)***

17. The Scientific Committee noted that the current staffing level continues to be insufficient (see Reports of the Sessions 13, 14 and 15 of the Scientific Committee). These concerns have been also expressed in the report of the Performance Review Panel and the recommendation of expanding the resources of the Secretariat has been endorsed by the Commission (see Resolution 09/01 *On the Performance Review*).
18. In addition, the SC noted the rapidly increasing scientific workload at the IOTC Secretariat, including a wide range of additional science related duties assigned to it by the SC and the Commission, and that the current Fishery Officer supporting the IOTC scientific activities departed at the end of February 2013, the SC strongly recommended that the Commission approve the hiring of a Fishery Officer (Science) to work on a range of matters in support of the scientific process, including but not limited to science capacity building, bycatch and regional observer schemes (SC recommendation SC15.48). The total budget estimate for this position is US\$39,000 in 2013 and 78,000 in 2014.

### ***Operating expenses – Support to Capacity Building***

19. In 2012, the Commission budgeted US\$78,000 for additional capacity building activities, and tentatively US\$80,000 for 2013. To the extent possible and within the budget available, the Secretariat intends to continue to develop capacity in the area of compliance (including Compliance Support Missions and training on implementation of the port State measures), and familiarity with data analyses techniques for developing States. These will include workshops intended for scientists and managers to familiarize them with the structure and functioning of the IOTC, including the development of management actions on the basis of scientific advice and existing IOTC regulations. In addition to the funds included in the budget for 2013, the Commission may wish to consider further increasing the Capacity Building budget line to cover the additional recommendations from the Scientific Committee (outlined in [Table 3](#)).
20. In 2012, the Scientific Committee recommended that the Commission increase the IOTC Capacity Building budget line so that capacity building workshops/training can be carried out in 2013 and 2014

on the collection, reporting and analyses of catch and effort data for neritic tuna and tuna-like species. Where appropriate this training session shall include information that explains the entire IOTC process from data collection to analysis and how the information collected is used by the Commission to develop Conservation and Management Measures. (Recommendation number: SC15.39, para.177)

21. Specifically, the Scientific Committee recommended that the Commission's budget incorporate appropriate funds for the IOTC Secretariat to coordinate the development and delivery of training workshops focused on providing assistance to developing CPCs to better understand the Management Strategy Evaluation process, including how reference points and harvest control rules are likely to function in an IOTC context. The total budget estimate for these two additional projects is US\$146,844 (see [Table 3](#) for more detail).
22. In addition, the Scientific Committee has recommended two additional capacity building projects: 1) on the training of CPCs having gillnet fleets on species identification, bycatch mitigation and data collection methods and also to identify other potential sources of assistance to carry out such activities; 2) a dedicated workshop on CPUE standardisation. The total budget estimate for these two additional projects is US\$80,500 (see [Table 3](#) for more detail).
23. Thus, the total budget proposed by the Scientific Committee for capacity building projects is **US\$227,344** (detailed in [Table 3](#)).

#### *Operating expenses – Special projects and consultancies*

24. In 2012 the Commission budgeted US\$54,500 for consultancies, and tentatively US\$57,000 for 2013 activities. In addition to the funds already requested for 2013, the Commission may wish to consider further increasing the special projects and consultancies budget line to cover the additional recommendations from the Scientific Committee (outlined in [Table 4](#)).
25. Of the projects listed in [Table 4](#), the following list are considered the highest priority against existing directives of the Commission:

**Seabirds – Para. 9 of Resolution 12/06.** The Commission should hold a workshop in the intersessional period before the entry into force of this Resolution to facilitate its implementation, particularly focusing on how to address safety and practical concerns. CPCs shall ensure that fishers make a trial of the safety and practicality of these measures for review at the workshops with a view of resolving their concerns and assuring the orderly implementation, including training for and adaptation to these measures. A second workshop should be held, if necessary to explain the science, theory and application of the line weighting measure.

Noting that Birdlife International and Japan agreed at S16 to provide the majority of funding for this purpose, additional funds from the Commission are only required to pay for the attendance of the Science Manager and a number of participants from developing coastal states, likely to be impacted by the pending activation of Resolution 12/06 on 1 July, 2014. The total budget estimate for this project is US\$20,000 (see [Table 4](#) for more detail).

**Marine Turtles.** In 2012 a consultant was hired to undertake an Ecological Risk Assessment for marine turtles caught in fisheries targeting tuna and tuna-like species in the Indian Ocean. The final report was presented at the SC in December 2012 and the SC recognised the quality of the work undertaken and the highly valuable information provided by this ERA, but agreed that the assessment would benefit greatly from the inclusion of complete data from more IOTC fleets and that mortality rate of marine turtles in gillnet fisheries is likely to be underestimated as it is based on data from an Atlantic gillnet fishery which is not directly comparable. As such, the SC recommended that the IOTC Secretariat include an additional 20 day consultancy in the 2013 IOTC budget for the Commission's consideration, so that the Ecological Risk Assessment for marine turtles may be continued and that new information received may be incorporated. The total budget estimate for this project is US\$7,000 (see [Table 4](#) for more detail).

**Management strategy evaluation.** In 2012 the SC recommended that the Commission allocate funds in the 2013 and 2014 IOTC budgets, for an external expert on MSE to be hired for 30 days per year, to

supplement the skill set available within IOTC CPCs, and for the establishment of a participation fund to cover the planned WPM workshops (Recommendation number: SC15.33). The total budget estimate for this project is US\$21,500 (see [Table 4](#) for more detail).

**Stock assessment.** The stock assessment for yellowfin tuna is not intended to be updated in 2013. However, the SC has recommended that the services of the consultant be retained in 2013 to undertake other supporting assessment work for a period of 60 days. The total budget estimate for this project is US\$21,500 (see [Table 4](#) for more detail).

**Tuna identification cards** – In 2012, the SC recommended that the Commission allocate funds in the 2013 budget to develop and print sets of identification cards for the three tropical tuna, two temperate tuna, and six neritic tuna and seerfish species under the IOTC mandate, noting that the total estimated production and printing costs for the first 1000 sets of the identification cards is around a maximum of US\$16,200. The total budget estimate for this project is US\$16,000; comprised of US\$7,000 for the consultancy budget line and US\$9,200 for publication budget line (see [Table 4](#) for more detail).

26. Thus, the total budget proposed by the Scientific Committee for special projects and consultancies is **US\$139,100**, of which **US\$77,000** is included in the budget for 2013 (detailed in [Table 4](#)).

#### *Operating expenses – Printing/publications*

27. In 2012 the Commission budgeted US\$31,500 for printing, and tentatively US\$33,000 for 2013 activities. The following are the main printing/publication expenses requested by the Scientific Committee for science related publications (detailed in [Table 5](#)).

**Scientific Committee Report** – Annual printing of the Report of the IOTC Scientific Committee (approximately US\$7,000)

**Billfish identification cards** – In 2012, the SC noted that the IOTC Secretariat has developed identification cards for billfish species at the request of the WPB and SC, but no funds have yet been allocated to print the cards. As such, the SC recommended that the Commission allocate funds in the 2013 budget to print sets of identification cards for the billfish species, noting that the total estimated printing costs for the first 1000 sets of the identification cards is around a maximum of US\$6,700 (see [Table 5](#) for more detail).

**Shark, marine turtle and seabird identification cards** – The SC recommended that the Commission allocate additional funds in 2013 to print further sets of the shark, seabird and marine turtle identification cards developed by the IOTC Secretariat, noting that expected costs are in the vicinity of US\$6,000 per 1000 sets of cards. The total budget estimate for this project is US\$18,000 (see [Table 5](#) for more detail).

