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**PROVISIONAL PROGRAMME OF WORK AND BUDGET FOR 2021  
(AND INDICATIVE BUDGET FOR 2022)****PREPARED BY: IOTC SECRETARIAT**

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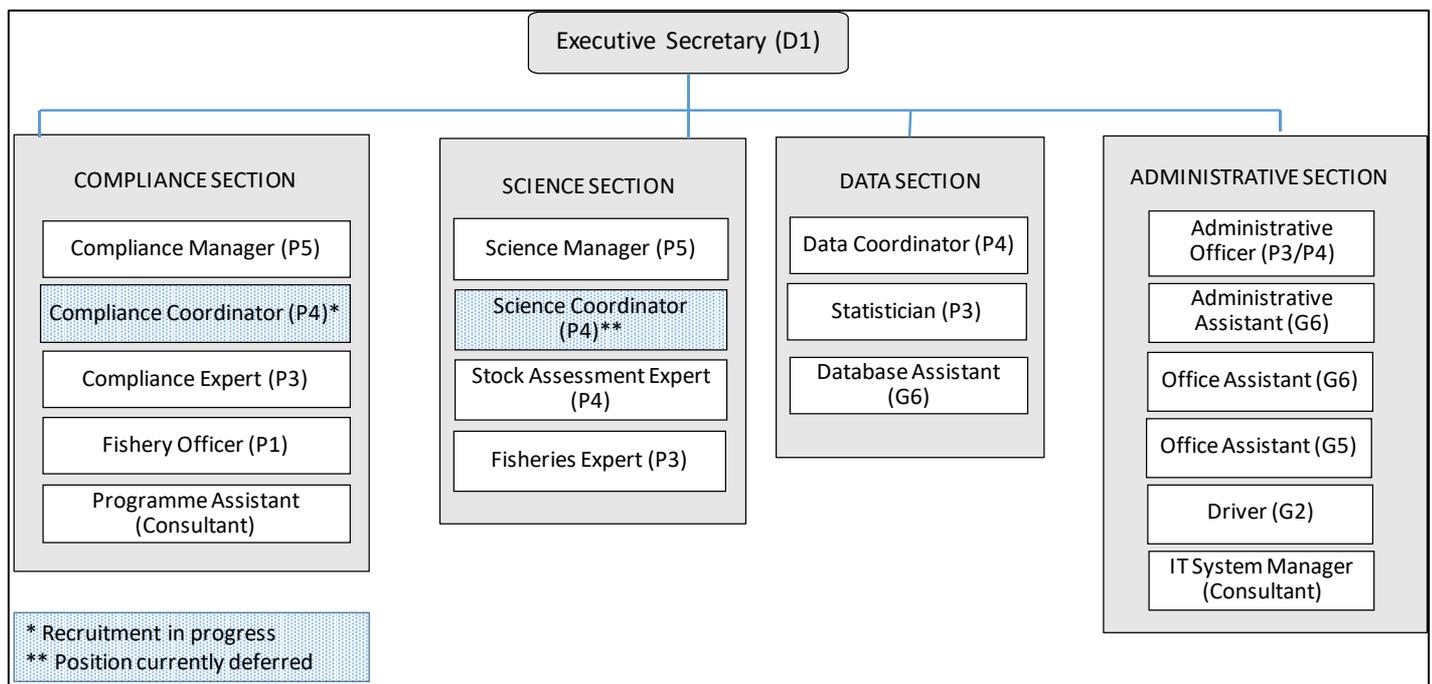
**OVERVIEW**

1. The information contained in this document sets out the Budget Estimates for the IOTC Secretariat's Programme of Work for the financial period 1 January to 31 December 2021, together with indicative figures for the 2022 financial period.
2. The overall budget amount proposed for the Administrative Budget for 2021 is US\$4,221,458 and is based on IOTC's normal operations and any updated instructions from the Commission. The proposed 2021 budget represents a 3% decrease from the corresponding 2020 budget.
3. The Programme of Work for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken will remain within the scope outlined in this document. Any new activities agreed to during the 24<sup>th</sup> Session of the Commission (S24) that have a budgetary consequence, will require an amendment of the budget presented here.
4. Furthermore, the 2021 budget is estimated on the basis of the Secretariat and Commission resuming normal, pre-COVID-19 activities. However, if COVID-19 restrictions persist, there will likely be an underspend for the operations-related budgets for meetings, capacity building activities and other items associated with travel.
5. As required by the Commission's Financial Regulations (2019), the following information is provided in support of the budget estimates:
  - **Administrative budget** (Appendix 1) – for 2021 and indicative budget for 2022 (Gross salary costs, Operating expenditures, Contingencies, additional contribution by the Rep. of Seychelles and the FAO Project Servicing costs, deficit contingency and Meeting Participation Fund).
  - **Supplementary details** (Appendix 2) – Details of the operating expenditures for 2021 that contains supplementary details for the Operating expenditures of the Administrative Budget (line items 2.1 to 2.12).
  - **Special budgets** (Appendix 3) – Extra-budgetary funding for 2021 (\$107,000) and currently not foreseen for 2022.
  - **Schedule of contributions** (Appendix 4) – Schedule of contributions for 2021 based on the Commission's contribution formula given in the Annex of the [Financial Regulations](#) (2019).

**THE STRUCTURE OF THE SECRETARIAT**

6. The 2021-22 structure of the IOTC Secretariat is presented in Figure 1. This structure reflects some minor adjustments approved by the Commission in 2019 to correct the titles and grades of the staff. The Fishery Officer (P1) is currently working across the compliance and data sections.
7. The process for the recruitment of the vacant P4 Compliance Coordinator position is expected to be completed by the end of 2020.
8. In 2019 the Commission deferred the recruitment of the Scientific Coordinator until 2021 in response to concerns regarding the financial impact that filling this position would have on annual contributions. The main role of the Scientific Coordinator would be to manage the research projects being implemented by

the Secretariat. However, as this largely involves dealing with administrative and contract matters (compared to dealing with technical matters), it has been found that IOTC's projects can be delivered by the Secretariat's existing science team, with increased input from the Administrative Officer. It is therefore proposed that the recruitment of a Scientific Coordinator is again deferred. Furthermore, as the additional project management functions being required of the Administration Officer i.e. project formulation, negotiation and implementation, go significantly beyond the scope of the current position, it is proposed that the staff category of the IOTC Administration Officer be reclassified at P4 in light of the broader role and greater skills and experience expected. This change is cost neutral with regard to the incumbent.



