

11TH MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

Manta, Ecuador, 25, 26, 27 & 30 January 2024

FAC 11 – Doc 09

Secretariat's 2023 Administrative Report

Secretariat

Background

This paper reviews Secretariat activities over 2023, providing an update and main highlights on staff changes and delivery of Secretariat tasks for the 12-month period since the 11th SPRFMO Commission Meeting (FAC10 and COMM11).

In relation to this document, **FAC11 is invited to:**

- **Note** this paper and make any comments or recommendations deemed appropriate.



1. Updates to SPRFMO Membership and non-Member participation

Membership

During 2023, the following States, territories, regional economic integration organisation and fishing entities were Members of the SPRFMO Commission:

1. Australia
2. Republic of Belize
3. Republic of Chile
4. People’s Republic of China
5. Cook Islands
6. Republic of Cuba
7. Republic of Ecuador
8. European Union
9. Kingdom of Denmark in respect of the Faroe Islands
10. Republic of Korea
11. New Zealand
12. Republic of Panama
13. Republic of Peru
14. Russian Federation
15. Chinese Taipei
16. United States of America
17. Republic of Vanuatu

The Republic of Belize became the newest Member of SPRFMO, in February 2023 (Ref: G20-2023)

Cooperating Non-Contracting Parties

In 2023 the following States were granted CNCP status in accordance with Article 32 of the Convention and Decision 2-2018 of the Commission:

- Curaçao
- Republic of Liberia

Observers

During 2023, as per Rule 9.2 of the Rules of Procedure, Observer status with SPRFMO was granted to:

- Global Fishing Watch, NGO (15 December 2023)
- Charles Darwin Foundation, NGO (15 December 2023)
- Conservation International Foundation, NGO (15 December 2023).

SPRFMO has therefore now **39 Observers**, including 16 IGOs, 22 NGOs, and five States Observers.

Inter-Governmental Organisations that attended SPRFMO meetings in 2023:

- Agreement on the Conservations of Albatrosses and Petrels, ACAP (COMM11, SC11)
- Permanent Commission for the South Pacific, CPPS (COMM11)
- International Labour Organisation, ILO (COMM11)
- United Nations Environment Programme, UNEP (COMM11)
- West Central Pacific Fisheries Commission, WCPFC (COMM11)



Non-Governmental Organisations that attended SPRFMO meetings in 2023:

- Australian National Centre for Ocean and Resources and Security, ANCORS (COMM11)
- CALAMASUR (COMM11, SC11)
- Deep Sea Conservation Coalition, DSCC (COMM11, SC11)
- Environment and Conservation Organisations of New Zealand, ECONZ (COMM11, SC11)
- Environmental Defense Fund, EDF (COMM11, SC11)
- Fisheries Transparency Initiative, FITI (COMM11, SC11)
- High Seas Fisheries Group, HSFG (COMM11, SC11)
- International Monitoring, Compliance and Surveillance network (IMCS network)
- Oceana (SC11)
- The PEW Charitable Trusts, PEW (COMM11, SC11)
- Worldwide Fund for Nature, WWF (SC11)

SPRFMO Officers

Commission

Chairperson: Mr Luis Molledo (European Union, elected in 2021, re-elected in 2023 until the end of COMM12)

Vice Chairperson: Ms Alexa Cole (United States of America, elected in 2023)

Scientific Committee

Chairperson: Dr Jim Ianelli (USA, elected in 2013, re-elected in 2014, 2016, 2018, 2020, and 2022)

Vice Chairperson: Dr Niels Hintzen (EU, elected in 2013, re-elected in 2014, 2016, 2018, 2020, and 2022)

Compliance and Technical Committee

Chairperson: Ms Katherine Bernal (Chile, elected in 2022)

Vice Chairperson: Ms Rebeca Espinoza (Ecuador, elected in 2023)

Finance and Administration Committee

Chairperson: Mr Jimmy Villavicencio (Ecuador, elected in 2021, re-elected in 2023)

Vice Chairperson: Mr Andres Couve (Chile, elected in 2022)

