
**PROVISIONAL PROGRAMME OF WORK AND BUDGET FOR 2020
(AND INDICATIVE BUDGET FOR 2021)****PREPARED BY: IOTC SECRETARIAT**

OVERVIEW

1. The information contained in this document sets out the Budget Estimates for the IOTC Secretariat's Programme of Work for the financial period 01 January to 31 December 2020, together with indicative figures for the 2021 financial period.
2. The overall budget amount proposed for the Administrative Budget for 2020 is US\$4,369,535 and is based on recommendations of the 2018 sessions of the Scientific Committee (SC21) and Compliance Committee (CoC15), as well as previous Commission decisions concerning the operations of the IOTC Secretariat. The 2020 budget proposed represents a nominal 3% gross increase over the corresponding 2019 budget.
3. The Programme of Work for the IOTC Secretariat is based on the assumption that the nature and extent of the activities undertaken will remain within the scope outlined in this document. Any new activities agreed to during the 23rd Session of the Commission (S23) that have a budgetary consequence, will require an amendment of the budget presented here.
4. As required by the Commission's Financial Regulations, the following information is provided in support of the budget estimates:
 - **Administrative budget** (Appendix 1) – for 2020 and indicative budget for 2021 (Gross salary costs, Operating expenditures, Contingencies, additional contribution by the Rep. of Seychelles and the FAO Project Servicing costs, deficit contingency and Meeting Participation Fund).
 - **Supplementary details** (Appendix 2) – Details of the operating expenditures for 2020 that contains supplementary details for the Operating expenditures of the Administrative Budget (line items 2.1 to 2.12).
 - **Special budgets** (Appendix 3) – Extra-budgetary funding for 2020 (\$1,106,668) and indicative for 2021 (\$261,310).
 - **Schedule of contributions** (Appendix 4) – Schedule of contributions for 2020 based on the Commission's contribution formula given in the Annex of the Financial Regulations. The formula is based on a scheme comprising an equal basic fee among all Members, a variable fee based, *inter alia*, on the catch and landings of species covered by the IOTC Agreement in the Area of Competence (held by the IOTC Secretariat), and the *per capita* income of each Contracting Party (statistics from the World Bank website - www.worldbank.org).

THE STRUCTURE OF THE SECRETARIAT

5. The structure of the IOTC Secretariat is presented in Figure 1. This structure reflects some minor adjustments approved at S22 to correct the titles and grades of the staff. The Fishery Officer (P1) is currently working across the compliance and data sections.
6. The processes for the recruitment of the Compliance Manager and Office Assistant are expected to be reinitiated in the second half of 2019. In 2018 the SCAF deferred the recruitment of the Scientific Coordinator until 2020 in response to its concerns regarding the impact that funding this position had on annual contributions. Given there is, again, a proposed increase in the 2020 budget to cover work

requested by the Scientific Committee, the position of Scientific Coordinator has not been reintroduced in 2020 and 2021.

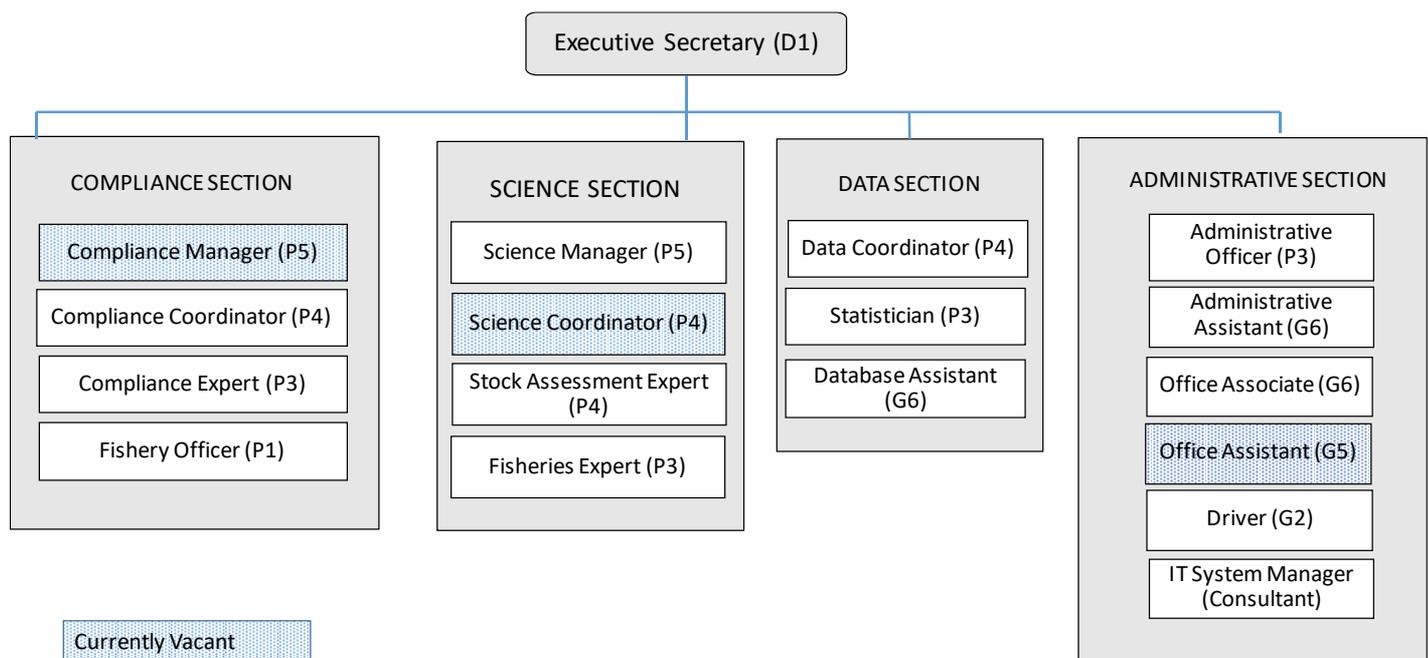


Figure 1. Structure of the IOTC Secretariat in 2020 and 2021

PROGRAMME OF WORK FOR 2019 AND TENTATIVELY FOR 2020

7. The IOTC Secretariat has six functional areas:
 1. Support to scientific activities;
 2. Support to compliance activities;
 3. Communications;
 4. Support to meetings;
 5. Information technology support;
 6. Administration support.
8. Descriptions of the activities and outputs expected from each functional area in 2020 and 2021 are provided below.

