
**PREPARATORY CONFERENCE FOR THE COMMISSION
FOR THE CONSERVATION AND MANAGEMENT OF
HIGHLY MIGRATORY FISH STOCKS IN THE WESTERN
AND CENTRAL PACIFIC**

Third session
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WCPFC/PrepCon/WP.11
11 November 2002

**PREPARATORY CONFERENCE ORGANIZATIONAL FUND AND PREPARATORY
CONFERENCE SECRETARIAT**

Report of the Secretariat

1. In its decision of 28 April 2001 relating to arrangements for future sessions of the Preparatory Conference and for a Preparatory Conference Secretariat (WCPFC/PrepCon/8), the Preparatory Conference agreed, *inter alia*, to establish a Preparatory Conference Organizational Fund (PCOF), to be financed through voluntary contributions or funding in kind, and to establish a Preparatory Conference Secretariat, consisting of a head and such advisers as the Chairman considers necessary, to service future meetings of the Preparatory Conference.
2. At the second session of the Conference, in February 2002, participants were provided with a report on the status of the PCOF and the practical arrangements that had been made to administer the fund as well as on the arrangements that had been made with respect to the Preparatory Conference Secretariat (WCPFC/PrepCon/WP.5). The present report updates the information contained in the previous report. The information contained herein is up to date to 31 October 2002.

I. PREPARATORY CONFERENCE ORGANIZATIONAL FUND

3. The PCOF was established in July 2001. In accordance with paragraph 2 of document WCPFC/PrepCon/8, the PCOF is administered by the Director of the South Pacific Forum Fisheries Agency and may be used to offset the following costs:
 - (a) In-country conference costs (where sessions hosted by a developing country);
 - (b) Chairman's travel and associated costs;
 - (c) Preparatory Conference Secretariat travel and associated costs;
 - (d) appropriate retainer fees, consultancy fees and miscellaneous administrative expenses.
4. In accordance with paragraph 2 of document WCPFC/PrepCon/8, the Chairman of the Preparatory Conference and the Director of the South Pacific Forum Fisheries Agency were requested to develop guidelines for the administration of the PCOF, to be applied on a provisional basis pending approval of the Conference. The draft guidelines were adopted, with minor amendments, at the second session of the Preparatory Conference and are contained in document WCPFC/PrepCon/16, Annex II.

5. As at 31 October 2002, donations to the PCOF had been made by the Governments of Australia, China, New Caledonia, New Zealand, Papua New Guinea, Chinese Taipei and the United States. In respect of the second session, an additional contribution direct to the Government of Papua New Guinea had also been made by the Government of the Republic of Korea.

6. In addition to its donation to the PCOF, the Government of the United States made a further special contribution of US\$ 40,000 towards the cost of convening the first meeting of the Scientific Coordinating Group (SCG) in July 2002. Since this contribution was not to be limited to the purposes specified in WCPFC/PrepCon/8, but was to be used to offset the costs of participation in the SCG by developing States and territories, the money was treated as a special purpose contribution and disbursed accordingly.

7. The status of the PCOF as at 31 October 2002 is summarized in the annex to the present document. Based on experience to date, it is estimated that the cost of each session of the Preparatory Conference (including intersessional work (Secretariat time, consultancies etc.) and full costing of in-country conference costs) is in the region of US\$ 125,000 – 150,000. Bearing in mind the likely need for further detailed technical reports and studies as a result of ongoing deliberations within the working groups, it is unlikely that this estimate will decrease in future. This indicates that additional contributions would be required if the Conference is to continue its work beyond a fourth session and that an ongoing commitment to fund the work of the Preparatory Conference is called for.

II. PREPARATORY CONFERENCE SECRETARIAT

8. The Preparatory Conference also decided to establish a Preparatory Conference Secretariat to service future meetings of the Preparatory Conference. (WCPFC/PrepCon/8, para. 5). It was agreed that the Secretariat would consist of a Head and such technical advisers as the Chairman considers necessary, having due regard to the need for economy and efficiency. In accordance with paragraph 6 of WCPFC/PrepCon/8 the Chairman was requested to identify and enlist the services of appropriate individuals with the necessary expertise, integrity and impartiality to form the Preparatory Conference Secretariat. The functions of the Preparatory Conference Secretariat would be as follows:

- (a) Preparation of background papers, documents and reports as required;
- (b) Maintaining the official records of the Preparatory Conference;
- (c) Assisting the Chairman and other officers in all tasks to facilitate Preparatory Conference outcomes;
- (d) Transmission of the official communications of the Preparatory Conference;
- (e) Organizational work and liaison with host governments for future sessions of the Preparatory Conference.

In carrying out its functions, the Preparatory Conference Secretariat would consult, as necessary, with other experts and regional and international organizations.

9. In accordance with the above decision of the Conference, in July 2001, the Chairman appointed Michael W. Lodge as Head of the Preparatory Conference Secretariat for a period commencing one month after the conclusion of the first session of the Preparatory Conference and concluding one month after the second session of the Preparatory Conference. The terms of this appointment were set out in a letter of appointment drawn up by the Chairman after consultation with the governments which contributed initially to the PCOF. The arrangements for the appointment of the Chairman were set out in a note dated 30 November 2001 also drawn up after consultation with the governments which contributed initially to the PCOF for the purpose of recording certain understandings regarding the appointment.

