

**5th Finance and Administration Meeting  
REPORT**

21 March 2023

March 2023

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**North Pacific Fisheries Commission**  
**5<sup>th</sup> Meeting of the Finance and Administration Committee**

**17 March 2023**

**REPORT**

Agenda Item 1. Opening of the Meeting

1. The 5<sup>th</sup> Meeting of the Finance and Administration Committee (FAC) took place as a hybrid meeting in Sapporo, Japan and via WebEx, and was attended by Members from Canada, China, European Union, Japan, the Republic of Korea, the Russian Federation, Chinese Taipei, the United States of America, and Vanuatu. Panama attended virtually (via WebEx) as observers.
2. Noting that a quorum was present, the FAC Chair, Mr. Dan Hull (USA) opened the meeting on 17 March 2023, and outlined procedural matters including the meeting schedule and administrative arrangements. The Chair noted that the meeting represents a return to normal procedures for NPFC and thanked the Secretariat's past and current staff for their efforts to ensure smooth operations throughout the pandemic.

Agenda Item 2. Appointment of Rapporteur

3. Dr. Shelley Clarke was appointed rapporteur for FAC05.

Agenda Item 3. Adoption of the Agenda

4. The provisional agenda, as proposed in NPFC-2023-FAC05-MIP02 and annotated in NPFC-2023-FAC05-MIP03, was adopted (**Annex A**). The List of Documents and Participants List are attached as **Annex B** and **Annex C**.

Agenda Item 4. Financial Statement

4.1 *Audit Report for 2020/21 and 2021/22 Fiscal Years*

5. The Executive Secretary, Dr Robert Day presented the audit reports for 2020/21 (NPFC-2023-FAC05-IP01) and 2021/22 (NPFC-2023-FAC05-IP02 rev 1) and noted their relevance to

FAC05-WP11 and the proposed changes to the management of the separate NPFC funds.

6. **Recommendation 1:** FAC05 recommended that the audit reports be adopted as presented.

4.2 *Secretariat financial update for first three quarters of 2022/2023 fiscal year (i.e. April 1- December 31, 2022)*

7. The Executive Secretary presented a financial update for the current fiscal year through 31 December 2022 (NPFC-2023-FAC05-WP01) with updates presented in a powerpoint presentation showing details to 31 March 2023 and noting a potential surplus (unaudited) of approximately ¥17,251,994.

8. **Recommendation 2:** FAC05 recommended that the financial update report be adopted as presented.

4.3 *Status of Member contributions for 2021/2022 and 2022/2023 fiscal years to December 31, 2022*

9. The Executive Secretary reported on the status of Member contributions through 31 December 2022, representing fiscal years 2021/2022 and 2022/2023 (NPFC-2023-FAC05-WP01).

10. It was noted that contributions from several Members have been delayed but are expected soon.

4.4 *Status of other funds as of 31 December 2022, (including Working Capital Fund, Voluntary Contributions Fund and the Special Project Fund)*

11. It was noted that the Working Capital Fund (WCF) is the subject of another FAC paper (NPFC-2023-FAC05-WP11) which will be dealt with under Agenda Item 8.

12. The Executive Secretary noted that Panama has committed to pay a voluntary contribution for 2022/23 as outlined in NPFC-2023-COM07-WP09 rev1 and had only recently been informed by the Secretariat of the amount.

13. The Executive Secretary clarified the difference between the Special Purposes Fund, which is specified in para. 26 of the NPFC Financial Regulations, and the Special Projects Fund, which was created to receive transfers of surplus funds from the Working Capital Fund at COM03 under para. 18.

## Agenda Item 5. Secretariat's Work Plan and Budget

5.1 *Secretariat's Work Plan for 2022/23*

14. The Executive Secretary introduced NPFC-2023-FAC05-WP02 containing the Secretariat's Work Plan for 2023/24. He highlighted the continuing work supporting SC and the work of the SWG on MSE for Pacific saury, the continuing work supporting TCC and the TCC work plan, the further development of information technology systems and data products, the need to re-examine and streamline some of the Secretariat's human resources and administrative

systems, and opportunities for enhancing cooperation with related organizations and raising the profile of the NPFC with the public.

15. Members discussed the meetings proposed to be attended by Secretariat staff and noted the limited resources available to the Secretariat in terms of travel budgets and staff time.
16. **Recommendation 3:** FAC05 recommended that COM07 direct the Secretariat to employ the following general principles when prioritizing travel and human resources allocation and have the Secretariat report back to FAC06 on meeting attendance with regard to these principles:
  - (a) Priority should be given to those meetings pertaining to management of fishery resources or fishing grounds like those managed by NPFC;
  - (b) Priority should be given to attendance at annual Commission meetings rather than their subsidiary bodies, however, for the purposes of capacity building attendance at meetings of subsidiary bodies (e.g. the NPFC CM to attend the next WCPFC TCC to become familiar with regional processes and issues) should be considered;
  - (c) Virtual attendance should be considered as a means of reducing travel cost and time but noting that staff time would still need to be invested;
  - (d) Meetings may also be prioritized based on ease of access and relevance of the specific topics to be considered at each.
17. **Recommendation 4:** FAC05 recommends to COM07 that the Secretariat's Work Plan for 2023/24 be adopted as presented (**Annex D**).
18. **Recommendation 5:** FAC05 also recommends, noting the recommendation for allocation of ¥1,200,000 (US\$10,000) to hold a meeting of the Joint SC/TCC/COM Small Working Group on MSE for Pacific saury as part of the Work Plan for the SWG MSE PS, that the Secretariat ensure that the review of future proposals for use of the Special Projects Fund follows the procedures from **Annex D** of FAC01 that was adopted through para. 27 of COM03.

5.2 *Budget for 2023/2024, Budget Estimates for 2024/2025 and Indicative Budget Estimates for 2025/2026 and 2026/2027*

19. The Executive Secretary presented an overview of the budgets for 2023/24 and 2024/25 and indicative budgets for the following two fiscal years (NPFC-2023-FAC05-WP01). He noted two concurrent financial pressures - inflation and devaluation of the yen. Reference was also made to the need for several separate considerations by FAC05 of issues under Agenda Item 8 – Other Matters, that could influence the budget.
20. The Executive Secretary invited comment on the issue of staff remuneration increments, for example, increments of 1% or 2% for the next fiscal year.
21. It was noted that the staff regulations require that remuneration considerations include both the remuneration of United Nations officials working in Japan as well as government officials working in Japan.
22. **Recommendation 6.** FAC05 recommended the budget for 2023/2024, the budget estimates

for 2024/2025 and the indicative budget estimates for 2025/2026 and 2026/2027, showing the Commission's projected annual budget of ¥160,804,996 plus ¥20,000,000 for hosting Commission meetings (see Agenda Item 8.5) which will be offset by a transfer of ¥20,000,000 from the Working Capital Fund to COM07 for its consideration (**Annex E**).

