

**44th ANNUAL MEETING – SEPTEMBER 2022****Performance Review Recommendation #35:  
Creation of a NAFO Operational Plan  
(Prepared by the Secretariat)****Preamble**

The NAFO Secretariat has been working to create an operational plan in response to Recommendation #35 of the 2018 NAFO Performance Review which “***Recommends*** NAFO develops an annual operational plan for the NAFO Secretariat outlining key objectives and specifying resources required to meet these objectives.”

The NAFO Convention identifies the responsibilities of the Commission and the Secretariat as it relates to the operations of the Secretariat specifically Article VI 5. c) “*The Commission shall supervise the organizational, administrative, financial and other internal affairs of the Organization, including relations among its constituent bodies*” and Article VIII 1. “*The Secretariat shall provide services to the Commission, the Scientific Council and their subsidiary bodies to facilitate the exercise of their functions.*”

Further, Rule 2.9 of the NAFO Staff Rules (2017) states “*The Executive Secretary is empowered to delegate to any staff member those duties considered necessary to achieve the most efficient operation of the Secretariat.*”

Currently, operations at the NAFO Secretariat revolve around the cycle of meetings held throughout year and leading up to the Annual Meeting. The Secretariat coordinates all logistical planning, including preparation of agendas, background documents, working papers and the hosting of meetings.

The Secretariat also holds weekly internal coordination meetings for strategic and longer-term planning purposes as well as reviewing short term operational tasks and contingency planning. Staff resources are reallocated as required to ensure completion of these operational tasks and that deadlines are met.

**Work Completed since the 2021 Annual Meeting**

At the 2021 Annual Meeting, a status report on the work completed on the development of an annual operational plan was presented by the NAFO Secretariat in STACFAD WP 21-07. This Working Paper included a detailed outline of elements to include in a potential draft operational plan.

To incorporate feedback from Canada, the potential draft operational plan was updated to clearly identify the link between the plan and implementation of Recommendation #35 of the 2018 NAFO Performance Review.

**Guidance from STACFAD**

A sample of the detailed elements to include in a potential draft operational plan for Finance and Administrative, Fisheries Monitoring, and Science Teams is enclosed for your review.

The Secretariat seeks endorsement from STACFAD on the sample detailed elements to include in an annual operational plan to meet the objective of the 2018 Performance Review Recommendation #35.

Overarching item	Task	Deadline	Lead	Team members	Status
Audit - 2019 Report	Auditors' Report Adopted. Contact Auditors to finalize F/S	30-Sep	Stan	Lisa	Complete
2020 Outstanding Contribution	Follow up on status of outstanding payments – Sept 1 email, payment anticipated end of Sept	31-Oct	Stan	Lisa	Complete
IFCPS Actuarial Valuation	Waiting on receipt of final Valuation Report	31-Dec	Stan	Lisa	Complete
IFCPS Actuarial Valuation	Deficit Payment and Employer Current Service Costs to be Adjusted in January 2021 based on valuation results	1-Jan	Stan	Lisa	Complete
2020 Outstanding Contribution	Follow up on status of outstanding payments – Sept 24 email, payment to be made in early 2021	31-Jan	Stan	Lisa	Ongoing
2020 Billings	Recalculate 2020 Billing for UK Accession	31-Jan	Stan	Lisa	Complete
Accumulated Surplus	Accumulated Surplus and Contingency Fund Set at \$285,000	31-Jan	Stan	Lisa	Complete
Accumulated Surplus	Recruitment and Relocation Fund increased to \$72,000	31-Jan	Stan	Lisa	Complete
Accumulated Surplus	Performance Review Fund increased to \$30,000	31-Jan	Stan	Lisa	Complete
2021 Annual Meeting	Secretariat to contact venue to sign contract for 2021	1-Mar	Stan	Lisa, Sarah	Complete
Internship Program	STACFAD endorsed internship program be maintained for 6 months during 2021. Internship recruitment to begin as soon as it is safe to host an intern and when travel restrictions ease	31-Mar	Stan	Lisa	Ongoing
Audit - 2021 Financial Year	2020 will be the 5th and final year of Auditors contract. Option 1 - Prepare Request for Proposal for change of Auditor's or Option 2. Consider extending current contract.	15-Jul	Stan	Lisa	Ongoing
2021 Agenda	Can any of the advance agreement procedures performed in 2020 be used in 2021? To be discussed with the Chair prior to 2021 Annual Meeting	15-Jun	Stan	Lisa	
Executive Secretary Recruitment	Recruitment process for the NAFO ES delayed for one year. CPs were encouraged to review STACFAD WP 20-02 in anticipation for discussion at the 2021 Annual Meeting of NAFO.	15-Jun	Stan	Lisa	Complete

