



Indian Ocean Tuna Commission  
Commission des Thons de l'Océan Indien



IOTC-2013-SCAF10-R[E]

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## Report of the Tenth Session of the Standing Committee on Administration and Finance

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Mauritius 8–10 May, 2013

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**ACRONYMS**

CMM	Conservation and Management Measure (of the IOTC; Resolutions and Recommendations)
CoC	Compliance Committee, of the IOTC
CPCs	Contracting Parties and Cooperating non-Contracting Parties
DSA	Daily Subsistence Allowance
FAO	Food and Agriculture Organization of the United Nations
IOC	Indian Ocean Commission
IOTC	Indian Ocean Tuna Commission
MPF	Meeting Participation Fund
SC	Scientific Committee of the IOTC
SCAF	Standing Committee on Administration and Finance, of the IOTC
TCAC	Technical Committee on Allocation Criteria

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**TABLE OF CONTENTS**

<b>REPORT OF THE TENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE .....</b>	<b>1</b>
<b>TABLE OF CONTENTS.....</b>	<b>4</b>
<b>EXECUTIVE SUMMARY .....</b>	<b>5</b>
<b>1. OPENING OF THE SESSION.....</b>	<b>6</b>
<b>2. ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION .....</b>	<b>6</b>
<b>3. PROGRESS REPORT OF THE SECRETARIAT FOR 2012 .....</b>	<b>6</b>
3.1 Support to scientific activities.....	6
3.2 Support to compliance activities.....	6
3.3 Communications and public information.....	6
3.4 Meeting participation fund (MPF).....	7
<b>4. FINANCIAL STATEMENT.....</b>	<b>7</b>
4.1 Contributions.....	7
4.2 Expenditures .....	8
4.3 Balance of funds.....	8
4.4 IOTC Meeting Participation Fund (MPF).....	8
4.5 Recommendation/s.....	8
<b>5. PROGRAMME OF WORK AND BUDGET ESTIMATES FOR 2013 AND 2014.....</b>	<b>8</b>
5.1 Staffing at the IOTC Secretariat.....	9
5.2 Operating expenses – Support to Capacity Building .....	9
5.3 Meeting Participation Fund (MPF) .....	9
5.4 The need to use reserve funds to cover regular activities .....	10
5.5 Project support costs and in-kind contributions by FAO to IOTC.....	10
5.6 Options to reduce budget costs .....	11
5.7 Recommendation/s.....	11
<b>6. PERFORMANCE REVIEW UPDATE (RESOLUTION 09/01 ON THE PERFORMANCE REVIEW FOLLOW-UP).....</b>	<b>12</b>
6.1 Recommendation/s.....	12
<b>7. OTHER BUSINESS .....</b>	<b>12</b>
7.1 Election of a Vice-Chairperson for the next biennium .....	12
<b>8. DATE AND PLACE OF THE ELEVENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE .....</b>	<b>13</b>
<b>9. REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE TENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE .....</b>	<b>13</b>
<b>APPENDIX I AGENDA OF THE TENTH SESSION STANDING COMMITTEE ON ADMINISTRATION AND FINANCE .....</b>	<b>14</b>
<b>APPENDIX II LIST OF DOCUMENTS.....</b>	<b>15</b>
<b>APPENDIX III PROPOSED BUDGET FOR 2013 AND INDICATIVE BUDGET FOR 2014 (IN USD) .....</b>	<b>16</b>
<b>APPENDIX IV INDICATIVE SCALE OF CONTRIBUTIONS FOR 2013 (IN USD) .....</b>	<b>17</b>
<b>APPENDIX V SCAF: UPDATE ON PROGRESS REGARDING RESOLUTION 09/01 – ON THE PERFORMANCE REVIEW FOLLOW-UP .....</b>	<b>18</b>
<b>APPENDIX VI CONSOLIDATED SET OF RECOMMENDATIONS OF THE TENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (8–10 MAY, 2013) TO THE COMMISSION .....</b>	<b>21</b>

## EXECUTIVE SUMMARY

The Tenth Session of the Standing Committee on Administration and Finance (SCAF) of the Indian Ocean Tuna Commission (IOTC) was held in Mauritius from 8–10 May, 2013. The meeting was opened by the Vice-Chair, Dr. Kandachamy Vijayakumaran (India) in the absence of the Chair, Mr Godfrey Monor (Kenya).

The following are a subset of the complete recommendations from the SCAF10 to the Commission, which are provided at [Appendix VI](#).

### Financial statement

([para. 27](#)) The SCAF **RECOMMENDED** that all Members with overdue contributions finalise payment of those contributions as soon as possible so as not to hinder the operation of the IOTC. To facilitate this process, the Chair of the Commission, with the assistance of the Executive Secretary, shall write to each of the CPCs with contributions in arrears totaling more than the previous two years to seek confirmation of their continued involvement in the IOTC, quoting Article IV, para. 4 of the IOTC Agreement, and to seek payment for overdue contributions. Responses from those CPCs should be circulated by the Secretariat to all CPCs for consideration at the 18<sup>th</sup> Session of the Commission.

### Programme of Work and Budget Estimates for 2013 and 2014

#### Meeting participation fund (MPF)

([para. 58](#)) The SCAF **RECOMMENDED** that the MPF be replenished to its initial level of USD\$200,000 for the financial (calendar) year 2013, through the allocation of funds from the IOTC accumulated funds provided that there is a solution to cover the operational cost of the Secretariat for the first six months of the year.

([para. 59](#)) The SCAF reiterated its previous **RECOMMENDATION** that the MPF be separated from the main budget as a separate project, and for the Executive Secretary to request that the FAO project support costs be waived.

#### Fisheries Officer (Science)

([para. 64](#)) The SCAF **RECOMMENDED** that a Fishery Officer (Science), working on science support, be employed at the Secretariat and for this to be incorporated in the Commission's budget on an ongoing basis. The Secretariat shall contact FAO to determine if they are able to make a financial contribution towards this position in 2014.

#### Program of work and budget

([para. 65](#)) The SCAF **RECOMMENDED** that the Secretariat seek additional sources of funding to complete the workplan of the Secretariat in 2013 and future years, including but not limited to IOC-Smartfish.

