REGIONAL COMMISSION FOR FISHERIES (RECOFI)

Sixth Session

Rome, Italy, 10 – 12 May 2011

ADMINISTRATIVE AND FINANCIAL REPORTS

INTRODUCTION

1. This document, along with its Appendices, provides a summary of the functioning and administration of the Secretariat, including issues such as staffing, meetings and publications (Administrative Report). The document thereafter reviews the status of ratification of the RECOFI Agreement, presents the status of the contributions made by members to the Commission’s budget, including the status of arrears and provides the statement on expenditures made or committed during the inter-sessional period (Financial Report).

ADMINISTRATIVE REPORT

Functioning of the Secretariat

Organization of the Secretariat

2. At its Fourth session in May 2007, the Commission identified and discussed a number of standing problems constraining the Commission’s functions, among which the strengthening of the Secretariat. In this respect, in November 2007 FAO designated the Senior Fishery Officer assigned at the Regional Office for the Near East and North Africa in Cairo (FAO RNE) to act as the Secretary of RECOFI. The Senior Fishery Officer took charge of his duties in February 2008.

3. In 2008 the FAO also nominated the Technical Secretary of the Working Group on Fisheries Management¹ (WGFM, formerly Working Group on Fishery Statistics). The Commission continued to benefit from the support provided by the Technical Secretary (FIRA Aquaculture Officer) of the Working Group on Aquaculture² (WGA). The core of the RECOFI Secretariat is completed by the bilingual secretary/administrative assistant. In addition, the Commission received significant assistance from FAO through the support of a Senior Statistician Officer (FIPS), an Information Officer (FIRA), a Fisheries and Aquaculture Officer (FIDF) and Liaison and Meetings Officer (FIPI),

¹ Senior Fishery Officer, FAO Fisheries and Aquaculture Department, Fisheries and Aquaculture Policy and Economics Division.
² Aquaculture Officer, FAO Fisheries and Aquaculture Department, Fisheries and Aquaculture Resources Use and Conservation Division.

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Most FAO meeting documents are available on the Internet at www.fao.org
and secretarial support from FIPI staff serving RECOFI meetings. The RECOFI fisheries statistics database was regularly maintained and updated thanks to the FAO Fisheries and Aquaculture Information and Statistics Service (FIPS). The Marine and Inland Fisheries Service (FIRF) participated in RECOFI activities with a Senior Fishery Officer. The Secretariat further relied on consultancies to address specific issues (e.g. fisheries statistics, fisheries legislation, information technology applications, IUU fishing, GIS application, etc.).

**RECOFI inter-sessional meetings and meetings at which the Secretariat was represented**

4. The Secretariat coordinated and actively contributed to the preparation and the implementation of eleven meetings/events, including the meetings of the Commission's subsidiary bodies (Working Group on Aquaculture and Working Group on Fisheries Management), and the four meetings to implement the FAO/RECOFI Initiative to Promote Fisheries Management Cooperation in the Northern Area of RECOFI, and the FAO/WorldFish Regional Workshop on Adapting to Climate Change: The Ecosystem Approach to Fisheries and Aquaculture in the Near East and North Africa Region (Abassa, Egypt, 10-12 November 2009). This regional workshop was attended by experts from seven RECOFI Member countries. Hence, a significant part of the meetings agreed upon by the Commission was satisfied despite the budgetary uncertainties. Arrangements are underway for the convening in 2011 of the joint FIRMS/RECOFI on fisheries resources inventories and minimum data reporting in the RECOFI region.

5. The Secretariat also participated in meetings of partner organizations or entities, including the reporting of RECOFI activities and achievements at the Thirtieth Session of the Regional Conference for the Near East (Khartoum, Sudan, 4-8 December 2010), and the Coordination Meeting of the FAO Regional Fisheries Projects in the Mediterranean (Rome, January 2010), and the Inception Workshop and First Coordination Meeting of regional project Scientific and Institutional Cooperation to Support Responsible Fisheries in the Eastern Mediterranean – EastMed (Greece, April 2010). RECOFI was represented by its Secretary and at the Third Meeting of the Regional Fisheries Body Secretariat Network (Rome, Italy, 7–9 February 2011).

6. In response to a request made by RECOFI members during the Third meeting of the WGFM (October 2009) as well as by other FAO RNE member countries, eight experts from seven RECOFI countries participated in the FAO/INFOASAMAK Regional Seminar on Fish Trade and Illegal, Unreported and Unregulated Fishing in the Near East and North Africa: Implication of Certification and Traceability Schemes for the Region” (Agadir, Morocco, 22-24 June 2010).

