



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Title: Western Central Atlantic Fishery Commission (WECAFC)

Project Symbol: MTF/RLA/197/MUL

Donor: WECAFC Members and NGOs

Countries: WECAFC Members (Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, Brazil, Colombia, Cuba, Dominica, Dominican Republic, European Union, France, Grenada, Guatemala, Guinea, Guyana, Haiti, Honduras, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Panama, Republic of Korea, Saint Kitts and Nevis, Saint Lucia, Saint Vincent/Grenadines, Spain, Suriname, Trinidad and Tobago, United Kingdom, United States of America, Venezuela)

Executing Agency: Secretariat of WECAFC, Food and Agriculture Organization of the United Nations (FAO), Sub-regional Office for the Caribbean (SLC)

Estimated Starting date: 01 January 2013

Completion date: -

EXECUTIVE SUMMARY

The Western Central Atlantic Fishery Commission (WECAFC), as statutory body of the Food and Agriculture Organization of the United Nations (FAO), was established in 1973 by Resolution 4/61 of the FAO Council under Article VI (1) of the FAO Constitution. Its first session was organized in 1975 and until 2012 fourteen sessions have been organized.

WECAFC aims to promote the effective conservation, management and development of the Living Marine Resources of the area of competence of the Commission (FAO Area 31), in accordance with the FAO Code of Conduct for Responsible Fisheries, and address common problems of fisheries management and development faced by Members of the Commission.

The work of the Commission is guided by the following three principles:

- promote the application of the FAO Code of Conduct for Responsible Fisheries (CCRF) and related instruments, including the precautionary approach and the Ecosystem Approach to Fisheries (EAF);
- ensure adequate attention to small-scale, artisanal and subsistence fisheries; and
- coordinate and cooperate closely with other relevant international organizations on matters of common interest.

This Trust Fund project is intended to support the implementation of the Programme of Work of the Commission, as well as the functioning of the FAO secretariat, subsidiary bodies of the Commission and its Working Groups.

I. BACKGROUND

In light of the current fisheries and aquaculture crisis in the Wider Caribbean Region, where catches are now some 1.3 million tonnes per year, it is clear that joint efforts are required to stop the downward trend in regional fish production. An analysis of the catches in FAO Statistical Area 31 (the Wider Caribbean Region – WECAFC Region) shows that catches increased up to 1984, when 2.5 million tonnes were caught, followed by a rapid decline between 1984 and 1992. In 2003 catches stabilized at around 1.5 million tonnes for some years, but they further declined over the last few years to 1.3 million tonnes. Similarly, the aquaculture production of many of the Caribbean island states has not increased in recent years; instead it has declined. This decline is at WECAFC level however compensated by an increase in production in Central American member states of WECAFC.

It is recognized that the Caribbean region is not unique in terms of its fisheries problems and importantly, its opportunities. Throughout the world, a lack of responsible behaviour in the fisheries sector has led some of the world's major fisheries to decline significantly in productivity and, in some cases, to collapse like the some of the large pelagic species in the Caribbean. This situation has arisen despite strenuous efforts to conserve and manage resources at both the national and regional levels.

In 2008, FAO estimated that approximately 53 percent of world fisheries were being fully exploited, while 32 percent of the stocks were overexploited or depleted. Where fish stocks were seriously depleted, the lack of effective intervention inhibited, if not prevented, the re-building and restoration of those stocks. In the Caribbean region the situation is not better than at global level. Traditional fisheries management approaches appear not to deliver the outcomes desired for the sector and the society at large. This is partly caused by the shortcomings in implementation of existing national and international fisheries measures, instruments and agreements. On the other hand, the old style management approaches have shown their limits as well. New management approaches are therefore being proposed and tested in the region, such as the Ecosystem Approach to Fisheries. Moreover, the Caribbean Community Common Fisheries Policy, which was approved by the CRFM Ministerial Council meeting in July 2010, is an important effort towards transboundary regional collaboration in fisheries and aquaculture and may be a start of a new era with more responsible fisheries in the Caribbean region.

