



CCSBT-EC/1810/04 (Rev1)

Report from the Secretariat

Overview

This report provides a summary of the main activities of the Secretariat since the Twenty Fourth Annual Meeting in October 2017.

This report also contains five specific matters for consideration by the Extended Commission (EC):

1. Renewal of the appointment of the Chair of the Compliance Committee for another three-year term, commencing 19 October 2018;
2. Updating the CCSBT's Financial Regulations with respect to the independent external auditor;
3. Granting Long-term observer status to Compliance Committee meetings to Birdlife International;
4. Revising Rule 10(7) of CCSBT's Rules of Procedure to allow the intersessional decision-making process to approve the release of a meeting document prior to the annual meeting of the EC; and
5. Placing meeting documents, that have been declared to be publicly available at annual meetings of the CCSBT, on the public area of the CCSBT website.

Officials of the CCSBT

The following official positions in the CCSBT were nominated, appointed or held during 2018.

Officer	Name	Date nominated / appointed
Chair – Extended Commission	Mr Kristofer du Rietz	14 November 2017
Chair – Commission	Mr Asanda Njobeni	1 November 2017
Vice Chair – Extended Commission	Mr Asanda Njobeni	1 November 2017
Vice Chair – Commission	<i>Japan – to be advised</i>	
Chair – Compliance Committee	Mr Frank Meere	16 October 2015 ^{*1}
Chair – EC/ESC	Dr Kevin Stokes	1 November 2017 ^{*2}
Chair – ERSWG	Mr Alexander Morison	22 February 2011 ^{*3}

^{*1} The CC Chair is appointed for a three-year term with the possibility of up to two reappointments. The CC Chair's first term expires at the end of CCSBT 25 on 18 October 2018.

^{*2} The SC/ESC Chair is appointed for a three-year term with the possibility of up to two reappointments. The SC/ESC Chair's first term expires on 1 November 2020.

^{*3} 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 ERSWG Chair has two more ERSWG meetings remaining on his current term, which is also his last term.

The Chair of the Compliance Committee has successfully chaired the last two annual meetings of the Compliance Committee. The EC is invited to decide on whether to renew the appointment of the Chair of the Compliance Committee for another term.

Secretariat Staff and Office Management

The Secretariat's staff comprised 5 full-time positions and 2 casuals, part-time positions during 2018. 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); and
- Compliance Assistant (casual, part-time).

The Compliance Manager's contract was renewed for another three-year term commencing on 21 March 2018.

One of the Secretariat's two part-time (job-share) Office Administrators resumed work on 21 May 2018 following leave without pay. The other resigned, effective after 13 July 2018, to take up full-time work, but is now also conducting casual Compliance Assistance work for the Secretariat. A replacement part-time Office Administrator¹ commenced work on 5 July 2018 to enable a job handover from the departing officer.

There have been no other changes in the Secretariat's staff since CCSBT 24.

Financial

The preparation of CCSBT's Financial Statements for 2017 was conducted according to schedule. The Financial Statements were reviewed by the Australian National Audit Office (ANAO) and distributed to Members in Circular #2018/015. The outcomes of ANAO's review identified no items of concern. However, the auditor did recommend that the Commission formalises its accounting policy regarding the treatment of resources received free of charge and in-kind contributions. This may include developing guidance and/or factors to consider when determining whether a resource received free of charge requires recognition under the Commission's Financial Regulations and/or the Australian Accounting Standards. A draft policy is provided at **Attachment A** for consideration by the Finance and Administration Committee.

The CCSBT's Financial Regulations require that "*The Commission shall appoint an external auditor who shall be the Auditor-General or equivalent statutory authority from a Member of the Commission*". Within Australia, this is the ANAO. The CCSBT is now required to pay the ANAO for the full cost of its audit², which in 2018 was \$27,500. At the 2017 Finance and Administration Committee meeting, at least one Member questioned the cost of the financial audits and asked about alternative options. To enable the CCSBT to consider alternatives, the CCSBT's Financial Regulations would need to be changed. One option would be to change the quoted text above to become:

"The Commission shall appoint an external auditor who shall be the Auditor-General or equivalent statutory authority from a Member of the Commission, or if agreed by the Commission, an internationally recognised independent auditor."

