PROVISIONAL PROGRAMME OF WORK AND BUDGET FOR 2023
(AND INDICATIVE BUDGET FOR 2024)

PREPARED BY: IOTC SECRETARIAT

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 1 January to 31 December 2023, together with indicative figures for the 2024 financial period.

2. The overall budget amount proposed for the Administrative Budget for 2023 is US$ 4,350,095 and is based on IOTC's normal operations and any updated instructions from the Commission. The proposed 2023 budget represents a 7% increase from the corresponding 2022 budget.

3. The Programme of Work for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken will remain within the scope outlined in this document. Any new activities agreed to during the 26th Session of the Commission (S26) that have a budgetary consequence, will require an amendment of the budget presented here.

4. Furthermore, the 2023 budget is estimated on the basis of the Secretariat and Commission resuming normal, pre-COVID-19 activities. However, if COVID-19 restrictions persist, there will likely be an underspend for the operations-related budgets for meetings, capacity building activities and other items associated with travel.

5. As required by the Commission's Financial Regulations (2019), the following information is provided in support of the budget estimates:
   - **Administrative budget** (Appendix 1) – for 2023 and indicative budget for 2024 (Gross salary costs, Operating expenditures, Contingencies, additional contribution by the Rep. of Seychelles and the FAO Project Servicing costs, deficit contingency and Meeting Participation Fund).
   - **Supplementary details** (Appendix 2) – Details of the operating expenditures for 2023 that contains supplementary details for the Operating expenditures of the Administrative Budget (line items 2.1 to 2.12).
   - **Special budgets** (Appendix 3) – Extra-budgetary funding for 2023 and 2024 not currently foreseen.
   - **Schedule of contributions** (Appendix 4) – Schedule of contributions for 2023 based on the Commission's contribution formula given in the Annex of the Financial Regulations (2019).

THE STRUCTURE OF THE SECRETARIAT

6. The structure of the IOTC Secretariat from 2023 is presented in Figure 1. In 2021 the WPDCS and SC endorsed the addition of a P2 level data analyst to the Secretariat to support its increased workload relating to data management. Subject to the Commission's approval, the position has been added to the 2023 and 2024 budgets. The functions of this proposed position are provided in Appendix 6
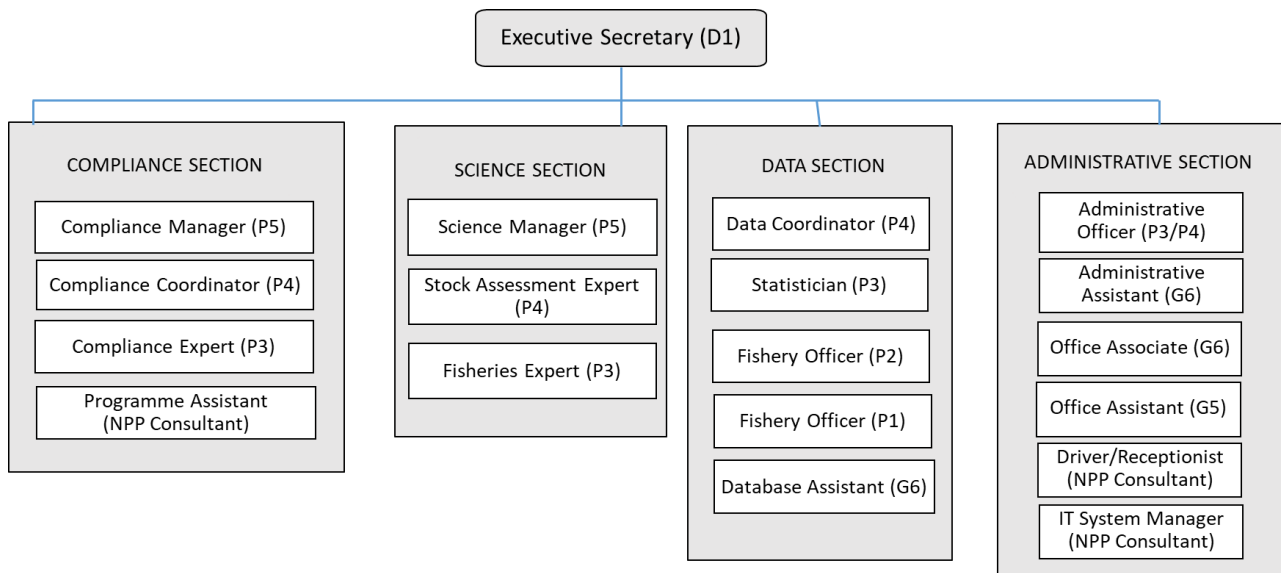
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                        ┌─────────────────────────┐
                        │ Executive Secretary (D1) │
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COMPLIANCE SECTION
- Compliance Manager (P5)
- Compliance Coordinator (P4)
- Compliance Expert (P3)
- Programme Assistant (NPP Consultant)

SCIENCE SECTION
- Science Manager (P5)
- Stock Assessment Expert (P4)
- Fisheries Expert (P3)

DATA SECTION
- Data Coordinator (P4)
- Statistician (P3)
- Fishery Officer (P2)
- Fishery Officer (P1)
- Database Assistant (G6)

ADMINISTRATIVE SECTION
- Administrative Officer (P3/P4)
- Administrative Assistant (G6)
- Office Associate (G6)
- Office Assistant (G5)
- Driver/Receptionist (NPP Consultant)
- IT System Manager (NPP Consultant)