WECAFC has, since 1975, functioned as a regional platform or forum to generate fisheries and aquaculture management advice for its member countries. As such the Commission has been highly regarded by most of its members. FAO Fisheries and Aquaculture Circular No 1050 on the "Historical overview, impacts and main lessons learned" of WECAFC, which was published in 2010 provides a kind of performance review of the Commission and gives an idea of all its activities carried out over the last decades. More information on WECAFC's work can be found at its website: <http://www.fao.org/fishery/rfb/wecafc/en>

In recent years however, against the background of declining financial resources and increasingly difficult fisheries management and development challenges, the Commission has focused much of its efforts on the operations of its Ad hoc Working Groups, on a small number of projects funded under various FAO Trust Funds and the FAO Technical cooperation Programme (TCP), and on coordination and collaboration activities with other actors involved in sustainable development and marine and coastal resource management in the WECAFC

area. Since the restructuring of 1999, work has also continued on the strengthening of WECAFC, with the recommendation of the eleventh Session (2003) related to the strengthening of the Commission to promote effective conservation, management and development of living marine resources throughout the region. Revised statutes were adopted at the Twelfth Session of the Commission and approved by the FAO Council in November 2006. New Rules of Procedures were adopted by the Thirteenth session in 2008 and further de facto amended by the Fourteenth session (2012).

The Fourteenth session of the Commission (2012) agreed on an ambitious Programme of Work of WECAFC (2012-2013) and re-activated and established 7 joint working groups:

- OSPESCA/WECAFC/CRFM/CFMC Working Group on Spiny Lobster;
- WECAFC/OSPESCA/CRFM/CFMC Working Group on Recreational Fisheries;
- CFMC/OSPESCA/WECAFC/CRFM Queen Conch Working Group;
- IFREMER/WECAFC Working Group on Development of Sustainable Moored Fish Aggregating Device (FAD) Fishing in the Lesser Antilles;
- CRFM/WECAFC Flying fish in the Eastern Caribbean Working Group;
- WECAFC Working Group on the management of deep-sea fisheries; and
- CFMC/WECAFC Spawning Aggregations Working Group.

The adopted Programme of Work and the joint Working Groups require more innovative approaches in order to implement the agreed activities. One of the options is to solicit contributions from members to working group and work programme activities under the Commission. The WECAFC Secretariat has been requested to seek funding from members and non-members of the Commission to enable implementation of the activities required.

This Trust Fund will be part of the new WECAFC strategy towards resource mobilization, which will contribute to increased delivery of WECAFC against the outputs and results expected from the Commission. Its establishment is in-line with the presently ongoing Strategic Re-orientation of the Commission, as requested by 11 member states during the Fourteenth session in 2012.

2. RATIONALE

It is recognized that in the last decade most of the WECAFC activities were carried out with the financial support of the FAO Regular Programme Budget and extra-budgetary support from the FAO FishCode Programme. Additional support was mainly forthcoming from the United States (through the Department of State and the Caribbean Fishery Management Council), and France, through IFREMER.

In view of this historical situation and at the same time acknowledging the ongoing trends in inter-agency/ inter-institutional and inter-project collaboration in the Caribbean region, it is foreseen that WECAFC will contribute to projects and activities of partners in the region (e.g. CRFM, CFMC, OSPESCA, OECS, ACS, CERMES, IFREMER, CLME, NOAA, UNEP, UNDP, ACPFishII, etc) and vice-versa.

By doing so, it is understood that each agency, institution and project, has its own work programme or strategic plan, and that collaboration with the other partners is sought for activities that appear in the programme or plan of two or more agencies, institutions and

projects. In this way, certain activities will be generally led by one stakeholder (partner) and the other partners will team-up. Duplication of efforts and overlap of activities, causing wasting of limited resources, will be avoided by good communication between the secretariats and managers active in fisheries and related sectors in the region. They will meet frequently in different fora, meetings and workshops to exchange information and further collaboration.

WECAFC is aware that its strengths include, amongst others, its membership range and coverage, its mandate, the technical back-up and sustainable (although limited) funding by FAO, its political convening power, and its capability to provide a valuable linkage between science and management. It is therefore important that WECAFC capitalizes on its specific strengths and collaborates in the areas where the Commission is weaker with proper partners in the region; allowing those partners to take a technical lead on specific areas. The Commission can do so through joint projects, technical support and information exchange, including facilitating the flows of information from FAO at global level to the region and vice-versa.

FAO and regional governance issues

Being a Commission, established under the FAO Constitution, for which FAO provides the Secretariat, it is required from the Commission to report to FAO on a technical level to the FAO Fisheries and Aquaculture Department and the Committee on Fisheries (COFI), consisting of FAO members. In addition, the Commission is expected to report to the FAO Regional Conference. Being one of the FAO Regional Fishery Bodies (RFBs) the Commission provides normative advice to the FAO Regional Conference, COFI and the members of the Commission. Such fisheries management advice, although voluntary, follows international law.

