



North Pacific Fisheries Commission

## 4<sup>th</sup> Meeting of the Finance and Administration Committee

### REPORT

22 February 2021  
Video conference

---

**This paper may be cited in the following manner:**

Finance and Administration Committee. 2021. 4<sup>th</sup> Meeting Report. NPFC-2021-FAC04 Final Report. 32 pp. (Available at [www.npfc.int](http://www.npfc.int))

---

**North Pacific Fisheries Commission**  
**4<sup>th</sup> Meeting of the Finance and Administration Committee**

**22 February 2021**  
**Virtual Meeting**

**REPORT**

Agenda Item 1. Opening of the Meeting

1. The 4<sup>th</sup> Meeting of the Finance and Administration Committee (FAC) took place as a virtual meeting via WebEx, on 22 February 2021, and was attended by Members from Canada, China, Japan, the Republic of Korea, the Russian Federation, Chinese Taipei, the United States of America, and Vanuatu. Panama, the South Pacific Regional Fisheries Management Organisation (SPRFMO), and the Pew Charitable Trusts (Pew) attended as observers. As the FAC Chair had submitted her resignation in the intersessional period, Mr. Takumi Fukuda (Japan), the FAC Vice-Chair, served as the acting FAC Chair and opened the meeting.

Agenda Item 2. Appointment of Rapporteur

2. Mr. Alexander Meyer was appointed as the Rapporteur.

Agenda Item 3. Adoption of Agenda

3. The agenda was adopted (Annex A). The List of Documents and Participants List are attached (Annexes B, C).

Agenda Item 4. Financial Statement

*4.1 Financial Statement from 2019 and 2020 to date*

*4.2 Status of Member Contributions*

*4.3 Status of Other Funds*

- *Working Capital Fund*
- *Voluntary Contribution*
- *Special Project Fund*

4. The Executive Secretary, Dr. Dae-Yeon Moon, reported on the income and expenses in 2019, expenses to date in 2020, the status of Member contributions, and the status of the other funds, including the Working Capital Fund, the Special Project Fund, and Voluntary Contributions (NPFC-2021-FAC04-IP01; NPFC-2021-FAC04-WP01 (Rev. 1)).

#### Agenda Item 5. Secretariat's Work Plan; Budget Estimates for 2021-2024

5. The Executive Secretary presented the Secretariat's Work Plan for 2021 (NPFC-2021-FAC04-WP02 (Rev. 2)). The FAC reviewed and endorsed the work plan.

**Recommendation:** That the Commission adopt the Secretariat's Work Plan for 2021 (Annex D).

6. The Executive Secretary presented the budget estimates for 2021-2024 (NPFC-2021-FAC04-WP01 (Rev. 1)) for the review of the FAC. The FAC endorsed the proposed budgets for 2021 and 2022, and considered the estimated budgets for 2023 and 2024.

**Recommendation:** That the Commission adopt the proposed budgets for 2021 and 2022 (Annex E).

7. In the absence of a representative from the North Pacific Anadromous Fish Commission (NPAFC), the FAC considered an invitation for the NPFC to join the International Year of the Salmon Pan-Pacific High Seas Expedition in 2022 and to provide financial support for the expedition (NPFC-2021-FAC04-OP01). The FAC noted the value of the expedition and endorsed the recommendation by the Scientific Committee to provide financial support of 10,000 USD. However, the FAC noted the need for additional information to be able to fully review the request for an additional 250,000 CAD in financial support. As the expedition is scheduled to begin in early 2022, the FAC noted the need to expedite such a review.

**Recommendation:** That the Commission provide financial support of 10,000 USD to International Year of the Salmon Pan-Pacific High Seas Expedition.

**Recommendation:** That the Commission review the request for an additional 250,000 CAD in financial support and invite the Executive Director of the NPAFC to provide further details about the expedition at COM06.

#### Agenda Item 6. Administration Matters

##### *6.1 NPFC Secondment and Internship programs*

8. The Executive Secretary reported on the outcomes of the 2019 Internship Program and presented one candidate for the 2021 Internship Program for the consideration of the FAC (NPFC-2019-FAC03-WP03). The FAC recognized the contributions of the 2019 interns and noted the benefits of the NPFC Internship Program for both interns and the Secretariat. The FAC reviewed the proposed candidate for the 2021 Internship Program.

**Recommendation:** That the Commission hire the candidate proposed in NPFC-2019-FAC03-WP03 for the 2021 NPFC Internship Program.

**Recommendation:** That the Commission continue the NPFC Internship Program with at

least two interns annually as budget and circumstances allow.

9. The FAC noted that no Members have proposed candidates for the NPFC Secondment Program.

#### *6.2 Implementation of 360-degree Performance Review*

10. The Executive Secretary reported on the process and status of implementing the 360-degree Performance Review for the Secretariat staff in the 2019 fiscal year (NPFC-2021-FAC04-IP02). The FAC noted the value of the 360-degree Performance Review. To ensure the transparency of the results among the Secretariat staff, the FAC agreed that the individual assessments be shared between the NPFC Chair, NPFC Vice-Chair and the individual staff member, prior to release of the further analyses to heads of delegation. The FAC agreed that the Secretariat should continue to conduct the review.

**Recommendation:** That the individual assessments of the 360-degree Performance Review for the 2019 fiscal year be shared between the NPFC Chair, NPFC Vice-Chair and the individual staff member, prior to release of the further analyses to the heads of delegation.

**Recommendation:** That the summary analyses then be released to the heads of delegation to assist in capacity development of the Secretariat staff.

**Recommendation:** That the Commission task the Secretariat with implementing the 360-degree Performance Review for the 2020 fiscal year.

#### *6.3 Proposed amendment to Staff Regulations*

11. The Executive Secretary presented proposed amendments to Regulations 7.8, 7.9, and 7.10 of the Staff Regulations to align the Staff Regulations with local (Japanese) labor regulations on childcare and nursing care leaves (NPFC-2021-FAC04-WP04). The FAC endorsed the proposed amendments.

**Recommendation:** That the Commission adopt the proposed amendments to Regulations 7.8, 7.9, and 7.10 of the Staff Regulations (Annex F).

12. Japan requested that, in the event of future changes to the Japanese labor regulations, the Secretariat work in consultation with a labor expert to propose further amendments to the Staff Regulations as appropriate and present them to future meetings of the FAC.

#### Agenda Item 7. Other matters

13. No other matters were discussed.

## Agenda Item 8. Recommendations to the Commission

### 14. The FAC recommended the following to the Commission:

#### (Agenda Item 5)

- (a) That the Commission adopt the Secretariat's Work Plan for 2021 (Annex D).
- (b) That the Commission adopt the proposed budgets for 2021 and 2022 (Annex E).
- (c) That the Commission provide financial support of 10,000 USD to International Year of the Salmon Pan-Pacific High Seas Expedition.
- (d) That the Commission review the request for an additional 250,000 CAD in financial support and invite the Executive Director of the NPAFC to provide further details about the expedition at COM06.