Figure. 1. Proposed structure of the IOTC Secretariat for 2023

PROGRAMME OF WORK FOR 2023 AND TENTATIVELY FOR 2024

7. The IOTC Secretariat has six functional areas:

   1. Support to scientific activities;

   2. Support to compliance activities;

   3. Communications;

   4. Support to meetings;

   5. Information technology support;

   6. Administration support.

8. Descriptions of the activities and outputs expected from each functional area in 2023-2024 are provided below.

FUNCTIONAL AREA 1: SUPPORT TO SCIENTIFIC ACTIVITIES (SCIENCE & DATA)

1.1 Data support

9. A large proportion of the work under this functional area is dedicated to the acquisition, review and packaging of the data required for the scientific work of the Commission. Data are primarily collected and submitted by national fisheries agencies to the IOTC Secretariat in accordance with IOTC data collection and reporting requirements (i.e. Resolution 15/01 and Resolution 15/02). As these data are often submitted in various formats, before distribution they are converted into a common format, convenient for further analyses by the Scientific Committee's subsidiary bodies (Working Parties), or for dissemination to the general public, usually through the IOTC website.

10. The IOTC Secretariat will continue to assist developing coastal states in the Indian Ocean through the implementation of various capacity building activities; and in particular, the provision of support to data collection

and data management, and organisation of training sessions and workshops specifically focusing on increasing capacity of member states to collect and report data in accordance with IOTC standards.

11. Funding for data support is from the IOTC regular budget.

1.2 Regional Observer Scheme (Resolution 11/04 and Resolution 16/04)

12. In 2022, the IOTC Secretariat will continue to implement a pilot project to advance the implementation of the Regional Observer Scheme. The objectives of the project are to improve the capacity (knowledge, understanding, tools, skills, systems and good practices) of individual observers and national bodies to implement the Regional Observer Scheme and collect information as required by the IOTC. This will be achieved through the development of an observer training programme; and the provision of training and support for the implementation of the regional observer scheme in six IOTC member countries.

13. The European Union is the major donor to this project.

1.3 Prioritised activities supporting the work of the Scientific Committee

14. In accordance with the IOTC Strategic Science Plan, the Scientific Committee has prioritised a range of research drawn from its working parties to meet the information needs of the Commission. These activities are listed in Appendix 2. Stock assessment and other consultants / service providers will be hired to undertake the activities.

15. In previous years, the funding for such activities has mainly been from external donors and research agencies of several member countries. Since 2020 the funding of research needed by the Commission has been included in the IOTC regular budget.

1.4 Improving Science-Management Dialogue:

16. A previous Science and Management Dialogue [Resolution 14/03] initiative to improve the decision-making response of managers to existing CMMs and recommendations made by the Scientific Committee to the Commission is continuing through the activities of the Technical Committee on Management Procedures.

1.5 External experts (Scientific): Non-Staff travel

17. The Scientific Committee and its Working Parties have repeatedly acknowledged that the participation of external experts greatly enhances the quality of the work conducted by IOTC bodies and therefore, recommends that the Commission continues to support the participation of external experts to its scientific meetings. Funding for external experts is from the IOTC regular budget.

FUNCTIONAL AREA 2: SUPPORT TO COMPLIANCE ACTIVITIES

18. The IOTC Secretariat assists the Compliance Committee and the Commission to monitor levels of compliance, establish networks of compliance officers in the region, promote compliance activities, and as necessary, coordinate capacity building and training.

19. Following the guidance from the Commission, the IOTC Secretariat has committed to a range of support activities that are expected to be undertaken over the next year, and these are described in the following paragraphs. Some compliance capacity building activities will be funded from the regular IOTC budget (Appendix 2); but overall, most of the below compliance related activities are expected to be funded directly through extra budgetary resources in 2023, in particular, the World Bank's SWIOFISH 2 Project being implemented by the Indian Ocean Commission, with technical input from the IOTC Secretariat (Appendix 3).

2.1 Compliance Support Missions

20. The main capacity building efforts comprise Compliance Support Missions (CSM), which aim to bring the work of the Commission closer to the CPCs. The CSM are a combination of capacity building and planning exercises to engage in activities that will help to address compliance issues or concerns that were identified by the Compliance Committee.

21. The CSM and follow-up missions, which were until recently primarily carried out by staff from the Compliance Section, consist of in-country missions targeting an audience composed of national officers involved in the implementation of IOTC Resolutions. Follow-up missions, over two to three days, are carried out at a minimum of 12 months following the CSM and the objective of the follow-up mission is for the Secretariat, together with the

concerned CPC, to assess progress and/or difficulties being faced in the implementation of the Compliance Action Plan. Since June 2020 a Technical Assistant has been recruited under the SWIOFish2 Project (IOTC Component), to conduct these missions to the ten IOTC Members, who are beneficiaries of the project.

22. To support those activities, one training package relating to the implementation of the IOTC Conservation and Management Measures has been developed, comprising of two CMM Training Manuals and Implementation sheets. These are regularly updated to integrate changes to existing CMMs or newly adopted CMMs.

2.2 Regional Workshops on Compliance Issues

23. 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 is useful in identifying potential issues that could lead to recommendations or clarifications on the measures adopted by the Commission. A regional workshop on compliance issues is proposed for the 2023 budget.

2.3 Port State Measures

24. Work undertaken in this component is specific to the implementation of Resolution 16/11 *on Port State Measures to prevent, deter and eliminate illegal, unreported and unregulated (IUU) fishing*. It involves training that is primarily intended for field personnel and their supervisors and focuses on the operational aspects of the Resolution on Port State Measures. It includes:
    - training at a national level for government officials on IOTC Port State Measures for CPCs in the region;
    - training in the use of the e-PSM application for government officials and vessel agents;
    - ongoing development and debugging of the e-PSM application.

