

North Pacific Fisheries Commission
1st Meeting of the Finance and Administration Special Working Group

24 August 2016
Tokyo, Japan

REPORT

Agenda Item 1. Opening of Meeting

1. The Finance and Administration Special Working Group (SWG Finance and Administration) met in Tokyo, Japan on 24 August 2016 and was attended by Members from Canada, China, Japan, Republic of Korea, the Russian Federation, and Chinese Taipei. The United States of America, Vanuatu, NPAFC, and DSCC, attended as observers.

Agenda Item 2. Election of Chair, Vice Chair, and Rapporteur

2. The Interim Chair proceeded to the selection of the Chair, Vice Chair, and Rapporteur. Mr. Kenji Kagawa (Japan) was selected to Chair the SWG Finance and Administration, and Dr. Siquan Tian (China) was selected as the Vice Chair. Mr. Alexander Meyer was selected as Rapporteur.

Agenda Item 3. Adoption of Agenda

3. The Special Working Group considered the Commission Meeting to be a more appropriate venue for discussing agenda item 4.4 on new membership, and requested that the Commission discuss the matter.
4. The Special Working Group considered the Commission Meeting to be a more appropriate venue for discussing agenda item 7.2 on rules of procedure and financial regulations with respect to procedures, benefits and financial obligations of cooperating non-contracting parties, and requested that the Commission would discuss the matter.
5. The order of agenda items 5.1 and 5.2 was reversed.

6. The revised agenda was adopted.

Agenda Item 4. Financial Statement

4.1 Financial Statement from 2015 and 2016 to date

4.2 Contributions outstanding

4.3 Working Capital Fund

7. The Executive Secretary presented the financial statement from 2015 and 2016 to date, the contributions outstanding, and the working capital fund, referring to the Auditor's Report NPFC-2016-SWG-Fin & Admin01-IP01.
8. Members with contributions outstanding clarified their respective situations, and explained steps they were taking to complete payment of contributions.

4.4 New Membership (if required)

9. Discussion was deferred and the Commission was requested to consider this item.

Agenda Item 5. Secretariat's Work Plan; Budget estimated for 2016-2019 including explanation to address challenges

5.1 Budget Estimated for 2016-2019

10. The Executive Secretary presented the budget estimated for 2016-2019, referring to NPFC-2016-SWG-Fin & Admin-WP03 (Rev 3). The Special Working Group recommended that the Commission adopt the budget for 2016 and 2017. The decision of whether or not to recommend the budgets for 2018 and 2019 to the Commission will be made in the future at an appropriate timing. In addition, the following points were discussed:
 - a. The Special Working Group recommended that staff be paid a set amount in Japanese yen to avoid exchange rate issues;
 - b. The Special Working Group requested Japan to implement Staff Regulation 5, paragraph 5 of the NPFC Staff Regulations for tax reimbursement of Japanese staff who are subject to national income tax to secure good quality of Japanese staff for the effective operation of the Secretariat. The procedure for the reimbursement should be agreed between Japan and the Secretariat;
 - c. Regarding the proposed hiring of a data coordinator and a finance coordinator, the Special Working Group noted that the positions should be categorized as

General Service Staff, rather than as Professional Staff;

- d. Regarding the proposed accommodation and education allowances, the Special Working Group requested that the Secretariat provide a more detailed plan and propose relevant new provisions for addition to the NPFC Staff Regulations through correspondence. The accommodation and education allowances would be applied retroactively from August 2016, contingent upon the adoption by the Commission of the abovementioned proposal; and
- e. It was requested that the Annex addressing contributions reflect only two years, as opposed to three, recognizing that these are estimates. As well, some Members expressed their views that the budget total should remain fixed, notwithstanding the potential for new Members, while others suggested that the budget could increase.

The Special Working Group recommended that the Commission adopt NPFC-2016-SWG-Fin & Admin-WP03 (Rev 3) with corrections specified above and that discussions occur on how future budgets, including 2017, would be developed based on new Membership.

5.2 NPFC Work Plan

11. The Executive Secretary presented the NPFC work plan, referring to NPFC-2016-SWG-Fin & Admin WP02 (Rev 1). The Special Working Group requested that the Secretariat present an annual work plan to accompany its annual budget proposal.

Agenda Item 6. Status of this Special Working Group

12. The Special Working Group discussed its status, referring to NPFC-2016-SWG-Fin & Admin IP02 (Rev 1). The Working Group recommended that the Commission establish a standing Committee for Finance and Administration (FAC), so as to be able to provide regular oversight, and in accordance with standard practice among RFMOs.
13. The Special Working Group proposed that the last sentence of paragraph 4 of the Terms of Reference be revised as follows: “The meeting will be open to Members of the Commission only, unless decided otherwise by Members of the Commission.”

Agenda Item 7. Other Matters

7.1 Rules of Procedure – review Rule 8, paragraph 8.4 on release of reports of Subsidiary Committee Meetings

14. The Special Working Group discussed the release of reports of Subsidiary Committee Meetings, referring to Rule 8, paragraph 8.4 of the NPFC Rules of Procedures. It was decided that the rule would be retained without revision.

