



**TO ALL COMMISSION MEMBERS, COOPERATING NON-MEMBERS,
PARTICIPATING TERRITORIES AND OBSERVERS**

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Consultancy – Rapporteur Services

Dear All,

Please find attached a **Consulting Position for Rapporteur Services**. The deadline for applications is **Friday 24 March 2017**. Could you please circulate as you deem appropriate to interested parties. You may also reference this information under Opportunities section at WCPFC website www.wcpfc.int.

Yours sincerely,



Feleti Penitala Teo, **OBE**
EXECUTIVE DIRECTOR



Consultancy

Rapporteur

The Western and Central Pacific Fisheries Commission was established to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean. The Commission's Secretariat which is located in Pohnpei, Federated States of Micronesia now invites applications for the consultancy.

The Secretariat seeks a rapporteur for its annual meetings that will take place in the second half of 2017. The meetings are as follows:

- Scientific Committee 9 August 2017 to 17 August 2017
- Technical and Compliance Committee 27 September 2017 to 3 October 2017
- Regular Session of the Commission 3 December 2017 to 8 December 2017

The Rapporteur will need to arrive several days prior to the start of the meeting for preparations and work several days after the meeting to finalize the official record. In 2017 there may be an additional meeting in the second half of the year that may need rapporteur

The rate of pay for the three meetings will be USD34,000. Rapporteur any additional meetings will be negotiated separately. Travel to the meetings and a daily subsistence allowance will be provided for all official travel.

Applicants are required to have a proven record of achievements that demonstrates their ability to successfully undertake the consultancy. The terms of reference for the consultancy can be found at <http://www.wcpfc.int/vacancies-opportunities>. If needed, additional information can be obtained from the Finance and Administration Manager (Aaron Nighswander) at Aaron.Nighswander@wcpfc.int.

The consultancy will close on **24 March 2017**. Applications should be submitted to Aaron.Nighswander@wcpfc.int.

TERMS OF REFERENCE

Rapporteur Services

Introduction

The Convention on the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean entered into force in June 2004 creating one of the first regional fisheries management organizations to be established since the adoption in 1995 of the UN Fish Stocks Agreement.

The objective of the Convention is to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean in accordance with the 1982 United Nations Convention on the Law of the Sea and the 1995 UN Fish Stocks Agreement. For this purpose, the Convention establishes a Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean. The Secretariat is based in Pohnpei, Federated States of Micronesia.

The Convention applies to all species of highly migratory fish stocks (defined as all fish stocks of the species listed in Annex I of the 1982 Convention occurring in the Convention Area and such other species of fish as the Commission may determine) within the Convention Area, except sauries. Conservation and management measures under the Convention are to be applied throughout the range of the stocks, or to specific areas within the Convention Area, as determined by the Commission. The Commission currently has 26 Members and seven Cooperating Non-Members. The Pacific Overseas Territories of American Samoa, Commonwealth of the Northern Mariana Islands, French Polynesia, Guam, New Caledonia, Tokelau, Wallis and Futuna are Participating Territories within the Commission.

Objective of the assignment

To provide lead rapporteur services, including a draft of the final report for:

1. The Regular Session of the WCPFC Scientific Committee (SC13) in the Cook Islands,
2. The Regular Session of the WCPFC Technical and Compliance Committee (TCC13), in Pohnpei, Federated States of Micronesia,
3. The Regular Session of the Commission (WCPFC14) in the Philippines.

Scope

Under the direction of the Executive Director, and other Commission staff delegated by the Executive Director, support the WCPFC Secretariat to prepare a full, complete and balanced summary report of issues, discussions in plenary sessions (or informal working group meetings as and when required), and outcomes from the meetings

Outputs

SC13 (9 August 2017 to 17 August 2017):

The Rapporteurs role is to produce a Summary Record of the Thirteenth Regular Session of the Scientific Committee. This will be accomplished via the following process; the Rapporteur will:

- 1) prepare a Summary Report template based on the SC13 Agenda;
- 2) produce a draft Summary Report per agenda, especially per theme session, for review and comments by the Secretariat and theme conveners during the meeting:
 - a) Insert figures, tables, attachments, etc. into the draft Summary Report to create a final version for review by the Secretariat and theme conveners.
 - b) A detailed schedule for the production of draft Summary Report per theme session will be agreed with the Secretariat.
- 3) communicate with relevant CCMs to clarify their interventions as required. The Secretariat, if available, will support this process;
- 4) incorporate all CCM's comments and recommendations in the draft Summary Report.
- 5) assist theme conveners to clear the theme recommendations at the head table if the theme convener does not have any assistance in the clearing process.
- 6) correctly insert the adopted theme recommendations into each theme section of the draft Summary Report; and
- 7) submit to the Secretariat, within a week after SC13, the final version of the SC13 Summary Report both in MS Word and PDF format.

All further changes to the Summary Report are the responsibility of the Secretariat with the rapporteur's role limited to answering questions on specific issues arising.

TCC13 (27 September 2017 to 3 October 2017):

The Rapporteurs role is to produce a Summary Record of the Thirteenth Regular Session of the Technical and Compliance Committee.

- Unless otherwise agreed with the Executive Director, a draft Summary Report shall be made available by the rapporteur to the Executive Director for circulation to the Plenary Session of TCC13 on the afternoon of the final meeting day;
- Changes to the circulated draft Summary Report arising from discussion across the floor on the final meeting afternoon may be input by the rapporteur if feasible, or by a member of the Secretariat staff as assigned by the Executive Director;
- Attachments to the circulated Summary Report will be compiled after the meeting by a designated member of the Secretariat staff;
- The rapporteur will work with Secretariat staff in the days following the meeting to prepare a complete Summary Report which will contain all discussions up until the



close of the meeting and to which will be appended the attachments prepared by Secretariat staff;

- If the full text of the Summary Report has not been cleared by TCC it will be circulated electronically to CCMs as a "draft Summary Report";
- All further changes to the Summary Report are the responsibility of the Secretariat with the rapporteur's role limited to answering questions on specific issues arising.

Annual Session of the Commission (3 December 2017 to 8 December 2017):

The Rapporteurs role is to produce a Summary Record of the Fourteenth Regular Session of the Commission.

- The rapporteur shall assist the Executive Director to produce an initial draft Summary Report for circulation within the Secretariat and to incorporate comments received, producing a draft Summary Report for circulation to CCMs;
- A complete draft Summary Report shall be provided to the Executive Director by 16 December.
- Attachments to the Summary Report will be compiled by a designated member of the Secretariat staff and attached to the complete draft Summary Report prepared by the rapporteur;
- All further changes to the circulated Summary Report are the responsibility of the Secretariat with the rapporteur's role limited to answering questions on specific issues arising.