Eastern Sub-Regional Management Committee

n/a

Western Sub-Regional Management Committee

n/a

Secretariat

- **Executive Secretary:** Mr Craig Loveridge (since March 2021; staff since 2012)
- **Coordination and Communications Officer:** Ms Susana Delgado (since July 2016; staff since 2013)
- **Data Manager:**
 - Dr Tiffany Vidal (since 2021, until September 2023)
 - Mr Bernard Vigga (since November 2023)
- **Compliance Manager:** Mr Randy Jenkins (since November 2020)
- **Finance and Office Manager:** Ms Yanbin Liu (since August 2016)



2. Secretariat Activities

2.1 SPRFMO Staffing Consultation Group

During 2023 the Executive Secretary coordinated the work of the Staff Consultation Group, composed by appointed Member representatives. The group was formed to assist in developing a Secretariat staffing strategy for consideration in 2020. These groups activities assisted the development of paper FAC11-Doc11 which will be initially discussed this year during the Finance and Administration Committee meeting.

2.2 SPRFMO Headquarters Agreement

During 2023 the Executive Secretary held a series of meetings with New Zealand representatives, in their capacity as hosts of the SPRFMO premises, primarily to discuss SPRFMO staff visa arrangements and the possibility of assistance with accepting certain overseas payments.

As informed to the FAC last year, internationally recruited professional staff and their dependants are issued with official visas upon entry into New Zealand. These official visas expire after ten years and do not allow dependants to work in New Zealand. A process for changing visa status (from official to work visa) was explored, and the Secretariat has been granted Accredited Employer for work visas (AEW) status with Immigration New Zealand. The employee affected by the official visa time limit is now in the process of applying for an AWE work visa. The fees associated with acquiring visas will be passed on to New Zealand as per the Headquarters Agreement.

As previously informed, there have been difficulties successfully receiving certain Member payments into the SPRFMO bank. These difficulties contributed to one Member losing voting rights for a time during 2023. The overdue payments were able to be cleared due to a change in payment routing and because of several meetings and exchanges of correspondence between the Secretariat and the provider of banking services in New Zealand to SPRFMO.

However, currently another Member is experiencing difficulties transferring monies into the SPRFMO bank account. The Secretariat has received advice from MFAT concerning these difficulties and is in close communications with both MFAT and the NZ banking services provider. One of the difficulties is that the funds appear to be being blocked by intermediary banking services and it can take much investigation to identify an alternative route.

2.2 SPRFMO Database

The SPRFMO Secretariat successfully secured a new database provider in 2023 and this was accomplished with minimal disruption in data services.

A Request for Proposals was developed and issued 5 April 2023. This request resulted in the Secretariat receiving 10 proposals. In May, an international panel led by the (then) Data Manager was convened comprising persons with data management expertise from CCAMLR/WCPFC and NOAA. The panel reviewed and then, in June, discussed the shortlisted proposals to determine the application that would best serve SPRFMOs needs by delivering the greatest benefit to SPRFMO for the least cost over the long term.

Contract negotiations with the successful applicant were initiated in July with a final contract being agreed in August. The work to transfer the database began in August and was completed in November 2023. Further information can be found in FAC11-Doc07.2

2.3 Injunction order

The SPRFMO Secretariat was included in an Order for an Interim Prohibitory Injunction on 29 March 2023. As a result, the Executive Secretary engaged independent legal advice. Work in response to related enquires, scheduled court cases, and to keep informed about the case development continued through until December 2023 at which time the SPRFMO was informed that the parties involved have successfully resolved their differences and reached a settlement agreement.



2.3 FAC10 staffing considerations.

Following discussions held during the 2023 annual meeting the Secretariat explored staffing conditions in other RFMOs and engaged various independent experts to review or provide advice on current Secretariat practices and conditions. These activities resulted in the proposal to amend the staff regulations as well as the paper on the FAC10 requested advice.

