

MoP-08-INFO-02

8th Meeting of the Parties of the Southern Indian Ocean Fisheries Agreement
(MoP8)
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Secretariat Strengthening Note

Relates to agenda item: 10.3.1

Working paper Info paper

SIOFA Secretariat

Abstract

In response to the requests of the MoP7, para 135-138, this document presents the role of the secretariat staff, the needs of the Secretariat and a proposed staffing strategy for next years.

Presentation of the current members: Role and Skills:

1. Executive Secretary

According to the rule 9 of the Rules of Procedure, the different missions of the Executive Secretariat are following:

- (a) Manage the Secretariat, both human and logistical.
- (b) receive notifications of designated representatives, alternate representatives, experts and advisers to meetings and report to the Meeting of the Parties.
- c) maintain the list of official contacts.
- d) be responsible for the financial management of the SIOFA of the Financial Regulations.
- e) perform all administrative tasks necessary for the proper implementation of the Convention.
- f) Supervises, together with the Data Manager, the collection and sharing of data and information received.
- g) Inform the MoP of any issues that may be of interest to them.
- h) Communicate with other regional fisheries management organisations/arrangements; and
- i) Carry out any other duties and/or instructions required by the MoP.

2. Data Manager

The Data Manager post, Mr. Pierre Peries commenced on 15 January 2018 and was renewed on 14th January 2020 for a new two-years term. The post is currently 75% of a full-time equivalent post.

His current roles are the following ones:

Database:

- Further develop and assume the responsibility of all SIOFA databases.
- Monitoring of the integrity and security of SIOFA databases to ensure safeguarding of records in accordance with SIOFA's data confidentiality policy.
- Develop policies addressing records retention.
- Manage data collection, collation, and dissemination of SIOFA data sets (VMS, vessel catch and effort data, observer data and others). Develop automation of data capturing. This work may include any necessary re-design of reporting forms and templates.
- Maintain an ongoing inventory of all SIOFA data assets.
- Create and maintain contact with data partners by participating in meetings and forums relating to fisheries data management, analysis, and statistics.

Mapping/GIS:

- Develop SIOFA's historical fishing footprint, based on data submitted by Members.
- Design and prepare reports, including data tables and maps based on Meeting of the Parties, Scientific Committee and Compliance Committee requirements.

IT

- Maintenance of SIOFA servers, computers, local area network
- Management of email accounts and maintenance of software subscription
- Maintenance, development, and content management of the SIOFA website.

General

- Represent SIOFA when requested by Executive Secretary.
- Attends meetings and conferences as requested or approved by Executive Secretary
- Provide substitution for the Executive Secretary as necessary
- Performs other duties as assigned.

3. Intern Assistant to the Secretariat,

The Intern works 35 hours per week for a period of 6 months providing help with organizing the different committees and meeting, drafting of the different Secretariat reports, and writing synthesis for informal meetings, to support the Data Manager when require.

Since 2020, the Secretariat has asked the MoP Chairs to provide a temporary reinforcement through the employment of a trainee. The MoP7 then authorised the Executive Secretary to recruit two interns for a six months period, each year.

Staffing Strategy: According to Article 9 of the Rules of Procedure, the Executive Secretary should be able to delegate certain tasks to ensure the smooth running of the Secretariat.

However, the Secretariat is only composed of the Executive Secretary, the Data Manager employed at 75% and recently a trainee employed for a period of six months. Since the establishment of the headquarter, many changes and evolutions occurred in SIOFA:

- Number of CCPs,
- Number of CMMs,
- Number of authorised vessels to monitor.

On top of that, the fight against IUU fishing, the need for better knowledge of target species, by-catches and/or accidental catches and a better assessment of the potential impacts of the various fishing techniques increased the workload of the Secretariat to a point it exceeds its current capacity.

By becoming increasingly involved with Contracting Parties and new projects, SIOFA is also acquiring more and better expertise. To ensure its missions and, by extension, to respond effectively to the various needs of monitoring the proper functioning of the SIOFA, the Secretariat has identified the needs requiring a reinforcement of the staff, already mentioned at MoP7.

In addition, the secretariat has also considered the priorities it received from the CCPs for 2021.

Below, we present a summary of several topics that need strengthening. 1) to 5) topics are linked with "Compliance and MCS (Monitoring, Control and Surveillance)" whereas the 6) to 9) are more related to "Scientific matters". The Topic 10) is common to both:

1. Vessel Monitoring System (VMS):

Regarding VMS, the priorities are to support the development, procurement, and installation of a SIOFA VMS, to develop standards, detailed specifications and procedures (SSPs), associated terms of reference, to manage the procurement process and the installation of the system.

