



North Pacific Fisheries Commission

**7th Meeting of the NPFC Finance and Administration Committee
FINAL REPORT**

22, 24 and 25 March 2025

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North Pacific Fisheries Commission
7th Meeting of the Finance and Administration Committee

Osaka, Japan (hybrid)

FINAL REPORT

Agenda Item 1. Opening of the Meeting

1. The 7th 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 22 March 2025, 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 and Pew Charitable Trusts (Pew) attended as observers. The meeting was opened by Mr. Dan Hull (USA), who served as the FAC Chair.

Agenda Item 2. Appointment of Rapporteur

2. Mr. Jacques Chaumont was appointed as the Rapporteur.

Agenda Item 3. Adoption of Agenda

3. The FAC Chair proposed minor changes to the ordering of discussion on subitems within Agenda Item 5, due to the confidential nature of personnel matters.

4. The agenda was adopted (Annex A) as amended. 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 2023/2024 fiscal year

6. The NPFC Auditor's Report for the 2023/2024 Financial Year (NPFC-2025-FAC07-IP01) was taken as read, with supplementary comments from the Executive Secretary regarding the transition to commercial financial software, a transfer to the General Fund from the Special Projects Fund, and the General Fund surplus being transferred to the Working Capital Fund as well as acknowledging the delay in the audit.

Recommendation: That the Commission adopt the NPFC Auditor's Report for the 2023/2024 Financial Year.

7. One Member noted that following paragraph 22 of the Financial Regulations, the Executive Secretary shall require, as part of observations of the external auditors, that the external auditors provide specific recommendations for the cap of the Working Capital Fund at the amount equivalent to the funds required to sustain the Commission's operations for set number of months. That Member stated that the information related to this cap should be included in the next external audit.

4b. Status of Member Contributions

8. The Executive Secretary reported on the status of Member contributions for 2024/2025 (NPFC-2025-FAC07-WP01 Rev.1). As of 5 March 2025, payments of 170,463,481 (JPY) had been received with 116,241 (JPY) outstanding as accounts receivable from Russia. The Executive Secretary noted that Russia was expected to make the final remaining contribution during the meeting.

9. The Executive Secretary notified the FAC prior to the end of the meeting that all Member contributions for 2024/2025 were fully paid.

10. The FAC accepted the report from the Secretariat on Member contributions.

4c. Secretariat financial update to 31 January 2025

i. for 2024/2025 fiscal year (General Fund)

11. The Executive Secretary presented the Statement of Income and Expenditure for the year ending 31 March 2024 (2023/2024 fiscal year) and unaudited values for 2024/2025 (NPFC-2025-FAC07-WP01 Rev.1). He noted that expenditures as of 31 December 2024 were 55,382,669 (JPY), with significant expenses still pending for the SC09 related meetings, database projects, and COM09 related meetings. Projected expenditures were expected to reach approximately 91% of the appropriated funds.

Recommendation: That the Commission adopt the financial update to 31 January 2025 for the 2024/2025 fiscal year, including the statement of income and expenditures for the year ending 31 March 2024 (2023/2024 fiscal year) and unaudited values for 2024/2025.

12. One Member requested that, considering some discrepancies between the information received prior to the meeting and presented during the meeting, revised versions of working papers be provided when updates occur, to ensure members have clarity on expenditures relative to the budget.

13. Some Members recalled that at FAC06, the Secretariat was requested to report on what kinds of contractual services it engaged in the previous year and what outputs it received from those services. The Executive Secretary acknowledged this oversight and committed to providing this information in the future.

Recommendation: That the Commission direct the Secretariat to provide a report on contractual services engaged and outputs received, as requested in paragraph 33 of the FAC06 Final Report.

ii. Working Capital Fund

iii. Voluntary Contribution

iv. Special Project Fund

v. Repatriation Fund

14. The Executive Secretary reported on the status of the other funds, including the Working Capital Fund, the Voluntary Contribution, the Special Project Fund, and the Repatriation Fund (NPFC-2025-FAC07-WP01 Rev.1).

15. Several Members raised questions about the Working Capital Fund cap referenced in paragraph 22 of the Financial Regulations, which states that “Transfers to the Working Capital Fund shall be capped at an amount equivalent to the funds required to sustain the Commission’s operations for a set number of months.”

16. The Executive Secretary noted that while the practice has been to maintain approximately one year of operating funds, this had not been formally established. Several Members inquired whether the Working Capital Fund cap should be increased or more formally decided.

17. Regarding the Working Capital Fund, one Member requested that information about the Working Capital Fund cap be included in future audit reports, as required by the Financial Regulations paragraph 22. Another Member suggested reviewing practices of other RFMOs with similar size and mandate to inform the determination of an appropriate cap.

Recommendation: That the Commission direct the Secretariat to analyze past discussion by the FAC and options for the Working Capital Fund cap consistent with the Financial Regulations, examine past history of how that number of months has been determined, and present options to FAC08 for determining the optimal number of months of operating funds to be available in the Working Capital Fund for the Commission.

18. The FAC thanked Canada, China, the United States, and Panama for their voluntary contributions.

19. The EU announced its intention to provide a voluntary contribution of approximately 50,000 (EUR) to support the Secretariat in data collection and processing, particularly for SC- and TCC-related activities.

20. The FAC noted the status of other funds.

Agenda Item 5. Administration Matters

5a. Staffing considerations

21. The Executive Secretary presented a report assessing the NPFC's staffing, capabilities and needs (NPFC-2025-FAC07-WP04) highlighting the increased activities requiring support from the Secretariat. The report noted that despite the expansion of operations, including the regional Vessel Monitoring Scheme, transshipment reporting, and stock assessment methodologies, the Secretariat has maintained its original complement of staff while investing in contract and technological solutions to manage the increased workload. The Executive Secretary also noted the support and additional capacity provided to the Secretariat through the role of secondees and interns.

22. The FAC expressed appreciation for the hard work of the Secretariat staff in handling a wide range of work with limited resources.

23. One Member expressed the view that they did not see benefits in expanding the level of Secretariat staff at this time and supported continuing the practice of using contractors.

24. The Executive Secretary requested that Members consider the resource implications for the Secretariat when proposing new CMMs. He noted that while there is no formal process requiring cost assessments for new measures, Members should be mindful of the costs of technology development and potential staffing cost implications.

25. One Member suggested that NPFC consider implementing a requirement for Members to attach a cover sheet when submitting proposals for new measures, indicating potential additional costs or workload for the Secretariat. Another Member noted that while they agreed on the importance of considering the financial implications of new measures, they had reservations about implementing requirements that could deter the development and submission of proposals to the Commission, as well as their adoption.

5b. Pay and benefits system

26. Discussions under Agenda Item 5b were carried out in a closed session due to the confidential nature of personnel matters.

i. General Service Staff

27. The Executive Secretary provided a progress report and proposal on issues related to General Service staff pay in response to the tasking from FAC06 and COM08 (NPFC-2025-FAC07-WP05).

