



North Pacific Fisheries Commission

NPFC-2024-FAC06-Final Report

**6th Meeting of the NPFC Finance and Administration Committee
REPORT**

13 April 2024

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North Pacific Fisheries Commission
6th Meeting of the Finance and Administration Committee

Osaka, Japan (hybrid)

FINAL REPORT

Agenda Item 1. Opening of the Meeting

1. The 6th Meeting of the Finance and Administration Committee (FAC) was held in a hybrid format, with participants attending in-person in Osaka, Japan, or online via WebEx, on 13 April 2024, and was attended by Members from Canada, China, the European Union (EU), Japan, the Republic of Korea, the Russian Federation, Chinese Taipei, the United States of America (USA), and Vanuatu. Panama attended as a Cooperating Non-Contracting Party (CNCP). The Ocean Foundation attended as an observer. The meeting was opened by Mr. Dan Hull (USA), who served as the FAC Chair.

Agenda Item 2. Appointment of Rapporteur

2. Mr. Alexander Meyer was appointed as the Rapporteur.

Agenda Item 3. Adoption of Agenda

3. The FAC agreed to consider the proposal for a special project for hiring an expert to assist the SWG NPA-SA to conduct an assessment for splendid alfonsino and North Pacific armorhead (NPFC-2024-FAC06-WP02) and the proposal for the NPFC to appoint an independent legal advisor (NPFC-2024-TCC07-WP09) under Agenda Item 6b, Budget for 2024/2025.
4. The agenda was adopted (Annex A). The List of Documents and List of Participants are attached (Annexes B, C).
5. The Executive Secretary, Dr. Robert Day, outlined the logistical arrangements for the meeting.

Agenda Item 4. Financial Statement

4a. Audit Report for the 2022/2023 fiscal year

6. The NPFC Auditor's Report for the 2022/2023 Financial Year (NPFC-2024-FAC06-IP01) was taken as read, with supplementary comments from the Executive Secretary regarding the

pension liability, the establishment of separate bank accounts for the separate funds, and the reduction in the stated surplus in the audit.

Recommendation: That the Commission adopt the NPFC Auditor's Report for the 2022/2023 Financial Year.

4b. Secretariat financial update for 2023/2024 fiscal year

7. The Executive Secretary presented the Statement of Income and Expenditure for the year ending 31 March 2023 (2022/2023 fiscal year) and unaudited values for 2023/2024 (NPFC-2024-FAC06-WP01 Rev.2).

Recommendation: That the Commission adopt the financial update for the 2023/2024 fiscal year.

4c. Status of Member Contributions

8. The Executive Secretary reported on the status of Member contributions for 2023/2024 (NPFC-2024-FAC06-WP01 Rev.2).
9. The Secretariat reported that Russian contributions had not been received and further noted that previous Russian attempts to pay its contribution were unsuccessful due to the intermediary banks refusing to process the transfers. Russia indicated it will make further attempts to complete the payment of its contribution.
10. The FAC noted that an overpayment of Panama's voluntary contribution as a CNCP has accumulated and held further discussions of how to handle this under the review of the status of the Voluntary Contribution under Agenda Item 4d.

4d. Status of Other Funds

- i. Working Capital Fund*
- ii. Voluntary Contribution*
- iii. Special Project Fund*
- iv. Repatriation Fund*
- v. Pension Fund*

11. The Executive Secretary reported on the status of the other funds, including the Working Capital Fund, the Voluntary Contributions, the Special Project Fund, the Repatriation Fund, and the Pension Fund (NPFC-2024-FAC06-WP01 Rev.2).
12. The FAC thanked Canada, China, the United States, and Panama for their voluntary contributions.

13. The FAC welcomed the suggestion from Panama that Panama's overpayment of its voluntary contributions, resulting from exchange rate fluctuations, could be held in reserve by the NPFC in anticipation of the possibility that Panama could apply for and successfully receive CNCP status again in the future.
14. The FAC requested that the Secretariat specify by fiscal year when individual expenses were incurred when presenting future reports on the status of other funds.
15. The FAC noted the status of other funds.

Agenda Item 5. Administration Matters

5a. Contracted staffing level report

16. The Executive Secretary presented a report assessing the NPFC's staffing, capabilities and needs (NPFC-2024-FAC06-WP04). He reminded the FAC that FAC05 recommended 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. An independent review was therefore commissioned from Dr. Penelope Ridings and Dr. Joji Morishita. The Executive Secretary suggested that the Secretariat could present a paper to FAC07 or the FAC SWG with potential options for staffing levels and investment of resources aimed at enhancing the efficiency and functionality of the Secretariat so that it can better meet the needs of Members.
17. Some Members stated that the commissioning of an independent assessment and report was beyond what they had expected when making the original recommendation at FAC05, but welcomed the report nevertheless, appreciating its independent and comprehensive nature. As a matter of process, they requested that in the future, the Secretariat should indicate to the FAC when it is considering seeking outside assistance and expertise on FAC-related matters, so that the FAC can understand whether the advice it will receive will come from the Secretariat or independent experts, and also that the FAC can discuss the budgetary implications. They also pointed out that it would be useful to receive the views of the Secretariat, especially the Executive Secretary, on matters such as areas where additional resources may be required or where Member guidance is needed on prioritizing tasks in light of budgetary constraints, and welcomed the Secretariat's proposal to present a paper related to this at FAC07.