#### (Agenda Item 6)

- (e) That the Commission hire the candidate proposed in NPFC-2019-FAC03-WP03 for the 2021 NPFC Internship Program.
- (f) That the Commission continue the NPFC Internship Program with at least two interns annually as budget and circumstances allow.
- (g) That the individual assessments of the 360-degree Performance Review for the 2019 fiscal year be shared between the NPFC Chair, NPFC Vice-Chair and the individual staff member, prior to release of the further analyses to the heads of delegation.
- (h) That the summary analyses then be released to the heads of delegation to assist in capacity development of the Secretariat staff.
- (i) That the Commission task the Secretariat with implementing the 360-degree Performance Review for the 2020 fiscal year.
- (j) That the Commission adopt the proposed amendments to Regulations 7.8, 7.9, and 7.10 of the Staff Regulations (Annex F).

#### (Agenda Item 9)

- (k) That the 5<sup>th</sup> FAC meeting be held in conjunction with COM07 (location and date TBD).
- (l) That the Commission consider the selection of the FAC Chair and Vice-Chair.

## Agenda Item 9. Next Meeting

### 9.1 Date and place of 5<sup>th</sup> FAC meeting

- 15. **Recommendation:** That the 5<sup>th</sup> FAC meeting be held in conjunction with COM07 (location and date TBD).

### 9.2 Selection of the Chair and Vice-Chair

- 16. The FAC noted the need for further discussion on the selection of the Chair and Vice-Chair and agreed to seek the guidance of the Commission on this matter.

**Recommendation:** That the Commission consider the selection of the FAC Chair and Vice-Chair.

Agenda Item 10. Adoption of the Report

17. The report was adopted by consensus.

Agenda Item 11. Close of the Meeting

18. The FAC meeting closed at noon, Tokyo time, on 22 February 2021.

## **ANNEXES**

**Annex A** Agenda

**Annex B** List of Documents

**Annex C** List of Participants

**Annex D** Secretariat's Work Plan for 2021

**Annex E** Commission Budgets for 2021-2024

**Annex F** Amendments to Staff Regulations

## Agenda

- Agenda Item 1. Opening of the Meeting
- Agenda Item 2. Appointment of Rapporteur
- Agenda Item 3. Adoption of Agenda
- Agenda Item 4. Financial Statement
  - 4.1 Financial Statement from 2019 and 2020 to date
  - 4.2 Status of Member Contributions
  - 4.3 Status of Other Funds
    - Working Capital Fund
    - Voluntary Contribution
    - Special Project Fund
- Agenda Item 5. Secretariat's Work Plan; Budget Estimates for 2021-2024
- Agenda Item 6. Administration Matters
  - 6.1 NPFC Secondment and Internship programs
  - 6.2 Implementation of 360-degree Performance Review
  - 6.3 Proposed amendment to Staff Regulations
- Agenda Item 7. Other matters
- Agenda Item 8. Recommendations to the Commission
- Agenda Item 9. Next meeting
  - 9.1 Date and place of 5<sup>th</sup> FAC meeting
  - 9.2 Selection of the Chair and Vice-Chair
- Agenda Item 10. Adoption of the Report
- Agenda Item 11. Close of the Meeting

## List of Documents

### MEETING INFORMATION PAPERS

Document Number	Title
NPFC-2021-COM06-MIP01	Details for the 5th Technical and Compliance Committee, 4th Finance and Administration Committee and 6th Commission Meetings
NPFC-2021-FAC04-MIP02 (Rev. 1)	Provisional Agenda
NPFC-2021-FAC04-MIP03 (Rev. 1)	Indicative Schedule

### WORKING PAPERS

Document Number	Title
NPFC-2021-FAC04-WP01 (Rev. 1)	Draft Commission Budgets 2021-2024
NPFC-2021-FAC04-WP02 (Rev. 2)	Secretariat Work Plan 2021
NPFC-2021-FAC04-WP03	NPFC Internship Program
NPFC-2021-FAC04-WP04	Proposed amendment to Staff Regulations

### INFORMATION PAPERS

Document Number	Title
NPFC-2021-FAC04-IP01	Auditor's Report 2019
NPFC-2021-FAC04-IP02	Process of 360 Performance Review conducted for 2019 fiscal year

### OBSERVER PAPERS

Document Number	Title
NPFC-2021-FAC04-OP01	NPAFC Pan Pacific Winter Expedition 2022



