



West Pacific East Asia Sustainable Pacific Fisheries Activity (WPEA-SPF)

Implementation Plan (2024 -2027)

[FINAL 6 June 2024]

Document Management

<i>Version</i>	<i>Contributor/s</i>	<i>Date</i>
V 1	NBH	28 January 2024
V2	NBH/LO/MFAT	13 March 2024
V 3	NBH/LO	14 April 2024
V 3.1	NBH/LO	17 April 2024
V 3.2	NBH/LO	2 May 2024
V3.3	NBH/LO	13 May 2024
V3.4	NBH/LO	14 May 2024
Final Draft	NBH/LO	15 May 2024
Edit	NBH	18 May 2024
Final Draft	MFAT/	6 June 2024

ABBREVIATIONS

ACE	Annual catch estimates
ADD	Activity Design Document
CMMS	Conservation and Management Measures
FFA	Pacific Islands Forum Fisheries Agency
GFA	Grant Funding Arrangement
ID	Indonesia
IPDCP	Indonesia Philippines Data Collection Project (IPDCP), 2002-2009
IUU	Illegal, Unreported and Unregulated
LTO	Long term outcomes
MTO	Medium term outcomes
MERL	Monitoring, Evaluation, Research and Learning
MTE	Mid-Term Evaluation
MSC & E	monitoring control surveillance and enforcement
NZ MFAT	New Zealand Ministry of Foreign Affairs and Trade
PH	Philippines
PSA	Philippines Statistical Authority
RFMOs	Regional Fisheries Management Organisations
SAW	SPC Stock Assessment Workshop
SC	WCPFC Scientific Committee
STO	Short term outcomes
SPC	Secretariat of the Pacific Community
SPF BC	Sustainable Pacific Fisheries Business Case
TCC	WCPFC Technical and Compliance Committee
UNDP-GEF	United Nations Development Programme – Global Environment Fund
VN	Viet Nam
WCPFC	Western Central Pacific Fisheries Commission (Convention)
WCPFC CA	WCPFC Convention Area
WPEA-ITM	West Pacific East Asia – Improved Data Monitoring
WPEA-OFM	UNDP/GEF West Pacific East Asia Oceanic Fisheries Management Project (WPEA-OFM), 2010-2013
WPEA-SPF	West Pacific East Asia Sustainable Pacific Fisheries
WPEA-SM	Sustainable Management of Highly Migratory Fish Stocks in the West Pacific and East Asian Seas (WPEA-SM), 2013-2019

Table of Contents

ABBREVIATIONS	2
BACKGROUND.....	4
SCOPE	4
OVERARCHING STRATEGY	5
<i>WPEA-SPF contribution to the SPF Programme.....</i>	<i>6</i>
WCPFC DELIVERY MECHANISMS	6
GOVERNANCE AND MANAGEMENT ARRANGEMENTS.....	7
<i>WPEA-SPF Project Manager</i>	<i>8</i>
ACTIVITIES AND ASSOCIATED BUDGETS	9
<i>Indicative Activities (2024 – 2027).....</i>	<i>9</i>
<i>Sustainability Strategy</i>	<i>10</i>
<i>WPEA -SPF Outputs (Costed) Table</i>	<i>11</i>
STAKEHOLDER COMMUNICATIONS AND ENGAGEMENT STRATEGY	12
<i>Stakeholder Analysis and Actions</i>	<i>12</i>
<i>WPEA-SPF communication and engagement needs.....</i>	<i>14</i>
MONITORING, EVALUATION, RESEARCH AND LEARNING (MERL) FRAMEWORK ARRANGEMENTS	14
<i>Risk Matrix.....</i>	<i>14</i>
CROSSCUTTING CONCERNS	15
Appendices and Annexes	16
Appendices	16
Annexes.....	16
<i>Appendix 1 - WPEA-SPF Working Group Terms of Reference</i>	<i>17</i>
<i>Appendix 2 - WPEA-SPF Project Manager TORs</i>	<i>19</i>
Appendix 3 – Risk Matrix.....	21
<i>Appendix 4 - Health and Safety Plan and Acknowledgement Form</i>	<i>32</i>

West Pacific East Asia – Sustainable Pacific Fisheries (WPEA-SPF) Project Implementation Plan (2024 – 2027)

BACKGROUND

The West Pacific East Asia – Sustainable Pacific Fisheries (WPEA-SPF) project builds on three earlier phases of fisheries data collection work for Indonesia, Philippines and Viet Nam:

- 2009-2014: West Pacific and East Asian Oceanic Fisheries Management project (WPEA-OFM), UNDP-GEF funded;
- 2015-2017: WPEA Sustainable Management (WPEA-SM), UNDP-GEF funded; and
- 2017-2024: WPEA Improved Tuna Monitoring (WPEA-ITM) Activity, MFAT-funded (originally intended to be the final phase, but adversely impacted by the Covid-19 pandemic).

All projects have been coordinated by the Western and Central Pacific Fisheries Commission (WCPFC) in collaboration with the Commission Scientific Service Provider, the Pacific Community (SPC) as a sub-contractor, with the overall goal of improving monitoring and managing tuna catches and the reduction of illegal, Unreported and Unregulated (IUU) fishing in these countries. These projects were delivered through a combination of technical advisory support, capacity building and sub-granting to the participating countries to cover delivery expenses (e.g. staffing and meetings costs).

The final project began incorporating more adaptive approaches to address the varying levels of progress in each of the participating countries. All three countries increasingly began utilising national government funding to support data collection activities in the three years prior to the global COVID pandemic, but this trend to increasingly self-fund was undermined by the disruptions to national budgets and funding diversion to national agencies to deal with the pandemic. Following a Mid-term Review in 2021, a gaps analysis and country exit/transition planning in 2023 approved by both the WCPFC and New Zealand Ministry of Foreign Affairs and Trade (NZ MFAT), New Zealand agreed to fund a further and final phase of WPEA integrated into their developing broader Sustainable Pacific Fisheries (SPF) portfolio, primarily to ensure sustainability of previous investments. The SPF portfolio builds on earlier phases of seven MFAT-funded fisheries science, management and MCS&E activities in the region delivered by several regional implementing partners. It aims to promote greater collaboration for results, and as such, has a common logic framework, as well as monitoring, evaluation, research and learning. Unlike the previous phases, WCPFC and country costs will continue to be funded through MFAT but SPC will now be direct-funded under SPF in relation to the WPEA-SPF project activities. This will require coordination between WCPFC and SPC for the delivery of WPEA activities.

SCOPE

The WPEA – SPF project continues to strengthen the capacities of Indonesia, Philippines and Viet Nam to further make improvements to monitoring tuna fisheries and catches, the capture and management of data from monitoring in order to make more accurate catch estimates and stock assessments, thereby contributing to regional efforts to understand and manage the region's highly migratory tuna species in a sustainable manner. The WCPFC Secretariat will be responsible for coordinating the WPEA-SPF Project, focused on the coordination of sustainable tuna data monitoring support to Indonesia, Philippine and Vietnam and supporting the sustainable fisheries management of yellowfin tuna in Indonesian archipelagic waters.

Building on gains from the WPEA-ITM and recognizing the identified gaps, the Project complements other similarly focused past projects in the WCPFC convention area (WCPFC CA). These include the Indonesia Philippines Data Collection Project (IPDCP), 2002 – 2009 delivered by SPC, West Pacific East Asia Oceanic Fisheries Management Project (WPEA-OFM), 2010 – 2013 and the Sustainable Management of Highly Migratory Fish Stocks in the West Pacific and East Asian Seas (WPEA-SM), 2013 – 2019 funded by the United Nations Development Programme – Global Environment Fund (UNDP-GEF) and most recently the West Pacific and East Asian Seas Project Improved Tuna Monitoring Activity (WPEA ITM), 2017 – 2024, funded by New Zealand.

This Project focuses on building improved performance by Indonesia, Philippines and Viet Nam to meet their obligations to WCPFC requirements in the broader effort to combat illegal, unreported and unregulated (IUU) fishing, and the management of the western and central Pacific tuna stocks sustainably for wider benefits.