18. The FAC noted the report assessing the NPFC's staffing, capabilities and needs, and requested that the Secretariat present a follow-up paper with potential options for staffing levels and investment of resources at FAC07.

Recommendation: That the Commission task the Secretariat with presenting a follow-up paper with potential options for staffing levels and investment of resources at FAC07.

5b. Contracted administrative report

19. Discussions under Agenda Item 5b were conducted in closed session due to the confidential nature of personnel matters.

20. The Executive Secretary provided a progress report on issues related to GS staff pay, and insurance coverage for international staff in response to the tasking from FAC05 and COM07.

21. The FAC thanked the Executive Secretary for providing the progress report. The FAC acknowledged the challenges of addressing these issues, as outlined in the Executive Secretary's report. The FAC recognized the importance of the Secretariat having competitive and equitable pay scales and remuneration to support the work of the Commission. The FAC recognized that further work is needed on this issue, including further discussions at FAC07, and noted that the goals presented by the Executive Secretary would facilitate such discussions.

Recommendation: That the Commission task the Secretariat to continue to work on issues related to GS staff pay, and insurance coverage for international staff using the goals presented by the Executive Secretary at FAC06 as a basis and to provide a working paper at FAC07, in order to enable the FAC to discuss this issue further and make potential recommendations to the Commission at COM09.

5c. 2024 Internship and Secondment programs

22. The Executive Secretary reported on the outcomes of the 2023/2024 Intern and Secondment Program and presented applications for the 2024/2025 fiscal year for the consideration of the FAC (NPFC-2024-FAC06-WP03). The FAC recognized the contributions of the 2023/2024 intern and secondees and noted the benefits of the NPFC Intern and Secondment Program for interns and secondees and for the Secretariat. The FAC reviewed the proposed candidates for the 2024/2025 Intern and Secondment Program.

Recommendation: That the Commission accept the secondment application from Mr. Jumpei Hinata (Japan) for a 12-month period commencing in June 2024.

Recommendation: That the Commission accept the applications from Mr. Jiyu Wang (China) and Mr. Shinnosuke Kato (Japan) for six-month internships, and to stagger their start times.

23. The FAC noted the concerns expressed by some Members over the lack of flexibility in the procedural aspects of the NPFC's Intern and Secondment Program and their preference that greater decision-making discretion be given to the Executive Secretary over matters such as which candidates to hire, and the duration and timing.

Recommendation: That the Commission task the Secretariat to present a proposal to FAC07 on potential updates to the procedural aspects of the NPFC's Intern and Secondment Program.

5d. Performance Review and items of relevance to FAC

24. The FAC reviewed the NPFC Performance Review recommendations that concern the FAC and suggested FAC comments drafted by the Secretariat and the FAC Chair for each recommendation (NPFC-2024-COM08-WP11).

Recommendation: That the Commission task the FAC and the Secretariat with continuing to work to address the recommendations from the Performance Review Panel as a standing agenda item, with a focus on reviewing projects from the Special Project Fund through the FAC SWG, reviewing staffing levels, and developing a corporate plan.

Agenda Item 6. Secretariat's Work Plan: Budget Estimates for 2024/2025 to 2026/2027

6a. Secretariat Work Plan 2024/2025 to 2026/2027

25. The Executive Secretary presented the Secretariat's Work Plan for 2024/2025 to 2026/2027 (NPFC-2024-FAC06-WP05). The FAC endorsed the work plan.

Recommendation: That the Commission adopt the Secretariat's Work Plan for 2024/2025 (Annex D).

6b. Budget for 2024/2025

26. The Executive Secretary presented the proposed budget for 2024/2025 (NPFC-2024-FAC06-WP01 Rev.2) for the review of the FAC. He highlighted the financial pressures of the devaluation of the yen, inflation, and growing database management costs.

27. Japan agreed that Japan's annual contribution for 2024/2025 is 51,304,000 (JPY) although Japan's fixed annual contribution will remain at 44,000,000 (JPY) from 2025/2026 onward. Japan's annual contribution for 2024/2025 was absorbed into the budget table in Annex E.

28. The Science Manager, Dr. Aleksandr Zavolokin, introduced the proposal for a special project for hiring an expert to assist the SWG NPA-SA to conduct an assessment for splendid alfonso and North Pacific armorhead (NPFC-2024-FAC06-WP02), which has already been reviewed by the FAC SWG. The FAC endorsed the proposal and included it in the proposed

budget for 2024/2025.

