



CCSBT-EC/1310/04

## REPORT FROM THE SECRETARIAT

### Overview

This report provides a summary of the main activities of the Secretariat since the Nineteenth Annual Meeting in October 2012. The report recommends that:

- The term of the current Chair of the Scientific Committee and Extended Scientific Committee be extended for a further two years.
- A person be selected and appointed to Chair the Compliance Committee for the two years commencing immediately after CCSBT 20.
- The Commission decide whether to renew the appointment of the current Executive Secretary, or to recruit a new Executive Secretary.

### Officials of the CCSBT

The following official positions in the CCSBT were nominated, appointed or held during 2013.

Officer	Name	Date nominated / appointed
Chair - CCSBT	Mr Paul Morris	29 May 2013
Vice Chair - CCSBT	Mr Arthur Hore	27 February 2013
Chair - Compliance Committee	Mr Stan Crothers	23 October 2009* <sup>1</sup>
Chair - SC/ESC	Dr John Annala	7 May 2007* <sup>2</sup>
Chair - ERSWG	Mr Alexander Morison	22 February 2011* <sup>3</sup>
Scientific Advisory Panel	Prof. Ray Hilborn, Dr Jim Ianelli, Dr Ana Parma, Prof John Pope	2000 to 2001

\*<sup>1</sup> The second two year term of the Chair of the Compliance Committee (CC) expires after CCSBT 20. The CC Terms of Reference only provides for the CC Chair to be reappointed once.

\*<sup>2</sup> The SC/ESC Chair's current contract expires on 10 May 2014. There is no limit to the number of reappointments for this position.

\*<sup>3</sup> The ERSWG Chair is appointed for a term of at least two ERSWG meetings with the possibility of extension. There are two ERSWG meetings remaining in the Chair's appointment, these being ERSWG 11 & ERSWG 12.

### Secretariat Staff and Office Management

The Secretariat's staff comprised 5 full-time positions and 1 casual, part-time position during 2013. 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)

The Executive Secretary's current contract expires on 30 October 2014. The Commission should consider whether it wishes to renew the current Executive Secretary's contract or whether to commence the process of recruiting a new Executive Secretary. There is no limit to the number of reappointments for this position. Appointment and re-appointment of the Executive Secretary is a task of the Commission, not the Extended Commission. However, the CCSBT's "Resolution to Establish an Extended Commission and an Extended Scientific Committee" require that:

*"Any decision of the Commission that affects the operation of the Extended Commission or the rights, obligations or status of any individual Member within the Extended Commission should not be taken without prior due deliberation of that issue by the Extended Commission"*

Consequently, the Extended Commission needs to deliberate on this matter before a decision is taken by the Commission.

There have been two significant changes in the Secretariat's staff during 2013.

- Mr Shinichi Suzuki finished work as CCSBT's Deputy Executive Secretary on 14 June 2013 and was replaced by Mr Akira Soma with a short handover period from 3 June 2013.
- Mr Simon Morgan has resigned from his position as CCSBT's Database Manager and he finishes work with the Secretariat on 2 October 2013. In addition, Mr Morgan has not been able to work full hours during 2013 and this has adversely affected the productivity of the Secretariat this year. A replacement Database Manager (Mr Colin Millar) has been appointed, but the new Database Manager does not commence work with the Secretariat until 25 November 2013. A temporary staff member has been appointed to help manage the transitional period.

Another change of staff in the Secretariat is anticipated to occur in April 2014 when Ms Kozue Loghem (part-time job-share of the Officer Administrator position) leaves Australia for an overseas posting. A replacement for Ms Loghem will be sought in early 2014.

In July 2013, the Secretariat outsourced the monitoring and maintenance of its computing infrastructure (excluding the database). This has been conducted to achieve improved reliability of the Secretariat's computing systems and to reduce the risk of failure of important systems in the absence of key staff.

## **Financial**

The preparation of CCSBT's Financial Statements for 2012 was conducted according to schedule. The Financial Statements were reviewed by the Australian National Audit Office (ANAO) and distributed to Members in Circular #2012/016. The outcomes of ANAO's review were positive and no items of concern were identified.

An operating surplus in the general budget of about \$251,000 is estimated for 2013. A comparison between the approved 2013 budget and the estimated outcome is included in meeting document CCSBT-EC/1310/05.

A draft budget for 2014 has been prepared for the Extended Commission's consideration and is presented in meeting document CCSBT-EC/1310/06.

## Organisation of CCSBT Meetings and intersessional discussion following meetings

The Secretariat organised the following CCSBT meetings during 2013:

Second Meeting of the Compliance Committee Working Group	14-16 May 2013
Fourth Operating Model and Management Procedure Technical Meeting	23-26 July 2013
Tenth Meeting of the Ecologically Related Species Working Group	28-31 August 2013
Eighteenth Meeting of the Scientific Committee, incorporating the Extended Scientific Committee	2-7 September 2013
Eighth Meeting of the Compliance Committee	10-12 October 2013
Twentieth Annual Meeting of the Commission, incorporating the Extended Commission	14-17 October 2013

In addition to the above formal meetings, the Secretariat organised an informal CPUE Web meeting on 26 April 2013, and the Compliance Manager travelled to Indonesia to facilitate a training workshop from 20 to 22 August 2013 on various aspects of the CDS and associated Minimum Performance Requirements.

