

PROVISIONAL PROGRAMME OF WORK AND BUDGET FOR 2022 (AND INDICATIVE BUDGET FOR 2023)

PREPARED BY: IOTC SECRETARIAT

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 2022, together with indicative figures for the 2023 financial period.
2. The overall budget amount proposed for the Administrative Budget for 2022 is US\$ 4,071,765 and is based on IOTC's normal operations and any updated instructions from the Commission. The proposed 2022 budget represents a 4% decrease from the corresponding 2021 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 25th Session of the Commission (S25) that have a budgetary consequence, will require an amendment of the budget presented here.
4. Furthermore, the 2022 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 2022 and indicative budget for 2023 (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 2022 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 2022 and 2023 not currently foreseen..
 - **Schedule of contributions** (Appendix 4) – Schedule of contributions for 2022 based on the Commission's contribution formula given in the Annex of the [Financial Regulations](#) (2019).

THE STRUCTURE OF THE SECRETARIAT

6. The structure of the IOTC Secretariat for 2022-23 is presented in Figure 1. There are no changes to the structure approved by the Commission in 2020.
7. The recruitment of the currently vacant P3 Compliance Officer position is expected to be completed by mid 2021.

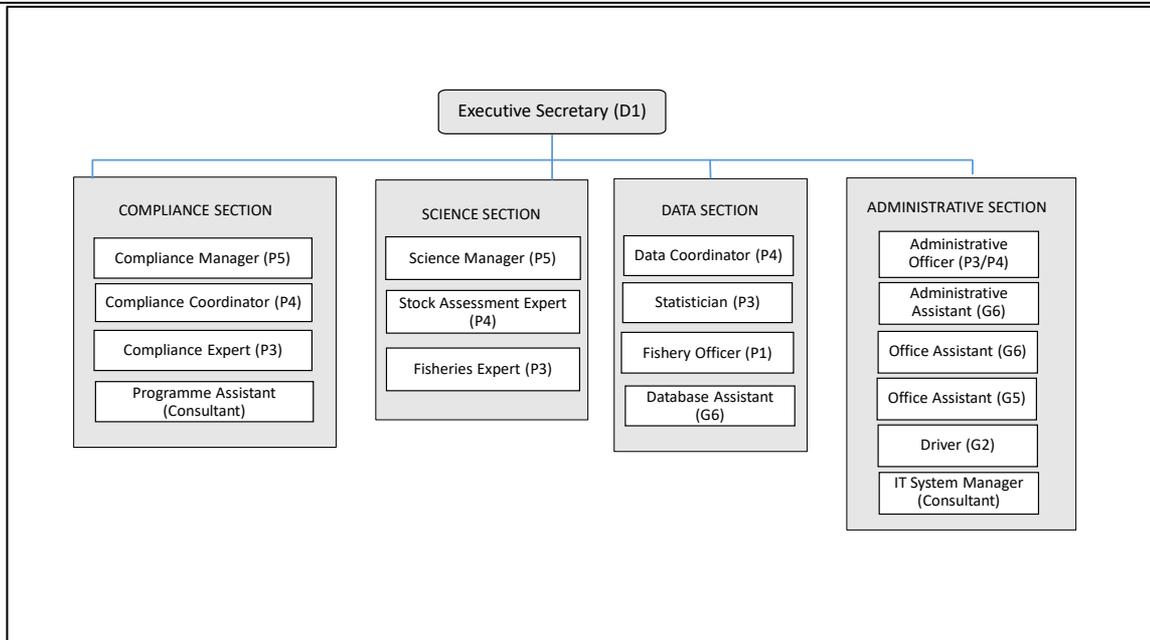


Figure. 1. Structure of the IOTC Secretariat for 2022-23

PROGRAMME OF WORK FOR 2022 AND TENTATIVELY FOR 2023

8. 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.

9. 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

10. 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.

11. 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.

