



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

IPHC–2023–SS013–00

Last Update: 10 April 2023

13th Special Session of the IPHC (SS013) – *Compendium of meeting documents*

18 April 2023, Seattle, WA, USA

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.



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Contact details:

International Pacific Halibut Commission
2320 W. Commodore Way, Suite 300
Seattle, WA, 98199-1287, U.S.A.
Phone: +1 206 634 1838
Fax: +1 206 632 2983
Email: secretariat@iphc.int
Website: <http://iphc.int/>



**AGENDA FOR THE 13th SPECIAL SESSION OF THE IPHC
(SS013)**

Date: 18 April 2023

Location and Venue: Electronic - Adobe Connect

Time: 09:00-11:00 (PDT)

Chairperson: Mr Jon Kurland (United States of America)

Vice-Chairperson: Mr Paul Ryall (Canada)

1. **OPENING OF THE SESSION** (*Chairperson*)
2. **ADOPTION OF THE AGENDA AND ARRANGEMENTS FOR THE SPECIAL SESSION**
(*Chairperson*)
 - **IPHC-2023-SS013-01:** *Agenda for the 13th Special Session of the IPHC (SS013) (IPHC Secretariat)*
 - **IPHC-2023-SS013-02:** *List of documents for the 13th Special Session of the IPHC (SS013) (IPHC Secretariat)*
3. **BUDGET ESTIMATES: FY2024 (for approval)** (*IPHC Secretariat*)
 - **IPHC-2023-SS013-03 Rev_1:** *Budget Estimates: FY2024 (for approval) and FY2025-26 (for noting) (Wilson D & Keikkala A)*
 - **IPHC-2023-SS013-04:** *Budget supporting information (for noting) (Wilson D & Keikkala A)*
 - **IPHC-2023-SS013-INF01:** *IPHC Compendium of Position Descriptions (IPHC Secretariat)*
4. **OTHER BUSINESS**
 - 4.1 IPHC Fishery-Independent Setline Survey (FISS): Long-term revenue neutrality discussion
 - 4.2 IPHC Directed Commercial Catch Sampling in Alaska (IPHC Grant 802)
 - **IPHC-2023-SS013-INF02:** *NOAA-NMFS-AK-2023-2007663: International Pacific Halibut Commission Directed Commercial Catch Sampling of Pacific halibut in Alaska (IPHC Grant 802) (IPHC Secretariat)*
5. **ADOPTION OF THE REPORT OF THE 13TH SPECIAL SESSION OF THE IPHC (SS013)** (*Chairperson*)



**LIST OF DOCUMENTS FOR THE 13th SPECIAL SESSION OF THE IPHC
(SS013)**

Last update: 6 April 2023

Document	Title	Availability
IPHC-2023-SS013-01	Agenda for the 13 th Special Session of the IPHC (SS013)	✓ 13 Feb 2023 ✓ 6 Apr 2023
IPHC-2023-SS013-02	List of Documents for the 13 th Special Session of the IPHC (SS013)	✓ 13 Feb 2023 ✓ 6 Apr 2023
IPHC-2023-SS013-03 Rev 1	Budget estimates: FY2024 (for adoption) and FY2025-26 (for noting) (Wilson D & Keikkala A)	✓ 13 Feb 2023 ✓ 6 Apr 2023
IPHC-2023-SS013-04	Budget supporting information (for noting) (Wilson D & Keikkala A)	✓ 7 Apr 2023
<i>Information papers</i>		
IPHC-2023-SS013-INF01	IPHC Compendium of Position Descriptions (IPHC Secretariat)	✓ 6 Apr 2023
IPHC-2023-SS013-INF02	IPHC Directed Commercial Catch Sampling of Pacific halibut in Alaska (IPHC Grant 802) (IPHC Secretariat)	✓ 6 Apr 2023



Budget Estimates: FY2024 (for adoption) and FY2025-26 (for noting)

PREPARED BY: IPHC SECRETARIAT (D. WILSON & A. KEIKKALA, 13 FEBRUARY & 6 APRIL 2023)

PURPOSE

To provide the Commission with the budget estimates for FY2024 (1 October 2023 to 30 September 2024) for adoption, and for FY2025 and FY2026 (for noting) (1 October 2024 to 30 September 2025, and 1 October 2025 to 30 September 2026, respectively).

BACKGROUND

At the 99th Session of the IPHC Annual Meeting (AM099), the Commission provided that following directives:

(para. 128) The Commission AGREED for the two Contracting Parties to engage in inter-sessional discussions over the coming months to adopt a budget for FY2024 and the associated Contributions. In doing so, the Contracting Parties may consult with, and have requested assistance from the IPHC Secretariat.

(para. 129) The Commission AGREED that the two Contracting Parties to engage inter-sessionally to conduct a review of the budget and appropriations.

(para. 137) The Commission RECOMMENDED that the 13th Special Session of the Commission be held electronically in mid-April 2023 to review and adopt an FY2024 budget.

PROPOSED EXPENDITURES FOR THE FY2024 BUDGET (US\$)

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

Base Contributions: The contributions include an increase from the previous fiscal years' budget which had been frozen for the past three (3) fiscal years (FY2023/FY2022/FY2021). The proposed Contracting Parties to the General Fund are as follows:

- Canada: Contribution to the General Fund: **US\$1,032,970.38**
- U.S.A.: Contribution to the General Fund: **US\$4,705,753.98**

General cost assumptions include increases in operation costs (3.5%), salaries and wages (3.5%, based on cost of living and step increases) and health care costs (12%) ([Appendix I](#)).

It is important to note that the IPHC budget has been frozen for the last three (3) fiscal years in terms of Contracting Party contributions ([Fig. 1](#)).

While this would have a mild impact on the operational capacity of the IPHC in years with relatively low levels of inflation experienced over the past few decades, inflation in the United States started increasing in 2021 and in the mid-2022, reached its highest level since early 1980s.

In real dollar terms, the contributions adjusted for inflation (2022 USD) show a gradual decline in contribution value from FY2014 to FY2023 with the most apparent decline from FY2020 to

FY2023 (Fig. 2). The plot assumes inflation consistent with the Federal Reserve projections for 2023 of 3.3% and for 2024 of 2.5%.

While the outlook for the US economy in 2023 looks better and the inflation has started to cool (Consumer Price Index declined from 6.4% to 6% in the last 12 months ending in February 2023, continuing an eight-month trend of declining annual inflation), the purchasing power of the frozen contributions will be significantly lower than in pre-pandemic years.

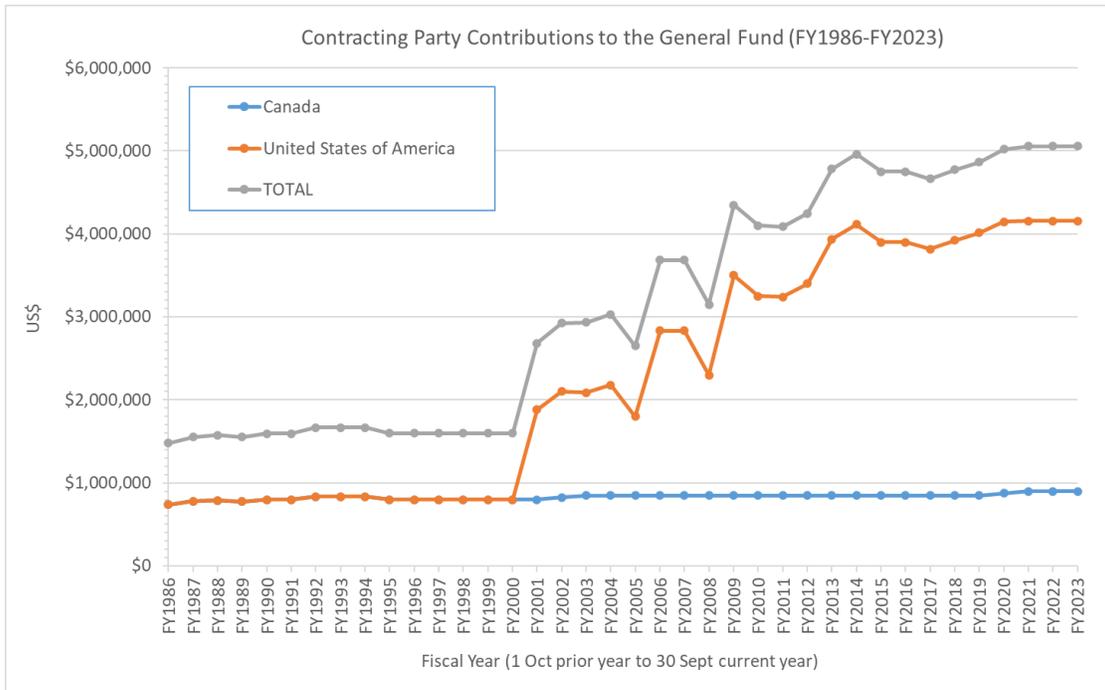


Figure 1. Contracting Party contributions to the IPHC General fund from FY1986 to FY2023.

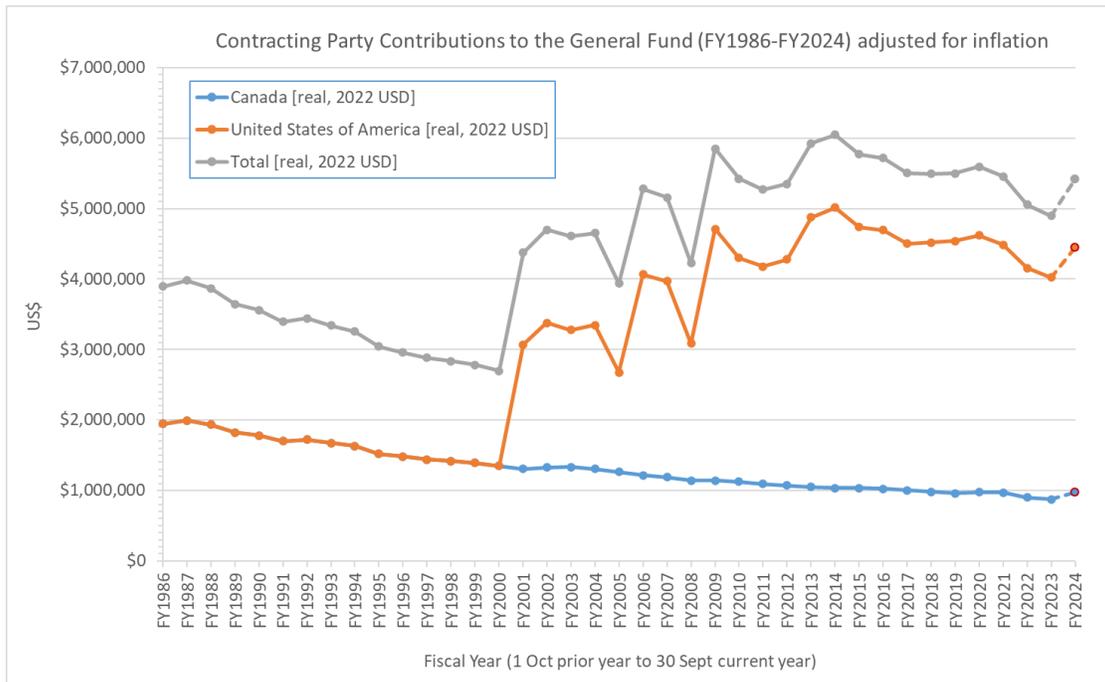


Figure 2. Contracting Party contributions to the IPHC General fund from FY1986 to FY2024, adjusted for inflation.

Headquarters Lease and Maintenance: The headquarters costs to the USA will increase to **\$513,712.50** in FY2024 ([Fig. 3](#)) in accordance with the building lease signed in 2020.

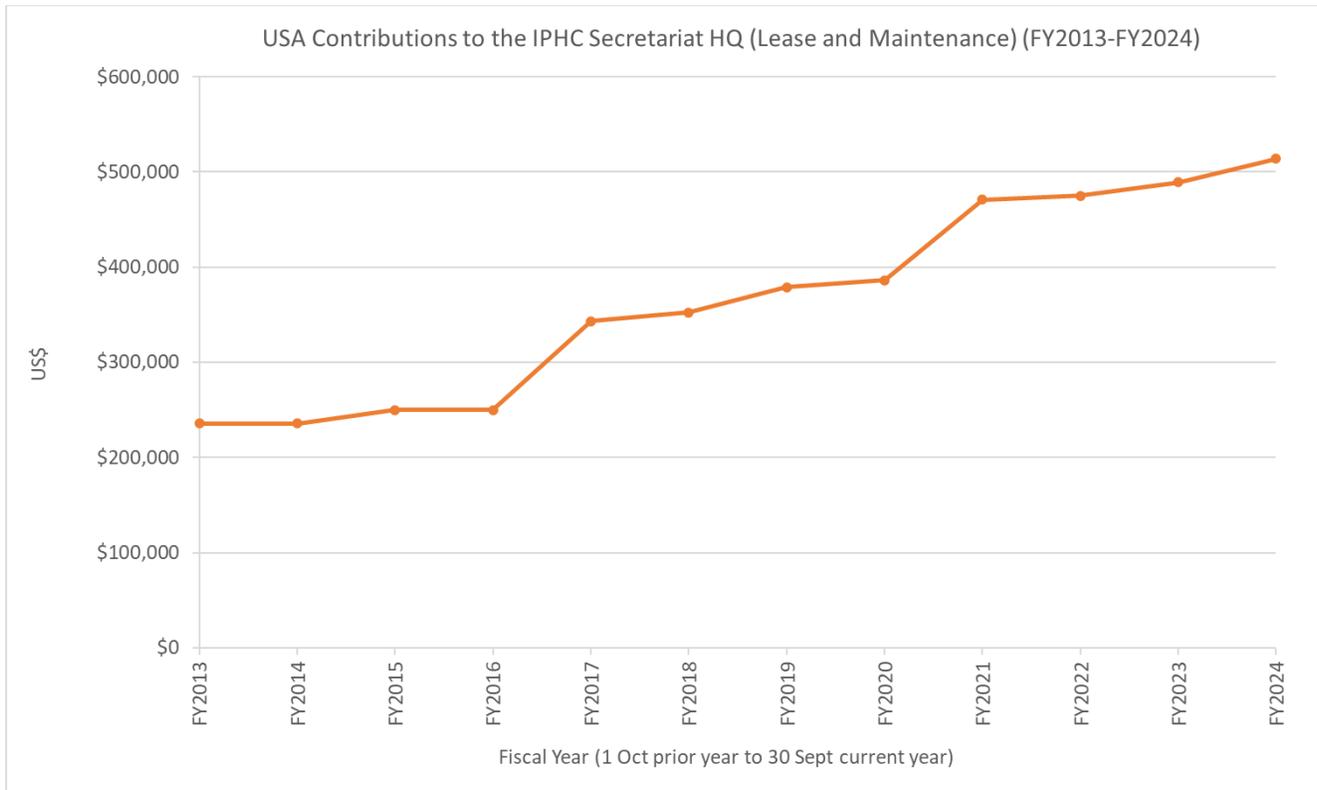


Figure 3. IPHC Secretariat headquarters lease and maintenance expenses (and contribution from the USA as the host country) for the period FY2013-FY2024.

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. This is a voluntary contribution from 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

Assumptions: one of the key assumptions for the FY2024 budget, is the income source from the account line item 40100.01 – 802 – Directed commercial catch sampling of Pacific halibut in Alaska. The proposed FY2024 budget includes US\$953,132.00 to be cost-recovered through the NOAA grants program. Should NOAA not provide the full **US\$953,132.00**, the associated budget shortfall will need to be accommodated either through additional direct contributions from the USA, or through service reductions to the sampling activities. In the past, NOAA has made in-year reductions to grant payments. Please see paper [IPHC-2023-SS013-04](#) for more details.

In FY2023, we were able to hold several positions vacant to accommodate the budget (and contribution) freeze for the third year running. In addition, due to the COVID-19 pandemic, were

we able to reduce travel and meeting costs to a level that supported an overall budget freeze. In FY2024, we have assumed zero vacancy for the 33 FTE's at the IPHC Secretariat, as well as a move back to pre-COIVD travel and meeting commitments.

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 Commission:

- 1) **NOTE** paper IPHC-2023-SS013-03 Rev_1 which provided the budget estimates for FY2024 (1 October 2023 to 30 September 2024) for adoption, and for FY2025 and FY2026 (for noting) (1 October 2024 to 30 September 2025, and 1 October 2025 to 30 September 2026, respectively).
- 2) **ADOPT** a FY2024 budget (1 October 2023 to 30 September 2024) as detailed in [Appendix I](#), including the contributions from the Contracting Parties to the General Fund for FY2024 as follows:
 - Canada: Contribution to the General Fund: **US\$1,032,970.38**
 - U.S.A.: Contribution to the General Fund: **US\$4,705,753.98**
 - U.S.A.: Contribution to the headquarters building lease and maintenance costs: **US\$513,712.50**
- 3) **NOTE** the optional extra-budgetary (IFCP Fund deficit) contributions from each Contracting Party for FY2024 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**
- 4) **NOTE** the tentative FY2025 and FY2026 budgets (1 October 2024 to 30 September 2025, and 1 October 2025 to 30 September 2026, respectively) as detailed in [Appendix II](#).

APPENDICES

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

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

Appendix I

FY2024 Financial Budget – Proposed for adoption

FY2024: Proposed for SS013	10 - General	20 - Research	30 - Statistics	TOTAL (10,20,30)	40 - FISS	TOTAL (All Funds)
Account Number	FY2024	FY2024	FY2024	FY2024	FY2024	FY2024
Income						
40000 Contracting Party Contributions						
40000.01 - Canada	\$ -	\$ -	\$ -	\$ 1,032,970.38	\$ -	\$ 1,032,970.38
40000.02 - United States of America	\$ -	\$ -	\$ -	\$ 4,705,753.98	\$ -	\$ 4,705,753.98
40000 - Contracting Party Contributions	\$ 3,614,200.57	\$ 1,172,586.10	\$ 951,937.69	\$ 5,738,724.36	\$ -	\$ 5,738,724.36
40055 - Headquarters (Lease and Maintenance)	\$ 513,712.50	\$ -	\$ -	\$ 513,712.50	\$ -	\$ 513,712.50
40055 - Headquarters (Lease & Maintenance)	\$ 513,712.50	\$ -	\$ -	\$ 513,712.50	\$ -	\$ 513,712.50
40060 Other Income						
40060.01 - GAAP Conversion - 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
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 - Directed Commercial Catch Sampling of Pacific halibut in Alaska	\$ -	\$ -	\$ 953,132.00	\$ 953,132.00	\$ -	\$ 953,132.00
40100.02 - MoU WDFW Rockfish sampling	\$ -	\$ -	\$ -	\$ -	\$ 36,003.00	\$ 36,003.00
40100 - Grants, Contracts & Agreements	\$ -	\$ -	\$ 953,132.00	\$ 953,132.00	\$ 36,003.00	\$ 989,135.00
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
40350 - Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ 4,335,000.00	\$ 4,335,000.00
Total Income	\$ 4,211,485.57	\$ 1,196,080.60	\$ 1,966,973.69	\$ 7,374,539.86	\$ 4,378,765.50	\$ 11,753,305.36
Expense						
Personnel Expenses						
50000 - Salary & Wages	\$ 1,937,921.92	\$ 700,448.60	\$ 1,303,071.27	\$ 3,941,441.79	\$ 869,406.57	\$ 4,810,848.36
50100 - Benefits	\$ 792,830.63	\$ 264,004.00	\$ 441,991.00	\$ 1,498,825.63	\$ 219,694.00	\$ 1,718,519.63
50200 - Training & Education	\$ 38,000.00	\$ 18,477.00	\$ 16,200.87	\$ 72,677.87	\$ 42,000.00	\$ 114,677.87
50300 - Personnel Related Expenses	\$ 5,665.00	\$ -	\$ 1,000.00	\$ 6,665.00	\$ 5,000.00	\$ 11,665.00
Total Personnel Expenses	\$ 2,774,417.55	\$ 982,929.60	\$ 1,762,263.14	\$ 5,519,610.29	\$ 1,136,100.57	\$ 6,655,710.86
Operational Expenses						
5000 - 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	\$ 95,700.00	\$ 14,825.00	\$ 32,400.00	\$ 142,925.00	\$ 113,000.00	\$ 255,925.00
51300 - IPHC Meetings	\$ 244,760.00	\$ -	\$ -	\$ 244,760.00	\$ -	\$ 244,760.00
51400 - Technology	\$ 144,050.00	\$ -	\$ 17,000.00	\$ 161,050.00	\$ 21,000.00	\$ 182,050.00
Total Operational Expenses	\$ 492,010.00	\$ 29,325.00	\$ 56,938.56	\$ 578,273.56	\$ 252,400.00	\$ 830,673.56
Fees and Contract Expenses						
52000 - Professional Fees	\$ 227,300.00	\$ -	\$ 3,000.00	\$ 230,300.00	\$ 2,000.00	\$ 232,300.00
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	\$ 1,581,682.93	\$ 1,688,439.43
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	\$ 45,012.88	\$ 442,838.74	\$ 2,152,372.93	\$ 2,595,211.67
Facilities and Equipment Expenses						
54000 - Equipment Expense	\$ 6,600.00	\$ -	\$ 59,679.11	\$ 66,279.11	\$ 33,000.00	\$ 99,279.11
54000 - Supplies Expense	\$ 44,000.00	\$ 144,807.00	\$ 19,630.00	\$ 208,437.00	\$ 711,000.00	\$ 919,437.00
54000 - Maintenance and Utilities	\$ 53,000.00	\$ -	\$ 1,680.00	\$ 54,680.00	\$ 77,385.00	\$ 132,065.00
54000 - Facility Rentals	\$ 482,651.16	\$ -	\$ 21,770.00	\$ 504,421.16	\$ 16,507.00	\$ 520,928.16
Total Facilities and Equipment Expenses	\$ 586,251.16	\$ 144,807.00	\$ 102,759.11	\$ 833,817.27	\$ 837,892.00	\$ 1,671,709.27
Other Expenses						
Other Expenses	\$ -					
Total Expense	\$ 4,211,485.57	\$ 1,196,080.60	\$ 1,966,973.69	\$ 7,374,539.87	\$ 4,378,765.50	\$ 11,753,305.37
Net Income (Loss)	\$ -					