28. The FAC thanked the Executive Secretary for providing the progress report. The FAC acknowledged the complexities 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 but noted that additional information and clarification were needed before making specific recommendations.

Recommendation: That the Commission direct the Secretariat and an ad hoc intersessional correspondence group of the FAC to develop clearer options and recommendations on staff pay scales for both General Service and Professional/Director level positions for consideration at FAC08, with a view to making recommendations to the Commission at COM10.

ii. Manager and Executive Secretary Staff

29. The Executive Secretary provided a progress report and proposal on issues related to Manager and Executive Secretary staff pay (NPFC-2025-FAC07-WP09).

30. The FAC thanked the Executive Secretary for his efforts, acknowledging the complexities of this issue, and recognizing that it is similar in nature to the General Service staff pay issue.

Recommendation: That the Commission maintain the current approach to Manager and Executive Secretary staff pay for fiscal year 2025/2026 while additional work continues intersessionally to consider clear options and recommendations on Professional and General Service salaries.

5c. Proposed revisions to the Staff Regulations

31. Discussions under Agenda Item 5c were carried out in a closed session due to the confidential nature of personnel matters.

32. The Executive Secretary presented proposed revisions to Staff Regulation 8.1 regarding social security benefits (NPFC-2025-FAC07-WP06). The proposal suggested modifications to address health insurance, workers accident insurance, and retirement fund provisions.

33. The FAC discussed and endorsed the proposal to update Staff Regulation 8.1 to better reflect current practices and improve benefits coverage, including the addition of workers' accident insurance for international staff.

Recommendation: That the Commission adopt the proposed revisions to Staff Regulation 8.1, with the removal of the phrase “as outlined in NPFC Policy” for clarity and to implement the Secretariat’s approach to provide staff with social security benefits beginning in the 2025/2026 fiscal year.

Recommendation: That the Commission direct the Secretariat to develop an applicable NPFC Social Security Policy for consideration of FAC08.

5d. Potential revisions to the Financial Regulations (e.g., approach for the transshipment observer scheme)

34. The TCC Chair, Ms. Alisha Falberg (USA), briefed the FAC on the funding mechanism proposed for the transshipment observer scheme, as contained in the draft CMM for a transshipment observer program being forwarded by TCC to the Commission. The relevant paragraph in the draft CMM states that costs of implementing the program shall be financed by the flag member or CNCP of offloading vessels wishing to engage in transshipment operations, with the fee calculated based on the total costs of the program.

35. The FAC noted the information provided but did not make specific recommendations on revisions to the Financial Regulations at this time.

5e. 2024 Internship and Secondment programs

36. Discussions under Agenda Item 5e were carried out in a closed session due to the confidential nature of personnel matters.

37. The Executive Secretary reported on the outcomes of the 2024/2025 Intern and Secondment Program and noted there were no new applications for interns and there was one application for the secondment program for the 2025/2026 fiscal year (NPFC-2024-FAC06-WP02). The Executive Secretary noted the valuable contributions of all participants and indicated that Mr. Jumpei Hinata was applying to extend his secondment for an additional year. The FAC reviewed the application for renewal.

Recommendation: That the Commission accept the secondment application from Mr. Jumpei Hinata for a 12-month period commencing in June 2025.

5f. Proposed revisions to the Internship and Secondment Program

38. Discussions under Agenda Item 5f were carried out in a closed session due to the confidential nature of personnel matters.

39. The Executive Secretary outlined the proposed changes to the NPFC Internship and Secondment Program based on direction from COM08 and recent experience (NPFC-2025-FAC07-WP03). The proposal aimed to provide greater flexibility in the application process and engagement of interns and secondees.

40. The FAC endorsed the proposed revisions with minor amendments suggested by some Members, including clarifying the confidentiality agreement requirement for secondees and modifying the announcement process for successful interns (Annex D).

Recommendation: That the Commission adopt the proposed revisions to the NPFC Intern and Secondment Program policies (Annex D) and provide the budgetary resources necessary for the Secretariat to engage qualified candidates for the internship program intersessionally beginning in fiscal year 2025/2026.

Agenda Item 6. Performance Review and items of relevance to FAC

41. The Executive Secretary presented the NPFC Performance Review recommendations that concern the FAC (NPFC-2025-COM09-IP02).

42. The FAC noted the ongoing work to address the recommendations from the Performance Review Panel.

43. On the recommendation related to the requirement for cost assessments to accompany new proposals, some Members expressed reservations, noting concerns that such requirements could potentially deter the development and submission of proposals, as well as their adoption at the Commission.

44. Some Members suggested that the FAC continue working on the Performance Review recommendations in the intersessional period, with involvement of Members to have a more Member-driven discussion on which recommendations to focus on and prioritize. One Member noted the intersessional process to solicit Member input as outlined at COM08 was not followed and suggested that be pursued over the next year.

Recommendation: That the Commission task the FAC and the Secretariat with continuing intersessional work to address the recommendations from the Performance Review Panel as a standing agenda item, with involvement of Members to effectively focus and prioritize work as outlined in paragraph 94 of the COM08 Final Report.

Agenda Item 7. Secretariat's Work Plan: Budget Estimates for 2025/2026 to 2027/2028

7a. Secretariat Work Plan 2025/2026 including staffing

45. The Executive Secretary presented the Secretariat's Work Plan for the 2025/2026 fiscal year (NPFC-2025-FAC07-WP10).

46. One Member noted that while many of the planned travel items for cooperation with other organizations seemed appropriate, the Secretariat should consider which meetings required in-person attendance versus virtual participation, noting that MoUs with other organizations are not intended to have significant budgetary implications.

47. The FAC endorsed the work plan.

Recommendation: That the Commission adopt the Secretariat's Work Plan for 2025/2026 (Annex E), in addition to tasking the Secretariat with other necessary work identified by FAC07.

7b. Budget estimates for 2025/2026 and 2026/2027 and indicative budget estimates for 2027/2028 and 2028/2029

48. The Executive Secretary presented the proposed budget for 2025/2026 (NPFC-2025-FAC07-WP01 Rev.1) for the review of the FAC. He highlighted the financial pressures of the devaluation of the yen, inflation, and growing costs of database management and some contracts (e.g., Webex).

49. Some Members expressed concern that the original proposed budget distributed to Members did not reflect the agreed exchange rate (124.36 JPY to 1 USD) for Secretariat staff whose pay in JPY is calculated from USD.

50. The FAC was unable to conclude discussion on the budget on 22 March, and thus adjourned and reconvened on 24 March during the margins of the Commission meeting. As the FAC Chair, Mr. Dan Hull, was unable to attend, Mr. Haruo Tominaga (Japan) served as interim FAC Chair for the remainder of discussion on Agenda Item 7 and for the report adoption process.

