

PROGRAMME OF WORK AND BUDGET

SUBMITTED BY: IOTC SECRETARIAT, JANUARY 1ST 2010

PROGRAMME OF WORK FOR 2010 AND 2011

1. This Programme of Work and Budget is presented based on the mission of the IOTC Secretariat, and a strategy and a corresponding budget for its implementation in the next biennium. As a provisional budget is presented for 2011, the programme of work spans both 2010 and 2011. 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 will remain within the current scope. Any new activities not contemplated in the current Programme of Work will have budgetary consequences.

MISSION OF THE SECRETARIAT AND STRATEGY OF IMPLEMENTATION

2. The mission of the Secretariat is to **facilitate the processes required to implement the policies and activities of the Commission**, whose goal is to achieve the objectives stated in the IOTC Agreement. In essence, these processes include the acquisition, processing and dissemination of information that constitutes the basis for Commission's decisions, as well as supporting the actions taken by the Members and Cooperating Parties to implement effectively those decisions.

3. To facilitate planning, the activities of the Secretariat have been grouped into six major functional areas:

1. **Support to scientific activities.** The acquisition and processing of scientific data, as required by the Scientific Committee to conduct stock status analyses. Supply of stock assessment services as required by the working groups.
2. **Support to compliance activities.** Maintenance of lists of vessels and compliance databases, reporting on compliance by Members. Providing support to Members in the implementation of IOTC Resolutions.
3. **Communications and public information.** Considered essential in allowing Members to follow the progress of the work of the Commission in a transparent way, and to increase the visibility of the Commission activities to the general public.
4. **Support to meetings.** Logistic support in the preparation of the meetings, support in the preparation of reports and maintenance of the calendar of meetings
5. **Information Technology.** Provide the basic computer infrastructure, including maintenance of the network and servers, as well as Internet support.
6. **Administration.**

4. A description of the activities and outputs to be expected in 2010 under these functional areas is listed in Table 1.

5. These activities are accomplished by the staff of the Secretariat, which is divided into sections composed of staff with similar specialised skills (see Figure 1). The work of the Secretariat in the different functional areas progresses with the collaborative work, as necessary, of the different Sections. For example, in order to provide support to the scientific activities of the Commission and its subsidiary bodies, there is close cooperation between the Data Section and the Stock Assessment Section in the production of datasets and analyses that will assist the Scientific Committee and its Working Parties to formulate its advice to the Commission. Similarly, the Data Section and the Compliance Section cooperate in the maintenance of the databases needed to monitor the effectiveness in the implementation of the measures adopted by the Members.

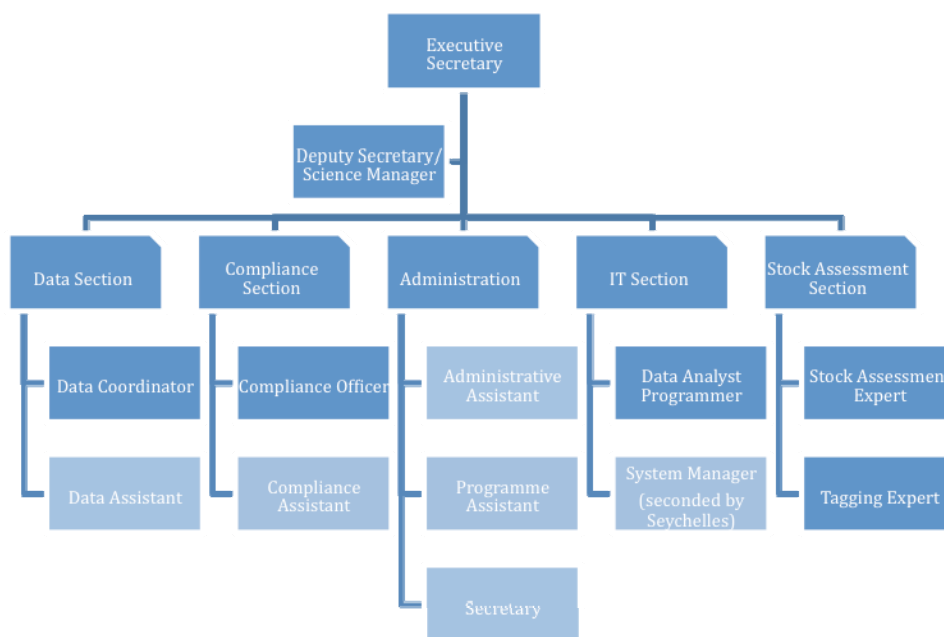
6. The next section presents the Programme of Work as expected for 2010-11.

