

## 10<sup>TH</sup> MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

*Manta, Ecuador, 9, 10 & 14 February 2023*

### FAC 10 – Doc 02 Annotated FAC Provisional Agenda *Secretariat*

#### 1. OPENING OF THE MEETING

##### a. Meeting arrangements

*The Chairperson shall declare the meeting open. Important arrangements will be notified at this time. Rapporteurs will be appointed.*

##### b. Adoption of the Agenda

*The adoption of the agenda will follow Rules of Procedure (RoP) 4.3. Any adjustments to the timetable will be announced*

FAC10-Doc01  
FAC10-Doc02  
FAC10-Doc15

##### c. Meeting documents

*The Secretariat will briefly introduce all documents submitted to the meeting as per RoP 4.4 - 4.6. Meeting documentation location and access will be presented. Rapporteurs will be appointed.*

FAC10-Doc03

#### 2. SPRFMO REPORT OF INCOME

*As per Financial Regulation 4.11 the Secretariat will report on annual contributions from Members, voluntary contributions received, any investment and other income received*

FAC10-Doc04

#### 3. SPRFMO FINANCIAL REPORTING

##### a. Financial Statements

*The Secretariat will present the 2021-22 Annual Financial Statements of the Commission.*

FAC10-Doc05

##### b. Auditor Report

*As per Financial Regulations 9.7, 9.8 and 9.9 the Secretariat will present the Auditor Report together with the Annual Financial Statements. Concerning Financial Year 2021-22, the Financial Statements were prepared, in all material respects, in accordance with the Financial Regulations of the Commission.*

FAC10-Doc05

##### c. Statement of Transfers of Appropriations and Write off

*As per Financial Regulation 3.3 this year there were no transfers of the appropriations were made for the Financial Year ended 30 June 2022; and as per Financial Regulation 6.4, the Executive Secretary authorised writing off obsolete fixed assets with a book value of NZ\$1,847 by way of disposal.*

FAC10-Doc05.1

##### d. Accumulated Surplus Account

*As per Financial Regulation 4.5 the FAC will review the amount available in the Accumulated Surplus Account. (Refer to Page 10, FAC10-Doc05).*

FAC10-Doc05

##### e. SPRFMO Contingency Fund

*As per Annex 2 of the Financial Regulations the Secretariat will report on the status of the Contingency Fund. The FAC will review the level and resourcing for the Contingency Fund.*

FAC10-Doc05.2

##### f. Status of Scientific Support Fund

*As per Financial Regulation 2.4 the Secretariat will present the status of the SC Fund. The FAC is invited to make recommendations to the Commission regarding the proposed budget allocation for that Fund.*

FAC10-Doc05.3

##### g. Status of Developing States Fund

*As per Financial Regulations Annex 1 the Secretariat will present the status of the DS Fund. The FAC is invited to make recommendations to the Commission regarding the operation of this fund and the proposed budget allocation.*

FAC10-Doc05.4



#### 4. FUTURE BUDGETS AND CONTRIBUTIONS

- a. Draft Budget for financial years 2023-24 and 2024-25  
*As per Convention Article 15.4 and Financial Regulation 2.8 the draft budgets for the next two succeeding Financial Years will be reviewed by the FAC.* FAC10-Doc06  
FAC10-Doc06.1  
FAC10-Doc06.2
- b. Contributions for Financial Year 2023-24 and estimate for Financial Year 2024-25  
*As per Financial Regulation 4.7, Member contributions have been calculated based on the budget formula adopted in the 6th Commission Meeting.* FAC10-Doc07

#### 5. MATTERS CONCERNING THE FINANCIAL REGULATIONS

- a. Selection and appointment of independent Auditors  
*As per Convention Article 15 and Financial Regulation 9, due to the 3-year term concluding for the current auditors, the Secretariat placed a Call for Tenders in November 2022. The response to this call will be presented and the FAC is being requested to provide an associated recommendation to the Commission.* FAC10-Doc08
- b. Budget Formula  
*The Secretariat will present a summary paper on Member Contributions (as adopted) compared with strict application of the budget formula. The FAC is requested to make any relevant comments or recommendations in relation to the budget formula.* FAC10-Doc09

#### 6. MATTERS CONCERNING THE SECRETARIAT & STAFF REGULATIONS.

- a. Secretariat report on 2022 intersessional period activities  
*The Secretariat will report on activities in the 2022 intersessional period, and provide a summary account of the Commission's membership, office holders, as well as Secretariat activities in 2022. The Report of the Staff Association will also be tabled for the FAC's consideration.* FAC10-Doc10  
FAC10-Doc14  
(restricted)
- b. Secretariat staff performance review summary  
*The Executive Secretary will provide a summary of the staff performance reviews according to Staff Regulation 6.6.* FAC10-Doc11  
(restricted)
- c. Secretariat staffing strategy  
*The Executive Secretary will present a staffing strategy for the Secretariat. The FAC is requested to consider this strategy and develop appropriate recommendations for the Commission.* FAC10-Doc12

#### 7. MEETINGS OF THE COMMISSION & SUBSIDIARY BODIES

- a. Date and Venue for 2024  
*Members will be requested to confirm their ability and intention to continue to host the forthcoming Annual Meeting of the SPRFMO as per Rule 3.1 of the Rules of Procedure.* FAC10-Doc13
- b. Potential hosting for 2025 & 2026  
*The FAC will seek offers to host the 2025 and 2026 annual meetings. The FAC is encouraged to make every effort to fix the dates (if not the venues) for upcoming SPRFMO meetings.*
- c. Scientific Committee Meetings 2023 and potential hosting for 2024 & 2025  
*Panama has offered to host the 2023 SC11 Meeting. Panama will be given the floor to confirm the the dates and location for the SC11 meeting.* FAC10-Doc13  
*The FAC will also request offers concerning possible hosts for the 2024 & 2025 SC meetings.*

#### 8. OFFICE HOLDERS

*The first term of the Chairperson of the FAC, Mr. Jimmy Villavicencio (EC), will conclude at the close of the 10th FAC meeting. Mr. Villavicencio is eligible for re-election and this position should be filled as per Rule 5 of the Rules of Procedure.*

#### 9. OTHER MATTERS

*The FAC will consider any other matters as identified during the adoption of the agenda.*

#### 10. ADOPTION OF THE REPORT

*The draft meeting report will be prepared during the meeting by the Chairperson with assistance from the Secretariat and will be presented to the FAC on the last day of the meeting for its consideration.*



11. CLOSE OF MEETING