



Report of the Eleventh Session of the Standing Committee on Administration and Finance

Colombo, Sri Lanka 29 and 31 May 2014

<http://www.iotc.org/sites/default/files/documents/2014/05/IOTC-2014-SCAF11-RE.pdf>

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ACRONYMS

CMM	Conservation and Management Measure (of the IOTC; Resolutions and Recommendations)
CoC	Compliance Committee, of the IOTC
CPCs	Contracting Parties and Cooperating non-Contracting Parties
DSA	Daily Subsistence Allowance
FAO	Food and Agriculture Organization of the United Nations
IOTC	Indian Ocean Tuna Commission
MPF	Meeting Participation Fund
SC	Scientific Committee of the IOTC
SCAF	Standing Committee on Administration and Finance, of the IOTC

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EXECUTIVE SUMMARY

The 11th Session of the Standing Committee on Administration and Finance (SCAF11) of the Indian Ocean Tuna Commission (IOTC) was held in Colombo, Sri Lanka 29 and 31 May, 2014. The meeting was opened by the Vice-Chair, Mr. Benjamin Tabios (Philippines) in the absence of the Chair, Mr. Godfrey Monor (Kenya).

The following are a subset of the complete recommendations from the SCAF11 to the Commission, which are provided within [Appendix VII](#).

Programme of Work and Budget Estimates for 2014, 2015 and 2016

([para. 34](#)) The SCAF **RECOMMENDED** that the ICRU related charges, applied by the FAO, be eliminated from the IOTC current and future expenditure accounts, and that the Chair of the Commission communicate this decision to FAO.

([para. 46](#)) The SCAF **RECOMMENDED** that the Commission endorse the IOTC Secretariat's programme of work for the financial period 01 January, 2014 to 31 December 2015, as outlined in paper IOTC–2014–SCAF11–05.

([para. 47](#)) The SCAF **RECOMMENDED** that the Commission adopt the budget for, and the scheme of contributions for 2014 and 2015 as outlined in Appendix IV and Appendix V respectively, with the understanding that areas of potential savings continue to be explored.

([para. 49](#)) The SCAF **RECOMMENDED** that an analysis of the cost and the benefits of IOTC's existence within and outside of FAO's structure be undertaken to ascertain the viability of IOTC breaking from the UN administrative structure and mandate.

Options for replenishing the IOTC Meeting participation fund Recommendation/s

([para. 57](#)) The SCAF **RECOMMENDED** that the rules of procedure for the administration of the IOTC MPF be modified to exclude funding for Cooperating Non-Contracting Parties, as they currently do not contribute to the IOTC budget.

([para. 58](#)) The SCAF **RECOMMENDED** that the MPF is budgeted every year and priorities could be set on the use of available funds.

Membership of Sierra Leone and Guinea in the IOTC

([para. 62](#)) The SCAF **RECOMMENDED** that the Commission consider paper IOTC–2014–SCAF11–10 (Membership of Sierra Leone and Guinea in the IOTC) as the SCAF was unable to agree on a course of action.

Contributions outstanding

([para. 72](#)) The SCAF **RECOMMENDED** that CPCs that did not reply to the communications sent by the Chair of the Commission, regarding the payment of outstanding contributions shall not benefit from any IOTC related activities in regard to MPF, workshops, training and related support. CPCs in arrears for more than five years and have no interim payment should not benefit from any IOTC related activities, with the exception of I.R. Iran on the basis of the difficulties highlighted in [para 69](#).

([para. 73](#)) The SCAF **RECOMMENDED** that all Members with overdue IOTC contributions finalise payment of those contributions as soon as possible so as not to hinder the operation of the IOTC. To facilitate this process, the Chair of the Commission, with the assistance of the Secretariat and the FAO Legal Department, shall conduct bilateral discussion with each of the CPCs with contributions in arrears totaling more than the previous two years, with a view to recover the outstanding contributions and further assess their interest of continued involvement in the IOTC. Responses from those CPCs should be circulated by the Secretariat to all CPCs for consideration at the 12th Session of the SCAF.

Review of the Draft and Adoption of the Report of the 11th Session of the Standing Committee on Administration and Finance

([para.78](#)) The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF11, provided at [Appendix VII](#).

1. OPENING OF THE SESSION

1. The 11th Session of the Standing Committee on Administration and Finance (SCAF11) of the Indian Ocean Tuna Commission (IOTC) was held in Colombo, Sri Lanka 29 and 31 May, 2014. A total of 79 individuals attended the Session, comprised of 64 delegates from 25 Member countries, 1 delegate from 1 Cooperating Non-Contracting Party, and 14 observers, including 7 invited experts. The list of participants is provided at [Appendix I](#). The meeting was opened by the Vice-Chair, Mr. Benjamin Tabios (Philippines) in the absence of the Chair, Mr. Godfrey Monor (Kenya).

2. ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION

2. The SCAF **ADOPTED** the Agenda as provided at [Appendix II](#). The documents presented to the SCAF are listed in [Appendix III](#).

3. ADMISSION OF OBSERVERS

3. The SCAF **NOTED** that at the 17th Session of the Commission, Members decided that 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 Rule XIII of the IOTC Rules of Procedure.
4. Pursuant to Article VII of the Agreement establishing the IOTC, the SCAF admitted the following observers, as defined in Rule XIII of the IOTC Rules of Procedure:
 - Rule XIII.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.*
 - Rule XIII.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. Djibouti
 - ii. Russian Federation
 - Rule XIII.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)
 - Rule XIII.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. International Seafood Sustainability Foundation (ISSF)
 - ii. Organisation for the Promotion of Responsible Tuna Fisheries (OPRT)

Invited experts

- Rule XIII.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. FINANCIAL STATEMENT

5. The SCAF **NOTED** paper IOTC–2014–SCAF11–03 which provided the Financial Statement and supporting documentation for the financial period 01 January 2013 to 31 December 2013, as well as an outline of the cash flow problems being encountered by the Secretariat as a result of the annual IOTC budget being approved within that financial year.
6. The SCAF **NOTED** the increase in costs related to the staff post adjustment and the employer contributions to FAO's entitlement fund and that the post adjustment is governed by the United Nations International Civil Service Commission.
7. The SCAF **NOTED** that the over-expenditure under the Meeting Participation Fund in 2013 (US\$42,609) is accounted for within the accumulated funds, which is also over-expended in 2013 (US\$11,653).