OVERARCHING STRATEGY

Previously, New Zealand development cooperation investments by MFAT in the Pacific for fisheries, whilst targeted, have been piecemeal. MFAT is shifting to a delivery mechanism that will strengthen fisheries collaboration across regional organisations. The Sustainable Pacific Fisheries (SPF) portfolio Business Case seeks to take a programmatic approach using the existing regional architecture and systems with which to integrate lessons learned from their previous development cooperation within fisheries. Key partners for the overall project include WCPFC, the Pacific Islands Forum Fisheries Agency (FFA), SPC and New Zealand's Ministry of Primary Industries.

The SPF Business Case theory of change for the overarching strategy is described in the *Figure 1*. Below. It is expected that MFAT and implementing partners will have more direct influence over short-term outcomes (STOs), external and contextual factors and will have increased influence over achievement of medium and long-term outcomes (MTOs / LTOs). As such the WCPFC WPEA – SPF project becomes a component of the wider strategy and will align and contribute to the wider SPF Programme outcomes as described in the logic diagram below.

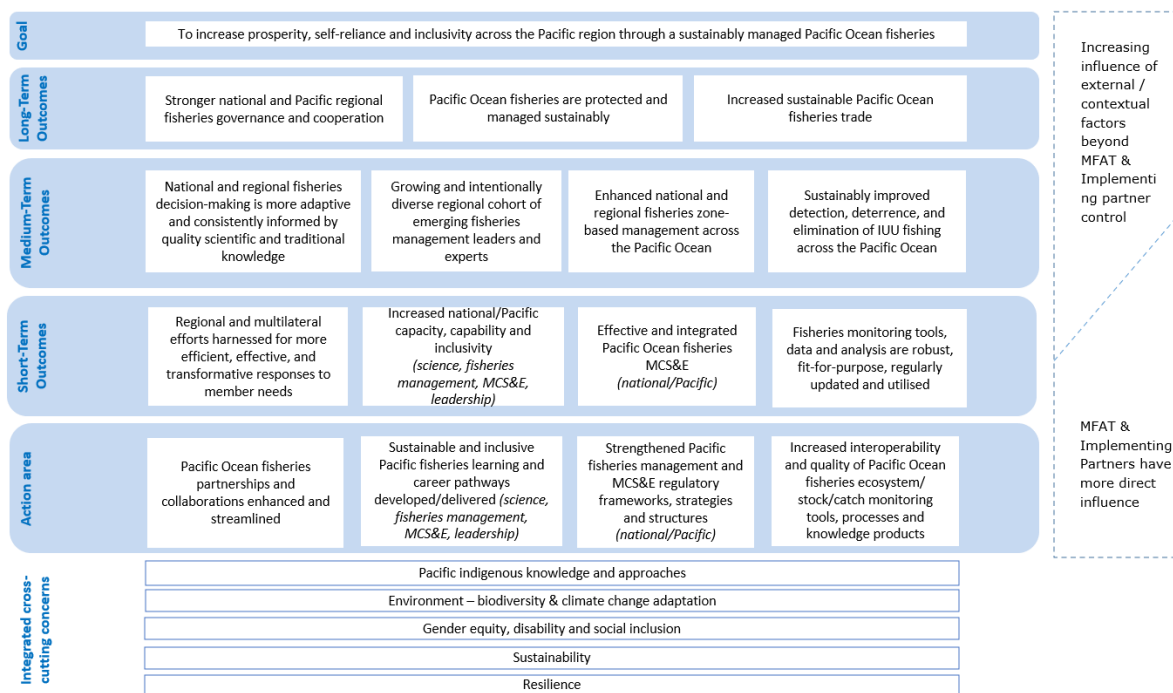


Figure 1: MFAT SPF Theory of Change

WPEA-SPF contribution to the SPF Programme

The WPEA-SPF activities are arranged across four specific outputs as shown in the *Table 1*. Below. These are aligned with the relevant action areas for the overall SPF Programme.

SPF Action Areas	WPEA-SPF Output
Action Area 1: Pacific Ocean fisheries partnerships and collaborations enhanced and streamlined	Output 1: Partnerships and collaboration enhanced
Action Area 2: Sustainable and inclusive fisheries learning and career pathways developed/delivered	Output 2: Improved fisheries management and MCS&E capability
Action Area 4: Increased interoperability and quality of Pacific Ocean fisheries ecosystem/stock/catch monitoring tools, processes and knowledge products	Output 3: Improved observer and port data collection and management

Table 1: SPF Action Areas and WPEA-SPF Outputs

WCPFC DELIVERY MECHANISMS



CPFC delivery mechanisms for the WPEA – SPF project comprises:

- **WCPFC technical advice** on scientific and data requirements relevant to WCPFC conservation and management measures and policies. This includes any advice or guidance given by the WCPFC subsidiary bodies (i.e. Scientific Committee (SC) and Technical and Compliance Committee (TCC));

- **Sub-grants** to WPEA partner countries in the form of individually approved activities within each budget year; and
- **Project coordination** and administrative support for the overall WPEA-SPF project, including engaging and coordinating with SPC for the provision of technical support necessary to implement the WPEA-SPF work programme, and to contribute to the SPF MERL and partnership frameworks.

GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The key features of the governance and management arrangements for the Project within the context of the broader SPF portfolio are shown below (Figure 2.). This includes the standing oversight at the WCPFC through the Scientific and Technical and Compliance sub-committees culminating in the annual session of the WCPFC, as part of the project governance.

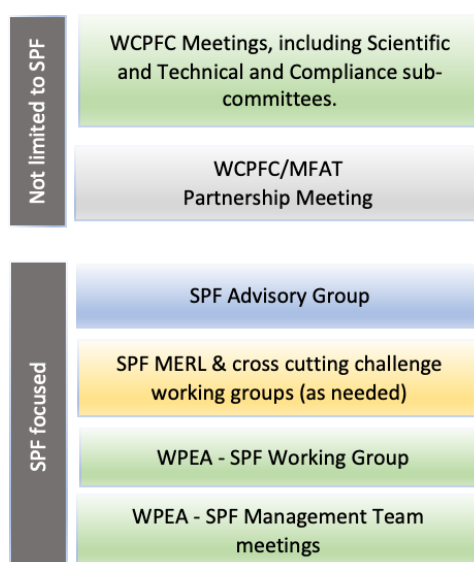


Figure 2 – WPEA – SPF Governance and Management Structure

The roles and responsibilities of each of the key parts of the management arrangement are shown in Table 2. below:

Governance/Management group	Description of WPEA-SPF responsibilities
WCPFC Meetings	Consider WPEA reports and presentations to the full membership of WCPFC at the Science Committee, Technical and Compliance Committee and the annual session of the WCPFC.
WCPFC/MFAT Partnership Meetings	Not limited to the SPF Project and has a wider policy coherence lens.
SPF Advisory Group	To meet at least twice a year. A strategic reflective meeting of SPF implementing partners focused on: <ul style="list-style-type: none"> - identifying opportunities, lines of enquiry and shared risks to successful implementation of SPF; - discussing issues of concern and providing suggestions to MFAT on how SPF investment should be directed; - reviewing progress and potential adjustments against data;

	<ul style="list-style-type: none"> - considering options for joint communications and/or engagement with stakeholders to further the aims of SPF; and - creating deeper and more trusting relationships between partners to enable more upfront and meaningful conversations.
WPEA-SPF Working Group	A WPEA-SPF Working Group will be formed to guide the practical implementation of the Project. A full Terms of Reference (TOR) for the Working Group is appended at Annex A .
WCPFC Management team	The WCPFC management team for the Project will be coordinated by the WPEA-SPF Project Manager. The team includes the WCPFC Executive Director, Finance and Administration Manager and the Science Manager to whom the Project Manager reports. Management team meetings are scheduled as needed, while maintaining strong working communication channels. Decisions on overall Project management are made by the WPEA-SPF management team.