The 32nd FAO Regional Conference for Latin America and the Caribbean was held in March 2012 in Buenos Aires, Argentina, and determined FAO's priorities for the biennium 2012 -2013. The Fisheries and aquaculture sector priorities for FAO over that period were informed by the outcomes of the 14th session of WECAFC (Panama, 6-9 February 2012), the Twelfth Session of the Commission of Inland Fisheries and Aquaculture of Latin America and the Caribbean (COPESCAALC) (held in Mexico on 21-24 November 2011), and the priorities received from the members of the Network of Aquaculture of the Americas.

Currently the priority areas (in all sectors) set by the FAO Regional Conference for this region include the following:

1. Food and nutrition security.
2. Plant, animal health (including transboundary diseases) and food safety.
3. Climate change (mitigation and adaptation) and sustainability of agriculture and natural resources (including biodiversity).
4. Support to family farming and rural development.
5. Enhanced institutional capacities, policy formulation and investment.
6. Addressing Gender and youth issues.

Most fisheries and aquaculture related activities carried out by FAO, are included currently under priority areas 3, 4 and 5. This continues to be so in the biennium (2012-13); which means that WECAFC is not only asked to provide normative guidance on responsible fisheries in the Caribbean to the Regional Conference, but also is asked to report on its activities in these FAO regional priority areas. In terms of gender and youth issues, the

Commission will closely work together with the Gender Focal Points (GFPs) in the FAO fisheries and Aquaculture department to ensure that gender is properly mainstreamed in the activities of the Commission. Moreover, the Commission plans to undertake activities relating to the assessment of the gender inequalities of the fisheries and aquaculture sector in the area of mandate of the Commission (if funds are made available by donors) and identify follow-up actions, including inclusion in the work plan of the commission.

In future biennia the regional priorities may change again and WECAFC will adjust its work plan accordingly.

At the same time the Regional Conference provided and will continue to give an opportunity to bring the work of WECAFC under the attention of agriculture and fisheries ministers of the region and pass the conclusions and recommendations from the sessions to them for obtaining support to the implementation of the same. The Regional Conference provides, as such, the possibility to give normative guidance to the members of FAO in the Latin American and Caribbean Region and raise the profile and importance of fisheries within the region and increase funding options.

Moreover, the Country Programming Framework (CPF) process¹, in which FAO has engaged with the national Governments in the region, is an important priority setting mechanism for FAO (and indirectly also WECAFC). The CPF aims to strengthen the effectiveness, impact, and visibility of FAO assistance to Member countries through a strategic and coherent country programme, developed in close consultation with the Government and other national stakeholders, fully aligned with the national programming cycle and UN programming process, and pursuing the achievement of national development objectives and MDGs within the FAO Strategic Framework. The CPF represents FAO corporate response to Member countries assistance needs, including disaster risk reduction and preparedness, recovery and rehabilitation and provides FAO partners (Government, national stakeholders, external development partners) with a comprehensive vision of the nature and scope of FAO's medium-term (from 4 to 5 years) assistance strategy in a country and an estimate of the resource requirements for its implementation.

Apart from the FAO governance aspects, there have been some major governance initiatives in fisheries at regional level in the WECAFC mandate area in recent years. For instance, the Caribbean Community Common Fisheries Policy (CCCFP), which draft agreement was approved by the Fourth Caribbean Regional Fisheries Mechanism (CRFM) Ministerial Council (held in St. Johns, Antigua in May 2011) and the St. Lucia "Declaration on illegal, unreported and unregulated fishing", approved by the CRFM Ministerial Council meeting in July 2010. Through these initiatives the CARICOM countries have made an important effort towards transboundary regional collaboration in fisheries and aquaculture. WECAFC should continue to provide its normative guidance to the CARICOM region and recognize and internalize these ongoing initiatives to improve governance of the sector in the CARICOM countries, and similar initiatives in the Central American region.

In summary, partnering with members and all other relevant stakeholders in the region is required to deliver against WECAFC's promises to its members and particularly to address the

¹ More information on the CPFs can be found at:
<ftp://ftp.fao.org/TC/TCA/NMTPF/NMTPF%20guidelines/FactSheetAboutCPF.pdf>

specific and highly normative and technical needs of the WECAFC members, of which many are Small Island Developing States (SIDS).

This Trust Fund project will be part of the new WECAFC strategy towards resource mobilization, which will contribute to increased delivery of WECAFC against the outputs and results expected from the Commission. The Trust Fund will be supported by voluntary member and partner contributions to meet the Commission's planned implementation targets and thereby deliver on issues of priority identified at the region/subregion or country level.

