

**TERMS OF REFERENCE FOR  
SUBSIDIARY BODIES**

**TERMS OF REFERENCE FOR THE COMPLIANCE COMMITTEE**

(adopted at the Annual Meeting of the Extended Commission (17 October 2013))

## **Terms of Reference for the Compliance Committee**

### **Functions**

- A. Monitor, review and assess compliance with all conservation and management measures adopted by the Extended Commission.
- B. Monitor, review and assess the quality of data (in terms of both accuracy and timeliness) submitted to the Extended Commission.
- C. Exchange information on Member and Co-operating Non-Member activities in relation to compliance activities by Members and Co-operating Non-Members of the Extended Commission.
- D. Report to the Extended Commission on the implementation of compliance measures by Members and Co-operating Non-Members.
- E. Make recommendations to the Extended Commission on new compliance measures, including measures to address non compliance and measures to ensure that accurate and timely data is obtained on all fisheries.
- F. Make recommendations to the Extended Commission on cooperation in compliance activities and information exchange.

### **Procedural Rules**

- 1. The Compliance Committee will meet annually immediately prior to the annual meeting of the Extended Commission unless otherwise decided by the Extended Commission.
- 2. The Compliance Committee will be composed of two representatives from each of the Members and Cooperating Non-members of the Extended Commission. Representatives on the Compliance Committee may be accompanied by advisers. A quorum will be three Members of the Extended Commission.
- 3. With the agreement of the Extended Commission, representatives of pertinent inter-governmental and non-governmental organisations and non-members may participate as observers.
- 4. The Compliance Committee will prepare a report for consideration by the Extended Commission at its annual meeting or as otherwise requested by the Extended Commission.
- 5. Reports and recommendations of the Compliance Committee will be adopted by consensus of the Members of the Extended Commission present.
- 6. Only Members of the Extended Commission will have voting rights.

7. Members and Cooperating Non-members of the Extended Commission may bring forward for consideration any matters relevant to the functions of the Compliance Committee.
8. The Extended Commission shall appoint a Chair of the Compliance Committee who shall sit in office for a period of two years. The Chair may only be re-appointed twice (i.e. a maximum of six years in office). The Chair will be independent and not be regarded as part of any Member's delegation. Appointments of the Chair will be made taking into account the technical nature of the Compliance Committee.
9. The duties of the Chair are to manage the business of the Compliance Committee meeting and to present the Committee's reports to the Extended Commission.
10. Four weeks prior to the convening of the Compliance Committee, each Member and Cooperating Non-member of the Extended Commission will provide a report providing the information listed in the national report. The Compliance Committee may, by consensus, propose new elements for Members and Co-operating Non-members to provide information in the report.
11. Four weeks prior to the convening of the Compliance Committee, the Secretariat will provide a report on its activities related to the Extended Commission's conservation and management measures.
12. The Compliance Committee may make recommendations to the Extended Commission that material used in its deliberations be regarded as confidential and not to be published.
13. The Compliance Committee may make recommendations to the Extended Commission to amend these terms of reference to facilitate its work.

**TERMS OF REFERENCE FOR THE WORKING GROUP ON  
ECOLOGICALLY RELATED SPECIES (ERS)**

(adopted at the Second Annual Meeting – September 1995)  
(updated at the Twenty Fifth Annual Meeting – October 2018)

## **Terms of Reference for the Working Group on Ecologically Related Species (ERS)**

1. The Ecologically Related Species Working Group (ERSWG) will report to the Extended Commission through the Extended Scientific Committee. The Extended Scientific Committee may provide comments to the Extended Commission on the reports (including advice and recommendations) of the ERSWG.
2. To provide information and advice on issues relating to species associated with southern bluefin tuna (SBT) (ecologically related species), with specific reference to:
  - a) species (both fish and non-fish) which may be affected by SBT fisheries operations; and
  - b) predator and prey species which may affect the condition of the SBT stock.
3. (a) With respect to species identified in 2 a) above, to monitor trends and review existing information and relevant research, including but not limited to studies on:
  - (i) the population biology of ecologically related species;
  - (ii) the identification of factors affecting populations of ecologically related species;
  - (iii) the assessment of the SBT and other fisheries effects on ecologically related species and of the proportion of the SBT and other fisheries effects to the overall effects; and
  - (iv) modification to gear and operational aspects of the SBT fishery to minimise the effects on ecologically related species.(b) With respect to species identified in 2 b) above, to monitor trends and review existing information and relevant research, including but not limited to studies on:
  - (i) the population biology of ecologically related species;
  - (ii) the identification of factors affecting population of ecologically related species; and
  - (iii) the assessment of the effects of ecologically related species on the condition of the SBT stock.
4. To provide recommendations on data collection programs and research projects with respect to species and issues identified in 2 above, including recommendations on research priorities and estimated costs of such research.
5. To provide advice on measures to minimise SBT fishery effects on ecologically related species, including but not limited to gear and operational modifications.
6. To provide advice on other measures which may enhance the conservation and management of ecologically related species.
7. To review these terms of reference and to recommend to the Extended Commission changes as and when appropriate.