23. **Recommendation 7:** FAC05 recommended the Member contributions for 2023/24 and 2024/25 as also shown in NPFC-2023-FAC05-WP01 rev 2 to COM07 for its consideration (**Annex F**).

### 5.3 *Consideration of Staff Remuneration Benefits Package*

24. The Chair introduced NPFC-2023-FAC05-WP05 and NPFC-2023-FAC05-WP-06 on General Service (GS) and Professional level staff remuneration benefits packages and noted that decisions on these issues could affect budget totals. Discussions on these items were conducted in closed session due to their sensitive nature regarding financial and personnel matters.

#### 5.3.1 *GS Level*

25. **Recommendation 8:** FAC05 recommends that COM07 task the Secretariat with conducting a review of GS remuneration packages as outlined in para. 5.2 of the staff regulations, i.e. that salaries be established in line with local conditions.
26. **Recommendation 9:** FAC05 recommends that COM07 task the Secretariat to review its staffing levels, including the Data Coordinator position, in line with recommendations in the NPFC Performance Review, for review at FAC06.

#### 5.3.2 *Professional Level including Repatriation Allowance*

27. After reviewing NPFC-2023-FAC05-WP06, FAC05 recognized the important contributions of the former Compliance Manager and considered that all commitments between the Commission and the former Compliance Manager have been fulfilled.
28. **Recommendation 10:** Noting the exceptional nature of the Commission's request to delay the timing of his repatriation, and without setting any precedent for future staff remuneration issues, FAC05 recommends the issue of compensation to be paid to the former Compliance Manager, potentially from the Working Capital Fund, be considered by COM07 Heads of Delegation.
29. **Recommendation 11:** FAC05 recommended that COM07 task the Secretariat to undertake a broad review of the associated staff remuneration issues, including the fixed exchange rate provision.

## Agenda Item 6. Administration Matters

### 6.1 *NPFC Secondment and Internship Projects*

30. The Executive Secretary introduced paper NPFC-2023-FAC05-WP04 which describes an application to extend a secondment (Ms Natsuki Hosokawa) and a new application for an intern position (Mr Jihwan Kim). The Secretariat recommends accepting both.
31. Regarding the internship application of Mr Kim, Korea noted that their internal processes had not been duly followed, but stated that they would agree to accepting Mr Kim because the Executive Secretary recommended his application.
32. **Recommendation 12:** FAC05 recommends to COM07 that the Commission accept the application for extension of a secondment to the Secretariat by Ms Natsuki Hosokawa and the application for an internship by Mr Jihwan Kim.

### 6.2 *Transparency*

33. The Executive Secretary introduced paper NPFC-2023-FAC05/TCC06-WP03 which considers updates to NPFC document rules including access to documents by accredited observers. He noted that the practice had been to provide documents to accredited and registered observers only once they have arrived at the meeting.
34. Members supported the proposed changes to the NPFC document rules outlined in the paper.
35. Some Members suggested that the Commission consider steps beyond those proposed in the paper because they consider that the NPFC data rules are still too strict. These Members called for all meeting documents to be made publicly available as is the case in other RFMOs.
36. Some Members requested that the Commission consider further action to provide meeting documents in advance of the meeting, other than confidential papers, to the public.
37. **Recommendation 13:** FAC05 recommends to COM07 to endorse the amendment to the document rules, recognizing that TCC will also be reviewing this WP and making a recommendation on this issue.
38. Members also noted their interest in ensuring that the NPFC document management system be efficient and facilitate access and understanding by Members. Such actions could include:
  - (a) Avoid posting duplicate papers under multiple meetings;
  - (b) Identify when new or revised papers are posted so that Members can easily identify and retrieve any new materials;
  - (c) Consider an auto-notification function when new or revised papers are posted;
  - (d) Better organize background and historical documents for ease of reference; and
  - (e) Increase the use of circulars to keep stakeholders better informed of NPFC meetings (e.g., science meetings be circulated more broadly).

## Agenda Item 7. Performance Review and Items of Relevance to FAC

39. Dr. Penelope Ridings, Chair of the NPFC Performance Review, made a brief presentation on the results of the NPFC Performance Review (NPFC-2023-FAC05-WP08) and noted specific issues for FAC.
40. She noted that the review team was comprised of 8 reviewers, including 4 internal experts who had a high level of familiarity with the workings of the NPFC. All work was done remotely using document research, a Member questionnaire and interviews of Chairs and others familiar with NPFC. As a result the team was not able to directly observe financial or administrative processes. While the performance review made a number of positive findings, it also identified certain financial and administrative issues, including the long-term sustainability of budgets and staffing levels, the utility of a corporate plan to guide the Secretariat at a strategic level and complement the annual Work Plan, and the need to work further to improve transparency.
41. Members requested clarification on one of the recommendations of the Performance Review Panel (Recommendation 8.3.1) which calls for proposals for new or revised CMMs to be accompanied by cost estimates for implementation which can form the basis for including necessary funds in the Commission's budget.
42. Dr. Ridings explained that the performance review panel anticipated that the Secretariat would provide a rough cost estimate to indicate when additional resources (e.g., database development or analytical capacity in the Secretariat) would be needed to effectively implement new measures.
43. Members also discussed the options proposed in the Secretariat's paper for responding to the findings of the performance review, with many expressing a preference for the Secretariat to coordinate a process whereby the subsidiary bodies would respond to the recommendations that are relevant to them. However, many of the same Members recognized the limited time available to the "small working groups" of subsidiary bodies to devote time to this task given their already full agendas. It was also noted that FAC did not currently have an intersessional process in place. Some Members also noted the challenges for subsidiary bodies to add this issue to their agendas, even virtually, in time to report their recommendations to COM08.
44. **Recommendation 14:** FAC05 generally supported the option of the Secretariat coordinating a process with NPFC bodies to provide feedback on the Performance Review Panel's recommendations to COM08, but deferred further details to discussions at COM07, recognizing that other subsidiary bodies will also review and provide comments.

## Agenda Item 8. Other Matters

### 8.1 *Draft MOUs with SPFRMO, WCPFC and ISC*

45. Based on time constraints, FAC05 was not able to consider three proposed MOUs with WCPFC, SPRFMO and ISC. Current drafts of these MOUs are contained in NPFC-2023-FAC05-WP07, WP09 and WP12.
46. **Recommendation 15:** FAC05 recommended consideration of the draft MOUs with SPRFMO, WCPFC and ISC by COM07, recognizing that two of the MOUs (SPRFMO and WCPFC) are also on the TCC agenda.