51. The Executive Secretary presented a revised version of the proposed budget, which addressed issues involving personnel costs.

52. Some Members requested that more information be provided in future budget proposals and presentations, such as more detailed breakdowns for MCS costs and the inflationary adjustment amounts to personnel costs.

53. The FAC endorsed the proposed budget for 2025/2026 as revised by the Executive Secretary.

Recommendation: That the Commission adopt the proposed budget for 2025/2026 (Annex F, Table 1).

Recommendation: That the Commission adopt the proposed Member contributions for 2025/2026 (Annex F, Table 2).

Agenda Item 8. Other matters

54. The Science Manager, Dr. Aleksandr Zavolokin, presented a proposal for a special project to assist the SWG NPA-SA with stock assessments for splendid alfonsino and north Pacific armorhead (NPFC-2025-FAC07-WP07). The proposal requested 2,142,700 (JPY) from the Special Project Fund for 2025/2026 to hire external experts to conduct an assessment of the north Pacific armorhead stock and improve the assessment of the splendid alfonsino stock.

55. One Member pointed out that it is not clear how budget is allocated among SC related projects. The Member also proposed that FAC, in consultation with SC, review what budget is allocated to which SC projects to consider appropriate budget allocation.

56. The FAC endorsed the proposal and recommended funding from the Special Project Fund.

Recommendation: That the Commission approve the allocation of 2,142,700 (JPY) from the Special Project Fund for hiring external experts to assist with stock assessments for splendid alfonsino and north Pacific armorhead in 2025/2026.

57. The Executive Secretary presented proposed revisions to the FAC Terms of Reference (NPFC-2025-FAC07-WP08), including extending the maximum number of consecutive terms for the Chair from two to three 2-year terms and updating the quorum requirements (to two-thirds).

58. The FAC endorsed the proposed revisions (Annex G).

Recommendation: That the Commission adopt the revised FAC Terms of Reference as proposed in NPFC-2025-FAC07-WP08 (Annex G).

8a. Consideration of Recommendations for FAC Chair/Vice Chair

59. The FAC noted that the terms of the current FAC Chair, Mr. Dan Hull (USA), and Vice Chair, Mr. Luoliang Xu (China), were ending at the conclusion of FAC07. The FAC thanked the Chair and Vice Chair for their excellent work. Following nominations from Members, the FAC recommended to the Commission that Mr. Haruo Tominaga (Japan) serve as the FAC Chair and Mr. Bernard Blazkiewicz (EU) serve as the FAC Vice Chair for a two-year term.

Recommendation: That the Commission appoint Mr. Haruo Tominaga (Japan) to serve as the FAC Chair and Mr. Bernard Blazkiewicz (EU) to serve as the FAC Vice Chair for a two-year term.

Agenda Item 9. Next Meeting

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

Agenda Item 10. Recommendations to the Commission

61. The FAC recommended the following to the Commission:

(Agenda Item 4)

- (a) That the Commission adopt the NPFC Auditor's Report for the 2023/2024 Financial Year.
- (b) That the Commission adopt the financial update to 31 January 2025 for the 2024/2025 fiscal year, including the statement of income and expenditures for the year ending 31 March 2024 (2023/2024 fiscal year) and unaudited values for 2024/2025.
- (c) That the Commission direct the Secretariat to provide a report on contractual services engaged and outputs received, as requested in paragraph 33 of the FAC06 Final Report.
- (d) That the Commission direct the Secretariat to analyze past discussion by the FAC and options for the Working Capital Fund cap consistent with the Financial Regulations, examine past history of how that number of months has been determined, and present options to FAC08 for determining the optimal number of months of operating funds to be available in the Working Capital Fund for the Commission.

(Agenda Item 5)

- (e) That the Commission direct the Secretariat and an ad hoc intersessional correspondence group of the FAC to develop clearer options and recommendations on staff pay scales for both General Service and Professional/Director level positions for consideration at FAC08, with a view to making recommendations to the Commission at COM10.
- (f) That the Commission maintain the current approach to Manager and Executive Secretary

staff pay for fiscal year 2025/2026 while additional work continues intersessionally to consider clear options and recommendations on Professional and General Service salaries.

- (g) That the Commission adopt the proposed revisions to Staff Regulation 8.1, with the removal of the phrase “as outlined in NPFC Policy” for clarity and to implement the Secretariat’s approach to provide staff with social security benefits beginning in the 2025/2026 fiscal year.
- (h) That the Commission direct the Secretariat to develop an applicable NPFC Social Security Policy for consideration of FAC08.
- (i) That the Commission accept the secondment application from Mr. Jumpei Hinata for a 12-month period commencing in June 2025.
- (j) That the Commission adopt the proposed revisions to the NPFC Intern and Secondment Program policies (Annex D) and provide the budgetary resources necessary for the Secretariat to engage qualified candidates for the internship program intersessionally beginning in fiscal year 2025/2026.

(Agenda Item 6)

- (k) That the Commission task the FAC and the Secretariat with continuing intersessional work to address the recommendations from the Performance Review Panel as a standing agenda item, with involvement of Members to effectively focus and prioritize work as outlined in paragraph 94 of the COM08 Final Report.

(Agenda Item 7)

- (l) That the Commission adopt the Secretariat’s Work Plan for 2025/2026 (Annex E), in addition to tasking the Secretariat with other necessary work identified by FAC07.
- (m) That the Commission adopt the proposed budget for 2025/2026 (Annex F Table 1).
- (n) That the Commission adopt the proposed Member contributions for 2025/2026 (Annex F Table 2).

(Agenda Item 8)

- (o) That the Commission approve the allocation of 2,142,700 (JPY) from the Special Project Fund for hiring external experts to assist with stock assessments for splendid alfonso and North Pacific armorhead in 2025/2026.
- (p) That the Commission adopt the revised FAC Terms of Reference as proposed in NPFC-2025-FAC07-WP08 (Annex G).
- (q) That the Commission appoint Mr. Haruo Tominaga (Japan) to serve as the FAC Chair and Mr. Bernard Blazkiewicz (EU) to serve as the FAC Vice Chair for a two-year term.

