



CCSBT-EC/1110/04

REPORT FROM THE SECRETARIAT

Overview

This report provides a summary of the main activities of the Secretariat since the 17th Annual Meeting in October 2010. The report recommends that:

- the terms of the current Compliance Committee and SC/ESC Chairs be extended for two years;
- The Rules of Procedure be amended to allow the Provisional Agendas for upcoming meetings to be made publicly available; and
- a Compliance Manager position be created within the Secretariat.

Officials of the CCSBT

The following official positions in the CCSBT were nominated, appointed or held during 2011.

Officer	Name	Date nominated / appointed
Chair - CCSBT	Dr Abdul Ghofar	16 November 2010
Vice Chair - CCSBT	Mr Kenji Kagawa	17 February 2011
Chair - Compliance Committee	Mr Stan Crothers	23 October 2009 ^{*1}
Chair - SC/ESC	Dr John Annala	7 May 2007 ^{*2}
Chair - ERSWG	Mr Alexander Morison	22 February 2011 ^{*3}
Scientific Advisory Panel	Prof. Ray Hilborn, Dr Jim Ianelli, Dr Ana Parma, Prof John Pope	2000 to 2001

^{*1} The two year term of the Chair of the Compliance Committee (CC) expires after CCSBT 18. The CC Terms of Reference allow the CC Chair to be reappointed once. It is therefore recommended that Mr Crothers be reappointed as Chair of the CC for a second 2 year term.

^{*2} The SC/ESC Chair's contract expires on 10 May 2012. There is no limit to the number of reappointments for this position. It is recommended that Dr Annala be reappointed for another 2 year term.

^{*3} The ERSWG Chair is a new Officer within the CCSBT and the first appointment was made during 2011.

Secretariat Staff and Office Management

The Secretariat's staff comprised 4 full-time positions and 1 casual, part-time position during 2011. These were:

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

There have been no changes in the staff of the Secretariat since CCSBT 16. However, the contracts of the Executive Secretary, Deputy Executive and one Officer Administrator have all been extended¹. Work within the Secretariat is progressing efficiently. However, the Secretariat is under-resourced for its day to day operations.

On 20 December 2010, the Secretariat moved its office from 1/19 Napier Close, Deakin to 81A Denison Street Deakin. The new office is less than a kilometre from the old office. The phone and fax numbers, e-mail and post office addresses of the Secretariat remain unchanged. The move was undertaken because the lease on the old office was due to expire on 31 December 2010, and the condition and size of the old office were considered inadequate to warrant extending the lease. As part of the move to the new office, the new office's security was upgraded to conform with the new Rules and Procedures for the Protection, Access to, and Dissemination of Data compiled by the CCSBT²

The audit of CCSBT's Financial Statements for 2010 by the Australian National Audit Office (ANAO) was conducted according to schedule and circulated to Members. ANAO was able to issue an unqualified Assurance Practitioner's report on the Commission's special purpose financial statements for the year ended 31 December 2010.

Financial

An operating surplus in the general budget of about \$243,000 is estimated for 2011. A comparison between the approved 2011 budget and the estimated outcome is included in meeting document CCSBT-EC/1110/05.

A draft budget for 2012 has been prepared for the Extended Commission's consideration, taking into account the recommendations of CCSBT 17 and the Extended Scientific Committee. The proposed budget is presented in meeting document CCSBT-EC/1110/06.

Organisation of CCSBT Meetings

The Secretariat organised and supported the following meetings during 2011:

3 rd Strategy and Fisheries Management Working Group Meeting	Cancelled ³
16 th Meeting of the Scientific Committee, incorporating the Extended Scientific Committee	19-28 July 2011
Special Meeting of the Commission, incorporating the Extended Commission	23-27 August 2011 ³
6 th Meeting of the Compliance Committee	6-8 October 2011
18 th Annual Meeting of the Commission, incorporating the Extended Commission	10-13 October 2011

In addition to the above formal meetings, the Secretariat organised a technical briefing on the CCSBT Operating Model and Management Procedures on 3-5 March 2011, with the briefing being conducted by Dr Campbell Davies from CSIRO.

Translation of meeting reports into Japanese is up to date at the time of writing this report, with all 2010 meetings having been translated into Japanese and placed onto the CCSBT web site.

During 2011, one NGO requested access to the Provisional Agendas for upcoming CCSBT meetings, but the Secretariat was not able to provide the requested information due to Rules

¹ The Executive Secretary's extension was signed by the Chair of the Commission in accordance with the decision of CCSBT 17. The other positions were extended by the Executive Secretary.

² The old office's security would have also had to be upgraded if the Secretariat had not moved office.

³ The SFMWG meeting was cancelled 2 ½ weeks before it was scheduled to meet due to the earthquake and tsunami in Japan on 11 March 2011. All meeting arrangements had been organised and some payments had been made. Fortunately, most payments were refunded. The duration of the Special Meeting was extended by two days as a consequence of the cancellation.