Table 2: WPEA-SPF Roles and Responsibilities

WPEA-SPF Project Manager

The WPEA-SPF Project Manager will:

- be contracted, report to, and be managed by the WCPFC Secretariat (WPEA-SPF Management Team) with budget provisions made in the Project grant at 0.5-0.6 FTE;
- ensure the Project produces the results specified in the contracting agreements, to the required standard of quality and within the specified constraints of time and cost;
- have the authority to implement, monitor and report the Project's strategies, plans and budgets, on a day-to-day basis within the framework identified in contracting agreements, WCPFC policy and guided by the WPEA-SPF Working Group's directives and approvals;
- work closely with the WCPFC Science Manager for any advisory input and the WCPFC Finance and Administration Manager on contracting and other delivery matters; and
- participate in the SPF Advisory Group and SPF MERL and cross-cutting challenge working groups when required and apply learnings back into WPEA-SPF
- support, guide and mentor the work of national staff associated with the Project, including promoting application of SPF values, integrating SPF cross-cutting concerns and managing project risks.

A full terms of reference for the WPEA-SPF Project Manager is appended at [Annex B](#).

ACTIVITIES AND ASSOCIATED BUDGETS

Considerable outreach with Indonesia, Philippines and Viet Nam, and with SPC has resulted in the refinement of project activities and budget allocations during implementation planning. This information allows the baseline established from the WPEA – ITM Gaps Analysis and other reports, to be adjusted to reflect current in-country budgets and needs.

This section provides:

- a summary of the indicative activities programmed between 2024- 2027,
- an exit and transition strategy, and
- indicative high-level costed outputs (WPEA-SPF Output Table).

Indicative Activities (2024 – 2027)

Annexure C includes indicative high-level and Country-specific workplans as aligned to the three proposed output areas.

Under **Output 1: Partnerships and collaboration enhanced** the focus is on coordination of effort and enhancing stakeholder engagement and collaboration at both regional and national levels. This includes:

- maintaining and strengthening the partnership with SPC (and other SPF implementing partners if relevant) to implement WPEA-SPF;
- supporting country participation in WCPFC, SC and TCC meetings, and their ability to engage effectively in these forums;
- enhancing national-level engagement with high-level national stakeholders, including raising awareness of WCPFC obligations amongst key stakeholders in Viet Nam;
- strengthening collective monitoring, evaluation, research and learning (MERL) within the project and how that then informs adaptations to the project and decisions on sustainability; and
- strengthening understanding and integration of the SPF cross-cutting concerns (page 15) amongst country implementing partners.

Under **Output 2: Improved fisheries management and MCS&E capability** a range of capability building mechanisms (training, attachments, workshops) will be used to increase knowledge, awareness and skills across a range of topics including: species identification, stock assessment, data auditing and catch estimation, and port data collection. The capability building will occur at both a regional/multi-country level, and then through in-country delivery. It will target scientists, managers and enumerators as appropriate, encouraging countries to take an inclusive approach to nominating trainees where practicable. Given the strong focus on sustainability, WPEA SPF will provide ‘Train the Trainer’ workshops in order to build up the cadre of qualified personnel within the participating countries that are then able to expand knowledge sharing in-country at a greater rate and beyond the life of this Project.

Finally, under **Output 3: Improved observer and port data collection and management**, WPEA-SPF is focused on national-level human resource capacity, tools and systems, The project will contribute to national observer coordination in Viet Nam, and the salaries of local ministry enumerators and other data personnel across all three countries. As reflected in the budgets, the intention is for these costs to be gradually absorbed into national budgets by the end of the project (see specific comments on sustainability below).

Output 3 also allows for a range of additional capacity to be brought in by way of consultancies as needed in each country, for example, to improve fisheries profiles, data collection tools and evaluate observer cost recovery mechanisms. Investment in equipment (e.g. measuring boards, callipers, fish

rulers, drones, vessel marking equipment, life jackets, computer(s) and data cloud support) will ensure personnel have the data collection tools they need. Local stakeholder consultation and workshops will ensure that the tools and methods rolled out take account of local knowledge and practice, and are therefore relevant and locally owned.

Sustainability Strategy

Careful consideration has been given to how to ensure the results of WPEA-SPF are locally owned and able to be upheld beyond this funding lifecycle. The draft WPEA-SPF work plan in Annexure C includes draft exit or transition commentary for the indicative activities in the Project as provided by Indonesia, Philippines and Viet Nam against each of the applicable activities. Once the WPEA-SPF Project is approved, these draft exit/transition strategies will be validated and updated. Crucially, these commitments will be actively monitored and reported against throughout the tenure of the project drawing on lessons from the earlier phase whereby sustainability planning proved challenging. This will be reviewed and discussed annually by the WPEA-SPF Working Group, and reported to the SPF Advisory Group.

WPEA-SPF Output	Country	Strategy
Output 1: Partnerships and collaboration enhanced	Indonesia Philippines Vietnam	Support from WCPFC is expected to be needed after the SPF project concludes for attendance at WCPFC meetings and workshops for Indonesia and the Philippines. A focus on ensuring senior decision-makers are aware of WCPFC obligations in participating countries will assist with transitioning many activities to nationally-funded budgets as set out below.
Output 2: Improved fisheries management and MCS&E capability	Indonesia Philippines Vietnam	Annual Catch Estimates workshops will be increasingly be funded nationally after SPF funding concludes. By building the cadre of trainers for handling operational catch and effort data (Indonesia) and specific identification (Viet Nam) there will be more local capacity to sustain domestic capability efforts into the future.
Output 3: Improved observer and port data collection and management	Indonesia	Updating Indonesia’s fisheries profiles is a one-off activity that will enable a better understanding of the tuna supply chain. Funding for observer-related activities is expected to be funded nationally once this Project concludes, and maintaining data collection tools is expected to be able to be funded and managed nationally to some degree in the future. Ongoing support for port data collection and management is, however, expected to be needed after the SPF project concludes due to the scale and complexity of the fisheries – alternative funding mechanisms will therefore be explored during this project.
	Philippines	This Project will focus on the sustainability of the National Observer Programme through evaluating observer cost recovery mechanisms (and moving to implement recommendations). The Philippines will also work to transition towards full coverage for enumerators under national funding, and explore alternative funding to support the development of data/IT systems beyond the life of this Project.
	Vietnam	The Government will fund and resource port data collection and management when this Project concludes. While there will be effort to cost recover and fund Vietnam’s observer programme, it is anticipated alternative funding sources may need to be secured to implement this in the future.

Table 4. Indicative Activities (2024- 2027)

WPEA -SPF Outputs (Costed) Table

While WCPFC operates in USD, the accumulated cost by year of each of the three (3) WPEA-SPF Outputs are shown in NZD in Table 5 below using current foreign exchange rates. The table also includes the 7.5% WCPFC management fee and the costs of completion (including participating in the SPF evaluation and results reporting).

Table 5. WPEA-SPF Output Table - Indicative high-level costed outputs.