29. Korea introduced the proposal for the NPFC to appoint an independent legal advisor (NPFC-2024-TCC07-WP09) and the discussions at TCC. Korea explained that, based on the discussions at TCC, it intends to revise the scope of its proposal to appointing an independent legal advisor that would advise the Secretariat, not Members. Korea also explained that, based on its discussions with the Executive Secretary, the associated costs could be limited by keeping legal consultations electronic/virtual and that these could be included within the amount allotted to the budget item “Contractual Services” in the proposed budget for 2024/2025.
30. Members expressed support for limiting the scope to appointing an independent legal advisor that would advise the Secretariat, not Members. One Member insisted that the independent legal advisor must not be asked by Members for advice on the interpretation of the provisions of the Convention and NPFC CMMs at meetings of the Commission or its subsidiary bodies.
31. Several Members expressed their preference that the legal advisor should not be contracted on a full-time basis and should only be consulted on a case-by-case basis. The Executive Secretary explained that the intention would not be to hire a legal advisor on a full-time basis, but to have a retainer arrangement with them, and consult them as necessary.
32. The FAC requested that Korea and the Executive Secretary develop draft terms of reference (TOR) for the proposed services of an independent legal advisor(s) based on the discussions of the FAC and the legal advice the Secretariat has sought to date on an ad hoc basis and present the TOR at COM08 for further consideration. The Executive Secretary explained that so far, the Secretariat has not sought legal advice on interpretations of the Convention and NPFC CMMs, and that it has sought legal advice mainly in three areas: international law in relation to the Secretariat’s interactions with third-parties, general domestic Japanese law, Japanese social and labor law. The FAC agreed that the scope of the advice of the independent legal advisor(s) should be limited to that in the TOR.
Recommendation: That Korea and the Executive Secretary develop draft TOR for the proposed services of an independent legal advisor(s) based on the discussions of the FAC and the legal advice the Secretariat has sought to date on an ad hoc basis and present the TOR at COM08 for further consideration.
33. The FAC requested that in future meetings of the FAC, the Secretariat report on what kinds of contractual services it engaged in the previous year and what output it received from those

services.

34. The FAC endorsed the proposed budget for 2024/2025.

Recommendation: That the Commission adopt the proposed budget for 2024/2025 (Annex E).

Recommendation: That the Commission adopt the proposed Member contributions for 2024/2025 as shown in Annex E. This would include the additional 7.304 million (JPY) contribution of Japan, of which the FAC recommends 3.5 million (JPY) is used to offset Members' contributions in fiscal 2024/2025, while the other 3.804 million (JPY) is transferred into the Working Capital Fund.

6c. Budget estimates for 2025/2026 and indicative budget estimates for 2026/2027 and 2027/2028

35. The FAC noted the budget estimates for 2025/2026 and the indicative budget estimates for 2026/2027 and 2027/2028.

Agenda Item 7. Other matters

36. No other matters were discussed.

Agenda Item 8. Next Meeting

37. **Recommendation:** That the Commission consider holding the next FAC meeting in conjunction with the next Commission meeting.

Agenda Item 9. Recommendations to the Commission

38. The FAC recommended the following to the Commission:

(Agenda Item 4)

(a) That the Commission adopt the NPFC Auditor's Report for the 2022/2023 Financial Year.

(b) That the Commission adopt the financial update for the 2023/2024 fiscal year.

(Agenda Item 5)

(c) That the Commission task the Secretariat with presenting a follow-up paper with potential options for staffing levels and investment of resources at FAC07.

(d) That the Commission task the Secretariat to continue to work on issues related to GS staff pay, and insurance coverage for international staff using the goals presented by the Executive Secretary at FAC06 as a basis and to provide a working paper at FAC07, in order to enable the FAC to discuss this issue further and make potential recommendations to the Commission at COM09.

(e) That the Commission accept the secondment application from Mr. Jumpei Hinata (Japan) for a 12-month period commencing in June 2024.

(f) That the Commission accept the applications from Mr. Jiyu Wang (China) and Mr.

Shinnosuke Kato (Japan) for six-month internships, and to stagger their start times.

- (g) That the Commission task the Secretariat to present a proposal to FAC07 on potential updates to the procedural aspects of the NPFC's Intern and Secondment Program.
- (h) That the Commission task the FAC and the Secretariat with continuing to work to address the recommendations from the Performance Review Panel as a standing agenda item, with a focus on reviewing projects from the Special Project Fund through the FAC SWG, reviewing staffing levels, and developing a corporate plan.

(Agenda Item 6)

- (i) That the Commission adopt the Secretariat's Work Plan for 2024/2025 (Annex D).
- (j) That Korea and the Executive Secretary develop draft TOR for the proposed services of an independent legal advisor(s) based on the discussions of the FAC and the legal advice the Secretariat has sought to date on an ad hoc basis and present the TOR at COM08 for further consideration.
- (k) That the Commission adopt the proposed budget for 2024/2025 (Annex E).
- (l) That the Commission adopt the Member contributions for 2024/2025 as shown in Annex E. This would include the additional 7.304 million (JPY) contribution of Japan, of which the FAC recommends 3.5 million (JPY) is used to offset Members' contributions in fiscal 2024/2025, while the other 3.804 million (JPY) is transferred into the Working Capital Fund.

(Agenda Item 8)

- (m) That the Commission consider holding the next FAC meeting in conjunction with the next Commission meeting.

