



**99th Session of the IPHC Finance and
Administration Committee (AM099) –
*Compendium of meeting documents***

23 January 2023, Victoria, BC, Canada

Commissioners

Canada	United States of America
Paul Ryall	Jon Kurland
Neil Davis	Robert Alverson
Peter DeGreef	Richard Yamada

Executive Director

David T. Wilson, Ph.D.

BIBLIOGRAPHIC ENTRY



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

IPHC–2023–FAC099–00



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**AGENDA FOR THE 99th SESSION OF THE IPHC
FINANCE AND ADMINISTRATION COMMITTEE (FAC099)**

Date: 23 January 2023
Location: Victoria, BC, Canada
Venue: [Fairmont Empress](#)
Time (PST): 09:00-12:00
Chairperson: Mr Paul Ryall (Canada)
Vice-Chairperson: Mr Jon Kurland (USA)

Notes:

- **Document deadline:** 24 December 2022 (30 days prior to the opening of the Session)
- All sessions are open to observers and the general public, unless the Commission specifically decides otherwise.
- All open sessions will be webcast. Webcast sessions will also take audience comments and questions as directed by the Chairperson of the Commission.

**AGENDA FOR THE 99th SESSION OF THE IPHC
FINANCE AND ADMINISTRATION COMMITTEE (FAC099)**

1. OPENING OF THE SESSION
2. ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SESSION
3. UPDATE ON ACTIONS ARISING FROM THE 98th SESSION OF THE IPHC FINANCE AND ADMINISTRATION COMMITTEE (FAC098)
4. FINANCIAL STATEMENT FOR FY2022
5. ANNUAL INDEPENDENT AUDITOR'S REPORT (2022)
6. FY2023 BUDGET – UPDATE
7. BUDGET ESTIMATES: FY2024 (for approval); FY2025 and FY2026 (for information)
8. IPHC FINANCIAL REGULATIONS (2023) - Revisions
9. IPHC RULES OF PROCEDURE (2023) - Revisions
10. OTHER BUSINESS
11. REVIEW OF THE DRAFT AND ADOPTION OF THE REPORT OF THE 99th SESSION OF THE IPHC FINANCE AND ADMINISTRATION COMMITTEE (FAC099)



**LIST OF DOCUMENTS FOR THE 99th SESSION OF THE IPHC
FINANCE AND ADMINISTRATION COMMITTEE (FAC099)**

Meeting documents	Title	Availability
IPHC-2023-FAC099-01	Agenda for the 99 th Session of the IPHC Finance and Administration Committee (FAC099)	✓ 19 Oct 2022
IPHC-2023-FAC099-02	List of Documents for the 99 th Session of the IPHC Finance and Administration Committee (FAC099)	✓ 19 Oct 2022 ✓ 23 Dec 2022
IPHC-2023-FAC099-03	Update on actions arising from the 98 th Session of the IPHC Finance and Administration Committee (FAC098) (D. Wilson)	✓ 19 Dec 2022
IPHC-2023-FAC099-04	Financial Statement for FY2022 (D. Wilson)	✓ 19 Dec 2022
IPHC-2023-FAC099-05	Report of the Independent auditors and Financial Statements (FY2022) (D. Wilson & A. Keikkala)	✓ 20 Dec 2022
IPHC-2023-FAC099-06	FY2023 Financial Budget – Update (D. Wilson & A. Keikkala)	✓ 20 Dec 2022
IPHC-2023-FAC099-07	Budget estimates: FY2024 (for approval), FY2025 and FY2026 (for information) (D. Wilson & A. Keikkala)	✓ 23 Dec 2022
IPHC-2023-FAC099-08	IPHC Financial Regulations (2023) - Draft (D. Wilson, A. Keikkala)	✓ 20 Dec 2022
IPHC-2023-FAC099-09	IPHC Rules of Procedure (2023) – Draft (D. Wilson & A. Hicks)	✓ 22 Dec 2022
<i>Information papers</i>		
Nil	Nil	Nil



Update on actions arising from the 98th Session of the IPHC Finance and Administration Committee (FAC098)

PREPARED BY: IPHC SECRETARIAT (D. WILSON; 19 DECEMBER 2022)

PURPOSE

To provide the FAC with an opportunity to consider the progress made during the inter-sessional period in relation to the direct requests for action by the FAC during the 98th Session of the IPHC Finance and Administration Committee (FAC098, January 2022).

BACKGROUND

At the 98th Session of the IPHC Finance and Administration Committee (FAC098), Contracting Parties agreed on a series of actions to be taken as detailed in [Appendix A](#).

DISCUSSION

Noting that best practice governance requires the prompt delivery of core tasks assigned to the IPHC Secretariat by the Commission, at each subsequent session of the Commission and its subsidiary bodies, attempts will be made to ensure that any recommendations for action are carefully constructed so that each contains the following elements:

- 1) a specific action to be undertaken (deliverable);
- 2) clear responsibility for the action to be undertaken (i.e. a specific Contracting Party, the IPHC Secretariat staff, a subsidiary body of the Commission, or the Commission itself);
- 3) a desired time frame for delivery of the action (i.e. by the next session of a subsidiary body, or other date).

This involves numbering and tracking all action items (see [Appendix A](#)) from the FAC, as well as including clear progress updates and document reference numbers.

RECOMMENDATION/S

That the FAC:

- 1) **NOTE** paper IPHC-2023-FAC099-03, which provided the FAC with an opportunity to consider the progress made during the inter-sessional period, in relation to the direct requests for action by the FAC during the 98th Session of the IPHC Finance and Administration Committee (FAC098, January 2022).

APPENDICES

[Appendix A](#): Update on actions arising from the 98th Session of the IPHC Finance and Administration Committee (FAC098: January 2022).

APPENDIX A

Update on actions arising from the 98th Session of the IPHC Finance and Administration Committee (FAC098)

98 th Session of the IPHC Finance and Administration Committee (FAC098)		
Action No.	Description	Update
RECOMMENDATIONS		
FAC098-Rec.01 (para. 8)	<p>Financial Statement for FY2021</p> <p>The FAC RECOMMENDED that the Commission NOTE the Financial Statement for FY2021, as detailed in paper IPHC-2022-FAC098-04.</p>	<p>Lead: Commission</p> <p>Status/Plan: Completed.</p> <p>IPHC-2022-AM098-R (para. 93)</p> <p><i>The Commission NOTED the Financial Statements for FY2021 (financial period: 1 October 2020 to 30 September 2021), as detailed in paper IPHC-2022-FAC098-04.</i></p>
FAC098-Rec.02 (para. 11)	<p>Annual independent auditor's report (2021)</p> <p>The FAC RECOMMENDED that the Commission accept the independent external auditors report for FY2021 (IPHC-2022-FAC098-05), as per Regulation 14 of the IPHC Financial Regulations (2021), by consensus.</p>	<p>Lead: Commission</p> <p>Status/Plan: Completed.</p> <p>IPHC-2022-AM098-R (para. 94)</p> <p><i>The Commission ACCEPTED the independent external auditors report for FY2021 (IPHC-2022-FAC098-05), as per Regulation 14 of the IPHC Financial Regulations (2021), by consensus.</i></p>
FAC098-Rec.03 (para. 14)	<p>FY2022 budget - update</p> <p>The FAC RECOMMENDED that the Commission ADOPT the revised FY2022 budget (1 October 2021 to 30 September 2022), as detailed in Appendix IV, noting that the amendments do not change the previously adopted Contracting Party contributions for FY2022, nor the extra-budgetary contributions (Ref: IPHC-2021-SS011-R, paras, 11 and 12). The amendments made were to accommodate the final 2022 FISS design and other amendments to continue the IPHC's move to Fund accounting, and to better align expected expenses with the new Chart of Accounts adopted in 2021.</p>	<p>Lead: Commission</p> <p>Status/Plan: Completed.</p> <p>IPHC-2022-AM098-R (para. 97)</p> <p><i>The Commission ADOPTED the revised FY2022 budget (1 October 2021 to 30 September 2022), as detailed in Appendix XII, noting that the amendments do not change the previously adopted Contracting Party contributions for FY2022, nor the extra-budgetary contributions (Ref: IPHC-2021-SS011-R, paras, 11 and 12). The amendments made were to accommodate the final 2022 FISS design and other amendments to continue the IPHC's move to Fund accounting, and to better align expected expenses with the new Chart of Accounts adopted in 2021.</i></p>

98 th Session of the IPHC Finance and Administration Committee (FAC098)		
Action No.	Description	Update
FAC098-Rec.04 (para. 21)	<p>Budget estimates: FY2023 (for approval)</p> <p>The FAC RECOMMENDED that the Commission AGREE for the two Contracting Parties to engage in inter-sessional discussions over the coming months to adopt a budget for FY2023 and the associated Contributions. In doing so, the Contracting Parties may consult with, and have requested assistance from the IPHC Secretariat who have been tasked with providing options, including likely impacts, of a frozen FY2023 budget:</p> <p>a) Option 1: Maintain and approve the nominal increase of 3% (US\$151,745) for the FY2023 budget;</p> <p>b) Option 2: Maintain and approve the nominal increase of 3% (US\$151,745) for the FY2023 budget, however, freeze the contributions to the general fund, while utilizing the current carryover which stands at US\$1,476,626 (for general fund use).</p> <p>c) Option 3: Freeze the FY2023 budget at FY2021/FY2022 levels, including Contracting Party contributions to the operation funds.</p>	<p>Lead: Commission</p> <p>Status/Plan: Completed.</p> <p>IPHC-2022-AM098-R (para. 97)</p> <p><i>The Commission AGREED that the two Contracting Parties would engage in inter-sessional discussions over the coming month/s to adopt a budget for FY2023 and the associated contributions. In doing so, the Contracting Parties may consult with, and have requested assistance from the IPHC Secretariat who have been tasked with providing options, including likely impacts, of a frozen FY2023 budget:</i></p> <p>a) Option 1: Maintain and approve the nominal increase of 3% (US\$151,745) for the FY2023 budget;</p> <p>b) Option 2: Maintain and approve the nominal increase of 3% (US\$151,745) for the FY2023 budget, however, freeze the contributions to the general fund, while utilizing the current carryover which stands at US\$1,476,626 (for general fund use).</p> <p>c) Option 3: Freeze the FY2023 budget at FY2021/FY2022 levels, including Contracting Party contributions to the operation funds.</p>
FAC098-Rec.05 (para. 27)	<p>IPHC Rules of Procedure (2022) - Revisions</p> <p>The FAC RECOMMENDED that the Commission adopt the International Pacific Halibut Commission Rules of Procedure (2022), as provided in IPHC-2022-FAC098-09, while taking into consideration any additional advice received from the PAB027, as well as to amend para. 1.a of the RAB ToR's to read as follows:</p> <p>"1.1.a Suggest research topics to be considered for incorporation in the IPHC integrated research and monitoring activities, as well as to comment upon operational and implementation considerations of those research and monitoring activities."</p>	<p>Lead: Commission</p> <p>Status/Plan: Completed.</p> <p>IPHC-2022-AM098-R (para. 105)</p> <p>The Commission ADOPTED the IPHC Rules of Procedure (2022), as provided in IPHC-2022-FAC098-09, and REQUESTED that the IPHC Secretariat finalise and publish them accordingly with the following amendments:</p>

98 th Session of the IPHC Finance and Administration Committee (FAC098)		
Action No.	Description	Update
		<p>1) amend para. 1.a of the RAB ToR's to read as follows:</p> <p><i>"1.1.a Suggest research topics to be considered for incorporation in the IPHC integrated research and monitoring activities, as well as to comment upon operational and implementation considerations of those research and monitoring activities."</i></p> <p>2) retain para. 14 of the PAB TOR's:</p> <p><i>"14. Conduct of meetings: Parliamentary procedure will be used in the conduct of the PAB"</i></p>
REQUESTS		
FAC098-Req.01 (para. 18)	<p>Budget estimates: FY2023 (for approval)</p> <p>The FAC REQUESTED that the Commission NOTE the proposed FY2023 budget (financial period: 1 October 2022 to 30 September 2023; Appendix V), presented by the IPHC Secretariat.</p>	<p>Lead: Commission</p> <p>Status/Plan: Completed.</p> <p>IPHC-2022-AM098-R (para. 99)</p> <p><i>The Commission NOTED the IPHC Secretariat proposed Contracting Party contributions for FY2023 as follows:</i></p> <ul style="list-style-type: none"> • <i>Canada: Contribution to the General Fund: US\$927,419.21</i> • <i>U.S.A.: Contribution to the General Fund: US\$4,282,492.80</i>
FAC098-Req.02 (para. 19)	<p>The FAC REQUESTED that the Commission NOTE the IPHC Secretariat proposed Contracting Party contributions for FY2023 as follows:</p> <ul style="list-style-type: none"> • Canada: Contribution to the General Fund: US\$927,419.21 • U.S.A.: Contribution to the General Fund: US\$4,282,492.80 	<p>Lead: Commission</p> <p>Status/Plan: Completed.</p> <p>IPHC-2022-AM098-R (para. 100)</p> <p>The Commission NOTED the required extra-budgetary (IFCP Fund deficit and Headquarters lease/maintenance) contributions from each Contracting Party for FY2022 as follows:</p> <ul style="list-style-type: none"> • Canada: <ul style="list-style-type: none"> ○ 50% Contribution to the IFCP Fund deficit (former staff pension plan): US\$127,848

98th Session of the IPHC Finance and Administration Committee (FAC098)		
Action No.	Description	Update
		<ul style="list-style-type: none">• U.S.A.:<ul style="list-style-type: none">○ 50% Contribution to the IFCP Fund deficit (former staff pension plan): US\$127,848○ Contribution to the headquarters building lease and maintenance costs: US\$489,250



Financial Statement for FY2022

PREPARED BY: IPHC SECRETARIAT (D. WILSON, 19 DECEMBER 2022)

PURPOSE

To provide the FAC with an end of year financial statement for FY2021 (financial period: 1 October 2021 to 30 September 2022).

1. STATEMENT OF FINANCIAL POSITION - [APPENDIX I](#), BALANCE SHEET

The total Assets at year-end closing totaled **US\$3,516,085.07**.

The total equity or combined fund balance at year-end closing totaled **US\$1,728,916.98**

Fund equity balances at year end:

- General Fund (10): **US\$789,516.16**
- Research Fund (20): **(US\$17,113.02)**
- Statistics Fund (30): **(US\$175,332.57)**
- FISS Fund (40): **US\$202,928.06**
- Reserve Fund (50): **US\$928,918.35** – The Reserve Fund carries the majority of the equity in the checking and saving cash accounts at Wells Fargo.

2. STATEMENT OF ACTIVITIES - [APPENDIX II](#), INCOME STATEMENT

For FY2022, the IPHC total income received as **US\$9,476,235.57**, while the budgeted income was **US\$10,331,127.00**. [Appendix III](#) provides the Income Statement by Fund.

Carryover from the previous fiscal year by Fund was as follows:

- 10 - General Fund: \$161,561
- 20 - Research Fund: \$72,288
- 30 - Statistics Fund: \$108,439
- 40 - FISS Fund: \$1,147,517
- 50 - Reserve Fund: \$1,134,338

The total carryover (included in income on the audited Statement of Activities: IPHC-2023-FAC099-05) was **\$1,728,916.00**

3. STATEMENT OF FUNCTIONAL EXPENSES - [APPENDIX II](#), BUDGET TO ACTUALS

The budget to actual report is provided in [Appendix II](#).

The total expenditures were **US\$10,387,677.05** which provided for a deficit in revenue over expenditures totalling **US\$911,441.48**.

4. NOTES TO FINANCIAL STATEMENTS

For FY2022 we refer the Commission to paper IPHC-2023-FAC099-05 Report of the Independent auditors and Financial Statement (FY2022) for annotations to the Financial Statement.

RECOMMENDATION/S

That the FAC:

- 1) **NOTE** paper IPHC-2023-FAC099-04 which includes the Financial Statements and supporting documentation for the financial period 01 October 2021 to 30 September 2022 (FY2022);
- 2) **RECOMMEND** that the Commission **NOTE** the Financial Statements for FY2022, as detailed in paper IPHC-2023-FAC099-04.

APPENDICES

[Appendix I](#): Balance Sheet (FY2022)

[Appendix II](#): Income Statement and Budget to Actuals (FY2022)

[Appendix III](#): Income Statement by Fund (FY2022)

Appendix I Balance Sheet (FY2022)

INTERNATIONAL PACIFIC



HALIBUT COMMISSION

International Pacific Halibut Commission
Balance Sheet
as of 09/30/2022

Account Number	Account Name	Amount
Assets		
10000	Cash in Bank (Wells Fargo)	\$3,123,331.61
11000	Accounts Receivable	\$350,265.63
11300	Other Receivables	\$1,316.72
13000	Prepaid Expenses	\$14,705.66
14000	Deposits	\$11,182.71
15000	Furniture, Fixtures and Equipment	\$16,250.00
15999	Accumulated Depreciation	\$-967.26
Total Assets		\$3,516,085.07
Liabilities		
20000	Purchase Card - US Bank	\$13,831.67
20100	Travel Card - US Bank	\$16,825.68
21000	Accounts Payable	\$352,711.85
21001	Accrued expenses	\$14,662.25
22000	Payroll Tax Liabilities	\$-23,972.94
22100	Payroll Benefit Liabilities	\$1,413,109.58
Total Liabilities		\$1,787,168.09
Equity		
30100	10 - General	\$789,516.16
30200	20 - Research	\$-17,113.02
30300	30 - Statistics	\$-175,332.57
30400	40 - FISS	\$202,928.06
30500	50 - Reserve	\$928,918.35
Total Equity		\$1,728,916.98
Total Liabilities + Total Equity		\$3,516,085.07

Appendix II Income Statement and Budget to Actuals (FY2022)



International Pacific Halibut Commission
Income Statement
for the period of 10/01/2021 to 09/30/2022

Account Number	Account Name	Amount	Annual Budget
Income			
40000	Contracting Party Contributions	\$5,058,167.00	\$5,058,167.00
40055	Headquarters (Lease & Maintenance)	\$475,000.00	\$475,000.00
40060	Other Income	\$181,515.75	\$0.00
40100	Grants, Contracts & Agreements	\$481,520.46	\$766,560.00
40200	Interest Income	\$691.07	\$12,300.00
40350	Fish Sales	\$3,289,793.00	\$4,019,100.00
42000	Gain/Loss	\$-10,451.71	\$0.00
Total Income		\$9,476,235.57	\$10,331,127.00
Expense			
50000	Salaries & Wages	\$4,220,109.35	\$4,507,066.30
50100	Benefits	\$1,232,250.08	\$1,244,791.26
50200	Training & Education	\$67,337.19	\$118,600.00
50300	Personnel Related Expenses	\$11,609.32	\$51,876.00
51000	Publications	\$14,969.99	\$14,000.00
51100	Mailing and Shipping	\$115,677.79	\$139,500.00
51200	Travel	\$268,217.48	\$237,966.00
51300	IPHC Meetings	\$110,096.76	\$170,000.00
51400	Technology	\$142,495.05	\$137,100.00
52000	Professional Fees	\$313,591.41	\$221,416.00
52100	Vessel Expenses	\$419,720.75	\$0.00
52200	Other Fees and Charges	\$88,483.58	\$60,000.00
52300	Leases and Contracts	\$1,984,469.95	\$2,122,715.00
54000	Communications	\$39,253.17	\$53,500.00
53000	Equipment Expense	\$38,294.39	\$54,000.00
53100	Supplies Expense	\$841,662.33	\$777,600.00
53200	Maintenance and Utilities	\$54,529.13	\$122,416.00
53300	Facility Rentals	\$476,901.98	\$469,000.00
55000	Budget Contingency	\$0.00	\$35,000.00
55300	GAAP conversion - Expense	\$-26,813.76	\$0.00
55400	Capitalized Fixed Assets	\$-16,250.00	\$0.00
55410	Depreciation Expense	\$967.26	\$0.00
55500	Prepaid Expense Adjustment	\$-13,689.00	\$0.00
56444	AR Adjustments	\$3,792.85	\$0.00
Total Expense		\$10,387,677.05	\$10,536,546.56
Net Income (Loss)		\$-911,441.48	\$-205,419.56

Appendix III Income Statement by Fund (FY2022)

INTERNATIONAL PACIFIC



HALIBUT COMMISSION

International Pacific Halibut Commission
Income Statement by Fund
for the period of 10/01/2021 to 09/30/2022