FUNCTIONAL AREA 1: SUPPORT TO SCIENTIFIC ACTIVITIES (SCIENCE & DATA)

1.1 Data support

9. A large proportion of the work under this functional area is dedicated to the acquisition, review and packaging of the data required for the scientific work of the Commission. Data are primarily collected and submitted by national fisheries agencies to the IOTC Secretariat in accordance with IOTC data collection and reporting requirements (i.e. Resolution 15/01 and Resolution 15/02). As these data are often submitted in various formats, before distribution they are converted into a common format, convenient for further analyses by the Scientific Committee's subsidiary bodies (Working Parties), or for dissemination to the general public, usually through the IOTC website.
10. The IOTC Secretariat will continue to assist developing coastal states in the Indian Ocean through the implementation of various capacity building activities, in particular support to data collection and data management, and organisation of training sessions and workshops.
11. Funding for data support is from the IOTC regular budget.

1.2 Regional Observer Scheme (Resolution 11/04 and Resolution 16/04)

12. In 2020, the IOTC Secretariat will continue to implement a pilot project to advance the implementation of the Regional Observer Scheme. The objectives of the project are to improve the capacity (knowledge, understanding, tools, skills, systems and good practices) of individual observers and national bodies to implement the Regional observer Scheme and collect information as required by the IOTC. This will be achieved through the development of an observer training programme; and the provision of training and support for the implementation of the regional observer scheme in six IOTC member countries.

13. The European Union is the major donor to this project.

1.3 Prioritised activities supporting the work of the Scientific Committee

14. In accordance with the IOTC Strategic Science Plan, the Scientific Committee has prioritised a range of research drawn from its working parties to meet the information needs of the Commission. These activities are listed in Appendix 2. Stock assessment and other consultants / service providers will be hired to undertake the activities.

15. In previous years, the funding for such activities has mainly been from external donors and research agencies of several member countries. In 2020 the funding of research needed by the Commission has been included in the IOTC regular budget.

1.4 Improving Science-Management Dialogue:

16. A previous Science and Management Dialogue [Resolution 14/03] initiative to improve the decision-making response of managers to existing CMMs and recommendations made by the Scientific Committee to the Commission is continuing through the activities of the Technical Committee on Management Procedures.

1.5 External experts (Scientific): Non-Staff travel

17. The Scientific Committee and its Working Parties have repeatedly acknowledged that the participation of external experts greatly enhances the quality of the work conducted by IOTC bodies and therefore, recommends that the Commission continues to support the participation of external experts to its scientific meetings. Eight experts are proposed to attend IOTC science meetings in 2020 (and 2021) as per Table 1.

Table 1. External experts' attendance at the Commission's scientific subsidiary bodies in 2020 and 2021.

Science subsidiary body of the Commission	2020	2021
Working Party on Data Collection and Statistics	1	1
Working Party on Neritic Tunas	1	1
Working Party on Temperate Tunas	1	1
Working Party on Billfish	1	1
Working Party on Ecosystems and Bycatch	1	1
Working Party on Methods	1	1
Working Party on Tropical Tunas	1	1
Scientific Committee	1	1
TOTAL	8	8

18. Funding for external experts is from the IOTC regular budget.

FUNCTIONAL AREA 2: SUPPORT TO COMPLIANCE ACTIVITIES

19. The IOTC Secretariat assists the Compliance Committee and the Commission monitor levels of compliance, establish networks of compliance officers in the region, promote compliance activities, and as necessary, coordinate capacity building and training.

20. Following the guidance from the Commission, the IOTC Secretariat has committed to a range of support activities that are expected to be undertaken over the next year, and these are described in the following paragraphs. Some compliance capacity building activities will be funded from the regular IOTC budget

(Appendix 2); but overall, most of the below compliance related activities will be funded through extra budgetary resources in 2020 and 2021, in particular, the World Bank’s SWIOFISH 2 Project being implemented by the Indian Ocean Commission, with technical input from the IOTC Secretariat (Appendix 3).

2.1 Compliance Support Missions

21. The main capacity building efforts comprise Compliance Support Missions (CSM), which aim to bring the work of the Commission closer to the CPCs. The CSM are a combination of capacity building and planning exercises to engage in activities that will help to address compliance issues or concerns that were identified by the Compliance Committee.
22. The CSM and follow-up missions are carried out by staff from the IOTC Secretariat, primarily the Compliance Section, over a period of approximately one week, to an audience composed of national officers in offices involved in the implementation of IOTC Resolutions. For CPCs that have already benefitted of CSM, follow-up missions, over two to three days, are foreseen for the next inter-sessional period. These will take place at a minimum of 12 months following the CSM and the objective of the follow-up mission is for the Secretariat, together with the concerned CPC, to assess progress and/or difficulties being faced in the implementation of the Compliance Action Plan. A report on the outcome of these collaborative actions may be presented by the CPC to the Compliance Committee, establishing a baseline from which to measure progress in the strengthening of compliance.
23. To support those activities, one training package relating to the implementation of the IOTC Conservation and Management Measures has been updated; comprising of two CMM Training Manuals and Implementation sheets.

2.2 Regional Workshops on Compliance Issues

24. The Compliance Support Missions to individual countries are intended to provide an in-depth analysis of the challenges specific to the CPC in question. However, there are a number of technical challenges that are common to all CPCs, and a forum to discuss the experiences of officers directly involved is useful in identifying potential issues that could lead to recommendations or clarifications on the measures adopted by the Commission. A regional workshop is not being proposed in the 2020 or 2021 budgets; however, one could be considered if external funding is made available.

2.3 Port State Measures

25. Work undertaken in this component is specific to the implementation of Resolution 16/11 *on Port State Measures to prevent, deter and eliminate illegal, unreported and unregulated (IUU) fishing*. It involves training that is primarily intended for field personnel and their supervisors and focuses on the operational aspects of the Resolution on Port State Measures. It includes:
 - training at a national level for government officials on IOTC Port State Measures for CPCs in the region;
 - training in the use of the e-PSM application for government officials and vessel agents;
 - ongoing development and debugging of the e-PSM application.
26. To support those activities, a training package has been developed relating to the implementation of Port State Measures to prevent, deter and eliminate illegal, unreported and unregulated (IUU) fishing activities. In addition, regional training is conducted on national interagency cooperation and regional cooperation with a view to foster the links between port State and flag State CPCs.
27. The e-PSM application (comprising forms, information sharing and reporting tools) to facilitate the implementation of Resolution 16/11 is now in use. The Secretariat is providing ongoing training and assistance in the use of the e-PSM application.