25. To support those activities, a training package has been developed relating to the implementation of Port State Measures to prevent, deter and eliminate illegal, unreported and unregulated (IUU) fishing activities. In addition, regional training is conducted on national interagency cooperation and regional cooperation with a view to foster the links between port State and flag State CPCs.

26. The e-PSM application (comprising forms, information sharing and reporting tools) to facilitate the implementation of Resolution 16/11 has been in use since mid-2016. The Secretariat is providing ongoing training and assistance in the use of the e-PSM application.

27. A new module has been developed for the e-PSM application that allows port inspectors to complete inspection forms in real time through a tablet application where internet connectivity allows. In the absence of internet connectivity during inspection, inspectors can complete the inspection form offline, and upload the completed form to the e-PSM application once connected to the internet.

2.4 Improving Flag State Performance

28. Since June 2019 a Flag State Expert (recruited by the SWIOFish2 Project:(IOTC Component) has been working from the IOTC office, to conduct audits, and propose action plans to shortcomings, in four IOTC beneficiary member States (Seychelles, Tanzania, Mozambique and Mauritius) on their flag State performance.

2.5 Legal Assistance

29. The Secretariat has an ongoing role facilitating the transposition of relevant IOTC CMMs into national legislation in accordance with Article X of the IOTC Agreement. A budget allocation is being proposed for the 2023 budget for Legal Assistance to one CPC.

2.6 Regional Programme to Monitor Transhipments at Sea

30. The implementation of the Regional Observer Programme (ROP) to monitor transhipments at sea is now in its 14th year and will continue through 2022-2023 and into the future. The present 5-year contract with the consortium of MRAG Ltd/CapFish was issued to MRAG Ltd in 2019. As has been the case in the past years, the Compliance Section will closely supervise and monitor the progress of the ROP's implementation by the consortium. As anticipated in Resolution 21/02, the cost of the implementation of this Programme falls on the fleets benefitting from the transhipment-at-sea activities, and therefore, the costs of this programme are not incorporated in the IOTC regular budget.

FUNCTIONAL AREA 3: COMMUNICATIONS

31. The IOTC website remains the primary communication tool as it holds all IOTC's publicly available documentation and up-to-date information on the IOTC Secretariat's work and opportunities.

32. The IOTC Secretariat will continue its efforts to communicate in plain English and French through all mediums.

FUNCTIONAL AREA 4: SUPPORT TO MEETINGS

33. Appendix 5 lists the meetings proposed for 2023 (and 2024) that will require the support of the IOTC Secretariat. The schedule of meetings for the scientific subsidiary bodies are in accordance with the annual recommendation from the Scientific Committee. As part of its meeting support functions, the Secretariat administers the IOTC Meeting Participation fund (in accordance with IOTC Rules of Procedures Appendix VIII).

FUNCTIONAL AREA 5: INFORMATION TECHNOLOGY SUPPORT

34. In 2023 (and 2024) there are no expected major purchases of computer equipment anticipated, other than those required for new staff, or to replace equipment deemed obsolete or out of order (Appendix 2).

35. In 2023, the Data and Science sections will continue to evaluate software and the possible use of cloud-computing services to improve the services provided to IOTC end users.

36. Efforts are ongoing to ensure that the IOTC website and online applications remain functional and secured from external threats.

FUNCTIONAL AREA 6: ADMINISTRATION SUPPORT

37. A range of administrative functions continue to be handled by FAO. All contractual issues, overall accounting including the receipt of contributions and overall expenditures, are managed from FAO HQ or the FAO Service Centre based in Budapest. The IOTC Secretariat has direct access to the budget status through the expenditure and revenue transactions summary reports. The Secretariat has a direct link to the FAO intranet, which is a source for training and reference material for all administrative procedures and standard documents and this facilitates the administrative processes.

38. 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 (Appendix 1 and Appendix 2).

THE BUDGET FOR THE COMMISSION'S 2023 PROGRAMME OF WORK (AND TENTATIVELY FOR 2024)

39. The Administrative Expenditures cover staff salaries and overtime payments for General Service staff, employer's contributions to the pension fund and health insurance, and employer's contributions to pay for the costs of entitlements.

40. The Expenditure for Activities, or Operating Expenditures, covers capacity building, co-funding for grants, consultants/service providers, duty travel, meetings, interpretation, translation, equipment purchases, general operating expenses and contingency funds.

41. As required under Regulation III.5 of the Financial Regulations, supplementary details for the General Operating Expenditures line item of Appendix 1 are provided in Appendix 2. The levels budgeted cover only the expenses envisioned to the Regular Budget of the Commission. The expenditures envisioned for Special Budgets or various extra-budgetary contributions are reflected in Appendix 3.

ADMINISTRATIVE EXPENDITURES (BUDGET LINE 1) (APPENDIX 1)

42. Estimates of staff costs are based on those costs incurred to-date with a small increase to allow for salary progressions. A new Executive Secretary is expected to be recruited by the end of 2022. The Secretariat is expected to be fully staffed by the start of 2023.

PROFESSIONAL STAFF (BUDGET LINE 1.1)

43. All post costs for 2023 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 repatriation upon termination of appointment.

44. For 2023, total salary costs for the professional category are estimated to be higher than 2022, primarily because of the proposed addition of a new P2 Fishery Officer (Data) post as described in paragraph 6.

GENERAL SERVICE STAFF (BUDGET LINE 1.2)

45. For 2023, total salary costs for the locally-hired General Service staff, are estimated to be higher than those in 2022 due to a change in the SCR-USD exchange rate. All GS salaries are fixed in local currency.