Appendix II FY2025 & FY2026 Financial Budgets – Proposed for noting

FY2025: Tentative Account Number	10 - General FY2025	20 - Research FY2025	30 - Statistics FY2025	TOTAL (10,20,30) FY2025	40 - FISS FY2025	TOTAL (All Funds) FY2025
Income						
40000 Contracting Party Contributions						
40000.01 - Canada	\$ -	\$ -	\$ -	\$ 1,066,978.72	\$ -	\$ 1,066,978.72
40000.02 - United States of America	\$ -	\$ -	\$ -	\$ 4,860,680.81	\$ -	\$ 4,860,680.81
40000 - Contracting Party Contributions	\$ 3,755,692.73	\$ 1,224,621.70	\$ 947,345.10	\$ 5,927,659.53	\$ -	\$ 5,927,659.53
40055 - Headquarters (Lease and Maintenance)	\$ 539,398.13	\$ -	\$ -	\$ 539,398.13	\$ -	\$ 539,398.13
40055 - Headquarters (Lease & Maintenance)	\$ 539,398.13	\$ -	\$ -	\$ 539,398.13	\$ -	\$ 539,398.13
40060 Other Income						
40060.01 - GAAP Conversion - Income	\$ -	\$ 1.00	\$ 2.00	\$ 3.00	\$ -	\$ 3.00
40060.05 - Recoupment leave expenses	\$ 85,698.00	\$ 24,316.81	\$ 58,274.64	\$ 168,289.45	\$ 7,762.50	\$ 176,051.95
40060.06 - Rent - Dutch Harbor	\$ -	\$ 1.00	\$ 2.00	\$ 3.00	\$ -	\$ 3.00
40060 - Other Income	\$ 85,698.00	\$ 24,317.81	\$ 58,276.64	\$ 168,292.45	\$ 7,762.50	\$ 176,054.95
40100 Grants, Contracts & Agreements						
40100.01 - 802 - Directed Commercial Catch Sampling of Pacific halibut in Alaska	\$ -	\$ -	\$ 1,026,223.00	\$ 1,026,223.00	\$ -	\$ 1,026,223.00
40100.02 - MoU WDFW Rockfish sampling	\$ -	\$ -	\$ -	\$ -	\$ 37,803.00	\$ 37,803.00
40100 - Grants, Contracts & Agreements	\$ -	\$ -	\$ 1,026,223.00	\$ 1,026,223.00	\$ 37,803.00	\$ 1,064,026.00
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	\$ -	\$ -	\$ -	\$ -	\$ 4,381,964.24	\$ 4,381,964.24
40350.02 - Fish Sales - Byproduct	\$ -	\$ -	\$ -	\$ -	\$ 114,885.00	\$ 114,885.00
40350 - Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ 4,496,849.24	\$ 4,496,849.24
Total Income	\$ 4,381,599.98	\$ 1,248,939.51	\$ 2,031,844.74	\$ 7,662,384.23	\$ 4,542,414.74	\$ 12,204,798.97
Expense						
Personnel Expenses						
50000 - Salary & Wages	\$ 2,005,556.69	\$ 724,964.30	\$ 1,348,678.76	\$ 4,079,199.75	\$ 899,835.80	\$ 4,979,035.55
50100 - Benefits	\$ 843,096.97	\$ 284,502.73	\$ 472,271.51	\$ 1,599,871.21	\$ 237,444.74	\$ 1,837,315.95
50200 - Training & Education	\$ 39,050.00	\$ 19,123.70	\$ 16,767.90	\$ 74,941.60	\$ 43,470.00	\$ 118,411.60
50300 - Personnel Related Expenses	\$ 5,863.28	\$ -	\$ 1,035.00	\$ 6,898.28	\$ 5,175.00	\$ 12,073.28
Total Personnel Expenses	\$ 2,893,566.93	\$ 1,028,590.73	\$ 1,838,753.17	\$ 5,760,910.83	\$ 1,185,925.54	\$ 6,946,836.37
Operational Expenses						
5000 - Publications	\$ 4,000.00	\$ 7,500.00	\$ 2,000.00	\$ 13,500.00	\$ 400.00	\$ 13,900.00
51100 - Mailing and Shipping	\$ 3,622.50	\$ 7,245.00	\$ 5,732.41	\$ 16,599.91	\$ 122,130.00	\$ 138,729.91
51200 - Travel	\$ 99,049.50	\$ 15,343.88	\$ 33,534.00	\$ 147,927.38	\$ 116,955.00	\$ 264,882.38
51300 - IPHC Meetings	\$ 253,326.60	\$ -	\$ -	\$ 253,326.60	\$ -	\$ 253,326.60
51400 - Technology	\$ 149,091.75	\$ -	\$ 17,595.00	\$ 166,686.75	\$ 21,735.00	\$ 188,421.75
Total Operational Expenses	\$ 509,090.35	\$ 30,088.88	\$ 58,861.41	\$ 598,040.64	\$ 261,220.00	\$ 859,260.64
Fees and Contract Expenses						
52000 - Professional Fees	\$ 235,255.50	\$ -	\$ 3,105.00	\$ 238,360.50	\$ 2,070.00	\$ 240,430.50
52100 - Vessel Expenses	\$ -	\$ -	\$ -	\$ -	\$ 563,040.00	\$ 563,040.00
52200 - Other Fees and Charges	\$ 56,535.00	\$ -	\$ 13,691.35	\$ 70,226.35	\$ 24,150.00	\$ 94,376.35
52300 - Leases and Contracts	\$ 43,639.74	\$ 40,384.67	\$ 26,468.57	\$ 110,492.98	\$ 1,637,041.83	\$ 1,747,534.81
54000 - Communications	\$ 36,742.50	\$ -	\$ 3,519.00	\$ 40,261.50	\$ 1,749.15	\$ 42,010.65
Total Fees and Contract Expenses	\$ 372,172.74	\$ 40,384.67	\$ 46,783.92	\$ 459,341.33	\$ 2,228,050.98	\$ 2,687,392.31
Facilities and Equipment Expenses						
54000 - Equipment Expense	\$ 6,831.00	\$ -	\$ 61,767.88	\$ 68,598.88	\$ 34,155.00	\$ 102,753.88
54000 - Supplies Expense	\$ 45,540.00	\$ 149,875.25	\$ 20,317.05	\$ 215,732.30	\$ 735,885.00	\$ 951,617.30
54000 - Maintenance and Utilities	\$ 54,855.00	\$ -	\$ 1,738.80	\$ 56,593.80	\$ 80,093.48	\$ 136,687.28
54000 - Facility Rentals	\$ 499,543.95	\$ -	\$ 3,622.50	\$ 503,166.45	\$ 17,084.75	\$ 520,251.20
Total Facilities and Equipment Expenses	\$ 606,769.95	\$ 149,875.25	\$ 87,446.23	\$ 844,091.42	\$ 867,218.22	\$ 1,711,309.64
Other Expenses						
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 4,381,599.98	\$ 1,248,939.51	\$ 2,031,844.74	\$ 7,662,384.22	\$ 4,542,414.74	\$ 12,204,798.97
Net Income (Loss)	\$ 0.00	\$ (0.00)	\$ 0.00	\$ 0.00	\$ (0.00)	\$ 0.00

FY2026: Tentative Account Number	10 - General FY2025	20 - Research FY2025	30 - Statistics FY2025	TOTAL (10,20,30) FY2025	40 - FISS FY2025	TOTAL (All Funds) FY2025
Income						
40000 Contracting Party Contributions						
40000.01 - Canada	\$ -	\$ -	\$ -	\$ 1,106,296.17	\$ -	\$ 1,106,296.17
40000.02 - United States of America	\$ -	\$ -	\$ -	\$ 5,039,793.69	\$ -	\$ 5,039,793.69
40000 - Contracting Party Contributions	\$ 3,904,493.69	\$ 1,279,830.62	\$ 961,765.55	\$ 6,146,089.86	\$ -	\$ 6,146,089.86
40055 - Headquarters (Lease and Maintenance)	\$ 566,368.03	\$ -	\$ -	\$ 566,368.03	\$ -	\$ 566,368.03
40055 - Headquarters (Lease & Maintenance)	\$ 566,368.03	\$ -	\$ -	\$ 566,368.03	\$ -	\$ 566,368.03
40060 Other Income						
40060.01 - GAAP Conversion - Income	\$ -	\$ 1.00	\$ 2.00	\$ 3.00	\$ -	\$ 3.00
40060.05 - Recoupment leave expenses	\$ 88,697.43	\$ 25,167.90	\$ 60,314.25	\$ 174,179.58	\$ 7,762.50	\$ 181,942.08
40060.06 - Rent - Dutch Harbor	\$ -	\$ 1.00	\$ 2.00	\$ 3.00	\$ -	\$ 3.00
40060 - Other Income	\$ 88,697.43	\$ 25,168.90	\$ 60,316.25	\$ 174,182.58	\$ 7,762.50	\$ 181,945.08
40100 Grants, Contracts & Agreements						
40100.01 - 802 - Directed Commercial Catch Sampling of Pacific halibut in Alaska	\$ -	\$ -	\$ 1,097,601.00	\$ 1,097,601.00	\$ -	\$ 1,097,601.00
40100.02 - MoU WDFW Rockfish sampling	\$ -	\$ -	\$ -	\$ -	\$ 39,693.15	\$ 39,693.15
40100 - Grants, Contracts & Agreements	\$ -	\$ -	\$ 1,097,601.00	\$ 1,097,601.00	\$ 39,693.15	\$ 1,137,294.15
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	\$ -	\$ -	\$ -	\$ -	\$ 4,546,654.71	\$ 4,546,654.71
40350.02 - Fish Sales - Byproduct	\$ -	\$ -	\$ -	\$ -	\$ 118,905.98	\$ 118,905.98
40350 - Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ 4,665,560.68	\$ 4,665,560.68
Total Income	\$ 4,560,410.83	\$ 1,304,999.52	\$ 2,119,682.80	\$ 7,985,093.15	\$ 4,713,016.33	\$ 12,698,109.48
Expense						
Personnel Expenses						
50000 - Salary & Wages	\$ 2,075,558.67	\$ 750,338.05	\$ 1,395,882.52	\$ 4,221,779.24	\$ 931,330.05	\$ 5,153,109.30
50100 - Benefits	\$ 897,824.70	\$ 307,069.95	\$ 505,389.14	\$ 1,710,283.79	\$ 257,024.13	\$ 1,967,307.92
50200 - Training & Education	\$ 40,136.75	\$ 19,793.02	\$ 17,354.78	\$ 77,284.55	\$ 44,991.45	\$ 122,276.00
50300 - Personnel Related Expenses	\$ 6,068.49	\$ -	\$ 1,071.23	\$ 7,139.71	\$ 5,356.13	\$ 12,495.84
Total Personnel Expenses	\$ 3,019,588.61	\$ 1,077,201.02	\$ 1,919,697.66	\$ 6,016,487.30	\$ 1,238,701.76	\$ 7,255,189.05
Operational Expenses						
5000 - Publications	\$ 4,000.00	\$ 7,500.00	\$ 2,000.00	\$ 13,500.00	\$ 400.00	\$ 13,900.00
51100 - Mailing and Shipping	\$ 3,749.29	\$ 7,498.58	\$ 5,933.05	\$ 17,180.91	\$ 126,404.55	\$ 143,585.46
51200 - Travel	\$ 102,516.23	\$ 15,880.91	\$ 34,707.69	\$ 153,104.83	\$ 121,048.43	\$ 274,153.26
51300 - IPHC Meetings	\$ 262,193.03	\$ -	\$ -	\$ 262,193.03	\$ -	\$ 262,193.03
51400 - Technology	\$ 154,309.96	\$ -	\$ 18,210.83	\$ 172,520.79	\$ 22,495.73	\$ 195,016.51
Total Operational Expenses	\$ 526,768.51	\$ 30,879.49	\$ 60,851.56	\$ 618,499.56	\$ 270,348.70	\$ 888,848.26
Fees and Contract Expenses						
52000 - Professional Fees	\$ 243,489.44	\$ -	\$ 3,213.68	\$ 246,703.12	\$ 2,142.45	\$ 248,845.57
52100 - Vessel Expenses	\$ -	\$ -	\$ -	\$ -	\$ 582,746.40	\$ 582,746.40
52200 - Other Fees and Charges	\$ 59,361.75	\$ -	\$ 14,375.92	\$ 73,737.67	\$ 25,357.50	\$ 99,095.17
52300 - Leases and Contracts	\$ 45,167.13	\$ 41,798.13	\$ 27,394.97	\$ 114,360.23	\$ 1,694,338.30	\$ 1,808,698.53
54000 - Communications	\$ 38,028.49	\$ -	\$ 3,642.17	\$ 41,670.65	\$ 1,810.37	\$ 43,481.02
Total Fees and Contract Expenses	\$ 386,046.81	\$ 41,798.13	\$ 48,626.73	\$ 476,471.67	\$ 2,306,395.02	\$ 2,782,866.69
Facilities and Equipment Expenses						
54000 - Equipment Expense	\$ 7,070.09	\$ -	\$ 63,929.75	\$ 70,999.84	\$ 35,350.43	\$ 106,350.26
54000 - Supplies Expense	\$ 47,133.90	\$ 155,120.88	\$ 21,028.15	\$ 223,282.93	\$ 761,640.98	\$ 984,923.90
54000 - Maintenance and Utilities	\$ 56,774.93	\$ -	\$ 1,799.66	\$ 58,574.58	\$ 82,896.75	\$ 141,471.33
54000 - Facility Rentals	\$ 517,027.99	\$ -	\$ 3,749.29	\$ 520,777.28	\$ 17,682.71	\$ 538,459.99
Total Facilities and Equipment Expenses	\$ 628,006.90	\$ 155,120.88	\$ 90,506.85	\$ 873,634.62	\$ 897,570.86	\$ 1,771,205.48
Other Expenses						
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 4,560,410.84	\$ 1,304,999.51	\$ 2,119,682.80	\$ 7,985,093.15	\$ 4,713,016.33	\$ 12,698,109.48
Net Income (Loss)	\$ (0.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



Budget Supporting Information (for noting)

PREPARED BY: IPHC SECRETARIAT (D. WILSON & A. KEIKKALA, 7 APRIL 2023)

PURPOSE

To provide the Commission with supporting information for the IPHC budget decision making process at SS013.

BACKGROUND

Subsequent to the 99th Session of the IPHC Annual Meeting (AM099), the Contracting Parties (CP) agreed to provide the IPHC Secretariat with a set of clarifying questions and information requests by mid-March. The following were subsequently provided as a request list from CP's:

1. **Income sources, timing and how it is applied to expenses**

- Sources of income, when income is received, and what expenses they cover and when;
- Details around external funding (e.g. contracts, projects funded, and how it fits with IPHC's core mandate), the implications of past external funding shortfalls, and any mitigation measures being considered in drafting future contracts/agreements;
- Number of staff and amount of staff time required to develop and administer the contracts/ agreements for activities that fall outside IPHC's core mandate.

2. **Specific line items that have experienced significant change over the last 5 years**

- Budget line items that have experienced a significant change over the last 5 years and provide a rationale for that change;
- Line items of interest include, yet may not be limited to, 50000, 50100, 51200.04, and 52000.03.

3. **Headquarters and other facilities rentals**

- The purpose and location of each facility;
- How rental costs for each facility have changed over last 5 years.

4. **Review of staff and the creation of the Fisheries Policy Branch**

- Overview of staff and duties;
- Amount of time spent by staff to perform IPHC related duties vs other (i.e., developing/administering contracts that fall outside IPHC related work, teaching/professional development, other duties as identified by the Secretariat);
- How staff numbers and capacity have changed over last 5 years;
- How many ports are staffed along the coast and how much does it cost to staff each per year;
- Decision-making process taken to recently re-structure the Secretariat, leading to the creation of the FPB.

DISCUSSION

Given the details requested, each section (1-4) has been assigned an Appendix as shown below.

An additional set of queries were provided on Fund 40 – FISS, however as these don't relate to the FY2024 budget discussion surrounding Contracting Party contributions, these will be addressed under other business in the SS013 agenda.

RECOMMENDATION/S

That the Commission:

- 1) **NOTE** paper IPHC-2023-SS013-04 which provided supporting information for the IPHC budget decision making process at SS013.