## List of Participants

### FAC Chair

Siquan TIAN  
sqtian@shou.edu.cn

Takumi FUKUDA  
takumi\_fukuda720@maff.go.jp

Luoliang XU  
luoliang.xu@maine.edu

### Canada

Heng ZHANG  
zhangh1@ecsf.ac.cn

Justin TURPLE  
Head of Delegation  
Justin.Turple@dfo-mpo.gc.ca

Yunbo ZHANG  
admin1@tuna.org.cn

Amber LINDSTEDT  
Amber.Lindstedt@dfo-mpo.gc.ca

Zijun ZHOU  
zhouzijun0128@126.com

Daniel TOWNSEND  
daniel.townsend@dfo-mpo.gc.ca

### Japan

Janelle CURTIS  
SC Chair  
Janelle.Curtis@dfo-mpo.gc.ca

Takaaki UMEDA  
takaaki\_umeda470@maff.go.jp

Robert DAY  
TCC Chair  
Robert.Day@dfo-mpo.gc.ca

Kento OTSUYAMA  
kento\_otsuyama940@maff.go.jp

### China

### Korea

Gang ZHAO  
admin1@tuna.org.cn

Jung-re Riley KIM  
riley1126@korea.kr

Libin DAI  
644318716@qq.com

Minju JANG  
minju122122@korea.kr

Ce LIU  
admin1@tuna.org.cn

Donghwan Alfie CHOE  
dhchoe@kosfa.org

Seok-Gwan CHOI  
sgchoi@korea.kr

Tae-hoon WON  
4indamorning@kofci.org

#### **Russia**

Dmitry KREMENYUK  
d.kremenyuk@fishcom.ru

Oleg KATUGIN  
okatugin@mail.ru

Vladimir KULIK  
vladimir.kulik@tinro-center.ru

#### **Chinese Taipei**

Shih-Chin CHOU  
shihcin@msl.f.a.gov.tw

Guann-Der LEE  
gdlee@mofa.gov.tw

Ying-Yueh CHIN  
yingyueh0130@msl.f.a.gov.tw

Fang-Chia HSU  
melody0555@ofdc.org.tw

Yen-Kai CHEN  
ykchen@mofa.gov.tw

Min San HSIEH  
mshsieh@mofa.gov.tw

Tse-Yung HSU  
R08A21088@ntu.edu.tw

Wen-Bin HUANG  
bruce@gms.ndhu.edu.tw

Tang-Huei LEE  
nancy@squid.org.tw

#### **United States of America**

Glenn MERRILL  
glenn.merrill@noaa.gov

Staci MACCORKLE  
MacCorkleSK@state.gov

#### **Vanuatu**

Mei-Chin JUAN  
meichin.mdfc@gmail.com

Kevin LIN  
kevin.mdfc@msa.hinet.net

#### **OBSERVERS**

##### **Panama**

Mario AGUILAR  
meaguilar@arap.gob.pa

Raul DELGADO  
rdelgado@arap.gob.pa

Rudick KANT  
rkant@arap.gob.pa

Vivian QUIROS  
vquiros@arap.gob.pa

#### **South Pacific Regional Fisheries Management Organisation**

Yanbin LIU  
yliu@sprfmo.int

#### **The Pew Charitable Trusts**

Dave GERSHMAN  
dgershman@oceanfdn.org

## **Rapporteur**

Alex MEYER  
meyer@urbanconnections.jp

## **Secretariat**

Dae-Yeon MOON  
dymoon@npfc.int

Peter FLEWWELLING  
pflewwelling@npfc.int

Alex ZAVOLOKIN  
azavolokin@npfc.int

Yuko YOSHIMURA-TAKAMIYA  
ytakamiya@npfc.int

Mervin OGAWA  
mogawa@npfc.int

## SECRETARIAT WORK PLAN 2021

### ABSTRACT

This paper addresses a Secretariat's work plan for 2021 fiscal year for four key areas;

- (a) Coordination of scientific activities of the Commission;
- (b) Coordination of compliance activities and operational reporting to the Commission;
- (c) Data management and security;
- (d) Provision of finance and administration services to support the Commission in the execution of management work plan

\* It should be noted that the Secretariat work planning exercise is hampered by the timing of the subsidiary meetings. Only the Scientific Committee has met and endorsed its work plan for 2021. The Finance and Administration Committee has not met so only reports and proposed budgets can be presented at this time. The Technical and Compliance Committee has not met so compliance specific activities in 2021 have not yet been established by TCC consequently the list of Secretariat-intended activities in this sector is only tentative.

### DETAILS:

The function of the NPFC Secretariat is the provision of services to, and representation of the Commission as determined by its Members in accordance with the Convention and relevant rules and regulations. As identified by the Secretariat and shared with Members, four key areas highlighted below provide the Secretariat and the Commission guidance with regard to the Commission's activities in 2021 financial year.

#### I. Coordination of scientific activities of the Commission

The Secretariat coordinates the scientific activities of the Commission including:

- a. Implementation and revision, when necessary, of the Scientific Committee Five-Year Research Plan and Work Plan 2017-2021 for each Priority Area:
  - Stock assessments for target fisheries and bycatch species
  - Ecosystem approach to fisheries management
  - Data collection, management and security  
(refer to Annex J of the 5<sup>th</sup> SC Report for details).
- b. Assisting Members in further development of the VME taxa ID guide and revise it if needed
- c. Assisting Members in sharing data and updating joint spatial/temporal map of Members' catch and effort on Pacific saury
- d. Coordinating meetings of the Small Scientific Committee on Pacific saury (SSC PS07) to be held in fall and winter 2021
- e. Coordinating meetings of the Technical Working Group on Chub Mackerel Stock

- Assessment (TWG CMSA04) to be held in summer 2021 and winter 2021-2022.
- f. Coordinating meetings of the SC and SSCs to be held in December 2021.
  - g. Assisting Members in identifying data gaps which can be fulfilled by an observer program.
  - h. Assisting Members in selection and contracting invited experts:
    - to develop an operating model for chub mackerel stock assessment
    - to provide advice at the SSC PS meeting
    - to initiate the development of MSE for chub mackerel
    - to translate a fish ID guide into English
  - i. Promoting cooperation with other organizations
    - NPAFC: macro-scale multinational survey in the North Pacific in 2022, Steering Committee of the International Year of the Salmon.
    - PICES: PICES annual meeting in 2021, PICES-ICES Small Pelagic Fish (SPF) Symposium in 2022, PICES-ICES SPF Working Group, PICES Working Group on Seamount Ecology.
  - j. Coordinating an international course for NPFC observers for VME indicator taxa to be held in 2021
  - k. Coordinating scientific projects to be conducted during 2021.
  - l. Coordinating intersessional activities of the SC and its subsidiary bodies as specified in the SC Work Plan
  - m. Coordinating Small Working Groups for the priority species not covered by TWG and SSCs (Japanese sardine, spotted mackerel, Japanese flying squid and neon flying squid) and setting up their intersessional meetings.
  - n. Contributing to an MSE process and assisting in technical developments conducted by Members and external expert.

#	Project	Time	Rough estimation of required funds
1	VME taxa identification guide	2017-2021	Test the VME taxa ID guide by observers and revise if needed.
2	Joint spatial/temporal map of Members' catch and effort on Pacific saury	2018-	Update the map 2021 FY: 0,15mln JPY (1,500USD)
3	Pacific saury stock assessment meeting (meeting costs)	Every year, 2017-2021	SSC PS07 meeting, TBD 2021. 2021 FY: 1.65mln JPY (15,000USD)
4	Chub mackerel stock assessment meeting (meeting costs)	Every year	TWG CMSA04 meeting, TBD 2021. 2021 FY: 1.65mln JPY (15,000USD)
5	Expert to review Pacific saury stock assessment (consultant fee and travel cost)	TBD later	2021 FY: No funds required.
6	Observer Program	2018-	Collect TWG CMSA Members' views regarding the necessity/objective of an observer program. Identify data gaps which can be fulfilled by an observer program. 2021 FY: No funds required.
7	Promotion of cooperation with NPAFC including macro-scale multinational survey in the North Pacific in 2022	2021-2022	2020 FY: 1,1mln JPY (10,000USD).

8	Invited expert for the development of the operating model for chub mackerel stock assessment (consultant fee and travel cost)	2020-	2021 FY: 1,1mln JPY (10,000USD)
9	Invited expert to stock assessment meetings of Pacific saury (consultant fee and travel cost)	2019-	2021 FY: 1,1mln JPY (10,000USD)
10	International Course for NPFC observers for VME indicator taxa (consultant fees and travel costs for two lecturers, meeting costs)	2021	Time and location: 3-4 days. Russia, Vladivostok. 2021 FY: 1,65mln JPY (15,000USD).
11	Invited expert to initiate the development of MSE for chub mackerel (consultant fee)	2020-	2021 FY: 0.55mln JPY (5,000USD).
12	PICES-ICES Small Pelagic Fish Symposium, February 21–24, 2022, Lisbon, Portugal.	2022	2021 FY: 1.65mln JPY (15,000USD) to the organizers for the symposium logistics and 1.3mln JPY (12,000USD) for travel support for three NPFC experts to attend the symposium.
13	2021 PICES Annual meeting	2021	Travel support to two participants of the SC and/or its subsidiary bodies. 2021 FY: 0.9mln JPY (8,000USD)