46. The G2 Driver will be retiring at the end of 2022 and it is proposed to abolish this staff post and recruit a driver/office helper on a service-type contract, which will provide more flexibility in terms of working hours and is expected to cost less than before.

EMPLOYER CONTRIBUTIONS[1]: PENSION FUND, HEALTH INSURANCE, ENTITLEMENTS (BUDGET LINES 1.3, 1.4 & 1.5)

47. Based on the latest information, estimates of the costs of FAO entitlements in 2023 represent an overall reduction of approximately 5%. This element of the remuneration cost is an amount retained by FAO to cover the costs of entitlements of the staff such as home leave, education grants, rental subsidy, etc. The entitlement 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 substantial variability in this component from year-to-year depending on the actual expenses incurred at the FAO-wide level. The 2023 budget is based on the average actual costs in 2021 plus a small (annual) increase of 2%

48. Employer contributions to the Pension and Health Funds are expected to increase by approximately 6%. While the addition of a new P2 Fishery Officer (Data) has contributed to this increase; this component is also extremely variable and dependent on family size and changes in FAO policy and service providers.

IMPROVED COST RECOVERY UPLIFT (ICRU[2]) (BUDGET LINE 1.6)

49. In February 2014, the FAO implemented Improved Cost Recovery Uplift (ICRU) charges which cover field project personnel costs (staff and consultants). FAO states that these charges are to recover the costs of central services provided by CSDU (security) and CIO (information technology) relating to field personnel. In 2014, FAO reduced IOTC's field security component from 4.8 percent of staff/consultant costs to 1.5 percent, while the information technology component of ICRU remains at 1.4 percent.

OPERATING EXPENDITURES (BUDGET LINE 2) (APPENDIX 1 AND APPENDIX 2)

CAPACITY BUILDING (BUDGET LINE 2.1)

50. The IOTC Secretariat continues to promote capacity building activities in the region through the use of the IOTC Regular Budget. The work carried out includes training and fact-finding missions to coastal developing States in the Indian Ocean to promote understanding of compliance-related issues and assess the need for support in the implementation of the measures adopted by the Commission. The IOTC Secretariat generally conducts capacity building activities in the following core areas:
    i) **Science & Data** (data compliance support missions and training workshops): Data collection and reporting (i.e. Logbook) requirements [Resolution 15/01]; Mandatory statistical reporting requirements [Resolution 15/02].
    ii) **Compliance** (support missions and training workshops): Compliance Support Missions.

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[1] More information on FAO Employer contributions can be found [here]

[2] The Commission has previously expressed its disagreement with the inclusion of ICRU (e.g. SCAF14). However, the ICRU has continued to be applied by FAO and since 2019 a budget allocation has been reintroduced to cover ICRU.

CO-FUNDING OF SCIENCE AND DATA GRANTS (BUDGET LINE 2.2)

51. The IOTC Secretariat has secured several multi-year extra-budgetary grants during recent years with one project still active in 2021. These grants required co-funding from the IOTC. Some of this co-funding is provided in-kind (compared to cash) through staff time devoted to the coordination and management of these activities. However, the majority of the IOTC contribution is provided through sharing of activity costs. The current project (Appendix 3) is due to end in December 2022; however, if the activities need to be extended in to 2023, or new projects are added during the year, some funds may need to be transferred from other budget lines.

CO-FUNDING OF COMPLIANCE GRANTS (BUDGET LINE 2.3)

52. No extra-budgetary grants for compliance activities are expected in 2023. If any new EC projects are added during the year, some funds may need to be transferred from other budget lines.

CONSULTANTS / SERVICE PROVIDERS (BUDGET LINE 2.5)

53. The provision for consultancies covers the cost of independent experts hired to provide supplementary expertise in areas where national officers or the IOTC Secretariat cannot cover in a given year, or which need to be enhanced. It also includes experts recruited to provide specific skills required for the work of the Commission such as stock assessments. On occasions, it has covered occasional short-term attachments at the IOTC Secretariat of scientists from the region, with capacity building as one of the objectives. Estimated travel expenses for the consultancies are included in this budget and are only an approximation as they depend on the country of origin of the consultants recruited. Some consultants will be covered by extra-budgetary funds.

54. The major increase in the cost of consultants/service providers since 2020 reflected the inclusion of the prioritised research proposed by the Scientific Committee to meet the information needs of the Commission. This approach has been continued for 2023-2024. In previous years, the funding for such activities was mainly from external donors and research agencies of several member countries. The 2023 research activities are listed in Appendix 2.

55. The position of the Information Technology Manager has been partially financed since the beginning of the operations of the IOTC Secretariat by the Government of Seychelles as a way to defray the costs of operating the IOTC Secretariat in the Seychelles. Since 2012, the IOTC Secretariat has reached an agreement with the Government of Seychelles by which, rather than hiring directly the IT Manager, Seychelles provides funds that go towards hiring a consultant to become the IT Manager.

56. The staff Driver post will be replaced by a service type contract (NPP).

DUTY TRAVEL (BUDGET LINE 2.6)

57. The Staff: travel is intended to cover field activities and attendance to meetings for staff as appropriate. UN rates are used for daily subsistence allowance and for ticketing. This also covers the participation of staff in IOTC meetings held outside of Seychelles.

58. Non-Staff: nine experts are anticipated to attend IOTC science meetings in 2023 and 2024 (Table 1).

Table 1. External experts' attendance at the Commission's scientific subsidiary bodies in 2023 and 2024.