**Tuna identification cards** – Noting the high priority project above to develop and print sets of identification cards for the three tropical tuna, two temperate tuna, and six neritic tuna and seerfish species under the IOTC mandate, US\$9,200 was recommended by the SC for printing of the first 1000 sets of the identification cards (see [Table 5](#) for more detail).

28. Thus, the total budget proposed by the Scientific Committee for printing/publications is **US\$43,100** of which **US\$15,000** is included in the budget for 2013 (detailed in [Table 5](#)). The line in the proposed budget has been limited to US\$15,000 to cover primarily the costs of publication of the Report of the Scientific Committee. The Commission is invited to consider whether to incorporate the costs for the additional publications into the current budget, or whether to seek extra-budgetary funds for them.

#### *Meeting participation fund – Science meetings*

29. The Secretariat has continued to work towards facilitating the participation of the scientists and officials from the region in the activities of the various bodies of the Commission. In 2013, this is expected to continue through the Meeting Participation Fund, adopted by the Commission in 2010, and that has served to increase significantly the level of participation of the developing coastal states. Alternative ways of funding, such as cooperative arrangements with other initiatives in the region

(e.g. the South West Indian Ocean Fisheries Project, or the South West Indian Ocean Fisheries Commission) have been utilized in past years, and will continue to be explored in 2013.

30. The increased attendance by national scientists from developing CPCs to IOTC Working Parties and the Scientific Committee in 2012 (46 in 2012; 33 in 2011) was partly due to the IOTC MPF, adopted by the Commission in 2010 (Resolution 10/05 *on the establishment of a Meeting Participation Fund for developing IOTC Members and non-Contracting Cooperating Parties*). As such the Scientific Committee recommended that the Commission maintain this fund into the future (SC recommendation SC15.07).
31. In addition, the SC recommended that the rules of procedure for the administration of the IOTC meeting participation fund be modified to include funding for Chairs and Vice-Chairs from IOTC developing coastal states, noting that without access to this fund, the ability of developing coastal state scientists to offer their services as Chairs and Vice-Chairs will be very limited. The same rules for document provision shall apply to Chairs and Vice-Chairs funded by the MPF (SC recommendation SC15.08).

### ***Operating expenses – Non-staff travel***

32. **Invited experts** – The Scientific Committee and the Working Parties have recognized that the participation of external experts with considerable expertise in stock assessment or other skills, enhanced the quality of the work conducted in 2010, 2011 and 2012 and therefore, recommended that the Commission continues to support the participation of such ‘Invited Experts’. In 2013, it is expected that four invited experts will attend IOTC science meetings. The total expected budget costs are US\$15,084.
33. **Chairs and Vice-Chairs to attend IOTC meetings** – In 2012 the SC recommended that the IOTC Secretariat include a proposed budget line in the IOTC budget for 2013 and all future years, that would cover the travel expenses of Chairs and Vice-Chairs from developing countries (and developed countries when they are not attached to any national institutions) who are otherwise unable to obtain funding to support their attendance at their respective working party meeting, and for a Chair or Vice-Chair to attend the SC meeting each year. In 2013, it is expected that three Chairs / Vice-Chairs will need to be funded through the IOTC budget, assuming that the IOTC meeting participation fund is also modified to pay for developing coastal state Chairs and Vice-Chair. The total expected budget costs are US\$20,764.

## **FUNCTIONAL AREA 2: SUPPORT TO COMPLIANCE ACTIVITIES**

34. Unless there is an effective level of compliance by all Members, the Commission will continue to fail to achieve its objectives. It should be noted however, that not all developing States in the region are in a position to implement immediately some of the activities required to enforce agreed actions. The current Programme of Work recognizes the need for the Secretariat to offer support to developing Member States in strengthening the institutional arrangements and implementing the activities necessary to ensure an effective level of compliance with IOTC Resolutions.
35. To this effect, the Compliance Section contributes by assisting the Commission to better monitor levels of compliance, establish networks of compliance officers in the region, promote compliance activities and coordinate capacity building and training as necessary.
36. In particular, and following the guidance from the Commission in 2012, the Compliance Section has committed to a number of capacity building and support activities that are expected to take over the next biennium, and these are described in the next paragraphs and in [Table 6](#).

### **Activity I: Compliance Support Missions**

37. The main concept in the capacity building efforts is that of Compliance Support Missions (CSM), that are intended to bring the work of the Commission closer to the CPCs. The CSM are a combination of capacity building and planning exercise to engage in activities that would support the issues that were identified during the review at the Compliance Committee.

38. The CSM will be carried out by staff from the Secretariat, primarily its Compliance Section, over a period of approximately one week, to an audience composed of national officers in offices involved in the implementation of IOTC Resolutions. The proposed structure includes the following components:
1. A short, one-day workshop with the objective of increasing the understanding of the structure of the IOTC process and the functioning of its subsidiary bodies. In particular, how, on the basis of scientific advice on the status of the stocks, joint actions are proposed, debated by the CPC's, and eventually translated into agreements for actions, if there is enough support amongst Members. The role of compliance in ensuring the effectiveness of the actions will be highlighted.
  2. A second section is focused on presenting the main obligations embedded in the body of Resolutions adopted by the IOTC Members. The objective is to present the audience with a narrative of the nature and extent of the conservation and management measures adopted, to facilitate the understanding of the overall principles and objectives embodied in the measures.
  3. A third section of the mission will be devoted to review in detail with government officials those conservation and management measures that are particularly relevant to the country, and discuss, as appropriate, the challenges that they are facing at the time of implementing those actions.
  4. The final activity is to collaborate with the CPC in the formulation of a plan for strengthening compliance, including a list of directed actions, national institutions that will be responsible, as well as timelines for the implementation of these actions. This stage could also be served as a tool to identify areas where the CPC might require additional assistance in overcoming particularly difficult challenges.
39. A report on the outcome of these collaborative actions in points 3 and 4 may be presented by the CPC to the Compliance Committee, establishing a baseline from which to measure progress in the strengthening of compliance.
40. Further follow-up missions might be conducted, upon request from the CPC, to assist in the monitoring of the progress of the work plan and propose additional actions should they prove necessary.

### **Activity II - Regional Workshop on Compliance Issues**

41. The Compliance Support Missions to individual countries are intended to provide an in-depth analysis of the challenges specific to the CPC in question. However, there are a number of technical challenges that are common to all CPCs, and a forum to discuss the experiences of officers directly involved will be useful in identifying potential issues that could lead to recommendations or clarifications on the measures adopted by the Commission.
42. As is the case of the scientific Working Parties, which act in support of the Scientific Committee, the Workshop proposed will gather technical personnel in their individual capacity to discuss the technical aspects of existing measures in support of the work of the Compliance Committee.

### **Activity III – Training in Port State Measures**

43. The other component is specific to the implementation of Resolution 10/11 on Port State Measures to prevent, deter and eliminate illegal, unreported and unregulated (IUU) fishing. This training is primarily intended for field personnel and their supervisors, as it focuses more in the operational aspects of the Resolution on Port State Measures.
- Implement at national level, a training course for government officials on IOTC Port State Measures for CPCs in the region
  - Implement a regional training workshop on IOTC Port State Measures,
  - Develop an information system on port States Measures to facilitate the sharing of information as required by the Resolution 10/11.
44. To support those activities, two training packages have been developed. One relates to the implementation of the IOTC Conservation and Management Measures and the second relates to the

implementation of Port State Measures to prevent, deter and eliminate illegal, unreported and unregulated (IUU) fishing activities.