Account Number	Account Name	10 - General	20 - Research	30 - Statistics	40 - FISS
Income					
40000	Contracting Party Contributions	\$3,297,992.02	\$641,979.15	\$1,118,195.83	\$0.00
40055	Headquarters (Lease & Maintenance)	\$475,000.00	\$0.00	\$0.00	\$0.00
40060	Other Income	\$150,947.52	\$0.00	\$5,246.79	\$25,321.44
40070	Reserve Fund Transfer	\$0.00	\$0.00	\$0.00	\$205,419.56
40100	Grants, Contracts & Agreements	\$0.00	\$95,865.46	\$352,999.00	\$32,656.00
40200	Interest Income	\$656.01	\$0.00	\$0.00	\$35.06
40350	Fish Sales	\$0.00	\$0.00	\$0.00	\$3,289,793.00
42000	Gain/Loss	\$-11,800.96	\$0.00	\$-113.53	\$1,462.78
Total Income		\$3,912,794.59	\$737,844.61	\$1,476,328.09	\$3,554,687.84
Expense					
50000	Salaries & Wages	\$1,433,787.53	\$531,607.79	\$1,301,742.21	\$952,971.82
50100	Benefits	\$542,324.74	\$161,165.57	\$353,717.03	\$175,042.74
50200	Training & Education	\$28,946.61	\$183.04	\$1,567.99	\$36,639.55
50300	Personnel Related Expenses	\$-2,219.90	\$0.00	\$13,829.22	\$0.00
51000	Publications	\$6,094.68	\$8,230.00	\$225.00	\$420.31
51100	Mailing and Shipping	\$4,951.80	\$246.86	\$4,533.64	\$105,945.49
51200	Travel	\$57,999.76	\$8,425.81	\$57,495.70	\$144,296.21
51300	IPHC Meetings	\$110,096.76	\$0.00	\$0.00	\$0.00
51400	Technology	\$123,431.38	\$0.00	\$208.60	\$18,855.07
52000	Professional Fees	\$310,576.41	\$0.00	\$0.00	\$3,015.00
52100	Vessel Expenses	\$0.00	\$0.00	\$0.00	\$419,720.75
52200	Other Fees and Charges	\$52,321.70	\$0.00	\$10,430.73	\$25,731.15
52300	Leases and Contracts	\$46,544.97	\$0.00	\$15,759.75	\$1,922,165.23
54000	Communications	\$35,942.97	\$0.00	\$1,700.96	\$1,609.24
53000	Equipment Expense	\$6,230.09	\$0.00	\$2,273.47	\$29,790.83
53100	Supplies Expense	\$35,655.99	\$62,563.33	\$7,121.04	\$736,321.97
53200	Maintenance and Utilities	\$46,249.01	\$7,904.92	\$0.00	\$375.20
53300	Facility Rentals	\$455,721.43	\$0.00	\$5,460.00	\$15,720.55
55300	GAAP conversion - Expense	\$-26,813.76	\$0.00	\$0.00	\$0.00
55400	Capitalized Fixed Assets	\$0.00	\$0.00	\$0.00	\$-16,250.00
55410	Depreciation Expense	\$0.00	\$0.00	\$0.00	\$967.26
55500	Prepaid Expense Adjustment	\$0.00	\$-13,689.00	\$0.00	\$0.00
56444	AR Adjustments	\$0.37	\$3,332.53	\$135.64	\$324.31
Total Expense		\$3,267,842.54	\$769,970.85	\$1,776,200.98	\$4,573,662.68
Net Income (Loss)		\$644,952.05	\$-32,126.24	\$-299,872.89	\$-1,018,974.84



Report of the Independent auditors and Financial Statement (FY2022)

PREPARED BY: IPHC SECRETARIAT (D. WILSON & A. KEIKKALA; 20 DECEMBER 2022)

PURPOSE

To provide the Commission with the Independent External Auditors Report for FY2022, as per Regulation 14 of the IPHC Financial Regulations (2021).

Regulation 14 – External Audit

“1. The accounts of the Commission shall be audited annually by external auditors recommended by the FAC and appointed by the Commission. The Auditors shall be appointed for a term of three (3) years, and may be reappointed to multiple terms.”

BACKGROUND

9 October 2022: The existing three (3) year contract with Moss Adams to undertake and complete annual Statement Audits for FY2020, FY2021, and FY2022, was reconfirmed for FY2022 through the signing of an Engagement Letter details the FY2022 professional services to be provide.

Included in the engagement letter are the Audit timings for FY2022:

“We expect to begin our audit on approximately October 31, 2022, and issue our report no later than December 19, 2022.”

In accordance with paragraph 2, Regulation 14, of the IPHC Financial Regulations (2022) (shown below) the IPHC Secretariat commenced the provision of the initial Provided By Client (PBC) list of items to the independent external auditor (25 days after the end of the FY2022 fiscal year).

*(para. 2) “The contents identified in the Auditors Provided By Client (PBC) list shall be submitted by the Executive Director to the Auditors appointed by the Commission not later than **sixty (60) days** after the end of a fiscal year.”*

12 October 2022: Moss Adams commenced their audit process.

19 December 2022: In accordance with paragraph 7, Regulation 14, of the IPHC Financial Regulations (2021) (shown below) the independent external auditors provided the final report to the IPHC Secretariat on 19 December 2022 (80 days after the end of the FY2022 fiscal year, 10 days ahead of the deadline set-forth in the IPHC Financial Regulations, to ensure adequate review time).

*(para. 7) “The Auditors shall prepare a report on the accounts certified, and shall discuss their report with the Executive Director prior to submission to the FAC and Commission. The Auditors shall submit their report to the Commission, via the FAC, no later than **90 days** following the end of the fiscal year to which the accounts relate.”*

Next steps: As in previous years, the auditors will present their findings to the Commission via weblink in early 2023. The final report will then be provided to the FAC099 in late January 2023 for consideration, and then potential endorsement by the Commission at AM099 as a Rev_1 to this current paper.

The total expected costs for the Statement Audit (FY2022) is US\$29,000.

RECOMMENDATIONS

That the FAC:

- 1) **NOTE** paper IPHC-2023-FAC099-05 which provided the independent external auditors report for FY2022, as per Regulation 14 of the IPHC Financial Regulations (2021).
- 2) **RECOMMEND** that the Commission accept the independent external auditors report for FY2022, as per Regulation 14 of the IPHC Financial Regulations (2021).

APPENDICES

Appendix I: DRAFT Report of the Independent Auditors and Financial Statement (FY2022) – Moss Adams

DRAFT
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REPORT OF INDEPENDENT AUDITORS
AND FINANCIAL STATEMENTS

INTERNATIONAL PACIFIC HALIBUT COMMISSION

September 30, 2022

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International Pacific Halibut Commission
Statement of Revenues and Expenses (Compared to Budget) and Fund Balances – Regulatory Basis
September 30, 2022

	Annual Budget	10 - General	20 - Research	30 - Statistics	40 - FISS	50 - Reserve	Total	Percent of Budget	Over (Under) Budget
Income									
Contribution from Canada	\$ 900,407	\$ 587,077	\$ 114,279	\$ 199,051	\$ -	\$ -	\$ 900,407	100%	\$ -
Contribution from the USA	4,157,760	2,710,915	527,700	919,145	-	-	4,157,760	100%	-
Headquarters (Lease and Maintenance)	475,000	475,000	-	-	-	-	475,000	100%	-
Fish Sales	4,019,100	-	-	-	3,289,793	-	3,289,793	82%	(729,307)
Grants, Contracts and Agreements	766,560	-	95,865	352,999	32,656	-	481,520	63%	(285,040)
Other Income	-	177,762	-	5,247	25,321	-	208,330	-	208,330
Interest Income	12,300	656	-	-	35	-	691	6%	(11,609)
Foreign Exchange Rates	-	(11,801)	-	(114)	1,463	-	(10,452)	-	(10,452)
Total Income	10,331,127	3,939,609	737,844	1,476,328	3,349,268	-	9,503,049	92%	(828,078)
Fund Balances									
Carryover General Fund	-	161,561	-	-	-	-	161,561	-	-
Carryover Program Funds	-	-	72,288	108,439	1,147,517	-	1,328,244	-	-
Carryover Reserve Fund	-	-	-	-	-	1,134,338	1,134,338	-	-
Prior Period Adjustments	-	(22,068)	18,540	10,991	8,752	-	16,215	-	-
Transfers Between Funds	-	5,070	(75,813)	5,111	271,052	(205,420)	-	-	-
Total Funds Available	10,331,127	4,084,172	752,859	1,600,869	4,776,589	928,918	12,143,407	118%	1,812,280
General Expenses									
Salaries and Wages	4,507,066	1,343,262	494,675	1,221,099	906,304	-	3,965,340	88%	(541,726)
Payroll Taxes	-	90,525	36,932	80,643	46,667	-	254,767	-	254,767
Benefits	1,244,791	542,325	161,166	353,717	175,043	-	1,232,251	99%	(12,540)
Professional Fees	221,416	310,576	-	-	3,015	-	313,591	142%	92,175
Training and Education	118,600	28,947	183	1,568	36,640	-	67,338	57%	(51,262)
Personnel Related Expenses	51,876	(2,220)	-	13,829	-	-	11,609	22%	(40,267)
General Liability Insurance	13,992	10,239	-	10,395	-	-	20,634	147%	6,642
Other Expenses	65,099	42,083	3,334	172	3,561	-	49,150	76%	(15,949)
Total General Expenses	6,222,840	2,365,737	696,290	1,681,423	1,171,230	-	5,914,680	95%	(308,160)
Operating Expenses									
Meetings and Conferences	170,000	110,097	-	-	-	-	110,097	65%	(59,903)
Travel	237,966	58,000	8,426	57,496	144,296	-	268,218	113%	30,252
Publications	14,000	6,095	8,230	225	420	-	14,970	107%	970
Mailing and Shipping	139,500	4,952	247	4,534	105,945	-	115,678	83%	(23,822)
Technology	137,100	123,431	-	209	18,855	-	142,495	104%	5,395
Vessel Expenses	-	-	-	-	419,721	-	419,721	-	419,721
Customs and Bait storage	15,909	-	-	-	23,461	-	23,461	147%	7,552
Leases and Contracts	2,122,715	46,545	-	15,760	1,922,165	-	1,984,470	93%	(138,245)
Communications	53,500	35,943	-	1,701	1,609	-	39,253	73%	(14,247)
Capital Acquisitions	54,000	6,230	-	2,273	13,541	-	22,044	41%	(31,956)
Supplies	777,600	35,656	48,874	7,121	736,322	-	827,973	106%	50,373
Maintenance and Utilities	122,416	46,249	7,905	-	375	-	54,529	45%	(67,887)
Facility Rentals	469,000	455,721	-	5,460	15,721	-	476,902	102%	7,902
Total Operating Expenses	4,313,706	928,919	73,682	94,779	3,402,431	-	4,499,811	104%	186,105
Total Expense	\$ 10,536,546	\$ 3,294,656	\$ 769,972	\$ 1,776,202	\$ 4,573,661	\$ -	\$ 10,414,491	99%	\$ (122,055)
Excess Revenues over Expenditures		\$ 789,516	\$ (17,113)	\$ (175,333)	\$ 202,928	\$ 928,918	\$ 1,728,916		

International Pacific Halibut Commission

Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies

Nature of the organization – The International Pacific Halibut Commission (the Commission) is an International Organization (IO) created in 1923 by a convention between the United States of America and Canada to manage the Pacific halibut fishery. Each country appoints three Commissioners who in turn appoint an Executive Director to supervise the Secretariat staff.

The Commission conducts scientific studies on Pacific halibut and, after consultation with the industry, proposes annual regulations to the governments of Canada and the United States of America for the Pacific halibut fishery. Fishermen of both countries must comply with the adopted regulations under the supervision of the Federal enforcement agencies of their respective governments. All financial records are denominated in U.S. dollars.

The Commission has adopted a fiscal year ending September 30.

Basis of presentation – The Commission has adopted a basis of accounting agreed to by the governments of Canada and the United States of America. The basis of accounting differs in certain respects from generally accepted accounting principles and is known as “other comprehensive basis of accounting” OCBOA, which is a special purpose framework. The following are the most significant differences that do not include required disclosures under GAAP:

1. Historically, the Commission recorded revenues in the fiscal year when appropriated by the governments of Canada and the United States of America and expenditures were recorded in the fiscal year in which the funds are committed by the Commission. During the fiscal year ended September 30, 2021, the Commission began accruing income in the fiscal year of the activity and expenditures are recorded in the fiscal year in which they are incurred. Fund balance prior period adjustments reflected as of September 30, 2022, are a result of fund balance corrections to prior year payroll liabilities in the amount of -\$1,579 and adjustments to prior year accrued expenses of \$17,794. Carryover general, carryover program funds, carryover reserve funds, and transfers between funds are recognized as income.
2. Pension costs are charged to expense at each pay period as accrued by the employee.
3. Historically, post-retirement health care and life insurance costs were charged to expense when the related premiums were paid. During the fiscal year ended September 30, 2022, the Commission began accruing post-employment benefits at the end of each month based on reports from the third-party benefit administrator.
4. Rent expense related to operating leases is expensed when paid and is not recognized on a straight-line basis over the life of the lease. Contributions of free rents are not recognized in the financial statements.

Equipment – Equipment is recorded at acquisition cost. Maintenance and repairs are charged to expenditures when incurred. The Commission generally capitalizes assets with a cost greater than \$5,000. Depreciation is computed using the straight-line method over the estimated useful lives of 5–7 years for equipment. Depreciation expense for the fiscal year ended September 30, 2022 was \$967.

International Pacific Halibut Commission Notes to Financial Statements

Note 1 – Summary of Significant Accounting Policies (continued)

Income taxes – The Commission is exempt from U. S. Federal income taxes. The Commission files Form 990 annually.

Subsequent events – The Commission has performed an evaluation of subsequent events through _____, 2022, which is the date the financial statements were available to be issued.

Note 2 – General and Program Funds

The Commission’s operations are funded by the governments of Canada and the United States of America. The Commission receives advances from each government during its fiscal year unless otherwise recommended by the Commission.

The Commission maintains the following funds:

20 Research – Research and development to study biological, historical aspects of the Pacific halibut species and the efficiency and conservation practices of fishing and processing industry.

30 Statistics – Gathering analysis and compilation of harvest data for fishery management.

40 FISS – Fishery-Independent Setline Survey revenues arise from the sale of fish, which are caught during research studies, and from external contracts and grants. The FISS Fund is used for specific scientific programs to assess biological movement and abundance of the Pacific halibut species.

50 Reserve – Provides funds to respond to unforeseen contingencies that cannot be met by the General Fund.

Changes in the Funds for the year ended September 30, 2022, are as follows:

	2022					Total
	10 - General	20 - Research	30 - Statistics	40 - FISS	50 - Reserve	
Fund balance, beginning of year	\$ 161,561	\$ 72,288	\$ 108,439	\$ 1,147,517	\$ 1,134,338	\$ 2,624,143
Fund balance, prior period adjustment	(22,068)	18,540	10,991	8,752	-	16,215
Advances, net	3,297,992	641,979	1,118,196	-	-	5,058,167
IPHC headquarter maintenance	475,000	-	-	-	-	475,000
Grants, contracts and agreements	-	95,865	352,999	32,656	-	481,520
Interest	656	-	-	35	-	691
Other income	165,961	-	5,133	3,316,577	-	3,487,671
Commission expense	(3,294,656)	(769,972)	(1,776,202)	(4,573,661)	-	(10,414,491)
Fund transfers	5,070	(75,813)	5,111	271,052	(205,420)	-
Fund balance, end of year	<u>\$ 789,516</u>	<u>\$ (17,113)</u>	<u>\$ (175,333)</u>	<u>\$ 202,928</u>	<u>\$ 928,918</u>	<u>\$ 1,728,916</u>

International Pacific Halibut Commission

Notes to Financial Statements

Note 2 – General and Supplemental Funds (continued)

At year end September 30, 2022, fund balances were comprised of:

	2022					Total
	10 - General	20 - Research	30 - Statistics	40 - FISS	50 - Reserve	
Cash and equivalents	\$ 2,032,251	\$ 103,849	\$ (101,604)	\$ 159,918	\$ 928,918	\$ 3,123,332
Investments	-	-	-	-	-	-
Receivables	1,317	-	-	350,265	-	351,582
Prepaid expenses	10,307	13,689	875	1,017	-	25,888
Fixed assets, net of depreciation	-	-	-	15,283	-	15,283
Payroll liabilities	(1,162,794)	(74,708)	(68,778)	(82,858)	-	(1,389,138)
Payables	(91,565)	(59,943)	(5,826)	(240,697)	-	(398,031)
Fund balance	\$ 789,516	\$ (17,113)	\$ (175,333)	\$ 202,928	\$ 928,918	\$ 1,728,916

Note 3 – Employee Benefits

One current employee of the Commission participates in a multi-employer, participatory, defined benefit pension plan (the Plan). All employers participating in the Plan are required to remain fully funded. The contribution for the year ended September 30, 2022, was \$18,319. All new employees participate in an employee sponsored 403(b) plan. The Commission contributes a base amount of 7% of salary, plus up to 5% additional matching funds. The total amount contributed for the year ended September 30, 2022, was \$354,779.

All employees of the Commission are eligible for post-retirement healthcare benefits, provided they have been continuously employed for the ten years immediately preceding their retirement. Expenses related to these post-retirement healthcare benefits for the year ended September 30, 2022, were \$57,209.

Note 4 – Commitments and Contingencies

Lease – The Commission leases its office and lab facility in Seattle, Washington, with an expiration date of September 30, 2025. Minimum future lease payments due are \$1,212,508 for the year ended September 30, 2022.

The Commission also leases office space in Homer and Sitka, Alaska, on a month-to-month basis. The lease in Sitka has been terminated effective December 31, 2022.

Litigation – At times, the Commission may be involved in litigation and contingencies arising in the normal course of business. After consultation with legal counsel, management estimates that no matters exist that could have a significant impact to the Commission's financial position.

COVID-19 – In March 2020, the World Health Organization declared the novel coronavirus outbreak a pandemic. As of the date these financial statements were available to be issued, the Commission's operations have not been materially affected. However, the duration and severity of the pandemic could have an adverse impact on the financial position and cash flows of the Commission. The Commission will continue to monitor these events closely, but given the uncertainty, cannot estimate the potential impact to the financial statements.

International Pacific Halibut Commission Notes to Financial Statements

Note 5 – Concentration of Credit Risk

The Commission places its cash and cash equivalents with financial institutions. At times, such balances may be in excess of the Federal Deposit Insurance Corporation insured limits. The Commission believes it is not exposed to any significant credit risk on its cash accounts.

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FY2023 Financial Budget - Update

PREPARED BY: IPHC SECRETARIAT (D. WILSON & A. KEIKKALA, 20 DECEMBER 2022)

PURPOSE

To provide the FAC with an update on the approved FY2023 budget (financial period: 1 October 2022 to 30 September 2023) and suggested amendments to 1) accommodate the final 2023 FISS design adopted at IM098; 2) the move to full fund accounting in FY2023; and 3) reductions in external funding.

BACKGROUND

At the 12th Special Session of the IPHC (SS012, 25 February 2022), the Commission deferred adoption the FY2023 budget to an intersessional decision via correspondence. The FY2023 budget was adopted on 16 March 2022 [via IPHC Circular 2022-007 \(Appendix I\)](#).

Budget Estimates: FY2023

IPHC-2022-ID001: The Commission:

- 1) **NOTED** paper IPHC-2022-ID001 which provided revised budget estimates for FY2023 (1 October 2022 to 30 September 2023) for approval, noting the outcomes of the 12th Special Session of the Commission (SS012).
- 2) **ADOPTED** the FY2023 budget (1 October 2022 to 30 September 2023), as detailed in Appendix I [*of IPHC-2022-ID001*], including the Contracting Party contributions to the General Fund as follows:
 - Canada: Contribution to the General Fund: **US\$900,407**
 - U.S.A.: Contribution to the General Fund: **US\$4,157,760**
- 3) **NOTED** the extra-budgetary (IFCP Fund deficit and Headquarters lease/maintenance) contributions from each Contracting Party for FY2023 as follows:
 - Canada:
 - 50% Contribution to the IFCP Fund deficit (former staff pension plan): **US\$127,848**
 - U.S.A.:
 - 50% Contribution to the IFCP Fund deficit (former staff pension plan): **US\$127,848**
 - Contribution to the headquarters building lease and maintenance costs: **US\$489,250**
- 4) **AGREED** that it would like at least one in-person/hybrid MSAB meeting in 2023. This could occur in mid-2023 or in the standard October time slot (October 2023). In doing so, the MSAB membership may need to be reviewed and travel expenses for non-government members capped.