FUNCTIONAL AREA 1: SUPPORT TO SCIENTIFIC ACTIVITIES

7. For historical reasons, support to the scientific process has been the main activity of the Secretariat, given the type of support required by the Scientific Committee and the role that the Secretariat exerts as a repository of data holdings essential to achieve to the objectives of the Commission.

8. A large proportion of the work under this area is dedicated to the acquisition and review of the data required for the scientific work. The data are primarily collected and submitted by national scientists and then submitted to the Secretariat. The staff of the Data Section then reviews the data and applies quality control procedures to assess the reliability of the information before they are integrated into the IOTC databases and circulated to the national scientists. As the data often come in various formats, before distribution they are converted into a common format, convenient for further analyses by the working parties, or for dissemination to the general public, usually through the IOTC website.

Figure 1. Structure of the IOTC Secretariat in 2010. Dark shading indicates professional posts, lighter shading indicates general service staff.



9. The Secretariat also conducts analyses to ensure that the datasets produced are suitable for assessment of the status of the resources by, for example, estimating missing information (such as catches of non-reporting fleets) or estimating the species composition of catches reported as aggregates. Size frequency data submitted by CPCs is routinely converted into catch-at-size and catch-at-age datasets that are used in integrated stock assessment analyses.

10. This routine processing and quality control phase is a major task of the Data Section, and it will continue to be the main responsibility of the Data Section during 2010-2011. This includes further development of software to automate these data management tasks, and the deployment of a redesigned main database, so as to increase the efficiency of the Secretariat in responding to the expected increasing demands on the data services the Secretariat provides to members.

11. To further improve the quality of data, the Secretariat continues to work with Members on field programmes in order to mitigate the deficiencies in the data collection systems in the region. Since 2002, the IOTC-OFCF Project has been a source of support for the work of the Secretariat in reinforcing data collection and processing in the region. However, following the completion of the Project by the end of March 2010, there are no immediate sources of funding for the field work of the Secretariat. However, the Secretariat has been actively pursuing cooperative arrangements with other initiatives in order to exploit a convergence in objectives on the data collection ground.

12. The completion of the Indian Ocean Tuna Tagging Programme after finalizing the large-scale Regional Tuna Tagging Programme and the smaller-scale tagging in Maldives has allowed the Tagging Expert to devote more time to support of the scientific process, and the new obligations have resulted in the post being reformulated as a Fisheries Expert, with Terms of Reference reflecting the expanded role.

13. According to this modified arrangement, the scientific process will be supported by the Stock Assessment Expert and the Fisheries Expert, in addition to the permanent support from the Data Section. The Fisheries Expert facilitates logistics arrangements for the meeting, assists the Chair of the WPs and the SC in the preparation and circulation of documents, support the network of exchange of information, and is responsible for the final draft of the reports, including the publication of the final versions of the reports.

14. The Stock Assessment Expert (SAE) has joined in December 2009, and his workplan for 2010 includes providing support to the Working Parties according to the procedure adopted by the Scientific Committee to facilitate the communication and coordination between the SAE and the Working Parties, and in 2010, he is expected to contribute to raise the quality and to

standardize the presentation of results of the stock assessments. The SAE is also expected to offer expert advice and training to countries in the region.

15. The creation of the Stock Assessment Expert post had been strongly recommended by the Scientific Committee in support of an expansion of the technical capabilities of the Secretariat that would allow it to increase its scientific output. The Scientific Committee also noted that the current staffing level continues to be insufficient, in spite of the additional staff dedicated to the support to the activities of the Scientific Committee. These concerns have been also expressed in the report of the Performance Review Panel and the recommendation of expanding the resources of the Secretariat has been endorsed by the Commission.

16. The current Programme of Work includes support to the participation of scientists from the region in the work of subsidiary bodies of the Commission. This has been done in the past within the allocation of the travel budget of the Commission or taking advantage of funding opportunities such as those granted by the RTTP. The Secretariat will continue to support the participation of national experts during 2010 and 2011 to the extent possible under the proposed budget. A possible way of funding this activity would be to establish a Special Fund to support participation of scientists from developing coastal states who want to report on research relevant to the scientific work of the Commission. This Fund could be supported, initially, by allocating some of the accumulated funds and, in the future, by voluntary contributions of Members. Alternative ways of funding, such as cooperative arrangements with other initiatives in the region (e.g. the South West Indian Ocean Fisheries Project) have been utilized in 2009, and will continue to be explored in 2010.

17. The Scientific Committee has also proposed the organization of a Tagging Symposium in 2011, requesting to the Commission that 135,000 USD (100,000 €) be reserved for the organization of such meeting.

