



CCSBT-EC/1710/04

Report from the Secretariat

Overview

This report provides a summary of the main activities of the Secretariat since the Twenty Third Annual Meeting in October 2016.

Officials of the CCSBT

The following official positions in the CCSBT were nominated, appointed or held during 2017.

Officer	Name	Date nominated / appointed
Chair – Commission & Extended Commission	Prof. Dr. Indra Jaya	11 May 2017
Vice Chair – Commission	<i>South Africa – to be advised</i>	
Vice Chair – Extended Commission	<i>European Union – to be advised</i>	
Chair - Compliance Committee	Mr Frank Meere	16 October 2015 ^{*1}
Chair –SC/ESC (until 31 Oct 2017)	Dr John Annala	7 May 2007 ^{*2}
Chair – EC/ESC (from 1 Nov 2017)	Dr Kevin Stokes	1 November 2017
Chair - ERSWG	Mr Alexander Morison	22 February 2011 ^{*4}

^{*1} The CC Chair's current term expires on 16 October 2018. The CC Chair is appointed for a three year term with the possibility of up to two reappointments.

^{*2} The current SC/ESC Chair will finish as SC/ESC Chair on 31 October 2017.

^{*3} The new SC/ESC Chair commences as SC/ESC Chair on 1 November 2017 as announced in CCSBT Circular #2017/012. The SC/ESC Chair is appointed for a three year term with the possibility of up to two reappointments.

^{*4} The Chair of the Ecologically Related Species Working Group (ERSWG) is appointed for a term of at least two ERSWG meetings with the possibility of up to two reappointments. The current Chair will finish his second term at the end of CCSBT 24.

The Extended Commission will need to make a decision on whether to renew the Chair of the ERSWG for another (final) term.

Secretariat Staff and Office Management

The Secretariat's staff comprised 5 full-time positions and 1 casual, part-time position during 2017. These were:

- Executive Secretary
- Deputy Executive Secretary
- Database Manager
- Compliance Manager
- Office Administrator (1 position, but shared by two people)
- Data Entry Officer (casual, part-time)

At CCSBT 23, the Commission agreed to renew the Executive Secretary's contract for another three year term. It was further agreed that the Chair of the Commission would sign the renewed contract at least three months before it expires. The Chair for CCSBT 24 signed the renewed contract on 10 July 2017. The Executive Secretary's new contract expires on 30 October 2020.

The Deputy Executive Secretary's contract has been renewed for another three year term commencing on 2 June 2017.

One of the Secretariat's part-time Office Administrators finished work for the Secretariat on 12 May 2017. The other has taken twelve months of extended maternity leave without pay from 22 May 2017. A new Office Administrator has been appointed on a full-time basis for the duration of this maternity leave and will continue on either a full-time or part-time basis after that.

There have been no other changes in the Secretariat's staff since CCSBT 23.

Financial

The preparation of CCSBT's Financial Statements for 2016 was conducted according to schedule. The Financial Statements were reviewed by the Australian National Audit Office (ANAO) and distributed to Members in Circular #2017/014. The outcomes of ANAO's review identified no items of concern.

A draft revised budget for 2017 and a draft budget for 2018, including indicative budgets for 2019 and 2020 have been prepared for the Extended Commission's (EC's) consideration and are presented in meeting documents CCSBT-EC/1710/05 and CCSBT-EC/1710/06.

Organisation of CCSBT Meetings and intersessional discussion following meetings

The Secretariat organised, or is in the process of organising, the following CCSBT meetings since CCSBT 23:

Twelfth Meeting of the Ecologically Related Species Working Group	21-24 March 2017
Eighth Operating Model and Management Procedure Technical meeting	19-23 June 2017
Informal Operating Model and Management Procedure Technical meeting	27 August 2017
Twenty Second Meeting of the Scientific Committee, incorporating the Extended Scientific Committee	28 August - 2 September 2017
Twelfth Meeting of the Compliance Committee	5-7 October 2017
Twenty Fourth Annual Meeting of the Commission, incorporating the Extended Commission	9-12 October 2017

In addition to the above formal meetings, the Secretariat organised and hosted a CPUE webinar on 14 June 2017 and an OMMP webinar on 21 July 2017.

