



Report of the 14th Session of the Standing Committee on Administration and Finance

Yogyakarta, Indonesia 18–19 May 2017

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Indian Ocean Tuna Commission
Commission des Thons de l'Océan Indien

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ACRONYMS

| | |
|------|--|
| ABNJ | Areas Beyond National Jurisdiction |
| CLAV | Consolidated List of Active Vessels |
| CMM | Conservation and Management Measure (of the IOTC; Resolutions and Recommendations) |
| CNCP | Cooperating Non-Contracting Parties |
| CoC | Compliance Committee, of the IOTC |
| CPCs | Contracting Parties and Cooperating non-Contracting Parties |
| CSM | Compliance Support Mission |
| FAO | Food and Agriculture Organization of the United Nations |
| ICRU | Improved Cost Recovery Uplift |
| IOTC | Indian Ocean Tuna Commission |
| MPF | Meeting Participation Fund |
| MSE | Management Strategy Evaluation |
| PSC | Project Servicing Costs |
| SC | Scientific Committee of the IOTC |
| SCAF | Standing Committee on Administration and Finance, of the IOTC |

HOW TO INTERPRET TERMINOLOGY CONTAINED IN THIS REPORT

The following report has been written using the following terms and associated definitions so as to remove ambiguity surrounding how particular paragraphs should be interpreted.

Level 1: *From a subsidiary body of the Commission to the next level in the structure of the Commission:*

RECOMMENDED, RECOMMENDATION: Any conclusion or request for an action to be undertaken, from a subsidiary body of the Commission (Committee or Working Party), which is to be formally provided to the next level in the structure of the Commission for its consideration/endorsement (e.g. from a Working Party to the Scientific Committee; from a Committee to the Commission). The intention is that the higher body will consider the recommended action for endorsement under its own mandate, if the subsidiary body does not already have the required mandate. Ideally this should be task specific and contain a timeframe for completion.

Level 2: *From a subsidiary body of the Commission to a CPC, the IOTC Secretariat, or other body (not the Commission) to carry out a specified task:*

REQUESTED: This term should only be used by a subsidiary body of the Commission if it does not wish to have the request formally adopted/endorsed by the next level in the structure of the Commission. For example, if a Committee wishes to seek additional input from a CPC on a particular topic, but does not wish to formalise the request beyond the mandate of the Committee, it may request that a set action be undertaken. Ideally this should be task specific and contain a timeframe for the completion.

Level 3: *General terms to be used for consistency:*

AGREED: Any point of discussion from a meeting which the IOTC body considers to be an agreed course of action covered by its mandate, which has not already been dealt with under Level 1 or level 2 above; a general point of agreement among delegations/participants of a meeting which does not need to be considered/adopted by the next level in the Commission's structure.

NOTED/NOTING: Any point of discussion from a meeting which the IOTC body considers to be important enough to record in a meeting report for future reference.

Any other term: Any other term may be used in addition to the Level 3 terms to highlight to the reader of an IOTC report, the importance of the relevant paragraph. However, other terms used are considered for explanatory/informational purposes only and shall have no higher rating within the reporting terminology hierarchy than Level 3, described above (e.g. **CONSIDERED; URGED; ACKNOWLEDGED**).

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EXECUTIVE SUMMARY

The 14th Session of the Standing Committee on Administration and Finance (SCAF14) of the Indian Ocean Tuna Commission (IOTC) was held in Yogyakarta, Indonesia, on 18-19 May 2017. The meeting was conducted by the SCAF Vice Chair, Mr Hussain Sinan (Maldives).

Below are the main recommendations from the SCAF14 to the Commission; the full set of recommendations is provided in [Appendix VII](#).