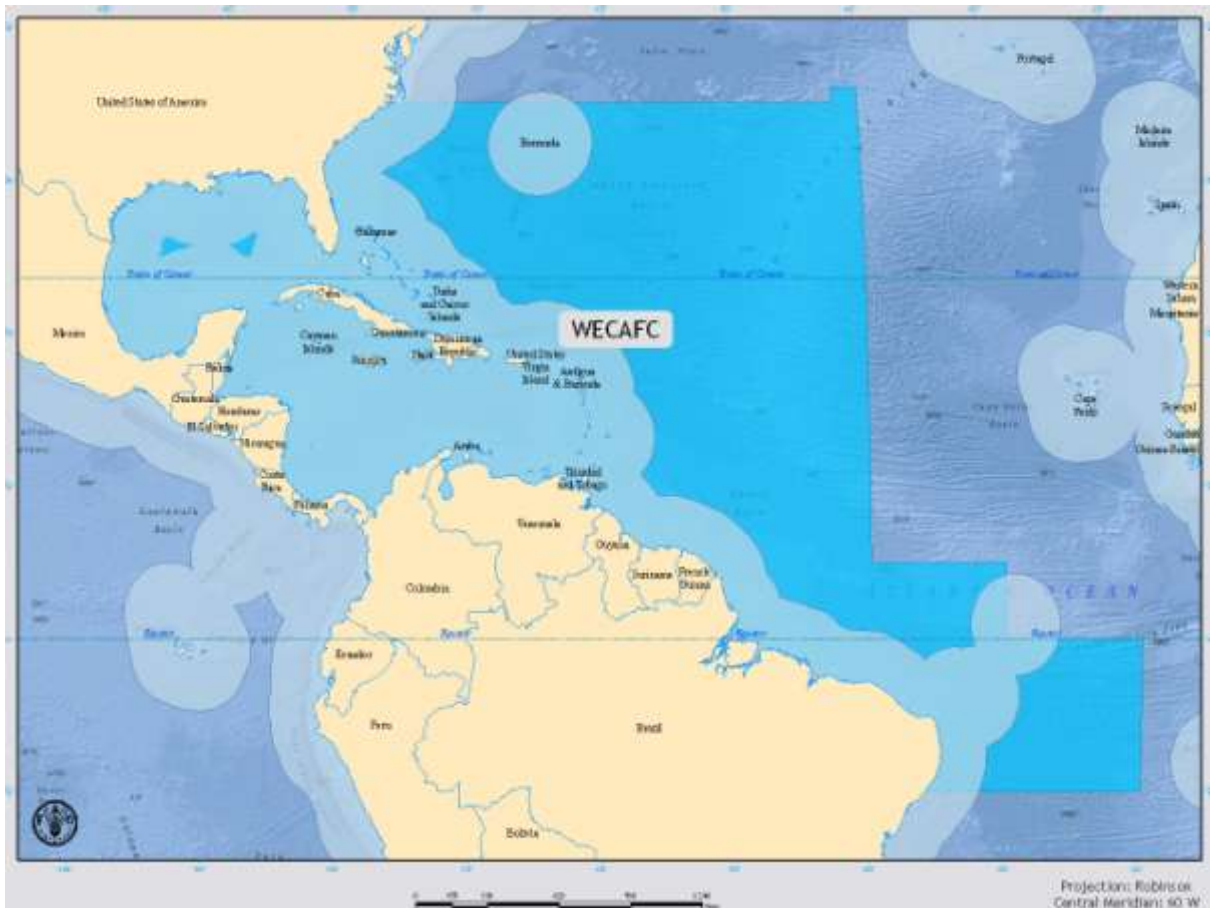
2.1. Stakeholders and Target Beneficiaries

The primary stakeholders of WECAFC include its member governments, fish producers (capture and aquaculture), fish processors, retailers, fish consumers, suppliers of technical inputs, service providers, NGOs, researchers, universities and other educational/vocational institutes, donors and regional and international institutions and development agencies that are active in the fisheries and aquaculture sector in the Wider Caribbean region (FAO area 31).

The WECAFC coverage includes all living marine resources, without prejudice to the management responsibilities and authority of other competent fisheries and other living marine resources management organizations or arrangements in FAO area 31.

The Commission's area of competence shall be all marine waters of the Western Central Atlantic bounded by a line drawn as follows:

From a point on the coast of South America at 10° 00'S latitude in a northerly direction along this coast past the Atlantic entry to the Panama Canal; thence continue along the coasts of Central and North America to a point on this coast at 35° 00'N latitude; thence due east along this parallel to 42° 00' W longitude; thence due north along this meridian to 36° 00'N latitude; thence due east parallel to 40° 00'W longitude; thence due south along this meridian to 5° 00'N latitude; thence due east along this parallel to 30° 00'W longitude; thence due south along this meridian to the equator; thence due east along the equator to 20° 00'W longitude; thence due south along this meridian to 10° 00'S latitude; thence due west along this parallel to the original point at 10° 00'S latitude on the coast of South America.



