

WCPFC Preparatory Conference  
Second session  
Madang, Papua New Guinea  
25 February – 1 March 2002

---

WCPFC/PrepCon/WP.3  
13 February 2002

## **WORKING GROUP I**

### **SERVICE NEEDS OF THE COMMISSION FOR THE CONSERVATION AND MANAGEMENT OF HIGHLY MIGRATORY FISH STOCKS IN THE WESTERN AND CENTRAL PACIFIC OCEAN AND OPTIONS AND SECRETARIAT STRUCTURES FOR THE DELIVERY OF SUCH SERVICES**

Report by the Secretariat

# **SERVICE NEEDS OF THE COMMISSION FOR THE CONSERVATION AND MANAGEMENT OF HIGHLY MIGRATORY FISH STOCKS IN THE WESTERN AND CENTRAL PACIFIC OCEAN AND OPTIONS AND SECRETARIAT STRUCTURES FOR THE DELIVERY OF SUCH SERVICES**

## **I. INTRODUCTION**

1. During the first session of the Preparatory Conference (PrepCon 1) in April 2001, WG. I (the working group on organizational structure, budget and financial contributions) identified a number of possible service needs for the future WCPFC.<sup>1</sup> This paper addresses the possible options for the delivery of those services to the Commission and then goes on to propose a possible Secretariat structure.

2. In addition to drawing upon the discussion at the first Session of the Preparatory Conference account has been taken of the discussions during the MHLC<sup>2</sup> (particularly the discussions within the working group at MHLC 6 based upon the working paper MHLC4/INF.2/Corr.1) and the provisions of the WCPFC Convention.<sup>3</sup>

3. While Working Group I (hereinafter referred to as WG.I) identified a number of service needs for the Commission (a list of approximately 26 items) it recognised that the list was not exhaustive and was dynamic in nature. Not all of the services identified at the Working Group will necessarily be provided or required in the initial years of the Commission or may be required to varying levels. In this regard the later sections of this paper dealing with the structure of the Commission Secretariat assumes that the functions of the Secretariat are based upon a more limited scope of Commission services while recognising that the Commission will over time undertake or require the provision of an increasing number of services.

4. Included, as an annex to the paper is an overview of the approaches taken by other fisheries Commissions in the delivery of the identified services, to the extent that the Commission concerned may require them.

## **II. SERVICE NEEDS OF THE COMMISSION.**

5. The possible needs identified by WG. I are as follows:

- (a) Secretariat functions/services
- (b) Scientific advice and information.
- (c) Compliance services.

---

<sup>1</sup> WCPFC: - The Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean.

<sup>2</sup> MHLC: - the Multilateral High-Level Conference on the conservation and management of highly migratory fish stocks in the western and central Pacific.

<sup>3</sup> The Convention on the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean, September 5 2000.

- (d) Implementation of the Convention provisions on the effective participation and special requirements of small island developing States.
- (e) Operation of the regional Observer programme.
- (f) Cooperation with other organizations.
- (g) External communications and publicity of Commission decisions and rulings.
- (h) Commission's participation in the dispute settlement procedures.

A copy of the detailed list of items identified by WG. I during PrepCon 1 is attached at Annex 1.

### **III. OPTIONS FOR DELIVERY OF COMMISSION SERVICE NEEDS**

#### **(a) Secretariat functions/services:**

6. In addition to the items identified by WG. I the Convention also prescribes a number of functions, Article 15(4) outlines the functions, to be undertaken by the Commission. The nature of the functions listed in Article 15(4) and the services identified by WG. I suggest some form of secretariat is required to deliver these services to the Commission.

7. During discussions in the MHLC process and at PrepCon1 it has been generally accepted that a dedicated Commission Secretariat is an appropriate approach to the delivery of secretariat services to the Commission.

8. The establishment of a Commission secretariat is similar to the approach taken by all the main fisheries Commissions currently in existence. It is consistent with the other tuna management organizations that currently operate in the Pacific region, namely the IATTC and the Commission for the Conservation of Southern Bluefin Tuna.