At the 98th Session of the IPhC Interim Meeting (IM098) in November of 2022, the Commission:

[IPHC-2022-IM098-R](#) (para. 81): *The Commission **NOTED** the intention of the IPhC Secretariat to propose a revised FY2023 budget (financial period: 1 October 2022 to 30 September 2023) at the FAC099 to accommodate the final 2023 FISS design to be implemented, noting that there will be no change in the Contracting Party contributions due for FY2023.*

[IPHC-2022-IM098-R](#) (para. 82): *The Commission **NOTED** the United States of America's intent to consider additional funding to finance the adopted 2023 FISS design, an approximate US\$114,000.*

DISCUSSION

FY2023 BUDGET (US\$) UPDATE (AS OF 19 DECEMBER 2022)

INCOME AND EXPENSES: The IPhC approved budget for FY2023 and expenditures as of 19 December 2022 are provided in [Appendix II](#). Current expenditure for the first quarter of FY2023 are in-line with the approved budget.

FY2023 FINANCIAL BUDGET (US\$) – PROPOSED AS AMENDED FOR ADOPTION

At the 98th Session of the IPhC Interim Meeting (IM098), the Commission endorsed an optimized 2023 FISS design as follows:

[IPHC-2022-IM098-R](#) (para. 31) *The Commission **ENDORSED** an optimized design for the 2023 FISS as provided at Appendix IV, that balances the Commissions primary and secondary objectives for the FISS. As with all years, the Commission will have an additional opportunity to modify the 2023 FISS design at AM099.*

The design adopted resulted in modifications to the originally adopted Fund 40 – FISS budget from the 12th Special Session of the Commission (SS012) ([Appendix I](#)). The revised FY2023 Fund 40 - FISS budget is provided at [Appendix III](#).

In addition, the FY2023 budget for all Funds has been updated to better reflect the Commission's transition to Fund accounting. This has resulted in previously aggregated expenditures being re-allocated to each of the four (4) operating Funds. The reallocation has primarily been in the salaries & wages, and benefits expense account lines ([Appendix III](#)) but has also resulted in the addition of a 'recouped leave expenses' income account line.

In addition, we would highlight the following income adjustments:

- 1) **30 – Statistics:** NOAA Port Sampling Grant for Alaska (including both Pacific halibut and Sablefish) is **US\$42,853.64** less than the Commission approved as part of our annual budgeting process for FY2023. We have reduced a number of expense lines to accommodate this shortfall, including salaries & wages and benefits for staff servicing the grant activities in the field.
- 2) **20 – Research:** We projected a grant income of **US\$232,140.37** in FY2023. However, we confirm two grants totalling **US\$197,955.30** will be received in the financial year. This results in

a shortfall of **US\$34,185.07**. We have reduced a number of expense lines to accommodate this shortfall.

- 3) **10 – General:** At the 12th Special Session of the Commission (SS012) the Commission removed the IM098 from the FY2023 budget as an in-person event. However, in November 2022, the Commission held the IM098 as a hybrid meeting and incurring ~US\$12,000 in costs. The new amended budget has those funds being approved for transfer from the 50 Reserve Fund to 10 General Fund.
- 4) **All Funds:** As a result of inflation and sharp increases in benefits & cost of living adjustments associated with Personnel Expenses, we have also reduced other budget lines to offset the increase.
- 5) **Positions:** We will also be holding vacant the Application Developer position for all of FY2023 to ensure we do not overrun costs.

The reallocation has not resulted in a change to the Contracting Party contributions.

RECOMMENDATION/S

That the FAC:

- 1) **NOTE** paper IPHC-2023-FAC099-06 which provided a 1st quarter update on the FY2023 budget (financial period: 1 October 2022 to 30 September 2023) as well as proposing a revised budget be adopted based on the final 2023 FISS design, and other amendments to continue the IPHC's move to Fund accounting.
- 2) **RECOMMEND** that the Commission adopt the amended FY2023 budget (1 October 2022 to 30 September 2023), as detailed in [Appendix III](#), noting that the amendments do not change the previously adopted Contracting Party contributions for FY2023:

ADOPT the FY2023 budget (1 October 2022 to 30 September 2023), as detailed in [Appendix III](#), including the Contracting Party contributions to the General Fund as follows:

- Canada: Contribution to the General Fund: **US\$900,407**
- U.S.A.: Contribution to the General Fund: **US\$4,157,760**

NOTED the extra-budgetary (IFCP Fund deficit and Headquarters lease/maintenance) contributions from each Contracting Party for FY2023 as follows:

- Canada:
 - 50% Contribution to the IFCP Fund deficit (former staff pension plan): **US\$127,848**
- U.S.A.:
 - 50% Contribution to the IFCP Fund deficit (former staff pension plan): **US\$127,848**
 - Contribution to the headquarters building lease and maintenance costs: **US\$489,250**

APPENDICES

[Appendix I:](#) FY2023 Financial Budget (Adopted 22 June 2021)

[Appendix II:](#) FY2023 Financial Statement – as of 19 December 2022

[Appendix III:](#) FY2023 Financial Budget – Proposed as amended for decision



APPENDIX I
FY2023 FINANCIAL BUDGET (ADOPTED 16 MARCH 2022 VIA [INTERSESSIONAL DECISION](#))

Account Number	Account Name	10 - General	20 - Research	30 - Statistics	10,20,30 - TOTAL	40 - FISS	10,20,30, 40 - TOTAL
		FY2023	FY2023	FY2023	FY2023	FY2023	FY2023
Income							
40000	Contracting Party Contributions						
40000.01	Canada	\$ -	\$ -	\$ -	\$ 900,407.00	\$ -	\$ 900,407.00
40000.02	United States of America	\$ -	\$ -	\$ -	\$ 4,157,760.00	\$ -	\$ 4,157,760.00
	Total 40000 - Contracting Party Contributions	\$ 2,953,585.20	\$ 912,193.00	\$ 1,192,388.80	\$ 5,058,167.00	\$ -	\$ 5,058,167.00
40055	Headquarters (Lease & Maintenance)	\$ 489,250.00	\$ -	\$ -	\$ 489,250.00	\$ -	\$ 489,250.00
40060	Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40100	Grants, Contracts & Agreements	\$ -	\$ 232,140.37	\$ 664,458.64	\$ 896,599.01	\$ 34,289.00	\$ 930,888.01
40200	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40200.01	Bank Interest	\$ 772.50	\$ -	\$ -	\$ 772.50	\$ -	\$ 772.50
40200.02	CD Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Other Income	\$ 490,022.50	\$ 232,140.37	\$ 664,458.64	\$ 1,386,621.51	\$ 34,289.00	\$ 1,420,910.51
40350	Fish Sales						
40350.01	Fish Sales - Pacific Halibut	\$ -	\$ -	\$ -	\$ -	\$ 4,886,450.04	\$ 4,886,450.04
40350.02	Fish Sales - Byproduct	\$ -	\$ -	\$ -	\$ -	\$ 60,564.00	\$ 60,564.00
	Total 40350 - Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ 4,947,014.04	\$ 4,947,014.04
	Total Income	\$ 3,443,607.70	\$ 1,144,333.37	\$ 1,856,847.44	\$ 6,444,788.51	\$ 4,981,303.04	\$ 11,426,091.55
Expense							
Personnel Expenses							
50000	Salaries & Wages	\$ 1,857,345.50	\$ 667,739.10	\$ 1,269,265.54	\$ 3,794,350.14	\$ 1,056,809.36	\$ 4,851,159.50
50100	Benefits	\$ 652,394.56	\$ 244,966.27	\$ 461,888.94	\$ 1,359,249.77	\$ 289,124.08	\$ 1,648,373.85
50100.09	Medical Reimbursement - Retiree	\$ 93,263.37	\$ -	\$ -	\$ 93,263.37	\$ -	\$ 93,263.37
50200	Training & Education	\$ 36,050.00	\$ 18,477.00	\$ 21,630.00	\$ 76,157.00	\$ 56,238.00	\$ 132,395.00
50300	Personnel Related Expenses	\$ 5,665.00	\$ -	\$ 10,300.00	\$ 15,965.00	\$ 37,467.28	\$ 53,432.28
50300.01	Scholarship Awards	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
	Total Personnel Expenses	\$ 2,652,718.43	\$ 931,182.37	\$ 1,763,084.48	\$ 5,346,985.28	\$ 1,439,638.72	\$ 6,786,624.00
Operational Expenses							
51000	Publications	\$ 5,150.00	\$ 7,500.00	\$ 9,270.00	\$ 21,920.00	\$ -	\$ 21,920.00
51100	Mailing and Shipping	\$ 6,180.00	\$ 7,000.00	\$ 5,150.00	\$ 18,330.00	\$ 128,750.00	\$ 147,080.00
51200	Travel	\$ 90,700.00	\$ 14,825.00	\$ 20,600.00	\$ 126,125.00	\$ 121,041.48	\$ 247,166.48
51300	Meeting and Conference Expenses	\$ 121,500.00	\$ -	\$ -	\$ 121,500.00	\$ -	\$ 121,500.00
51400	Technology	\$ 139,050.00	\$ -	\$ 2,163.00	\$ 141,213.00	\$ -	\$ 141,213.00
	Total Operational Expenses	\$ 362,580.00	\$ 29,325.00	\$ 37,183.00	\$ 429,088.00	\$ 249,791.48	\$ 678,879.48
Fees and Contract Expenses							
52000	Professional Fees	\$ 226,600.00	\$ -	\$ 1,458.48	\$ 228,058.48	\$ -	\$ 228,058.48
52200	Other Fees and Charges	\$ 51,500.00	\$ -	\$ -	\$ 51,500.00	\$ 10,300.00	\$ 61,800.00
52300	Leases and Contracts	\$ 25,750.00	\$ 39,019.00	\$ 36,050.00	\$ 100,819.00	\$ 1,996,487.11	\$ 2,097,306.11
54000	Communications	\$ 30,900.00	\$ -	\$ 3,605.00	\$ 34,505.00	\$ 20,600.00	\$ 55,105.00
	Total Fees and Contract Expenses	\$ 334,750.00	\$ 39,019.00	\$ 41,113.48	\$ 414,882.48	\$ 2,027,387.11	\$ 2,442,269.59
Facilities and Equipment Expenses							
53000	Equipment Expense	\$ 20,600.00	\$ -	\$ 4,120.00	\$ 24,720.00	\$ 15,450.00	\$ 40,170.00
53100	Supplies Expense	\$ 25,750.00	\$ 144,807.00	\$ 2,678.00	\$ 173,235.00	\$ 772,500.00	\$ 945,735.00
53200	Maintenance and Utilities	\$ 113,300.00	\$ -	\$ 2,488.48	\$ 115,788.48	\$ 10,300.00	\$ 126,088.48
53300	Facility Rentals	\$ 463,500.00	\$ -	\$ 6,180.00	\$ 469,680.00	\$ 13,390.00	\$ 483,070.00
	Total Facilities and Equipment Expenses	\$ 623,150.00	\$ 144,807.00	\$ 15,466.48	\$ 783,423.48	\$ 811,640.00	\$ 1,595,063.48
Other Expenses							
55000	Budget Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Other Expenses	\$ -					
	Total Expense	\$ 3,973,198.43	\$ 1,144,333.37	\$ 1,856,847.44	\$ 6,974,379.24	\$ 4,528,457.31	\$ 11,502,836.55
	FISS cost-recovery (10% overhead)	\$ (452,845.73)	\$ -	\$ -	\$ (452,845.73)	\$ 452,845.73	\$ -
	Net Income (Loss)	(\$76,745.00)	\$0.00	\$0.00	(\$76,745.00)	\$0.00	(\$76,745.00)
	50 - Reserve (Fund transfer)	\$ 76,745.00	\$ -	\$ -	\$ 76,745.00	\$ -	\$ 76,745.00
60 - IFCPF Deficit							
40050	IFC Pension						
40050.01	IFC Pension - Canada	\$ 127,848.00	\$ -	\$ -	\$ 127,848.00	\$ -	\$ 127,848.00
40050.02	IFC Pension - United States of America	\$ 127,848.00	\$ -	\$ -	\$ 127,848.00	\$ -	\$ 127,848.00
	Total 40050 - IFC Pension	\$ 255,696.00	\$ -	\$ -	\$ 255,696.00	\$ -	\$ 255,696.00

APPENDIX II
FY2023 GENERAL FUND BUDGET – UPDATE AS OF 19 DECEMBER 2022

INTERNATIONAL PACIFIC



HALIBUT COMMISSION

International Pacific Halibut Commission
 Income Statement by Fund
 for the period of 10/01/2022 to 12/19/2022

Account Number	Account Name	10 - General	20 - Research	30 - Statistics	40 - FISS
Income					
40000	Contracting Party Contributions	\$5,058,167.00	\$0.00	\$0.00	\$0.00
40055	Headquarters (Lease & Maintenance)	\$489,250.00	\$0.00	\$0.00	\$0.00
40060	Other Income	\$792.02	\$0.00	\$0.00	\$0.00
40100	Grants, Contracts & Agreements	\$0.00	\$23,023.81	\$71,434.49	\$0.00
40200	Interest Income	\$14.42	\$0.00	\$0.00	\$0.00
42000	Gain/Loss	\$0.00	\$0.00	\$-29.92	\$0.00
Total Income		\$5,548,223.44	\$23,023.81	\$71,404.57	\$0.00
Expense					
50000	Salaries & Wages	\$489,347.40	\$94,573.48	\$171,412.86	\$56,600.47
50100	Benefits	\$82,097.24	\$30,487.46	\$62,903.95	\$20,645.57
50200	Training & Education	\$13,975.00	\$0.00	\$500.00	\$353.05
50300	Personnel Related Expenses	\$0.00	\$0.00	\$4,367.57	\$0.00
51000	Publications	\$0.00	\$270.00	\$0.00	\$0.00
51100	Mailing and Shipping	\$1,588.39	\$-80.90	\$885.91	\$87.11
51200	Travel	\$23,862.20	\$3,226.52	\$6,466.08	\$2,661.57
51300	IPHC Meetings	\$23,832.71	\$0.00	\$0.00	\$0.00
51400	Technology	\$21,267.17	\$0.00	\$0.00	\$0.00
52000	Professional Fees	\$43,851.99	\$0.00	\$0.00	\$0.00
52100	Vessel Expenses	\$0.00	\$0.00	\$0.00	\$3,689.41
52200	Other Fees and Charges	\$19,148.14	\$0.00	\$0.00	\$5,637.86
52300	Leases and Contracts	\$0.00	\$0.00	\$3,195.63	\$3,926.30
54000	Communications	\$7,948.74	\$0.00	\$233.50	\$127.74
53000	Equipment Expense	\$0.00	\$-14,850.00	\$0.00	\$0.00
53100	Supplies Expense	\$10,765.92	\$-14,868.98	\$686.66	\$44,975.57
53200	Maintenance and Utilities	\$1,177.55	\$0.00	\$0.00	\$0.00
53300	Facility Rentals	\$114,108.34	\$0.00	\$3,300.00	\$4,072.67
55410	Depreciation Expense	\$0.00	\$0.00	\$0.00	\$386.90
Total Expense		\$852,970.79	\$98,757.58	\$253,952.16	\$143,164.22
Net Income (Loss)		\$4,695,252.65	\$-75,733.77	\$-182,547.59	\$-143,164.22
Summary					
Beginning Fund Balance		\$789,516.16	\$-17,113.02	\$-175,332.57	\$202,928.06
+ Other Fund Balance Movements		\$1,600.00	\$0.00	\$-1,600.00	\$0.00
+ Net Income / (Loss)		\$4,695,252.65	\$-75,733.77	\$-182,547.59	\$-143,164.22
= Ending Fund Balance		\$5,486,368.81	\$-92,846.79	\$-359,480.16	\$59,763.84