(Agenda Item 9)

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

Agenda Item 11. Adoption of the Report

62. The report was adopted by consensus.

Agenda Item 12. Close of the Meeting

63. The FAC meeting closed at 14:25, Osaka time, on 25 March 2025.

List of Annexes to FAC07 Report

Annex A	Agenda
Annex B	List of Documents
Annex C	List of Participants
Annex D	Updated Intern Policy
Annex E	Secretariat Work Plan
Annex F	Budgets and Assessed Contributions
Annex G	Updated FAC Terms of Reference

North Pacific Fisheries Commission
7th Meeting of the Finance and Administration Committee
22, 24 and 25 March 2025
Osaka, Japan (hybrid)

Agenda (as amended at FAC07)

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3. Adoption of Agenda
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 - c. Secretariat financial updates to 31 January 2025:
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 - ii. Working Capital Fund
 - iii. Voluntary Contribution Funds
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 - b. Pay and benefits system (closed session)
 - i. General Service Staff
 1. Pay
 2. Benefits
 - ii. Manager and Executive Secretary Staff
 1. Pay
 2. Benefits
 - c. 2024 Internship and Secondment programs (closed session)
 - d. Proposed revisions to the Internship and Secondment Program (closed session)
 - e. Proposed revisions to the Staff Regulations
 - f. Potential revisions to the Financial Regulations (e.g., approach for the transshipment observer scheme)

6. Performance Review updates and items of relevance to FAC
7. Secretariat's Work Plan: Budget Estimates for 2025/2026 to 2028/2029
 - a. Secretariat Work Plan 2025/2026 including staffing
 - b. Budget estimates for 2025/2026 and 2026/2027 and indicative budget estimates for 2027/2028 and 2028/2029
8. Other matters
 - a. Consideration of Recommendations for FAC Chair/Vice Chair
9. Next meeting
10. Recommendations to the Commission
11. Adoption of the Report
12. Close of the Meeting

FAC07 LIST OF DOCUMENTS**MEETING INFORMATION PAPERS**

Number	Title
NPFC-2025-FAC07/TCC08/COM09-MIP01 Rev.1	Meeting Information
NPFC-2025-FAC07-MIP02	Provisional Agenda
NPFC-2025-FAC07-MIP03	Annotated Indicative Provisional Agenda

WORKING PAPERS

Number	Title
NPFC-2025-FAC07-WP01 Rev.2	DRAFT COMMISSION BUDGETS 2025/2026 to 2028/2029
NPFC-2025-FAC07-WP02	NPFC INTERN and SECONDMENT PROGRAM Fiscal Year 2025/2026
NPFC-2025-FAC07-WP03	PROPOSED UPDATES TO THE NPFC SECONDMENT AND INTERNSHIP POLICIES
NPFC-2025-FAC07-WP04	NPFC SECRETARIAT WORKLOAD AND STAFFING LEVELS
NPFC-2025-FAC07-WP05	NPFC STAFF REGULATIONS – PROPOSAL REGARDING GENERAL SERVICE PAY
NPFC-2025-FAC07-WP06	NPFC STAFF REGULATIONS – PROPOSAL REGARDING SOCIAL SECURITY BENEFITS
NPFC-2025-FAC07-WP07	Update on the special project for hiring an expert to assist the SWG NPA-SA to conduct an assessment for Splendid Alfonsino and North Pacific Armorhead and funding request for 2025
NPFC-2025-FAC07-WP08	FINANCE AND ADMINISTRATION COMMITTEE TERMS OF REFERENCE
NPFC-2025-FAC07-WP09	NPFC STAFF REGULATIONS – PROPOSAL REGARDING PROFESSIONAL (P) and DIRECTOR (D) LEVEL PAY
NPFC-2025-FAC07-WP10	Secretariat Work Plan 2025-2026

INFORMATION PAPERS

Number	Title
NPFC-2025-FAC07-IP01	NPFC Auditor's Report for 2023/2024 Financial Year
NPFC-2025-FAC07-IP02	Performance Review Update
NPFC-2025-FAC07-IP02 SuppDoc.1	SC/TCC/FAC RELATED FROM PERFORMANCE REVIEW Excel Table

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NPFC SECONDMENT AND INTERNSHIP POLICIES

Version from FAC07/COM09 (March 2025)

Secondment Policy

Introduction

NPFC invites citizens from its member Parties to apply for the NPFC secondment. The period of the secondment is from 1 to 12 months. The secondee will work at the NPFC Secretariat in Tokyo, Japan or in exceptional circumstances, remotely.

Objective

To assist NPFC Secretariat in setting up new systems and mechanisms, and provide advice on operational matters.

Qualifications of Candidates

This individual is a senior technical specialist from a Member Party who can assist the Secretariat in the set-up key Commission systems, e.g., data, website, intranet, VMS, science projects, and others.

Period of Secondment

The period is from 1 (one) to 12 (twelve) months and can be renewed once with the approval of the Commission.

Guidelines for application and selection procedure

1. Applicants will apply to the NPFC Secretariat following the procedure described on the NPFC website. Applicants must describe their interests and qualifications in a cover letter, provide a resume delineating their work experience, and submit a reference letter written by the Member's Representative.
2. Applications (including cover letter, resume, and reference letter) must be received by the NPFC Secretariat 60 days prior to the NPFC Commission Meeting. The NPFC Executive Secretary will review applications and transmit his/her recommendation(s) to the NPFC Points of Contact 30 days prior to the NPFC Commission Meeting.
3. The Commission will announce any successful secondee at the Commission Meeting. The NPFC Secretariat staff will contact the secondee immediately after the Commission Meeting by email, or by phone, or by regular mail to make arrangements with the secondee to assume the secondment.
4. Once selected, a secondee requiring a "Certificate of Eligibility (CoE) and/or a Visa for work purposes will have 4 (four) months to successfully receive their documentation. The Secretariat will provide support on the application process but

cannot guarantee that the necessary Visa will be authorized by Japanese immigration officials.

Travel expenses

The secondee may or may not be provided air travel at economy rate subject to discussions and approval of the Executive Secretary.

How to Apply

1. Provide an introductory letter in English to the Executive Secretary which includes:
 - a. Name and contact details and affiliation with the Member and/or NPFC;
 - b. Interest in NPFC and where technical experience could further assist the Secretariat in setting up or further developing key systems for the Commission.
2. Provide a resume showing academic, work experience and technical qualifications along with copies of diploma and/or any certificate(s) that shows the specialties (certificates/diplomas can be provided in their original language along with a translation to English.
3. Submit two (2) letters of reference from persons knowledgeable of the applicant's qualifications with e-mail contacts for each reference.
4. Indicate the expected period of secondment and intended outputs, noting the initial limit of 12 months.
5. Indicate the acceptance of the terms for remuneration and travel for the secondment.

Deadline

All applications must be received in full at the office of the NPFC Executive Secretary 60 days prior to the Annual Session of the Commission.

Review and Approval

The Executive Secretary will review all applications and provide Representatives, Alternates and Official Contacts a summary and recommendation for consideration at the following Commission meeting through the Finance and Administration Committee. Review and decision will be provided by the Commission. It is envisioned that there would be a maximum of two (2) Secondees at any one time working in the Secretariat. Applicants must be willing to sign a confidentiality agreement prior to commencing their secondment.

Starting date of the Secondment

Date to be mutually agreed upon between the candidate(s) and the Executive Secretary.

Internship Policy

Introduction

NPFC invites citizens from its member Parties to apply for the NPFC Internship Program. The period of the internship is up to six months. Up to two interns per year will be accepted as long as funds are identified in the Budget approved by the Commission. The intern will work at the NPFC Secretariat in Tokyo, Japan. Remote work is not envisioned for this role.