9. The WCPFC will have responsibility for one of the largest and most valuable set of tuna resources in the world. It covers a large geographic area, a number of different fisheries and fleet types and a potentially large and varied membership consisting of large and small, developed and developing countries. While the new Commission will be fortunate in that many of the fisheries in the Convention Area are considered to be in a healthy state there are and will be a significant number of management issues that will need to be addressed. The large scale of the fisheries and varied nature of membership will place extensive demands upon secretariat services to assist members in ensuring effective cooperation and in turn effective conservation and management.

10. Unlike many Commissions the WCPFC has had a number of functions delegated to it under the Convention. These will require some degree of secretariat function in order to ensure the delivery of the services on behalf of the Commission.

11. The Convention's inclusion of functions such as the vessel register, the Commission satellite vessel monitoring system and the regional observer programme as specified functions of the Commission creates a situation where some form of permanent Commission Secretariat is appropriate.

**(b) Scientific advice and information.**

12. It is not possible to detail the options or provide advice with respect to the provision of these services until such time as Working Group II reaches some agreement on the science needs of the Commission and then the possible options for providing for such needs. Working Group II is due to consider a Secretariat paper on this matter during the second session of the PrepCon.

13. Regardless of the final decision by Working Group II on science needs it is appropriate for WG. I to make some provision for at least some secretariat function to support the provision of science services.

14. As a minimum it is likely that any Secretariat structure will need to include a position which is either responsible for managing the contracts with external service providers for the provision of science services, or directly undertake the provision of these services within the Secretariat with additional technical staff within the secretariat as may be required. The same is also true for fisheries and biological data and the data management services of the Commission.

**(c) Compliance services.**

15. During PrepCon 1 the Working Group identified a number of sub-items required under the general heading of compliance services. Those sub-items are as follows:

- (a) catch and effort verification systems;
- (b) establishment, maintenance and administration of vessel registers;
- (c) development of boarding and inspection rules and procedures;
- (d) VMS;
- (e) regulation of transshipment;
- (f) monitoring of infringement actions;
- (g) coordination of cooperative arrangements between the members; and
- (h) development and coordination of specific compliance measure to support conservation and management measures

16. For some of the sub-items identified (sub-items (c), (e), (f), (g), and (h)) these are matters that in the first instance should most appropriately be developed by negotiation within the Commission and its subsidiary bodies such as the Technical and Compliance Committee.

17. Where there is a need for the Secretariat to develop technical papers to support the development of schemes, procedures or regulations as envisaged in sub-items (c), (e), and (h) in paragraph 15 and the necessary expertise does not exist within the secretariat then it would be appropriate for such services to be provided by way of consultancy from an external expert. Consistent with the approach of most fisheries commissions the Commission's budget should make allowance for the contracting of such expert technical advice as required.

18. There will be services associated with the effective functioning of any compliance systems once adopted by the Commission. Any Commission Secretariat is likely to be required to provide for the receipt of information and dissemination of such information to the Commission members. Assuming an approach similar to that taken by Commissions such as CCAMLR, NAFO and NEAFC these functions should be possible to provide within a modest

Secretariat structure and within the existing Secretariat functions identified in Article 15 (4) of the Convention.

19. It is assumed that the sub-item “Coordination of cooperative arrangements” includes arrangements that are not envisaged as being included as part of the current Convention provisions on boarding and inspection. Until further discussion has occurred as to the nature of such services it is not possible to provide advice on this item.

### **Commission Vessel Register**

20. Article 24 of the Convention requires that members maintain a record of vessels authorised to fish in the Convention Area and goes on to require that the information as set in Annex IV of the Convention be provided to the Commission annually or when alterations occur.

21. The Commission is required under Article 24(7) to maintain a record of the information provided from members in accordance with Article 24 and Annex IV and to circulate this information periodically to all members or on request individually to any member.