8. The SCAF **CONFIRMED** that Kenya has made contribution payments to the Secretariat pursuant to the issuance of the Financial Statement 2013 (IOTC–2014–SCAF11–03) and the amount of arrears reflected against Kenya in IOTC–2014–SCAF11–03 is higher than Kenya’s current outstanding contributions to the IOTC.
9. The SCAF **NOTED** that the printing costs in 2013, under operating expenditures, were over budget due to substantial printing requirements at the previous sessions of the Compliance Committee, Standing Committee on Administration and Finance and Commission meeting.
10. The SCAF **RECOGNIZED** that Mauritius kindly hosted the meetings in 2013, without host country provisions, and was not expected to bear many of the operating expenditures of the meetings, inclusive of printing.

Recommendation/s

11. The SCAF **RECOMMENDED** that the Secretariat request FAO Finance to report remittance advices from IOTC Membership to the Secretariat in real time, without delay and for Membership to label all remittances with an ‘IOTC’ reference and send a copy to the Secretariat in order to prevent delays in the transfer of funds to the IOTC’s account.

4.1 Contributions

12. The SCAF **NOTED** that the cumulative total of outstanding contribution payments has increased from US\$1,069,802 as of December 31st 2012, to US\$1,425,893 as of December 31st 2013, an increase of US\$356,091 (33.3%) with 11 Members having payments in arrears (excluding minor outstanding payments resulting from bank charges and differences in currency exchange rates).
13. The SCAF **NOTED** the following extra budgetary contributions made by CPCs to the IOTC in 2013: Australia to conduct a study to estimate fishing capacity (conducted/completed in 2009) and a workshop on Management Options; activities related to tagging funded by Japan, to conduct tagging experiments in the central and eastern Indian Ocean; a EU (DG Maritime Affairs and Fisheries) grant agreement on capacity building and technical assistance to developing countries; a EU (DG Maritime Affairs and Fisheries) grant agreement on the Working Party for Tropical Tuna (WPTT) and; MPF activities funded by Australia and China.
14. The SCAF **NOTED** the following extra budgetary contributions made by other organisations/projects to the IOTC in 2013: BOBLME; EU-COI-SmartFish; Birdlife International; ISSF; OFCF; SWIOFP; EU-ACP FISH II and; WWF

4.2 Expenditures

15. The SCAF **NOTED** that at the level of the total budget, there was an over-expenditure of US\$165,485 (7% variance) relative to the expenditures budgeted for 2013, due mainly to the higher than expected staff related costs for the employer contribution to the FAO entitlement fund and the increased post adjustment.

4.3 Balance of funds

16. The SCAF **NOTED** that the balance of IOTC funds as of 31 December 2013, is US\$-11,653. The balance of funds had previously been used to support the functioning of the Secretariat since 1 January 2014, as no contributions are called for and, therefore, submitted before the budget of the Commission is approved at its 18th Session. This is an impediment to use accumulated funds for other purposes as it is necessary to ensure adequate cash flow during the first half of the year.
17. The SCAF **NOTED** that the Secretariat’s staff costs are currently fully committed in 2014, as per FAO financial regulations, resulting in a more substantial deficit until contributions are received. There is a substantial risk that FAO discontinues expenditure against the project until contributions match commitments.

4.4 IOTC Meeting Participation Fund (MPF)

18. The SCAF **NOTED** in 2013, a total of 100 participants (56 to science technical meetings and 44 to non-scientific meetings) from 18 CPCs (i.e. airfare and/or accommodation) under the MPF for a total of US\$315,952. This is an increase from 75 participants in 2012 from 16 CPC (US\$179,755 in 2012). All trips were organized by the IOTC Secretariat and FAO daily subsistence allowances (DSA) were applied. Participants to Working Parties funded under the MPF contributed 36 working documents to the scientific meetings.
19. The SCAF **NOTED** that at the end of 2013, the MPF had a US\$42,609 deficit, and it will need to be replenished to cover for the expenditures for participants to the 2014 meetings, including the current Sessions in Sri Lanka, and to the Commission’s subsidiary bodies.

5. PROGRESS REPORT OF THE SECRETARIAT FOR 2013

20. The SCAF **NOTED** paper IOTC–2014–SCAF11–04 which outlined the progress report of the IOTC Secretariat for 2013, and thanked the Secretariat for the quality of the work undertaken during 2013. In particular, the SCAF 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 process supporting the Commission, and requested that such support be continued into the future.

5.1 Support to scientific activities

21. 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 2013, five Working Party meetings were organised and facilitated by the IOTC Secretariat in addition to the annual meeting of the Scientific Committee.
22. The SCAF **NOTED** the participation of four invited experts selected to attend the Working Party meetings in 2013. The continued involvement of invited experts at IOTC Working Party meetings was seen as an important component to scientific capacity building activities by the Commission and was supported by the SCAF.

5.2 Support to compliance activities

23. The SCAF **NOTED** that the requirement for support by the Compliance Committee (CoC) continues to increase since the strengthening of the CoC's mandate. This required the submission of compliance questionnaires, according to the requirements of the Commission, to all CPCs, and the processing of the responses, and the information available from national reports, into Country Reports to be presented at the 11th Session of the Compliance Committee.
24. The SCAF **NOTED** that the IOTC Secretariat also continued with the coordination of the implementations of the Regional Observer Programme to monitor transshipment at sea for large-scale tuna longline vessels. With greater focus being placed on using the data from this Programme to identify possible infractions, the IOTC Secretariat now have to identify and point out possible infractions to the fleets participating in the Programme. The IOTC Secretariat has also this year, through the FAO, extended the contract for executing the work foreseen in the Programme. More details on this activity (fully supported by the contributions of the participants in the programme) are reported directly to the Compliance Committee. A review meeting with representatives of the Consortium and the fleets participating in the Programme took place in the margins of the 11th Session of the Compliance Committee, on 27 May 2014, to discuss matters pertaining to implementation of the Programme.