Translation of the 2016 meeting reports into Japanese has been completed and the translated reports have been placed onto the CCSBT web site. Bound versions of the reports for 2016 meetings have been completed and distributed.

Organisation of meeting venues for 2018 is underway, with quotes obtained and tentative bookings¹ made for meetings at the following venues and dates (the tentative dates shown below were agreed intersessionally and notified to Members in Circular #2017/035:

Meeting	City & Venue	Tentative booking date
Informal OMMP	NH Collection Aranzazu, San Sebastian, Spain	Sun. 2 Sep. 2018
SC/ESC 22		Mon. 3 – Sat. 8 Sep. 2018
CC 13	Chateau Royal, Noumea, New Caledonia	Thu. 11 – Sat. 13 Oct. 2018
CCSBT 25		Mon. 15 – Thu. 18 Oct. 2018

In addition, it is anticipated that the Ninth Operating Model and Management Procedure Technical meeting will be held in Seattle during June/July 2018. The date for this meeting will be arranged between the Executive Secretary and participating scientists as per past practise.

Attendance at meetings with other organisations since CCSBT 23

The Compliance Manager attended the following meetings during 2017:

- Inception Workshop of the Tuna Compliance Network, 27-31 March 2017, Vigo and Madrid, Spain.
- Informal CCAMLR/CCSBT Secretariat compliance discussions, 19-21 June 2017, CCAMLR Headquarters, Hobart, Australia.

In addition, the Chair of the Ecologically Related Species Working Group participated as a representative of the CCSBT at the Joint Meeting of Tuna RFMOs on the Implementation of the Ecosystem Approach to Fisheries Management, 12-14 December 2016, FAO Headquarters, Rome, Italy.

Proposed Attendance at meetings with other organisations between CCSBT 24 and CCSBT 25

It is proposed that:

- The Database Manager conduct further work with SPC on the TUFMAN 2 database in late 2017 at SPC, Noumea, New Caledonia.
- The Executive Secretary participate at the Thirty Third Session of the Committee on Fisheries (COFI), 9-13 July 2018, FAO Headquarters, Rome, Italy. It is further proposed that the Executive Secretary also participate at relevant meetings held in conjunction with COFI, either in the margins of COFI or in the week prior to COFI. These meetings are likely to include: Common Oceans ABNJ Tuna Project Steering Committee; Regional Fishery Body Secretariat's Network; Kobe Steering Committee; and a meeting of the tRFMO Executive Secretaries.
- The Compliance Manager and possibly the Database Manager attend a meeting of the Tuna Compliance Network. The meeting is expected to be held in the Pacific area early 2018. Most of the participation costs are being funded by the ABNJ tuna project.

If suitable opportunities arise, it is intended that the Compliance Manager and/or Database Manager participate in inter-Secretariat technical discussions with CCAMLR and possibly WCPFC.

¹ These tentative bookings are not guaranteed if the venue receives a confirmed booking from another client prior to the Secretariat confirming its booking.

Outsourced Projects

The Secretariat has contracted the following projects for the CCSBT to be conducted during 2017:

- Quality Assurance Review of Taiwan (with SAI Global)
- Scientific Aerial Survey (with CSIRO)
- Gene Tagging Pilot Study (with CSIRO)
- Long term Gene tagging (with CSIRO)
- Close-kin tissue sampling and processing (with CSIRO)
- Ageing of Indonesian SBT Otoliths (with CSIRO)

CCSBT Circulars

Circulars are used to issue requests and to distribute information to Members/CNMs. A summary list of circulars is maintained on the private area of the web site for easy reference by Members. The summary list contains the circular number, date, subject(s), whether a response is required, the due date for a response and the outcome (or a reference to the location of the outcome). The list of circulars gives an indication of the add-hoc and “once-off” intersessional activities of the Secretariat and EC. Fifty-two Circulars were issued between CCSBT 23 and 17 August 2017.

