



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

Fremantle, Australia 24–26 April, 2012

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TABLE OF CONTENTS

REPORT OF THE NINTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE.....	1
TABLE OF CONTENTS	3
EXECUTIVE SUMMARY	4
1. OPENING OF THE SESSION	5
2. ELECTION OF A CHAIRPERSON FOR THE NEXT BIENNIUM.....	5
3. ADOPTION OF THE AGENDA	5
4. PROGRESS REPORT OF THE SECRETARIAT FOR 2011.....	5
5. FINANCIAL STATEMENT	6
6. PROGRAMME OF WORK AND BUDGET ESTIMATES FOR 2012 AND 2013	8
7. UPDATE ON PROGRESS REGARDING THE PERFORMANCE REVIEW	9
8. OTHER BUSINESS.....	10
9. DATE AND PLACE OF THE TENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE.....	10
10. REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE NINTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE	10
APPENDIX I AGENDA OF THE NINTH SESSION STANDING COMMITTEE ON ADMINISTRATION AND FINANCE.....	11
APPENDIX II LIST OF DOCUMENTS	12
APPENDIX III PROPOSED BUDGET FOR 2012 AND INDICATIVE BUDGET FOR 2013 (IN USD).....	13
APPENDIX IV INDICATIVE SCALE OF CONTRIBUTIONS FOR 2012 (IN USD)	14
APPENDIX V SCAF: UPDATE ON PROGRESS REGARDING RESOLUTION 09/01 – ON THE PERFORMANCE REVIEW FOLLOW–UP.....	15
APPENDIX VI RULES OF PROCEDURE FOR THE ADMINISTRATION OF THE IOTC MEETING PARTICIPATION FUND.....	18
APPENDIX VII CONSOLIDATED SET OF RECOMMENDATIONS OF THE NINTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (24–26 APRIL, 2012) TO THE COMMISSION	22

EXECUTIVE SUMMARY

The Ninth Session of the Standing Committee on Administration and Finance (SCAF) of the Indian Ocean Tuna Commission (IOTC) was held in Fremantle, Australia from 24–26 April 2012. The meeting was opened by the Vice-Chair, Mr. Godfrey Monor (Kenya). The following are considered key recommendations, from the full set of recommendations contained in [Appendix VII](#):

(para. 17) The SCAF **RECOMMENDED** that capacity building activities, including workshops on compliance, data and science be continued in 2012 and financially supported by Members through voluntary contributions.

(para. 18) The SCAF **RECOMMENDED** that the 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.

(para. 33) 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 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 considering at the 17th Session of the Commission.

(para. 34) The SCAF **RECOMMENDED** that the MPF be replenished to its initial level of USD\$200,000 for the financial year 2012, through the allocation of funds from sources including, but not limited to, the IOTC accumulated funds – the replenishment of the MPF from accumulated funds should take into account possible emerging cash flow difficulties concerning the management of the Secretariat, voluntary contributions from Members and such other sources as the Commission may identify.

(para. 49) 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.

(para. 53) The SCAF **RECOMMENDED** that the Commission adopt the budget for, and the scheme of contributions for 2012 as outlined in Appendix III and Appendix IV respectively.

(para. 61) The SCAF **RECOMMENDED** that the Commission endorse the rules of procedure for use by the Secretariat in administering the Meeting Participation Fund (Appendix VI).

1. OPENING OF THE SESSION

1. The Ninth Session of the Standing Committee on Administration and Finance (SCAF) of the Indian Ocean Tuna Commission (IOTC) was held in Fremantle, Australia from 24–26 April 2012. The meeting was opened by the Vice-Chair, Mr Godfrey Monor (Kenya). Delegates from 26 Members of the Commission, 1 Cooperating non-Contracting Party and 18 Observers attended the Session. The list of participants is provided in the report of the Sixteenth Session of the Indian Ocean Tuna Commission (IOTC–2012–S16–R).

2. ELECTION OF A CHAIRPERSON FOR THE NEXT BIENNIUM

2. The Vice-Chair informed the Standing Committee on Administration and Finance (SCAF) that the previous Chair, Mr Geoffrey Nanyaro, from Tanzania, had completed two, two year terms in the position, and re-election of a new Chair was necessary. Mr Godfrey Monor, from Kenya, was nominated and elected as Chair of the SCAF for the next biennium. No nominations were received for a Vice-Chair.

3. ADOPTION OF THE AGENDA

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

4. PROGRESS REPORT OF THE SECRETARIAT FOR 2011

4. The SCAF **NOTED** paper IOTC–2012–SCAF09–03 which outlined the progress report of the Secretariat for 2011.
5. The SCAF **THANKED** the Secretariat for the quality of the work undertaken during 2011. 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.
6. The SCAF **NOTED** the difficulties that the Secretariat has continued to experience in recruiting new staff and retaining its current staff, due to difficulties experienced with FAO HR, and the devaluation of the local currency.