2.4 Legal Assistance

28. The Secretariat has an ongoing role facilitating the transposition of relevant IOTC CMMs into national legislation in accordance to Article X of the IOTC Agreement.

2.5 Regional programme to monitor transshipment at sea

29. The implementation of the Regional Observer Programme (ROP) to monitor transshipments at sea is now in its 11th year and it is anticipated that it will continue through 2020 and into the future. The present contract with the consortium of MRAG Ltd/Capfish was issued to MRAG Ltd in 2018 for an initial period of one year with the possibility of annual renewals up to a total of five years, subject to satisfactory performance and funding. As has been the case in the past years, the Compliance Section will closely supervise and monitor the progress of the ROP's implementation by the consortium. As anticipated in Resolution 18/06, the cost of the implementation of this Programme falls on the fleets benefitting from the transshipment-at-sea activities, and therefore, the costs of this programme are not incorporated in the IOTC regular budget.

FUNCTIONAL AREA 3: COMMUNICATIONS

30. The IOTC website remains the primary communication tool as it holds all IOTC publicly available documentation; and has featured news feeds, providing the public with up-to-date information on the IOTC Secretariat's work and opportunities.
31. The IOTC Secretariat will continue its efforts to communicate in plain English and French through all mediums.
32. The IOTC currently has five projects funded by the European Union. These projects contain communication and visibility plans that describe objectives, key messages, target groups, activities and tools, human resources. Implementation of the plans is funded through the respective projects.
33. The communications activities will focus on highlighting the project's results and impacts; and the IOTC, FAO and EU partnership to improve the scientific information and management advice for IOTC fisheries. The project communications will also promote gender equality and raise gender awareness.
34. The communication and visibility plans will be operationalized by IOTC in collaboration with FAO and major stakeholders. IOTC members will be encouraged to communicate successes of the projects and impacts through various channels. To the extent possible, lessons learnt and success stories showing impact will be documented during implementation and shared with public audience and targeted beneficiaries.
35. This strategy will endeavor to ensure that communication emanating from this project responds in an effective and efficient manner to the needs of all Stakeholders. It will disseminate key messages through opportunities like meetings, trainings, workshops and missions to give visibility and create awareness to project actions, results and achievements. As part of the strategy, the project will, to the extent possible feed into wider distribution platforms, websites and social media to amplify visibility and communication actions.

FUNCTIONAL AREA 4: SUPPORT TO MEETINGS

36. Appendix 5 lists the meetings scheduled for 2020 and 2021 that will require the support of the IOTC Secretariat. The schedule of meetings for the scientific subsidiary bodies are in accordance with the annual recommendation from the Scientific Committee.

4.1 Meeting participation fund (MPF)

37. The IOTC MPF has been budgeted at \$200,000 per year and will be administered in accordance with the IOTC Rules of Procedure (2014). The MPF budget is not subject to a Project Servicing Cost (PSC) by FAO (Appendix 1 and Appendix 2).

38. Notwithstanding the introduction of any new meeting by the Commission, the recent formation of the TCMP and WPICMM, and further meetings of the TCAC and TCPR, are putting a strain on the MPF budget. Extra budgetary funds are likely to be required in order to avoid having to limit participation.
39. Furthermore, the increase number of non-science meetings brings into question whether the current MPF rule allocating 75% of the budget to science-related meetings and 25% of the budget non-science related meetings is appropriate.

FUNCTIONAL AREA 5: INFORMATION TECHNOLOGY SUPPORT

40. In 2020 and 2021 there are no expected major purchases of computer equipment anticipated, other than those required for new staff, or to replace equipment deemed obsolete or out of order (Appendix 2). A better Internet connection was contracted with the local service provider in 2018 resulting in faster data transfer and less interruptions. The performance of the service provider will continue to be monitored together with other evolving service providers on the market with a view to achieving the best value-for-money.
41. Efforts are ongoing to ensure that the IOTC website and online applications remain functional and secured from external threats.

FUNCTIONAL AREA 6: ADMINISTRATION SUPPORT

42. A range of administrative functions continue to be handled by FAO. All contractual issues, overall accounting including the receipt of contributions and overall expenditures, are managed from FAO HQ or the FAO Service Centre based in Budapest. The IOTC Secretariat has direct access to the budget status through the expenditure and revenue transactions summary reports. The Secretariat has a direct link to the FAO intranet, which is a source for training and reference material for all administrative procedures and standard documents and this facilitates the administrative processes.
43. As required by the Commission's Financial Regulations, the budget is presented to conform to the presentation required by Regulation III and consists of two components, 1) Administrative Expenditures and 2) Expenditure for Activities (Appendix 1 and Appendix 2).

THE BUDGET FOR THE COMMISSION'S 2020 PROGRAMME OF WORK (AND TENTATIVELY FOR 2021)

44. The Administrative Expenditures cover staff salaries and overtime payments for General Service staff, employer's contributions to the pension fund and health insurance, and employer's contributions to pay for the costs of entitlement.
45. The Expenditure for Activities, or Operating Expenditures, covers consultants, duty travel, meetings, interpretation, translation, equipment purchases, office operating expenses, contingency funds and the Meeting Participation Fund.
46. As required under Regulation III.5 of the Financial Regulations, supplementary details for the General Operating Expenditures line item of Appendix 1 are provided in Appendix 2. The levels budgeted cover only the expenses envisioned to the Regular Budget of the Commission. The expenditures envisioned for Special Budgets or various extra-budgetary contributions are reflected in Appendix 3.

ADMINISTRATIVE EXPENDITURES (BUDGET LINE 1) (APPENDIX 1)

47. Estimates of staff costs are based on those costs incurred at the beginning of 2019 with a small increase of 2% to allow for salary progressions. It is planned to fill vacant positions within 2019/ early 2020 so that the Secretariat will be fully staffed from 2020.

PROFESSIONAL STAFF (BUDGET LINE 1.1)

48. All post costs for 2020 include basic gross salary and post-adjustment, as well other costs such as the contributions to the pension fund, medical insurance; and costs associated to entitlements of FAO staff

such as travel of staff and their families on first appointment, education grant, home leave, establishment grant, rental assistance and repatriation upon termination of appointment.