WPEA-SPF Activity	WPEA-SPF Activity	2024 (Q3-Q4)	2025 (Q1-Q4)	2026 (Q1-Q4)	2027 (Q1-Q2)	Completion period	Total 2024-2027	
Output 1	Partnerships and collaboration enhanced	202,521	300,328	300,328	210,164	32,787	1,046,128	25%
	Project Manager - WCPFC	65,574	131,148	131,148	65,574	0		
	MERL support	16,393	8,197	8,197	8,197	32,787		
	Country-level project coordination	5,902	11,803	11,803	11,803	0		
	Regional meeting travel and stakeholder engagement	114,652	149,180	149,180	124,590	0		
Output 2	Improved fisheries management and MCS&E capability	165,574	726,230	421,312	606,557	0	1,919,672	46%
	Combined/multi-country fisheries management training - participation costs	140,984	409,836	180,328	331,148	0		
	Attachments	0	40,984	0	0	0		
	Train-the-trainer capacity building	0	54,098	19,672	54,098	0		
	Country-level capacity building delivery	24,590	221,312	221,312	221,312	0		
Output 3	Improved observer and port data collection and management	250,000	447,213	281,639	241,393	0	1,220,246	29%
	National observer programme coordination	0	3,279	3,279	3,279	0		
	Enumerators and other data personnel	181,148	276,721	202,951	173,443	0		
	Consultancies	18,033	75,410	8,197	20,410	0		
	Sampling tools and equipment	18,033	68,852	57,377	44,262	0		
	Workshops and stakeholder consultation	32,787	22,951	9,836	0	0		
	TOTAL OUTPUT COSTS	618,095	1,473,771	1,003,279	1,058,115	32,787	4,186,047	
Non-output	Management fee	46,357	110,533	75,246	79,359	2,459	313,953	
	WCPFC overhead (7.5% of budget)	46,357	110,533	75,246	79,359	2,459	313,953	
	TOTAL	664,452	1,584,304	1,078,525	1,137,474	35,246	4,500,000	

STAKEHOLDER COMMUNICATIONS AND ENGAGEMENT STRATEGY

This section presents the WPEA – SPF Stakeholder Communications and Engagement Strategy that outlines how communication and engagement with project stakeholders will occur.

The goal of this strategy is to define communication and engagement methods and activities for consistent messaging across all platforms and a broader reach across stakeholders to increase the knowledge of the WPEA-SPF activities and outcomes.

The Strategy is developed to:

- Identify stakeholders and their interest or ability to influence the Project,
- Determine the action that will be required to address the interest of stakeholders, and subsequently,
- Improve the flow of information across WPEA-SPF Working Group (internal) and between them, and their wider constituents (external),
- Increase transparency and provide opportunities for two-way communication,
- Ensure communications are timely and easily understood for all stakeholders; and
- Provide a benchmark for future WPEA project communication and engagement needs.

Stakeholder Analysis and Actions

Table 6 below shows the WPEA-SPF project’s target audience and the scope of their engagement in the project.

WPEA-SPF Stakeholders	Interest or ability to influence	Action to be taken to address interest
<i>Internal</i>		
WPEA-SPF Working Group including: <ul style="list-style-type: none"> • Official project representatives from Indonesia, Philippines and Viet Nam. • WCPFC Secretariat • SPC • New Zealand Ministry of Foreign Affairs and Trade 	Key stakeholders and they have the direct ability to influence project implementation	Scheduled project coordination meetings, regular and efficient correspondence and communication by the Project Manager and timely responses by beneficiary countries and project partners
SPF Advisory Group	SPF Advisory Group is established for the NZ MFAT Sustainable Pacific Fisheries Programme. Their interest and influence during implementation is focused primarily on the exchange of communication between overarching SPF programme partners for efficient and effective coordination and collaboration on areas of overlap.	Annual and ad hoc meetings of the SPF Advisory Group
WCPFC Commission	The WCPFC Commission has a critical vested interest in	Regular reporting for both progress and decision

WPEA-SPF Stakeholders	Interest or ability to influence	Action to be taken to address interest
(Sub-committee meetings of the Commission, SC TCC)	the WPEA-SPF as an ongoing intervention to address important data gaps for the analysis and management of key tuna species across their range in the central and western Pacific. Decisions concerning the work and support for the improvement of data collection in the western Pacific are made at the Commission.	making by participating countries/Project Manager to all meetings of the WCPFC, including the Scientific Committee and the Annual meeting of the Commission.
Members and cooperating countries	Key stakeholders and beneficiaries comprising project officials and decision makers of the WPEA-SPF project. Of immediate and important interest for project support to improve the data collection to meet their obligations to the WCPFC and other RFMOs, and for the sustainable management of key and neritic tuna species within their archipelagic and in zone areas.	Establishment of effective channels of communication for project implementation, strengthen commitment to national support and contribution to the project. Regular and frequent feedback nationally to ensure maximum awareness of the project progress and goals and decision making
<i>External</i>		
Other national government and regulatory bodies with responsibilities for tuna data collection and analysis	Significant stakeholders with contributing roles and responsibilities relating to project activities and implementation e.g. centralised government statistics bodies	National project representatives establishing or improving channels of communication with regular updates to all stakeholders in country. Participation in annual catch estimate workshops
National and foreign fishing communities – fishing industry associations and subsistent fishers	Stakeholders with significant input to project implementation and with the capacity to influence project progress directly through compliance and willingness to participate	Well, supported national channels of communication with regular updates. Participation in annual catch estimate workshops
National and International non-governmental environmental organisations (eNGOs)	Significant stakeholders with investments in fisheries data collection and monitoring in project countries	National project representative to maintain and improve close coordination and communication with eNGOs working in the fisheries data collection space

WPEA-SPF Stakeholders	Interest or ability to influence	Action to be taken to address interest
		Participation at the annual catch estimate workshops
Adjacent Regional Fisheries Management Organisations (IOTC, IATTC etc)	Peripheral stakeholders with vested interest in fisheries management of highly migratory species but not with overlapping management areas with the project.	Outreach and publications relating to project intentions and progress

Table 6: WPEA-SPF Stakeholder Analysis and Actions

WPEA-SPF communication and engagement needs

The structure of the WPEA-SPF project provides for standing meetings and workshops which are critical for the coordination of project information, including responsibilities for communication and engagement amongst stakeholders. Where there are areas of weakness in the communication and the flow of information, which in turn impacts the project progress, consideration will be given to using no, or minimal cost information dissemination through social media. This will have the added benefit of a more extensive public profile for the project.

In the past, buy-in at higher national governance levels has been identified as creating barriers to awareness of Commission obligations and budget requirements to support the project. Keeping updated information of each countries decision making pathways, key decision makers and reports (to the WPEA-SPF Working Group) would be a useful way help those with project communication and engagement responsibilities at the national level to look for ways to improve engagement and communication in country.

MONITORING, EVALUATION, RESEARCH AND LEARNING (MERL) FRAMEWORK ARRANGEMENTS

Monitoring, evaluation, research and learning for WPEA – SPF project contributes to the wider NZ MFAT SPF MERL framework encapsulated in the SPF MERL table and an associated work plan, which is to be part of a MFAT-funded evaluation scheduled in 2027. A WPEA-SPF-specific MERL table is to be finalised by June 2024. A draft of the WPEA-SPF specific MERL table will be finalised thereafter and appended at [Annex B](#) of this Implementation Plan. The table will summarise the WPEA-SPF related indicators and targets from the SPF-wide MERL framework in relation to the overall SPF Programme.

Risk Matrix

- A full Risk Matrix is appended at [Appendix 3](#). This includes political, economic, social (including inclusion, safeguarding and health and safety), technological, legal, environmental and organisation/project management risks. Overall, this Project is considered to be medium risk, with appropriate risk mitigation measures, roles and responsibilities outlined in [Appendix 3](#) and the Safety Plan in [Appendix 4](#).

CROSCUTTING CONCERNS

The theory of change for the WPEA-SPF Project is designed to incorporate and align with regional and New Zealand governments' policies and principals, in particular the anticipated integrated cross cutting outcomes for the SPF Business Case. Broadly these are:

- Pacific indigenous knowledge and approaches,
- Environment – biodiversity & climate change adaptation,
- Gender equity, disability and social inclusion,
- Sustainability, and
- Resilience.

These cross-cutting concerns are to be defined in the finalized SPF MERL framework.

These crosscutting concerns and related issues will be addressed in the WPEA-SPF project in number of ways. Firstly, and foremost by enhancing and streamlining fisheries partnerships and collaboration, WPEA-SPF Project will support and strengthen the exchanges and coordination between Indonesia, Philippines and Viet Nam to meet their common goal of building national capacities to improve fisheries monitoring and assessments of tuna.

While primarily focused on the quality and quantity of tuna data collected from offshore and commercial scale fisheries, the WPEA-SPF Project will encourage participatory approaches to ensure that concerns of small vessels are accounted for where appropriate. It is not anticipated that this work will change traditional fisheries management practices substantially.