### **Funding of the compliance activities**

45. Funding for these activities will be provided through the capacity building budget line and cooperation with several initiatives following presentation of the capacity building initiatives to potential financing agencies. The Secretariat has:
- signed a Grant Agreement with the European Union for the provision of 80,000 € to finance the development of the two training packages and Compliance Support Missions, and is expected to receive similar support in 2013.
  - received positive financing response from the following agencies/projects:
    - o Indian Ocean Commission's SmartFish Programme (financing to undertake, in qualifying countries, Compliance Support Missions, deliver National and Regional PSM training courses and Regional workshop on compliance),
    - o World Bank Project (under Global Partnership for Oceans) through the Indian Ocean Commission (financing to undertake, in qualifying countries, Compliance Support Missions, to develop the PSM information Sharing System and to develop template for fisheries legislation
    - o ACP Fish II Project (financing to undertake a Regional workshop on compliance)
    - o FAO/GEF Project on Areas Beyond National Jurisdiction (port State measures training; regional workshops on compliance; template for legislation on port State measures)
    - o World Wildlife Fund (has shown interest in supporting some activities under the above-mentioned initiatives).
46. These capacity building activities started in February 2013 with the first Compliance Support Missions and Port State Measures training in Sri Lanka and Indonesia, and will continue during 2013 and 2014.

### **Regional Observer Programme**

47. The implementation of the Regional Observer Programme to monitor transshipments completed its first year in 2009 and is expected to continue through 2013, and the Compliance Section will closely monitor the progress of its implementation. A consortium (MRAG Ltd/ Capfish) has been in charge of implementing the programme. As anticipated in Resolution 12/05, the costs of the implementation of this Programme falls on the vessels benefitting from the transshipment-at-sea activities, and therefore, the costs of this programme are not incorporated in the regular budget.

### **In Summary**

48. The Programme of Work includes staff from the Compliance Section undertaking fact-finding missions to coastal states in the Indian Ocean, in particular to promote an effective understanding of compliance-related issues, and assess the need for support in the implementation of the measures adopted by the Commission, to the extent possible. The Compliance Section will also work on cooperation and coordination with various regional initiatives engaged in combating IUU fishing, such as the projects under the oversight of the COI<sup>1</sup>, actions following the SADC<sup>2</sup> Ministerial Declaration on IUU, and other national and international initiatives. Coordination of these activities is essential to reduce the duplication of efforts in the area to combat IUU fishing.

### **FUNCTIONAL AREA 3: COMMUNICATION AND RELATIONS WITH THE PUBLIC**

49. It has become evident that it is essential to maintain close contacts with the international community, including non-governmental organizations, representatives from different sectors of the industry, from the harvesting sector to retailers and buyers, and the general public. The objective is to provide all stakeholders with accurate information about the status of the stocks under the IOTC purview, as well as about the actions that the Commission is taking towards a better management of the resources and conservation of the environment.

<sup>1</sup> Commission de l'Océan Indien

<sup>2</sup> Southern African Development Community

50. Over the past two years, there has been a marked increase in the number of requests for information from the public in general about the activities of the Commission. This has created a need for a more active role in this area by the Secretariat. This has included producing short briefs for officials, the general public and for the press. These activities are expected to continue and result in a steadily increasing workload during 2013 and 2014.
51. The compilation and formatting of the documents presented at the scientific bodies of the Commission are equally important activities under this area. The Secretariat will continue to maintain these entries, publishing all documents on the IOTC website as it has been the policy since the first publication of data on the website.
52. This work relating to transparency in the information emanating from the Commission's activities includes the production of reports, technical documents and data sets that might be of interest for the general public.
53. As the work of the Commission expands, the generation of such information becomes a more onerous task, and one that will require, eventually, the hiring of a Communications Officer/Scientific Editor, as a professional post, who could assist in the presentation to the public of the activities of the Commission in non-technical terms, and may offer in-house translation services which would reduce the overall translation costs of the Commission. In addition, this staff member would be in charge of ensuring the appropriate presentation and inclusion in the Secretariat's databases of the scientific documents presented at the Working Parties and the Scientific Committee. This responsibility would extend to the generation of material for the IOTC website. In the immediate future these tasks would be carried out by the Science Manager with support from General Service staff.
54. **IOTC Website** – Work on an updated version of the IOTC website continues, and the main focus of the work during 2013 will be on the update of the contents of the new website. Any further redesign of the website will require that the Secretariat work closely with the contractors developing the website. Without a Communications Officer, the heavy workload during 2012 for all staff limited the time available for this task. However, this work is considered a high priority task for the Secretariat and will be completed in 2013.

#### **FUNCTIONAL AREA 4: SUPPORT TO MEETINGS**

55. [Table 7](#) lists the meetings scheduled for 2013, and tentatively for 2014 that will require the support of the Secretariat. The schedule of meetings for the Working Parties follows the recommendations of the Scientific Committee.

#### **FUNCTIONAL AREA 5: IT SUPPORT**

56. In addition to the maintenance of the existing facilities in hardware and software, there are programmed expansions of the website, to accommodate additional databases. There are no large purchases of computer equipment anticipated other than those required to replace equipment deemed obsolete or out of order.

#### **FUNCTIONAL AREA 6: ADMINISTRATION**

57. A number of administrative functions continue to be handled by FAO. All personnel, overall accounting including contributions and overall expenditures, are managed from FAO Rome. The Secretariat has direct access to reports of the expenditure and the revenue transactions summary reports on budget status. The Secretariat is now linked to the FAO intranet, a source for training and reference material for all administrative procedures and this has improved the up-to-date with changes in the administrative procedures.
58. By February 2013, FAO replaced the administrative system that the Secretariat and other FAO Field Offices had been working with, in favour of a system that offers better integration of all administrative functions. However, the system is more complex than the previous one, requiring an expansion of the skills of the Secretariat staff through further training, as well as attention to the problems to be

expected in a brand-new system. For this reason, it became evident that a professional Administrative Officer was essential to ensure a smooth operation of the administration of the Secretariat. The Secretariat also maintains a low level of administrative support for FAO activities in Seychelles. There are no significant direct budgetary implications of this activity.

59. As required by the Commission's Financial Regulations, the budget is presented to conform to the presentation required by Regulation III and consists of two components, 1) Administrative Expenditures and 2) Expenditure for Activities ([Table 1](#)).

*Table 1. Proposed budget for 2013 and indicative budget for 2014 (in USD)*

<b>Budget item description</b>	<b>2013</b>	<b>2014</b>
<b><u>Administrative Expenditures</u></b>		
Gross salary costs (before deductions)		
Professional		
Executive Secretary	133,000	139,650
Deputy Secretary/ Science Manager	128,994	135,444
Data Coordinator	127,801	134,191
Fishery Officer (Statistics)	82,698	86,833
Compliance Coordinator	92,684	97,318
Fishery Officer (Compliance)	111,056	116,609
Fishery Officer (Stock Assessment)	112,950	118,598
Administrative Officer	48,488	90,000
General Service		
Administrative Assistant	10,895	11,440
Compliance Assistant	9,060	9,513
Programme Assistant	9,427	9,899
Database Assistant	11,630	12,211
Bilingual Secretary	8,000	8,400
Driver	6,544	6,871
Overtime	5,250	5,513
Total Salary costs	<b>898,479</b>	<b>982,490</b>
Employer contributions to Pension Fund and health insurance	278,576	280,000
Employer contribution to FAO entitlement fund	378,000	380,000
<b>Total staff costs</b>	<b>1,555,055</b>	<b>1,642,490</b>
<b><u>Expenditure for Activities</u></b>		
Operating Expenditures		
Support Capacity Building	80,000	80,000
Consultants	57,000	60,000
Duty travel	237,000	249,000
Meetings	120,000	126,000
Interpretation	142,000	149,000
Translation	105,000	110,000
Equipment	15,000	16,000
General Operating Expenses	47,000	49,000
Printing	15,000	16,000
Contingencies	6,000	6,000
<b>Total Operating Expenditures</b>	<b>824,000</b>	<b>861,000</b>
	<b>2,379,055</b>	<b>2,503,490</b>
Additional Contributions Seychelles	-10,500	-10,500
FAO Servicing Costs	107,057	112,657
<b>GRAND TOTAL</b>	<b>2,475,612</b>	<b>2,605,647</b>

#### **THE BUDGET – PROPOSED BUDGET FOR THE COMMISSION WORK PROGRAMME, 2013 AND 2014**

60. The Administrative Expenditures cover staff salaries and overtime payments for General Service staff, employer's contributions to the pension fund and health insurance, as well as the FAO entitlement fund.