9. Figure. 1. Structure of the IOTC Secretariat as of August 2020 and as projected for 2021 and 2022

## PROGRAMME OF WORK FOR 2020 AND TENTATIVELY FOR 2021

10. The IOTC Secretariat has six functional areas:

1. Support to scientific activities;
2. Support to compliance activities;
3. Communications;
4. Support to meetings;
5. Information technology support;
6. Administration support.

11. Descriptions of the activities and outputs expected from each functional area in 2021 and 2022 are provided below.

### **FUNCTIONAL AREA 1: SUPPORT TO SCIENTIFIC ACTIVITIES (SCIENCE & DATA)**

#### ***1.1 Data support***

12. A large proportion of the work under this functional area is dedicated to the acquisition, review and packaging of the data required for the scientific work of the Commission. Data are primarily collected and submitted by national fisheries agencies to the IOTC Secretariat in accordance with IOTC data collection and reporting requirements (i.e. Resolution 15/01 and Resolution 15/02). As these data are often

submitted in various formats, before distribution they are converted into a common format, convenient for further analyses by the Scientific Committee’s subsidiary bodies (Working Parties), or for dissemination to the general public, usually through the IOTC website.

13. The IOTC Secretariat will continue to assist developing coastal states in the Indian Ocean through the implementation of various capacity building activities; and in particular, the provision of support to data collection and data management, and organisation of training sessions and workshops.
14. Funding for data support is from the IOTC regular budget.

### **1.2 Regional Observer Scheme (Resolution 11/04 and Resolution 16/04)**

15. In 2021, the IOTC Secretariat will continue to implement a pilot project to advance the implementation of the Regional Observer Scheme. The objectives of the project are to improve the capacity (knowledge, understanding, tools, skills, systems and good practices) of individual observers and national bodies to implement the Regional observer Scheme and collect information as required by the IOTC. This will be achieved through the development of an observer training programme; and the provision of training and support for the implementation of the regional observer scheme in six IOTC member countries.
16. The European Union is the major donor to this project.

### **1.3 Prioritised activities supporting the work of the Scientific Committee**

17. In accordance with the IOTC Strategic Science Plan, the Scientific Committee has prioritised a range of research drawn from its working parties to meet the information needs of the Commission. These activities are listed in Appendix 2. Stock assessment and other consultants / service providers will be hired to undertake the activities.
18. In previous years, the funding for such activities has mainly been from external donors and research agencies of several member countries. Since 2020 the funding of research needed by the Commission has been included in the IOTC regular budget.

### **1.4 Improving Science-Management Dialogue:**

19. A previous Science and Management Dialogue [Resolution 14/03] initiative to improve the decision-making response of managers to existing CMMs and recommendations made by the Scientific Committee to the Commission is continuing through the activities of the Technical Committee on Management Procedures.

### **1.5 External experts (Scientific): Non-Staff travel**

20. The Scientific Committee and its Working Parties have repeatedly acknowledged that the participation of external experts greatly enhances the quality of the work conducted by IOTC bodies and therefore, recommends that the Commission continues to support the participation of external experts to its scientific meetings. Funding for external experts is from the IOTC regular budget.

## **FUNCTIONAL AREA 2: SUPPORT TO COMPLIANCE ACTIVITIES**

21. The IOTC Secretariat assists the Compliance Committee and the Commission monitor levels of compliance, establish networks of compliance officers in the region, promote compliance activities, and as necessary, coordinate capacity building and training.
22. Following the guidance from the Commission, the IOTC Secretariat has committed to a range of support activities that are expected to be undertaken over the next year, and these are described in the following paragraphs. Some compliance capacity building activities will be funded from the regular IOTC budget (Appendix 2); but overall, most of the below compliance related activities are expected to be funded directly through extra budgetary resources in 2021 and 2022, in particular, the World Bank’s SWIOFISH 2 Project being implemented by the Indian Ocean Commission, with technical input from the IOTC Secretariat (Appendix 3).

## **2.1 Compliance Support Missions**

23. The main capacity building efforts comprise Compliance Support Missions (CSM), which aim to bring the work of the Commission closer to the CPCs. The CSM are a combination of capacity building and planning exercises to engage in activities that will help to address compliance issues or concerns that were identified by the Compliance Committee.
24. The CSM and follow-up missions are carried out by staff from the IOTC Secretariat, primarily the Compliance Section, over a period of approximately one week, to an audience composed of national officers in offices involved in the implementation of IOTC Resolutions. For CPCs that have already benefitted of CSM, follow-up missions, over two to three days, are foreseen for the next inter-sessional period. These will take place at a minimum of 12 months following the CSM and the objective of the follow-up mission is for the Secretariat, together with the concerned CPC, to assess progress and/or difficulties being faced in the implementation of the Compliance Action Plan. A report on the outcome of these collaborative actions may be presented by the CPC to the Compliance Committee, establishing a baseline from which to measure progress in the strengthening of compliance.
25. To support those activities, one training package relating to the implementation of the IOTC Conservation and Management Measures has been updated; comprising of two CMM Training Manuals and Implementation sheets.

## **2.2 Regional Workshops on Compliance Issues**

26. The Compliance Support Missions to individual countries are intended to provide an in-depth analysis of the challenges specific to the CPC in question. However, there are a number of technical challenges that are common to all CPCs, and a forum to discuss the experiences of officers directly involved is useful in identifying potential issues that could lead to recommendations or clarifications on the measures adopted by the Commission. A regional workshop is not being proposed in the 2021 or 2022 budgets; however, if conditions for holding physical meetings return to normal, a workshop may be organised in the second semester of 2021 using external funding.

## **2.3 Port State Measures**

27. Work undertaken in this component is specific to the implementation of Resolution 16/11 *on Port State Measures to prevent, deter and eliminate illegal, unreported and unregulated (IUU) fishing*. It involves training that is primarily intended for field personnel and their supervisors and focuses on the operational aspects of the Resolution on Port State Measures. It includes:
- training at a national level for government officials on IOTC Port State Measures for CPCs in the region;
  - training in the use of the e-PSM application for government officials and vessel agents;
  - ongoing development and debugging of the e-PSM application.
28. To support those activities, a training package has been developed relating to the implementation of Port State Measures to prevent, deter and eliminate illegal, unreported and unregulated (IUU) fishing activities. In addition, regional training is conducted on national interagency cooperation and regional cooperation with a view to foster the links between port State and flag State CPCs.
29. The e-PSM application (comprising forms, information sharing and reporting tools) to facilitate the implementation of Resolution 16/11 has been in use since mid-2016. The Secretariat is providing ongoing training and assistance in the use of the e-PSM application.