## 8.2 *Proposed amendments to staffing and evaluation policies*

47. The Executive Secretary presented a proposal to revise the staff selection policy and individual performance review (NPFC-2023-FAC05-WP10). The Chair noted the Secretariat's paper updates two human resources-related issues.
48. In response to a question the Executive Secretary clarified that the proposed changes only applied to the selection and performance appraisal of NPFC staff other than the Executive Secretary. The proposal would place staff performance reviews directly under the purview of the Executive Secretary rather than involving the Chair and Vice-Chair of the Commission as well as Members and was highlighted in the NPFC Performance Review (para. 441-442).
49. FAC05 discussed the proposal and a revised working paper was produced (NPFC-2023-FAC05-WP10 rev1).
50. **Recommendation 16.** FAC05 supported and recommended to COM07 to consider the Secretariat's proposal (NPFC-2023-FAC05-WP10 rev1) on individual performance reviews for staff to revert to a simpler process that resides with the Executive Secretary, as suggested in the NPFC Performance Review.
51. FAC05 noted, but did not make recommendations on other aspects of NPFC-2023-FAC05-WP10 rev1 on the understanding that discussions will continue in the margins of COM07.

## 8.3 *Proposal to simplify the audit process through establishing dedicated bank accounts*

52. The Executive Secretary presented a proposal (NPFC-2023-FAC5-WP11) to simplify the maintenance and monitoring of NPFC funds, as well as an option related to the use of the funds currently set aside in the Working Capital Fund, including the funding of the General Fund at ¥30,000,000.
53. Members supported the creation of a general fund as an operating account, including separating pension and repatriation funds which are in need of replenishment after the retirement of the former Executive Secretary and Compliance Manager.
54. Members discussed the size of the reserve to be maintained in the Working Capital Fund with some suggesting a previous auditor's recommendation of a 6-month reserve is sufficient and others advocating smaller or larger reserves. Noting that there is as yet no decision on the amount of the cap referred to in the NPFC Financial Regulations, Members also discussed



whether the ultimately agreed reserve amount should be a floor, a target or a cap.

55. Members also raised other considerations including:

- (a) The relationship between the proposed funds and the Special Purposes Fund identified in the Financial Regulations;
- (b) Whether any changes to the Financial Regulations would be needed before re-structuring the funds as proposed;
- (c) The recognition that drawing down the Working Capital Fund can offset increasing operating expenditures in the short-term, but as that capital is reduced Member contributions may need to increase; and
- (d) If a Working Capital Fund draw-down is made, the desirability of using draw-downs gradually over multiple years in a way that can mitigate increases in annual Member contributions but also avoid year-to-year fluctuations that might create difficulties for national budgeting.

56. **Recommendation 17.** FAC05 recommends to COM07 that the Secretariat establish a General Fund (Financial Regulations 20.b) with a balance of ¥30,000,000 as of 1 April 2023 to serve as an operating fund for the Commission, separate from the Working Capital Fund which would more clearly serve as a contingency fund.

57. **Recommendation 18.** FAC05 recommends to COM07 that the Secretariat establish separate funds and accounts for pension and repatriation funds as outlined in WP11, consistent with the NPFC Financial Regulations.

#### 8.4 *Consideration of a Consultancy for a Legal Advisor*

58. The Executive Secretary explained that hiring of a legal advisor for the NPFC seems to have been agreed in 2018 but was never implemented. Instead, short-term contracts have proceeded intermittently on a case by case basis (NPFC-2023-FAC05-WP13).

59. Some Members expressed doubts about the need to retain a legal advisor and how to address issues such as whether this independent advice might contradict advice from their domestic legal advisors. Questions also were raised as to how a legal advisor would be selected, how their advice would be actioned and whether the cost could be justified.

60. Other Members recognized that legal advice can be helpful in understanding complex issues but noted that such issues could be handled through contracting for legal advice as and when the need arises, thereby reducing costs.

61. **Recommendation 19.** FAC05 recommends to COM07 that the Secretariat make use, as needed, of short-term contracts for Commission-related oceans law advice and implications for the Secretariat until the need for a longer-term consultancy is more clearly identified.

## 8.5 *Advice on Location of Meetings*

62. NPFC-2023-COM07-WP10 describes an approach for funding meetings if no host is identified. The issue relates to how to support the costs of COM-related meetings (COM, TCC and FAC) in the event that no Member offers to host them.
63. Japan acknowledged that the default location of meetings organized through the Secretariat would be Tokyo or Yokohama. They noted that this approach aligns with other RFMOs such as IATTC and IOTC where the meetings, unless hosted by a Member, are held at the location of the Secretariat and with costs covered by the Commission.
64. Members thanked Japan for hosting many NPFC meetings to date and supported the approach outlined in NPFC-2023-FAC05-WP10.
65. Some Members questioned the estimate of ¥20,000,000 needed from the Commission budget to support a “no-host” meeting.
66. The Executive Secretary explained that this is the amount Japan estimated based on their experience hosting the current set of meetings in Sapporo and current costs. He noted that one option for Members would be to consider using the voluntary contributions from Panama, if renewed as CNCP, to defray a portion of the cost.
67. **Recommendation 20:** FAC05 recommends to COM07 that in the event of a “no-host” meeting of the Commission (and associated subsidiary bodies, i.e. TCC and FAC), the meeting would be held in Japan (Tokyo/Yokohama area) and require an allocation of ¥20,000,000 in the Commission 2023/24 budget to fully support the meeting costs for one set of meetings. This funding would need to be renewed in future years if no meeting hosts are identified.

## 8.6 *FAC Chair and Vice-Chair*

68. Mr. Dan Hull (United States) was nominated as FAC Chair. Mr. Luoliang Xu (China) was nominated as FAC Vice-Chair.
69. **Recommendation 21.** FAC05 recommends to COM07 that Mr. Dan Hull (United States) serve as FAC Chair and Mr. Luoliang Xu (China) serve as FAC Vice-Chair starting at the conclusion of the Commission meeting which appoints them and serving for a two-year term.

## Agenda Item 9. Next Meeting

70. **Recommendation 22:** FAC05 recommended to COM07 that it consider holding the next meeting of the FAC (FAC06) in conjunction with the next meeting of the Commission (COM08).