49. There is an increase in overall salary costs as these were adjusted as a result of a recent cost-of-living survey in Seychelles; but this increase is partly offset by a decrease in expected payments to the FAO entitlement fund. Overall, the total staff costs in 2020 are expected to be lower than those in 2019.

GENERAL SERVICE STAFF (BUDGET LINE 1.2)

50. For 2020, total salary costs for the locally-hired General Service staff, are estimated to be slightly higher than 2019 due to salary progressions.

EMPLOYER CONTRIBUTIONS: PENSION FUND, HEALTH INSURANCE, ENTITLEMENTS (BUDGET LINES 1.3, 1.4 & 1.5)

51. Based on the latest information, estimates of the costs of FAO entitlements in 2020 represent an overall decrease of approximately 11%. This is mainly due to a reduction in the rental subsidy allowance which was adjusted after a recent cost-of-living survey in Seychelles. This element of the remuneration cost is an amount retained by FAO to cover the costs of entitlements of the staff such as home leave, education grants, rental subsidy, etc. The contribution from each post is calculated by FAO on the basis of prorating the actual costs of entitlements amongst all posts of the same grade throughout FAO. For example, the contribution from a P-4 post is proportional to the costs of all entitlements used by all P-4 posts in FAO divided by the number of P-4 posts in the organization. Therefore, there is substantial variability in this component from year-to-year depending on the actual expenses incurred at the FAO-wide level.

52. In contrast to this, employer contributions to the Pension Fund, being a fixed proportion of the base salary, is a very predictable component. Health Insurance employer contributions also exhibited some variability throughout the year. A small increase is budgeted in 2020 based on the increase in salary costs and the latest information available.

IMPROVED COST RECOVERY UPLIFT (ICRU) (BUDGET LINE 1.6)

53. In February 2014, the FAO informed the IOTC Secretariat on the implementation of Improved Cost Recovery Uplift (ICRU) charges which cover field project personnel costs (staff and consultants). FAO states that these charges are to recover the costs of central services provided by CSDU (security) and CIO (information technology) relating to field personnel. In 2014, FAO reduced IOTC's field security component from 4.8 percent of staff/consultant costs to 1.4 percent, while the information technology component of ICRU remains at 1.4 percent.

54. The Commission has previously expressed its disagreement with the inclusion of ICRU (e.g. SCAF14). However, the ICRU has continued to be applied by FAO and in 2019 a budget allocation was included to cover ICRU. This has been repeated in 2020 and 2021 to avoid a deficit in the staff budget.

OPERATING EXPENDITURES (BUDGET LINE 2) (APPENDIX 1 AND APPENDIX 2)

CAPACITY BUILDING (BUDGET LINE 2.1)

55. The IOTC Secretariat continues to promote capacity building activities in the region through the use of the IOTC Regular Budget. The work carried out includes training and fact-finding missions to coastal developing States in the Indian Ocean to promote understanding of compliance-related issues, and assess the need for support in the implementation of the measures adopted by the Commission. The IOTC Secretariat intends to continue its capacity building activities in the following core areas in 2020 and 2021 and the budget has been reduced due to many activities being covered by extra-budgetary funds (Appendix 3):

- i) **Science & Data** (training workshops): Data collection and reporting (i.e. Logbook) requirements [Resolution 15/01]; Mandatory statistical reporting requirements [Resolution 15/02].
- ii) **Compliance** (support missions and training workshops): Compliance Support Missions.

CO-FUNDING OF SCIENCE AND DATA GRANTS (BUDGET LINE 2.2)

56. The IOTC Secretariat has secured several multi-year extra-budgetary grants with funding totalling approximately \$1,529,487). These grants require co-funding of around 20% from the IOTC. Some of this co-funding is provided in-kind (as opposed to cash) through staff time devoted to the coordination and implementation of these activities. However, the majority of the IOTC contribution is provided through sharing of activity costs. A nominal amount has been incorporated into the IOTC Regular Budget under this line item to cover four grants in 2020 and 2021 as follows.

- Population Structure of IOTC Species in the Indian Ocean: Estimation with next generation sequencing technologies and Otolith micro-chemistry (2016-20): \$1,529,487 + 20% co-funding. Estimated amount of IOTC contribution in 2020 is \$86,000.
- Support to the IOTC Scientific Committee Program of Work: 24-month grant from the European Union \$721,153 + 20% co-funding. Estimated amount of IOTC contribution in 2020 is \$38,300.
- Support to the Implementation of the IOTC Regional Observer Scheme: 24-month grant from the European Union \$871,034 + 20% co-funding. Estimated amount of IOTC contribution in 2020 is \$49,800.
- Support to the IOTC Scientific Committee Program of Work — strengthening the precautionary approach: 12 month grant from the European Union is 392,136 + 20% co-funding. Estimated amount of IOTC contribution in 2020 is \$14,300.

CO-FUNDING OF COMPLIANCE GRANTS (BUDGET LINE 2.3)

57. No extra-budgetary grants are expected in 2020.

CONSULTANTS / SERVICE PROVIDERS (BUDGET LINE 2.5)

58. The provision for consultancies covers the cost of independent experts hired to provide supplementary expertise in areas where national officers or the IOTC Secretariat cannot cover in a given year, or which need to be enhanced. It also includes experts recruited to provide specific skills required for the work of the Commission such as stock assessments. On occasions, it has covered occasional short-term attachments at the IOTC Secretariat of scientists from the region, with capacity building as one of the objectives. Estimated travel expenses for the consultancies are included in this budget and are only an approximation as they depend on the country of origin of the consultants recruited. Some consultants will be covered by extra-budgetary funds.

59. There is a major increase in the cost of consultants in 2020 as this reflects the inclusion of the prioritised research proposed by the Scientific Committee to meet the information needs of the Commission. The proposed activities are listed in Appendix 2. In previous years, the funding for such activities has mainly been from external donors and research agencies of several member countries. In 2020 the funding of research needed by the Commission has been included in the IOTC regular budget. The Scientific Committee's work plan covers a two-year period, 2020 and 2021, and the budgets required for each year are similar.