Support to scientific activities

7. 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 quality of the data being provided to the Secretariat, and the preparation of that data for the purposes of stock assessments carried out by the various Working Parties. In 2011, six Working Party meetings were organised and facilitated by the Secretariat in addition to the annual meeting of the Scientific Committee.
8. The SCAF **NOTED** the increased quality and quantity of the output of the Secretariat in support of the IOTC scientific process with 79 papers/reports produced in 2011, compared to 28 in 2010, not including the reports of the various Working Parties.
9. The SCAF **NOTED** the participation of seven invited experts selected to attend each of the Working Party meetings in 2011, with the exception of the Working Party on Data Collection and Statistics, and supported the involvement of invited experts at future Working Party meetings.

Support to compliance activities

10. The SCAF **NOTED** that the requirement for support by the Compliance Committee (CoC) was much larger since the strengthening of the CoC. 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 8th Session of the Compliance Committee. This has resulted in a total of almost 70 documents to process for the Compliance Committee in 2011 with a measurable increase in the load of the Secretariat. This additional workload will be better addressed in 2012, now that the newly-appointed Compliance Officer is incorporated in the staff of the Secretariat.

Communications and public information

11. The SCAF **NOTED** that at its 15th Session in 2011, the Commission agreed to further support capacity building activities among its Members by implementing adequate capacity building and support programmes. As a result, the Secretariat organised a workshop on — “Bridging the Gap between IOTC Science and Management”, from 17–18 November, 2011, in Chennai, India. The aims of the two day workshop were to 1) improve the level of comprehension among IOTC Members on how the scientific process informs the management of IOTC species and ecosystems; and 2) increase the awareness of IOTC Members to their obligations, as stipulated in the Commissions’ Conservation and Management Measures (CMMs).
12. The SCAF **NOTED** that the target audience for the workshop was national scientists and middle managers, who support IOTC Commissioners, from developing coastal states. The workshop was attended by 34 participants from 10 CPCs. Drawing on the lessons from this first workshop, the Secretariat hopes to further develop the contents of the workshop to benefit recipient members by increasing the effectiveness of their participation in the work of the Commission.
13. 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.
14. The SCAF **NOTED** that the IOTC website continues to be a portal for communicating science related information to a variety of audiences. The Secretariat is currently working closely with a local web design company to finalise the new website, as requested by the Commission. The design team is currently working on a more user friendly format, which will facilitate user access to a range of information including a number of new databases.

Meeting participation fund (MPF)

15. 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 2011 the Secretariat facilitated the participation of 38 individuals from 15 developing CPCs to the six Working Party meetings and the Scientific Committee. The level of participation by MPF recipients in 2011 was up from 19 MPF participants to Working Party meetings in 2010. MPF and capacity building recipients in 2011 presented 51 working documents and 2 information papers to the various Working Party meetings.
16. The SCAF **NOTED** that as a secondary priority, Resolution 10/05 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. In 2011 the Secretariat facilitated the participation of 17 individuals from 12 developing CPCs of IOTC to the non-scientific meetings.

Recommendation/s:

17. The SCAF **RECOMMENDED** that capacity building activities, including workshops on compliance, data and science be continued in 2012 and financially supported by Members through voluntary contributions.
18. The SCAF **RECOMMENDED** that the 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.

5. FINANCIAL STATEMENT

19. The SCAF **NOTED** paper IOTC–2012–SCAF09–04 which provided the Financial Statement and supporting documentation for the financial period 01 January 2011 to 31 December 2011.

Contributions

20. The SCAF **NOTED** that the cumulative total of outstanding contribution payments has decreased from US\$902,799 at the end of 2010 to US\$898,341 to date, virtually unchanged, with 13 Members having payments in arrears (excluding minor outstanding payments resulting from bank charges).
21. The SCAF **NOTED** that as of 20 March 2012, seven Members (Eritrea, Iran, Pakistan, Guinea, Sierra Leone, Sudan and Tanzania) have contributions that are in arrears equal to, or exceeding the amount of the contributions due from it for the two preceding calendar years.
22. The SCAF **NOTED** that the delay in the submission of the contributions is partly due to the Commission meeting being held at the end of the first quarter of each financial year, which results in the ‘Call for Fund’ letters being distributed by FAO in mid-May, through the usual diplomatic channels.
23. The SCAF **NOTED** the confirmation from Vanuatu that it had paid its arrears contributions in full on 23 April, 2012.
24. The SCAF **NOTED** the confirmation from Tanzania that it had paid its contributions in due time, and **REQUESTED** the Secretariat and FAO to verify reception of the funds.

Expenditures

25. The SCAF **NOTED** that at the level of the total budget, there were savings of 4% (USD\$90,426) relative to the total approved budget for 2011, due mainly to the reduction in the actual salaries of the staff and the delays by FAO in completing recruitment processes for new or replacement staff.