([para. 66](#)) The SCAF **RECOMMENDED** that the Commission endorse the IOTC Secretariat's programme of work for the financial period 01 January, 2013 to 31 December 2013, as outlined in paper IOTC–2013–SCAF10–05.

([para. 67](#)) The SCAF **RECOMMENDED** that the Commission adopt the budget for, and the scheme of contributions for 2013 as outlined in [Appendix III](#) and [Appendix IV](#) respectively.

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## 1. OPENING OF THE SESSION

1. The Tenth Session of the Standing Committee on Administration and Finance (SCAF) of the Indian Ocean Tuna Commission (IOTC) was held in Mauritius from 8–10 May, 2013. The meeting was opened by the Vice-Chair, Dr. Kandachamy Vijayakumaran (India) in the absence of the Chair, Mr Godfrey Monor (Kenya). The list of participants is provided in the report of the Seventeenth Session of the Indian Ocean Tuna Commission (IOTC–2013–S17–R).

## 2. ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION

2. The SCAF **ADOPTED** the Agenda as provided at [Appendix I](#). The documents presented to the SCAF are listed in [Appendix II](#).

## 3. PROGRESS REPORT OF THE SECRETARIAT FOR 2012

3. The SCAF **NOTED** paper IOTC–2013–SCAF10–03 which outlined the progress report of the Secretariat for 2012, and thanked the Secretariat for the quality of the work undertaken during 2012. In particular, the SCAF expressed its thanks for the capacity building support received in various areas by developing coastal states, from compliance to the strengthening of data collection, and requested that such support be continued into the future.

### 3.1 Support to scientific activities

4. The SCAF **NOTED** that the work carried out by the Secretariat in support of the IOTC scientific process included assistance to CPCs to improve the level of participation and engagement of national scientists at the various Working Parties, improve the quality of the data being provided to the Secretariat, and the quality and rigor of stock assessments for IOTC species. In 2012, six Working Party meetings were organised and facilitated by the Secretariat in addition to the annual meeting of the Scientific Committee.
5. The SCAF **NOTED** the participation of five invited experts selected to attend each of the Working Party meetings in 2012, with the exception of the Working Party on Temperate Tunas and the Working Party on Methods. The continued involvement of invited experts at IOTC Working Party meetings was seen as an important component to scientific capacity building activities by the Commission and was supported by the SCAF.

### 3.2 Support to compliance activities

6. The SCAF **NOTED** that the requirement for support by the Compliance Committee (CoC) continues to increase since the strengthening of the CoC's mandate. This required the submission of compliance questionnaires, according to the requirements of the Commission, to all CPCs, and the processing of the responses, and the information available from national reports, into Country Reports to be presented at the 10<sup>th</sup> Session of the Compliance Committee. This has resulted in a total of almost 70 documents to process for the Compliance Committee with a measurable increase in the workload of the Secretariat.
7. The SCAF **NOTED** that the Secretariat also continued with the coordination of the implementations of the Regional Observer Programme to monitor transshipment at sea for large-scale tuna longline vessels. With greater focus being placed on using the data from this Programme to identify possible infractions, the Secretariat now have to identify and point out possible infractions to the fleets participating in the Programme. The Secretariat has also this year, through the FAO, re-tendered the contract for executing the work foreseen in the Programme. More details on this activity (fully supported by the contributions of the participants in the programme) are reported directly to the Compliance Committee. A review meeting with representatives of the Consortium was held in Seychelles, in May 2012, to discuss matters pertaining to the progress of the Programme.
8. The SCAF **NOTED** that since the adoption of the Resolution 12/10 *to promote implementation of Conservation and Management Measures already adopted by IOTC*, the IOTC Secretariat has developed project concept notes and has contacted several organisations to seek financial support or cooperative arrangements, in order to provide technical assistance to CPCs who request it.

### 3.3 Communications and public information

9. The SCAF **NOTED** that the Secretariat continued with the publications of all reports of the Commission and its subsidiary bodies (Working Parties and Committees) in electronic format only, with the exception of the Scientific Committee's report.
10. The SCAF **NOTED** that in 2012, the Secretariat produced 49 papers/reports in support of the IOTC Science process, not including the reports of the various working parties (6) or the Executive Summaries (25). In addition,

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a further 44 papers/reports were developed in support of the other IOTC bodies (Commission, Compliance Committee, Standing Committee on Administration and Finance).

11. The SCAF **NOTED** that following recommendations from the Working Party on Ecosystem and Bycatch and the Scientific Committee to develop identification cards for sharks, marine turtles and seabirds, the Secretariat has developed, finalized and printed the identifications cards for sharks, seabirds and marine turtles. In addition, identification cards for billfish have been developed but await budget approval to print the cards in 2013.
12. The SCAF **NOTED** that the identification cards are intended to be used primarily by scientific observers under the framework of the IOTC Regional Observer Scheme, however they could also be distributed and used by fishers in order to record and report interactions with sharks, marine turtles and seabirds. The identification cards have been produced in both English and French.
13. The SCAF **NOTED** that it was not possible to complete the production of a Data Summary due to the elevated workload for the relevant sections of the Secretariat. However, the Data Section of the IOTC Secretariat devoted extended time to further develop the amount of information presented to the different IOTC meetings, in particular information on fisheries trends and other indicators. In support of the work of the species' Working Parties, datasets in standard formats were distributed to scientists interested in conducting analyses. The main datasets were available for download from the IOTC website prior to the meeting of the Working Parties.
14. The SCAF **NOTED** that the Secretariat also provided ongoing assistance to coastal states to improve their ability to comply with IOTC CMMs and executed the Regional Observer Programme to monitor transshipment at sea for the large-scale tuna longline fleets in the Indian Ocean.
15. The SCAF **NOTED** that the IOTC website continues to be a portal for communicating science related information to a variety of audiences. The Secretariat has completed the development of a new website, as requested by the Commission, and is now working on completing the population of the website with content and documents (i.e. migration of 4000 documents currently published on the IOTC website).

