

The Southern Indian Ocean Fisheries Agreement (SIOFA)

4th Meeting of the Parties

26-30 June 2017

Aanari Hotel & Spa, Flic and Flac, Mauritius

Chair: Mr Kristofer Du Rietz

MoP-04-11

Report from the Secretariat

Relates to agenda item: 14.2, 14.3 & 14.4

Other Document

SIOFA Secretariat

Abstract

In accordance with the Rules of Procedure of the meeting of the parties Rule 8 f) and 8 g), this paper provides a report from the Secretariat on staffing and finance resources, and activities for the ordinary Meeting of the Parties.

This report addresses the following agenda items;

Agenda Item 14.2 – Report on Staff Resources,
Agenda Item 14.3 – Report on Financial Resources, and
Agenda Item 14.4 – Report on Secretariats Activities

REPORT FROM THE SECRETARIAT

In accordance with RoP Rule 8 f) and 8 g), this paper provides a report from the Secretariat on staffing and finance resources, and activities for the ordinary Meeting of the Parties.

STAFF RESOURCES – MoP4 Agenda Item 14.2

A report on staff resources and a proposal for the recruitment of a second member of staff is provided.

Secretariat Staff

The Secretariat staff currently comprises of 1 full time Executive Secretary position.

The Executive Secretary's current contract expires on 16th October 2020 and will be eligible for reappointment for no more than one further four-year term, subject to the agreement of the Meeting of the Parties.

Recruitment of Data/IT Manager

In order to ensure the effective and efficient delivery of the Secretariat's duties and functions the recruitment of a Data Manager is required. A current list of SIOFA tasks requiring a Data Manager is provided at ANNEX I. The work load associated to data management will increase with the recent membership of Thailand which introduces a completely new fishery to SIOFA.

At the first Meeting of the Parties it was agreed, 'at a minimum, secretariat services and associated functions must be professional, cost effective, and flexible'.

At the second Meeting of the Parties the proposal of the European Union on the Hosting of the SIOFA Secretariat was selected and included a budget of EUR 102,125 for 1 Full time Data manager/ Administrative officer.

At the third Meeting of the Parties it was agreed that the Executive Secretary could appoint a data manager at UN P3 level (para 66 of MoP3 report) and a budget for a 6 months employment was agreed.

In line with above the Secretariat proposes a flexible approach and recruitment of an identified individual that would ensure a professional service, the effective and efficient delivery of the Secretariat's duties and functions and provide effective Executive Secretary backup whilst remaining cost effective.

An opportunity has arisen that will enable SIOFA to employ a very experienced Data/IT Manager on a half time basis. SIOFA secretariat remains available to answer any questions regarding the qualifications and experience of the candidate.

Recruiting internationally for a part time post presents many challenges and the proposed solution is for the Data Manager to conduct the bulk of the work remotely with travel to SIOFA Secretariat and meetings as required. Approving a working remotely approach also has the benefit of saving installation and removal costs. In addition, future costs associated to home leave would not be relevant to this remotely based post.

Salary will be paid in Euros and calculated in accordance with UN rules based on the post being in La Réunion (France & Duty Station of Lyon). All other eligible benefits as provided in the SIOFA Staff regulations will be applied at 50%.

A job description is provided at ANNEX II.

A starting salary corresponding to UN Grade P3 step 1¹ is proposed and this cost has been included in the SIOFA 2018 draft budget.

Following MoP approval, a contract will be drawn up in consultation with SIOFA Chairperson and presented to the identified potential staff member for acceptance.

The proposed commencement date of this employment is 1st October 2017

The MoP are requested to consider endorsement of this proposal.

FINANCIAL RESOURCES – MoP Agenda Item 14.3

A report on finance resources and a proposal for the selection of an external auditor is provided.

Financial Resources and Draft Budget

A draft budget for 2018 and an indicative budget for 2019 have been prepared for the Meeting of the Parties consideration and are presented in document MoP-04-11 (01). Please note that document MoP-04-11 (01) is a further revised version of the draft budget circulated 22 May 2017 and has been calculated based on confirmation of having a 9th member contributing to the SIOFA budget and some updates relating to recruitment and meeting costs.

Selection of an External Auditor

Financial Regulations of the Meeting of the Parties, Regulation 11.1 provides that the Meeting of the Parties shall, through an appropriate procurement process and in consultation with the Executive Secretary, select and engage an independent external auditor.

Accordingly, the Secretariat has prepared for the Meeting of the Parties consideration, 3 proposals from three External Audit companies based in Reunion, and these are presented in document MoP-04-11 (02)

The first External Auditors report for SIOFA will be presented in 2018.

¹ Calculated in accordance with SIOFA Staff Regulation 5.6 in respect of employees who are subject to national taxes on income.

SECRETARIATS ACTIVITIES – MoP Agenda Item 14.4

This report provides a summary of the main activities of the Secretariat between the commencement of the Executive Secretary taking up duty 17 October 2016 and the fourth ordinary Meeting of the Parties to be held in June 2017.