Table 1. Description of the activities for 2010 under major functional areas of the Secretariat

Functional area	Major activities	Major achievements / outputs expected in 2010
<p>Area 1: Support to scientific activities : acquisition of scientific data</p>	<ul style="list-style-type: none"> • Receiving data, maintenance and ongoing development of databases • Coordination Field Manual and IOTC Data Summary • Preparation of datasets for Working Parties and stock assessments • Reports on data situation to Scientific Committee and Working Parties • Provision of data upon request • Implementation of new capacity building activities in countries of the IOTC Region: In particular with respect to the implementation of the IOTC observer Programme (training and support recommended in the resolution) • Formulation and submission of special projects to improve data situation • Coordination of special field projects (tagging, sampling programmes) (e.g. in collaboration with the COI, SWIOFP, and other regional initiatives.) 	<p>Implementation of new IOTC database and preparation of data administration and user manuals.</p> <p>Reports on Status of IOTC databases produced for relevant Working Parties and Scientific Committee</p> <p>Data for stock assessments produced: Nominal catch, catch and effort, size frequency. Catch-at-size / catch-at-age for tropical tunas and swordfish</p> <p>Timely provision of scientific data to Members and others, including a balanced assessment of the data quality.</p> <p>Coordination and publication of sections of IOTC Field Manual (e.g. Guidelines for the reporting of data to the IOTC)</p> <p>Support in the preparation of guidelines, training material, and forms for the Regional Observer Scheme</p> <p>Documentation of procedures used at the Data Section.</p>
<p>Area 1: Support to scientific activities: data analyses</p>	<ul style="list-style-type: none"> • Production of analyses in support of the stock assessment. • Exploratory data analyses, including stock status indicators. • Production of stock assessment analyses as required by the Scientific Committee or the working parties. • Training to scientists in the region as requested by Members 	<p>Revisions to Executive Summaries for 17 IOTC species and 5 sharks made for working parties and the Scientific Committee</p> <p>Summary reports on stock status indicators for major species.</p> <p>Stock assessment of bigeye tuna, yellowfin tuna, skipjack (incorporating tagging data) and swordfish</p> <p>Analyses of billfish data</p> <p>Estimation of auxiliary parameters (reporting rates; growth) from tagging data</p> <p>Preliminary work on Ecosystem Risk Analysis</p>
<p>Area 2: Support to compliance activities</p>	<ul style="list-style-type: none"> • Maintain Records of Vessels (Authorised, Active, IUU List) / Records of validation information for the Bigeye Statistical Document Programme • Ongoing strengthening of member compliance and enforcement regimes in accordance with IOTC management measures • Estimation of fishing capacity in IO 	<p>Timely update of IOTC Records</p> <p>Improved understanding of the compliance and enforcement capability of members (by way of a survey of members)</p> <p>Training and support on implementation of port State measures</p> <p>Provision of advice to update national legislation to effectively implement IOTC management actions</p> <p>Implementation of the Regional Observer Programme to monitor transshipment at sea.</p>

Functional area	Major activities	Major achievements / outputs expected in 2010
Area 3: Communications and relations to the public	<ul style="list-style-type: none"> • Day to day response to stakeholder regarding IOTC matters • Ongoing strengthening of relationships with relevant stakeholders and regional organisations 	<p>Maintenance of strong partnerships with stakeholders; timely responses to stakeholders</p> <p>Improve understanding of IOTC conservation and management measures by stakeholders</p> <p>Participation at SWIOFC¹ and SWIOFP²</p> <p>Liaison with other t-RFMOs³ on shared activities; Participation in the Workshops as proposed in the second Joint Meeting of t-RFMOs in San Sebastian</p> <p>Dissemination of information on IOTC activities in the international press.</p>
Area 4: Support to meetings	<ul style="list-style-type: none"> • Organisation of meetings • Production of documents as required by the IOTC Agreement and as requested by the Commission • Drafting reports • 	<p>Timely production of Commission meeting documents including</p> <ul style="list-style-type: none"> • Programme of work and budget, financial reports • <i>Reports on:</i> IOTC fisheries statistics / Bigeye Statistical Programme / Record of Authorised vessels / Record of active vessels / Record of port inspections / VMS programmes • Meetings proceed with minimal interruption due to organisational/administrative matters <p>1 Commission / 6 Working Parties / 1 Scientific Committee/ possibly 1 special meeting</p> <p>Timely completion and posting of Reports: Commission Report; WPEB, WPTT, WPB, WP on Fishing Capacity, WPN Reports; Scientific Committee Report.</p>
Area 5: Information technology	<ul style="list-style-type: none"> • Website maintenance and development • IT support to Secretariat 	<p>Website and internal computer systems operate with minimal disruption</p> <p>Deployment of the new IOTC website</p>
Area 6: Administration	<ul style="list-style-type: none"> • Accounts, Human Resources (including staff management), travel and FAO administrative duties. • Management of contracts for the provision of services (currently including cleaning, scientific analyses and translation) 	<p>Administration conforms with Commission requirements and FAO guidelines.</p> <p>Effective management of the resources placed at the disposal of the Secretariat</p>

¹ South West Indian Ocean Fisheries Commission.

