



SPRFMO

South Pacific Regional Fisheries Management Organisation

12TH MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE (FAC)

Santiago, Chile, 11 to 15 February 2025

FAC 12 – Doc 09

Secretariat's 2024 Administrative Report

Secretariat

Background

This paper provides a review of general Secretariat activities over 2024, including an update and main highlights on Commission and staff changes.

In relation to this document, **FAC12 is invited to:**

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



Updates to SPRFMO Membership and non-Member participation

Membership

During 2024, 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

Cooperating Non-Contracting Parties

In 2024 the following States were granted CNCP status in accordance with Article 32 of the Convention and Decision 02-2018 of the Commission:

- Curaçao
- Republic of Liberia

Observers

During 2024, as per Rule 9.2 of the Rules of Procedure, Observer status with SPRFMO was granted to:

- Sociedad Peruana de Derecho Ambiental, NGO (23 August 2024)
- Florida International University, NGO (2 January 2025)
- Center for Advanced Defense Studies, NGO (2 January 2025)
- Institute for Sustainable Development and International Relations, NGO (2 January 2025)
- Fundacion Future of Fish, NGO (2 January 2025)
- The Nature Conservancy, NGO (2 January 2025).

Therefore, SPRFMO has now **45 Observers**, including 16 IGOs, 28 NGOs, and five State Observers.

Inter-Governmental Organisations that attended SPRFMO meetings in 2024:

- Agreement on the Conservations of Albatrosses and Petrels, ACAP
- Permanent Commission for the South Pacific, CPPS
- Food and Agriculture Organization of the United Nations, FAO
- International Labour Organisation, ILO
- International Monitoring, Compliance and Surveillance Network, IMCS network
- North Pacific Fisheries Commission, NPFC
- United Nations Division for Ocean Affairs and the Law of the Sea, DOALOS



Non-Governmental Organisations that attended SPRFMO meetings in 2024:

- CALAMASUR
- Charles Darwin Foundation, CDF
- Conservation International, CI
- Deep Sea Conservation Coalition, DSCC
- Environment and Conservation Organisations of New Zealand, ECO NZ
- Environmental Defense Fund, EDF
- Fisheries Transparency Initiative, FiTI
- Global Fishing Watch, GFW
- High Seas Fisheries Group, HSFG
- Oceana
- Sociedad Peruana de Derecho Ambiental, SPDA
- The PEW Charitable Trusts, PEW
- Worldwide Fund for Nature, WWF

SPRFMO Officers during 2024

Commission

Chairperson: Ms Jung-re Riley (Korea, elected in 2024)

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

Scientific Committee

Chairperson: Dr Ricardo Oliveros Ramos (Peru, elected in 2024)

Vice Chairperson: Dr Ignacio Paya (Chile, elected in 2024)

Compliance and Technical Committee

Chairperson: Ms Rebeca Espinoza (Ecuador, elected in 2024)

Vice Chairperson: Ms Elizabeth O'Sullivan (USA, elected in 2024)

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, re-elected in 2024)

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:** Mr Bernard Vigga (since November 2023)
- **Compliance Manager:** Mr Randy Jenkins (since November 2020)
- **Finance Manager:** Ms Yanbin Liu (since August 2016)



SPRFMO Secretariat Activities in 2024

Recruitment of a SPRFMO Executive Secretary

During 2024, the Executive Secretary assisted the SPRFMO Commission Chairperson in coordinating the activities and running the process for the recruitment of a new Executive Secretary, set forth in Decision 05-2024.

The process was launched in May 2024, with the vacancy advertisement being publicised and disseminated amongst SPRFMO audiences via the website and correspondence to all Members, CNCPs, and Observers. Applications were invited until September 2024. Shortlisted applicants were invited to attend the 2025 Commission Meeting.

The Secretariat engaged the shortlisted applicants, arranged the terms of their participation, and aided them in organising their travel and participation at the meeting arrangements.

Second SPRFMO Performance Review

The Secretariat engaged in kicking off the second SPRFMO Performance Review process, pursuant to Decision 06-2024. The Secretariat circulated relevant information, prepared the 2nd PR web page, provided over 70 SPRFMO documents and additional information, liaised with the panel regarding their administrative requirements, and assisted the panel in carrying out their mandate by securing venues for the two meetings they held in Wellington, New Zealand.

SPRFMO Headquarters Agreement

During 2024, the Executive Secretary met regularly with New Zealand government representatives, in their capacity as hosts of the SPRFMO premises, to discuss SPRFMO activities, staff arrangements, and the ability of spouses and dependants to work in NZ.