Plan and develop a code and guideline to ensure the confidentiality and safety of VMS data.

2. Improvement of data collection and analysis:

Assist in the processing of MCS related data (entry-exit reports, transshipments, maintenance of the record of authorised vessels, port inspections). Contribute to the analysis of MCS related data and report inconsistencies.

3. High Seas Boarding and Inspections (HSBI):

Assist with all data and reports received at the Secretariat in relation to HSBI and help with the circulation of information related to these events.

4. Illegal, Unreported, and Unregulated Vessel (IUU):

Investigate with IUU Vessels authorities, report on these exchanges, improving and strengthening the information collection scheme and establishing a framework and/or guideline to properly deal with information provided by CCPs, other countries, RFMOs, IGOs and NGOs.

5. Other general Compliance Manager's priorities:

Ensure the consistent respect of the Basic texts and CMMs, the updates of the Compliance Monitoring Scheme, the application of established processes and procedures resulting from MOP7 issues (e.g., Mauritius compliance to all CMMs para 37 MoP7).

Assist any CCP who request any help to be compliant with the CCMs and/or the Rules of Procedure.

6. Grant agreements and voluntary contributions coordination concerning Scientific Research:

Implement and Coordinate the projects with other SIOFA projects to support the scientific work of SIOFA.

7. Bottom Fisheries Framework:

The bottom fisheries framework should be updated as necessary, and the definition and establishment of the footprint (in relation scientific research framework) must be achieved (in response to paragraphs 49 and 181 of the SC 2020 meeting report). Identification of new VME and update of the SIOFA VME taxa list.

8. Specific Stock Priority:

Contribute to improving the measures and policies of cooperation between participants in major demersal fisheries and by-catch fisheries, to achieve a shared vision of its long-term management based on scientific technical advice.

9. Improvement and expansion of Data Collection:

This item covers the adoption of a protocol for documenting all interactions with marine mammals and for collecting photo-identification data for all vessels operating in the SIOFA Area.

10. Secretariat General Procedure:

In general, support to the Regular Scientific Meetings and Subsidiary Bodies would be appreciated. Maintaining and improving the Secretariat's communication and sharing of consistent and accurate information is also necessary. Finally, improving the quality of Secretariat documents produced and the consistent approach to the implementation of the SIOFA CMMs is essential.

These needs require to consider reinforcing the Secretariat staff with two posts: A Compliance Manager and a Scientific Manager.

Under the supervision of the Executive Secretary, two separate departments, could emerge in the short and medium-term. Following the example of the functioning of other RFMOs.

A first department, "Compliance Unit", could be dedicated to monitoring the proper application and compliance of the measures taken by the SIOFA. This department could initially consist of a new Compliance Manager who would work closely with the Executive Secretary in carrying out the tasks outlined above.

The second department, the "Scientific Unit", would be responsible for SIOFA's scientific expertise and support to the Executive Secretary. Complementary to the Data Manager, the new position of Scientific Manager would enable the Scientific Unit to be more versatile on the one hand and would provide additional support on shared topics on the other hand. Working in close collaboration and under the supervision of the Executive Secretary, this division, would enable the SIOFA to carry out the new essential missions to the functioning of the SIOFA in the growth of the supported projects, such as the EU Grant Agreement Planification.

The establishment of clear department and the identification of associated missions will enable the different Meetings of the Parties and the different Working Groups to be supported more effectively for the coming years.

Duties and tasks proposed:

In accordance with the needs identified above by the Secretariat, the positions of Scientific Manager and Compliance Manager become a necessity for the proper development and sustenance of the activities carried out by SIOFA. Their respective tasks would be as follow.

Scientific Manager:

Support to the Ordinary Scientific Meetings and the Subsidiary Bodies:

- Support the work of the Scientific Committee and its Chair in its working group for SIOFA reporting and submission requirements.
- Support and participates in Secretariat activities associated with SIOFA scientific working group meetings, assisting in the planning and supervision of research programmes approved by the SC and its working groups.
- Analyse specific global and national needs and relevant technical issues to provide essential input to the objectives of the Scientific Committee, working groups, associated support budgets and/or funding strategies for various grants (e.g., EU Grant Agreement).
- Implement and monitor programmes of work involving the development of workplans, evidence-based strategies, related tools, and methodologies (e.g., on the most appropriate methodology for species assessment under SIOFA competence).
- Support the design and supervise research programmes and consultants
- Investigate to support the development of technical standards, international instruments, innovations, technical reports, publications and/or ongoing programme development, as well as the provision of technical and/or policy advisory services to the Contracting Parties, in particular to developing CPs and small islands.
- Aid with formatting required for data collection at the request of the Data Manager.