## **2.4 Legal Assistance**

30. The Secretariat has an ongoing role facilitating the transposition of relevant IOTC CMMs into national legislation in accordance to Article X of the IOTC Agreement.

## **2.5 Regional programme to monitor transshipments at sea**

31. The implementation of the Regional Observer Programme (ROP) to monitor transshipments at sea is now in its 12<sup>th</sup> year and it is anticipated that it will continue through 2021 and into the future. The present 5-year contract with the consortium of MRAG Ltd/Capfish was issued to MRAG Ltd in 2019. As has been the case in the past years, the Compliance Section will closely supervise and monitor the progress of the ROP's implementation by the consortium. As anticipated in Resolution 19/06, the cost of the implementation of this Programme falls on the fleets benefitting from the transshipment-at-sea activities, and therefore, the costs of this programme are not incorporated in the IOTC regular budget.

### **FUNCTIONAL AREA 3: COMMUNICATIONS**

32. The IOTC website remains the primary communication tool as it holds all IOTC's publicly available documentation; and has featured news feeds, providing the public with up-to-date information on the IOTC Secretariat's work and opportunities.
33. The IOTC Secretariat will continue its efforts to communicate in plain English and French through all mediums.
34. The IOTC currently has several projects funded by the European Union. These projects contain communication and visibility plans that describe objectives, key messages, target groups, activities and tools, human resources. Implementation of the plans is funded through the respective projects.
35. The communications activities will focus on highlighting the project's results and impacts; and the IOTC, FAO and EU partnership to improve the scientific information and management advice for IOTC fisheries. The project communications will also promote gender equality and raise gender awareness.
36. The communication and visibility plans will be operationalized by IOTC in collaboration with FAO and major stakeholders. IOTC members will be encouraged to communicate successes of the projects and impacts through various channels. To the extent possible, lessons learnt and success stories showing impact will be documented during implementation and shared with public audience and targeted beneficiaries.
37. This strategy will endeavour to ensure that communication emanating from this project responds in an effective and efficient manner to the needs of all Stakeholders. It will disseminate key messages through opportunities like meetings, trainings, workshops and missions to give visibility and create awareness to project actions, results and achievements. As part of the strategy, the project will, to the extent possible feed into wider distribution platforms, websites and social media to amplify visibility and communication actions.

### **FUNCTIONAL AREA 4: SUPPORT TO MEETINGS**

38. Appendix 5 lists the meetings proposed for 2021 and 2022 that will require the support of the IOTC Secretariat. The schedule of meetings for the scientific subsidiary bodies are in accordance with the annual recommendation from the Scientific Committee.

#### **4.1 Meeting participation fund (MPF)**

39. In accordance with the Commission's direction, the IOTC MPF is to be budgeted at \$250,000 per year and will be administered in accordance with the IOTC Rules of Procedure (2014). The MPF budget is not subject to a Project Servicing Cost (PSC) by FAO (Appendix 1 and Appendix 2). Since approximately \$225,000 remains in the fund from 2020 due to travel restrictions, only a budget of \$25,000 is required for 2021.
40. Notwithstanding the introduction of any new meetings by the Commission, the recent formation of the TCMP and WPICMM, and further meetings of the TCAC, have put a strain on the MPF budget. Extra budgetary funds are likely to be required in order to avoid having to limit participation.

41. Furthermore, the increased number of non-science meetings brings into question whether the current MPF rule allocating 75% of the budget to science-related meetings and 25% of the budget non-science related meetings is appropriate.

#### **FUNCTIONAL AREA 5: INFORMATION TECHNOLOGY SUPPORT**

42. In 2021 and 2022 there are no expected major purchases of computer equipment anticipated, other than those required for new staff, or to replace equipment deemed obsolete or out of order (Appendix 2). The internet connection was improved in 2019 with the local service provider, resulting in faster data transfer and less interruptions and the performance will continue to be monitored closely
43. Efforts are ongoing to ensure that the IOTC website and online applications remain functional and secured from external threats.

#### **FUNCTIONAL AREA 6: ADMINISTRATION SUPPORT**

44. A range of administrative functions continue to be handled by FAO. All contractual issues, overall accounting including the receipt of contributions and overall expenditures, are managed from FAO HQ or the FAO Service Centre based in Budapest. The IOTC Secretariat has direct access to the budget status through the expenditure and revenue transactions summary reports. The Secretariat has a direct link to the FAO intranet, which is a source for training and reference material for all administrative procedures and standard documents and this facilitates the administrative processes.
45. As required by the Commission's Financial Regulations, the budget is presented to conform to the presentation required by Regulation III and consists of two components, 1) Administrative Expenditures and 2) Expenditure for Activities (Appendix 1 and Appendix 2).

#### **THE BUDGET FOR THE COMMISSION'S 2021 PROGRAMME OF WORK (AND TENTATIVELY FOR 2022)**

46. The Administrative Expenditures cover staff salaries and overtime payments for General Service staff, employer's contributions to the pension fund and health insurance, and employer's contributions to pay for the costs of entitlements.
47. The Expenditure for Activities, or Operating Expenditures, covers capacity building, co-funding for grants, consultants/service providers, duty travel, meetings, interpretation, translation, equipment purchases, office operating expenses and contingency funds.
48. As required under Regulation III.5 of the Financial Regulations, supplementary details for the General Operating Expenditures line item of Appendix 1 are provided in Appendix 2. The levels budgeted cover only the expenses envisioned to the Regular Budget of the Commission. The expenditures envisioned for Special Budgets or various extra-budgetary contributions are reflected in Appendix 3.

#### **ADMINISTRATIVE EXPENDITURES (BUDGET LINE 1) (APPENDIX 1)**

49. Estimates of staff costs are based on those costs incurred to-date with a small increase to allow for salary progressions. All vacant positions are expected to be filled by the end of 2020 consequently the Secretariat will be fully staffed in 2021.