² South West Indian Ocean Fisheries Project.

³ Tuna Regional Fisheries Management Organizations

FUNCTIONAL AREA 2: SUPPORT TO COMPLIANCE ACTIVITIES

18. Unless there is an effective level of compliance by all Members, the Commission will not achieve its objectives. However, not all developing states in the region are in a position to implement immediately some of the actions needed to enforce agreed actions. The current Programme of Work recognizes the need for the Secretariat to offer support to developing Member states in strengthening the institutional arrangements and implementing the activities necessary to ensure an effective level of compliance with IOTC Resolutions.

19. To this effect, the Compliance Coordinator, a permanent post in the the Secretariat since 2008, contributes by assisting the Commission to better monitor levels of compliance, establish networks of compliance officers in the region, promote the compliance activities and coordinate capacity building and training as necessary.

20. The implementation of the Regional Observer Programme to monitor transshipments completed its first year in 2009 and is expected to continue through 2010, and the Compliance Section will closely monitor the progress of its implementation. A consortium (MRAG Ltd/ Capfish) has been in charge of implementing the programme. As anticipated in the Resolution 08/02, the costs of the implementation of this Programme falls on the vessels benefitting from the transshipment-at-sea activities, and therefore, the costs of this programme are not incorporated in the regular budget.

21. The workload of the Compliance Section is expanding rapidly as CPCs continue their progress towards implementation if the various resolutions of IOTC. The requests for advice from CPCs have multiplied during 2009, and this trend is expected to continue. In 2009, the Compliance Coordinator and, when appropriate, the Data Coordinator undertook missions to coastal CPCs to assist on special requests, or to brief CPCs on the requirements of the management measures adopted by the Commission.

22. These activities in support of coastal states are expected to be continued and, if possible, expanded to the extent possible given the current short resources available. The budget for 2010 reflects the need for this additional support to improve compliance in the region through dedicated missions and, where possible, through cooperation with other initiatives in the region.

23. The Compliance Section will expand with the addition of a locally recruited Compliance Assistance, who is expected to contribute to the maintenance of the various compliance-related databases that are included in the responsibilities of the Section.

24. These include the Records of Authorized Vessels, Record of Active Vessels and List of IUU vessels, as well as information related to unloading of foreign vessels in ports in the region, information on the progress of implementation of VMS and other information to monitor compliance by Members. In this area, the Data Section will continue to provide database maintenance assistance to the Compliance Section, who has the responsibility for updating contents and produce the regular reports.

25. The Programme of Work includes the Compliance Coordinator undertaking fact-finding missions to coastal states in the Indian Ocean, in particular to promote an effective understanding of compliance-related issues, and assess the need for support in the implementation of the measures as adopted by the Commission, to the extent possible. The Compliance Officer will also work on the cooperation and coordination with various regional initiatives engaged in the combat of IUU fishing, such as the Regional Project on Surveillance of the COI, the actions following the SADC Ministerial Declaration on IUU, and other national and international institutions. Coordination of these activities is essential to reduce the duplication of efforts in the area to combat IUU fishing. These activities will require further travel in the region.

FUNCTIONAL AREA 3: COMMUNICATION AND RELATIONS TO THE PUBLIC

26. It has become evident that it is essential to maintain close contacts with the international community, including non-governmental organizations, representatives from different sectors of the industry, from the harvesting sector to retailers and buyers, and the general public. The objective is to provide all stakeholders with accurate information about the status of the stocks under IOTC purview, as well as about the actions that the Commission is taking towards a better management of the resources and conservation of the environment.

27. Over the past year, there has been a marked increase in the number of requests for information from the public in general about the activities of the Commission. This has created a need for a more active role in this area by the Secretariat by producing short briefs for officials, the general public and for the press. These activities are expected to continue and result in a steadily increasing workload during 2010 and 2011.

28. The compilation and formatting of the documents presented at the scientific bodies of the Commission are equally important activities under this area. The Secretariat will continue to maintain these entries, publishing all documents in the IOTC website as it has been the policy since the first publication of data in the website.

29. This work relating to transparency in the information emanating from the Commission activities includes the production of reports, technical documents and data sets that might be of interest for the general public.