A draft Dependant Employment Agreement (DEA) for the SPRFMO staff has been prepared by the Ministry of Foreign Affairs of New Zealand as a way to support the ability of staff spouses and dependants to work in NZ. The Secretariat has seen the draft, and the staff are supportive of such an arrangement.

Observer Programme Accreditation Evaluator Tender Process

As instructed by the Commission, the Secretariat launched an Observer Programme accreditation evaluator tender process.

The Secretariat followed the procedure outlined in paragraph 7 of the Process for Tender Evaluation of the SPRFMO Observer Programme Accreditation Evaluator and evaluated the proposal according to the criteria specified in the Call for Proposals. The proposal, along with the evaluation, was circulated to all Members, CNCPs, and the SC as correspondence G80-2024 on 23 July 2024 and will be discussed during the annual meeting.

Working Group on Electronic Monitoring Standards

The Working Group on Electronic Monitoring Standards (WGEMS) was established by the 12th Meeting of the SPRFMO Commission and given the primary task of developing EM standards for SPRFMO fishing vessels and charged with presenting the draft standards to the 12th Meeting of the SC for endorsement.

During 2024, the WGEMS met in a virtual format four times, in May, July, August, and December; the Secretariat assisted the Co-Chairpersons in setting up a working platform for the WGEMS (Microsoft Teams), organising the meetings, coordinating meeting services (interpretation), and disseminating all meeting-related materials and communications.



Administration of Projects, Grants, and Voluntary Contributions (ongoing and new)

During 2024, the Secretariat was majorly involved in the administration of the following ongoing or new projects and grants, and coordinating and/or conducting activities and tasks required under them:

Counterpart	Project/Grant/Voluntary Contribution
Chile	Voluntary contribution for historical staff payments and Scientific Committee workshops
China	Voluntary contributions for squid research (genetics)
European Union	Grant to support the establishment of the SPRFMO Observer Programme
European Union	Grant for science-based decision making in SPRFMO
European Union	Grant in support of science-based decision making in SPRFMO
European Union	Grant to support the MSE for Jack mackerel in SPRFMO
European Union	Grant to the Scientific Process and Data Management in SPRFMO
United States	Voluntary contribution to support Climate Change expertise at SPRFMO meetings
United States	Voluntary contribution to support the Secretariat on compliance initiatives

The Executive Secretary has acted as the project supervisor for the above projects and grants, and the Secretariat staff members have taken up roles as leads for coordination and implementing specific project tasks and activities. The budget supervision and financial tracking of the projects has been a responsibility of the Finance Manager.

Banking

During 2024, stricter banking regulations have led to most of the moneys being paid to SPRFMO being withheld. This has required the Secretariat to engage with the bank regularly and more often than in the past to ensure payments originating from a range of contacts can be released into (and from) the SPRFMO bank accounts.

This engagement includes having to provide the bank with further information, such as detailed purpose of the payment including description of the services involved, providing copies of invoices, explaining the reasons for any discrepancies, verifying whether there are any other parties directly or indirectly related to the payment, providing physical addresses and contact details of the issuer of the payment, and advising whether the payment is related in any way to parties with economic sanctions imposed upon them.

This has increased regulation has increased the effort and time needed to clear many SPRFMO related payments.

Management of the Developing States Fund

During 2024, the Secretariat assessed and processed Developing State applications supporting meeting participation in accordance with the Financial Regulations as follows:

- COMM13: six enquires, four applicants supported.
- SC12: three enquires, two applicants supported.

Management of the Scientific Support Fund

The management of the Scientific Support (SC) Fund in 2024 was conducted by the Secretariat in alignment with the SC Multi-Annual Workplan. This was carried out in compliance with Financial Regulations, ensuring proper oversight, and adherence to established financial procedures.



Main SPRFMO Secretariat 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](#).
- Premises/landlord: [CBRE](#)

FAC Support

During 2024, the Secretariat has been in contact with the Chairperson of the Finance and Administration Committee to discuss a matter such as meeting agendas and schedule.

The [12th meeting of the FAC](#) is being held in Santiago, Chile, February 2025. During 2024, in preparation for the FAC12 meeting, the Secretariat has developed 17 documents (out of 21 to be discussed).

CTC Support

During 2024, the Secretariat met several times with the Chairperson of the Compliance and Technical Committee in preparation for the CTC annual meeting.

