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Explanatory Note for the proposal of a full-time position of IT/VMS Manager

Secretariat

The Secretariat proposes a full-time IT and VMS Manager in lieu of the currently part-time IT Manager position. The additional hours are deemed to be necessary to ensure that essential services required by the Secretariat can be fulfilled.

Explanatory Note: Since 2014, the data management requirements of the Commission have significantly increased with the adoption of 11 new CMMS, many of which necessitate much processing and communication tasks by the Secretariat. Soon, the Secretariat will be tasked with additional responsibilities related to the Vessel Monitoring System (VMS) and possibly also with tasks from the SPRFMO Observer Programme (OP). Nonetheless, the staff assigned to deal with the management of data in the Secretariat has not increased since 2013. Assigning more work hours to the IT Manager position, will enable the Secretariat to cope with the substantive additional workload and continue to deliver satisfactory services to the Commission.

In the following job description of a full-time IT and VMS Manager:

- new tasks are underlined, i.e. those that are not already fulfilled by the part-time IT Manager.
- **tasks, which will become more prominent are bolded**, i.e. those are already partially undertaken by the part-time IT Manager but to which more time and effort will be allocated.

I. Management of the Secretariat's information technology

1. Hardware and software management, including:

- Purchasing, installing and maintaining computer hardware (incl. servers)
- Purchasing and installing and updating software
- Advising the Executive Secretary regarding suitable and up-to-date IT hardware and software

2. Act as the Secretariat's Security System Administrator:

- Implementing and advising on data security and confidentiality solutions (anti-virus software, firewall, back-up servers, etc.)
- Implementing internal electronic data and communication security procedures, security procedures for system access, administration and maintenance, backup and general usage as well as ensuring that the data confidentiality requirements defined by the Commission are met and preventing data loss

3. Solve any IT problems encountered at the Secretariat

4. Provide IT services at SPRFMO meetings, e.g. manage internet access and meeting servers for delegates, and assist delegates with IT related issues

II. VMS administration (based on COMM6-Prop01):

1. Implement security measures for the access to VMS data:

- Manage requests for access to VMS data by Flag Members or CNCPs (includes security provisions and implementing time/area restrictions, data retention, S&R activities)
- Reviewing the log files generated by the VMS software

2. Monitor and manage technical aspects of the VMS:

- Monitor the technical functionality of the VMS software
- Liaise with the VMS software provider regarding
 - system failures,
 - software updates and resulting instructions and training requirements of VMS users and staff members,
 - new VMS requirements adopted by the Commission, and

- any other technical matters.
 - Act upon alerts of the VMS system. Notify a flag Member or CNCP in the event of non-reception of four consecutive VMS positions to initiate manual reporting.
 - Receive manual reports and enter them into the system.
 - Liaise with the Finance Manager regarding relevant administrative matters.
3. Reporting on the functioning and the information received by the VMS:
- Draft the Annual Implementation Report for the Commission
 - Contribute relevant information generated by the SPRFMO VMS to the draft Compliance and Monitoring Scheme
 - Maintain a web register of VMS Points of Contact of Members and CNCPs
 - Act as liaison between the VMS Point of Contact and the Secretariat (and CLS as appropriate) in order to resolve security and technical VMS-related matters

III. Database and web support

1. **Support the Secretariat with the compilation, processing and dissemination of fishery data**
2. **Support the Secretariat with technical aspects of its web presence, e.g. setting up discussion fora, password-protected pages, archives, assist with website management and security aspects, etc**

IV. Responsibilities related to the Observer Programme (based on COMM6-Prop02):

1. Coordinate the accreditation process (on average 2-3 per year) by:
 - Contracting appropriately qualified expert(s) to evaluate whether the national observer programme or service provider meets the minimum standards
 - Obtaining from Members and CNCPs and providing the contracted experts with manuals, guides, training materials and any other information to demonstrate meeting the standards described in this annex
 - Receive the name and contact details of the national observer programme or service provider coordinator and an official letter requesting accreditation.
 - Provide a letter of accreditation to the nominating member or CNCP and the national observer programme or service provider after a successful evaluation
 - Include a listing of all national observer programmes or service providers accredited in the SPRFMO OP in the annual implementation report
2. Prepare an annual report, using information from National Reports, observer data, and all other suitably documented relevant information, on the implementation of the SPRFMO OP for presentation at each annual meeting of the Compliance and Technical Committee (CTC), including but not limited to:
 - progress towards the objectives of this CMM;
 - information on problems that have been encountered;
 - recommendations for improving current standards and practices;
 - developments in observer and observational methods; and
 - constraints to implementation/accreditation/objectives.
3. Compile and disseminate an analysis of the most recent year's observer data holdings to the SC no later than 60 days in advance of each annual SC meeting to ensure that the best scientific information is available and shall ensure that the analysis presents the data in a non-confidential format
4. Contribute relevant information generated by the SPRFMO Observer Programme to the draft Compliance and Monitoring Scheme

V. Other responsibilities

Assist the Secretariat with general tasks, e.g. dissemination of information, organisation of meetings, logistical tasks, communication, etc

Perform any other tasks requested by the Executive Secretary