¹ Who had previously worked in this role for the Secretariat.

² Prior to 2014, ANAO provided the audit service without charge. For 2014 and 2015, ANAO charged a nominal contribution of \$5,000 towards the cost of the audit. For 2016 and 2017, ANAO was transitioning to full cost recovery for audits of the CCSBT and charged 50% of the full audit fee.

The necessary changes to the Financial Regulations are provided at **Attachment B**. These changes would enable the CCSBT to consider alternative auditors and to possibly reduce the costs of audits. A number of other international organisations such as WCPFC, ICCAT, SIOFA and FAO have no requirement for the auditor to be the Auditor-General or equivalent statutory authority from a Member.

The EC is invited to consider whether it wishes to revise the Financial Regulations to provide flexibility in the choice of external auditors.

A draft revised budget for 2018 and a draft budget for 2019, including indicative budgets for 2020 and 2021 will be provided for the EC's consideration in meeting documents CCSBT-EC/1810/05 and CCSBT-EC/1810/06.

Organisation of CCSBT Meetings

The Secretariat has organised, or is in the process of organising, the following CCSBT meetings since CCSBT 24:

Fifth Strategy and Fisheries Management Working Group Meeting	6-8 March 2018
Ninth Operating Model and Management Procedure Technical meeting (including a CPUE Web Meeting)	18-22 June 2018
Informal Operating Model and Management Procedure Technical meeting	2 September 2018
Twenty Third Meeting of the Scientific Committee, incorporating the Extended Scientific Committee	3-8 September 2018
Thirteenth Meeting of the Compliance Committee	11-13 October 2018
Twenty Fifth Annual Meeting of the Commission, incorporating the Extended Commission	15-18 October 2018

Translation of the 2017 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 2017 meetings have been completed and distributed.

Organisation of meeting venues for 2019 is underway, with quotes obtained and preferred venues selected for the hosting Member's consideration. As at the time of writing this report, the preferred venues were available for the tentative meeting dates that were agreed intersessionally and notified to Members in Circular #2018/016:

Meeting	City	Tentative meeting date
Informal OMMP	Cape Town, South Africa	Sun. 1 Sep. 2019
SC/ESC 24		Mon. 2 – Sat. 7 Sep. 2019
CC 14		Thu. 10 – Sat. 12 Oct. 2019
CCSBT 26		Mon. 14 – Thu. 17 Oct. 2019

In addition, it is anticipated that the Tenth Operating Model and Management Procedure Technical meeting will be held in Seattle during June/July 2019. It is planned that the dates for this meeting will be arranged between the Executive Secretary and participating scientists as per past practise.

Long-term observer status for CCSBT meetings

The list of observers that have been granted Long-term observer status for CCSBT meetings is provided below:

List of observers provided with long-term observer status for CCSBT Meetings					
	Strategy and Fisheries Management Working Group	Ecologically Related Species Working Group	Extended Scientific Committee	Compliance Committee	Extended Commission
States					
-					
IGOs					
ACAP		Yes	Yes		Yes
CCAMLR		Yes	Yes	Yes	Yes
ICCAT		Yes	Yes	Yes	Yes
IOTC		Yes	Yes	Yes	Yes
WCPFC	Yes	Yes	Yes	Yes	Yes
NGOs					
Birdlife Int.		Yes		Proposed	Yes
HSI Int.		Yes		Yes	Yes
TRAFFIC Int.		Yes		Yes	Yes
WWF Aust.		Yes		Yes	Yes
Chairs of Joint Tuna RFMO committees/working groups/networks					
Kobe Process Steering Committee					Yes
MSE Working Group			Yes*		
Technical Bycatch Working Group		Yes			
Tuna Compliance Network				Yes	

* Including the Operating Model and Management Procedure Technical Working Group.