7.2 Rules of Procedure and Financial Regulations with respect to procedures, benefits and financial obligations of Cooperating Non-Contracting Parties (CNCPs) to the Convention – both fishing and non-fishing CNCPs

15. Discussion was deferred and the Commission was requested to consider this item.

7.3 Rules of Procedure – Media Access Policy; NPFC Document Rules; NPFC Information Security Management System; Use of Monthly Exchange rates; Hosting of Commission Meetings

16. The Secretariat presented the NPFC information security management system (NPFC-2016-SWG-Fin & Admin-WP04 (Rev 1)) and media access policy (NPFC-2016-SWG-Fin & Admin-WP05 (Rev 1)). The Special Working Group requested that the Secretariat revise the information security management system and media access policy according to suggestions submitted by Members through correspondence, while also referring to the systems and policies of other RFMOs.
17. The Secretariat presented the NPFC policy on support to specialist experts to the Secretariat or Commission (NPFC-2016-SWG-Fin & Admin-WP07 (Rev 1)). The Special Working Group requested that the Secretariat revise the paper based on concerns expressed by Members on interns and experts from other RFMOs or Agencies, including interns from Members being considered a priority.

Agenda Item 8. Next Meeting

18. The next Finance and Administration Committee meeting is recommended to be held just prior to the Commission meeting.

Agenda Item 9. Adoption of the report

19. The Finance and Administration Special Working Group Report was adopted.

Agenda Item 10. Close of Meeting

20. The Finance and Administration 01 Meeting closed at 18:38 on 24 August 2016.

ANNEXES

Annex A – Agenda

Annex B – Annotated Agenda

Annex C – List of Documents

Annex D – Participants List

Annex E – 2016-2017 NPFC expenses

North Pacific Fisheries Commission
1st Meeting of the Finance and Administration Special Working Group
24 August 2016
Tokyo, Japan

Agenda

Agenda Item 1. Opening of the Meeting

Agenda Item 2. Selection of Chair, Vice-Chair and Rapporteur

Agenda Item 3. Adoption of Agenda

Agenda Item 4. Financial Statement

- 4.1 Financial Statement from 2015 and 2016 to date
- 4.2 Contributions outstanding
- 4.3 Capital Reserve Fund
- 4.4 New Membership (if required)

Agenda Item 5. Secretariat's Work Plan; Budget Estimates for 2016-2019

Agenda Item 6. Status of this Working Group

Agenda Item 7. Other matters

- 7.1 Rules and Procedures – review Rule 8, paragraph 8.4 on release of reports of Subsidiary Committee Meetings
- 7.2 Rules of Procedure and Financial Regulations with respect to procedures, benefits and financial obligations of Cooperation Non-Contracting Parties (CCPs) to the Convention – both fishing and non-fishing CCPs
- 7.3 Rules of Procedure – Media Access Policy; NPFC Document Rules; NPFC Information Security Management System; Support to Specialist Experts to the Secretariat

Agenda Item 8. Next meeting

Agenda Item 9. Adoption of the Report

Agenda Item 10. Close of the Meeting

NPFC-2016-SWG-Fin & Admin01-MIP03 (Rev 2)

North Pacific Fisheries Commission
1st Meeting of the Finance and Administration Special Working Group
24 August 2016
Tokyo, Japan

Annotated Agenda

Agenda Item 1. Opening of the Meeting

The Executive Secretary shall open the meeting at 0900 hrs 24 August 2016

Agenda Item 2. Selection of Chair, Vice-Chair and Rapporteur

Participating Members shall elect a Chair, Vice Chair and appoint a Rapporteur for the meeting

Agenda Item 3. Adoption of Agenda

The Provisional Agenda shall be reviewed, amended as appropriate, and adopted.

Agenda Item 4. Financial Statement

- 4.1 Financial Statement from 2015 and 2016 to date
- 4.2 Contributions outstanding
- 4.3 Working Capital Fund
- 4.4 New Membership (if required)

The Executive Secretary shall provide the Secretary's report which shall include:

- *information on the income and expenses in 2015 (auditor's Report)*
- *Expenses to date in 2016*
- *Status of Contributions*
- *Capital Reserve Fund (Working Capital Fund) to commence 2016*
- *Applications for, or Status of new Memberships as appropriate*

Agenda Item 5. Secretariat's Work Plan; Budget estimated for 2016-2019 including explanation to address challenges.

The Executive Secretary shall present the NPFC Work Plan (NPFC-2016-SWG Fin & Admin WP02; and thereafter, NPFC-2016-SWG-Fin & Admin-WP03, the NPFC Budget Paper for 2016-2019 explaining the principles behind the budget proposals and the budget projections for discussion, amendment, and adoption by the Members.

Agenda Item 6. Status of this Working Group

Participants are invited to discuss the need for this SWG or for a more formal Subsidiary Committee on Finance and Administration.

The Executive Secretary shall present NPFC-2016-SWG-Fin & Admin-IP02 on Terms of Reference for a Finance and Administration Committee as a subsidiary Committee to the Commission, which can also form the basis for a continued SWG on Fin & Admin.