30. As the work of the Commission expands in the various areas, the generation of such information becomes a more onerous task, and one that will require in the future hiring, a Communication Officer/Scientific Editor, as a professional post, who could assist in the presentation to the public of the activities of the Commission in non-technical terms. In addition, this staff member

would be in charge of ensuring the proper presentation and inclusion in the appropriate databases of the scientific documents presented in the Working Parties and the Scientific Committee. This responsibility would extend to the generation of material for the IOTC website.

31. Work on an updated version of the IOTC website continues, and the main focus of the work during 2010 and 2011 will be on the update of the contents of the website, and redesign of its website to make easier for users to access information.

32. The Scientific Committee has requested that an online version of the Data Summary, a publication that summarised the catch of all IOTC species for the previous ten years be developed. The development of an electronic version of such publication will most likely be outsourced so as its development will not interfere with the regulars tasks of the Secretariat.

FUNCTIONAL AREA 4: SUPPORT TO MEETINGS

33. Table 2 lists the meetings scheduled for 2010 and 2011 that will require support by the Secretariat. The Schedule of meetings for the Working Parties follows the recommendations of the Scientific Committee.

34. The Working Parties on Tropical Tunas, Fishing Capacity, and Ecosystem and Bycatch will likely take place in Seychelles in 2010. The Scientific Committee, and the Working Party on Tropical Tunas recognized that the participation of external experts with considerable expertise in stock assessment enhanced the quality of the work conducted in 2009 and, therefore, recommended that the Commission continues to support the participation of such experts.

35. The Scientific Committee has also recommended that a Tagging Symposium be held in 2011, requesting to the Commission that 100,000 € be reserved for the organization of such meeting from voluntary contributions (currently not included in the regular budget for 2011). The Symposium is expected to take five days and target a wide range of stakeholders. It is envisaged that the IOTC would invite and pay for the participation to the symposium of scientists from all interested coastal countries. Selected international tagging experts will also be invited and sponsored by the IOTC. The organization of a meeting of this scale is likely to have a major impact on the workload of the Secretariat.

36. The Scientific Committee has also proposed that a special technical meeting be called after the Commission meeting to address any remaining technical issues related to the implementation of the Regional Observer Scheme.

37. As an outcome of the second Joint Meeting of Tuna RFMOs held in San Sebastian in 2009, four workshops are expected to take place during 2010. To the extent possible, the Secretariat will participate in these meetings, and a budgetary provision has been made, although there are still no firm dates or locations for such workshops.

FUNCTIONAL AREA 5: IT SUPPORT

38. In addition to the maintenance of the existing facilities in hardware and software, there are programmed expansions of the website, to accommodate additional databases. There are no large purchases of computer equipment anticipated other than those required to replace equipment deemed obsolete or out of order.

FUNCTIONAL AREA 6: ADMINISTRATION

39. A Programme Assistant has been hired at a G-6 level to assist in the organization of meetings and preparation and distribution of documents, given the additional workload originated in the greater number of meetings and communications.

40. A number of administrative functions continue to be handled by FAO. All personnel, overall accounting including contributions and overall expenditures, are managed from FAO Rome. The Secretariat has direct access to reports of the expenditure and the revenue transactions summary reports on budget status., The Secretariat is now linked to the FAO Intranet, a source for training and reference material for all administrative procedures and this has improved the up-to-date with changes in the administrative procedures.

41. Since IOTC is the only FAO office with an Imprest Account in the Seychelles therefore the Secretariat will maintain a low level of administrative support for FAO activities in Seychelles. There are no significant direct budgetary implications of this activity.

Table 2. List of meetings supported by the Secretariat in 2010.

Meeting	Date and Place
14 th Session of the Commission	March 1 st -5 th Busan, South Korea
13 th Session of the Scientific Committee	December 5 days, Seychelles
Working Party on Billfish	12-16 July, Seychelles.
Working Party on Ecosystems and Bycatch	27-30 October, Seychelles
Working Party on Tropical Tunas	18-25 October, Seychelles
Working Party on Fishing Capacity	26 October, Seychelles
Working Party on Neritic Tunas	April 2010
Working Party on Data Collection and Statistics	3-4 December, Seychelles
Special technical meeting on the implementation of the Regional Observer Scheme	April 2010, Seychelles (tentative)

Table 3. Proposed special projects and consultancies for the year 2010

Objective	Estimated Time required
Update of stock assessment analyses conducted in 2009 for yellowfin tuna (from SC)	20 days
Preparation of guidelines for a Regional Scientific Observer Programme (from SC)	15 days
Preparation of a electronic version of the Data Summary (from SC)	30 days
Compilation of catch and effort data from sport fishing clubs in the western Indian Ocean (from SC)	20 days
Redesign of IOTC website	30 days

EXPLANATION OF THE BUDGET

42. The budget is presented to conform to the presentation required by Article 5 of the Financial Regulations under two headings, the Administrative Expenditures and the Expenditure for Activities (Table 4). The Administrative Expenditures cover staff salaries and overtime payments for GS staff, equipment purchases, operating expenses and miscellaneous. The budget for activities, or Operating Expenditures, covers consultants, duty travel, sampling, meetings, interpretation, translation and editing of publications. Table 5 gives more detail on some of these Operating Expenditures. 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.