Duties commenced in Brussels facilitating a handover from the EU who had been acting as interim Secretariat for SIOFA. During this period, the opening of the SIOFA bank account was achieved in Paris, and taking advantage for proximity to London, attendance to the Annual Meeting of NEAFC 14-18 November was also possible.

Relocation to Reunion was achieved 03 December.

Establishment of SIOFA Secretariat

Since arrival in La Reunion there has been gradual development of the SIOFA Secretariats offices in the French Administration building of Direction de l'alimentation de l'agriculture et de la forêt (DAAF), Parc de la Providence, Saint-Denis. With the assistance of DAAF IT staff, telephone lines and internet connection was promptly established and the procurement of furniture and equipment has been a gradual process.

SIOFA Headquarters Agreement yet to be ratified.

Organisation of SIOFA Meetings

The Secretariat organised, or is in the process of organising, the following SIOFA meetings since 17 October 2016.

Meeting	Meeting Date	Location
Fourth Meeting of the Parties	Monday, June 26, 2017 to Friday, June 30, 2017	Mauritius
First Compliance Committee Meeting	Friday, June 23, 2017 to Sunday, June 25, 2017	Mauritius
Second Meeting of the Scientific Committee	Monday, March 13, 2017 to Friday, March 17, 2017	La Reunion

To facilitate the organisation of the CC1 and MoP4 meetings, meetings in Mauritius with the staff of the meetings venue and with the Mauritian Administration was achieved 5th and 6th June respectively.

Attendance at meetings of other organisations and with SIOFA CPs

Since 17 October 2016 the Secretariat has attended the following meetings of other organisation in the interested of networking and learning best practices.

- NEAFC Annual Meeting, 14-18 November 2016, London
- SPRFMO 4th Meeting of Compliance and Technical Committee, 14-16 January 2017, Adelaide.
- SPRFMO 4th Meeting of the Finance and Administration Committee, 18-22 January 2017, Adelaide.
- CCAMLR Secretariat, 23 January 2017, Hobart.
- CCSBT Secretariat, 25 January 2017, Canberra.
- Orange roughy acoustics workshop, 2-3 February 2017, FAO, Rome.
- ABNJ Deep Seas Project, PSC, 7-9 February 2017, FAO, Rome.
- IUCN Conference on High Seas governance and seamounts of the South West Indian Ocean, 22 April 2017, Le Port, La Réunion
- Thailand Department of Fisheries, 18-19 May 2017, Bangkok.

SIOFA Executive Secretary was elected as Chairperson of the ABNJ PSC meeting in 2017 and will continue in this capacity for the ABNJ PSC Meeting in 2018. FAO fund the costs for participation at these meetings

SIOFA Executive Secretary provided a presentation on SIOFA to IUCN conference on High Seas governance and seamounts of the South West Indian Ocean. This conference which discussed conservation of biodiversity in areas beyond national jurisdiction issues and regional solutions to improve governance and management of high seas resources in the South West Indian Ocean, launched an expedition at sea on the Walters Shoal that took place between 23 April and 18 May. The Presentation on SIOFA very well received and resulted in an invitation from IUCN to participate in the following workshop *'Biodiversity Beyond National Jurisdictions: Area-based Management Tools, including Marine Protected Areas'* 16-17 May in Switzerland, but this coincided with the following mission to Thailand and so participation was not possible.

At the request of Thailand, the Executive Secretary met with staff of the Thailand's Department of Fisheries to discuss and advise on priorities actions following Thailand's accession to the SIOFA coming into force 21st May 2017.

Proposed attendance at meetings of other organisations between MoP4 and MoP5

It is proposed that the Executive Secretary participate at the following meetings during 2018:

- ABNJ PSC, 6-8 Feb 2018, Cambridge, UK (FAO to pay costs)
- ABNJ Regional Meeting, dates and location tbc (FAO to pay costs)
- Sustainable Oceans Initiative, dates and location tbc
- SWIOFC annual meeting, dates and location tbc
- COFI & Regional Fisheries Body Secretariats Network, Rome, dates tbc

SIOFA Circulars

Circulars are used to issue requests and to distribute information to SIOFA Members. To date 4 circulars have been produced and circulated. It is the intention to add a summary list and all circulars to a restricted area of SIOFA website as development of the website continues

SIOFA Web site

The SIOFA Web site currently provides all the necessary information's and basic functions including sharing and storing of meeting documents. Currently public, observers and restricted access options are available for distribution and storing of documents.

So far, the development of the SIOFA website has been achieved with the assistance of NEAFC IT staff and at no cost to SIOFA budget. This was offered as an interim solution with the responsibility of further development to be transferred to Data Manager/IT staff member once recruited.

SIOFA Database Development

The Catch and Effort database is now established and contains historical tow-by-tow data for Australia and France Overseas Territories. Improvements to the database is currently ongoing.