Translation of meeting reports into Japanese is up to date (except for the report of the Fourth Operating Model and Management Procedure Technical Meeting - July 2013) at the time of writing this report, with all 2012 meetings having been translated into Japanese and placed onto the CCSBT web site. Bound versions of the reports for 2012 meetings have been completed and distributed.

The Secretariat has also assisted with or coordinated intersessional discussions on various issues including:

- Development of a Terms of Reference for the Trial Quality Assurance Reviews (QAR), issuing Requests for Proposals and contracting the successful provider;
- Updated Minimum Performance Requirements for the CCSBT's Catch Documentation System;
- A draft Proposal and costs and benefits for a Web-Based Electronic Catch Documentation Scheme;
- Providing options for Establishment of a CCSBT Regional Observer Program;
- Draft Terms of Reference for the CCSBT Performance Review;
- Draft CCSBT IUU Vessel List Resolution; and
- Development of a CCSBT Port State Measures Resolution.

In progressing the above matters, the Secretariat gratefully acknowledges:

- The advice and assistance it has received from the Chair of the Compliance Committee in relation to many of these matters, particularly with respect to the QARs;
- The development of the draft Port State Measures Resolution by New Zealand; and
- Feedback provided on all these matters by CCSBT Members.

Organisation of meeting venues for 2014 is well underway, with inspections conducted, quotes obtained, preferred venues selected and tentative bookings made for meetings at the following venues and dates:

Meeting	City & Venue	Tentative booking date
SC 19	Rydges Auckland	Mon. 1- Sat. 6 September 2014
CC 9	Viaduct Events Centre, Auckland	Thu. 9 - Sat. 11 October 2014
CCSBT 21	Viaduct Events Centre, Auckland	Mon. 13 – Thu. 16 October 2014

## Meetings of Other Organisations since CCSBT 19

The Secretariat has not participated in meetings of other organisations during 2013.

## **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, 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. Sixty Circulars were issued between CCSBT 19 and 12 September 2013.

## **Compendium of CCSBT Conservation and Management Resolutions, Decisions and Recommendations**

CCSBT 19 supported the recommendation from the Secretariat’s 2012 report that:

*“The Secretariat should be tasked with developing an authoritative Compendium of CCSBT Conservation and Management Resolutions, Decisions and Recommendations together with a numbering scheme to allow easy reference to each of these items.”*

CCSBT 19 also added that:

*“as part of this process, the Secretariat should identify any redundant Resolutions as well as any Resolutions that might need to be modified. It was requested that, if possible, the Secretariat should present the proposed Compendium for consideration at the next meeting of the Extended Commission”*

The Secretariat has commenced this work. However, due to a heavy workload and staff changes during 2013, it has not been able to complete this work. So far, the Secretariat has:

- Reviewed the numbering schemes of CCAMLR, ICCAT, IOTC and WCPFC,
- Developed a classification structure and a numbering scheme;
- Decided what fields of information should be used within the Compendium; and
- Commenced work assembling the list of measures for the Compendium.

Additional details on the above are provided in Attachment A.

## **CCSBT Web site**

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 19 to incorporate the results and decisions from the 2012 meetings of the CCSBT.

An active vessel register, based on information from the CDS, has been added to the CCSBT website ([http://www.ccsbt.org/site/active\\_vessels.php](http://www.ccsbt.org/site/active_vessels.php)). The register reports the number of active SBT vessels per year and Member/CNM since 2010. An active SBT vessel is considered to be any vessel that is recorded within the CDS as catching at least one southern bluefin tuna during the relevant calendar year.

## **Participation in the Fisheries Resource Monitoring System (FIRMS)**

The CCSBT is a partner in FAO’s FIRMS system. During 2012/13, 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 19; 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 19, this has included:-

- For the CDS:
  - Processing the backlogs that accumulated before creation of the Compliance Manager position, particularly in terms of reconciliations, follow-up on errors and missing information, and revising the priorities for system development.
  - Continued development and modification of the CDS database and software;
  - Processing CDS data and validation details;
  - Following up errors, incomplete information and missing forms;
  - Producing 6 monthly CDS reports;
  - Coordinating the purchase of centralised tags for use with the CDS; and
- Subscribing to the Global Trade Atlas database and monitoring trade of SBT according to that system.
- Managing the operation of the CCSBT transshipment resolution.
- Managing the CCSBT records of Authorised Fishing Vessels, Carrier Vessels and Farms.
- Producing reports for the Extended Scientific Committee and 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 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. 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. As expected, the number of recaptured tags is declining each year and now involves negligible effort from the Secretariat

## **Database Developments and Annual Scientific Data Exchange**

The CCSBT Data CD and associated documentation was updated and provided to Members in January 2013. An interim update of the Data CD containing information from the 2013 Data Exchange was also placed on the private area of the CCSBT website in July 2013.