Long-term observers receive invitations to all CCSBT meetings for which they have long-term observer status. Long-term observer status helps to increase the transparency of the CCSBT and it is much simpler to administer than the process of seeking case by case approvals for attendance at meetings.

Birdlife International (BLI) has requested that the CCSBT consider granting BLI with Long-term Observer status for future Compliance Committee meetings (**Attachment C** and CCSBT Circular #2018/032). BLI attended the 2017 Compliance Committee meetings as an observer and it has been granted observer status to attend the 2018 Compliance Committee meeting.

The EC is invited to consider granting BLI with Long-term observer status to CCSBT Compliance Committee meetings.

Attendance at meetings with other organisations since CCSBT 24

Secretariat staff attended the following meetings of other organisations during 2018:

- 2nd Workshop of the Tuna Compliance Network: 15-18 February, Honiara, Solomon Islands (Compliance Manager and Database Manager)³;

³ Funding for travel and/or attendance was provided by the Common Oceans ABNJ Tuna Project.

- Technical workshop on global harmonization of Tuna fisheries statistics - Meeting of “tuna sub-group” of CWP ad-hoc Task Group on reference: 19-22 March, Rome, Italy (Database Manager)⁴;
- Thirty-Third Session of the Committee on Fisheries (COFI): 9-13 July, FAO, Rome, Italy (Executive Secretary) and associated meetings, including:
 - Seventh meeting of the Regional Fishery Body Secretariat’s Network (7 & 13 July);
 - Kobe Process Steering Committee meeting (11 July);
 - Tuna RFMO Secretariat’s meeting (12 July);
 - Other short meetings and side events alongside COFI; and
 - Fourth Project Steering Committee Meeting of the Common Oceans ABNJ Tuna Project: 16-18 July, FAO, Rome, Italy (Executive Secretary)³.

Proposed Attendance at meetings with other organisations between CCSBT 25 and CCSBT 26

It is proposed that:

- The Compliance Manager and Compliance Committee Chair attend a meeting of the Tuna Compliance Network and the IMCS's 6th Global Fisheries and Enforcement training workshop. These meetings are expected to be held back to back in Thailand during February 2019.

The Secretariat is not currently aware of other meetings that it needs to attend during 2019. However, if relevant meetings arise, the Secretariat would consider attendance based on the relevance of the agenda and the budget.

Grant Applications

The Secretariat has applied for and received two grants from the European Union during 2018, these being:

- “CCSBT-2018 Southern Bluefin Tuna Gene-Tagging – Stage 1” for a maximum of 80,000 euros; and
- “CCSBT Annual meetings – Plenary, Compliance Committee, Scientific Committee and operating model and management procedure” for a maximum of 113,986.16 euros.

Both grants were anticipated in the approved budget for 2018. The Secretariat wishes to thank the European Union for the provision of these grants.

Outsourced Projects

The Secretariat has contracted the following projects for the CCSBT to be conducted during 2018:

- Quality Assurance Review of South Africa (with SAI Global);
- Long term Gene tagging (with CSIRO);
- Close-kin sampling, DNA extraction and sequencing (with CSIRO);
- Close-kin identification and exchange (with CSIRO); and
- Sampling and ageing of Indonesian SBT Otoliths (with CSIRO).

⁴ Funding for travel and attendance was provided by FAO.

CCSBT Circulars

Circulars are used to issue requests and to distribute information to Members. 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-Four Circulars were issued between CCSBT 24 and 14 August 2018.

Proposed change to the CCSBT’s Rules of Procedures

CCSBT 22 updated Rule 10(5) of the CCSBT’s Rules of Procedure to allow the intersessional decision-making process to approve the release of report of a subsidiary or advisory body prior to the annual meeting. This change was made to allow reports of subsidiary bodies to be released in a timely manner in situations where access to the report was required by another organisation prior to the annual meeting.

The Secretariat invites the EC to consider approving a similar change to Rule 10(7) of the Rules of Procedure to allow the intersessional decision-making process to approve the release of a document submitted to a subsidiary or advisory body prior to the annual meeting. The purpose of this change is the same as for the previous change, but with respect to meeting documents instead of reports of meetings. The proposed change to the Rules of Procedure is provided at **Attachment D**.