Effort will also be made to include WPEA fisheries officials in non-project related opportunities in Pacific fisheries learning experiences in science, fisheries management, and MCS & E, where possible. This exposure will have the added benefit of building stronger relations with other WCPFC Commission members and provides the opportunity to raise the awareness of the complexities and challenges of tuna fisheries management in their geographies.

WPEA-SPF Project is expected to provide the resources to strengthening WPEA countries' capacity in fisheries monitoring and assessment, and as a consequence, result in improvements in national data and knowledge management systems and processes for catch estimation and stock assessment of tuna in their national waters.

Ultimately improved data quality (including juvenile yellowfin taken in the Indonesian's archipelagic waters) from the western boundary area contributes significantly to reducing the uncertainties in the WCPO catch and stock assessments. The technical support provided by SPC, and the WCPFC builds stronger partnerships through efficiencies of integrating and developing systems that conform to regional systems and standards.

The WPEA-SPF Project does not specifically address environment and climate change adaptation except by proxy through in its contribution to the WCPFC Commission. The Commission has a standing agenda on climate change impacts and is progressing work on projections for the distribution of tuna across the WCPO as a result of climate change.

For discussion on integration of sustainability, refer 'Sustainability Strategy' above.

Appendices and Annexes

Appendices

Appendix 1 – WPEA - SPF Working Group TOR

Appendix 2 – WPEA-SPF Project Manager TOR

Appendix 3 – Risk Matrix

Appendix 4 – Health and Safety Plan and Acknowledgement form

Annexes

Annex A – Detailed Costed Workplan

Annex B - WPEA-SPF-specific MERL Table (due June 2024)

Appendix 1- WPEA-SPF Working Group Terms of Reference

Membership

The WPEA-SPF Working Group will be comprised of:

- The WCPFC Executive Director, or her designate who will chair all meetings of the Working Group.
- A representative from SPC who will act as the co-chair.
- Representatives from each of the WPEA-SPF beneficiary countries - Indonesia, the Philippines and Viet Nam. These officials should be Director level implementing agencies for the Project and include the national coordinator of the project from each country.
- Representatives from MFAT.
- Observers may be invited to attend Working Group meetings for the most part on the basis of decisions by consensus made by the Working Group from time to time. Observers may include other donor organisations with similar or overlapping support in the WPEA-SPF region or other country or non-governmental organisations (NGOs) representatives.
- The Project Manager will act as the Secretary of the Working Group.

Functions

The WPEA-SPF Working Group will meet at least once a year and will be responsible for:

- i. Fostering greater coordination and collaboration between participating WPEA countries.
- ii. Establishing and reviewing implementation strategies for the Project through the submission of national work plans and proposals, and providing guidance to the WPEA-SPF Project Manager
- iii. Monitoring the outcome, output, financial performance, context changes and risks of the Project against the MERL framework, workplan, budget and risk matrix; and recommend adaptations as appropriate.
- iv. Promoting the integration of SPF cross-cutting concerns across WPEA-SPF activities.
- v. Reviewing and endorsing the Annual Progress Report presented to the SC / MFAT.
- vi. Reviewing and endorsing the Annual Workplan and Budgets for the subsequent year, and subsequent revisions as required.
- vii. Contributing to SPF monitoring efforts and MFAT-commissioned reviews and evaluations as required.
- viii. Maintaining communication with and participation in the NZ MFAT SPF Advisory Group through the Project Manager, and considering implication of SPF learnings for WPEA-SPF implementation.
- ix. Providing policy guidance to the Project, especially with regards to developments relating to the Commission and their implementation.

The WPEA-SPF Project Manager, acting as Secretary for the WPEA-SPF Working Group, will be responsible for sending out notices of meetings, providing agendas, and circulating meeting minutes. The WPEA-SPF Working Group will have five-working days to provide feedback for all Working Group meeting minutes to allow the WPEA-SPF Project Manager to circulate a corrected record. All Working Group dates will be agreed in advance, at the conclusion of the previous meeting.

Every opportunity to reduce the costs of holding the annual Working Group meetings should be sought by the WPEA-SPF Project Manager as a priority, by combining the meetings with other WPEA-SPF,

WCPFC or SPC events at which the same delegates attend. Working Group meetings will be convened in locations where it is possible to have as many people as possible physically present (i.e. on the side lines of other meetings), otherwise using online platforms. Members should endeavour to gather in the same location but hybrid meeting arrangements can be made in the event a physical appearance is not possible.

Appendix 2- WPEA-SPF Project Manager TORs

TERMS OF REFERENCE

PROJECT MANAGER - WESTERN PACIFIC EAST SUSTAINABLE PACIFIC FISHERIES (WPEA-SPF) PROJECT

The Project Manager will report to WCPFC Secretariat's Science Manager with direction from the WPEA – SPF Working Group and in consultation with MFAT.

The Project Manager's prime responsibility is to ensure that the Project produces the results specified, to the required quality standards and within the specified constraints of time and cost in the WPEA-SPF working documents. He/she will have the authority to implement, monitor and report the Project's strategies, plans and budgets, on a day-to-day basis within the framework identified by the WPEA-SPF working documents and guided by the Working Group's directives and approvals.

The Project Manager will have the following specific responsibilities and functions:

- overall project coordination and implementation of the activities where this includes regular consultations with the WCPFC Secretariat, relevant national institutions of the project partners, the Pacific Community (SPC), other RFMOs and other stakeholders and partners;
- consolidation of annual work plans and budgets;
- submission of consolidated progress reports to the Working Group members and regular updates to the WCPFC Secretariat and MFAT contact;
- preparation of annual progress reports (which include updating the Activity's Results Framework and managing the risks matrix) and workplan and budget for the following year. These will be submitted to the Working Group members and presented to the Working Group for discussion and submission to the SPF Advisory Group and MFAT (as appropriate);
- reporting to Project Working Group and functioning as Secretary to that body
- bring to the Working Group's attention any significant changes to the assumptions made in designing this project, or to the risk environment, and proposing appropriate responses to those;
- supporting, guiding and mentoring the work of national staff associated with the Project. This includes:
 - promoting the SPF values within the project.
 - integrating SPF cross-cutting concerns within the project: indigenous knowledge and approaches; biodiversity and climate change adaptation; gender equity, disability and social inclusion; sustainability and resilience.
 - managing project risks, including those that relate to safeguarding, health and safety and potential adverse social and environmental impacts.;
- contributing to end of SPF results and reflections reporting; and
- working with national coordinators to plan for any support required beyond the existing Project to ensure the continuation and sustainability of critical data management and collection activities.

Conditions of service

The Project Manager will not be required to be based at the WCPFC Secretariat Headquarters in Pohnpei, although travel to Pohnpei may be required. The Project Manager may be home based if adjacent to, or within the three implementing countries involved, to reduce travel costs.

The initial contract will be for the period from 1 July 2024 through 31 December 2028.

The Project Manager must carry out the tasks in a manner that is consistent with the MFAT technical adviser Code of Conduct, and the SPF values.

Minimum Requirements:

The applicant should have qualifications in fisheries science, marine biology or relevant resource management.

The applicant requires at least five years of experience in project management, preferably involving international marine capture fisheries, with a successful record of monitoring and reporting, designing, promoting and/or implementing fisheries projects.

At least five years of demonstrated familiarity with, and expertise in the technical aspects of tuna fisheries preferably in the Pacific Ocean would be advantageous. In addition to a strong background in science and fisheries management, familiarity with the structure and function of t-RFMOs is expected, preferably demonstrated through a history of active participation in t-RFMO activities.

The ability to analyse data and communicate technical and non-technical information clearly to a wide range of audiences (including presentation skills) is important. Strong relationship management skills and experience with donors, partners and countries (particularly East Asian countries) are essential.

Is able to pass a criminal record check (or local equivalent).

Language: Fluent written and spoken English; an additional language from the partner countries would be an advantage.