22. Many fisheries Commissions operate Commission vessel registers, IATTC has recently introduced a Commission register for the vessels authorised to fish in the Eastern Pacific Ocean. From the perspective of a Commission secretariat the operation of such a register is unlikely to require any significant additional resources in terms of Secretariat structure. Once the database is established it is a relatively easy task for the Secretariat to receive and circulate information relating to the register.

23. A commission operated vessel register would be unlikely, on its own, to generate a need for significant Secretariat resources but there will be budgetary implications in establishing the database to support the register.

24. Article 15(5) dealing with Secretariat functions highlights the need to maintain cost effectiveness in any Secretariat structures and so it is appropriate to consider the capacity of existing regional organisations to perform certain technical functions. The provision of the Commission’s vessel register can be considered to be a technical secretariat function. Further, consistent with an aim of minimising costs to the members of the Commission and considering the budget implications of creating a new Commission register it is appropriate to consider the possibility of the Commission obtaining this technical function from an existing organisation with the capacity to perform the service.

25. The Forum Fisheries Agency (FFA) currently operates a vessel register for those foreign fishing vessels licensed to fish in the EEZ jurisdictions of its member States. If issues associated with confidentiality of data can be addressed and there are clear cost savings it may be appropriate to use the existing database infrastructure associated with the FFA Regional register to collate and manage the registry data that the new Commission is required to maintain.

26. If the FFA system hardware were used to manage the Commission’s vessel register such an approach would not involve using the FFA register as the Commission’s register. The Commission database would not subsume or replace the FFA system but rather it may be possible for the two databases to be operated side by side on the same hardware.

27. If the capacity does not exist to utilise capacity within the FFA registry system without significant costs then clearly the most appropriate mechanism to supply the Commission’s vessel register is for the database to be established within the Commission Secretariat. As previously

noted there would be limited impact upon the Secretariat structure if the database were established within the Secretariat.

### **Commission satellite Vessel Monitoring System (VMS)**

28. Article 24 (8) of the Convention requires that the Commission shall operate a VMS for all vessels that fish for highly migratory fish stocks on the high seas in the Convention area.

29. While a number of Commission's require the operation of VMS upon vessels operating in their regulatory areas there are as yet few that require that this information be provided directly to the Commission.

30. NEAFC has in part moved in this direction by requiring that the information received by NEAFC members from the VMS replace the previous "Hail" system obligations of the members in respect to their vessels. In effect members now transfer on a "near real time" basis to the NEAFC Secretariat (and in some cases the information is sent simultaneous to the Secretariat from the vessel) VMS reports from their vessels while they are operating in the Commission regulatory area. These reports include those relating to entry, exit, and while fishing in the Commission's regulatory area position reports (once every six hours) and catch reports. The NEAFC Secretariat uses this information to inform members with surveillance and inspection vessels and aircraft in the area of vessel positions.

31. NAFO, while not moving quite as far as the NEAFC Commission in the use of VMS to replace its Hail system has provided for vessels operating VMS to replace Hail reports with reports from their VMS. As with NEAFC this information is circulated by the Secretariat to those Commission members that have surveillance or inspection resources in the area.

### **Commission Operated System.**

32. This approach would be similar to that taken by NEAFC, although NEAFC relies on flag states receiving and forwarding the information the Secretariat is capable of receiving the information directly from the vessels. The NEAFC Secretariat has the capacity to analyse and set decision rules relating to the operation of the system that for example enable data to be automatically forwarded to the inspection vessel that may be closest to the vessels reporting under the system.

33. It is difficult to determine the Secretariat resources required to operate such a system in the absence of some detail on how the Commission intends to operate its VMS. Matters that will impact on the Secretariat resources may include the extent that the Secretariat will analyse the data received and perhaps perform a role similar to that of the NEAFC and NAFO Secretariats, namely, providing information from the Commission VMS to assist in the coordination of surveillance and inspection resources in the Convention Area.