60. The position of the Information Technology Manager has been partially financed since the beginning of the operations of the IOTC Secretariat by the Government of Seychelles as a way to defray the costs of operating the IOTC Secretariat in the Seychelles. Since 2012, the IOTC Secretariat has reached an agreement with the Government of Seychelles by which, rather than hiring directly the IT Manager, Seychelles provides funds that go towards hiring a consultant to become the IT Manager.

DUTY TRAVEL (BUDGET LINE 2.6)

61. Staff: travel is intended to cover field activities and attendance to meetings for staff as appropriate. UN rates are used for daily subsistence allowance and for ticketing. This also covers the participation of staff in IOTC meetings held outside of the Seychelles.

62. Non-Staff: eight experts are anticipated to attend IOTC science meetings in 2020 (and 2021) as per Table 1.

MEETING COSTS (BUDGET LINE 2.7)

63. Support for meetings of the Commission and its subsidiary bodies. Meeting costs include rental of room facilities, incidentals such as functions, breaks, and equipment such as interpretation equipment, photocopying facilities and purchasing of office supplies needed to run the meetings. It is difficult to estimate these costs because the venue for most meetings is decided after the approval of the budget. Costs have been estimated based on the averages of previous years and allowing for some meetings to take place in Seychelles if necessary (i.e. the SC, various Working Parties, TCPR and TCAC).

INTERPRETATION AND TRANSLATIONS COSTS (BUDGET LINES 2.8 & 2.9)

64. The costs of interpretation and translation are presented separately to provide a clearer picture of the structure of these costs. The FAO Interpretation Unit makes a concerted effort to secure interpreters in the same region as meetings are taking place to lower travel costs accordingly. Interpretation is provided at the Commission and all Committee-level meetings. In contrast, translation is required throughout the year and depends on the number of documents produced for official distribution to Members and, therefore, is more difficult to provide a precise estimate, although the number of documents required for translation continues to increase. The travel costs for translation corresponds to the costs (honorarium and travel) of participation of a translator at the meetings of the Commission, Compliance Committee, the Standing Committee on Administration and Finance and the Scientific Committee.

EQUIPMENT (BUDGET LINE 2.10)

65. Equipment such as computer hardware and software will continue to be replaced as required. Some new office furniture and partitions will be required to accommodate staff and consultants.

GENERAL OPERATING EXPENSES (BUDGET LINE 2.11)

66. Operating expenditures include the costs associated with the office at the headquarters including communications costs (Internet, mail, and telephone services), as well as maintenance of the premises and vehicles available to the IOTC Secretariat. GOE also includes web-hosting costs, postal and courier expenses and the cleaning of the IOTC offices. As part of the Headquarters Agreement, the government of Seychelles pays for the rental of the offices in Victoria, the utility costs, and supplies one of the vehicles.

PRINTING (BUDGET LINE 2.12)

67. As the Commission has agreed to move to a mostly paperless workplace environment, the printing budget has been reduced in recent years. This has been set to zero for 2020. As the Secretariat is occasionally required to produce printed items (e.g. species identification guides, CMM implementation guides), efforts will be made to obtain funds for such printing from external sources.

CONTINGENCIES (BUDGET LINE 2.13)

68. A contingency line has been incorporated to account for expenditures not anticipated at this time, as required by the IOTC Financial Regulations. \$10,000 was budgeted in 2019 and this has been maintained for 2020 and 2021.

ADDITIONAL CONTRIBUTION BY SEYCHELLES (BUDGET LINE 3)

69. As part of the IOTC Headquarters Agreement, the Government of Seychelles provides an additional contribution every month. These funds are paid in Seychelles Rupees and are therefore converted at the UN operational rate of exchange (which is variable). This additional contribution has been increased to include the funding of the IT Manager post, which was previously hired directly by the Government of Seychelles. The funds are incorporated in the revenue of the IOTC Secretariat.

70. Due to recent changes in the practices and mandates of various government departments in Seychelles, the IOTC Secretariat and the Ministry of Foreign Affairs are working to confirm the mechanism for the payment of the additional contribution.

FAO PROJECT SUPPORT COSTS (PSC) (BUDGET LINE 4)

71. Servicing costs of 4.5 % of the total budget of the Commission are charged by FAO as determined by the IOTC Agreement. Note, in the past, the FAO Finance Committee has rejected the requests of the Commission to waive these costs but the FAO Office of Strategy, Planning and Resource Management has granted IOTC the right to open a 0% PSC project for the Meeting Participation Fund.

DEFICIT CONTINGENCY (BUDGET LINE 5)

72. A temporary Deficit Contingency line was incorporated into the budget for 2019 (\$150,000) to mitigate the impact of Members not paying their contributions. In the past, the deficit from non-payment of contributions has been covered from savings in staff costs. Since IOTC had a significant positive balance at the end of 2018 the Deficit Contingency line has been zeroed for 2020 and 2021. The issue of non-payment of contributions, however, continues to be a major financial risk to IOTC, and the situation will continue to be closely monitored by the Secretariat.

MEETING PARTICIPATION FUND (MPF) (BUDGET LINE 6)

73. The IOTC Meeting Participation Fund (MPF) has been set to \$200,000 for the years 2020 and 2021, pending a review of the MPF requirements of the IOTC during the SCAF16 and S23 Sessions in 2019.

EXTERNAL SUPPORT FOR IOTC ACTIVITIES

74. Extra-budgetary resources are used to fund additional technical cooperation and capacity building activities. These are not intended to offset the IOTC Regular Budget, but rather, serve as additional resources to expand the Commission's work. The IOTC receives funds either in grants, earmarked through projects, or voluntary contributions.

75. In addition to the funds included in the IOTC Regular Budget for 2020 and tentatively for 2021, the Commission will benefit from extra-budgetary contributions to the Science, Data and Compliance areas of the IOTC Secretariat from the European Union (Appendix 3). These grants require co-funding of around 20% from the IOTC.

76. Some compliance capacity building activities in 2020 and 2021 will be funded through the World Bank's SWIOFISH 2 Project being implemented by the Indian Ocean Commission. The IOTC does not receive funding directly for these activities or provide co-funding, but the IOTC Secretariat does provide technical input and supervision (Appendix 3).

SCHEDULE OF CONTRIBUTIONS

77. The indicative 2020 schedule of contributions is provided in Appendix 4. Notwithstanding a proposed budget increase and reintroduction of Sierra Leone to the contributions table, the calculated contributions of most members calculated for 2020 are generally similar to those of 2019.