APPENDICES

[Appendix I](#): Income sources, timing and how it is applied to expenses

[Appendix II](#): Specific line items that have experienced significant change over the last 5 years

[Appendix III](#): Headquarters and other facilities rentals

[Appendix IV](#): Review of staff and the creation of the Fisheries Policy Branch

Appendix I
Income sources, timing and how it is applied to expenses

- Sources of income, when income is received, and what expenses they cover and when;

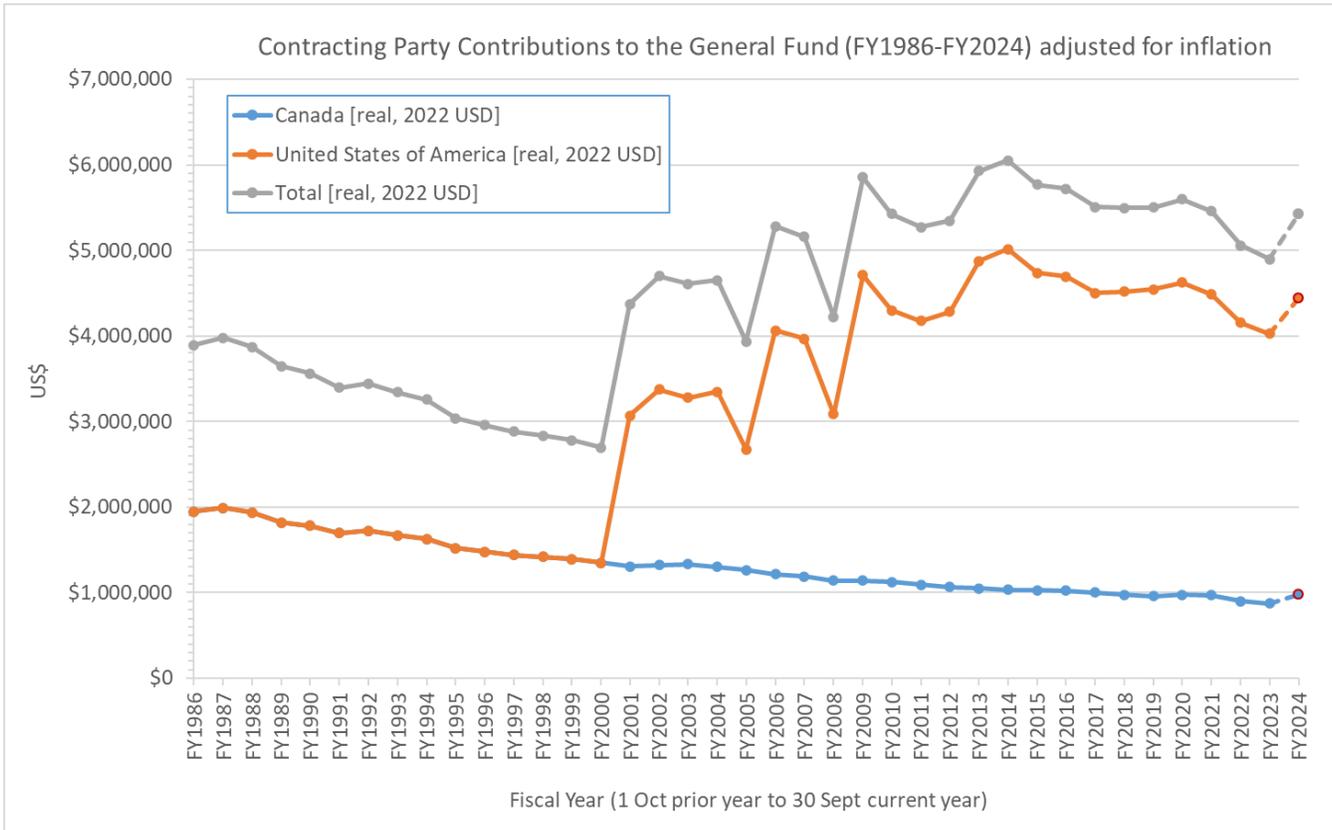
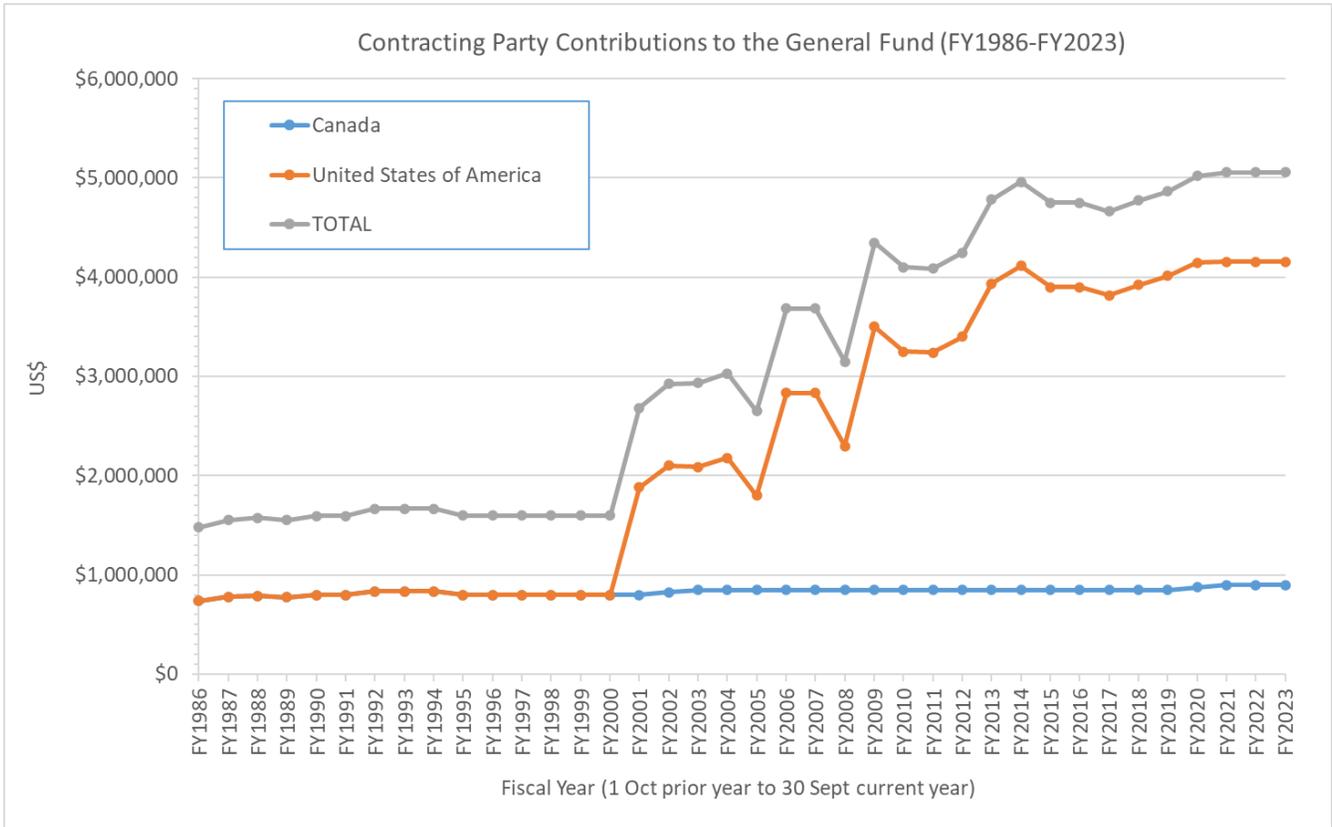
Income sources vary from year-to-year. For FY2024 we currently estimate the following income by source:

FY2024: Proposed for SS013 Account Number	10 - General FY2024	20 - Res earch FY2024	30 - Statistics FY2024	TOTAL (10,20,30) FY2024	40 - FISS FY2024	TOTAL (All Funds) FY2024
Income						
40000 Contracting Party Contributions						
40000.01 - Canada	\$ -	\$ -	\$ -	\$ 1,032,970.38	\$ -	\$ 1,032,970.38
40000.02 - United States of America	\$ -	\$ -	\$ -	\$ 4,705,753.98	\$ -	\$ 4,705,753.98
40000 - Contracting Party Contributions	\$ 3,614,200.57	\$ 1,172,586.10	\$ 951,937.69	\$ 5,738,724.36	\$ -	\$ 5,738,724.36
40055 - Headquarters (Lease and Maintenance)	\$ 513,712.50	\$ -	\$ -	\$ 513,712.50	\$ -	\$ 513,712.50
40055 - Headquarters (Lease & Maintenance)	\$ 513,712.50	\$ -	\$ -	\$ 513,712.50	\$ -	\$ 513,712.50
40060 Other Income						
40060.01 - GAAP Conversion - 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
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 - Directed Commercial Catch Sampling of Pacific halibut in Alaska	\$ -	\$ -	\$ 953,132.00	\$ 953,132.00	\$ -	\$ 953,132.00
40100.02 - MoU WDFW Rockfish sampling	\$ -	\$ -	\$ -	\$ -	\$ 36,003.00	\$ 36,003.00
40100 - Grants, Contracts & Agreements	\$ -	\$ -	\$ 953,132.00	\$ 953,132.00	\$ 36,003.00	\$ 989,135.00
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
40350 - Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ 4,335,000.00	\$ 4,335,000.00
Total Income	\$ 4,211,485.57	\$ 1,196,080.60	\$ 1,966,973.69	\$ 7,374,539.86	\$ 4,378,765.50	\$ 11,753,305.36

Note: All of the above are yet to be approved with the exception of the budget line 40100.02 from the WDFW rockfish sampling activities (US\$36,003), and 40060.60 Rent – Dutch harbor.

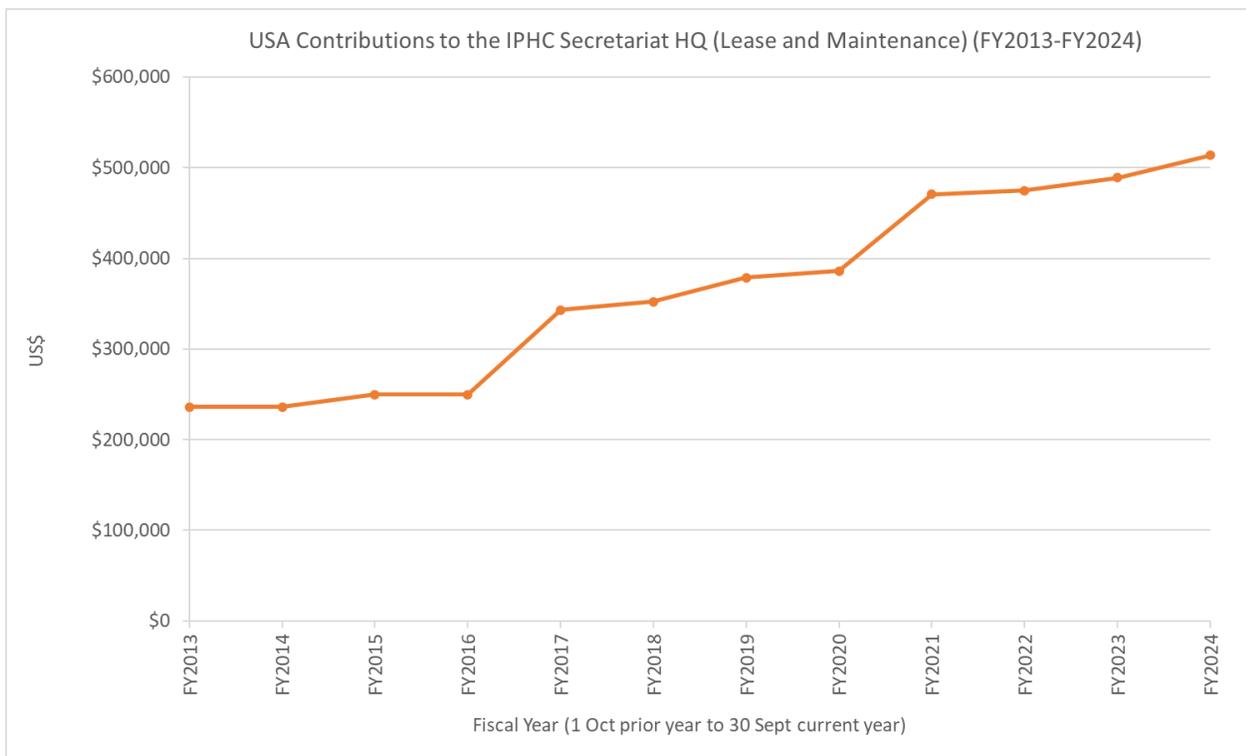
Income Source #1: 40000 - Contracting Party contributions to the General Fund (allocated across Funds 10, 20 and 30):

- Date income expected:** For FY2024, income falls due 1 October 2023.
- What is covered:** Covers all operating expenses not covered by other sources of income detailed herein.
- When are expenses incurred:** Expenses are accrued monthly commencing 1 October 2023.
- Historical perspective:** The contributions by each Contraction Party from FY1986 to FY2023 (actual), and FY2024 (requested) are shown below in two graphic formats as per figure titles.



Income Source #2: 40055 - USA Contributions for the IPHC Headquarters (Lease and Maintenance):

- Date income expected:** For FY2024, income falls due on 1 October 2023.
- What is covered:** IPHC Headquarters Lease and associated building maintenance charges from landlord.
- When are expenses incurred:** Expenses are accrued monthly commencing 1 October 2023. The current building lease expires on **30 September 2025**. Note: over the coming 6 months, the Secretariat will commence the process of seeking to either renew the current premises lease, or to secure new facilities. The Commission may wish to contribute to that process in the form of guidance on location and budget.
- Historical perspective:** Below is a graphic for the current leased premises (Salmon Bay, Seattle, WA, USA). Prior to FY2013, the US State Department directly managed the lease for the previous premises with, and located on, the University of Washington.



Income Source #3: 40060.05 Recouped Leave expenses:

- Date income expected:** For FY2024, income accrued monthly from 1 October 2023.
- What is covered:** Throughout each year staff take Annual Leave. When annual leave is taken, the salary is offset, and is thus recorded as an income in accordance with GAAP.
- When are expenses incurred:** Expenses are accrued as leave is taken.
- Historical perspective:** FY2022 was the first year the IPHC started to record recouped leave expenses as an income. This change is part of our move from OCBOA (Other Comprehensive Basis of Accounting) to GAAP accounting practices.

Income Source #4: 40060.06 Rent – Dutch harbor

- a. **Date income expected:** Income accrued monthly from the date in which the FDS(F) takes up residence in Dutch harbor (usually from April to late November each year).
- b. **What is covered:** A 1-bedroom apartment is leased by the IPHC in Dutch harbor for field staff use. As there is very limited accommodation in Dutch harbor, which is in very high demand, the IPHC leases an apartment to guarantee accommodation. The monthly rent (US\$1,756.25 plus 3% tax) is subsidised by the IPHC with the remainder deducted from the FDS(F) salary (**US\$800/month**). The amount paid by the FDS(F) is recorded as income in accordance with GAAP. It should be noted that the IPHC portion will be included in Grant 802 for FY2024, as was the case in FY2022 and FY2023. In FY2022, income totalled ~US\$8000.
- c. **When are expenses incurred:** For FY2024, expenses are accrued monthly commencing 1 October 2023. The current apartment lease expires on **3 March 2027**. In FY2022, expenses totalled ~US\$9,800.
- d. **Historical perspective:** FY2022 was the first year the IPHC entered into this lease agreement (18 April 2022).

Income Source #5: 40100.01 802 - IPHC Directed Commercial Catch Sampling of Pacific halibut in Alaska ([IPHC-2023-SS013-INF02](#))

- a. **Date income expected:** Income accrued quarterly within the FY.
- b. **What is covered:** This is a 5-year 'grant' from NOAA and is set to expire on 30 September 2023. The Secretariat has submitted a new funding request to NOAA for the 5-year period FY2024-28 (1 Oct 2023 to 30 Sept 2028) ([IPHC-2023-SS013-INF02](#)). The 'grant' is meant to cover the post-IFQ port sampling costs for Pacific halibut in the waters off Alaska.

Fiscal Year	Proposed/ Budgeted	Received	Variance
FY2024	\$953,132	TBD	TBD
FY2025	\$1,026,223	TBD	TBD
FY2026	\$1,097,601	TBD	TBD
FY2027	\$1,182,488	TBD	TBD
FY2028	\$1,267,773	TBD	TBD

- c. **When are expenses incurred:** For FY2024, expenses are accrued monthly commencing 1 October 2023.
- d. **Historical perspective:** The current grant is for the period FY2019-2023. In total, for the 5-year 'grant' period FY2019-FY2023, a total funding shortfall of **\$368,277.64** was realised. This was partially accounted for by either reduced operations (not filling a port for a year), or utilizing Contracting Party contributions without differentiation (i.e. from Canada and the USA).

In FY2022, following the directive from NOAA that the pre-approved 'grant' award for that year would be reduced by US\$181,450, the Secretariat scrambled to make in-year savings. One of those areas identified was to defer sablefish data entry activities until the following fiscal year, in the hope that NOAA would provide the necessary funding. However, the USA directed the Secretariat to complete the logbook entries, irrespective of the funding. As this was in-year, the budget shortfall and service reductions focused on Pacific halibut activities, and using funds contributed from both Contracting Parties to the General Fund.

Fiscal Year	Budgeted	Received	Variance
FY2023	\$664,458.64	\$621,605.00	(\$42,853.64)*
FY2022	\$559,975.00	\$378,525.00	(\$181,450.00)^
FY2021	\$478,599.00	\$482,466.00	\$3,867.00
FY2020	\$449,562.00	\$451,227.00	\$1,665.00
FY2019	\$598,488.00	\$454,514.00	(\$143,974.00)

*In FY2023, the Secretariat has reduced our intended in-port sampling footprint to compensate for the income shortfall from NOAA.

^In FY2022, we partially accounted for the budget shortfall by not filling one field position (Juneau). This resulted in reduced data sampling for Pacific halibut. In addition, a field staff member was not placed on St Paul (plant closed due to COVID-19). Other cuts were made, however due to increased costs in areas such as travel, they had little to no impact (travel costs sharply increased during the COVID-19 pandemic).

Income Source #6: 40100.02 802 - [MoU WDFW Rockfish sampling](#):

- Date income expected:** Income typically received in September of each year.
- What is covered:** Sampling using the FISS platform = 8 FISS stations in Washington, USA. The expenses are 100% cost recovered and received once the data is submitted to the WDFW.
- When are expenses incurred:** Expenses accrued monthly from May-Sept (sampling time dependent).
- Historical perspective:** A new 5-year agreement was signed in 2020 for the period 2021-25 (see budget estimate below).

Estimated budget WDFW Rockfish Stations - FY2021-FY2025

Expense Category	Estimates (actual may be +/- 5%)					Contract
	FY2021	FY2022	FY2023	FY2024	FY2025	(+/-5%) Total
Vessel Expenses	\$ 20,000	\$ 21,000	\$ 22,050	\$ 23,153	\$ 24,310	\$ 110,513
Bait and Gear Expenses	\$ 4,108	\$ 4,313	\$ 4,529	\$ 4,756	\$ 4,993	\$ 22,699
Field Staff Expenses	\$ 2,993	\$ 3,143	\$ 3,300	\$ 3,465	\$ 3,638	\$ 16,538
HQ costs	\$ 1,730	\$ 1,817	\$ 1,907	\$ 2,003	\$ 2,103	\$ 9,559
Contingency	\$ 2,270	\$ 2,384	\$ 2,503	\$ 2,628	\$ 2,759	\$ 12,543
Total	\$ 31,101	\$ 32,656	\$ 34,289	\$ 36,003	\$ 37,803	\$ 171,853

Income Source #7: 40100.XX – Research Grants (note, none currently budgeted for FY2024)

- a. **Date income expected:** Grant dependent.
 - b. **What is covered:** Grant dependent. Each year, the Biological and Ecosystem Sciences Branch seeks to obtain external research funding to compliment the work that we do. In FY2023, we budgeted and expect to receive \$97,955.30 in research funding from two grants as follows:
 - i. **BREP:** [IPHC Grant #807 - Gear-based approaches to catch protection as a means for minimizing whale depredation in longline fisheries](#). Amount US\$99,700.00 across two fiscal years.
 - ii. **North Pacific Research Board (NPRB):** [IPHC Grant #808 - Pacific halibut population genetics](#). Amount \$193,685 over 1 Dec 2021 to 31 Jan 2024.
 - c. **When are expenses incurred:** Expenses accrued monthly.
 - d. **Historical perspective:** The number and value of research grants varies year by year and will depend on the priorities set within the [5-Year IRMP](#), as well as internal resourcing.
- *Details around external funding (e.g. contracts, projects funded, and how it fits with IPHC’s core mandate), the implications of past external funding shortfalls, and any mitigation measures being considered in drafting future contracts/agreements;*
- 1) External funding relevant to this section are detailed in the previous pages.
 - a. 802 NOAA – International Pacific Halibut Commission Directed Commercial Catch Sampling of Pacific halibut in Alaska (IPHC Grant 802) (IPHC Secretariat) FY24-28 application submitted on 4 April 2023.
 - b. 807 NOAA BREP - Gear-based approaches to minimizing whale depredation – Total award \$99,700.
 - c. 808 NPRB – Population Genomics – North Pacific Research Board - Total award \$193,685
 - 2) The IPHC maintains a list of currently active and previous collaborations on the IPHC website: <https://www.iphc.int/the-commission/cooperation-with-other-organisations>
 - a. The IPHC’s 5-year program of integrated research and monitoring (2022-2026) provides a description of how each area fits within the IPHC’s work. Noting that the plan is a living document and based on the Commission’s request to continue to characterise our activities by core focal area and priority, we intend to continue the development of the plan moving forward. <https://www.iphc.int/uploads/pdf/5yrirm/iphc-2022-5yrirm.pdf>
 - b. Past external funding shortfalls:
 - i. Direct funding shortfalls such as those from Grant 802 are detailed in the previous section. This is the only pre-approved funding shortfall we have experienced in the past five (5) years.
 - ii. Indirect funding shortfalls are those where we had budgeted to receive research income in a given year, however the funding was not forthcoming. As funding was not forthcoming, the work was not undertaken and no expenditure was incurred.
 - c. Mitigation measures:
 - i. We no longer include income for research grants in our budget proposals until the grant is approved and the funding date secured.
 - ii. ‘Grant’ 802: It has been indicated to us that the ‘grant’ is not a grant, but a subsidy to the annual Contracting Party contributions of the USA. As such, we have and

will continue to include the 'grant' funding in our proposed budgets unless directed otherwise by the Commission.

The latest grant proposal for FY2024-28 covers eligible expense for sampling Pacific halibut post-IFQ.

In the past this grant has also been used to fund sablefish activities, sometimes at the expense of Pacific halibut data collection and related activities.

A Commission decision is needed to determine the level of support the IPHC will provide for sablefish data collection, databasing, and provision.

We suggest that should the Commission wish to support sablefish activities, which are outside the Commission's mandate, that it provide a structured decision that includes an agreed funding mechanism, and areas where Pacific halibut services should be replaced.

