

The Southern Indian Ocean Fisheries Agreement (SIOFA) 5th Meeting of the Parties
25-29 June 2018

Cape Panwa Hotel, Phuket, Thailand

MoP5-Doc16

Secretariat report on staff resources and secretariat activities

Relates to agenda item: 10.1, 10.3 Proposal Other Document Info Paper

SIOFA SECRETARIAT

Abstract

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

This report covers the period between MoP4 (July 2017) to MoP5 (June 2018).

SECRETARIAT REPORT ON STAFF RESOURCES AND SECRETARIAT ACTIVITIES

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This report covers the period between MoP4 (July 2017) to MoP5 (June 2018).

STAFF RESOURCES

Secretariat Staff

The Secretariat staff currently comprises of 1.5 full time staff consisting of 1 full time Executive Secretary post and a part-time Data Manager post.

The Executive Secretary's contract commenced on the 17th October and 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.

The Data Manager post commenced 15 January 2018. The post is 50% of a full-time post. The term is for two years with the possibility of renewal.

Recruitment process of the Data/IT Manager

MoP4 agreed that the recruitment of a Data/IT Manager should be progressed based on the following: that it was a half time role, that the position should be based in La Réunion, and that the candidates would preferably be fluent in both English and French.

The post was advertised internationally including locally in La Reunion, France Metropole and all SIOFA countries. The advertisement was distributed early August 2017 through the following channels advising a closing date of 31 October 2017.

- SIOFA website
- All Non-tuna and tuna RFMO websites
- Vacancy note provided to each SIOFA CP HoD with request to advertise job vacancy nationally giving each CP the responsibility and freedom and to advertise as they feel appropriate.
- FAO

In total 13 applications were received and a shortlist of 4 candidates were selected for interview by the Executive Secretary and the Chairperson based on agreed key criteria.

The SIOFA Chairperson convened an interview panel including relevant expertise. The selection process comprised of two stages

1. Each candidate was sent by email a practical test and given a 48 hours deadline to complete. This test, and data base questions for the interview, were devised and assessed by the Data manager employed at Northwest Atlantic Fisheries Organisation (NAFO).

2. Interview was achieved through a combination of skype and telephone, each candidate being interviewed under the same conditions.

Each candidate was asked the same set of questions within the same time frame. Each candidate was scored separately by each panellist. Two candidates scored very high in the overall assessment and from these two candidates Pierre PERIES was selected.

All recruitment documentation is archived at the Secretariat and available upon request.

Future Staff Needs

To ensure the Secretariat has the capacity to meet the additional tasks requested by the SC (SC3 Report) and required within MoP5 proposals, it is requested that MoP consider increasing the part-time Data/IT Manager post from 50% to 75% for 2019. As this request carries budget implications more details are provided in MoP5-Doc14 Rev1 Draft SIOFA 2019 Budget.

SECRETARIATS ACTIVITIES

This report provides a summary of the main activities of the Secretariat since the fourth ordinary Meeting of the Parties which was held in June 2017.

Development of SIOFA Secretariat

With the recruitment of a part-time Data/IT Manager, the Secretariats capacity for the management of the collection of data necessary to accomplish the objectives of the Agreement and for the sharing of this data and information has increased. SIOFA secretariat is benefitting from the ongoing development of SIOFA databases, SIOFA website and meeting support.

SIOFA Headquarters Agreement has been ratified and entered into force 2nd August 2017.

SIOFA Web site

The website is being developed to provide necessary information's and basic functions of SIOFA including sharing and storing of meeting documents. Public and restricted access options are available for distribution and storing of documents. A 'username' and 'password' necessary to access restricted documents has been provided to all Official Contacts.

Prior to the recruitment of a Data/IT Manager, the SIOFA website was launched with the assistance of the IT staff of the North East Atlantic Fisheries Commission (NEAFC) based on the Drupal open source content management system. Now the recruitment of a Data/IT Manager has been achieved, the website is in a transitional period as it is transferred from the platform provided by NEAFC to a hosting selected by SIOFA. This is a necessary evolution to provide SIOFA with full control over its content and further development. The website will continue to be improved to better serve the needs and objectives of SIOFA.