2.2. Members

Membership is open to coastal States whose territories are situated wholly or partly within the area of the Commission or States whose vessels engage in fishing in the area of competence of the Commission that notify in writing to the Director-General of the Organization of their desire to be considered as members of the Commission. Current WECAFC members are: Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, Brazil, Colombia, Cuba, Dominica, Dominican Republic, European Union, France, Grenada, Guatemala, Guinea, Guyana, Haiti, Honduras, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Panama, Republic of Korea, Republic of Venezuela, Saint Kitts and Nevis, Saint Lucia, Saint Vincent/Grenadines, Spain, Suriname, Trinidad and Tobago, United Kingdom, United States of America.

More information on the membership and status of WECAFC can be found at the FAO Governing Bodies website: http://www.fao.org/unfao/govbodies/gsb-subject-matter/gsb-fisheries/detail/en/?dyna_fef%5Buid%5D=179

3. PROJECT FRAMEWORK

The WECAFC is a Regional Fisheries Advisory Body that is established under the article VI of the FAO Constitution. The WECAFC has been functioning since 1975 (first session) and has since then conducted 14 sessions.

The Secretariat for the Commission is provided by the FAO Subregional Office for the Caribbean, located in Barbados.

Programme objectives: The objectives of the Commission are to promote the effective conservation, management and development of the Living Marine Resources of the area of competence of the Commission (FAO Area 31), in accordance with the FAO Code of Conduct for Responsible Fisheries, and address common problems of fisheries management and development faced by Members of the Commission.

The work of the Commission is guided by the following three principles:

- promote the application of the FAO Code of Conduct for Responsible Fisheries (CCRF) and related instruments, including the precautionary approach and the Ecosystem Approach to Fisheries (EAF);
- ensure adequate attention to small-scale, artisanal and subsistence fisheries; and
- coordinate and cooperate closely with other relevant international organizations on matters of common interest.

The Commission shall have the following functions and responsibilities:

- a. to contribute to improved governance through institutional arrangements that encourage cooperation amongst members;
- b. to assist its members in implementing relevant international fisheries instruments, in particular the FAO Code of Conduct for Responsible Fisheries and its related International Plans of Action;
- c. to help fishery managers in the development and implementation of fishery management systems that take due account of environmental, social, economic and cultural concerns;
- d. to keep under ongoing review the state of the fishery resources in the area and the related industries and promote the interchange of related information;
- e. to promote, coordinate and, as appropriate, organize or undertake research related to the living marine resources in the area of competence of the Commission, including on the interactions between fisheries and the ecosystem, and design programmes required for this purpose;
- f. to promote, coordinate and, as appropriate, undertake the collection, exchange and dissemination of statistical, biological, environmental and socio-economic data and other marine fishery information as well as its analysis or study;
- g. to provide the necessary support and advice to enable Members to ensure that fishery management decisions are based on the best available scientific evidence;
- h. to provide advice on management measures to member governments and competent fisheries organizations;
- i. to provide advice on monitoring, control and surveillance, and to promote cooperation on these matters, including joint activities, especially as regards issues of a regional or subregional nature;
- j. to promote, coordinate and, as appropriate, strengthen the development of institutional capacity and human resources, particularly through education, training and extension activities in the areas of competence of the Commission;
- k. to promote and encourage the utilization of the most appropriate fishing craft, gear, fishing techniques and post harvesting technologies in accordance with the FAO Code of Conduct for Responsible Fisheries;
- l. to facilitate trade in fish and fish products by promoting the implementation of internationally accepted sanitary and phytosanitary standards;

- m. to promote and facilitate harmonizing of relevant national laws and regulations, and compatibility of conservation and management measures;
- n. to assist its Members in and facilitate, as appropriate and upon their request, the conservation, management and development of transboundary and straddling stocks under their respective national jurisdictions;
- o. to assist, as appropriate, its Members in preventing and, upon request of the interested parties, resolving fisheries disputes;
- p. to promote liaison between its members and all competent institutions within the area served by the Commission and adjacent waters;
- q. to seek funds and other resources to ensure the long-term operations of the Commission and establish, as appropriate, a trust fund for voluntary contributions to this end;
- r. to serve as a conduit of independent funding to its members for initiatives related to conservation, management and development of the living resources in the area of competence of the Commission;
- s. to draw up its plan of work;
- t. to carry out such other activities as may be necessary for the Commission to achieve its objectives, as defined above.