12. Funding for data support is from the IOTC regular budget.

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

13. In 2022, 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.

14. The European Union is the major donor to this project.

1.3 Prioritised activities supporting the work of the Scientific Committee

15. 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.

16. 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:

17. 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

18. 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

19. 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.

20. 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 2022 and 2023, 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

21. 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.

22. The CSM and follow-up missions, which were until recently primarily carried out by staff from the Compliance Section, consist of in-country missions targeting an audience composed of national officers involved in the implementation of IOTC Resolutions. Follow-up missions, over two to three days, are carried out 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. Since June 2020 a Technical Assistant has been recruited under the SWIOFish2 Project (IOTC Component), to conduct these missions to the ten IOTC Members, who are beneficiaries of the project.

23. To support those activities, one training package relating to the implementation of the IOTC Conservation and Management Measures has been developed, comprising of two CMM Training Manuals and Implementation sheets. These are regularly updated to integrate changes to existing CMMs or newly adopted CMMs.

2.2 Regional Workshops on Compliance Issues

24. 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 2022 or 2023 budgets.

2.3 Port State Measures

25. 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.

26. 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.

27. 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

28. 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

29. The implementation of the Regional Observer Programme (ROP) to monitor transshipments at sea is now in its 13th year and it is anticipated that it will continue through 2022 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

30. The IOTC website remains the primary communication tool as it holds all IOTC's publicly available documentation and up-to-date information on the IOTC Secretariat's work and opportunities.

31. The IOTC Secretariat will continue its efforts to communicate in plain English and French through all mediums.

32. 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. Meetings, trainings, workshops and missions are used to create awareness of project actions, results and achievements.

FUNCTIONAL AREA 4: SUPPORT TO MEETINGS

33. Appendix 5 lists the meetings proposed for 2022 and 2023 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. As part of its meeting support functions, the Secretariat administers the IOTC Meeting Participation fund (in accordance with IOTC Rules of Procedures Appendix VIII).

FUNCTIONAL AREA 5: INFORMATION TECHNOLOGY SUPPORT

34. In 2022 and 2023 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).
35. In 2022, the Data and Science sections will evaluate software and the possible use of cloud-computing services to improve the services provided to IOTC end users.
36. Efforts are ongoing to ensure that the IOTC website and online applications remain functional and secured from external threats.

FUNCTIONAL AREA 6: ADMINISTRATION SUPPORT

37. 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.
38. 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 2022 PROGRAMME OF WORK (AND TENTATIVELY FOR 2023)

39. 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.
40. The Expenditure for Activities, or Operating Expenditures, covers capacity building, co-funding for grants, consultants/service providers, duty travel, meetings, interpretation, translation, equipment purchases, general operating expenses and contingency funds.
41. 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)

42. 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 2021 consequently the Secretariat will be fully staffed in 2022.

PROFESSIONAL STAFF (BUDGET LINE 1.1)

43. All post costs for 2022 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.
44. For 2022, total salary costs for the professional category are estimated to be slightly lower than 2021. This is due a revision of some posts to reflect actual current costs now that posts have been filled.

GENERAL SERVICE STAFF (BUDGET LINE 1.2)

45. For 2022, total salary costs for the locally-hired General Service staff, are estimated to be lower than 2021 due to a significant change in the SCR-USD exchange rate. All GS salaries are fixed in local currency.

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

46. Based on the latest information, estimates of the costs of FAO entitlements in 2022 represent an overall reduction of approximately 6%. 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.
47. Employer contributions to the Pension and Health Funds are budgeted with a reduction of 1.5%. This component is also extremely variable and dependent on family size and changes in FAO policy and service providers.

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

48. 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.
49. 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)**

50. 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 2022 remains the same as in previous years and, if required, some activities may be paid for from extra-budgetary funds (Appendix 3). The IOTC Secretariat generally conducts 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)

51. The IOTC Secretariat has secured several multi-year extra-budgetary grants with three projects active in 2021. These grants required 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. The current (three) projects (Appendix 3) are due to end in December 2021; however, if the activities need to be extended in to 2022, some funds may need to be transferred from other budget lines.