SIOFA Database Development

Currently 3 databases are being developed at the SIOFA Secretariat:

1. Datasets database. This database keeps track of the datasets sent to the Secretariat. It is used to assess the quality of the datasets and to start the processing of the fisheries data.
2. Vessel Catch and effort (tow-by-tow) database. When the data manager took position, this database was already developed by a consultant and held fisheries data from EU and Australia. The structure of this database was simplified, and its content updated with historical and recent data from other CP datasets (Cook is., Japan, French Overseas Territories).
3. Summary catches database. This database holds lower definition fisheries data, it is also used when CP do not provide fine level (tow-by-tow) catch and effort data.

Organisation of SIOFA Meetings

Since MoP4 the Secretariat has organised, or is in the process of organising, the following SIOFA meetings since the MoP4.

Stock Assessment Working Group (SAWG1)	15-18 March 2018	La Reunion
Third Meeting of the Scientific Committee (SC3)	20-24 March 2018	La Reunion
Second Meeting of the Compliance Committee (CC2)	21-23 June 2018	Thailand
Fifth Meeting of the Parties (MoP5)	25-29 June 2018	Thailand

The secretariat has been working with the host delegation of Thailand to prepare the CC2 and MoP5 meetings being held on the island of Phuket, Thailand. The Secretariat would like to acknowledge the preparatory work conducted by the Thailand delegation in the months preceding these meetings.

Official Travel - Attendance at meetings of other organisations and with SIOFA CPs

Since the fourth ordinary Meeting of the Parties the Secretariat has attended the following meetings of other organisations.

Date/Location	Meeting	Benefits/Outcomes	Cost
25-27 Oct 2017 Cape Town	Development of the IOTC electronic monitoring and reporting information system (eMARIS)	<p>Understanding of online reporting systems being developed in other RFMOs, worthwhile to track development.</p> <p>Potential savings for development of SIOFA CMS online reporting forms if lessons can be learned from the Compliance Questionnaire module of eMARIS being developed</p> <p>Modules being developed for online reporting of transshipments potentially of interest to SIOFA.</p> <p>Communicating/networking with other RFMOs</p>	<p>Zero</p> <p>Full costs met by FAO</p>

27 Nov-01 Dec 2017 Cape Town	Ecosystem approaches in support of Regional Governance/2030 Agenda (27-28 Nov) 19 th Annual Large Marine and Coastal Partners Meeting (29 Nov -01 Dec)	Opportunity to present overview of SIOFA Information sources and contacts potentially of use to SIOFA SC. Sources and contacts provided to SC. Meeting with SWIOFC and World Bank representatives which initiated development of SIOFA/SWIOFC Concept Note 'MoP5-Prop15' Communicating/networking with other RFMOs	Zero Full costs met by UNESCO
11-13 Apr 2018 Brussels	Meeting with SIOFA Chairperson (achieved on route to FAO ABNJ meeting listed below)	2018 Meeting preparations SIOFA issues	Euro 407
17-18 Apr 2018 Cambridge	FAO Areas Beyond National Jurisdiction (ABNJ) Deep Seas Project, 3 rd Project Steering Committee (PSC3)	Opportunity to influence future work programme for SIOFA benefit Possible funding for SC activities - requested SC Alfonsino activities to be included as continued work from the FAO Alfonsino circular and added Patagonian Toothfish activities as potentially eligible for project support. Awaiting meeting report Upon SC request expressed interest in engaging with phase 2 of this project	Zero Daily Subsistence Allowance (DSA) costs met by FAO

Proposed attendance at future meetings of other organisations between MoP5 and MoP6

Subject to SIOFA Chairperson approval, meetings that the Executive Secretary may participate in during the following 12 months may include the following;

- COFI & Regional Fisheries Body Secretariats Network, Rome, 7-13 July 2018
- SWIOFC annual meeting, dates and location tbc
- ABNJ PSC4 meeting, location tbc

SIOFA Circulars

Circulars are used to issue requests and to distribute information to SIOFA Members. Since MoP4, 4 circulars have been produced and circulated to SIOFA Official Contacts covering the following subjects (date circulated):

- SIOFA Data/IT Manager – Advertisement of Job Vacancy (02 July 2017);
- SIOFA Data/IT Manager – Selection and Commencement of Post (18 Jan 2018);
- SEAFO 2018 IUU List (19 Jan 2018); and
- NPFC IUU List for 2017 (05 Feb 2018).

It is the intention to upload all circulars to a restricted area of SIOFA website as development of the website continues.