10.7 and 10.8 of CCSBT's Rules of Procedure. In general, the Secretariat does not see a need for the Provisional Agendas of upcoming meetings to be kept confidential until after the annual meeting of the Commission. Consequently, it is recommended that Rules 10.7 and 10.8 be amended as shown in Attachment 1 to allow the Provisional Agendas to be released prior to the annual meeting. This amendment includes a provision that allows the Provisional Agendas to be kept confidential until after the Annual Meeting of the Commission upon request from a Member. It is envisaged that this provision would only be used in the case of inflammatory agenda items where it is appropriate that the Commission consider the topic prior to public release. The other four tuna RFMOs all publish their meeting agendas on the public side of their web sites in advance of their meetings.

Meetings of Other Organisations since CCSBT 17

The Executive Secretary represented the Extended Commission at the following meetings since CCSBT 17:

- COFI 29, the 3rd Meeting of the Regional Secretariat's Network and a meeting of the Tuna RFMO Secretariats (Rome, January/February 2011).
- The 3rd Joint Meeting of Tuna RFMOs (Kobe 3) and the Joint tRFMO Technical Bycatch Working Group Meeting (La Jolla, July 2011).

The Database Manager represented the Extended Commission at a joint tuna RFMO meeting of experts to develop a global tuna vessel register (Rome, February 2011). The meeting was funded with the support of ISSF.

CCSBT Circulars

CCSBT 17 recommended that: "To provide easy reference for Members, intersessional requests to Members from the Secretariat should be numbered and placed on the private area of the CCSBT website and include specification of required timeframes". This recommendation has been implemented through a system of numbered circulars that are distributed via e-mail and placed on the private area of the web site.

The 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, and the due date for a response. The list of circulars gives an indication of the add-hoc and "once-off" intersessional activities of the Secretariat and Extended Commission. Over 65 Circulars were issued between CCSBT 17 and 2 September 2011.

CCSBT Website

The web site continues to be an actively updated and used information tool for both CCSBT members and the general public. The public side of the CCSBT website was updated immediately after CCSBT 17 to incorporate the results and decisions from the 2010 meetings of the CCSBT.

The new CCSBT web site was completed and went live during April 2011. The new web site is easier for the Secretariat to maintain, and unlike the old web site, the new web site is compatible with the software on up-to-date web servers.

The private area of the new web site includes improved document access and substantial security improvements that enable it to conform to the new Rules and Procedures for the Protection, Access to, and Dissemination of Data compiled by the CCSBT. The public area of

the new web site is similar to the old web site, but with some rearrangement of items, improved navigation and addition of four pages with new content⁴

Participation in the Fisheries Resource Monitoring System (FIRMS)

The CCSBT is a partner in FAO's FIRMS system. During 2010/11, 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 17; and
- Supplying agreed data to FIRMS.

Integrated MCS Measures

Managing and implementing the CCSBT MCS measures has been a significant component of the Secretariat's work. Since CCSBT 17, this has included:-

- For the CDS:
 - Continued development and modification of the CDS database and software;
 - Processing CDS data and validation details;
 - Following up errors, incomplete information and missing forms;
 - Reprocessing large quantities of electronic data that have been re-submitted;
 - Producing 6 monthly CDS reports;
 - Coordinating the purchase of centralised tags for use with the CDS; and
 - Corresponding with non-member States (Mauritius, Namibia, Singapore, China, USA) regarding cooperation with the CDS.
- Managing the operation of the CCSBT transshipment resolution.
- Managing the CCSBT records of Authorised Fishing Vessels, Carrier Vessels and Farms.
- Producing a document of current "CCSBT conservation & management measures and associated obligations" to assist in the development of a compliance policy for draft "Minimum performance requirements to meet CCSBT obligations".
- Outsourcing the development of a draft CCSBT Compliance Plan and four draft CCSBT compliance policy statements.
- Producing reports for the Compliance Committee.

It is important to note that the Secretariat does not have a Compliance Officer/Manager and it is becoming increasingly difficult for the Secretariat to adequately manage its data without a Compliance Officer/Manager.

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 approximately one month 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. The Secretariat notifies members of the updated information on the website at the time of the Monthly Catch Report emails. However, this information is only available to those who have

⁴ These being pages for: Bycatch Mitigation; Data Submission Requirements; Annual Reporting and Documentation Requirements of Members and CNMs; and Attendance at Meetings by Observers.

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 only relates only to tag recovery activity. As expected, the number of recaptured tags is declining each year.

Database Developments and Annual Scientific Data Exchange

The CCSBT Data CD and associated documentation was updated and provided to Members in January 2011.

The Secretariat managed the 2011 scientific data exchange, which involved active exchange of data between Members and the Secretariat mainly between March and mid-May. Most of the exchange was conducted 4 weeks earlier than usual due to the early timing for the 2011 meeting of the Extended Scientific Committee. The Secretariat conducted substantial post-processing of the data to produce derived datasets that were required as part of the data exchange.

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

Substantial database development work (including database report development) has been undertaken in relation to the Catch Documentation Scheme as reported under the heading of Integrated MCS Measures.

Global Vessel List

The Secretariats of the five tuna RFMOs have collaborated to produce and regularly update a consolidated list of authorised vessels. The work commenced with a meeting of database experts in February 2011 to determine and agree the methods to be used to consolidate the records. The meeting was successful and the Secretariats are now able to update the consolidated list on a regular (monthly or less) basis.