CO-FUNDING OF COMPLIANCE GRANTS (BUDGET LINE 2.3)

52. No extra-budgetary grants for compliance activities are expected in 2022.

CONSULTANTS / SERVICE PROVIDERS (BUDGET LINE 2.5)

53. 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.

54. 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.
55. 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)

56. The 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.
57. Non-Staff: nine experts are anticipated to attend IOTC science meetings in 2022 and 2023 (Table 1).

Table 1. External experts' attendance at the Commission's scientific subsidiary bodies in 2022 and 2023.

	2022	2023
Working Party on Data Collection and Statistics	1	1
Working Party on Neritic Tunas	1	1
Working Party on Temperate Tunas	1	1
Working Party on Billfish	1	1
Working Party on Ecosystems and Bycatch	1	1
Working Party on Methods	1	1
Working Party on Tropical Tunas (including a data prep meeting)	2	2
Scientific Committee	1	1
TOTAL	9	9

MEETING COSTS (BUDGET LINE 2.7)

58. 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 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)

59. 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)

60. Equipment such as computer hardware and software will continue to be replaced as required..

GENERAL OPERATING EXPENSES (BUDGET LINE 2.11)

61. 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)

62. 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 2022. 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)

63. 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 2022 and 2023.

ADDITIONAL CONTRIBUTION BY SEYCHELLES (BUDGET LINE 3)

64. 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.

65. 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)

66. 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)

67. 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 2020 and the Working Capital Fund has now been approved, the Deficit Contingency line has been zeroed for 2022 and 2023. 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)

68. The IOTC Meeting Participation Fund (MPF) has been set to \$250,000 for the years 2022 and 2023.

69. In 2021, 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 2022 is \$25,000 as this will be

added to the estimated \$225,000 balance left over from 2021 to make up the usual annual budget of \$250,000.

EXTERNAL SUPPORT FOR IOTC ACTIVITIES

70. 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.
71. Some compliance capacity building activities in 2022 and 2023 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).

SCHEDULE OF CONTRIBUTIONS

72. The indicative 2022 schedule of contributions is provided in Appendix 4.

RECOMMENDATION/S

73. 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 2022, together with indicative figures for the 2023 financial period.
 - b) **RECOMMEND** a budget and scheme of contributions for the 2022 financial period to the Commission for its consideration.
 - c) **RECOMMEND** that the IOTC Secretariat publish a final version of the Programme of Work and Budget for 2022 and tentatively for 2023, based on the amendments made during the SCAF18, and as adopted by the Commission during its 25th Session. The final Program of Work and Budget shall be published on the IOTC website (www.iotc.org) for ease of reference and transparency.

APPENDIX 1

Proposed budget for 2022 and indicative budget for 2023 (in US\$)