#### **PROFESSIONAL STAFF (BUDGET LINE 1.1)**

50. All post costs for 2021 include basic gross salary and post-adjustment, as well other costs such as the contributions to the pension fund, 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, establishment grant, rental assistance and repatriation upon termination of appointment.
51. As mentioned in Paragraph 8, it is proposed that the recruitment of a Scientific Coordinator is again deferred in 2021 and 2022, as the major services required from the Coordinator are administrative in nature and can be provided by the current Administration Officer.

**GENERAL SERVICE STAFF (BUDGET LINE 1.2)**

52. For 2021, total salary costs for the locally-hired General Service staff, are estimated to be slightly higher than 2020 due to salary progressions.

**EMPLOYER CONTRIBUTIONS: PENSION FUND, HEALTH INSURANCE, ENTITLEMENTS (BUDGET LINES 1.3, 1.4 & 1.5)**

53. Based on the latest information, estimates of the costs of FAO entitlements in 2021 represent an overall increase of approximately 8%. This element of the remuneration cost is an amount retained by FAO to cover the costs of entitlements of the staff such as home leave, education grants, rental subsidy, etc. The entitlement 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 throughout FAO. 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 substantial variability in this component from year-to-year depending on the actual expenses incurred at the FAO-wide level.

54. Employer contributions to the Pension Fund are budgeted with an increase of 8% while Health Insurance employer contributions are budgeted with an increase of 16% after a change in FAO's methodology used for the calculation of contributions. This component is also extremely variable and dependent on family size.

**IMPROVED COST RECOVERY UPLIFT (ICRU) (BUDGET LINE 1.6)**

55. In February 2014, the FAO implemented Improved Cost Recovery Uplift (ICRU) charges which cover field project personnel costs (staff and consultants). FAO states that these charges are to recover the costs of central services provided by CSDU (security) and CIO (information technology) relating to field personnel. In 2014, FAO reduced IOTC's field security component from 4.8 percent of staff/consultant costs to 1.5 percent, while the information technology component of ICRU remains at 1.4 percent.

56. The Commission has previously expressed its disagreement with the inclusion of ICRU (e.g. SCAF14). However, the ICRU has continued to be applied by FAO and since 2019 a budget allocation has been reintroduced to cover ICRU.

**OPERATING EXPENDITURES (BUDGET LINE 2) (APPENDIX 1 AND APPENDIX 2)****CAPACITY BUILDING (BUDGET LINE 2.1)**

57. The IOTC Secretariat continues to promote capacity building activities in the region through the use of the IOTC Regular Budget. The work carried out includes training and fact-finding missions to coastal developing States in the Indian Ocean to promote understanding of compliance-related issues, and assess the need for support in the implementation of the measures adopted by the Commission. The budget for 2021 remains at the 2020 level and, as in previous years, some activities may be paid for from extra-budgetary funds (Appendix 3). The IOTC Secretariat may conduct capacity building activities in the following core areas:

- i) **Science & Data** (data compliance support missions and training workshops): Data collection and reporting (i.e. Logbook) requirements [Resolution 15/01]; Mandatory statistical reporting requirements [Resolution 15/02].
- ii) **Compliance** (support missions and training workshops): Compliance Support Missions.

**CO-FUNDING OF SCIENCE AND DATA GRANTS (BUDGET LINE 2.2)**

58. The IOTC Secretariat has secured several multi-year extra-budgetary grants with funding from projects active in 2021 totalling approximately \$1,169,668. These grants require co-funding from the IOTC. Some of this co-funding is provided in-kind (compared to cash) through staff time devoted to the coordination and management of these activities. However, the majority of the IOTC contribution is provided through

sharing of activity costs. A nominal amount has been incorporated into the IOTC Regular Budget under this line item to cover two grants in 2021 as follows.

- Support to the Implementation of the IOTC Regional Observer Scheme: a 30-month grant from the European Union of \$850,682 + 20% co-funding. The estimated amount of IOTC contribution in 2021 is \$24,700, noting that most of the funding was committed in previous years.
- Support to the IOTC Scientific Committee Program of Work — Aspects of the Biology of IOTC Species: a 24 month grant from the European Union of \$318,986 + 36% co-funding. The estimated amount of IOTC contribution in 2021 is only \$2,000 since most of these expenses are expected to be committed in 2020.

#### **CO-FUNDING OF COMPLIANCE GRANTS (BUDGET LINE 2.3)**

59. No extra-budgetary grants for compliance activities are expected in 2021.

#### **CONSULTANTS / SERVICE PROVIDERS (BUDGET LINE 2.5)**

60. The provision for consultancies covers the cost of independent experts hired to provide supplementary expertise in areas where national officers or the IOTC Secretariat cannot cover in a given year, or which need to be enhanced. It also includes experts recruited to provide specific skills required for the work of the Commission such as stock assessments. On occasions, it has covered occasional short-term attachments at the IOTC Secretariat of scientists from the region, with capacity building as one of the objectives. Estimated travel expenses for the consultancies are included in this budget and are only an approximation as they depend on the country of origin of the consultants recruited. Some consultants will be covered by extra-budgetary funds.

61. The major increase in the cost of consultants/service providers in 2020 reflected the inclusion of the prioritised research proposed by the Scientific Committee to meet the information needs of the Commission. An example of this is the cost of the tagging activities which has been included under this budget line. In previous years, the funding for such activities has mainly been from external donors and research agencies of several member countries. The current research activities are listed in Appendix 2.

62. The position of the Information Technology Manager has been partially financed since the beginning of the operations of the IOTC Secretariat by the Government of Seychelles as a way to defray the costs of operating the IOTC Secretariat in the Seychelles. Since 2012, the IOTC Secretariat has reached an agreement with the Government of Seychelles by which, rather than hiring directly the IT Manager, Seychelles provides funds that go towards hiring a consultant to become the IT Manager. However, it must be noted that these funds have not been received since 2017.

#### **DUTY TRAVEL (BUDGET LINE 2.6)**

63. Staff: travel is intended to cover field activities and attendance to meetings for staff as appropriate. UN rates are used for daily subsistence allowance and for ticketing. This also covers the participation of staff in IOTC meetings held outside of Seychelles.