61. The Expenditure for Activities, or Operating Expenditures, covers consultants, duty travel, meetings, interpretation, translation and editing of publications, equipment purchases and contingency funds.
62. As required under Regulation III.5 of the Financial Regulations, supplementary details for the Operating Expenditures line item of [Table 1](#) are provided in [Table 8](#). The levels budgeted cover only the expenses charged to the regular budget of the Commission. The expenditures charged to special funds such as the OFCF project or various extra-budgetary contributions are not reflected in this budget.

### **SALARY COSTS**

63. Staff costs for one D-1, one P-5, three P-4, four P-3, four G-6, one G-4 and one G-2 post are calculated based on costs incurred in late 2012. All post costs for 2013 are estimated for 12 months except for the Administrative Officer (Fishery Officer), budgeted for 7 person/months. These costs include basic gross salary and post-adjustment, as well other costs such as the contributions to the pension fund, medical insurance, and costs associated to entitlements of FAO staff such as travel of staff and their families on first appointment, education grant, home leave, establishment grant, rental assistance and termination of appointment. Staff changes have also resulted in a reduction in costs where the new recruits were on lower points on the salary scales than previous incumbents.
64. For 2013, total salary costs for the locally-hired General Service staff, are estimated to be at the same level as those in the indicative budget presented last year. Further appreciation of the local currency relative to the US dollar might increase this line, as salaries for the General Service staff are paid in local currency.

### **EMPLOYER CONTRIBUTIONS: PENSION FUND, HEALTH INSURANCE AND ENTITLEMENTS**

65. Based on the latest information, estimates for the entitlements cost in 2013 are higher than those estimated last year. This element of the salary cost is an amount retained by FAO to cover the costs of entitlements of the staff such as home leave, education grants, etc. The contribution from each post is calculated by FAO on the basis of prorating the actual costs of entitlements amongst all posts of the same grade throughout FAO. For example, the contribution from a P-4 post is proportional to the costs of all entitlements used by all P-4 posts in FAO divided by the number of P-4 posts in the organization. Therefore, there is significant variability in this component from year-to-year depending on the actual expenses at the FAO level.
66. In contrast to this, employer contributions to the Pension Fund, being a fixed proportion of the base salary is a very predictable component. On the other hand, Health Insurance employer contributions also exhibited some variability throughout the year.

### **MEETING COSTS**

67. This includes support for meetings of the Commission, Scientific Committee, Compliance Committee and Working Parties. Meeting costs include rental of room facilities, incidentals such as functions or snacks at coffee breaks, and equipment such as interpretation equipment, photocopying facilities and purchasing of office supplies needed to run the meetings. The estimate is based on the assumption that the majority of the Working Parties in 2013 will take place away from the Secretariat.

### **INTERPRETATION AND TRANSLATIONS COSTS**

68. The costs of interpretation and translation are presented separately to provide a clearer picture of the structure of these costs. In the past, some of these costs have been merged with the Consultants line or Duty Travel budget lines, following the way the expenditures are categorized by FAO, but creating some confusion on the services that were being provided. The fees for interpretation have been estimated to be slightly above those in 2013, with interpretation provided at the meetings of the Compliance Committee and the Commission (eight interpreters for nine days) and the Scientific Committee (six interpreters for five days), plus the interpretation provided for the Technical Committee on Allocation Criteria (TCAC) for a team of four interpreters for three days. No

simultaneous interpretation is provided in other meetings. In contrast, translation is required throughout the year and depends on the number of documents produced for official distribution to Members and, therefore, is more difficult to provide a precise estimate, although the number of documents required for translation continues to increase. The travel costs for Translation corresponds to the costs of participation of a translator at the meetings of the Commission, Compliance Committee and the Scientific Committee. As the workload is expected to continue to increase in 2013, cost control measures will continue to be in place to cap the total budget required.

## CONSULTANTS

69. The provision for consultancies covers the cost of independent experts hired to provide supplementary expertise or manpower in areas where national officers or Secretariat staff cannot cover. It also includes experts recruited under the academic programme and to provide specific skills required for Commission work that the Secretariat staff may not possess. On occasions, it has covered occasional short-term attachments at the Secretariat of scientists from the region, with training as one of the objectives. For 2013, the consultancies funded by the regular budget are expected to cover a total of 100 days that, gives an estimate of USD\$41,000 in fees, to which estimated travel expenses are added. These consultancies are listed in Table 3 above. Travel costs are only an approximation as they depend of the country of origin of the consultants finally selected.
70. The position of the IT Manager has been financed, since the beginning of the operations of the Secretariat, by the Government of Seychelles as a way to defray the costs of operating the Secretariat in Seychelles. Since 2012, the Secretariat has reached an agreement with the Government of Seychelles by which, rather than hiring directly the IT Manager, Seychelles will provide the funds to be utilized in hiring a consultant to become the IT Manager. This allows for more flexibility in the hiring and extends the possible labour market to recruit from, to neighbouring countries.

## TRAVEL COSTS

71. Travel is intended to cover field activities and attendance to meetings for staff or invited experts as appropriate. UN rates are used for daily subsistence allowance and for ticketing. The following travel is foreseen for 2013, to which a contingency provision is added:

### Staff travel

- Participation of staff in IOTC meetings held outside Seychelles: Technical Committee on Allocation Criteria (three staff members for four days); Compliance Committee, Standing Committee on Administration and Finance and the Commission (five staff members for 10 days; Scientific Committee (two staff members for 6 days) Working Party meetings (five).

### Non-Staff Travel

- Participation of one invited expert to the Working Parties on Neritic Tunas, Billfish, Ecosystems and Bycatch, and Tropical Tunas (approximately one week each)
- Chairs and Vice-Chairs.

## EQUIPMENT

72. The provision for equipment is reduced relative to the previous year, as computer hardware and software have been replaced or upgraded in 2012, and no major purchases of equipment are expected. Provisions are made for equipment required for new staff to join the Secretariat.

## OPERATING EXPENSES

73. Operating expenditures include the costs associated with the office at the headquarters including communications costs (Internet, mail, telephone and fax services), as well as maintenance of the premises and vehicles available to the Secretariat. These costs were estimated on the basis of the 2012 expenditures. As part of the Headquarters Agreement, the government of Seychelles pays for the rental of the offices in Victoria, the electricity costs, and supplies one of the vehicles at the disposal of the Secretariat.

74. There is an additional provision for technical editing and printing costs. It also includes provision for printing of the Scientific Committee report preparation and printing of species identification cards (as per request of the Scientific Committee).

#### CONTINGENCIES

75. A contingency line has been incorporated to account for expenditures not anticipated at this time, as required by the IOTC Financial Regulations. This year, it has been fixed at a nominal amount given that with the earlier meeting of the Commission and adoption of the budget there is less need for a large reserve fund to maintain the Commission activities.