		Actuals 2020	2021	2022	2023
1	Staff costs				
1.1	Professional				
	Executive Secretary (D1)	190,360	194,790	194,797	198,693
	<i>Science</i>				
	Science Manager (P5)	141,059	145,468	145,473	148,383
	Stock Assessment Expert (P4)	122,091	124,533	127,083	129,624
	Fishery Officer (Science P3)	62,832	96,943	96,944	98,883
	<i>Compliance</i>				
	Compliance Manager (P5)	91,630	140,197	140,200	143,004
	Compliance Coordinator (P4)	53,755	132,158	134,717	137,412
	Compliance Officer (P3)	116,303	129,899	96,949	98,888
	<i>Data</i>				
	Data Coordinator (P4)	126,453	129,836	129,837	132,434
	Statistician (P3)	51,744	96,943	96,944	98,883
	Fishery Officer (P1)	59,947	61,351	63,145	64,408
	<i>Admin.</i>				
	Administrative Officer (P3/P4)	122,114	124,960	124,965	127,464
1.2	General Service				
	Administrative Assistant	16,956	21,222	13,599	13,871
	Office Associate	13,909	17,327	11,174	11,398
	Database Assistant	17,111	21,871	13,595	13,867
	Office Assistant	9,970	12,448	8,373	8,540
	Driver	9,057	11,576	7,196	7,340
	Overtime	356	5,100	5,100	5,202
	Total Salary Costs	1,205,647	1,466,622	1,410,092	1,438,293
1.3	Employer Pension and Health	352,131	417,773	411,844	420,081
1.4	Employer FAO Entitlement Fund	604,170	748,437	703,368	717,435
1.5	Adjustment entitlement fund	(104,595)			
1.6	Improved Cost Recovery Uplift	59,652	76,352	73,234	74,698
	Total Staff Costs	2,117,006	2,709,184	2,598,537	2,650,508
2	Operating Expenditures				
2.1	Capacity Building	2,072	40,000	40,000	40,000
2.2	Co-funding Science/Data grants	-115,842	26,700	0	0
2.3	Co-funding Compliance grants	2,478	0	0	0
2.4	Misc. Contingencies	0	0	0	0
2.5	Consultants/Service Providers	446,192	597,800	588,200	588,200
2.6	Duty travel	11,016	165,000	165,000	165,000
2.7	Meetings	6,939	145,000	145,000	145,000
2.8	Interpretation	26,763	135,000	135,000	135,000
2.9	Translation	69,238	110,000	110,000	110,000
2.10	Equipment	23,416	25,000	25,000	25,000
2.11	General Operating Expenses	55,510	71,300	75,000	75,000
2.12	Printing	0	0	0	0
2.13	Contingencies	0	10,000	10,000	10,000
	Total OE	527,782	1,325,800	1,293,200	1,293,200
	SUB-TOTAL	2,644,787	4,034,984	3,891,737	3,943,708
3	Additional Contributions Seychelles	0	-20,100	-20,100	-20,100
4	FAO Servicing Costs	128,850	181,574	175,128	177,467
5	Deficit Contingency	-	0		
6	Meeting Participation Fund	250,000	25,000	25,000	250,000
				-	-
	GRAND TOTAL	3,023,638	4,221,458	4,071,765	4,351,075

-4%

6.9%

APPENDIX 2
Operating expenditures for 2022

Item Description	2022 (US\$)
<i>Capacity Building</i>	
Data compliance and support missions	20,000
Ad-Hoc Compliance Capacity Building activities	20,000
Sub-Total US\$	40,000
<i>Co-funding extra budgetary science and data grants</i>	
None forecasted in 2022	0
Sub-Total US\$	0
<i>Co-funding extra budgetary compliance grants</i>	
None forecasted in 2022	0
Sub-Total US\$	0
<i>Consultants/Service Providers</i>	
Information technology consultant (NPP) - \$1250 / month	15,000
TCAC Consultants (Chair and Simulation Expert)	50,000
Consultant – Maintenance of compliance utilities and platforms (ePSM)	20,000
Compliance consultant - data inputting (NPP) - \$1100 / month	13,200

