
PROGRAMME OF WORK AND BUDGET

Prepared by: IOTC Secretariat

PROGRAMME OF WORK FOR 2007 AND 2008

1. The following programme of work for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken by the Secretariat are not going to increase during 2007 and 2008. These activities include both core functions, basic routine activities in support of the Commission and its subsidiary bodies, as well as special additional work in areas such as the Indian Ocean Tuna Tagging Programme and a possible second phase of the project between IOTC and the Overseas Fishery Cooperation Foundation of Japan (OFCF), which are expected to continue to operate during 2007 and 2008. If the Commission mandates new activities, or additional administrative responsibilities are assigned to the Secretariat in the case of a change in the relationship with FAO, these may have consequences for the 2007 and 2008 budgets.

2. As a provisional budget is presented for 2008, the programme of work spans both years. Also no proforma salary costs were available from FAO, so that the Secretariat estimated them on the basis of the expenditures in the period January-March 2007. This document should be read in conjunction with the Progress Report of the Secretariat as these documents contain more details and background information on the activities currently undertaken.

3. The Secretariat undertakes the following activities:

Support to scientific activities:

Preparation of datasets for Working Parties

Basic data analysis for the Working Parties

Supervision and support of the Regional Tuna Tagging Programme (RTTP-IO)

Coordination of small-scale tagging activities

Supervision of data collection activities implemented under the IOTC/OFCF project.

Support to compliance activities:

Storage and reporting on the Bigeye Statistical Document Programme

Maintenance of the IOTC Record of Authorized Vessels

Maintenance of Record of Active Vessels

Liaison with Monitoring Control and Surveillance pilot programme at COI.

Support to development of port inspection schemes by Members.

Dissemination of information

Preparation of data summaries describing fishery status

Preparation of content for the FIGIS/FIRM initiatives

Dissemination of scientific documents presented in subsidiary bodies of the Commission

Development of a Field Manual

Development of an IOTC Manual

Administrative Tasks:

Administration and management of the Secretariats activities

Preparation of budgets for various projects as necessary

Monitoring of progress of implementation of various projects (IOTC/OFCF; RTTP-IO)

Monitoring of financial performance

Administrative support to FAO projects

4. In addition to the core activities related to data acquisition and processing, the Secretariat staff will be involved in two important technical programmes: Supervision of the Regional Tuna Tagging Programme, and other small-scale projects that constitute the Indian Ocean Tuna Tagging Programme (IOTTP) and the IOTC/OFCF Project on improvement of data collection and processing systems in the region.

Indian Ocean Tuna Tagging Programme

5. The major component of the IOTTP, the RTTP, will continue with the release of tagged fish by the two charter vessels until August 2007. Tag recovery operations will continue throughout 2007 and 2008. As the Supervisor of the RTTP, IOTC is responsible for the overall execution of the project, as well as for the certification of expenditures, approval of reports and technical advice to the Commission de l'Océan Indien, who is the Contracting Authority for the project.

IOTC/OFCF Project

6. The successful first phase of IOTC/OFCF Project was completed on March 2007. At this time, the Secretariat is discussing the possible involvement of IOTC in a second phase of work with the OFCF.

Data Acquisition, support to scientific activities and compliance-related activities

7. A large proportion of the time of the staff dedicated to the maintenance of IOTC databases is currently devoted to the acquisition and edition of the data required under several IOTC Resolutions. These data are utilized in monitoring compliance or in scientific analyses leading to the assessment of the status of the stocks.

8. Some of these submissions (such as those related to updates in the IOTC Record of Authorized Vessels) require minimal interventions from the Secretariat, other than ensuring a prompt response to a request of a Member. By contrast, other data submissions, such as the scientific data to be utilized in stock assessments, require processing and validation before they are integrated into the IOTC databases. This processing phase is a major task for the Secretariat as it often leads to requests for clarifications from data liaison officers.

9. Further development of software to automate these data management tasks will continue so the Secretariat is able to respond to the expected increasing demands for the data services the Secretariat provides to members.