8. To co-operate and liaise with relevant experts, scientists (from Members of the Extended Commission and elsewhere) and inter-governmental and non-governmental organisations, in data collection and analysis on ERS subject to the provisions of the data handling criteria (Annex1).
9. To respond to requests for advice on specific matters from the Extended Commission.

## **Annex 1      Data Handling Criteria for the Ecologically Related Species (ERS) Working Group**

### **1. Collection of Data and Samples**

- a) The ERSWG will provide recommendations on the information required and advice on how to collect the relevant data and samples.
- b) The collection of data on and samples of ERS should follow agreed data collection protocols consistent with those of the Extended Scientific Committee, and those of the relevant national authority.
- c) The collection of data and samples of ERS should be conducted in a way that does not interfere with the safe and smooth operation of the vessels.

### **2. Management of the Data and Samples**

- a) The ERSWG shall adhere to the CCSBT's "[\*Rules and Procedures for the Protection, Access to, and Dissemination of Data Compiled by the CCSBT\*](#)" in the use and distribution of data.
- b) Unless otherwise agreed, samples of ERS collected on the high seas will be held by the Flag Member; that Members should facilitate access by other interested scientists to the ERS samples.
- c) Participants in the ERSWG should assist each other's work by sharing data and samples on ERS.

### **3. Analyses of Data and Samples**

Analyses of the data and samples on behalf of the Extended Commission may be conducted by scientists from Members of the Extended Commission and other relevant experts designated by the ERSWG.

### **4. Consideration of the Results of the Analyses**

Results of analyses which use data and samples collected under these criteria will not be published without the consent of the Extended Commission Members which provided the data and samples.



**TERMS OF REFERENCE OF THE  
STRATEGY AND FISHERIES MANAGEMENT WORKING GROUP**

*(updated 18 October 2018)*

## **Terms of Reference of the Strategy and Fisheries Management Working Group**

### **Composition and Operation**

1. The Strategy and Fisheries Management Working Group (SFMWG) shall consist of the Commissioners from Members of the Extended Commission, the Secretariat, and as appropriate, other experts in fisheries management, compliance and fisheries science. Numbers of participants will be kept to a minimum.
2. The SFMWG shall meet on a “when needed” basis as agreed by the Extended Commission.
3. The SFMWG shall be chaired by the Chair of the Extended Commission (EC) when the EC Chair is available. If the EC Chair is not available, the SFMWG shall be chaired by the host Member unless otherwise agreed by the EC.

### **Functions**

4. The broad purpose of the SFMWG shall be to provide strategic, operational and/or fisheries management advice consistent with modern standards of international fisheries management as requested by the Extended Commission from time to time. This may include matters such as:
  - i. Revising the CCSBT Strategic Plan which sets out a common view of the strategic direction of the Extended Commission in managing the SBT fishery;
  - ii. Recommending management objectives for the SBT fishery, including consideration of interactions with ecologically related species;
  - iii. Recommending measures for managing the SBT fishery, as appropriate;
  - iv. Allocation of resources, such as funding, to competing priorities of research, compliance and management; and
  - v. Other high level operational issues of the CCSBT.
5. The SFMWG shall take into account any relevant advice from the Extended Commission and/or subsidiary bodies of the Extended Commission, recommendations from performance reviews of the CCSBT, outcomes of CCSBT Quality Assurance Reviews, and other relevant processes and international instruments, including the Kobe (joint tuna RFMOs) process.
6. The recommendations of the SFMWG will be considered by the Extended Commission.
7. The SFMWG may make decisions upon instruction from the Extended Commission.

**TERMS OF REFERENCE FOR THE TECHNICAL COMPLIANCE WORKING GROUP**

*(updated 18 October 2018)*

## **Terms of Reference for the Technical Compliance Working Group**

### ***Functions***

The Technical Compliance Working Group (TCWG) will advise the Compliance Committee on compliance issues of a technical nature.

Such matters may include, for example:

- The review and revision of existing Compliance Resolutions, Compliance Policy Guidelines as well as the development of new Resolutions, including:
  - Authorised Vessel List;
  - CDS;
  - IUU List
  - Port Inspections;
  - Transshipment; and
  - VMS
- The exchange of information and intelligence on fishing operations and potential IUU fishing activities involving SBT;
- Potential coordination and/or development of compliance monitoring activities such as joint patrols amongst Members;
- Analysis of the global SBT trade data including non-Member markets;
- Advice on technical advances in MCS tools and how these could potentially be effectively integrated into existing or new measures; and
- The development of compliance research proposals.

### ***Operations***

The TCWG will meet for one day immediately prior to the Compliance Committee meeting.

### ***Membership***

The Chair of the Compliance Committee will convene the meeting.