Objectives

The NPFC Internship Program has two goals:

1. To help early-career professionals gain experience and knowledge in operations of the Commission, and
2. To increase the capacity of the NPFC secretariat through the presence of an additional professional bringing his/her experience and knowledge.

Nature of the Internship

The intern works under the supervision of the Executive Secretary and/or his/her designates and may be given a wide variety of tasks:

- Fisheries management;
- Fisheries science;
- Databases;
- Administrative, meeting coordination, publications; and
- Other NPFC activities delegated by the Executive Secretary.

Period of internship:

The period is from 1 (one) month up to a maximum of 6 (six) months.

Qualifications of Candidates

Applicants must be from NPFC Member, have a minimum of a university degree, the ability to read, write, and speak English, the ability to use computers and the internet, and demonstrated personal initiative.

Applicants must currently be a part of the government or academic sector, a recent graduate, or currently enrolled in school for an advanced degree.

Guidelines for application and selection procedure

1. Applicants will apply to the NPFC Secretariat following the procedure described on the NPFC website. Applicants must describe their interests and qualifications in a cover letter, provide a resume delineating their academic and work experience, and submit

two professional reference letters.

2. Applications (including cover letter, resume, and two reference letters) must be received by the NPFC Secretariat 60 days prior to the NPFC Annual Meeting. The NPFC Executive Secretary, in consultation with the Science and Compliance Managers, decide upon the successful candidate(s).
3. The Executive Secretary will announce the successful intern at the Commission Meeting (assumed to be in March or April). The NPFC Secretariat staff will contact the successful intern immediately after the Annual Meeting by email, or by phone, or by regular mail to make arrangements with the intern to assume the internship.
4. Once selected, an intern requiring a “Certificate of Eligibility (CoE)” and/or a Visa for work purposes will have up to 4 (four) months to successfully receive their documentation. The Secretariat will provide support on the application process but cannot guarantee that the necessary Visa will be authorized by Japanese immigration officials. In that case, the internship would be cancelled to allow for other candidates to be considered.
5. Should an internship opportunity remain available intersessionally (i.e., funds remain available), the Executive Secretary can advertise the opportunity on the NPFC website and engage an intern outside of the regular cycle noted above.

Financial Support

NPFC will provide a stipend of 220,000 JPY per month to assist in accommodation and living costs. Commuter costs from their local residence to the Secretariat office will also be provided under the NPFC Commuting Allowance Policy. Travel costs for the intern to move to and from their customary place of residence and the location of the Secretariat in Minato-ku, Tokyo will be at his/her own expense or by home country support. Travel expenses associated with the Intern's work in the Secretariat will be covered by NPFC. The Intern's medical insurance and benefits are not covered by the NPFC Internship Program.

How to Apply

The applicant should submit the following to the Executive Secretary by email at executive.secretary@npfc.int:

1. Provide an introductory letter in English to the Executive Secretary which includes:
 - a. Name and contact details and affiliation with the Member and/or NPFC;
 - b. Interest in NPFC and the reasons for applying for the internship noting the range of tasks performed by the Secretariat which includes:
 - Fisheries management;
 - Fisheries science;
 - Databases;
 - Administrative, meeting coordination, publications; and
 - Other NPFC activities delegated by the Executive Secretary.
2. Provide a resume showing academic and/or work experience and copies of diploma and/or any certificate(s) that shows the specialties (certificates/diplomas can be provided in their original language along with a translation to English,).
3. Submit two (2) letters of reference from persons knowledgeable of the applicant's qualifications with e-mail contacts for each reference.
4. Indicate the expected period of internship and intended outputs, noting the limit of 6 months.
5. Indicate the acceptance of the terms for remuneration and travel for the internship

Deadline for application

The applicant should submit their application 60 days before the Commission meeting or as detailed in any intersessional call for applicants.

Review and Approval

The Executive Secretary will review all applications and provide Representatives, Alternates and Official Contacts a summary and decision on the successful candidates as soon as possible after the decision is made. Applicants must be willing to sign a confidentiality agreement prior to commencing their internship.

Starting date of the Internship

Date to be mutually agreed upon and ideally interns are not significantly overlapping should 2 (two) be engaged.

SECRETARIAT WORK PLAN 2025/2026

ABSTRACT

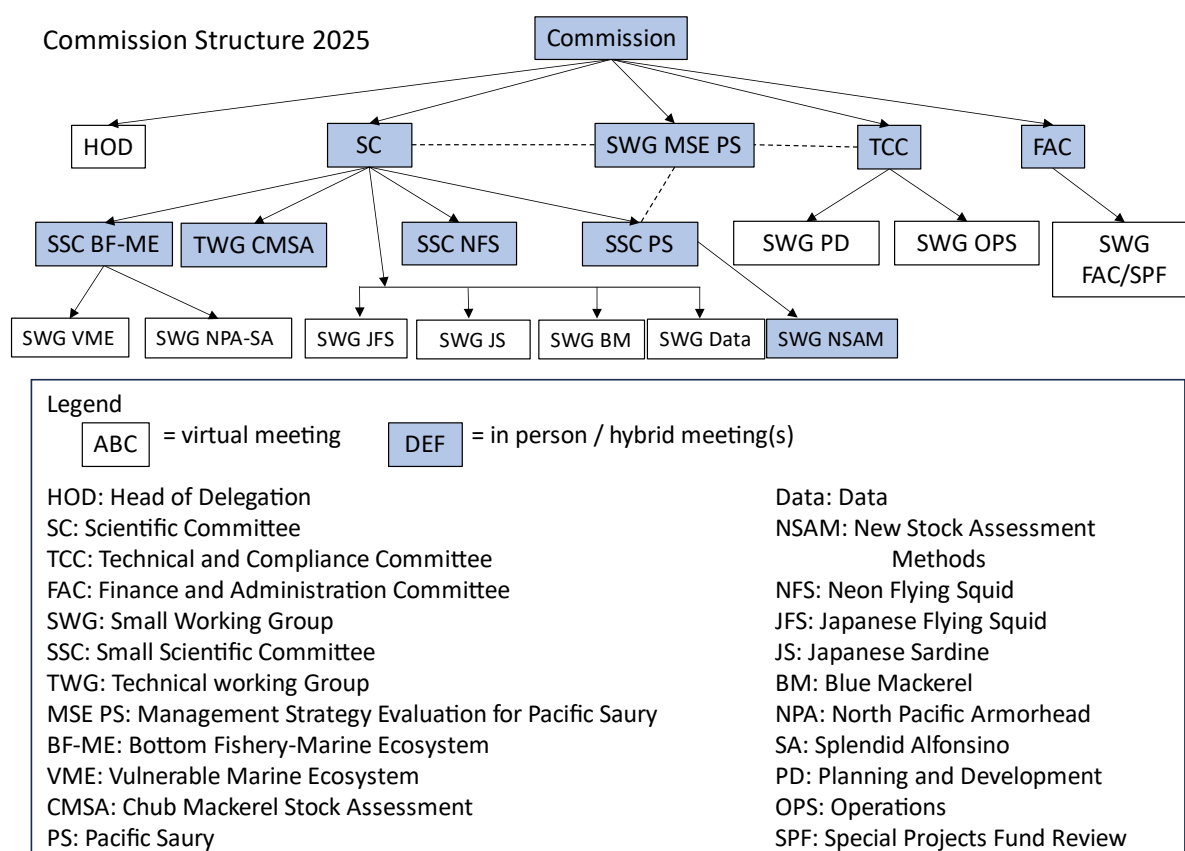
This paper provides the Secretariat's work plan for the 2025/2026 fiscal year for four key areas (the workplan will be informed by COM09 decisions):