	2023	2024
Working Party on **Data Collection and Statistics**	1	1
Working Party on **Neritic Tunas**	1	1
Working Party on **Temperate Tunas**	1	1
Working Party on **Billfish**	1	1
Working Party on **Ecosystems and Bycatch**	1	1
Working Party on **Methods**	1	1
Working Party on **Tropical Tunas (including a data prep meeting**	2	2
Scientific Committee	1	1
TOTAL	9	9

MEETING COSTS (BUDGET LINE 2.7)

59. Support for meetings of the Commission and its subsidiary bodies. Meeting costs include rental of room facilities, incidentals such as functions, breaks, and equipment such as interpretation equipment, photocopying facilities and purchasing of office supplies needed to run the meetings. It is difficult to estimate these costs because the venue for most meetings is decided after the approval of the budget. Costs have been estimated based on the averages of previous years and allowing for some meetings to take place in Seychelles if necessary (i.e. the SC, various Working Parties and the TCAC). When major meetings take place outside of Seychelles the costs also include travel costs of staff to cover the arrangement and supervision of logistics. In the last two years these funds have also been used to cover the costs of specialised videoconference facilities to allow for remote interpretation.

INTERPRETATION AND TRANSLATION COSTS (BUDGET LINES 2.8 & 2.9)

60. The costs of interpretation and translation are presented separately to provide a clearer picture of the structure of these costs. The FAO Interpretation Unit makes a concerted effort to secure interpreters in the same region as meetings are taking place to lower travel costs accordingly. Interpretation is provided at the Commission and all Committee-level 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 (honorarium and travel) of participation of a translator at the meetings of the Commission, Compliance Committee, the Standing Committee on Administration and Finance and the Scientific Committee. During the past two years, despite an increase in the number of virtual meetings, savings have been made due to the use of remote interpretation services.

EQUIPMENT (BUDGET LINE 2.10)

61. Equipment such as computer hardware and software will continue to be replaced as required. The offices of the Secretariat were relocated in 2022 after a major a fire (in another part of the building which houses IOTC) resulted in the closure of the entire building. There is a contingency in this budget line for the purchasing of new furniture, should it be necessary for the new office.

GENERAL OPERATING EXPENSES (BUDGET LINE 2.11)

62. Operating expenditures include the costs associated with the office at the headquarters including communications costs (internet, mail, and telephone services), as well as maintenance of the premises and vehicles available to the IOTC Secretariat. GOE also includes web-hosting costs, website modifications, subscriptions to technical journals, postal and courier expenses, general office supplies and the cleaning of the IOTC offices. As part of the Headquarters Agreement, the government of Seychelles pays for the rental of the offices in Victoria, the utility costs, and supplies one of the vehicles.

PRINTING (BUDGET LINE 2.12)

63. As the Commission has agreed to move to a mostly paperless workplace environment, the printing budget has been greatly reduced in recent years and has been set to zero again for 2023. As the Secretariat is occasionally required to produce printed items (e.g. species identification guides, CMM implementation guides), efforts will be made to obtain funds for such printing from external sources.

CONTINGENCIES (BUDGET LINE 2.13)

64. A contingency line has been incorporated to account for expenditures not anticipated at this time, as required by the IOTC Financial Regulations. $10,000 was budgeted in 2022 and this has been maintained for 2023 (and 2024).

ADDITIONAL CONTRIBUTION BY SEYCHELLES (BUDGET LINE 3)

65. As part of the IOTC Headquarters Agreement, 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 (which is variable). This additional contribution has been increased to include the funding of the IT Manager post, which was previously hired directly by the Government of Seychelles. The funds are incorporated in the revenue of the IOTC Secretariat.

FAO PROJECT SUPPORT COSTS (PSC) (BUDGET LINE 4)

66. 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 but the FAO Office of Strategy, Planning and Resource Management has granted IOTC the right to open a 0% PSC project for the Meeting Participation Fund.

DEFICIT CONTINGENCY (BUDGET LINE 5)

67. A temporary Deficit Contingency line was incorporated into some previous budgets to mitigate the impact of Members not paying their contributions. In the past, the deficit from of non-payment of contributions has been covered from savings in staff costs. Since IOTC had a significant positive balance at the end of 2020 and 2021 and the Working Capital Fund has now been approved, the Deficit Contingency line has been zeroed for 2023 (and 2024). The issue of non-payment of contributions, however, continues to be a major financial risk to IOTC, and the situation will continue to be closely monitored by the Secretariat.

MEETING PARTICIPATION FUND (MPF) (BUDGET LINE 6)

68. The IOTC Meeting Participation Fund (MPF) was set to $25,000 for the years 2021 and 2022. This has been set to zero for 2023 because sufficient funds (over $300,000) are currently available in the MPF.

69. Due to the pandemic and disruptions to travel, it is difficult to estimate how much of the MPF will be spent in 2022 and therefore how much will be available in the MPF at the start of 2023. Access to the Working Capital Fund might be requested by the Executive Secretary should the MPF run short of funds in 2023.

EXTERNAL SUPPORT FOR IOTC ACTIVITIES

70. Extra-budgetary resources are used to fund additional technical cooperation and capacity building activities. These are not intended to offset the IOTC Regular Budget, but rather, serve as additional resources to expand the Commission's work. The IOTC receives funds either in grants, earmarked through projects, or voluntary contributions.

71. Some compliance capacity building activities in 2023 and 2024 will be funded through the World Bank's SWIOFISH 2 Project being implemented by the Indian Ocean Commission. The IOTC does not receive funding directly for these activities or provide co-funding, but the IOTC Secretariat does provide technical input and supervision (Appendix 3).