78. The 2020 budget is 3% higher than the 2019 budget (Appendix 1), mainly due to the inclusion of the proposed costs associated with the portfolio of research being proposed by the Scientific Committee. In 2015, the Commission noted that Sierra Leone had not been active in IOTC fisheries and processes, and agreed that Sierra Leone should be deemed to have withdrawn its membership. As a consequence, Sierra Leone was not included in the schedule of contributions over the period 2016 to 2019. In 2018 the IOTC Chairperson wrote to Sierra Leone to confirm this situation, and in its reply Sierra Leone reaffirmed its pledge and commitment to the implementation of IOTC conservation and management measures. Given this, the Secretariat has reintroduced Sierra Leone to the schedule of contributions for 2020.

RECOMMENDATION/S

79. That the SCAF:

- a) **NOTE** the Budget Estimates and supporting documentation for the IOTC Secretariat’s programme of Work for the financial period 1 January to 31 December 2020, together with indicative figures for the 2021 financial period.
- b) **RECOMMEND** a budget and scheme of contributions for the 2020 financial period to the Commission for its consideration.
- c) **RECOMMEND** that the IOTC Secretariat publish a final version of the Programme of Work and Budget for 2020 and tentatively for 2021, based on the amendments made during the SCAF16, and as adopted by the Commission during its 23rd Session. The final Program of Work and Budget shall be published on the IOTC website (iotc.org) for ease of reference and transparency.

APPENDIX 1

Proposed budget for 2020 and indicative budget for 2021 (in US\$)

		Actuals 2018	2019	2020	2021
1	Staff costs				
1.1	Professional				
	Executive Secretary (D1)	171,728	174,785	185,095	188,797
	<i>Science</i>				
	Science Manager (P5)	73,346	145,588	135,319	138,025
	Science Coordinator (P4)	-	0	0	0
	Stock Assessment Expert (P4)	106,913	108,327	117,749	120,104
	Fishery Officer (Science P3)	64,198	96,533	104,852	106,949
	<i>Compliance</i>				
	Compliance Manager (P5)	-	143,376	135,319	138,025
	Compliance Coordinator (P4)	115,232	133,488	125,113	127,615
	Compliance Officer (P3)	115,853	123,986	125,381	127,889
	Fishery Officer (P1)	-	55,917	57,497	58,647
	<i>Data</i>				
	Data Coordinator (P4)	111,127	111,108	120,503	122,913
	Statistician (P3)	97,660	98,589	107,201	109,345
	<i>Admin.</i>				
	Administrative Officer (P3)	121,005	111,689	118,378	120,746
1.2	General Service				
	Administrative Assistant	24,346	18,790	18,643	19,016
	Office Associate	17,283	15,204	13,749	14,024
	Database Assistant	24,575	18,508	19,213	19,598
	Office Assistant	5,200	13,174	13,746	14,020
	Driver	13,279	10,095	10,169	10,372
	Overtime	2,695	5,450	5,100	5,202
	Total Salary Costs	1,064,439	1,384,607	1,413,027	1,441,288
1.3	Employer Pension and Health	288,469	379,736	386,021	393,741
1.4	Employer FAO Entitlement Fund	560,868	781,501	644,315	657,201
1.5	Adjustment entitlement fund	50,013			
1.6	Improved Cost Recovery Uplift	56,872	71,709	70,858	72,275
	Total Staff Costs	2,020,662	2,617,553	2,514,220	2,564,505
2	Operating Expenditures				
2.1	Capacity Building	86,741	100,000	40,000	40,000
2.2	Co-funding Science/Data grants	70,268	205,000	188,400	37,350
2.3	Co-funding Compliance grants	22,714	30,000	0	0
2.4	Misc. Contingencies	0	0	0	0
2.5	Consultants/Service Providers	175,325	155,000	618,600	558,600
2.6	Duty travel	111,173	150,000	160,000	160,000
2.7	Meetings	127,169	145,000	135,000	135,000
2.8	Interpretation	97,343	140,000	140,000	140,000
2.9	Translation	101,441	110,000	110,000	110,000
2.10	Equipment	30,769	25,000	25,000	25,000
2.11	General Operating Expenses	60,038	68,000	68,000	68,000
2.12	Printing	16,203	0	0	0
2.13	Contingencies	0	10,000	10,000	10,000
	Total OE	899,182	1,138,000	1,495,000	1,283,950
	SUB-TOTAL	2,919,843	3,755,553	4,009,220	3,848,455
3	Additional Contributions Seychelles	0	-20,100	-20,100	-20,100
4	FAO Servicing Costs	131,393	169,684	180,415	173,180
5	Deficit Contingency	-	150,000		
6	Meeting Participation Fund	250,903	200,000	200,000	200,000
	GRAND TOTAL	3,302,139	4,255,137	4,369,535	4,201,535
				3%	-3.8%

APPENDIX 2
Operating expenditures for 2020

Item Description	2019 (US\$)
<i>Capacity Building</i>	
Data compliance and support missions	20,000
Ad-Hoc Compliance Capacity Building activities	20,000
Sub-Total \$	40,000
<i>Co-funding extra budgetary science and data grants</i>	
EU Stock Structure GCP/INT/233/EC: €1,300,000 = \$1,529,487. 3 year project with 6 month extension (tbc). IOTC Estimated Contribution 2020 = \$86000	86,000
EU Support to Scientific Committee Programme PoW GCP/INT/305/EC: EC total funding \$721,153. IOTC estimated Contribution 2020 = \$38,300	38,300
EU Support to the Implementation of the IOTC Regional Observer Scheme GCP/INT/322/EC: EC total funding \$871,034. IOTC estimated contribution 2020 = \$49,800	49,800
EU Support to Scientific Committee Programme PoW GCP/GLO/983/EC: EC total funding \$392,136. IOTC estimated contribution 2020 = \$14,300	14,300
Sub-Total \$	188,400
<i>Co-funding extra budgetary compliance grants</i>	
Contingency New Compliance Projects 2020/21 (estimate)	
Sub-Total \$	0
<i>Consultants/Service Providers</i>	
Information technology - \$1550 / month	18,600
TCAC Consultant	10,000
TCPR Agreement Consultant	20,000
Consultant – maintenance of compliance utilities and platforms (ePSM)	20,000