## Agenda Item 10. Recommendations to the Commission

71. The recommendations of FAC05 to COM07 contained in the report were adopted by consensus.

Agenda Item 11. Adoption of the Report

72. The report was adopted by consensus.

Agenda Item 12. Close of the Meeting

73. FAC05 closed at 19:19 on 21 March 2023.

## **ANNEXES to FAC05 Report**

Annex A: FAC05 Agenda

Annex B: FAC05 List of Documents

Annex C: FAC05 List of Participants

Annex D: Secretariat's Workplan for 2023/24

Annex E: Commission Budgets for 2023/24 to 2026/27

Annex F: Members Contributions for 2023/24 and 2024/25

**North Pacific Fisheries Commission**  
**5th Meeting of the Finance and Administration Committee**  
**17 March 2023 JST**  
**Japan**  
**Agenda**

1. Opening of the Meeting
2. Appointment of Rapporteur
3. Adoption of Agenda
4. Financial Statement
  - a. Audit Report for the 2021/2022 fiscal year
  - b. Secretariat financial update for the first three quarters of 2022/2023 fiscal year (i.e., April 1 to December 31 2022)
  - c. Status of Member Contributions for 2021/2022 fiscal year and 2022/2023 fiscal years to December 31, 2022
  - d. Status of Other Funds as of December 31, 2022
    - i. Working Capital Fund
    - ii. Voluntary Contribution
    - iii. Special Project Fund
5. Secretariat's Work Plan: Budget Estimates for 2023/2024 to 2025/2026
  - a. Secretariat Work Plan 2023/2024 to 2025/2026
  - b. Budget for 2023/2024
  - c. Budget estimates for 2023/2024 and 2024/2025 and indicative budget estimates for 2025/2026 and 2026/2027
  - d. Consideration of staff remuneration/benefits package:
    - i. GS level
    - ii. Professional level (including repatriation allowance)

6. Administration Matters

a. NPFC Secondment and Internship programs

b. Transparency

7. Performance Review and items of relevance to FAC

8. Other matters

9. Next meeting

10. Recommendations to the Commission

11. Adoption of the Report

12. Close of the Meeting

**LIST OF DOCUMENTS**

**MEETING INFORMATION PAPERS**

<b>Number</b>	<b>Title</b>
NPFC-2023-COM07/TCC06/FAC05-MIP01	Meeting Information
NPFC-2023-FAC05-MIP02	Provisional Agenda
NPFC-2023-FAC05-MIP03 Rev.1	Annotated Indicative Provisional Agenda

**REFERENCE DOCUMENTS**

<b>Symbol</b>	<b>Title</b>
NPFC-2023-COM07-WP10	Location of Commission meetings

**WORKING PAPERS**

<b>Symbol</b>	<b>Title</b>
NPFC-2023-FAC05-WP01	Draft Commission Budgets 2023-2026.pdf
NPFC-2023-FAC05-WP02	Secretariat Work Plan 2023-2024
NPFC-2023-FAC05_TCC06-WP03	Considerations for Updates to NPFC Document Rules
NPFC-2023-FAC05-WP04	NPFC Intern and Secondment Program Fiscal Year 2023/2024
NPFC-2023-FAC05-WP05	Consideration of General Service (GS) Staff Remuneration
NPFC-2023-FAC05-WP06	Request from Retired Compliance Manager
NPFC-2023-FAC05-WP07	FAC and TCC Considerations of Draft MOU with SPRFMO
NPFC-2023-FAC05-WP08	Considerations of the Performance Review
NPFC-2023-FAC05-WP09	FAC TCC Considerations of Draft MOU with WCPFC
NPFC-2023-FAC05-WP10	Revision to NPFC Staff Selection Policy and Individual Performance Review

**Annex B** FAC05 List of Documents

NPFC-2023-FAC05-WP11	NPFC funds and proposal to establish a general fund
NPFC-2023-FAC05-WP12	Cooperation with the International Scientific Committee
NPFC-2023-FAC05-WP13	Legal advisory consultant

**INFORMATION PAPERS**

<b>Symbol</b>	<b>Title</b>
NPFC-2023-FAC05-IP01	NPFC Auditor's Report for 2020/2021 Financial Year
NPFC-2023-FAC05-IP02	NPFC Auditor's Report for 2021/2022 Financial Year



5<sup>th</sup> Finance and Administration Committee

**LIST OF PARTICIPANTS**

**CHAIR**

Dan HULL  
danhullak@gmail.com

libin.dai@qq.com  
Peng LI  
Adviser  
allenallen0222@qq.com

**CANADA**

Amber LINDSTEDT  
Alternate Representative  
Amber.Lindstedt@dfo-mpo.gc.ca

Shenghua ZHANG  
Adviser  
fujianshenghua266@163.com

Janelle CURTIS  
Adviser / SC Chair  
Janelle.Curtis@dfo-mpo.gc.ca

Zijun ZHOU  
Adviser  
zhouzijun@cofa.net.cn

**EU**

Will HARRIS  
Adviser  
william.harris@dfo-mpo.gc.ca

Stamatis VARSAMOS  
Head of Delegation  
Stamatios.VARSAMOS@ec.europa.eu

**CHINA**

Ce LIU  
Head of Delegation  
liuce@cofa.net.cn

Juan Ignacio DE LEIVA MORENO  
Alternate Representative  
Ignacio.de-leiva@eeas.europa.eu