Currently the Commission has one subsidiary body that is active. The Scientific Advisory Group (SAG). The duties and responsibilities of the SAG are as follows:

1. The Scientific Advisory Group (SAG) of the Western Central Atlantic Fishery Commission will act as an advisory body to the Commission.
2. The SAG will be constituted of no more than five scientists with suitable scientific qualifications and experience in specific subject matters related to fisheries.
3. Members of the SAG will be appointed by the Director-General of FAO. The members will serve in their personal capacity.
4. The Commission will finance the participation of members of the SAG.
5. With the exception of the Chairperson whose term of office will be for two years, with possibility of extension, other members of the group will be appointed based on the specific matters to be addressed.
6. The Secretary of the Commission or any other FAO staff appointed by the Assistant Director-General of the Fisheries Department shall act as Secretary of the SAG.
7. The SAG shall:
 - (a) Provide scientific advice to WECAFC ad hoc working groups and the Commission;
 - (b) Review and contribute to the report to the Commission on the status of stocks in the area covered by the Commission;
 - (c) Review and contribute to the report on the situation, trends and prospects of fisheries in the WECAFC Region; and
 - (d) Consider any other matters referred to it by the Commission and the WECAFC ad hoc working groups.
8. The SAG shall conduct its work on a regular basis particularly in the year when the Commission meets.
9. The Chairpersons or their representatives of the Commission's ad hoc working groups and any other experts may be invited to participate in the work of the SAG.

4. WORK PROGRAMME (2012-2013)

The 14th session of WECAFC, held in February 2012, issued a resolution on strengthening the implementation of international fisheries instruments in the Caribbean region; approved the Programme of Work (2012-13), agreed on the logo, and endorsed the conclusions and recommendations of the Regional Policy and Planning Workshop on the Code of Conduct for Responsible Fisheries (CCRF) in the Caribbean: Achieving Improved Fisheries Management and Utilization in the Wider Caribbean Region, held in Barbados, 6 - 9 December 2011.

The adopted Work Programme (2012 - 2013) is available on-line at:

<http://www.fao.org/docrep/meeting/024/an117e.pdf>

The work programme includes the following sessions of the Commission and its SAG:

- preparation and organization of 15th Commission Session (2014);
- organization of the 6th SAG Session (2013).

In addition, technical work will be undertaken under the work programme, which will include Organization of workshops, studies, expert meetings and ad-hoc meetings in the period (2012-2013). The work programme will be revised and updated by the Commission in its 15th session.

The Fourteenth session of the Commission (2012) also re-activated and established 7 joint working groups that each have specific Terms of Reference, convener, working group members and work plans. The Working Groups are the following:

- OSPESCA/WECAFC/CRFM/CFMC Working Group on Spiny Lobster;
- WECAFC/OSPESCA/CRFM/CFMC Working Group on Recreational Fisheries;
- CFMC/OSPESCA/WECAFC/CRFM Queen Conch Working Group;
- IFREMER/WECAFC Working Group on Development of Sustainable Moored Fish Aggregating Device (FAD) Fishing in the Lesser Antilles;
- CRFM/WECAFC Flying fish in the Eastern Caribbean Working Group;
- WECAFC Working Group on the management of deep-sea fisheries; and
- CFMC/WECAFC Spawning Aggregations Working Group.

5. IMPLEMENTATION AND MANAGEMENT ARRANGEMENTS

5.1 Institutional Framework and Coordination

Organizational Structure:

Commission: The Commission is the primary body. Each Member of the Commission shall have one representative who may be accompanied by alternates and advisers. An alternate or adviser shall not have the right to vote except when substituting for a representative.

Decisions of the Commission shall be taken by a majority of the votes cast, except as otherwise provided by this Agreement. A majority of the total membership of the Commission shall constitute a quorum.

Secretariat: The Secretariat of the Commission is provided by FAO. The FAO Director-General appoints a Secretary, who shall be administratively responsible to him. Mr Raymon van Anrooy, FAO Fishery and Aquaculture officer for the Caribbean, led on behalf of FAO the 14th session of the Commission and is functioning as Secretary of the Commission in 2012 – 2013.

The Secretariat is based at the FAO Subregional Office for the Caribbean (SLC), Bridgetown, Barbados. Besides the administrative, budgetary and organizational responsibilities and functions, the Secretariat executes the Work Programme (2012-2013) of the Commission and guides the specific working groups.