Appendix 3 – Risk Matrix

Risk Category and Description	Cause	Potential Impact	Likelihood	Consequences	Risk Profile	Proposed Risk Management	Responsibility
Political							
Political support for regional coordination activity and participation by all parties weak or compromised or changes throughout the life of the project.	Changes in political leadership and/or organisational structures within WPEA countries slow or impede project progress.	Implementation failure in full or part, or delays. National contributions not delivered.	Unlikely	Major	Medium	Participating countries, service providers and the WCPFC are very supportive of the proposed WPEA-SPF project reducing the likelihood of the risk having an impact. The embedded strategy for transition to national government responsibility in the work plan as well as a strong inception phase process, good forward planning and predictability, and retaining good relationships with national executives and key staff will further mitigate this risk.	Project Manager WPEA-SPF Working Group
Vietnam's intentions for developing their national observer programme and for compliance of that with the ROP is not entirely clear and their cooperating non-member status means they are not bound to do so.	Vietnam is challenged with resourcing their national observer programme, both through lack national funding and the ability to implement a viable cost recovery scheme with the fishing industry.	Confirming Vietnam's ambitions for its observer programme may take some time to formalise some provision is made for requests of assistance for	Possible	Moderate	Medium	WCPFC to pursue this as a matter of priority, from the outset. The Activity should be prepared to accept a delay, though that will not affect the support for the Observer programme otherwise (e.g. to Indonesia)	Project Manager

Risk Category and Description	Cause	Potential Impact	Likelihood	Consequences	Risk Profile	Proposed Risk Management	Responsibility
		establishment and training requests					
Activity delayed or impacted due to geopolitical tensions	Regional and global geopolitics impact ability (including safety) and willingness to conduct activity	Activity unable to be completed, staff are put at risk	Unlikely	Major	Medium	WCPFC continues to liaise and engage with national counterparts to build on the good will between the three counties and their cooperation on the WPEA work	Project Manager WPEA-SPF Working Group
Economic							
Exchange rate fluctuations (NZD to USD; USD to country currencies)	Global economies and supply chains are not yet fully recovered from COVID, international conflicts or face another downturn, some countries recover at faster paces than others	FOREX losses mean there is insufficient budget to complete the activities planned	Possible	Minor	Low	WCPFC to apply any interest earned from grant funds received to the project; and to carefully manage FOREX to minimise loss. To clearly document FOREX gains and loss so that it can be visible in discussions with MFAT, and the implications of any significant loss discussed with MFAT so mitigations can be explored.	Project Manager SPC Finance and Admin.
High inflation	Domestic and global economic conditions	There is insufficient budget to complete planned activities	Possible	Moderate	Medium	Factored in a 3% inflation rate into the total budget (although spread evenly in the budget for ease of accounting/communicating with countries)	Project Manager
Social (including inclusion, safeguarding, and health and safety)							

Risk Category and Description	Cause	Potential Impact	Likelihood	Consequences	Risk Profile	Proposed Risk Management	Responsibility
Training/capacity building not effective in leading to increased knowledge/skills/confidence or application of knowledge / change of practice	Language difficulties; training style; irrelevant content; lack of country fisheries administration management buy in	Significantly reduces value for money, effectiveness and impact of the project	Possible	Major	Low	Ensuring country level buy in for training and capacity building, train the trainer approaches to ensure sustainability	Project Manager
Inadequate inclusivity within the project	Trainees are selected by countries from the existing workforce where there are already gender differences and inadequate inclusion/identification of persons with disability	Reduced effectiveness and impact of the project.	Likely	Moderate	High	WPEA activities will encourage inclusivity when it can for project activities. This will include workshopping inclusion at the first WPEA-SPF working group, and having it as a standing agenda item. WPEA-SPF will also seek to incorporate lessons on inclusion in regional programming from the SPF Advisory Group	Project Manager National Coordinators WPEA-SPF Working Group SPF Advisory Group
Shifts in behaviour away from traditional fisheries management practices	Adoption of regional approaches, and alignment with regional/international agreements	Loss of indigenous knowledge. Low acceptance of new regional approaches, and therefore low compliance.	Unlikely	Minor	Low	This project will primarily focus on offshore and commercially focused fisheries, with any regulation changes impacting larger operators. WPEA-SPF will, however, encourage participatory approaches to ensure that concerns of small vessels are accounted for where appropriate.	Project Manager National Coordinators

Risk Category and Description	Cause	Potential Impact	Likelihood	Consequences	Risk Profile	Proposed Risk Management	Responsibility
						As the focus of the WPEA project is to include the quality and quantity of tuna data collected, it is not anticipated that this will change traditional fisheries management practices substantially.	
Sexual abuse or harassment caused by consultants or staff employed or subsidized by the project (within WCPFC and in country fisheries administrations) OR where there is an increase in the number of observers on vessels due to this project	Due to risk factors such as remote working staff, observers being in vulnerable situations (particularly women observers working in a male dominated environment), the monitoring role played by observers putting them in positions of authority, and WCPFC not having PSEAH systems and processes in place to detect, investigate and then manage SEAH.	Psychological and physical harm to individuals. Reputational damage.	Possible	Moderate	Medium	WCPFC does not have a formal PSEAH policy, but will be guided the NZ MFAT PSEAH policy and guidelines will be used as a guideline or reporting, in addition to any existing similar provisions in country depending on venue. https://www.mfat.govt.nz/en/aid-and-development/our-approach-to-aid/preventing-sexual-exploitation-abuse-and-harassment/ Additionally, countries will be made aware of PSEAH expectations.	Project Manager WPEA-SPF Working Group
Poor employment conditions of staff funded or part-funded by grant	Due to risk factors such as inadequate employment policies/practices, remote working staff unable to be monitored, local hierarchies,	People are overworked, underpaid, and/or abused. People injured or harmed in some way	Possible	Moderate	Medium	The WPEA project will enquire about employment conditions for any employment that the project is supporting, noting that ultimate responsibility for this is with each country itself.	Project Manager National Coordinators

Risk Category and Description	Cause	Potential Impact	Likelihood	Consequences	Risk Profile	Proposed Risk Management	Responsibility
	observers/enumerators being in vulnerable situations etc.						
Health and safety risks associated with working in the fisheries sector	Inherent risks to health and safety on board fishing vessels and in workplaces	This may lead to minor or serious injuries, loss of productivity and potential loss of life	Possible	Moderate	Medium	<p>WCPFC will ensure worker health and safety obligations outlined in the GFA with MFAT are passed through in any sub-granting arrangements with countries and will monitor accordingly.</p> <p>Project partners and their staff or subcontractors will be encouraged to follow national and local health and safety protocols.</p> <p>Health and safety risks to be discussed and monitored by the WPEA-SPF working group and SPF Advisory Group.</p>	Project Manager National Coordinators / WPEA-SPF working group SPF Advisory Group
Travel health and safety risks	Inherent health and safety risks relating to travel from planes/vehicles/vessels , water borne disease, viruses, etc	This may lead to minor or serious injuries, loss of productivity and potential loss of life	Possible	Major	Medium	Normal travel precautions will be followed by project participants including being aware of travel advice coming out of relevant consular, weather and health services, and taking out travel insurance and being vaccinated.	Project Manager National Coordinators
Technological							

Risk Category and Description	Cause	Potential Impact	Likelihood	Consequences	Risk Profile	Proposed Risk Management	Responsibility
Poor uptake of new technologies (e.g. data base use, electronic reporting, etc.), or uptake unsustainable	Tools and equipment not available or maintained; insufficient training; technologies not fit for purpose; insufficient management buy in; poor or costly internet connections	Reduced effectiveness and impact of the project.	Low	Moderate	Medium	Proper training and resources will be made available to increase the success rate of technology uptake. This includes asset management and maintenance support/training for the more expensive and advanced technologies.	Project Manager National Coordinators
Environmental							
Natural or man-made disaster or emergency event	Typhoons, earthquakes and fire. There is some danger of terrorist activity in the Philippines and Indonesia, although the government fisheries offices involved are not likely high priority targets.	This may lead to minor or serious injuries, loss of productivity and potential loss of life. May also delay Activity implementation .	Possible	Moderate	Medium	Weather or human caused dangers will be monitored and project activities will be amended as needed to ensure the safety of participants and business continuity.	Project Manager National Coordinators
Project Management / Organisational (including financial, MERL and sustainability)							
Possible overlap and duplication of some WPEA-SPF project activities with other donor-funded activities, especially in Indonesia and Philippines to a lesser extent.	Countries putting out multiple requests to donors / poor donor coordination	Duplication of effort and risk of no-cooperation by fishers and buyers if the sampling interventions become too intrusive	Possible	Moderate	Medium -low	Port sampling activities in Indonesia will be harmonized with those of other agencies as far as possible. Discussions on if/how any overlap or duplication in data collection will be discussed at each Annual Catch Estimates workshops that include all stakeholders. Actions to	Project Manager National Coordinators