5.3 Communications and public information

25. The SCAF **NOTED** that the Secretariat continued with the publications of all reports of the Commission and its subsidiary bodies (Working Parties and Committees) in electronic format only, in accordance with the Commission's directive in 2013 to move all IOTC meetings paperless.
26. The SCAF **NOTED** that in 2013, the Secretariat produced 60 papers/reports (up from 49 in 2012) in support of the IOTC Science process, not including the reports of the various working parties (5) or the Executive Summaries (25). In addition, a further 44 papers/reports were developed in support of the other IOTC bodies (Commission, Compliance Committee, Standing Committee on Administration and Finance).
27. The SCAF **NOTED** that the Secretariat also provided ongoing assistance to coastal States to improve their ability to comply with IOTC CMMs and executed the Regional Observer Programme to monitor transshipment at sea for the large-scale tuna longline fleets in the Indian Ocean.
28. The SCAF **NOTED** that the IOTC website continues to be a portal for communicating the work of the Commission to a variety of audiences. The IOTC Secretariat has completed the development of a new website, as requested by the Commission, and will continue to refine the site as necessary including adding new functionalities (i.e. ePSM; data query).

5.4 Meeting participation fund (MPF)

29. The SCAF **NOTED** that the intention of the MPF was to utilise the funds, as a first priority, to support the participation of scientists from developing CPCs in scientific meetings of the IOTC, including Working Parties. In 2013, the Secretariat facilitated the participation of 58 (46 in 2012 and 33 in 2011) individuals from 16 developing CPCs of IOTC to the five Working Party meetings held. There was a continued increase in attendance by national scientists from developing CPCs to IOTC Working Parties and the SC in 2013 (58 in 2013; 42 in 2012; 33 in 2011; 19 in 2010), which was largely due to the IOTC MPF. In 2013, 2012 and 2011 all MPF recipients developed and presented at least one working paper or National Report, relevant to the meeting in which the Commission funded their attendance. The papers presented to IOTC meetings by MPF recipients have

continued to improve in quality as a direct result of improved attendance and participation by scientists from developing coastal states.

30. The SCAF **NOTED** that as a secondary priority, Resolution 10/05 *on the establishment of a meeting participation fund for developing state members*, indicates that the MPF should be used to fund the participation of one representative per developing CPC to a non-scientific meeting of the Commission, including regular Sessions, if the CPC intends to present reports relevant to the meeting in question, and provided that the CPC is not eligible for support under the fund established under part VII of the UNFSA. In 2013 the Secretariat facilitated the participation of over 30 individuals from 15 developing CPCs of IOTC to the non-scientific meetings.

6. PROGRAMME OF WORK AND BUDGET ESTIMATES FOR 2014, 2015 AND 2016

6.1 Budget estimates

31. The SCAF **NOTED** paper IOTC–2014–SCAF11–05 which outlined the Budget Estimates for the IOTC Secretariat's programme of work for the financial period 01 January, 2014 to 31 December 2015, together with indicative figures for the 2016 financial period.
32. The SCAF **NOTED** that the overall budget amount proposed for the Administrative Budget for **2014** and **2015** is **US\$3,066,995** and **US\$3,274,579** respectively and is based on recommendations of the 2013 sessions of the Scientific Committee (SC16) and Compliance Committee (CoC10), as well as previous Commission decisions concerning the operations of the Secretariat. The actual expenditure amount for 2013 was US\$2,709,491, and the 2014 budget now proposed represents a nominal 13% gross increase over the corresponding 2013 actual expenditures, and a 6% increase in 2015, relative to the budget for 2014. The indicative budget for 2016 is US\$3,553,308 corresponding to a 9% increase over the 2015 budget.

6.2 Improved Cost Recovery Uplift (ICRU)

33. The SCAF **NOTED** that the Improved Cost Recovery Uplift (ICRU) does not seem to be justifiable to the specific framework of the IOTC. Moreover, security-related charges were excessive, considering the relative safety and security within the host country and the security provisions made by Seychelles, as per the Headquarters Agreement between the Food and Agriculture Organization of the United Nations (FAO) and Seychelles.

Recommendation/s

34. The SCAF **RECOMMENDED** that the ICRU related charges, applied by the FAO, be eliminated from the IOTC current and future expenditure accounts, and that the Chair of the Commission communicate this decision to FAO.

6.3 Cost reductions

35. The SCAF **AGREED** on the need for savings to be achieved within the proposed budgets of 2014/15, which may be utilised to fund the Meeting Participation Fund and the proposed Compliance Working Group, if adopted by the Commission, within the approved budget period.
36. The SCAF **AGREED** that IOTC meetings should be streamlined and consolidated, where possible, by holding multiple meetings at the same time and concurrently in a single location, as it is currently the case for some of the Science subsidiary bodies of other RFMOs.
37. The SCAF **NOTED** that the EU was willing to approve the 2014 and 2015 IOTC budgets, but needed to await the EU internal budget approval process for 2015, before committing to pay the 2015 IOTC budget contribution.

Recommendation/s

38. The SCAF **RECOMMENDED** that the Commission direct the Scientific Committee to provide its work plan on a multi-year basis, with project priorities clearly identified. In doing so, the SC should consider the immediate and longer term needs of the Commission.

6.4 Operating expenses – Support to Capacity Building

39. The SCAF **NOTED** that in 2013, the Commission budgeted US\$80,000 for additional capacity building activities, of which US\$74,743 was spent. To the extent possible and within the budget available, the Secretariat intends to continue to develop capacity in the area of compliance (including Compliance Support Missions and training on implementation of the port State measures), and familiarity with data analyses techniques for developing States. These will include workshops intended for scientists and managers to familiarize them with

the structure and functioning of the IOTC, including the development of management actions on the basis of scientific advice and existing IOTC regulations.

40. The SCAF **AGREED** that the Commission should consider increasing the IOTC Capacity Building budget line so that capacity building workshops/training can be carried out in 2014 (US\$111,000) and 2015 (US\$115,000). Where appropriate these training sessions shall include information that explains the entire IOTC process from data collection to analysis and how the information collected is used by the Commission to develop Conservation and Management Measures.

Recommendation/s

41. The SCAF **RECOMMENDED** that capacity building activities, including workshops on science (stock assessment), compliance with IOTC CMMs, data collection and reporting, and bridging the gap between IOTC science and management advice, be continued in 2014 and financially supported through the IOTC budget and through voluntary contributions from Members and other interested parties.