This Trust Fund will enable the budget holder (SLC) to recruit with extra-budgetary funds administrative/secretarial staff as necessary to carry out the daily administrative tasks in relation to the works of the Commission. As such, the administrative and secretarial burden of the Commission will not be placed anymore on FAO, but will be fully covered by the Commission itself. FAO will only provide the Technical Secretary (SLC Fishery and Aquaculture Officer) to assist the Commission on a part-time basis.

As a consequence the SLC office is prepared to waive its share of the Project Servicing Costs (PSC), once the Trust Fund is operational and contributed to.

Subsidiary Bodies: The Scientific Advisory Group (SAG), is currently the only functioning subsidiary body of the WECAFC. The Committee for the Development and Management of Fisheries in the Lesser Antilles is not active and only exists in name.

Languages: The official languages of WECAFC are English, Spanish and French. At the 14th session, however, the Secretariat emphasized that the reduced funding under FAO's Regular Programme for the region would not allow FAO to continue to supply the translation and interpretation services as in the past. The Secretariat called upon the members to provide for extra-budgetary resources in support of covering translation and interpretation related necessities, or to be flexible when organizing Working Groups.

Bureau: The Chairperson, the First vice-chairperson and the Second vice-Chairperson of the Commission and its SAG are selected for a 2-year term by voting.

5.2. Government Inputs

The budget of Commission:

The Commission, being an FAO Article VI Regional Fishery Body, does not have an autonomous budget. All technical and most operational expenses are currently covered by the FAO Regular Budget. The Regular Programme contribution to WECAFC was in the past between 100 and 200 000 USD per year.

Member governments contribute to the work of the Commission by hosting sessions, workshops, supporting studies and project activities. No financial contributions to the budget of the Commission were made in the past as a Trust Fund did not exist.

5.3. Donor Inputs

In accordance with RULE XI (Trust fund) of the Rules of Procedures (2008) of WECAFC, “all voluntary contributions, donations and other forms of assistance, in particular those referred to in Article 6 (q) of the Statutes, shall be placed in a Trust Fund administered by the Director-General in conformity with the Financial Regulations of FAO”.

Article 6 (q) of the Statutes reads as follows “to seek funds and other resources to ensure the long-term operations of the Commission and establish, as appropriate, a trust fund for voluntary contributions to this end;”

Moreover, the 14th session (2012) agreed, as part of its revision of the Rules of Procedures of 2008 that the Rule above would be implemented on a *de facto* basis as: “All voluntary contributions, donations and other forms of assistance to the Commission and any of its programmes and activities, including funds provided to ensure the long-term operations of the Commission pursuant to Article 6 (q) of the Statutes, shall be placed in a Trust Fund administered by the Director-General in conformity with the Financial Regulations of FAO”.

Moreover, national staff supported by the members of the Commission could be seconded to the Secretariat at any time for specific technical tasks and or general secretariat support tasks. A member or collaborating national centre or agency can assign, for a short period, staff to work at the Secretariat on certain aspects of a project being jointly implemented by the agency and the regional body. The honorarium and expenses made by these national staff will be covered by the member of the commission seconding these staff.

Through special linkages with Universities and other institutions, MSc students, post-graduate students and/or volunteers, having the required expertise, may also be accommodated within the Secretariat. No honorarium will be paid to students and volunteers, but expenses made in relation to the work for a project or for the secretariat will be paid by the respective project or the FAO SLC Regular budget.

The Secretariat will assist the Commission and the individual parties in the development of partnerships with donors to adopt more cohesive approaches and procedures to support development of fisheries and aquaculture in the Wider Caribbean Region.

The Trust Fund project enables the member countries of the Commission and other donors to contribute to translation and interpretation expenses, provide the necessary administrative and secretarial support and support the projects and other activities as specifies in the Work Programme of the Commission.

The member countries and partner organizations of WECAFC will be requested formally to provide the required financial resources in support of the approved Work Programme, the required secretarial/administrative work and the translation and interpretation in the official languages of the Commission. The following inputs are foreseen to be provided in support of the Work Programme (including the work of the various Working Groups) of the Commission:

Consultants

International and TCDC Consultants will be recruited at various rates to cover urgent issues when the need arises.

National consultants will be recruited as required. The contributions from members to the Trust Fund will enable the Commission to contract a full-time “Administrative and Secretary Assistant to WECAFC”. The Terms of Reference are included as ANNEX II to this document.

Contracts

Contracts and services in support of the two-year work programme, including letters of Agreement (LOAs), publishing contracts etc. will be used under this budget line.