2.4 Staff Recruitment

Dr Tiffany Vidal presented her resignation from the Data Management position in May 2023, and left SPEFMOs employment at the conclusion of the SC11 meeting. The Executive Secretary launched a recruitment process to secure a new Database Manager in June. 15 applications were received and Shortlisted candidates were interviewed by a Secretariat panel during August with reference checks occurring in September. As a result of this assessment, Mr Bernard Vigga was offered the position and started his work with the Secretariat in Wellington in November 2023.

2.5 Objection to CMM 01-2023 process

Between April and July 2023, the Secretariat supported the process related to the Objection to CMM 01-2023, initiated by the Russian Federation. The Secretariat liaised with the Permanent Court of Arbitration throughout the process, supported the establishment of the Review Panel, and worked with the Commission Chairperson and Vice Chairperson to prepare the written memorandum and various supporting materials on behalf of the Organisation.

The Executive Secretary also attended the hearing alongside the Commission Chairperson and Vice Chairperson to answer the certain questions posed by the Review Panel.

2.5 Intersessional decision making

The Secretariat supported 3 Intersessional decisions during 2023.

2.6 Finance

2.6.1 Banking

During 2023, the Secretariat spent a significant amount of time working closely with the Bank of New Zealand and the Government of New Zealand to ensure that payments originating from Cuba and the Russian Federation for purposes of annual contribution could be received into SPRFMO accounts.

2.6.2 Grants

During 2023 the Secretariat liaised with some Members and project teams to administered grants and voluntary contributions as instructed, namely:

- European Union grants in support of the SPRFMO Observer programme, science and data, science-based decision making and the jack mackerel Management Strategy Evaluation.
- China voluntary contributions for squid research.
- United States NOAA MoU to support Compliance work and United States voluntary contributions to support of work on staff matters, and the habitat monitoring symposium.

2.6.3 Management of the Developing States Fund

During 2023, the Secretariat assessed and processed Developing State applications supporting meeting participation in accordance with the Financial Regulations as follows:

- COMM12: Six enquires, 3 applicants supported.
- SC11: seven enquires, 3 applicants supported.



2.6.4 Main providers

- Auditors: [Crowe New Zealand Audit Partnership](#)
- Bank of New Zealand: [BNZ](#)
- Fishery database: [Dragonfly](#)
- Observer Programme Accreditation Evaluator: [MRAG](#)
- VMS Service Provider: [CLS](#)
- IT services: [Redstripe](#)
- Website development and hosting: [Silverweb](#).

2.6.5 FAC Support

The Secretariat attended and supported the FAC10 meeting, held in Manta, Ecuador, in February 2023.

Additionally, during 2023, in preparation for the FAC11 meeting, the Secretariat prepared the following documents:

Reference	Title
FAC11-Doc01_rev1	Provisional FAC11 Agenda
FAC11-Doc02	Annotated FAC11 Agenda
FAC11-Doc03	List of FAC11 Meeting Documents
FAC11-Doc04	FAC11 Meeting Schedule
FAC11-Doc05	SPRFMO Report of Income
FAC11-Doc06	Annual Financial Statements for the year ending 30 June 2023
FAC11-Doc06.1	Statement of Transfers of appropriations and Write offs
FAC11-Doc06.2	SPRFMO Contingency Fund
FAC11-Doc06.3	Status of SPRFMO Developing States Fund
FAC11-Doc06.4	Status of SPRFMO Scientific Support Fund
FAC11-Doc07	Draft Budget for Financial Year 2024-25 and forecast budget for 2025-26
FAC11-Doc07.1	Secretariat Travel plan for financial year 2024-25
FAC11-Doc07.2	Data Management Update and Development plan
FAC11-Doc08	Calculation of contributions for FY2024-25 and Estimate for FY2025-26
FAC11-Doc09	Secretariat's 2023 Administrative Report
FAC11-Doc10	RESTRICTED Staff Performance Review Summary
FAC11-Doc11	RESTRICTED 2024 Secretariat Staffing strategy
FAC11-Doc12	RESTRICTED FAC10 requested reviews and advice
FAC11-Doc13	Potential hosting for future SPRFMO Meetings
FAC11-Doc14	Financial and Administrative Implications of providing Spanish support