6.5 The need to plan a biennial budget

42. The SCAF **NOTED** that for a number of years, the meetings of the Commission have been taking place three to five months into the financial year for which the budget applies. At the end of the meeting, the approved schedule of contributions is then communicated to FAO who issues call-for-funds letters on average, between one and two months after the Session of the Commission. In effect, this means that the first contributions from the Members will not start to be received until the end of July, at the earliest, almost seven months after the start of the financial year. For example, the Commission is currently seeking to approve its 2014 budget in June, 2014, more than five months after the start of the financial year (1 January 2014). The approved schedule of contributions will then be communicated to FAO in June 2014, and then to Members in July by FAO, via ‘call-for-funds letters’. This timeline means that for a period of at least six months, from 1 January until the end of June, the Commission operates in deficit until contributions are received from Members.
43. The SCAF **RECOGNISED** that approval of a two year budget will mitigate the risk associated with receiving contributions 6-12 months after expenditure occurs in the Secretariat, by calling for 2015 funds in December 2014.

6.6 Project support costs and in-kind contributions by FAO to IOTC

44. The SCAF **NOTED** that FAO’s administrative implementation of the IOTC is within FAO’s project cycle management and the administrative expenses of all FAO projects are cost recovered. The 4.5% Project Servicing Cost (PSC) recovery from IOTC is the cost of IOTC being a FAO regional fishery body within FAO’s project structure.
45. The SCAF **AGREED** the IOTC should not be considered as a project by FAO and has been in existence for approximately 18 years as an autonomous regional fisheries management body.

Recommendation/s

46. The SCAF **RECOMMENDED** that the Commission endorse the IOTC Secretariat’s programme of work for the financial period 01 January, 2014 to 31 December 2015, as outlined in paper IOTC–2014–SCAF11–05.
47. The SCAF **RECOMMENDED** that the Commission adopt the budget for, and the scheme of contributions for 2014 and 2015 as outlined in [Appendix IV](#) and [Appendix V](#) respectively, with the understanding that areas of potential savings continue to be explored.
48. The SCAF **RECOMMENDED** that the Commission note that the programme of work for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken by the Secretariat will remain within the current scope. Any new activities agreed to during the 18th Session of the Commission (S18) that are likely to have budgetary consequences, will require an amendment of the figures presented to, and endorsed by the Commission.
49. The SCAF **RECOMMENDED** that an analysis of the cost and the benefits of IOTC’s existence within and outside of FAO’s structure be undertaken to ascertain the viability of IOTC breaking from the UN administrative structure and mandate.

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

50. The SCAF **NOTED** paper IOTC–2014–SCAF11–06 which outlined the current status of implementation for each of the recommendations arising from the Report of the IOTC Performance Review Panel, relevant to the SCAF.

51. The SCAF **UPDATED** the status table, including the workplan and proposed timelines and priorities for each recommendation relevant to the work of the SCAF, for the Commission's consideration.
52. The SCAF **NOTED** that the pending activities 78 and 81 relating to efficiency and cost effectiveness of IOTC activities can be undertaken without the IOTC reform.

Recommendation/s

53. The SCAF **RECOMMENDED** that the Commission note the current status of implementation for each of the recommendations arising from the Report of the IOTC Performance Review Panel, relevant to the SCAF, as provided in [Appendix VI](#).

8. OTHER BUSINESS

8.1 Options for replenishing the IOTC Meeting participation fund

54. The SCAF **NOTED** paper IOTC–2014–SCAF11–07 which outlined options for the replenishment of the IOTC Meeting Participation Fund.
55. The SCAF **RECOGNISED** the need to adequately fund the MPF and proposed options that may be used to achieve savings that may be utilised to partially fund MPF activities in 2014/15.

Recommendation/s

56. The SCAF **RECOMMENDED** that the Secretariat seek voluntary contributions from Members and other interested groups to supplement the MPF.
57. The SCAF **RECOMMENDED** that the rules of procedure for the administration of the IOTC MPF be modified to exclude funding for Cooperating Non-Contracting Parties, as they currently do not contribute to the IOTC budget.
58. The SCAF **RECOMMENDED** that the MPF is budgeted every year and priorities could be set on the use of available funds.

8.2 Strategic priorities for the Secretariat

59. The SCAF **NOTED** paper IOTC–2014–SCAF11–08 which outlined the Strategic Priority of the Secretariat and **REQUESTED** that the paper be submitted to the Commission for its information. The Secretariat, based on the Commission's requests and needs shall annually review the strategy.

8.3 Membership of Sierra Leone and Guinea in the IOTC

60. The SCAF **NOTED** paper IOTC–2014–SCAF11–10 which outlined Members deemed to have withdrawn from the Membership of IOTC in accordance with the IOTC Agreement.
61. The SCAF **NOTED** that Guinea and Sierra Leone have been contacted by the Chair of the Commission, with assistance of the IOTC Executive Secretary, to assess their confirmation of continued involvement in the IOTC and to seek payment for overdue contributions.

Recommendation/s

62. The SCAF **RECOMMENDED** that the Commission consider paper IOTC–2014–SCAF11–10 (*Membership of Sierra Leone and Guinea in the IOTC*) as the SCAF was unable to agree on a course of action.

8.4 Contributions outstanding

63. The SCAF **NOTED** paper IOTC–2014–SCAF11–09 which outlines the status of contributions outstanding to the IOTC and propose options on how to recover contributions from Members who have not contributed for more than five years (with no interim payments).
64. The SCAF **RECALLED** its recommendation from 2012 and 2013 that all Members with overdue contributions finalise payment of those contributions as soon as possible so as not to hinder the operation of the IOTC. To facilitate this process, the Chair of the Commission was asked to write to each of the CPCs with contributions in arrears totaling more than the previous two years to seek confirmation of their continued involvement in the IOTC, quoting Article IV, para. 4 of the IOTC Agreement, and to seek payment for overdue contributions. Responses from those CPCs were to be circulated by the Secretariat to all CPCs for considering at the 18th Session of the Commission.
65. The SCAF **NOTED** that six CPCs were contacted (Eritrea, Guinea, I.R. Iran, Pakistan, Sierra Leone and Sudan) and Pakistan, I.R. Iran and Sudan responded with an intention to pay their outstanding IOTC contributions.