### 3.4 Meeting participation fund (MPF)

16. The SCAF **NOTED** that the intention of the MPF was to utilise the funds, as a first priority, to support the participation of scientists from developing CPCs in scientific meetings of the IOTC, including Working Parties. In 2012, the Secretariat facilitated the participation of 46 (33 in 2011) individuals from 16 (15 in 2011) developing CPCs of IOTC to the six Working Party meetings held. The level of participation by MPF recipients has continued to increase in 2012, up from 33 in 2011 and 19 in 2010. MPF and capacity building recipients in 2012 presented 36 working documents and 12 National Reports (38 in total in 2011) and no (2 in 2011) information papers to the various Working Party meetings.
17. The SCAF **NOTED** that as a secondary priority, Resolution 10/05 *on the establishment of a meeting participation fund for developing state members*, indicates that the MPF should be used to fund the participation of one representative per developing CPC to a non-scientific meeting of the Commission, including regular Sessions, if the CPC intends to present reports relevant to the meeting in question, and provided that the CPC is not eligible for support under the fund established under part VII of the UNFSA. In 2012, the Secretariat facilitated the participation of 15 individuals from 15 developing CPCs of IOTC to the non-scientific meetings.

## 4. FINANCIAL STATEMENT

18. The SCAF **NOTED** paper IOTC–2013–SCAF10–04 which provided the Financial Statement and supporting documentation for the financial period 01 January 2012 to 31 December 2012, as well as an outline of the cash flow problems being encountered by the Secretariat as a result of the annual IOTC budget being approved within that financial year.

### 4.1 Contributions

19. The SCAF **NOTED** that the cumulative total of outstanding contribution payments has increased from US\$1,054,572 as of December 31<sup>st</sup> 2011, to US\$1,069,802 as of December 31<sup>st</sup> 2012, an increase of US\$15,320 (1.4%) with ten Members having payments in arrears (excluding minor outstanding payments resulting from bank charges).
20. The SCAF **NOTED** that as of 12 April 2013, six IOTC Members (Eritrea, Guinea, I.R. Iran, Pakistan, Sierra Leone and Sudan, have contributions that are in arrears by two years or more. The Islamic Republic of Iran has encountered difficulties to submit funds through regular banking channels to the accounts provided by FAO. A

solution was found by depositing funds with the office of the FAO Representative in Tehran, and outstanding payments are being received through this procedure.

21. The SCAF **RECALLED** its recommendation from 2012 that all Members with overdue contributions finalise payment of those contributions as soon as possible so as not to hinder the operation of the IOTC. To facilitate this process, the Chair of the Commission was asked to write to each of the CPCs with contributions in arrears totaling more than the previous two years to seek confirmation of their continued involvement in the IOTC, quoting Article IV, para. 4 of the IOTC Agreement, and to seek payment for overdue contributions. Responses from those CPCs were to be circulated by the Secretariat to all CPCs for considering at the 17<sup>th</sup> Session of the Commission.
22. The SCAF **NOTED** the statement from the I.R. Iran on why it was having difficulty finalising its payments in arrears and acknowledged the legitimate attempts that I.R. Iran had made in recent years to pay the annual contributions.

#### 4.2 Expenditures

23. The SCAF **NOTED** that at the level of the total budget, there were savings of 3% (US\$68,760) relative to the expenditures budgeted for 2012, due mainly to the lower than expected deductions related to health insurance, a General Service post being vacant during most of the year, and an overall reduction of 10% in the Operating Expenditures (US\$80,997).

#### 4.3 Balance of funds

24. The SCAF **NOTED** that the balance of IOTC funds as of 31 December 2012, is USD\$769,688. The balance of funds have been used to support the functioning of the Secretariat since 1 January 2013, as no contributions are called for and, therefore, submitted before the budget of the Commission is approved at its 17<sup>th</sup> Session. This is an impediment to use accumulated funds for other purposes as it is necessary to ensure adequate cash flow during the first half of the year.

#### 4.4 IOTC Meeting Participation Fund (MPF)

25. The SCAF **NOTED** in 2012, a total of 75 participants (29 of these to non-scientific meetings) from 16 countries (i.e. airfare and accommodation) under the MPF for a total of US\$179,755. All trips were organized by the IOTC Secretariat and FAO daily subsistence allowances (DSA) were applied. Participants to Working Parties funded under the MPF contributed 36 working documents to the scientific meetings.
26. The SCAF **NOTED** that the balance of funds in the MPF, as of 31 December 2012, is US\$12,156, and it will need to be replenished to cover for the expenditures for participants to the 2013 meetings, including the second Technical Committee on Allocation Criteria (TCAC02) in Oman, and the current Sessions in Mauritius. Australia provided funds for eligible participants to the Management Options Workshop, held immediately preceding the TCAC02, representing a substantial contribution to the MPF in 2013.

#### 4.5 Recommendation/s

27. The SCAF **RECOMMENDED** that all Members with overdue contributions finalise payment of those contributions as soon as possible so as not to hinder the operation of the IOTC. To facilitate this process, the Chair of the Commission, with the assistance of the Executive Secretary, shall write to each of the CPCs with contributions in arrears totaling more than the previous two years to seek confirmation of their continued involvement in the IOTC, quoting Article IV, para. 4 of the IOTC Agreement, and to seek payment for overdue contributions. Responses from those CPCs should be circulated by the Secretariat to all CPCs for consideration at the 18<sup>th</sup> Session of the Commission.

### 5. PROGRAMME OF WORK AND BUDGET ESTIMATES FOR 2013 AND 2014

28. The SCAF **NOTED** paper IOTC–2013–SCAF10–05 which outlined 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.
29. The SCAF **NOTED** that 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.

30. The SCAF **NOTED** paper IOTC–2013–SCAF10–05 Add\_1 which included the Fishery Officer (Science) as recommended by the Scientific Committee. With the addition of the Fishery Officer (Science), the revised overall budget amount proposed for the Administrative Budget for 2013 is **USD\$2,544,007**, which represents a nominal **3.8%** gross increase over the corresponding indicative figure presented at the S16 Session.
31. The SCAF **NOTED** that 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.
32. The SCAF **NOTED** that 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. Any new activities agreed to during the 17<sup>th</sup> Session of the Commission (S17) that are likely to have budgetary consequences, will require an amendment of the figures presented to, and endorsed by the SCAF.