The TCWG will be composed of Member and Cooperating Non-Member representatives invited experts and observers as appropriate<sup>1</sup>. Members and Cooperating Non-Members are encouraged to have MCS technical experts available to participate in the TCWG meeting.

### ***Matters for Consideration***

Members and Cooperating Non-Members may at any time submit to the Secretariat technical matters to be discussed at the TCWG. The Secretariat, in consultation with the Chair, will develop and submit a Draft Provisional Agenda 100 days before the meeting in accordance with the CCSBT's Rules of Procedure. Members may add

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<sup>1</sup> States, entities and organisations that have been granted observer status to a Compliance Committee meeting will automatically be granted observer status to the preceding Technical Compliance Working Group unless the Extended Commission decides otherwise.

additional items to the agenda, in accordance with the CCSBT's Rules of Procedure, before the Provisional Agenda is circulated.

### ***Reporting***

The TCWG will not produce a formal report although it may produce attachments for consideration by the CC and/or inclusion in the Compliance Committee Report and the Chair of the TCWG will provide an informal oral report of the TCWG meeting to the CC.

**TERMS OF REFERENCE FOR  
THE TECHNICAL ECOLOGICALLY RELATED SPECIES  
WORKING GROUP**

(adopted at the Thirty-First Annual Meeting of the CCSBT – October 2024)

## **Terms of Reference for the Technical Ecologically Related Species Working Group**

### ***Functions***

The Technical Ecologically Related Species Working Group (ERSTech) will advise the ERSWG on issues of a technical nature.

Such matters may include, for example:

- A review of the effectiveness of existing bycatch mitigation measures;
- A review of ERSWG Data Exchange requirements;
- Exercises aimed at quantifying the risk to ERS from SBT fisheries and vice versa;
- Work aimed at improving ERS species identification;
- The development of seabird bycatch targets;
- Technical work to support the identification of high-risk areas;
- Applicability of electronic monitoring in the context of ERS data collection;
- The development of response protocols for high capture events;
- Assessment of new bycatch mitigation measures; and
- The development of ERS research proposals.

### ***Operations***

The ERSTech will meet (as required) in years where no physical Ecologically Related Species Working Group (ERSWG) meeting is taking place.

The ERSTech meeting is held by either hybrid or online meeting format, unless the Extended Commission (EC) agrees otherwise.

The ERSTech meeting shall be chaired by the Chair of the ERSWG, unless the ERSWG determines otherwise.

### ***Membership***

The Chair of the ERSWG will convene the meeting.

The ERSTech will be composed of Member and Cooperating Non-Member representatives, invited experts and observers as appropriate<sup>1</sup>.

### ***Communication***

Communication between the Secretariat and ERSTech participants will take place through the use of participants list from the most recent ERSWG meeting. An area of the private section of the CCSBT website will be designated to each ERSTech and available to meeting participants.

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<sup>1</sup> States, entities and organisations that have been granted observer status to and attended the ERSWG meeting immediately prior to ERSTech will automatically be granted observer status to the ERSTech unless the Extended Commission decides otherwise.

### ***Matters for Consideration***

Initial consideration of ERSTech topics will take place during the physical ERSWG meeting. Members and Cooperating Non-Members may at any time submit to the Secretariat technical matters to be discussed at the ERSTech. The Secretariat, in consultation with the Chair of ERSWG, will develop and submit a Draft Provisional Agenda 100 days before the meeting in accordance with the CCSBT's Rules of Procedure. Members may add additional items to the agenda, in accordance with the CCSBT's Rules of Procedure, before the Provisional Agenda is circulated.

### ***Reporting***

The ERSTech will not produce a formal report although it may produce documents for consideration by the ERSWG and/or inclusion in the ERSWG Report as Attachment. The Chair of the ERSWG will provide an informal oral report of the ERSTech meeting to the ERSWG.

Documents submitted to the ERSTech will follow the CCSBT's Rules of Procedures, Rules and Procedures for the Protection, Access to, and Dissemination of Data Compiled by the CCSBT, and Terms of Reference of the Ecologically Related Species Working Group.



**TERMS OF REFERENCE FOR THE STANDING COMMITTEE  
FOR FINANCE AND ADMINISTRATION**

(adopted at the Resumed Third Annual Meeting (18 – 22 February 1997))

## **Terms of Reference for the Standing Committee for Finance and Administration**

1. There shall be a Standing Committee for Finance and Administration on which each Member of the Commission may be represented by no more than three representatives, together with such advisers as are necessary; the Committee shall elect its own Chair;
2. The Committee shall examine the operation of the budget for the current year and advise the Commission, as appropriate, on expenditure trends;
3. The Committee shall examine and make recommendations to the Commission on the draft budget for the ensuing year and the scale of contributions required from Members;
4. The Committee shall advise the Commission on staff questions, on publications of the Commission and such other matters as the Commission may refer to it from time to time; and
5. The Committee may draw to the attention of the Commission any matter of a financial or administrative nature.