64. Non-Staff: nine experts are anticipated to attend IOTC science meetings in 2021 and 2022 (Table 1).

**Table 1.** External experts' attendance at the Commission's scientific subsidiary bodies in 2021 and 2022.

<b>Science subsidiary body of the Commission</b>	<b>2021</b>	<b>2022</b>
Working Party on <b>Data Collection and Statistics</b>	1	1
Working Party on <b>Neritic Tunas</b>	1	1
Working Party on <b>Temperate Tunas</b>	1	1
Working Party on <b>Billfish</b>	1	1
Working Party on <b>Ecosystems and Bycatch</b>	1	1
Working Party on <b>Methods</b>	1	1
Working Party on <b>Tropical Tunas (including a data prep meeting)</b>	2	2
<b>Scientific Committee</b>	1	1
<b>TOTAL</b>	<b>9</b>	<b>9</b>

**MEETING COSTS (BUDGET LINE 2.7)**

65. Support for meetings of the Commission and its subsidiary bodies. Meeting costs include rental of room facilities, incidentals such as functions, breaks, and equipment such as interpretation equipment, photocopying facilities and purchasing of office supplies needed to run the meetings. It is difficult to estimate these costs because the venue for most meetings is decided after the approval of the budget. Costs have been estimated based on the averages of previous years and allowing for some meetings to take place in Seychelles if necessary (i.e. the SC, various Working Parties, TCPR and the TCAC). When major meetings take place outside of Seychelles the costs also include travel costs of staff to cover the arrangement and supervision of logistics.

**INTERPRETATION AND TRANSLATION COSTS (BUDGET LINES 2.8 & 2.9)**

66. The costs of interpretation and translation are presented separately to provide a clearer picture of the structure of these costs. The FAO Interpretation Unit makes a concerted effort to secure interpreters in the same region as meetings are taking place to lower travel costs accordingly. Interpretation is provided at the Commission and all Committee-level meetings. In contrast, translation is required throughout the year and depends on the number of documents produced for official distribution to Members and, therefore, is more difficult to provide a precise estimate, although the number of documents required for translation continues to increase. The travel costs for translation corresponds to the costs (honorarium and travel) of participation of a translator at the meetings of the Commission, Compliance Committee, the Standing Committee on Administration and Finance and the Scientific Committee.

**EQUIPMENT (BUDGET LINE 2.10)**

67. Equipment such as computer hardware and software will continue to be replaced as required. Some new office furniture, improvement to the office flooring and partitions will be required to accommodate staff and consultants in 2021.

**GENERAL OPERATING EXPENSES (BUDGET LINE 2.11)**

68. Operating expenditures include the costs associated with the office at the headquarters including communications costs (internet, mail, and telephone services), as well as maintenance of the premises and vehicles available to the IOTC Secretariat. GOE also includes web-hosting costs, website modifications, postal and courier expenses, general office supplies and the cleaning of the IOTC offices. As part of the Headquarters Agreement, the government of Seychelles pays for the rental of the offices in Victoria, the utility costs, and supplies one of the vehicles.

**PRINTING (BUDGET LINE 2.12)**

69. As the Commission has agreed to move to a mostly paperless workplace environment, the printing budget has been greatly reduced in recent years and has been set to zero again for 2021. As the Secretariat is occasionally required to produce printed items (e.g. species identification guides, CMM implementation guides), efforts will be made to obtain funds for such printing from external sources.

**CONTINGENCIES (BUDGET LINE 2.13)**

70. A contingency line has been incorporated to account for expenditures not anticipated at this time, as required by the IOTC Financial Regulations. \$10,000 was budgeted in 2020 and this has been maintained for 2021 and 2022.

**ADDITIONAL CONTRIBUTION BY SEYCHELLES (BUDGET LINE 3)**

71. As part of the IOTC Headquarters Agreement, 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 (which is variable). This additional contribution has been increased to include the funding of the IT Manager post, which was previously hired directly by the Government of Seychelles. The funds are incorporated in the revenue of the IOTC Secretariat.

72. Due to recent changes in the practices and mandates of various government departments in Seychelles, the IOTC Secretariat and the Ministry of Foreign Affairs are working to confirm the mechanism for the payment of the additional contribution. The additional payment has not been received since 2017.

#### ***FAO PROJECT SUPPORT COSTS (PSC) (BUDGET LINE 4)***

73. 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 but the FAO Office of Strategy, Planning and Resource Management has granted IOTC the right to open a 0% PSC project for the Meeting Participation Fund.

#### ***DEFICIT CONTINGENCY (BUDGET LINE 5)***

74. A temporary Deficit Contingency line was incorporated into some previous budgets to mitigate the impact of Members not paying their contributions. In the past, the deficit from non-payment of contributions has been covered from savings in staff costs. Since IOTC had a significant positive balance at the end of 2019 and the Working Capital Fund has now been approved, the Deficit Contingency line has been zeroed for 2021 and 2022. The issue of non-payment of contributions, however, continues to be a major financial risk to IOTC, and the situation will continue to be closely monitored by the Secretariat.

#### ***MEETING PARTICIPATION FUND (MPF) (BUDGET LINE 6)***

75. The IOTC Meeting Participation Fund (MPF) has been set to \$250,000 for the years 2021 and 2022, pending a review of the MPF requirements of the IOTC during the SCAF17 and S24 Sessions in 2020.

76. In 2020, due to the COVID-19 pandemic, the expenditure of the MPF budget is expected to amount to around \$25,000. As a consequence, the MPF budget being requested in 2021 is only \$25,000 as this will be added to the \$225,000 balance left over from 2020 to make up the usual annual budget of \$250,000.

#### **EXTERNAL SUPPORT FOR IOTC ACTIVITIES**

77. Extra-budgetary resources are used to fund additional technical cooperation and capacity building activities. These are not intended to offset the IOTC Regular Budget, but rather, serve as additional resources to expand the Commission's work. The IOTC receives funds either in grants, earmarked through projects, or voluntary contributions.

78. In addition to the funds included in the IOTC Regular Budget for 2021 and tentatively for 2022, the Commission will benefit from extra-budgetary contributions to the Science, Data and Compliance areas of the IOTC Secretariat from the European Union (Appendix 3). These grants require co-funding from the IOTC.

79. Some compliance capacity building activities in 2021 and 2022 will be funded through the World Bank's SWIOFISH 2 Project being implemented by the Indian Ocean Commission. The IOTC does not receive funding directly for these activities or provide co-funding, but the IOTC Secretariat does provide technical input and supervision (Appendix 3).