SALARY COSTS

43. Staff costs for one D-1⁴, one P-5, two 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 late 2009 with the exception of the post for the Deputy Secretary, now in the process of recruitment. All posts costs are estimated using 12 months, except for the Deputy Secretary post (10 month/man) and the Data Analyst post (8 months/man). These costs include staff basic gross salary and other costs such as the contributions to the pension fund, post-adjustment, medical insurance, and costs associated to entitlements of FAO staff such as travel of staff and their families on first appointment, education grant, home leave and termination of appointment. Staff changes have also resulted in a reduction in costs as recruits new to the UN system are usually placed in lower steps on the salary scales than the previous incumbents.

44. For 2010, the salary costs are estimated at the same level than the average of the last two months of 2009 for the General Service staff. These costs are higher than estimated for 2009 due to the appreciation of the Seychelles rupee against the US dollar during 2009 (approximately 60% during the year). In addition, there was a revision of the UN salary scale following a survey in the middle of the year, although the increase has not been commensurate with the increase in cost of living, and another survey is expected to be conducted for all UN agencies in Seychelles in mid-2010. The salaries of the General Service staff are paid in local currency and, therefore, the corresponding cost associated has increased following the appreciation of the local currency. The appreciation of the Seychelles rupee also resulted in a change in the post-adjustment component of the salary costs of the professional staff. Post adjustment is an amount paid to the professional staff to compensate for the differences in costs of living among different duty stations, and is assessed and changed as conditions require by the International Civil Servant Commission of the UN, based in New York, who follows conditions in all duty stations for UN agencies around the world. Following the appreciation of the local currency against the dollar and the results of a cost-of-living survey conducted in February 2009. Post-adjustment element of the salaries has increased by 46%. This increase is reflected in the estimated salary costs for 2010.

EMPLOYER CONTRIBUTIONS: PENSION FUND, HEALTH INSURANCE AND ENTITLEMENTS

45. Based on the latest information, estimates for the entitlements costs in 2010 are higher than those estimated last year. This element of the salary cost is an amount retained by FAO to cover the costs of entitlements of the staff such as home leave, education grants, etc. The contribution from each post is calculated by FAO on the basis of prorating the actual costs of entitlements amongst all posts of the same grade. For example, the contribution from a P-4 post is proportional to the costs of all entitlements used by all P-4 posts in FAO divided by the number of P-4 posts in the organization. Therefore, there is significant year-to-year variability in this component depending on the actual expenses at the FAO level. In particular for the last two months of 2009, there was a large increase in this component that affects the projection for the year 2010. As FAO updates its estimate of what will be the final costs of the entitlement for the whole of FAO for a given year, they adjust the amounts retained monthly from each project (including IOTC) to cover for such costs.

46. In contrast to this, employer contributions to the Pension Fund, being a fixed proportion of the base salary is a very predictable component. Health Insurance contributions also exhibit some variability throughout the year and, therefore, an average of the last two months in 2009 was used for the projections for 2010. FAO staff are subscribed to the same health insurance programme, provided by the Belgian company van Breda, including local staff, with the result that the cost of the health insurance is higher than the costs of the staff salaries.

MEETING COSTS

47. This includes support for meetings of the Commission, the Scientific Committee, and five Working Parties. Meeting costs include rental of room facilities and equipment such as interpretation equipment, photocopying facilities and purchasing of office supplies needed to run the meetings. The estimate is based on the assumption that the WPTT, WPEB and the WP on Fishing Capacity will take place in Victoria, Seychelles in October 2009, and that the WP on Neritic Tunas will take place away from the Secretariat

⁴ There are three basic salary scales in the FAO salary structure: The General Service category, usually for locally recruited posts, with grades going from G-1 to G-7; the Professional Category, recruited internationally, that goes from P-1 to P-5; and the Director category, also recruited internationally, with grades D1; D2; ADG and DG.

48. The budget also includes provisions for a special meeting on the Regional Observer Programme, as proposed by the Scientific Committee.