## II. Coordination of compliance activities of the Commission

The Secretariat coordinates compliance activities of the Commission including:

- a. Implementation of compliance work plan and priorities through support to the two SWGs, one for Operations and the second for Planning and Development which address the following;
  - Finalize regional VMS development and its implementation
  - Data-sharing and Data-security protocol for VMS which is posted for discussion at TCC05
  - Data Sharing and Data Security Protocol for NPFC, which is ongoing
  - Expansion and implementation of the Compliance Monitoring Scheme according to agreed reporting obligations
  - Implementation HSBI Best Practices under COVID-19 environment
  - Address as priorities as defined at TCC05
    - observer/EM monitoring
    - transshipment CMM and implementation
    - implementation of new CMMs – Vessel Registry, HSBI, VMS and others from COM06
    - Review of existing CMMs for revision and consideration of new CMMs, if any, from Members
- b. Coordinating and assisting Members to hold annual TCC meeting and SWG meetings in

2021

- c. Maintain the vessel register and assistance to new CNCPs as they join the Commission
- d. Maintain and upgrade the e-IUU vessel system, e-annual report system, and development of the data warehouse to assist the Commission in the analysis of the data, and more
- e. Develop the e-CMS facility using the data warehouse
- f. Address VMS and other electronic monitoring systems to assess compliance as directed by the Commission
- g. Address COM05 tasks that were unable to be addressed this year, e.g., robust effort indicators, etc.
- h. Promoting cooperation with other organizations in compliance: IMCS, TCN, PPFCN
- i. Other tasking to be set at the 6<sup>th</sup> Commission meetings in February 2021

### **III. Data management and security**

The data management system is the core for the storage of data and the analyses of scientific and compliance operations of the Commission, consequently, significant effort is being placed on the development of this system. The intent of the NPFC Database is to provide a secure, user-friendly, accessible, and reliable database for all scientific and compliance needs of the Commission, one that is fully integrated with other data modules of the Commission so as to continually support Members' efforts to provide appropriate and timely management advice to the Commission.

- a. The Secretariat will update the NPFC website regularly to enhance public awareness and to give Members access to the systems required in the various operations of the Commission.
- b. The Secretariat will enhance existing web-based systems for the Commission: Meeting Management, Calendar, Pacific Saury Weekly Report, GIS Maps, Collaboration site, eAnnual Report, eIUU, eHSBI, HSBI Events, Vessel Registry, CMM Chart of Accounts, Data Warehouse Dashboard, and other existing applications.
- c. The Secretariat will continue to oversee the development of VMS.
- d. The Secretariat will arrange for the development of new systems in response to the need of Members.
- e. The Secretariat will improve HR and administrative operations through enhancing the existing HR and administration system.

### **IV. Finance and Administration**

#### **1. Financial matters to support the Secretariat and Commission in the execution of its duties**

Securing funds for the Commission's activities and implementation of approved activities through formal and internationally recognized financial mechanisms is one of the areas for the Secretariat to assist Members and the Commission to achieve objectives of the Convention.

Following are major financial activities for 2021:

- a. Drafting a four-year budget plan 2021-2024 (proposed budgets for 2021-2022, indicative budgets for 2023-204) for approval at the 6<sup>th</sup> Commission meeting;
- b. Submission of the external Auditor's Report for the Commission's 2019 financial affairs

#### **2. Provision of administrative services to the Commission and its subsidiary bodies**

## 1) Host Commission meetings

The Secretariat facilitates all NPFC meetings to be held in 2021 by providing logistical support and preparing meeting documents and reports:

- a. Annual Meetings
  - 5<sup>th</sup> Technical and Compliance Committee (TCC), 18-21 February
  - 4<sup>rd</sup> Finance and Administration Committee (FAC), 22 February
  - 6<sup>th</sup> Annual Session of the Commission, 23-25 February
  - 6<sup>th</sup> Scientific Committee, December 2021
- b. Small Scientific Committees and Technical Working Group meetings
  - SSC PS07 and SSC PS08
  - SSC BF-ME02
  - TWG CMSA04 and TWG CMSA05
- c. TCC SWGs to take place monthly during the intersessional period
- d. SC SWGs meetings.

## 2) Cooperation with other organizations

The Secretariat currently liaises with other organizations including RFMOs by attending meetings for information sharing and for developing other joint or reciprocal activities of mutual interest. In 2021, the meetings scheduled to be represented by Secretariat staff are as follows:

Meeting	Date and place	Purpose	Expected outcomes
Compliance Workshop	15-18 March, online	CM to attend virtual expert workshop on best practices in compliance in RFMOs	Contribution to the meeting on the role of transparency in improving RFMO compliance
NPAFC Annual Meeting	17-21 May, online	Secretariat to attend annual meeting of NPAFC	Facilitation of cooperation with NPAFC based on formal arrangement (MOC) in the areas of common interest: Compliance and Science
UN BBNJ	16-27 August	Secretariat to attend to support the development of the BBNJ legislation in a manner that recognizes and includes the appropriate role for deep-sea RFMOs and does not undermine current legal instruments for these RFMOs	Assist Members and cooperate with other RFMOs in this exercise which result in an internationally legally binding instrument for the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction.
PICES Annual meeting	TBD	SC Chair, SSC PS Chair and SM to attend annual meeting of PICES and intersessional meetings of its committees and working groups	Enhancing scientific cooperation between NPFC and PICES as specified in the Framework for cooperation, including such key areas as Stock assessment support, VMEs and Ecosystem Approach to Fisheries.
WCPFC Annual Meeting	December, TBD	Secretariat to attend annual meeting of WCPFC to discuss issues of common interest especially compliance issues	Facilitation of cooperation between NPFC and WCPFC through the development of a formal relationship



Further representation will be determined at TCC, FAC and the Commission Meetings.

Besides attendance at the meetings, there are areas for cooperation with other organizations, which require further consideration and input from the Commission:

- a. Development of MOU between NPFC and WCPFC to cooperate in the areas of mutual interest especially for compliance to stop IUU fishing activities in the Convention Area
- b. Development of MOU between NPFC and SPRFMO as proposed by the Executive Secretary of SPRFMO (Circular 033-2019 of 1 May 2019)
- c. Cooperation for compliance purposes to be determined by TCC and the Commission, e.g., NPAFC for air surveillance and HSBI for salmon bycatch, USCG for HSBI, all members for VMS and HSBI, IMCS network, Pan Pacific Fisheries Compliance Network, TCN and IUU Interchange group.
- d. Cooperation with FAO ABNJ Deep Seas Project Phase 2.