66. The SCAF **NOTED** that as of 23 April 2014, seven IOTC Members (Eritrea, Guinea, I.R. Iran, Pakistan, Sierra Leone, Sudan and Vanuatu), have contributions that are in arrears by two years or more. The I.R. of Iran has encountered difficulties to submit funds through regular banking channels to the accounts provided by FAO.
67. The SCAF **NOTED** the statement from the I.R. Iran on why it was having difficulty finalising its payments in arrears and acknowledged the legitimate attempts that I.R. Iran had made in recent years to pay the annual contributions.
68. The SCAF **NOTED** that Sudan had indicated (via a letter to the IOTC Secretariat) that they are having continued difficulty paying their annual contributions on account of economic obstacles in securing and transferring foreign currencies, due to sanctions that the country is facing.
69. The SCAF **RECOGNISED** the difficulties faced by the I.R. Iran in transferring payment to the IOTC and accepts the communication received by the Secretariat, from the Head of the I.R. Iran Fisheries Organization, as confirmation of their continued involvement in the IOTC and willingness to resolve the payment of outstanding contributions to the Commission.
70. The SCAF **NOTED** the payment of contribution made by Kenya and confirms the removal of Kenya from the list of Member countries in arrears in contribution that total more than the previous two combined years of contributions due.

Recommendation/s

71. The SCAF **RECOMMENDED** that the IOTC Secretariat, in consultation with the Chair of the Commission, to conduct bilateral discussion with the I.R. Iran with a view to find a mutually satisfactory method to recover the outstanding contributions and to detail a plan of action for payment to Membership.
72. The SCAF **RECOMMENDED** that CPCs that did not reply to the communications sent by the Chair of the Commission, regarding the payment of outstanding contributions shall not benefit from any IOTC related activities in regard to MPF, workshops, training and related support. CPCs in arrears for more than five years and have no interim payment should not benefit from any IOTC related activities, with the exception of I.R. Iran on the basis of the difficulties highlighted in [para 69](#).
73. The SCAF **RECOMMENDED** that all Members with overdue IOTC contributions finalise payment of those contributions as soon as possible so as not to hinder the operation of the IOTC. To facilitate this process, the Chair of the Commission, with the assistance of the Secretariat and the FAO Legal Department, shall conduct bilateral discussion with each of the CPCs with contributions in arrears totaling more than the previous two years, with a view to recover the outstanding contributions and further assess their interest of continued involvement in the IOTC. Responses from those CPCs should be circulated by the Secretariat to all CPCs for consideration at the 12th Session of the SCAF.

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

74. The SCAF **CONSIDERED** candidates for the position of Chair and Vice-Chair of the SCAF for the next biennium. Mr. Benjamin Tabios (Philippines) was nominated and elected as Chair and Mr. Bojrazsingh Boyramboli (Mauritius) was elected as Vice-Chair of the SCAF for the next biennium unanimously.
75. The SCAF **RECOMMENDED** that the Commission confirms the election of the new Chair (Mr. Benjamin Tabios, Philippines) and Vice-Chair Mr. Bojrazsingh Boyramboli (Mauritius) of the SCAF for the next biennium.

9. DATE AND PLACE OF THE 12TH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE

76. The SCAF participants were unanimous in **THANKING** Sri Lanka, for hosting the 11th Session of the SCAF and commended Sri Lanka on the warm welcome, the excellent facilities and assistance provided to the IOTC Secretariat in the organisation and running of the Session.
77. Following a discussion on who would host the 12th Session of the SCAF in 2015, the SCAF **RECOMMENDED** that the 12th Session of the SCAF be held for two days, prior to the Commission meeting in 2015. The exact dates and location would be decided by the Commission.

10. REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE ELEVENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE

78. The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF11, provided at [Appendix VII](#).

79. The report of the 11th Session of the Standing Committee on Administration and Finance (IOTC–2014–SCAF11–R) was adopted on 31 May 2014.

APPENDIX I

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

Date: 29 and 31 May, 2014

Location: Bandaranaike Memorial International Conference Hall (BMICH)
Colombo, Sri Lanka

Time: 0900–1700 daily

Chair: Mr Godfrey Monor (Kenya); **Vice-Chair:** Dr. Benjamin Tabios (Philippines)

1. **OPENING OF THE SESSION** (Chair)
2. **ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION** (Chair)
3. **ADMISSION OF OBSERVERS** (Chair)
4. **FINANCIAL STATEMENT**
5. **PROGRESS REPORT OF THE SECRETARIAT FOR 2013**
6. **PROGRAM OF WORK AND BUDGET ESTIMATES FOR 2014, 2015 and 2016**
7. **PERFORMANCE REVIEW UPDATE (RESOLUTION 09/01 ON THE PERFORMANCE REVIEW FOLLOW-UP)** (Chair)
8. **OTHER BUSINESS** (Chair)
 - 8.1 *Options for replenishing the IOTC Meeting participation fund (MPF)*
 - 8.2 *Strategic priorities for the Secretariat*
 - 8.3 *Membership of Sierra Leone and Guinea in the IOTC*
 - 8.4 *Outstanding Contributions*
 - 8.5 *Election of a Chair and Vice-Chair for the next biennium*
9. **DATE AND PLACE OF THE TWELTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE** (Chair)
10. **REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE ELEVENTH SESSION OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE** (Chair)

APPENDIX III
LIST OF DOCUMENTS

Document	Title	Availability
IOTC–2014–SCAF11–01a	Draft agenda for the 11 th Session of the Standing Committee on Administration and Finance	6 March 2014
IOTC–2014–SCAF11–01b	Draft annotated agenda for the 11 th Session of the Standing Committee on Administration and Finance	15 April 2014
IOTC–2014–SCAF11–02	Draft list of documents for the 11 th Session of the Standing Committee on Administration and Finance	16 April 2014
IOTC–2014–SCAF11–03	Financial Statement: 2013	23 April 2014
IOTC–2014–SCAF11–04	Progress report of the Secretariat: 2013	14 April 2014
IOTC–2014–SCAF11–05	Program of work and budget for 2014, 2015 and indicative budgets for 2016	30 March 2014
IOTC–2014–SCAF11–06	Performance Review Update (Resolution 09/01 – <i>On the performance review follow-up</i>)	10 April 2014
IOTC–2014–SCAF11–07	Meeting participation fund (MPF) replenishment options	16 April 2014
IOTC–2014–SCAF11–08	Executive Secretary: Strategic priorities	30 April 2014
IOTC–2014–SCAF11–09	Contributions outstanding	8 April 2014
IOTC–2014–SCAF11–10	Membership of Sierra Leone and Guinea in the IOTC	17 April 2014

APPENDIX IV

PROPOSED BUDGET FOR 2014/15 AND INDICATIVE BUDGET FOR 2016 (IN USD)