Travel

The travel expenses of secretariat personnel, international and TCDC consultants, national consultants and non staff travel will be met under this title. It is intended that the Trust Fund covers also travel expenses of delegations from the Low Income Food Deficit Countries (LIFDCs) and some of the Developing countries amongst the Small Island Developing States (SIDS) in its membership, to allow these members to participate actively in the sessions of the Commission and specific activities of their interest.

Training Services

All organizational expenses for any training activity will be supported under this budget line .

Expendable and Non-expendable Equipment

Data processing supplies, books, periodicals, maps and related supplies, office and public information supplies will be provided under the expendable equipment budget line and secretariat equipment will be provided under the non-expendable equipment budget line.

Annex 1 provides detailed budget information.

ANNEX 1: PROJECT BUDGET

Budget Line	Item	US\$	US\$	US\$
		2012	2013	Total
5570	Consultants			64 000
5542	International Consultants	6 000	6 000	12 000
5543	National Consultants	24 000	24 000	48 000
5544	TCDC consultants	2 000	2 000	4 000
5551	National Project Personnel	-	-	-
5650	Contracts			20 000
5571	Contracts -Services	10 000	10 000	20 000
5900	Travel			64 000
5661	Duty Travel (Secretariat personnel)	8 000	8 000	16 000
5684	Travel - Int. Consultants	6 000	6 000	12 000
5685	Travel -National Consultants	3 000	3 000	6 000
5698	Travel - non staff (SIDS participants in WECAFC sessions and activities)	15 000	15 000	30 000
5920	Training			20 000
5902	In-service Training Services	10 000	10 000	20 000
6000	Expendable Equipment			11 000
5927	Data Processing Supplies	2 000	1 000	3 000
5929	Books, periodicals, maps and related supplies			
5930	Office Supplies	2 000	2 000	4 000
5932	Public information Supplies	2 000	2 000	4 000
6100	Non-expendable Equipment			6 000
6005	IT equipment	2 000	4 000	6 000
6150	Technical Support Services	-	-	-
6300	General Operating Expenses	-	-	1 915
6177	Other Operating Costs	1 000	915	1 915
6130	Support Costs (7%)	6 510	6 574	13 084
Total (US\$)				200 000

ANNEX II

Post Title: Administrative and Secretary Assistant to WECAFC

Type of Contract: National Consultant (NC)

Duration: 12 months (with possibility of extension)

Honorarium: US\$ 2,000/month

1. Duties and responsibilities

Under the overall supervision of the FAO Sub-Regional Coordinator for the Caribbean (SLC), the technical supervision of the SLC Fishery and Aquaculture Officer/WECAFC Secretary, and in close collaboration with the SLC field programme and administrative sections, the WECAFC Bureau, international consultants, WECAFC National Focal Points, national consultants, cooperating institutions and the other FAO technical officers, the Administrative and Secretariat Assistant will conduct the daily administrative and secretarial tasks for the Commission.

Specific tasks and duties will be the following:

- assist the Administrative section (FAOSLC) in all administrative and accounting duties for the project, following FAO standards and requirements;
- assist in the implementation of WECAFC work plans in accordance with work plan requirements;
- prepare monthly budget overviews and ensure timely recruitment and payment of consultants and project support staff in close cooperation with the FAOSLC Field Programme team;
- assist in the arrangement of travels to the beneficiary countries for consultants, trainees and visiting FAO missions to project beneficiary countries and sites as required;
- assist in the arrangements for and provide administrative support to all workshops, training courses, seminars and field days that are required for project implementation;
- assist with monitoring and evaluation missions organization;
- provide important administrative, operational and secretarial functions for the Commission, including:
 - maintaining contacts with the member countries, prospective member countries and observers;
 - prepare communications (letters and e-mails) to the members on the programme of work, activities, projects and workshops of the commission;
 - prepare for Scientific Advisory Group meetings, Bureau meetings and Commission sessions and assist in the organization and implementation;
 - assist as translator (Spanish – English and vice versa) for all main communication between the interim-secretariat and the member countries;
 - arrange for updates of the website of the Commission (in English and Spanish [and French]) on a monthly base.
- assist the Technical Secretary and Chairpersons in their daily work for the Commission.
- perform any other duties to assure successful operation of the secretariat.

2. **Qualification requirements**

Education:	Degree in administration, bureau management or executive assistance, preferably at BA level.
Knowledge and skills:	Advanced computer skills, especially in MS Word processing and working with MS Excel. Good organizational and report writing skills.
Experience:	Minimum three years practical experience in project administration and/or project secretarial work. Experience in programme/project matters with international organisations and in a multi-cultural environment would be desirable.
Languages:	Good working knowledge of English and Spanish. (French is an asset as well).