- *Number of staff and amount of staff time required to develop and administer the contracts/ agreements for activities that fall outside IPHC's core mandate.*
 - 1) It is difficult to precisely calculate the Secretariat time required to develop and administer grants on an annual basis unless those calculations are specifically done at the time the grant/contract etc is developed. We have done this in the recent past and those elements are included as 'Overheads' to any funding proposal.
 - 2) In terms of process, a grant is initially developed by the relevant team, whether this be Port Services, Research, or other area. Secretariat from the Finance and Personnel Services Branch participate in the drafting and information provision for budgeting. The Executive Branch are also involved in terms of review, and further development. In some cases, the Executive are heavily involved in higher level discussions and negotiations. Grant 802 for example is being lead by the Executive team, with support from Port Services and others.
 - 3) We generally apply a 20% overhead to cover the above expenses, however some bodies limit this to 10% (e.g. NOAA), which often does not cover our calculated overheads. This results in those additional overhead costs being borne by the Contracting Parties through their combined contributions.
 - 4) There are other activities that we undertake on an annual basis that fall outside the IPHC's core mandate. Due to time constraints, we have not collated these activities in paper. However we will endeavour to do this over the coming months. Examples:
 - a. Sablefish – see Grant 802
 - b. Rockfish – see WDFW MoU.
 - c. Cod – Collected for NOAA during the annual FISS.
 - d. Dogfish – Collected for NOAA during the annual FISS.

Appendix II

Specific line items that have experienced significant change over the last 5 years

- Budget line items that have experienced a significant change over the last 5 years and provide a rationale for that change;

1) The form of the IPHC budget has been evolving rapidly over the past 5 years. In particular over the last 3 years, we have moved to full Fund Accounting. Fund accounting allows us to more readily allocated income and expenditures to specific areas of operation. Below are fiscal year FY2024, FY2023, FY2022 budgets by Fund for reference in discussion:

FY2024: Proposed for adoption at the 13th Special Session of the Commission (SS013)

FY2024 Financial Budget – Proposed for adoption

FY2024: Proposed for SS013 Account Number	10 - General FY2024	20 - Research FY2024	30 - Statistics FY2024	TOTAL (10,20,30) FY2024	40 - FISS FY2024	TOTAL (All Funds) FY2024
Income						
40000 Contracting Party Contributions						
40000.01 - Canada	\$ -	\$ -	\$ -	\$ 1,032,970.38	\$ -	\$ 1,032,970.38
40000.02 - United States of America	\$ -	\$ -	\$ -	\$ 4,705,753.98	\$ -	\$ 4,705,753.98
40000 - Contracting Party Contributions	\$ 3,614,200.57	\$ 1,172,586.10	\$ 951,937.69	\$ 5,738,724.36	\$ -	\$ 5,738,724.36
40055 - Headquarters (Lease and Maintenance)	\$ 513,712.50	\$ -	\$ -	\$ 513,712.50	\$ -	\$ 513,712.50
40055 - Headquarters (Lease & Maintenance)	\$ 513,712.50	\$ -	\$ -	\$ 513,712.50	\$ -	\$ 513,712.50
40060 Other Income						
40060.01 - GAAP Conversion - 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
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 - Directed Commercial Catch Sampling of Pacific halibut in Alaska	\$ -	\$ -	\$ 953,132.00	\$ 953,132.00	\$ -	\$ 953,132.00
40100.02 - MoU WDFW Rockfish sampling	\$ -	\$ -	\$ -	\$ -	\$ 36,003.00	\$ 36,003.00
40100 - Grants, Contracts & Agreements	\$ -	\$ -	\$ 953,132.00	\$ 953,132.00	\$ 36,003.00	\$ 989,135.00
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
40350 - Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ 4,335,000.00	\$ 4,335,000.00
Total Income	\$ 4,211,485.57	\$ 1,196,080.60	\$ 1,966,973.69	\$ 7,374,539.86	\$ 4,378,765.50	\$ 11,753,305.36
Expense						
Personnel Expenses						
50000 - Salary & Wages	\$ 1,937,921.92	\$ 700,448.60	\$ 1,303,071.27	\$ 3,941,441.79	\$ 869,406.57	\$ 4,810,848.36
50100 - Benefits	\$ 792,830.63	\$ 264,004.00	\$ 441,991.00	\$ 1,498,825.63	\$ 219,694.00	\$ 1,718,519.63
50200 - Training & Education	\$ 38,000.00	\$ 18,477.00	\$ 16,200.87	\$ 72,677.87	\$ 42,000.00	\$ 114,677.87
50300 - Personnel Related Expenses	\$ 5,665.00	\$ -	\$ 1,000.00	\$ 6,665.00	\$ 5,000.00	\$ 11,665.00
Total Personnel Expenses	\$ 2,774,417.55	\$ 982,929.60	\$ 1,762,263.14	\$ 5,519,610.29	\$ 1,136,100.57	\$ 6,655,710.86
Operational Expenses						
5000 - 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	\$ 95,700.00	\$ 14,825.00	\$ 32,400.00	\$ 142,925.00	\$ 113,000.00	\$ 255,925.00
51300 - IPHC Meetings	\$ 244,760.00	\$ -	\$ -	\$ 244,760.00	\$ -	\$ 244,760.00
51400 - Technology	\$ 144,050.00	\$ -	\$ 17,000.00	\$ 161,050.00	\$ 21,000.00	\$ 182,050.00
Total Operational Expenses	\$ 492,010.00	\$ 29,325.00	\$ 56,938.56	\$ 578,273.56	\$ 252,400.00	\$ 830,673.56
Fees and Contract Expenses						
52000 - Professional Fees	\$ 227,300.00	\$ -	\$ 3,000.00	\$ 230,300.00	\$ 2,000.00	\$ 232,300.00
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	\$ 1,581,682.93	\$ 1,688,439.43
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	\$ 45,012.88	\$ 442,838.74	\$ 2,152,372.93	\$ 2,595,211.67
Facilities and Equipment Expenses						
54000 - Equipment Expense	\$ 6,600.00	\$ -	\$ 59,679.11	\$ 66,279.11	\$ 33,000.00	\$ 99,279.11
54000 - Supplies Expense	\$ 44,000.00	\$ 144,807.00	\$ 19,630.00	\$ 208,437.00	\$ 711,000.00	\$ 919,437.00
54000 - Maintenance and Utilities	\$ 53,000.00	\$ -	\$ 1,680.00	\$ 54,680.00	\$ 77,385.00	\$ 132,065.00
54000 - Facility Rentals	\$ 482,651.16	\$ -	\$ 21,770.00	\$ 504,421.16	\$ 16,507.00	\$ 520,928.16
Total Facilities and Equipment Expenses	\$ 586,251.16	\$ 144,807.00	\$ 102,759.11	\$ 833,817.27	\$ 837,892.00	\$ 1,671,709.27
Other Expenses						
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	\$ 4,211,485.57	\$ 1,196,080.60	\$ 1,966,973.69	\$ 7,374,539.87	\$ 4,378,765.50	\$ 11,753,305.37
Net Income (Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY2023: Adopted (revision) at the 99th Session of the Commission (AM099)

FY2023 BUDGET: REVISED AND ADOPTED

(1 Oct. 2022 to 30 Sept. 2023)

FY2023 Account Number	1 October 2022 to 30 September 2023 Account Name	10 - General FY2023	20 - Research FY2023	30 - Statistics FY2023	TOTAL (10,20,30) FY2023	40 - FISS FY2023	TOTAL (All Funds) 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 40350 - 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)	\$ (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)

FY2022: Adopted at the 11th Special Session of the Commission (SS011)

FY2022 FINANCIAL BUDGET – ADOPTED

Account Number	Account Name	10 - General	20 - Research	30 - Statistics	10,20,30 - TOTAL	40 - FISS	10,20,30,40 - TOTAL
		FY2022	FY2022	FY2022	FY2022	FY2022	FY2022
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	\$ 5,058,167.00	\$ -	\$ -	\$ 5,058,167.00	\$ -	\$ 5,058,167.00
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
40055	Headquarters (Lease & Maintenance)	\$ 475,000.00	\$ -	\$ -	\$ 475,000.00	\$ -	\$ 475,000.00
40060	Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40100	Grants, Contracts & Agreements	\$ -	\$ 44,917.00	\$ 559,975.00	\$ 604,892.00	\$ 48,720.00	\$ 653,612.00
40200	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ 11,550.00	\$ 11,550.00
40200.01	Bank Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40200.02	CD Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total 40200 - Interest Income	\$ 475,000.00	\$ 44,917.00	\$ 559,975.00	\$ 1,079,892.00	\$ 60,270.00	\$ 1,140,162.00
40350	Fish Sales						
40350.01	Fish Sales - Pacific Halibut	\$ -	\$ -	\$ -	\$ -	\$ 5,471,025.00	\$ 5,471,025.00
40350.02	Fish Sales - Byproduct	\$ -	\$ -	\$ -	\$ -	\$ 58,800.00	\$ 58,800.00
	Total 40350 - Fish Sales	\$ -	\$ -	\$ -	\$ -	\$ 5,529,825.00	\$ 5,529,825.00
	Total Income	\$ 5,788,863.00	\$ 44,917.00	\$ 559,975.00	\$ 6,393,755.00	\$ 5,590,095.00	\$ 11,983,850.00
Expense							
Personnel Expenses							
50000	Salaries & Wages	\$ 2,925,000.00	\$ 85,447.00	\$ 668,115.00	\$ 3,678,562.00	\$ 478,584.75	\$ 4,157,146.75
50100	Benefits	\$ 1,260,000.00	\$ 20,335.00	\$ 199,552.50	\$ 1,479,887.50	\$ 14,837.55	\$ 1,494,725.05
50100.09	Medical Reimbursement - Retiree	\$ 92,958.60	\$ -	\$ -	\$ 92,958.60	\$ -	\$ 92,958.60
50200	Training & Education	\$ 5,000.00	\$ -	\$ 21,000.00	\$ 26,000.00	\$ 54,600.00	\$ 80,600.00
50300	Personnel Related Expenses	\$ -	\$ -	\$ 14,700.00	\$ 14,700.00	\$ 36,376.20	\$ 51,076.20
50300.01	Scholarship Awards	\$ 8,000.00	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
	Total Personnel Expenses	\$ 4,290,958.60	\$ 105,782.00	\$ 903,367.50	\$ 5,300,108.10	\$ 584,398.50	\$ 5,884,506.60
Operational Expenses							
51000	Publications	\$ 6,000.00	\$ -	\$ 9,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
51100	Mailing and Shipping	\$ 4,000.00	\$ 2,000.00	\$ 8,400.00	\$ 14,400.00	\$ 79,800.00	\$ 94,200.00
51200	Travel	\$ 70,300.00	\$ 4,150.00	\$ 10,000.00	\$ 84,450.00	\$ 117,516.00	\$ 201,966.00
51300	Meeting and Conference Expenses	\$ 171,000.60	\$ -	\$ -	\$ 171,000.60	\$ -	\$ 171,000.60
51400	Technology	\$ 135,000.00	\$ -	\$ -	\$ 135,000.00	\$ -	\$ 135,000.00
	Total Operational Expenses	\$ 386,300.60	\$ 6,150.00	\$ 27,400.00	\$ 419,850.60	\$ 197,316.00	\$ 617,166.60
Fees and Contract Expenses							
52000	Professional Fees	\$ 240,000.00	\$ -	\$ -	\$ 240,000.00	\$ -	\$ 240,000.00
52200	Other Fees and Charges	\$ -	\$ -	\$ -	\$ -	\$ 590,965.20	\$ 590,965.20
52300	Leases and Contracts	\$ 365,000.00	\$ 76,979.00	\$ 38,850.00	\$ 480,829.00	\$ 2,428,391.70	\$ 2,909,220.70
54000	Communications	\$ 25,000.00	\$ -	\$ 420.00	\$ 25,420.00	\$ 86,782.50	\$ 112,202.50
	Total Fees and Contract Expenses	\$ 630,000.00	\$ 76,979.00	\$ 39,270.00	\$ 746,249.00	\$ 3,106,139.40	\$ 3,852,388.40
Facilities and Equipment Expenses							
53000	Equipment Expense	\$ 28,000.00	\$ -	\$ 18,900.00	\$ 46,900.00	\$ 34,020.00	\$ 80,920.00
53100	Supplies Expense	\$ 32,000.00	\$ 106,452.00	\$ 2,100.00	\$ 140,552.00	\$ 933,980.25	\$ 1,074,532.25
53200	Maintenance and Utilities	\$ 24,000.00	\$ -	\$ -	\$ 24,000.00	\$ 42,000.00	\$ 66,000.00
53300	Facility Rentals	\$ 378,000.00	\$ -	\$ 6,300.00	\$ 384,300.00	\$ 21,000.00	\$ 405,300.00
	Total Facilities and Equipment Expenses	\$ 462,000.00	\$ 106,452.00	\$ 27,300.00	\$ 595,752.00	\$ 1,031,000.25	\$ 1,626,752.25
Other Expenses							
55000	Budget Contingency	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00	\$ -	\$ 35,000.00
55200	Fund Cost Recovery (20 - 30)	\$ 687,808.50	\$ (250,446.00)	\$ (437,362.50)	\$ -	\$ -	\$ -
55201	Fund Cost Recovery (40)	\$ (703,204.70)	\$ -	\$ -	\$ (703,204.70)	\$ 703,204.70	\$ -
	Total Other Expenses	\$ 19,603.80	\$ (250,446.00)	\$ (437,362.50)	\$ (668,204.70)	\$ 703,204.70	\$ 35,000.00
	Total Expense	\$ 5,788,863.00	\$ 44,917.00	\$ 559,975.00	\$ 6,393,755.00	\$ 5,622,058.85	\$ 12,015,813.85
	Net Income (Loss)	\$ -	\$ -	\$ -	\$ -	\$ (31,963.85)	\$ (31,963.85)

2) Prior to FY2022, the budgets adopted were substantially more simple in format, which resulted in reduced transparency. Financial years FY2021, FY2020 and FY2019 are provided below for reference:

FY2021: Adopted at the 96th Session of the Commission (AM096)

APPENDIX VI
FY2021 PROPOSED BUDGET

(1 Oct. 2020 to 30 Sept. 2021)

General Fund

Income

Contributions			
United States of America	\$4,767,960	^{1,2}	
Canada	\$1,011,657	¹	
Other Income			
Grants & Contracts	\$478,599		
Interest Income	\$5,000		
Misc. Income	\$0		

Expenses

Core IPHC Activities			
Administration	\$2,402,610		
Scientific	\$3,427,938		
Catch Sampling	\$646,945		
Research Activities			
Field Research	\$0		
Other Research	\$425,000		
			FISS Program Cost Recovery (\$639,277)

General Fund Total	\$6,263,216		General Fund Total	\$6,263,216
General Fund - Gain/Loss	(\$0)		Year-end Carryover	\$434,954

Supplemental Fund

Income

Fish Sales Income			
FISS Program	\$5,010,798		
Other Research	\$46,400		
Other Income			
Interest	\$1,125		
Rollover from Reserve Account	\$25,000		

Expenses

FISS Expenses			
FISS Program	\$4,608,624		
FISS Program Cost Recovery	\$639,277		

Supplemental Fund Total	\$5,083,323		Supplemental Fund Total	\$5,247,901
Supplemental Fund - Gain/Loss	\$164,579		Year-end Carryover	\$451,858

Combined General/Supplemental Funds

Combined Gain/Loss	(\$164,579)		Year-end Combined Balance	\$886,812
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Notes: ¹ - Includes Pension Funding Payment.

² - Includes Headquarters Lease and Building Maintenance Payments.

FY2020: Adopted at the 95th Session of the Commission (AM095)

APPENDIX VI
FY2020 PROPOSED BUDGET
(1 Oct. 2019 to 30 Sept. 2020)

General Account

<i>Income</i>			<i>Expenses</i>		
Contributions			Core IPHC Activities		
	United States	\$4,532,000 ^{1,2}		Administration	\$2,288,847
	Canada	\$985,432 ¹		Scientific	\$3,652,199
				Catch Sampling	\$638,132
Other Income			Research Activities		
	Grants & Contracts	\$449,562		Field Research	\$0
	Interest Income	\$5,000		Other Research	\$550,000
	Misc. Income	\$0			
				FISS Program Cost Recovery	(\$397,346)
General Account Total		\$5,971,994	General Account Total		\$6,731,832
General Account - Gain/Loss		(\$759,838)	Year-end Carryover		\$434,954

Supplemental Account

<i>Income</i>			<i>Expenses</i>		
Fish Sales Income			Survey Expenses		
	FISS Program	\$4,904,582		FISS Program	\$4,539,501
	Other Research	\$46,400		FISS Program Cost Recovery	\$397,346
Other Income					
	Interest	\$1,125			
	Rollover from Reserve Account	\$10,000			
Supplemental Account Total		\$4,962,106	Supplemental Account Total		\$4,936,847
Supplemental Account - Gain/Loss		\$25,260	Year-end Carryover		\$558,949

Combined General/Supplemental Accounts

Combined Gain/Loss		(\$734,578)	Year-end Combined Balance		\$993,903
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Notes: ¹ - Includes Pension Funding Payment

² - Includes Headquarters Lease Payments

FY2019: Adopted at the 94th Session of the Commission (AM094)

IPHC-2018-AM094-R

APPENDIX V

FY2019 BUDGET

(1 Oct. 2018 to 30 Sept. 2019)

IPHC Income and Expenses
Consolidated General & Supplemental

<i>Income</i>		<i>Expenses</i>	
Contributions		Core IPHC Activities	
United States of America	\$ 4,400,000	Administration	\$ 1,974,859
Canada	\$ 902,720	Scientific	\$ 3,695,611
		Catch Sampling	\$ 603,313
Fish Sales Income		Survey Expenses	
FISS Program	\$ 5,575,086	FISS Program	\$ 5,813,748
Other Research	\$ 43,428		
Other Income		Research Activities	
Grants & Contracts	\$ 598,488	Field Research	\$ -
Interest Income	\$ 16,125	Other Research	\$ 557,049
Misc. Income	\$ -		
		Transfer to Restricted Accounts	\$ -
Total FY2018 Income	\$ 11,553,847	Total FY2018 Expenses	\$ 12,644,580

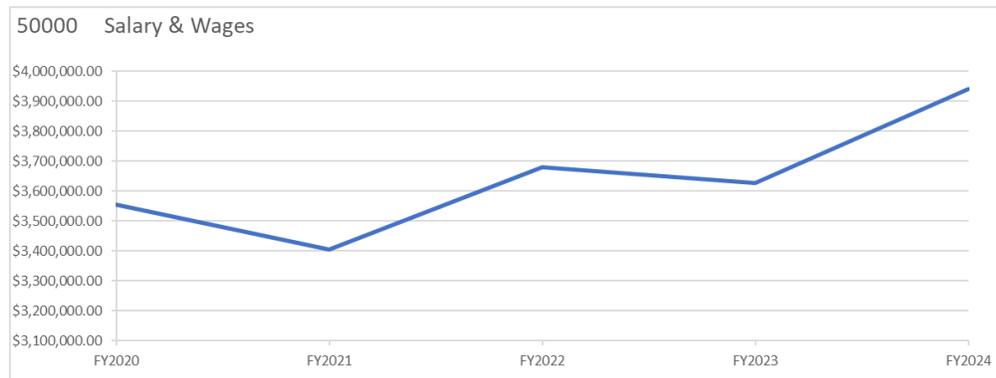
Total General & Supplemental FY2018	\$ (1,090,733)
Total as % of Income	-9.4%
Unrestricted Funds Balance	\$ 1,741,478

- Line items of interest include, yet may not be limited to, 50000, 50100, 51200.04, and 52000.03.

50000: Salaries and Wages

General Contributions (Fund 10, 20 and 30)

	FY2020	FY2021	FY2022	FY2023	FY2024
50000 Salary & Wages	\$3,555,187.00	\$3,404,663.00	\$3,678,562.00	\$3,627,682.10	\$3,941,441.79
		↓	↑	↓	↑



Seattle/Tacoma: Increase from FY2020 to FY2024 = 10.86% = 2.71% / year
 US Federal Civil Service: FY2020 to FY2024 = 3.19% / year
<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/#url=2023>

FY2021 – Commission froze the budget for the first time in many years. As a precautionary measure, we did not budget/plan to fill vacant FTE’s. Hence decrease from FY2020, despite annual incremental salary increase.

FY2022 – Ran with an additional hire (1 x FTE) due to key staff member transitioning out. Plus standard COLA.

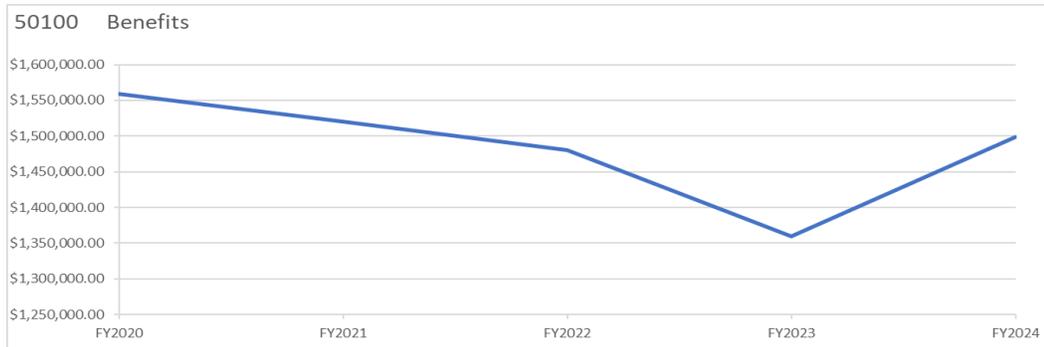
FY2023 – Decrease from prior FY, despite % salary increase. Decrease due in part to the restructuring (pushing roles and responsibilities downward).

