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**PREPARATORY CONFERENCE FOR THE COMMISSION FOR  
THE CONSERVATION AND MANAGEMENT OF HIGHLY  
MIGRATORY FISH STOCKS IN THE WESTERN AND  
CENTRAL PACIFIC**

First session  
Christchurch, New Zealand  
23 – 28 April, 2001

WCPFC/PrepCon/8  
28 April 2001

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**DECISION OF THE CONFERENCE ON ARRANGEMENTS FOR FUTURE SESSIONS  
OF THE PREPARATORY CONFERENCE AND FOR A PREPARATORY  
CONFERENCE SECRETARIAT**

1. The second session of the Preparatory Conference will take place in January or February 2002, in Papua New Guinea. Subject to the availability of financial resources, sessions will be held at intervals of approximately six to nine months, unless the Preparatory Conference decides otherwise, with a view to completing the work of the Conference within an overall time frame of three years.

Preparatory Conference Organizational Fund

2. The participants agree to establish a Preparatory Conference Organizational Fund, to be financed through voluntary contributions or funding in kind. Such a Fund would be administered by the Director of the South Pacific Forum Fisheries Agency and used to offset the following costs:

- (a) In-country conference costs (where sessions hosted by a developing country);
- (b) Chairman's travel and associated costs;
- (c) Preparatory Conference Secretariat travel and associated costs;
- (d) appropriate retainer fees, consultancy fees and miscellaneous administrative expenses.

Without prejudice to the above, further consultations will be held with regard to addressing the concerns and reservations of potential contributors regarding contributions.

3. The Chairman of the Preparatory Conference and the Director of the South Pacific Forum Fisheries Agency will develop guidelines for the administration of the fund. Such guidelines will be applied on a provisional basis and submitted to the Conference at its next session for approval.

4. The Preparatory Conference will be advised of the status of the fund and the use of moneys in the fund at each session. The Director of the South Pacific Forum Fisheries Agency will account annually to donor countries with respect to the use of the moneys.

Preparatory Conference Secretariat

5. A Preparatory Conference Secretariat will be established to service future meetings of the Preparatory Conference. The Secretariat will consist of a Head and such technical advisers as the Chairman considers necessary, having due regard to the need for economy and efficiency. The functions of the Preparatory Conference Secretariat will be as follows:

- (a) Preparation of background papers, documents and reports as required;
- (b) Maintaining the official records of the Preparatory Conference;

- (c) Assisting the Chairman and other officers in all tasks to facilitate Preparatory Conference outcomes;
- (d) Transmission of the official communications of the Preparatory Conference;
- (e) Organizational work and liaison with host governments for future sessions of the Preparatory Conference.

In carrying out its functions, the Preparatory Conference Secretariat will consult, as necessary, with other experts and regional and international organizations.

6. The Chairman will identify and enlist the services of appropriate individuals with the necessary expertise, integrity and impartiality to form the Preparatory Conference Secretariat. In carrying out their functions, those individuals will be responsible to the Chairman.

7. It is understood that additional Secretariat support, primarily of an administrative nature, would be provided by the host of each session of the Preparatory Conference.

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