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 24 to incorporate the results and decisions from the 2017 meetings of the CCSBT.

A [new page](#) has been added to the website for the CCSBT IUU Vessel list (which currently has no vessels on it) and for the IUU Vessel lists of RFMOs that have shared their lists with the CCSBT or that have Convention Areas that overlap with or are adjacent to where SBT are found.

At CCSBT’s annual meeting each year, the EC advises that all reports of meetings and documents submitted to meetings since the previous annual meeting will be made publicly available with certain specified exceptions. Despite this, documents submitted to meetings have not been made available on the public side of the CCSBT web site and access to these documents by non-Members has required direct contact with the Secretariat. The Secretariat has made modifications to the CCSBT web site that will enable these documents to be placed on the public side of the website. The EC is invited to decide whether meeting documents that have been approved for public release from 2003⁵ and onwards should be placed on the public side of the CCSBT web site.

If the EC decides to make publicly available documents accessible through the public area of the web site, it will be quite easy for the Secretariat to implement this decision. Furthermore, all public and confidential meetings documents from 2003 will continue to be available on the private area of the website in the current manner.

⁵ This is the first date at which electronic copies of meetings documents are readily available.

Update to the Secretariat's IT systems

The Secretariat has migrated its email, file sharing and basic software to “*Microsoft Office 365 for Business*”. This migration means that the Secretariat will not need to maintain its own email and file servers which will reduce both maintenance and hardware replacement costs. Office 365 for Business provides a more robust solution than the Secretariat's previous systems from a reliability, backup and security perspective. In addition, there are other valuable benefits with Office 365, including real-time collaboration on documents, offsite access to files and perpetual updates to the latest MS-Office software.

The CCSBT database is still located within the Secretariat's office. There would be some benefits in migrating the database to a cloud-based service, but the Secretariat has yet to fully examine this option. If the Secretariat considers that the database should be migrated to the cloud, it will provide a recommendation for the EC's consideration before commencing such a migration.

The Secretariat is also considering migrating its telephone services to a cloud based PABX to reduce the costs of line-rental and to avoid the need to upgrade its old analogue PABX.

Participation in the Fisheries Resource Monitoring System (FIRMS)

The CCSBT is a partner in FAO's FIRMS system. During 2017/18, 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 24; 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 24, this has included:-

- For the CDS:
 - Running CDS data reconciliations, and following up on errors and missing information and forms;
 - Maintenance 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 CCSBT IUU Vessel List Resolution.
- Following-up on reports of potential catching of SBT by unauthorised vessels, including efforts to obtain evidence of SBT catch by such vessels. This has been an area of increased work during 2018.

- Preparing new and revised draft Compliance Measures and associated Resolutions.
- Preparing a proposal for a project to develop a system for on-line data submission/data access to improve the efficiency of providing, managing and viewing this information.
- Producing reports for the Compliance Committee.

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 agreed to share it and 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 11 and 71 tagged SBT per year were recaptured each year from 2013 to 2017. The number recaptured during 2018 was 3 SBT as at 3 August 2018. 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 2018. An interim update of the Data CD containing information from the 2018 Data Exchange was also placed on the private area of the CCSBT website in June 2018.

The Secretariat managed the 2018 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 2018. All Members have submitted ERS data required for this data exchange. 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".

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

As mentioned in the 2017 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 using 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 submitting a project proposal to the October 2018 meeting of the Compliance Committee for the development of some systems through this framework for certain compliance data.

Consolidated List of Authorised Vessels (CLAV)

The main purpose of the tuna RFMOs Consolidated List of Authorised Vessels, or CLAV is to make the information, pertaining to authorised vessels, available to help fight and deter IUU activities. Since mid-2014, with the support of the Common Oceans Tuna Project, FAO has been providing the expertise and technical assistance for maintaining and updating the CLAV at close-to-real time. Updates are conducted by automated daily communications between each t-RFMO and the CLAV. The main cost in maintaining the CLAV relates to resolving errors, discrepancies and duplicates of vessel data in the CLAV. The correction of these data has the benefit of also improving the authorised vessel data of the individual tuna RFMOs.