- SCAF14-02 (Para. 17) The SCAF **RECOMMENDED** that the IOTC Secretariat examine and adjust accordingly the respective duration and scheduling of the back-to-back CoC and SCAF meetings in order to improve the overall efficiency of the meetings.
- SCAF14-03 (Para. 26) The SCAF **RECOMMENDED** that the Commission request CPCs with financial contributions in arrears to consider entering payment plans that facilitate payment by instalments over a set period of years.
- SCAF14-05 (Para. 32) The SCAF **RECOMMENDED** that the Commission agree to use funds originally designated as a contingency associated with grant co-payments as a general contingency (“Miscellaneous contingencies”), which could be used to offset additional expenditure under the Meeting Participation Fund, or as a contingency in association with grant co-payments, or as a general deficit contingency.
- SCAF14-06 (Para. 33) The SCAF **RECOMMENDED** that the Commission consider setting aside amounts from the IOTC regular budgets from 2019 onwards to account for current and future unpaid contributions, while continuing to pursue payment from all States with outstanding contributions.
- SCAF14-08 (Para. 35) The SCAF **RECOMMENDED** the Commission endorse the revised structure of the IOTC Secretariat ([Appendix VIII](#)), including the transformation of the Deputy Secretary/Science Manager post into a dedicated Science Manager post; and the alignment of the Compliance and Science sections by raising the level of the current P-4 Compliance Manager post to P-5 level.
- SCAF14-09 (Para. 36) The SCAF **RECOMMENDED** that the Commission adopt the Programme of Work and Budget and the scheme of contributions for 2018 and 2019 (indicative) as outlined in [Appendix IV](#) and [Appendix V](#) respectively, while **NOTING** that the *Program of Work* for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken by the IOTC Secretariat will remain within the current scope. Any new activities agreed to during the 21st Session of the Commission (S21) that have budgetary consequences, will require an amendment of the figures presented to, and endorsed by the SCAF.
- SCAF14-12 (Para. 44) The SCAF **RECOMMENDED** that the Commission request the Chair of the Commission to initiate the process for an audit to be conducted by the FAO Office of the Inspector General in 2018, that would cover both finance and systems.
- SCAF14-13 (Para. 45) The SCAF further **RECOMMENDED** that an update on the audit be provided to both the SCAF and the Commission in 2018, and that the final audit report be made available for the 2019 Annual Session.

1. OPENING OF THE SESSION

1. The 14th Session of the Standing Committee on Administration and Finance (SCAF) of the Indian Ocean Tuna Commission (IOTC) was held in Yogyakarta, Indonesia 18-19 May 2017. A total of 94 individuals attended the Session, comprised of 71 delegates from 25 Contracting Parties (Members), 1 delegate from 1 Cooperating Non-Contracting Party, and 6 Observers, including 4 Invited Experts. The list of participants is provided in [Appendix I](#). The meeting was conducted by the SCAF Vice-Chairperson, Mr Hussain Sinan (Maldives).

2. ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION

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

3. ADMISSION OF OBSERVERS

3. The SCAF **RECALLED** the agreement made by the Commission in 2012 that meetings of the Commission and its subsidiary bodies should be open to participation by observers from all those who have attended the current and/or previous sessions of the Commission. Applications by new Observers should continue to follow the procedure as outlined in IOTC Rules of Procedure (2014).
4. Pursuant to Article VII of the Agreement establishing the IOTC, the SCAF admitted the following observers, as defined in Rule XIV of the IOTC Rules of Procedure (2014):
 - a. Rule XIV.1. *The Director-General or a representative designated by him, shall have the right to participate without vote in all meetings of the Commission, of the Scientific Committee and of any other subsidiary body of the Commission.*
 - Food and Agriculture Organization of the United Nations (FAO)
 - b. Rule XIV.2. *Members and Associate Members of the Organization that are not Members of the Commission are, upon their request, invited to be represented by an observer at sessions of the Commission.*
 - Russian Federation
 - United States of America
 - c. Rule XIV.4. *The Commission may, on their request, invite intergovernmental organizations having special competence in the field of activity of the Commission, to attend such of its meetings as the Commission may specify.*
 - Indian Ocean Commission (IOC)
 - d. Rule XIV.5. *The Commission may invite, upon request, non-governmental organizations having special competence in the field of activity of the Commission to attend such of its meetings as the Commission may specify. The list of the NGOs wishing to be invited will be submitted beforehand by the Secretary to the Members of the Commission. If one of the Members of the Commission objects giving in writing its reasons within 30 days, the matter will then be subject to decision of the Commission out of session by written procedure.*
 - International Pole and Line Foundation (IPNLF)
 - International Seafood Sustainability Foundation (ISSF)
 - PEW Charitable Trusts (PEW)
 - Stop Illegal Fishing

Invited experts

- e. Rule XIV.9. *The Commission may invite consultants or experts, in their individual capacity, to attend the meetings or participate in the work of the Commission as well as the Scientific Committee and the other subsidiary bodies of the Commission.*
 - Taiwan, Province of China

4. REPORT OF THE IOTC SECRETARIAT: 2016

5. The SCAF **NOTED** paper IOTC–2017–SCAF14–03 which outlined the progress of the IOTC Secretariat in 2016 and expressed its thanks for the capacity building support received by developing coastal States, including compliance, strengthening of data collection and reporting and understanding the science to management process supporting the Commission. The SCAF **REQUESTED** that such support be funded in the budget and be continued into the future.