Scientific Coordination:

- Implement and coordinate grant/voluntary contribution projects with other SIOFA projects to support the scientific work of SIOFA. Draft other specific project terms of reference and complete other tasks as required.
- Report on completed projects and project outcomes, and presentation of the timelines and projects for 2022 to 2023 as per the Terms of Reference to achieve the EU Grant General and specific objectives.

Secretariat duties:

- Provide advice to the Executive Secretary on all science related matters.
- Participates in the strategic planning of all activities of the SIOFA Secretariat, providing technical support, advice (e.g., in administration of the evaluation process of consultants for EU Grant Agreement).
- Performs other duties as assigned.

Duties with other Organisations:

- Liaise with the CCAMLR Secretariat Science Unit, IOTC or other organisations identified of interest by the MoP. In relation with the ES and DM, support the development of data sharing arrangements.
- On the requirements of the Executive Secretary and based on the MoP decisions, represent SIOFA at international or Regional meetings and conferences, identify and implement strategic partnerships, advocate for best practice.

Other objectives:

- Enhance SIOFA's fisheries science reputation through effective leadership, evolution of process improvements and use of innovative approaches to achieve fisheries science outputs.
- Stay up-to-date and aware of fisheries science related subjects, developments, and worldwide information.
- Participate to the Meetings of the Parties and the Scientific Committee meetings, including providing support to the intersessional work and preparation for the annual reports.

Compliance/VMS Manager:**Compliance-Manager duties: Compliance monitoring:**

- Develop and implement an operational SIOFA's catch statistics and documentation scheme.
- Monitor reports of Illegal, Unreported, and Unregulated (IUU) activities and develop the SIOFA IUU vessel list, considering the IUU vessel cross-list of other RFMOs.
- Monitor other Secretariat monitoring, control, and surveillance documents, including monitoring of cooperation and contact points, SIOFA registers of authorised vessels, the register of designated ports, denial of port access, high seas boarding and inspection procedures, and transshipments and transfers.
- Feed the SIOFA databases that contain MCS and compliance related information.
- Review and analyse Port inspection reports, HSBI reports, VMS, entry-exit declarations and transshipment reports to identify incidents of non-compliance for forwarding to the relevant CCPs.
- Provide assistance and capacity building to CCPs, particularly developing CPs and small islands, to fulfil their SIOFA reporting obligations.

VMS Duties:

(to develop further depending on the outcomes of the CMM VMS proposal)

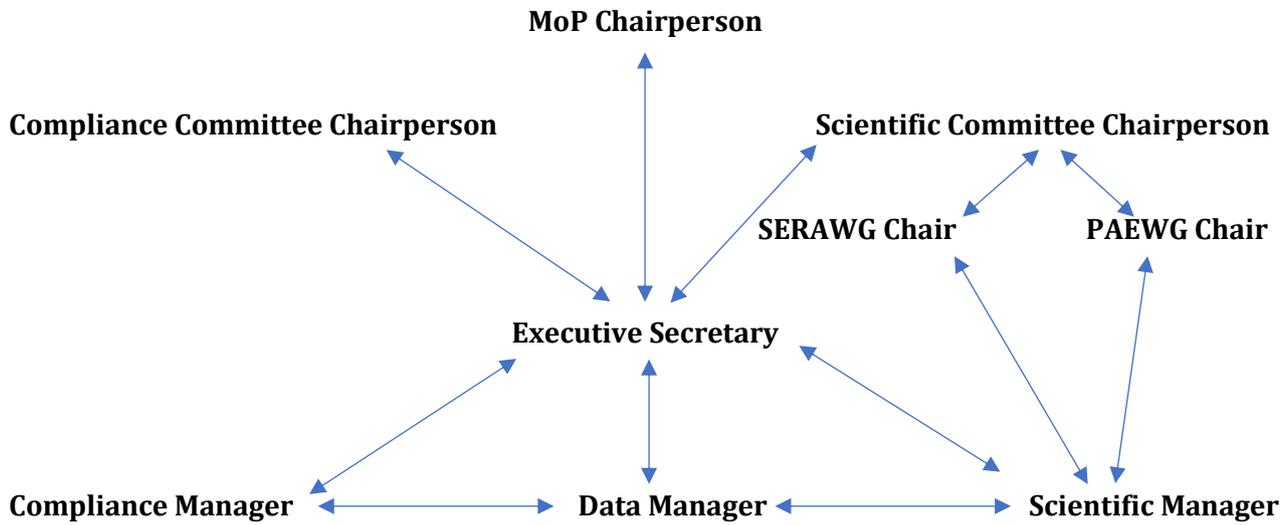
- Accompany the development, purchase, and installation of a SIOFA VMS, elaborate the detailed Standards, Specifications and Procedures (SSPs), the associated Terms of Reference, Manage the procurement procedure and installation of the system.