FY2024 – Increase due to full budgeting for all 33 FTE’s, and COLA in accordance with US Fed (slightly less).

50100: Benefits

General Contributions (Fund 10, 20 and 30)

	FY2020	FY2021	FY2022	FY2023	FY2024
50100 Benefits	\$1,559,412.00	\$1,520,313.00	\$1,479,887.50	\$1,359,249.77	\$1,498,825.63
		↓	↓	↓	↑



Decrease from FY2020 to FY2024 = -3.88% or -0.97% / year

FY2021 – Decrease from prior FY. Commission froze the budget for the first time in many years. As a precautionary measure, we did budget/plan to fill vacant FTE’s. Hence decrease from FY2020.

FY2022 – Decrease from prior FY. During late FY2021, we made a number of benefit changes, including managing retiree benefits appropriately, and offering less medical insurance options, plus capping the Healthcare Reimbursement Account (HRA).

FY2023 – Decrease from prior FY. Decrease due in part to the restructuring (pushing roles and responsibilities downward), as well as further lowering the HRA cap.

FY2024 – Increase due to full budgeting for all 33 FTE’s, and an assumption of a 12% increase in medical insurance premiums which may or may not eventuate.

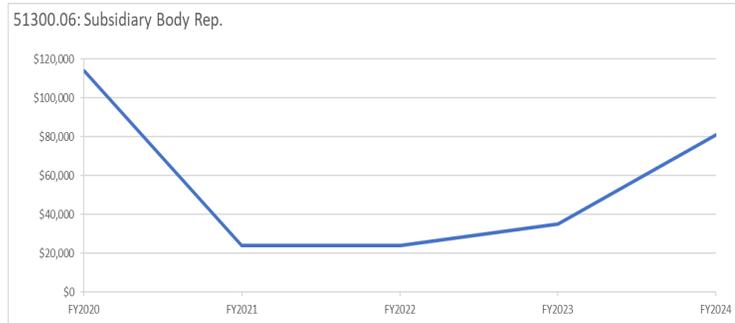
51200.04 now 51300.06: Subsidiary Body Rep.

This budget line covers travel for non-govt. members to attend their board meetings:

- RAB (1 in-person 1d meeting annually). 8-10 board members.
- SRB (two in-person 3d meetings annually). 3-5 board members.
- MSAB (1 in-person 3d meeting annually). Budgeted for 18 non-govt. reps (21 seats).

All three of these board meetings are held in the IPHC HQ office. In addition, the SRB members are paid an honorarium for independent services rendered. In FY2024 we have budgeted US\$81,060 for this purpose.

51300.06: Subsidiary Body Rep.	FY2020	FY2021	FY2022	FY2023	FY2024
Research Advisory Board (RAB)	\$10,000	\$0	\$0	\$10,000	\$10,000
Scientific Review Board (SRB)	\$34,000	\$24,000	\$24,000	\$25,000	\$33,500
Management Strategy Advisory Board (MSAB)	\$70,000	\$0	\$0	\$0	\$37,560
Total:	\$114,000	\$24,000	\$24,000	\$35,000	\$81,060
		↓	→	↑	↑



Decrease from FY2020 to FY2024 = -28.89% or -7.22% / year

52000.03: Accounting fees

This line item represents the fees for our accounting firm Sommerville and Associates (S&A). S&A joined the IPHC in 2021 as consultants and moved to an ongoing contract in 2022. S&A provides preparation of:

- Form 941 - Employer’s Quarterly Federal Tax Returns;
- Form 944 – Employer’s Annual Federal Tax Return;
- Form W-3 &W-2 - Wage & Tax Statements;
- Form 990 – Return of Organization Exempt for Income Tax;
- Form 1096 & 1099 – Annual Summary & Transmittal of U.S. Information Returns.

Assist with annual audit preparation for materials for the auditor.

Performs month-end close processes including payroll benefit liabilities, payroll adjustments, and reconciliation of credit card and bank statements.

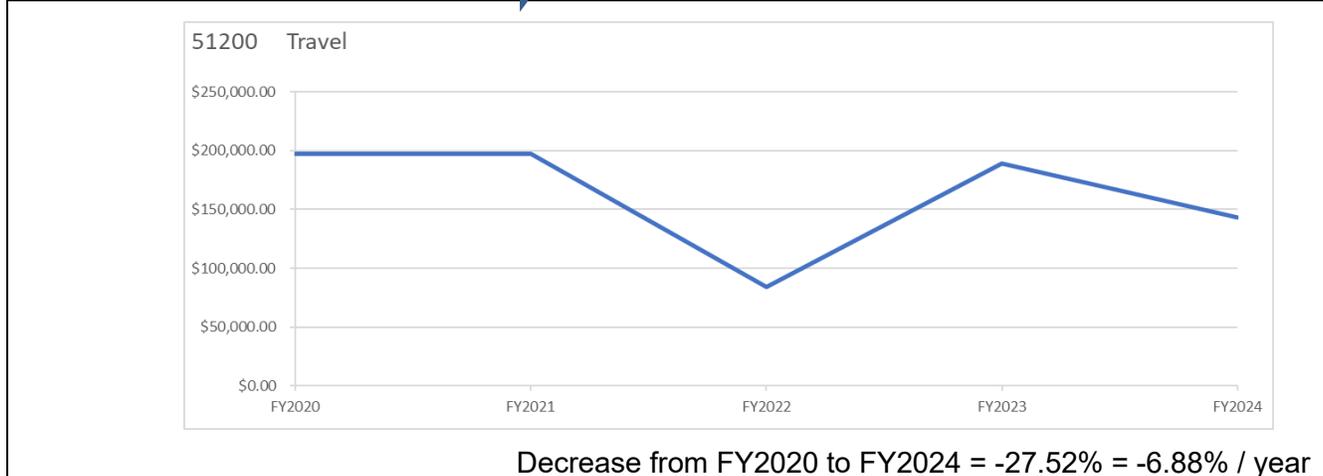
Works in tandem with Secretariate Finance & Personnel Services Branch (FPSB) to process payroll, approve and pay accounts payable, post payments, credit card transactions, and deposits in accounting software Aplos.

The FPSB and S&A meet weekly. The S&A team consists of three team members assisting FPSB. The S&A team members bill at \$75-\$250 per hour depending on the individual providing services. Depending on the time of year regarding FISS transactions, audit preparation, and government form preparation monthly fees range from \$8,000 - \$12,000 with a cap on the fees at \$150,000 annually.

51200: Travel

General Contributions (Fund 10, 20 and 30)

	FY2020	FY2021	FY2022	FY2023	FY2024
51200 Travel	\$197,200.00	\$197,200.00	\$84,450.00	\$188,819.73	\$142,925.00
		➡	⬇	⬆	⬇



FY2021 – Commission froze the budget for the first time in many years.

FY2022 – With the COVID-19 pandemic in full swing, we cut our travel budget to the minimum to maintain field staff in ports and minimal other travel.

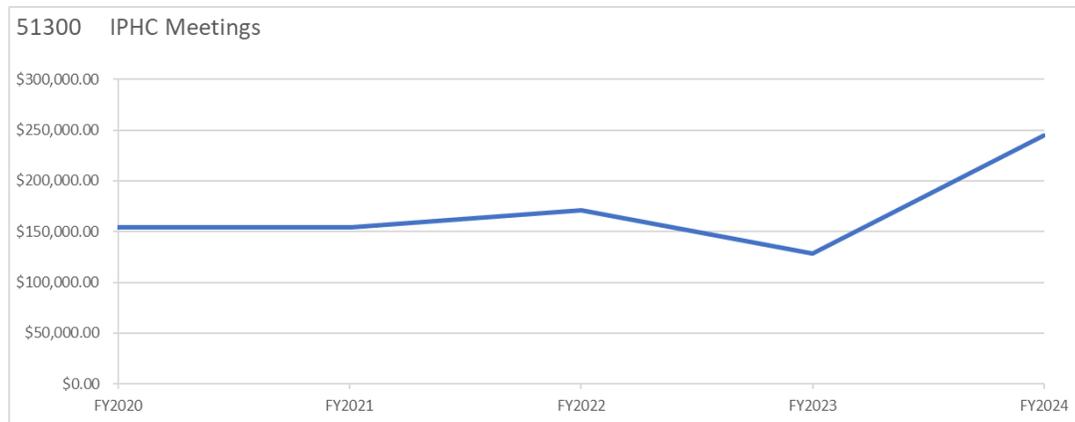
FY2023 – As we exited the pandemic, we increased the travel budget towards pre-pandemic budget level, noting that this reflected a substantial (~30%) reduction in actual travel, but with prices significantly higher than pre-pandemic levels.

FY2024 – The proposed FY2024 budget included a change in coding for IPHC Secretariat travelling to IPHC meetings in support. The ~\$46,000 reduction shown here, is reflected in an ~\$46,000 increase in IPHC Meetings, code 51300 (see next page).

51300: IPHC Meetings

General Contributions (Fund 10, 20 and 30)

	FY2020	FY2021	FY2022	FY2023	FY2024
51300 IPHC Meetings	\$154,500.00	\$154,500.00	\$171,000.60	\$128,500.00	\$244,760.00
		➡	⬆	⬇	⬆



Increase from FY2020 to FY2024 = 58.42% = 14.6% / year

FY2021 – Commission froze the budget for the first time in many years.

FY2022 – With the COVID-19 pandemic in full swing, we had to invest in additional electronic meeting support. This included meeting software licences, technology and support.

FY2023 – As we exited the pandemic, we made active decisions to retain some meetings in a hybrid format, thus reducing venue and associated costs. As we already have the necessary equipment, the only additional costs were renewal of software licences. We did however start to move back to in-person meetings for the SRB, RAB, WM, IM and AM meetings.

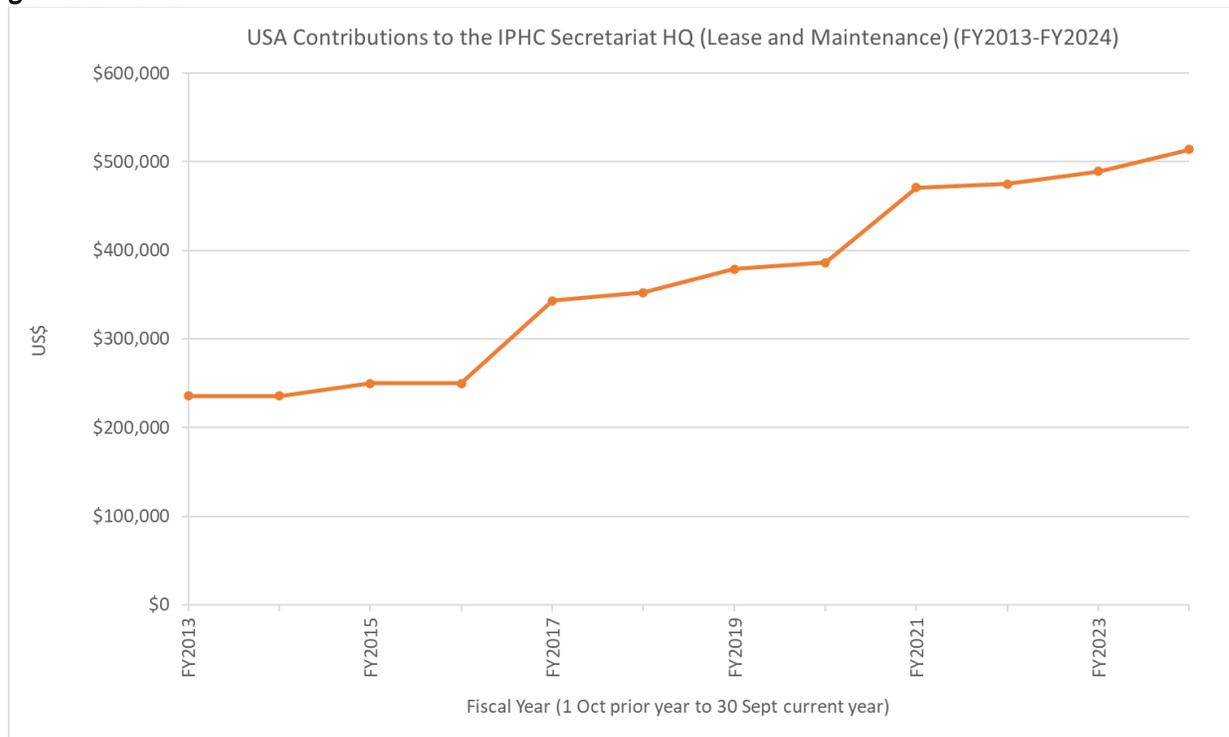
FY2024 – The proposed FY2024 budget included a change in coding for IPHC Secretariat travelling to IPHC meetings in support. A chart of account coding change (see previous Travel) meant that ~\$46,000 was moved from the Travel to the IPHC Meetings budget. In addition, there has been a significant increase in in-person venue charges. The amount shown here includes the contractual arrangements for the AM100 in Anchorage, AK, USA in January 2024.

Appendix III Headquarters and other facilities rentals

- *The purpose and location of each facility;*
- *How rental costs for each facility have changed over last 5 years.*

Facility #1: IPHC HQ : Salmon Bay, Seattle, WA, USA.

- a) **Purpose:** *To house the IPHC Secretariat in Seattle (USA contribution).*
- b) **Location:** *2320 W. Commodore Way, Suite 300, Seattle, WA, USA, 98199.*
- c) **Historical perspective:** *The below graphic is for the current leased HQ premises at Salmon Bay. Prior to FY2013, the US State Department managed the lease for the previous premises with the University of Washington directly.*
- d) **Funding source :** *USA, separate to the annual Contracting Party contributions to the general fund.*



Facility #2: IPHC Seattle warehouse (MIC: Maritime Industrial Center), Port of Seattle , WA, USA.

- a) **Purpose:** To store field equipment primarily for the IPHC Fishery-Independent Setline Survey (FISS). The lease is for approximately 1,916 square feet of warehouse for the period 1 April 2021 until 31 March 2026 (5 years).

FY2021

Base Rent is generally computed as follows:

1,916 sf of warehouse space @ \$7.8462/sf/yr = \$15,033.32/yr ÷ 12 = \$1,252.78/mo

The Base Rent shall constitute the contract rent for purposes of determining taxable rent for assessment of leasehold excise tax.

FY2022-2025

3.2. Adjustments to Base Rent.

3.2.1. Percentage Increases to Rent. The Base Rent stated in Section 3.1 shall be increased by three percent (3%) effective on the anniversary of the Commencement Date if the first of the month, otherwise, the anniversary of the first day of the first full month following the Commencement Date, and every twelfth (12th) month thereafter through the term of this Lease, including any extension term (if any).

Effective on April 1, 2022, through March 31, 2023 = \$1,290.36/month.

Effective on April 1, 2023, through March 31, 2024 = \$1,329.07/month.

Effective on April 1, 2024, through March 31, 2025 = \$1,368.94/month.

Effective on April 1, 2025, through March 31, 2026 = \$1,410.01/month.

- b) **Location:** 2700 West Commodore Way, Seattle, WA, USA 98199.
 c) **Historical Perspective:** There has been a 3% annual increase from 2011 through 2020.
 e) **Funding source:** FISS Fund 40 (cost-recovered)

Facility #3: Homer: Office space for FDS(F)

- a) **Purpose:** To provide an office space for the FDS(F) in Homer, AK.
 b) **Location:** Icicle Seafoods, Inc., 842 Fish Dock Road, Homer, AK 99603
 c) **Historical perspective:** This is a month-to-month lease, at a rate of US\$275.00/mo. (US\$3,300/year) for a single office space within the Icicle Seafoods building. This is our last field office space and may need to be reconsidered.
 a) **Funding source:** 802 Grant (cost-recovered depending on full 'grant' funds being received).

Facility #4: Dutch harbor: Apartment for field staff (see above).

- a) **Purpose:** A 1-bedroom apartment is leased by the IPHC in Dutch harbor for field staff use. As there is very limited accommodation in Dutch harbor which is in very high demand, the IPHC leases this apartment to guarantee accommodation. The monthly rent (US\$1,756.25 plus 3% tax) is subsidised by the IPHC with the remainder deducted from the FDS(F) salary (US\$800/month) and recorded as income in accordance with GAAP. It should be noted that

the IPHC portion will be included in the NOAA cost-recovery grant (802) for FY2024, as was the case in FY2022 and FY2023. In FY2022, income totalled ~US\$8000.

- b) **Location:** 2387 Airport Beach Road Dutch Harbor, AK 99692, Apartment #509*
- c) **Historical perspective:** FY2022 was the first year the IPHC entered into this lease agreement (18 April 2022).*
- d) **Funding source:** 802 Grant*

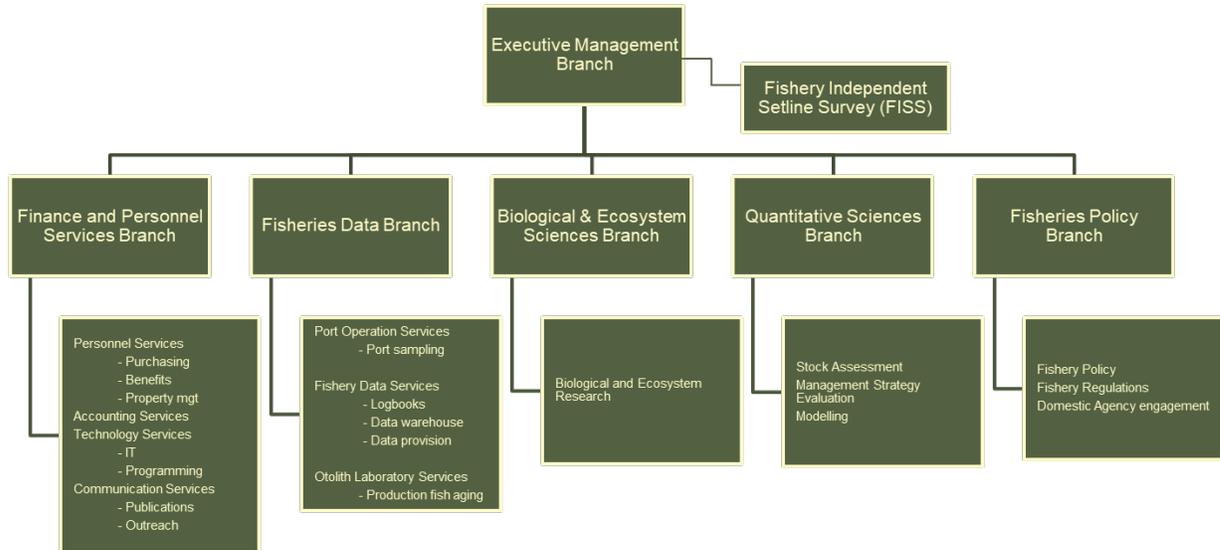
Facility #5: Sitka: Note that we ended the Sitka office space lease for the FDS(F) at the end of 2022. We do not intend on leasing a new premises. Was for \$240/mo.

Appendix IV Review of staff and the creation of the Fisheries Policy Branch

- Overview of staff and duties:

Provided at paper [IPHC-2023-SS013-INF01](#) is a full and detailed description of the IPHC Secretariat structure, each team members' roles and their core responsibilities.