APPENDIX II

FY2023 FINANCIAL BUDGET: PROPOSED AS AMENDED FOR ADOPTION

FY2023		1 October 2022 to 30 September 2023		10 - General	20 - Research	30 - Statistics	TOTAL (10,20,30)	40 - FISS	TOTAL (All Funds)
Account Number	Account Name	FY2023	FY2023	FY2023	FY2023	FY2023	FY2023	FY2023	FY2023
Income									
40000 Contracting Party Contributions									
40000.01	Canada	\$ 900,407.00	\$ -	\$ -	\$ -	\$ 900,407.00	\$ -	\$ -	\$ 900,407.00
40000.02	United States of America	\$ 4,157,760.00	\$ -	\$ -	\$ -	\$ 4,157,760.00	\$ -	\$ -	\$ 4,157,760.00
Total 40000 - Contracting Party Contributions		\$ 3,034,355.43	\$ 887,685.80	\$ 1,136,125.77	\$ -	\$ 5,058,167.00	\$ -	\$ -	\$ 5,058,167.00
40055 - Headquarters (Lease & Maintenance)									
40055	Headquarters (Lease & Maintenance)	\$ 489,250.00	\$ -	\$ -	\$ -	\$ 489,250.00	\$ -	\$ -	\$ 489,250.00
Total 40055 - Headquarters (Lease & Maintenance)		\$ 489,250.00	\$ -	\$ -	\$ -	\$ 489,250.00	\$ -	\$ -	\$ 489,250.00
40060 Other Income									
40060.05	Recouped leave expenses	\$ 80,000.00	\$ 22,700.00	\$ 54,400.00	\$ -	\$ 157,100.00	\$ 7,500.00	\$ -	\$ 164,600.00
40060.06	Rent - Dutch harbor	\$ -	\$ -	\$ 5,600.00	\$ -	\$ 5,600.00	\$ -	\$ -	\$ 5,600.00
Total 40060 - Other Income		\$ 80,000.00	\$ 22,700.00	\$ 60,000.00	\$ -	\$ 162,700.00	\$ 7,500.00	\$ -	\$ 170,200.00
40100 Grants, Contracts & Agreements									
40100.01	802 - NOAA Port Sampling Grant	\$ -	\$ -	\$ 621,605.00	\$ -	\$ 621,605.00	\$ -	\$ -	\$ 621,605.00
40100.02	MoU WDFW Rockfish sampling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,289.00	\$ -	\$ 34,289.00
40100.05	807 - NOAA -BREP	\$ -	\$ 99,700.00	\$ -	\$ -	\$ 99,700.00	\$ -	\$ -	\$ 99,700.00
40100.06	808 - NPRB	\$ -	\$ 98,255.30	\$ -	\$ -	\$ 98,255.30	\$ -	\$ -	\$ 98,255.30
Total 40100 - Grants, Contracts & Agreements		\$ -	\$ 197,955.30	\$ 621,605.00	\$ -	\$ 819,560.30	\$ 34,289.00	\$ -	\$ 853,849.30
40200 Interest Income									
40200.01	Bank Interest	\$ 772.50	\$ -	\$ -	\$ -	\$ 772.50	\$ -	\$ -	\$ 772.50
Total 40200 - Interest Income		\$ 772.50	\$ -	\$ -	\$ -	\$ 772.50	\$ -	\$ -	\$ 772.50
40350 Fish Sales									
40350.01	Fish Sales - Pacific Halibut	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,224,000.00	\$ -	\$ 4,224,000.00
40350.02	Fish Sales - Byproduct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,000.00	\$ -	\$ 111,000.00
Total 40060 - Fish Sales		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,335,000.00	\$ -	\$ 4,335,000.00
Total Income		\$ 3,604,377.93	\$ 1,108,341.10	\$ 1,817,730.77	\$ -	\$ 6,530,449.80	\$ 4,376,789.00	\$ -	\$ 10,907,238.80
Expense									
Personnel Expenses									
50000	Salary & Wages	\$ 1,781,129.44	\$ 621,393.10	\$ 1,225,169.56	\$ -	\$ 3,627,692.10	\$ 809,973.72	\$ -	\$ 4,437,665.82
50100	Benefits	\$ 761,702.37	\$ 255,320.00	\$ 459,980.00	\$ -	\$ 1,477,002.37	\$ 204,926.00	\$ -	\$ 1,681,928.37
50200	Training & Education	\$ 44,050.00	\$ 18,477.00	\$ 20,000.00	\$ -	\$ 82,527.00	\$ 38,000.00	\$ -	\$ 120,527.00
50300	Personnel Related Expenses	\$ 5,665.00	\$ -	\$ 11,300.00	\$ -	\$ 16,965.00	\$ 5,000.00	\$ -	\$ 21,965.00
Total Personnel Expenses		\$ 2,592,546.81	\$ 895,190.10	\$ 1,716,449.56	\$ -	\$ 5,204,186.47	\$ 1,057,899.72	\$ -	\$ 6,262,086.19
Operational Expenses									
51000	Publications	\$ 4,000.00	\$ 7,500.00	\$ 1,200.00	\$ -	\$ 12,700.00	\$ 400.00	\$ -	\$ 13,100.00
51100	Mailing and Shipping	\$ 3,500.00	\$ 7,000.00	\$ 5,150.00	\$ -	\$ 15,650.00	\$ 118,000.00	\$ -	\$ 133,650.00
51200	Travel	\$ 131,100.00	\$ 14,825.00	\$ 42,894.73	\$ -	\$ 188,819.73	\$ 113,000.00	\$ -	\$ 301,819.73
51300	IPHC Meetings	\$ 128,500.00	\$ -	\$ -	\$ -	\$ 128,500.00	\$ -	\$ -	\$ 128,500.00
51400	Technology	\$ 144,050.00	\$ -	\$ -	\$ -	\$ 144,050.00	\$ 21,000.00	\$ -	\$ 165,050.00
Total Operational Expenses		\$ 411,150.00	\$ 29,325.00	\$ 49,244.73	\$ -	\$ 489,719.73	\$ 252,400.00	\$ -	\$ 742,119.73
Fees and Contract Expenses									
52000	Professional Fees	\$ 218,600.00	\$ -	\$ 1,458.48	\$ -	\$ 220,058.48	\$ 2,000.00	\$ -	\$ 222,058.48
52100	Vessel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 544,000.00	\$ -	\$ 544,000.00
52200	Other Fees and Charges	\$ 51,500.57	\$ -	\$ 13,000.00	\$ -	\$ 64,500.57	\$ 23,000.00	\$ -	\$ 87,500.57
52300	Leases and Contracts	\$ 42,164.00	\$ 39,019.00	\$ 24,000.00	\$ -	\$ 105,183.00	\$ 1,665,000.00	\$ -	\$ 1,770,183.00
54000	Communications	\$ 35,500.00	\$ -	\$ 1,700.00	\$ -	\$ 37,200.00	\$ 1,690.00	\$ -	\$ 38,890.00
Total Fees and Contract Expenses		\$ 347,764.57	\$ 39,019.00	\$ 40,158.48	\$ -	\$ 426,942.05	\$ 2,235,690.00	\$ -	\$ 2,662,632.05
Facilities and Equipment Expenses									
53000	Equipment Expense	\$ 6,600.00	\$ -	\$ 2,500.00	\$ -	\$ 9,100.00	\$ 33,000.00	\$ -	\$ 42,100.00
53100	Supplies Expense	\$ 47,500.00	\$ 144,807.00	\$ 2,678.00	\$ -	\$ 194,985.00	\$ 711,000.00	\$ -	\$ 905,985.00
53200	Maintenance and Utilities	\$ 50,500.00	\$ -	\$ 3,400.00	\$ -	\$ 53,900.00	\$ 77,385.00	\$ -	\$ 131,285.00
53300	Facility Rentals	\$ 456,255.64	\$ -	\$ 3,300.00	\$ -	\$ 459,555.64	\$ 16,507.00	\$ -	\$ 476,062.64
Total Facilities and Equipment Expenses		\$ 560,855.64	\$ 144,807.00	\$ 11,878.00	\$ -	\$ 717,540.64	\$ 837,892.00	\$ -	\$ 1,555,432.64
Other Expenses									
55200	Fund Cost Recovery (50 - Reserve SS012)	\$ (76,745.00)	\$ -	\$ -	\$ -	\$ (76,745.00)	\$ -	\$ -	\$ (76,745.00)
55200	Fund Cost Recovery (50 - Reserve for IM098)	\$ (12,000.00)	\$ -	\$ -	\$ -	\$ (12,000.00)	\$ -	\$ -	\$ (12,000.00)
Total Other Expenses		\$ (88,745.00)	\$ -	\$ -	\$ -	\$ (88,745.00)	\$ -	\$ -	\$ (88,745.00)
Total Expense		\$ 3,823,572.02	\$ 1,108,341.10	\$ 1,817,730.77	\$ -	\$ 6,749,643.89	\$ 4,383,881.72	\$ -	\$ 11,133,525.61
Sub-Total: Net Income (Loss)									
Sub-Total: Net Income (Loss)		\$ (219,194.09)	\$ -	\$ -	\$ -	\$ (219,194.09)	\$ (7,092.72)	\$ -	\$ (226,286.81)
FISS cost-recovery (% overhead)		\$ 219,194.09	\$ -	\$ -	\$ -	\$ 219,194.09	\$ (219,194.09)	\$ -	\$ -
Net Income (Loss)		\$ (0.00)	\$ -	\$ -	\$ -	\$ (0.00)	\$ (226,286.81)	\$ -	\$ (226,286.81)



Budget Estimates: FY2024 (for approval), FY2025 and FY2026 (for information)

PREPARED BY: IPHC SECRETARIAT (D. WILSON & A. KEIKKALA, 23 DECEMBER 2022)

PURPOSE

To provide the FAC with the budget estimates for FY2024 (1 October 2023 to 30 September 2024) for recommendation to the Commission (for approval), and for FY2025 and FY2026 (for information) (1 October 2024 to 30 September 2025, & 1 October 2025 to 30 September 2026, respectively).

BACKGROUND

In accordance with Regulation 5, para. 3, of the IPHC Financial Regulations (2021) (shown below), the next three (3) fiscal years consist of FY2024, FY2025, and FY2026, noting that we are at the end of the 1st quarter of FY2023.

*(Para. 3) "The Executive Director shall prepare and submit to the FAC, Contracting Parties, and Commissioners, no later than **30 days before the FAC meeting**, budget estimates for the next three fiscal years."*

PROPOSED EXPENDITURES FOR THE FY2024, FY2025 AND FY2026 BUDGETS (US\$)

FY2024 INCOME AND EXPENSES – The IPHC financial budget for FY2024 is proposed at [Appendix I](#).

Base Contributions: The contributions include a 10% increase from FY2023/FY2022/FY2021 for both Contracting Parties to **US\$1,019,947.68** and **US\$4,646,428.31**, respectively.

Other general cost assumptions include increases in operation costs, salaries and wages (3.5%, based on cost of living and step increases) and health care costs (~12%) ([Appendix I](#)). The IPHC budget has been frozen for the last three (3) fiscal years in terms of Contracting Party contributions. Thus, this increase equates to an ~3.33% increase annually.

Headquarters Lease and Maintenance: The headquarters costs to the USA will increase to **\$513,712.50** in FY2024 in accordance with the building lease signed in 2020.

Deficit payments to the IFC Pension Fund: The extra-budgetary deficit payments to the IFC Pension Fund (closed in 2001 to new participants), remain at **\$127,848** for each Contracting Party.

FISS: Income (and expenses) for the IPHC Fishery-Independent Setline Survey (FISS) are tentative as they are based on the design noted at the 99th Session of the IPHC Interim Meeting (IM099), and will likely change substantially prior to the 2024 FISS season.

DISCUSSION

In FY2023, we were able to hold several positions vacant to counter the budget freeze for the third year running. In FY2024, we have assumed zero vacancy.

Should the 10% increase not be palatable for FY2024, the Commission will need to consider active cost reduction in the form of FTE removal.

FY2025 AND FY2026 INCOME AND EXPENSES – The IPHC provisional budgets for FY2025 and FY2026 ([Appendix II](#)) are based on a nominal increase in general contributions for Canada and U.S.A. to cover expected matching increases in operations expenses, cost in salaries (based on cost of living and step increases) and health care costs.

RECOMMENDATION/S

That the FAC:

- 1) **NOTE** paper IPHC-2023-FAC099-07 which provided the budget estimates for FY2024 (1 October 2023 to 30 September 2024) for recommendation to the Commission (for approval), and for FY2025 and FY2026 (for information) (1 October 2024 to 30 September 2025, & 1 October 2025 to 30 September 2026, respectively).
- 2) **RECOMMEND** the Commission **ADOPT** the FY2024 budget (1 October 2023 to 30 September 2024) and **NOTE** the tentative budgets for FY2025 (1 October 2024 to 30 September 2025) and FY2026 (1 October 2025 to 30 September 2026), as detailed in [Appendix I](#) and [Appendix II](#), respectively.

APPENDICES

[Appendix I](#): FY2024 Financial Budget – Proposed for adoption

[Appendix II](#): FY2025 & FY2026 Financial Budgets – Proposed for noting

Appendix I

FY2024 Financial Budget – Proposed for adoption

FY2024		10 - General	20 - Research	30 - Statistics	TOTAL (10,20,30)	40 - FISS	TOTAL (All Funds)
Account Number	FY2024	FY2024	FY2024	FY2024	FY2024	FY2024	FY2024
Income							
40000 Contracting Party Contributions							
40000.01 - Canada	\$ -	\$ -	\$ -	\$ -	\$ 1,019,947.68	\$ -	\$ 1,019,947.68
40000.02 - United States of America	\$ -	\$ -	\$ -	\$ -	\$ 4,646,428.31	\$ -	\$ 4,646,428.31
Total 40000 - Contracting Party Contributions	\$ 3,379,416.75	\$ 1,187,904.42	\$ 1,099,054.82	\$ -	\$ 5,666,375.99	\$ -	\$ 5,666,375.99
40055 - Headquarters (Lease and Maintenance)	\$ 513,712.50	\$ -	\$ -	\$ -	\$ 513,712.50	\$ -	\$ 513,712.50
Total 40055 - Headquarters (Lease & Maintenance)	\$ 513,712.50	\$ -	\$ -	\$ -	\$ 513,712.50	\$ -	\$ 513,712.50
40060 Other Income							
40060.05 - Recoupment leave expenses	\$ 82,800.00	\$ 23,494.50	\$ 56,304.00	\$ -	\$ 162,598.50	\$ 7,762.50	\$ 170,361.00
40060.06 - Rent - Dutch Harbor	\$ -	\$ -	\$ 5,600.00	\$ -	\$ 5,600.00	\$ -	\$ 5,600.00
Total 40060 - Other income	\$ 82,800.00	\$ 23,494.50	\$ 61,904.00	\$ -	\$ 168,198.50	\$ 7,762.50	\$ 175,961.00
40100 Grants, Contracts & Agreements							
40100.01 - 802 - NOAA Port Sampling Grant	\$ -	\$ -	\$ 767,000.00	\$ -	\$ 767,000.00	\$ -	\$ 767,000.00
40100.02 - MoU WDFW Rockfish sampling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,003.00	\$ 36,003.00
Total 40100 - Grants, Contracts & Agreements	\$ -	\$ -	\$ 767,000.00	\$ -	\$ 767,000.00	\$ 36,003.00	\$ 803,003.00
40200 Interest Income							
40200.01 - Bank Interest	\$ 772.50	\$ -	\$ -	\$ -	\$ 772.50	\$ -	\$ 772.50
Total 40200 - Interest income	\$ 772.50	\$ -	\$ -	\$ -	\$ 772.50	\$ -	\$ 772.50
40350 Fish Sales							
40350.01 - Fish Sales - Pacific Halibut	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,224,000.00	\$ 4,224,000.00
40350.02 - Fish Sales - Byproduct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,000.00	\$ 111,000.00
Total 40060 - Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,335,000.00	\$ 4,335,000.00
Total Income	\$ 3,976,701.75	\$ 1,211,398.92	\$ 1,927,958.82	\$ -	\$ 7,116,059.49	\$ 4,378,765.50	\$ 11,494,824.99
Expense							
Personnel Expenses							
50000 Salary & Wages	\$ 1,935,298.70	\$ 718,467.02	\$ 1,311,907.87	\$ -	\$ 3,965,673.59	\$ 869,406.57	\$ 4,835,080.16
50100 Benefits	\$ 825,524.66	\$ 261,303.90	\$ 470,046.00	\$ -	\$ 1,556,874.56	\$ 189,504.06	\$ 1,746,378.62
50200 Training & Education	\$ 43,000.00	\$ 18,477.00	\$ 16,200.87	\$ -	\$ 77,677.87	\$ 42,000.00	\$ 119,677.87
50300 Personnel Related Expenses	\$ 5,665.00	\$ -	\$ 12,021.00	\$ -	\$ 17,686.00	\$ 5,000.00	\$ 22,686.00
Total Personnel Expenses	\$ 2,809,488.36	\$ 998,247.92	\$ 1,810,175.74	\$ -	\$ 5,617,912.02	\$ 1,105,910.63	\$ 6,723,822.65
Operational Expenses							
51000 Publications	\$ 4,000.00	\$ 7,500.00	\$ 2,000.00	\$ -	\$ 13,500.00	\$ 400.00	\$ 13,900.00
51100 Mailing and Shipping	\$ 3,500.00	\$ 7,000.00	\$ 5,538.56	\$ -	\$ 16,038.56	\$ 118,000.00	\$ 134,038.56
51200 Travel	\$ 153,700.00	\$ 14,825.00	\$ 32,400.00	\$ -	\$ 200,925.00	\$ 113,000.00	\$ 313,925.00
51300 IPHC Meetings	\$ 138,500.00	\$ -	\$ -	\$ -	\$ 138,500.00	\$ -	\$ 138,500.00
51400 Technology	\$ 144,050.00	\$ -	\$ 17,000.00	\$ -	\$ 161,050.00	\$ 21,000.00	\$ 182,050.00
Total Operational Expenses	\$ 443,750.00	\$ 29,325.00	\$ 56,938.56	\$ -	\$ 530,013.56	\$ 252,400.00	\$ 782,413.56
Fees and Contract Expenses							
52000 Professional Fees	\$ 227,300.00	\$ -	\$ 1,560.57	\$ -	\$ 228,860.57	\$ 2,000.00	\$ 230,860.57
52100 Vessel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 544,000.00	\$ 544,000.00
52200 Other Fees and Charges	\$ 53,842.86	\$ -	\$ 13,039.38	\$ -	\$ 66,882.24	\$ 23,000.00	\$ 89,882.24
52300 Leases and Contracts	\$ 42,164.00	\$ 39,019.00	\$ 25,573.50	\$ -	\$ 106,756.50	\$ 1,665,000.00	\$ 1,771,756.50
54000 Communications	\$ 35,500.00	\$ -	\$ 3,400.00	\$ -	\$ 38,900.00	\$ 1,690.00	\$ 40,590.00
Total Fees and Contract Expenses	\$ 358,806.86	\$ 39,019.00	\$ 43,573.45	\$ -	\$ 441,399.31	\$ 2,235,690.00	\$ 2,677,089.31
Facilities and Equipment Expenses							
53000 Equipment Expense	\$ 6,600.00	\$ -	\$ 4,408.40	\$ -	\$ 11,008.40	\$ 33,000.00	\$ 44,008.40
53100 Supplies Expense	\$ 44,000.00	\$ 144,807.00	\$ 3,300.00	\$ -	\$ 192,107.00	\$ 711,000.00	\$ 903,107.00
53200 Maintenance and Utilities	\$ 53,000.00	\$ -	\$ 6,062.67	\$ -	\$ 59,062.67	\$ 77,385.00	\$ 136,447.67
53300 Facility Rentals	\$ 482,651.16	\$ -	\$ 3,500.00	\$ -	\$ 486,151.16	\$ 16,507.00	\$ 502,658.16
Total Facilities and Equipment Expenses	\$ 586,251.16	\$ 144,807.00	\$ 17,271.07	\$ -	\$ 748,329.23	\$ 837,892.00	\$ 1,586,221.23
Other Expenses							
55000 - Budget Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55200 - Fund Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 4,198,296.38	\$ 1,211,398.92	\$ 1,927,958.82	\$ -	\$ 7,337,654.13	\$ 4,431,892.63	\$ 11,769,546.76
Sub-Total: Net Income (Loss)	\$ (221,594.63)	\$ -	\$ (0.00)	\$ -	\$ (221,594.64)	\$ (53,127.13)	\$ (274,721.77)
FISS cost-recovery (% overhead)	\$ 221,594.63	\$ -	\$ -	\$ -	\$ 221,594.63	\$ (221,594.63)	\$ -
Net Income (Loss)	\$ (0.00)	\$ -	\$ (0.00)	\$ -	\$ (0.00)	\$ (274,721.76)	\$ (274,721.77)