2.7 Scientific Support

The Secretariat organised, supported, and produced reports for the 20 web meetings held by the Scientific Committee (SC) and the SC Working Groups between February and September 2023. Following is a list of those web meetings:



Working group	Web Meeting	Date (UTC)	Invitation	Report
JMWG	MSE Workshop	11-Feb-23	G09-2023	G13-2023
HMWG	Coordination Meeting - 2023 Workplan	16-Mar-23	G12-2023	G29-2023
Data WG	Inception meeting	12-Apr-23	G25-2023	G39-2023
JMWG	MSE Technical WG	9-May-23	G26-2023	G55-2023
JMWG	MSE Technical WG	14-Jun-23	G26-2023	G93-2023
SQWG	Assessment techniques	21-Jun-23	G37-2023	G91-2023
JMWG	MSE Technical WG	11-Jul-23	G26-2023	G93-2023
HMWG	Assessment methods	13-Jul-23	G54-2023	G101-2023
JMWG	SC Prep session 1	18-Jul-23	G27-2023	G107-2023
SQWG	Genetics and connectivity	19-Jul-23	G37-2023	G104-2023
SQWG	Assessment model review and CMM dev	26-Jul-23	G37-2023	G111-2023
JMWG	MSE Technical WG	1-Aug-23	G93-2023	G108-2023
DWG	Exploratory fisheries FOPs	3-Aug-23	G64-2023	G109-2023
Spp Comp	Species Composition	3-Aug-23		
SQWG	SC Prep	17-Aug-23	G113-2023	G124-2023
JMWG	MSE SC prep 1	21-Aug-23	G93-2023	G124-2023
DWG	SC Prep – Session 1	22-Aug-23	G64-2023	G126_2023_rev1
DWG	SC Prep – Session 2	23-Aug-23	G64-2023	G126_2023_rev1
JMWG	SC prep session 2	29-Aug-23	G27-2023	G128-2023
SC Plenary	General SC Prep	31-Aug-23	G95-2023	G130-2023

The 11th annual meeting of the SPRFMO Scientific Committee was held in Panama, between 11 and 16 September 2023. Both the Executive Secretary and the Data Manager attended and supported the meeting. The meeting was organised jointly by the appointed representatives of the government of Panama and the SPRFMO Coordination and Communications Officer.

The Secretariat prepared the following papers for the SC11 meeting:

Paper reference	Full Title
SC11-Doc01_rev1	Provisional SC11 Agenda
SC11-Doc02_rev1	Annotated SC11 Agenda
SC11-Doc03_rev6	SC11 List of Documents
SC11-Doc04_rev1	SC11 Meeting schedule
SC11-Doc05	2024 Multi Annual Work Plan
SC11-Doc06_rev1	2023 intersessional SC web meetings
SC11-Doc07	Secretariat's Science related activities
SC11-Doc08	Status of the SC (scientific support) fund
SC11-Doc09	Call for interest to organise forthcoming SC meetings
SC11-Doc10	A summary of current SPRFMO bycatch records (Including species of concern)
SC11-Doc12	Data Working Group Update
SC11-JM01_rev2	CJM Catch history and predicted 2023 catches (Annex 1_rev2) (SEC)
SC11-SQ01_rev1	Update of Squid Datasets held by the Secretariat
SC11-WP01	Live discussion document for papers Q&A
SC11-WP05	Exploratory Checklists (new fisheries, AU, CK, EU)



2.8 Data Activities

2.8.1 New Database

As instructed by the Commission, the Secretariat has worked throughout the year to ensure a seamless transition of the SPRFMO database from the former database hosting, FINNZ, to Dragonfly, the new database hosting provider. This process aims also to increase the functionality of the Database both for the Secretariat and the Members.