Budget item description	2013 Actual Expenditures	2014	2015	2016
<u>Administrative Expenditures</u>				
Gross salary costs (before deductions)				
Professional				
Executive Secretary	157,435	160,787	167,219	173,907
Deputy Secretary / Science Manager	133,530	142,814	146,103	151,947
Fishery Officer (Data Coordinator)	138,860	147,290	153,181	159,308
Fishery Officer (Compliance Coordinator)	105,909	112,901	117,417	122,114
Fishery Officer (Stock Assessment)	127,367	135,005	140,405	146,022
Fishery Officer (Compliance)	119,413	125,448	130,466	135,685
Fishery Officer (Statistics)	89,852	95,892	99,728	103,717
Fishery Officer (Science)	15,028	70,214	97,363	101,258
Administrative Officer	49,104	100,749	104,779	108,970
Compliance Officer	0	0	0	55,000
General Service				
Administrative Assistant	12,143	12,420	12,927	13,445
Compliance Assistant	12,777	10,852	9,664	10,050
Programme Assistant	11,175	12,812	11,296	11,747
Database Assistant	13,411	9,284	13,335	13,869
Bilingual Secretary	6,766	6,914	7,172	7,459
Driver	6,961	6,988	7,274	7,565
Overtime	3,294	5,250	5,460	5,678
Total Salary costs	1,003,024	1,155,619	1,223,789	1,327,740
Employer contributions to Pension Fund and health insurance	283,363	309,403	321,780	354,651
Employer contribution to FAO entitlement fund	478,683	546,951	568,829	606,582
Improved Cost Recovery Uplift		124,036	131,006	142,556
Total staff costs	1,765,069	2,136,009	2,245,403	2,431,529
Expenditure for Activities				
<u>Operating Expenditures</u>				
Support Capacity Building	74,743	111,000	115,000	115,000
Consultants	73,746	102,000	145,500	150,000
Duty travel	205,473	181,471	191,400	200,000
Meetings	166,438	46,235	55,000	70,000
Interpretation	139,748	101,000	120,000	135,000
Translation	91,063	101,783	105,000	115,000
Equipment	22,407	15,775	16,500	25,000
General Operating Expenses	47,238	61,500	69,300	77,000
Printing	20,505	31,385	23,100	33,000
Contingencies	5,432	6,000	6,600	8,000
MPF	-	60,000	60,000	60,000
Total Operating Expenditure	846,793	818,149	907,400	988,000
SUB-TOTAL	2,611,862	2,977,658	3,152,803	3,419,529
Additional Contrib. Seychelles	-19,714	-20,100	-20,100	-20,100
FAO Servicing Costs	117,343	132,937	141,876	153,879
GRAND TOTAL	2,709,491	3,066,995	3,274,579	3,553,308
Total increase in budget year to year		13%	6%	9%

APPENDIX V
INDICATIVE SCALE OF CONTRIBUTIONS FOR 2014 (IN USD)

Country	World Bank Classification in 2011	OECD Membership	Average catch for 2009- 2011 (in metric tons)	Base Contribution	Operations Contribution	GNP Contribution	Catch Contribution	Total Contribution (in USD)
Australia	High	Yes	5,385	\$9 894	\$11 796	\$111 527	\$14 140	\$147 356
Belize	Middle	No	Below 400t	\$9 894	\$0	\$27 882	\$113	\$37 889
China	Middle	No	65,407	\$9 894	\$11 796	\$27 882	\$34 344	\$83 915
Comoros	Low	No	5,328	\$9 894	\$11 796	\$0	\$2 798	\$24 488
Eritrea	Low	No	962	\$9 894	\$11 796	\$0	\$505	\$22 195
European Community	High	Yes	183,194	\$9 894	\$11 796	\$111 527	\$481 053	\$614 270
France(Terr)	High	Yes	19,978	\$9 894	\$11 796	\$111 527	\$52 460	\$185 677
Guinea	Low	No	Below 400t	\$9 894	\$11 796	\$0	\$261	\$21 951
India	Middle	No	143,708	\$9 894	\$11 796	\$27 882	\$75 473	\$125 044
Indonesia	Middle	No	356,862	\$9 894	\$11 796	\$27 882	\$187 418	\$236 990
Iran, Islamic Republic of	Middle	No	168,437	\$9 894	\$11 796	\$27 882	\$88 460	\$138 032
Japan	High	Yes	19,901	\$9 894	\$11 796	\$111 527	\$52 259	\$185 476
Kenya	Low	No	736	\$9 894	\$11 796	\$0	\$403	\$22 092
Korea, Republic of	High	Yes	2,196	\$9 894	\$11 796	\$111 527	\$5 768	\$138 984
Madagascar	Low	No	8,650	\$9 894	\$11 796	\$0	\$4 543	\$26 233
Malaysia	Middle	No	26,498	\$9 894	\$11 796	\$27 882	\$13 916	\$63 488
Maldives	Middle	No	98,100	\$9 894	\$11 796	\$27 882	\$51 521	\$101 092
Mauritius	Middle	No	774	\$9 894	\$11 796	\$27 882	\$406	\$49 978
Mozambique	Low	No	Below 400t	\$9 894	\$11 796	\$0	\$1 478	\$23 167
Oman	High	No	22,604	\$9 894	\$11 796	\$111 527	\$10 498	\$143 714
Pakistan	Middle	No	52,940	\$9 894	\$11 796	\$27 882	\$27 803	\$77 375
Philippines	Middle	No	636	\$9 894	\$11 796	\$27 882	\$334	\$49 906
Seychelles	Middle	No	75,911	\$9 894	\$11 796	\$27 882	\$39 867	\$89 439
Sierra Leone	Low	No	Below 400t	\$9 894	\$0	\$0	\$0	\$9 894
Sri Lanka	Middle	No	96,165	\$9 894	\$11 796	\$27 882	\$50 504	\$100 076
Sudan	Middle	No	Below 400t	\$9 894	\$0	\$27 882	\$18	\$37 793
Tanzania	Low	No	4,234	\$9 894	\$11 796	\$0	\$2 301	\$23 991
Thailand	Middle	No	20,964	\$9 894	\$11 796	\$27 882	\$11 010	\$60 582
United Kingdom(Terr)	High	Yes	Below 400t	\$9 894	\$0	\$111 527	\$47	\$121 467
Vanuatu	Middle	No	Below 400t	\$9 894	\$0	\$27 882	\$94	\$37 869
Yemen	Middle	No	32,374	\$9 894	\$11 796	\$27 882	\$17 002	\$66 574
			Total	306 700	306 700	1 226 798	1 226 798	3 066 995