IPHC Secretariat Structure/Functions (2023)



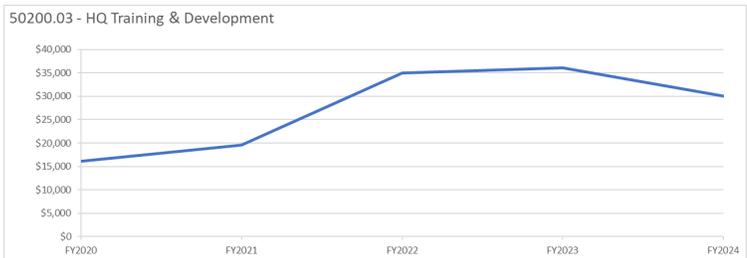
- Amount of time spent by staff to perform IPHC related duties vs other (i.e., developing/administering contracts that fall outside IPHC related work, teaching/professional development, other duties as identified by the Secretariat):

Position	NOAA Grant: Sablefish components	Affiliate faculty/teaching	Domestic agency support	Reviews /Collaborations
Executive Director	80+ hrs to-date this FY	-	-	-
Assistant Director	80+ hrs to-date this FY	-	-	-
Port Operations Coordinator	80+ hrs to-date this FY	-	-	-
Setline Survey Coordinator	-	-	-	80+ hrs to-date this FY
Quantitative Scientist (Stock Assessment)	-	40 hrs per FY	NPFMC SSC: 240 hrs per FY (6 weeks)	DFO/NOAA: Technical reviews 40 hrs per FY
Quantitative Scientist (MSE)	-	40 hrs per FY	NPFMC Plan Team: 80hr per FY	DFO/NOAA: Stock assessment/MSE reviews: 40 hrs per FY

Quantitative Scientist (Biometrics)	-	40 hrs per FY		
BESB Manager	-	16 hrs per FY	NPRB: 40 hrs per FY	Grant reviewer: 16 hrs per FY
Branch Manager (Policy)	-	-	-	24 hrs per FY

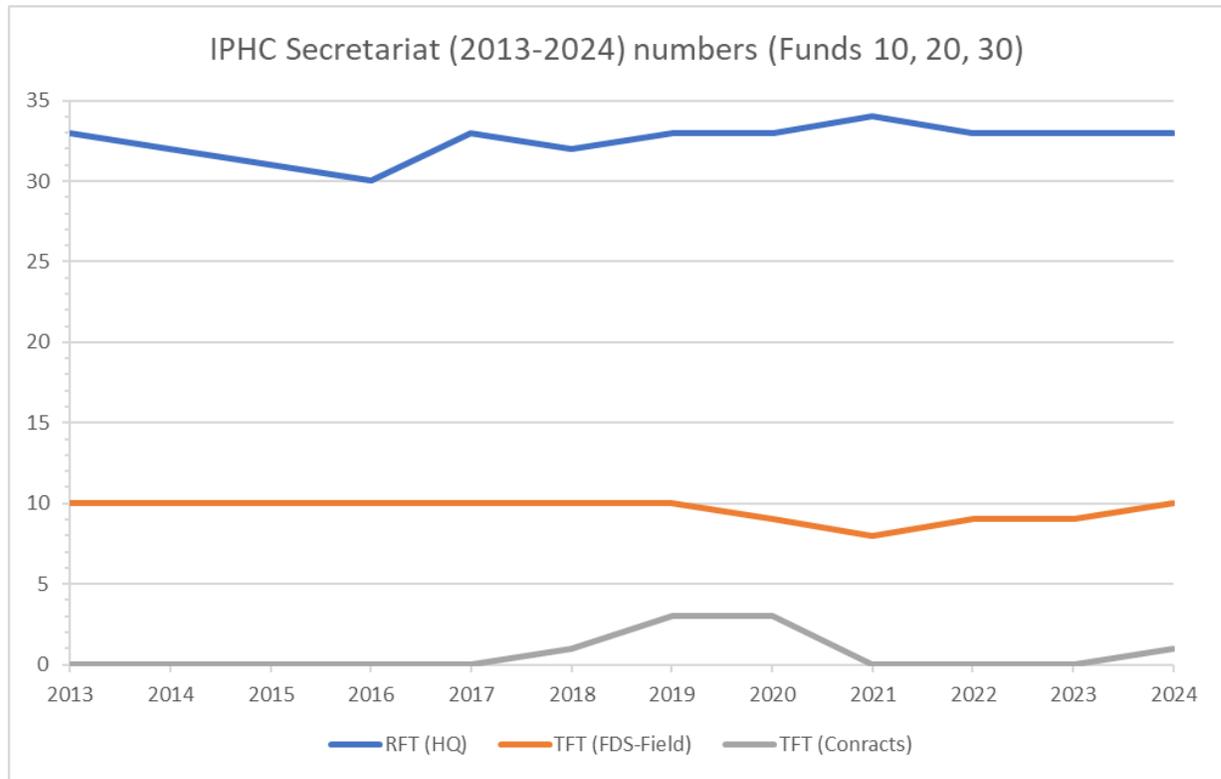
Professional Development: We have a flat rate of 3% allocated for each FTE for Professional Development. Professional development can range from a software training course (e.g. R, or Statistica), supervisor/manager training (junior to senior), to administrative skills training (HR software, excel, accounting software, or similar). Staff apply for funds from account line: 50200.03 - HQ Training & Development.

	FY2020	FY2021	FY2022	FY2023	FY2024
50200.03 - HQ Training & Development	\$16,139	\$19,536	\$35,000	\$36,050	\$30,000
		↑	↑	↑	↓



- How staff numbers and capacity have changed over last 5 years;

Year	RFT (HQ)	Comment	TFT (FDS-Field)	Comment	TFT (Contracts) - Using reserve funds, not contributions to the General Fund
2024	33		10		1 x Post-doc
2023	33		9 (St Paul closed)	St Paul Closed: COVID	-
2022	33		9 (St Paul closed)	St Paul Closed: COVID	-
2021	34	Overlap of staff member transitioning out	8 (St Paul closed; no FDS(F) in Juneau)	St Paul Closed: COVID & Removal of Juneau FDS(F) to accommodate NOAA Grant budget	-
2020	33		9 (St Paul closed)	St Paul Closed: COVID	3 (MSEx2 and Socio-Econx1 project)
2019	33		10		3 (MSEx2 and Socio-Econx1 project)
2018	32	1 post unfilled	10		1 (MSE project)
2017	33		10		-
2016	30	3 posts unfilled	10		-
2015	31	2 staff retired end 2014	10		-
2014	32	1 staff retired in 2013	10		-
2013	33		10		-
2012	33		10		-



- *How many ports are staffed along the coast and how much does it cost to staff each per year;*

We staff 10 posts coastwide on an annual basis. This has fluctuated in recent years from 8 to 10, due to COVID-19 restrictions in St Paul, and the funding shortfall with ‘Grant’ 802 from NOAA which meant we could not staff the port of Juneau in 2021. The following table provides the average cost for FDS(F) by area.

Port	Salaries and Wages	Payroll Taxes	Benefits	Other (incl. Travel & Training)	Facilities (Office, accommodation)	GSA Vehicle & insurance or stipend	Total
Canada (2)	\$39,567.50	\$3,165.40	\$17,070.03	\$3,624.00	-	\$950.00	\$64,376.93
USA AK (7)*	\$43,748.05	\$3,432.51	\$17,428.32	\$3,994.00	Homer \$3,000 Dutch H. \$8,757	\$4,507.14	\$72,446.24
USA WC (1)	\$4,627.35	\$370.18	\$1,633.98	\$6,732	-	\$4,625	\$11,727.18

*St Paul is typically staffed for a much shorter period of time. Total costs est. \$26,550/yr.

- *Decision-making process taken to recently re-structure the Secretariat, leading to the creation of the FPB **[March 2018]**.*
- 1) Prior to 2016, the roles and responsibilities of fishery policy, fishery regulation, and liaison with domestic agency staff in these areas rested the **Program Manager** (a.k.a. '**Branch Manager**' in current terminology) for '*Fisheries Statistics and Regulations*' who was supported by partial FTE time allocations from a range of other staff, including the ED, AD and others.
 - 2) In 2016, the '**Program Manager**' retired and these roles and responsibilities were retained by the new **Program Manager** for 2017.
 - 3) In early 2018, it was determined to transfer these roles and responsibilities to the **Assistant Director** on a caretaker basis, as the **Program Manager** was overtasked, and the **Assistant Director** under tasked. The Assistant Director was by default, also the Branch Manager for Fisheries Policy (and supervising the Economics project at the time). Thus, the Fisheries Policy Branch was formally created in early 2018.
 - 4) The Roles and Responsibilities sat with the **Assistant Director** until retirement in March of 2020.
 - 5) At the same time, throughout the course of 2017 and 2018, the Secretariat reviewed all current roles and responsibilities of staff, and identified areas where clearer lines of communication and responsibility could be adopted.
 - 6) Throughout the course of 2019, the IPHC Secretariat facilitated the implementation of the 2nd Performance Review of the IPHC (PRIPHC02) via three face-to-face meetings (one in Seattle (4-6 June, 2019), one in New York City (25 August 2019) and one in Ottawa, Canada (8-10 October)). The Panel also held several additional tele-conferences, both among themselves, and with stakeholders.
 - 7) The meeting was supported by Independent Legal and Science Experts who provided technical reviews and reports on specific components of the review criteria relevant to their areas of expertise.
 - 8) The PRIPHC02 utilised documentation and presentations provided by the IPHC Secretariat, as well as feedback from Contracting Parties, Commissioners, and officers of the Commission's subsidiary bodies. During each discussion with these various group representatives, the PRIPHC02 pursued three basic themes:
 - Impressions on progress since the first review in 2012 (or, for those who may not have been engaged in the IPHC then, thoughts on engagement with IPHC to date);
 - View of the current status of the IPHC and the support/functioning of the IPHC Secretariat;
 - Thoughts about what is needed for the future of IPHC – from the Secretariat and/or other engagements.
 - 9) The final Report of the 2nd Performance Review of the IPHC (PRIPHC02), IPHC-2019-PRIPHC02-R (adopted on 11 October 2019), was provided to the Commission via [IPHC Circular 2019-21](#) on 15 October 2019, and again at the 95th Session of the Interim Meeting (IM095) in November 2019 for consideration ([IPHC-2019-IM095-16](#)). The report is also available for download from the IPHC website: <https://www.iphc.int/> or directly at the following link: <https://www.iphc.int/library/documents/post/iphc-2019-priphc02-r-report-of-the-2nd-performance-review-of-the-international-pacific-halibut-commission-priphc02>.
 - 10) The Panel made a number of recommendations relating to '*Governance*' and the '*Efficiency and Transparency of Financial and Administrative Management*' of the IPHC including the development of a Business Continuity Plan (BCP).

Efficiency and transparency of financial and administrative management: Availability of resources for IPHC activities

PRIPHC02–Rec.23 ([para. 156](#)) The PRIPHC02 **RECOMMENDED** the continued establishment of a Business Continuity Plan (BCP), which will serve to strengthen the long-term viability of IPHC Secretariat functioning and accountability, in line with best practices of an organisation of its size and breadth. Prioritising a financial and administrative BCP, with the ultimate goal of establishing a comprehensive BCP for the IPHC Secretariat as a whole.

- 11) Over course of the next 12 months, the IPHC Secretariat worked iteratively with the lead Commissioners to develop an internal Program of Work to reform the Finance and Administrative Services of the Commission, but also on the broader structure and functioning of the Secretariat as a whole. This occurred via direct calls and teleconferences. In April of 2020, the Commission met ad-hoc/informally to discuss the structure of the Secretariat, and the broader POW on Finance and Administration. Discussion's included scenario's where there may be cuts in appropriations and where possible actions would need to be taken, e.g. staff reductions, and staff furloughs.
- 12) The broader Commission viewed, discussed, and agreed to the Plan at the 2020 Work Meeting (WM2020) during the update on progress to the PRIPHC02. Subsequently, on 5 October 2020, the IPHC Secretariat finalized the International Pacific Halibut Commission Finance and Accounting Reformation Program of Work (2019-23) (IPHC–2020–FA-POW, 20 pp.).

IPHC-2020-WM2020-13

REF#	RECOMMENDATION	PRIORITY	RESPONSIBILITY	TIMELINE	UPDATE/STATUS
PRIPHC02–Rec.23 (para. 156)	Efficiency and transparency of financial and administrative management: Availability of resources for IPHC activities The PRIPHC02 RECOMMENDED the continued establishment of a Business Continuity Plan (BCP), which will serve to strengthen the long-term viability of IPHC Secretariat functioning and accountability, in line with best practices of an organisation of its size and breadth. Prioritising a financial and administrative BCP, with the ultimate goal of establishing a comprehensive BCP for the IPHC Secretariat as a whole.	High	IPHC Secretariat; FAC	2020	In progress: The IPHC Secretariat has been developing a BCP for the Administrative Services Branch (financial and administrative BCP) over the past months, and will move to consolidate with other Branches of the organization throughout 2020.

- 13) This was highlighted at the 96th Session of the IPHC Interim Meeting (IM096) during the regular updates on progress of the PRIPHC02 (IPHC-2020-IM096-13).

IPHC-2020-IM096-13

REF#	RECOMMENDATION	PRIORITY	RESPONSIBILITY	TIMELINE	UPDATE/STATUS
PRIPHC02–Rec.23 (para. 156)	Efficiency and transparency of financial and administrative management: Availability of resources for IPHC activities The PRIPHC02 RECOMMENDED the continued establishment of a Business Continuity Plan (BCP), which will serve to strengthen the long-term viability of IPHC Secretariat functioning and accountability, in line with best practices of an organisation of its size and breadth. Prioritising a financial and administrative BCP, with the ultimate goal of establishing a comprehensive BCP for the IPHC Secretariat as a whole.	High	IPHC Secretariat; FAC	2020	In progress: The IPHC Secretariat has developed a BCP for the Finance and Administrative Services Branch (financial and administrative BCP) over the past months, and will move to consolidate with other Branches of the organization throughout 2020.

- 14) As part of the development and implementation of the IPHC–2020–FA-POW, the IPHC Secretariat brought to the attention of the Commission during ad-hoc meetings throughout 2020, several options for restructuring the Secretariat, with the goal of **reducing** the number of upper-level managers from 6 to 5, and to push some of the core responsibilities to lower-level supervisors

(Section/Team leads). These options were developed with consideration of the business continuity component.

- 15) Between March 2020 (retirement of the Assistant Director) and November 2020, the above was proposed, discussed, and agreed to by the Commission in ad-hoc electronic meetings (given the HR nature of the topic and the COVID-19 pandemic).
- 16) Specifically, the Commission agreed to combine two (2) **Branch Manager** roles into the Assistant Director position: the **Administrative Manager** and the **Information Technology Manager**. In doing so, it was necessary to separate out the fisheries policy, fishery regulation, and domestic agency liaison roles and responsibilities.
- 17) These options were presented to Commissions out-of-session due to the HR elements and agreed to in late 2020, in the margins of the WM2020.
- 18) This also formed part of the information discussions surrounding the Contracting Party annual contributions at the 96th Session of the IPHC Interim Meeting (IM096) in November of 2020.
 - Paper IPHC-2020-IM096-18: <https://www.iphc.int/uploads/pdf/im/im096/iphc-2020-im096-18.pdf>
 - Presentation for paper IPHC-2020-IM096-18: <https://www.iphc.int/venues/details/96th-session-of-the-iphc-interim-meeting-im096>
- 19) In late 2021 (October), we formally updated the roles and responsibilities of the **Assistant Director**, through review, amendment, and agreement of the Commission (the IPHC Rules of Procedure 2022, prescribe Commission input into the Position Descriptions of the Executive and Assistant Directors) prior to commencing the hiring action (reference email correspondence e.g. 6-Oct-21, 13-Oct-21, 25-Oct-21).
- 20) The Assistant Director PD specifically excludes fishery policy and fishery regulation activities. See [IPHC-2023-SS013-INF01](#) for the position description.



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

Last Update: 5 April 2023

IPHC Compendium of Position Descriptions

Seattle, WA, USA

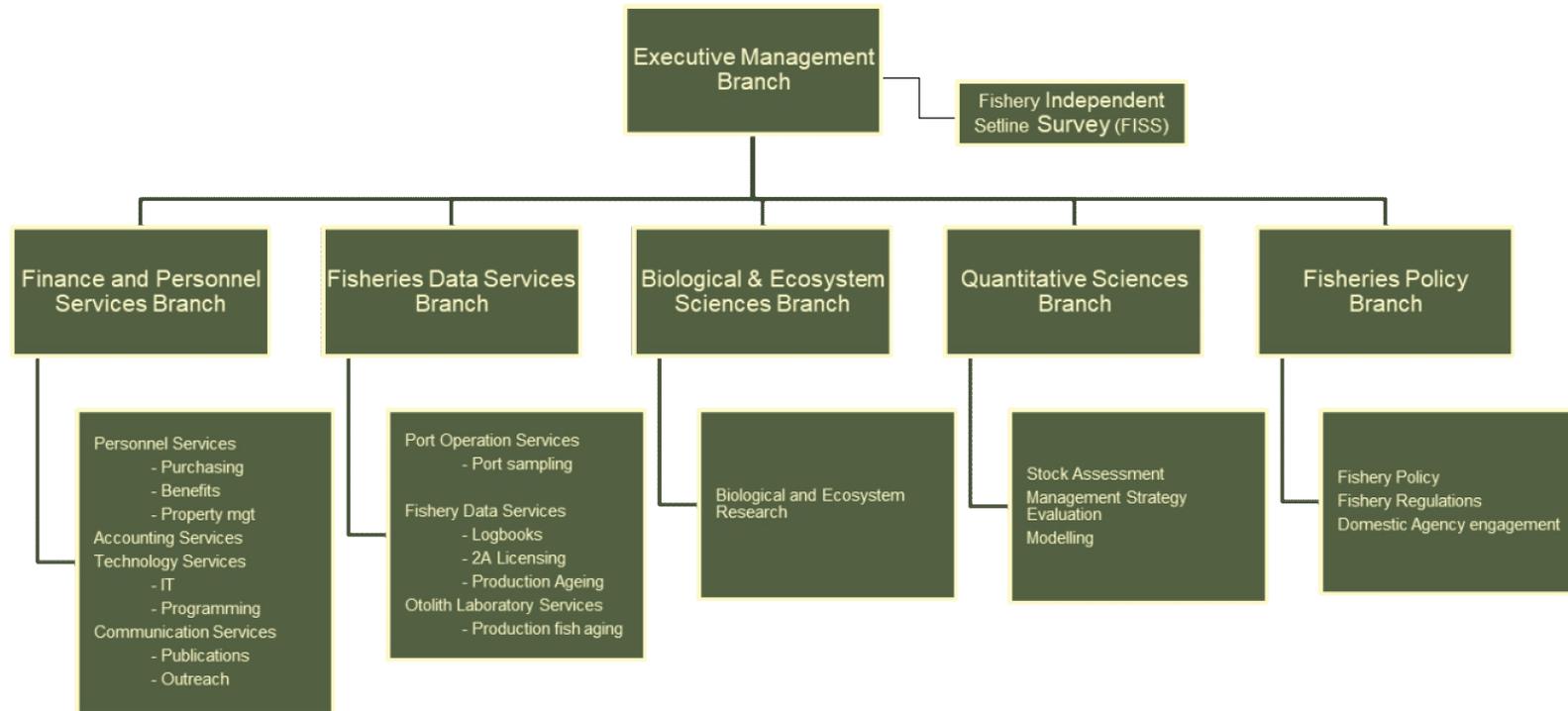


LIST OF DOCUMENTS FOR THE COMPENDIUM OF POSITION DESCRIPTIONS

	Title	Availability
IPHC-PD-0-00	List of Position Descriptions	✓ 28 June 2022
IPHC-PD-0-01	IPHC Secretariat Structure/Functions	✓ 28 June 2022
1-Executive Branch		
IPHC-PD-1-01	Executive Director	✓ 18 Jan 2022
IPHC-PD-1-02	Assistant Director	✓ 1 Nov 2021
2-Quantitative Sciences Branch (QSB)		
IPHC-PD-2-01	Quantitative Scientist (Stock Assessment)	✓ 27 June 2022
IPHC-PD-2-02	Quantitative Scientist (Management Strategy Evaluation)	✓ 7 July 2022
IPHC-PD-2-03	Quantitative Scientist (Biometrician)	✓ 29 June 2022
3-Fisheries Policy Branch (FPB)		
IPHC-PD-3-01	Branch Manager (FPB)	✓ 27 June 2022
04-Fishery-Independent Setline Survey (FISS)		
IPHC-PD-4-01	Setline Survey Coordinator	✓ 4 Feb 2022
IPHC-PD-4-02	Setline Survey Specialist (HQ)	✓ 4 Feb 2022
IPHC-PD-4-03	Setline Survey Specialist (Field)	✓ 10 Nov 2022
5-Finance & Personnel Services Branch (FPSB)		
IPHC-PD-5-01	Administrative Coordinator	✓ 1 Feb 2023
IPHC-PD-5-02	Administrative Specialist/Communications	✓ 3 Aug 2021
IPHC-PD-5-03	Administrative Specialist	✓ 4 April 2023
IPHC-PD-5-04	Administrative Specialist Accounting	✓ 1 April 2022
IPHC-PD-5-05	Communications Coordinator & Research Biologist	✓ 2 May 2022
IPHC-PD-5-06	Communications Specialist	✓ 4 April 2023
IPHC-PD-5-07	Lead IT Specialist (INFOSEC/SysAdmin)	✓ 4 May 2022
IPHC-PD-5-08	Information Technology Specialist (Application Developer)	✓ 1 June 2022
6-Biological & Ecosystem Sciences Branch (BESB)		
IPHC-PD-6-01	Branch Manager (BESB)	✓ 27 June 2022
IPHC-PD-6-02	Research Scientist – Life History Modeler I (Epigenetics)	✓ 27 June 2022
IPHC-PD-6-03	Research Biologist (Morality and Survivorship)	✓ 27 June 2022

IPHC-PD-6-04	Research Biologist (Genetics)	✓ 27 June 2022
IPHC-PD-6-05	Research Biologist	✓ 30 June 2022
IPHC-PD-6-06	Biological Science Laboratory Technician	✓ 27 June 2022
<i>7-Fisheries Data Services Branch (FDSB)</i>		
IPHC-PD-7-01	Branch Manager (FDS)	✓ 22 Nov 2021
IPHC-PD-7-02	Port Operations Coordinator	✓ 7 Jan 2022
IPHC-PD-7-03	Fisheries Data Specialist (Field)	✓ 31 Oct 2022
IPHC-PD-7-04	Fisheries Data Coordinator	✓ 24 May 2022
IPHC-PD-7-05	Fisheries Data Specialist (HQ-GIS)	✓ 27 June 2022
IPHC-PD-7-06	Fisheries Data Specialist (HQ)	✓ 6 June 2022
IPHC-PD-7-07	Otolith Lab Technician (Snr)	✓ 27 June 2022
IPHC-PD-7-08	Otolith Lab Technician	✓ 16 June 2022

IPHC Secretariat Structure/Functions





1-Executive Branch





EXECUTIVE DIRECTOR

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Executive Director position description is that which is prescribed in the IPHC Rules of Procedure, and as determined by the Commission. The current description is as follows:

IPHC Rules of Procedure (2022)

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;



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- 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;
 - 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.