#### ADDITIONAL CONTRIBUTION BY SEYCHELLES

76. The government of Seychelles provides an additional contribution every month. These funds are paid in Seychelles Rupees and are therefore converted at the UN operational rate of exchange, such that the dollar figure is variable. This additional contribution has been increased to include the funding of the IT Manager post, who was previously hired directly by the Government of Seychelles. The funds are incorporated in the revenue of the Secretariat and accounted for as is the case with contributions of Members to the budget and contributions for special purposes.

#### FAO PROJECT SUPPORT COSTS

77. Servicing costs of 4.5 % of the total budget of the Commission are charged by FAO as determined by the IOTC Agreement. Note, in the past, the FAO Finance Committee has rejected the requests of the Commission to waive these costs.

78. [Table 9](#) provides the indicative scale of contributions based on the formula given in the Annex of the Financial Regulations.

#### SUGGESTED ACTION BY THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE

79. That the SCAF:

- a) **NOTE** the Budget Estimates and supporting documentation for the IOTC Secretariat's programme of work for the financial period 01 January 2013 to 31 December 2013, together with indicative figures for the 2014 financial period.
- b) **RECOMMEND** a budget and scheme of contributions for the 2013 financial period to the Commission for its consideration.

**Table 2. Description of major activities of the Secretariat for 2013 by functional area.**

<b>Functional area</b>	<b>Major activities</b>	<b>Major achievements / outputs expected in 2013</b>
<b>Area 1:</b> Support to scientific activities: acquisition of scientific data	<p>Receiving data, maintenance and ongoing development of databases.</p> <p>Coordination Field Manual and IOTC Data Summary.</p> <p>Preparation of datasets for Working Parties and stock assessments; Reports on the data situation to the Scientific Committee and Working Parties; Provision of data upon request.</p> <p>Implementation of new capacity building activities in countries of the IOTC Region: In particular with respect to the implementation of the IOTC observer Programme (training and support recommended in the resolution).</p> <p>Formulation and submission of special projects to improve data situation; Coordination of special field projects (tagging, sampling programmes) (e.g. in collaboration with the COI, SWIOFP, and other regional initiatives).</p>	<p>Implementation of new IOTC database and preparation of data administration and user manuals. Transfer of all data to the new IOTC database structure.</p> <p>Reports on Status of IOTC databases produced for relevant Working Parties and the Scientific Committee.</p> <p>Data sets for stock assessments produced: Nominal catch, catch and effort, size frequency. Catch-at-size / catch-at-age for tropical tunas and swordfish.</p> <p>Timely provision of scientific data to Members and others, including a balanced assessment of data quality.</p> <p>Coordination and publication of sections of IOTC Field Manual (e.g. Guidelines for the reporting of data to the IOTC).</p> <p>Documentation of procedures used at the Data Section.</p>
<b>Area 1:</b> Support to scientific activities: data analyses	<p>Production of analyses in support of stock assessments; Exploratory data analyses, including stock status indicators.</p> <p>Production of stock assessment analyses as required by the Scientific Committee or Working Parties.</p> <p>Training to scientists in the region as requested by Members.</p>	<p>Revisions to Executive Summaries for 16 IOTC species, shark species/groups, marine turtles and seabirds for working parties and the Scientific Committee.</p> <p>Summary reports on stock status indicators for major species.</p> <p>Stock assessments and/or CPUE standardisations.</p> <p>Estimation of auxiliary parameters (reporting rates; growth) from tagging data.</p>
<b>Area 2:</b> Support to compliance activities	<p>Maintain Records of Vessels (Authorised, Active, IUU List) / Records of validation information for the Bigeye Statistical Document Programme / List of Designated Ports.</p> <p>Ongoing strengthening of Member compliance and enforcement regimes in accordance with IOTC management measures.</p> <p>Advisory role to CPCs on IUU matters.</p>	<p>Timely update of IOTC Records.</p> <p>Improved understanding of the compliance and enforcement capability of members (by way of a survey of members).</p> <p>Training and support on implementation of port State measures.</p> <p>Provision of advice to update national legislation to effectively implement IOTC management actions.</p> <p>Implementation of the Regional Observer Programme to monitor transshipment at sea.</p>

<p><b>Area 3:</b> Communications and relations to the public</p>	<p>Day to day response to stakeholders regarding IOTC matters. Ongoing strengthening of relationships with relevant stakeholders and regional organisations.</p>	<p>Maintenance of strong partnerships with stakeholders; timely responses to stakeholders. Improve understanding of IOTC conservation and management measures by stakeholders. Participation at South West Indian Ocean Fisheries Commission and IOC Smart Fish Steering Committee. Liaison with other Tuna Regional Fisheries Management Organisations on shared activities. Finalisation of the new IOTC website; Dissemination of information on IOTC activities in the international press.</p>
<p><b>Area 4:</b> Support to meetings</p>	<p>Organisation of meetings. Production of documents as required by the IOTC Agreement and as requested by the Commission. Drafting and finalisation of meeting reports.</p>	<p>Production of Commission meeting documents including: Programme of work and budget, financial reports; <i>Reports on:</i> IOTC fisheries statistics / Bigeye Statistical Programme / Record of Authorised vessels / Record of active vessels / Record of port inspections / VMS programmes; Meetings proceed with minimal interruption due to organisational/administrative matters. Meetings as agreed by the Commission; Timely completion and posting of meeting Reports.</p>
<p><b>Area 5:</b> Information technology</p>	<p>Website maintenance and further development. IT support to Secretariat.</p>	<p>Website and internal computer systems operate with minimal disruption. Deployment of the new IOTC website and associated online databases.</p>
<p><b>Area 6:</b> Administration</p>	<p>Accounts, Human Resources (including staff management), travel and FAO administrative duties. Management of contracts for the provision of services (currently including cleaning, scientific analyses and translation).</p>	<p>Administration conforms to Commission requirements and FAO guidelines. Effective management of the resources placed at the disposal of the Secretariat.</p>

**Table 3. Capacity building activities proposed by the Scientific Committee for the year 2013**

Source	Objective/ Recommendation	Budget amount	Funding source												
SC Recommendation SC15.17:	The SC <b>RECOMMENDED</b> that the Commission allocate funds to carry out training for CPCs having gillnet fleets on species identification, bycatch mitigation and data collection methods and also to identify other potential sources of assistance to carry out such activities.	50,500	To be determined												
SC Recommendation SC15.32:	The SC <b>RECOMMENDED</b> that the IOTC Secretariat coordinate the development and delivery of several training workshops focused on providing assistance to developing CPCs to better understand the MSE process, including how reference points and harvest control rules are likely to function in an IOTC context. The SC <b>REQUESTED</b> that the Commission's budget incorporate appropriate funds for this purpose.  Stock Assessment workshops Eastern IO - Training workshops focused on providing assistance to developing CPCs to better understand the MSE process, including how reference points and harvest control rules are likely to function in an IOTC context. <table border="1" data-bbox="398 667 987 770"> <thead> <tr> <th>Training materials</th> <th>Travel (20 pax)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>10,000</td> <td>60,804</td> <td>70,804</td> </tr> </tbody> </table> Stock Assessment workshops Western IO - Training workshops focused on providing assistance to developing CPCs to better understand the MSE process, including how reference points and harvest control rules are likely to function in an IOTC context. <table border="1" data-bbox="398 890 987 994"> <thead> <tr> <th>Training materials</th> <th>Travel (20 pax)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>10,000</td> <td>60, 040</td> <td>76,040</td> </tr> </tbody> </table>	Training materials	Travel (20 pax)	Total	10,000	60,804	70,804	Training materials	Travel (20 pax)	Total	10,000	60, 040	76,040	146,844	To be determined
Training materials	Travel (20 pax)	Total													
10,000	60,804	70,804													
Training materials	Travel (20 pax)	Total													
10,000	60, 040	76,040													
SC Recommendation SC15.46:	<b>NOTING</b> the combined recommendations from the WPB, WPTmT and WPTT to hold a dedicated workshop on CPUE standardisation, the SC <b>RECOMMENDED</b> that a dedicated, informal workshop on CPUE standardisation, including issues of interest for other IOTC species, should be carried out before the next round of stock assessments in 2013. The IOTC Secretariat shall include a budget item for this workshop, for the consideration of the Commission.	30,000	To be determined												
<b>Total special projects and consultancies</b>		<b>227,344</b>													
<b>To be financed by the 2013 budget</b>		<b>0</b>													
<b>Additional funds sought</b>		<b>227,344</b>													

