



Report of the 13th Session of the Standing Committee on Administration and Finance

La Reunion, France 19–20 May 2016

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ACRONYMS

ABNJ	Areas Beyond National Jurisdiction
BOBLME	Bay of Bengal Large Marine Ecosystem
CLAV	Consolidated List of Active Vessels
CMM	Conservation and Management Measure (of the IOTC; Resolutions and Recommendations)
CNCP	Cooperating Non-Contracting Parties
CoC	Compliance Committee, of the IOTC
CPCs	Contracting Parties and Cooperating non-Contracting Parties
CSM	Compliance Support Mission
DSA	Daily Subsistence Allowance
FAO	Food and Agriculture Organization of the United Nations
ICRU	Improved Cost Recovery Uplift
IOTC	Indian Ocean Tuna Commission
MPF	Meeting Participation Fund
MSE	Management Strategy Evaluation
PSC	Project Servicing Costs
RFMO	Regional Fisheries Management Organization
SC	Scientific Committee of the IOTC
SCAF	Standing Committee on Administration and Finance, of the IOTC

HOW TO INTERPRET TERMINOLOGY CONTAINED IN THIS REPORT

The SCAF12 Report has been written using the following terms and associated definitions so as to remove ambiguity surrounding how particular paragraphs should be interpreted.

Level 1: *From a subsidiary body of the Commission to the next level in the structure of the Commission:*

RECOMMENDED, RECOMMENDATION: Any conclusion or request for an action to be undertaken, from a subsidiary body of the Commission (Committee or Working Party), which is to be formally provided to the next level in the structure of the Commission for its consideration/endorsement (e.g. from a Working Party to the Scientific Committee; from a Committee to the Commission). The intention is that the higher body will consider the recommended action for endorsement under its own mandate, if the subsidiary body does not already have the required mandate. Ideally this should be task specific and contain a timeframe for completion.

Level 2: *From a subsidiary body of the Commission to a CPC, the IOTC Secretariat, or other body (not the Commission) to carry out a specified task:*

REQUESTED: This term should only be used by a subsidiary body of the Commission if it does not wish to have the request formally adopted/endorsed by the next level in the structure of the Commission. For example, if a Committee wishes to seek additional input from a CPC on a particular topic, but does not wish to formalise the request beyond the mandate of the Committee, it may request that a set action be undertaken. Ideally this should be task specific and contain a timeframe for the completion.

Level 3: *General terms to be used for consistency:*

AGREED: Any point of discussion from a meeting which the IOTC body considers to be an agreed course of action covered by its mandate, which has not already been dealt with under Level 1 or level 2 above; a general point of agreement among delegations/participants of a meeting which does not need to be considered/adopted by the next level in the Commission's structure.

NOTED/NOTING: Any point of discussion from a meeting which the IOTC body considers to be important enough to record in a meeting report for future reference.

Any other term: Any other term may be used in addition to the Level 3 terms to highlight to the reader of an IOTC report, the importance of the relevant paragraph. However, other terms used are considered for explanatory/informational purposes only and shall have no higher rating within the reporting terminology hierarchy than Level 3, described above (e.g. **CONSIDERED; URGED; ACKNOWLEDGED**).

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EXECUTIVE SUMMARY

The 13th Session of the Standing Committee on Administration and Finance (SCAF13) of the Indian Ocean Tuna Commission (IOTC) was held in La Reunion, France, 19-20 May 2016. The meeting was opened by the Chair, Mr Benjamin Tabios (Philippines).

The following are a subset of the complete recommendations from the SCAF13 to the Commission, which are provided within [Appendix IX](#).

Financial status (of the IOTC)

SCAF13-01 (para. 19) The SCAF **RECOMMENDED** that the Commission and CPCs express their concerns to FAO with regards to their desire for the Commission to be subject to an external audit, to ensure transparency in its financial transactions.

Financial statement and variations: Financial year 2016

SCAF13-05 (para. 27) The SCAF **RECOMMENDED** that the Commission develop and put in place a process by which grants that require co-funding or IOTC Secretariat time and resources are reviewed and approved by the Members.

Membership of Sierra Leone

SCAF13-07 (para. 33) The SCAF **RECOMMENDED** that the IOTC Secretariat and the FAO Legal Office continue to seek a formal letter from Sierra Leone outlining its intention in relation to its participation in the IOTC process.

IOTC Meeting Participation Fund

SCAF13-09 (para. 40) The SCAF **RECOMMENDED** that a document on the financial status of the MPF, including past expenditures and future projections, be made available for future Sessions.

Programme of Work and Budget Estimates for 2017 and tentatively for 2018

SCAF13-10 (para. 49) The SCAF **RECOMMENDED** that the Commission endorse the IOTC Secretariat's *Program of Work* for the financial period 1 January to 31 December 2017, as outlined in paper IOTC–2016–SCAF13–09.

SCAF13-12 (para. 50) The SCAF **RECOMMENDED** that the ICRU budget line be set to zero, reaffirming the intention of the Members not to pay for such costs in the future.

Review of the Draft and Adoption of the Report of the 13th Session of the Standing Committee on Administration and Finance

SCAF13-19 (para. 66) The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF13, provided at [Appendix IX](#).

1. OPENING OF THE SESSION

1. The 13th Session of the Standing Committee on Administration and Finance (SCAF13) of the Indian Ocean Tuna Commission (IOTC) was held in La Reunion, France 19-20 May 2016. A total of 63 individuals attended the Session, comprised of 51 delegates from 24 Contracting Parties (Members), 2 delegates from 1 Cooperating Non-Contracting Party, and 11 Observers, including 3 Invited Experts. The list of participants is provided at [Appendix I](#). The meeting was opened by the Chairperson, Mr Benjamin Tabios (Philippines).

2. ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION

2. The SCAF **ADOPTED** the Agenda as provided at [Appendix II](#), noting the request from a CPC not to discuss document IOTC-2016-SCAF13-11 and from the IOTC Secretariat to withdraw document IOTC-2016-SCAF13-06. The documents presented to the SCAF are listed in [Appendix III](#).