Agenda Item 7. Other matters

- 7.1 Rules of Procedure – review Rule 8, paragraph 8.4 on release of reports of Subsidiary Committee Meetings
- 7.2 Rules of Procedure and Financial Regulations with respect to procedures, benefits and financial obligations of Cooperating Non-Contracting Parties (CCPs) to the Convention – both fishing and non-fishing CCPs
- 7.3 Rules of Procedure – Media Access Policy; NPFC Document Rules; NPFC Information Security Management System; Support to Specialist Experts to the Secretariat

Participants are invited to discuss issues raised under Agenda Item 3.

The Secretariat shall present papers on each of the above topics for consideration by the Commission to update the Commission's Procedures and security of data by the Secretariat and Commission.

Agenda Item 8. Next meeting

Participants will consider and discuss time and place for the next meeting

Agenda Item 9. Adoption of the Report

The report of the meeting shall be adopted by consensus

Agenda Item 10. Close of the Meeting

The meeting shall close, or be suspended at 1200 hrs on 24 August 2016.

NPFC-2016-SWG-Fin & Admin01-MIP05

North Pacific Fisheries Commission
1st Meeting of the Special Working Group on Finance and Administration
24 August 2016
Tokyo, Japan

LIST OF DOCUMENTS

MEETING INFORMATION PAPERS

Symbol	Title
NPFC-2016-MIP01	Meeting notice and information
NPFC-2016- SWG-Fin & Admin01-MIP02	Provisional agenda
NPFC-2016- SWG-Fin & Admin01-MIP03 (Rev 1)	Annotated Provisional agenda
NPFC-2016- SWG-Fin & Admin01-MIP04 (Rev 2)	Indicative schedule
NPFC-2016- SWG-Fin & Admin01-MIP05	Provisional List of Documents

REFERENCE DOCUMENTS

Title
Convention on the Conservation and Management of High Seas Fisheries Resources in the North Pacific Ocean
NPFC Rules of Procedure
Compendium of Active Conservation and Management Measures for the NPFC

WORKING PAPERS

Symbol	Title
NPFC-2016- SWG-Fin & Admin01-WP01 (Rev 1)	NPFC Document Rules
NPFC-2016- SWG-Fin & Admin01-WP02 (Rev 1)	Secretariat Work Plan
NPFC-2016- SWG-Fin & Admin01-WP03 (Rev 3)	Draft Budget 2016-2019
NPFC-2016- SWG-Fin & Admin01-WP04 (Rev 1)	NPFC Information Security Management System
NPFC-2016- SWG-Fin & Admin01-WP05 (Rev 1)	NPFC Media Access Policy
NPFC-2016- SWG-Fin & Admin01-WP07 (Rev 1)	Support to Specialist Experts to the Secretariat or Commission
NPFC-2016- SWG-Fin & Admin01-WP08	Cooperating Non-Contracting Parties

INFORMATION PAPERS (IP)

Symbol	Title
NPFC-2016- SWG-Fin & Admin01-IP01	Auditor's Report 2015
NPFC-2016- SWG-Fin & Admin01-IP02 (Rev 1)	TORs for Finance and Administration Committee

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NPFC expenses in the fiscal years 2016 and 2017

	Year 2016	Year 2017
Items	Cost(JPY)	Cost(JPY)
1. PERSONNEL COSTS		
1.1-1.6 Staff salary	45,390,406	52,516,212
1.7 Temporary Services	621,800	621,800
1.8 (a) Social Security + Insurance	11,565,480	11,565,480
1.8 (b) Pension Costs		
1.8 (c) Tax Reimbursement	7,920,279	
1.9 Overtime	621,800	621,800
1.10 (a) Staff Allowances - Home leave	0	746,160
1.10 (b) Staff Allowances - Relocation	3,109,000	0
1.10 (c) Staff Allowances - Repatriation	0	0
1.10 (d) Staff Allowances - Accommodation	7,461,600	11,192,400
1.11 Professional Development / Training	994,880	994,880
1.12 Education fee	4,974,400	7,461,600
1.13 Separation Allowances	0	0
2. OTHER SERVICE COSTS		
2.1 Office equipment + Furniture	0	621,800
2.2 Office supplies	870,520	870,520
2.3 Rentals	0	0
2.4 Communications	2,487,200	2,487,200
2.5 Printing	497,440	497,440
2.6 Duty travel	4,974,400	6,218,000
2.7 Auditing	621,800	746,160
2.8 Contractual services	8,705,200	4,974,400
2.9 Database management	8,705,200	9,026,129
2.10 MCS costs		
2.11 Meeting costs & Workshops	6,218,000	6,218,000
2.12 Science Support	12,536,290	12,787,016
2.13 Staff recruitment + hiring	0	248,720
2.14 To Working Capital Fund	4,545,884	2,405,862
2.15 Representation expenses	248,720	248,720
2.16 Miscellaneous	994,880	994,880
TOTAL	134,065,179	134,065,179
Actual Working Capital Fund from budget by the end of year to carry over to next year	44,716,124	47,121,986