### **3) Enhancing public awareness**

The Secretariat will enhance public awareness through various means:

- a. Update NPFC brochures for display at the Secretariat office for visitors
- b. Maintain and update official website to provide the public information on Commission's activities
- c. Give lectures and seminars relevant to NPFC work upon request from local government or universities and international fora
- d. Submit articles to newsletters of RSN and RFMOs
- e. Publication of the NPFC Yearbook to entail activities of the Commission for 2020
- f. Receive visitors from international organizations, local government, embassies, and universities

### **4) Management of human resources**

Effective management of human resources intends to maximize employee performance while considering the best economic use of the resources of the Commission. According to the Secretariat's Work Plan and Commission's decision, the Secretariat will coordinate the following:

- a. Conduct annual performance reviews of the Secretariat staff for 2020 fiscal year (April 2020-March 2021): staff performance review by Executive Secretary, a performance review of the Executive Secretary by the Commission; a 360-degree performance review for 2020 will be considered by Members as a supplementary evaluation of the Secretariat staff.
- b. Use contractual services to assist the Secretariat work for finance and administration
- c. Manage interns from Members for up to six-month period after consideration and approval by the Commission.

**Timeline for Commission's activities and budget estimate in 2021 financial year**

Activity	FY 2021												Budget (JPY)
	2021 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022 Jan	Feb	Mar	
Science													12 mil
Compliance													14 mil
Data													8.3 mil
Meetings*		CMSA04				PS07			SC06/SSCs	CMSA05; TCC06/FAC05/COM07 TBD			6.0 mil
Website													1.3mil
Cooperation		NPAFC					PICES		WCPFC				6.8 mil
Public													1 mil
Human													10 mil

\*Date and venue of the meeting will be decided by the Commission.

## COMMISSION BUDGETS 2021-2024

### ABSTRACT

The NPFC Secretariat submits this paper to report for the consideration of the Commission on a) income and expenditures for 2019 fiscal year, b) proposed 2021 and 2022 budgets and indicative budgets for 2023 and 2024 in accordance with the NPFC Convention and Financial Regulations, and c) Member contributions for 2021-2022.

During the 2019 fiscal year, total income recognized was JPY 157,321,403 and total expenses spent was JPY 132,806,804, leaving JPY 24,514,599 as the Commission surplus, which was mainly due to lower expenses on contractual services and science support as well as special project funds which have been carry forwarded for future NPFC projects.

The budget amount proposed for 2021 and 2022 is about JPY 157mil, the same as the 2020 budget.

The indicative budgets for 2023 and 2024 remain the same but will be reviewed annually to accommodate the needs of the Commission to obtain the objectives of the Convention.

### DETAILS

#### Objective:

Submit to the Commission the income and expenses tables for 2019, proposed budgets for 2021 and 2022, budget forecasts for 2023 and 2024, and calculation of contributions for 2021 and 2022 in accordance with the proposed budgets.

*Note:* The Budget is in Japanese Yen (JPY) as per the Financial Regulations Paragraph 4 and Convention Article 12. The accounting entries that arose in United States dollars are also recorded in Japanese Yen, applying daily exchange rates provided by the local bank hosting NPFC accounts in Tokyo. The financial year shall be the period from 1 April through 31 March of the following year.

## Introduction:

### A. Statement of Income and Expenditures:

From the 2019 Financial Statement (Auditor's Report, NPFC-2021-FAC04-IP01), the State of Income and Expenditure for the year ending 31 March 2020 (2019 fiscal year) is as follows:

#### State of Income and Expenditure (General Fund) the Year ending 31 March 2020

Item	Actual 2019 (JPY)	Budget Appropriations 2019 (JPY)
<b>Income</b>		
Members' Contributions	157,271,403	157,271,403
Miscellaneous Income	50,000	0
<b>Total Income</b>	<b>157,321,403</b>	<b>157,271,403</b>
<b>Expenditure</b>		
Personnel Costs	75,174,776	79,400,476
Other Service Costs	57,632,028	77,870,927
<b>Total Expenditure</b>	<b>132,806,804</b>	<b>157,271,403</b>
<b>Commission Surplus</b>	<b>24,514,599</b>	<b>0</b>

#### *Income*

Member contributions are a primary source of income of the Commission and shall be paid by 31 March 2020, the end date of the financial year 2019. Six of eight Members paid their full 2019 contributions before the deadline, and the other two Members paid their contributions on 01 May and 25 June 2020, respectively. There is no outstanding contribution unpaid by Members for the 2019 fiscal year.

Member contributions for the 2020 fiscal year have been notified to Members to consider them to pay until 31 March 2021. As of the reporting date, six of eight Members have paid their contributions.

**Status of Members' contributions for the 2019 fiscal year, JPY**

Member	Paid in 2019	Outstanding
Canada	8,444,754	0
China	44,140,360	0
Japan	44,000,000	0
Korea*	9,066,381	0
Russia	6,933,279	0
Chinese Taipei	28,487,446	0
USA*	9,376,145	0
Vanuatu	6,823,038	0
Total	157,271,403	0

\*paid after 31 March 2020

The total 2019 income recognized was JPY 157,321,403, with a miscellaneous income of JPY 50,000 from the local government of Shimonoseki, Japan, to support the meeting of Small Scientific Committee on Pacific saury held in Shimonoseki in November 2019.

***Expenses***

By the end of the fiscal year, JPY 132,806,804 had been spent, accounting for about 84.4% of the total income. The under-expenditure was mainly due to lower expenses on other service costs. Please refer to the budget table of Annex A for details of budgeted and actual expenditures for the 2019 fiscal year.

1) Personnel Costs

This budget category includes salaries, benefits, and allowances of all staff members. The amount charged to this category was JPY 75,174,776, representing expenditures of 94.7% to be equivalent to the appropriated budget. The lower expense was mainly due to the deposit of repatriation allowance to be paid to Secretariat staff on the separation of service in the near future.

2) Other Service Costs

This budget category includes general operational costs, of which data management, MCS costs, Science support, meeting costs, contractual services, and staff's duty travel are the main components of this category. The amount charged to this category was JPY 57,632,028, representing expenditures of 26.0% less than the appropriated budget. The lower expenditure was mainly due to the reduced cost of Science support and Meeting costs from the postponement of scientific meetings and reduced cost for Contractual Services due to the global COVID-19 pandemic.

In accordance with recommendations adopted by the FAC02, the Secretariat presents the consolidated overview of expenses of Other Service Costs for Science and Compliance incurred in 2019.

### **Consolidated expenses of Other Service Costs**

Other Service Costs	Expenditures*
Science	10,612,726
Compliance	19,571,712
Administration	20,098,216
Total	50,286,654

\*Expenses from Duty Travel, Contractual Services, Data Management, MCS Costs, Meeting Costs/Workshops, and Science Support were allocated to the relevant Committee considering the purpose.

### ***Commission Surplus***

For the 2019 fiscal year, the Commission surplus was JPY 24,514,599, which was transferred to the Working Capital Fund, the Special Project Fund, and Repatriation Allowance in accordance with Financial Regulations and decisions adopted by the Commission.