<p>Prioritised activities supporting the work of the Scientific Committee. A 2 year programme supporting activities 1 to 6 is proposed for 2020-21 with budgets of \$500,000 in 2020 and \$440,000 in 2021. Activities 7 to 11 are priorities for future funding.</p>		
<ol style="list-style-type: none"> 1. Biological sampling and growth studies for tropical species (skipjack, yellowfin and big eye) \$300,000 2. MSE studies for temperate, tropical tuna species and swordfish (5 species) \$330,000 3. Historical data mining for the key species and IOTC fleets \$100,000 4. Collate and characterise operational level data for the main neritic tuna to investigate their suitability for use in standardised CPUE indices \$60,000 5. Stock structure and growth of swordfish \$100,000 6. Scoping study to assess the feasibility of using crew-based observer programmes for ROS purposes \$50,000 		500,000
<ol style="list-style-type: none"> 7. Detailed review of tropical tuna tagging mortality and natural mortality. 8. Development of a plan for Ecosystem Based Fisheries Management (EBFM) approaches in the IOTC 9. Develop standardised CPUE series for the main fisheries for longtail, kawakawa, Indo-Pacific King mackerel and Spanish mackerel in the Indian Ocean, with the aim of developing CPUE series for stock assessment purposes. 10. Age and growth research for key billfish species 11. Development of standards for EMS data collection and reporting applicable to different gear types. 		
Contingency for work proposed by the Commission		50,000
Sub-Total \$		618,600
Duty Travel (Staff and Non-Staff)		
IOTC Staff Travel 2019 (see Appendix 5)		120,000
External experts (Science 8 meetings)		40,000
Sub-Total \$		160,000
Meetings		
TCAC/TCPR Seychelles		45,000
S24, CoC, SCAF, TCMP Incidentals		5,000
Contingency Working Parties if held in Seychelles (ad hoc on CDS and Socio-ec)		40,000
Contingency for Scientific Committee if held in Seychelles		45,000
Sub-Total \$		135,000

Interpretation	
CoC17, SCAF17, TCMP04, S24 (TBD)	60,000
TCAC06 / TCPR03	40,000
SC23 (TBD)	40,000
Sub-Total \$	140,000
Translation	
Translation - IOTC Consultants	95,000
Travel for consultants	15,000
Sub-Total \$	110,000
Equipment	
Toners, anti-virus software, other software	8,000
Other IT equipment (hardware and accessories as needed)	12,000
Office furniture (Desks, chairs, partitions to create new work areas)	5,000
Sub-Total \$	25,000
General Operating Expenses	
Web Hosting, Email hosting and website admin	10,000
Office Tel/Fax and mobile phones - \$8000 / yr; Data Lines (internet) - \$28,200 / yr; Orbitica satellite telephone - \$800 / yr	37,000
Postal & Pouch - \$100 /month + distribution of printed materials \$1,800 /yr	3,000
Vehicle Insurance and Vehicle Maintenance (Insurance 1,200/yr, Maint \$1,000 / yr; Vehicle Petrol - \$1,300 / yr; Vehicle Cleaning - \$500 / yr for 2 vehicles)-	4,000
Cleaning of Premises - \$375/mo	4,500
Office Supplies (Stationery; Kitchen; Bathroom; Newspapers; Water; Contingencies)	9,500
Sub-Total \$	68,000

Contingencies	
As required by the Financial Regulations	10,000
Operating Expenditures Total US\$	1,495,000

APPENDIX 3
External support for IOTC activities for the years 2020 and 2021

Institution	Details	2020 (US\$)	2021 (US\$)
European Union			
<p>Science (233/EC): Population Structure of IOTC Species in the Indian Ocean: Estimation with next generation sequencing technologies and Otolith micro-chemistry (2016-18). Extension requested.</p> <p>Outcome 1. The genetic tools developed will provide the basis for ongoing monitoring of population structure, and will support emerging population estimation methods.</p> <p>Outcome 2. More effective assessment and management options and tools to be applied to the Indian Ocean populations.</p> <p>Outcome 3. Improved understanding of the population structure and connectivity will help developing coastal States to more effectively understand regional fisheries productivity to effectively manage IOTC species.</p>	<p>European Union 80% (€1.3m (\$ 1,529,487 over 3 yrs – extension requested)</p> <p>IOTC In Kind contribution + \$ 286,000, 2017 \$120,000, 2019 \$80,000, 2020 \$86,000</p>	\$344,000	
<p>Science and data (305/EC): Support to the IOTC Scientific Committee Program of Work. 1 January 2018 to 31 December 2019. A 6 month extension is proposed.</p> <p>Outcome 1: Improved stock assessments of target fisheries and bycatch.</p> <p>Outcome 2. Improved data quality for stock assessment and management of IOTC fisheries.</p> <p>Outcome 3. The effectiveness of selected CMMs evaluated.</p> <p>Outcome 4. A strategic plan that guides the future activities of the Scientific Committee.</p>	<p>European Union 80% (\$721,153, 2018/19/20 extension planned)</p> <p>IOTC In kind contribution + \$136,332 split over 2018/19/20</p>	\$222,118	
<p>Science and data (322/EC): Support to the implementation of Indian Ocean Tuna Commission Regional Observer Scheme. 1 October 2018 to 31 March 2021.</p> <p>Outcome. Improve the capacity (knowledge, understanding, tools, skills, systems and good practices) of individual observers and national bodies to implement the Regional observer Scheme and collect information as required by the IOTC.</p>	<p>European Union 80% (\$ 871,034, over 2019/20/21)</p> <p>IOTC In Kind contribution + \$124,500, 30/40/30% split over 2019/20/21</p>	\$348,414	\$261,310
<p>Science and data (983/EC): Support to the IOTC Scientific Committee Program of Work — strengthening the precautionary approach. 1 January to 31 December 2019. A 6 month extension is proposed.</p> <p>Outcome 1. Improvements in the understanding of the impacts on non-IOTC species and ecosystems associated with IOTC fisheries.</p> <p>Outcome 2. Improved stock assessments of target fisheries and bycatch.</p>	<p>European Union 80% (\$392,136 2019/20 extension planned)</p> <p>IOTC In kind contribution + \$34,300 split over 2019/20</p>	\$192,136	