Balance of funds

26. The SCAF **NOTED** that the balance of IOTC funds as of 20 March 2012, is USD\$750,032, which includes expenditures incurred since 1 January 2012. In practical terms, expenditures since 1 January 2012 have been funded from the accumulated funds, as the budget for 2012 is yet to be adopted by the Commission.

The need to use reserve funds to cover regular activities

27. The SCAF **NOTED** that for a number of years, the meetings of the Commission have been taking place three to four months into the financial year for which the budget applies. The approved schedule of contributions is then communicated to FAO who issue call-for-funds letters on average, two months after the Session of the Commission. This timeline means that for a period of at least six months, from 1 January until the end of June, accumulated funds need to be used to support the activities of the Commission and its Secretariat until contributions are received from Members.
28. The SCAF **NOTED** that close to half the annual budget (over USD\$1,000,000) would need to be available from accumulated funds to avoid cash flow problems, including to pay salaries, before the contributions for the year start to be paid by Members.
29. The SCAF **NOTED** that a possible way to mitigate this problem is for Members to submit advances on their contributions on the basis of the indicative budget approved in the previous year. For example, in 2012, an indicative budget for the year 2013 will be presented and endorsed, although the final 2013 budget proposal will be presented 60 days prior to the Session in 2013 for adoption.
30. The SCAF **NOTED** that on the basis of the indicative budget for 2013, preliminary invoices or call-for-funds letters could be issued before the end of 2012, for the total indicative contribution or a percentage of the indicative contribution. Once the final budget is approved in 2013, Members could either be invoiced for the difference between the indicative 2013 budget and the actual 2013 budget, or adjustments could be deferred and incorporated into the following year (2014) contributions.

IOTC Meeting Participation Fund (MPF)

31. The SCAF **NOTED** that in 2011, a total 64 participants (17 of these to non-scientific meetings) from 15 countries were funded (i.e. airfare and accommodation) under the MPF for a total of US\$157,186. All trips were organized by the Secretariat and UN daily subsistence allowances (DSA) were applied.

Participants to Working Parties funded under the Meeting Participation Fund contributed 51 working documents and two information papers to the scientific meetings.

32. The SCAF **NOTED** that the balance of funds in the MPF was USD\$33,157, as of 31 December, 2011.

Recommendation/s:

33. 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 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 considering at the 17th Session of the Commission.
34. The SCAF **RECOMMENDED** that the MPF be replenished to its initial level of USD\$200,000 for the financial year 2012, through the allocation of funds from sources including, but not limited to, the IOTC accumulated funds – the replenishment of the MPF from accumulated funds should take into account possible emerging cash flow difficulties concerning the management of the Secretariat, voluntary contributions from Members and such other sources as the Commission may identify.
35. The SCAF **RECOMMENDED** that the Commission note Resolution 10/05 indicated that the Commission will identify, at its 15th Session, a procedure for supplying funds to the MPF in the future, which is now overdue.

6. PROGRAMME OF WORK AND BUDGET ESTIMATES FOR 2012 AND 2013

36. The SCAF **NOTED** paper IOTC–2012–SCAF09–05 which outlined the Budget Estimates for the IOTC Secretariat’s programme of work for the financial period 01 January, 2012 to 31 December 2012, together with indicative figures for the 2013 financial period.
37. The SCAF **NOTED** that the overall budget amount proposed for the Administrative Budget for 2012 is USD\$2,385,533 and is based on recommendations of the 2011 sessions of the Scientific (SC14) and Compliance (CoC08) committees as well as previous Commission decisions concerning the operations of the Secretariat. The indicative budget amount for 2012 considered at the 15th Session of the Commission (S15) was USD\$2,253,588, so the budget now proposed represents a nominal 5.9% gross increase over the corresponding indicative figure presented at the S15 Session, and a 11.2% increase relative to the budget for 2011.
38. The SCAF **NOTED** that although the overall budget for 2012 is slightly higher than the indicative version considered by S15, there are changes in the way the expenditures are distributed. These changes are primarily attributable to additional expenditures related to the organization of the second meeting of the Technical Workshop on Allocation Criteria (which could not be held in 2011 as scheduled initially); and a renewed request from the Scientific Committee for an additional post to be established, to reinforce the ability of the Secretariat to support CPC’s on bycatch matters. The impact of these new provisions is reduced thanks to a reduction in the variable component of the salaries for the current staff.
39. 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.
40. The SCAF **AGREED** that any new activities agreed to during the 16th Session of the Commission (S16) may have budgetary consequences which will result in an amendment of the figures presented to the SCAF.
41. The SCAF **NOTED** and discussed the merits of a new staff position at the Secretariat – Fisheries Officer (bycatch). However, agreement could not be reached as it was felt by some Members that a staff position restricted to bycatch issues was not appropriate at this point in time. Some Members expressed their disappointment at the lack of support for a Fishery Officer (Bycatch), especially given the increased focus on bycatch in IOTC fisheries.