*Total contributions may vary from the sum of the four components by up to one dollar due to rounding

APPENDIX V (CONT)
INDICATIVE SCALE OF CONTRIBUTIONS FOR 2015 (IN USD)

Country	World Bank Classification in 2012	OECD Membership	Average catch for 2010- 2012 (in metric tons)	Base Contribution	Operations Contribution	GNP Contribution	Catch Contribution	Total Contribution (in USD)
Australia	High	Yes	5,385	\$10,563	\$13,098	\$119,076	\$14,519	\$157,256
Belize	Middle	No	Below 400t	\$10,563	\$0	\$29,769	\$183	\$40,515
China	Middle	No	65,407	\$10,563	\$13,098	\$29,769	\$37,985	\$91,415
Comoros	Low	No	5,328	\$10,563	\$13,098	\$0	\$2,904	\$26,565
Eritrea	Low	No	962	\$10,563	\$13,098	\$0	\$471	\$24,132
European Community	High	Yes	183,194	\$10,563	\$13,098	\$119,076	\$488,574	\$631,311
France(Terr)	High	Yes	19,978	\$10,563	\$13,098	\$119,076	\$71,585	\$214,322
Guinea	Low	No	Below 400t	\$10,563	\$0	\$0	\$124	\$10,688
India	Middle	No	143,708	\$10,563	\$13,098	\$29,769	\$89,186	\$142,616
Indonesia	Middle	No	356,862	\$10,563	\$13,098	\$29,769	\$190,805	\$244,236
Iran, Islamic Republic of	Middle	No	168,437	\$10,563	\$13,098	\$29,769	\$103,965	\$157,395
Japan	High	Yes	19,901	\$10,563	\$13,098	\$119,076	\$46,334	\$189,071
Kenya	Low	No	736	\$10,563	\$13,098	\$0	\$370	\$24,032
Korea, Republic of	High	Yes	2,196	\$10,563	\$13,098	\$119,076	\$7,799	\$150,536
Madagascar	Low	No	8,650	\$10,563	\$13,098	\$0	\$4,899	\$28,561
Malaysia	Middle	No	26,498	\$10,563	\$13,098	\$29,769	\$15,851	\$69,282
Maldives	Middle	No	98,100	\$10,563	\$13,098	\$29,769	\$56,221	\$109,651
Mauritius	Middle	No	774	\$10,563	\$13,098	\$29,769	\$330	\$53,761
Mozambique	Low	No	Below 400t	\$10,563	\$13,098	\$0	\$2,069	\$25,731
Oman	High	No	22,604	\$10,563	\$13,098	\$119,076	\$13,322	\$156,059
Pakistan	Middle	No	52,940	\$10,563	\$13,098	\$29,769	\$31,251	\$84,681
Philippines	Middle	No	636	\$10,563	\$13,098	\$29,769	\$686	\$54,116
Seychelles	Middle	No	75,911	\$10,563	\$13,098	\$29,769	\$40,723	\$94,154
Sierra Leone	Low	No	Below 400t	\$10,563	\$0	\$0	\$0	\$10,563
Sri Lanka	Middle	No	96,165	\$10,563	\$13,098	\$29,769	\$56,650	\$110,080
Sudan	Middle	No	Below 400t	\$10,563	\$0	\$29,769	\$19	\$40,351
Tanzania	Low	No	4,234	\$10,563	\$13,098	\$0	\$3,617	\$27,279
Thailand	Middle	No	20,964	\$10,563	\$13,098	\$29,769	\$8,886	\$62,316
United Kingdom(Terr)	High	Yes	Below 400t	\$10,563	\$0	\$119,076	\$34	\$129,673
Vanuatu	Middle	No	Below 400t	\$10,563	\$0	\$29,769	\$107	\$40,439
Yemen	Middle	No	32,374	\$10,563	\$13,098	\$29,769	\$20,362	\$73,792
			Total	327,458	327,458	1,309,832	1,309,832	3,274,579

APPENDIX VI

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 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 allocated USD\$60,000 for Capacity Building in the 2011 budget, USD\$78,000 in 2012 and US\$80,000 in 2013. Further increases have been proposed for the 2014 and 2015 budgets. One workshop was organized in 2011, in Chennai, India involving representatives of several CPCs. Other sources and cooperative arrangements will continue (e.g. IOTC-OFCF Project; CPCs) or might be available in the future	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, planned for 2014/15.	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: Resolution 10/05 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. In 2012, 2013 and 2014, capacity building funds were provided and utilized in workshops to enhance understanding of the IOTC process among officials of member countries, The Secretariat has also collaborated directly and indirectly with other regional initiatives, including, inter alia, to the EU, BOBLME, OFCF, SWIOFC and SWIOFP, ACP Fish II and COI.	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 will propose a budget for 2014 and 2015 that includes additional resources for projects requested by the Scientific Committee and 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>	Partially completed: A Meeting Participation Fund was established via Resolution 10/05. The Resolution 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. The fund is financed, initially, by accumulated funds, with no provisions for long-term support yet agreed. The fund was replenished to USD\$200,000 at S17 from accumulated funds. An ongoing process of replenishment of this fund needs to be developed and a proposal to continue the IOTC Meeting Participation Fund will be consider during the S18 Session.	Review annually at IOTC SCAF and Commission meetings. A procedure for supplying funds to the MPF should be developed and presented at S18.	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. A Meeting Participation Fund was established via Resolution 10/05 (See 19 and 31) and needs ongoing financial contributions. Additional funding for capacity building provided in 2012 and 2013 and proposed in the budgets for 2014 and 2015. See also para. 11 above.	S18 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: A Meeting Participation Fund was established via Resolution 10/05. The Resolution provides a funding mechanism to facilitate scientists and other representatives from CPCs who are developing States to attend IOTC meetings. The fund is financed, initially, by accumulated funds, with no provisions for long-term support yet agreed.	Annually for each IOTC meeting. A procedure for supplying funds to the MPF should be developed and presented at S18 by a CPC.	High
ON FINANCIAL AND ADMINISTRATIVE ISSUES		UPDATE/STATUS	WORKPLAN/TIMELINE	PRIORITY
Availability of resources for RFMO activities – efficiency and cost-effectiveness				
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.	<i>Standing Committee on Administration and Finance</i> <i>Commission and Members</i>	Pending. See Recommendations 1 and 2.		High
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.	<i>Standing Committee on Administration and Finance</i> <i>Commission</i>	Pending.		