### 5.1 Staffing at the IOTC Secretariat

33. The SCAF **NOTED** and discussed the merits of a new staff position at the Secretariat – Fisheries Officer (Science). Due to 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 had 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 at US\$39,000 in 2013 and 78,000 in 2014.

### 5.2 Operating expenses – Support to Capacity Building

34. The SCAF **NOTED** that 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.
35. The SCAF **AGREED** that the Commission should consider increasing 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.
36. The SCAF **AGREED** that as stated in Resolution 12/06 *on reducing the incidental bycatch of seabirds in longline fisheries*, workshops shall be held in the intersessional period before the entry into force of the Resolution. The workshops shall also explain the science, theory and application of the line weighting measure.
37. **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.

### 5.3 Meeting Participation Fund (MPF)

38. The SCAF **NOTED** that 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 MPF, adopted by the Commission in 2010, and that has served to increase significantly the level of participation of the developing coastal states.
39. The SCAF **NOTED** that 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*).

40. The SCAF **NOTED** that following the adoption of Rules of Procedure for the Administration of the IOTC MPF by the Commission in 2012, the number of applications submitted by eligible candidates after the deadline has declined substantially. As a result, the difficulties previously experienced in arranging late flights and accommodation have dissipated, which have resulted in a subsequent reduction in total costs to the Commission.
41. The SCAF **NOTED** the recommendation from the SC that the rules of procedure for the administration of the IOTC MPF should 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.

#### 5.4 The need to use reserve funds to cover regular activities

42. The SCAF **NOTED** paper IOTC–2013–SCAF10–07 which outlined the cash flow problems being encountered by the Secretariat as a result of the annual IOTC budget being approved within that financial year, as well as options for the SCAF to consider which would rectify the cash flow problems.
43. The SCAF **NOTED** that for a number of years, the meetings of the Commission have been taking place three to five months into the financial year for which the budget applies. At the end of the meeting, the approved schedule of contributions is then communicated to FAO who issues call-for-funds letters on average, between one and two months after the Session of the Commission. In effect, this means that the first contributions from the Members will not start to be received until the end of July, at the earliest, almost seven months after the start of the financial year. For example, the Commission is currently seeking to approve its 2013 budget in May, 2013, more than four months after the start of the financial year (January 1st, 2013). The approved schedule of contributions will then be communicated to FAO in June 2013, and then to Members in July by FAO, via ‘call-for-funds letters’. This timeline means that for a period of at least six months, from 1 January until the end of June, or July as will be the case in 2013, accumulated funds from previous years need to be used to support the activities of the Commission and its Secretariat until contributions are received from Members.
44. The SCAF **NOTED** that given the rate of expenditures by the Secretariat is relatively uniform throughout the financial year, if contributions from Members are not being received until the second half of the financial year, then this means that the Commission would need to retain accumulated funds close to half the annual budget (over US\$1,000,000), to avoid a cash flow problem before the contributions for the year begin to be submitted by Members.
45. The SCAF **NOTED** that a possible way to mitigate the problem is for Members to submit advanced contributions on the basis of the indicative budget approved in the previous year. For example, in 2014, an indicative budget for the year 2015 will be presented, modified and endorsed, although the final 2015 budget proposal will not be presented until 60 days prior to the 19<sup>th</sup> Session of the Commission in 2015.
46. The SCAF **CONSIDERED** two options to modifying the call-for-funds process so that, on the basis of the indicative budget for 2015, preliminary invoices or call-for-funds letters could be issued before the end of 2014, for the total indicative contribution or a percentage of the indicative contribution for 2015.

#### 5.5 Project support costs and in-kind contributions by FAO to IOTC

47. The SCAF **NOTED** paper IOTC–2013–SCAF10–08 which provide a response in regard to the recommendation from the SCAF09 meeting, which stated that:
- “The SCAF RECOMMENDED that the Executive Secretary prepare an information document, in conjunction with FAO, which details what the 4.5% servicing fee covers. In addition, the information document should highlight all other services received from FAO as in-kind support. The Executive Secretary shall ensure that the information document is provided no later than 30 days before the next SCAF meeting.”* (Recommendation SCAF09.10; para 52)
48. The SCAF **NOTED** that the IOTC is considered a project and the expenses of all FAO projects are cost recovered. This is normally done at a standard rate of 13%. The IOTC rate of 4.5% is considerably less than the standard. The 4.5% cost recovery from IOTC is the cost of IOTC being a FAO regional fishery body. Several comments were raised, including discussions on these issues to be undertaken in the next IOTC annual Session. Several comments were also raised pertaining to the future of IOTC as a FAO body and the FAO representative undertook to take these comments back to HQ.
49. The SCAF **NOTED** that the limited support provided by FAO and whether the Commission should consider options as highlighted in the Performance Review.

## 5.6 Options to reduce budget costs

50. The SCAF **NOTED** paper IOTC–2013–SCAF10–09 which provide a response in regard to the recommendation from the SCAF09 meeting, which stated that:

*“The SCAF RECOMMENDED that the Executive Secretary together with the Chair of SCAF prepare an options paper for the next SCAF meeting, which offers options to reduce costs and the associated impacts of those reductions. (Recommendation SCAF09.07; para 49)”*

51. The SCAF **AGREED** that all IOTC meeting shall be paperless where ever possible, noting that this is already the practice in the Scientific Committee and its Working Parties.
52. The SCAF **DISCUSSED** the option of reducing the translation and interpretation costs by using only English in IOTC meetings, however, the SCAF **AGREED** that for Committee meetings and Session of the Commission, interpretation and documents should continue to be provided in English and French.

## 5.7 Recommendation/s

### *Capacity building*

53. The SCAF **RECOMMENDED** that 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.
54. The SCAF **RECOMMENDED** that capacity building activities, including workshops on science (stock assessment), compliance with IOTC CMMs, data collection and reporting, and bridging the gap between IOTC science and management advice, be continued in 2013 and financially supported through the IOTC budget and through voluntary contributions from Members and other interested parties.
55. The SCAF **RECOMMENDED** that the Secretariat seek external funds 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.
56. The SCAF **RECOMMENDED** that the Secretariat seek external funds to deliver 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; and 2) a dedicated workshop on CPUE standardisation.