10. The Scientific Committee has indicated its desire that the Secretariat increase its current level of support of the activities of the Working Parties, by producing more analyses for review during the meetings. The Secretariat notes that the current staffing level is insufficient to increase its scientific output, in particular when considering the new obligations on compliance mandate by the Commission and the workload imposed by the supervision of the RTTP.

Supplementary Administrative Tasks

11. IOTC is the only FAO office with an Imprest Account in the Seychelles therefore the Secretariat is obligated to provide administrative support for FAO activities in Seychelles (for example, the post-tsunami reconstruction project).

12. The administration of the RTTP is almost entirely conducted by the RTTP Project Management Unit, except that, as Supervisor, IOTC clears all reports produced by the various contractors. This has generated a large administrative responsibility that has largely been delegated to the Tagging Expert. Since 2006, the Secretariat is also responsible for the administration of funds assigned to the tag recovery schemes, through a Contribution Agreement signed between FAO and the EC.

EXPLANATION OF THE BUDGET

13. The budget is presented to conform to the presentation required by Article 5 of the Financial Regulations under two headings, the Administrative Expenditures which correspond to the Core Activities listed in this document, and the Expenditure for Activities (Appendix I). The Administrative Expenditures cover staff salaries and overtime payments for GS staff, equipment purchases, operating expenses and miscellaneous. The budget for activities covers consultants, duty travel, sampling, meetings, interpretation, translation and editing of publications. The levels budgeted cover only the expenses charged to the regular budget of the Commission. The expenditures charged to special funds such as the OFCF project or various contributions to the tagging programme are not reflected in this budget.

14. Staff costs for one D-1, one P-5, one P-4, two P-3, one P-2; two G-6, one G-5, one G-4, one G-2 and one G-1 post are calculated based on costs incurred in and early 2007. Staff costs include staff salary and other costs such as the employer's contributions to the pension fund, and medical insurance and costs associated entitlements such as travel of staff and their families on first appointment, home leave, termination of appointment and education grants.

15. The estimation of the staff costs is based on the actual costs for the period January-March 2007, multiplied by a factor of four to obtain an annual estimate.

16. The provision for equipment remains at the same level as for the previous year, considering that some computer hardware and software will have to be replaced or upgraded. Also, as the Secretariat is about to move to new offices in Victoria, some additional office furniture will need to be purchased.

17. Some of the costs related to meetings are incorporated in the budget lines relating to “Communications” and “Office expenses” to bring this element in line with FAO accounting practices. Communications costs include Internet access, telephone, facsimile and postage, as well as vehicle maintenance. Office expenses cover printing of publications, equipment maintenance and consumables.

18. Furthermore, the cost of travel and subsistence allowance for the interpreters is transferred to “Duty travel” to conform to FAO accounting practices. This budget line therefore only covers the honoraria for the interpreters. Interpretation in two languages is budgeted for the Scientific Committee and Commission meetings. These will require six interpreters over a period of two weeks.

19. The provision for consultancies will cover the cost of independent experts invited to participate in technical activities, experts recruited under the academic programme and to provide input in specific skills that the Secretariat staff may not possess. Finally, it is intended to cover short-term attachments at the Secretariat of scientists from the region, with training as one of the objectives. This line has been expanded to promote further participation of scientists from the region in the activities of the working groups.

20. Duty travel is intended to cover field activities and attendance to meetings. UN rates are used for daily subsistence allowance and for ticketing. The following travel is foreseen for 2007, to which a contingency provision is added for travel which is not specifically planned:

- Participation of staff in IOTC meetings held outside Seychelles.
- Missions of senior staff to countries in the region to discuss cooperation/membership with IOTC (four missions of one week duration);
- Travel associated with technical work done following the Kobe meeting recommendations;
- Participation in meetings of related tuna RFBs: ICCAT and CCSBT;
- Travel of consultants and experts;
- Travel of interpreters to relevant sessions.