42. The SCAF **NOTED** the generous offer by the European Union to provide an additional contribution of Euro 80,000 for technical assistance to developing countries, notably to improve control and enforcement, and comprehension of CMMs in 2012.
43. The SCAF **NOTED** the generous offer by Japan to provide USD20,000 for a capacity building workshop on seabird bycatch mitigation measures.
44. The SCAF **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.
45. The SCAF **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 addition, the SCAF **NOTED** that such an in-kind contribution has been provided by FAO during the last Sessions of the Commission. However, these contributions seem to be far below servicing costs paid to FAO.
46. The SCAF **NOTED** the clarifications provided by the Secretariat 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%.
47. The SCAF **NOTED** that additional information was required by the Commission on matters relating to the FAO contribution to the activities of the Commission, the FAO entitlement fund, the contributions to the pension fund and health insurance, and on the possibilities of external audits of FAO funds and financial information based on cash flows.

Recommendation/s:

48. The SCAF **RECOMMENDED** that the Commission endorse the IOTC Secretariat's programme of work for the financial period 01 January, 2012 to 31 December 2012, as outlined in paper IOTC–2012–SCAF09–05.
49. 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.
50. The SCAF **RECOMMENDED** that the Meeting Participation Fund 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.
51. The SCAF **RECOMMENDED** that an audit of CPC contributions, both direct and indirect be undertaken, for presentation to the SCAF at its next session.
52. 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.
53. The SCAF **RECOMMENDED** that the Commission adopt the budget for, and the scheme of contributions for 2012 as outlined in [Appendix III](#) and [Appendix IV](#) respectively.

7. UPDATE ON PROGRESS REGARDING THE PERFORMANCE REVIEW

54. The SCAF **NOTED** paper IOTC–2012–SCAF09–06 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.
55. The SCAF **UPDATED** the status table by including a workplan with proposed timelines and priorities for each recommendation relevant to the work of the SCAF, for the Commission's consideration.

56. 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.

Recommendation/s:

57. 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](#).

8. OTHER BUSINESS

Rule of procedure for the administration of the Meeting Participation Fund (MPF)

58. The SCAF **NOTED** paper IOTC–2012–SCAF09–07 which outlined draft rules of procedure for the administration of the IOTC MPF.

59. The SCAF **NOTED** that despite the repeated calls for applications by the Secretariat, a large number of applications are submitted after the deadline, which results in difficulties in arranging flights and thus higher airfares. Moreover, these problems are compounded by last minute cancellations or changed flights without notice, which resulted in the payment of penalties to the travel agents and/or airlines from the Commissions Meeting Participation Fund.

60. The SCAF **AGREED** that there was a clear need to adopt a set of rules of procedure for the administration of the Meeting Participation Fund (Resolution 10/05), with the aim of improving the efficiency in the use of available funds.

Recommendation/s:

61. The SCAF **RECOMMENDED** that the Commission endorse the rules of procedure for use by the Secretariat in administering the Meeting Participation Fund ([Appendix VI](#)).

9. DATE AND PLACE OF THE TENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE

62. 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.

63. The SCAF **RECOMMENDED** that the next Tenth Session of the SCAF be held during the Commission meeting dates, rather than the day before or after the Commission meeting. The exact dates and location would be decided by the Commission.

10. REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE NINTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE

64. The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF09, provided at [Appendix VII](#).

65. The report of the Ninth Session of the Standing Committee on Administration and Finance of the Indian Ocean Tuna Commission was adopted on 26 April 2012.

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

- 1. OPENING OF THE SESSION** (Secretariat)
- 2. ELECTION OF A CHAIRPERSON FOR THE NEXT BIENNUM** (Secretariat)
- 3. ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION** (Chair)
 - IOTC–2012–SCAF09–01: Draft agenda for the Ninth Session of the Standing Committee on Administration and Finance
 - IOTC–2012–SCAF09–02: Draft list of documents for the Ninth Session of the Standing Committee on Administration and Finance
- 4. PROGRESS REPORT OF THE SECRETARIAT FOR 2011** (Secretariat)
 - IOTC–2012–SCAF09–03: Progress report of the Secretariat for 2011
- 5. FINANCIAL STATEMENT** (Secretariat)
 - IOTC–2012–SCAF09–04: Financial Statement: 2011
- 6. PROGRAM OF WORK AND BUDGET ESTIMATES FOR 2012 AND 2013** (Secretariat)
 - IOTC–2012–SCAF09–05: Program of work and budget estimates for 2012 and 2013
- 7. UPDATE ON PROGRESS REGARDING THE PERFORMANCE REVIEW** (Chair)
 - IOTC–2012–SCAF09–06: Update on progress regarding Resolution 2009/01 – *On the performance review follow-up* (Chair).
- 8. OTHER BUSINESS** (Chair)
 - IOTC–2012–SCAF09–07: Establishing procedures for the implementation of the IOTC meeting participation fund
- 9. DATE AND PLACE OF THE TENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE** (Chair)
- 10. REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE NINTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE** (Chair)