Appendix II

FY2025 & FY2026 Financial Budgets – Proposed for noting

FY2025		10 - General	20 - Research	30 - Statistics	TOTAL (10,20,30)	40 - FISS	TOTAL (All Funds)
Account Number	FY2025						
Income							
40000 Contracting Party Contributions							
40000.01 - Canada	\$ -	\$ -	\$ -	\$ -	\$ 1,019,947.68	\$ -	\$ 1,019,947.68
40000.02 - United States of America	\$ -	\$ -	\$ -	\$ -	\$ 4,646,428.31	\$ -	\$ 4,646,428.31
Total 40000 - Contracting Party Contributions	\$ 3,497,696.34	\$ 1,229,481.07	\$ 1,137,521.74	\$ 5,864,699.15	\$ -	\$ -	\$ 5,666,375.99
40055 - Headquarters (Lease and Maintenance)	\$ 531,692.44	\$ -	\$ -	\$ -	\$ 531,692.44	\$ -	\$ 531,692.44
Total 40055 - Headquarters (Lease & Maintenance)	\$ 531,692.44	\$ -	\$ -	\$ -	\$ 531,692.44	\$ -	\$ 531,692.44
40060 Other Income							
40060.05 - Recoupment leave expenses	\$ 85,698.00	\$ 23,494.50	\$ 56,304.00	\$ -	\$ 165,496.50	\$ 7,762.50	\$ 173,259.00
40060.06 - Rent - Dutch Harbor	\$ -	\$ -	\$ 5,600.00	\$ -	\$ 5,600.00	\$ -	\$ 5,600.00
Total 40060 - Other income	\$ 85,698.00	\$ 23,494.50	\$ 61,904.00	\$ -	\$ 171,096.50	\$ 7,762.50	\$ 178,859.00
40100 Grants, Contracts & Agreements							
40100.01 - 802 - NOAA Port Sampling Grant	\$ -	\$ -	\$ 767,000.00	\$ -	\$ 767,000.00	\$ -	\$ 767,000.00
40100.02 - MoU WDFW Rockfish sampling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,003.00	\$ 36,003.00
Total 40100 - Grants, Contracts & Agreements	\$ -	\$ -	\$ 767,000.00	\$ -	\$ 767,000.00	\$ 36,003.00	\$ 803,003.00
40200 Interest Income							
40200.01 - Bank Interest	\$ 811.13	\$ -	\$ -	\$ -	\$ 811.13	\$ -	\$ 811.13
Total 40200 - Interest Income	\$ 811.13	\$ -	\$ -	\$ -	\$ 811.13	\$ -	\$ 811.13
40350 Fish Sales							
40350.01 - Fish Sales - Pacific Halibut	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,224,000.00	\$ 4,224,000.00
40350.02 - Fish Sales - Byproduct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,000.00	\$ 111,000.00
Total 40060 - Fish Sales	\$ -	\$ 4,335,000.00	\$ 4,335,000.00				
Total Income	\$ 4,115,897.90	\$ 1,252,975.57	\$ 1,966,425.74	\$ -	\$ 7,335,299.21	\$ 4,378,765.50	\$ 11,714,064.71
Expense							
Personnel Expenses							
50000 Salary & Wages	\$ 2,003,034.15	\$ 718,467.02	\$ 1,311,907.87	\$ -	\$ 4,033,409.04	\$ 869,406.57	\$ 4,902,815.61
50100 Benefits	\$ 854,418.03	\$ 261,303.90	\$ 470,046.00	\$ -	\$ 1,585,767.93	\$ 189,504.06	\$ 1,775,271.99
50200 Training & Education	\$ 44,505.00	\$ 18,477.00	\$ 16,200.87	\$ -	\$ 79,182.87	\$ 42,000.00	\$ 121,182.87
50300 Personnel Related Expenses	\$ 5,863.28	\$ -	\$ 12,021.00	\$ -	\$ 17,884.28	\$ 5,000.00	\$ 22,884.28
Total Personnel Expenses	\$ 2,907,820.46	\$ 998,247.92	\$ 1,810,175.74	\$ -	\$ 5,716,244.12	\$ 1,105,910.63	\$ 6,822,154.75
Operational Expenses							
51000 Publications	\$ 4,140.00	\$ 7,500.00	\$ 2,000.00	\$ -	\$ 13,640.00	\$ 400.00	\$ 14,040.00
51100 Mailing and Shipping	\$ 3,622.50	\$ 7,000.00	\$ 5,538.56	\$ -	\$ 16,161.06	\$ 118,000.00	\$ 134,161.06
51200 Travel	\$ 159,079.50	\$ 14,825.00	\$ 32,400.00	\$ -	\$ 206,304.50	\$ 113,000.00	\$ 319,304.50
51300 IPHC Meetings	\$ 143,347.50	\$ -	\$ -	\$ -	\$ 143,347.50	\$ -	\$ 143,347.50
51400 Technology	\$ 149,091.75	\$ -	\$ 17,000.00	\$ -	\$ 166,091.75	\$ 21,000.00	\$ 187,091.75
Total Operational Expenses	\$ 459,281.25	\$ 29,325.00	\$ 56,938.56	\$ -	\$ 545,544.81	\$ 252,400.00	\$ 797,944.81
Fees and Contract Expenses							
52000 Professional Fees	\$ 235,255.50	\$ -	\$ 1,560.57	\$ -	\$ 236,816.07	\$ 2,000.00	\$ 238,816.07
52100 Vessel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 544,000.00	\$ 544,000.00
52200 Other Fees and Charges	\$ 55,727.36	\$ -	\$ 13,039.38	\$ -	\$ 68,766.74	\$ 23,000.00	\$ 91,766.74
52300 Leases and Contracts	\$ 43,639.74	\$ 39,019.00	\$ 25,573.50	\$ -	\$ 108,232.24	\$ 1,665,000.00	\$ 1,773,232.24
54000 Communications	\$ 36,742.50	\$ -	\$ 3,400.00	\$ -	\$ 40,142.50	\$ 1,690.00	\$ 41,832.50
Total Fees and Contract Expenses	\$ 371,365.10	\$ 39,019.00	\$ 43,573.45	\$ -	\$ 453,957.55	\$ 2,235,690.00	\$ 2,689,647.55
Facilities and Equipment Expenses							
53000 Equipment Expense	\$ 6,831.00	\$ -	\$ 4,408.40	\$ -	\$ 11,239.40	\$ 33,000.00	\$ 44,239.40
53100 Supplies Expense	\$ 45,540.00	\$ 144,807.00	\$ 3,300.00	\$ -	\$ 193,647.00	\$ 711,000.00	\$ 904,647.00
53200 Maintenance and Utilities	\$ 54,855.00	\$ -	\$ 6,062.67	\$ -	\$ 60,917.67	\$ 77,385.00	\$ 138,302.67
53300 Facility Rentals	\$ 499,543.95	\$ -	\$ 3,500.00	\$ -	\$ 503,043.95	\$ 16,507.00	\$ 519,550.95
Total Facilities and Equipment Expenses	\$ 606,769.95	\$ 144,807.00	\$ 17,271.07	\$ -	\$ 768,848.02	\$ 837,892.00	\$ 1,606,740.02
Other Expenses							
55000 - Budget Contingency	\$ 1,119.56	\$ 41,576.65	\$ 38,466.92	\$ -	\$ 81,163.13	\$ -	\$ 81,163.13
55200 - Fund Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Expenses	\$ 1,119.56	\$ 41,576.65	\$ 38,466.92	\$ -	\$ 81,163.13	\$ -	\$ 81,163.13
Total Expense	\$ 4,346,356.32	\$ 1,252,975.57	\$ 1,966,425.74	\$ -	\$ 7,565,757.63	\$ 4,431,892.63	\$ 11,997,650.26
Sub-Total: Net Income (Loss)	\$ (230,458.42)	\$ 0.00	\$ (0.00)	\$ -	\$ (230,458.42)	\$ (53,127.13)	\$ (283,585.55)
FISS cost-recovery (% overhead)	\$ 230,458.42	\$ -	\$ -	\$ -	\$ 230,458.42	\$ (230,458.42)	\$ -
Net Income (Loss)	\$ (0.00)	\$ 0.00	\$ (0.00)	\$ -	\$ 0.00	\$ (283,585.55)	\$ (283,585.55)

FY2026 Account Number	10 - General FY2026	20 - Research FY2026	30 - Statistics FY2026	TOTAL (10,20,30) FY2026	40 - FISS FY2026	TOTAL (All Funds) FY2026
Income						
40000 Contracting Party Contributions						
40000.01 - Canada	\$ -	\$ -	\$ -	\$ 1,019,947.68	\$ -	\$ 1,019,947.68
40000.02 - United States of America	\$ -	\$ -	\$ -	\$ 4,646,428.31	\$ -	\$ 4,646,428.31
Total 40000 - Contracting Party Contributions	\$ 3,620,115.71	\$ 1,272,512.91	\$ 1,177,335.00	\$ 6,069,963.62	\$ -	\$ 5,666,375.99
40055 - Headquarters (Lease and Maintenance)	\$ 550,301.67	\$ -	\$ -	\$ 550,301.67	\$ -	\$ 550,301.67
Total 40055 - Headquarters (Lease & Maintenance)	\$ 550,301.67	\$ -	\$ -	\$ 550,301.67	\$ -	\$ 550,301.67
40060 Other Income						
40060.05 - Recoupment leave expenses	\$ 88,697.43	\$ 23,494.50	\$ 56,304.00	\$ 168,495.93	\$ 7,762.50	\$ 176,258.43
40060.06 - Rent - Dutch Harbor	\$ -	\$ -	\$ 5,600.00	\$ 5,600.00	\$ -	\$ 5,600.00
Total 40060 - Other Income	\$ 88,697.43	\$ 23,494.50	\$ 61,904.00	\$ 174,095.93	\$ 7,762.50	\$ 181,858.43
40100 Grants, Contracts & Agreements						
40100.01 - 802 - NOAA Port Sampling Grant	\$ -	\$ -	\$ 767,000.00	\$ 767,000.00	\$ -	\$ 767,000.00
40100.02 - MoU WDFW Rockfish sampling	\$ -	\$ -	\$ -	\$ -	\$ 36,003.00	\$ 36,003.00
Total 40100 - Grants, Contracts & Agreements	\$ -	\$ -	\$ 767,000.00	\$ 767,000.00	\$ 36,003.00	\$ 803,003.00
40200 Interest Income						
40200.01 - Bank Interest	\$ 851.68	\$ -	\$ -	\$ 851.68	\$ -	\$ 851.68
Total 40200 - Interest Income	\$ 851.68	\$ -	\$ -	\$ 851.68	\$ -	\$ 851.68
40350 Fish Sales						
40350.01 - Fish Sales - Pacific Halibut	\$ -	\$ -	\$ -	\$ -	\$ 4,224,000.00	\$ 4,224,000.00
40350.02 - Fish Sales - Byproduct	\$ -	\$ -	\$ -	\$ -	\$ 111,000.00	\$ 111,000.00
Total 40060 - Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ 4,335,000.00	\$ 4,335,000.00
Total Income	\$ 4,259,966.49	\$ 1,296,007.41	\$ 2,006,239.00	\$ 7,562,212.90	\$ 4,378,765.50	\$ 11,940,978.40
Expense						
Personnel Expenses						
50000 Salary & Wages	\$ 2,073,140.35	\$ 718,467.02	\$ 1,311,907.87	\$ 4,103,515.24	\$ 869,406.57	\$ 4,972,921.81
50100 Benefits	\$ 884,322.66	\$ 261,303.90	\$ 470,046.00	\$ 1,615,672.56	\$ 189,504.06	\$ 1,805,176.62
50200 Training & Education	\$ 46,062.68	\$ 18,477.00	\$ 16,200.87	\$ 80,740.55	\$ 42,000.00	\$ 122,740.55
50300 Personnel Related Expenses	\$ 6,068.49	\$ -	\$ 12,021.00	\$ 18,089.49	\$ 5,000.00	\$ 23,089.49
Total Personnel Expenses	\$ 3,009,594.17	\$ 998,247.92	\$ 1,810,175.74	\$ 5,818,017.83	\$ 1,105,910.63	\$ 6,923,928.46
Operational Expenses						
51000 Publications	\$ 2,500.00	\$ 7,500.00	\$ 2,000.00	\$ 12,000.00	\$ 400.00	\$ 12,400.00
51100 Mailing and Shipping	\$ 3,749.29	\$ 7,000.00	\$ 5,538.56	\$ 16,287.85	\$ 118,000.00	\$ 134,287.85
51200 Travel	\$ 150,673.26	\$ 14,825.00	\$ 32,400.00	\$ 197,898.26	\$ 113,000.00	\$ 310,898.26
51300 IPHC Meetings	\$ 148,364.66	\$ -	\$ -	\$ 148,364.66	\$ -	\$ 148,364.66
51400 Technology	\$ 154,309.96	\$ -	\$ 17,000.00	\$ 171,309.96	\$ 21,000.00	\$ 192,309.96
Total Operational Expenses	\$ 459,597.17	\$ 29,325.00	\$ 56,938.56	\$ 545,860.73	\$ 252,400.00	\$ 798,260.73
Fees and Contract Expenses						
52000 Professional Fees	\$ 243,489.44	\$ -	\$ 1,560.57	\$ 245,050.01	\$ 2,000.00	\$ 247,050.01
52100 Vessel Expenses	\$ -	\$ -	\$ -	\$ -	\$ 544,000.00	\$ 544,000.00
52200 Other Fees and Charges	\$ 57,677.82	\$ -	\$ 13,039.38	\$ 70,717.20	\$ 23,000.00	\$ 93,717.20
52300 Leases and Contracts	\$ 45,167.13	\$ 39,019.00	\$ 25,573.50	\$ 109,759.63	\$ 1,665,000.00	\$ 1,774,759.63
54000 Communications	\$ 38,028.49	\$ -	\$ 3,400.00	\$ 41,428.49	\$ 1,690.00	\$ 43,118.49
Total Fees and Contract Expenses	\$ 384,362.88	\$ 39,019.00	\$ 43,573.45	\$ 466,955.33	\$ 2,235,690.00	\$ 2,702,645.33
Facilities and Equipment Expenses						
53000 Equipment Expense	\$ 7,070.09	\$ -	\$ 4,408.40	\$ 11,478.49	\$ 33,000.00	\$ 44,478.49
53100 Supplies Expense	\$ 47,133.90	\$ 144,807.00	\$ 3,300.00	\$ 195,240.90	\$ 711,000.00	\$ 906,240.90
53200 Maintenance and Utilities	\$ 56,774.93	\$ -	\$ 6,062.67	\$ 62,837.60	\$ 77,385.00	\$ 140,222.60
53300 Facility Rentals	\$ 517,027.99	\$ -	\$ 3,500.00	\$ 520,527.99	\$ 16,507.00	\$ 537,034.99
Total Facilities and Equipment Expenses	\$ 628,006.90	\$ 144,807.00	\$ 17,271.07	\$ 790,084.97	\$ 837,892.00	\$ 1,627,976.97
Other Expenses						
55000 - Budget Contingency	\$ -	\$ 84,608.49	\$ 78,280.18	\$ 162,888.67	\$ -	\$ 162,888.67
55200 - Fund Cost Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Expenses	\$ -	\$ 84,608.49	\$ 78,280.18	\$ 162,888.67	\$ -	\$ 162,888.67
Total Expense	\$ 4,481,561.12	\$ 1,296,007.41	\$ 2,006,239.00	\$ 7,783,807.53	\$ 4,431,892.63	\$ 12,215,700.16
Sub-Total: Net Income (Loss)	\$ (221,594.63)	\$ 0.00	\$ (0.00)	\$ (221,594.63)	\$ (53,127.13)	\$ (274,721.76)
FISS cost-recovery (% overhead)	\$ 221,594.63	\$ -	\$ -	\$ 221,594.63	\$ (221,594.63)	\$ -
Net Income (Loss)	\$ 0.00	\$ 0.00	\$ (0.00)	\$ 0.00	\$ (274,721.76)	\$ (274,721.76)



IPHC Financial Regulations (2023) - Draft

PREPARED BY: IPHC SECRETARIAT (D. WILSON, A, KEIKKALA; 20 DECEMBER 2022)

PURPOSE

To provide the FAC with the opportunity to consider proposed amendments to the IPHC Financial Regulations (2021).

BACKGROUND

In accordance with Regulation 19, paragraph 1 of the IPHC Financial Regulations (2021), the IPHC Secretariat has revised and suggested edits to the IPHC Financial Regulations to align the regulations with best practice governance.

Regulation 19 (para 1) *“These Financial Regulations should be reviewed for their consistency and appropriateness at least biennially.”*

At the 97th Session of the IPHC Annual Meeting (AM097) the Commission made the following request of the IPHC Secretariat:

AM097–Req.06 (para. 105) *“The Commission **REQUESTED** that the IPHC Secretariat will undertake an inter-sessional review and recommend further improvements to the Financial Regulations of the Commission, including the basis of accounting to better align with GAAP standards while maintaining regulatory compliance.”*

DISCUSSION

The Independent Auditors (Moss Adams) along with the IPHC’s contracted accounting Firm, Sommerville and Associates (S&A) are currently in the process of finalising the FY2022 audit. In doing so, they will be identifying areas for further improvement to the IPHC Financial Regulations and making recommendations to the Commission (if needed). As such, we expect to be able to provide a red-line version of the revised Financial Regulations in January 2023. This paper will be updated as a Rev_1 at that time.

The below will be updated accordingly in January 2023

Provided at **Appendix I** are proposed revisions to the IPHC Financial Regulations (2021). The revisions include the following:

- 1) To align the IPHC’s financial reporting to become GAAP compliant;

RECOMMENDATIONS

That the FAC:

- a) **NOTE** paper IPHC-2023-FAC099-08, which proposed revisions to the IPHC Financial Regulations;
- b) **RECOMMEND** that the Commission Endorse and Adopt the International Pacific Halibut Commission Financial Regulations (2023).

APPENDICES

Appendix I: To be provided in January 2023 under advice from our Auditors and Accounting Firm - DRAFT: International Pacific Halibut Commission Financial Regulations (2023)



IPHC Rules of Procedure (2023) - Draft

PREPARED BY: IPHC SECRETARIAT (D. WILSON & A. HICKS; 22 DECEMBER 2022)

PURPOSE

To provide the Commission with proposed amendments to the current IPHC Rules of Procedure (2022).

BACKGROUND AND DISCUSSION

In accordance with Rule 19, paragraph 1 of the IPHC Rules of Procedure (2022), which states:

“1. These Rules of Procedure should be reviewed for their consistency and appropriateness at least biennially.”

The following is a brief description of proposed amendments and their associated need:

Rule 6 – Sessions of the Commission

Sessions of the Commission are currently defined as either a Regular Session or a Special Session, both of which have specific operating rules and an order of business as defined in Rule 8, unless specified otherwise.

Over the past years, the IPHC Secretariat has also held a number of informal ‘Information Sessions’ for the Commission. An informational session for the Commission or subsidiary bodies may be useful at certain times, such as the annual Stock Assessment information session held in November of each year prior to the formal Interim Meeting; or the informal Management Strategy Evaluation (MSE) information session held on 19 May 2022 to help MSAB members prepare for MSAB017 given that they had not met as a subsidiary body since early 2020.

At present, there are no specific rules or agreed processes for information sessions. Thus, at the request of the Chairperson of the Commission, we propose to include a definition for Informational Session in Rule 6 of the IPHC Rules of Procedure, and associated deadline for announcements, papers and presentations, as follows:

Informational Session

11bis. The Chairperson and Vice-Chairperson of the Commission may call for an informational session at any time.

12bis. An Informational Session will not be announced via the IPHC website, but will be announced electronically to specific invitees.

13bis. A report is not required from an Informational Session, unless agreed by the Chairperson and Vice-Chairperson at the time the Session was requested.

14bis. Invitations to an Informational Session shall be issued not less than 15 days in advance of the date fixed for the opening of the Information Session, unless otherwise agreed by the

Chairperson and Vice-Chairperson, and may be exclusive to specific subsidiary bodies or invitees.

15bis. Any documents to be discussed and presentations to be given at an Informational Session of the Commission should aim to be provided to invitees **10 days** before the date fixed for the opening of the Special Session, unless otherwise decided by the Chairperson and Vice-Chairperson in consultation with the Secretariat.

16bis. The procedure of an Informational Session established in accordance with paragraph Rule 6, para 11 shall be governed *mutatis mutandis* by the Rules of Procedure of the Commission.

Challenges: The Commission should be aware that there may be challenges meeting deadlines for some information sessions, such as the Stock Assessment information session in late November each year. The above wording should be carefully considered before adoption.

Rule 8 – Order of Business

For the last two (2) years, the IPHC Secretariat has been publishing all presentations for the Commission and its subsidiary bodies no later than 10 days prior to the commencement of the relevant meeting. This was at the request of Commissioners during the 2019 Work Meeting. This has worked well for both the Secretariat, Commission, and interested stakeholders. We propose to formalise this current voluntary deadline into Rule 8 – Order of Business as follows:

Working documents/papers

4. Any documents to be discussed at a Session of the Commission shall be submitted to the Executive Director no less than **30 days** before the date fixed for the opening of the Session, unless otherwise decided by the Commission. Documents received later than 30 days in advance of the Session shall be deemed as Information Papers only.

4bis. Any presentations to be given at a Session of the Commission shall be submitted to the Executive Director no less than **10 days** before the date fixed for the opening of the Session, unless otherwise decided by the Chairperson and Vice-Chairperson of the Commission.

Rule 14 – Subsidiary Bodies

On 19 May 2022 the IPHC Secretariat held an informal Management Strategy Evaluation (MSE) information session (from 1-4 pm PST) for the MSAB and other interested stakeholders. The purpose of this information session was to present an update on progress of the MSE work and provide information to MSAB members that may help them prepare for MSAB017, a Regular Session of the MSAB, in October 2022.

Therefore, the presentation was finalised the day before to reflect the work that was done immediately up to that meeting. As there were no outcomes being sought from the information session, more weight was placed on ensuring the presentation was up-to-date with all activities. Thus, the powerpoint was provided the morning of for members to follow and have for future reference.

The only document of relevance, was that published for the Scientific Review Board (SRB) on 13 May 2022, which was provided to the MSAB on the same day it was published for the SRB. A useful document and associated ppt was provided at that time via a link to the MSE paper for the SRB, which was available on the SRB020 meeting website (IPHC-2022-SRB020-06). <https://www.iphc.int/venues/details/20th-session-of-the-iphc-scientific-review-board-srb020> which was published on 12 May 2022, 7 days before the informal MSE information session.

Subsequent to the information Session, the Chair of the Commission requested we draft an addition to IPHC Rules of Procedure to add a document and presentation deadline for informal information sessions. To accommodate this request, the following text could be added:

Rule 14 – Subsidiary Bodies

2bis. All informal informational sessions for subsidiary bodies shall operate under the Rules of Procedure for Informational Sessions of the Commission (Rule 6, paras. 11bis-16bis) *mutatis mutandis*, and Rule 8, para 4bis.

Appendix V - Management Strategy Advisory Board (MSAB) – Terms of Reference and Rules of Procedure

Subsequent to the 98th Session of the IPHC Annual Meeting (AM098), the Commission met intersessionally to consider both the MSE Program of Work, as well as the Commission’s annual budget which includes the activities of the MSAB. In doing so, the Commission decided via intersessional decision IPHC-2022-ID001 ([IPHC-2022-CR-007](#)) as follows:

“IPHC-2022-ID001: The Commission:

d) AGREED that it would like at least one in-person/hybrid MSAB meeting in 2023. This could occur in mid-2023 or in the standard October time slot (October 2023). In doing so, the MSAB membership may need to be reviewed and travel expenses for non-government members capped.”