6. The SCAF **ACKNOWLEDGED** the difficulties faced by the IOTC Secretariat to accomplish all IOTC-planned activities in the last 2 years, this was mainly due to a shortage in the IOTC Secretariat staff since 2016 triggered by the protracted recruitment processes as detailed in paper IOTC–2017–SCAF14–03, and expressed its appreciation for the hard work carried out by the staff.
- 4.1 Support to scientific activities
7. The SCAF **NOTED** that the work carried out by the IOTC Secretariat in support of the IOTC science processes included assistance to CPCs to improve the level of participation and engagement of national scientists in Working Parties, improve both the quality of data being provided to the IOTC Secretariat, and the quality and rigor of stock assessments for IOTC species. In 2016, seven (7) Working Party meetings were organised and facilitated by the IOTC Secretariat in addition to the annual meeting of the Scientific Committee.
- 4.2 Support to compliance activities
8. The SCAF **NOTED** that the requirements related to compliance continue to expand. The IOTC Secretariat continued to coordinate the implementation of the Regional Observer Programme to monitor transshipment at sea for large-scale tuna longline vessels and undertake compliance support missions and activities in support of the implementation of the Port State measures.
- 4.3 Communications and public information
9. The SCAF **NOTED** that the IOTC Secretariat continued with the practice of publishing all reports of the Commission and its subsidiary bodies (Working Parties and Committees) in electronic format only, following the decision by the Commission at its 17th Session to go paperless.
- 4.4 Support to Meetings
10. The SCAF **NOTED** that the IOTC Secretariat continued to provide support in the facilitation of all IOTC meetings in the form of logistical support and preparation of reports and documents.

5. FINANCIAL STATEMENTS

5.1 *Financial statement: Fiscal year 2016*

11. The SCAF **NOTED** paper IOTC–2017–SCAF14–04 which provided the financial statement for the Commission for the period 1 January 2016 to 31 December 2016.
12. The SCAF **NOTED** that, at the level of the overall 2016 budget, there was an under-expenditure of approximately US\$1,262,911 (-34% variance). This under-expenditure was mainly due to lower staff costs as a result of the Executive Secretary post being vacant for most of the year; the Deputy Executive Secretary post remaining vacant most of the year; the Stock Assessment Expert taking up his duties in December 2016; and the Administrative Officer, P3 taking up his duties in November 2016.
13. The SCAF **NOTED** the contributions paid by IOTC members to FAO in 2016 and reiterated its concerns that ICRU costs were charged once again by FAO, against the intention of the Commission.
14. The SCAF **NOTED** that extra-budgetary funds continue to be an important part of the overall budget. The extra-budgetary contributions utilised in 2016 totalled US\$1,118,861.
15. The SCAF **NOTED** that the overall balance of IOTC funds, as of 31 December 2016, was positive, at approximately US\$ 800,000.

Recommendation/s

16. Given the delay in recruiting an Executive Secretary caused by the FAO, and the decision by the FAO to make interim arrangements, the SCAF **RECOMMENDED** that the Commission request FAO to pay for travel costs associated with the travel of the Executive Secretary (ad interim) between Rome and the Seychelles and any secondment payments associated with this posting throughout 2016 and 2017.
17. The SCAF **RECOMMENDED** that the IOTC Secretariat examine and adjust accordingly the respective duration and scheduling of the back-to-back CoC and SCAF meetings in order to improve the overall efficiency of the meetings.

5.2 *IOTC Meeting Participation Fund (MPF)*

18. The SCAF **NOTED** Appendix II of paper IOTC–2017–SCAF14–04 and paper IOTC–2017–SCAF14–08 which provide historical, present and future details of the MPF to assist the annual budget decision making processes of the SCAF and Commission. A total of 96 participants were supported by the MPF in 2016 with the total expenditure amounting to US\$285,088.

19. The SCAF **AGREED** that the annual budget of the Commission should include an amount of US\$200,000 for the MPF and that the IOTC Secretariat should continue to seek additional extra-budgetary contributions to the MPF.
20. The SCAF also **NOTED** that additional budget for the MPF may be available from the Miscellaneous contingencies budget line which was increased for 2018 (see paragraph 32).

5.3 Contributions Outstanding

21. The SCAF **NOTED** the information presented in papers IOTC–2017–SCAF14–03 and IOTC–2017–SCAF14–07 which listed the Contributions Outstanding and described the associated issues challenging IOTC.
22. The SCAF **NOTED** that as of the reporting date (8 May 2017), eight (8) members had contributions that were in arrears by two (2) years or more: Eritrea, Guinea, I.R. Iran, Kenya, Madagascar, Mozambique, Sudan and Yemen. The financial position of the Commission is a shared responsibility of all Contracting Parties (Members) and the level of unpaid contributions merits immediate attention from those concerned.
23. The SCAF **NOTED** that the cumulative total of outstanding contribution payments has increased from US\$1,963,494 as of 31 December 2015, to US\$ 2,318,898 as of 31 December 2016, i.e. an increase of US\$ 355,404 (18%) overall. In 2015 the increase was 14%. 15 members had contribution payments in arrears totalling US\$ 2,318,898 (see Financial Regulations V.3) as of 31 December 2016.
24. Iran informed the SCAF that it intended to pay its arrears over the next 5 years, and confirmed it now had the ability to make its annual contributions on time. The SCAF **WELCOMED** Iran’s proposal and **ENCOURAGED** other members to also find payment recovery mechanisms.
25. The SCAF **NOTED** that contributions from Mozambique, Kenya and Pakistan are in the process of payment and that FAO will receive them in due course.