With the exception of some changes to CDS routines within the database, little database development work has been conducted during 2013. The Secretariat's old server was replaced with a new server in 2013. A number of difficulties were experienced with the changeover, particularly in relation to email lists/groups and migration of the database. However, most of these problems are expected to be resolved by the end of September 2013.

The Secretariat managed the 2013 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 first ERSWG Data Exchange occurred in 2013. All Members except for Indonesia submitted ERS data and a report on the exchange was submitted to the Tenth Meeting of the Ecologically Related Species Working Group.

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

### **Global Vessel List**

The Secretariats of the five tuna RFMOs have continued to collaborate in producing an updated consolidated list of authorised fishing vessels. Work has also been conducted in conjunction with FAO on developing a more user-friendly web interface for the consolidated list.

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

**Prepared by the Secretariat**

## Development of the Compendium of CCSBT Resolutions, Decisions and Recommendations

For ease of reference, the term “decision” in this document refers to:

- Resolutions;
- Recommendations; and
- Other agreements and decisions.

Within the CCSBT, some decisions are recorded in specific attachments to meeting reports and are easy to locate. Other decisions may be recorded within the text of the meeting reports. For example, the decision on Monthly Catch Reporting to the CCSBT is in paragraphs 96 and 97 of the CCSBT 12 report. In addition, some decisions have been made or refined intercessionally such as the time frames for providing the yearly quota and catch allocation arrangements, and final catch against quota information. These decisions are harder to locate and may be less well known than those recorded in specific attachments to meeting reports, but it is considered that they are equally important to document within the Compendium.

### Classification of decisions to include in the Compendium

It is intended that the Compendium will include all relevant decisions of an Administrative, Operational, or Conservation and Management nature, and that these three types of information are also the main classifications used within the Compendium as follows:

- Administration (Ad): These are the decisions that form the basis for running the Commission. They include decisions relating to the Secretariat, Finance, Rules of Procedure, Terms of Reference, Extended Commission and Cooperating Non-Members etc. Essentially all of the CCSBT’s basic documents should be classified as “Ad”.
- Operational (Op): These are decisions of a short term (typically 1-3 years) operational nature rather than a longer term policy or rule (e.g. the CCSBT Strategic Plan would be classified as “Ad”, but the Compliance Plan might be classified as “Op”. Operational decisions could include short term decisions of an administrative or management nature, but would rarely include conservation decisions (e.g. a TAC decision for 1 year would be classified as a Conservation and Management decision, not an operational decision).
- Conservation and Management (CM): These are decisions that relate to the Conservation or Management of the fishery (as opposed to management of the Commission, which belongs under Administration) and includes monitoring, control and surveillance.

### Numbering Scheme

Each decision documented within the Compendium will contain a unique identifier composed of:

- The Classification Code (i.e. “Ad”, “Op”, or “CM”).
- A unique number within the Classification Code. It is envisaged that the number of a particular decision would never change, even if the decision is revised in a later year. In the case of a revised decision, it is the next (year) part of the unique identifier that would change.
- A 4 digit year, for the year in which the decision (or modified decision) was adopted. For example, the CCSBT CDS Resolution, when first adopted might have the unique identifier of “CM-025-2008”, but the 2012 revision of the CDS Resolution would have the unique identifier of “CM-025-2012”. Any decisions that were recorded intercessionally or in reports of subsidiary bodies will be deemed to be adopted in the year of the following Commission meeting unless the Commission opposed to it when it adopted the relevant meeting reports

## **Information included in the Compendium**

A database<sup>1</sup> is being populated by the Secretariat with the following information for each decision:

- The individual elements of the numbering scheme (*i.e. classification, unique number, year*)
- Active (*Y/N*)
- Mandatory (*Y/N*)
- Type of Decision (*Resolution, recommendation, meeting decision, intercessional decision*)
- Date of adoption
- Date of implementation
- Date superseded
- Title
- Reference to source (*e.g. CCSBT 12, paragraphs 96-97*)
- Sub classification as appropriate (*sub classifications are still “work in progress” and the final sub classifications will probably not be complete until the Compendium is close to fully populated*)

So far, the Compendium has been populated with details of all the major Resolutions and Recommendations of the CCSBT as well as some decisions embedded within the text of recent meetings. However, there is still a great deal more work to examine all meeting reports to obtain other relevant decisions embedded within meeting reports, and to double check all the information.

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<sup>1</sup> The “database” is currently an MS-Excel spreadsheet for simplicity and flexibility, but this may change in the future