



## **TWENTY FIFTH MEETING OF THE COUNCIL**

**5 - 6 April 2017, Hotel Hans Egede, Nuuk, Greenland**

**DOCUMENT 04      REPORT OF THE FINANCE AND ADMINISTRATION  
COMMITTEE**

**Submitted by:      Finance and Administration Committee**

The Finance and Administration Committee (FAC)

- **Recommends** Council to
  - Take note of the document
  - Follow FAC's recommendations

# REPORT OF THE FINANCE AND ADMINISTRATION COMMITTEE

## 1. INTRODUCTION

Since NAMMCO 24, the Finance and Administration Committee has held four face to face meetings (see Table 1) under the Chairmanship of Jóannes V. Hansen (Faroes), except for the meeting on November 22-23 where Margretha Jacobsen acted as Chair. Although the membership to FAC did not change during the period, the participation to meetings differs (Table 1). From the Secretariat, Geneviève Desportes and Charlotte Winsnes participated in all the meetings, while Jill Prewitt participated in the April meeting.

Table 1 indicates the main items for discussion at each meeting, while the items leading to principle decisions and/or calling for actions are summarised under point 2.

**Table 1. Meetings of NAMMCO FAC in the period NAMMCO 23 – NAMMCO 24**

<b>Date</b>	<b>Participants</b>	<b>Main subjects</b>	<b>Location</b>
June 21-22, 2016	Einarsdóttir (IS), Hansen (FR), Jacobsen (FR), Jessen (GL), Stenseth (NO), Tøvik Astroza (NO) <i>Invited: S. Leth-Nissen, journalist</i>	Information from Parties and Secretariat. Update from Committees. Communication and Outreach Strategy (COS). Communication projects. Performance Review (PR). Work procedures and timing of events. Developing an Internship Programme (IP) at the secretariat. NAMMCO 24. Present finances.	Greenland Representation, Copenhagen
November 22-23, 2016	Einarsdóttir (IS), Jacobsen (FR), Jessen (GL), Stenseth (NO), <i>Invited: S. Leth-Nissen</i>	PR. COS. IP. Attendance and funding of external experts. Confidentiality of documents and changes to RoPs. Activity plan. NAMMCO 25.	Greenland Representation, Copenhagen
March 9-10, 2017	Einarsdóttir (IS), Hansen (FR), Jessen (GL), Stenseth (NO)	Attendance and funding of external experts. Accounts 2016. Use of Resolution. Information from Parties and Secretariat. Relation with other organisations. Communication and Outreach activities. Communication Plan (CP). Preparation to NAMMCO 25: PR & COS proposals, CP proposal, Changes to RoPs, Visit Nunavut, Agenda, Schedule, Draft Budgets, Common declaration.	Faroese Representation, Copenhagen
April 3-6, 2017	Eríksson (IS), Jessen (GL), Hansen (FR), Stenseth (NO), Víkingsson (IS).	External relationships. PR. COS activities. IP. Relation with other organisations. Preparation to NAMMCO 25: schedule, logistics, specific CP and press release, output, guests, etc.	Hotel Egede, Nuuk

## 2. MAIN TOPICS DEALT WITH

The main subjects of relevance to Council dealt with by the FAC since NAMMCO 24 includes

- Improvement and clarification of NAMMCO RoP concerning the confidentiality of documents (RoPs of Council and Committees)
- Defining rules for the attendance of external expert at meetings of committees' subsidiary bodies after requesting and receiving the advice of the Scientific Committee and the Committee for Hunting Methods on this issue
- Preparing a proposal for a Performance Review Process, including defining Objectives, ToR, Assessment Criteria, developing a budget and an administration plan and identifying possible Panel Experts
- Enhancing NAMMCO visibility, with three main axes of development
  - The elaboration of a Communication and Outreach Strategy (COS), including defining vision, mission, goals and messages, principles and development priorities
  - The elaboration of a Communication Plan for the years 2017-2018, as a first step of implementing the COS
  - Developing proposals for events at international fora like the Arctic Circle 2016 & 2017 and Arctic Frontiers 2017
- Developing an internship programme at the Secretariat
- Following the development of activities in the Scientific Committee and the Committee for Hunting Methods
- Finances: Accounting 2016, and preparation of budget 2017 and draft budget 2018

## 3. RECOMMENDATIONS TO COUNCIL

FAC recommend Council to:

- **Approve** the Accounts 2016
- **Adopt** the Budget 2017
- **Approve** the draft budget for 2018
- **Adopt** the amendments made to the RoPs proposed by FAC in relation to the confidentiality of documents
- **Endorse** the establishment of a new Working Group for dealing with non-hunting related welfare issues as a subsidiary body under Council, **agree** with its scope (welfare issues related to bycatch, entanglement, and live strandings affecting marine mammals) and **adopt** the Terms of Reference proposed.
- **Adopt** the COS developed by FAC
- **Adopt** the process developed by FAC for a Performance Review of NAMMCO

- **Endorse** the continued prioritisation given by FAC to the finalisation, then the continual update of the new website, and its use as a hub of all NAMMCO information, communication and outreach activities, both internally and externally.
- **Endorse** the recommendation of FAC regarding the attendance and funding of External Experts at meetings of committees' subsidiary bodies:

*To enhance transparency and openness, External Experts should participate in all meetings of committees' subsidiary bodies dealing with non-administrative questions.*

*By External Experts is understood any relevant experts who are not a member of the Parent Committee organising the meeting and not involved in the data collection / analysis / interpretation of the work to be discussed, regardless of nationality and institution. The participation of External Expert may be funded by NAMMCO*

*As a rule, each NAMMCO member country is responsible for bringing the information necessary to fulfil the terms of reference of any subsidiary body.*

- Take note of the CP developed for 2017-2018 and **approve** the new deadline for providing National Progress Report by Parties, March 1 for the precedent calendar year, so the content can be actively used in communication activities and particularly for the website.

#### **4. TOPICS FOR FUTURE WORK**

Besides new task from Council, FAC will continue working with the implementation of the COS and the PR process if and as endorsed by Council, developing proposals for events at international for a like the Arctic Circle 2016 and Arctic Frontiers 2017, developing an internship programme at the Secretariat and discussing administrative matters.