Recommendation/s

26. The SCAF **RECOMMENDED** that the Commission request CPCs with financial contributions in arrears to consider entering payment plans that facilitate payment by instalments over a set period of years.
27. The SCAF also **RECOMMENDED** that the Commission request the IOTC Secretariat and the FAO to assist in this matter by using diplomatic channels and bilateral approaches.

6. PROGRAMME OF WORK AND BUDGET ESTIMATES FOR 2018 AND TENTATIVELY FOR 2019

28. The SCAF **NOTED** papers IOTC–2017–SCAF14–05 and IOTC–2017–SCAF14–05-Add_1 which outlined the Budget Estimates for the IOTC Secretariat’s *Program of Work* for the financial period 1 January to 31 December 2018, together with indicative figures for the 2019 financial period.
29. The SCAF **NOTED** that the overall budget proposed for the Administrative Budget for 2018 is **US\$3,907,715** and is based on recommendations from the 2016 sessions of the Scientific Committee (SC19), the Compliance Committee (CoC13) and previous Commission decisions concerning the operations of the IOTC Secretariat. The 2018 budget proposed represents a 3.7% increase over the corresponding 2017 budget (US\$3,767,528).
30. The SCAF **AGREED** to the revised structure of the IOTC Secretariat as presented in Appendix VIII which is designed to improve the overall effectiveness and efficiency of the IOTC Secretariat and better match the workload of the different sections to the available resources.
31. The SCAF **NOTED** that the FAO’s Improved Cost Recovery Uplift (ICRU) mechanism continues to be applied and reiterated its concern that ICRU places an unjustified financial burden on the IOTC.

Recommendation/s

32. The SCAF **RECOMMENDED** that the Commission agree to use funds originally designated as a contingency associated with grant co-payments as a general contingency (“Miscellaneous contingencies”), which could be used to offset additional expenditure under the Meeting Participation Fund, or as a contingency in association with grant co-payments, or as a general deficit contingency.
33. The SCAF **RECOMMENDED** that the Commission consider setting aside amounts from the IOTC regular budgets from 2019 onwards to account for current and future unpaid contributions, while continuing to pursue payment from all States with outstanding contributions.
34. The SCAF **RECOMMENDED** that the ICRU budget line continue to be set to zero, reaffirming the intention of the Members not to pay for such costs.
35. The SCAF **RECOMMENDED** the Commission endorse the revised structure of the IOTC Secretariat ([Appendix VIII](#)), including the transformation of the Deputy Secretary/Science Manager post into a dedicated Science

Manager post; and the alignment of the Compliance and Science sections by raising the level of the current P-4 Compliance Manager post to P-5 level.

36. The SCAF **RECOMMENDED** that the Commission adopt the Programme of Work and Budget and the scheme of contributions for 2018 and 2019 (indicative) as outlined in [Appendix IV](#) and [Appendix V](#) respectively, while **NOTING** that the *Program of Work* for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken by the IOTC Secretariat will remain within the current scope. Any new activities agreed to during the 21st Session of the Commission (S21) that have budgetary consequences, will require an amendment of the figures presented to, and endorsed by the SCAF.

7. PERFORMANCE REVIEW UPDATE (RESOLUTION 16/03 ON THE SECOND PERFORMANCE REVIEW FOLLOW-UP)

37. The SCAF **NOTED** paper IOTC-2017-SCAF14-06 which outlined the current status of implementation for each of the recommendations arising from the 1st Performance Review of the IOTC, relevant to the SCAF.
38. The SCAF **NOTED** that the performance recommendation related to availability of resources for IOTC activities and efficiency and cost-effectiveness, *item (vi), develop and implement staff development, performance and accountability evaluations and procedures, for inclusion within the IOTC Rules of Procedure (2014)* has been completed.
39. The SCAF **RECOMMENDED** that the Commission take note of the revised performance review status table, including the work plan and proposed timelines and priorities for each recommendation relevant to the SCAF (Appendix VI).

8. OTHER BUSINESS

Date and place of the 15th and 16th Sessions of the Standing Committee on Administration and Finance

40. The SCAF was unanimous in **THANKING** the Republic of Indonesia for hosting the 14th Session of the SCAF and commended the local authorities of Yogyakarta on the warm welcome, the excellent facilities and the assistance provided to the IOTC Secretariat in the organisation and running of the Session.
41. The SCAF **RECOMMENDED** to the Commission that the 15th and 16th Sessions of the SCAF in 2018 and 2019 respectively, should be held prior to the corresponding annual Commission meetings **NOTING** the dates and locations will be decided during the 21st Session of the Commission.