The consolidated list of authorised tRFMO vessels is maintained on the tuna-org web site at: <http://www.tuna-org.org/GlobalTVR.htm>

ERS Education Pamphlets and Identification Guides

The Secretariat has continued its work with Members to develop revised ERS education pamphlets and identification guides. The Secretariat has produced revised sea bird and shark pamphlets and identification guides in English and at the time of writing this report, was seeking final comments from Members before working with Members to produce versions in other languages.

Creation of a Compliance Manager Position within the Secretariat

As noted earlier, it is becoming increasingly difficult for the Secretariat to adequately manage its data without a Compliance Officer/Manager. It is therefore recommended that a Compliance Manager position be created within the Secretariat to better manage its compliance functions and compliance data, and to ease the workload of the Database Manager so that the other data, database and IT functions are not compromised by the increasing compliance workload.

The Finance and Administration Committee (FAC) at CCSBT 17 noted that:

“... the Secretariat staff are fully utilised and have little capacity to take on extra functions. The FAC supported the provision of adequate compliance resources to the Commission. Some Members noted that their domestic regulations prevented them from being able to increase the Commission staff at this meeting.”

and that:

“this matter should be further considered for 2012 and requested the Secretariat to include adequate compliance resources in the draft 2012 budget. The Chair urged all members to ensure that they were in a position that would allow them to consider the appointment of a compliance officer if that was the will of the Extended Commission.”

In accordance with the request of the FAC, the draft budget for 2012, provided in paper CCSBT-EC/1110/06, includes the costs for employment of a Compliance Manager within the Secretariat.

The Compliance Manager would report to the Executive Secretary and work closely with the Database Manager. The Compliance Manager's duties would be to:-

- Provide the Compliance Committee and Extended Commission with compliance policy and planning advice.
- Administer the CCSBT Catch Documentation Scheme, including: managing the flow and processing of information; quality control; reconciliation of CDS documents; follow up with Members/CNMs/OSECs; seeking and maintaining cooperation of non-members; and reporting.
- Administer the CCSBT Transshipment Monitoring Program.
- Maintain the monthly catch reporting system.
- Maintain the system for reporting of initial quota allocations and final catches by vessel/company.
- Monitor compliance with CCSBT Conservation and Management Measures.
- Produce comprehensive analyses and information reports to Members and the Compliance Committee.
- Provide advice and assistance to Members, CNMs and OSECs in relation to CCSBT compliance requirements.
- Administer, maintain and manage any new compliance initiatives of the CCSBT, including but not limited to:
 - The Compliance Plan;
 - Compliance Polices, and associated activities such as an audit program; and
 - Updated compliance risk assessments.

With a Compliance Manager in place, the Database Manager's duties would be to:-

- Conduct all database development, maintenance and administration, including for compliance data.
- Develop and modify database reports and reporting systems.
- Manage the CCSBT's scientific data, including, but not limited to:
 - Administration of the Scientific Data Exchange process;
 - Administration of the CCSBT tag recovery program, involving processing of data, maintenance and provision of rewards, and provision of feedback;
 - Provision of information (reports and data) to the FAO's Fishery Resources Monitoring System (FIRMS) as part of CCSBT's partnership with FAO in relation to FIRMS;
 - Responding to requests for information from Members and the public in accordance with CCSBT's confidentiality rules; and
 - Administration of any new CCSBT scientific data requirements, such as ERS data.
- Maintain the authorised fishing vessel, carrier vessel and farm records⁵.
- Cooperate with the other 4 tuna RFMOs in maintaining an up to date global consolidated list of authorised vessels from all the tuna RFMOs.
- Develop and maintain a public list of active SBT vessels.
- Manage the Secretariat's IT functions, including:
 - Backup, maintenance and security of the Secretariat's internal systems;
 - Modifications, backup and maintenance of the CCSBT's web site; and
 - Maintenance of the CCSBT's meeting network and equipment.

Both positions would also be involved in numerous other duties within the Secretariat such as meeting organisation etc.

Prepared by the Secretariat

⁵ This is a compliance function, but due to the nature of the work, it needs to be conducted by the database manager.

**Recommended modification to Rules 10.7 and 10.8 of the CCSBT Rules of Procedure
to allow Provisional Agendas to be made public prior to the
Annual Meeting of the Commission**
(the tracked changes show the recommendation)

7. Subject to paragraphs 9 and 10, a document other than the Provisional Agenda 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. The Provisional Agenda will become publicly available once it has been dispatched by the Executive Secretary to all the Members in accordance with these Rules of Procedure unless a Member expresses its objection within five working days of the Provisional Agenda being circulated to Members.

8. Subject to paragraphs 9 and 10, a document other than the Provisional Agenda 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, 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 must be made before adoption of the report. The Provisional Agenda will become publicly available once it has been dispatched by the Executive Secretary to all the Members in accordance with these Rules of Procedure unless a Member expresses its objection within five working days of the Provisional Agenda being circulated to Members.