34. Using the NEAFC Secretariat as an example, it is unlikely that substantive additional Secretariat structure will be required to support the system if the Commission adopts an approach that requires the Secretariat to operate the system itself, including a degree of analysis and decisions. NEAFC operates with a Secretariat of three staff and within this structure maintains a Commission VMS that while not the same in requiring direct transmission of data to the Secretariat is possibly not dissimilar to the scope of the system envisaged initially for the WCPFC.

35. While this approach may not require significant cost with respect to the Secretariat structure it is likely to have significant development and establishment costs associated with building a new Commission system. While not directly related to the issue of Secretariat functions and possible structure it is mentioned as it does relate to the overall issue of the Commissions budget.

#### **Use of Existing Regional systems.**

36. Article 24 (10) of the Convention requires that members cooperate to ensure compatibility between the systems operated in national waters and that on the high seas. Further, Article 15(5) dealing with Secretariat functions highlights the need to maintain cost effectiveness in any Secretariat structures and to this end account should be taken of the capacity of existing regional organisations to perform certain technical functions.

37. The provision of the Commission's VMS can be considered to be a technical secretariat function. Consistent with an aim of minimising costs to the members of the Commission it is appropriate to consider the possibility of the Commission obtaining this technical function from an existing organisation with the capacity to perform the service.

38. There is already a regional vessel monitoring system in operation in the Convention Area. That is the system operated by the members of the Forum Fisheries Agency.

39. Currently 1000 vessels are on the Forum Fisheries Agency (FFA) VMS. These vessels operate under licensing arrangement in the EEZ jurisdictions of FFA member States. Many of the 1000 vessels on the FFA system also operate on the high seas areas of the Convention Area and, to the extent that their flag States become members of the Commission, will be required to operate a Commission VMS in future.

40. The FFA system is currently operated on the basis of cost recovery from the vessels involved with a fee per vessel in the order of US\$850 per year. Preliminary discussions with FFA Secretariat staff indicate that there may be the potential for additional vessels to be added to the system if necessary to fulfil any Commission request and that this could be achieved at a modest incremental cost. This indication of capacity and possible costs is dependent upon the number of additional vessels involved and the requirements (primarily the number of position reports required from vessels on a daily basis) established by the Commission.

41. Based upon compatibility of measures and avoidance, to the extent possible, of duplication there would appear to be a compelling case for the Commission to consider designating the FFA, under Article 24(8), to provide the technical function associated with the Commission's satellite vessel monitoring system.

42. The use of an existing organisation such as the FFA to provide a technical service such as the Commission's VMS, would not be without some difficulty. The type of data concerned, VMS, is one that is extremely sensitive to most flag States and issues relating to confidentiality of data will need to be carefully addressed. In addition the contractual relationship between the Commission and FFA will need to be clearly defined.

**(d) Implementation of the Convention provisions on the effective participation and special requirements of small island developing States.**

43. This service need, as identified by WG. I, includes two sub-items:

- (i) establishment, maintenance and administration of a special fund for effective participation; and
- (ii) mechanisms for capacity building consistent with article 30(4) of the Convention.

44. The first of these sub-items is already provided for within the general secretariat administrative functions identified by the Working Group and also included in the Convention under Article 15(4)(f). It is, therefore, not discussed any further under this heading other than to note that it is a service that the Secretariat is required to undertake in accordance with the provisions of Article 15 and 18 of the Convention. The secretariat structure proposed at MHLC 6 and PrepCon1 would be sufficient to ensure delivery of this service.

45. With respect to the second sub-item that relates to capacity building it is not possible at this stage to clearly identify the issues associated with this item. Further discussion by the Preparatory Conference or the new Commission of the expectations and limitations under this item of the Convention will be required.