Audit of the IOTC

42. The SCAF **NOTED** that an external audit of the finances of the Commission has been requested by the members for many years.
43. The SCAF **NOTED** that the Chair of the Commission visited the FAO Office of the Inspector General and was advised that an audit was possible starting in 2018.
44. The SCAF **RECOMMENDED** that the Commission request the Chair of the Commission to initiate the process for an audit to be conducted by the FAO Office of the Inspector General in 2018, that would cover both finance and systems.
45. The SCAF further **RECOMMENDED** that an update on the audit be provided to both the SCAF and the Commission in 2018, and that the final audit report be made available for the 2019 Annual Session.

9. REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE 14TH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE

46. The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF14, provided at [Appendix VII](#).
47. The report of the 14th Session of the Standing Committee on Administration and Finance (IOTC-2017-SCAF14-R) was **ADOPTED** on 19 May 2017.

APPENDIX I

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APPENDIX II
AGENDA OF THE 14TH SESSION STANDING COMMITTEE ON
ADMINISTRATION AND FINANCE

Date: 18–19 May 2017

Location: Yogyakarta, Indonesia

Venue: Royal Ambarrukmo, Yogyakarta, Indonesia **Time:** 09:00 – 17:00 daily

Chair: Dr Benjamin Tabios (Philippines); **Vice-Chair:** Mr Hussain Sinan (Maldives)

1. **OPENING OF THE SESSION (Chair)**
2. **ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION (Chair)**
3. **ADMISSION OF OBSERVERS (Chair)**
4. **REPORT OF THE SECRETARIAT: 2016 (IOTC Secretariat)**
5. **FINANCIAL STATEMENTS (IOTC Secretariat)**
 - 5.1 Financial Statement: Fiscal Year 2016
 - 5.2 IOTC Meeting Participation Fund
 - 5.3 Contributions Outstanding
6. **PROGRAMME OF WORK AND BUDGET ESTIMATES FOR 2018 AND TENTATIVELY FOR 2019 (IOTC Secretariat)**
7. **PERFORMANCE REVIEW UPDATE (RESOLUTION 09/01 ON THE PERFORMANCE REVIEW FOLLOW-UP) (Chair)**
8. **OTHER BUSINESS (Chair)**
 - 8.1 Date and place of the 15th and 16th Sessions of the Standing Committee on Administration and Finance
 - 8.2 IOTC Audit
9. **REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE 14th SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (Chair)**

APPENDIX III

LIST OF DOCUMENTS

| Document | Title | Availability |
|----------------------|---|------------------------------|
| IOTC-2017-SCAF14-01a | <u>Draft</u> : Agenda for the 14 th Session of the Standing Committee on Administration and Finance | 31 March 2017 |
| IOTC-2017-SCAF14-01b | <u>Draft</u> : Annotated agenda for the 14 th Session of the Standing Committee on Administration and Finance | 13 May 2017 |
| IOTC-2017-SCAF14-02 | <u>Draft</u> : List of documents for the 14 th Session of the Standing Committee on Administration and Finance | 21 April 2017 09 May 2017 |
| IOTC-2017-SCAF14-03 | Report of the IOTC Secretariat: 2016 (IOTC Secretariat) | 10 May 2017 |
| IOTC-2017-SCAF14-04 | Financial Statement: Fiscal Year 2016 (IOTC Secretariat) | 08 May 2017 |
| IOTC-2017-SCAF14-05 | Provisional Program of work and budget for 2018 (and Indicative Budget for 2019) (IOTC Secretariat) | 09 May 2017 |
| IOTC-2017-SCAF14-06 | Update on Progress Regarding Resolution 16/03 – on the Second Performance Review Follow-Up | 09 May 2017 |
| IOTC-2017-SCAF14-07 | Contributions Outstanding: 2016 | 09 May 2017 |
| IOTC-2017-SCAF14-08 | IOTC Meeting Participation Fund: 2017 expected and 2018 proposal (IOTC Secretariat) | 09 May 2017 |
| IOTC-2017-SCAF14-09 | Financial Statement and progress: 2017 (IOTC Secretariat) | 08 May 2017 |

