



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



IOTC-2011-SCAF8-R[E]

Report of the Eighth Session of the Standing Committee on Administration and Finance

Colombo, Sri Lanka 21 and 22 March 2011

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EXECUTIVE SUMMARY

The Eighth Session of the Standing Committee on Administration and Finance of the Indian Ocean Tuna Commission (IOTC) was held in Colombo, Sri Lanka on the 21 and 22 March 2011, Chaired by Mr Geoffrey Nanyaro. Delegates from 24 Members of the Commission, 3 Cooperating non-Contracting Party and 2 Observers attended the Session.

The Committee noted the progress report of the Secretariat for 2010 and recommended that every effort be made to expedite the recruitment of new staff to the Secretariat, taking into account current delays in the FAO recruitment procedures.

The Committee recommended that the Secretariat expedite the development of a new website for the IOTC, noting that the current website is cumbersome, difficult to navigate, and in some cases, provides out-dated information.

The Committee recommended that the Commission consider developing and transmitting a letter of concern to FAO, outlining the IOTC's dissatisfaction with the fact that FAO did not send an official representative to the 15th Session of the IOTC.

Noting the absence of a representative from FAO, the Committee recommended that the Commission consider requesting FAO provide a report at the next Session detailing its contribution to the Commission, and that the progress report of the Secretariat should also reflect the contributions received from FAO.

Noting the increased workload of the Secretariat in relation to compliance activities, which is a direct function of the work assigned by the Commission in recent Conservation and Management Measures, the Committee recommended that a new professional post (Compliance Officer) be approved by the Commission, noting the terms of reference provided at Appendix III.

The Committee recommended that the Commission determine if an audit of CPC contributions, both direct and indirect, would be possible, for presentation to the Committee at its next session.

The Committee recommended that the Commission adopt the budget for and the scheme of contributions for 2011 as outlined in [Appendix IV](#) and [Appendix V](#) respectively.

1. OPENING OF THE SESSION

1. The Eighth Session of the Standing Committee on Administration and Finance (SCAF) of the Indian Ocean Tuna Commission (IOTC) was held in Colombo, Sri Lanka on the 21 and 22 March 2011, Chaired by Mr Geoffrey Nanyaro. Delegates from 24 Members of the Commission, 3 Cooperating non-Contracting Party and 2 Observers attended the Session. The list of participants is provided in the report of the Fifteenth Session of the Indian Ocean Tuna Commission (IOTC-2011-S15-R).
2. The Committee noted that no representative from FAO was present during the Session.

2. ELECTION OF THE CHAIRPERSON AND VICE-CHAIRPERSON

3. The Secretariat informed the Standing Committee on Administration and Finance (SCAF) that the Chair had completed two years in the position, and re-election of a new Chair was necessary. In addition, no Vice-Chair had previously been elected, and it was agreed that the SCAF needed to nominate and elect individuals for both of these positions. Mr Geoffrey Nanyaro, from Tanzania, was nominated and re-elected as Chair, and Mr Godfrey Monor, from Kenya, was nominated as Vice-Chair and elected by the SCAF.

3. ADOPTION OF THE AGENDA

4. The Standing Committee on Administration and Finance adopted the Agenda as presented in [Appendix I](#), with the addition of an item to discuss the recommendations of the Performance Review Panel (Resolution 2009/01), relevant to the SCAF, under Agenda item 7. The documents presented to the Committee are listed in [Appendix II](#).