APPENDIX II
LIST OF DOCUMENTS

Document	Title	Availability
IOTC-2012-SCAF09-01	Draft agenda for the Ninth Session of the Standing Committee on Administration and Finance	20 January
IOTC-2012-SCAF09-02	Draft list of documents for the Ninth Session of the Standing Committee on Administration and Finance	23 February
IOTC-2012-SCAF09-03	Progress report of the Secretariat: 2011	23 February
IOTC-2012-SCAF09-04	Financial Statement: 2011	28 March
IOTC-2012-SCAF09-05	Program of work and budget estimates for 2012 and 2013	20 February
IOTC-2012-SCAF09-06	Update on progress regarding Resolution 2009/01 – <i>On the performance review follow-up</i>	21 February
IOTC-2012-SCAF09-07	Establishing procedures for the implementation of the IOTC meeting participation fund	22 March

APPENDIX III
PROPOSED BUDGET FOR 2012 AND INDICATIVE BUDGET FOR 2013 (IN USD)

Budget item description	2012	2013
<u>Administrative Expenditures</u>		
Gross salary costs (before deductions)		
Professional		
Executive Secretary	157,085	145,000
Deputy Secretary	110,542	116,069
Data Coordinator	127,286	133,651
Fishery Officer (Statistics)	58,500	78,000
Compliance Coordinator	88,270	92,684
Fishery Officer (Compliance)	58,500	78,000
Fishery Officer (Stock Assessment)	60,090	80,000
Fishery Officer (Fisheries Expert)	78,638	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
Total Salary costs	799,718	865,251
Employer contributions to Pension Fund and health insurance	289,404	280,000
Employer contribution to FAO entitlement fund	316,153	320,000
Total staff costs	1,405,275	1,465,251
<u>Expenditure for Activities</u>		
Operating Expenditures		
Support Capacity Building	78,000	80,000
Consultants	54,500	57,000
Duty travel	272,330	286,000
Meetings	100,000	105,000
Interpretation	135,000	142,000
Translation	100,000	105,000
Equipment	26,250	28,000
General Operating Expenses	45,000	47,000
Printing	31,500	33,000
Contingencies	6,000	6,000
Total Operating Expenditures	848,580	889,000
SUB-TOTAL	2,253,855	2,354,251
Additional Contributions Seychelles	-10,500	-10,500
FAO Servicing Costs	101,423	105,941
GRAND TOTAL	\$2,344,778	\$2,449,692

APPENDIX IV
INDICATIVE SCALE OF CONTRIBUTIONS FOR 2012 (IN USD)

Country	World Bank Classification (2009)	OECD Membership	Average catch for 2007–2009 (in metric tons)	Base Contribution	Operations Contribution	GNP Contribution	Catch Contribution	Total Contribution (in USD)*
Australia	High	Yes	5,791	\$7,816	\$9,379	\$87,248	\$11,268	\$115,710
Belize	Middle	No	694	\$7,816	\$9,379	\$21,812	\$270	\$39,277
China	Middle	No	82,537	\$7,816	\$9,379	\$21,812	\$32,120	\$71,127
Comoros	Low	No	13,760	\$7,816	\$9,379	\$0	\$5,355	\$22,550
Eritrea	Low	No	1,075	\$7,816	\$9,379	\$0	\$418	\$17,614
European Union	High	Yes	199,945	\$7,816	\$9,379	\$87,248	\$389,050	\$493,493
France(Terr)	High	Yes	11,394	\$7,816	\$9,379	\$87,248	\$22,171	\$126,614
Guinea	Low	No	625	\$7,816	\$9,379	\$0	\$243	\$17,438
India	Middle	No	141,643	\$7,816	\$9,379	\$21,812	\$55,121	\$94,128
Indonesia	Middle	No	304,811	\$7,816	\$9,379	\$21,812	\$118,619	\$157,626
Iran, Islamic Rep. of	Middle	No	151,675	\$7,816	\$9,379	\$21,812	\$59,025	\$98,032
Japan	High	Yes	40,195	\$7,816	\$9,379	\$87,248	\$78,211	\$182,653
Kenya	Low	No	2,081	\$7,816	\$9,379	\$0	\$810	\$18,005
Korea, Rep. of	High	Yes	3,861	\$7,816	\$9,379	\$87,248	\$7,512	\$111,955
Madagascar	Low	No	10,426	\$7,816	\$9,379	\$0	\$4,057	\$21,252
Malaysia	Middle	No	23,996	\$7,816	\$9,379	\$21,812	\$9,338	\$48,345
Maldives	Middle	No	112,336	\$7,816	\$9,379	\$21,812	\$43,716	\$82,723
Mauritius	Middle	No	1,156	\$7,816	\$9,379	\$21,812	\$450	\$39,457
Mozambique	Low	No	Below 400 t	\$7,816	\$0	\$0	\$1	\$7,816
Oman	High	No	31,705	\$7,816	\$9,379	\$87,248	\$12,338	\$116,781
Pakistan	Middle	No	31,377	\$7,816	\$9,379	\$21,812	\$12,210	\$51,217
Philippines	Middle	No	2,589	\$7,816	\$9,379	\$21,812	\$1,007	\$40,014
Seychelles	Middle	No	65,918	\$7,816	\$9,379	\$21,812	\$25,652	\$64,659
Sierra Leone	Low	No	Below 400 t	\$7,816	\$0	\$0	\$0	\$7,816
Sri Lanka	Middle	No	90,285	\$7,816	\$9,379	\$21,812	\$35,135	\$74,142
Sudan	Middle	No	Below 400 t	\$7,816	\$0	\$21,812	\$13	\$29,641
Tanzania	Low	No	4,534	\$7,816	\$9,379	\$0	\$1,764	\$18,959
Thailand	Middle	No	30,543	\$7,816	\$9,379	\$21,812	\$11,886	\$50,893
United Kingdom(Terr)	High	Yes	Below 400 t	\$7,816	\$0	\$87,248	\$31	\$95,094
Vanuatu	Middle	No	Below 400 t	\$7,816	\$0	\$21,812	\$116	\$29,744
Total								\$2,344,777