ASSISTANT DIRECTOR

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Assistant Director serves as the primary assistant to the International Pacific Halibut Commission (IPHC) Executive Director, providing executive management oversight and leadership for the internal operations of the organisation, including but not limited to, finance, personnel, accounting, and technology services. The Assistant Director also manages the day-to-day internal activities of the organization, including human resource issues, and coordinates the development of, and oversees the implementation of, IPHC policies and procedures. The Assistant Director provides leadership and direction for IPHC employees, and acts for the Executive Director when absent.

The Assistant Director also serves as the Branch Manager (a.i.) for the Finance and Personnel Services Branch (FPSB). The FPSB delivers services for finance, personnel, communications, and technology. In this capacity, the Assistant Director provides leadership and executive management oversight to a supervisory team who manage the personnel, accounting, communications, and technology sections, to insure IPHC activities, policies and procedures align with international best practices and standards.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Assist the Executive Director in carrying out IPHC activities, including but not limited to:
 - 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC's financial interests and activities.
 - 2) Lead and Assist with the preparation of policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives.
 - 3) Assist in the development of goals and objectives for IPHC employees, resolving human resource conflicts, and collaborating with the Executive Director in developing and implementing tools to encourage a healthy workplace.
 - 4) Perform the duties of the Executive Director when the Executive Director is absent.

- II.** Provide executive management oversight and leadership for the internal operations of the organisation, including but not limited to:
 - 1) Executive officer for accounting, personnel, communications, and technology services;



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- 2) Serve as the primary operations point of contact for Contracting Parties (e.g. contracts, contribution payments, meeting logistics);
- III.** Provide leadership and guidance through planning and execution of operational cross-branch teams and internal committees:
- 1) Lead the development of internal Secretariat team and committee goals and objectives to meet internal IPHC Secretariat priorities;
 - 2) In collaboration with the Executive Director, coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 3) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - 4) Members of the Management Team (Executive and Branch Management) are specifically prohibited from holding any interest in the Pacific halibut industry.
- IV.** Managerial oversight, and to serve as Branch Manager (a.i.), for the Finance and Personnel Services Branch (FPSB), which includes:
- 1) Managerial oversight of the four (4) service sections within the Finance and Personnel Services Branch: personnel, accounting, communications, and technology services;
 - 2) Managerial responsibility for all aspects of accounting, auditing and other financial or related functions to ensure the financial integrity of the Commission. In collaboration with the Executive Director, the incumbent is responsible for the preparation of financial reporting for the Commission;
 - 3) In conjunction with the Management Team, prepares operational budgets, maintains, develops and establishes procedures for the budget and accounting process, according to policies and procedures established by the Commission and Executive Director;
 - 4) Appraise the Management Team of personnel, accounting, communication, and technology factors, influences, and events that affect the operation of the IPHC, its interests, and activities;
 - 5) Provide leadership and guidance through planning and execution of cross-branch teams and committees, through the development of team and committee goals and objectives to meet IPHC priorities.
- V.** Assist the Executive Director in carrying out IPHC activities and policies, including but not limited to:
- 1) Assist (via participation in the senior management team) with the preparation of policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives;
 - 2) Assist in the development of goals and objectives for IPHC employees and in resolving human resource conflicts and issues through the IPHC's Senior Management Team;



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- 3) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 4) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - 5) Members of the Executive Branch are prohibited from holding any interest in the Pacific halibut industry.

Secondary Duties

I. Advise and assist in carrying out IPHC activities, including but not limited to:

- 1) Controls and supervises proper accounting and records of operational and special budgets;
- 2) Manages cost control practices and cash flow;
- 3) Coordinates and participates in internal and external audits;
- 4) Lead and Assist with the preparation of personnel, accounting, communication, and technology policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives;
- 5) Interprets, implements, develops and/or recommends changes to rules, regulations, policies and procedures set forth by the Commission;
- 6) Directs and performs a variety of complex accounting duties, utilizing a professional knowledge of accounting principles and procedures in carrying out assignments;
- 7) Supervise the development and administration of contracts and agreements between the IPHC and employees, contractors and other agencies.

II. Manage the support of well-organized and productive meetings of the Commission and its subsidiary bodies;

III. Monitor and suggest improvements to IPHC employees training and development. In particular, oversee the orientation, training, and integration of new supervisory staff;

IV. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

Required:

- 1) Master's degree in at least one of the following: Business Management, Administration, Finance, or other related field;
- 2) At least ten years' of progressively increasing experience in managing large, multi-million-dollar operations;



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- 3) At least ten years' of progressively increasing experience in the successful direction and supervision of personnel;
 - 4) Proven ability to effectively communicate in written and oral presentations to varied audiences;
 - 5) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of subject matter;
 - 6) Ability to prepare statements of work for analyses and evaluate performance;
 - 7) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
 - 8) Demonstrated capacity to foster a positive work environment, and proven ability to maintain high morale among reporting staff members.

Highly desired:

- 1) Experience in personnel policy and management;
- 2) Experience in financial and contract management;
- 3) Proven and effective analytical and problem-solving abilities;
- 4) Proven and effective communication skills, including interacting with the public;
- 5) Demonstrated capacity to work with and within a diverse stakeholder community.



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2-Quantitative Sciences Branch (QSB)

2-01 Quantitative
Scientist
(Stock Assessment)

2-02 Quantitative
Scientist
(MSE)

2-03 Quantitative
Scientist
(Biometrician)



**QUANTITATIVE SCIENTIST (STOCK ASSESSMENT)
QUANTITATIVE SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Quantitative Scientist (Stock Assessment) serves as the primary lead for IPHC stock assessment activities by the Commission. The incumbent is responsible for working with all branches of the IPHC to ensure that data collection, coordination and supporting analyses align with stock assessment needs and timing. The incumbent conducts the stock assessment analyses each year (or as needed), working closely with the other quantitative scientist positions to ensure results are complete and available for the IPHC's meeting and decision-making. Presents results to the Commission, subsidiary boards and stakeholders, both formally and informally. Conducts research in support of the IPHC's research program, as well as in the general field of stock assessment and fisheries methods.

Works with the Executive Director to develop and set overall objectives, ensures adherence to scientific standards, and develops long-range research plans to address critical knowledge gaps in the understanding of Pacific halibut population dynamics.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Lead the Stock Assessment activities of the IPHC to inform management through:
 - 1) Identification and conceptualization of research needs in close collaboration with other Secretariat staff;
 - 2) Planning and directing studies that will address selected research needs as described in the current 5-year Program of Integrated Research and Monitoring;
 - 3) Working with other branches to ensure all data needed for the annual stock assessment are collected and summarised to support use in the stock assessment process;
 - 4) Conducting the stock assessment and preparing results for dissemination, often on a very limited timeline between data availability and management needs;
 - 5) Identifying and implementing routine improvements to analytical and communication methods;
 - 6) Providing additional management-supporting analyses for Commission use, on request;



- II.** Ensure the success of the IPHC's quantitative sciences activities by the IPHC through:
 - 1) Publication of outcomes in the peer-reviewed literature and dissemination of IPHC science through conference presentations and other avenues;
 - 2) Promotion of active collaborations with experts in national and international organizations, research agencies and academic institutions;
 - 3) Serving as a member, reviewer, or advisor on fisheries review committees, for peer-reviewed journals and academic institutions;
 - 4) Working with IPHC Secretariat staff to procure funding from external sources for IPHC-led research and in partnership with other international organizations, research agencies and/or academic institutions.

- III.** Assist the Executive Director in carrying out IPHC activities, including but not limited to:
 - 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a quantitative sciences perspective;
 - 2) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 3) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest (Secretariat staff are prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry).

Secondary Duties

- I.** Develop and maintain an informed awareness of progress in fisheries research globally.
- II.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Doctorate degree in at least one of the following: Fisheries Stock Assessment or other relevant field;
- 2) At least five years' of progressively increasing experience in developing and implementing stock assessments at national or international levels;
- 3) Knowledge of the theories, principles, and methods of conducting fisheries stock assessments and demonstrated ability to apply these to derive successful research outcomes.



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- 4) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
 - 5) Proven track record of high-level publications in the peer-reviewed literature.
 - 6) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
 - 7) Ability to prepare statements of work for analyses and evaluate performance;
 - 8) Proven and effective analytical and problem-solving abilities;
 - 9) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
 - 10) Demonstrated capacity to lead a dynamic research team and foster a positive work environment.

Highly desired:

- 1) Experience in staff management;
- 2) Programming experience in one or more languages;
- 3) Track record of securing external funding through competitive grant applications.



**QUANTITATIVE SCIENTIST (MANAGEMENT STRATEGY EVALUATION)
QUANTITATIVE SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Quantitative Scientist (Management Strategy Evaluation) serves as the primary lead for IPHC management strategy evaluation (MSE) and harvest strategy activities by the Commission. The incumbent is responsible for working with all branches of the IPHC to ensure that data collection, coordination and supporting analyses align with MSE needs and timing, and that the MSE incorporates current knowledge. The incumbent conducts MSE analyses as needed, working closely with the other quantitative scientist positions to ensure results are consistent with the IPHC stock assessment and complete and available for the IPHC's meeting and decision-making. The incumbent also organizes and interacts with the Management Strategy Advisory Board (MSAB) and presents results to the Commission, subsidiary boards and stakeholders, both formally and informally. Additionally, research is conducted in support of the IPHC's research program, as well as in the general field of stock assessment and fisheries methods.

Works with the Executive Director to develop and set overall objectives, ensures adherence to scientific standards, and develops long-range research plans to address critical knowledge gaps in the understanding of Pacific halibut population and fishery dynamics.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Lead the Management Strategy Evaluation (MSE) activities of the IPHC to inform management through:
- 1) Identification and conceptualization of research needs in close collaboration with other Secretariat staff;
 - 2) Planning and directing studies that will address selected research needs as described in the current 5-year Program of Integrated Research and Monitoring;
 - 3) Working with other branches and quantitative scientists to ensure all data and outputs needed for MSE analyses are collected, available, and summarised to support use in the MSE process;
 - 4) Conducting the MSE and preparing results for dissemination within the annual IPHC meeting schedule;
 - 5) Organizing Management Strategy Advisory Board info sessions and meetings, and interacting with stakeholders as directed by the Commission;
 - 6) Identifying and implementing routine improvements to analytical and communication methods;



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- 7) Providing additional management-supporting analyses for Commission use, on request;
- II.** Ensure the success of the IPHC's quantitative sciences activities by the IPHC through:
- 1) Publication of outcomes in the peer-reviewed literature and dissemination of IPHC science through conference presentations and other avenues;
 - 2) Promotion of active collaborations with experts in national and international organizations, research agencies and academic institutions;
 - 3) Serving as a member, reviewer, or advisor on fisheries review committees, for peer-reviewed journals and academic institutions;
 - 4) Working with IPHC Secretariat staff to procure funding from external sources for IPHC-led research and in partnership with other international organizations, research agencies and/or academic institutions.
- III.** Assist the Executive Director in carrying out IPHC activities, including but not limited to:
- 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a quantitative sciences perspective;
 - 2) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 3) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest (Secretariat staff are prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry).

Secondary Duties

- I.** Develop and maintain an informed awareness of progress in fisheries research globally.
- II.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Doctorate degree in at least one of the following: Fisheries Quantitative Analysis or other relevant field;
- 2) At least five years' of progressively increasing experience in developing and implementing stock assessments or MSE at national or international levels;



- 3) Knowledge of the theories, principles, and methods of conducting closed-loop simulations and demonstrated ability to apply these within an MSE framework to derive successful research outcomes;
- 4) Programming experience in one or more languages;
- 5) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
- 6) Proven track record of high-level publications in the peer-reviewed literature.
- 7) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
- 8) Ability to prepare statements of work for analyses and evaluate performance;
- 9) Proven and effective analytical and problem-solving abilities;
- 10) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
- 11) Demonstrated capacity to lead a dynamic research team and foster a positive work environment.

Highly desired:

- 1) Experience in staff management;
- 2) Track record of securing external funding through competitive grant applications.



**QUANTITATIVE SCIENTIST (BIOMETRICIAN)
QUANTITATIVE SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Quantitative Scientist (Biometrician) serves as the primary lead for the annual analysis of fishery-independent survey data to estimate Pacific halibut density trends and stock distribution for the Commission. The incumbent works with all branches of the IPHC to ensure that data collection, coordination and supporting analyses align with stock assessment and other scientific needs and timing. The incumbent conducts annual analysis of fishery-independent survey data to estimate Pacific halibut density trends and stock distribution, working closely with the other quantitative scientist positions to ensure results are complete and available for the IPHC meetings and decision-making process. Presents results to the Commission, subsidiary bodies and stakeholders, both formally and informally. Conducts research in support of the IPHC's research program, as well as in the general field of statistical methodology related to fisheries data.

Works with the Executive Director to develop and set overall objectives, ensures adherence to scientific standards, and develops long-range research plans to address critical knowledge gaps in the understanding of Pacific halibut population dynamics.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Lead the Stock Assessment activities of the IPHC to inform management through:
 - 1) Identification and conceptualization of research needs in close collaboration with other Secretariat staff;
 - 2) Planning and directing studies that will address selected research needs as described in the current 5-year Program of Integrated Research and Monitoring;
 - 3) Working with other branches to ensure all data needed for annual fishery-independent survey data analysis, including production of stock assessment inputs and stock distribution estimation, are collected and made available in a timely manner;
 - 4) Conducting statistical analysis of fishery-independent survey data, preparing results for dissemination, often on a very limited timeline between data availability and management needs;
 - 5) Lead the process for design and review of the annual IPHC fishery-independent setline survey, in collaboration with other branches and quantitative staff;



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- 6) Work closely with the Fisheries Data Services Branch to ensure representative sampling of commercial offloads, and that the data obtained from this program meets stock assessment and other scientific needs;
 - 7) Identifying and implementing routine improvements to analytical and communication methods;
 - 8) Providing additional management-supporting analyses for Commission use, on request;
- II.** Ensure the success of the IPHC's quantitative sciences activities by the IPHC through:
- 1) Publication of outcomes in the peer-reviewed literature and dissemination of IPHC science through conference presentations and other avenues;
 - 2) Promotion of active collaborations with experts in national and international organizations, research agencies and academic institutions;
 - 3) Serving as a member, reviewer, or advisor on fisheries review committees, for peer-reviewed journals and academic institutions;
 - 4) Working with IPHC Secretariat staff to procure funding from external sources for IPHC-led research and in partnership with other international organizations, research agencies and/or academic institutions.
- III.** Assist the Executive Director in carrying out IPHC activities, including but not limited to:
- 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a quantitative sciences perspective;
 - 2) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 3) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest (Secretariat staff are prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry).

Secondary Duties

- I.** Develop and maintain an informed awareness of progress in fisheries research globally.
- II.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.



MINIMUM REQUIREMENTS

- 1) Doctorate degree in at least one of the following: Statistics, Quantitative Fisheries or other relevant field;
- 2) At least five years' of progressively increasing experience in developing and undertaking statistical analyses in biology, ecology and/or fisheries;
- 3) Knowledge of the theories, principles, and methods of statistics as applied to biology, ecology and/or fisheries and demonstrated ability to apply these to derive successful research outcomes.
- 4) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
- 5) Proven track record of high-level publications in the peer-reviewed literature.
- 6) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
- 7) Ability to prepare statements of work for analyses and evaluate performance;
- 8) Proven and effective analytical and problem-solving abilities;
- 9) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
- 10) Demonstrated capacity to lead a dynamic research team and foster a positive work environment.

Highly desired:

- 1) Track record of securing external funding through competitive grant applications.



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3-Fisheries Policy Branch (FPB)

3-01 Branch
Manager
(FPB)



**BRANCH MANAGER
FISHERIES POLICY BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Fisheries Policy Branch (FPB) Manager serves as the primary assistant and advisor to the IPHC's Executive Director on all fisheries policy matters and provides advice and expertise on socio-economic aspects of Pacific halibut fisheries. In doing so, the FPB manager will provide advice, consultation, guidance, and review of fishery regulations and policies proposed to, or implemented by, the IPHC.

The incumbent is expected to ensure all Branch activities, policies and procedures align with international best practices and standards. The FDB manager is required to work collaboratively across all IPHC branches.

The FPB is a hybrid branch in that all staff working on activities under its mandate, are currently situated within other branches, and have percentages of their time assigned to FPB activities. Thus, the FPB manager is required to work collaboratively across all IPHC branches, and in particular to coordinate staff time usage with managers from area areas.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Advise on fisheries policy and socio-economic principles, compliance with IPHC guidance on fisheries policy issues, or the effects of proposed actions, including:
 - 1) Analyze potential impacts of proposed regulatory and policy changes in support of IPHC initiatives to develop and modify management regimes for the Pacific halibut throughout the Convention Area;
 - 2) Advise the Executive Director, the broader Management Team, and Commissioners, on the socio-economic aspects of marine conservation and management issues or policies relevant to Pacific halibut;
 - 3) Prepare statements of work, and assist in monitoring contracts for fisheries policy and other related work;
 - 4) Work closely with the Quantitative Sciences Branch to ensure that policy and other related factors and activities are integrated across IPHC activities;
 - 5) Act as the fisheries policy point of contact for the Contracting Parties.



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- II.** Prepare written analyses of the policy implications, costs, benefits, and other impacts of proposed IPHC Fishery Regulations or policies on affected individuals and entities, including:
- 1) Prepare policy regulatory impact reviews, regulatory flexibility analyses, or other analyses of proposed IPHC Fishery Regulations or policies;
 - 2) Prepare analyses consistent with fisheries policy and other principles and theory, and IPHC guidance;
 - 3) Present the results of policy and other analyses to the IPHC, its subsidiary bodies, other groups, or the public, as appropriate;
 - 4) Manage projects and competing priorities to complete analysis reviews within established deadlines.
- III.** Assist the Executive Director in carrying out IPHC activities and policies, including but not limited to:
- 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a fisheries policy and other perspective;
 - 2) Assist (via participation in the senior management team) with the preparation of policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives;
 - 3) Assist in the development of goals and objectives for IPHC employees and in resolving human resource conflicts and issues through the IPHC's management team;
 - 4) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 5) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - 6) Members of the Management Team (Executive and Branch Management) are specifically prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry.

Secondary Duties

- I.** Develop and maintain an informed awareness of using socio-economic analyses for fisheries policy development globally.
- II.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.



MINIMUM REQUIREMENTS

- 1) Master's degree in at least one of the following: Fisheries Policy, or other relevant field;
- 2) At least five years' of progressively increasing experience in developing and implementing large-scale fisheries policy and/or related projects in a multi- or bi-lateral context;
- 3) Knowledge of the theories, principles, and methods of natural resource management, and skill in applying this knowledge to the development of new methods and approaches;
- 4) Proven ability to analyze the fishery and other impacts of proposed fishery regulations or policy changes;
- 5) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
- 6) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
- 7) Ability to prepare statements of work for analyses and evaluate performance;
- 8) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
- 9) Demonstrated capacity to foster a positive work environment.