The 12th meeting of the CTC is being held in Santiago, Chile, February 2025. During 2024, in preparation for the CTC12 meeting, the Secretariat developed 15 documents (out of 32 to be discussed).

Scientific Committee Support

During 2024, the Secretariat provided regular direct assistance to the new Chairperson of the Scientific Committee.

The Secretariat organised, supported, and produced reports for the 19 web meetings held by the Scientific Committee (SC) and the SC Working Groups between February and September 2024. Following is a list of those web meetings:

Working group	Web Meeting
JMWG	9 sessions on MSE, SC preparatory and connectivity
HMWG	A Coordination Meeting and a workshop
SC	3 SC coordination meetings
SQWG	An Assessment simulation session and an SC preparatory meeting
DWWG	3 SC preparatory Sessions

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The 13th annual meeting of the SPRFMO Scientific Committee was held in Peru, between 30 September and 5 October 2024. The meeting was organised jointly by the appointed representatives of the government of Peru and the SPRFMO Coordination and Communications Officer.

Both the Executive Secretary and the Data Manager attended and supported the meeting. In preparation for the SC12 meeting, the Secretariat developed 15 documents (out of 101 discussed).

Commission Support

During 2024, the Executive Secretary and the SPRFMO Chairperson and vice-Chairperson met regularly to discuss updates on Secretariat activities.

The 13th meeting of the SPRFMO Commission is being held in Santiago, Chile, February 2025. The SPRFMO Coordination and Communications Officer has worked closely with the Government of Chile to plan and prepare for the Annual Meeting. In preparation for the COMM13 meeting, the Secretariat developed 6 documents (out of 32 to be discussed).

SPRFMO Database

The SPRFMO Secretariat has been actively working throughout the year to enhance the functionality of the database. The Data Manager has engaged regularly with the database provider to ensure continuous improvements and optimizations. The primary objective is to support efficient data management, compliance monitoring, and scientific assessments through an integrated and user-friendly system.

Database Development and Functionality

Database development encompasses the management and analysis of fisheries-related data, including:

- Catch records: Ensuring accurate and up-to-date data on fisheries catches.
- Vessel activity monitoring: Tracking vessel movements and activities for compliance and scientific purposes.
- Data validation and cross-checking: Ensuring data integrity and consistency for compliance monitoring.
- Stock assessments and scientific research: Facilitating access to data for fisheries stock assessments and scientific committee activities.
- User access and security: Implementing protocols to protect sensitive data and maintain confidentiality.
- Integration of diverse datasets: Merging data from multiple sources to create a comprehensive fisheries management system.

Key development tasks include

- Building robust APIs to facilitate seamless data sharing and interoperability.
- Enhancing vessel activity analysis capabilities to support regulatory and conservation efforts.
- Implementing dynamic reporting tools that will allow Members to generate reports relevant to conservation and management measures.

The future vision for the database is to enable SPRFMO Members to directly enter their data rather than submitting templates via email. Additionally, the system aims to allow users to extract relevant information in formats optimized for analysis of fishing activities within the SPRFMO Area.



Data Collection and Processing

The Secretariat undertakes various data-related activities to maintain and process fisheries information efficiently. In 2024, key tasks included:

- Database management: Ongoing maintenance and updates.
- Processing of data submissions: Handling data received via templates, emails, and system entries, ensuring consistency and accuracy.
- Dataset management: Organizing and maintaining historical and current fisheries datasets.
- Catch and effort database updates: Incorporating yearly and historical data submissions.
- Observer Programme accreditation: Managing observer accreditation processes.
- Monitoring monthly and annual catches: Ensuring timely updates and accurate reporting.
- Updating the Record of Vessels: Maintaining information on active vessels operating within the SPRFMO Area.
- Providing data for Scientific Committee papers and releases: Supporting members and Cooperating Non-Contracting Parties (CNCs) with relevant data.
- Analysing and processing data for reports: Generating statistical insights and summaries.
- Maintaining transshipment records: Tracking transshipment activities for monitoring and compliance.

Through these efforts, the SPRFMO Secretariat continues to strengthen its database capabilities, ensuring robust fisheries management and effective decision-making for the benefit of all stakeholders.

