

## NPFC Policy on Support to Specialist Experts to the Secretariat or Commission

### ABSTRACT:

The intent of this policy is to provide and publish general terms that can be expected from the Secretariat in support of the various categories of specialist technical assistance to the Secretariat or Commission. This policy is brought forward from last meeting of the Commission and includes suggestions and corrections made by the NPFC Members at the 2<sup>nd</sup> Commission meeting and by Secretariat after the meeting.

### POLICY:

It is envisioned that the Secretariat or Commission shall seek assistance of technical specialists to support the activities of the Secretariat to set up the appropriate mechanisms to provide appropriate Secretariat services to the Commission. It is expected that these specialists shall be sought under four different scenarios:

1. Consultancies, on a task-based assignment for which remuneration is expected;
2. No fee Consultancies from like-minded organizations for system advice and set up with cost of only travel, accommodation and per diems;
3. Long term secondment assignments from Members to provide advice, system or mechanism set up;
4. Interns to provide an opportunity for working with an RFMO, join specific projects ongoing in the Commission and build capacity in understanding the operations and functions of the Commission and the role of the Secretariat.

The Secretariat proposes the following levels of support in each circumstance:

Technical Support	Level of Secretariat support			
	Consultancy	No Fee Consultancy	Long term Secondment (> 1 month)	Intern
Air fare	✓	✓	(Special cases ES can approve air fare)	
DSA as UN rate	✓	✓		
Allowance				200,000 JPY/month to assist in accommodation
Consultancy fee	✓ (see Consultant Remuneration Guideline)			

## CONSULTANT REMUNERATION GUIDELINE (draft)

1. In accordance with established practice, the following rates are the basis on which to set the remuneration of consultants employed by the NPFC.

(in United States dollars)  
(expressed in gross terms)

<u>Level</u>	<u>Monthly rate</u>	<u>Daily rate</u>
A	4,000 - 6,800	200 - 340
B	6,400 - 11,600	320 - 580

2. Executive Secretary will be responsible for determining the level as well as the precise honorarium in accordance with the criteria set out in paragraphs 3 and 4 below.

### 3. Assigning the level

The primary consideration in establishing the level to be assigned to the consultant shall be the nature of the services to be provided by the consultant, i.e. the complexity, difficulty and extent of the work to be performed and the degree of expertise required to accomplish it.

Level A: This level is typically used for (i) the university graduate with some pertinent experience or (ii) for an administrative or technical specialist with many years' experience of a quasi-professional nature.

Level B: This level is considered to be the normal level at which the vast majority of the Organization's consultants are employed. It is used for the consultant who is highly trained and has long experience in one of the technical/administrative fields of the Organization. His/her recommendations, for example, may form one of several contributions to the accomplishment of a specific project of a comparatively narrow scope.

### 4. Determining the honorarium

Once the level has been established, the rate within the range for the level will be determined taking into account such factors as:

- (a) the estimated time required for the consultant to undertake the work involved shall be taken into account as well as the current market rate for comparable work for the specialty concerned, if available, as well as the maximum amount budgeted for the purpose;
- (b) the remuneration to be paid shall be the minimum amount necessary to obtain the services required by the Commission. The level of expertise of the consultant must be appropriate to the importance of the services performed;
- (c) the earnings over the past year on similar arrangements;
- (d) the relationship (favourable or unfavourable) of the consultant's home currency to the US dollar;
- (e) hardship conditions at the duty station.

### 5. Rates above the maxima

Proposals for rates above the maxima for Level B must be referred with appropriate justification to the Chairman of the Commission for approval.

6. The total remuneration payable to a consultant shall be specified in the special service agreement (SSA) in gross terms, i.e. before tax. The remuneration of a consultant shall normally be paid in a lump-sum on satisfactory completion of the services described in the SSA.

#### **NO FEE CONSULTANCY**

In case of mutual cooperation with other RFMOs and Agencies and their consent to dispatch their professional staff to assist and advise on specific technical matters, consultancy remuneration shall be zero however the Executive Secretary has the authority to provide travel expenses.