80. Australia has agreed to provide an extra-budgetary contribution of AUD 300,000 (approximately \$207,326) to carry out a Management Strategy Evaluation for bigeye and yellowfin tuna. This will be carried out through a Letter of Agreement with CSIRO over the years 2019-2021 with technical support from the Secretariat. However, these funds are expected to be committed in 2020 and recorded accordingly. Therefore, this is not shown in Appendix 3.

#### **SCHEDULE OF CONTRIBUTIONS**

81. The indicative 2021 schedule of contributions is provided in Appendix 4.

**RECOMMENDATION/S**

82. That the SCAF:

- a) **NOTE** the Budget Estimates and supporting documentation for the IOTC Secretariat’s programme of Work for the financial period 1 January to 31 December 2021, together with indicative figures for the 2022 financial period.
- b) **NOTE** that the current allocation of the meeting participation fund budget, between science and non-science meetings (IOTC Rules of Procedure XVI.5) may not match current requirements.
- c) **ENDORSE** the deferral of the recruitment of a P4 Scientific Coordinator and reclassification the staff category of the IOTC Administration Officer to P4 in light of the broader role and greater skills and experience expected for covering the administrative aspects of the Coordinator’s role.
- d) **RECOMMEND** a budget and scheme of contributions for the 2021 financial period to the Commission for its consideration.
- e) **RECOMMEND** that the IOTC Secretariat publish a final version of the Programme of Work and Budget for 2021 and tentatively for 2022, based on the amendments made during the SCAF17, and as adopted by the Commission during its 24<sup>th</sup> Session. The final Program of Work and Budget shall be published on the IOTC website (iotc.org) for ease of reference and transparency.

## APPENDIX 1

## Proposed budget for 2021 and indicative budget for 2022 (in US\$)

		Actuals 2019	2020	2021	2022
<b>1</b>	<b>Staff costs</b>				
<b>1.1</b>	<b>Professional</b>				
	Executive Secretary (D1)	184,203	185,095	194,790	198,686
	<i>Science</i>				
	Science Manager (P5)	135,122	135,319	145,468	148,377
	Science Coordinator (P4)	-	0	0	0
	Stock Assessment Expert (P4)	116,706	117,749	124,533	127,023
	Fishery Officer (Science P3)	52,423	104,852	96,943	98,882
	<i>Compliance</i>				
	Compliance Manager (P5)	-	135,319	140,197	143,001
	Compliance Coordinator (P4)	125,599	125,113	132,158	134,802
	Compliance Officer (P3)	123,838	125,381	129,899	132,497
	Fishery Officer (P1)	54,910	57,497	61,351	62,578
	<i>Data</i>				
	Data Coordinator (P4)	123,602	120,503	129,836	132,433
	Statistician (P3)	81,297	107,201	96,943	98,882
	<i>Admin.</i>				
	Administrative Officer (P3/P4)	117,436	118,378	124,960	127,460
<b>1.2</b>	<b>General Service</b>				
	Administrative Assistant	21,206	18,643	21,222	21,647
	Office Associate	16,761	13,749	17,327	17,673
	Database Assistant	21,826	19,213	21,871	22,309
	Office Assistant	-	13,746	12,448	12,697
	Driver	11,567	10,169	11,576	11,807
	Overtime	1,901	5,100	5,100	5,202
	<b>Total Salary Costs</b>	<b>1,188,398</b>	<b>1,413,027</b>	<b>1,466,622</b>	<b>1,495,954</b>
1.3	Employer Pension and Health	324,006	386,021	417,773	426,128
1.4	Employer FAO Entitlement Fund	577,309	644,315	748,437	763,406
1.5	Adjustment entitlement fund	1,756			
1.6	Improved Cost Recovery Uplift	60,692	70,858	76,352	77,879
	<b>Total Staff Costs</b>	<b>2,152,161</b>	<b>2,514,220</b>	<b>2,709,184</b>	<b>2,763,368</b>
<b>2</b>	<b>Operating Expenditures</b>				
2.1	Capacity Building	31,694	40,000	40,000	40,000
2.2	Co-funding Science/Data grants	166,109	188,400	26,700	0
2.3	Co-funding Compliance grants	19,670	0	0	0
2.4	Misc. Contingencies	0	0	0	0
2.5	Consultants/Service Providers	104,550	568,600	597,800	597,800
2.6	Duty travel	149,628	160,000	165,000	165,000
2.7	Meetings	67,913	135,000	145,000	145,000
2.8	Interpretation	124,616	140,000	135,000	135,000
2.9	Translation	101,679	110,000	110,000	110,000
2.10	Equipment	17,822	25,000	25,000	25,000
2.11	General Operating Expenses	48,357	68,000	71,300	71,300
2.12	Printing	0	0	0	0
2.13	Contingencies	0	10,000	10,000	10,000
	<b>Total OE</b>	<b>832,038</b>	<b>1,445,000</b>	<b>1,325,800</b>	<b>1,299,100</b>
	<b>SUB-TOTAL</b>	<b>2,984,198</b>	<b>3,959,220</b>	<b>4,034,984</b>	<b>4,062,468</b>
<b>3</b>	<b>Additional Contributions Seychelles</b>	0	-20,100	-20,100	-20,100
<b>4</b>	<b>FAO Servicing Costs</b>	134,433	178,165	181,574	182,811
<b>5</b>	<b>Deficit Contingency</b>	-	0		
<b>6</b>	<b>Meeting Participation Fund</b>	246,544	250,000	25,000	250,000
				-	-
	<b>GRAND TOTAL</b>	<b>3,365,175</b>	<b>4,367,285</b>	<b>4,221,458</b>	<b>4,475,179</b>