Data releases

- April 2024 – Request from Australia for effort by bottom fishing vessels, at 20-minute block resolution for the purpose of reviewing the risk assessment of teleost and elasmobranch species. Permission sought and granted by NZ for their vessels.
- April 2024 – Request from a New Zealand university for the polygon data layer for the proposed BTMAs and the 2020 VME encounter.
- May 2024 – Request from Australia for summary of SPRFMO catches from the high seas for FAO Areas 57 and 81 for the purpose of their annual fishery reports.
- May 2024 - Request from NIWA (NZ) for data related to Australian vessels (bottom trawling, midwater trawling, and bottom longlining) only, permission sought and granted by Australia.
- August 2024 – SC JMWG Chairperson request for fishing activity data to calculate the CPUE for the offshore fleet as per the existing permissions.
- August 2024 – CCAMLR-SPRFMO exchange of toothfish fishery data, including tagging and recapture data in the SPRFMO Area.

Fishery Statistics

The Secretariat has received the 2023 Annual Catch Reports from Commission Members and CNCs who fished in the SPRFMO Area, in accordance with CMM 02-2022.

Vessel Monitoring System (CMM 06)

VMS requires a dedicated focus and is a significant workload for the Secretariat. The Secretariat monitors the VMS system daily, including:

- Monitoring the number and movement of vessels reporting to the Commission VMS.
- Monitoring for data gaps, disruptions, and stoppages to the VMS display on Commission VMS.
- Monitoring VMS for compliance with zone entry requirements and other CMM obligations.
- Investigating system-generated alerts such as:
 - Zone Entry and Exit
 - In-zone VMS cessation
 - Incoherent Data
 - Expired or without authorisation
 - Bottom fishing management area entry/exit



- New beacon identified, not yet associated with a vessel on the SPRFMO Record of Vessels
- Cross-referencing other data holdings with VMS.
- Develop and maintain a filing system to document, track, and report on VMS issues.
- Ongoing communications with VMS points of contact to identify and resolve VMS issues as well as any file follow-up or support for issue resolution.
- Regular communications and virtual meetings with the VMS service provider (CLS) to facilitate product development and troubleshoot reporting or display issues.
- Respond to requests for VMS data, geo-fence areas of interest for reporting and appropriate documentation and follow-up with Members and CNCPs.
- Activating and de-activating polling for vessels using simultaneous reporting.
- Reviewing of bi-monthly invoices covering charges for DNID Upload, Polling, Periodic Rate Change and Position Reports for vessels belonging to Members using simultaneous reporting

This year we have overcome various hurdles and in June 2024 our database provider (Dragonfly) worked with our VMS service provider (CLS) to successfully establish an API for the transfer of vessel positional data from THEMIS to the SPRFMO Database.

Since then, there has been ongoing review and validation of the VMS positional data extracted to ensure completeness of records and datasets for future comparative analysis. Preliminary findings are positive, and the API development has been successful however more work is required to advance the utilisation of data.

The next steps will be to refine the data for analysis and develop the means and scripts required for the relevant cross-referencing / data analysis to generate the desired checks and reports.

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, and any subsequent updates, via email to the VMS inbox.

Port Inspections (CMM 07)

During 2024, the Secretariat received and processed **263 Port Call Requests** and **252 Port Inspections**.

Port Call Request forms and Port Inspection forms are received by the Secretariat and the information is generally reviewed; whenever required, there is an email exchange with the sender to ensure the data is accurate and complete to be processed.

Port call requests are stored by Member on receipt and then logged, tracked, and cross referenced via an excel tracking worksheet. Port inspections are cross referenced against Port Call Requests and stored on the SPRFMO server by Member. The Port Inspection forms are converted to JPG files and uploaded onto the SPRFMO FLICKR account to create the unique vessel inspection album for retention of the inspection form; the link is populated along with key information in the excel data uploading form which is then uploaded to the SPRFMO 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 (using the contacts on the SPRFMO website).



Compliance and Monitoring Scheme (CMM 10)

The Secretariat tracks any information received pertaining to anything that may be a potential non-conformance issue that will need to be flagged to the Member/CNCP and included in the annual assessment process (Initial Compliance Reports) or may 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 these are assigned file numbers and are tracked separately.

Marine Pollution (CMM 16)

The Secretariat received notifications for **20** Abandoned, Lost, or Otherwise Discarded Fishing Gear (ALDFG) events in 2024.

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.