*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
Data collection and sharing				
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>Ongoing: 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 tentatively 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>Partially completed: The existing post of Data Analyst was converted to a Fisheries Statistician to join the Data Section of the Secretariat. Following the advertisement of the post, the top two ranked candidates withdrew, so the process is being re-advertised and it is hoped that the position will be filled in the second half of 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>	Ongoing: 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 2011, 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.	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 from advice from Committees and the Commission</i>	Ongoing: The Secretariat will propose a budget for 2012 and 2013 that includes an additional professional staff member (Fisheries Officer – Bycatch), as recommended by the Scientific Committee in 2010 and 2011.	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>	Completed: 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 S15 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 S16.	Medium

ON INTERNATIONAL COOPERATION	RESPONSIBILITY	UPDATE/STATUS	WORKPLAN/TIMELINE	PRIORITY
Special requirements of developing States				
74. A specific fund to assist capacity building should be put in place.	<i>Standing Committee on Administration and Finance</i>	Partially complete. 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 2011, and proposed in the budgets for 2012 and 2013. See also para. 11 above.	S16 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>	Partially completed: 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 S16	High
ON FINANCIAL AND ADMINISTRATIVE ISSUES		UPDATE/STATUS	WORKPLAN/TIMELINE	PRIORITY
Availability of resources for RFMO activities –efficiency and cost–effectiveness				
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>	Pending. 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>	Pending.		

APPENDIX VI
RULES OF PROCEDURE FOR THE ADMINISTRATION OF THE IOTC MEETING
PARTICIPATION FUND

1) Definitions

Developing CPC, is any Member or Cooperating non-Contracting Party that was under the categories of “Low” or “Middle” income, according to the criteria used in the most recent calculation of the contributions (see Annex of the IOTC Financial Regulations).

The **Selection Panel**, in the case of Working Parties, is composed by the Chair of the scientific body concerned, the Chair of the Scientific Committee, or their delegates, and the Secretariat.

Non-scientific meetings are regular and special Sessions of the Commission, including Sessions of the Compliance Committee and the Standing Committee on Administration and Finance, and other non-scientific subsidiary bodies of the Commission.

2) Eligibility criteria

Meeting Participation Fund for IOTC Working Parties and technical workshops

- Any nominated scientist from a developing CPC, submitting a complete application before the set deadline, including a working paper or document relevant to the subject of the meeting, is eligible to benefit from the IOTC Meeting Participation Fund. Priority will be given to scientists from least developed countries.
- Delegates from Members of the Commission which are in arrears in the payment of its financial contributions to the Commission are not be eligible to benefit from the IOTC Meeting Participation Fund if the amount of its arrears equals or exceeds the amount of the contributions due from it for the two preceding calendar years

Meeting Participation Fund for IOTC Scientific Committee Sessions

- Any delegate from a developing CPC of IOTC, submitting a complete application before the set deadline, including the National Report and an official Letter of Credentials, is eligible to benefit from the IOTC Meeting Participation Fund. Priority will be given to delegates from least developed countries.
- Delegates from Members of the Commission which are in arrears in the payment of its financial contributions to the Commission are not be eligible to benefit from the IOTC Meeting Participation Fund if the amount of its arrears equals or exceeds the amount of the contributions due from it for the two preceding calendar years.

Meeting Participation Fund for Sessions of the Commission (including Compliance Committee and Standing Committee on Administration and Finance) and other non-scientific meetings

- Any delegate from a developing CPC of IOTC submitting an application before the set deadline, including the relevant reports (if applicable) and an official Letter of Credentials, is eligible to benefit from the IOTC Meeting Participation Fund. Priority will be given to delegates from least developed countries CPCs.
- If CPCs have access to other sources of funding, such as the Assistance Fund from Part VII of the UNFSA¹, they are encouraged to make use of these funds.
- Delegates from Members of the Commission which are in arrears in the payment of its financial contributions to the Commission are not be eligible to benefit from the IOTC Meeting Participation Fund if the amount of its arrears equals or exceeds the amount of the contributions due from it for the two preceding calendar years.