The process of migrating the SPRFMO database and transitioning to the new provider started on 23 November 2023 and it took around one week to be finalised. During that period, updates to the SPRFMO Record of Vessels were suspended. After the first week of December, however, the Record of Vessels went live, and updates resumed. A period of report building and testing activities was foreseen, to ensure a smooth transition.

2.8.2 Data collection and processing

Data-related general activities carried out by the Secretariat during 2023 include:

- Database management
- Data submission processing (templates, emailing, checking, formatting, etc.)
- Datasets management
- Updates to catch and effort databases (historical data and yearly data submission)
- Observer Programme accreditation processes
- Observer data collection
- Monthly and annual catches
- Record of Vessels updates, active vessels
- Provision of data for Scientific Committees papers and data releases, for support to Members and CNCPs
- Processing and analysis of data for reports
- Maintenance transshipment records

2.8.3 Data-related meetings

- FAO Fisheries and Resources Monitoring (FIRMS) 13th Steering Committee (FSC13) Meeting
- FAO Coordinated Working Parties (CWP) Intersessional Meeting
- International Fisheries Observer and Monitoring Conference (IFOMC)
- CCAMLR-SPRFMO meeting of the Secretariats of both organisations.
- Peer-review of a manuscript focusing on fishing dynamics around the Galapagos Marine Reserve using AIS data.

2.8.4 Data releases

- March 2023 – Annual data summaries provided for the public domain on the SPRFMO website
- May 2023 – Annual catches from Australia-flagged vessels including a summary of orange roughy and all other species from FAO statistical area 81 and 51 (Australia)
- May 2023 – Request from NIWA (NZ) for fishing activity data related to catches of Patagonian toothfish, and associated observer collected biological data and tagging data.
- May 2023 – CCAMLR request (from NZ) as part of our data sharing agreement for additional information associated with tagged fish that were tagged or recaptured in SPRFMO but recaptured or tagged in CCAMLR.
- May 2023 – CCAMLR request (from AUS) as part of our data sharing agreement for additional information associated with tagged fish that were tagged or recaptured in SPRFMO but recaptured or tagged in CCAMLR.
- June 2023 – NIWA (NZ) request for operational data from the Australian fleet for activities that harvested orange roughy.



2.8.5 Fishery Statistics

The Secretariat has received the 2022 Annual Catch Reports from all Commission Members and CNCPs who fished in the SPRFMO Area, in accordance with CMM 02-2022 (details are reported in COMM12-Inf01).

2.9 Compliance

2.9.1 Vessel Monitoring System (CMM 06)

VMS monitoring and report validation is carried out by the Compliance Manager via the THEMIS platform.

THEMIS is checked each afternoon for vessel/fleet count using the 24-hour period beginning 00:00 UTC and ending 23:59 UTC, checking primarily for erratic positions (flying vessels), vessels without flags assigned (duplicate vessels), and vessels that suddenly start or stop providing VMS while within the SPRFMO Area.

Daily “Last Position” reports are saved in the local drive of the Secretariat. The data is then summarised onto the Secretariat’s local monthly vessel count record. This will provide a quick cross reference as to whether there has been unexplained drop or increase in fleet size from the previous day(s).

Daily/frequent VMS checks include:

- Check for erratic positions (flying vessels)
- Reviewing last position report
- Checking for “no-flag” codes
- Check for vessel that have stopped displaying on Commission VMS while in SPRFMO
- Check/follow up regarding fleet/partial fleet disappearance
- VMS disruptions/data gaps
- Communication with Members regarding VMS issues
- Check of the Commission VMS inbox
- Check for THEMIS alerts
- Check for vessels of Members whose VMS set up is responsibility of the Secretariat (AUS, NZ)

2.9.2 Deepwater Species verifications (CMM 03a)

Monitoring catch reporting and communications requirements (daily reporting/cease fishing) for Orange Roughy in the Tasman Sea for 3 stock areas as per the limits and triggers outlined in paragraphs 17 and 18. Additionally, as per Paragraph 26 the Secretariat must be notified no less than 72 hours in advance of a vessel commencing fishing activities in the Tasman Sea or Westpac Banks Area; in practice it is usually the vessel or company that provides the advance notifications via email to the VMS inbox.