CCSBT Web site

The web site continues to be an actively updated and actively used information tool for both CCSBT members and the general public. The public side of the CCSBT website was updated immediately after CCSBT 23 to incorporate the results and decisions from the 2016 meetings of the CCSBT. Other additions to the web site since CCSBT 23 include:

- Addition of a new page on [becoming a Member of the CCSBT](#) as agreed by CCSBT 23.
- A new page for the [CCSBT Register of Designated Ports and Contacts](#) as required by the CCSBT Scheme for Minimum Standards for Inspection in Port that came into force on 1 January 2017. At the time of preparing this paper, points of contact and designated ports have been provided by Australia, the European Union, New Zealand, Taiwan and South Africa.
- Addition of a search engine, as agreed at CCSBT 23, to allow users to search for particular text on the web site. Further work, that is scheduled to be completed by CCSBT 24, will allow the search engine to access text within PDF documents (such as meeting reports) that are on the web site.

Participation in the Fisheries Resource Monitoring System (FIRMS)

The CCSBT is a partner in FAO’s FIRMS system. During 2016/17, the Secretariat met the CCSBT’s obligations to FIRMS by:

- Updating the CCSBT fact sheet for southern bluefin tuna by incorporating the ESC’s latest stock status report together with relevant decisions from CCSBT 23; and
- Supplying agreed data to FIRMS.

Integrated MCS Measures

Managing and implementing the CCSBT MCS measures continues to be a significant component of the Secretariat's work. Since CCSBT 23, this has included:-

- For the CDS:
 - Running CDS data reconciliations, and following up on errors and missing information and forms;
 - Continuing development and modification of the CDS database and software;
 - Processing CDS validation details;
 - Producing 6 monthly and annual CDS reports; and
 - Coordinating the purchase of centralised tags for use with the CDS.
- Continuing the subscription to the Global Trade Atlas database and monitoring trade of SBT as recorded on that database.
- Managing the CCSBT records of Authorised Fishing Vessels, Carrier Vessels and Farms.
- Managing the operation of the CCSBT transshipment resolution, including consultation regarding implementation of the transshipment Memorandum of Cooperation with the WCPFC.
- Managing the operation of the Resolution for Minimum Standards for Inspection in Port.
- Managing initial quota allocations and final catch by vessel/company data and associated access permissions.
- Checking for any submissions in relation to the new CCSBT IUU Vessel List Resolution.
- Preparing new and revised draft Compliance Measures and associated Resolutions.
- Producing reports for the Compliance Committee.

The Secretariat has also reviewed the work processes of the Compliance Manager and is implementing the following changes to rationalise the work of the Compliance Manager and to improve the efficiency in which compliance tasks are undertaken:

- Changes to the Secretariat's CDS application to reduce data entry errors in the fields that are the most time-consuming to resolve when conducting reconciliations. This is being achieved through improved automated checking of document numbers and by requiring double data entry of the following fields: Catch Monitoring Form (CMF) document numbers, Catch Tagging Form document numbers recorded on CMFs, REEF document numbers, and document numbers of preceding forms on REEFS. These changes have been implemented.
- Increasing the tolerance of weight discrepancies within and between forms from 2.5% to 5% before sending the discrepancies to Members for verification.
- Use of casual staff (instead of the Compliance Manager) to check for Secretariat CDS data entry errors before sending reconciliation results to Members for checking. This will commence at the end of the first quarter of 2018.
- Changing the process and contents of the Secretariat's annual Compliance with Measures paper so that: (1) There is a cut-off date of four weeks prior to the Compliance Committee meeting for any information to be included in that paper²; and (2) The report no longer includes information for the first quarter of the current year³. This change has been implemented.