Data Manager Duties

WORK EMANATING FROM SC2

SC Workplan

SC2 Report, Annex M

- Consolidation of historical data, including that from non-members (SC-03).
- Completion of database refinements, database populated with data submissions and standard data summaries developed (asap).
- Review of Annex B [Data Standards] of CMM 2016-02 'Voluntary observer data' in line with CMM 2016-02 (SC-03)
- Contribute information to FAO VME database
- Maps of VME encounter/indicator data, (Secretariat in collaboration with ABNJ Deep Seas project)

Other Secretariat Work

SC2 Report, para. 53 (Spatial and temporal analysis)

- The SC requested that the Secretariat generate standard data summaries prior to the SC meeting to contribute to the annual review of fisheries. This includes, amongst others:
 - Spatial distribution of fishing effort and catch
 - Spatial distribution of VME Indicator species
 - Actual catches by species, Parties and SIOFA sub-area 7
 - Number of samples observed per set/haul.

WORK Emanating from CONSERVATION AND Management Measures

CMM 2016/1, para. 13 (Historical fishing footprint)

- Contracting Parties, CNCPs and PFEs shall, at least 30 days prior to the commencement of the ordinary meeting of the Scientific Committee in 2018, submit to the Secretariat:
 - relevant data on the spatial extent of its historical bottom fishing effort in the Agreement Area expressed as grid blocks of at least 20 minute resolution or, if available, a finer scale; and
 - any other data the Scientific Committee may consider to be useful in developing the SIOFA BFIA referred to in paragraph 7(b), including data relating to recorded encounters with VMEs or indicators of VMEs.

CMM 2016/1, para. 33 (Vessel Monitoring System)

- Each Contracting Party, CNCP and PFE shall, in respect of each vessel flying its flag which participates in bottom fishing in the Agreement Area, submit VMS reports in an electronic format to the Secretariat in accordance with any VMS CMM and data standards CMM adopted by the Meeting of the Parties.

CMM 2016/2, para. 6-7 (Vessel Catch and Effort Data)

- Contracting Parties, CNCs and PFEs shall report to the Secretariat, by 31 May each year, the data collected under paragraphs 4 and 5 for the previous calendar year, in accordance with the format prescribed in the corresponding annexes.

- Contracting Parties, CNCs and PFEs shall provide to the Secretariat, by 31 May each year, annual catch summaries for all species/groups caught in the Agreement Area during the previous calendar year. The catch summaries shall include the following information:

a. Calendar year (eg 2015)

b. FAO statistical area (eg FAO87)

c. Species/group name (common name and scientific name)

d. Species/group code (FAO3-alpha code 19, EG ORY) (if available)

e. Annual catch total – tonnes raised to 'live' weight.

CMM 2016/2, para. 13 (Scientific Observer Data)

- Contracting Parties, CNCs and PFEs shall endeavour, for all observed trips, to collect observer data in accordance with the relevant sections of Annex B. All observer data collected by Contracting Parties, CNCs and PFEs shall be reported to the Secretariat by 31 May each year for the previous calendar year. Annex B will be reviewed by the Scientific Committee at its ordinary meeting in 2018 based on observer data provided.

CMM 2016/3, para. 3a,b (Procedures for the safeguard of records)

- Logbook and observer records will be kept locked, under the specific responsibility of the Data Manager. These sheets will only be released to authorised SIOFA personnel for the purpose of data input, editing or verification. Copies of these records will be authorised only for legitimate purposes and will be subjected to the same restrictions on access and storage as the originals;

- Databases will be encrypted to preclude access by unauthorised persons. Full access to the database will be restricted to the Data Manager and to senior SIOFA staff members requiring access to these data for official purposes, under the authority of the SIOFA Executive Secretary. Staff entrusted with data input, editing and verification will be provided with access to those functions and data sets required for their work.

SIOFA Database/IT Manager Job Description

As part of a small team, the SIOFA Database/IT Manager will participate in most aspects of the work of the Secretariat and provide support to the Meeting of the Parties and its subsidiary bodies as required. This includes preparation for and participation at relevant international meetings, preparation of meeting reports, and other tasks as required.

The Database/IT Manager will report to the Executive Secretary and will work closely with the Chair of the Scientific Committee.

The Database/IT Managers' primary duties will include:

Database

- Further develop, and assume the responsibility of all SIOFA databases.
- Monitoring of the integrity and security of SIOFA databases to ensure safeguarding of records in accordance with SIOFA's data confidentiality policy.
- Develop policies addressing records retention.
- Manage data collection, collation and dissemination of SIOFA data sets (VMS, vessel catch and effort data, observer data and others) housed in an MS SQL Server data warehouse. Develop automation of data capturing. This work may include any necessary re-design of reporting forms and templates.
- Maintain an ongoing inventory of all SIOFA data assets.
- Create and maintain contact with (actual and potential) data partners by participating in meetings and forums relating to fisheries data management, analysis and statistics.
- Develop and maintain a general description of SIOFA databases including basic guidelines for extracting basic data summaries from the databases

Mapping/GIS

- Develop and maintain a geospatial database containing SIOFA's historical fishing footprint, based on data submitted by Members.
- Design and prepare reports, including data tables and maps based on Meeting of the Parties, Scientific Committee and Compliance Committee requirements.

IT

- Maintenance of SIOFA servers, computers, and local area network.
- Maintenance and development of the SIOFA website.

General

- Represent SIOFA when requested by Executive Secretary.
- Attends meetings and conferences as requested or approved by Executive Secretary
- Performs other duties as assigned.