2.9.3 Port Inspections (CMM 07)

Port call request forms and Port inspection forms are received by the Secretariat, information is reviewed, whenever required there is an email exchange with the sender to ensure the data is accurate and complete to be uploaded onto the database. Port call requests are tracked, stored, and made available on the SPRFMO Flickr account.

Port inspections are loaded onto the FLICKR account to create the vessel inspection album for retention of the inspection form. Finally, the inspection report is loaded onto the database.

CMM 07 paragraph 24 requires that the Secretariat promptly convey the inspection report to the authorities of the fishing vessel inspected. This is done via email from the Compliance Manager with the Port Inspection Report attached. The body of the email is a quick summary of what is attached and highlights when and where inspection occurred, amount offload, amount retained onboard, and whether any apparent infringements were noted. The email is sent to the official contacts identified to receive Port Inspection notices (on SPRFMO website).



2.9.4 Compliance and Monitoring Scheme (CMM 10)

The Secretariat tracks any information received pertaining to anything that may be a non-conformance issue that will need to be flagged in the Member/CNCP annual assessment process (Initial Compliance Reports) or need highlighting in the various Implementation Reports as an issue (e.g., late submissions, missed deadlines, potential compliance issues). This does not include VMS issues, as those are tracked separately.

2.9.5 Marine Pollution (CMM 16)

Completed ALDFG reports are received via email. The Secretariat acknowledges, stores, records, and processes the report. ALDFG reports must be circulated to all Members/CNCPs.

2.9.6 Meetings and Cooperation

Meeting and activities that the Compliance Manager engaged in during 2023 include:

- International Fisheries Observer and Monitoring Conference (IFOMC), held in Hobart, Australia from 6-10 March 2023.
- Pan-Pacific Fisheries Compliance Network (PPFCN), once held virtually in April, then an in-person meeting on the margins of the GFETW meeting in July.
- International Monitoring Control and Surveillance Network (IMCS) Briefing. The Executive Secretary and the Compliance Manager attended the meeting on 28 April 2023 at the NZ MPI offices in Wellington.
- IMCS Network-7th GFETW, held in Halifax, Canada from 31 July to 4 August 2023.

2.9.7 Other compliance tasks

Other compliance-related activities carried out by the Secretariat in 2023 include:

- Contact with CLS regarding THEMIS technical support
- IUU Vessel List monitoring and checking
- Virtual meetings with the Chairperson and vice-Chairperson of the CTC

2.10 Communications

2.10.1 Internal Communications

In 2023, the Secretariat circulated 322 letters, which includes **168 General** letters to Members/CNCPs/SC/Observers (**G** category), **25 Restricted** letters addressed only to Heads of Delegation (**R** category), and **130 Direct** letters addressed to Members/CNCPs/Observers individually (**DC** category).

Rule 2.2 of the Rules of Procedure require that:

“Each Member of the Commission and each territory referred to in Article 40 of the Convention shall, as soon as possible after the adoption of these rules, notify the Executive Secretary of one or more Official Contacts who shall, for the purposes of official communications between the Commission and the Member, including all notifications, invitations and communications made pursuant to these rules, be the official points of contact.”



With that in view, the communication categories/ mailing lists the Secretariat keeps are:

Mailing List category	Explanation
Heads of Delegation	This mailing list includes the Designated Representative and Alternate Representative(s) of Members and CNCs notified to the Secretariat in accordance with RoP 2.2. Letters referenced “ R ” (Restricted) are sent only to this mailing list; these letters often convey information about recruitment of an Executive Secretary, IUU vessel lists, compliance issues, intersessional decisions, legal matters.
General List	This mailing list includes the Heads of Delegation list plus all other general official contacts notified to the Secretariat in accordance with RoP 2.2. Letters referenced “ G ” (General) are sent to this mailing list; these letters often convey information about reminders, catch reports, transfers, official contacts, meeting invitations, meeting reports, information from Observers, etc. “ G ” letters may sometimes be circulated to Observers as well, depending on confidentiality requirements.
Science	This mailing list includes all Science representatives from Members, CNCs, and Observers, i.e., the Scientific Committee.
CMM required	VMS Contacts as required by CMM 06 Port Contacts as required by CMM 07 At-sea Boarding and Inspection contacts as required by CMM 11