### *IOTC website*

57. The SCAF reiterated its **RECOMMENDATION** from previous years that the IOTC Secretariat expedite the finalisation of the new website for the IOTC, noting that the current website is cumbersome, difficult to navigate, and in some cases, provides out-dated information.

### *Meeting participation fund (MPF)*

58. The SCAF **RECOMMENDED** that the MPF be replenished to its initial level of USD\$200,000 for the financial (calendar) year 2013, through the allocation of funds from the IOTC accumulated funds provided that there is a solution to cover the operational cost of the Secretariat for the first six months of the year.
59. The SCAF reiterated its previous **RECOMMENDATION** that the MPF be separated from the main budget as a separate project, and for the Executive Secretary to request that the FAO project support costs be waived.
60. The SCAF **RECOMMENDED** that the rules of procedure for the administration of the IOTC MPF 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 following text shall be inserted into the rules of procedure for the administration of the MPF, under the ‘**Eligibility criteria**’ section:

*“Meeting Participation Fund for Chairs and Vice-Chairs from IOTC developing coastal states*

- Any Chair or Vice-Chair from a developing CPC, submitting a complete application before the set deadline, including a working paper relevant to the subject of the meeting, is eligible to benefit from the IOTC Meeting Participation Fund.
- Either the Chair or Vice-Chair from a developing CPC, submitting a complete application before the set deadline, and presenting a meeting report to a Committee, is eligible to benefit from the IOTC Meeting Participation Fund.

- The same rules for document provision to the relevant subsidiary body of the Commission shall apply to Chairs and Vice-Chairs funded by the MPF.”

61. The SCAF **RECOMMENDED** that the Commission note Resolution 10/05 *on the establishment of a meeting participation fund for developing IOTC Member and Non-Contracting Cooperating Parties (CPC's)* indicated that the Commission will identify, at its 15<sup>th</sup> Session, a procedure for supplying funds to the MPF in the future, which is now overdue, and address this matter at its 17<sup>th</sup> Session.

#### *Call-for-funds process*

62. The SCAF **CONSIDERED** the potential options to modify the call-for-funds procedure as part of the IOTC Financial Regulations, however agreement could not be reached. It was **AGREED** to discuss this matter at SCAF11 in 2014, noting that the Secretariat would provide a detailed budget for 2014 and 2015 for adoption. This would allow for an early call-for-funds for 2015, at the end of 2014.

#### *Options to reduce budget costs*

63. The SCAF **RECOMMENDED** that the Commission considers making all IOTC meetings paperless, noting that this is already the practice in the Scientific Committee and its Working Parties. Only revisions to documents made during a meeting shall be printed upon request.

#### *Fisheries Officer (Science)*

64. The SCAF **RECOMMENDED** that a Fishery Officer (Science), working on science support, be employed at the Secretariat and for this to be incorporated in the Commission’s budget on an ongoing basis. The Secretariat shall contact FAO to determine if they are able to make a financial contribution towards this position in 2014.

#### *Program of work and budget*

65. The SCAF **RECOMMENDED** that the Secretariat seek additional sources of funding to complete the workplan of the Secretariat in 2013 and future years, including but not limited to IOC-Smartfish.

66. The SCAF **RECOMMENDED** that the Commission endorse the IOTC Secretariat’s programme of work for the financial period 01 January, 2013 to 31 December 2013, as outlined in paper IOTC–2013–SCAF10–05.

67. The SCAF **RECOMMENDED** that the Commission adopt the budget for, and the scheme of contributions for 2013 as outlined in [Appendix III](#) and [Appendix IV](#) respectively.

## **6. PERFORMANCE REVIEW UPDATE (RESOLUTION 09/01 ON THE PERFORMANCE REVIEW FOLLOW-UP)**

68. The SCAF **NOTED** paper IOTC–2013–SCAF10–06 which outlined the current status of implementation for each of the recommendations arising from the Report of the IOTC Performance Review Panel, relevant to the SCAF.

69. The SCAF **UPDATED** the status table, including the workplan and proposed timelines and priorities for each recommendation relevant to the work of the SCAF, for the Commission’s consideration.

70. The SCAF **NOTED** that the pending activities 78 and 81 relating to efficiency and cost effectiveness of IOTC activities can be undertaken without the IOTC reform.

### **6.1 Recommendation/s**

71. The SCAF **RECOMMENDED** that the Commission note the current status of implementation for each of the recommendations arising from the Report of the IOTC Performance Review Panel, relevant to the SCAF, as provided in [Appendix V](#).

## **7. OTHER BUSINESS**

### **7.1 Election of a Vice-Chairperson for the next biennium**

72. The SCAF **CONSIDERED** candidates for the position of Vice-Chair of the SCAF for the next biennium. Dr. Benjamin Tabios (Philippines) was nominated and elected as Vice-Chair of the SCAF for the next biennium unanimously.

73. The SCAF **RECOMMENDED** that the Commission note the new Vice-Chair, Dr. Benjamin Tabios (Philippines) of the SCAF for the next biennium.

**8. DATE AND PLACE OF THE ELEVENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE**

74. The SCAF **NOTED** the options available to it in terms of whether the next Session should be held during or immediately prior to the Commission meeting, the later resulting in more time during the Commission meeting for Members to discuss proposals and other matters.
75. The SCAF **RECOMMENDED** that the 11<sup>th</sup> Session of the SCAF be held on the day immediately prior to the Commission meeting, rather than during the Commission meeting. The exact dates and location would be decided by the Commission.

**9. REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE TENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE**

76. The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF10, provided at [Appendix VI](#).
77. The report of the Tenth Session of the Standing Committee on Administration and Finance (IOTC–2013–SCAF10–R) was adopted on 10 May, 2013.