Chuanxiang HUA  
Adviser  
cxhua@shou.edu.cn

Rob BANNING  
Adviser  
rba@pp-group.eu

Libin DAI  
Adviser

Bernard BLAZKIEWICZ  
Adviser  
Bernard.BLAZKIEWICZ@ec.europa.eu

François HEAD

**Annex C FAC05 List of Participants**

Adviser

francois.head@consilium.europa.eu

Emil REMISZ

Adviser

emil@paop.org.pl

Bogluslaw SZEMIOTH

Adviser

szemiOTH@atlantex.pl

**JAPAN**

Miwako TAKASE

Head of Delegation

miwako\_takase170@maff.go.jp

Takumi FUKUDA

Alternate Representative

takumi\_fukuda720@maff.go.jp

Kenichi ONO

Adviser

kenichi\_ono250@maff.go.jp

Sayako TAKEDA

Adviser

sayako\_takeda590@maff.go.jp

Kyutaro YASUMOTO

Adviser

kyutaro\_yasumoto890@maff.go.jp

Shiho YONEKUBO

Adviser

shiho\_yonekubo521@maff.go.jp

**KOREA**

Jung-re Riley KIM

Head of Delegation

riley1126@korea.kr

Tae-hoon WON

Alternate Representative

th1608@korea.kr

**RUSSIA**

Dmitry KREMENYUK

Head of Delegation

d.kremenyuk@fishcom.ru

Vladimir BELYAEV

Adviser / COM Chair

belsea@inbox.ru

Vladimir KULIK

Adviser

vladimir.kulik@tinro-center.ru

**CHINESE TAIPEI**

Ming-Fen WU

Alternate Representative

mingfen@ms1.faa.gov.tw

Pin-ying LI

Adviser

pinying1028@ms1.faa.gov.tw

**Annex C FAC05 List of Participants**

meichin.mdfc@gmail.com

Wei-yang LIU  
Adviser  
weiyang@ofdc.org.tw

Yen-Kai CHEN  
Adviser  
ykchen@mofa.gov.tw

Carrie LU  
Adviser  
hualu@ofdc.org.tw

**USA**

Michael BRAKKE  
Head of Delegation  
michael.brakke@noaa.gov

Dan HULL  
Adviser  
danhullak@gmail.com

David MOORE  
Adviser  
mooredt@state.gov

**VANUATU**

Tony TALEO  
Head of Delegation  
ttaleo@fisheries.gov.vu

Mei-Chin JUAN  
Adviser

**PANAMA**

Georgette CONSTANTINO  
Adviser  
gconstantino@mire.gob.pa

Genesis Garcia  
Adviser  
ggarcia@arap.gob.pa

Vivian QUIROS  
Adviser  
vquiros@arap.gob.pa

---

**NPFC SECRETARIAT**

Robert DAY  
Executive Secretary  
rday@npfc.int

Judy DWYER  
Compliance Manager  
jdwyer@npfc.int

Natsuki HOSOKAWA  
Seconded / Compliance Assistant  
nhosokawa@npfc.int

Sungkuk KANG  
Data Coordinator  
skang@npfc.int

Yuko YOSHIMURA-TAKAMIYA

## **Annex C** FAC05 List of Participants

Executive Assistant  
ytakamiya@npfc.int  
Alex ZAVOLOKIN  
Science Manager  
azavolokin@npfc.int

Shelley CLARKE  
Rapporteur  
scc@sasamaconsulting.com

Penelope RIDINGS  
Secretariat Guest for the Performance Review  
pjr@peneloperidings.com

## SECRETARIAT WORK PLAN 2023/2024

### ABSTRACT

This paper addresses a Secretariat's work plan for the 2023/2024 fiscal year for four key areas:

- (a) Coordination of scientific activities of the Commission;
- (b) Coordination of compliance activities and operational reporting to the Commission;
- (c) Data management and security;
- (d) Provision of finance and administration services to support the Commission in the execution of Secretariat's work plan

\* The work plan will be informed by COM07 decisions.

### DETAILS:

The function of the NPFC Secretariat is the provision of services to, and representation of the Commission as determined by its Members in accordance with the Convention and relevant rules and regulations. As identified by the Secretariat and shared with Members, four key areas highlighted below provide the Secretariat and the Commission guidance with regard to the Commission's activities in 2023/2024 fiscal year.

#### I. Coordination of scientific activities of the Commission

The Secretariat coordinates the scientific activities of the Commission including:

- a. Implementation and revision, when necessary, of the Scientific Committee rolling Five-Year Research Plan and Work Plan for each Priority Area:
  - Stock assessments for target fisheries and bycatch species
  - Ecosystem approach to fisheries management
  - Data collection, management and security  
(refer to Annex R of the 7<sup>th</sup> SC Report for details).
- b. Assisting Members in sharing data and updating joint spatial/temporal map of Members' catch and effort on Pacific saury and map of bottom fishery footprint
- c. Coordinating meetings of the Small Scientific Committee on Pacific saury (SSC PS11 and SSC PS12) to be held on 28-31 August and 11-14 December 2023
- d. Coordinating meetings of the Technical Working Group on Chub Mackerel Stock Assessment (TWG CMSA07 and TWG CMSA08) to be held on 4-7 September 2023 and in late January 2024.
- e. Coordinating SSC BF-ME04 meeting to be held on 7-9 December 2023
- f. Coordinating SC08 meeting to be held on 15-19 December 2023
- g. Assisting Members in identifying data gaps which can be fulfilled by an observer program

**Annex D** Secretariat's Workplan for 2023/24

- h. Assisting Members in selection and contracting invited experts:
  - to develop an operating model and test candidate stock assessment models for chub mackerel
  - to facilitate work and provide advice at SSC PS meetings
  - to support the development of an interim HCR and MSE for Pacific saury (joint SC-TCC-COM project)
- i. Promoting cooperation with other organizations
  - NPAFC: five-year Work Plan to implement the NPAFC/NPFC Memorandum of Cooperation (in progress); macro-scale multinational survey in the North Pacific in 2022 (completed, data from the survey are available)
  - PICES: PICES annual meeting in 2023, PICES-ICES SPF Working Group, PICES Working Group on Seamount Ecology
  - FAO: proposed partnership with FIRMS; continued cooperation with ABNJ Deep Sea Fisheries project
  - BECI: following up with the developments of the Basin Scale Events to Coastal Impacts (BECI) project
- j. Coordinating an international course for NPFC observers for VME indicator taxa in cooperation with PICES (postponed)
- k. Coordinating scientific projects to be conducted during 2023 (see the table below for details)
- l. Coordinating intersessional activities of the SC and its subsidiary bodies (TWG CMSA, SSC BF-ME, SSC PS) as specified in the SC Work Plan
- m. Coordinating intersessional activities and meetings of the Small Working Groups (SWG on Operating Model, SWG on North Pacific Armorhead and Splendid Alfonsino, SWG on Vulnerable Marine Ecosystems, SWG on Japanese Sardine, SWG on Blue Mackerel, SWG on Japanese Flying Squid and SWG on Neon Flying Squid)
- n. Contributing to an MSE process for Pacific saury and assisting in technical developments conducted by Members and external expert
- o. Liaising with TCC for issues of common interest
- p. Assisting Members with addressing science-related recommendations from the NPFC Performance Review report

**Annex D** Secretariat's Workplan for 2023/24

#	Project	Time	Status	Next step: activities, required funds
1.1	GIS database/module as a part of NPFC database management system for spatial management of bottom fisheries and VMEs	2018-	<i>In progress</i> A map of bottom fishing footprint has been deployed on the NPFC website.	Further development of the map. <i>2023 FY: 0,7mil JPY (5,000USD).</i> <i>Source: Database management.</i>
1.2	Joint spatial/temporal map of Members' catch and effort on Pacific saury with a spatial resolution of one-degree grids and a temporal resolution of one month.	2018-	<i>In progress.</i> Spatial/temporal map of Members' Pacific saury catch and effort has been updated up to 2021.	Update the map up to 2022. <i>2023 FY: 0,2mil JPY (1,500USD).</i> <i>Source: Database management.</i>
2	Pacific saury stock assessment meeting (meeting costs)	Every year	<i>TWG PSSA meetings: Feb 2017, Dec 2017, Nov 2018, Mar 2019.</i> <i>SSC PS meetings: Nov 2019, Nov 2020, Oct 2021.</i>	SSC PS11 meeting. Dates TBD. <i>2023 FY: 1.4mil JPY (10,000USD)</i> <i>Source: SC fund.</i>
3	Chub mackerel stock assessment meeting (meeting costs)	Every year	<i>TWG CMSA meetings: Dec 2017, Mar 2019, Nov 2020, Jun 2021.</i>	TWG CMSA07 and 08 meetings. Dates TBD. <i>2023 FY: 4.2mil JPY (15,000USD x 2 mtngs)</i> <i>Source: SC fund.</i>
4	Expert to review Pacific saury stock assessment (consultant fee and travel costs)	TBD	<i>Under consideration.</i> SSC PS: to determine time and format.	<i>2023 FY: No funds required.</i>