INTERPRETATION AND TRANSLATIONS COSTS

49. The costs of interpretation and translation are presented separately to provide a clearer picture of the structure of these costs. In the past, some of these costs have been presented merge with the Consultants line or Duty Travel budget lines, following the way the expenditures are categorized by FAO, creating some confusion on the services that were being provided. The fees for interpretation have been estimated to be slightly above those in 2009, with interpretation provided at the meetings of the Commission and the Scientific Committee for a total of six interpreters for a period of two weeks. No simultaneous interpretation is provided in other meetings. In contrast, translation is a requirement throughout the year that depends of the number of documents produced for official distribution to Members and, therefore, it is more difficult to provide a precise estimate, although the number of documents required for translation continue to increase. The travel costs for Translation corresponds to the costs of participation of a translator at the meetings of the Commission and the Scientific Committee.

CONSULTANTS

50. The provision for consultancies covers the cost of independent experts invited to participate in technical activities, experts recruited under the academic programme and to provide specific skills required for Commission work that the Secretariat staff may not possess. On occasions, it has covered occasional short-term attachments at the Secretariat of scientists from the region, with training as one of the objectives. For 2010, the consultancies funded by the regular budget are expected to cover a total of 115 days that, assuming an average rate of about 300 USD/day, gives an estimate of about 34,500 USD. These consultancies, listed in Table 3, include updating of existing stock assessments, and a number of special activities requested by the Scientific Committee. Travel costs are only an approximation as they depend of the country of origin of the consultants finally selected.

TRAVEL COSTS

51. Travel is intended to cover field activities and attendance to meetings for staff or invited experts as appropriate. UN rates are used for daily subsistence allowance and for ticketing. The following travel is foreseen for 2009, to which a contingency provision is added for travel which is not specifically planned:

Staff travel

- Participation of staff in IOTC meetings held outside Seychelles: Commission Session (five staff members for a week, including support from two Staff Members from FAO Headquarters). Working Party meetings are scheduled to take place in Seychelles so they would not result in travel costs for the staff;
- Participation in meetings of related tuna RFBs and cooperating institutions from the region(e.g. SWIOFP, SWIOFC COI) ;
- Travel in the region for the Compliance Coordinator (seven missions) and the Data Coordinator (five missions) in support of coastal Member States to improve ;
- Travel for coordination and briefings to IOTC Members by the Secretary (ten days)
- Travel for the SAE to two scientific meetings on data analyses (one week each)

Non-Staff Travel

- Participation of one invited expert to each of the Working Parties on Tropical Tunas, Ecosystems and Bycatch, and Fishing Capacity (one week each)
- A mission by Administrative Officer from FAO Headquarters to provide training to local staff on latest FAO administrative and financial procedures (one week).

EQUIPMENT

52. 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, and no major purchases of equipment are expected.

OPERATING EXPENSES

53. Operating expenditures include the costs associated with the office at the headquarters including communications costs (Internet, mail, telephone and fax services), as well as maintenance of the premises and vehicles available to the Secretariat. These costs were estimated on the basis of the 2009 expenditures. As part of the Headquarters Agreement, the government of Seychelles pays for the rental of the offices in Victoria, the electricity costs, and supplies one of the vehicles at the disposal of the Secretariat.

54. This year there is an additional provision for technical editing and printing costs that includes scientific editing of documents presented to the Working Parties and the Scientific Committee, data entry to bibliographic databases (such as ASFA) of the document information (requested by the SC). It also includes provision for printing of the report the Scientific Committee and a Data Summary (requested by the SC), preparation and printing of a species identification booklet (as per request of the Scientific Committee).

CONTINGENCIES

55. A contingency line has been incorporated to account for expenditures not anticipated at this time, as required by the IOTC Financial Regulations. This year, it has been fixed at a nominal amount given that with the earlier meeting of the Commission and adoption of the budget there is less need for a large reserve fund to maintain the Commission activities.

ADDITIONAL CONTRIBUTION BY SEYCHELLES

56. The government of Seychelles provides an additional contribution every month. 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 incorporated in the revenue of the Secretariat and accounted for as is the case with Contributions of Members to the budget and contributions for special purposes.

FAO PROJECT SUPPORT COSTS

57. 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.

58. Table 6 gives the indicative scale of contributions based on the formula given in the Appendix of the Financial Regulations.

UTILIZATION OF RESERVE FUNDS

59. The latest financial report reveals that there are sufficient reserve funds to dedicate to special activities related to the objectives of the Commission. Possible uses have been identified for a portion of these funds, and this would have to be approved by the Commission. In particular:

- a) An amount of 200,000 USD has been identified as seed funds for the establish of a Special Fund to support participation of scientists from the region in the technical meetings of the Commission;
- b) An amount of 50,000 EUR has been requested from the European Union to be used in the co-financing of a Tuna Tagging Symposium in 2011.