**Table 4. Proposed special projects and consultancies for the year 2013. Projects which align with existing Commission requests have been labelled as *High Priority*.**

Source	Objective/ Recommendation	Budget amount	Funding source										
Resolution 12/06, para. 9 <b>High priority</b>	<b>Seabirds</b> – Para. 9 of Res 12/06: The Commission should hold a workshop in the intersessional period before the entry into force of this Resolution to facilitate its implementation, particularly focusing on how to address safety and practical concerns. CPCs shall ensure that fishers make a trial of the safety and practicality of these measures for review at the workshops with a view of resolving their concerns and assuring the orderly implementation, including training for and adaptation to these measures. A second workshop should be held, if necessary to explain the science, theory and application of the line weighting measure.	20,000	From 2013 budget; capacity building line										
SC Recommendation SC15.16:	<b>Gillnets</b> – The SC <b>RECOMMENDED</b> that the Commission considers allocating funds to support a regional review of the data available for gillnet fleets operating in the Indian Ocean. The scientists from all CPCs having gillnet fleets in the Indian Ocean should provide at the next session of the WPEB, a report summarising the known information on bycatch in their gillnet fisheries, including sharks, marine turtles and marine mammals, with estimates of their likely order of magnitude where more detailed data are not available.	26,000	To be determined										
	<table border="1"> <thead> <tr> <th>Days</th> <th>Rate/day</th> <th>Fees</th> <th>Travel</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>60</td> <td>350</td> <td>21,000</td> <td>5,000</td> <td>26,000</td> </tr> </tbody> </table>	Days	Rate/day	Fees	Travel	Total	60	350	21,000	5,000	26,000		
Days	Rate/day	Fees	Travel	Total									
60	350	21,000	5,000	26,000									
SC Recommendation SC15.19:	<b>Sharks</b> – <b>NOTING</b> that there is extensive literature available on pelagic shark fisheries and interactions with fisheries targeting tuna and tuna-like species, in countries having fisheries for sharks, and in the databases of governmental or non-governmental organisations, the SC <b>AGREED</b> on the need for a major data mining exercise in order to compile data from as many sources as possible and attempt to rebuild historical catch series of the most commonly caught shark species. In this regard, the SC <b>RECOMMENDED</b> that the Commission allocates funds for this activity, in the 2013 IOTC budget.	10,500	To be determined										
	<table border="1"> <thead> <tr> <th>Days</th> <th>Rate/day</th> <th>Fees</th> <th>Travel</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>350</td> <td>10,500</td> <td>0</td> <td>10,500</td> </tr> </tbody> </table>	Days	Rate/day	Fees	Travel	Total	30	350	10,500	0	10,500		
Days	Rate/day	Fees	Travel	Total									
30	350	10,500	0	10,500									
SC Recommendation SC15.30: <b>High priority</b>	<b>Marine turtles</b> – The SC <b>RECOMMENDED</b> that the IOTC Secretariat include an additional 20 day consultancy in the 2013 IOTC budget for the Commission’s consideration, so that the Ecological Risk Assessment for marine turtles may be continued and that new information received may be incorporated.	7,000	From 2013 budget; consultancy line										
	<table border="1"> <thead> <tr> <th>Days</th> <th>Rate/day</th> <th>Fees</th> <th>Travel</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Days	Rate/day	Fees	Travel	Total							
Days	Rate/day	Fees	Travel	Total									

	20	350	7,000	0	7,000		
SC Recommendation SC15.33: <b>High priority</b>	<p><b>Management Strategy Evaluation</b> – The SC <b>RECOMMENDED</b> that the Commission allocate funds in the 2013 and 2014 IOTC budgets, for an external expert on MSE to be hired for 30 days per year, to supplement the skill set available within IOTC CPCs, and for the establishment of a participation fund to cover the planned WPM workshops.</p> <p>The SC <b>ENDORSED</b> the workplan for the development of the IOTC MSE process, provided at Appendix IV. [of the WPM04 Report]</p>					21,500	From 2013 budget; consultancy line
	Days	Rate/day	Fees	Travel	Total		
	30	450	13,500	8000	21,500		
SC Recommendation SC15.34:	<p><b>Comparative analysis</b> – The SC <b>AGREED</b> that a comparative analysis on the Multifan-CL / SS3 assessments in both the Indian Ocean and East Pacific Ocean should be performed by a small group of experts (at least the IOTC consultant and the IATTC expert) working jointly. The objective of this comparative work is to understand why the biomass estimated by the models differ by a ratio 1:10 when many parameters driving the assessment are very similar, i.e. spatial extent of the fishery, estimated MSY, size range of fish caught and growth pattern. One of the aims would be to understand why such differences exist in order to revisit some of the basic assumptions of the models. Therefore, the SC <b>RECOMMENDED</b> that the Commission consider funding this proposed work which would need to cover one consultant airfare (up to US\$6,000), DSA (up to US\$350 per day – 7 days), plus an FAO consultancy rate of US\$450 per day (7 days). The total amount requested for this comparative study is US\$11,600) per consultant.</p>					11,600	To be determined
	Days	Rate/day	Fees	Travel	Total		
	7	350	3,150	8,450	11,600		
SC Recommendation SC15.35: <b>High priority</b>	<p><b>Stock assessments</b> – The SC <b>NOTED</b> the excellent work done by Mr. Adam Langley (consultant) and his contributions and expertise on integrated stock assessment models, and <b>RECOMMENDED</b> that his engagement be renewed for the coming year.</p>					21,500	From 2013 budget; consultancy line
	Days	Rate/day	Fees	Travel	Total		
	30	450	13,500	8000	21,500		
SC Recommendation SC15.37:	<p><b>Monofilament gillnets</b> – <b>NOTING</b> that monofilament gillnets are recognised to have highly detrimental impacts on fishery ecosystems, as they are non-selective, and that the use of monofilament gillnets have already been banned in a large number of IOTC CPCs, the SC <b>RECOMMENDED</b> that the IOTC Secretariat facilitate a review of the use of monofilament gillnets by IOTC CPCs to i) determine the number of CPCs using them, ii) estimate total catch and bycatch, etc., taken by monofilament gillnets in comparison to other net material, and iii) to report the findings at the next WPNT meeting.</p>					7,000	To be determined

Days	Rate/day	Fees	Travel	Total
20	350	7,000	0	7,000

SC Recommendation SC15.43:  
**High priority**

**Tuna identification cards** – The SC **RECOMMENDED** that the Commission allocate funds in the 2013 budget to develop and print sets of identification cards for the three tropical tuna, two temperate tuna, and six neritic tuna and seerfish species under the IOTC mandate, noting that the total estimated production and printing costs for the first 1000 sets of the identification cards is around a maximum of US\$16,200. The IOTC Secretariat shall seek funds from potential donors to print additional sets of the identification cards at US\$5,500 per 1000 sets of cards. [Note: 9,200 for publication budget line, 7,000 for consultancy budget line.]