**(e) Operation of the Regional Observer Programme.**

46. The Convention is quite specific in its provisions relating to the use of a regional observer programme. Article 28 of the Convention requires a regional observer programme that has the following characteristics:

- Organised in a flexible manner and may be undertaken on a contractual basis.
- Coordinated with existing regional, sub-regional and national observer programmes to avoid duplication.
- Consist of independent and impartial observers authorised by the Secretariat.
- Training and certification will occur in accordance with uniform procedures.

47. Commissions such as the CCSBT, IOTC, ICCAT and NEAFC rely upon voluntary provision of observer data from national observer programmes. NAFO while prescribing certain standards and requirements that are to be met by the observer coverage undertaken under the Commission still relies upon the use of observers from the national programmes of the flag states involved. CCAMLR operates a scheme of international observers that requires that vessels carry observers provided by a member of the Commission other than the flag State of the vessel involved.

48. The Convention stipulates in Article 28 that the Commission shall develop a regional observer programme but does not stipulate that the Commission must run the programme. In fact Article 28(2) of the Convention explicitly provides for the contracting out of the programme if considered appropriate by the Commission.

49. There is no one approach taken by the various regional fisheries management organizations currently operating Commission regional observer schemes or programmes.

50. The following options are drawn from the schemes or programmes of CCAMLR and the IATTC and the provisions of the Convention.

**Member Observers on the vessels of other members in accordance with Commission guidelines (CCAMLR approach)**

51. The CCAMLR approach involves the development of a Commission scheme that prescribes that Commission observers must be from a member of the Commission other than the member upon whose vessel the observer is operating.

52. Members of the Commission enter into bilateral arrangements in accordance with the Scheme to provide for the provision of “international” observers on their vessels. The CCAMLR scheme details the minimum requirements of the bilateral arrangements that the member states enter into to govern the exchange of observers. It includes many of the requirements and details already covered in Article 28 of the WCPFC Convention. It also provides details on how costs will be recovered but allows for members to agree alternative approaches to the apportionment and recovery of costs.

53. There is no direct cost to the Commission associated with the placement of the observers.

54. The Commission or its Secretariat do not become involved in the arrangements between members concerning provision and placement of observers. The Commission simply stipulates the level of observer coverage in a fishery and members then determine for themselves how this is implemented with respect to their fleets.

55. Taking a similar approach to that of CCAMLR would see the Secretariat take an active role with respect to the data collection by observers and in this role the Secretariat produces observer manuals and data sheets that are to be used in collecting data under the Scheme.

56. This option does not involve the Secretariat in the training, equipping and placement of observers. Rather these functions and the costs associated with them are borne by the national observer programmes providing the observers.

57. A possible disadvantage of this approach may be the reliance upon bilaterally agreed arrangements for the recovery of costs associated with the placement of observers. For some members this may result in them bearing an inequitable burden of the cost of observer coverage. A possible solution to this problem would be for the Commission to simply establish the principle within the scheme that as a minimum the provider of observers is able to recover the costs associated with the observer, namely cost associated with training, clothing, equipment, salary and allowances, and any travel costs.

**Commission observers**

58. This approach is similar to that taken by the IATTC. The Commission employs and trains the observers in the programme and places the observers as necessary on vessels fishing in the Convention Area.

59. If operated by the Commission this approach requires a more extensive secretariat structure associated with the training, coordination, placement and management of the programme. The IATTC programme employs 135 observers that cover the 135 vessels involved in the scheme (the IATTC programme is providing observer coverage to the International Dolphin Conservation Program which requires 100% observer coverage of purse seine vessels).

60. In the case of the IATTC programme a percentage of observer coverage is funded from within the Commission budget based upon members assessed contributions while the remainder of the programme is funded by a levy charged to any vessel that requires observer coverage. At present that fee is an annual fee of approximately US\$12.50 per cubic metre of fish well space (the programme is limited to purse seine vessels). For a 1000 cubic metre vessel this equates to an annual fee of approximately US\$12,500.

### **Use of existing observer programmes.**

61. An alternative to the Commission assuming all responsibilities and costs associated with the running of a major observer programme is for the Commission to utilise an existing programme.