APPENDIX IV

PROPOSED BUDGET FOR 2018 AND INDICATIVE BUDGET FOR 2019 (IN US\$)

| | Actuals 2016 | 2017 | 2018 | 2019 | |
|-------------------------------|--|------------------|------------------|------------------|------------------|
| Professional | | | | | |
| Science | Executive Secretary (D1) | - | 161,303 | 163,907 | 168,824 |
| | Science Manager (P5) | 78,249 | 144,842 | 147,947 | 152,385 |
| | Science Coordinator (P4) | - | 0 | 57,654 | 115,000 |
| | Stock Assessment Expert (P4) | 17,688 | 113,971 | 116,308 | 119,797 |
| | Fishery Officer (Science P3) | 74,063 | 98,363 | 102,258 | 105,326 |
| Compliance | Compliance Manager (P4->P5) | 117,276 | 112,417 | 145,000 | 149,350 |
| | Compliance Coordinator (P4) | - | 127,971 | 131,500 | 135,445 |
| | Compliance Officer (P3) | 124,894 | 81,917 | 95,779 | 98,652 |
| Data | Data Coordinator (P4) | 91,778 | 113,971 | 115,308 | 118,767 |
| | Statistician (P3) | 101,488 | 99,728 | 102,717 | 105,799 |
| | Fishery Officer (Data P1) | - | 60,000 | 91,000 | 93,730 |
| Administration | Administrative Officer (P3) | 55,799 | 95,779 | 98,970 | 101,939 |
| General Service | | | | | |
| | Administrative Assistant | 14,630 | 14,927 | 15,445 | 15,908 |
| | Compliance Assistant | 11,721 | 11,664 | 11,950 | 12,309 |
| | Office Assistant | 9,692 | 11,296 | 11,747 | 12,099 |
| | Database Assistant | 14,630 | 15,335 | 15,869 | 16,345 |
| | Office Assistant | 8,604 | 7,972 | 8,259 | 8,507 |
| | Driver | 7,980 | 7,274 | 7,465 | 7,689 |
| | Overtime | 5,535 | 5,000 | 5,000 | 5,150 |
| | Total Salary Costs | 734,026 | 1,283,730 | 1,444,083 | 1,543,022 |
| | Employer Pension and Health | 205,518 | 311,578 | 418,651 | 447,476 |
| | Employer FAO Entitlement Fund | 408,450 | 535,118 | 607,582 | 771,511 |
| | Adjustment entitlement fund (25,620) | | | | |
| | Improved Cost Recovery Uplift | 43,239 | 0 | 0 | 0 |
| | Total staff costs | 1,365,613 | 2,130,426 | 2,470,316 | 2,762,009 |
| Operating Expenditures | | | | | |
| | Capacity Building | 59,028 | 125,000 | 125,000 | 125,000 |
| | Co-funding Science/Data grants | | 130,033 | 100,000 | 60,000 |
| | Co-funding Compliance grants | | 63,974 | 35,000 | 65,000 |
| | Miscellaneous Contingencies ¹ | | | 60,000 | |
| | Consultants | 151,377 | 174,900 | 155,000 | 155,000 |
| | Duty travel | 98,721 | 134,105 | 135,000 | 150,000 |
| | Meetings | 68,182 | 107,000 | 105,000 | 120,000 |
| | Interpretation | 146,044 | 140,000 | 140,000 | 140,000 |
| | Translation | 107,673 | 111,000 | 105,000 | 110,000 |
| | Equipment | 31,652 | 30,459 | 30,000 | 20,000 |
| | General Operating Expenses | 53,582 | 73,027 | 75,000 | 80,000 |
| | Printing | 4,388 | 0 | 20,000 | 15,000 |
| | Contingencies | 4,956 | 69,672 | 10,000 | 10,000 |
| | Total OE | 725,604 | 1,159,170 | 1,095,000 | 1,050,000 |
| | SUB-TOTAL | 2,091,217 | 3,289,596 | 3,565,316 | 3,812,009 |
| | Additional Contributions | -17,657 | -20,100 | -20,100 | -20,100 |
| | Seychelles | | | | |
| | FAO Servicing Costs | 93,403 | 148,032 | 160,439 | 171,540 |
| | Deficit Contingency | - | 150,000 | - | - |
| | MPF | 211,022 | 200,000 | 200,000 | 200,000 |
| | GRAND TOTAL | 2,377,984 | 3,767,528 | 3,905,655 | 4,163,450 |
| | | | | 3.7% | 6.5% |

¹ This funding could be used for co-funding, MPF or deficit reduction contingencies.

APPENDIX V

SCALE OF CONTRIBUTIONS FOR 2018 (IN US\$)