¹ UNFSA refers to the Agreement for the implementation of the provisions of the Convention of 10 December 1982 relating to the conservation and management of straddling fish stocks and highly migratory fish stocks.

3) Application for support to attend Working Parties and technical workshops

As the main goal of the MPF is to increase the participation of scientists of developing CPCs to scientific meetings of IOTC, and in line with paragraph 6 of the Resolution 10/05, applications to the MPF should only be considered if the applicant intends to produce and present a working paper, relevant to the work of the working party that he or she wishes to attend. Guidelines for the preparation of such a document are provided in Annex A.

Timeline for the selection of Meeting Participation Fund recipients for workings parties and workshop

	Action Item	Responsibility	Due date
1	Circular to CPCs and message distributed through the IOTC relevant mailing lists calling for applications to the MPF. The call for applications will include terms and conditions and timeline for the selection of MPF recipients.	Secretariat	No later than 90 days prior to the commencement of the meeting.
2	Deadline for submissions of application, including: - Official nomination letter with request of support signed by the director of fisheries or any other relevant authority; - Contact details of the nominee and a copy of his/her passport - Abstract of the scientific paper or document to be presented at the meeting.	MPF applicants	No later than 45 days prior to the meeting.
3	The Secretariat to: (i) Review applications to determine those who meet eligibility criteria; (ii) Offer non-eligible applicants an additional three-day period to complete the application	Secretariat	Within 2 days of the due date for applications (Step 2 above), or earlier.
4	The Secretariat to distribute the list of complete applications to the Selection Panel	Secretariat	3 days after step 3 (no later than 40 days before the meeting)
5	The Selection Panel to review the list of complete applications within five days to assess the relevance of the document to the subject of the meeting.	Selection Panel	5 days after step 4 (no later than 35 days before the meeting)
6	The Secretariat to issue an invitation to successful applicants, and commence travel arrangements.	Secretariat	1 day after step 5 (no later than 34 days before the meeting)
7	Documents by applicants to be submitted and published in the relevant IOTC meeting webpage.	Secretariat	No later than 15 days before the meeting.

4) Application for support to attend Scientific Committee

The template for the preparation of the National Report (an eligibility requirement for applicants for the Scientific Committee) can be downloaded from the IOTC website or be obtained through the Secretariat.

Timeline for the selection of Meeting Participation Fund recipients for the Scientific Committee.

	Action Item	Responsibility	Due date
1	Circular to CPC's and message distributed through the relevant IOTC mailing lists calling for applications to the MPF. The call for applications will include terms and conditions and the timeline for the selection of MPF recipients.	Secretariat	No later than 90 days prior to the commencement of the SC meeting.
2	Deadline for submissions of application, including: - Official nomination letter with request of support signed by the director of fisheries or any other relevant authority. - Letter of credentials (see Rule X.3 of the IOTC rules of procedure) - Contact details of the nominee and a copy of his/her passport - CPC National Report.	MPF applicants	No later than 45 days prior to the meeting.
3	The Secretariat to: (i) Review applications to determine those who meet eligibility criteria; (ii) Offer non-eligible applicants an additional three-day period to complete the application	Secretariat	Within 2 days of the due date for applications (Step 2 above), or earlier.
4	The Secretariat to issue an invitation to successful applicants, and commence the travel arrangements.	Secretariat	3 days after step 3 (no later than 40 days before the meeting)

5) Application for support to attend non-scientific meetings

As per Resolution 10/05, para.7., it is mandatory for funded participants “to present reports relevant to the meeting in question”. In the case of the Compliance Committee, SCAF and Commission meetings, the relevant report is the Report of Implementation (as described in Article X, para. 2 of the IOTC Agreement) and, therefore, applications to the MPF should only be considered if the CPC of the applicant has submitted its Report of Implementation.

When the Compliance Committee and the SCAF meetings are held in conjunction with the regular Sessions of the Commission, only one participant from each CPC will be supported from the MPF.

Timeline for the selection of Meeting Participation Fund recipients for non-scientific meeting, in particular Commission meeting.

