

REPORT OF SEAFDEC DEPARTMENT CHIEFS' MEETING

2 December 2017, Bangkok Thailand

I. INTRODUCTION

The SEAFDEC Department Chiefs' Meeting was organized on 2 December 2017 in Bangkok, Thailand. The Meeting was chaired by the SEAFDEC Secretary-General *Dr. Kom Silapajarn*, and was attended by the Deputy Secretary-General, Department Chiefs and Deputy Chiefs, and officials of SEAFDEC Departments and Secretariat. The List of Participants appears as **Annex 1**.

II. CONCLUSION AND FOLLOW-UP ACTIONS

The Meeting discussed issues that are important for the future operation of SEAFDEC, and agreed on the required follow-up actions to be undertaken by the Secretariat and Departments as follows:

2.1 Monitoring of the Follow-up Actions to the 49th Council Meeting, 40th PCM and 20th FCG/ASSP Meeting

Follow-up Actions to the 49th Council Meeting

- As the Secretariat has regularly updated the progress from Department activities in order to report to the 50th Council Meeting in 2018, the Departments were requested to provide updated information to the Secretariat for the final progress report
- Although some recommendations from the Council Meeting specifically addressed particular Department/project, other Departments that have activities with linkages to such recommendations were also requested to report the progress to the Secretariat.

Follow-up Actions to the 20th FCG/ASSP Meeting

- Concerned Departments were encouraged to strengthen their activities on combating IUU fishing which is considered as priority issue for the region
- On AHSCCC-FS, as the issue on climate change has linkages to some programs of several Departments, the Secretariat would compile in the future the progress of relevant activities and come up with integrated report to be submitted during the future AHSCCC-FS meetings
- There is still a need to continue raising the awareness of the Member Countries on the need for stock assessment of transboundary fish resources at the next Council Meeting, *e.g.* as side event, poster session, special presentations
- On disease surveillance, AQD was encouraged to work closely with NACA, FAO and, through the RTC to be supported by JAIF, to discuss on the establishment of surveillance system under the ASEAN mechanism

Follow-up Actions to the 40th PCM

- The Secretariat will revise the template for program/project document to accommodate the KPIs for all SEAFDEC programs/projects. This should apply for all projects to be implemented starting in 2018
- TD should clarify the issues on FEDs, FADs, ARs, especially on their similarities and differences, as the case may be
- For projects on anguillid eels supported by JTF, JAIF and regular funds of IFRDMD, the linkages among these projects should be clarified at the next eel meeting scheduled this December 2017
- For issues that are addressed through the integrated efforts of several projects (*e.g.* IUU countermeasures, anguillid eels, sharks and rays) mapping of the projects in a form of matrix should be developed to reflect demarcations of issues, activities, project sites, and others, to show the linkages and ensure that there is no duplication of activities, *e.g.* to be developed into posters for presentation at the next Council Meeting

- On inland capture fisheries projects, relevant activities that are undertaken under the current projects of other Departments (*e.g.* TD, SEAFDEC-Sweden) should involve IFRDMD, and work toward transferring the tasks on inland capture fisheries to IFRDMD in the future
- On IDB Project, MFRDMD was requested to communicate with IDB whether the project could support the conduct of workshop to share lessons learnt and results from this project to other Member Countries not involved in this project's implementation, and also involving TD in the said workshop. It was also suggested that MFRDMD should approach JAIF for continuation of this project involving all SEAFDEC Member Countries.
- On enhancing national fishery statistics for compilation by SEAFDEC, Departments implementing projects on data collection were encouraged to explore how enhanced data collection through project implementation could be linked towards improving the collection of national statistics by the countries
- On the SEAFDEC-Sweden project, concerned Departments are encouraged to come up with consolidated results (*e.g.* draft management plan endorsed by Member Countries) which could show the success of project activities for evaluation by the beginning of 2019

Others

- As IFRDMD is also implementing projects/activities funded by other organizations, *e.g.* ACIAR, FAO, among others that are yet to be reported to the PCM, IFRDMD was requested to also report these to the next PCM in 2018, *e.g.* under Other Programs
- The Departments were requested to provide updated progress in following-up to the recommendations of the Council, Program Committee and FCG/ASSP Meetings to the Secretariat by February 2018 for the compilation of the final progress report, which will be submitted to the SEAFDEC Council during its next meeting in 2018

2.2 Way Forward: Adopted Resolution on the Future of SEAFDEC

- The Departments were requested to align their existing programs/projects with the adopted Resolution on the Future of SEAFDEC, *i.e.* identifying the strategies and corresponding bullets (can be more than one) relevant to their proposed projects
- It was noted that the new framework of programs aligned with the new strategies under the Resolution should be applied and reported during the next Program Committee Meeting in 2018

2.3 Update on Establishment of a Regional Repository Center for Marine Fisheries at MFRDMD

- The Meeting noted the progress made by MFRDMD on the establishment of Repository Center for compiling specimens of marine species at the MFRDMD premises, and that MFRDMD would need to seek funding support for the maintenance of the Repository Center in the future.