### **Voluntary Contributions**

Following the NPFC Financial Regulations 26, NPFC can accept the voluntary contribution from Members and non-Members if it is consistent with the policies, aims, and activities of the Commission. The total income for 2019 was JPY 3,189,460, with voluntary contributions of JPY 2,167,100 (equivalent to USD 20,000) from China to support the Commission's activities, and JPY 1,022,360 carried over from 2018. Funded activities during 2019 expensed JPY 1,022,360, leaving JPY 2,167,100 of the balance as of 31 March 2020.

### **Status of Voluntary Contributions as of 31 March 2020**

Income	
Carried over from 2018	1,022,360
Contribution from China	2,167,100
Total income	3,189,460
Expenditures	
Total Expenditures	1,022,360
Fund balance	2,167,100

## **B. Proposed Budgets for 2021 and 2022, and Budget Forecasts for 2023 and 2024**

The overall amount of budget proposed for 2021 and 2022 is JPY 157,271,493 each, the same as the 2020 budget and remain unchanged from the indicative budgets considered by the Commission in 2019. The proposed budget reflects increased MCS costs to establish a regional VMS system, Science support to accommodate new projects, pension cost of the Professional staff to make it consistent with that of NPFC Staff Regulation and UN regulation, and the costs related to recruitment of new Secretariat staff to fill in the position of the recumbent staff who will leave in the near future. The increased costs and new projects to be determined by the Commission in February 2021, will be mainly covered by the savings from Contractual Services and Special Project Fund.

The proposed budget forecasts remain at a similar level for the years 2023 and 2024, but they will be reviewed annually with possible adjustment of operational and personnel expenses as the Commission grows and expands its work areas in science and compliance. Increased costs, if any, may be covered by the Working Capital Fund and Special Projects Fund, to which unspent funds from annual budgets have been transferred.

The budget is addressed in two parts: Personnel and Other Service Costs.

#### **Detailed notes:**

##### **Part 1 – Personnel Costs**

The main components of the Part 1 budget are to support the Secretariat staff currently being hired in two classes – as of December 2020 three professional staff and two general service staff - and includes expenses for staff salary, social security and insurance, staff allowances, training and education fee.

- The salary level presented here is to reflect a 3% increment from the previous year tentatively and shall be adjusted according to annual performance reviews to be concluded during June each year.
- Social Security & Insurance and Pension Costs include medical insurance, pension, group long term disability, employment insurance (local staff only), etc. The Commission shall pay two-thirds of the total contribution to the retirement fund and of the insurance premiums, up to the maximum percentage applying in the United Nations Secretariat from time to time of the total of the staff member's salary (Staff Regulations 8.1). Currently, General Service staff joins social security and insurance provided by local offices with a contribution of 19.4-20.2% of staff salary. For Professional staff, due to a small number of staff, it was difficult for them to join an international pension scheme offered globally, so contributions up to the maximum of 15.8% of staff salary (18.3-19.7% including medical insurance) will be made to a reserve fund held by the NPFC and payable to the employee when the employee leaves the Commission as recommended by Consultancy Report (NPFC-2018-FAC02-WP03) and consistent with UN regulation regarding pension.

- Home Leave covers travel expenses (economy class airfare only) to the staff member's home country for three internationally recruited staff members at two-year intervals.
- Expenses for the items Staff Allowances – 1) Repatriation, on separation from service, a staff member shall be entitled to repatriation allowance consistent with United Nations' practice, including economy class airfares and payment of removal costs. The proposed budget intends to save money to prepare for the future separation of staff and an unspent budget shall be carried over to the Working Capital Fund under the category of repatriation allowance. 2) Relocation, it is related to the costs for settling of new Secretariat staff, including airfare, moving expense and allowance.
- Expenses for the Accommodation subsidy were based on the actual costs incurred in 2020, with a possibility of increase if the contract is renewed at two-year intervals.
- Education fees support the education of three dependents of Professional staff in 2021.

## **Part 2 – Other Service Costs**

This is the operational component of the Commission, namely office administrative costs, contractual services, and key activity components, including: data management, MCS/compliance costs; those for scientific projects, data collection and analyses; costs of meetings and workshops in support of science and compliance activities; and duty travel.

- Office administration costs including equipment, supplies, printing, and communication, remained similar level to previous years and constant throughout the years.
- Contractual services cover the cost for hiring a professional rapporteur for Commission meetings (SC, TCC, FAC and Commission meetings cost). It also includes remuneration for a part-time consultant to help the Secretariat work for finance and administration, and interns to be hired for 2021.
- Database Management mainly covers management and upgrade of the website and human resources and administration system. It also includes tasks related to spatial management for VME and fisheries for priority species, e-reporting system, e-systems for VMS, Vessel Registry, and IUU fishing vessels.
- MCS costs include a three-year consultancy estimated at around JPY 33 mil from 2020 to 2023 to implement the NPFC VMS system and other compliance tools to stop IUU fishing. However, it is notable that there might be new projects proposed by the TCC meeting to be held immediately before the Commission meeting hence additional fund is proposed to come from the Special Project Fund.
- Meeting and workshop costs were based on average meeting costs for hosting NPFC meetings in 2019 including the Commission meeting, associated Subsidiary Body meetings and workshops. It also covers travel costs of the experts invited to attend NPFC meetings as approved by the Commission.
- Expenses for Science Support reflects a 5-year work plan and projects adopted by the Scientific Committee, including data management, stock assessments of priority species, VME taxa identification course, and other scientific activities as agreed by the Scientific Committee and its subsidiary bodies.



### **Working Capital Fund (WCF) and Special Project Fund (SPF)**

- Due to savings from the 2019 fiscal year, the current balance of the Working Capital Fund and Special Project Fund increased to JPY 119,796,128 and JPY 29,797,919, respectively.
- The excess of these funds shall be used for the expenses to conduct additional projects to be decided by the Commission and hiring additional staff to support Commission works.

### **c) Members' Contributions 2021-2022**

In accordance with Paragraph 12 of the NPFC Financial Regulations, Members' contributions are calculated by the following formula:

- (a) 35 percent of the budget shall be divided equally among members of the Commission.
- (b) 55 percent of the budget shall be divided proportionally among members of the Commission based on the three-year average, ending one year before the year of the annual dues, of the total catches by weight in the Convention Area of the species covered by the Convention; and
- (c) 10 percent of the budget shall be divided proportionally among members of the Commission based on each member's Gross Domestic Product (GDP) per capita.

<http://www.imf.org/external/pubs/ft/weo/2019/10/weodata/>

Members' Contributions for Part (b) of the formula were based on average catches for years 2017, 2018, and 2019 inclusive. Members' Contributions for 2022 shall be adjusted in 2021 according to 2020 catch reports. The assessed contributions of Members for the years 2021-2022 were attached as Annex B.

Attached for consideration are the following:

- Annex A Budget with the first page being a summary of projected budget needs by categories, followed by the detailed budget format.
- Annex B Table of Contributions for Members for 2021-2022 noting that Japan's contribution remains stable at JPY 44,000,000/year currently.