Funding for CLAV maintenance by the Common Oceans ABNJ Tuna Project will cease in September 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 about US\$2,000 per year.

It should be noted that the CLAV can continue to be automatically updated from the Tuna RFMO databases with essentially no funding. However, the data quality of both the CLAV and the individual tuna RFMO database will degrade over time without the data checking process that is currently funded through the Common Oceans Tuna Project.

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.

DRAFT

CCSBT policy regarding the treatment of resources received free of charge and in-kind contributions in the CCSBT's Annual Financial Statements

Members of the Extended Commission for the Conservation of Southern Bluefin Tuna,

Noting that Article 10.3 (c) of the Convention for the Conservation of Southern Bluefin Tuna describes "The Secretariat functions shall be prescribed by the Commission, and shall include preparing administrative and other reports for the Commission and the Scientific Committee",

Further noting that, the Secretariat submits the annual financial statement to Members of Extended Commission and the external auditor not later than 1 March every year in accordance with Regulation 10.2 and 10.5 of CCSBT's Financial Regulations,

Recognising that, in the audit of the 2017 financial statements, the external auditor recommended that the Commission formalises its accounting policy regarding the treatment of resources received free of charge and in-kind contributions,

Agree as follows:

1. Subject to a threshold of financial materiality, the Commission will disclose resources received free of charge and in-kind contributions to the CCSBT in its Annual Financial Statements in accordance with paragraph 2 to 4 of this policy.
2. Resources received free of charge or in-kind contributions will be included in the Statement of Comprehensive Income when:
 - (a) The dollar amounts can be reliably determined¹; and
 - (b) The function or task being conducted with the resource is of a nature such that the CCSBT would have sought to conduct that function or task in the absence of these resources/services.
3. If the disclosure of a resource received free of charge or in-kind contribution is included in the Statement of Comprehensive Income, the nature of the gain will be clearly specified as a resource received free of charge or an in-kind contribution and the use of the resource/service will be recognised as an expense.
4. Where a resource received free of charge or an in-kind contribution is not included in the Statement of Comprehensive Income, the resources/contribution received will be described in a note within the Annual Financial Statements.

¹ In cases where the value of a resource or contribution is specified by the Party that provided the resource/contribution, the specified value shall be considered to be the correct amount for the resource/contribution for inclusion in the Annual Financial Statements. Where precise amounts are not known, quotes or recent past costs, may be used to estimate amounts. However, in the case of meetings, past costs are not considered reliable unless they involve the same country, venue and equipment providers. If estimated amounts are believed to have a material level of error, then they should not be considered to be reliably determined for the purposes of this paragraph.

Financial Regulations

(Extract of CCSBT's Financial Regulations showing the suggested change to Regulation 11)

REGULATION 1

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REGULATION 11

EXTERNAL AUDIT

11.1 The Commission shall appoint an external auditor who shall be the Auditor-General or equivalent statutory authority from a Member of the Commission, or if agreed by the Commission, an internationally recognised independent auditor. – ~~and~~ The auditor shall serve for a term of two years with the possibility of re-appointment. The Commission will ensure respect for the external auditor's independence of the Commission, the Scientific Committee, any subsidiary bodies established pursuant to the Convention and the Commission's staff, fix the terms of office, appropriate funds to the external auditor and may consult him or her on the introduction or amendment of any financial regulations or detailed accounting methods as well as on all matters affecting auditing procedures and methodology.

11.2 The external auditor or a person or persons authorised by him or her shall be entitled at all reasonable times to full and free access to all accounts and records of the Commission relating directly or indirectly to the receipt or payment of moneys by the Commission or to the acquisition, receipt, custody or disposal of assets by the Commission. The external auditor or a person or persons authorised by him or her may make copies of or take extracts from any such accounts or records.