Mandate: The IPHC Secretariat is also recommending that the Commission reconsider the mandate of the MSAB, noting that its purpose and need have become outdated. Thus, we are recommending changing the Terms of Reference (para. 1 of Appendix V) to read as follows:

1. The primary roles of the MSAB are to:
 - a. Suggest topics to be considered in the Management Strategy Evaluation (MSE) process, within the scope defined in paragraph 2.
 - b. Provide the IPHC Secretariat with direct input and advice on current and planned MSE activities.
 - c. Represent constituent views in the MSE process.

Membership: As part of the intersessional decision process the Commission also advised of its intention to revisit the MSAB membership/representation as specified in the IPHC Rules of Procedure, and that the two Contracting Parties would be discussing internally with their delegations ways to ‘rationalise’ the membership and representation. The Commission’s stated goal is to reduce meeting costs (travel) for non-government members, noting that government employees are required to pay for their own meeting attendance. The Commission will provide

feedback on the internal discussions described above and provide direction to the Secretariat on how it would like to proceed.

At present, the cost of an in-person MSAB meeting is budgeted at ~**US\$40,000**. However, the precise cost for the 1st in-person MSAB meeting post-COVID-19 is likely to be higher due to airline costs. The costs are estimated as follows for 29 Board members for a 4-day MSAB meeting:

- Travel (flights, car) for non-Government members: \$15,000
- Catering (lunches and function): US\$2,500
- Per diem: Lodging (US\$232/day) for non-Government members x 20: \$18,560
- Per diem: Meals and Incidentals: (US\$79/day – lunches and 1 x dinner provided) for non-Government members x 20: \$4,000

The Commission has also directed the IPHC Secretariat to *'provide the Commission with potential governance reforms for the MSAB, via a working paper for the WM2022 which details the current membership, Terms of Reference and Rules of Procedure for the MSAB.'*

NOTE: No in-person MSAB meeting has been scheduled for FY2023. The next in-person meeting would occur in October 2023, should the Commission approved funding.

Provided at [Appendix I](#) are the current Terms of Reference and Rules of Procedure for the MSAB. Potential governance reforms are suggested in tracked-changes.

The MSAB017 considered potential updates to the Rules of Procedure and provided the following advice for the Commission's consideration. Where feasible, suitable edits have been accommodated in Appendix I.

*(para. 11) The MSAB **NOTED** the Commission, as part of its intersessional decision process, had agreed to revisit the MSAB membership/representation as specified in the IPHC Rules of Procedure, and that the two Contracting Parties would be discussing internally with their delegations, ways to 'rationalise' the membership and representation. The Commission's stated goal is to reduce meeting costs (travel) for non-government members, noting that government employees are required to pay for their own meeting attendance. The Commission will provide feedback on the internal discussions described above and provide direction to the Secretariat on how it would like to proceed.*

*(para. 12) **NOTING** the proposed amendments to the MSAB Terms of Reference and Rules of Procedure, the MSAB **REQUESTED** the Commission note the following comments:*

- a. Membership continuity through various aspects of the Program of Work is desirable;*
- b. Term limits should be staggered, wherever feasible, to facilitate continuity within the Board;*
- c. Continuity would be well served by first term limits remaining at four (4) years, with subsequent terms at two (2) years, and without a limit on the number of terms that could be served by an individual board member. Some members expressed that term renewal limits were not supported as they would likely undercut consistency, member expertise, and contributions to the MSE process;*
- d. Should the Commission decide to limit the number of terms a member may serve, it should consider more than two (2) terms as a limit;*

- e. *Should the number of term limits be implemented, the Commission is requested to clarify how current members would be impacted, noting some have been on the board for greater than 10-13 years.*

(para. 13) *The MSAB **NOTED** the removal of “environmental conditions” in para. 2c) and **AGREED** that retention of that phrase would be within the mandate of the MSAB.*

(para. 14) *The MSAB **NOTED** the proposed rationalisation of MSAB member numbers/seats that have been vacant for a number of years, and that some MSAB members preferred not to reduce total membership numbers/seats. Others felt that some reduction could be possible, at the Commission’s discretion. The current equity in membership seats between Contracting Parties and representation across a range of interests, as well as the importance of maintaining those, was seen as important.*

(para. 15) ***NOTING** well defined opportunities for observers and the general public to participate in meetings of the Commission and subsidiary bodies (Rule 12, [IPHC Rules of Procedure 2022](#)), the MSAB **AGREED** that a possible method to support continuity is to allow for alternate members.*

(para. 16) *The MSAB **AGREED** that if necessary, a limit could be placed on the number of in-person attendees at each meeting that are paid for by the Commission. This could be supported by a hybrid meeting format whereby a portion of the membership attends in-person and another portion via electronic means.*

(para. 17) *The MSAB **REQUESTED** the following minor amendments to the MSAB Rules of Procedure be incorporated in the current update:*

- a) *Review terminology throughout and ensure consistency, e.g.: Fisheries vs fishery; Session vs meeting;*
- b) *Para. 3: Change ‘employees’ to ‘board members’ at the end of para. 3;*
- c) *Para. 7: Co-Chairpersons: no limit to the number of co-chairperson terms.*

Membership (as of 25 Oct 2022): There are currently 29 seats on the Board, including 8 government seats.

Membership category	Member	Canada	U.S.A.	Current Term commencement	Current Term expiration
Commercial harvesters (6-8)					
1	Sporer, Chris	CDN Commercial		9-May-17	31-Dec-22
2	Hauknes, Robert	CDN Commercial		9-May-17	31-Dec-22
3	Grout, Angus	CDN Commercial		3-Dec-19	31-Dec-22
4	Vacant	CDN Commercial			Vacant
5	Odegaard, Per		USA Commercial	9-May-17	31-Dec-22
6	Falvey, Dan		USA Commercial	9-May-17	31-Dec-22

Membership category	Member	Canada	U.S.A.	Current Term commencement	Current Term expiration
7	Johnson, James		USA Commercial	17-Apr-19	16-Apr-23
8	Vacant		USA Commercial		Vacant
Recreational/ Sport fisheries (2-4)					
1	Ashcroft, Chuck	CDN Sportfishing		17-Apr-19	16-Apr-23
2	Vacant	CDN Sportfishing			Vacant
3	Marking, Tom		USA Sportfishing (CA)	9-May-19	8-May-23
4	Braden, Forrest		USA sportfishing (AK)	17-Apr-19	16-Apr-23
Processors (2-4)					
1	Parker, Peggy	US/CDN Processing	US/CDN Processing	9-May-19	8-May-23
2	Mirau, Brad	CDN Processing		9-May-19	8-May-23
3	Vacant	CDN Processing			Vacant
4	Vacant		USA Processing		Vacant
5	Drobnica, Angel		USA Processing	17-Apr-19	16-Apr-23
First Nations / Tribal / Agency appointments					
First Nations/ Tribal fisheries (2-4)					
1	Lane, Jim	CDN First Nations		9-May-17	31-Dec-22
2	Vacant	CDN First Nations			Vacant
3	Mazzone, Scott		USA Treaty Tribes	9-May-19	8-May-23
4	Peterson, Joseph		USA Treaty Tribes	7-May-20	31-Dec-22
Government Agencies (4-8)					
1	Keizer, Adam	DFO		9-May-19	8-May-23
2	Huang, Ann-Marie	CDN Science Advisor		10-May-18	31-Dec-22
3	Vacant	DFO			Vacant
4	Iverson, Kurt		NOAA-Fisheries	13-Oct-22	12-Oct-26
5	Hulson, Pete		USA Science Advisor	13-Jul-22	12-Jul-26
6	Hall, Heather		PFMC	17-Oct-22	16-Oct-26
7	Bush, Karla		NPFMC	25-Oct-21	24-Oct-23

Membership category	Member	Canada	U.S.A.	Current Term commencement	Current Term expiration
8	Webster, Sarah		ADFG	24-Sep-19	31-Dec-22

Appendix VI - Processor Advisory Board (PAB) – Terms of Reference and Rules of Procedure

A number of edits have been proposed for the PAB, with the overall aim of streamlining the pre-meeting processes, such as accreditation documentation. These include providing the accreditation form on the IPHC website, extending the terms for accreditation from one (1) to five (5) years to match the Conference Board, and to remove the ability for proxy voting, noting that meetings will be held in a hybrid format moving forward, thus allowing those who cannot attend in-person, to vote remotely.

RECOMMENDATION/S

That the FAC:

- 1) **NOTE** paper IPHC-2023-FAC099-09 which proposed amendments to the current IPHC Rules of Procedure (2022) and suggest any further improvements.

APPENDICES

Appendix I: IPHC Rules of Procedure (2023) – Draft revisions as requested by the Commission.

INTERNATIONAL PACIFIC HALIBUT COMMISSION

RULES OF PROCEDURE

(202~~2~~³)

INTERNATIONAL PACIFIC



HALIBUT COMMISSION

Commissioners

Canada	United States of America
Paul Ryall	Glenn Merrill <u>Jon Kurland</u>
Neil Davis	Robert Alverson
Peter DeGreef	Richard Yamada

Executive Director

David T. Wilson, Ph.D.

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Rule 1 – Definitions

For the purpose of these Rules of Procedure, the following definitions apply:

Convention: the Convention between Canada and the United States of America for the Preservation of the Halibut Fishery of the Northern Pacific Ocean and Bering Sea, signed at Ottawa, Canada on 2 March 1953, as amended by the Protocol Amending the Convention, signed at Washington 29 March 1979, and includes the regulations promulgated thereunder.

Commission: the International Pacific Halibut Commission provided for by Article III, paragraph 1 of the Convention.

Contracting Parties: Consisting of the two Members, Canada and the United States of America (3 Commissioners from each Party).

Delegation: the delegates and their alternates, experts and/or advisers from each Contracting Party.

Executive Director: the Director of the Commission.

Members: the representatives of a Contracting Party as specified in Article III of the Convention.

Observer: the representative of an Observer Nation, Observer Intergovernmental Organisation or Observer Non-Governmental Organisation.

Pacific halibut: fish of the species *Hippoglossus stenolepis*.

Session: Any meeting of the Commission or its subsidiary bodies

Rule 2 – Authority, Purpose and Scope

1. **Authority:** These Rules of Procedure consist of rules and regulations adopted by the International Pacific Halibut Commission, hereinafter referred to as “the Commission,” pursuant to the *Convention between Canada and the United States of America for the Preservation of the Halibut Fishery of the Northern Pacific Ocean and Bering Sea*, hereinafter referred to as “the Convention,” signed first in 1923 and revised several times since, most recently in 1953, as amended by the Protocol signed by both countries, hereinafter referred to as “the Contracting Parties,” in 1979.
2. **Purpose:** The purpose of this document is to provide the rules of procedure for the internal organisation and operation of the Commission, and to establish the procedure by which a network of subsidiary bodies shall operate.



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3. **Scope:** All subsidiary bodies shall operate under the Rules of Procedure of the Commission *mutatis mutandis*, except where specific provisions are laid down in the Convention or in these Rules of Procedure.

Rule 3 – Representation

1. The Commission shall be composed of not more than six Commissioners, three from each of the Contracting Parties, pursuant to Article III, Paragraph 1 of the Convention. Commissioners shall be appointed through the national process of the Contracting Party they represent, and they shall serve as long a term and be reappointed as many times as the Contracting Party decides.
2. The Contracting Parties shall provide documentation of Commissioner appointments, which the Executive Director shall keep on file.

Rule 4 – Advisors to the Commission

1. Each Contracting Party may appoint Scientific and Financial Advisors and/or other experts to assist its Commissioners in their areas of expertise. Except at such meetings as the Commission shall decide otherwise, Commissioners may be accompanied by one or more of these advisors and/or experts.

Rule 5 – Seat of the Commission

1. Unless otherwise agreed by the Contracting Parties, the seat of the Commission shall be at Seattle, Washington, U.S.A. The legislation implementing the Convention in the United States, the Northern Pacific Halibut Act of 1982, stipulates that the U.S. will provide facilities for the Commission on or near the campus of the University of Washington, without regard to the cost-sharing provisions in the Convention.
2. The Executive Director and the Staff of the Secretariat, hereinafter referred to as the “Secretariat,” shall be based at the seat of the Commission.



Rule 6 – Sessions of the Commission

Regular Sessions

1. The Commission may alternate its regular Sessions of the Annual Meeting and its Interim Meeting between Canada and the United States of America, or via electronic means in exceptional circumstances, and may hold other meetings as it may determine necessary.
2. Meetings of the Commission may be open to Observers and the general public.
3. Meetings of the Commission shall be available via electronic communication means approved by the Commission, unless the Commission otherwise decides.
4. Meetings with representatives of the Pacific halibut fishing industry may be held annually at the seat of the Commission or at any other place that the Commission shall determine, and arrangements for such meetings shall be determined by the Chairperson in consultation with the Executive Director.
5. Invitations to meetings of the Commission shall be prepared by the Executive Director and issued no later than **90 days** in advance of the date fixed for the opening of the Session.

Special Sessions

6. The Commission may hold Special Sessions of the Commission as it may determine necessary, if so requested by the Chairperson and Vice-Chairperson.
7. Invitations to Special Sessions shall be issued not less than **15 days** in advance of the date fixed for the opening of the Session.
8. Any documents to be discussed at a Special Session of the Commission shall be submitted to the Executive Director no less than **10 days** before the date fixed for the opening of the Special Session, unless otherwise decided by the Commission. Documents received later than 10 days in advance of the Special Session shall be deemed as Information Papers only.
9. Amendments to existing IPHC Fishery Regulations shall be submitted to the Executive Director no less than **15 days** before the date fixed for the opening of the Special Session at which they are to be considered, unless otherwise decided by the Commission. The Executive Director shall make the proposals available on the public access area of the IPHC website no later than one (1) business day after receipt.
10. The procedures of the Special Session established in accordance with paragraph Rule 6, para 6 shall be governed mutatis mutandis by the Rules of Procedure of the Commission.



Informational Session

11. The Chairperson and Vice-Chairperson of the Commission may call for an informational session at any time.
12. An Informational Session will not be announced via the IPHC website, but will be announced electronically to specific invitees.
13. A report is not required from an Informational Session, unless agreed by the Chairperson and Vice-Chairperson at the time the Session was requested
14. Invitations to an Informational Session shall be issued not less than 15 days in advance of the date fixed for the opening of the Information Session, unless otherwise agreed by the Chairperson and Vice-Chairperson, and may be exclusive to specific subsidiary bodies or invitees.
15. Any documents to be discussed and presentations to be given at an Informational Session of the Commission should aim to be provided to invitees 10 days before the date fixed for the opening of the Special Session, unless otherwise decided by the Chairperson and Vice-Commission in consultation with the Secretariat.
16. The procedure of an Informational Session established in accordance with paragraph Rule 6, para 11 shall be governed mutatis mutandis by the Rules of Procedure of the Commission.

Rule 7 – Credentials

1. At each Session of the Commission's Annual Meeting and Interim Meeting, the Executive Director shall receive a *Letter of Credentials* of each delegation issued by, or on behalf of, the competent authority, indicating clearly the Commissioners, as well as the list of advisors and experts who will be part of the delegation. Such *Letter of Credentials* shall conform to the standard set out in [Appendix I](#). The Executive Director shall report to the Commission the *Letter of Credentials* received.

Rule 8 – Order of Business

1. A provisional agenda for each Session of the Commission shall be prepared by the Executive Director in consultation with the Chairperson and Vice-Chairperson. It shall be transmitted by the Executive Director with the invitation sent in accordance with [Rule 6.5](#) and with an indication of the relevant documents to all Official Contacts referred to in [Rule 3](#) and [Rule 4](#), and to Observers referred to in [Rule 12](#).



2. Any Contracting Party of the Commission, the Chairperson, or the Executive Director may, at least **45 days** before the date fixed for the opening of the meeting, request the inclusion of supplementary items in the provisional agenda. A request for a supplementary item on the provisional agenda shall be accompanied by a memorandum and any relevant documents on the proposed supplementary item.
3. At the beginning of a Session, the Commission shall adopt its agenda on the basis of the provisional agenda and any supplementary items. At that time, any Contracting Party or the Executive Director may request placement of additional items of an urgent nature on the agenda. Such items shall be included on the agenda subject to the approval of the Commission. If any Contracting Party of the Commission indicates to the Chairperson that they are not in a position to take a decision on such supplementary items of an urgent nature at that meeting, the Chairperson shall direct that the decision may be taken intersessionally, or deferred until the next Session of the Commission.

Working documents/papers

4. Any documents to be discussed at a Session of the Commission shall be submitted to the Executive Director no less than **30 days** before the date fixed for the opening of the Session, unless otherwise decided by the Commission. Documents received later than 30 days in advance of the Session shall be deemed as Information Papers only.
- 4.5. Any presentations to be given at a Session of the Commission shall be submitted to the Executive Director no less than **10 days** before the date fixed for the opening of the Session, unless otherwise decided by the Chairperson and Vice-Chairperson of the Commission.

Regulatory Proposals

- 5.6. New regulatory proposals or amendments to existing regulations (including catch limit proposals) shall be submitted to the Executive Director no less than **30 days** before the date fixed for the opening of the Session at which they are to be considered. The Executive Director shall make the proposals available on the public access area of the IPHC website no later than ~~one-two~~ (12) business day after receipt.
- 6.7. The Executive Director shall not accept any new Regulatory Proposals or amendments to existing Regulations if received after the deadline stated in [Rule 8.5](#). Regulatory Proposals received later than **30 days** in advance of the Session shall be deemed as Information Papers only.

Reports of the Commission's subsidiary bodies

- 7.8. Reports of the Commission's subsidiary bodies shall be presented at each Annual Meeting of the Commission by one or more of the officers of that subsidiary body, or their delegate.



Rule 9 – Selection of Chairperson and Vice-Chairperson

1. The Commission shall elect from its Commissioners, a Chairperson and Vice-Chairperson, each of whom shall be elected for a term of one year and shall serve until the day following the election of their successors. The Chairperson and Vice-Chairperson shall be from different Contracting Parties. Each year these offices shall rotate between the Contracting Parties.

Rule 10 – Functions of Chairperson and Vice-Chairperson

1. The powers and duties of the Chairperson shall be:
 - a) To preside at all Sessions of the Commission;
 - b) To rule on all points of order raised at the meetings of the Commission, subject to the right of any Commissioner to request that any ruling of the Chairperson shall be submitted to the Commission for decision by vote;
 - c) To call for votes and announce the results of the vote to the Commission;
 - d) To approve on behalf of the Commission the publication of a report of the proceedings of each annual or other Session of the Commission for transmission to the Contracting Parties, Commissioners, and others approved by the Commission, including the general public via the Commission's website or other electronic communication means approved by the Commission, as an authoritative record of what transpired;
 - e) Generally, to make such decisions and give directions to the Executive Director, especially in the interval between the meetings of the Commission, to carry out the business of the Commission efficiently and in accordance with its decisions;
 - f) To take such other actions on behalf of the Commission as may be assigned by decision of the Commission.
2. The Vice-Chairperson shall act as Chairperson if the office of the Chairperson becomes vacant, or the Chairperson is unable to act, or the Chairperson requests the Vice-Chairperson temporarily to perform the duties of the Chairperson, until such time as the Chairperson is able to resume carrying out his/her functions or a new Chairperson is elected. Temporarily performing the duties of Chairperson by the Vice-Chairperson shall not affect the rotation of offices in the succeeding year.



Rule 11 – Decision making

Decision-making at Sessions of the Commission

1. As a general rule, decision-making in the Commission should be by consensus. For the purposes of these rules, “consensus” means the absence of any formal objection made at the time the decision was taken.
2. If it appears to the Chairperson that all efforts to reach a decision by consensus have been exhausted, decisions will be made in accordance with Article III, paragraph 1 of the Convention.
3. Each Commissioner shall be entitled to one vote, and in accordance with Article III, Paragraph 1 of the Convention, all decisions of the Commission shall be made by a concurring vote of at least two of the Commissioners of each Contracting Party. At meetings, a public vote shall be taken by show of hands or roll call of the Commissioners, whether in person or via electronic communication, on each issue.