7,000

From 2013 budget;  
consultancy line

Estimated production and printing costs for 1000 sets of tuna species identification cards (11 species of tropical, temperate and neritic tunas and mackerels)

Description	Unit price	Units required	Total
Purchase images	US\$100	22 (2 per species, plus 2 covers)	2,200
Contract days	US\$350	20	7,000
Printing plates / plate	US\$100	15	1,500
Printing /1000 sets	US\$5500	1	5,500
Total estimate (US\$)			<b>16,200</b>

SC Recommendation SC15.44:

**Hook identification cards** – **NOTING** the continued confusion in the terminology of various hook types being used in IOTC fisheries, (e.g. tuna hook vs. J-hook; definition of a circle hook), the SC **RECOMMENDED** that the IOTC Secretariat develop an identification guide for hooks and pelagic gears used in IOTC fisheries, as staffing and financial resources permit, and to distribute the guide to all CPCs once completed. The SC also **AGREED** that circle hooks are defined by hooks having their point turned at least 90° from their shank. [Note: 9,200 for publication budget line, 7,000 for consultancy budget line.]

7,000

To be determined

**Total special projects and consultancies**

**139,100**

**To be financed by the 2013 budget**

**77,000****Consultancy+  
Capacity building**

**Additional funds requested**

**62,100**

**Table 5. Proposed science printing/publication activities for the year 2013. Projects which align with existing Commission requests have been labelled as *High Priority*.**

Source	Objective/ Recommendation	Budget amount	Funding source																				
Commission <b>High priority</b>	Printing of the annual report of the IOTC Scientific Committee.	8,300	From 2013 budget; printing line																				
SC Recommendation SC15.41: <b>High priority</b>	<p><b>Billfish identification cards – NOTING</b> that the IOTC Secretariat has developed identification cards for billfish species at the request of the WPB and SC, but no funds have yet been allocated to print the cards, the SC <b>RECOMMENDED</b> that the Commission allocate funds in the 2013 budget to print sets of identification cards for the billfish species, noting that the total estimated printing costs for the first 1000 sets of the identification cards is around a maximum of US\$6,700. The IOTC Secretariat shall seek funds from potential donors to print additional sets of the identification cards at US\$5,500 per 1000 sets of cards.</p> <p>Estimated printing costs for 1000 sets of billfish species identification cards</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Unit price</th> <th>Units required</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Printing plates / plate</td> <td>US\$100</td> <td>12</td> <td>1,200</td> </tr> <tr> <td>Printing /1000 sets</td> <td>US\$5500</td> <td>1</td> <td>5,500</td> </tr> <tr> <td colspan="3">Total estimate (US\$)</td> <td><b>6,700</b></td> </tr> </tbody> </table>	Description	Unit price	Units required	Total	Printing plates / plate	US\$100	12	1,200	Printing /1000 sets	US\$5500	1	5,500	Total estimate (US\$)			<b>6,700</b>	6,700	From 2013 budget; printing line				
Description	Unit price	Units required	Total																				
Printing plates / plate	US\$100	12	1,200																				
Printing /1000 sets	US\$5500	1	5,500																				
Total estimate (US\$)			<b>6,700</b>																				
SC Recommendation SC15.42: <b>High priority</b>	<p><b>Shark, marine turtle and seabird identification cards –</b> The SC <b>RECOMMENDED</b> that the Commission allocate additional funds in 2013 to print further sets of the shark, seabird and marine turtle identification cards developed by the IOTC Secretariat, noting that expected costs are in the vicinity of US\$6,000 per 1000 sets of cards.</p> <p>Estimated production and printing costs for 1000 sets of species identification cards</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Unit price</th> <th>Units required</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Shark ID cards</td> <td>US\$6</td> <td>1000</td> <td>6,000</td> </tr> <tr> <td>Marine turtles ID cards</td> <td>US\$6</td> <td>1000</td> <td>6,000</td> </tr> <tr> <td>Seabird ID cards</td> <td>US\$6</td> <td>1000</td> <td>6,000</td> </tr> <tr> <td colspan="3">Total estimate (US\$)</td> <td><b>18,000</b></td> </tr> </tbody> </table>	Description	Unit price	Units required	Total	Shark ID cards	US\$6	1000	6,000	Marine turtles ID cards	US\$6	1000	6,000	Seabird ID cards	US\$6	1000	6,000	Total estimate (US\$)			<b>18,000</b>	18,000	To be determined
Description	Unit price	Units required	Total																				
Shark ID cards	US\$6	1000	6,000																				
Marine turtles ID cards	US\$6	1000	6,000																				
Seabird ID cards	US\$6	1000	6,000																				
Total estimate (US\$)			<b>18,000</b>																				
SC Recommendation SC15.43:	<b>Tuna identification cards –</b> The SC <b>RECOMMENDED</b> that the Commission allocate	9,200	To be determined																				

**High priority**

funds in the 2013 budget to develop and print sets of identification cards for the three tropical tuna, two temperate tuna, and six neritic tuna and seerfish species under the IOTC mandate, noting that the total estimated production and printing costs for the first 1000 sets of the identification cards is around a maximum of US\$16,200. The IOTC Secretariat shall seek funds from potential donors to print additional sets of the identification cards at US\$5,500 per 1000 sets of cards. [Note: 9,200 for publication budget line, 7,000 for consultancy budget line.]

Estimated production and printing costs for 1000 sets of tuna species identification cards (11 species of tropical, temperate and neritic tunas and mackerels)

Description	Unit price	Units required	Total
Purchase images	US\$100	22 (2 per species, plus 2 covers)	2,200
Contract days	US\$350	20	7,000
Printing plates / plate	US\$100	15	1,500
Printing /1000 sets	US\$5500	1	5,500
Total estimate (US\$)			<b>16,200</b>

SC Recommendation SC15.44: **Hook identification cards** – **NOTING** the continued confusion in the terminology of various hook types being used in IOTC fisheries, (e.g. tuna hook vs. J-hook; definition of a circle hook), the SC **RECOMMENDED** that the IOTC Secretariat develop an identification guide for hooks and pelagic gears used in IOTC fisheries, as staffing and financial resources permit, and to distribute the guide to all CPCs once completed. The SC also **AGREED** that circle hooks are defined by hooks having their point turned at least 90° from their shank. [Note: 9,200 for publication budget line, 7,000 for consultancy budget line.]

9,200

To be determined

<b>Total science printing/publication</b>	<b>51,400</b>
<b>To be funded by the 2013 budget</b>	<b>15,000</b>
<b>Source of funding to be determined</b>	<b>36,400</b>

*Table 6. Capacity building activities for the Compliance Section*

<b>Activity</b>	<b>Country</b>	<b>Tentative Dates</b>	<b>Funding Agency</b>
CSM/PSM	Malaysia	wk4 May / wk1 June	EU DG-MARE*
CSM/PSM	Madagascar	wk4 June / wk1 July	EU/Smartfish
CSM/PSM	Kenya	wk3 / wk4 July	EU/Smartfish
CSM/PSM	Tanzania	wk1 / wk2 August	EU/Smartfish
Compliance Regional Workshop	Mauritius	wk4 August	ACP Fish II
CSM/PSM	Iran	wk3 / wk4 Sept	EU DG-MARE
PSM	Seychelles	wk2 October	EU/Smartfish
CSM/PSM	Mauritius	wk3 / wk4 October	EU/Smartfish
CSM only	Seychelles	wk1 November	EU/Smartfish
CSM/PSM	Mozambique	wk4 Nov / wk1 Dec	WB/IOC
Compliance Regional Workshop	Regional WIO	January 2014	EU/Smartfish
PSM Regional Workshop	Regional WIO	January 2014	EU/Smartfish
CSM/PSM	Oman	February 2014	EU DG-MARE