<p>Prioritised activities supporting the work of the Scientific Committee.</p> <p>1) Stock structure (connectivity and diversity) of swordfish and priority shark species using genetic and other complimentary information - \$100 000</p> <p>2) Detailed review of the existing data sources for Tropical Tunas including (Size Frequency data, tagging data, and natural mortality estimates) – \$30 000</p> <p>3) Fisheries Independent Monitoring of Tropical Tuna species using CKMR methods - \$100 000</p> <p>4) Develop standardised CPUE series for the main fisheries for longtail, kawakawa, and Spanish mackerel in the Indian Ocean – \$20 000</p> <p>5) Biological research (collaborative research to improve understanding of spatio-temporal patterns in age and growth and reproductive parameters for albacore tuna – \$40 000</p> <p>6) Evaluate the combination of alternative data collection systems and protocols for the collection of scientific observer data – \$50 000</p> <p>7) Continuation of MSE for priority IOTC species – \$100 000</p>	440,000
Contingency for work proposed by the Commission	50,000
Sub-Total US\$	588,200
Duty Travel (Staff and Non-Staff)	
IOTC Staff Travel 2022 (Meetings and field activities, excluding logistics support)	120,000
External experts (Science) 2022	45,000
Sub-Total US\$	165,000
Meetings	
Contingency for TCAC if held in Seychelles (or travel for logistics support)	40,000
S26 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
Sub-Total US\$	145,000
Interpretation	
CoC19, SCAF19, TCMP06, S26 (TBD)	55,000
TCAC10	40,000
SC25(TBD)	40,000
Sub-Total US\$	135,000
Translation	
Translation - IOTC Consultants	95,000
Travel for consultants	15,000
Sub-Total US\$	110,000
Equipment	
IT equipment (hardware and accessories as needed)	15,000
Office furniture and facilities (Desks, chairs, flooring, partitions to create new work areas)	10,000
Sub-Total US\$	25,000
General Operating Expenses	

Web Hosting, Email hosting and website admin	7,000
Software and licenses	8,000
Subscriptions (eg. journals and newspapers)	1,000
Office Tel and mobile phones - \$6000 / yr; Data Lines (internet) - \$36000 / yr	42,000
Postal & Pouch - \$300 /yr + distribution of printed materials \$400 /yr	700
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 - \$350/mo	4,200
Maintenance of photocopiers and printers, including toners	1,700
Office Supplies and miscellaneous (Stationery; Kitchen; Bathroom; Newspapers; Water)	7,000
Sub-Total US\$	75,000
Contingencies	
As required by the Financial Regulations	10,000
Operating Expenditures Total US\$	1,293,200

APPENDIX 3
External support for IOTC activities for the years 2022 and 2023

Institution	Details	2022 (US\$)	2023 (US\$)
European Union			
<p>Science and data (322/EC): Support to the implementation of Indian Ocean Tuna Commission Regional Observer Scheme. 1 October 2018 to 31 December 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>	Extended through 2021 because of travel restrictions with possibility of further extension	0*	0
<p>Science and data (053/EC): 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>	Extended through 2021 because of travel restrictions with possibility of further extension	0*	0
<p>Science and data (305/EC): Support to the IOTC Scientific Committee Programme of Work. 1 January 2018 to 31 December 2021</p>	Extended through 2021 because of travel restrictions with possibility of further extension	0*	0*
Institution	Details	2022 (US\$)	2023 (US\$)
World Bank/SWIOFISH2			
Compliance: Support to capacity building activities of the Compliance Section.	World Bank/SWIOFISH2	-	-
Compliance: Workshops on regional compliance issues.	World Bank/SWIOFISH2	-	-
Compliance: Electronic Port State Measures Applications: technical support and national training.	World Bank/SWIOFISH2	-	-
Compliance: Compliance Support Missions; Follow-up Compliance Support Missions and Port State Measures.	World Bank/SWIOFISH2	-	-
Compliance: Administrative and operational support to the implementation of port State measures.	World Bank/SWIOFISH2	-	-
Compliance: 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	-	-
Compliance: Guide for IOTC data and information reporting (design and printing).	World Bank/SWIOFISH2	-	-
TOTAL		0	0

*If some activities are extended into 2022, these will be covered by funds committed and recorded in 2021.