Intersessional decision-making

4. In case of the need for adoption of an emergency measure between Sessions, or where a decision needs to be taken intersessionally, the Chairperson may propose that a decision be taken by mail, telephone, or electronic communication.
5. When a decision is to be taken by electronic means, the Executive Director shall transmit the proposed decision to all Commissioners.
6. Commissioners shall promptly acknowledge receipt of any proposed decision by electronic means. If no acknowledgement is received from any particular Commissioner within one week of the date of transmittal, the Executive Director will retransmit the proposed decision, and will use all reasonable means to ensure that it has been received.
7. Members shall have **10 days** to respond, unless a longer period is specified by the Executive Director in the transmittal.
8. If no reply from a Commissioner reaches the Executive Director within the period established under [Rule 11.7](#), that decision shall be deferred to the next session of the Commission.
9. All inter-sessional decisions must be made by consensus.
10. The Executive Director shall promptly ascertain and transmit the decision to all Commissioners via an IPHC Circular. The date of that transmittal shall be the ‘date of notification’. Such decisions shall be duly recorded in the Commission's records by the Executive Director. Copies of such decisions shall be published with unique Intersessional Decision (ID) numbering on the IPHC website, via an IPHC Circular.



Rule 12 – Observers and the general public

1. In accordance with [Rule 6.2](#), all sessions of the Commission and its subsidiary bodies may be open to Observers and the general public, and/or made available to the public via electronic means approved by the Commission, unless the Commission decides otherwise. Release of information shall be subject to any rules relating to the confidentiality of certain data and other commercially sensitive information that the Commission may decide.

Observers

2. The Commission may, upon their request, invite the following Observers in their official capacity:
 - a) Any State or any other entity that has jurisdiction over waters adjacent to the Convention Area;
 - b) Other States with an interest in the work of the Commission that are not Contracting Parties of the Commission, invited by the Commission;
 - c) Other regional fisheries management organisations and other relevant governmental or intergovernmental organisations, invited by the Commission;
 - d) Non-governmental organisations having special competence in the field of activity of the Commission, to attend such of its meetings as the Commission may specify.
3. Any Observer to a meeting of the Commission, may submit memoranda as either Regulatory Proposals, Position Statements or Information Papers, no later than **30 days** prior to the commencement of the session.
4. Observers may participate in the deliberations of the Commission and its subsidiary bodies during the Observer testimony periods, but shall not be entitled to participate in the taking of decisions.
5. The Commission may enter into agreements or arrangements with other inter-governmental organisations and institutions, especially those active in the fisheries sector, which might contribute to the work and further the objectives of the Commission. Such agreements or arrangements may provide that these organisations or institutions may be represented as Observers in the Sessions of the Commission.

General public

6. Any member of the general public may attend sessions of the Commission and/or its subsidiary bodies and may submit stakeholder statements at any time prior to the commencement of the session.



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7. The general public may participate in the deliberations of the Commission and its subsidiary bodies during the public testimony periods, but shall not be entitled to participate in the taking of decisions.

Rule 13 – Functions of Executive Director and Assistant Director

1. The Commission shall appoint an Executive Director who shall be the ex-officio Secretary of the Commission, and whose tenure and rate of remuneration shall be determined by the Commission, in general agreement with U.S. Civil Service guidelines, based on the modified IPHC-GS15, 13 step scale as used by the IPHC. The duties of the Executive Director shall be:
- a) To sign on behalf of the Commission all official communications to the Contracting Parties, unless signed by the Chairperson or otherwise directed by the Commission;
 - b) To receive and transmit to the Commissioners communications from the Contracting Parties as required;
 - c) To keep the records of meetings and to prepare reports thereof for transmission to the Contracting Parties, Commissioners, and others concerned, including Observers and the general public via the Commission's website or other electronic communication means approved by the Commission, after approval by the Chairperson;
 - d) To maintain the official files of the Commission, including documentation of Commissioner appointments and records of voting actions taken;
 - e) To perform such other duties and functions as are set forth in these Rules or as may be assigned to the Executive Director by the decision of the Commission or the Chairperson;
 - f) To be responsible for the development and periodic review of the IPHC Employee Manual and associated Staff Regulations contained within, in line with international best practice;
 - g) To appoint members of the Staff to the positions established by the Commission, grant promotions and in-grade increases, manage the Staff's activities, and enforce Staff regulations;
 - h) To fix the rate of remuneration of the Staff in general agreement with U.S. Civil Service guidelines, based on the modified IPHC-GS1-15, 13 step scale as used by the IPHC;
 - i) To be responsible to the Commission for the management of its office and for the budgeting, receipt, and disbursement of all monies received by the Commission, pursuant to the IPHC Financial Regulations established by the Commission;
 - j) To make all necessary arrangements and prepare agendas for Commission meetings;



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- k) To direct the scientific investigation program approved by the Commission;
 - l) As requested by the Commission, to recommend structure and/or membership for the subsidiary bodies established by the Commission;
 - m) To facilitate communication between the Commission and its subsidiary bodies as well as communication among the subsidiary bodies themselves.
2. The Executive Director shall recruit and appoint an Assistant Director (Chief Operations Officer), under the guidance of the Commission.
 3. In fulfilling their functions, the Executive Director and the Secretariat staff shall not act in any manner that is incompatible with the objectives and provisions of the Convention, these Rules, or the Staff Regulations contained within the Employee Manual, nor shall they use their position to benefit financially from Commission activities. They shall also maintain as confidential, while they are employed by the Commission and thereafter, any confidential information they obtain or to which they have access during their employment.

Rule 14 – Subsidiary Bodies

1. The Commission may establish or dissolve subsidiary bodies to assist its work, as it deems necessary. At the Commission's request, the Executive Director may make recommendations concerning subsidiary body structure and/or membership.
- ~~1.2.~~ All informal informational sessions for subsidiary bodies shall operate under the Rules of Procedure for Informational Sessions of the Commission (Rule 6, paras. 11-16) *mutatis mutandis*, and Rule 8, para 5.
- ~~2.3.~~ All subsidiary bodies shall operate under the Rules of Procedure of the Commission *mutatis mutandis*, except where specific provisions are laid down in the Convention or in these Rules of Procedure.
- ~~3.4.~~ Officers and Members of the Commission's subsidiary bodies shall operate in accordance with the IPHC Code of Conduct, as provided at [Appendix II](#).
- ~~4.5.~~ Members of the Commission's subsidiary bodies, acting as individuals and/or representatives, shall be responsible for communicating Commission activities to relevant stakeholders, and shall receive IPHC correspondence on their behalf.
- ~~5.6.~~ Each subsidiary body may propose modifications of their Rules of Procedure, as necessary for the conduct of its meetings and for the exercise of its functions and duties, in accordance with the Commission's Rules of Procedure and subject to the Commission's approval.



~~6.7.~~ Pursuant to [Rule 14.1](#), the Commission establishes the following Committees which will act as advisory bodies to the Commission:

- a) Finance and Administration Committee (FAC)

~~7.8.~~ Pursuant to [Rule 14.2](#), the terms of reference, and Rules of Procedure outlined in the following Appendices shall govern the procedures to be applied to the Committees:

- a) [Appendix III](#) - Finance and Administration Committee (FAC)

~~8.9.~~ Pursuant to [Rule 14.1](#), the Commission establishes the following Boards which will act as subsidiary bodies to the Commission:

- a) Conference Board (CB)
- b) Management Strategy Advisory Board (MSAB)
- c) Processor Advisory Board (PAB)
- d) Research Advisory Board (RAB)
- e) Scientific Review Board (SRB)

~~9.10.~~ Pursuant to [Rule 14.2](#), the terms of reference, and Rules of Procedure outlined in the following Appendices shall govern the procedures to be applied to the Boards:

- a) [Appendix IV](#) - Conference Board (CB)
- b) [Appendix V](#) - Management Strategy Advisory Board (MSAB)
- c) [Appendix VI](#) - Processor Advisory Board (PAB)
- d) [Appendix VII](#) - Research Advisory Board (RAB)
- e) [Appendix VIII](#) - Scientific Review Board (SRB)

~~10.11.~~ Documents prepared for, and submitted to, the subsidiary bodies of the Commission shall be made available to the general public via the Commission's website and/or other electronic communication means approved by the Commission.

~~11.12.~~ Individuals may serve on more than one subsidiary body.

~~12.13.~~ The Commission may defray the travel and living expenses of subsidiary body members at such meetings as it deems necessary, and may provide honoraria on occasion. The amount of such expenses and the number of representatives whose expenses may be defrayed shall be the decision of the Commission, upon recommendation of the Executive Director.



Rule 15 – Reports and Records

1. A report shall be adopted at the end of each Session of the Commission, and shall be recorded in accordance with instructions of the Commission.
2. The report shall embody the Commissions decisions and recommendations, including, when requested, a statement of minority views.
3. Copies of final reports prescribed in [Rule 15.1](#) and [Rule 15.2](#) shall be forwarded by the Executive Director to the Contracting Parties and to the Commissioners no later than **15 days** after the close of the Session.
4. The Commission shall publish additional reports from time to time as it may deem desirable.
5. All reports published by the Commission shall be available at the Commission’s website.

Rule 16 – Privileges and Immunities

1. The legal personality, privileges and immunities which the Commission and its Secretariat shall enjoy in the territory of a Contracting Party shall be determined by that Contracting Party.

Rule 17 – Grievances

1. The Commission shall sit as a body to hear grievances from Staff members regarding personnel actions instituted by the Executive Director, where other levels of internal review prescribed by the IPHC Employee Manual have not led to resolution. The Commission shall render its decision on a grievance hearing within **90 days**, which shall constitute a final decision on the grievance. The Commission’s decision is not subject to appeal.
2. The Commission may instruct the Executive Director to undertake other personnel actions where the Commission deems that a grievance hearing is not appropriate.

Rule 18 – Dissolution of the Commission

1. Upon dissolution of the Commission, all assets of the Commission will be divided according to the assigned equity proportions determined by the most recent financial audit approved by the



Commission and returned to the international fisheries divisions of the U.S. State Department and the Canadian Department of Fisheries and Oceans, to be used in the interest of the general public for the management of the international fisheries resources of the two Contracting Parties.

Rule 19 – General Provisions

1. These Rules of Procedure should be reviewed for their consistency and appropriateness at least biennially.
2. These Rules of Procedure may be amended from time to time by vote of the Commission in accordance with the voting procedure noted in [Rule 11](#), provided such amendment is not inconsistent with the provisions of the Convention.
3. Copies of superseded Rules of Procedure shall be archived by the Executive Director.
4. These Rules of Procedure were adopted by consensus on 7 February 2020, and supersede those previously adopted by the Commission on 01 February 2019.



Appendix I
Letter of Credentials

Dear IPHC Executive Director,

Upon instructions of [...relevant authority...] I wish to inform you that [... name of the IPHC Contracting Party...] will participate in the XXX Session of the International Pacific Halibut Commission (IPHC) Annual Meeting (AMXXX) and will be represented by the following delegation:

Commissioners

[..Title and Name...] – Lead Commissioner

[..Title and Name...] – Commissioner

[..Title and Name...] – Commissioner

Advisors

[..Title and Name...] – Scientific Advisor

[..Title and Name...] – Financial Advisor

[..Title and Name...] – Legal Advisor

[..Title and Name...] –Other.... Advisor

[Title and Name], Lead Commissioner or, in his/her absence, either of the two other Commissioners, is authorized to fully take part in the proceedings of the Session and take, on behalf of the [... name of the IPHC Contracting Party...], any action or any decision required in relation with this Session.

.....Signature.....

[on behalf of]



Appendix II

IPHC Code of Conduct for Officers and Members

I. Application

1. This Code of Conduct (Code) applies to all IPHC officers and members. The Code is designed to be a useful guide for officers and members as they carry out their ethical responsibilities.

II. Standards

2. The Code provides aspirational ethical standards. While adherence to the aspirational ethical standards is not easily measured, conducting themselves in accordance with these ethical standards is an expectation that officers and members have of themselves as professionals. Among the aspirational ethical concepts this Code embraces are those of respect, responsibility, fairness, and honesty.
3. **Respect:** Respect is demonstrating a high regard for oneself, others, and the resources entrusted to them. Those resources may include people, time, money, reputation, the safety of others, and natural or environmental resources. An environment of respect engenders trust, confidence, and performance excellence by fostering mutual cooperation — an environment where diverse perspectives and views are encouraged and valued.
4. **Responsibility:** Responsibility is taking ownership for the decisions one makes or fails to make, the actions one takes or fails to take, and the consequences that result.
5. **Fairness:** Fairness is making decisions and acting impartially and objectively. An officer's or member's conduct must be free from competing self-interest, prejudice, and favoritism.
6. **Honesty:** Honesty is understanding the truth and acting in a truthful manner both in one's communications and in one's conduct.

III. Responsibilities

7. IPHC officers and members shall perform all duties associated with their positions diligently, impartially, conscientiously, in a civil manner and to the best of their ability. In the performance of their duties they must:



- a. be able to express views clearly and concisely and be prepared to negotiate to achieve acceptable outcomes and compromises where necessary;
 - b. be respectful towards other officers and members;
 - c. act in the best interests of the resource as a whole;
 - d. be prepared to observe confidentiality and exercise tact and discretion when dealing with sensitive issues;
 - e. contribute to discussion in an objective and impartial manner and avoid pursuing personal agendas or self-interest;
 - f. be prepared to make the necessary commitment of time to ensure that they are fully across matters which are the subject of consideration at a meeting;
 - g. with the exception of the Conference Board, and the Processor Advisory Board, during the course of a meeting, disclose all interests, pecuniary or otherwise, in matters being considered or about to be considered by the meeting before those matters are discussed and abide by the decisions of a meeting in relation to their participation in discussions relating to those matters;
 - h. have confidence and authority of their stakeholder group to undertake their functions as an officer or member and be prepared to consult with members of their stakeholder group as necessary to effectively contribute to discussions.
8. Confidentiality and non-disclosure
- a. In general, officers and members are able to consult with their constituents before and after meetings. However, officers and members must not disclose confidential IPHC information.
 - b. All information received from IPHC, and not otherwise publicly available, is confidential. Officers and members may receive confidential information and are required to follow the IPHC's instructions as to its use. These instructions include



taking measures for the prevention of loss, theft, corruption, and unapproved copying or other duplication.

9. Public comment

- a. Officers and members, as members of the community, have the right to make public comment and to enter into public debate on political issues. However, there are some circumstances in which public comment is inappropriate, in particular where there is an implication that the public comment, although made in a private capacity, is in some way an official comment of the IPHC. Officers and members should avoid making public statements about matters relating to the IPHC unless it is made clear that they are speaking as a private citizen.

10. Conflict of Interest

- a. Officers and members may have conflicts of interest (actual or perceived) during the course of their duties. All interests in the matter being considered, not limited to pecuniary gain, must be declared. If there is any doubt as to the relevance of an interest, an officer or member must declare it so that any potential conflicts can be considered. IPHC subsidiary bodies are made up of relevant experts, so there is an expectation that members, in maintaining their expertise, may have some interest relevant to the resource. Having knowledge or a point of view about the fishery or the applicable science does not of itself create a conflict.
- b. Examples of interests that officers and members must declare (with the exception of the Conference Board, and Processor Advisory Board) include but are not limited to:
 - i. a financial or economic interest such as the ownership or control of concessions, businesses or assets related to the resource;
 - ii. any employment by a business or organisation relevant to the resource;
 - iii. any membership of a group or organisation relevant to the resource;



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- iv. projects or campaigns that the officer/member or the officer/member's organisation/group has or has planned that are relevant to the resource;
 - v. a direct family member or close associate having such an interest.
- c. Any of these interests may or might reasonably appear to be thought to impair the ability of the officer or member to perform their duties properly and objectively in relation to the matter being considered.
 - d. Determining if a conflict of interest exists should be undertaken by the IPHC or subsidiary on a case by case basis and may evolve or become evident during a discussion. The process for declaring and dealing with a conflict of interest is outlined in the section below.

11. Managing conflicts of interest

- a. Conflicts of interests should be disclosed as soon as they become known recorded either in the meeting report, or in the files of the IPHC Secretariat.
- b. The disclosure must include:
 - i. the nature and extent of the interest
 - ii. how the interest relates to the issues under discussion.
- c. Unless the IPHC or subsidiary bodies decides otherwise, the officer or member making the disclosure must leave the meeting while deliberations and decisions are made about the matter where a conflict exists. This includes any discussions about decisions to allow the officer or member to be present during deliberations on the matter in conflict. The decision that is made about them remaining in any deliberations or recommendation making is made without them present. This should then be recorded in the meeting report.
- d. If the IPHC or subsidiary body decides at any time that a conflict of interest exists and that this conflict is likely to interfere with the meetings consideration of a particular issue(s), the IPHC or subsidiary body may:
 - i. decide that the officer or member who has disclosed the conflict of interest should participate in the discussions concerning the issue, but not in formalising the advice/recommendations (in such cases, the officer or



- member should be asked to retire from the meeting while the decision about their participation is made); or
- ii. ask to hear the officer's or member's views on the issue and then require him/her to retire from the meeting while it is discussed by the other officers/members and the advice/recommendation is formalised.
 - e. Where an officer or member considers that another officer or member may have a conflict of interest which has not been previously declared, that officer or member who raised the matter should alert the Chairperson of the body and seek to have it clarified.
 - f. Documents for all IPHC meetings are published no less than **30 days** prior to each session. Thus, officers and members are responsible for making a decision as to the need to disclose any relevant interest and its nature prior to the meeting. Once disclosed other officers or members should then discuss the nature of the interest, decide if there is any conflict of interest, and what action should be taken when that item is discussed.



Appendix III
Finance and Administration Committee (FAC) – Terms of Reference and Rules of Procedure

I. Terms of reference

1. The Finance and Administration Committee (FAC) shall advise the Commission on such matters of an administrative and financial character as are remitted to it by the Commission and shall annually:
 - a) examine the operating budget for the current year;
 - b) examine the draft budget for the ensuing and following year.
2. The FAC may draw to the attention of the Commission any matter of an administrative or financial character.
3. The FAC may appoint from amongst its members a smaller, informal group to give preliminary consideration, in consultation with the IPHC Executive Director, to matters before it.
4. The FAC shall prepare a report of each meeting of the Committee for transmission to the Commission.

II. Rules of Procedure

5. The procedures of the FAC shall be governed *mutatis mutandis* by the Rules of Procedure of the Commission.



Appendix IV
Conference Board (CB) – Terms of Reference and Rules of Procedure

I. Terms of reference

1. The Conference Board (CB) is a subsidiary body to the Commission on which individuals represent Pacific halibut harvesters organisations and associations from each Contracting Party. The CB shall:
 - a) provide a forum for the discussion of management and policy matters relevant to Pacific halibut and provide advice to the Commission on management and policy matters relevant to Pacific halibut;
 - b) review IPHC Secretariat reports and recommendations, regulatory proposals received by the Commission, and provide its advice concerning these items to the Commission at its Annual Meeting, or on other occasions as requested.
2. The CB Chairpersons shall communicate with the Commission and the other IPHC subsidiary bodies on the CB's behalf. The Commission's Executive Director may facilitate this communication.

II. Representation

3. CB members are Pacific halibut harvester organisations and associations from each Contracting Party and include commercial, guided sport/recreational, unguided sport/recreational, subsistence, and First Nations/Tribal interests. Members are responsible for designating their individual delegate(s) and no delegate may vote on behalf of more than one CB member.
4. The CB regulates its membership by accrediting members at the beginning of each CB session. Accreditation is documented using the Accreditation Questionnaire provided at [Annex 1](#), submitted through the CB Accreditation portal on the IPHC website. The CB members shall compose nationals from Canada and the United States of America.
5. CB members may be re-accredited for successive meetings for a period of five (5) years from their initial accreditation by a simple role call at the beginning of the CB session if



they have participated in at least three (3) CB annual meetings within the five (5) year period. CB members not meeting this criteria or their five year accreditation cycle has elapsed fill out Accreditation Questionnaire provided in [Annex 1](#), submitted through the CB Accreditation portal on the IPHC website. Returning CB members who need to fill out the Accreditation Questionnaire and potential CB members seeking accreditation for the first time are encouraged to notify the IPHC Secretariat at least two weeks before the beginning of the Annual Meeting of the CB session they wish to attend.

6. Members serve without compensation from the Commission.

III. Officers

Co-Chairperson/s and Vice-Chairperson/s

7. The CB is Co-Chaired by two members, one from each of the two Contracting Parties. The Co-Chairpersons convene and adjourn meetings and preside over them, ensuring that meetings are conducted in an orderly and businesslike manner.
8. The Co-Chairpersons present the CB's decisions, recommendations, and advice to the Commission.
9. The Co-Chairpersons may be supported by up to two Vice-Chairpersons, as the CB may desire, one from each of the two Contracting Parties.
10. The Co-Chairpersons and Vice-Chairpersons are entitled to vote if the member organisation/association they represent does not have a participating representative at the CB.