**APPENDIX 2**  
**Operating expenditures for 2021**

Item Description	2021 (US\$)
<b><i>Capacity Building</i></b>	
Data compliance and support missions	20,000
Ad-Hoc Compliance Capacity Building activities	20,000
<b>Sub-Total US\$</b>	<b>40,000</b>
<b><i>Co-funding extra budgetary science and data grants</i></b>	
EU Support to the Implementation of the IOTC Regional Observer Scheme GCP/INT/322/EC: EC total funding USD 850,682 IOTC estimated contribution 2021 = US\$24,700	24,700
EU Support to Scientific Committee Programme PoW: Aspects of Biology of IOTC Species GCP/GLO/053/EC: EC total funding US\$318,986. IOTC estimated contribution 2021 = USD 2,000	2,000
<b>Sub-Total US\$</b>	<b>26,700</b>
<b><i>Co-funding extra budgetary compliance grants</i></b>	
Contingency New Compliance Projects 2021 (estimate)	<b>0</b>
<b>Sub-Total US\$</b>	<b>0</b>
<b><i>Consultants/Service Providers</i></b>	
Information technology consultant (NPP) - \$1650 / month	19,800
TCAC Consultants (Chair & simulation expert)	50,000

Consultant – maintenance of compliance utilities and platforms (ePSM)	20,000
Compliance consultant - data inputting (NPP) - \$1500 / month	18,000
<p>Prioritised activities supporting the work of the Scientific Committee.</p> <p>1) Detailed review of the existing data sources for Tropical Tunas including (Size Frequency data, tagging data, and natural mortality estimates) – 60 000</p> <p>2) Develop standardised CPUE series for the main fisheries for longtail, kawakawa, and Spanish mackerel in the Indian Ocean – 20 000</p> <p>3) Biological research (collaborative research to improve understanding of spatio-temporal patterns in age and growth and reproductive parameters for albacore tuna – 50 000</p> <p>4) Evaluate the combination of alternative data collection systems and protocols for the collection of scientific observer data – 50 000</p> <p>5) Continuation of the Swordfish MSE – 20 000</p> <p>6) Collaborative LL CPUE work for tropical tunas – 20 000</p>	220,000
Electronic tags (PSATs, SPOT, Splash MiniPAT) to assess the efficiency of management resolutions on non-retention species (BSH in LL, marine turtles and rays in GIL and PS, whale sharks) and to determine connectivity, movement rates and mortality estimates of Billfish	220,000
Contingency for work proposed by the Commission	50,000
<b>Sub-Total US\$</b>	<b>597,800</b>
<b>Duty Travel (Staff and Non-Staff)</b>	
IOTC Staff Travel 2021 (Meetings and field activities, excluding logistics support)	120,000
External experts (Science) 2021	45,000
<b>Sub-Total US\$</b>	<b>165,000</b>

<b>Meetings</b>	
Contingency for TCAC if held in Seychelles (or travel for logistics support)	40,000
S25 CoC, SCAF, TCMP travel for logistics support and incidentals	17,000
Contingency Working Parties if held in Seychelles (or travel for logistics support)	45,000
Contingency for Scientific Committee if held in Seychelles (or travel for logistics support)	43,000
<b>Sub-Total US\$</b>	<b>145,000</b>
<b>Interpretation</b>	
CoC18, SCAF18, TCMP05, S25 (TBD)	55,000
TCAC06	40,000
SC24(TBD)	40,000
<b>Sub-Total US\$</b>	<b>135,000</b>
<b>Translation</b>	
Translation - IOTC Consultants	95,000
Travel for consultants	15,000
<b>Sub-Total US\$</b>	<b>110,000</b>
<b>Equipment</b>	
IT equipment (hardware and accessories as needed)	15,000

Office furniture and facilities (Desks, chairs, flooring, partitions to create new work areas)	10,000
<b>Sub-Total US\$</b>	<b>25,000</b>
<b>General Operating Expenses</b>	
Web Hosting, Email hosting and website admin	7,000
Software and licenses	4,000
Office Tel/Fax and mobile phones - \$6500 / yr; Data Lines (internet) - \$36000 / yr	42,500
Postal & Pouch - \$700 /yr + distribution of printed materials \$500 /yr	1,200
Vehicle Insurance and Vehicle Maintenance (Insurance 750/yr, Maint \$1,000 / yr; Vehicle Petrol - \$1,250 / yr; Vehicle Cleaning - \$400 / yr for 2 vehicles)-	3,400
Cleaning of Premises - \$375/mo	4,500
Maintenance of photocopiers and printers, including toners	1,700
Office Supplies and miscellaneous (Stationery; Kitchen; Bathroom; Newspapers; Water)	7,000
<b>Sub-Total US\$</b>	<b>71,300</b>
<b>Contingencies</b>	
As required by the Financial Regulations	10,000
<b>Operating Expenditures Total US\$</b>	<b>1,325,800</b>

**APPENDIX 3**  
**External support for IOTC activities for the years 2021 and 2022**

Institution	Details	2021 (US\$)	2022 (US\$)
<b>European Union</b>			
<p><b>Science and data (322/EC):</b> Support to the implementation of Indian Ocean Tuna Commission Regional Observer Scheme. 1 October 2018 to 31 March 2021.</p> <p>Outcome. Improve the capacity (knowledge, understanding, tools, skills, systems and good practices) of individual observers and national bodies to implement the Regional observer Scheme and collect information as required by the IOTC.</p>	<p>European Union 80% (\$ 871,034, over 2019/20/21)  IOTC In Kind contribution + \$124,500, split over 2019/20/21</p>	85,000*	0
<p><b>Science and data (053/EC):</b> Support to the IOTC Scientific Committee Program of Work — Aspects of the Biology of IOTC Species. 1 January 2020 to 31 December 2021.</p> <p>Outcome 1. Improved scientific information and advice for the management of tuna, tuna-like and bycatch species caught in IOTC fisheries: tropical tunas - improved estimates of age and growth</p> <p>Outcome 2. Improved scientific information and advice for the management of tuna, tuna-like and bycatch species caught in IOTC fisheries: blue sharks - improved estimates of age and growth.</p>	<p>European Union 63.8%% (\$318,986 over 2020/21)  IOTC In kind contribution + \$141,090 split over 2020/21</p>	22,000*	0
Institution	Details	2021 (US\$)	2022 (US\$)
<b>World Bank/SWIOFISH2</b>			
<b>Compliance:</b> Support to capacity building activities of the Compliance Section.	World Bank/SWIOFISH2	-	-
<b>Compliance:</b> Workshops on regional compliance issues.	World Bank/SWIOFISH2		
<b>Compliance:</b> Electronic Port State Measures Applications: technical support and national training.	World Bank/SWIOFISH2	-	-
<b>Compliance:</b> Compliance Support Missions; Follow-up Compliance Support Missions and Port State Measures.	World Bank/SWIOFISH2	-	-
<b>Compliance:</b> Administrative and operational support to the implementation of port State measures.	World Bank/SWIOFISH2	-	-
<b>Compliance:</b> Legal assistance - Review fisheries law and regulations to ensure that the legal framework is adequate to allow the Members to implement the Resolutions adopted by the Indian Ocean Tuna Commission.	World Bank/SWIOFISH2	-	-
<b>Compliance:</b> Guide for IOTC data and information reporting (design and printing).	World Bank/SWIOFISH2	-	-
<b>TOTAL</b>		<b>\$107,000</b>	<b>0</b>

\*Some activities planned for 2021 will be covered by funds committed and recorded in 2020 (contractual agreements).