Meetings and Cooperation

Cooperation meetings and activities that the Secretariat engaged in during 2024 include:

- **Regional Coordination Meeting for the South West Pacific on the FAO Agreement on Port State Measures** - (*Auckland, NZ; 12-16 February 2024*). The Compliance Manager participated for 2 days of sessions during this meeting and presented on the implementation of the PSMA in respect to the SPRFMO Port Inspections CMM 07-2022 (port inspection implementation report) and participated in discussions. In total, delegates represented 4 regional fishery bodies and 9 countries (including delegates from SPRFMO Members e.g. NZ, VUT). This meeting is one of several planned Regional Coordination Meetings being held globally to coordinate and monitor the implementation of the Agreement, and to follow up on the implementation of the “Bali Strategy” adopted at the Fourth meeting of the Parties.
- **FAO Workshop on the Compliance Agreement** - (*Paris, FR; 29-30 April 2024*). The Compliance Manager was invited to participate in a 2-day FAO informal workshop where the FAO facilitated discussions on the relevance of the FAO Compliance Agreement and any areas and provisions that may require strengthening. A short presentation was provided on the implementation of the Compliance Agreement principles within the SPRFMO CMMs. The participants and proceedings of the expert workshop, recommendations and supplementary information of actionable points for each recommendation will be reflected and incorporated into the Study on the Implementation of the 1993 FAO Compliance Agreement which FAO will publish in all its official languages.
- **Review of the Deep-sea Fisheries Guidelines 2024** - (*8 May 2024*). During an online event, The Common Oceans Deep-sea fisheries project of the Food and Agriculture Organization (FAO) unveiled a new study on the implementation of FAO's 2008 deep-sea fisheries guidelines along with an e-learning course on deep-sea fisheries, contributing to efforts to safeguard deep-sea ecosystems and ensure the responsible utilization of marine resources. The Executive Secretary presented SPRFMO's successes and challenges with respect to implementation of the FAO Deep-sea Fisheries Guidelines. The webinar recording is available via the FAO e-learning Academy: Deep sea fisheries and their management in the high seas: An introduction and review of recent developments.
- **GALAPEX** - (*25 June 2024*). An exercise organised by the Ecuadorian National Navy where naval forces from different countries engage in tactical scenarios, involving vessels, VMS systems, and personnel, within simulated boarding and inspection operations. The Compliance Manager provided a virtual presentation during the first day of the meeting on aspects of SPRFMO's CMM 06-2023 (VMS) and CMM 11-2023 (HSBI) requirements.



- **Secretariat and CLS – (June 2024)** Three representatives of VMS Service Provider (CLS) visited the SPRFMO Secretariat premises and held a two-day to discuss the various SPRFMO-related VMS issues/topics and to present updates to the Secretariat. The meeting provided a great opportunity for engaging in and explaining some of the issues we have been experiencing and to facilitate a two-way face-to-face discussion on solutions, options, and future investigations. CLS was able to experience access to the THEMIS platform from the Secretariat environment to get a first-hand feel of remote user access and latency issues. This was in addition to the quarterly virtual meetings held with CLS throughout the year. During 2024, 90-minute virtual meetings were held in February, September, and October.
- **Regional Fishery Body. Secretariats Network. (RSN10)** – The Executive Secretary attended the 10th meeting of the RSN, held in the margins of the FAO COFI meeting, at the FAO headquarters, in Rome, Italy.
- **Pan-Pacific Fisheries Compliance Network (PPFCN)** - The PPFCN is an informal group of RFMO Compliance Officers supported logistically by the International Monitoring, Control, Surveillance (IMCS) Network that was established in 2020 to help foster better networking between RFMO colleagues in the Pacific. The group convenes virtually for 60 to 90-minute sessions several times per year for general discussion on topics of mutual interest. There is also an opportunity for smaller group discussions and exchange on topics of specific interest. The Compliance Manager is the principal SPRFMO participant (*and was the Chairperson until September 2024 when WCPFC assumed the Chair role*) and is supported by the Data Manager. The 2024 virtual meetings for the full group include: 06 March / 14 June / 13 September and the 06 November. Virtual side meetings specific to participants with interest in VMS were held on: 08 March / 23 April.
- **CCAMLR-SPRFMO Secretariats – (April 2024)** Once or twice a year the Secretariats of SPRFMO and CCAMLR meet virtually to discuss opportunities for cooperation in areas of data collection and management, compliance, and general coordination. Harmonisation of processes and exchange of information experiences are a focus of these meetings, as well as exploration of further areas of cooperation within the scope of the MoU existing between both organisations.
- **NPFC – SPRFMO Compliance staff** held several virtual meetings during February and May to discuss VMS issues of mutual interest such as data access and analysis. The Executive Secretaries of both organisations are also in regular close contact and catch up on topics of mutual interest including administrative matters.
- **WCPFC-SPRFMO** met informally in Wellington (*September 2024*) to discuss issues of mutual interest such as web-based transshipment reporting, data analysis, and VMS.
- **IMCS Network** virtual meetings -participated in ad-hoc virtual meetings pertaining to consolidated IUU vessel lists and consolidated listing of RFMO authorized vessels.
- **Global Ocean Forum – (February 2024)** Technical meeting for GISES and Global Record.
- **SPRFMO Secretariat-MRAG** meetings to discuss the Observer Programme accreditation process for 2024.
- **SPRFMO Secretariat – EU Project Management team** virtual meeting to discuss the applying for and reporting on EU grants.