**APPENDIX I**

**AGENDA OF THE TENTH SESSION STANDING COMMITTEE ON ADMINISTRATION AND FINANCE**

**Date:** 7–9 May, 2013

**Location:** Grand Baie International Conference Centre (GBICC)  
Royal Road, Grand Baie, Mauritius

**Time:** TBD

**Chair:** Mr Godfrey Monor (Kenya); **Vice-Chair:** Dr. Kandachamy Vijayakumaran (India)

1. **OPENING OF THE SESSION** (Secretariat)
2. **ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION** (Chair)
3. **PROGRESS REPORT OF THE SECRETARIAT FOR 2012** (Secretariat)
4. **FINANCIAL STATEMENT** (Secretariat)
5. **PROGRAM OF WORK AND BUDGET ESTIMATES FOR 2013 AND 2014** (Secretariat)
  -
6. **PERFORMANCE REVIEW UPDATE (RESOLUTION 09/01 ON THE PERFORMANCE REVIEW FOLLOW-UP)** (Chair & Secretariat)
7. **OTHER BUSINESS** (Chair)
  - 7.1 Election of a Vice-Chairperson for the next biennium
8. **DATE AND PLACE OF THE ELEVENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE** (Chair)
9. **REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE TENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE** (Chair)

**APPENDIX II**  
**LIST OF DOCUMENTS**

<b>Document</b>	<b>Title</b>	<b>Availability</b>
IOTC-2013-SCAF10-01	Draft agenda for the Tenth Session of the Standing Committee on Administration and Finance	5 March, 2013
IOTC-2013-SCAF10-02	Draft list of documents for the Tenth Session of the Standing Committee on Administration and Finance	6 March, 2013
IOTC-2013-SCAF10-03	Progress report of the Secretariat: 2012	6 April, 2013
IOTC-2013-SCAF10-04	Financial Statement: 2012	12 April, 2013
IOTC-2013-SCAF10-05	Program of work and budget for 2013 and indicative budget for 2014	22 March, 2013
IOTC-2013-SCAF10-05 Add_1	Proposed budget for 2013 and 2014, in USD	9 May, 2013
IOTC-2013-SCAF10-06	Performance Review Update (Resolution 09/01 – <i>On the performance review follow-up</i> )	6 March, 2013
IOTC-2013-SCAF10-07	Modification of the ‘Call for funds’ process (Secretariat)	6 April, 2013
IOTC-2013-SCAF10-08	Project support costs and in-kind contributions by FAO to IOTC (Secretariat)	6 April, 2013
IOTC-2013-SCAF10-09	Options to reduce cost (Secretariat)	6 April, 2013

## APPENDIX III

## 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	128,994	135,444
Data Coordinator	127,801	134,191
Fisheries Statistician	82,698	86,833
Compliance Coordinator	92,684	97,318
Compliance Officer	111,056	116,609
Stock Assessment Expert	112,950	118,598
Administrative Officer	48,488	90,000
Fisheries Officer (Science)	39,000	78,000
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
<b>Total Salary costs</b>	<b>937,479</b>	<b>1,060,490</b>
Employer contributions to Pension Fund and health insurance	289,676	302,200
Employer contribution to FAO entitlement fund	393,350	410,700
<b>Total staff costs</b>	<b>1,620,505</b>	<b>1,773,390</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>SUB-TOTAL</b>	<b>2,444,505</b>	<b>2,634,390</b>
Additional Contributions Seychelles	-10,500	-10,500
FAO Servicing Costs	110,003	118,548
<b>GRAND TOTAL</b>	<b>2,544,007</b>	<b>2,742,437</b>

**APPENDIX IV**  
**INDICATIVE SCALE OF CONTRIBUTIONS FOR 2013 (IN USD)**

Country	World Bank Classification in 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	\$8,206	\$10,176	\$92,509	\$12,178	\$123,070
Belize	Middle	No	Below 400t	\$8,206	\$0	\$23,127	\$148	\$31,481
China	Middle	No	71,057	\$8,206	\$10,176	\$23,127	\$30,341	\$71,851
Comoros	Low	No	15,010	\$8,206	\$10,176	\$0	\$6,409	\$24,792
Eritrea	Low	No	1,045	\$8,206	\$10,176	\$0	\$446	\$18,829
European Community	High	Yes	194,984	\$8,206	\$10,176	\$92,509	\$416,290	\$527,182
France(Terr)	High	Yes	14,480	\$8,206	\$10,176	\$92,509	\$30,915	\$141,807
Guinea	Low	No	542	\$8,206	\$10,176	\$0	\$231	\$18,614
India	Middle	No	139,755	\$8,206	\$10,176	\$23,127	\$59,675	\$101,185
Indonesia	Middle	No	340,302	\$8,206	\$10,176	\$23,127	\$145,309	\$186,819
Iran, Islamic Republic of	Middle	No	155,281	\$8,206	\$10,176	\$23,127	\$66,305	\$107,815
Japan	High	Yes	27,331	\$8,206	\$10,176	\$92,509	\$58,351	\$169,243
Kenya	Low	No	858	\$8,206	\$10,176	\$0	\$366	\$18,749
Korea, Republic of	High	Yes	2,606	\$8,206	\$10,176	\$92,509	\$5,565	\$116,456
Madagascar	Low	No	8,655	\$8,206	\$10,176	\$0	\$3,696	\$22,078
Malaysia	Middle	No	25,221	\$8,206	\$10,176	\$23,127	\$10,769	\$52,279
Maldives	Middle	No	96,436	\$8,206	\$10,176	\$23,127	\$41,178	\$82,688
Mauritius	Middle	No	960	\$8,206	\$10,176	\$23,127	\$410	\$41,920
Mozambique	Low	No	Below 400t	\$8,206	\$0	\$0	\$1	\$8,207
Oman	High	No	27,652	\$8,206	\$10,176	\$92,509	\$11,808	\$122,699
Pakistan	Middle	No	50,341	\$8,206	\$10,176	\$23,127	\$21,496	\$63,006
Philippines	Middle	No	1,634	\$8,206	\$10,176	\$23,127	\$698	\$42,207
Seychelles	Middle	No	73,530	\$8,206	\$10,176	\$23,127	\$31,397	\$72,907
Sierra Leone	Low	No	Below 400t	\$8,206	\$0	\$0	\$0	\$8,206
Sri Lanka	Middle	No	91,635	\$8,206	\$10,176	\$23,127	\$39,128	\$80,638
Sudan	Middle	No	Below 400t	\$8,206	\$0	\$23,127	\$14	\$31,348
Tanzania	Low	No	4,163	\$8,206	\$10,176	\$0	\$1,778	\$20,160
Thailand	Middle	No	27,212	\$8,206	\$10,176	\$23,127	\$11,620	\$53,129
United Kingdom(Terr)	High	Yes	Below 400t	\$8,206	\$0	\$92,509	\$23	\$100,739
Vanuatu	Middle	No	Below 400t	\$8,206	\$0	\$23,127	\$76	\$31,410
Yemen	Middle	No	25,719	\$8,206	\$10,176	\$23,127	\$10,982	\$52,492
<b>Total</b>				<b>254,401</b>	<b>254,401</b>	<b>1,017,603</b>	<b>1,017,603</b>	<b>2,544,007</b>