| CPC | World Bank Classification in 2015 | OECD Membership | Average catch for 2013-2015 (in metric tons) | Base Contribution | Operations Contribution | GNP Contribution | Catch Contribution | Total Contribution (in USD) |
|---------------------------|--------------------------------------|--------------------|---|----------------------|----------------------------|---------------------|-----------------------|-----------------------------------|
| Australia | High | Yes | 4,881 | \$13,468 | \$15,623 | \$132,958 | \$14,441 | \$176,490 |
| China | Middle | No | 71,610 | \$13,468 | \$15,623 | \$33,240 | \$42,372 | \$104,702 |
| Comoros | Low | No | 5,832 | \$13,468 | \$15,623 | \$0 | \$3,451 | \$32,541 |
| Eritrea | Low | No | 219 | \$13,468 | \$0 | \$0 | \$130 | \$13,597 |
| European Union | High | Yes | 205,162 | \$13,468 | \$15,623 | \$132,958 | \$606,972 | \$769,020 |
| France(Terr) | High | Yes | 8,918 | \$13,468 | \$15,623 | \$132,958 | \$26,383 | \$188,432 |
| India | Middle | No | 175,804 | \$13,468 | \$15,623 | \$33,240 | \$104,023 | \$166,353 |
| Indonesia | Middle | No | 363,291 | \$13,468 | \$15,623 | \$33,240 | \$214,959 | \$277,289 |
| Iran, Islamic Republic of | Middle | No | 230,110 | \$13,468 | \$15,623 | \$33,240 | \$136,156 | \$198,486 |
| Japan | High | Yes | 15,218 | \$13,468 | \$15,623 | \$132,958 | \$45,023 | \$207,072 |
| Kenya | Middle | No | 975 | \$13,468 | \$15,623 | \$33,240 | \$577 | \$62,907 |
| European Union | High | Yes | 17,211 | \$13,468 | \$15,623 | \$132,958 | \$50,918 | \$212,967 |
| Madagascar | Low | No | 8,655 | \$13,468 | \$15,623 | \$0 | \$5,121 | \$34,211 |
| Malaysia | Middle | No | 22,312 | \$13,468 | \$15,623 | \$33,240 | \$13,202 | \$75,532 |
| Maldives | Middle | No | 124,302 | \$13,468 | \$15,623 | \$33,240 | \$73,549 | \$135,879 |
| Mauritius | Middle | No | 6,733 | \$13,468 | \$15,623 | \$33,240 | \$3,984 | \$66,314 |
| Mozambique | Low | No | 2,903 | \$13,468 | \$15,623 | \$0 | \$1,718 | \$30,808 |
| Oman | High | No | 34,370 | \$13,468 | \$15,623 | \$132,958 | \$20,337 | \$182,386 |
| Pakistan | Middle | No | 58,753 | \$13,468 | \$15,623 | \$33,240 | \$34,764 | \$97,094 |
| Philippines | Middle | No | 1,089 | \$13,468 | \$15,623 | \$33,240 | \$644 | \$62,974 |
| Seychelles | High | No | 78,015 | \$13,468 | \$15,623 | \$132,958 | \$46,161 | \$208,210 |
| Somalia | Low | No | 0 | \$13,468 | \$0 | \$0 | \$0 | \$13,468 |
| South Africa | Middle | No | 495 | \$13,468 | \$15,623 | \$33,240 | \$293 | \$62,623 |
| Sri Lanka | Middle | No | 130,958 | \$13,468 | \$15,623 | \$33,240 | \$77,488 | \$139,818 |
| Sudan | Middle | No | 34 | \$13,468 | \$0 | \$33,240 | \$20 | \$46,727 |
| Tanzania | Low | No | 8,927 | \$13,468 | \$15,623 | \$0 | \$5,282 | \$34,372 |
| Thailand | Middle | No | 11,816 | \$13,468 | \$15,623 | \$33,240 | \$6,992 | \$69,322 |
| United Kingdom(Terr) | High | Yes | 3 | \$13,468 | \$0 | \$132,958 | \$10 | \$146,436 |
| Yemen | Middle | No | 46,128 | \$13,468 | \$15,623 | \$33,240 | \$27,294 | \$89,624 |
| Total | | | 390,566 | 390,566 | 390,566 | 1,562,262 | 1,562,262 | 3,905,655 |

*Total contributions may vary from the sum of the four components by up to one dollar due to rounding

APPENDIX VI
SCAF: UPDATE ON PROGRESS REGARDING RESOLUTION 16/03 – ON THE SECOND PERFORMANCE REVIEW FOLLOW-UP

(NOTE: NUMBERING AND RECOMMENDATIONS AS PER APPENDIX I OF RESOLUTION 09/01)

| REFERENCE # | RECOMMENDATION | RESPONSIBILITY | UPDATE/STATUS | TIMELINE | PRIORITY |
|--|--|-------------------------------------|--|----------|----------|
| PRIOTC02.22 (para. 211) | <p><i>Special requirements of developing States</i></p> <p>The PRIOTC02 RECOMMENDED that:</p> <p>a) the continuation and optimisation of the IOTC Meeting Participation Fund indefinitely as part of the IOTC Regular Budget, and that the MPF is used to support participation of all eligible Contracting Parties in order to create a more balanced attendance to both science and non-science meetings of the Commission.</p> | <i>Commission</i> | Ongoing | TBD | TBD |
| | <p>b) the IOTC Secretariat in partnership with development agencies and organisations, should develop a five year regional fisheries capacity development program to ensure coordinated capacity building activities across the region.</p> | <i>Secretariat & Commission</i> | Ongoing: The IOTC Secretariat has been coordinating and cooperating with capacity building opportunities around the region, although a specific plan has not been formulated. | TBD | TBD |