11.3 If required by the Commission to perform a full audit, the external auditor shall conduct his or her examination of the statements in conformity with generally accepted auditing standards and shall report to the Commission on all relevant matters, including:

- (a) whether, in his or her opinion, the statements are based on proper accounts and records;
- (b) whether the statements are in agreement with the accounts and records;
- (c) whether, in his or her opinion, the income, expenditure and investment of moneys and the acquisition and disposal of assets by the Commission during the year have been in accordance with these Regulations; and

- (d) observations with respect to the efficiency and economy of the financial procedures and the conduct of business, the accounting system, internal financial controls and the administration and management of the Commission.

11.4 If required by the Commission to perform a review audit, the external auditor shall review the statements and accounting controls in operation. He or she shall report to the Commission whether anything has come to his or her attention which would cause him or her to doubt whether:

- (a) the statements are based on proper accounts and records;
- (b) the statements are in agreement with the accounts and records; or
- (c) the income, expenditure and investment of moneys and the acquisition and disposal of assets by the Commission during the year have been in accordance with these Regulations.

11.5 The Executive Secretary shall provide the external auditor with the facilities he or she may require in the performance of the audit.

11.6 The Executive Secretary shall provide to the Members of the Commission a copy of the audit report and the audited financial statements within 30 days of their receipt.

11.7 The Commission shall, if necessary, invite the external auditor to attend discussions on any item under scrutiny and consider recommendations arising out of his or her findings.

REGULATION 12

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Mr Robert Kennedy
Executive Director
CCSBT Secretariat
PO Box 37
Deakin West
ACT 2600
Australia



Partnership for
nature and people

3rd July 2018

Dear Mr Kennedy,

BirdLife International greatly appreciates the opportunity it has had over the last decade to observe and input to the work of CCSBT's Ecologically Related Species Working Group, and the opportunity to attend the CCSBT's Compliance Committee meeting last year.

BirdLife International's Marine Programme works to support fishers and fishery managers to reduce seabird bycatch in their fisheries worldwide, both within EEZs and on the High Seas. Over the last decade, this has included work with fishers, onboard observers, port inspectors and fishery managers, both in port and at-sea, including through the 'Albatross Task Force', which is currently active in five countries in South America and southern Africa, and also through port-based education outreach work in Fiji, Mauritius and South Africa, as well as our work with the five tuna commissions.

We would like to thank you for inviting BirdLife to attend the upcoming Extended Committee meeting, and also request that you consider our request for BirdLife to be granted observer status at the CCSBT Compliance meeting in October 2018. We found last year's meeting to be very useful and feel that we have valuable input we can share with the CCSBT members.

We would also like to request that BirdLife International be considered for Long Term Observer status for future Compliance Committee meetings.

We would be very grateful if you could circulate our request for observer status amongst CCSBT members.

Yours sincerely,

A handwritten signature in cursive script that reads "Cleo Small".

Dr Cleo Small
Head of the BirdLife International Marine Programme
Royal Society for the Protection of Birds (UK BirdLife Partner), The Lodge, Sandy SG19 2DL, UK
cleo.small@rspb.org.uk

**RULES OF PROCEDURE
OF THE COMMISSION FOR THE
CONSERVATION OF SOUTHERN BLUEFIN TUNA**

*(Extract of CCSBT's Rules of Procedure showing the suggested change to Rule 10
together with paragraphs referred to in Rule 10)*

RULE 1

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RULE 5

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3 Bis. A provisional agenda for an annual meeting shall become publicly available five working days after it has been dispatched to Members, unless a Member objects to its public release within that time.

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5 Bis. A provisional agenda for a special meeting shall become publicly available five working days after it has been dispatched to Members, unless a Member objects to its public release within that time.

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**RULE 6
VOTING**

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5. Where necessary when the Commission is not in session, decisions of the Commission shall be taken by a unanimous vote of the Members. The vote will be organised by the Executive Secretary using the post, facsimile or e-mail. The decision will be formally recorded by the Executive Secretary in a format agreed by the Commission and circulated to Members. In circumstances where the Executive Secretary is satisfied that a Member has received a proposal, and that Member has not responded within 21 days to the proposal, the Member shall be taken to have responded to that proposal in the affirmative.