3. ADMISSION OF OBSERVERS

3. The SCAF **RECALLED** the agreement made by the Commission in 2012 that meetings of the Commission and its subsidiary bodies should be open to participation by observers from all those who have attended the current and/or previous sessions of the Commission. Applications by new Observers should continue to follow the procedure as outlined in IOTC Rules of Procedure (2014).
4. Pursuant to Article VII of the Agreement establishing the IOTC, the SCAF admitted the following observers, as defined in Rule XIV of the IOTC Rules of Procedure (2014):

- a. Rule XIV.1. *The Director-General or a representative designated by him, shall have the right to participate without vote in all meetings of the Commission, of the Scientific Committee and of any other subsidiary body of the Commission.*
 - i. Food and Agriculture Organization of the United Nations (FAO)
- b. Rule XIV.2. *Members and Associate Members of the Organization that are not Members of the Commission are, upon their request, invited to be represented by an observer at sessions of the Commission.*
 - i. Russian Federation
 - ii. United States of America
- c. Rule XIV.4. *The Commission may, on their request, invite intergovernmental organizations having special competence in the field of activity of the Commission, to attend such of its meetings as the Commission may specify.*
 - i. Indian Ocean Commission (IOC)
 - ii. Southwest Indian Ocean Fisheries Commission (SWIOFC)
- d. Rule XIV.5. *The Commission may invite, upon request, non-governmental organizations having special competence in the field of activity of the Commission to attend such of its meetings as the Commission may specify. The list of the NGOs wishing to be invited will be submitted beforehand by the Secretary to the Members of the Commission. If one of the Members of the Commission objects giving in writing its reasons within 30 days, the matter will then be subject to decision of the Commission out of session by written procedure.*
 - i. Convention on International Trade on Endangered Species (CITES)
 - ii. Greenpeace International (GI)
 - iii. International Pole and Line Foundation (IPNLF)
 - iv. International Seafood Sustainability Foundation (ISSF)
 - v. Marine Stewardship Council (MSC)
 - vi. PEW Charitable Trusts (PEW)
 - vii. US-Japan Research Institute
 - viii. World Wide Fund for Nature (a.k.a World Wildlife Fund, WWF)

Invited experts

- e. Rule XIV.9. *The Commission may invite consultants or experts, in their individual capacity, to attend the meetings or participate in the work of the Commission as well as the Scientific Committee and the other subsidiary bodies of the Commission.*
 - i. Taiwan, Province of China

4. REPORT OF THE IOTC SECRETARIAT: 2015

5. The SCAF **NOTED** paper IOTC-2016-SCAF13-03 which outlined the progress report of the IOTC Secretariat for 2015 and expressed its thanks for the capacity building support received in various areas by developing coastal States, from compliance, to the strengthening of data collection and reporting and understanding the

science to management process supporting the Commission, and requested that such support be funded in the budget and continued into the future.

4.1 Support to scientific activities

6. The SCAF **NOTED** that the work carried out by the IOTC Secretariat in support of the IOTC science process included assistance to CPCs to improve the level of participation and engagement of national scientists at the various Working Parties, improve the quality of the data being provided to the IOTC Secretariat, and the quality and rigor of stock assessments for IOTC species. In 2015, six (6) Working Party meetings were organised and facilitated by the IOTC Secretariat in addition to the annual meeting of the Scientific Committee.

4.2 Support to compliance activities

7. The SCAF **NOTED** that the requirement for support by the Compliance Committee continues to expand. The IOTC Secretariat continued with the coordination of the implementation of the Regional Observer Programme to monitor transshipment at sea for large-scale tuna longline vessels, the compliance support missions and activities in support of the implementation of the Port State measures. In the second half of 2015, the IOTC Secretariat launched a new tender for the ROP for 2016; this was awarded to the Consortium MRAG Ltd/CapFish. The new contract was signed in December 2015.

4.3 Communications and public information

8. The SCAF **NOTED** that the IOTC Secretariat continued with the publications of all reports of the Commission and its subsidiary bodies (Working Parties and Committees) in electronic format only, following the decision by the Commission at its 17th Session to go paperless.

5. FINANCIAL STATEMENTS

5.1 Financial statement: Fiscal year 2015

9. The SCAF **NOTED** paper IOTC–2016–SCAF13–04 which provided the end of year financial statement for the Commission (financial period: 1 January 2015 to 31 December 2015).

5.1.1 Status of contributions

10. The SCAF **NOTED** that as of the reporting date (23 March 2016), seven (7) Contracting Parties had contributions that were in arrears by two (2) years or more: Eritrea, Guinea, I.R. Iran, Pakistan, Sierra Leone, Sudan and Yemen. The financial position of the Commission is a shared responsibility of all Contracting Parties (Members) and the level of unpaid contributions merits immediate attention from those concerned.
11. The SCAF **NOTED** that the cumulative total of outstanding contribution payments has remained constant between 2014 and 2015 (US\$1,962,795 as of 31 December 2014 and US\$1,963,494 as of 31 December 2015). Twelve (12) Contracting Parties (Members) have significant payments in arrears. The SCAF **NOTED** the statement by the IR Iran, as presented in [Appendix VII](#).

5.1.2 Expenditures for the year 2015

12. The SCAF **NOTED** that, at the level of the overall 2015 budget, there was an under-expenditure of approximately US\$462,000 (14% variance), due to:
- a. Professional Salaries were below the budgeted figure, with a savings of approximately US\$227,000 (20% variance) due to the following 2015 vacant positions: Fishery Officer (Data Coordinator: April-December); Fishery Officer (Stock Assessment: October-December) and; the Executive Secretary (November-December).
 - b. Capacity Building shows expenditures substantially below the budgeted figure (88% variance).
 - c. Duty travel savings of approximately US\$45,000 (24% variance).
 - d. Printing was under-spent (approximately US\$15,000 or 66% variance) as the Commission had previously made a decision to move towards a paperless work environment and the fact that there were no recommendations from any of the Committees to use the fund for alternative printing purposes (e.g. species identification cards).
13. The SCAF **NOTED** that savings in 2015 in the Capacity Building budget line were also the result of an operational decision by the IOTC Secretariat to redress the organisation's financial situation (caused by non payment of membership contributions) from the previous fiscal year.
14. The SCAF **NOTED** the important level of contributions paid to FAO, and in this context, expressed its concerns that the ICRU costs were retained once again by FAO, against the intention of the Commission.

5.1.3 *Extra-budgetary funds (2015)*

15. The SCAF **NOTED** that extra-budgetary funds continue to be an important part of the overall budget. The extra-budgetary contributions utilised in 2015 totalled US\$804,802, according to the table presented in the Financial Statement.

Recommendation/s

16. The SCAF **RECOMMENDED** that this table be updated for the SCAF14, to include further breakdown of extra-budgetary contributions.

5.1.4 *Financial status (of the IOTC)*

17. The SCAF **NOTED** that the overall balance of IOTC funds, as of 31 December 2015, was positive, at approximately US\$50,000.
18. The SCAF **NOTED** that an external audit of the finances of the Commission has been requested by the Members for many years, and encouraged FAO to take steps necessary to ensure that such an audit is conducted as soon as possible.

Recommendation/s

19. The SCAF **RECOMMENDED** that the Commission and CPCs express their concerns to FAO with regards to their desire for the Commission to be subject to an external audit, to ensure transparency in its financial transactions.