Internal Communications

In 2024, the Secretariat circulated **295 letters**, which includes **165 General** letters to Members/CNCPs/SC/Observers (**G** category), **14 Restricted** letters addressed only to Heads of Delegation (**R** category), and **116 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 mind, the communication categories/ mailing lists the Secretariat maintains are:

Mailing List category	Explanation
Heads of Delegation	This mailing list includes the Designated Representative and Alternate Representative(s) of Members and CNCPs 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 and other privileged 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 will often be circulated to Observers, depending on confidentiality requirements.
Science	This mailing list includes all Science representatives from Members, CNCPs, 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 Observer Programme contacts as required by CMM 16

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	
2024	165	14	116	295
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.



Contact updates

During 2024, the Secretariat managed 30 updates of Members contact. 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;
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 and/or Scientific Committee);
6. Circulate the new contact notification to all Members and CNCPs, when appropriate.

Website

During 2024, the Secretariat's website work focused mainly on:

- Updating regular content:
 - [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 area](#),
 - [Compliance pages](#),
 - [Performance Review page](#),
 - [External meeting section](#)
 - Users access management.
- Back-end website development:
 - Website database back up
 - Update of the Content Management System
 - Audit of reported security issues
 - Functionality: formatting issues, password recovery, login landing page
 - Simplification of processes in the content management system.

Meeting organisation

During 2024, the Secretariat organised the following meetings, in conjunction with the respective meeting host and, where appropriate, subsidiary body chairperson:

- The **12th Meeting of the Scientific Committee (SC12)**, held in Lima, Peru, in September/October 2024.
 - **19 pre-SC12 intersessional web meetings**.
- The **12th Compliance and Technical Committee (CTC12)** to be held in Santiago, Chile, February 2025.
- The **12th Finance & Administration Committee (FAC12)** to be held in Santiago, Chile, February 2025.
- The **12th Commission Meeting (COMM13)** to be held in Santiago, Chile, February 2025.
- The **Heads of Delegations** meeting in February 2024 to discuss the Annual Meeting of the Commission.
- Two meetings of the Second Performance Review Panel, in Wellington, New Zealand.
- Four meetings of the **Working Group on the Electronic Monitoring Standards (WGEMS)**
- One meeting of the Salas y Gomez and Nazca Task Team (under the Scientific Committee)



Publications

The following reports were prepared by the Secretariat in 2024, in accordance with the Rules of Procedure:

- Report of the 12th Commission Meeting, COMM12, 2024
- Report of the 11th meeting of the Compliance and Technical Committee, CTC11, 2024
- Report of the 11th meeting of the Finance and Administration Committee, FAC11, 2024
- Report of the 12th meeting of the Scientific Committee, SC12, 2024

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

Technical and general Enquiries

At least 48 general enquiries from the general public were received and replied to in 2024.

Additionally, the Secretariat receives requests for input from other organisations, particularly FAO and UN questionnaires; some examples follow:

- FAO request for information on lost gear reporting requirements which contributed to a summary overview of lost gear reporting obligations implemented by regional fisheries management organizations (RFMOS) that was presented to the 11th session of the IMO Sub-Committee on Pollution Prevention and Response (PPR11) during the week 19-23 Feb at IMO HQ in London
- Request from the FAO PSMA Secretariat to participate in a survey of RFMO/RFB related to the review and assessment of the effectiveness of the PSMA. The Secretariat completed a web-based questionnaire, the results of which will be rolled into the broader analysis of data to be presented at the Fifth Meeting of the Parties in Ecuador during May 2025.
- Requests from Canadian WG to NPFC to provide an overview of SPRFMO ALDFG process and the SPRFMO Observer Program.
- Ocean Policy request for input for a review of the Port State Measures Agreement.
- CCAMLR survey on gear marking practices in regional fisheries bodies.
- FAO Deepsea project request on shark related CMMS and captures.