**Publications**

7. During the inter-sessional period, the Secretariat produced and disseminated thirteen technical and scientific documents that were also made available on the RECOFI website¹, nine were published in the FAO Fisheries and Aquaculture Report series, two in the FAO Fisheries and Aquaculture Circular series and one will be published during 2011. Moreover, the Secretariat ensured the preparation and release of all the meeting's and session's working documents. Overall, approximately thirty working documents were produced by the Secretariat in the inter-sessional period to support the work of the Commission and of its Working Groups.

8. The complete list of publications issued during the period from 2007 to date is provided in Appendix 1 of this document.

**Ad hoc activities/contributions supporting the work of the Commission**

- **Regional Aquaculture Information System (RAIS):** the Secretariat continued its support provided by FIRA. Close monitoring and input were regularly provided by the

¹ http://www.fao.org/fishery/rtfb/recofi/en
FAO/RECOFI Secretariat to advance the progress in the establishment of RAIS and to enhance the coordination between the regional network of experts and RAIS national coordinators.

- **Aquaculture Legal and Policy Framework Project**: the relevant project proposal was developed by the WGA and approved by the Commission at its Fourth session in 2007. The project was intended to be funded by the RECOFI members on an equal share contribution basis. Four Members (Bahrain, Islamic Republic of Iran, Saudi Arabia and United Arab Emirates) confirmed to the FAO their commitment to fund the project; however and despite an additional call for funds made by the Secretary on 31 August 2009, as requested by the Commission at its Fifth session, contributions were deposited solely by two Members (Saudi Arabia and United Arab Emirates). Consequently, the Secretariat was not in the position to proceed further with the finalization of the administrative and operational framework of the proposed project.

**Others**

9. Several other tasks that are coordinated directly by the Secretariat are not detailed here. These include liaison and communication with the Focal Points of the member countries, strengthening the cooperation with the FAO technical departments and partner organizations, and the coordination of editing, translation and distribution of documents.

The following should however be noted:

10. **RECOFI networking communication and information flow**: The Bureau of the Commission and particularly the network of National Focal Points (NFPs) are highly instrumental in assisting and advising the Secretariat for the implementation of the work plan and for dealing with critical issues that may arise during the inter-sessional period. Much can be done through a collective effort to improve and increasing efficiency of the communication and exchange of information within RECOFI and between the Commission Secretariat and the NFPs’ network. In consideration of the essential role played by the RECOFI NFPs, their Terms of Reference were discussed and adopted at the Fifth session of the Commission in 2009. Members were requested to nominate their respective NFPs by July 2009. Members that have not yet designated their NFP must do this without further delay.

11. **Visibility of RECOFI activities and outputs**: The Secretariat is taking action to enhance the visibility of the work of the Commission. The RECOFI website ([http://www.fao.org/fishery/rrfb/recofi](http://www.fao.org/fishery/rrfb/recofi)), although simple and basic, has been maintained and is being gradually improved. It is currently the primary vehicle through which the Secretariat makes information available to the Commission and the general public; failure to maintain and further develop it with necessary human and financial means would result in higher costs for conveying key information to stakeholders. Currently (February 2011), RECOFI has approximately 2000 internet sourced citations.

**Status of acceptance of the 1997 amendments to the RECOFI Agreement**

As of the 31st December 2010, eight members have deposited their instruments of acceptance (Appendix 2).

**FINANCIAL REPORT**

**Status of the contributions to the RECOFI 2009–2010 budget**

12. In May 2009, the Commission adopted a work plan budget for the 2009-10 biennium amounting to USD 165 000. This did not include the estimate of the FAO Regular Programme
contribution to RECOFI and the cost to hold the Special Meeting on RECOFI Consolidation and Development (Rome, Italy, 11-12 May 2010).

13. FAO sent, through diplomatic channels, the “Call for fund letter” on the 18th and 26th August 2010. Subsequently, a reminder followed by individual recalls, were sent by the Secretariat to concerned Parties. As of the 31st of December, the actual income from contributions for 2009–2010 amounted to USD 95 052 (equivalent to 238 percent of the expected annual total contribution).

14. The status of contributions can be summarized as follows:

- Five Members (Iraq, Kuwait, Oman, Qatar, and Saudi Arabia) confirmed their acceptance and have paid their contribution in full;
- Three Members (Bahrain, Iran, and United Arab Emirates) confirmed their acceptance but have not yet fully paid their contribution.

15. As shown in Appendix 3 of this document, the balance of accumulated pending contributions against the 2009–10 and 2010–11 RECOFI fiscal years, as of the 31 of December 2010, amounted to USD 35 135.61. This represents a 61 percent decrease compared to the previous biennium.