5.2 *Financial statement and variations: Financial year 2016*

20. The SCAF **NOTED** paper IOTC–2016–SCAF13–05 which proposed amendments (reallocation of funds) to the 2016 Regular Budget of the IOTC, to account for changes in work plan requirements.
21. The SCAF **NOTED** that vacant staff posts, in the first half of 2016, have resulted in a forecasted under-expenditure of approximately US\$480,056 within the Administrative Expenditures (staff costs) of the Commissions regular budget. However, the Programme of Work for the Commission still needs to be met and will therefore require a reallocation of some of these funds to other budget lines, including consultants and capacity building activities.
22. The SCAF **NOTED** that in addition, in reviewing the 2016 budget approved by the Commission in 2015, there are a number of areas which require further budgetary revision (e.g. staff travel and printing). These budget lines have been reduced and reallocated as necessary.
23. The SCAF **NOTED** that contributions will be paid as soon as possible in the financial year, but according to the budgetary procedures of each Contracting Party.

Recommendation/s

24. The SCAF **RECOMMENDED** that an analysis similar to that presented in document IOTC-2016-SCAF13-05 be part of the regular documents presented on the financial situation of the Commission.
25. The SCAF **RECOMMENDED** that the 2016 IOTC Regular budget be amended to that provided in [Appendix IV](#), noting that no change in the overall budget is made. The IOTC shall inform the FAO of the budget amendment accordingly.
26. The SCAF **RECOMMENDED** that the budget line for contingency be strengthened by reallocating some of the savings made under other budget lines.
27. The SCAF **RECOMMENDED** that the Commission develop and put in place a process by which grants that require co-funding or IOTC Secretariat time and resources are reviewed and approved by the Members.
28. The SCAF **RECOMMENDED** that an analysis of the status of Membership contributions be presented in a separate document for future Sessions.

5.3 *Membership of Sierra Leone and Guinea in the IOTC*

29. The SCAF **NOTED** paper IOTC–2016–SCAF13–07 which provided an update on the membership status of Sierra Leone and the Rep. of Guinea in the IOTC.

5.3.1 *Sierra Leone*

30. The SCAF **RECALLED** the previous decision of the Commission that Sierra Leone did not meet the membership eligibility criteria listed in Article IV of the IOTC Agreement. Specifically, that, Sierra Leone is not a coastal State situated in the IOTC area of competence, and that it has not reported any fishing activity in the

IOTC area of competence in recent years. Under these circumstances, CPCs considered that FAO, in its role as depositary of the IOTC Agreement, should have sought advice from the IOTC before accepting the instrument of accession from Sierra Leone.

31. The SCAF **NOTED** that following the decision by the Commission in 2015 that Sierra Leone should be deemed to have withdrawn their membership; the IOTC Secretariat and FAO Legal office have made several attempts to contact representatives from Sierra Leone to request a formal letter of withdrawal from the IOTC Agreement. Unfortunately, these attempts have until now been unsuccessful.
32. The SCAF **NOTED** that the outstanding contributions from Sierra Leone remain at US\$38,391 and that as agreed by the Commission in 2015, recovery of past dues from Sierra Leone shall continue to be pursued.

Recommendation/s

33. The SCAF **RECOMMENDED** that the IOTC Secretariat and the FAO Legal Office continue to seek a formal letter from Sierra Leone outlining its intention in relation to its participation in the IOTC process.
34. The SCAF **RECOMMENDED** that the IOTC Secretariat and the FAO continue with their efforts to recover past dues from Sierra Leone, and report any progress back to the Commission.

5.3.2 Rep. of Guinea

35. The SCAF **NOTED** that as communicated in IOTC Circular 2016–039, the Republic of Guinea submitted a formal letter of withdrawal from the IOTC Agreement, which was received by the FAO-DG on 22 February 2016. Pursuant to Article XXI (1) of the IOTC Agreement, the withdrawal will become effective on 31 December 2017.
36. The SCAF **NOTED** that the outstanding contributions from the Rep. of Guinea remain at US\$143,308 and as agreed by the Commission in 2015, recovery of dues from the Rep. of Guinea shall continue to be pursued.

5.4 IOTC Meeting Participation Fund (MPF)

37. The SCAF **NOTED** paper IOTC–2016–SCAF13–08 which provided the Meeting Participation Fund (MPF) historical and future expenditure levels to facilitate a better annual budget decision making process by the SCAF and Commission. A total of 74 participants were supported in 2015, all coming from eligible countries (those under low- and middle-income categories according to the World Bank’s classification).
38. The SCAF **AGREED** that the annual budget of the Commission shall include an amount of US\$200,000 for the MPF and that the IOTC Secretariat continue to seek additional extra-budgetary contributions to the MPF.
39. The SCAF **NOTED** the need to set aside an amount sufficient to cover all projected MPF expenditures.

Recommendation/s

40. The SCAF **RECOMMENDED** that a document on the financial status of the MPF, including past expenditures and future projections, be made available for future Sessions.

6. PROGRAMME OF WORK AND BUDGET ESTIMATES FOR 2017 AND TENTATIVELY FOR 2018

6.1 Budget estimates

41. The SCAF **NOTED** paper IOTC–2016–SCAF13–09 which outlined the Budget Estimates for the IOTC Secretariat’s *Program of Work* for the financial period 1 January to 31 December 2017, together with indicative figures for the 2018 financial period.
42. The SCAF **NOTED** that the overall budget amount proposed for the Administrative Budget for 2017 is **US\$3,767,528** and is based on recommendations of the 2015 sessions of the Scientific Committee (SC18) and Compliance Committee (CoC12), as well as previous Commission decisions concerning the operations of the IOTC Secretariat. The 2017 budget proposed represents a nominal 2% gross increase over the corresponding 2016 budget (US\$3,677,436).

6.2 Deficit Contingency Budget

43. The SCAF **NOTED** that the temporary Deficit Contingency line was incorporated into the budget for 2016 (US\$375,051) to account for long-term, non-paying IOTC Contracting Parties (Members) who were expected to fail to meet their contracting financial obligations to the Commission. It was also agreed that the inclusion of a Deficit Contingency for 2017 would need to be debated at the SCAF13 and S20.
44. The SCAF **AGREED** that a reduced Deficit Contingency budget line for 2017 of US\$150,000 (which approximately equals the contribution of Eritrea, Sudan and Yemen for 2017) is incorporated into the 2017

budget. The SCAF **NOTED** this amount would be sufficient for 2017, on the understanding that other CPCs that have historically had difficulties in paying, including the IR Iran, would make their best endeavours to do so.