**Annex D** Secretariat's Workplan for 2023/24

5	Observer Program	2018-	<p><i>In progress</i></p> <p>A <a href="#">study on the existing observer programs of Members and those of other RFMOs</a> has been done.</p> <p>Scientific data which can be collected and/or validated by at-sea observers, fishermen, electronic reporting systems and other means for Pacific saury have been reviewed (<a href="#">SSC PS04 report</a>, Annex E).</p>	<p>Identify data gaps which can be fulfilled by an observer program.</p> <p><i>2023 FY: No funds required.</i></p>
6	Promotion of cooperation with NPAFC including macro-scale multinational survey in the North Pacific in 2022	2021-	<p><i>In progress.</i></p> <p>The SC provided suggestions to the work plan to implement the MOC between the NPFC and NPAFC.</p> <p>The NPAFC reported on the <a href="#">2022 IYS Winter High Seas Research Expedition</a> which was co-sponsored by NPFC.</p>	<p><i>2023 FY: No funds required.</i></p>
7	Invited expert to support TWG CMSA (consultant fee and travel costs)	2020-	<p>An external expert has been contracted to support the TWG CMSA in testing candidate stock assessment models.</p>	<p><i>2023 FY: 1,4mil JPY (10,000USD)</i></p> <p><i>Source: SC fund.</i></p>
8	Invited expert to support SSC PS (consultant fee and travel costs)	2019-	<p>An external expert has been contracted to support SSC PS during its meetings.</p>	<p><i>2023 FY: 2.1mil JPY (15,000USD)</i></p> <p><i>Source: SC fund.</i></p>



**Annex D** Secretariat's Workplan for 2023/24

9	Standardization of bycatch species list and fish species identification guides (translation of the existing fish ID guide from Japanese to additional languages)	2019-2022	<i>In progress.</i> Bycatch species list has been compiled. The fish ID guide has been submitted to SSC BF-ME for review.	Printing costs. <i>2022 FY: 1.4mil JPY (10,000USD).</i> <i>Source: SC fund.</i>
10	PICES Annual meeting	Every year		<i>Travel support to a participant of the SC or its subsidiary bodies.</i> <i>2023 FY: 1mil JPY (7,000USD)</i> <i>Source: SC fund.</i>
11	SWG MSE PS (meeting costs)	2022-	<i>Proposed.</i>	SWG MSE PS04. Dates TBD. <i>2023 FY: 1.4mil JPY (10,000USD)</i> <i>Source: Special Project fund.</i>
12	PICES 2023 session on Seamount Ecology and VME Identification	2023	<i>Proposed.</i> This session will be co-convened by SC participants, and WG47 co-chairs and members.	<i>2023 FY: 0.7mil JPY (5,000USD)</i> <i>Source: SC Fund</i>
13	Understanding the basis by which other RFMOs' VME encounter thresholds were determined by taxa and gear-type	2023	<i>Proposed.</i>	<i>2023 FY: 0.7mil JPY (5,000USD)</i> <i>Source: SC Fund</i>
	Total			<i>2022 FY: SC Fund 1.4mil JPY.</i> <i>2023 FY: SC Fund 11,5mil.</i> <i>Database management 0.9mil.</i> <i>2023 FY: Special Project Fund 1.4mil JPY.</i>

## II. Coordination of compliance activities of the Commission

\* Note that compliance specific activities in 2023 have not yet been established by TCC consequently the list of Secretariat-intended activities in this sector is only tentative.

The Secretariat coordinates compliance activities of the Commission including:

- a. Implementation of compliance work plan and priorities through the two SWGs, Operations and Planning and Development, to address the following:
  - VMS software consultancy for 3<sup>rd</sup> year
  - Data Sharing and Data Security Protocol for NPFC
  - Refinements to the Vessel Registry
  - Developing Compliance Monitoring Scheme
  - HSBI procedure under COVID-19 pandemic
  - Development of CMM for transshipment
  - Development of transparency policy pertinent to TCC
- b. Coordinating and assisting Members to hold annual TCC and SWG meetings in 2023
- c. Review of existing CMMs for revision and consideration of new CMMs, if any, from Members
- d. Maintain the vessel register and assistance to new CNCPs as they join the Commission
- e. Maintain and upgrade the e-IUU vessel system, e-annual report system, and development of the data warehouse to assist the Commission in the analysis of the data
- f. Coordinate the e- IUU vessel listing process from data submitted by Members
- g. Provide Draft Compliance report for TCC06 meeting and e- CMS for future years
- h. Address VMS and other electronic monitoring systems to assess compliance as directed by the Commission
- i. Conduct a preliminary study towards the establishment of robust transshipment measures
- j. Address COM06 tasks that were unable to be addressed this year, e.g., robust effort indicators, etc.
- k. Promoting cooperation with other organizations in compliance: IMCS, TCN, PPFCN, NPAFC, WCPFC, SPRFMO.
- l. Other tasking to be set at TCC06 and COM07

## III. Data management and security and Information Technology

The data management system is the core for the storage of data and the analyses of scientific and compliance operations of the Commission, consequently, significant effort is being placed on the development of this system. The intent of the NPFC Database is to provide a secure, user-friendly, accessible, and reliable data compilation for scientific and compliance needs of the Commission.

The Database is intended to be integrated with other data modules of the Commission to support the Members' decision-making process. The efficiency with which the Secretariat provides service to the Members, and others, through electronic means is also important. The Secretariat has evaluated its current legacy system, established for the interim secretariat prior to the establishment of the Commission, and will modernize it to reflect current practice (accessibility, collaboration, security, etc.) as done for the database and the NPFC VMS.

- a. The Secretariat will update the NPFC website regularly to enhance public awareness and to give Members access to the systems required in the various operations of the Commission.
- b. The Secretariat will enhance existing web-based systems for the Commission: Meeting Management, Calendar, Pacific Saury Weekly Report, GIS Maps for Pacific saury and bottom fishing, Collaboration site, eAnnual Report, eIUU, eHSBI, HSBI Events, Vessel Registry, CMM Chart of Accounts, Data Warehouse Dashboard, and other existing applications.
- c. The Secretariat will continue to oversee the development of VMS.
- d. The Secretariat will continue to update and improve the NPFC data management system to align it with the NPFC Data Sharing and Data Security Protocols (pending adoption by COM07).
- e. The Secretariat will arrange for the development of new systems in response to the needs of Members.
- f. The Secretariat will improve HR and administrative operations through enhancing the existing HR and administration system.

