

INTERNATIONAL PACIFIC



HALIBUT COMMISSION

IPHC Rules of Procedure (2023) - Draft

Agenda Item 9
(IPHC-2023-FAC099-09)
(D. Wilson & A. Hicks)



Purpose

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



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.
- 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:



Rule 6 – Sessions of the Commission

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-Commission 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.



Rule 6 – Sessions 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:



Rule 8 – Order of Business

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 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.



Rule 14 – Subsidiary Bodies

- 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.



Rule 14 – Subsidiary Bodies

- Subsequent to the information Session, the Chair of the Commission requested we draft an addition to the 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 information sessions for subsidiary bodies shall operate under the Rules of Procedure for Special 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.”



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

Mandate: The IPHC Secretariat 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.



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

- 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.



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

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



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

- 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.

- These were provided to the Commission at WM2022 (September 2022), and also to the MSAB017 (October 2022). A description of the MSAB017 suggestions are included in paper 09.
- Provided at Appendix I are the current Terms of Reference and Rules of Procedure for the MSAB, with potential governance reforms suggested in tracked-changes (includes most of the suggestions by the MSAB017).



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

- **Membership:** There are currently 29 seats on the Board, including 8 government seats.
- The IPHC Secretariat will continue to engage with the Commission intersessionally to determine the Commission's budget for the MSAB moving forward, including board member numbers and mandate of the board



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 premeeting 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.*

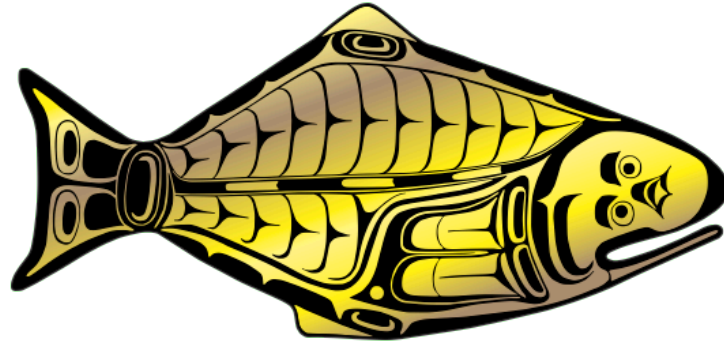


Recommendation

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



INTERNATIONAL PACIFIC



HALIBUT COMMISSION