APPENDIX VII

CONSOLIDATED SET OF RECOMMENDATIONS OF THE 14TH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (18–19 MAY 2017) TO THE COMMISSION

Financial statement: Fiscal year 2016

- SCAF14-01 (Para. 16) Given the delay in recruiting an Executive Secretary caused by the FAO, and the decision by the FAO to make interim arrangements, the SCAF **RECOMMENDED** that the Commission request FAO to pay for travel costs associated with the travel of the Executive Secretary (ad interim) between Rome and the Seychelles and any secondment payments associated with this posting throughout 2016 and 2017.
- SCAF14-02 (Para. 17) The SCAF **RECOMMENDED** that the IOTC Secretariat examine and adjust accordingly the respective duration and scheduling of the back-to-back CoC and SCAF meetings in order to improve the overall efficiency of the meetings.

Contributions Outstanding

- SCAF14-03 (Para. 26) The SCAF **RECOMMENDED** that the Commission request CPCs with financial contributions in arrears to consider entering payment plans that facilitate payment by instalments over a set period of years.
- SCAF14-04 (Para. 17) The SCAF also **RECOMMENDED** that the Commission request the IOTC Secretariat and the FAO to assist in this matter by using diplomatic channels and bilateral approaches.

Programme of Work and Budget Estimates for 2018 and tentatively for 2019

- SCAF14-05 (Para. 32) The SCAF **RECOMMENDED** that the Commission agree to use funds originally designated as a contingency associated with grant co-payments as a general contingency (“Miscellaneous contingencies”), which could be used to offset additional expenditure under the Meeting Participation Fund, or as a contingency in association with grant co-payments, or as a general deficit contingency.
- SCAF14-06 (Para. 33) The SCAF **RECOMMENDED** that the Commission consider setting aside amounts from the IOTC regular budgets from 2019 onwards to account for current and future unpaid contributions, while continuing to pursue payment from all States with outstanding contributions.
- SCAF14-07 (Para. 34) The SCAF **RECOMMENDED** that the ICRU budget line continue to be set to zero, reaffirming the intention of the Members not to pay for such costs.
- SCAF14-08 (Para. 35) The SCAF **RECOMMENDED** the Commission endorse the revised structure of the IOTC Secretariat ([Appendix VIII](#)), including the transformation of the Deputy Secretary/Science Manager post into a dedicated Science Manager post; and the alignment of the Compliance and Science sections by raising the level of the current P-4 Compliance Manager post to P-5 level.
- SCAF14-09 (Para. 36) The SCAF **RECOMMENDED** that the Commission adopt the Programme of Work and Budget and the scheme of contributions for 2018 and 2019 (indicative) as outlined in [Appendix IV](#) and [Appendix V](#) respectively, while **NOTING** that the *Program of Work* for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken by the IOTC Secretariat will remain within the current scope. Any new activities agreed to during the 21st Session of the Commission (S21) that have budgetary consequences, will require an amendment of the figures presented to, and endorsed by the SCAF.

Performance Review Update (Resolution 16/03 on the second performance review follow-up)

- SCAF14-10 (Para. 39) The SCAF **RECOMMENDED** that the Commission take note of the revised performance review status table, including the work plan and proposed timelines and priorities for each recommendation relevant to the SCAF ([Appendix VI](#)).

Date and place of the 15th and 16th Sessions of the Standing Committee on Administration and Finance

SCAF14-11 (Para. 41) The SCAF **RECOMMENDED** to the Commission that the 15th and 16th Sessions of the SCAF in 2018 and 2019 respectively, should be held prior to the corresponding annual Commission meetings **NOTING** the dates and locations will be decided during the 21st Session of the Commission.

IOTC Audit

SCAF14-12 (Para. 44) The SCAF **RECOMMENDED** that the Commission request the Chair of the Commission to initiate the process for an audit to be conducted by the FAO Office of the Inspector General in 2018, that would cover both finance and systems.

SCAF14-13 (Para. 45) The SCAF further **RECOMMENDED** that an update on the audit be provided to both the SCAF and the Commission in 2018, and that the final audit report be made available for the 2019 Annual Session.

Review of the Draft and Adoption of the Report of the 14th Session of the Standing Committee on Administration and Finance

SCAF14-14 (Para. 46) The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF14, provided at [Appendix VII](#).

APPENDIX VIII

PROPOSED STRUCTURE OF THE IOTC SECRETARIAT IN 2018 AND 2019