62. This option would seek to build upon existing regional or sub-regional programmes and utilise the expertise, skills and infrastructure within those programmes to reduce cost.

63. There are two existing sub-regional observer programmes operating within the Convention Area and which incorporate coverage on the high seas and various EEZ jurisdictions. The programmes are associated with the US-Pacific States Tuna Treaty and the Federated States of Micronesia Agreement both of which are administered by the FFA Secretariat. Both programmes provide observers to purse seine vessels. In the case of the programme under the US-Pacific States Tuna Treaty coverage includes both the high seas and the EEZ jurisdiction of the Pacific Island Treaty partners.

64. The Commission regional observer programme coverage includes vessels fishing on the high seas and vessels fishing in two or more coastal States in the Convention Area. As such all the vessels currently subject to the existing sub-regional observers programmes are potentially required to carry Commission observers.

65. Article 28(6)(f) of the Convention requires that the Commission's regional observer programme avoid duplication with existing regional, sub-regional and national programmes. On this basis the use of the existing sub-regional programmes would be an appropriate approach should the Commission choose to use Commission observers rather than a CCAMLR-style approach of member observers organised within a Commission scheme.

### **Hybrid Approach**

66. This approach would incorporate components of the CCAMLR approach and the use of existing sub-regional observer programmes.

67. Under this approach commission members would be free to choose the source of observers from either the national observer programmes of other members, CCAMLR's approach, or from the existing sub-regional programmes. Regardless of the source of observers the programme would be governed by a scheme similar to the approach adopted by CCAMLR. The vessels that currently carry sub-regional observers (the US purse seine vessels under the US-Pacific States tuna treaty) could continue to use these observers to fulfil Commission observer requirements. It is conceivable that the existing sub-regional observer programme may even offer its expertise and observers to Commission members other than those it has covered to date so increasing the choose for those seeking observer coverage.

68. As with the CCAMLR approach, discussed in paragraphs 52 to 58 above, this approach would incur few costs to the Commission with respect to Secretariat resources. The major costs,

which occur regardless of the options chosen, will be the preparation and printing of standardised reporting forms and procedures and manuals.

69. On the basis of flexibility and minimisation of cost to the Commission it is proposed that this hybrid approach provides the best option for providing for the Commission's need for a regional observer programme.

**(f) Cooperation with other organizations.**

70. As with most fisheries commission's there will be a need to cooperate with other organizations and as is the case in most other bodies decisions on the most appropriate means of cooperation should be taken on a case by case basis. However, it can be observed from the approach of the other organizations that there are occasions where the attendance of technical staff from the Commission Secretariat is the most appropriate form of cooperation and therefore some provision for such activity should be made in the budget item associated with duty travel of the Secretariat.

71. As in other Commissions much of the cooperation with other organizations can be achieved through the participation of Commission members who act as observers on behalf of the particular Commission. For example, organizations such as CCAMLR<sup>4</sup> or CCSBT<sup>5</sup> regularly rely upon nominated members, who are normally also members of the other organization concerned, to represent the Commission at the meetings of other organizations at no cost to the Commission. In the case of CCAMLR the CCSBT would normally nominate Australia, Japan, or New Zealand (all of whom are also members of CCAMLR) to represent the Commission at CCAMLR meetings.

**(g) External communications and publicity of Commission decisions and rulings.**

72. This function already exists as a prescribed function of any Commission secretariat. Article 15(4)(e) of the Convention requires that a function of the secretariat shall be:

*“ publishing the decisions of and promoting the activities of the Commission and its subsidiary bodies; and”*

73. As a prescribed function under the Commission it is clear that the Secretariat is required to provide for such a service.

74. It should be noted that all the major regional fisheries organisations now operate web sites to convey information about their activities and decision to the public. Increasingly many of fisheries Commission's use their websites to also provide more detailed information to Commission members (usually via a secure, password protected, component of the website). CCAMLR, for example, has an extensive website with varying levels of security for access to different types of information. CCAMLR Commission members are able to access Commission documents, working papers, certain types of Commission circulars, data with respect to the Commission's catch documentation scheme, and other data on the basis of specified users and appropriate password protection.