	Action Item	Responsibility	Due date
1	Circular to CPCs for applications to the MPF. The call for applications will include terms and conditions and timeline for the selection of MPF recipients.	Secretariat	No later than 90 days prior to the commencement of the Commission meeting.
2	Deadline for submissions of application, including: - Official nomination letter with request of support. - Letter of credentials (see Rule X.3 of the IOTC rules of procedure) - Contact details of the nominee and a copy of his/her passport - CPC Report of Implementation.	MPF applicants	No later than 60 days prior to the Commission meeting.
3	The Secretariat to: (i) Review applications to determine those who meet eligibility criteria; (ii) Offer non-eligible applicants an additional three-day period to complete the application	Secretariat	Within 2 days of the due date for applications (Step 2 above), or earlier.
4	The Secretariat to issue an invitation to successful applicants, and commence travel arrangements.	Secretariat	3 days after step 2 (no later than 45 days before the meeting)

ANNEX A (of APPENDIX IV)
GUIDELINES FOR THE PREPARATION OF PAPERS AS PART OF THE MEETING
PARTICIPATION FUND APPLICATION PROCESS

As stated in para. 6 of the Resolution “*Priority will be given to those applicants that will contribute a scientific document on a subject of interest to the meeting they wish to attend*”.

The working document to be prepared by the applicant to the Meeting Participation Fund should follow the guidelines below:

FOR A SESSION OF THE COMMISSION, the working document to be submitted should be:

- a Report of Implementation following the template produce by the Secretariat which is sent through an IOTC Circular at least 90 days before the Session. Please note that the deadline for submitting the Report of Implementation is 60 days before the Session.

FOR A SESSION OF THE SCIENTIFIC COMMITTEE, the document to be submitted should be:

- a National Report following the guidelines adopted by the Scientific Committee at its thirteenth Session (IOTC–2010–SC13–R, Appendix VI). Please note that the deadline for submitting the National Report is 30 days before the Session of the Scientific Committee.

FOR A WORKING PARTY OR ANY OTHER AD HOC WORKSHOP, the working document to be submitted should relate specifically to the topic of interest of the meeting, and should be:

- a document related to the biology (e.g. growth, genetic, etc.) of one particular species, or group of species, under the mandate of the Working Party the applicant wishes to attend, or
- a document on the fisheries targeting one particular species, or group of species, under the mandate of the Working Party the applicant wishes to attend. This should include a description of the fleet, gear used, fishing zones, data collection system and its short comings, related research, relevant legislation, socio-economic issues and fisheries statistics such as nominal catch, catch and effort, length frequency, CPUEs, etc..., or
- a document describing an analysis conducted for one particular species under the mandate of the Working Party the applicant wishes to attend such as a CPUE standardization, a stock assessment, etc..., or
- any other specific document requested by the chair of the Working Party the applicant wishes to attend and endorsed by the chair of the Scientific Committee and the Executive Secretary.

APPENDIX VII
CONSOLIDATED SET OF RECOMMENDATIONS OF THE NINTH SESSION OF THE
STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (24–26 APRIL, 2012)
TO THE COMMISSION

- SCAF09.01 (para. 17) The SCAF **RECOMMENDED** that capacity building activities, including workshops on compliance, data and science be continued in 2012 and financially supported by Members through voluntary contributions.
- SCAF09.02 (para. 18) The SCAF **RECOMMENDED** that the 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.
- SCAF09.03 (para. 33) 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 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 considering at the 17th Session of the Commission.
- SCAF09.04 (para. 34) The SCAF **RECOMMENDED** that the MPF be replenished to its initial level of USD\$200,000 for the financial year 2012, through the allocation of funds from sources including, but not limited to, the IOTC accumulated funds – the replenishment of the MPF from accumulated funds should take into account possible emerging cash flow difficulties concerning the management of the Secretariat, voluntary contributions from Members and such other sources as the Commission may identify.
- SCAF09.05 (para. 35) The SCAF **RECOMMENDED** that the Commission note Resolution 10/05 indicated that the Commission will identify, at its 15th Session, a procedure for supplying funds to the MPF in the future, which is now overdue.
- SCAF09.06 (para. 48) The SCAF **RECOMMENDED** that the Commission endorse the IOTC Secretariat’s programme of work for the financial period 01 January, 2012 to 31 December 2012, as outlined in paper IOTC–2012–SCAF09–05.
- SCAF09.07 (para. 49) 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.
- SCAF09.08 (para. 50) The SCAF **RECOMMENDED** that the Meeting Participation Fund 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.
- SCAF09.09 (para. 51) The SCAF **RECOMMENDED** that an audit of CPC contributions, both direct and indirect be undertaken, for presentation to the SCAF at its next session.
- SCAF09.10 (para. 52) 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.
- SCAF09.11 (para. 53) The SCAF **RECOMMENDED** that the Commission adopt the budget for, and the scheme of contributions for 2012 as outlined in Appendix III and Appendix IV respectively.

- SCAF09.12 (para. 57) 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.
- SCAF09.13 (para. 61) The SCAF **RECOMMENDED** that the Commission endorse the rules of procedure for use by the Secretariat in administering the Meeting Participation Fund (Appendix VI).
- SCAF09.14 (para. 63) The SCAF **RECOMMENDED** that the next Tenth Session of the SCAF be held during the Commission meeting dates, rather than the day before or after the Commission meeting. The exact dates and location would be decided by the Commission.
- SCAF09.15 (para. 64) The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF09, provided at Appendix VII.