



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 2023. The meetings are as follows:

- Scientific Committee Wednesday, August 16, 2023 - Thursday, August 24, 2023 in Koror, Palau
- Technical and Compliance Committee Wednesday, September 20, 2023 - Tuesday, September 26, 2023 in Pohnpei, FSM
- Regular Session of the Commission Monday, December 4, 2023 - Friday, December 8, 2023 in Rarotonga, Cook Islands

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. 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 2023**. 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 eight 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 rapporteur services, including a draft of the final report for:

1. The Regular Session of the WCPFC Scientific Committee (SC19) in the Koror, Palau;
2. The Regular Session of the WCPFC Technical and Compliance Committee (TCC19), in Pohnpei, Federated States of Micronesia; and
3. The Regular Session of the Commission (WCPFC20) in Rarotonga, Cook Islands.

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 and online discussion forums, as and when required), and outcomes from the meetings.

Outputs

SC19 (16 August - 24 August, 2023):

The Rapporteur's role is to produce a draft Outcomes Document and a Summary Report of the Nineteenth Regular Session of the Scientific Committee, and a Summary of the SC19 Online Discussion Forum (ODF). This will be accomplished via the following process: the Rapporteur will:

Summary of SC18 Online Discussion Forum

The Rapporteur will:

- 1) review all text communications on all ODF Topics.
- 2) prepare a summary of communications under each ODF Topic along with the following summary template:

- Topic X. title
 - Background
 - Relevant Documents
 - Key Questions and Comments
 - A Summary Matrix of Inputs from CCMs on the Progress of SC Projects
 - Post-ODF Response [from SPC] if available
- (For illustration, refer to Attachment F in the SC18 Summary Report at <https://meetings.wcpfc.int/node/17268>)

Submit the Summary of Online Discussion Forum to the Secretariat as early as possible, but no later than Monday, 21 August 2023, for posting on the SC19 website.

SC18 Summary Report

The Rapporteur will:

- 1) prepare a Summary Report template based on the SC19 Agenda and SC18 Summary Report;
- 2) produce a draft Summary Report with specific considerations for the following:
 - 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) The Rapporteur(s) will liaise with the relevant Conveners to ensure that all presentation summaries and related discussions are correctly recorded for inclusion in the Summary Report.
- 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 conveners do not have any assistance during the clearing process.

- 6) correctly insert the adopted theme recommendations into each theme section of the draft Summary Report;
- 7) submit to the Secretariat, within a week (7 days) after SC19, the final version of the SC19 Summary Report both in MS Word and PDF format; and
- 8) assist the Executive Director to produce a draft Outcomes Document (containing SC19 decisions and agreed recommendations) for circulation to CCMs by 4 September 2023.

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 and any technical assistance to the formatting of the Summary Report.

TCC19 (20 September - 26 September, 2023):

The Rapporteur's role is to produce a Summary Record of the Nineteenth Regular Session of the Technical and Compliance Committee. The rapporteur shall assist the Executive Director to produce a draft outcomes document (containing meeting agreed recommendations or decisions) for circulation to CCMs within seven working days following the completion of each meeting and where requested an Information Paper summarizing all communications of the Online discussion Forum.

- prepare a Summary Report template based on the TCC19 Agenda;
- communicate with relevant CCMs to clarify their interventions as required. The Secretariat, if available, will support this process.
- The rapporteur shall assist the Executive Director to produce a draft outcomes document for circulation to CCMs.
- insert the provisional outcomes as the agreed text into the appropriate section of the draft Summary Report.
- 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 TCC19 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 (4 December- 8 December, 2023):

The Rapporteur's role is to produce a Summary Record of the Twentieth Regular Session of the Commission. The rapporteur shall assist the Executive Director to produce a draft outcomes document (containing meeting agreed recommendations or decisions) for circulation to CCMs within seven working days following the completion of each meeting and where requested an Information Paper summarizing all communications of the Online discussion Forum.

- prepare a Summary Report template based on the WCPFC20 Agenda;
- communicate with relevant CCMs to clarify their interventions as required. The Secretariat, if available, will support this process.
- The rapporteur shall assist the Executive Director to produce a draft outcomes document for circulation to CCMs.
- insert the provisional outcomes as the agreed text into the appropriate section of the draft Summary Report.
- 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.