75. A secretariat structure similar to those presented previously at MHLC6 and PrepCon1 should be capable of providing for such services including web site services.

---

<sup>4</sup> Commission for the Conservation of Antarctic Marine Living Resources

<sup>5</sup> Commission for the Conservation of Southern Bluefin Tuna

#### **(h) Commission's participation in the dispute settlement procedures**

76. The extent of the Commission's participation in any dispute is likely to be limited to that of providing factual information and possibly technical support as necessary. On this basis it is likely that these services can be provided within the secretariat functions of the Commission as envisaged within Article 15 of the Convention.

#### **IV. CONCLUSION AND PROPOSED SECRETARIAT STRUCTURE**

77. There are clear benefits for a new Commission with the diversity of membership, scale of fisheries, diversity of fishing interest and size of geographic area of coverage of the WCPFC in having a dedicated Commission Secretariat.

78. It is proposed that an appropriate approach for the Preparatory Conference would be to endorse the need for the WCPFC to have a dedicated Secretariat to provide for the provision of services to the Commission.

79. While WG. I has identified a number of services required by the Commission the level to which these services may be required by the Commission in the early years of its establishment are not clear.

80. There are three service items that the decisions of the Conference on how such service items will be provided will have a significant impact upon the Secretariat structure. Those items are scientific services, the Commission VMS and the regional observer programme.

81. If the Conference accepts that these services (Science, Commission VMS and a Commission observer programme) can be provided on the basis of arrangements with existing regional organisations then the following Secretariat structure should be sufficient for the early years of the Commission. If the data needs and science requirements of the Commission become more complex overtime then this may require an expanded Secretariat structure, for example specialist contract administrators.

82. Working Group II has still to determine the science and data needs of the Commission and how these should be delivered. The decisions of Working Group II have potential to significantly alter the Secretariat structure outlined below.

83. The proposed Secretariat structure to support the Commission’s service needs is:

Executive Director
<i>Internationally-recruited professional staff</i>
Technical analyst (Compliance manager)
Technical analyst (Science manager) <sup>6</sup>
Technical analyst (Data manager) <sup>7</sup>
Finance and administration officer
Information technology officer
<i>Staff recruited at locality rates</i>
Treasury assistant
Secretarial assistant x2
Administrative assistant x2
Security officer
Driver
<b>Total staff: 13</b>

84. While the actual roles and functions of each position will need to be further developed as WG.I develops a better understanding of the exact nature of the functions that the secretariat is to undertake, some general comments on the functions of the certain positions can be made at this time.

85. The compliance manager, science manager and data manager will be responsible for the ongoing management of the compliance, science and data services of the Commission. In addition to providing technical advice to the Commission they will also assist in the development of performance standards for any contracted supply of technical services within their areas.

86. On the basis that the Commission does not establish its own observer programme the science or data manager will be responsible for the regional observer programme (in much the same way as the Science Officer of CCAMLR) with support from an administrative assistant.

87. The Compliance manager will have overall responsibility for the Commission’s VMS and vessel register and the dissemination of any data from those systems. The position will also be responsible for any coordination functions required by the Commission with respect to future regional compliance schemes. An administrative assistant will be required to support the Compliance Manager with respect to the data entry and regular administration of the Commission’s vessel register if this service is managed within the Secretariat.

88. On the basis that the Commission will contract certain technical services the role of finance and administration officer takes on the additional function of contract management, with

<sup>6</sup> If the Commission chooses to establish scientific services within the Secretariat then the Science Manager will need to be assisted by suitably qualified scientific staff that will most likely be internationally recruited professional staff.

<sup>7</sup> As with science services if the Commission chooses to establish data services within the Secretariat then the Data Manager will need to be assisted by suitably qualified staff that may need to be internationally recruited professional staff.

technical assistance from each of the technical officers, for those technical services that the Commission may outsource.