45. The SCAF **NOTED** that the need for a Deficit Contingency for future years will need to be considered by the SCAF and the Commission at their subsequent Sessions.
46. The SCAF **NOTED** that the Deficit Contingency budget line item will act as a reserve and will remain uncommitted, with no expenditures, to allow recovery from the deficit but also to allow the IOTC Secretariat to receive the amount that is needed for the operational budget each year.
47. The SCAF **NOTED** that the FAO's Improved Cost Recovery Uplift (ICRU) mechanism continues to place an unjustified financial burden on the IOTC.
48. The SCAF **NOTED** the important results of the capacity building activities, especially the Compliance Support Missions and **AGREED** that there is a need to increase the number of staff in the Compliance Section of the IOTC Secretariat to respond to the growing demands to meet the Members' needs and improve the overall level of compliance of Members.

Recommendation/s

49. The SCAF **RECOMMENDED** that the Commission endorse the IOTC Secretariat's *Program of Work* for the financial period 1 January to 31 December 2017, as outlined in paper IOTC–2016–SCAF13–09.
50. The SCAF **RECOMMENDED** that the ICRU budget line be set to zero, reaffirming the intention of the Members not to pay for such costs in the future.
51. The SCAF **RECOMMENDED** the appointment of an additional Compliance Officer and an additional Fisheries Officer (Data), as outlined in paper IOTC–2016–SCAF13–09.
52. The SCAF **RECOMMENDED** that the Commission adopt the budget and the scheme of contributions for 2017 as outlined in [Appendix V](#) and [Appendix VI](#) respectively, while **NOTING** that the *Program of Work* for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken by the IOTC Secretariat will remain within the current scope. Any new activities agreed to during the 20th Session of the Commission (S20) that are likely to have budgetary consequences, will require an amendment of the figures presented to, and endorsed by the Commission.
53. The SCAF **RECOMMENDED** that the IOTC Secretariat publish a final version of the Programme of Work and Budget for 2017 and tentatively for 2018, based on the amendments made during the SCAF13, and as adopted by the Commission during its 20th Session. The final Programme of Work and Budget shall be published on the IOTC website (iotc.org) for ease of reference and transparency.
54. The SCAF **RECOMMENDED** that the Commission instruct the IOTC Secretariat to fully utilise the annual Capacity Building budget line in accordance with the Commission's directives and reminding the IOTC Secretariat of the importance of raising the capacity of CPCs to be able to meet the binding requirements contained within IOTC Conservation and Management Measures.

7. IOTC FINANCIAL REGULATIONS

55. The SCAF **NOTED** paper IOTC–2016–SCAF13–12 which proposed amendments to the IOTC Financial Regulations (1999). The SCAF **NOTED** that such proposal should be preferably introduced by a Contracting Party, and made available with an advance time comparable to that applicable to amendments of the Rules of Procedure. One CP proposed another amendment to the IOTC Financial Regulations in terms of timing of payment of the Financial Contributions, and other CPs made comments on it, for future consideration.

Recommendation/s

56. The SCAF **RECOMMENDED** deferral of consideration of changes to the Financial Regulations to a future session of the SCAF, while acknowledging that some of the proposed changes clarify the procedure currently in use for the calculation of the Member's contributions.

8. PERFORMANCE REVIEW UPDATE (RESOLUTION 09/01 ON THE PERFORMANCE REVIEW FOLLOW-UP)

57. The SCAF **NOTED** paper IOTC–2016–SCAF13–10 which outlined the current status of implementation for each of the recommendations arising from the 1st Performance Review of the IOTC, relevant to the SCAF. The status table, including the work plan and proposed timelines and priorities for each recommendation relevant to the work of the SCAF were updated for the Commission's consideration.

Recommendation/s

58. The SCAF **RECOMMENDED** that the Commission note the current status of implementation for each of the recommendations arising from the Report of the First IOTC Performance Review Panel, relevant to the SCAF, as provided in [Appendix VIII](#). These recommendations should be updated, following the endorsement by the Commission of the recommendations of the Second Performance review.

9. COST AND BENEFIT OF THE INDIAN OCEAN TUNA COMMISSION (IOTC) WITHIN AND OUTSIDE OF THE FOOD AND AGRICULTURE ORGANISATION (FAO)

59. The SCAF **NOTED** paper IOTC–2016–SCAF13–11 and **AGREED** that the paper should serve as a point of reference only and not be considered for discussion at the current SCAF meeting. Discussions on cost and benefit will take place during S20.

10. OTHER BUSINESS

10.1 Election of a Chairperson and Vice-Chairperson for the next biennium

10.1.1 Chairperson

60. The SCAF **NOTED** that the 1st term of the current Chairperson, Mr Benjamin Tabios (Philippines) is due to expire at the closing of the current SCAF meeting and as per the IOTC Rules of Procedure (2014), participants are required to elect a Chairperson for the next biennium.

61. **NOTING** the Rules of Procedure (2014), the SCAF **CALLED** for nominations for the position of Chairperson of the SCAF for the next biennium. Mr Benjamin Tabios (Philippines) was nominated, seconded and re-elected as Chairperson of the SCAF for the next biennium.

10.1.2 Vice-Chairperson

62. The SCAF **NOTED** that the 1st term of the current Vice-Chairperson, Mr Bojrazsingh Boyramboli (Mauritius) is due to expire at the closing of the current SCAF meeting and as per the IOTC Rules of Procedure (2014), participants are required to elect a Vice-Chairperson for the next biennium.

63. **NOTING** the Rules of Procedure (2014), the SCAF **CALLED** for nominations for the position of Vice-Chairperson of the SCAF for the next biennium. Mr Hussain Sinan (Maldives) was nominated, seconded and elected as Vice-Chairperson of the SCAF for the next biennium.

10.2 Date and place of the 14th and 15th Sessions of the Standing Committee on Administration and Finance

64. The SCAF participants were unanimous in **THANKING** the European Union for hosting the 13th Session of the SCAF and commended the local authorities of La Réunion on the warm welcome, the excellent facilities and assistance provided to the IOTC Secretariat in the organisation and running of the Session.

65. Following a discussion on who would host the 14th and 15th Sessions of the SCAF in 2017 and 2018 respectively, the SCAF **AGREED** that both Sessions should be held for two days, prior to the annual Commission meeting. The exact dates and location would be decided during the 20th Session of the Commission.

11. REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE 13TH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE

66. The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF13, provided at [Appendix IX](#).

67. The report of the 13th Session of the Standing Committee on Administration and Finance (IOTC–2016–SCAF13–R) was **ADOPTED** on 20 May 2016.