APPENDIX 4
Indicative schedule of contributions for 2022

Country	World Bank Classification in 2019	OECD Membership	Average catch for 2017-2019 (in metric tons)	Base Contribution	Operations Contribution	GNI Contribution	Catch Contribution	Total Contribution (in USD)
Australia	High	Yes	5,235	\$13,573	\$17,703	\$127,742	\$13,887	\$172,904
Bangladesh	Middle	No	264	\$13,573	\$0	\$31,935	\$140	\$45,648
China	Middle	No	71,936	\$13,573	\$17,703	\$31,935	\$38,166	\$101,378
Comoros	Middle	No	11,312	\$13,573	\$17,703	\$31,935	\$6,002	\$69,213
Eritrea	Low	No	219	\$13,573	\$0	\$0	\$116	\$13,689
European Union	High	Yes	264,330	\$13,573	\$17,703	\$127,742	\$701,220	\$860,237
France(Terr)	High	Yes	0	\$13,573	\$0	\$127,742	\$0	\$141,314
India	Middle	No	173,082	\$13,573	\$17,703	\$31,935	\$91,831	\$155,042
Indonesia	Middle	No	383,125	\$13,573	\$17,703	\$31,935	\$203,272	\$266,483
Iran, Islamic Republic of	Middle	No	264,379	\$13,573	\$17,703	\$31,935	\$140,270	\$203,481
Japan	High	Yes	13,521	\$13,573	\$17,703	\$127,742	\$35,868	\$194,886
Kenya	Middle	No	3,450	\$13,573	\$17,703	\$31,935	\$1,830	\$65,042
Korea, Rep of	High	Yes	22,144	\$13,573	\$17,703	\$127,742	\$58,744	\$217,762
Madagascar	Low	No	8,523	\$13,573	\$17,703	\$0	\$4,522	\$35,798
Malaysia	Middle	No	23,726	\$13,573	\$17,703	\$31,935	\$12,588	\$75,799
Maldives	Middle	No	141,191	\$13,573	\$17,703	\$31,935	\$74,911	\$138,122
Mauritius	High	No	23,380	\$13,573	\$17,703	\$127,742	\$12,405	\$171,422
Mozambique	Low	No	7,001	\$13,573	\$17,703	\$0	\$3,715	\$34,991
Oman	High	No	60,092	\$13,573	\$17,703	\$127,742	\$31,882	\$190,900
Pakistan	Middle	No	69,426	\$13,573	\$17,703	\$31,935	\$36,835	\$100,046
Philippines	Middle	No	81	\$13,573	\$0	\$31,935	\$43	\$45,551
Seychelles	High	No	133,828	\$13,573	\$17,703	\$127,742	\$71,004	\$230,022
Somalia	Low	No	0	\$13,573	\$0	\$0	\$0	\$13,573
South Africa	Middle	No	795	\$13,573	\$17,703	\$31,935	\$422	\$63,633
Sri Lanka	Middle	No	113,022	\$13,573	\$17,703	\$31,935	\$59,965	\$123,176
Sudan	Low	No	34	\$13,573	\$0	\$0	\$18	\$13,590
Tanzania	Middle	No	10,320	\$13,573	\$17,703	\$31,935	\$5,475	\$68,687
Thailand	Middle	No	14,983	\$13,573	\$17,703	\$31,935	\$7,950	\$71,161
United Kingdom	High	Yes	5	\$13,573	\$0	\$127,742	\$13	\$141,327
Yemen	Middle	No	29,425	\$13,573	\$17,703	\$0	\$15,612	\$46,888
			Total	407,177	407,177	1,628,706	1,628,706	4,071,765

APPENDIX 5

Schedule of meetings to be supported by the IOTC Secretariat in 2022 and 2023

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

Meeting	2022		2023	
	Date	Location	Date	Location
Technical Committee on Allocation Criteria (TCAC)	TBC	TBD	-	-
Technical Committee on Management Procedures (TCMP)	Week prior to S26	TBD	TBC	TBD
Compliance Committee (CoC)	Week prior to S26	TBD	Week prior to S27	TBD
Working Party on Implementation of Conservation and Management Measures (WPICMM)	February	TBD	TBC	TBD
Standing Committee on Administration and Finance (SCAF)	Week prior to S26	TBD	Week prior to S27	TBD
Commission	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 – data preparation (WPEB-DP)	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