The following table shows the trend in communication circulated by the Secretariat over the past six years:

Year	Number of letters per category			Total
	General	Restricted	Direct	
2023	168	25	125	318
2022	185	11	132	328
2021	177	16	132	325
2020	171	37	130	338
2019	130	35	207	372
2018	125	18	147	290

All General and Restricted letters are made available on the Members area of the website.

The Secretariat continues to use *Whatsapp* as a tool to communicate with some delegations that have irregular issues receiving emails from the Secretariat.

2.10.2 Contact updates

During 2023, the Secretariat managed 30 updates of Members contact. The average update involves 8 new or adjusted contacts. Contact management by the Secretariat follows, where appropriate, the following steps:

1. Update the Secretariat’s local record
2. Update the Secretariat’s Outlook contact group for the specific delegation (remove old, add new, in the different mailing categories)
3. Update the [list of Heads of Delegation](#) on the Members area of the website, when appropriate
4. Create a user and access to the restricted area of the SPRFMO website for the new official contact and send it to the new contact, when appropriate or requested
5. Add the new contact to the respective Microsoft Teams section (Commission or Scientific Committee)
6. Circulate the new contact notification to all Members and CNCs, when appropriate.



2.10.3 Website

During 2023, the Secretariat’s website work focused mainly on:

- Continuing to standardise information display (moving to a more repository-like display) and to make the website in general future-proof and easier to manage on the backend.
- Improving accessibility
- Auditing content and links
- Update of content, namely:
 - [meeting pages](#),
 - [adopted CMMs](#),
 - Shortly after adopted, besides being posted on the public area of the website, the CMMs and all current regulations are made available to Members [in word format](#) in the restricted area of the website.
 - [JM transfers](#)
 - [adopted Decisions](#),
 - [participation](#),
 - [Science sections](#),
 - [Members pages](#),
 - [Compliance pages](#)
 - Users access management.

Additionally, work related to checks for needed development of functionality is done on a regular basis.

2.11 Meeting organisation

During 2023, the Secretariat organised the following meetings, in conjunction with the respective meeting host and, where appropriate, subsidiary body chairperson:

- The **11th Meeting of the Scientific Committee** (SC11) was held in Panama, in September 2023.
 - **20 pre-SC11 intersessional web meetings**.
- The **11th Compliance and Technical Committee** (CTC11) to be held in Manta, Ecuador, January 2024.
- The **11th Finance & Administration Committee** (FAC11) to be held in Manta, Ecuador, January 2024.
- The **12th Commission Meeting** (COMM12) to be held in Manta, Ecuador, January-February 2024.
- The **Heads of Delegations** meeting in October 2023 to discuss the Annual Meeting of the Commission.

2.12 Publications

The following reports were prepared by the Secretariat in 2023, in accordance with the Rules of Procedure:

- Report of the 11th Commission Meeting, COMM11, 2023
- Report of the 10th meeting of the Compliance and Technical Committee, CTC10, 2023
- Report of the 10th meeting of the Finance and Administration Committee, FAC10, 2023
- Report of the 11th meeting of the Scientific Committee, SC11, 2023
- SPRFMO Annual Report to the United Nations and FAO

All SPRFMO meeting reports are posted on the “[Meeting Reports](#)” section of the website.

The SPRFMO annual report to the United Nations and FAO are posted on the “[Annual Reports of the SPRFMO Commission](#)” section of the website (under the Convention section).



ANNEX 1. Data Files received/processed by the Secretariat in 2023

Due to the change in database provider and the recent recruitment of the Database manager it has not been possible to update this table in time for the 2024 annual meeting.

The processes supporting production of this table will be reviewed prior to the 2025 annual meeting.