Risk Category and Description	Cause	Potential Impact	Likelihood	Consequences	Risk Profile	Proposed Risk Management	Responsibility
						harmonize activities will be prioritised.	
Activity implementation delayed by final project approval	Implementation planning takes longer than envisaged	Delayed start, possibly late 2024, early 2025	Possible	Moderate	Medium	Advanced national preparation of national MOUs to facilitate immediate start	Project Manager
Inadequate staff capacities/ capabilities	Insufficient staff capacity programmed in / staff recruited do not have the requisite skills	Project responsibilities for contact points likely to be in addition to other duties	Unlikely	Moderate	Medium	WCPFC and SPC staff and consultants involved in the WPEA projects have accrued considerable experience in communicating with, and training staff of the national agencies and are expected to continue to do so for this project. When deploying consultant resources, expertise in working in these countries will be prioritised.	Project Manager National agency project contact officers
Staff changes – WCPFC or country agencies	Staff seek other jobs, promotions, higher salaries and opportunities etc.	Implementation delays.	Possible	Minor	Low	Plan for staff change where possible, ensure timely recruitment and good handovers	Project Manager National Coordinators
Effectiveness and efficiency of remote staff	Staff working in isolation, difficult to monitor remote teams	Impact on the effectiveness and efficiency of the Activity Risk of impacts on staff wellbeing	Possible	Moderate	Medium	WCPFC Secretariat’s Science Manager to manage Project Manager performance. Work done in remote areas will be under the direct or indirect supervision of the national coordinators or their delegates. Any significant issues detected at the national	Project Manager National Coordinators

Risk Category and Description	Cause	Potential Impact	Likelihood	Consequences	Risk Profile	Proposed Risk Management	Responsibility
						level will be shared with the Project Manager for discussion by the SPF Working Group	
Sub-optimal coordination with SPC	Funding to support SPC participation now goes directly to SPC. Partnership between SPC/WCPFC breaks down	Sub-optimal science support, or delays in delivery.	Unlikely	Moderate	Medium	Early and robust planning and coordination between SPC and Project Management to ensure planned activities are supported and agreed in advance. SPC funding is contingent on support to this project under MFAT GFA with SPC. WCPFC and SPC both sit on the SPF Advisory Group where such matters can be discussed.	Project Manager SPC MFAT SPF Advisory Group
Poor communications and relationship management with key country and SPF stakeholders	Lack of regular engagement	Duplication of effort, lack of visibility of project, risk to stakeholder relationships, inadequate progress	Possible	Moderate	Medium	Consistent communication between the Project Manager and National Coordinators will mitigate this risk. Sub-granting arrangements to include dispute resolution processes.	Project Manager National Coordinators
Inadequate monitoring or contribution to SPF MERL	Inadequate MERL capacity/capability programmed into budget	Poor effectiveness and impact of project. Unable to manage for results based on evidence, nor	Possible	Moderate	Medium	The Project Manager has MERL skills and has some dedicated budget for additional MERL related support as needed across the project and within the countries.	Project Manager National Coordinators SPF Advisory Group

Risk Category and Description	Cause	Potential Impact	Likelihood	Consequences	Risk Profile	Proposed Risk Management	Responsibility
		meet reporting requirements				WPEA-SPF will be part of the broader SPF MERL and as such there will be an opportunity to further strengthen how MERL is undertaken and applied to decision-making within the project.	
Gradual phasing out of funding for some nationally-staffed activities will not be fully embraced and the activity will not be sustained after project ends	Inadequate planning and engagement with ministries of finance and decision-makers Competing financial priorities for governments	Continuity of data delivery will be compromised with negative impacts on inputs to stock assessments and ongoing uncertainty in the status of the stocks in the region	Possible	Moderate	Medium	Possible if national resources scarce, but countries seem strongly committed to these obligations at this stage. A clear exit strategy outlining the gradual transference of funding responsibility to national governments will be outlined in the MOU with each country. Project reviews will assess progress against this exit strategy and make recommendations.	National agency stakeholders
Financial irregularities or misuse of funds	National coordinators not following financial guidelines or changes in national institutions receiving the funding leads to irregularities or misuse of funds.	Has high potential to result in cancellation of the grant or of the MOU with a partner. Possibly the higher risk is disruption to project delivery by slow & cumbersome	Possible	Severe	Medium	Insistence on strict use of national accounting systems, on international accounting standards and on timely financial reporting and auditing are strong mitigators. Also important is to resist the temptation to use direct financing solutions to overcome slow or delayed national processes.	National agency stakeholders. WCPFC Finance and Admin and Project Manager. External auditor.

Risk Category and Description	Cause	Potential Impact	Likelihood	Consequences	Risk Profile	Proposed Risk Management	Responsibility
		release of funds at national level which has caused long delays in the WPEA-SPF.					
Delayed flows of funds from MFAT or from WCPFC to partners.	Slow processing from MFAT to WCPFC or from the WCPFC to partners. Delayed reporting or accountability for previous funds tranced.	Implementation delays	Possible	Major	Medium	Timely and adequate budgeting and planning and delivery of accounts and audits, to the required standard is the best mitigators of this.	National Coordinators SPC Finance and Admin. WCPFC Finance and Admin. and Project Manager
Countries unable to satisfactorily meet new accountability reporting requirements	MFAT requiring WCPFC obtain greater accountability reporting from countries as part of the sub-grants WCPFC not resourced to support countries to meet new reporting requirements, and is unable to compel them to report	Financial reporting not received and tranches unable to be made - delays in implementation	Possible	Moderate	Medium	Reporting and accountability will be sought through the activity proposals and reporting during the project, and will be reviewed/assessed by WCPFC accordingly. The WCPFC does not have jurisdiction to audit the books of national partners, but will use sub-granting arrangements to pass through the right of MFAT to audit as per Schedule 2 of the GFA.	Project Manager National Coordinators WCPFC Finance and Admin. MFAT

Risk Category and Description	Cause	Potential Impact	Likelihood	Consequences	Risk Profile	Proposed Risk Management	Responsibility
WPEA-SPF working group and SPF Advisory Group are ineffective governance and management mechanisms	Multiple agencies involved in groups; reports sent late; members have many other commitments; staff rotation; external political factors come into play	Activity risks and resources are not well managed; Advisory Group decisions are delayed; the project has little impact.	Possible	Moderate	Medium	The SPF working groups are already established and have already been meeting.	WPEA SPF working group SPF Advisory Group



Dated: 6 June 2024

WCPFC West Pacific East Asia Project Health and Safety Plan

This Health and Safety Plan is for the WPEA project slated to begin on 1 July 2024. This plan is put forth in order to identify, eliminate or mitigate risks to worker health and safety. The Safety Plan demonstrates that all reasonably practicable steps have been taken to eliminate or mitigate risks to the extent that the partner/contractor has influence or direction over the matter.