2.4 Japanese Trust Fund-7

- The JTF team will submit project JTF-7 framework together with project sheets, accommodating the comments from Singapore, and suggestions for changing of the pillar of TD project on "Responsible Technology and Practice for Sustainable Fisheries" from pillar 3 to pillar 2, to the Fisheries Agency by 8 December 2017
- On the suggestion made by the Program Committee Member from Malaysia during the 40PCM, a memo expressing the additional requests of Malaysia would be attached with the framework

2.5 Information-related Matters

- Departments were requested to encourage their staff to publish their works that could reach the target audiences, *e.g.* through provision of incentives as appropriate within the administration of the respective Departments, inclusion of development of materials as part of the project work plan

- Departments (TD, MFRDMD, IFRDMD) were urged to develop their repository systems soon in order that the SEAFDEC Repository could be launched possibly by the next Council Meeting
- Departments took note of the workplan/schedule for preparation of information materials in 2018, the required inputs from Departments, and the contact persons of Secretariat and Departments for each information material
- The SEAFDEC Calendar 2019 (to be produced by the end of 2018) would carry the theme related to the “Resolution on the future of SEAFDEC” but should be presented in the way that the expected results based on the projects alignment with the “Resolution” are reflected
- On the on-the-job session for development of IFRDMD website scheduled on 18-22 December at IFRDMD with support from the JTF, two resource persons shall come from AQD, and one each from the Secretariat, TD and MFRDMD to help in developing the IFRDMD website
- The Meeting noted the request made during the last ISP Meeting for the Secretariat to hold another Workshop in early 2018, to discuss issues, *e.g.* updating checklist for monitoring of the Information Strategy, harmonization of SEAFDEC websites among Secretariat and Departments, updating of Notes for Editing SEAFDEC Documents. The Secretariat will discuss internally on this matter, and will inform the Departments of the results of such discussion
- The Departments were requested to submit inputs for the last issue of Fish for the People in 2017 (Volume 15 Number 3), which would be dedicated to JTF commemorate the 20-year involvement of the JTF in SEAFDEC activities, to the Secretariat starting 20 December 2017 but not later than 12 January 2018

2.4 Preparation of 50th Meeting of the SEAFDEC Council

- The Meeting noted the proposed Agenda of the 50th Meeting of the SEAFDEC Council
- The Departments were requested to provide suggestions to the Secretariat on the sub-agenda under “policy consideration on important issues” as this should focus only on issues that come up with results that require policy support from the Council

2.5 Administrative arrangements for future program committee meetings

- The Meeting take note of required responsibilities of hosting Departments and Secretariat for the conduct of PCM
- On hosting of the PCM by MFRD, MFRD will seriously discuss this matter with the PHTC in order to allocate staff to support hosting of the PCM in Singapore next time
- On budget allocated by the Secretariat to hosting Department of PCM, the amount which is currently 4,800 US\$ for arrangements of the PCM was quite insufficient, thus the Departments asked the Secretariat to consider increasing this amount in the future.

2.6 SEAFDEC Financial Matters

- The Meeting took note of the practice applied to staff the Secretariat and TD in the calculation of DSA rates, which other Departments may consider in developing their respective DSA standards in the future
- On procedure for staying in domestic and international accommodation/hotel using the MRC which the Secretariat and TD staff (except SG/TDC, DSG/DTDC Advisors, PPC, IPC and Division Heads) would have to share rooms; the Meeting agreed that the similar practice should also be applied to all Departments (except Department Chiefs, Deputy Chiefs, and Division Heads). This should also be applied to SDCs that are not Division Heads, but staff across different Departments (except Secretariat and TD) should not be required to share rooms

2.7 Other Matters

- On Post-humous Award to Mr. Tan Sen Min as instructed by the SEAFDEC Council during the Special Council Meeting in November 2017, the Meeting suggested that the Certificate should be passed through the MFRD Chief to be given to the family of Mr. Tan Sen Min

- On disposal of MFRDMD's car, TOYOTA Camry TAE8126, MFRDMD was requested to send the official letter to SG for circulation for approval by the Council *ad referendum*
- On management fee of 1% to be charged from funds transferred by Malaysia or international organization to MFRDMD account, the Meeting suggested that this should be reported in the financial report as "Other Funds." The Meeting was however informed about the SEAFDEC Council's approval of similar cases, *i.e.* charging of administrative overhead charges for projects, and that the Secretariat would further look into such information and inform to all Departments¹
- The Meeting noted that AQD would change the title of its "Technology Verification & Demonstration Division" to "Technology Verification & Commercialization Division."

¹ Previous decision of the Council on similar cases appears as **Annex 2**

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**Previous Decisions of the SEAFDEC Council
on Administrative Charges**

(information was informed to the Chiefs after the DCM)

“The Council agreed that administrative charges shall be imposed at the rate of 15% of the total project cost for all activities and services provided to external agencies, with the proviso that no administrative overheads shall be charged in respect of the following: collaborative programs with other organizations when these programs are part of the activities of the Center as approved by the Council; assistance to the private sector in Member Countries which had been endorsed by the respective Council Director; and collaborative projects/activities with ASEAN,” (para 96, Twenty-first Meeting of the SEAFDEC Council, 1988)

“The proposal of the Secretariat that consultancy services by SEAFDEC staff shall be formalized and made part of SEAFDEC activities was considered,” (para 132, Twenty-first Meeting of the SEAFDEC Council, 1988).

“The Council agreed to charge the private sector for assistance rendered by the SEAFDEC Departments at full cost plus 15 per cent administrative overhead charges, subject to recommendation of the respective Council Director and subject to availability of financial and manpower resources,” (para 133, Twenty-first Meeting of the SEAFDEC Council, 1988).