Financial statement

16. RECOFI Member countries each contribute USD 5 000/year. The core budget of RECOFI takes the form of a multi-lateral trust-fund project under the FAO symbol MTF/REM/001/MUL and title “Support to the Secretariat of RECOFI”. The project began in April 2003 and since then has been renewed on a yearly basis. Its budget is revised regularly in order to monitor annual contributions by Member countries and the cash flow of expenditures. The book-keeping activity continued to be ensured through the FAO central accounting system (based on Oracle).

17. Table 1 below provides an overview of the financial statement of the Commission’s budget since 2003 and as of December 31, 2010, and the liquidation of total expenses as of December 31, 2010. Total expenses (USD 330 202) include expenses settled to the end of December 2010 (USD 289 975), existing commitments (USD 25 227) made until the end of April 2011 and a provision of USD 15 000 earmarked as a forecast for the cost of the Sixth RECOFI session (interpretation, in-session translation of draft report, travel, printing and miscellaneous).

<table>
<thead>
<tr>
<th>Table 1: Financial Status in US Dollars (2003 - May 2011)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income (contributions)</strong></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
</tr>
<tr>
<td>Expenses <em>(up to end December 2010)</em></td>
</tr>
<tr>
<td>Commitments <em>(2011)</em></td>
</tr>
<tr>
<td>Forecast <em>(2011 6th session)</em></td>
</tr>
<tr>
<td><strong>Balance</strong></td>
</tr>
</tbody>
</table>

18. The financial delivery by main activity during the period from 2009 to May 2011 is provided in Table 2. Expenditures can be divided in four broad categories: i) expenses related to the functioning

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1 RECOFI fiscal year is from the 1st of May to the 30th of April.
2 Funds deposited for the implementation of the Aquaculture Legal and Policy Framework Project are not included.
of the Secretariat (40 percent of total expenses including those related to the Commission’s plenary sessions in 2009 and 2011); ii) joint WGA/WGFM activities (24 percent); iii) activities in support of the WGA (17 percent); and iv) activities in support of the WGFM (19 percent). The main expenditure chapters, based on the FAO/Oracle trust funds standard budget line allocations, are summarized in Appendix 4.

Table 2. Financial delivery by activity during the intersessional period (US Dollars)

<table>
<thead>
<tr>
<th>Activity</th>
<th>2009</th>
<th>2010</th>
<th>2011 (provisional)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquaculture Working Group (WGA)</td>
<td>27 031</td>
<td>5 000</td>
<td></td>
<td>32 031</td>
</tr>
<tr>
<td>Fisheries Management Working Group (WGFM)</td>
<td>25 539</td>
<td>22 49</td>
<td>9 778</td>
<td>37 566</td>
</tr>
<tr>
<td>Joint WGA/WGFM</td>
<td>45 518</td>
<td>828</td>
<td></td>
<td>46 346</td>
</tr>
<tr>
<td>Secretariat</td>
<td>41 541</td>
<td>15 151</td>
<td>21 785</td>
<td>78 477</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>94 111</td>
<td>62 918</td>
<td>37 391</td>
<td>194 420</td>
</tr>
</tbody>
</table>

**Status of RECOFI extra-budgetary resources**

19. The overall budget approved by the Commission at its Fifth session included the funds made available as extra budgetary resources (i.e. from voluntary contributions by some members). Utilization of these funds is summarized below.

20. **Kuwait support the development of the Regional Aquaculture Information System**

Following the kind offer made by Kuwait at the Third session of the Commission (Doha, Qatar, May 2005) in support of the initiative, the amount of USD 30 000 was received in a single instalment in 2007. These funds were used to cover the costs related to the design, development and testing of RAIS, including on-the-job training of the RAIS Regional Centre staff. The detailed description of RAIS activities is given in RECOFI/VI/2011/Inf.5.

21. **Aquaculture Legal and Policy Framework Project**

The project proposal was developed by the WGA, approved in principle by the Commission at the Third session (2005) and further endorsed at the Fourth session (2007). It was expected that each RECOFI member would contribute on an equal share basis, consisting of USD 22 500 each. As requested by the Commission at the Fifth session (2009), the Secretariat on 31 August 2009 sent a communication to Members urging them to provide their contribution. As of December 2010, only Saudi Arabia and the United Arab Emirates had deposited their contribution, which amounts to 29 percent of the planned total funds required to establish the project. Consequently, the implementation of this project remains uncertain.