Other Duties:

- Participate to the Meetings of the Parties and the Compliance Committee, including providing support to the intersessional work and preparation for the annual reports.

Organisation Chart:

↔ : Direct collaboration



Compliance Duties

- Develop and implement an operational SIOFA's catch statistics and documentation scheme.
- Monitor reports of IUU activities and develop the SIOFA IUU vessel list, considering the IUU vessel cross-list
- Secretariat monitoring, control, and surveillance documents,
- Feed the SIOFA databases that contain MCS and compliance related information.
- Review and analyse Port inspection reports, HSBI reports, VMS, entry-exit declarations, and transshipment reports
- Aid and capacity building to CCPs.

VMS Duties:
Accompany the development, purchase, and installation of a SIOFA VMS,

Other Duties:

- Providing support to the intersessional work and preparation for the annual reports. Of MoP & CC

Database
Develop and assume the responsibility of all SIOFA databases.

- Monitoring of the integrity and security of SIOFA databases to ensure safeguarding of records
- Develop policies addressing records retention.
- Manage data collection, collation, and dissemination of SIOFA data sets (VMS, vessel catch and effort data, observer data and others). Develop automation of data capturing.
- Maintain an ongoing inventory of all SIOFA data assets.
- Create and maintain contact with data partners

Mapping/GIS:

- Develop SIOFA's historical fishing footprint
- Design and prepare reports, including data tables and maps

IT

- Maintenance of SIOFA servers, computers, local area network
- Maintenance, development, and content management of the SIOFA website.

Support the Scientific Meetings
→Support Scientific Committee and its Chair,
→Assisting supervision of research programmes approved by the SC and its working groups.
→Analyse specific global national needs, relevant technical issues, associated support budgets and/or funding strategies for various grants (e.g., EU Grant Agreement).

Scientific Coordination:
→Implement and coordinate grant/voluntary contribution projects with other SIOFA projects.
→Draft other specific project ToR
→ Report & presentation of the timelines and projects for 2022 to 2023

Secretariat duties:
→Strategic planning of SIOFA Secretariat, providing technical support.

Duties with other Organisations:
→Liaise with organisations identified of interest by the MoP.

→Representation of SIOFA at international or Regional meetings and identify and implement strategic partnerships,

Intern

- Support to organize the different committees and meeting,
- drafting of the different Secretariat reports,
- writing synthesis for informal meetings,
- support the Executive Secretary and the Managers when required.

Cost estimated (2021-2022)

Scale P3 step 1	50% Homeworking	50% Homeworking + Physical Meeting	75 % Homeworking	100 % Based in La Réunion
Scientific Manager	40270	40270	60749	81000
Compliance Manager	40270	40270	60749	81000
Mission cost (DSA)	0	9480	0	9480
Rent Subsidy	0	0	0	18000
Home leave	0	0	0	Unknown
Other Family charge	0	0	0	Unknown
Pension & Health schemes	12725	12725	19197	25596
Total	93265	102745	140694	215075 minimum

Conclusion and Secretariat Recommendations:

Given, the imminence of the VMS projects, the compliance related workload, and the possibility of contracting scientific consultants, **we recommend the MoP to recruit these two new part-time positions as soon as possible**. Indeed, the Secretariat believes that it would be more appropriate to consider the two positions simultaneously. At the end of a first term, which could eventually be at MoP9, their position could be re-evaluated (in the same way as it was for the Data Manager) by adjusting their working time from 50% to a more appropriate FTE decided by the MoP.

We would like to draw the attention of the MoP, that the SIOFA office space will need to be increased according to the decisions taken, and the need to accommodate the new Staff members in Reunion for the medium to long term. The Executive Secretary has already made the relevant French authorities aware of the issue. Remote working arrangements could be appropriate while the premises are obtained. This latter option would also delay some costs linked to relocation.

The Secretariat thanks the MoP to consider and to develop further this proposal.