Agenda Item 10. Adoption of the Report

39. The report was adopted by consensus.

Agenda Item 11. Close of the Meeting

40. The FAC meeting closed at 19:25, Osaka time, on 13 April 2024.

Annexes to FAC06 Report

Annex A	Agenda
Annex B	List of Documents
Annex C	List of Participants
Annex D	Secretariat work plan
Annex E	Budgets and assessed contribution

North Pacific Fisheries Commission
6th Meeting of the Finance and Administration Committee

13 April 2024
Osaka, Japan (hybrid)

Agenda (as amended from the floor)

1. Opening of the Meeting
2. Appointment of Rapporteur
3. Adoption of Agenda
4. Financial Statement
 - a. Audit Report for the 2022/2023 fiscal year
 - b. Secretariat financial update for 2023/2024 fiscal year
 - c. Status of Member Contributions
 - d. Status of Other Funds as of January 31, 2024
 - i. Working Capital Fund
 - ii. Voluntary Contribution Funds
 - iii. Special Project Fund
 - iv. Repatriation Fund
 - v. Pension Fund
5. Administration Matters
 - a. Contracted staffing level report
 - b. Contracted administrative report
 - c. 2024 Internship and Secondment programs P
 - d. Performance Review and items of relevance to FAC
6. Secretariat's Work Plan: Budget Estimates for 2024/2025 to 2026/2027
 - a. Secretariat Work Plan 2024/2025 to 2026/2027
 - b. Budget for 2024/2025
 - i. Special project funding proposal
 - ii. Independent legal advisor proposal
 - c. Budget estimates for 2024/2025 and 2025/2026 and indicative budget estimates for 2026/2027 and 2027/2028
7. Other matters

8. Next meeting
9. Recommendations to the Commission
10. Adoption of the Report
11. Close of the Meeting

LIST OF DOCUMENTS**MEETING INFORMATION PAPERS**

Number	Title
NPFC-2024-COM08/TCC07/FAC06-MIP01 Rev.1	Meeting Information
NPFC-2024-FAC06-MIP02	Provisional Agenda
NPFC-2024-FAC06-MIP03	Provisional Annotated and Indicative Schedule

REFERENCE DOCUMENTS

Number	Title
NPFC-2024-COM08-WP11	The NPFC Performance Review – implementation considerations Review by subsidiary bodies and Chairs

WORKING PAPERS

Number	Title
NPFC-2024-FAC06-WP01 Rev.2	DRAFT COMMISSION BUDGETS 2024/2025 to 2027/2028, and Addendum to FAC06-WP01
NPFC-2024-FAC06-WP02	Proposal for a special project for hiring an expert to assist the SWG NPA-SA to conduct an assessment for Splendid Alfonsino and North Pacific Armorhead
NPFC-2024-FAC06-WP03	NPFC INTERN and SECONDMENT PROGRAM Fiscal Year 2024/2025
NPFC-2024-FAC06-WP04	Working paper submitted by the Secretariat
NPFC-2024-FAC06-WP05	SECRETARIAT WORK PLAN 2024/2025

INFORMATION PAPERS

Number	Title
NPFC-2024-FAC06-IP01	NPFC Auditor's Report for 2022/2023 Financial Year

OBSERVER PAPERS

Number	Title

TCC WP forwarded to FAC

Number	Title
NPFC-2024-TCC07-WP09	Proposal on Legal Advisory Consultant of NPFC

REPORTS

Number	Title

List of Participants

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SECRETARIAT WORK PLAN 2024/2025

ABSTRACT

This paper provides the Secretariat's work plan for the 2024/2025 fiscal year for four key areas:

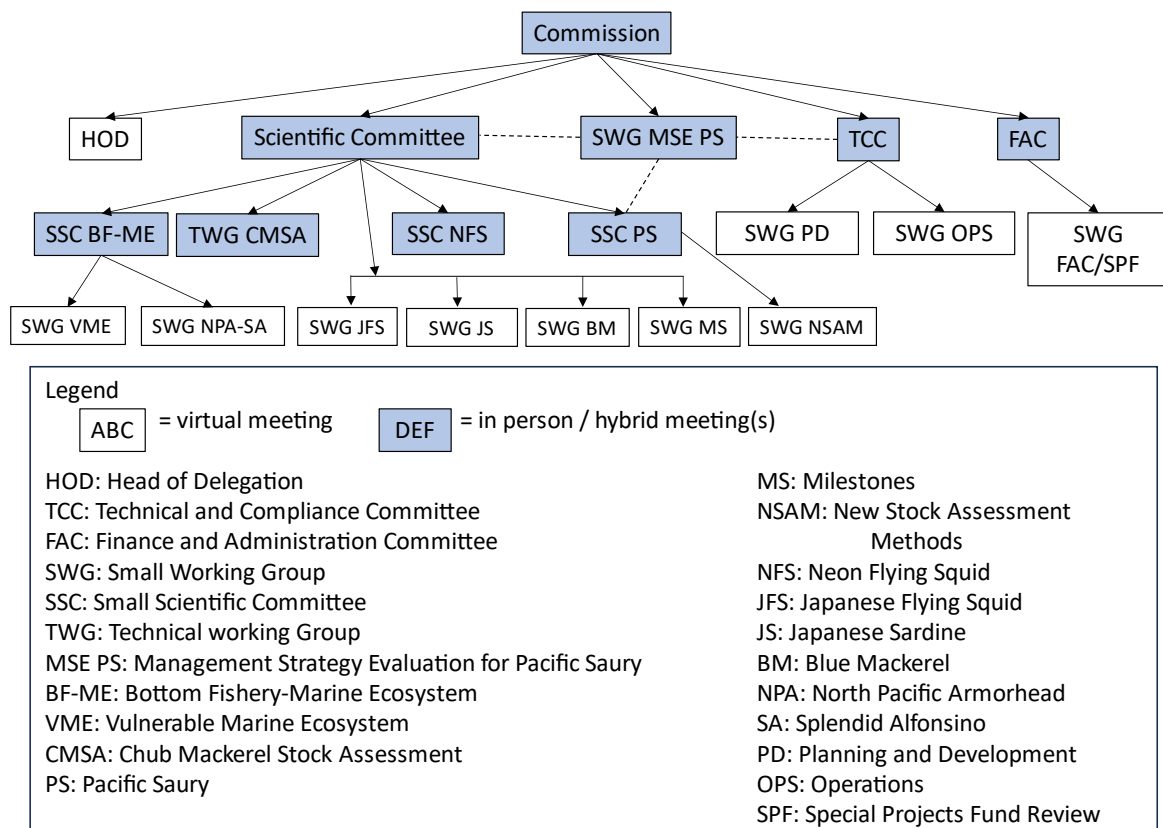
- Coordination of scientific activities of the Commission;
- Coordination of compliance activities and operational reporting to the Commission;
- Data management and security;
- Provision of finance and administration services to support the Commission in the execution of Secretariat's work plan

* The work plan will be informed by COM08 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 2024/2025 fiscal year. The structure of Commission related entities is provided in Figure 1.

Figure 1: Commission related entities supported by the Secretariat



I. Coordination of scientific activities of the Commission

The Secretariat coordinates the scientific activities of the Commission including:

- a. Implementation 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
 - Climate change impact
- b. Implementation of the scientific projects to be conducted in 2024/2025 (see the table below for details).
- c. Organizing informal virtual meetings to facilitate intersessional work, including rapporteur services: 13 SC subsidiary bodies, 2-4 meetings per each.
- d. Organizing formal meetings of SC, SSCs and TWGs to finalize outputs, formalize recommendation and develop scientific advice: 1 SC, 3-4 SSCs and 2-3 TWG meetings per year.
- e. Providing infrastructure services for data collection, sharing and dissemination, including assistance in:
 - Developing data collection standards and data provision templates
 - Providing data storage and maintaining data inventories
 - Compiling annual catch and effort statistics
 - Developing/updating data sharing and security policies
 - Identifying data gaps which can be fulfilled by an observer program
- f. Conducting data analyses: NPA monitoring survey, PS weekly catch, annual catch and effort trends for NPFC priority species, scope study on VMS data for science etc.
- g. Assisting Members in selection and contracting invited experts: 5 contracts for PS, CM, NFS, bottom fish, and climate change.
- h. Making scientific data, meeting documents, policies and templates available to relevant SC members while ensuring data security.
- i. Promoting cooperation with other organizations
 - NPAFC: five-year Work Plan to implement the NPAFC/NPFC Memorandum of Cooperation
 - PICES: PICES annual meeting in 2024, PICES-ICES SPF Working Group, PICES Working Group on Seamount Ecology, update of the Framework for cooperation
 - BECI: following up with the developments of the Basin Scale Events to Coastal Impacts (BECI) project
 - FAO DSF project: collaborative activities on climate change impact, data-limited stock assessment and ecosystem approach to fisheries
 - FAO FIRMS: providing stock and fisheries information in accordance with the partnership agreement
 - SPRFMO, ISC/WCPFC: implementation of MOUs
- j. Liaising with TCC for issues of common interest
- k. Assisting Members with addressing science-related recommendations from the NPFC Performance Review report