SCHEDULE OF CONTRIBUTIONS

72. The indicative 2023 schedule of contributions is provided in Appendix 4.

RECOMMENDATION/S

73. That the SCAF:

  a) **NOTE** the Budget Estimates and supporting documentation for the IOTC Secretariat's programme of Work for the financial period 1 January to 31 December 2023, together with indicative figures for the 2024 financial period.

  b) **ENDORSE** the possible transfer of Working Capital Funds to the 2023 Meeting Participation Fund if required.

  c) **RECOMMEND** a budget and scheme of contributions for the 2023 financial period to the Commission for its consideration.

d) **RECOMMEND** that the IOTC Secretariat publish a final version of the Programme of Work and Budget for 2023 and tentatively for 2024, based on the amendments made during the SCAF19, and as adopted by the Commission during its 26th Session. The final Program of Work and Budget shall be published on the IOTC website (www.iotc.org) for ease of reference and transparency.

APPENDIX 1
Proposed budget for 2023 and indicative budget for 2024 (in US$)

			Actuals 2021	2022	2023	2024
1	**Staff costs**					
1.1	**Professional**					
		Executive Secretary (D1)	194,950	194,797	209,731	213,926
	Science	Science Manager (P5)	146,089	145,473	157,578	160,729
		Stock Assessment Expert (P4)	126,716	127,083	137,920	140,679
		Fishery Officer (Science P3)	97,898	96,944	105,643	107,756
	Compliance	Compliance Manager (P5)	141,066	140,200	151,972	155,011
		Compliance Coordinator (P4)	133,861	134,717	143,330	146,197
		Compliance Officer (P3)	14,327	96,949	103,146	105,209
	Data	Data Coordinator (P4)	128,836	129,837	137,920	140,679
		Statistician (P3)	97,705	96,944	105,643	107,756
		Fishery Officer (P2) Data	-	0	89,230	91,014
		Fishery Officer (P1) Data	62,743	63,145	69,083	70,464
	Admin.	Administrative Officer (P3/P4)	123,567	124,965	128,190	130,753
1.2	**General Service**					
		Administrative Assistant	18,517	13,599	20,478	20,887
		Office Associate	15,649	11,174	17,430	17,778
		Database Assistant	18,525	13,595	20,478	20,887
		Office Assistant	11,277	8,373	13,121	13,384
		Driver	9,804	7,196	0	0
		Overtime	-	5,100	5,100	5,202
		Total Salary Costs	**1,341,530**	**1,410,092**	**1,615,993**	**1,648,313**
1.3		Employer Pension and Health	383,417	411,844	437,021	445,762
1.4		Employer FAO Entitlement Fund	579,938	703,368	670,875	684,293
1.5		Adjustment entitlement fund	(7,886)			
1.6		Improved Cost Recovery Uplift	66,613	73,234	78,993	80,573
		Total Staff Costs	**2,363,611**	**2,598,537**	**2,802,883**	**2,858,940**
2	**Operating Expenditures**					
2.1		Capacity Building	0	40,000	62,000	62,000
2.2		Co-funding Science/Data grants	-33,009	0	0	0
2.3		Co-funding Compliance grants	0	0	0	0
2.4		Misc. Contingencies	0	0	0	0
2.5		Consultants/Service Providers	202,958	588,200	607,400	607,400
2.6		Duty travel	0	165,000	165,000	165,000
2.7		Meetings	18,503	145,000	182,000	182,000
2.8		Interpretation	101,597	135,000	135,000	135,000
2.9		Translation	86,608	110,000	115,000	115,000
2.10		Equipment	16,166	25,000	35,000	35,000
2.11		General Operating Expenses	68,076	75,000	76,000	76,000
2.12		Printing	0	0	0	0
2.13		Contingencies	0	10,000	10,000	10,000
		Total OE	**460,899**	**1,293,200**	**1,387,400**	**1,387,400**
		SUB-TOTAL	**2,824,510**	**3,891,737**	**4,190,283**	**4,246,340**
3	**Additional Contributions Seychelles**		-122,831	-20,100	-28,750	-28,750
4	**FAO Servicing Costs**		120,983	175,128	188,563	191,085
5	**Deficit Contingency**		-	0		
6	**Meeting Participation Fund**		25,000	25,000	-	250,000
					-	-
		GRAND TOTAL	**2,847,661**	**4,071,765**	**4,350,095**	**4,658,676**
					7%	7.1%

APPENDIX 2
Operating expenditures for 2023

Item Description	2023 (US$)
Capacity Building	
Data compliance and support missions	20,000
Ad-Hoc Compliance Capacity Building activities	25,000
Legal Assistance	12,000
Regional Workshop on Compliance Issues (travel budgeted elsewhere)	5,000
Sub-Total US$	**62,000**
Co-funding extra budgetary science and data grants	
Consultants budget line will be used as required for any new grants	0
Sub-Total US$	**0**
Co-funding extra budgetary compliance grants	
Consultants budget line will be used as required for any new grants	0
Sub-Total US$	**0**
Consultants/Service Providers	
Driver/Office Helper (NPP contract)- $1 000/month	12,00
Information technology consultant (NPP) - $1250 / month	19,800