- (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

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 2025/2026 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 2025/2026 (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, 5 SSCs and 2 TWG meetings per year.
- e. Providing infrastructure services for data collection, sharing and dissemination, including assistance in:
 - Developing a new database for scientific data (see details under IV. Data management)
 - Developing/updating 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: 4 contracts for PS, CM, NFS, and bottom fish.
- 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 2025, PICES-ICES SPF Working Group, establishment of a joint NPFC/PICES Working Group, updated Framework for cooperation
 - BECI: following up with the developments of the Basin Scale Events and Coastal Impacts (BECI) project
 - FAO DSF project: collaborative activities on climate change impact, data-limited stock assessment, shark ID guide, and ecosystem approach to fisheries management
 - 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

Scientific projects

#	Project	Time	Status	Next step: activities, required funds
1	Pacific saury stock assessment meetings (meeting costs)	Every year	<i>TWG PSSA meetings: Feb 2017, Dec 2017, Nov 2018, Mar 2019.</i> <i>SSC PS meetings: Nov 2019, Aug 2023.</i>	WG NSAM meeting. Jul 2025. <i>2025 FY: 2mil JPY</i> <i>Source: China's Voluntary Contribution Fund (VCF)</i> SSC PS15 meeting. Sep 2025. <i>2025 FY: virtual, no funds required.</i>
2	Chub mackerel stock assessment meeting (meeting costs)	Every year	<i>TWG CMSA meetings: Dec 2017, Mar 2019, Sep 2023, Jul 2024.</i>	TWG CMSA11 meeting. Jul 2025. <i>2025 FY: 1.5mil JPY (10,000USD)</i> <i>Source: SC fund.</i> TWG CMSA12. Early 2026. <i>2025 FY: virtual, no funds required.</i>
3	Neon flying squid stock assessment meeting (meeting costs)	Every year		SSC NFS02 meeting. Jul 2025. <i>2025 FY: 1.5mil JPY (10,000USD)</i> <i>Source: SC fund.</i>
4	Invited expert to support TWG CMSA (consultancy fee and travel costs for one in-person meeting)	2020-current	An external expert has been contracted to support TWG CMSA.	<i>2025 FY:</i> <i>0.6mil JPY - SC fund, and 0.8mil JPY - US VCF.</i>
5	Invited expert to support SSC PS (consultancy fee and travel costs for two in-person meeting)	2019-current	An external expert has been contracted to support SSC PS and its subsidiary WG NSAM.	<i>2025 FY: 2.4mil JPY</i> <i>Source: SC fund.</i>

6	Invited expert to support WG NSAM (consultancy fee and travel costs for one in-person meeting)	2024-		<i>2025 FY: 3.3mil JPY</i> <i>Source: SC fund.</i>
7	Invited expert to support SSC NFS (consultancy fee and travel costs for two in-person meetings)	2024-current	An external expert has been contracted to support SSC NFS.	<i>2025 FY: 2.2mil JPY</i> <i>Source: SC fund.</i>
8	Invited expert to support SA and NPA stock assessments	2024-current	Two external experts were contracted in 2024 as a separate project covered by the Special Project Fund.	<i>2025 FY: 2.2mil JPY</i> <i>Source: SC fund.</i>
9	PICES Annual meeting	Every year	Travel support to a participant of the SC or its subsidiary bodies to attend PICES Annual meeting.	<i>2025 FY: 0.75mil JPY (5,000USD)</i> <i>Source: SC fund.</i>
10	Other science meetings / capacity development	2024	Training for capacity building or travel support to attend other relevant science meetings.	<i>2026 FY: 0.75mil JPY (5,000USD)</i> <i>Source: SC fund.</i>
11	PICES/ICES/FAO Small Pelagic Fish Symposium. 4-8 May 2026, La Paz, Mexico	2025& 2026	An invitation from PICES for co-sponsorship and participation in the symposium.	<i>2025 FY: 0.75mil JPY (5,000USD)</i> <i>2026 FY: 0.75mil JPY (5,000USD)</i> <i>Source: SC fund.</i>
12	Database for scientific data	2025-2026	A proposal to develop a database for scientific data.	<i>2025 FY: 10,000 EUR</i> <i>2026 FY: 20,000 EUR</i> <i>Source: EU's VCF and Members' in kind contribution</i>
	Total			<i>2025 FY: 15.2mil JPY</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 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

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. Preparation for implementation of anticipated CMM for a regional transshipment observer program
 - ii. Continued implementation and refinement of transshipment reporting and analysis
 - iii. Implementation and analysis of NPFC regional VMS
 - iv. Implementation of the Compliance Monitoring Scheme and provision of the resultant Compliance Monitoring Report
 - v. Maintaining the Vessel Registry
 - vi. Implementation of the HSBI procedure
- b. Coordinating and assisting Members to hold TCC and SWG meetings in 2025/2026
- c. Review of existing CMMs for revision and consideration of new CMMs, if any, from Members
- d. Maintain the Vessel Registry and provide 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 TCC09 meeting
- h. Address VMS and other electronic monitoring system issues and assess compliance as directed by the Commission
- i. Promoting cooperation with other organizations in compliance: IMCS, TCN, PPFCN, NPAFC, WCPFC, SPRFMO. The Tuna Compliance Network will meet in June 2025 at the NPFC Secretariat office in Tokyo.
- j. Other tasking to be set at TCC08 and COM09

IV. Data management and security and Information Technology

The data management system supports the storing and analysis of scientific and compliance data

for the Commission's decision-making process. The NPFC relational database is designed to provide a secure, user-friendly, accessible, and reliable platform for compiling information to meet the Commission's scientific and compliance needs.