4. PROGRESS REPORT OF THE SECRETARIAT

5. The progress report of the Secretariat for 2010 was presented to the Committee by the Executive Secretary (IOTC-2011-S15-SCAF05).
6. The Executive Secretary highlighted the work carried out by Secretariat staff in support of the scientific process. This work included assistance to CPCs to improve the quality of the data being provided to the Secretariat, and the preparation of that data for the purposes of stock assessments carried out of the various Working Parties. Among other activities, the Stock Assessment Expert collaborated with scientists from Japan and Taiwan, China to explore better indices of abundance of swordfish, based on an analysis of high resolution data of catch and effort data coming from the respective fleets. The results of these analyses were used at the Working Party on Tropical Tunas.
7. The Executive Secretary advised the Committee that the compliance-related activities continue to expand and represent, by now, a load comparable to the support of scientific activities, as the Commission has expanded its reporting requirements with the adoption of new resolutions. Therefore, the Secretariat has devoted more resources in 2011 to provide support to the CPCs in the region promoting compliance and reporting.
8. The Committee noted that the Secretariat also provided ongoing assistance to coastal states to improve their ability to comply with IOTC Resolutions and executed the Regional Observer Programme to monitor transshipment at sea for the large-scale tuna longline fleets in the Indian Ocean.
9. The Committee was informed that the Meeting Participation Fund (Resolution 10/05) was used by the Secretariat for 4 meetings in 2010, i.e. the Working Party on Ecosystems and Bycatch and the Working Party on Tropical Tunas in Seychelles in October 2011 (2 weeks) and the Working Party on Data Collection and Statistics and the Scientific Committee in Seychelles in December 2011 (1.5 week). In 2011, the fund was used to finance the participation to the Technical Committee on Allocation Criteria held in Kenya in February 2011 (3 days) and to the present Session of the Commission in Sri Lanka (1.5 week).
10. The Secretariat advised the Committee that a total 37 participants and delegates from 14 countries were funded (i.e. airfare and accommodation) under the MPF for a total of US\$120,067.42. Participants to working parties funded under the MPF presented 12 working documents for the WPTT, three documents for the WPEB, two documents for the WPDCS as well as National Reports for the Scientific Committee.
11. The Committee commended the Secretariat for the quality of the work undertaken during 2010. In particular, the Committee expressed its thanks for the support received in various areas by developing coastal states, from compliance to strengthening of data collection, and requested that such a support be continued in the future.
12. The Committee noted the difficulties that the Secretariat has experienced in recruiting new staff and retaining its current staff, due to difficulties experienced with FAO HR, and the devaluation of the local currency.

Recommendation/s:

13. The Committee noted the progress report of the Secretariat for 2010 and **recommended** that every effort be made to expedite the recruitment of new staff to the Secretariat, taking into account current delays in the FAO recruitment procedures.
14. The Committee **recommended** that the Secretariat expedite the development of a new website for the IOTC, noting that the current website is cumbersome, difficult to navigate, and in some cases, provides out-dated information.

5. FINANCIAL STATEMENT

15. The Secretariat presented the Financial Report for 2010 to the Committee (IOTC-2011-S15-SCAF02).
16. The Committee was informed that the cumulative total of outstanding contribution payments has decreased from USD\$923,560 at the end of 2010 to USD\$771,057 to date, a decrease of 17%, with several Parties having payments in arrears.
17. The Secretariat informed the Committee that the delay in the submission of the contributions is due to the late 'Call for Fund' letters which were distributed by FAO in mid-May 2010, through the usual diplomatic channels.
18. The Committee noted with concern that as of the reporting date, six Members, Eritrea, Iran, Guinea, Sierra Leone, Sudan and Vanuatu, 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. In recent months, a solution was found by depositing funds with the office of the FAO Representative in Tehran, and outstanding payments are expected to be received in the coming months through this procedure.
19. The Committee encouraged all Members to finalise contributions in a timely manner, so as not to hinder the operation of the IOTC.
20. The Committee noted that at the level of the overall budget, there were savings of 19% relative to the projected expenditures for 2010, due mainly to the reduction in the actual salaries of the staff and the delay by FAO in completing the recruitment of the Deputy Secretary, and lower than expected costs for General Service posts.
21. The Committee expressed its dissatisfaction with the support being provided by FAO, particularly given the level of servicing costs paid by the IOTC to FAO. In particular, the Commission was concerned that FAO had not sent an official representative to the meeting.

Recommendation/s:

22. The Committee **recommended** that the Commission consider developing and transmitting a letter of concern to FAO, outlining the IOTC's dissatisfaction with the fact that FAO did not send an official representative to the 15th Session of the IOTC.

6. PROGRAMME OF WORK AND BUDGET FOR 2011 AND 2012

23. The Secretariat presented the Programme of Work and Budget for 2011 and indicative budget for 2012 (IOTC-2011-S15-SCAF03) to the Committee.
24. The Committee noted that the overall budget amount proposed for the Administrative Budget for 2011 is USD\$2,145,679 and is based on the recommendations of the 2010 sessions of the Scientific and Compliance Committees (SC13 and CoC7) as well as previous Commission decisions about the operations of the Secretariat. The indicative budget amount for 2011 considered by IOTC14 was USD\$2,146,877 so the budget now proposed represents a nominal 0.55% gross decrease over the corresponding indicative figure presented to IOTC14.
25. The Committee 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 will have budgetary consequences.
26. The Committee expressed its concern about some components of the budget, in particular, the structure of the FAO staff costs, which, as it is based on the UN system, contains variable elements over which neither the Commission nor the Secretariat have direct control.
27. The Committee noted that Article VIII of the IOTC Agreement contemplates the possibility that FAO could contribute to the activities of the Commission, for example, in the form of in-kind contributions such as staff seconded to the Secretariat, and asked FAO to explore the possibility that such a contribution to the activities of IOTC be provided in the near future.