Annex D

#	Project	Time	Status	Next step: activities, required funds
1	Pacific saury stock assessment meeting (meeting costs)	Every year	Regular meetings occur	SSC PS13 meeting. Aug 2024. <i>2024 FY: virtual, no funds required.</i>
2	Chub mackerel stock assessment meeting (meeting costs)	Every year	Regular meetings occur	TWG CMSA09 meeting. Jul 2024. <i>2024 FY: 1.5mil JPY (10,000USD)</i> <i>Source: SC fund.</i> TWG CMSA10. Early 2025. <i>2024 FY: virtual or hosted by Member, no funds required.</i>
3	Invited expert to support TWG CMSA (consultancy fee and travel costs)	2020-	An external expert has been contracted for TWG CMSA08 and 09 meetings using the voluntary contribution from the USA. The proposed project covers TWG CMSA10 and 11.	<i>2024 FY: 1.7mil JPY (11,333USD) for TWG CMSA08&09.</i> <i>Source: United States voluntary contribution</i> <i>2024FY: 1.7mil JPY (11,333USD) for TWG CMSA10&11.</i> <i>Source: SC fund.</i>
4	Invited expert to support SSC PS (consultancy fee and travel costs)	2019-	An external expert has been contracted to support SSC PS and its subsidiary WG NSAM.	<i>2024 FY: 3mil JPY (20,000USD)</i> <i>Source: SC fund.</i>
5	Invited expert to support SSC NFS (consultancy fee and travel costs)	2024-	An external expert will be contracted to support SSC NFS.	<i>2024 FY: 2.25mil JPY (15,000USD)</i> <i>Source: SC fund.</i>
6	Invited expert to support SSC BFME (consultancy fee and travel costs)	2024	An external expert will be contracted to support SSC BFME related to bottom fish stock assessments.	<i>2024 FY: 2.17 mil JPY</i> <i>Source: Special Projects Fund</i>
7	PICES Annual meeting	Every year	Travel support to a participant of the SC or its subsidiary bodies to attend PICES Annual meeting.	<i>2024 FY: 1mil JPY (7,000USD)</i> <i>Source: SC fund.</i>
8	Other science meetings / capacity development	2024	Training for capacity building or travel support to attend other relevant science meetings.	<i>2024 FY: 1.5mil JPY (10,000USD)</i> <i>Source: SC fund.</i>

II. Coordination of the joint SC-TCC-COM

Small Working Group on Management Strategy Evaluation for Pacific Saury (SWG MSE PS)

- a. Organizing joint SC-TCC-COM SWG MSE PS meetings to develop an interim HCR and MSE for Pacific saury: 1-2 meetings per year
- b. Assisting Members in selection and contracting an invited expert
- c. Supporting SWG MSE PS's intersessional activities including informal virtual meetings and liaison with SSC PS

III. Coordination of compliance activities of the Commission

* Note that compliance specific activities in 2024-2025 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:
 - i. Continued implementation and refinement of the data input and analysis for transshipment reporting
 - ii. Implementation and analysis of NPFC regional VMS
 - iii. Implementation of the Compliance Monitoring Scheme and provision of the resultant Compliance Monitoring Report
 - iv. Data Sharing and Data Security Protocol for NPFC
 - v. Maintaining the Vessel Registry
 - vi. Implementation of the HSBI procedure
 - vii. Development of transparency policy pertinent to TCC
- b. Coordinating and assisting Members to hold TCC and SWG meetings in 2024
- c. Review of existing CMMs for revision and consideration of new CMMs, if any, from Members
- d. Maintain the vessel register and provide assistance to new CNCs 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 TCC08 meeting
- h. Address VMS and other electronic monitoring systems to assess compliance as directed by the Commission
- i. Support reporting to COM09 regarding monitoring of capacity and possible approaches (from NPFC PR)
- j. Promoting cooperation with other organizations in compliance: IMCS, TCN, PFCN, NPAFC, WCPFC, SPRFMO.

- k. Other tasking to be set at TCC07 and COM08

IV. Data management and security and Information Technology

The data management system is key for the storage of data and the analyses of scientific and compliance operations of the Commission. Significant effort continues to be placed on the refinement 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 designed to integrate all 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 email 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.).

- a. A key element of the workplan is an external review of our data management system, including a security audit. Our current system has evolved with time and Members will benefit from a review to assess if the current system is best suited for our emerging data needs (including analysis and visualization).
- b. With Members, the Secretariat has developed the online transshipment application. This made use of the initial voluntary contribution from Canada agreed to at COM07. The Secretariat will continue to support improvements to the system and the analysis of its data based on feedback from Members.
- c. The Secretariat has established the NPFC GIT Repository for the TWG CMSA and anticipates extending its use to other SC subsidiaries. Plans include upgrading to the GitHub Nonprofit Version (Free Team Plan) and supporting Members use as an administrator of the system (e.g., providing user guidelines, access and technical assistance if required).
- d. The Secretariat has transitioned the email system from a Japan-based local server to the MS Exchange server to improve work efficiency and foster effective collaboration. This change enhances shared calendar usage, reduces bounced emails, expands mailbox size, and integrates email accounts with MS Teams. This transition will conclude in 2024/2025.
- e. The Secretariat will update the NPFC website regularly to enhance public awareness and to provide Members with necessary system access for various Commission operations. This includes proposed projects to streamline Members account creation.
- f. The Secretariat will initiate the development of new systems as required by Members' needs.