#### **IV. Finance and Administration**

##### **1. Financial matters to support the Secretariat and Commission in the execution of its duties**

Securing funds for the Commission's activities and implementation of approved activities through formal and internationally recognized financial mechanisms is one of the areas for the Secretariat to assist Members and the Commission to achieve objectives of the Convention.

Following are the major financial activities for 2022:

- a. Drafting a four-year budget plan 2022-2025 (proposed budgets for 2022-2023, indicative budgets for 2024-2025) for approval at the 7<sup>th</sup> Commission meeting;
- b. Submission of the external Auditor's Report for the Commission's 2020 financial affairs

##### **2. Provision of administrative services to the Commission and its subsidiary bodies**

###### **1) Hosting Commission meetings**

The Secretariat facilitates all NPFC meetings to be held in 2023 by providing logistical support and

## Annex D Secretariat's Workplan for 2023/24

preparing meeting documents and reports:

- a. Commission and Subsidiary-body Meetings
  - 5<sup>th</sup> Finance and Administration Committee (FAC), 17 March
  - 6<sup>th</sup> Technical and Compliance Committee (TCC), 18-20 March
  - 7<sup>th</sup> Annual Session of the Commission, 22-24 March
  - 8<sup>th</sup> Scientific Committee, 15-19 December
- b. Small Working Group on Management Strategy Evaluation for Pacific Saury (SWG MSE PS) meetings
  - SWG MSE PS03, 28 February-1 March
  - SWG MSE PS04, 31 August-2 September
- c. Small Scientific Committees and Technical Working Group meetings
  - SSC PS11 and SSC PS12, 28-31 August and 11-14 December
  - SSC BF-ME04, 7-9 December 2022
  - TWG CMSA07 and TWG CMSA08, 4-7 September 2023 and late January 2024
- d. TCC SWGs to take place monthly during the intersessional period
- e. SC SWGs meetings to take place as decided by the SC

### 2) Cooperation with other organizations

The Secretariat currently liaises with other organizations including RFMOs by attending their meetings for information sharing and for developing other joint or reciprocal activities of mutual interest. In 2023, the meetings scheduled to be represented by Secretariat staff are as follows:

Meeting	Date and place	Purpose	Expected outcomes
IFOMC International Fisheries Observer and Monitoring Conference	6-10 March 2023 Hobart, Australia	Secretariat (Secondee) to attend this conference to learn about new developments and innovative technologies in electronic monitoring	To inform Members about new developments in observer program implementation and operation and new technologies for electronic monitoring and reporting.

## Annex D Secretariat's Workplan for 2023/24

UN BBNJ	7-18 March, online	Secretariat to attend the meeting to support the development of the BBNJ legislation in a manner that recognizes and includes the appropriate role for deep-sea RFMOs and does not undermine current legal instruments for these RFMOs	Assist Members and cooperate with other RFMOs in this exercise which results in an internationally legally binding instrument for the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction.
UN DOALOS Ecosystem Approach to Management	17-19 March	Secretariat Representative to be determined, if possible, noting internal meeting overlaps.	Preparatory meeting for the UNFSA Review Conference in 2023.
PSMA Strategy ad hoc Working Group	3-7 April, online	Secretariat representative to attend WG meeting to enhance understanding of PSMA implementation process	Enhance capacity to assist Members in implementation of port state measures in NPFC
GFETW (Global Fisheries Enforcement Training Workshop)	29 July – 4 Aug 2023  Halifax, Canada	CM to attend IMCS Network's GFETW to network with the international MCS	Informal networking for enhanced global cooperation for information sharing on MCS issues
PPFCN		CM to attend Pan-Pacific Fisheries Compliance Network meetings	Informal networking and sharing of MCS practices, ideas and initiatives to move towards more common approaches and processes amongst the RFMOs in the Pacific Ocean basin and address gaps created by differing systems.
NPAFC Annual Meeting	15-19 May 2023, Busan, Republic of Korea	Secretariat to attend annual meeting of NPAFC	Facilitation of cooperation with NPAFC based on the work plan to be agreed by both Commissions to implement MOC established in 2019

### Annex D Secretariat's Workplan for 2023/24

ISC	Japan 12-17 July 2023	Secretariat to attend annual meeting	Discussion on the scientific aspects of cooperation with ISC / NC, sharing experience in assessment of pelagic fish.
NC Meeting	Fukuoka, Japan 6-7 July 2023	Secretariat to attend annual meeting	Facilitation of cooperation between NPFC and WCPFC/NC through the development of a formal MOU relationship
WCPFC TCC 20-26 September 2023	Pohnpei, FSM	Secretariat to attend TCC 19	Facilitation of cooperation between NPFC and WCPFC and develop understanding of MCS approaches in the Pacific RFMOs.
PICES Annual meeting	23 -27 October 2023, Seattle, USA	Secretariat to attend annual meeting of PICES and intersessional meetings of its committees and working groups	Enhancing scientific cooperation between NPFC and PICES as specified in the Framework for cooperation, including such key areas as Stock assessment support, VMEs and Ecosystem Approach to Fisheries.
SPRFMO SC meeting	Late September, Panama	Secretariat to attend SPRFMO SC11 meeting	Discussion on the scientific aspects of cooperation with SPRFMO, sharing experience in assessment of pelagic and bottom fish and establishment of an observer program for pelagic fisheries.
WCPFC Annual Meeting	December 4-8 2023 Rarotonga, Cook Islands	Secretariat to attend annual meeting of WCPFC to discuss issues of common interest especially compliance issues	Facilitation of cooperation between NPFC and WCPFC through the development of a formal MOU relationship

## Annex D Secretariat's Workplan for 2023/24

SPRFMO Annual meeting	January 23-February 2024 Manta, Ecuador	Secretariat to attend annual meeting of SPRFMO to discuss issues of common interest.	Facilitation of cooperation between NPFC and SPRFMO through the development /implementation of a formal
PPFCN (Pan Pacific Fisheries Compliance Network)	Unknown, Tokyo	Secretariat will offer to host a face-to-face meeting of the PPCFN during 2023/24 fiscal year	To facilitate collaboration among Pacific compliance community to explore options for implementing future MoUs and general exchange of information and best practices in MCS.

Further representation will be determined at TCC, FAC and the Commission Meetings.