**APPENDIX 4**  
**Indicative schedule of contributions for 2021**

Country	World Bank Classification in 2018	OECD Membership	Average catch for 2016-2018 (t)	Base Contribution	Operations Contribution	GNI Contribution	Catch Contribution	Total Contribution (in USD)
Australia	High	Yes	5,398	\$13,618	\$17,589	\$143,709	\$15,480	\$190,396
Bangladesh	Middle	No	498	\$13,618	\$17,589	\$35,927	\$286	\$67,420
China	Middle	No	76,182	\$13,618	\$17,589	\$35,927	\$43,693	\$110,828
Comoros	Middle	No	12,073	\$13,618	\$17,589	\$35,927	\$6,925	\$74,059
Eritrea	Low	No	219	\$13,618	\$0	\$0	\$126	\$13,743
European Union	High	Yes	251,460	\$13,618	\$17,589	\$143,709	\$721,111	\$896,027
France(Terr)	High	Yes	0	\$13,618	\$0	\$143,709	\$0	\$157,327
India	Middle	No	176,739	\$13,618	\$17,589	\$35,927	\$101,367	\$168,501
Indonesia	Middle	No	319,801	\$13,618	\$17,589	\$35,927	\$183,419	\$250,553
Iran, Islamic Republic of	Middle	No	260,960	\$13,618	\$17,589	\$35,927	\$149,671	\$216,805
Japan	High	Yes	14,641	\$13,618	\$17,589	\$143,709	\$41,985	\$216,901
Kenya	Middle	No	2,326	\$13,618	\$17,589	\$35,927	\$1,334	\$68,469
Korea, Rep of	High	Yes	23,262	\$13,618	\$17,589	\$143,709	\$66,709	\$241,625
Madagascar	Low	No	8,569	\$13,618	\$17,589	\$0	\$4,914	\$36,121
Malaysia	Middle	No	21,632	\$13,618	\$17,589	\$35,927	\$12,407	\$79,541
Maldives	Middle	No	138,589	\$13,618	\$17,589	\$35,927	\$79,486	\$146,620
Mauritius	Middle	No	18,199	\$13,618	\$17,589	\$35,927	\$10,438	\$77,572
Mozambique	Low	No	4,655	\$13,618	\$17,589	\$0	\$2,670	\$33,877
Oman	High	No	56,139	\$13,618	\$17,589	\$143,709	\$32,198	\$207,114
Pakistan	Middle	No	86,731	\$13,618	\$17,589	\$35,927	\$49,744	\$116,878
Philippines	Middle	No	81	\$13,618	\$0	\$35,927	\$46	\$49,591
Seychelles	High	No	130,466	\$13,618	\$17,589	\$143,709	\$74,827	\$249,744
Sierra Leone	Low	No	0	\$13,618	\$0	\$0	\$0	\$13,618
Somalia	Low	No	0	\$13,618	\$0	\$0	\$0	\$13,618
South Africa	Middle	No	575	\$13,618	\$17,589	\$35,927	\$330	\$67,464
Sri Lanka	Middle	No	101,166	\$13,618	\$17,589	\$35,927	\$58,022	\$125,157
Sudan	Middle	No	34	\$13,618	\$0	\$0	\$19	\$13,637
Tanzania	Low	No	10,373	\$13,618	\$17,589	\$0	\$5,949	\$37,156
Thailand	Middle	No	13,932	\$13,618	\$17,589	\$35,927	\$7,990	\$75,125
United Kingdom("BIOT")	High	Yes	4	\$13,618	\$0	\$143,709	\$13	\$157,340
Yemen	Middle	No	30,382	\$13,618	\$17,589	\$0	\$17,425	\$48,632
			<b>Total</b>	<b>422,146</b>	<b>422,146</b>	<b>1,688,583</b>	<b>1,688,583</b>	<b>4,221,458</b>

## APPENDIX 5

## Schedule of meetings to be supported by the IOTC Secretariat in 2021 and 2022

*Does not include workshops or other non-formal IOTC subsidiary bodies*

Meeting	2021		2022	
	Date	Location	Date	Location
Technical Committee on Allocation Criteria (TCAC)	TBC	TBD	TBC	TBD
Technical Committee on Management Procedures (TCMP)	Week prior to S25	TBD	TBC	TBD
Compliance Committee (CoC)	Week prior to S25	TBD	Week prior to S26	TBD
Working Party on Implementation of Conservation and Management Measures (WPICMM)	February	TBD	TBC	TBD
Technical Committee on Performance Review (TCPR)	TBC	TBD	TBC	TBD
Standing Committee on Administration and Finance (SCAF)	Week prior to S25	TBD	Week prior to S26	TBD
<b>Commission</b>	June TBC 5 days	TBD	June TBC 5 days	TBD
Working Party on Neritic Tunas (WPNT)	TBC	TBD	TBC	TBD
Working Party on Temperate Tunas (WPTmT)	TBC	TBD	TBC	TBD
Working Party on Billfish (WPB)	TBC	TBD	TBC	TBD
Working Party on Ecosystems and Bycatch (WPEB)	TBC	TBD	TBC	TBD
Working Party on Tropical Tunas – data preparation (WPTT-DP)	TBC	TBD	TBC	TBD
Working Party on Tropical Tunas (WPTT)	Third week in October (5d) (with WPM)	TBD	TBC	TBD
Working Party on Methods (WPM)	Third week in October (3d) (with WPTT)	TBD	TBC	TBD
Working Party on Data Collection and Statistics (WPDCS)	November (TBC)	TBD	November (TBC)	TBD
Scientific Committee (SC)	December (TBC)	TBD	November (TBC)	TBD