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

## APPENDIX V

## SCAF: UPDATE ON PROGRESS REGARDING RESOLUTION 09/01 – ON THE PERFORMANCE REVIEW FOLLOW-UP

(NOTE: NUMBERING AND RECOMMENDATIONS AS PER APPENDIX I OF RESOLUTION 09/01)

ON CONSERVATION AND MANAGEMENT	RESPONSIBILITY	UPDATE/STATUS	WORKPLAN/TIMELINE	PRIORITY
<b>Data collection and sharing</b>				
11. Support for capacity building be provided to developing States – the Commission should enhance funding mechanisms to build developing country CPCs' capacity for data collection, processing and reporting infrastructures, in accordance with the Commission requirements.	<i>Standing Committee on Administration and Finance and Finance</i>	<p><b>Ongoing:</b> The Commission allocated USD\$400,000 for a range of projects related to capacity building in data collection and reporting.</p> <p>The Commission allocated USD\$60,000 for Capacity Building in the 2011 budget, and USD\$78,000 in the 2012 budget. One workshop was organized in 2011, in Chennai, India involving representatives of several CPCs.</p> <p>Other sources and cooperative arrangements will continue (e.g. IOTC-OFCF Project) or might be available in the future (e.g. SWIOFP, COI, etc.). The Secretariat continues to collaborate with these initiatives.</p>	Review annually at IOTC meetings.	High
15. The Secretariat's capacity for data dissemination and quality assurance be enhanced, including through the employment of a fisheries statistician.	<i>Standing Committee on Administration and Finance via Scientific Committee Commission</i>	<p><b>Partially completed:</b> The existing post of Data Analyst was converted to a Fisheries Statistician to join the Data Section of the Secretariat. The position was filled in September 2012.</p>	Staffing needs to be assessed annually at IOTC meetings.	Medium
19. The Secretariat's capacity to provide support to developing States' Members should be enhanced.	<i>Commission and Standing Committee on Administration and Finance</i>	<p><b>Ongoing:</b> Resolution 10/05 provides a mechanism for financial support to facilitate scientists and representatives from developing IOTC CPCs to attend and/or contribute to the work of the Commission, the Scientific Committee and its Working Parties. In 2012, capacity building funds were provided and utilized in workshops to enhance understanding of the IOTC process among officials of member countries, The Secretariat has also collaborated directly and indirectly with other regional initiatives, including, <i>inter alia</i>, to the OFCF, SWIOFP, ACP Fish II and COI.</p>	Review annually at IOTC meetings.	High

Quality and provision of scientific advice				
26. The resources of the IOTC Secretariat should be increased. Even though some progress will be made with recruitment of the stock analysis expert, some additional professional staffing is required.	<i>Standing Committee on Administration and Finance on advice from Committees and the Commission</i>	<b>Ongoing:</b> The Secretariat will propose a budget for 2013 and 2014 that includes an additional professional staff member (Fisheries Officer), as recommended by the Scientific Committee in 2012.	Review annually at IOTC meetings.	High
31. A special fund to support the participation of scientists from developing States should be established.	<i>Standing Committee on Administration and Finance</i>	<b>Completed:</b> A Meeting Participation Fund was established via Resolution 10/05. The Resolution provides a funding mechanism to facilitate scientists and other representatives from developing IOTC CPCs to attend and/or contribute to the work of the Commission, the Scientific Committee and its Working Parties. The fund is financed, initially, by accumulated funds, with no provisions for long-term support yet agreed. The fund was replenished to USD\$200,000 at S16 from accumulated funds. An ongoing process of replenishment of this fund needs to be developed.	Review annually at IOTC SCAF and Commission meetings. A procedure for supplying funds to the MPF should be developed and presented at S17.	Medium
<b>ON INTERNATIONAL COOPERATION</b>	RESPONSIBILITY	UPDATE/STATUS	WORKPLAN/TIMELINE	PRIORITY
<b>Special requirements of developing States</b>				
74. A specific fund to assist capacity building should be put in place.	<i>Standing Committee on Administration and Finance</i>	<b>Partially complete.</b> A Meeting Participation Fund was established via Resolution 10/05(See 19 and 31) and needs ongoing financial contributions. Additional funding for capacity building provided in 2012, and proposed in the budgets for 2013 and 2014.  See also para. 11 above.	S17 will need to consider proposed budget lines for capacity building funds.	High.

Participation				
76. Financial support, in particular for attendance in the scientific activities to developing States, is needed.	<i>Standing Committee on Administration and Finance</i>	<b>Partially completed:</b> A Meeting Participation Fund was established via Resolution 10/05. The Resolution provides a funding mechanism to facilitate scientists and other representatives from CPCs who are developing States to attend IOTC meetings. The fund is financed, initially, by accumulated funds, with no provisions for long-term support yet agreed.	Annually for each IOTC meeting. A procedure for supplying funds to the MPF should be developed and presented at S17 by a CPC.	High
<b>ON FINANCIAL AND ADMINISTRATIVE ISSUES</b>		UPDATE/STATUS	WORKPLAN/TIMELINE	PRIORITY
<b>Availability of resources for RFMO activities – efficiency and cost-effectiveness</b>				
78. The IOTC Agreement as well as financial management rules should be amended or replaced in order to increase Members' as well as Secretariat's control of all the budget elements, including staff costs of the budget. This would also improve transparency.	<i>Standing Committee on Administration and Finance</i>  <i>Commission and Members</i>	<b>Pending.</b> See Recommendations 1 and 2.		High
81. The agreed external financial audit should be implemented as soon as possible, and should include a focus on whether IOTC is efficiently and effectively managing its human and financial resources, including those of the Secretariat.	<i>Standing Committee on Administration and Finance</i>  <i>Commission</i>	<b>Pending.</b>		

## APPENDIX VI

**CONSOLIDATED SET OF RECOMMENDATIONS OF THE TENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (8–10 MAY, 2013) TO THE COMMISSION**

**Financial Statement**

SCAF10.01 (para. 27) The SCAF **RECOMMENDED** that all Members with overdue contributions finalise payment of those contributions as soon as possible so as not to hinder the operation of the IOTC. To facilitate this process, the Chair of the Commission, with the assistance of the Executive Secretary, shall write to each of the CPCs with contributions in arrears totaling more than the previous two years to seek confirmation of their continued involvement in the IOTC, quoting Article IV, para. 4 of the IOTC Agreement, and to seek payment for overdue contributions. Responses from those CPCs should be circulated by the Secretariat to all CPCs for consideration at the 18<sup>th</sup> Session of the Commission.