APPENDIX I

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APPENDIX II
AGENDA OF THE 13TH SESSION STANDING COMMITTEE ON
ADMINISTRATION AND FINANCE

Date: 19–20 May 2016

Location: La Reunion, France

Venue: Exposition and Congress Centre "Auguste Legros", Sainte-Clotilde Cedex

Time: 09:00 – 17:00 daily

Chair: Dr Benjamin Tabios (Philippines); **Vice-Chair:** Mr Bojrazsingh Boyramboli (Mauritius)

1. **OPENING OF THE SESSION** (Chair)
2. **ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION** (Chair)
3. **ADMISSION OF OBSERVERS** (Chair)
4. **REPORT OF THE SECRETARIAT: 2015** (IOTC Secretariat)
5. **FINANCIAL STATEMENTS** (IOTC Secretariat)
 - 5.1 Financial Statement: Fiscal Year 2015
 - 5.2 Financial Statement: Fiscal Year 2016 progress and variations required
 - 5.3 Membership of Eritrea, Sudan and Yemen in the IOTC
 - 5.4 Membership of Sierra Leone and Guinea in the IOTC
 - 5.5 IOTC Meeting Participation Fund
6. **PROGRAMME OF WORK AND BUDGET ESTIMATES FOR 2017 AND TENTATIVELY FOR 2018** (IOTC Secretariat)
7. **IOTC FINANCIAL REGULATIONS** (Chairperson & IOTC Secretariat)
8. **PERFORMANCE REVIEW UPDATE (RESOLUTION 09/01 ON THE PERFORMANCE REVIEW FOLLOW-UP)** (Chair)
9. **COST AND BENEFIT OF THE INDIAN OCEAN TUNA COMMISSION (IOTC) WITHIN AND OUTSIDE OF THE FOOD AND AGRICULTURE ORGANISATION (FAO)** (Consultant)
10. **OTHER BUSINESS** (Chair)
 - 10.1 Election of a Chairperson and Vice-Chairperson for the next biennium
 - 10.2 Date and place of the 14th and 15th Sessions of the Standing Committee on Administration and Finance
11. **REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE 13TH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE** (Chair)

APPENDIX III

LIST OF DOCUMENTS

Document	Title	Availability
IOTC-2016-SCAF13-01a	<u>Draft</u> : Agenda for the 13 th Session of the Standing Committee on Administration and Finance	✓ 5, 9 January 2016 ✓ 23 March 2016
IOTC-2016-SCAF13-01b	<u>Draft</u> : Annotated agenda for the 13 th Session of the Standing Committee on Administration and Finance	✓ 9 February 2016 ✓ 23 March 2016
IOTC-2016-SCAF13-02	<u>Draft</u> : List of documents for the 13 th Session of the Standing Committee on Administration and Finance	✓ 9 February 2016 ✓ 24 March 2016
IOTC-2016-SCAF13-03	Report of the IOTC Secretariat: 2015 (IOTC Secretariat)	✓ 23 March 2016
IOTC-2016-SCAF13-04	Financial Statement: Fiscal Year 2015 (IOTC Secretariat)	✓ 23 March 2016
IOTC-2016-SCAF13-05	Financial Statement and variations: Financial Year 2016 (IOTC Secretariat)	✓ 23 March 2016
IOTC-2016-SCAF13-06	Membership of Eritrea, Sudan and Yemen in the IOTC (IOTC Secretariat)	✓ 23 March 2016
IOTC-2016-SCAF13-07	Membership of Sierra Leone and Guinea in the IOTC (IOTC Secretariat)	✓ 22 March 2016
IOTC-2016-SCAF13-08	IOTC Meeting Participation Fund: 2016 expected and 2017 proposal (IOTC Secretariat)	✓ 18 April 2016
IOTC-2016-SCAF13-09	Provisional Program of work and budget for 2017 (and Indicative Budget for 2018) (IOTC Secretariat)	✓ 19 March 2016
IOTC-2016-SCAF13-10	Update on Progress Regarding Resolution 09/01 – on the Performance Review Follow-up (IOTC Secretariat)	✓ 22 March 2016
IOTC-2016-SCAF13-11	Cost and benefit of the Indian Ocean Tuna Commission (IOTC) within and outside of the Food and Agriculture Organisation (FAO) (Consultant)	✓ 9 February 2016
IOTC-2016-SCAF13-12	Amendment of the IOTC Financial Regulations (Chairperson & IOTC Secretariat)	✓ 24 March 2016

APPENDIX IV

BUDGET AND FORECAST FOR 2016 (IN US\$)

Budget item description	2016 Approved	2016 Forecast	Variance	% Variance	
1 <u>Administrative Expenditures</u>					
Gross salary costs (before deductions)					
1.1 Professional					
Executive Secretary (D1)	173,907	72,461	-101,446	-58%	
Deputy Executive Secretary (P5)	148,947	148,947	0	0%	
Fishery Officer (Data Coordinator) (P4)	138,308	92,205	-46,103	-33%	
Fishery Officer (Compliance Coordinator) (P4)	118,114	118,114	0	0%	
Fishery Officer (Stock Assessment) (P4)	131,308	65,654	-65,654	-50%	
Fishery Officer (Compliance) (P3)	130,685	130,685	0	0%	
Fishery Officer (Statistics) (P3)	103,717	103,717	0	0%	
Fishery Officer (Science) (P3)	101,258	84,382	-16,876	-17%	
Administrative Officer (P3)	105,970	70,647	-35,323	-33%	
1.2 General					
Administrative Assistant (G6)	14,445	14,445	0	0%	
Compliance Assistant (G6)	10,950	10,950	0	0%	
Office Assistant (G5)	11,747	11,747	0	0%	
Database Assistant (G6)	14,869	14,869	0	0%	
Office Assistant (G4)	7,459	7,459	0	0%	
Driver (G2)	8,165	8,165	0	0%	
Overtime	6,000	6,000	0	0%	
	Total Salary costs	1,225,849	960,447	-265,402	-22%
1.3	Employer Pension & Health	364,650	283,578	-81,072	-22%
1.4	Employer FAO entitlement fund	531,582	412,118	-119,464	-22%
1.5	Improved Cost Recovery Uplift	63,790	0	-63,790	-100%
	Total staff costs	2,185,871	1,656,143	-529,728	-24%
	Expenditure for Activities				
2 <u>Operating Expenditures</u>					
2.1	Capacity Building	115,000	160,000	45,000	39%
2.2	Co-Funding Science and Data grants	0	130,033	130,033	100%
2.3	Co-Funding Compliance grants	0	63,974	63,974	100%
2.4	Consultants	110,000	190,099	80,099	73%
2.5	Duty travel (Staff and Non-Staff)	190,000	163,950	-26,050	-14%
2.6	Meetings	45,000	80,000	35,000	78%
2.7	Interpretation	145,000	145,000	0	0%
2.8	Translation	135,000	135,000	0	0%
2.9	Equipment	29,000	29,000	0	0%
2.10	General Operating Expenses	49,000	49,000	0	0%
2.11	Printing	30,000	15,000	-15,000	-50%
2.12	Contingencies	2,000	168,672	166,672	8334%
	Total Operating Expenditure	850,000	1,329,728	479,728	56%
	SUB-TOTAL	3,035,871	2,985,871	-50,000	-2%
3	<u>Additional Contrib. Seychelles</u>	-20,100	-20,100	0	0%
4	<u>FAO Project Servicing Costs</u>	136,614	136,614	0	0%
5	<u>Deficit Contingency</u>	375,051	375,051	0	0%
6	<u>MPF</u>	150,000	200,000	50,000	33%
	TOTAL	3,677,436	3,677,436	0	0%