² With the exception of national reports to the compliance committee which will be considered up to two weeks before the meeting.

³ This information is usually incomplete when the paper is due for submission, and there is duplication of work because this information is always included in the following year's Compliance with Measures paper.

- Improve the efficiency of the Secretariat’s management of Authorised Vessels, Authorised CDS validators and Monthly Catch Reports by considering the development on-line systems to enable Members to directly provide this information to the Secretariat’s database. It is hoped to have some on-line systems in place by late 2018, but this depends on progress in upgrading the Secretariat’s databases to the TUFMAN 2 system (see Database Developments later in this document).

CCSBT Catch Reporting (excluding scientific data exchange)

Monthly Catch Reports

The Secretariat has continued to compile these statistics and has loaded them to the private area of the CCSBT web site on a monthly basis, providing email notification to members when updates occur.

Reporting of Initial Quota Allocations and Final Catches by Vessel/Company

The Secretariat has provided reminders to each Member before they were required to submit this information. On receiving the information, the Secretariat has loaded this information to a special section of the private area of the CCSBT web site. This information is only available to those who have applied for and been granted access to this information in accordance with the Rules and Procedures for the Protection, Access to, and Dissemination of Data compiled by the CCSBT.

CCSBT Surface Tagging Program

Tag deployment ceased after the 2006/07 season and the Secretariat’s involvement in this program now relates only to tag recovery activity. Between 24 and 71 SBT were recaptured each year from 2013 to 2016. The number recaptured during 2017 is 9 SBT as at 17 August 2017. The number of recaptured tags is expected to decline each year.

Database Developments and Data Exchange

The CCSBT Data CD and associated documentation was updated and provided to Members on 1 February 2017. An interim update of the Data CD containing information from the 2017 Data Exchange was also placed on the private area of the CCSBT website in June 2017.

The Secretariat managed the 2017 scientific data exchange, which involved active exchange of data between Members and the Secretariat mainly between March and mid-June. The Secretariat conducted substantial post-processing of the data to produce derived datasets that were required as part of the data exchange.

The fifth annual ERSWG Data Exchange occurred during 2017. All Members submitted ERS data with the exception of Indonesia and the European Union. However, the European Union had no SBT catch and therefore had no relevant data to submit for the ERSWG Data Exchange which is defined as being for “shots/sets where SBT was either targeted or caught”. No ERS data were provided by the only CNM, the Philippines.

At the time of finalising this report, the database was up to date for all data received.

As mentioned in the 2016 report from the Secretariat, the Secretariat’s databases are in need of an upgrade as some of the systems are now quite old and may soon become incompatible with new operating systems. The Secretariat is planning to use the Pacific Community’s (SPC’s) TUFMAN 2 database framework as the foundation for the Secretariat’s new

database and will incrementally upgrade the Secretariat's databases into this framework over the next few years. This framework has the added benefit of facilitating development of online systems for Members to be able to directly enter data into the database. The Secretariat is considering developing such systems for authorised vessels, CDS validators and monthly catch reports during 2018. In addition, it may be possible to develop an eCDS through the same framework and the Secretariat will commence investigating this option during 2018.

Global Vessel List

The global vessel list of the tuna RFMOs (Consolidated List of Authorised Vessels, or CLAV) has continued to be updated on a daily basis. However, the funding for CLAV maintenance by the Common Oceans ABNJ Tuna Project is expected to cease around August 2019. After this date, new funding of approximately US\$30,000 per year will be required in order to continue the current level of CLAV maintenance. One option is for the 5 tuna RFMOs to jointly fund maintenance of the CLAV. If the costs were distributed amongst tuna RFMOs in accordance with the number of vessels authorised by each tuna RFMO, the CCSBT's contribution is likely to be less than US\$2,000 per year.

The CLAV is available at <http://clav.iotc.org/browser>. A web page has also been established in the Authorised Vessel and Farms section of the CCSBT web site to provide easy access to the CLAV.