TCAC Consultants (Chair and Simulation Expert)	50,000
Consultant – Maintenance of compliance utilities and platforms (ePSM)	20,000
Compliance consultant - data inputting (NPP) - $1100 / month	15,600
Prioritised activities supporting the work of the Scientific Committee. 1) Review of CPUE standardisation of tropical tunas and development of improved indices for assessment taking into account factors identified by the SC - $30 000 2) External Peer review of Tropical Tuna stock assessments as specified by the SC24 – $60 000 3) Genetic research to determine the effective population size of key shark species (SMA) using CKMR methods - $120 000 4) Develop standardised CPUE series for the main fisheries for longtail, kawakawa, and Spanish mackerel in the Indian Ocean – $20 000 5) Biological research (collaborative research to improve understanding of spatio-temporal patterns in age and growth and reproductive parameters for albacore tuna – $50 000 6) Data Mining and Development of gillnet CPUE series for billfishes (Particularly Black Marlin and Sailfish) – $20 000 7) Continuation of MSE for priority IOTC species, including peer review of the BET OM – $120 000 8) Enhance the use of electronic tools to support data collection in artisanal fisheries - $20 000	440,000
Contingency for work proposed by the Commission	50,000
Sub-Total US$	**607,400**
Duty Travel (Staff and Non-Staff)	
IOTC Staff Travel 2023 (Meetings and field activities, excluding logistics support)	120,000
External experts (Science) 2023	45,000
Sub-Total US$	**165,000**
Meetings	

Contingency for TCAC if held in Seychelles (or travel for logistics support)	60,000
S27 CoC, SCAF, TCMP travel for logistics support and incidentals	17,000
Contingency Working Parties if held in Seychelles (or travel for logistics support)	45,000
Contingency for Scientific Committee if held in Seychelles (or travel for logistics support)	60,000
Sub-Total US$	**182,000**
Interpretation	
CoC, SCAF, TCMP, S27	55,000
TCAC10	40,000
SC	40,000
Sub-Total US$	**135,000**
Translation	
Translation - IOTC Consultants	100,000
Travel for consultants	15,000
Sub-Total US$	**115,000**
Equipment	
IT equipment (hardware and accessories as needed)	15,000
Office furniture and facilities (Desks, chairs, flooring, partitions to create new work areas)	20,000

Sub-Total US$	**35,000**
General Operating Expenses	
Web Hosting, Email hosting and website admin	7,600
Software and licenses	5,000
Subscriptions (eg. journals and newspapers)	1,000
Office Tel and mobile phones - $6000 / yr; Data Lines (internet) - $36 000 / yr	48,000
Postal & Pouch - $300 /yr + distribution of printed materials $2 000 /yr	2,300
Vehicle Insurance and Vehicle Maintenance (Insurance 800/yr, Maint $1 000 / yr; Vehicle Petrol - $1,250 / yr; Vehicle Cleaning - $400 / yr for 2 vehicles)-	3,600
Maintenance of photocopiers and printers, including toners	1,500
Office Supplies and miscellaneous (Stationery; Kitchen; Bathroom; Newspapers; Water)	7,000
Sub-Total US$	**76,000**
Contingencies	
As required by the Financial Regulations	10,000
Operating Expenditures Total US$	**1,387,400**

APPENDIX 3
External support for IOTC activities for the years 2023 and 2024

Institution	Details	2022 (US$)	2023 (US$)
European Union			
Science and data (322/EC): Support to the implementation of Indian Ocean Tuna Commission Regional Observer Scheme. 1 October 2018 to 31 December 2021. Outcome. Improve the capacity (knowledge, understanding, tools, skills, systems and good practices) of individual observers and national bodies to implement the Regional Observer Scheme and collect information as required by the IOTC.	Extended through 2022 because of travel restrictions with possibility of further extension	0*	0
Newly proposed project	Project currently under development	0*	0
Institution	Details	2022 (US$)	2023 (US$)
World Bank/SWIOFISH2			
Compliance: Support to capacity building activities of the Compliance Section.	World Bank/SWIOFISH2	-	-
Compliance: Workshops on regional compliance issues.	World Bank/SWIOFISH2		
Compliance: Electronic Port State Measures Applications: technical support and national training.	World Bank/SWIOFISH2	-	-
Compliance: Compliance Support Missions; Follow-up Compliance Support Missions and Port State Measures.	World Bank/SWIOFISH2	-	-
Compliance: Administrative and operational support to the implementation of port State measures.	World Bank/SWIOFISH2	-	-
Compliance: Legal assistance - Review fisheries law and regulations to ensure that the legal framework is adequate to allow the Members to implement the Resolutions adopted by the Indian Ocean Tuna Commission.	World Bank/SWIOFISH2	-	-
Compliance: Guide for IOTC data and information reporting (design and printing).	World Bank/SWIOFISH2	-	-
	TOTAL	**0**	**0**

*If some activities are extended into 2023, these will be covered by funds committed and recorded in 2021/22**.**