The database is structured to integrate all data modules within the Commission, ensuring a streamlined, efficient decision-making process for Members. In addition, enhancing the efficiency of electronic services provided by the Secretariat to Members and other stakeholders is a key priority. To this end, the Secretariat is continuously working on database improvements and will undertake several initiatives to further develop the Commission's data management system, including:

a. SC Data Development

At its most recent meeting, the Scientific Committee (SC) endorsed the development of an SC database to facilitate more efficient management and utilization of scientific data for analyses. The SC also agreed to establish the SWG Data to provide direction on the SC needs in developing an advanced data management system. Currently, the project is in the initial stage of development and defining the project's scope and specifications in detail.

b. NPFC Member Account Management Project

Currently, the Members accounts and all access on the NPFC website is updated manually by the Secretariat based on Member requests. The goal of this project is to introduce a more flexible and user-friendly interface, allowing each Member's group administrator to directly add, update, and manage their group members, thereby improving overall efficiency and accessibility. The Secretariat has provided guidelines to the service provider, and the project is expected to be completed this calendar year. This will also include increased security options such as two factor authentication for sensitive data.

c. Review of NPFC Data Management System

The NPFC data management system has evolved significantly, incorporating systems for the transshipment reporting system, catch reporting, e-IUU, HSBI, VMS, Vessel Registry, and Annual Report, among others. The Secretariat will undertake a comprehensive review of these systems, supported by expert analysis and guidance. The review will focus on examining the overall data structure, compiling a data inventory, and establishing appropriate permission levels. This review will benefit the NPFC and its stakeholders by enhancing data transparency, ensuring secure and efficient access to critical information, and improving overall system reliability.

d. Member Portal

The Secretariat plans to develop a Member Portal, incorporating a dashboard that will allow Members to easily locate required submissions, track deadlines, and monitor the status of their submissions. This initiative aims to streamline the submission process, enhance user accessibility, and improve overall efficiency.

e. Integration of Air Surveillance Data

As directed by Members, the Secretariat plans to develop a mechanism for integrating aerial surveillance data into the NPFC's existing data management system. This enhancement will strengthen data collection, improve analytical capabilities, and support more effective decision-making.

f. Transshipment API

The Secretariat has developed the Transshipment API data entry system to support straightforward data entry by Members and is currently working with interested Members to facilitate Member-side system development.

g. Website Updates

The Secretariat will update the NPFC website regularly to enhance public awareness and provide Members with the necessary system access for various Commission operations.

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 2025/2026:

- a. Drafting a four-year budget plan 2026-2029 (proposed budgets for 2026 and 2027, indicative budgets for 2028 and 2029) for approval at the 10thth Commission meeting;
- b. Submission of the external Auditor's Report for the Commission's 2023/2024 financial affairs
- c. Continue to implement (Quick Books for Non-Profits) to support streamlined financial reporting

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 2025 by providing logistical support and preparing meeting documents and reports:

- a. Commission and Subsidiary-body Meetings
 - 8th Technical and Compliance Committee (TCC), 18-21 March 2025
 - 7th Finance and Administration Committee (FAC), 22 March 2025
 - 9th Session of the Commission, 24-27 March 2025
 - 10th Scientific Committee, 16-19 December 2025
 - Potentially the 10th Session of the Commission if it is agreed to host in this fiscal year (i.e., March 2026)
- b. Small Working Group on Management Strategy Evaluation for Pacific Saury (SWG MSE PS) meeting, Jan/Feb 2026
- 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 2025/2026, the meetings scheduled to be represented by Secretariat staff are as follows:

Meeting	Date and place	Purpose	Expected outcomes
32 nd NPAFC Annual Meeting	12-16 May 2025 Vancouver, Canada	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
ISC 25	17-20 June 2025 Korea	Secretariat to attend the plenary meeting	Facilitate cooperation with ISC under the recently signed MOU.

PICES Annual meeting	November 2025, Yokohama, Japan	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.
FAO DSF Project Steering Committee meeting	January 2026 Rome, Italy	Secretariat to attend the 3 rd Project Steering Committee meeting (virtually or in-person)	Review of the progress made and discussion on workplan for 2026 including joint activities between NPFC and DSF project
GFETW 8	Mid 2026 TBD (Asia Pacific)	Secretariat to attend the Global Fisheries Enforcement Workshop, hosted by IMCS Network, planned for mid 2026 in Asia Pacific	The GFETW is a biennial workshop that brings together the global fisheries community to discuss priority and emerging MCS challenges and opportunities to exchange information and share lessons learned.

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:

- f. Implementation of MOUs with SPRFMO, ISC and WCPFC.
- g. 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)).
- h. 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

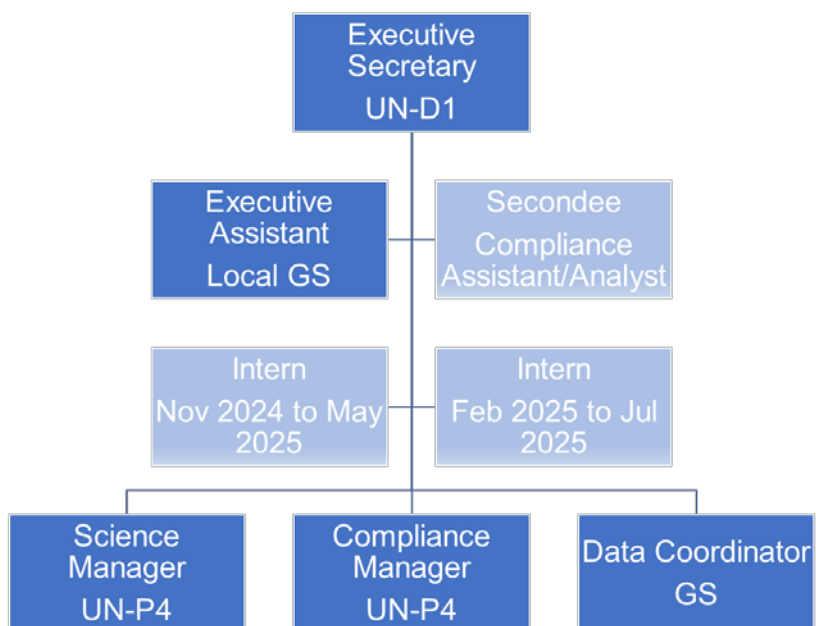
Technology (the location of the NPFC Secretariat) to allow for increased engagement (e.g., lectures and outreach, education opportunities for TUMSAT students, supporter access to facilities such as electronic library or meeting space, and research cooperation)

- 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 2024
- f. Receive visitors from international organizations, local government, embassies, and universities

4) Management of human resources (organization chart shown in Figure 2)

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. Initiate process to recruit a new Compliance Manager as current incumbent is not seeking renewal (to arrive for July 2026).
- b. Conduct annual performance reviews of the Secretariat staff for 2024/2025 fiscal year (April 2024-March 2025): staff performance review by Executive Secretary, and a performance review of the Executive Secretary by the Commission.
- c. Implement General Service and Professional Staff pay and benefit changes (if adopted).
- d. A major focus for this fiscal is to document processes and procedures related to HR and linked to administrative, financial and data considerations.
- e. Continue to ensure that the Secretariat complies with Japanese labor law related to benefits for Japanese staff.
- f. Manage intern process (if amended policy is adopted) 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. The decision on Seconded for 2025/2026 will be taken at COM09.