Terms of office and election

11. CB members of each Contracting Party elect the Co-Chairperson from their Contracting Party for terms of two (2) years, with no limit to the number of terms an individual Co-Chairperson may serve.
12. Election of new Co-Chairpersons whose two-year term has expired will be at the end of the annual meeting of the Conference Board.



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13. Election of Vice-Chairpersons will follow the election of the Co-Chairperson(s) if required. Vice-Chairperson term is for two (2) years.
 14. If a Co-Chairperson becomes unable to serve during the annual CB meeting, their Contracting Party shall elect another member as Co-Chairperson. If a Co-Chairperson becomes unable to serve sometime after the completion of the Session, the office will remain vacant until the Contracting Party members elects a replacement.

IV. Sessions of the Conference Board

15. **Time and place:** The CB typically meets once each year, in conjunction with the IPHC Annual Meeting.
16. **Agenda:** The agenda for the CB will be proposed by the Co-Chairpersons and approved by the membership at the beginning of the Session. The CB typically meets to discuss the issues and proposals under consideration. The CB may call on the IPHC Secretariat or other organisations to clarify or provide more information during its deliberations.
17. **Conduct of meetings:** Parliamentary procedure according to [Roberts Rules of Order](#) will be used as a guideline in the conduct of CB meetings, unless otherwise specified in the IPHC Rules of Procedure. The CB may set up its own subgroups or committees to consider specific issues or to produce specific documents or other products.
18. **Decision-making:** Each accredited CB member shall have one vote.
 - a) Following a vote on any issue the Co-Chairpersons shall announce the result by Contracting Party, which shall be recorded in the record of the meeting (i.e. Canada: In favor/Against (#for and #against); U.S.A.: In favor/Against (#for and #against). When it is clear that the vote reflects differences of opinion within a Contracting Party the Co-Chairpersons shall ensure that minority viewpoints are summarized and reported to the Commission.
 - b) Decisions regarding the CB's recommendations for mortality limits and fishery regulations, must be made by a recorded vote of members present.



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- c) Other decisions may be made by voice vote of CB members present, unless the Co-Chairpersons decide that a recorded vote is necessary.

V. Intersessional process and ad-hoc working groups

19. During the annual CB meeting, ad-hoc working groups may be created to work on issues or projects, or to represent the CB's interests.
20. The work of such ad-hoc working groups may not exceed the mandate approved for them by the CB.
21. Completed documents and other work materials from the CB's ad-hoc working groups should be posted for public access on the Commission website.
22. Decisions requiring a vote or approval of the CB, regarding or resulting from work undertaken intersessionally, may only be made at the annual CB meeting.

VI. Reports and Records

23. A report shall be adopted at the end of each Session of the CB. The draft report will be sent to all CB attending members for review, and suggested edits will be adopted or rejected by the CB Co-Chairpersons. If no edits are received then the draft report will be deemed final.
24. The report shall embody the CB's recommendations, including, when requested by a minority of stakeholders within a Contracting Party, a statement of minority views.
- a) If requested, divergent views within a Contracting Party will be documented in minority reports by accredited organisations of the minority.
- b) Participants requesting the inclusion of a minority report must provide the Co-Chairpersons with a clear and concise serviceable draft in an electronic version "word document" within four (4) hours of the conclusion of the days CB meeting, or within two (2) hours of the conclusion of the annual CB meeting.
- c) Draft minority reports are limited only to information and material discussed during the CB session.
- d) The Co-Chairpersons reserve the right to edit draft minority reports for accuracy and brevity. All attendant documents shall be considered part of the Report.



25. A copy of the final report from each CB meeting shall be forwarded by the IPHC Executive Director to the Contracting Parties and to the Commissioners no later than **15 days** after the close of the Session.
26. All reports shall be available on the Commission's website.
27. The CB recommendations and advice will be presented by the Co-Chairpersons to the Commission prior to the Commission making final decisions on management and policy matters relevant to Pacific halibut.



Annex 1
IPHC CONFERENCE BOARD MEMBER ACCREDITATION QUESTIONNAIRE

1. NAME AND ADDRESS OF ORGANISATION:

Mailing Address

City	State/Province	Zip/Postal Code	Telephone
FAX		E-mail	

2. NAME AND TITLE OF OFFICERS:

3. PRIMARY PURPOSE OF ORGANISATION (GENERALLY, WHO DO YOU REPRESENT?)

4. DATE ORGANISATION WAS FORMED:

5. DATE OF LAST MEETING:

6. HOW MANY MEMBERS IN YOUR ORGANISATION?

7. NAMES OF DELEGATES FOR INITIAL MEETING:

**8. HAS YOUR ORGANISATION EVER VOTED ON THE CONFERENCE BOARD? YES _ NO
WHAT YEAR?**

Authorized Signature

Date of Application



Appendix V
Management Strategy Advisory Board (MSAB) – Terms of Reference and Rules of Procedure

(The MSAB shall operate under the Rules of Procedure of the Commission *mutatis mutandis*, except where specific provisions are laid down in the Convention or in these Rules of Procedure.)

I. Terms of reference

1. The Management Strategy Advisory Board (MSAB), on which individuals representing harvesters (commercial, sport, and subsistence), fisheries managers, processors, IPHC Secretariat, science advisors and other experts as required may be represented. The primary roles of the MSAB are to:

- a. Suggest topics to be considered in the Management Strategy Evaluation (MSE) process, within the scope defined in paragraph 2.
- b. Provide the IPHC Secretariat with direct input and advice on current and planned MSE activities.
- c. Represent constituent views in the MSE process.

~~The primary role of the MSAB is to advise the Commission on objectives, performance metrics, management procedures, and results arising from the Management Strategy Evaluation (MSE) process.~~

1.2. The MSAB will:

- a) ~~define-recommend~~ clear measurable objectives and performance ~~measures-metrics~~ for the fisheries;
- b) ~~define-propose~~ candidate management strategies, which include aspects of the fisheries that can be managed (e.g. regulatory requirements); ~~and~~
- c) ~~advise-provide suggestions to~~ the IPHC Secretariat about plausible ~~fisheries-related~~ scenarios for investigation, which include aspects of the fisheries that cannot be managed by the IPHC (e.g. ~~environmental-conditions-and~~ removals under the management authority of a domestic management agency ~~or changes in fisheries dynamics due to various factors~~).



- ~~d) Gather and clearly articulate the interests and concerns of constituents and incorporate them into the MSAB's discussions;~~
- ~~d) e) Encourage and allow members to propose test-tentative or exploratory ideas and exploratory suggestions without prejudice to future discussions;~~
- e) assist with interpreting results and identifying important trade-offs between management procedures;
- f) ~~r~~ Represent information, views, and outcomes of the MSAB discussions to constituent~~external parties~~ accurately and appropriately;
- ~~f)g) Gather and clearly articulate the interests and concerns of constituents and incorporate them into the MSAB's discussions;~~
- ~~g) Encourage the understanding and support of their constituencies for the MSAB process and for consensus positions developed by MSAB.~~

II. Representation

2.3. The MSAB will include the following interests (in alphabetical order): harvesters (commercial, sport, and subsistence), fisheries managers, processors, ~~IPHC Secretariat~~, science advisors and other experts as required may be represented, and be facilitated by the IPHC Secretariat. Upon request, the IPHC shall cover the travel costs, in accordance with IPHC travel policies, for non-State and non-Federal board members, to attend one (1) MSAB session each year.

- a) Harvesters: Commercial fisheries (6-8, max 4 from each Contracting Party)
- b) First Nations/Tribal fisheries (2-4, max 2 from each Contracting Party)
- c) Government agencies (incl. domestic management representatives and science advisors to each Contracting Party) (4-8; max of 4 from each Contracting Party)
- d) Processors (2-4; max of 2 from each Contracting Party)
- e) Recreational/Sport fisheries (2-4; max of 2 from each Contracting Party)



~~Efforts will be made to ensure r~~Representation may not bes distributed ~~from~~ throughout IPHC Regulatory Areas, but may be a consideration when determining membership.

~~3.4.~~ The term of MSAB members will be four (4) years, and members may serve [two (2)] additional terms of two (2) years, at the discretion of the IPHC Commission. ~~Member terms have a staggered expiry such that no more than half of the member terms expire at a given time. Member continuity on the MSAB is key to the success of the MSE process. However, MSAB members serve at the discretion of the IPHC.~~

III. Officers

~~4.5.~~ The MSAB will be co-chaired, one from Canada and one from the United States of America. Co-Chairpersons will be appointed by the MSAB from its membership described in para. 3.

~~5.6.~~ The Co-Chairpersons will:

- ~~a)~~ a) convene and adjourn meetings and preside over them, ensuring that meetings are conducted in an orderly, efficient, transparent, and respectful manner;
- ~~a)b)~~ a)b) assist in drafting the report during the meeting;
- ~~b)c)~~ b)c) present the MSAB's decisions, recommendations, and advice to the Commission;
- ~~e)d)~~ e)d) Promote interactive dialogue, and enable all perspectives to be heard within the constraints of the time available;
- ~~d)e)~~ d)e) Support bringing issues to closure by ensuring that there is clarity on the topics being discussed, a summation of the collective advice of MSAB, and acknowledgement of any outstanding issues or concerns; and
- ~~e)f)i)~~ e)f)i) Identify areas where there are conflicts and support processes through which those conflicts can be addressed.

~~6.7.~~ The term of the Co-Chairpersons will be two (2) years, and they may serve additional terms at the discretion of the MSAB.



IV. Sessions of the MSAB

~~7.8.~~ **Time and Place:** The MSAB ~~normally~~ meets at least once each year. ~~twice per year.~~ The MSAB may meet more or less frequently as business requires. The MSAB may also meet at other times and places, or via electronic means, facilitated by the IPHC Secretariat to consider specific issues, to produce specific documents or other products, or for an update on progress from the IPHC Secretariat (e.g. an informational session).

~~8.9.~~ **Agenda:** As per the Commission's Rules of Procedure.

V. Intersessional process and ad-hoc working groups

~~9.10.~~ **Ad-Hoc Working Groups:** ~~If t~~The MSAB may set up ad-hoc working groups to consider particular issues and report back to the MSAB. ~~determines it is necessary, the MSAB may convene ad hoc working groups comprised of MSAB members and experts. Ad hoc working groups will report only to the MSAB and serve at the discretion of the MSAB.~~

VI. Reports and Records

~~10.11.~~ A report shall be adopted at ~~the end of~~ each Session of the MSAB.

~~11.12.~~ The report shall embody the MSAB's recommendations, including, when requested, a statement of minority views.

~~12.13.~~ A copy of the final report from each MSAB ~~meeting-session~~ shall be forwarded by the IPHC Executive Director to the Contracting Parties and to the Commissioners no later than **15 days** after the close of the Session.

~~13.14.~~ All reports shall be available on the Commission's website.



Appendix VI

Processor Advisory Board (PAB) – Terms of Reference and Rules of Procedure

I. Terms of reference

1. The Processor Advisory Board (PAB) is a subsidiary body of the International Pacific Halibut Commission (IPHC) that represents the commercial Pacific halibut processing industry from Canada and the United States of America. It advises the Commission on issues related to the management of the Pacific halibut resource in the Convention Area.
2. The PAB encourages stability and growth of the North American Pacific halibut industry by fostering a cooperative relationship, better understanding, and a spirit of mutual benefit among seafood processors, fishermen, the Commission, and all other stakeholders.

II. Representation

3. Any company or association, including sole-proprietorships, corporation, or partnerships, whose direct business is purchasing, processing and selling Pacific halibut caught in Alaska, British Columbia, Washington, Oregon, or California is eligible for PAB membership.
4. Potential members shall present authorization from their company to represent that company in PAB deliberations. Such authorization will be presented to the general membership of the PAB at its annual meeting. If this authorization is not valid, the member will be removed from the PAB membership list.
5. PAB members agree to carefully and objectively consider all aspects of an issue.
6. The PAB regulates its membership by accrediting members at the beginning of each PAB session. Accreditation is documented using the Accreditation Questionnaire through the PAB Accreditation portal on the IPHC website. The PAB members shall compose nationals from Canada and the United States of America.
- 5.7. PAB members may be re-accredited for successive meetings for a period of five (5) years from their initial accreditation by a simple roll call at the beginning of the PAB session if



they have participated in at least three (3) PAB annual meetings within the five (5) year period. PAB members not meeting this criteria or their five year accreditation cycle has elapsed, must fill out the Accreditation Questionnaire provided in Annex 1, submitted through the PAB Accreditation portal on the IPHC website. Returning PAB members who need to fill out the Accreditation Questionnaire and potential PAB members seeking accreditation for the first time are encouraged to notify the IPHC Secretariat at least two weeks before the beginning of the Annual Meeting of the PAB session they wish to attend.

~~6.8. Members serve without compensation from the Commission.~~

~~7. PAB members serve without compensation from the Commission.~~

~~8. Membership is renewed each year, upon attending the PAB annual meeting.~~

III. Officers

9. The PAB's annual meeting shall be convened by the PAB Chairperson and Vice-Chairperson.
10. In years when the Commission's Annual Meeting is held in Canada, the PAB Chairperson shall be a Canada-based member and the Vice-Chairperson shall be a U.S.A.-based member. In years when the Commission meets in the U.S.A., the PAB Chairperson shall be a U.S.A.-based member and the Vice-Chairperson shall be a Canada-based member.
11. Officers' terms shall be for one year, or until a replacement is elected.

IV. Sessions of the PAB

12. **Time and place:** The PAB meets once a year over the course of a few days, in conjunction with the IPHC Annual Meeting. A quorum is established each year.
13. **Agenda:** The PAB's draft agenda will be presented by the Chairperson and approved by the membership at the beginning of the meeting. Members may suggest changes to the agenda prior to approval.
14. **Conduct of meetings:** Parliamentary procedure will be used in the conduct of the PAB meeting.



15. **Decision-making:** Only one vote per company member is allowed.

a) If a company has more than one representative in attendance, those representatives will choose from among them one individual to cast the company's single vote on any issue.

~~b) Proxies are allowed only from members who have attended the last two sequential meetings of the PAB.~~

~~c) Only one Proxy per member is allowed.~~

~~d) Proxies will be submitted to the IPHC Secretariat prior to the PAB meeting in written or electronic form.~~

~~e) A General Proxy will authorize a designated PAB member to vote on any or all topics brought before the PAB, on behalf of a PAB member who cannot attend. A Specific Proxy will authorize a PAB member to vote on specifically named topics (listed on the proxy itself) on behalf of the PAB member who cannot attend.~~

V. Intersessional process and ad-hoc working groups

16. The PAB may establish ad-hoc working groups to address issues or projects, or to represent the PAB's interests. Completed documents and other work materials from the PAB working groups will be posted for public access on the IPHC website.

17. Additional work group members outside of the PAB membership may be added as judged appropriate by the Chairperson.

18. When determined by the PAB Chairperson and Vice-Chairperson as necessary, Special Sessions of the PAB may be called. These meetings shall be for a purpose requiring discussion or other action by a quorum of PAB members.

19. A quorum is established by a majority of the PAB members who were present at the **current annual** PAB meeting.

20. Attendance, discussion, voting, reportage, and all other aspects of the Special Meeting may be done electronically.



VI. Reports and records

21. A report shall be adopted at the end of each Session of the PAB.
22. The report shall embody the PAB's recommendations, including, when requested, a statement of minority views.
23. A copy of the final report from each PAB meeting shall be forwarded by the IPHC Executive Director to the Contracting Parties and to the Commissioners no later than **15 days** after the close of the Session.
24. All reports shall be available on the Commission's website.



Appendix VII
Research Advisory Board (RAB) – Terms of Reference and Rules of Procedure

I. Terms of reference

1. The Research Advisory Board (RAB) is composed of members of the Pacific halibut community that shall:
 - a. Suggest research topics to be considered for incorporation in the IPHC integrated research and monitoring activities, as well as to comment upon operational and implementation considerations of those research and monitoring activities;
 - b. provide the IPHC Secretariat staff (who participate in Sessions of the RAB as Observers) with direct input and advice from industry on current and planned research activities contemplated for inclusion in the IPHC 5-Year program of integrated research and monitoring.
2. The RAB may also make recommendations to the Scientific Review Board concerning options for new suggest research topics, and current and planned research activities, and their prioritization for its consideration.
3. The Executive Director shall Chair the RAB's meetings, as well as communication with the Commission and the other IPHC subsidiary bodies on the RAB's behalf.

II. Representation

4. RAB members are Pacific halibut industry representatives from each Contracting Party and may include commercial, guided sport, unguided sport/recreational, subsistence, and First Nations/Tribal interests.
5. The RAB shall consist of ten to fifteen members.
6. New RAB members shall be nominated by current members, by other IPHC subsidiary bodies, or by the IPHC Secretariat staff. The nominees are reviewed and approved by the IPHC Secretariat staff. Nominees must be members of the Pacific halibut community with



an expressed interest in scientific research. They must be available for meetings and willing to participate in candid discussions about the IPHC research program. It is not necessary to achieve a particular regional or sector balance in the membership of the RAB.

7. The term for RAB membership is two years. There is no limit to how many terms a RAB member may serve.
8. RAB members serve without compensation from the Commission.

III. Officers

9. The IPHC Executive Director shall act as Chairperson of the RAB and the IPHC Biological and Ecosystem Science Branch Manager shall act as the Vice-Chairperson of the RAB, unless the RAB decides otherwise.

IV. Sessions of the RAB

10. **Time and place:** The RAB shall meet once each year at the IPHC offices in Seattle. The RAB may also meet at other times and places, or via electronic means, to consider specific issues or to produce specific documents or other products.
11. **Agenda:** The agenda for the RAB meeting is proposed by the Commission's Executive Director and approved by the membership at the beginning of the meeting, in accordance with the Commission's rules of procedure. The agenda will include time for broad discussion of scientific issues between the RAB and the IPHC Secretariat.

V. Intersessional process and ad-hoc working groups

12. The RAB may set up ad-hoc working groups to consider particular issues and report back to the RAB.

VI. Reports and Records

13. A report shall be adopted at the end of each Session of the RAB.



14. The report shall embody the RAB's recommendations, including, when requested, a statement of minority views.
15. A copy of the final report from each RAB meeting shall be forwarded by the IPHC Executive Director to the Contracting Parties and to the Commissioners no later than **15 days** after the close of the Session.
16. All reports shall be available on the Commission's website.



Appendix VIII
Scientific Review Board (SRB) – Terms of Reference and Rules of Procedure

I. Terms of reference

1. The Scientific Review Board (SRB) shall provide an independent scientific peer review of Commission science/research proposals, programs, and products, including but not limited to:
 - a. Data collection;
 - b. Historical data sets;
 - c. Stock assessment;
 - d. Management Strategy Evaluation;
 - e. Migration;
 - f. Reproduction;
 - g. Growth;
 - h. Discard survival;
 - i. Genetics and Genomics.
2. Undertake periodic reviews of science/research strategy, progress, and overall performance.
3. Review the recommendations arising from the MSAB and the RAB.

II. Representation

4. The SRB shall be comprised of 4-5 members of the scientific community. The members may be associated or unassociated with the Contracting Parties.
5. The SRB may be expanded based on the technical review needs of the Commission and its activities.



6. The term for SRB membership is three years, with no more than one renewal. To ensure continuity of SRB expertise, the Executive Director may extend the services of one SRB member for one additional term on an as needed basis.

III. Officers

7. The SRB shall elect a Chairperson and may elect a Vice-Chairperson at the SRB's discretion.

IV. Sessions of the SRB

8. **Time and place:** The SRB shall meet twice each year at the IPHC offices in Seattle. The SRB may also meet at other times and places, or via electronic means, to consider specific issues or to produce specific documents or other products.
9. **Agenda:** The agenda for the SRB meeting shall be proposed by the Commission's Executive Director, in accordance with the Commission's rules of procedure.

V. Intersessional process and ad-hoc working groups

10. The SRB may set up ad-hoc working groups to consider particular issues and report back to the SRB.

VI. Reports and Records

11. A report shall be adopted at the end of each Session of the SRB.
12. The report shall embody the SRB's recommendations, including, when requested, a statement of minority views.
13. A copy of the final report from each SRB meeting shall be forwarded by the IPHC Executive Director to the Contracting Parties and to the Commissioners no later than **15 days** after the close of the Session.
14. All reports shall be available on the Commission's website.