APPENDIX 4
Indicative schedule of contributions for 2023

Country	World Bank Classification in 2020	OECD Membership	Average catch for 2018-2020 (in metric tons)	Base Contribution	Operations Contribution	GNI Contribution	Catch Contribution	Total Contribution (in USD)
Australia	High	Yes	5,053	$14,500	$18,125	$154,670	$14,459	$201,755
Bangladesh	Middle	No	145	$14,500	$0	$38,668	$83	$53,251
China	Middle	No	69,665	$14,500	$18,125	$38,668	$39,871	$111,164
Comoros	Middle	No	12,154	$14,500	$18,125	$38,668	$6,956	$78,249
Eritrea	Low	No	498	$14,500	$18,125	$0	$285	$32,911
European Union	High	Yes	257,496	$14,500	$18,125	$154,670	$736,861	$924,157
France(Terr)	High	Yes	0	$14,500	$0	$154,670	$0	$169,170
India	Middle	No	171,178	$14,500	$18,125	$38,668	$97,970	$169,263
Indonesia	Middle	No	396,897	$14,500	$18,125	$38,668	$227,155	$298,448
Iran, Islamic Republic of	Middle	No	258,760	$14,500	$18,125	$38,668	$148,096	$219,389
Japan	High	Yes	12,744	$14,500	$18,125	$154,670	$36,469	$223,765
Kenya	Middle	No	4,634	$14,500	$18,125	$38,668	$2,652	$73,945
Korea, Rep of	High	Yes	20,742	$14,500	$18,125	$154,670	$59,355	$246,651
Madagascar	Low	No	8,514	$14,500	$18,125	$0	$4,873	$37,499
Malaysia	Middle	No	23,966	$14,500	$18,125	$38,668	$13,717	$85,010
Maldives	Middle	No	143,365	$14,500	$18,125	$38,668	$82,052	$153,345
Mauritius	Middle	No	24,026	$14,500	$18,125	$38,668	$13,751	$85,044
Mozambique	Low	No	5,578	$14,500	$18,125	$0	$3,193	$35,818
Oman	High	No	80,044	$14,500	$18,125	$154,670	$45,811	$233,107
Pakistan	Middle	No	51,194	$14,500	$18,125	$38,668	$29,300	$100,593
Philippines	Middle	No	0	$14,500	$0	$38,668	$0	$53,168
Seychelles	Middle	No	134,686	$14,500	$18,125	$38,668	$77,085	$148,378
Somalia	Low	No	0	$14,500	$0	$0	$0	$14,500
South Africa	Middle	No	758	$14,500	$18,125	$38,668	$434	$71,727
Sri Lanka	Middle	No	110,905	$14,500	$18,125	$38,668	$63,474	$134,767
Sudan	Low	No	170	$14,500	$0	$0	$97	$14,598
Tanzania	Middle	No	11,111	$14,500	$18,125	$38,668	$6,359	$77,652
Thailand	Middle	No	20,497	$14,500	$18,125	$38,668	$11,731	$83,024
United Kingdom	High	Yes	388	$14,500	$0	$154,670	$1,110	$170,281
Yemen	Low	No	29,425	$14,500	$18,125	$0	$16,841	$49,466
			Total	**435,010**	**435,010**	**1,740,038**	**1,740,038**	**4,350,095**

The World Bank has replaced GNP with gross national income (GNI per capita). GNI more fairly compares nations with widely different populations and standards of living.

APPENDIX 5

Schedule of meetings to be supported by the IOTC Secretariat in 2023 and 2024

Does not include workshops or other non-formal IOTC subsidiary bodies

Meeting	2023		2024	
	Date	Location	Date	Location
Vessels Monitoring System Working Group (VMSWG)	TBD	TBD	TBD	TBD
Catch Document Scheme Working Group (CDSWG)	TBD	TBD	TBD	TBD
Working Party on Implementation of Conservation and Management Measures (WPICMM)	TBD	TBD	TBD	TBD
MSE Task Force	TBD	TBD	TBD	TBD
Working Party on Ecosystems and Bycatch – Data Preparatory meeting	TBD	TBD	TBD	TBD
Compliance Committee (CoC)	TBD	TBD	TBD	TBD
Standing Committee on Administration and Finance (SCAF)	TBD	TBD	TBD	TBD
Report adoption: CoC (am) / SCAF (pm)	TBD	TBD	TBD	TBD
Technical Committee on Management Procedures (TCMP)	TBD	TBD	TBD	TBD
Commission (S27)	TBD	TBD	TBD	TBD
Working Party on Tropical Tunas – data preparation (WPTT-DP)	TBD	TBD	TBD	TBD
Working Group on Electronic Monitoring Standards (WGEMS)	TBD	TBD	TBD	TBD
Technical Committee on Allocation Criteria (TCAC) 1st meeting	TBD	TBD	TBD	TBD
Working Party on Neritic Tunas (WPNT)	TBD	TBD	TBD	TBD
Working Party on Ecosystems and Bycatch (WPEB)	TBD	TBD	TBD	TBD
Regional CSM Workshop	TBD	TBD	TBD	TBD
Working Party on Billfish (WPB)	TBD	TBD	TBD	TBD
Ad hoc Working Group on FADs (WGFAD)	TBD	TBD	TBD	TBD
Technical Committee on Allocation Criteria (TCAC) 2nd meeting	TBD	TBD	TBD	TBD
Working Party on Methods (WPM)	TBD	TBD	TBD	TBD
Working Party on Tropical Tunas (WPTT)	TBD	TBD	TBD	TBD
Working Party on Data Collection and Statistics (WPDCS)	TBD	TBD	TBD	TBD
Scientific Committee (SC)	TBD	TBD	TBD	TBD

APPENDIX 6
Proposed new P2 level Fishery Officer (data)

Specific functions

- Participate in the collation, verification, and incorporation of fisheries statistical data into the IOTC repositories, as well as in its dissemination

- Participate to IOTC Working Parties, Working Groups, Scientific Committee, and other relevant meetings or conferences (as required) to represent the Secretariat on data-related matters

- Contribute to the assessment of the integrity, quality, and consistency of all data sets submitted by CPCs or received from other official sources (scientific observer programmes, cannery data, environmental and socio-economic data) as well as any other information resulting from projects implemented at national / regional / international levels, using appropriate statistical procedures and methodologies

- Contribute to assessing the level of compliance of IOTC CPCs with respect to core statistical data sets and reporting requirements

- Document and report procedures developed to process the information obtained through data collection activities

- Participate to the preparation of training materials required for the implementation of data collection and management activities, including sampling and data entry manuals

- Deliver training and capacity development activities to CPCs' national personnel on aspect related to sampling design and implementation, data collection and processing

- Contribute to the set up and implementation of capacity development activities in support of IOTC CPCs, with a specific focus on artisanal and small-scale fisheries

- Support the preparation of progress reports on data collection activities for presentation to meetings of the Commission and its subsidiary bodies

- Perform other related duties as required.