**CSM: Compliance Support Mission**

**PSM: Port State Measures training Session**

**WB: World Bank**

**IOC: Indian Ocean Commission**

**EU: European Union**

**EU/Smart Fish – IOC Regional Fisheries Project funded by the EU**

\* EU DG-MARE – Contribution to the IOTC Fund for Capacity Building (Resolution 12/10)

*Table 7. Schedule of IOTC meetings to be supported by the Secretariat in 2013, and tentatively for 2014.*

Next Meeting	2013		2014 (tentative)	
	Date	Location	Date	Location
Management Options Workshop	16–17 February	Muscat, Oman	–	–
2 <sup>nd</sup> Technical Committee Meeting on <b>Allocation Criteria</b>	18–20 (3d) February	Muscat, Oman	Pending (3d)	TBD
10 <sup>th</sup> Session of the <b>Compliance Committee</b>	2–4 (3d), May	Mauritius	Pending (3d)	TBD
10 <sup>th</sup> Standing Committee on <b>Administration and Finance</b>	7–9 (2 half d), May	Mauritius	Pending (2 half d)	TBD
17 <sup>th</sup> Session of the <b>Commission</b>	6–10 (5d), May	Mauritius	Pending (5d)	TBD
3 <sup>rd</sup> Working Party on <b>Neritic Tunas</b>	2–5 July (4d)	Bali, Indonesia	13–16 July (4d)	Tanzania
5 <sup>th</sup> Working Party on <b>Temperate Tunas</b>	–	–	5–8 Aug (4d)	TBD
9 <sup>th</sup> Working Party on <b>Ecosystems and Bycatch</b>	12–16 Sept (5d)	La Réunion, France	9–13 Sept (5d)	TBD
11 <sup>th</sup> Working Party on <b>Billfish</b>	18–22 Sept (5d)	La Réunion, France	17–21 Sept (5d)	TBD
15 <sup>th</sup> Working Party on <b>Tropical Tunas</b>	22–27 Oct (6d)	Bilbao or San Sebastián, Spain	21–26 Oct (6d)	TBD
5 <sup>th</sup> Working Party on <b>Methods</b>	–	–	30 Nov (1d)	Victoria, Seychelles
9 <sup>th</sup> Working Party on <b>Data Collection and Statistics</b>	29–30 Nov (2d)	Victoria, Seychelles	–	–
16 <sup>th</sup> <b>Scientific Committee</b>	2–6 Dec (5d)	Republic of Korea	1–5 Dec (5d)	TBD

**Table 8. Detail of operating expenditures for 2013 (in USD)**

<b>Item</b>	<b>Amount</b>	<b>Comments</b>
Support to Capacity Building	<b>\$80,000</b>	<b>Workshops to increase awareness of compliance and scientific issues.</b>
Consultants		
Fees	<b>\$41,000</b>	
Travel	<b>\$16,000</b>	
Staff duty travel	<b>\$201,000</b>	
Non-staff duty travel	<b>\$36,000</b>	Invited Experts to WP meetings; Chairpersons of WP.
Meeting logistics	<b>\$120,000</b>	Includes rental of premises and equipment, transport, supplies for meetings, etc.
Interpretation		
Fees	<b>\$87,000</b>	Higher than expected because of the Technical Meeting on Allocation Criteria.
Travel	<b>\$55,000</b>	
Translation		
Fees	<b>\$95,000</b>	Related to the number of documents.
Travel	<b>\$10,000</b>	
Communication materials	<b>\$15,000</b>	Includes printing of special publications (Report of the SC), printing and distribution of species identification sheets.
Equipment	<b>\$15,000</b>	Routine renewal of computer equipment and software.
Operating expenses	<b>\$47,000</b>	Includes operating costs related to the office, communications, postage, and vehicle maintenance expenses. Expected to be at a similar level to 2012.
Contingencies	<b>\$6,000</b>	Required by provisions in the Financial Regulations.
<b>Total</b>	<b>\$824,000</b>	

**Table 9. Indicative schedule of contributions for 2013 (in USD)**

Country	World Bank Classification (2010)	OECD Membership	Average catch for 2008–2010 (in metric tons)	Base Contribution	Operations Contribution	GNP Contribution	Catch Contribution	Total Contribution (in USD)*
Australia	High	Yes	5,704	\$7,986	\$9,902	\$90,022	\$11,851	\$119,762
Belize	Middle	No	Below 400t	\$7,986	\$0	\$22,506	\$144	\$30,635
China	Middle	No	71,057	\$7,986	\$9,902	\$22,506	\$29,526	\$69,920
Comoros	Low	No	15,010	\$7,986	\$9,902	\$0	\$6,237	\$24,125
Eritrea	Low	No	1,045	\$7,986	\$9,902	\$0	\$434	\$18,323
European Community	High	Yes	194,984	\$7,986	\$9,902	\$90,022	\$405,098	\$513,009
France(Terr)	High	Yes	14,480	\$7,986	\$9,902	\$90,022	\$30,084	\$137,994
Guinea	Low	No	542	\$7,986	\$9,902	\$0	\$225	\$18,113
India	Middle	No	139,755	\$7,986	\$9,902	\$22,506	\$58,071	\$98,465
Indonesia	Middle	No	340,302	\$7,986	\$9,902	\$22,506	\$141,402	\$181,796
Iran, Islamic Republic of	Middle	No	155,281	\$7,986	\$9,902	\$22,506	\$64,522	\$104,916
Japan	High	Yes	27,331	\$7,986	\$9,902	\$90,022	\$56,782	\$164,693
Kenya	Low	No	858	\$7,986	\$9,902	\$0	\$356	\$18,245
Korea, Republic of	High	Yes	2,606	\$7,986	\$9,902	\$90,022	\$5,415	\$113,326
Madagascar	Low	No	8,655	\$7,986	\$9,902	\$0	\$3,596	\$21,484
Malaysia	Middle	No	25,221	\$7,986	\$9,902	\$22,506	\$10,480	\$50,874
Maldives	Middle	No	96,436	\$7,986	\$9,902	\$22,506	\$40,071	\$80,465
Mauritius	Middle	No	960	\$7,986	\$9,902	\$22,506	\$399	\$40,793
Mozambique	Low	No	Below 400t	\$7,986	\$0	\$0	\$1	\$7,986
Oman	High	No	27,652	\$7,986	\$9,902	\$90,022	\$11,490	\$119,401
Pakistan	Middle	No	50,341	\$7,986	\$9,902	\$22,506	\$20,918	\$61,312
Philippines	Middle	No	1,634	\$7,986	\$9,902	\$22,506	\$679	\$41,073
Seychelles	Middle	No	73,530	\$7,986	\$9,902	\$22,506	\$30,553	\$70,947
Sierra Leone	Low	No	Below 400t	\$7,986	\$0	\$0	\$0	\$7,986
Sri Lanka	Middle	No	91,635	\$7,986	\$9,902	\$22,506	\$38,076	\$78,470
Sudan	Middle	No	Below 400t	\$7,986	\$0	\$22,506	\$14	\$30,505
Tanzania	Low	No	4,163	\$7,986	\$9,902	\$0	\$1,730	\$19,618
Thailand	Middle	No	27,212	\$7,986	\$9,902	\$22,506	\$11,307	\$51,701
United Kingdom(Terr)	High	Yes	Below 400t	\$7,986	\$0	\$90,022	\$23	\$98,031
Vanuatu	Middle	No	Below 400t	\$7,986	\$0	\$22,506	\$74	\$30,566
Yemen	Middle	No	25,719	\$7,986	\$9,902	\$22,506	\$10,687	\$51,081
			Total	247,561	247,561	990,245	990,245	2,475,612

\*Total contributions may vary from the sum of the four components by up to one dollar due to rounding