## Budget 2021-2024 (Summary)

	Year 2019 adopted	Year 2019 Actual	Year 2020 Adopted	Year 2021 Proposed	Year 2022 Proposed	Year 2023 Estimated	Year 2024 Estimated
Staff Salary and Temporary Service	57,552,900	57,227,772	59,661,746	61,296,641	63,113,156	61,661,228	62,994,280
Personnel social security and benefits	18,976,305	15,536,424	19,216,305	24,615,305	28,502,875	27,002,875	25,502,875
Professional Development and education	2,871,271	2,410,580	4,000,000	4,000,000	2,500,000	4,000,000	4,000,000
Office costs	7,730,800	6,798,655	6,218,000	6,400,417	6,239,208	6,439,208	6,218,000
Science*	20,399,943	10,616,726	20,399,943	20,399,943	20,399,943	20,399,943	20,399,943
Compliance*	16,839,966	19,571,712	16,839,966	16,839,966	16,839,966	16,839,966	16,839,966
Administration*	26,806,131	20,098,216	23,311,331	22,770,411	19,019,131	19,970,411	20,470,411
Others	948,720	546,719	948,720	948,720	657,124	957,772	845,928
To/from Special Project Fund	5,145,367	0	6,675,392	0	0	0	0
<b>TOTAL</b>	<b>157,271,403</b>	<b>132,806,804</b>	<b>157,271,403</b>	<b>157,271,403</b>	<b>157,271,403</b>	<b>157,271,403</b>	<b>157,271,403</b>

\*Consolidated expenses for Science and Compliance by incorporating expenses from Duty Travel, Contractual Services, Data Management, MCS costs, Meeting Costs, and Science Support

## Budget 2021-2024 (Details)

	Year 2019 Adopted	Year 2019 Actual	Year 2020 Adopted	Year 2021 Proposed	Year 2022 Proposed	Year 2023 Estimated	Year 2024 Estimated
Items	Cost (JPY)	Cost (JPY)	Cost (JPY)	Cost (JPY)	Cost (JPY)	Cost (JPY)	Cost (JPY)
<b>1. PERSONNEL COSTS</b>							
1.1 Executive Secretary	18,122,493	18,122,493	18,122,493	18,666,168	19,226,153	16,480,000	16,480,000
1.2 Professional Category Position 1	12,946,164	12,946,164	13,593,470	14,001,274	14,421,312	14,853,952	15,299,570
1.3 Professional Category Position 2	12,701,892	12,701,892	13,209,970	13,606,269	14,014,457	14,434,891	14,867,938
1.4 General Services Category 1	6,860,547	6,860,547	7,066,365	7,278,356	7,496,707	7,721,608	7,953,256
1.5 General Services Category 2	6,596,676	6,596,676	6,794,577	6,998,414	7,208,367	7,424,618	7,647,356
1.6 General Services Category 3	-	-	-	-	-	-	-
1.7 Temporary Services	325,128	0	874,871	746,160	746,160	746,160	746,160
1.8 (a) Social Security & Insurance	8,000,000	7,152,301	8,240,000	11,639,000	11,988,170	11,988,170	11,988,170
1.8 (b) Pension Costs							
1.9 Overtime	768,545	488,392	768,545	768,545	768,545	768,545	768,545
1.10 (a) Staff Allowances - Home Leave	746,160	665,700	746,160	746,160	746,160	746,160	746,160
1.10 (b) Staff Allowances – Relocation	-	0	0	0	2000000	0	2,000,000
1.10 (C) Staff Allowances – Repatriation	2,000,000	0	2,000,000	4,000,000	5,000,000	5,000,000	2,000,000
1.10 (d) Staff Allowances - Accommodation Subsidy	7,461,600	7,230,031	7,461,600	7,461,600	8,000,000	8,500,000	8,000,000
1.11 Professional Development / Training	1,000,000	868,580	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
1.12 Education Fee	1,871,271	1,542,000	3,000,000	3,000,000	1,500,000	3,000,000	3,000,000
1.13 Separation Allowances	-	-	-	-	-	-	-
<b>2. OTHER SERVICE COSTS</b>							
2.1 Office Equipment & Furniture	4,000,000	3,872,456	2,487,200	2,487,200	2,487,200	2,687,200	2,487,200
2.2 Office Supplies	1,243,600	1,227,590	1,243,600	1,426,017	1,264,808	1,264,808	1,243,600
2.3 Rentals	-	-	-	-	-	-	-
2.4 Communications	994,880	651,429	994,880	994,880	994,880	994,880	994,880
2.5 Printing	1,492,320	1,047,180	1,492,320	1,492,320	1,492,320	1,492,320	1,492,320
2.6 Duty Travel	6,839,800	5,393,141	6,839,800	6,839,800	6,839,800	6,839,800	6,839,800
2.7 Auditing	870,520	870,520	870,520	870,520	870,520	870,520	870,520

2.8 Contractual Services	19,087,000	14,496,681	19,587,000	10,000,000	10,000,000	10,000,000	10,000,000
2.9 Database Management	8,300,000	8,113,092	8,300,000	8,300,000	8,300,000	8,300,000	8,300,000
2.10 MCS Costs	12,200,000	12,185,990	8,705,200	14,000,000	12,000,000	12,200,000	12,200,000
2.11 Meeting Costs & Workshops	6,000,000	4,077,007	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000
2.12 Science Support	10,000,000	5,150,223	10,000,000	12,000,000	12,000,000	12,000,000	12,000,000
2.13 Staff Recruitment & Hiring	248,720	0	248,720	2,000,000	248,720	1,000,000	1,500,000
2.14 To / From Working Capital Fund	0	0	0	0	0	0	0
2.14 bis To/From Special Project Fund	5,645,367	0	6,675,392	0	0	0	0
2.15 Representation Expenses	248,720	216,173	248,720	248,720	248,720	248,720	248,720
2.16 Miscellaneous	700,000	330,546	700,000	700,000	408,404	709,052	597,208
<b>TOTAL</b>	<b>157,271,403</b>	<b>132,806,804</b>	<b>157,271,403</b>	<b>157,271,403</b>	<b>157,271,403</b>	<b>157,271,403</b>	<b>157,271,403</b>

### Explanations for budget items:

*1.1-1.5 Staff Salary* Salary for five Secretariat Staff (ES, CM, SM, EA, DC)

*1.7 Temporary Services* Part-time clerical assistance for meeting preparation and other special events

*1.8 (a) Social Security + Insurance, and 1.8 (b) Pension Costs*

Group Pension, group medical insurance, group long term disability, employment insurance (local staff only), etc.

*1.9 Overtime*

Overtime work for General Service and Temporary Service categories. Professional Staff is not eligible to receive overtime pay.

*1.10 (a) Staff Allowances - Home leave*

Travel expenses (economy airfare only) to staff member's home country on annual leave for staff members and their dependents.