21. The contribution as per the Headquarters Agreement represents an additional contribution by the Government of Seychelles equivalent to the amount that would correspond to housing for two senior staff of the Secretariat. These funds are paid in Seychelles Rupees and are therefore converted at the UN operational rate of exchange, such that the dollar figure is variable. The funds are now incorporated into the revenue of the Secretariat and accounted for in a way similar to with the Contributions of Members to the budget and contributions for special purposes.

22. Servicing costs of 4.5 % of the total budget of the Commission are charged by FAO as determined by the IOTC Agreement. Note, in the past, the FAO Finance Committee has rejected the requests of the Commission to waive these costs.

23. Appendix II gives the indicative scale of contributions based on the formula given in the IOTC Financial Regulations.

SUGGESTED ACTION BY THE COMMISSION

24. The Commission is invited to: a) note the information contained in this document, b) comment on the proposed Programme of Work and Budget for 2007, and c) adopt a budget to enable the Commission to pursue its activities.

APPENDIX I

SALARY COSTS	USD	
PROFESSIONAL	2007	2008
Executive Secretary	145,037	152,289
Deputy Secretary	123,705	129,890
Data Coordinator	121,124	127,180
Data Analyst/ Programmer	110,382	115,901
Field Data Manager	82,422	86,543
Tagging Expert	64,602	67,832
GENERAL SERVICE		
Administrative Assistant	10,843	11,386
Publications Assistant	10,956	11,503
Database Assistant	11,720	12,307
Bilingual Secretary	7,722	8,109
Driver	7,829	8,221
Cleaner	6,352	6,669
SUB-TOTAL	702,695	737,830
Employer contributions to Pension Fund and Health Insurance	199,435	209,407
Employer contribution to FAO Entitlement Fund	316,627	348,290
TOTAL STAFF COSTS	1,218,757	1,295,526
OPERATING EXPENDITURES		
Consultants	27,500	30,250
Duty travel	93,500	102,850
Meetings	63,000	69,300
Interpretation	69,000	75,900
Equipment	27,500	30,250
Operating expenses	55,000	60,500
Miscellaneous	38,500	42,350
SUB-TOTAL	1,592,757	1,706,926
Contributions as per the Headquarters Agreement	26,400	26,400
TOTAL	1,619,157	1,733,326
FAO Servicing Costs	72,862	78,000
GRAND TOTAL	1,692,019	1,811,326

APPENDIX II

Indicative Scale of Contributions for 2007 (in US\$)

Country	World Bank Classification	OECD Membership	Average catch for 2002-2004	Contribution
Australia	High	Yes	8689	\$107,661.00
China	Middle	No	125764	\$71,676.00
Comoros	Low	No	9738	\$18,318.00
Eritrea	Low	No	Below 400 t	\$7,050.00
European Community	High	Yes	286586	\$508,274.00
France(Terr)	High	Yes	1777	\$97,696.00
Guinea	Low	No	593	\$15,681.00
India	Low	No	106710	\$46,277.00
Iran, Islamic Republic of	Middle	No	127477	\$72,170.00
Japan	High	Yes	38242	\$150,264.00
Kenya	Low	No	1726	\$16,008.00
Korea, Republic of	High	Yes	2550	\$98,810.00
Madagascar	Low	No	12051	\$18,985.00
Malaysia	Middle	No	18726	\$40,815.00
Mauritius	Middle	No	1594	\$35,876.00
Oman	Middle	No	19432	\$41,019.00
Pakistan	Low	No	24134	\$22,468.00
Philippines	Middle	No	2496	\$36,136.00
Seychelles	Middle	No	68494	\$55,164.00
Sri Lanka	Middle	No	123880	\$71,133.00
Sudan	Low	No	Below 400 t	\$7,050.00
Thailand	Middle	No	15405	\$39,858.00
United Kingdom(Terr)	High	Yes	Below 400 t	\$86,674.00
Vanuatu	Middle	No	Below 400 t	\$26,956.00