Table 1: Proposed budgets for 2025/2026 and 2026/2027

	Year 2025/26 Proposed	Year 2026/27 Proposed	Year 2027/28 Estimated	Year 2028/29 Estimated
Items	Cost (JPY)	Cost (JPY)	Cost (JPY)	Cost (JPY)
1. PERSONNEL COSTS				
1.1 Executive Secretary	20,981,682	21,611,132	22,259,466	22,927,250
1.2 Professional Category CM	15,318,789	15,500,000	14,600,000	15,038,000
1.3 Professional Category SM	16,935,668	17,443,739	17,967,051	18,506,062
1.4 General Services Category EA	8,534,000	8,790,020	9,053,721	9,325,332
1.5 General Services Category DC	8,080,000	8,322,400	8,572,072	8,829,234
1.6 Temporary Services	0	0	0	0
1.7 (a) Social Security & Insurance	3,878,647	2,260,000	2,260,000	2,260,000
1.7 (b) Pension Costs	10,756,922	11,036,763	11,157,656	11,492,385
1.8 Overtime	1,000,000	1,000,000	1,000,000	1,000,000
1.9 (a) Staff Allowances - Home Leave	1,000,000	2,000,000	1,000,000	2,000,000
1.9 (b) Staff Allowances – Relocation	0	0	0	0
1.9 (C) Staff Allowances – Repatriation	3,000,000	3,000,000	3,000,000	3,000,000
1.9 (d) Staff Allowances - Accommodation Subsidy	9,100,000	9,100,000	9,100,000	9,100,000
1.10 Professional Development / Training	1,000,000	1,000,000	1,000,000	1,000,000
1.11 Education Fee	1,500,000	1,500,000	1,500,000	1,500,000
1.12 Separation Allowances	0	0	0	0
TOTAL PERSONNEL	101,085,708	102,564,054	102,469,965	105,978,264
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	450,000	400,000	400,000	420,000
2.6 Duty Travel	7,000,000	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	7,000,000	7,000,000	7,000,000	7,000,000
2.9 Database Management	15,000,000	15,000,000	15,000,000	15,000,000
2.10 MCS Costs	16,000,000	16,000,000	16,000,000	16,000,000
2.11a Meeting Costs COM/FAC/TCC	20,000,000	20,000,000	20,000,000	20,000,000
2.11b Meeting Costs - SWG MSE PS	1,000,000	1,000,000	1,000,000	1,000,000
2.12 Science Support	17,342,700	15,200,000	15,200,000	15,200,000
2.13 Staff Recruitment & Hiring	1,500,000	0	0	0
2.14 To / From Working Capital Fund	-20,000,000	-10,000,000	0	0
2.14 To / From Working Capital Fund	-3,804,000			
2.14 bis To/From Special Project Fund	-2,142,700		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 OTHER SERVICE COSTS	64,796,000	77,050,000	87,050,000	87,070,000
TOTAL	165,881,708	179,614,054	189,519,965	193,048,264

Table 2.a: Assessed contribution table for 2025/2026

Member\Rule	a)	b)	c)	Fixed Contribution	Total	%
Canada	5,332,325	0	2,370,624		7,702,949	4.6
China	5,332,325	59,506,836	557,078		65,396,238	39.4
EU	5,332,325	0	1,840,643		7,172,967	4.3
Korea	5,332,325	578,450	1,572,669		7,483,443	4.5
Russia	5,332,325	153,702	607,552		6,093,579	3.7
Chinese Taipei	5,332,325	6,623,001	1,432,982		13,388,308	8.1
USA	5,332,325	0	3,657,823		8,990,148	5.4
Vanuatu	5,332,325	172,952	148,800		5,654,076	3.4
Japan				44,000,000	44,000,000	26.5
Total	42,658,598	67,034,939	12,188,171	44,000,000	165,881,708	100.0

Table 2.b: Assessed contribution table for 2026/2027

Member\Rule	a)	b)	c)	Fixed Contribution	Total	%
Canada	5,933,115	0	2,637,721		8,570,836	4.8
China	5,933,115	65,707,532	619,843		72,260,490	40.2
EU	5,933,115	0	2,048,027		7,981,142	4.4
Korea	5,933,115	580,682	1,749,861		8,263,657	4.6
Russia	5,933,115	10,513	676,005		6,619,633	3.7
Chinese Taipei	5,933,115	8,110,445	1,594,436		15,637,995	8.7
USA	5,933,115	0	4,069,948		10,003,063	5.6
Vanuatu	5,933,115	178,557	165,565		6,277,237	3.5
Japan				44,000,000	44,000,000	24.5
Total	47,464,919	74,587,730	13,561,405	44,000,000	179,614,054	100.0

**NORTH PACIFIC FISHERIES COMMISSION
FINANCE AND ADMINISTRATION COMMITTEE
TERMS OF REFERENCE**

Original Version 2016

This version from FAC07/COM09 (March 2025)

1. The North Pacific Fisheries Commission (NPFC) established the standing Finance and Administration Committee (FAC) as a subsidiary body pursuant to Article 6 paragraph 1 of the Convention on the Conservation and Management of High Seas Fisheries Resources in the North Pacific Ocean at the second Annual Session of the Commission in Tokyo, Japan. The purpose of the FAC is to provide advice and recommendations to the Commission on matters related to the budget, finance and administration of the Commission.
2. Membership of the FAC shall be open to each member of the Commission.
3. The Chair and Vice-Chair of the FAC will be selected by consensus in accordance with relevant provisions of the Convention and the Rules of Procedure of the Commission, unless the Commission decides otherwise. The Chair's term will begin at his or her first Committee meeting. In the case that the Chair is unable or unwilling to serve a full term, the Vice-Chair will assume the Chair's position for a two-year term. The Vice-Chair would succeed the Chair after the Chair's term expires and a new Vice-Chair would be identified. The Chair and Vice-Chair will be selected for a period of two years and shall be eligible for reelection but shall not serve for more than three successive terms of two years in the same capacity.
4. The Commission requests the FAC to convene in the day or days prior to the commencement of the Annual Regular Session of the Commission. If necessary, sessions of the FAC may be continued or convened during a regular session of the Commission or inter-sessionally, subject to Article 5 of the Convention and Rule 2 of the NPFC Rules of Procedure. The meeting will be open to Members of the Commission, CNCs, and observer States unless decided otherwise by the Members of the Commission.
5. The FAC shall make every effort to adopt a summary report of each of its meetings by consensus for transmission to the Commission.
6. The FAC may consider developing its rules of procedure, which must be agreed by the Commission, taking into consideration the rules of procedure of other subsidiary bodies of the Commission. In the meantime a quorum for the FAC shall be 2/3 of Committee members.