**SUGGESTED ACTION BY THE COMMISSION**

22. The Commission may wish to review the administrative and financial reports and provide general guidance. The Commission is also invited to note and assess the remittance of contributions by members and the related status of arrears, particularly in consideration of the overall functioning of the Commission and implementation of its work plan.
APPENDIX 1

List of publications
(2007 onwards)

1. Published documents


2. Technical documents available on RECOFI website


• Stamatopoulos, C. Improving the utility and diffusion of fisheries statistical data among RECOFI Members. Regional Commission for Fisheries, FAO Regional Office for the Near East, Cairo. 2008. 56p.


• Consideration of draft terms of reference for a feasibility study to review the development of a regional database of violations, establish a list of vessels authorized to fish by members, and promote the establishment of a regional monitoring, control and surveillance (MSC) network. Prepared for the fourth meeting of the Working Group on Fisheries Management. Muscat, Oman, 3-5 October 2010.RECOFI:WGFM4/2010/5. 7p.

• Stock status reporting in support of long-term sustainable fisheries management in the RECOFI region, including consideration of a draft recommendation for transmission to the sixth session of RECOFI. Prepared for the fourth meeting of the Working Group on Fisheries Management. Muscat, Oman, 3-5 October 2010.RECOFI:WGFM4/2010/4. 5p.


All RECOFI publications are available at http://www.fao.org/fishery/rfb/recofi/en
## Status of acceptance of the RECOFI Agreement

<table>
<thead>
<tr>
<th>Members</th>
<th>Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingdom of Bahrain</td>
<td>17 October 2008</td>
</tr>
<tr>
<td>Islamic Republic of Iran</td>
<td>6 December 2001</td>
</tr>
<tr>
<td>Republic of Iraq</td>
<td>20 August 2008</td>
</tr>
<tr>
<td>State of Kuwait</td>
<td>19 May 2006</td>
</tr>
<tr>
<td>Sultanate of Oman</td>
<td>19 December 2001</td>
</tr>
<tr>
<td>State of Qatar</td>
<td>12 July 2000</td>
</tr>
<tr>
<td>Kingdom of Saudi Arabia</td>
<td>3 November 2000</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>26 February 2001</td>
</tr>
</tbody>
</table>
## APPENDIX 3

### Status of contributions on 31 December 2010
(Expressed in USD)

<table>
<thead>
<tr>
<th>Members</th>
<th>Outstanding 31/12/09</th>
<th>Due for 2010-2011</th>
<th>Received 31/12/10</th>
<th>Outstanding 31/12/2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAHRAIN</td>
<td>15,000.00</td>
<td>5,000.00</td>
<td>10,000.00</td>
<td>10,000</td>
</tr>
<tr>
<td>IRAQ</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>IRAN, Islamic Republic of</td>
<td>25,076.57</td>
<td>5,000.00</td>
<td>20,076.57*</td>
<td></td>
</tr>
<tr>
<td>KUWAIT</td>
<td>0.00</td>
<td>5,000.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>OMAN, Sultanate of</td>
<td>5,020.00</td>
<td>5,000.00</td>
<td>20,000.00</td>
<td>-9,980.00</td>
</tr>
<tr>
<td>QATAR</td>
<td>30,035.22</td>
<td>5,000.00</td>
<td>50,052.22</td>
<td>-15,017.00</td>
</tr>
<tr>
<td>SAUDI ARABIA, Kingdom of</td>
<td>0.00</td>
<td>5,000.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>UNITED ARAB EMIRATES</td>
<td>15,056.04</td>
<td>5,000.00</td>
<td>20,056.04</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>90,187.83</strong></td>
<td><strong>40,000.00</strong></td>
<td><strong>95,052.22</strong></td>
<td><strong>35,135.61</strong></td>
</tr>
</tbody>
</table>

* Iran, IR in March 2011 made a payment of USD 5,000 to the FAO Representation in Tehran being the contribution to RECOFI for the year 2011.

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1 RECOFI fiscal year is from the 1st of May to the 30th of April.
APPENDIX 4

Expenditures met during the intersessional biennium (US Dollars) including 2011 commitments and forecast up to May (inclusive)

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>2009-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff costs (General Services)</td>
<td>11 765</td>
</tr>
<tr>
<td>Consultancies</td>
<td>51 982</td>
</tr>
<tr>
<td>Travel</td>
<td>83 041</td>
</tr>
<tr>
<td>Contracts</td>
<td>10 044</td>
</tr>
<tr>
<td>General Operating Expenses</td>
<td>22 919</td>
</tr>
<tr>
<td>Charge backs <em>(interpretation &amp; reporting)</em></td>
<td>8 000</td>
</tr>
<tr>
<td>Other Miscellaneous</td>
<td>6 669</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>194 420</strong></td>
</tr>
</tbody>
</table>