RULE 7

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RULE 10 REPORTS

1. The Executive Secretary shall prepare a report of every annual and special meeting of the Commission. The report of an annual meeting shall include a summary of Commission activities since the previous annual meeting of the Commission. The Executive Secretary shall provide a draft report to the Commission for its adoption, subject to amendment prior to the end of the annual or special meeting.

2. The Commission shall articulate the rationale for its decisions, including where they differ from the science advice provided to the Commission, for inclusion in the report of every annual or special meeting prepared by the Executive Secretary.

3. Where an annual or special meeting is adjourned, the Executive Secretary may be requested by the Commission to prepare a report of the meeting prior to the adjournment. In this case, the Executive Secretary shall provide a draft report to the Commission for its adoption, subject to amendment, prior to the adjournment of the meeting. Rules applying to an annual or special meeting shall also apply to an adjourned meeting.

4. Every subsidiary or advisory body shall adopt a report prior to the close of its meeting and submit its report to the Commission.

5. Subject to this paragraph, the report of a meeting of the Commission, subsidiary or advisory body shall become available for release outside the Commission following its adoption by the Commission, or a decision is made in accordance with the provisions of paragraph 5 of Rule 6, unless a Member or Members request the report, or a specified part of the report not be made available for release. The request must be made before the adoption of the Commission report or the decision to release. In that event the Commission shall decide whether and to what extent to restrict its release including to whom.

6. Subject to paragraphs 8 and 9 and Rule 5, a document submitted to a meeting of the Commission shall become available for release outside of the Commission when the report of that meeting is adopted, unless either the author of that document, or the Member (if the author is a representative of a Member), makes a request to restrict its release. The request must be made before adoption of the report.

7. Subject to paragraphs 8 and 9 and Rule 5, a document submitted to a meeting of a subsidiary or advisory body of the Commission shall become available for release outside the Commission when the report of the meeting of the Commission to which the report of that subsidiary or advisory body is submitted, is adopted or a decision is made in accordance with the provisions of paragraph 5 of Rule 6, unless either the author of the document, or the Member (if the author is a representative of a Member), makes a request to restrict its release. The request to restrict the release of a document must be made before adoption of the report or the decision to release.

8. If a document submitted to the Commission, or a subsidiary or advisory body of the Commission contains data from a previous document submitted to the Commission or a subsidiary or advisory body of the Commission, the release of which has been restricted, the author of the document, or the Member (if the author is a representative of a Member) must obtain the permission of the author or the Member (if the author is a representative of a Member) that requested the restriction of the previous document before granting permission for its release. The author or the Member (if the author is a representative of a Member) of the previous document may request to restrict the release of the relevant part(s) of that document.

9. If a document submitted to the Commission, or a subsidiary or advisory body of the Commission, contains data or product of data, the release of which has been restricted, the author of the document, or the Member (if the author is a representative of a Member), must obtain the permission of the Member from whom the data originated, for its release. The Member from whom the data originated may request to restrict the release of the relevant part(s) of that document.

10. Unless the Commission decides otherwise, a Member may circulate prior to a meeting of the Commission, copies of documents or reports of any subsidiary or advisory bodies that are to be considered at that meeting to individuals or organisations within the Member's country with whom a Member considers it necessary to consult. The Member shall obtain the necessary undertaking from such individuals or organisations to treat the said documents or reports as confidential and not to release them to the public or to the media until such time as they become public documents.

11. Documents submitted to a meeting of the Commission or a subsidiary or advisory body and reports of a meeting of the Commission or a subsidiary or advisory body shall be distributed at no cost to Members and observers. Printed copies of public documents and reports shall be available to the public at a price determined by the Executive Secretary to recover the cost of printing and distribution. Electronic copies of Commission reports shall be made available on the Internet.

RULE 11

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