89. A locally recruited position of Treasury Assistant has been created. This position would be responsible for recording contributions, processing payments and assisting the Finance and administration officer with respect to the monitoring of the budget.

90. The structure proposed should be sufficient to meet the Commission's service needs in the medium term provided that the use of external providers of certain technical secretariat functions is maximised. With the inclusion of two technical officers the Secretariat should be able to coordinate and manage the external provision of certain technical secretariat functions such as the regional observer programme, science services and the Commission VMS.

**List of Commission service items identified by Working Group I during PrepCon 1**

- (a) A Secretariat (initial functions to include the following):
  - (i) Receiving and transmitting the Commission's official communications
  - (ii) Preparing administrative and other reports for the Commission and its subsidiary bodies
  - (iii) Publishing the decisions of and promoting the activities of the Commission and its subsidiary bodies
  - (iv) Undertaking treasury, personnel and other administrative functions
  - (v) Organizing meetings of the Commission and its subsidiary bodies, including the northern committee.
- (b) Scientific advice and information on:
  - (i) data collection and dissemination;
  - (ii) research;
  - (iii) status of stocks; and
  - (iv) other relevant matters.
- (c) Compliance services including:
  - (i) catch and effort verification systems;
  - (ii) establishment, maintenance and administration of vessel registers;
  - (iii) development of boarding and inspection rules and procedures;
  - (iv) VMS;
  - (v) regulation of transshipment;
  - (vi) monitoring of infringement actions;
  - (vii) coordination of cooperative arrangements between the members; and
  - (viii) development and coordination of specific compliance measure to support conservation and management measures.
- (d) Implementation of the Convention provisions on the effective participation and special requirements of small island developing States, including:
  - (i) establishment, maintenance and administration of a special fund for effective participation; and
  - (ii) mechanisms for capacity building consistent with article 30(4) of the

Convention.

(e) Observer programme.

(i) coordination of a regional observer programme with other regional, sub-regional and national observer programmes; and

(ii) operation of a regional observer programme.

(f) Cooperation with other organizations.

(i) conduct external relations of the Commission (Secretariat);

(ii) develop relationship agreements as appropriate (Secretariat, Commission);

(iii) coordination with international or regional donor or funding agencies.

(g) External communications and publicity of Commission decisions and rulings.

(h) Commission's participation in the dispute settlement procedures

**Approach taken by other Fisheries Commission's to the provision of Services.**

	CCSBT	CCAMLR	IATTC	ICCAT	IOTC	NEAFC
Secretariat Services	Commission	Commission	Commission	Commission	Commission	Commission
Science	Members via Scientific Comm. and Working Groups.	Members via Scientific Comm. and Working Groups.	Commission Scientific Secretariat.	Members via Scientific Panels and Working Groups.	Members via Scientific Comm. and Working Groups.	External provider - ICES <sup>8</sup>
Compliance services <sup>9</sup>	Commission Secretariat	Commission Secretariat	Commission Secretariat	Commission Secretariat	Not currently applicable	Commission Secretariat
Vessel register	N/A	Commission Secretariat	Commission Secretariat	Not known	Not known	Commission Secretariat
VMS	N/A	Flag State systems.	N/A	N/A	N/A	Flag State systems which copy data to Commission system.
Assistance to developing States	N/A	N/A	N/A	N/A	N/A	N/A
Regional Observers	N/A	From members within Commission established procedures and scheme.	Commission observer Programme	Members' national programmes	N/A	Members' national programmes

In relation to the services, cooperation with other organizations, external communications and publicity, in all cases these are functions of the respective Commission Secretariats.

<sup>8</sup> ICES- International Council for the Exploration of the Sea. Provides scientific advice on the marine environment of the north Atlantic, in particular the northeast Atlantic.

<sup>9</sup> Excluding satellite based VMS, observers, and vessel registry.