APPENDIX V

PROPOSED BUDGET FOR 2017 AND INDICATIVE BUDGET FOR 2018 (IN US\$)

Budget item description		2015 Actual Expenditures	2016	2017	2018
1	<u>Administrative Expenditures</u>				
1.1	Professional				
	Executive Secretary (D1)	134,872	173,907	161,303	163,907
	Deputy Executive Secretary (P5)	142,592	148,947	144,842	147,947
	Fishery Officer (Sci. Coord. P4)	0	0	0	57,654
	Fishery Officer (Data Coord. P4)	35,201	138,308	113,971	115,308
	Fishery Officer (Comp.Coord. P4)	110,444	118,114	112,417	114,114
	Fishery Officer (Stock Assess.P4)	97,558	131,308	113,971	116,308
	Fishery Officer (Compliance P4)	0	0	127,971	131,500
	Fishery Officer (Compliance P3)	122,876	130,685	81,917	95,779
	Fishery Officer (Statistics P3)	97,356	103,717	99,728	102,717
	Fishery Officer (Science P3)	88,456	101,258	98,363	102,258
	Administrative Officer (P3)	100,513	105,970	95,779	98,970
	Fishery Officer (Data P1)	0	0	60,000	91,000
1.2	General				
	Administrative Assistant	14,559	14,445	14,927	15,445
	Compliance Assistant	12,480	10,950	11,664	11,950
	Office Assistant	9,361	11,747	11,296	11,747
	Database Assistant	15,559	14,869	15,335	15,869
	Office Assistant	6,157	7,459	7,972	8,259
	Driver	7,941	8,165	7,274	7,465
	Overtime	1,971	6,000	5,000	5,000
	Total Salary costs	997,896	1,225,849	1,283,730	1,413,197
1.3	Employer Pension & Health	273,358	364,650	311,578	418,651
1.4	Employer FAO entitlement fund	544,433	531,582	535,118	607,582
1.5	Improved Cost Recovery Uplift	53,141	63,790	0	0
	Total staff costs	1,868,828	2,185,871	2,130,426	2,439,430
2	<u>Operating Expenditures</u>				
2.1	Capacity Building	13,614	115,000	125,000	125,000
2.2	Co-funding Science/Data grants	0	0	130,033	130,000
2.3	Co-funding Compliance grants	0	0	63,974	65,000
2.4	Consultants	156,945	110,000	174,900	155,000
2.5	Duty travel	146,414	190,000	134,105	135,000
2.6	Meetings	59,141	45,000	107,000	105,000
2.7	Interpretation	138,265	145,000	140,000	140,000
2.8	Translation	99,704	135,000	111,000	105,000
2.9	Equipment	16,098	29,000	30,459	30,000
2.10	General Operating Expenses	43,901	49,000	73,027	50,000
2.11	Printing	7,830	30,000	0	0
2.12	Contingencies	1,663	2,000	69,672	87,123
	Total Operating Expenditure	683,575	850,000	1,159,170	1,127,123
	SUB-TOTAL	2,552,403	3,035,871	3,289,596	3,566,553
3	Additional Contrib. Seychelles	-20,848	-20,100	-20,100	-20,100
4	FAO Servicing Costs	136,551	136,614	148,032	162,499
5	Deficit Contingency	0	375,051	150,000	pm
6	Meeting Participation Fund	144,641	150,000	200,000	200,000
	GRAND TOTAL	2,812,747	3,677,436	3,767,528	3,908,952
Total change in budget year to year				2%	4%

APPENDIX VI

SCALE OF CONTRIBUTIONS FOR 2017 (IN US\$)

Country	World Bank Classification in 2014	OECD Membership	Average catch for 2012- 2014 (in metric tons)	Base Contribution	Operations Contribution	GNP Contribution	Catch Contribution	Total Contribution (in USD)
Australia	High	Yes	4,798	\$12,558	\$15,070	\$128,256	\$14,239	\$170,124
China	Middle	No	74,143	\$12,558	\$15,070	\$32,064	\$44,004	\$103,696
Comoros	Low	No	5,263	\$12,558	\$15,070	\$0	\$3,124	\$30,752
Eritrea	Low	No	217	\$12,558	\$0	\$0	\$129	\$12,687
European Union	High	Yes	184,516	\$12,558	\$15,070	\$128,256	\$549,079	\$704,964
France(Terr)	High	Yes	19,236	\$12,558	\$15,070	\$128,256	\$56,020	\$211,905
Guinea	Low	No	0	\$12,558	\$0	\$0	\$0	\$12,558
India	Middle	No	173,501	\$12,558	\$15,070	\$32,064	\$102,973	\$162,665
Indonesia	Middle	No	380,472	\$12,558	\$15,070	\$32,064	\$225,809	\$285,502
Iran, Islamic Republic of	Middle	No	221,950	\$12,558	\$15,070	\$32,064	\$131,727	\$191,419
Japan	High	Yes	15,973	\$12,558	\$15,070	\$128,256	\$47,401	\$203,285
Kenya	Middle	No	742	\$12,558	\$15,070	\$32,064	\$440	\$60,133
Korea, Republic of	High	Yes	12,899	\$12,558	\$15,070	\$128,256	\$38,277	\$194,161
Madagascar	Low	No	8,653	\$12,558	\$15,070	\$0	\$5,135	\$32,764
Malaysia	Middle	No	25,529	\$12,558	\$15,070	\$32,064	\$15,151	\$74,844
Maldives	Middle	No	115,747	\$12,558	\$15,070	\$32,064	\$68,696	\$128,388
Mauritius	Middle	No	3,491	\$12,558	\$15,070	\$32,064	\$2,072	\$61,764
Mozambique	Low	No	3,569	\$12,558	\$15,070	\$0	\$2,118	\$29,747
Oman	High	No	32,199	\$12,558	\$15,070	\$128,256	\$19,110	\$174,995
Pakistan	Middle	No	58,406	\$12,558	\$15,070	\$32,064	\$34,664	\$94,356
Philippines	Middle	No	1,640	\$12,558	\$15,070	\$32,064	\$974	\$60,666
Seychelles	High	No	66,882	\$12,558	\$15,070	\$128,256	\$39,695	\$195,579
Somalia	Low	No	0	\$12,558	\$0	\$0	\$0	\$12,558
South Africa	Middle	No		\$12,558	\$15,070	\$32,064	\$370	\$60,063
Sri Lanka	Middle	No	102,426	\$12,558	\$15,070	\$32,064	\$60,790	\$120,482
Sudan	Middle	No	34	\$12,558	\$0	\$32,064	\$20	\$44,642
Tanzania	Low	No	7,320	\$12,558	\$15,070	\$0	\$4,345	\$31,973
Thailand	Middle	No	13,892	\$12,558	\$15,070	\$32,064	\$8,245	\$67,938
United Kingdom(Terr)	High	Yes	4	\$12,558	\$0	\$128,256	\$11	\$140,826
Yemen	Middle	No	54,583	\$12,558	\$15,070	\$32,064	\$32,395	\$92,088
			Total	376,753	376,753	1,507,011	1,507,011	3,767,528