Overarching item	Task	Deadline	Lead	Team members	Status
2021 CEM	Update CEM with all adopted revisions	07-Oct-20	Mikaela	Lisa, Matt, Ricardo, Alexis	Complete
2021 CEM	Send email to STACTIC Chair regarding CEM review WebEx	19-Oct	Mikaela	Matt	Complete
2021 CEM	Review first draft	19-Oct	Lisa, Matt, Ricardo, Sarah	Mikaela, Alexis	Complete
2021 CEM	Send doodle poll to EDG participants re CEM review	19-Oct	Mikaela	Matt	Complete
2021 CEM	Draft agenda for CEM review for EDG	23-Oct	Mikaela	Matt	Complete
2021 CEM	EDG WebEx to review CEM (between 27 Oct and 06 Nov	6-Nov	Mikaela	Lisa, Matt, Ricardo, Alexis	Complete
2021 CEM	CEM draft to Alexis for formatting	13-Nov	Mikaela	Lisa, Matt, Ricardo, Alexis	Complete
2021 CEM	CEM formatting	18-Nov	Alexis	Lisa, Matt, Ricardo, Mikaela	Complete
2021 CEM	CEM formatting review	27-Nov	Lisa, Matt, Ricardo, Mikaela	Alexis	Complete
2021 CEM	CEM printing	4-Dec	Alexis	Mikaela, Lisa, Sarah	Complete
2021 CEM	CEM Binding	11-Dec	Alexis	Mikaela, Lisa, Sarah	Complete
2021 CEM	CEM packaging / shipping	18-Dec	Alexis	Mikaela, Lisa, Sarah	Complete

Overarching item	Task	Deadline	Lead	Team members	Status
SC Correspondence Letters	SC Coastal State Advice, Designated Experts, Environmental Data, Proxy Votes, & SC Requests for Information	15-Jan	Dayna	Tom	Complete
Redbook Compilation 2020	Compiling of the Redbook	End of February 2021	Dayna	Tom	Complete
SCS Guidelines	Create a guidelines that is similar to the SCR guideline	10-Jun	Dayna/Margaret	Alexis	Complete
Provisional Agenda	SC June Meeting - Circulate Provisional Agenda	29-Mar	Tom	Dayna	
SC Budget	SC Budget Working Paper	28-May	Tom	Stan/Dayna	Complete
Meeting	SC June Meeting	28 May - 10 June 2021	Tom/Dayna	Sarah	Complete
STATLANT 21 A	Deadline for STATLANT 21A submissions	31-May	Tom		Complete
Provisional Agenda	SC/NIPAG Meetings - Circulate Provisional Agendas x 2	8-Sep	Tom	Dayna	
Provisional Agenda	September Annual Meeting - Circulate Provisional Agenda	22-Jul	Tom	Dayna	
SC Advice Reminder	Correspondence reminder to all CPs to submit questions on SC Advice	End of August 2021	Dayna	Tom	
STATLANT 21 B	Deadline for STATLANT 21B submissions	31-Aug	Tom		
Meeting	Possible Extraordinary Meeting (17 August 2021)				
Meeting	SC/NIPAG Meetings	8-14 September 2021	Tom/Dayna		
Meeting	September Annual Meeting	20-24 September 2021	Tom/Dayna		
Meeting	WG-ESA Meeting	17-Sep	Tom	Dayna	
Meeting	WG-ESA Meeting	16-25 November 2021	Tom/Dayna		