10. At the second session, after taking note of the existing arrangements, participants noted the need to further progress the work of the Preparatory Conference, in particular through the employment of consultants, and noted that additional resources might be allocated from the fund for this purpose. With respect to the level of compensation to be provided to the Chairman and Head of the Secretariat for their services, the Conference agreed to request a small group, comprising the representatives of Australia, Canada, China, Cook Islands and Papua New Guinea to develop intersessionally appropriate guidelines and scales. As a result of those discussions, revised arrangements, set out in a letter from the Head of the Australian delegation, were concluded with the Chairman and with Mr Lodge in July 2002.

11. Since July 2001, the work of the Preparatory Conference Secretariat has been carried out by the Head of the Secretariat, in consultation with the Chairman and through the use of consultants for specific technical tasks. From time to time, valuable additional assistance has been provided by individuals participating in the Preparatory Conference and by delegations. The main tasks carried out by the Secretariat since July 2001 include:

- (a) Establishment of the website for the Preparatory Conference, www.ocean-affairs.com;
- (b) Establishment and maintenance of an electronic mailing list;
- (c) Provision of information to participants through the website and electronic mailing list;
- (d) Liaison with host governments;
- (e) Negotiation of administrative guidelines with the Director of the Forum Fisheries Agency;
- (f) Circulation of requests for contributions to the Preparatory Conference Organizational Fund and necessary follow-up;
- (g) Follow-up on work requested by the working groups of the Conference, including providing technical reports and studies;
- (h) Preparation of terms of reference for studies requested by the working groups, identification of consultants and negotiation of consultancy contracts;
- (i) Ongoing supervision of consultants;

- (j) Drafting of meeting papers for sessions of the Conference;
- (k) *Ad hoc* consultations with delegations.

12. Subject to the constraints that are necessarily imposed by the use of a part-time Secretariat operating on an interim basis, it is considered that the existing arrangements are sufficiently flexible to meet the present needs of the Preparatory Conference. However, it should be noted that the present arrangements may not be adequate to meet the demands of the process as the Preparatory Conference continues, particularly once it becomes necessary in due course to make practical arrangements for the establishment of the Commission and the entry into force of the Convention. This matter is likely to become more urgent once a decision on the location of the headquarters of the Commission is taken. At that point, the demands on the Secretariat are likely to increase substantially, although there may well be the possibility of cooperation with the host government to alleviate such pressures. Until the decision on the headquarters is taken, however, pressures on the Secretariat will continue to increase, with no obvious solution. Accordingly, the Conference may wish to keep under review the way in which the arrangements for secretariat support to the process have operated in practice and to consider how best to strengthen the Secretariat as the Preparatory Conference continues.

Recommendations

13. The Preparatory Conference is invited to:

- (a) express its appreciation to those participating governments that have contributed to the PCOF or otherwise contributed financially to the Preparatory Conference;
- (b) invite those participants that have not already done so, as well as to intergovernmental organizations and agencies, national institutions, non-governmental organizations and international financial institutions to make voluntary contributions to the Preparatory Conference Organizational Fund.
- (c) note the status of the Fund as at 31 October 2002 (Annex);
- (d) note the existing arrangements with respect to the Preparatory Conference Secretariat;
- (e) provide such further direction with respect to the practical arrangements for a Preparatory Conference Secretariat as may be necessary;

Annex I

Status of Preparatory Conference Organizational Fund as at 31 October 2002

GENERAL PURPOSE FUND		
	USD	USD
A. Contributions received (net) *		
Australia	51,440.00	
China	29,980.00	
New Zealand	89,880.00	
New Caledonia	8,994.00	
Papua New Guinea	26,154.34	
Chinese Taipei	20,000.00	
United States of America	143,000.00	
B. Other income		
Interest	1,627.29	
Total receipts	371,077.63	371,077.63
C. Disbursements		
(a) <i>In-country conference costs **</i>	51,394.42	
(b) <i>Chairman's travel and associated costs</i>	5,723.90	
(c) <i>Secretariat travel and associated costs</i>	24,001.50	
(d) <i>Retainers, consultancy fees and miscellaneous administrative expenses</i>		
(i) <i>retainers and honoraria</i>	36,068.65	
(ii) <i>consultancy fees, miscellaneous administrative expenses</i>	56,995.83	
(e) <i>FFA management charges</i>	13,901.88	
(f) <i>Other costs</i>	195.66	
Total disbursements	188,241.84	188,241.84
D. Fund balance		182,835.79
SPECIAL PURPOSE FUND		
	USD	USD
A. Contributions received		
United States of America	40,000.00	
B. Other income		
Interest	Nil	
Total receipts	40,000.00	40,000.00
C. Disbursements		
<i>SCG, July 2002, costs (travel, per diems of participants and secretariat)</i>	40,756.11	
Total disbursements	40,756.11	40,756.11
D. Fund balance		(756.11)

Notes:

- * A contribution of USD 50,000 towards the costs of the second session of the Conference was made by the Republic of Korea direct to the Government of Papua New Guinea.

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