28. The Committee sought clarifications regarding the 4.5% servicing costs on expenditures paid to FAO. The Secretariat explained that these are for administrative management costs and that they were reduced, in the case of the Commission, from 13% to 4.5%, FAO covering the difference.
29. The Committee noted India's generous offer to facilitate the proposed capacity building activities in India, in conjunction with the Secretariat. The Secretariat indicated that it would engage India during the inter-sessional period to finalise preparations. India also expressed its desire for other coastal states to participate in the activities.
30. The Committee discussed the merits of two proposed staff positions at the Secretariat; a bycatch officer and a compliance officer. While some Members agreed that the role of a bycatch officer would be a useful addition to the Secretariat, it was considered a lower priority than a compliance officer. As such, the Committee agreed to remove the position from the proposed staff list for 2011. However, due to the increased workload of the Secretariat in relation to compliance activities, it was agreed to propose a new professional post (Compliance Officer) for the Commissions consideration.

Recommendation/s:

31. Noting the absence of a representative from FAO, the Committee **recommended** that the Commission consider requesting FAO provide a report at the next Session detailing its contribution to the Commission, and that the progress report of the Secretariat should also reflect the contributions received from FAO.
32. Noting the increased workload of the Secretariat in relation to compliance activities, which is a direct function of the work assigned by the Commission in recent Conservation and Management Measures, the Committee **recommended** that a new professional post (Compliance Officer) be approved by the Commission, noting the terms of reference provided at [Appendix III](#).
33. The Committee **recommended** that the Commission determine if an audit of CPC contributions, both direct and indirect, would be possible, for presentation to the Committee at its next session.
34. The Committee **recommended** that the Commission adopt the budget for and the scheme of contributions for 2011 as outlined in [Appendix IV](#) and [Appendix V](#) respectively.

7. OTHER MATTERS

35. The Committee agreed to defer discussion of the status of Performance Review Panel recommendations to the Commission.

8. ADOPTION OF THE REPORT AND CLOSURE OF THE MEETING

36. The report of the Eighth Session of the Standing Committee on Administration and Finance of the Indian Ocean Tuna Commission was adopted on 22 March 2011.

APPENDIX I
AGENDA OF THE EIGHTH SESSION STANDING COMMITTEE ON
ADMINISTRATION AND FINANCE

1. OPENING OF THE SESSION
2. ELECTION OF THE CHAIRPERSON AND VICE-CHAIRPERSON
3. ADOPTION OF THE AGENDA
4. PROGRESS REPORT OF THE SECRETARIAT FOR 2010
5. FINANCIAL STATEMENT
6. PROGRAMME OF WORK AND BUDGET FOR 2011-2012
7. ANY OTHER MATTERS
8. ADOPTION OF THE REPORT

APPENDIX II
LIST OF DOCUMENTS / LISTE DES DOCUMENTS

<i>Standing Committee Administration and Finance / Comité Permanent d'Administration et des Finances</i>	
IOTC-2011-S15-SCAF01	[E] Provisional agenda of the standing committee on administration and finance [F] Ordre du jour provisoire du comité permanent d'administration et des finances
IOTC-2011-S15-SCAF02	[E] Financial statement. Prepared by the IOTC Secretariat [F] Bilan Financier. Préparé par le Secrétariat de la CTOI
IOTC-2011-S15-SCAF03	[E] Programme of work and budget. Submitted by IOTC Secretariat [F] Programme de travail et budget. Soumis par le Secretariat de la CTOI
IOTC-2011-S15-SCAF04	[E] UPDATE ON PROGRESS REGARDING RESOLUTION 2009/01 - ON THE PERFORMANCE REVIEW FOLLOW-UP [F] Informations sur les progrès concernant la résolution 09/01 - sur les suites à donner à l'évaluation des performances
IOTC-2011-S15-SCAF05	[E] Progress report of the Secretariat [F] Rapport d'activités du Secrétariat

APPENDIX III

TERMS OF REFERENCE FOR A COMPLIANCE OFFICER

Under the direct supervision of the Compliance Coordinator, the incumbent will provide technical support to the Compliance Section of the IOTC Secretariat on compliance-related activities undertaken by the Commission.