**Programme of Work and Budget Estimates for 2013 and 2014****Capacity building**

SCAF10.02 (para. 53) The SCAF **RECOMMENDED** that 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.

SCAF10.03 (para. 54) The SCAF **RECOMMENDED** that capacity building activities, including workshops on science (stock assessment), compliance with IOTC CMMs, data collection and reporting, and bridging the gap between IOTC science and management advice, be continued in 2013 and financially supported through the IOTC budget and through voluntary contributions from Members and other interested parties.

SCAF10.04 (para. 55) The SCAF **RECOMMENDED** that the Secretariat seek external funds 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.

SCAF10.05 (para. 56) The SCAF **RECOMMENDED** that the Secretariat seek external funds to deliver 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; and 2) a dedicated workshop on CPUE standardisation.

**IOTC website**

SCAF10.06 (para. 57) The SCAF reiterated its **RECOMMENDATION** from previous years that the IOTC Secretariat expedite the finalisation of the new website for the IOTC, noting that the current website is cumbersome, difficult to navigate, and in some cases, provides out-dated information.

**Meeting participation fund (MPF)**

SCAF10.07 (para. 58) The SCAF **RECOMMENDED** that the MPF be replenished to its initial level of USD\$200,000 for the financial (calendar) year 2013, through the allocation of funds from the IOTC accumulated funds provided that there is a solution to cover the operational cost of the Secretariat for the first six months of the year.

SCAF10.08 (para. 59) The SCAF reiterated its previous **RECOMMENDATION** that the MPF be separated from the main budget as a separate project, and for the Executive Secretary to request that the FAO project support costs be waived.

SCAF10.09 (para. 60) The SCAF **RECOMMENDED** that the rules of procedure for the administration of the IOTC MPF 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 following text shall be inserted into the rules of procedure for the administration of the MPF, under the ‘**Eligibility criteria**’ section:

*“Meeting Participation Fund for Chairs and Vice-Chairs from IOTC developing coastal states*

- Any Chair or Vice-Chair from a developing CPC, submitting a complete application before the set deadline, including a working paper relevant to the subject of the meeting, is eligible to benefit from the IOTC Meeting Participation Fund.
- Either the Chair or Vice-Chair from a developing CPC, submitting a complete application before the set deadline, and presenting a meeting report to a Committee, is eligible to benefit from the IOTC Meeting Participation Fund.
- The same rules for document provision to the relevant subsidiary body of the Commission shall apply to Chairs and Vice-Chairs funded by the MPF.”

SCAF10.10 (para. 61) The SCAF **RECOMMENDED** that the Commission note Resolution 10/05 *on the establishment of a meeting participation fund for developing IOTC Member and Non-Contracting Cooperating Parties (CPC's)* indicated that the Commission will identify, at its 15<sup>th</sup> Session, a procedure for supplying funds to the MPF in the future, which is now overdue, and address this matter at its 17<sup>th</sup> Session.

#### **Options to reduce budget costs**

SCAF10.11 (para. 63) The SCAF **RECOMMENDED** that the Commission considers making all IOTC meetings paperless, noting that this is already the practice in the Scientific Committee and its Working Parties. Only revisions to documents made during a meeting shall be printed upon request.

#### **Fisheries Officer (Science)**

SCAF10.12 (para. 64) The SCAF **RECOMMENDED** that a Fishery Officer (Science), working on science support, be employed at the Secretariat and for this to be incorporated in the Commission's budget on an ongoing basis. The Secretariat shall contact FAO to determine if they are able to make a financial contribution towards this position in 2014.

#### **Program of work and budget**

SCAF10.13 (para. 65) The SCAF **RECOMMENDED** that the Secretariat seek additional sources of funding to complete the workplan of the Secretariat in 2013 and future years, including but not limited to IOC-Smartfish.

SCAF10.14 (para. 66) The SCAF **RECOMMENDED** that the Commission endorse the IOTC Secretariat's programme of work for the financial period 01 January, 2013 to 31 December 2013, as outlined in paper IOTC–2013–SCAF10–05.

SCAF10.15 (para. 67) The SCAF **RECOMMENDED** that the Commission adopt the budget for, and the scheme of contributions for 2013 as outlined in [Appendix III](#) and [Appendix IV](#) respectively.

#### **Performance Review Update (Resolution 09/01 on the performance review follow-up)**

SCAF10.16 (para. 71) The SCAF **RECOMMENDED** that the Commission note the current status of implementation for each of the recommendations arising from the Report of the IOTC Performance Review Panel, relevant to the SCAF, as provided in [Appendix V](#).

#### **Election of a Vice-Chairperson for the next biennium**

SCAF10.17 (para. 73) The SCAF **RECOMMENDED** that the Commission note the new Vice-Chair, Dr. Benjamin Tabios (Philippines) of the SCAF for the next biennium.

#### **Date and Place of the Eleventh Session of the Standing Committee on Administration and Finance**

SCAF10.18 (para. 75) The SCAF **RECOMMENDED** that the 11<sup>th</sup> Session of the SCAF be held on the day immediately prior to the Commission meeting, rather than during the Commission meeting. The exact dates and location would be decided by the Commission.

#### **Review of the Draft and Adoption of the Report of the Tenth Session of the Standing Committee on Administration and Finance**

SCAF10.19 (para. 76) The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF10, provided at [Appendix VI](#).