*1.10 (c) Staff Allowances – Repatriation*

Following Staff Regulations 10.4, on separation from service, a staff member shall be entitled to repatriation allowance consistent with United Nations' practice, including economy class airfares, payment of removal costs and allowance.

*1.10 (d) Accommodation subsidy*

The allowance is based on the actual contracts and set at a maximum of JPY 240,000 per month. The Commission shall reimburse 75% of actual expenses within the cap set above.

### *1.11 Professional Development / Training*

Includes language learning and other training for Secretariat staff to pursue capacity building.

### *1.12 Education fee*

The education allowance entitlement for Professional staff members is a maximum of JPY 2,000,000 per annum per dependent child. The Commission shall reimburse 75% of actual expenses within the cap set above.

### *2.1 Office equipment + Furniture*

Equipment and furniture costs for staff members and in case of its breakage.

### *2.2 Office supplies*

Includes general expenditures for the normal functioning of the Secretariat.

### *2.4 Communications*

Includes estimated costs of telephone, fax, internet, postage and courier services.

### *2.5 Printing*

Includes brochures, yearbook and other publications for meetings and public awareness.

### *2.6 Duty travel*

Based on actual cost in 2019. Includes travel expenses to attend Commission regular meetings and workshops, FAO, UN-BBNJ and other RFMO meetings approved by the Commission.

### *2.7 Auditing*

Hiring an external auditor.

### *2.8 Contractual services*

Hiring part-time specialists and consultants to assist in the Secretariat works for finance and administration; and for Special Projects to be developed by the Commission. Hiring of a professional rapporteur for Commission meetings. It also includes supporting at least two interns every year.

### *2.9 Database management*

Establishing the Commission's database management system. Database Management mainly covers management and upgrade of the website and human resources and administration system, and tasks related to managing and security of all data received from Members for Science and Compliance purposes.

### *2.10 MCS costs*

MCS costs for the NPFC VMS development through a three-year consultancy and other MCS tools for implementing CMMs for compliance.

### *2.11 Meeting costs & Workshops*

Based on average meeting costs for hosting NPFC meetings in 2019. Includes costs for holding Commission meetings, associated

Subsidiary Body meetings, and workshops. It also covers travel costs of the experts invited to attend NPFC meetings as approved by the Commission.

#### *2.12 Science Support*

Support science projects including data management system, stock assessments, workshops, observer program, external expert support and other scientific activities. It also supports travel costs for NPFC representatives to the PICES annual meeting.

#### *2.13 Staff recruitment + hiring*

Based on estimated costs associated with travel expenses of candidates for possible recruitment of Secretariat staff.

#### *2.14 Working Capital Fund*

It is suggested that the Working Capital Fund will be kept between JPY 40-50 mil to provide at least six months of NPFC normal functioning without any inputs. The unspent budget will be carried over to this category.

#### *2.14 bis Special Project Fund*

Established to support special projects both in science and compliance not covered by the general fund.

#### *2.15 Representation expenses*

Expenses for the hospitality of the Commission and Secretariat.

#### *2.16 Miscellaneous*

Expenses not covered elsewhere such as bank charges for domestic and international remittance.

## Members Annual contribution for 2021 and 2022

Member/Rule	a)	b)	c)	Fixed Contribution	Total	%
Canada	5,663,570	7,921	2,724,865		8,396,356	5.3
China	5,663,570	38,109,881	595,463		44,368,915	28.2
Korea	5,663,570	2,318,600	1,853,254		9,835,424	6.3
Russia	5,663,570	672,064	658,188		6,993,822	4.4
Chinese Taipei	5,663,570	20,307,620	1,463,937		27,435,127	17.4
USA	5,663,570	0	3,839,200		9,502,770	6.0
Vanuatu	5,663,570	883,186	192,234		6,738,989	4.3
Japan				44,000,000	44,000,000	28.0
Total	39,644,991	62,299,272	11,327,140	44,000,000	157,271,403	100

a) 35 % of the budget shall be divided equally among members of the Commission except Japan.

b) 55 % of the budget shall be divided proportionally among members of the Commission based on the three-year average, 2017-2019, of the total catches by weight in the Convention Area of the species covered by the Convention; and

c) 10 % of the budget shall be divided proportionally among members of the Commission based on each member's Gross Domestic Product (GDP) per capita in 2019. Members' Contributions for 2022 shall be adjusted in 2021 according to 2020 catch reports.

**PROPOSED AMENDMENTS TO STAFF REGULATIONS  
REGULATION 7  
LEAVE**

**Abstract:**

This Working Paper is to propose amendments to Regulation 7. Leave of Staff Regulations to align with that of local labor regulations.

**Background**

Regulation 7 of the Staff Regulations addresses types of leave for the Secretariat staff to entertain during employment as a staff benefit, including annual leave, sick leave, family leave, and home leave. However, the Regulation does not reflect the local labor environment's current situation with regard to family-related leave such as childcare and nursing care leaves in terms of the range of coverage and leave duration. In this regard, the Secretariat was requested by the Tokyo Labor Bureau in Tokyo to reflect those leaves in the NPFC Staff Regulations which were noted to be lacking such standard welfare system for local workers in Japan in support of their family members (email communication to Heads of Delegations dated 18 September 2020). The Secretariat consulted with the host Member, Japan, on how to respond to this request and proposed to take this issue to FAC04 meeting for consideration by Members, noting that The Agreement between the Government of Japan and the North Pacific Fisheries Commission regarding the Privileges and Immunities of the North Pacific Fisheries Commission that came into effect in 2017 stipulated cooperation with the host Member in the Article 16. Cooperation saying “*1. The Commission shall cooperate at all times with the appropriate authorities of Japan in order to facilitate the proper administration of justice at all times,... labor inspection and other similar legislation...*”. Following the Bureau's suggestions, the Secretariat, in cooperation with the host Member, has drafted this paper to propose amendments to Staff Regulations to align with local labor regulations on childcare and nursing care leaves.

**Proposed Amendments to Regulation 7**

The proposal is to amend the wording of Regulations 7.8, 7.9, and 7.10 to the following:

7.8 Staff members shall be granted certified sick leave not exceeding 12 months in any 4



consecutive years. The first 6 months shall be on full salary and the second 6 months on half salary, except that no more than 4 months on full salary shall normally be granted in any period of 12 consecutive months. Staff members can take the leave on a daily or an hourly basis.

7.9 Staff members shall be entitled to nursing-care leave not exceeding 93 days per one eligible family members which can be divided up to three times. The leave may be used to care for a staff member's spouse including common-law marriages, child, parent, spouse's parent, grandparent, grandchild or sibling with a serious health condition. Staff members can take the leave on a daily or an hourly basis.

7.10 Staff members shall be entitled up to twelve months of family leave per calendar year for (a) the birth of a child and to care for the newborn child within one year of birth; or (b) the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement. During this period, staff members shall receive twelve weeks of salary.