SUGGESTED ACTION BY THE COMMISSION

60. The Commission is invited to a) note the information contained in this document, b) comment on the proposed Programme of Work and Budget for 2010 and 2011, and c) adopt a budget to enable the Commission to pursue its activities.

Table 4. Proposed budget for 2010 and indicative budget for 2011, in US \$.

	2010	2011
Gross salary costs (before deductions)		
Professional		
Executive Secretary	171,168	179,726
Deputy Secretary	120,000	151,200
Data Coordinator	138,660	145,593
Data Analyst/ Programmer	60,000	94,500
Compliance Coordinator	93,396	98,066
Stock Assessment Expert	108,000	113,400
Fisheries Expert	76,296	80,111
General Service		
Administrative Assistant	8,628	9,059
Compliance Assistant	7,800	8,190
Programme Assistant	7,380	7,749
Database Assistant	9,240	9,702
Bilingual Secretary	6,144	6,451
Driver	5,556	5,834
Overtime	2,500	2,625
Total Salary costs	814,768	912,206
Employer contributions to Pension Fund and health insurance	261,708	274,793
Employer contribution to FAO entitlement fund	251,608	264,188
Total staff costs	1,328,084	1,451,188
Operating Expenditures		
Consultants	46,500	48,825
Duty travel	193,000	202,650
Meetings	50,000	52,500
Interpretation	100,000	105,000
Translation	70,000	73,500
Equipment	30,000	31,500
Operating expenses	45,000	47,250
Printing	35,000	36,750
Support to tagging	12,500	13,125
Contingencies	5,000	5,250
Total Operating Expenditures	587,000	616,350
SUB-TOTAL	1,915,084	2,067,538
Additional Contributions Seychelles	(13,700)	(13,700)
FAO Servicing Costs	86,179	93,039
GRAND TOTAL	1,987,563	2,146,877

Table 5. Detail of operating expenditures for 2010 (in USD)

<i>Item</i>	<i>Amount</i>	<i>Comments</i>
Consultants		
Fees	34,500	
Travel	12,000	
Staff duty travel	153,000	
Non-staff duty travel	40,000	
Meeting logistics	50,000	Includes rental of premises and equipment, transport, supplies for meetings, etc
Interpretation		
Fees	55,000	
Travel	45,000	
Translation		
Fees	50,000	
Travel	20,000	
Technical editing & Printing	35,000	Includes cost of scientific editing of WP documents (outsourced), data entry in bibliographic databases, printing of special publications (Data Summary and Report of the SC), printing and distribution of species identification sheets.
Final tagging operations	12,500	Includes salaries for two samplers for three months and cost of possible rewards
Equipment	30,000	Routine renewal of computer equipment
Operating expenses	45,000	Includes operating costs related to the office, communications, postage, and vehicle maintenance expenses.
Contingencies	5,000	Required by provisions in the Financial Regulations. Reduced due to the large reserve fund.
Total		

Table 6. Indicative Scale of Contributions for 2010

Country	World Bank Classification in 2007⁵	OECD Membership	Average catch for 2005-2007 (in metric tons)	Contribution (in USD)
Australia	High	Yes	6727	108,954
Belize	Middle	No	1087	36,621
China	Middle	No	118516	71,139
Comoros	Low	No	10930	18,593
Eritrea	Low	No	421	15,504
European Community	High	Yes	273625	501,218
France(Terr)	High	Yes	4939	106,326
Guinea	Low	No	875	15,637
India	Middle	No	129068	74,240
Indonesia	Middle	No	199354	94,901
Iran, Islamic Republic of	Middle	No	179387	89,031
Japan	High	Yes	52900	176,815
Kenya	Low	No	2022	15,974
Korea, Republic of	High	Yes	6725	108,950
Madagascar	Low	No	12295	18,994
Malaysia	Middle	No	21805	42,711
Mauritius	Middle	No	1890	36,857
Oman	Middle	No	34152	46,340
Pakistan	Low	No	27060	23,334
Philippines	Middle	No	3968	37,468
Seychelles	Middle	No	83624	60,882
Sierra Leone	Low	No	Below 400 t	7,098
Sri Lanka	Middle	No	113742	69,736
Sudan	Middle	No	Below 400 t	28,020
Tanzania	Low	No	3402	16,380
Thailand	Middle	No	36511	47,034
United Kingdom(Terr)	High	Yes	Below 400 t	90,785
Vanuatu	Middle	No	Below 400 t	28,020
Total				1,987,562⁶

⁵ In 2007, the World Bank classified countries as low income if the per capita GNI was less than US\$935; as high income if it was higher than US\$11,455, and as middle income those countries with per capita GNI between US\$935 and US\$11,455.

⁶There is a 1 US \$ discrepancy due with the total budget presented in 2010 due to rounding.