HEALTH AND SAFETY PLAN	
Workers Identified	Workers that will participate in WPEA-SPF include: The Project Management team, Country officials supporting project implementation, enumerators, workshop and meeting participants. Excludes SPC technical support individuals who will be covered by the SPF programme directly contracted with MFAT.
Location	Principal location for the data, observer and policy work are in the countries themselves (Indonesia, Philippines and Viet Nam) both at capitals and at provincial fishing ports, landing sites and vessels. Training, workshops and meetings will also be conducted in a number of ex project countries within the region, including Noumea, New Caledonia and locales in which the project takes advantage of other non-project funded meetings to schedule project workshops or meetings to save costs will occur.
Other Parties	SAW and ACE meetings and workshops involve a large number of officials from other relevant fisheries entities, including industry. There is some variation between the 3 countries but broadly the representatives are from government organisations with responsibilities for fisheries statistics, port authorities, monitoring, surveillance and compliance, fishing association representatives and industry.
	Nominations for training workshops are made by the countries based on their national roles and responsibilities. Attendees at SAW and ACE workshops contribute to the outcomes for stock assessment models and catch estimates required for national fisheries management decisions and reporting obligations to the WCPFC. Health and safety for Project supported workshops and meetings will be articulated in the country contracts (MOUs) signed with the WCPFC and subject to national laws and regulations relating to health and safety.
	Risks to peripheral “other people” that maybe created by the work are addressed in the project MOUs, risk register, and applicable national labour and health and safety laws and regulations.
Work Type	There are a number of types of work to be undertaken by workers associated with this Project. The work of the Project Management team and WPEA-SPF Working Group are described in terms of references attached to the Implementation Plan and country and partner agreements. Training, workshops and meetings agendas will describe the specific work involved and the anticipated outcomes for these activities, largely desk bound or classroom learning situations.
Identification of Risks, including travel	The main risks identified in this plan are: <ul style="list-style-type: none"> - Travel associated risks for attending the workshops, meeting and training events both in country and internationally and in-country travel to provincial ports and landing sites. This includes risk associated with natural disasters and extreme weather events.

	<p>It also includes health risks associated with travelling to foreign countries such as airborne, waterborne and insect carried ailments.</p> <ul style="list-style-type: none"> - Health and safety risks associated at ports and docks in, around and on commercial fishing vessels and dockside heavy machinery. - Risks associated with the collection of catch and observer data at ports and landing sites, and the interactions with fishers - Desktop and office work and the physical impacts on eyesight and muscles - Well-being risks associated with staff working remotely and/or in isolation. - SEAH risks due to factors such as remote working staff, observers being in vulnerable situations (particularly women observers working in a male dominated environment).
Specific Safety Measures	<p>Does the Safety Plan address the following (where relevant):</p> <ul style="list-style-type: none"> - Training and briefing for enumerators and observers provide the necessary training for health and safety and PSEAH, particularly observers in which regional standards are included in certification processes. <p>The project will not invest in infrastructure such as plant, first aid equipment and other equipment, Other low risk tools for the collection and recording of data, including hard hats, hi-vis vests on the decks of vessels or at ports during observer training and life jackets are accommodated for within the budget. Site inspections and venue choices in-country are the responsibilities of national project officials (and risk is transferred through sub-granting arrangements) and are subject to government regulations and national laws.</p> <ul style="list-style-type: none"> - Regional observer training and certification is of a high international standard and includes procedures and protocols for the safety of observers. - The WCPFC Secretariat has yet to develop health and safety and other similar policies but endeavours to adhere to international best practices and the application of project donor policies. This includes adhering to MFAT’s Supplier and Delivery Partner Code of Conduct.
General Risk Mitigation & Management (including travel risks)	<p>The risk mitigation for the identified risks are as follows:</p> <ul style="list-style-type: none"> - Health and safety obligations of countries outlined in country MOUs. - Travel associated risks will be mitigated by utilising the NZ Governments Safe Travels website when travelling and by following normal safe travel protocols such as situational awareness, hydration and proper documentation. The protocols will also be encouraged in-country if there are no national equivalents. - Contracted consultants will have travel insurance and will be fully vaccinated. - Commercial fishing ports are subjected to safety standards which will be observed and the safety of enumerators at landing sites that do not have commercial operations will follow applicable national labour and safety regulations and laws. - Observers that are unable to meet certification are failed. - Desktop research associated risks will be mitigated by taking breaks as needed and ensuring correct posture is utilised during computer work. - Meetings and workshops are scheduled to allow breaks and sufficient travel time conducive to meeting aims. - Regular catch ups with workers who operate in isolation or in vulnerable situations will include well-being checks.
	<p>The Safety Plan is realistic and achievable for the multi country context and environment.</p>
Ongoing Review & Reporting	<p>Travel is arranged and managed by the WCPFC Secretariat. Incidents are reported to the WCPFC Secretariat.</p>

Western and Central Pacific Fisheries Commission

Kaselehlie Street
PO Box 2356
Kolonias, Pohnpei 96941
Federated States of Micronesia

TEL: +691-320-1992, 1993
FAX: +691-320-1108
Email: wcpfc@wcpfc.int

Health and Safety Acknowledgement Form


Partner's/Contractor's name:	<i>Western and Central Pacific Fisheries Commission (WCPFC)</i>
Contract/Funding Arrangement name:	<i>WPG-0104530 Sustainable Pacific Fisheries Implementation - West Pacific East Asia</i>
Activity Number & Name:	<i>ACT-0104289 – Sustainable Pacific Fisheries - WCPFC</i>

ACKNOWLEDGEMENT

WCPFC acknowledges and confirms the following:

DESCRIPTION	TICK
<p>In-country / location Risks We will ensure all our workers who will travel are aware of the risks of working in the relevant countries / locations by reference to:</p> <ul style="list-style-type: none"> • The New Zealand Government's SafeTravel website and the equivalent information provided by other agencies or countries linked to SafeTravel; and/or • Equivalent travel advisories to SafeTravel. <p>This applies to NZ based workers and foreign workers who will be required to travel offshore to work on an Activity.</p>	√
<p>We will ensure that all workers who will be travelling are:</p> <ul style="list-style-type: none"> • Subscribed with SafeTravel for travel advisories or equivalent travel advisory (all workers); and/or • Officially registered with SafeTravel for consular assistance (NZ citizens only). 	√
<p>We have advised all workers who will be travelling offshore to:</p> <ul style="list-style-type: none"> • Check immunisation and other disease prevention advice on SafeTravel relevant to the countries / locations they will be travelling to; and • Consult a travel doctor for medical advice before any travel offshore. 	√
<p>Work type Risks We have considered the health and safety risks to workers given the nature of the work they will be undertaking and we acknowledge the need for us to:</p> <ol style="list-style-type: none"> a) to eliminate risks to health and safety of workers, so far as is reasonably practicable; and 	√

DESCRIPTION	TICK
b) if it is not reasonably practicable to eliminate risks to health and safety of workers, to minimise those risks so far as is reasonably practicable.	
Other Risks We have considered whether there are any other risks of serious harm to workers, discussed them with MFAT, and incorporated appropriate responses to those risks in the Safety Plan.	√
Safety Plan We have provided MFAT with a Safety Plan which identifies risks to worker health and safety and shows how these risks will be managed. In preparing this we have considered the attached Safety Plan Guide.	√
Consultation Where relevant to the health and safety of workers, we will consult, cooperate and co-ordinate with our contractors, subcontractors, affiliates and other third parties involved in carrying out the work so far as reasonably practicable.	√
Reviewing Risks We acknowledge the need for us to continue to monitor the position and consider emerging risks of serious harm to workers and we will consult with MFAT in relation to any such developments.	√
Reporting Incidents We acknowledge the need for us to report any health and safety incidents, serious injuries, issues or a “near miss” to MFAT as soon as possible after becoming aware that an event has occurred. We will use our best endeavours to provide all reasonably requested information in respect of any such report.	√
Regular Reporting & Review We acknowledge the need for us to report on health and safety matters in each of our regular reports during the term of the contract. We acknowledge that MFAT (or its agent) may wish to review our health and safety performance and will cooperate with any reasonable request relating to in any such review.	√

Signed for and on behalf of WCPFC:

Signature
Lars Olsen
Full name
WPEA-SPF Project Manager
Position
6 June 2024
Date