APPENDIX VII

STATEMENT FROM THE ISLAMIC REPUBLIC OF IRAN

Your Excellency Chairman,

Distinguished Members of the Commission

Responsible Fisheries Management is one of the most important and notable activities for all of us. Iran Fisheries Organization is pursuing this activity with the collaboration of other public and private organization in the coastal and non-coastal waters.

Obviously, responsible management of fisheries affairs needs to regional and international collaboration. This job, especially in marine environments with common and trans-boundary bio-resources is more important.

Expansion of experiences, technical knowhow and scientific advancements in marine ecosystems and translation of these achievements to management will work best with full-fledged regional cooperation and collaboration.

Iran believes that regional fisheries management bodies need to work on mutual help and support of member countries. Implementation of work plans and resolutions of RFMOs can be effective only with the full cooperation of members. It is obvious that Iran Fisheries Organization is trying to work in the framework of IOTC to accomplish this mission .

Distinguished Delegates !

Nowadays, Iran is one of the countries owing annual contribution to IOTC. The issue faced by Iran Fisheries Organization is not fisheries technical problem. Neither Iran had any disagreement with the administrative or financial policies of the IOTC .

The issue of funding and payment of Iran's annual contributions to the commission has been always discussed in our administration department and has remained an important issue. Day after day, with expansion of financial sanctions against Iran, financial problems are deepening. Iran Fisheries Organization has no choice and has no authority to resolve the issues emanating from financial sanctions .

As a consequence of the sanctions, Iran is unable to discharge it financial transfer and responsibilities toward specialized organizations that Iran has voluntarily become member.

Therefore, this overdue of payment must not be pictured as lack of credibility and responsibility of us toward IOTC goals, policies and work plans.

Despite sanctions, we have been actively participating in the programmers and hope to play a productive role in the regional management initiatives being worked out by IOTC. Iran requests FAO as a UN affiliated organization to reflect on these issues, and facilitate better conditions for Iran to play an active role within the framework of IOTC .

With respect to sanctions of P5+1 against Iran which is lifted recently, there is same hope that SWIFT Problems will be resolved soon.

However, we are trying to find possible ways for making the payment of annual contribution in the fastest time.

At the end, I would like to thank distinguished CPCs and IOTC Secretariat for your support and patience.

S.P. Mohebbi Nozar
Head of delegation for I.R.Iran

APPENDIX VIII

SCAF: UPDATE ON PROGRESS REGARDING RESOLUTION 09/01 – ON THE PERFORMANCE REVIEW FOLLOW-UP

(NOTE: NUMBERING AND RECOMMENDATIONS AS PER APPENDIX I OF RESOLUTION 09/01)

ON CONSERVATION AND MANAGEMENT	RESPONSIBILITY	UPDATE/STATUS	WORKPLAN/TIMELINE	PRIORITY
Data collection and sharing				
11. Support for capacity building be provided to developing States – the Commission should enhance funding mechanisms to build developing country CPCs' capacity for data collection, processing and reporting infrastructures, in accordance with the Commission requirements.	<i>Standing Committee on Administration and Finance</i>	Ongoing: In 2010 the Commission allocated USD\$400,000 for a range of projects related to capacity building in data collection and reporting. The Commission now allocates an annual Capacity Building budget line as part of its Regular Budget. Despite being 'saved' in 2015, in 2016 that amount has been increased and will be fully spent. A summary of current activities can be found on the IOTC website: http://iotc.org/about-iotc/capacity-building	Review annually at IOTC meetings.	High
15. The Secretariat's capacity for data dissemination and quality assurance be enhanced, including through the employment of a fisheries statistician.	<i>Standing Committee on Administration and Finance via Scientific Committee Commission</i>	Partially Completed & Ongoing: The existing post of Data Analyst was converted to a Fisheries Statistician to join the Data Section of the Secretariat. The position was filled in September 2012. Further efforts continue to be made to improve data dissemination, including through an online data atlas, in addition to general improvements in the dissemination and access to IOTC datasets via the IOTC website.	Staffing needs to be assessed annually at IOTC meetings.	Medium
19. The Secretariat's capacity to provide support to developing States' Members should be enhanced.	<i>Commission and Standing Committee on Administration and Finance</i>	Ongoing: Former IOTC Resolution 10/05 (now contained within the IOTC Rules of Procedure (2014)) provides a mechanism for financial support to facilitate scientists and representatives from developing IOTC CPCs to attend and/or contribute to the work of the Commission, the Scientific Committee and its Working Parties. Capacity building funds are used annually (2015 exception) in the IOTC Regular Budget for workshops to enhance understanding of the IOTC process among officials of member countries.	Review annually at IOTC meetings.	High

Quality and provision of scientific advice				
26. The resources of the IOTC Secretariat should be increased. Even though some progress will be made with recruitment of the stock analysis expert, some additional professional staffing is required.	<i>Standing Committee on Administration and Finance on advice from Committees and the Commission</i>	Ongoing: The Secretariat, on the advice of the Committees and Commission, continue to propose additional staffing requirements while keeping in mind overall budget expectations by the Commission.	Review annually at IOTC meetings.	High
31. A special fund to support the participation of scientists from developing States should be established.	<i>Standing Committee on Administration and Finance</i>	Completed: A Meeting Participation Fund was established via Resolution 10/05 and now integrated into the IOTC Rules of Procedure (2014, ROP). The ROP provides a funding mechanism to facilitate scientists and other representatives from developing IOTC CPCs to attend and/or contribute to the work of the Commission, the Scientific Committee and its Working Parties. Originally set at US\$200,000, the approved MPF budget for 2014 and 2015 was US\$60,000. Members have agreed that contributions shall be funded through the IOTC Regular Budget. In 2016 the Regular Budget incorporated US\$150,000 for the MPF and US\$200,000 in 2017.	Review annually at IOTC SCAF and Commission meetings. A procedure for supplying funds to the MPF should be developed and presented at S19.	High
ON INTERNATIONAL COOPERATION	RESPONSIBILITY	UPDATE/STATUS	WORKPLAN/TIMELINE	PRIORITY
Special requirements of developing States				
74. A specific fund to assist capacity building should be put in place.	<i>Standing Committee on Administration and Finance</i>	Partially completed & Ongoing. See also para. 11 above.	S19 will need to consider proposed budget lines for capacity building funds.	High.
Participation				
76. Financial support, in particular for attendance in the scientific activities to developing States, is needed.	<i>Standing Committee on Administration and Finance</i>	Partially completed & Ongoing: See also para. 11 above.	Annually for each IOTC meeting.	High
ON FINANCIAL AND ADMINISTRATIVE ISSUES		UPDATE/STATUS	WORKPLAN/TIMELINE	PRIORITY
Availability of resources for RFMO activities – efficiency and cost–effectiveness				

