

10TH MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

Manta, Ecuador, 9, 10 & 14 February 2023

FAC 10 – Doc 06.1 Secretariat Travel Plan for Financial Year 2022-2023

Secretariat

1. Background

According to Regulation 2.3 of the Commission Financial Regulations *“The draft budget shall be accompanied by a travel plan which, to the extent possible, identifies all proposed official travel for the succeeding financial year, including the approximate expenditure and justification for each trip”*.

This travel plan is provided on the assumption that the Secretariat will carry on activities without travel restrictions; if COVID 19 restrictions are reinstated, it is very likely there will be an underspend for meetings associated with travel.

Development of an accurate travel plan is often difficult due to the need to anticipate unscheduled meetings of importance to SPRFMO. This year the exercise is further challenged by a lack of identified hosts for future SPRFMO meetings (FAC10-Doc13).

In relation to Items 3.1 to 3.3 of the Budget (Meetings and Travel) the **FAC10 is invited to:**

- ***note*** that Secretariat Travel Plan for Financial Year 2022-23 and its inclusion into the 2022-23 budget (refer FAC10-Doc06).



2. Secretariat Travel Plan for Financial Year 2023-24

Table 1: Travel Plan for FY 2023-24

Budget Item	OFFICIAL TRAVEL	WHERE / WHEN	STAFF	FLIGHT COST (NZ\$)	DSA (NZ\$)	Nº OF DAYS	APPROX. COST (NZ\$)	JUSTIFICATION
3.1	12 th SPRFMO Annual Commission 2024	(tbc) Jan/Feb 2024	DM + CO + FM + CM + ES	56 000	400	60	80 000	The Secretariat shall make all necessary arrangements for the annual meeting (RoP 3) and shall assist the Commission and its subsidiary bodies in fulfilling their respective tasks (RoP 6).
3.2	11 th SPRFMO Scientific Committee Meeting 2023	Panama, Sept/Oct 2023	DM + ES	25 860	360	18	30 000	
3.3	PEW 3-day workshop on best practices for RFMOs	Halifax, Canada 27-29 July 2023	CM	14 600	450	3	20 000	The GFETW is the only international meeting place designed specifically for global MCS practitioners. The GFETW offers a forum for sharing information about the challenges facing compliance officers. Participants will also be exposed to new and emerging compliance strategies and fisheries law enforcement “best practices”. The proposed travel plan includes attendance at 2 pre-meeting workshops.
	Pan Pacific Fisheries Compliance Network meeting	Halifax, 30 July 2023			450	1		
	2022 International Global Fisheries Enforcement Training Workshop (GFETW) ¹	Halifax, Canada 30 July - 4 August 2023			450	8		
	FIRMS/CWP	London, UK June 2023	DM	11 750	650	5	15 000	
3.4	Costs associated with hosting a meeting	Not specified	FM + ES	-	-	-	6 000	Including late night food, extra room hire, wifi connectivity...
TOTAL							151 000	

NOTE: Data Manager (DM), Communication Officer (CO), Financial Manager (FM), Compliance Manager (CM), Executive Secretary (ES), (tbc) to be confirmed.

¹ <https://gfetw.org/2022-gfetw/>



3. Secretariat Forecast Travel Plan for Financial Year 2024-25

Consistent with the forecast budget (FAC9-Doc06), the Secretariat is also providing a forecast travel plan for FY 2024-25.

Table 2: Travel Plan for FY 2024-25

Budget Item	OFFICIAL TRAVEL	WHERE / WHEN	STAFF	FLIGHT COST (NZ\$)	DSA (NZ\$)	Nº OF DAYS	APPROX. COST (NZ\$)	JUSTIFICATION
3.1	13 th SPRFMO Annual Commission Meeting 2025	(tbc) Jan/Feb 2025	DM + CO + FM + CM + ES	61 000	400	60	85 000	The Secretariat shall make all necessary arrangements for the annual meeting (RoP 3) and shall assist the Commission and its subsidiary bodies in fulfilling their respective tasks (RoP 6).
3.2	12 th SPRFMO Scientific Committee Meeting 2024	(tbc) Sept/ Oct 2024	DM + ES	25 860	360	18	30 000	
3.3	PSMA implementation meeting/ FAO global record of fishing vessels	(tbc)	DM + CM	21 500	450	10	26 000	The RSN was established to facilitate information exchange among RFB Secretariats. This biannual meeting presents an opportunity to increase connectivity and facilitate discussion and information sharing among RFBs to address common and emerging issues
	Regional Fishery Body Secretariats Network (RSN10) Meeting + 36 th COFI Session	Rome, Italy Sept 2024	ES	12 300	450	6	15 000	
3.4	Costs associated with hosting a meeting	Not specified	FM + ES	-	-	-	7 000	Including late night food, extra room hire, wifi connectivity...
TOTAL							163 000	

NOTE: Data Manager (DM), Communication Officer (CO), Financial Manager (FM), Compliance Manager (CM), Executive Secretary (ES)