Institution	Details	2020 (US\$)	2021 (US\$)
World Bank/SWIOFISH2			
<i>Compliance:</i> Support to capacity building activities of the Compliance Section.	World Bank/SWIOFISH2	-	-
<i>Compliance:</i> Electronic Port State Measures Applications: technical support and national training.	World Bank/SWIOFISH2	-	-
<i>Compliance:</i> Compliance Support Missions; Follow-up Compliance Support Missions and Port State Measures.	World Bank/SWIOFISH2	-	-
<i>Compliance:</i> Administrative and operational support to the implementation of port State measures.	World Bank/SWIOFISH2	-	-
<i>Compliance:</i> Legal assistance - Review fisheries law and regulations to ensure that the legal framework is adequate to allow the Members to implement the Resolutions adopted by the Indian Ocean Tuna Commission.	World Bank/SWIOFISH2	-	-
<i>Compliance:</i> Guide for IOTC data and information reporting (design and printing).	World Bank/SWIOFISH2	-	-
	TOTAL	\$1,106,668	\$261,310

APPENDIX 4
Indicative schedule of contributions for 2020

Country	World Bank Classification in 2017	OECD Membership	Average catch for 2015-2017 (in metric tons)	Base Contribution	Operations Contribution	GNI Contribution	Catch Contribution	Total Contribution (in USD)
Australia	High	Yes	5,302	\$14,095	\$18,206	\$142,679	\$17,194	\$192,174
Bangladesh	Middle	No	1,363	\$14,095	\$18,206	\$35,670	\$884	\$68,856
China	Middle	No	75,362	\$14,095	\$18,206	\$35,670	\$48,881	\$116,852
Comoros	Middle	No	12,074	\$14,095	\$18,206	\$35,670	\$7,831	\$75,802
Eritrea	Low	No	219	\$14,095	\$0	\$0	\$142	\$14,237
European Union	High	Yes	212,798	\$14,095	\$18,206	\$142,679	\$690,114	\$865,095
France(Terr)	High	Yes	0	\$14,095	\$0	\$142,679	\$0	\$156,774
India	Middle	No	162,262	\$14,095	\$18,206	\$35,670	\$105,245	\$173,216
Indonesia	Middle	No	366,204	\$14,095	\$18,206	\$35,670	\$237,523	\$305,495
Iran, Islamic Republic of	Middle	No	246,478	\$14,095	\$18,206	\$35,670	\$159,868	\$227,839
Japan	High	Yes	15,449	\$14,095	\$18,206	\$142,679	\$50,100	\$225,081
Kenya	Middle	No	734	\$14,095	\$18,206	\$35,670	\$476	\$68,447
Korea, Rep of	High	Yes	21,874	\$14,095	\$18,206	\$142,679	\$70,939	\$245,920
Madagascar	Low	No	8,625	\$14,095	\$18,206	\$0	\$5,594	\$37,896
Malaysia	Middle	No	20,384	\$14,095	\$18,206	\$35,670	\$13,221	\$81,193
Maldives	Middle	No	130,739	\$14,095	\$18,206	\$35,670	\$84,799	\$152,770
Mauritius	Middle	No	13,780	\$14,095	\$18,206	\$35,670	\$8,938	\$76,909
Mozambique	Low	No	4,332	\$14,095	\$18,206	\$0	\$2,809	\$35,111
Oman	High	No	50,107	\$14,095	\$18,206	\$142,679	\$32,500	\$207,480
Pakistan	Middle	No	59,238	\$14,095	\$18,206	\$35,670	\$38,423	\$106,394
Philippines	Middle	No	243	\$14,095	\$0	\$35,670	\$158	\$49,923
Seychelles	High	No	118,278	\$14,095	\$18,206	\$142,679	\$76,716	\$251,696
Sierra Leone	Low	No	0	\$14,095	\$0	\$0	\$0	\$14,095
Somalia	Low	No	0	\$14,095	\$0	\$0	\$0	\$14,095
South Africa	Middle	No	496	\$14,095	\$18,206	\$35,670	\$322	\$68,293
Sri Lanka	Middle	No	92,495	\$14,095	\$18,206	\$35,670	\$59,993	\$127,965
Sudan	Middle	No	34	\$14,095	\$0	\$35,670	\$22	\$49,787
Tanzania	Low	No	7,343	\$14,095	\$18,206	\$0	\$4,763	\$37,065
Thailand	Middle	No	12,780	\$14,095	\$18,206	\$35,670	\$8,289	\$76,260
United Kingdom(Terr)	High	Yes	4	\$14,095	\$0	\$142,679	\$12	\$156,786
Yemen	Middle	No	34,010	\$14,095	\$18,206	\$35,670	\$22,059	\$90,030
			Total	436,954	436,954	1,747,814	1,747,814	4,369,535

The World Bank has replaced GNP with gross national income (GNI per capita). GNI more fairly compares nations with widely different populations and standards of living.

APPENDIX 5

Schedule of meetings to be supported by the IOTC Secretariat in 2020 and 2021

Does not include workshops or other non-formal IOTC subsidiary bodies

Meeting	2020		2021	
	Date	Location	Date	Location
Technical Committee on Allocation Criteria (TCAC)	TBC	TBD	TBC	TBD
Technical Committee on Management Procedures (TCMP)	Week prior to S24	TBD	TBC	TBD
Compliance Committee (CoC)	Week prior to S24	TBD	Week prior to S25	TBD
Working Party on Implementation of Conservation and Management Measures (WPICMM)	February	Kenya	TBC	TBD
Technical Committee on Performance Review (TCPR)	TBC	TBD	TBC	TBD
Standing Committee on Administration and Finance (SCAF)	Week prior to S24	TBD	Week prior to S25	TBD
Commission	June TBC 5 days	TBD	June TBC 5 days	TBD
Working Party on Neritic Tunas (WPNT)	TBC	Kenya	TBC	TBD
Working Party on Temperate Tunas (WPTmT)	TBC	TBD	TBC	TBD
Working Party on Billfish (WPB)	1 – 5 September	TBD	TBC	TBD
Working Party on Ecosystems and Bycatch (WPEB)	7 – 11 September	TBD	TBC	TBD
Working Party on Tropical Tunas (WPTT)	Third week in October (5d) (with WPM)	Maldives	TBC	TBD
Working Party on Methods (WPM)	Third week in October (3d) (with WPTT)	Maldives	TBC	TBD
Working Party on Data Collection and Statistics (WPDCS)	November (TBC)	Seychelles	November (TBC)	Seychelles
Scientific Committee (SC)	November (TBC)	Seychelles	November (TBC)	Seychelles