<p>78. The IOTC Agreement as well as financial management rules should be amended or replaced in order to increase Members’ as well as Secretariat’s control of all the budget elements, including staff costs of the budget. This would also improve transparency.</p>	<p><i>Standing Committee on Administration and Finance</i> <i>Commission and Members</i></p>	<p>Pending. See Recommendations 1 and 2.</p>		<p>High</p>
<p>81. The agreed external financial audit should be implemented as soon as possible, and should include a focus on whether IOTC is efficiently and effectively managing its human and financial resources, including those of the Secretariat.</p>	<p><i>Standing Committee on Administration and Finance</i> <i>Commission</i></p>	<p>Pending.</p>		

APPENDIX IX

CONSOLIDATED SET OF RECOMMENDATIONS OF THE 13TH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (19–20 MAY 2016) TO THE COMMISSION

Extra-budgetary funds (2015)

SCAF13-01 (Para. 16) The SCAF **RECOMMENDED** that this table be updated for the SCAF14, to include further breakdown of extra-budgetary contributions.

Financial status (of the IOTC)

SCAF13-02 (Para. 19) The SCAF **RECOMMENDED** that the Commission and CPCs express their concerns to FAO with regards to their desire for the Commission to be subject to an external audit, to ensure transparency in its financial transactions.

Financial statement and variations: Financial year 2016

SCAF13-03 (Para. 24) The SCAF **RECOMMENDED** that an analysis similar to that presented in document IOTC-2016-SCAF13-05 be part of the regular documents presented on the financial situation of the Commission.

SCAF13-04 (Para. 25) The SCAF **RECOMMENDED** that the 2016 IOTC Regular budget be amended to that provided in [Appendix IV](#), noting that no change in the overall budget is made. The IOTC shall inform the FAO of the budget amendment accordingly.

SCAF13-05 (Para. 26) The SCAF **RECOMMENDED** that the budget line for contingency be strengthened by reallocating some of the savings made under other budget lines.

SCAF13-06 (Para. 27) The SCAF **RECOMMENDED** that the Commission develop and put in place a process by which grants that require co-funding or IOTC Secretariat time and resources are reviewed and approved by the Members.

SCAF13-07 (Para. 28) The SCAF **RECOMMENDED** that an analysis of the status of Membership contributions be presented in a separate document for future Sessions.

Membership of Sierra Leone

SCAF13-08 (Para. 33) The SCAF **RECOMMENDED** that the IOTC Secretariat and the FAO Legal Office continue to seek a formal letter from Sierra Leone outlining its intention in relation to its participation in the IOTC process.

SCAF13-09 (Para. 34) The SCAF **RECOMMENDED** that the IOTC Secretariat and the FAO continue with their efforts to recover past dues from Sierra Leone, and report any progress back to the Commission.

IOTC Meeting Participation Fund

SCAF13-10 (Para. 40) The SCAF **RECOMMENDED** that a document on the financial status of the MPF, including past expenditures and future projections, be made available for future Sessions.

Programme of Work and Budget Estimates for 2017 and tentatively for 2018

SCAF13-11 (Para. 49) The SCAF **RECOMMENDED** that the Commission endorse the IOTC Secretariat's *Program of Work* for the financial period 1 January to 31 December 2017, as outlined in paper IOTC-2016-SCAF13-09.

SCAF13-12 (Para. 50) The SCAF **RECOMMENDED** that the ICRU budget line be set to zero, reaffirming the intention of the Members not to pay for such costs in the future.

SCAF13-13 (Para. 51) The SCAF **RECOMMENDED** the appointment of an additional Compliance Officer and an additional Fisheries Officer (Data), as outlined in paper IOTC-2016-SCAF13-09.

SCAF13-14 (Para. 52) The SCAF **RECOMMENDED** that the Commission adopt the budget and the scheme of contributions for 2017 as outlined in [Appendix V](#) and [Appendix VI](#) respectively, while **NOTING** that the *Program of Work* for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken by the IOTC Secretariat will remain within

the current scope. Any new activities agreed to during the 20th Session of the Commission (S20) that are likely to have budgetary consequences, will require an amendment of the figures presented to, and endorsed by the Commission.

SCAF13-15 (Para. 53) The SCAF **RECOMMENDED** that the IOTC Secretariat publish a final version of the Programme of Work and Budget for 2017 and tentatively for 2018, based on the amendments made during the SCAF13, and as adopted by the Commission during its 20th Session. The final Programme of Work and Budget shall be published on the IOTC website (iotc.org) for ease of reference and transparency.

SCAF13-16 (Para. 54) The SCAF **RECOMMENDED** that the Commission instruct the IOTC Secretariat to fully utilise the annual Capacity Building budget line in accordance with the Commission's directives and reminding the IOTC Secretariat of the importance of raising the capacity of CPCs to be able to meet the binding requirements contained within IOTC Conservation and Management Measures.

IOTC Financial Regulations

SCAF13-17 (Para. 56) The SCAF **RECOMMENDED** deferral of consideration of changes to the Financial Regulations to a future session of the SCAF, while acknowledging that some of the proposed changes clarify the procedure currently in use for the calculation of the Member's contributions.

Performance Review Update (Resolution 09/01 on the performance review follow-up)

SCAF13-18 (Para. 58) The SCAF **RECOMMENDED** that the Commission note the current status of implementation for each of the recommendations arising from the Report of the First IOTC Performance Review Panel, relevant to the SCAF, as provided in [Appendix VIII](#). These recommendations should be updated, following the endorsement by the Commission of the recommendations of the Second Performance review.

Review of the Draft and Adoption of the Report of the 13th Session of the Standing Committee on Administration and Finance

SCAF13-19 (Para. 66) The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF13, provided at [Appendix IX](#).