Besides attendance at the meetings, there are areas for cooperation with other organizations, which require further consideration and input from the Commission:

- a. Development of MOU between NPFC and WCPFC to cooperate in the areas of mutual interest especially for compliance to stop IUU fishing activities in the Convention Area
- b. Development of MOU between NPFC and SPRFMO as proposed by the Executive Secretary of SPRFMO in 2019. SPRFMO submitted revised MOU text for consideration by NPFC Members at the sixth Commission meeting but deferred to next Commission meeting due to time constraints.
- c. Development of MOU between NPFC and IMCS Network to cooperate in compliance as proposed by IMCS Network in 2021. Discussion on this matter was deferred to next Commission meeting due to time constraints.
- d. Cooperation for compliance purposes to be determined by TCC and the Commission, e.g., NPAFC for air surveillance and HSBI for salmon bycatch, USCG for HSBI, all members for VMS and HSBI, Pan Pacific Fisheries Compliance Network, TCN and IUU Interchange group.
- e. Cooperation with FAO ABNJ Deep Sea Fisheries Project Phase 2 as one of the partner organizations with commitment of in-kind contribution to the project

### 3) Enhancing public awareness

The Secretariat will enhance public awareness through various means:

- a. Update NPFC brochures
- b. Maintain and update official website to provide the public information on Commission's activities

## **Annex D** Secretariat's Workplan for 2023/24

- c. Give lectures and seminars relevant to NPFC work upon request from local government or universities and international fora
- d. Submit articles to newsletters of RSN and RFMOs
- e. Publish the NPFC Yearbook to entail activities of the Commission for 2021
- f. Receive visitors from international organizations, local government, embassies, and universities

### **4) Management of human resources**

Effective management of human resources intends to maximize employee performance while considering the best economic use of the resources of the Commission. According to the Secretariat's Work Plan and Commission's decision, the Secretariat will coordinate the following:

- a. Conduct annual performance reviews of the Secretariat staff for 2022/2023 fiscal year (April 2022-March 2023): staff performance review by Executive Secretary, and a performance review of the Executive Secretary by the Commission.
- b. Identify possible approaches to establish a remuneration approach and salary scale for GS staff including a contracted study of domestic practices, as needed.
- c. Identify approach to address concern identified by the retired Compliance Manager related to the use of the fixed exchange rate to calculate payment of salary in JPY from salaries established in USD. Goal is to address inflation and exchange rate issues.
- d. Ensure Secretariat complies with Japanese labor law related to benefits for Japanese staff (e.g., pension options).
- e. Manage interns and secondees from Members after consideration and approval by the Commission.



## Annex E Commission Budgets for 2023/24 to 2026/27

	Year 2023/24	Year 2024/25	Year 2025/26	Year 2026/27
	Proposed	Proposed	Estimated	Estimated
Items	Cost (JPY)	Cost (JPY)	Cost (JPY)	Cost (JPY)
<b>1. PERSONNEL COSTS</b>				
1.1 Executive Secretary	18,151,704	18,508,126	18,508,126	18,876,853
1.2 Professional Category CM	13,204,548	13,967,112	13,967,112	14,269,533
1.3 Professional Category SM	14,702,700	15,176,798	15,176,798	15,478,447
1.4 General Services Category EA	7,789,956	7,906,805	8,025,407	8,145,789
1.5 General Services Category DC	7,314,000	7,423,710	7,535,066	7,648,092
1.6 General Services Category 3	0	0	0	0
1.7 Temporary Services	0	0	0	0
1.8 (a) Social Security & Insurance	6,100,000	6,300,000	6,500,000	6,500,000
1.8 (b) Pension Costs	9,419,088	9,699,313	9,734,726	9,920,482
1.9 Overtime	500,000	500,000	500,000	500,000
1.10 (a) Staff Allowances - Home Leave	2,650,000	1,000,000	2,200,000	1,000,000
1.10 (b) Staff Allowances – Relocation	773,000	0	0	0
1.10 (C) Staff Allowances – Repatriation	3,000,000	3,000,000	2,000,000	2,000,000
1.10 (d) Staff Allowances - Accommodation Subsidy	8,400,000	9,100,000	8,400,000	9,100,000
1.11 Professional Development / Training	1,000,000	1,000,000	1,000,000	1,000,000
1.12 Education Fee	1,500,000	1,500,000	1,500,000	1,500,000
1.13 Separation Allowances	0	0	0	0
<b>2. OTHER SERVICE COSTS</b>				
2.1 Office Equipment & Furniture	2,500,000	2,500,000	2,500,000	2,500,000
2.2 Office Supplies	1,300,000	1,300,000	1,300,000	1,300,000
2.3 Rentals	0	0	0	0
2.4 Communications	1,300,000	1,300,000	1,300,000	1,300,000
2.5 Printing	350,000	350,000	350,000	350,000
2.6 Duty Travel	7,000,000	7,000,000	7,000,000	7,000,000
2.7 Auditing	900,000	900,000	900,000	900,000
2.8 Contractual Services	10,000,000	10,000,000	10,000,000	10,000,000
2.9 Database Management	10,000,000	10,000,000	11,000,000	11,000,000
2.10 MCS Costs	13,000,000	13,000,000	13,000,000	13,000,000
2.11 Meeting Costs & Workshops	26,000,000	26,000,000	26,000,000	26,000,000
2.12 Science Support	12,000,000	12,000,000	12,000,000	12,000,000

**Annex E Commission Budgets for 2023/24 to 2026/27**

2.13 Staff Recruitment & Hiring	1,000,000	1,000,000	1,000,000	1,000,000
2.14 To / From Working Capital Fund	-20,000,000	-20,000,000	-20,000,000	-20,000,000
2.14 bis To/From Special Project Fund	0	0	0	0
2.15 Representation Expenses	250,000	250,000	250,000	250,000
2.16 Miscellaneous	700,000	700,000	700,000	700,000
<b>TOTAL</b>	<b>160,804,996</b>	<b>161,381,864</b>	<b>162,347,235</b>	<b>163,239,195</b>

**Annex F Members Contributions for 2023/24 and 2024/25**

Member/Rule	a)	b)	c)	Fixed Contribution	Total	%
Canada	5,110,219	2,936	2,479,917		7,593,071	4.7
China	5,110,219	50,839,502	571,160		56,520,881	35.1
EU	5,110,219	0	1,596,567		6,706,785	4.2
Korea	5,110,219	1,190,770	1,457,024		7,758,013	4.8
Russia	5,110,219	512,204	615,998		6,238,421	3.9
Chinese Taipei	5,110,219	11,221,003	1,543,348		17,874,569	11.1
USA	5,110,219	0	3,286,162		8,396,381	5.2
Vanuatu	5,110,219	476,333	130,323		5,716,875	3.6
Japan				44,000,000	44,000,000	27.4
<b>Total</b>	<b>40,881,749</b>	<b>64,242,748</b>	<b>11,680,500</b>	<b>44,000,000</b>	<b>160,804,996</b>	<b>100</b>