V. 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 2024:

- a. Drafting a four-year budget plan 2024-2027 (proposed budgets for 2024 and 2025, indicative budgets for 2026 and 2027) for approval at the 8th Commission meeting;
- b. Submission of the external Auditor's Report for the Commission's 2023/2024 financial affairs
- c. Establishment of new bank accounts and financial procedures (Quick Books for Non-Profits) for separating, managing and reporting on the various funds managed by the Secretariat on behalf of Members

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 2024 by providing logistical support and preparing meeting documents and reports:

- a. Commission and Subsidiary-body Meetings
 - 6th Finance and Administration Committee (FAC), 13 April 2024
 - 7th Technical and Compliance Committee (TCC), 9-12 April 2024
 - 8th Session of the Commission, 15-18 April 2024
 - 9th Scientific Committee, 19-20 December
 - Potentially the 10th Session of the Commission if it is agreed to host in this fiscal year (i.e., March 2025)
- b. Small Working Group on Management Strategy Evaluation for Pacific Saury (SWG MSE PS) meetings
- c. Small Scientific Committees and Technical Working Groups meetings
- d. TCC SWG meetings to take place as decided by the TCC
- 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
FAO COFI and Regional Secretariats Network meeting	8-12 July 2024 Rome, Italy	Secretariat to attend to discuss on sustainable development of fisheries and aquaculture in the context of a changing climate, a better use of biodiversity, ensuring equitable growth for small scale operators and the elimination of IUU fishing.	Global recommendations and policy advice to governments, other regional fishery bodies, civil society organizations, and actors from the private sector and international community
UN DOALOS	15-17 May 2024 New York, USA	Secretariat Representative to be determined, if possible, noting internal meeting overlaps.	Contributions on the topic, “Sustainable fisheries management in the face of climate change”
NPAFC Annual Meeting	14-30 May 2024 Virtual	Secretariat to attend virtual 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
PICES Annual meeting	October, Honolulu, USA	Secretariat to attend annual meeting of PICES and intersessional meetings of its committees and working groups (virtually or in-person)	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	September, Peru	Secretariat to attend SPRFMO SC12 meeting (virtually or in-person)	Discussion on the scientific aspects of cooperation with SPRFMO, sharing experience in assessment of pelagic and bottom fish, scientific data management and establishment of an observer program for pelagic fisheries.
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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. Implementation of MOU with SPRFMO.
- b. Consideration of adopting MOU with ISC and WCPFC where revised language has been proposed by these two organizations for consideration by COM08.
- c. Cooperation for compliance purposes in line with Commission objectives (e.g., with all members for VMS and HSBI, Pan Pacific Fisheries Compliance Network, Tuna Compliance Network (TCN)).
- d. 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

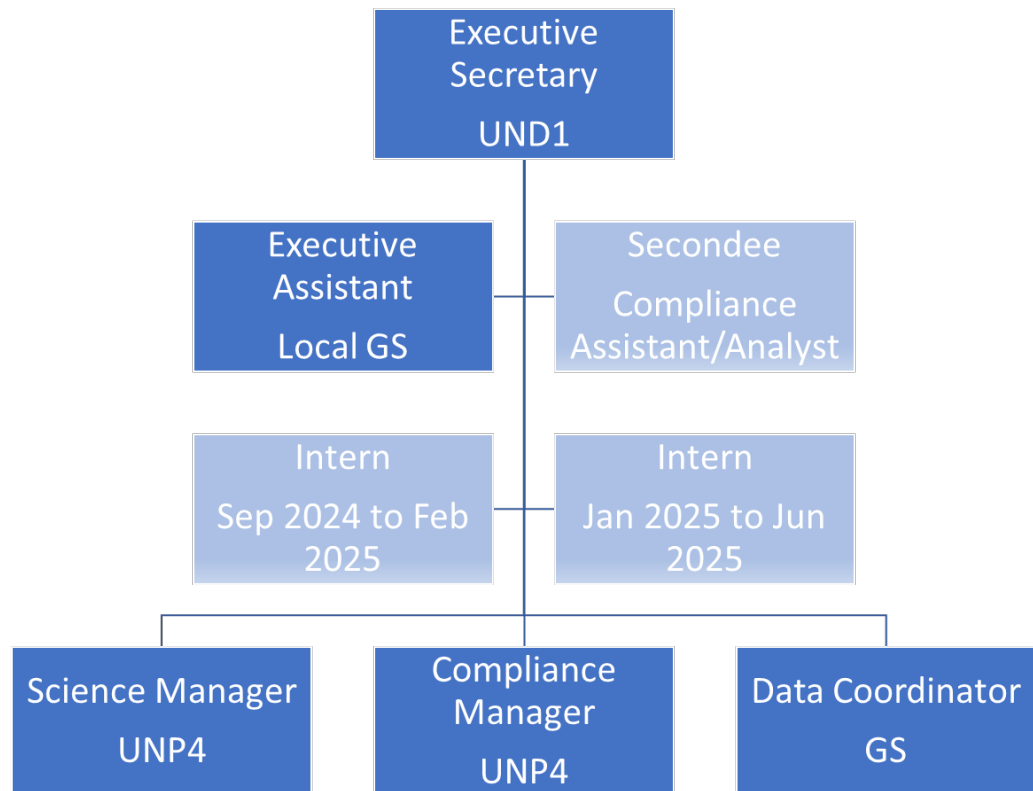
The Secretariat will enhance public awareness through various means:

- a. Develop a cooperative mechanism with the Tokyo University of Marine Science and Technology (the location of the NPFC Secretariat) to allow for increased engagement (e.g., lectures and outreach, education opportunities for TUMSAT students, supporter access to facilities such as electronic library or meeting space, and research cooperation)
- b. Maintain and update official website to provide the public information on Commission's activities
- 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 2023
- 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 2023/2024 fiscal year (April 2023-March 2024): staff performance review by Executive Secretary, and a performance review of the Executive Secretary by the Commission.
- b. Implement elements of the review of pay and benefits conducted by Olivia Associates regarding GS pay (as outlined in the staff regulations) as well as the insurance schemes for staff.
- c. A major focus for this fiscal is to document processes and procedures related to HR and linked to administrative, financial and data considerations.
- d. Continue to consider implications of the concern identified by the retired Compliance Manager related to the use of the fixed exchange rate (124.36) to calculate payment of salary in JPY from salaries established in USD.
- e. Continue to ensure that the Secretariat complies with Japanese labor law related to benefits for Japanese staff.
- f. Manage interns and secondees from Members after consideration and approval by the Commission.

Figure 2: Secretariat structure

Note to Figure 2: Contractors and consultants are not represented and that the decision on Secondee and Intern for 2024/2025 will be taken at COM08.

Table 1: Proposed NPFC budgets for 2024/2025 and 2025/2026 pursuant to financial regulation 9

Items	Year 2024/25 Proposed Cost (JPY)	Year 2025/26 Proposed Cost (JPY)	Year 2026/27 Estimated Cost (JPY)	Year 2027/28 Estimated Cost (JPY)
1. PERSONNEL COSTS				
1.1 Executive Secretary	19,391,573	19,973,320	20,971,986	21,601,146
1.2 Professional Category CM	14,154,037	14,578,658	15,307,591	15,766,818
1.3 Professional Category SM	15,652,189	16,121,754	16,927,842	17,435,677
1.4 General Services Category EA	8,179,454	8,424,837	8,677,583	8,937,910
1.5 General Services Category DC	7,679,700	7,910,091	8,147,394	8,391,816
1.6 General Services Category 3	0	0	0	0
1.7 Temporary Services	0	0	0	0
1.8 (a) Social Security & Insurance	6,300,000	6,500,000	6,500,000	6,500,000
1.8 (b) Pension Costs	10,018,771	10,319,334	10,784,989	11,108,539
1.9 Overtime	2,000,000	1,200,000	1,200,000	1,200,000
1.10 (a) Staff Allowances - Home Leave	2,000,000	1,000,000	2,000,000	1,000,000
1.10 (b) Staff Allowances - Relocation	0	0	0	0
1.10 (C) Staff Allowances - Repatriation	3,000,000	2,000,000	2,000,000	2,000,000
1.10 (d) Staff Allowances - Accommodation Subsidy	9,100,000	9,100,000	9,100,000	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
2. OTHER SERVICE COSTS				
2.1 Office Equipment & Furniture	1,200,000	1,200,000	1,200,000	1,200,000
2.2 Office Supplies	1,000,000	1,000,000	1,000,000	1,000,000
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	5,000,000	7,000,000	7,000,000	7,000,000
2.7 Auditing and Bank fees	1,200,000	1,200,000	1,200,000	1,200,000
2.8 Contractual Services	6,000,000	6,000,000	6,000,000	6,000,000
2.9 Database Management	19,000,000	16,000,000	15,000,000	15,000,000
2.10 MCS Costs	18,000,000	16,000,000	16,000,000	16,000,000
2.11b Meeting Costs COM08/FAC06/TCC07	See project funding budget			
2.11a Meeting Costs - SWGMSEPS			1,000,000	1,000,000
2.11c Meeting costs COM09/FAC06/TCC07	20,000,000	20,000,000	20,000,000	20,000,000
2.12 Science Support	15,172,500	15,000,000	15,000,000	15,000,000
2.13 Staff Recruitment & Hiring	0	0	0	0
2.14.a From Working Capital Fund COM09	-20,000,000	-20,000,000	-20,000,000	-20,000,000
2.14.a bis To / From Working Capital Fund	3,804,000	-3,804,000		
2.14.b To/From Special Project Fund	-2,172,500	0	0	0
2.15 Representation Expenses	250,000	250,000	250,000	250,000
2.16 Miscellaneous	500,000	500,000	500,000	500,000
TOTAL	170,579,723	161,623,995	169,917,384	171,341,906

Table 2: Assessed contributions for 2024/2025 based on budget in table 1 and pursuant to financial regulation 13.

Member\Rule	a)	b)	c)	Fixed Contribution	Total	%
Canada	5,218,313	0	2,471,087		7,689,399	4.5
China	5,218,313	59,023,208	568,835		64,810,356	38.0
EU	5,218,313	0	1,684,954		6,903,267	4.0
Korea	5,218,313	488,337	1,455,535		7,162,184	4.2
Russia	5,218,313	8,778	702,625		5,929,717	3.5
Chinese Taipei	5,218,313	5,949,763	1,467,657		12,635,732	7.4
USA	5,218,313	0	3,427,376		8,645,688	5.1
Vanuatu	5,218,313	131,562	149,504		5,499,379	3.2
Japan				51,304,000	51,304,000	30.1
Total	41,746,503	65,601,648	11,927,572	51,304,000	170,579,723	100.0