APPENDIX VII

**CONSOLIDATED SET OF RECOMMENDATIONS OF THE 11TH SESSION OF THE STANDING
COMMITTEE ON ADMINISTRATION AND FINANCE (29 AND 31 MAY, 2014) TO THE
COMMISSION**

Financial Statement

SCAF11–01 ([para. 11](#)) The SCAF **RECOMMENDED** that the Secretariat request FAO Finance to report remittance advices from IOTC Membership to the Secretariat in real time, without delay and for Membership to label all remittances with an ‘IOTC’ reference and send a copy to the Secretariat in order to prevent delays in the transfer of funds to the IOTC’s account.

Programme of Work and Budget Estimates for 2014, 2015 and 2016

SCAF11–02 ([para. 34](#)) The SCAF **RECOMMENDED** that the ICRU related charges, applied by the FAO, be eliminated from the IOTC current and future expenditure accounts, and that the Chair of the Commission communicate this decision to FAO.

SCAF11–03 ([para. 38](#)) The SCAF **RECOMMENDED** that the Commission direct the Scientific Committee to provide its work plan on a multi-year basis, with project priorities clearly identified. In doing so, the SC should consider the immediate and longer term needs of the Commission.

SCAF11–04 ([para. 41](#)) The SCAF **RECOMMENDED** that capacity building activities, including workshops on science (stock assessment), compliance with IOTC CMMs, data collection and reporting, and bridging the gap between IOTC science and management advice, be continued in 2014 and financially supported through the IOTC budget and through voluntary contributions from Members and other interested parties.

SCAF11–05 ([para. 46](#)) The SCAF **RECOMMENDED** that the Commission endorse the IOTC Secretariat’s programme of work for the financial period 01 January, 2014 to 31 December 2015, as outlined in paper IOTC–2014–SCAF11–05.

SCAF11–06 ([para. 47](#)) The SCAF **RECOMMENDED** that the Commission adopt the budget for, and the scheme of contributions for 2014 and 2015 as outlined in [Appendix IV](#) and [Appendix V](#) respectively, with the understanding that areas of potential savings continue to be explored.

SCAF11–07 ([para. 48](#)) The SCAF **RECOMMENDED** that the Commission note that the programme of work for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken by the Secretariat will remain within the current scope. Any new activities agreed to during the 18th Session of the Commission (S18) that are likely to have budgetary consequences, will require an amendment of the figures presented to, and endorsed by the Commission.

SCAF11–08 ([para. 49](#)) The SCAF **RECOMMENDED** that an analysis of the cost and the benefits of IOTC’s existence within and outside of FAO’s structure be undertaken to ascertain the viability of IOTC breaking from the UN administrative structure and mandate.

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

SCAF11–09 ([para. 53](#)) The SCAF **RECOMMENDED** that the Commission note the current status of implementation for each of the recommendations arising from the Report of the IOTC Performance Review Panel, relevant to the SCAF, as provided in [Appendix VI](#).

Other Business**Options for replenishing the IOTC Meeting participation fund Recommendation/s**

SCAF11–10 ([para. 56](#)) The SCAF **RECOMMENDED** that the Secretariat seek voluntary contributions from Members and other interested groups to supplement the MPF.

SCAF11–11 ([para. 57](#)) The SCAF **RECOMMENDED** that the rules of procedure for the administration of the IOTC MPF be modified to exclude funding for Cooperating Non-Contracting Parties, as they currently do not contribute to the IOTC budget.

SCAF11–12 ([para. 58](#)) The SCAF **RECOMMENDED** that the MPF is budgeted every year and priorities could be set on the use of available funds.

Membership of Sierra Leone and Guinea in the IOTC

SCAF11–13 ([para. 62](#)) The SCAF **RECOMMENDED** that the Commission consider paper IOTC–2014–SCAF11–10 (Membership of Sierra Leone and Guinea in the IOTC) as the SCAF was unable to agree on a course of action.

Contributions outstanding

SCAF11–14 ([para. 71](#)) The SCAF **RECOMMENDED** that the IOTC Secretariat, in consultation with the Chair of the Commission, to conduct bilateral discussion with the I.R. Iran with a view to find a mutually satisfactory method to recover the outstanding contributions and to detail a plan of action for payment to Membership.

SCAF11–15 ([para. 72](#)) The SCAF **RECOMMENDED** that CPCs that did not reply to the communications sent by the Chair of the Commission, regarding the payment of outstanding contributions shall not benefit from any IOTC related activities in regard to MPF, workshops, training and related support. CPCs in arrears for more than five years and have no interim payment should not benefit from any IOTC related activities, with the exception of I.R. Iran on the basis of the difficulties highlighted in para 69.

SCAF11–16 ([para. 73](#)) The SCAF **RECOMMENDED** that all Members with overdue IOTC contributions finalise payment of those contributions as soon as possible so as not to hinder the operation of the IOTC. To facilitate this process, the Chair of the Commission, with the assistance of the Secretariat and the FAO Legal Department, shall conduct bilateral discussion with each of the CPCs with contributions in arrears totaling more than the previous two years, with a view to recover the outstanding contributions and further assess their interest of continued involvement in the IOTC.. Responses from those CPCs should be circulated by the Secretariat to all CPCs for consideration at the 12th Session of the SCAF.

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

SCAF11–17 ([para. 75](#)) The SCAF **RECOMMENDED** that the Commission confirms the election of the new Chair (Mr. Benjamin Tabios, Philippines) and Vice-Chair Mr. Bojrazsingh Boyramboli (Mauritius) of the SCAF for the next biennium.

Date and Place of the 12th Session of the Standing Committee on Administration and Finance

SCAF11–18 ([para. 77](#)) Following a discussion on who would host the 12th Session of the SCAF in 2015, the SCAF **RECOMMENDED** that the 12th Session of the SCAF be held for two days, prior to the Commission meeting in 2015. The exact dates and location would be decided by the Commission.

Review of the Draft and Adoption of the Report of the 11th Session of the Standing Committee on Administration and Finance

SCAF11–19 ([para. 78](#)) The SCAF **RECOMMENDED** that the Commission consider the consolidated set of recommendations arising from SCAF11, provided at [Appendix VII](#).