Specifically, the incumbent will:

- a) Assist in the collection and analysis of information pertaining to the activities of Members in compliance with IOTC Resolutions, and, in particular, to the implementation of their enforcement programmes.
- b) Assist in the collection and analysis of the information pertaining to the activities of non-Contracting Parties and their vessels which might undermine the conservation and management measures of the Commission, including IUU activities.
- c) Assist in the maintenance of the IOTC official Records (e.g., Record of Authorized Vessels; Record of Active Vessels, List of IUU Vessels; other databases containing information relevant to the compliance with IOTC Resolutions) and other such lists that may be approved by the Commission.
- d) Assist in the response of the IOTC Secretariat to reports on IUU activities, including facilitating the exchange of compliance information between parties, and maintaining a regional database of infractions.
- e) Assist in the establishment of a regional network of fisheries compliance officers, providing feedback and assistance with the implementation of measures adopted by the Commission.
- f) Assist in the implementation of port State measures in the region, including, where necessary, training in port inspection and other similar activities.
- g) Support the implementation of observer programmes, including national and regional programmes related to enforcement activities.
- h) Assist in the preparation of reports in support of the Compliance Committee of the IOTC or upon request from IOTC Members, including maintaining the contents of relevant sections of the IOTC website.
- i) Collaborate with other regional fishery bodies on issues related to the harmonization and implementation of monitoring and control instruments.
- j) Perform such other tasks as directed by the Executive Secretary.

APPENDIX IV
PROPOSED BUDGET FOR 2011 AND INDICATIVE BUDGET FOR 2012 (IN USD)

Budget item description	2011	2012
<u>Administrative Expenditures</u>		
Gross salary costs (before deductions)		
Professional		
Executive Secretary	160,836	168,878
Deputy Secretary	144,000	151,200
Data Coordinator	130,296	136,811
Fisheries Statistician	60,000	78,000
Compliance Coordinator	88,764	93,202
Compliance Officer	60,000	78,000
Stock Assessment Expert	95,376	100,145
Fisheries Expert	75,708	79,493
General Service		
Administrative Assistant	7,788	8,177
Compliance Assistant	6,432	6,754
Programme Assistant	6,696	7,031
Database Assistant	8,280	8,694
Bilingual Secretary	5,400	5,670
Driver	4,980	5,229
Overtime	5,000	5,250
Total Salary costs	919,556	965,534
Employer contributions to Pension Fund and health insurance	241,000	253,050
Employer contribution to FAO entitlement fund	237,612	249,493
Total staff costs	1,338,168	1,390,076
<u>Expenditure for Activities</u>		
Operating Expenditures		
Support Capacity Building	60,000	78,000
Consultants	48,825	51,266
Duty travel	230,000	241,500
Meetings	70,000	73,500
Interpretation	120,000	126,000
Translation	90,000	94,500
Equipment	25,000	26,250
General Operating Expenses	48,000	50,400
Printing	30,000	31,500
Contingencies	5,250	5,513
Total Operating Expenditures	727,075	778,429
SUB-TOTAL	2,065,243	2,168,505
Additional Contributions Seychelles	(12,500)	(12,500)
FAO Servicing Costs	92,936	97,583
GRAND TOTAL	2,145,679	2,253,588

APPENDIX V
INDICATIVE SCALE OF CONTRIBUTIONS FOR 2011

Country	World Bank Classification in 2008¹	OECD Membership	Average catch for 2006-2008 (in metric tons)	Contribution (in USD)
Australia	High	Yes	6,185	\$108,552
Belize	Middle	No	926	\$37,344
China	Middle	No	93,821	\$68,009
Comoros	Low	No	12,380	\$20,690
Eritrea	Low	No	751	\$16,851
European Union	High	Yes	242,371	\$498,375
France(Terr)	High	Yes	8,192	\$111,864
Guinea	Low	No	676	\$16,827
India	Middle	No	149,950	\$86,537
Indonesia	Middle	No	272,755	\$127,075
Iran, Islamic Republic of	Middle	No	167,929	\$92,472
Japan	High	Yes	48,744	\$178,794
Kenya	Low	No	2,010	\$17,267
Korea, Republic of	High	Yes	5,326	\$107,135
Madagascar	Low	No	12,108	\$20,600
Malaysia	Middle	No	23,244	\$44,711
Mauritius	Middle	No	1,833	\$37,644
Oman	High	No	34,224	\$109,641
Pakistan	Middle	No	29,026	\$46,620
Philippines	Middle	No	3,537	\$38,206
Seychelles	Middle	No	70,151	\$60,195
Sierra Leone	Low	No	Below 400 t	\$7,663
Sri Lanka	Middle	No	130,325	\$80,059
Sudan	Middle	No	Below 400 t	\$28,098
Tanzania	Low	No	3,576	\$17,784
Thailand	Middle	No	36,740	\$49,166
United Kingdom(Terr)	High	Yes	Below 400 t	\$89,403
Vanuatu	Middle	No	Below 400 t	\$28,098
			Total	2,145,680

¹ In 2008, the World Bank classified countries as low income if the per capita GNI was less than US\$975; as high income if it was higher than US\$11,906, and as middle income those countries with per capita GNI between US\$936 and US\$11,906.