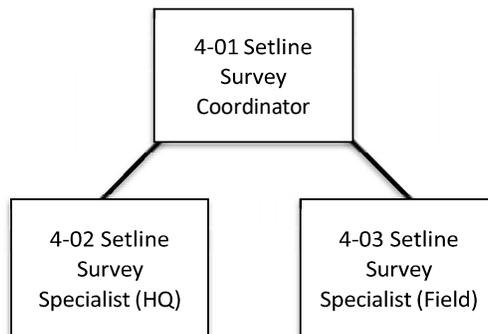
Highly desired:

- 1) Doctorate degree in at least one of the following: Fisheries Policy, or other relevant field;
- 2) Experience in the provision of socio-economic input and analysis in the formulation of fisheries management measures and/or policy development;
- 3) Experience in staff management;
- 4) Proven and effective analytical and problem-solving abilities;
- 5) Demonstrated capacity to work with and within a diverse community.



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4- Fishery-Independent Setline Survey (FISS)





**SETLINE SURVEY COORDINATOR
FISHERY-INDEPENDENT SETLINE SURVEY**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Setline Survey Coordinator position is responsible for directing and overseeing the Fishery Independent Setline Survey (FISS), including supervision of staff, operations, logistics, data analysis and documentation for the IPHC.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** This position oversees operations and logistics for the FISS and other IPHC research projects on IPHC-contracted vessels.
- II.** Directs the completion and accuracy of all data reconciliations to meet IPHC data deadlines and complete FISS reports.
- III.** Works with other staff to ensure that database design incorporates appropriate access, growth capabilities, and reporting structures for fisheries-independent and research data.
- IV.** Responsible for adherence to FISS design and sampling procedures.
- V.** Responsible for adherence to IPHC policies, budgets and processes and that they are well documented.
- VI.** Supervises Setline Survey Specialists (3 at HQ and up to 35 in the field) who support the FISS and are responsible for fish sales, for bait and gear logistics, for acquiring necessary permits, and for data management.
- VII.** Evaluates and inspects new FISS vessels; researching requirements and ensuring adherence to applicable Federal and State or Provincial fisheries, customs, and enforcement regulations.
- VIII.** This position handles all routine matters concerning FISS objectives and priorities. Issues relating to IPHC policy in these matters are handled in consultation with the Executive Branch. The Setline Survey Coordinator, working with other FISS staff, assists with the training of FISS field staff.



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- IX.** Ensures in-office coverage for field staff operations by FISS headquarters staff during business hours and for emergencies throughout the FISS season. This includes weekends and holidays as necessary to coordinate vessel activities. Cell phone coverage will be shared on a rotating basis in-season. If necessary, the Setline Survey Coordinator, may be required to substitute for field staff in case of unexpected emergency.
 - X.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
 - XI.** Secretariat staff are prohibited from holding any interest in the Pacific halibut industry.

Secondary duties

- I.** This position may oversee operations and logistics for IPHC Secretariat staff on the National Oceanic and Atmospheric Administration (NOAA) Fisheries trawl surveys.
- II.** May be required to go to sea on IPHC-contracted vessels periodically. The goal is to allow the FISS staff to each go out on a FISS vessel every few years to maintain current knowledge and experience of field operations.
- III.** May travel to ports periodically. The goal is to meet IPHC-contracted vessels and/or to allow all FISS staff to have the opportunity to understand and have current knowledge of vessel offload operations in the Pacific halibut fishery. Also, port tours allow the Setline Survey Coordinator an opportunity to formally meet individuals and organizations that are involved in FISS operations in person to assist in cultivating positive working relationships.
- IV.** This position may be involved in special data collection or research projects. This position is also encouraged to participate in or conduct biological research studies pertaining to Pacific halibut, as time allows.
- V.** While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- VI.** This position may involve work in a storage facility and workshop environment involving moderate physical activity, when assisting FISS staff. Similarly, when sampling at sea or in port, the position involves work on fishing vessels or in ports in isolated locations and requiring above average agility and dexterity.
- VII.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.



MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Five (5) or more years of practical experience in fisheries data handling (collection, documentation);
- 3) Proven experience in supervising staff working in remote localities;
- 4) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 5) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 6) Proven computer skills for documenting, tracking and querying data and technical expertise for communicating with FISS field staff in remote locations;
- 7) Proficiency with Microsoft Office Suite, SQL and relational databases.



**SETLINE SURVEY SPECIALIST (HEADQUARTERS)
FISHERY-INDEPENDENT SETLINE SURVEY**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

Under the direction of the Setline Survey Coordinator, the Setline Survey Specialist positions are responsible for services and support of the IPHC's Fishery-Independent Setline Survey (FISS) and other IPHC research projects. The Setline Survey Specialists will act as the lead on one or more organizational services or FISS functions including, but not limited to, Fish Sales, Data Reconciliation, Bait, Gear, and Field Support. This position requires flexibility in completing work assignments, strong interpersonal skills, priority-setting skills, and the ability to work well with all levels of the IPHC Secretariat, as well as outside contacts and vendors.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** Obtains permits and authorizations from various external state and Federal agencies in both Canada and the USA. This responsibility includes coordinating approval, completing and submitting applications, tracking effective dates, and reporting to agencies.
- II.** Under the direction and management of the Setline Survey Coordinator, assists in general FISS planning.
- III.** Coordinates projects on IPHC-contracted vessels, including preparing forms/data collection, arranging gear, training Secretariat, providing procedural updates on these projects, and reviewing/editing data collected. Those include, but are not limited to, IPHC Regulatory Area 2B species data collection including fish identification and maturity. Responsible for end-of-season reporting compliance associated with these projects to the various agencies.
- IV.** Assist the Setline Survey Coordinator with the review of new projects submitted to the IPHC for consideration to be conducted during the FISS.
- V.** Responsible for FISS sampling projects to include invoicing for fish sales, reimbursements and other documentation that may be required in accordance with the finance and accounting Guides at the IPHC.
- VI.** Assists the Setline Survey Coordinator to maintain and update the FISS manual, including but not limited to, updating and producing station charts, drafting reports on activities for the Commission, collecting and reviewing FISS data, assisting in planning and providing support.
- VII.** Assists the Setline Survey Coordinator in leading the training program for the FISS with assistance from other IPHC Secretariat. This includes coordinating the agenda, speakers and logistics for the week (e.g. lodging, travel, and transportation).



- VIII.** Responsible for collecting necessary information from the FISS, including ensuring data is entered into databases. Tracks data packages and FISS paperwork, and maintains all necessary documents and records whether in paper or electronic format. Answers data questions, and completes computer checks and reconciliation of inconsistencies after the data are entered. Responsible for post-season data checks and ensures the necessary paperwork is accurate and appropriately stored. Assists with public data requests and post-season FISS reporting. This requires computer skills for documenting, tracking and querying data and technical expertise for communicating with vessels at sea.
- IX.** Responsible for the completion of the FISS data reporting annually and reporting results accomplished on FISS in a report. This includes coordinating with other IPHC Secretariat to ensure all information and undertakings of FISS is accurate, up-to-date and complete.
- X.** Alerts the Setline Survey Coordinator of any concerns associated with carrying out the FISS.
- XI.** Meets the Commission goals with the fish sales elements of the FISS and recommending options when unusual situations arise (lead: Fish Sales).
- XII.** Establishes and maintains relationships with Pacific halibut buyers via regular contact prior to the FISS season or other research work to announce sales and collect information from interested buyers (lead: Fish Sales).
- XIII.** Financially tracks fish sales by ensuring payments are received, confirming accuracy with the fish ticket information, and entering data into appropriate IPHC databases (lead: Fish Sales).
- XIV.** Responsible for managing and directing all aspects of logistics for equipment (e.g. gear and scientific supplies) and bait, as appropriate, for the FISS, and for coordinating any necessary gear for research projects (internal or external) occurring on the IPHC-contracted, and the National Oceanic and Atmospheric Administration (NOAA) Fisheries trawl surveys, including Canadian and US border paperwork shipping compliance, various customs/tracking and offload service invoicing (lead: Gear/Bait).
- XV.** Responsible for coordinating gear shack and gear repair, refurbishment and shipping (lead: Gear).
- XVI.** Responsible for the research and development of FISS gear, including electronic data capture components and biological sample storage containers (lead: Gear).
- XVII.** Responsible for writing requests for tenders (RFTs) for FISS bait supply, evaluating tenders received and recommending purchases, and coordinating bait deployment before and during the FISS season, as needed. In addition, the position coordinates settlement with the Finance and Personnel Services Branch who make payment of bait contracts, and bait and gear shipments and arrangements (lead: Bait)
- XVIII.** Responsible for recruitment, hiring (interviewing and onboarding), training, deployment, supervising, debriefing and evaluating IPHC Secretariat for the FISS, other IPHC research projects on IPHC-contracted vessels, and the NOAA Fisheries trawl surveys (lead: Field Support).
- XIX.** Responsible for vessel and Secretariat deployment schedules and travel coordination and communication. Coordinates, reviews and provides initial approval for payroll and



expenses for all Secretariat in accordance with the organizational policies and guides. (lead: Field Support).

- XX. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- XXI. Secretariat staff are prohibited from holding any interest in the Pacific halibut industry.

Secondary duties

- I. Data Management: The incumbent will lead FISS data management and integrity, including integration and optimization of FISS electronic data collection (EaSea) software (lead: Data):
 - Participate in meetings and will document collection methods for data fields, tables, and FISS projects;
 - Assist with planning and documenting FISS station locations;
 - Develop interactive maps and data visualizations using FISS data for publication on the IPHC website, as well as for internal analytics and reference;
 - Assist with data editing and FISS reporting.
 - Lead FISS webpage content creation and maintenance.
- II. Responsible for ensuring Secretariat use of the IPHC storage facility at the Marine Industrial Center adheres to established IPHC property inventory management and safety protocols. Periodic safety inspection of the IPHC Maritime Industrial Center (at least once per quarter) to document and correct any safety concerns (lead: Gear).
- III. In rotation with the other FISS Headquarters (HQ), will be required to be available at all times while IPHC-contracted vessels are under charter, unless expressly agreed by the Setline Survey Coordinator. This includes weekends and holidays as necessary to coordinate vessel activities. Cell phone coverage will be shared on a rotating basis in-season.
- IV. May be required to go to sea on IPHC-contracted vessels periodically. The goal is to allow the FISS HQ to maintain current knowledge and experience of field operations. If necessary, may be required to substitute for Secretariat on a vessel in case of an unexpected emergency.
- V. The position may travel to ports periodically. The goal is to meet IPHC-contracted vessels and/or have the opportunity to understand and have current knowledge of vessel offload operations in the Pacific halibut fishery. Port Tours allow the incumbent an opportunity to formally meet individuals and organizations that are involved in FISS operations in person to assist in cultivating positive working relationships.
- VI. While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes. This position may involve work in a storage facility and workshop environment involving moderate physical activity,



when assisting FISS Program members. Similarly, when sampling at sea or in port, the position involves work on fishing vessels or in ports in isolated locations and requiring above average agility and dexterity.

- VII.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Knowledge of the theories, principles, and methods of natural resource management, and skill in applying this knowledge to fisheries' collections (data and biological structures);
- 3) Proven ability to reconcile fishery or fishery-independent collections (data and biological structures) and the impacts of these studies and results on resource management;
- 4) Proven ability to effectively communicate fisheries data and biological structures random and representative collection protocols and the impact of this work in written and oral presentations to varied audiences;
- 5) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 6) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment.

Desired:

- 1) Experience providing support to fisheries independent collections and data analysis in support of fisheries management;
- 2) Knowledge of laws that govern fisheries conservation and management actions in Canada and the USA.



**SETLINE SURVEY SPECIALIST (FIELD)
FISHERY-INDEPENDENT SETLINE SURVEY**

INTERNATIONAL PACIFIC HALIBUT COMMISSION

POSITION DESCRIPTION

OVERVIEW

Under the direction of the Setline Survey Coordinator, the Setline Survey Specialist (Field) (SSS(F)) position is responsible for services and support of the IPHC's Fishery-Independent Setline Survey (FISS) in the field. The SSS(F) will undertake organizational services and functions on their assigned vessel including, but not limited to, catch effort statistics, biological data collection and IPHC Secretariat field support. This position requires flexibility in completing work assignments, strong interpersonal skills, priority-setting skills, and the ability to work well with all levels of the IPHC Secretariat, as well as outside contacts and stakeholders.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I. Obtains biological samples. The biological data may include Pacific halibut fork length, weights, tissue samples and otoliths for stock assessment and other scientific studies (for example, otolith collection).
- II. Follow approved sampling procedures to determine daily priorities and schedule vessel and sampling activities appropriately.
- III. Works with FISS vessel Captain and IPHC Secretariat at Headquarters to ensure compliance with applicable IPHC Tender Specifications.
- IV. Obtains detailed fishing records from the vessel Captain's logbooks and landing record data.
- V. Monitors delivery of FISS retained catch and ensures the accuracy of the landing report/fish ticket.
- VI. Edits all collected data for computer entry.
- VII. Responsible for entering all FISS, catch effort data and biological records into the electronic data capture application and mailing end of trip data after each delivery. Issues encountered with electronic data entry and transferring these data may require working with IPHC application developers.
- VIII. Serve as a representative of the IPHC Secretariat when in port and offloading, and relay information between stakeholders and the IPHC Secretariat while adhering to confidentiality policies and procedures.

Secondary duties

- I. Incumbent is responsible for writing summaries on sampling techniques, reviewed by the HQ Secretariat to ensure random sampling procedures are utilized and to detail daily activities on the vessel.
- II. Responsible for training other Setline Survey Specialists (Field) on a topic at the pre-season training



and as needed.

- III. Submit administrative requirements (e.g. timecards, leave, gear and expense requests, etc.) on time using Secretariat utilized software applications.
- IV. Incumbent may be involved in other computer entry work, or other fishery-related and biological data collection programs for the IPHC.
- V. Tags and releases Pacific halibut and collects associated information as prescribed in the applicable guide(s). As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.
- VI. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- VII. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- VIII. Carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in biology, fisheries or related field or equivalent work experience in this same field;
- 2) Proven ability to effectively collect fisheries data and biological structures, while following random and representative sample collection protocols;
- 3) The ability to work independently and the organizational skills to balance a shifting workload in a deadline driven work environment.
- 4) Proven ability to effectively communicate fisheries data and biological structures random and representative collection protocols;
- 5) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of fisheries independent work and its impact on fisheries management;
- 6) Previous experience, or clear ability to collect fisheries independent data and biological structures.

DESIRED

- 1) Experience collecting, editing, and entering data in the field. Experience with fisheries monitoring, especially Pacific halibut fisheries, or other wildlife monitoring is especially welcome.
- 2) Experience working with Microsoft Office 365 (i.e. Outlook, Teams, SharePoint, Excel, Word, PowerApps).

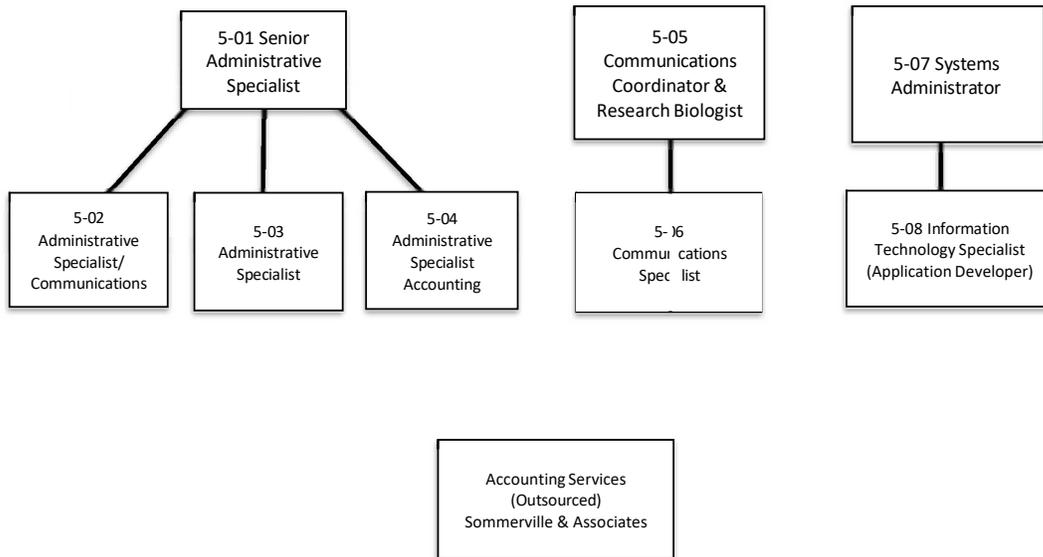


working environment;

- 6) Previous experience, or clear ability to collect fisheries independent data and biological structures.



5-Finance & Personnel Services Branch (FPSB)





**ADMINISTRATIVE COORDINATOR
SECTION LEAD – PERSONNEL SERVICES**

**FINANCE AND PERSONNEL SERVICES BRANCH,
INTERNATIONAL PACIFIC HALIBUT COMMISSION
POSITION DESCRIPTION**

OVERVIEW

Under the direction of the Assistant Director, the Administrative Coordinator provides administrative services to support the mission of the IPHC, and serves as the Section Lead for Personnel Services. These services fall into three categories by branch function; 1) Finance and Accounting, 2) Contracts, Grants, and Procurements, 3) Administration, Payroll, and Benefits.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. This position is responsible for ensuring accurate processing of semi-monthly payroll. Act as the primary contact for Accounting Services, and ensures accuracy in the application of benefits, deductions, and pay. Reviews payroll change forms, and payroll reports.
- II. Acts as primary benefits administrator by managing multiple benefit accounts. Responsibilities include employee benefit enrollments and terminations, along with processing all changes associated with annual open enrollment. Incumbent acts as primary contact both internally and externally for day-to-day matters related to benefits and personnel, such as external employment verifications and internal inquiries regarding schedules and leave.
- III. Significant duties related to human resource management: HR file management, management of employee administrative accounts in several digital platforms (Gusto) as well as new employee onboarding and orientation for these platforms. Maintains IPHC employee records with the U.S. State Department and assists in visa acquisition.
- IV. Acts as supervisor to Administrative Specialists. Monitors workload and tasking, facilitates annual work plans and drafts annual personnel evaluations.
- V. Gathers and summarizes data for various reports for internal use or use by other Branches.
- VI. Provides technical and administrative support for the full range of accounts and subsidiary ledgers for the financial accounting functions of the IPHC.
- VII. Assists the Accounting Services with Commission financial management by verifying availability of funds and appropriation codes.
- VIII. Assists the Accounting Services with the auditing functions to ensure the financial



integrity of the Commission.

- IX. Assists Accounting Services with accounts payable. Prepares ACH and Wire payments, assists Accounting Services with printing physical checks.
- X. Assists the Accounting Services in financial reporting for the IPHC.
- XI. Provides administrative support for Commission meetings, Requesting RFPs, working closely with hotels and meeting venues, reviewing banquet orders, communicating with attendees.
- XII. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
- XIII. Secretariat staff are prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry.

Secondary Duties

- I. Monitor the shared mailbox to ensure customer inquiries and service fulfillment requests are prioritized;
- II. Communicate strategic and tactical direction to members of the Section;
- III. Assign and track work based on organizational priorities;
- IV. Report on work accomplished and planned, weekly;
- V. Maintain work list and projects by service category;
- VI. Maintain open communication with team and service leads;
- VII. Immediately notify Assistant Director if new services are requested and when a service request cannot be fulfilled;
- VIII. Supports IPHC financial operations:
 - Reviews and processes financial documentation relevant to IPHC operations;
 - Checks for content accuracy and adequacy of documents submitted;
 - Enters pertinent data into databases and establishes and maintains a variety of automated and manual files;
 - Gathers and summarizes data for various reports for external reporting or internal use;
 - Typical financial assignments include, but are not limited to:
 - classifying accounting transactions;
 - maintaining and reconciling accounts;
 - verifying availability of funds and appropriation codes; closing accounts,



preparing reports and statements; and examining accounts.

- Codes and enters transactions in automated accounting systems. Reviews reports, and corrects errors in accounts payable and secondary non-integrated ledgers.

IX. As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.

MINIMUM REQUIREMENTS

- 1) Bachelor's Degree (Masters preferred) in related discipline, such as Business Administration or Public Administration;
- 2) Five (5) or more years of experience and development of expertise in administration;
- 3) Knowledge of Canadian and/or USA federal regulations concerning management of assistance funding for NGOs;
- 4) Understanding of compliance requirements;
- 5) Proven ability to interpret, explain and apply rules, regulations and policies;
- 6) Proved ability to prioritize, balance, and delegate a shifting amount of workload in a deadline driven working environment;
- 7) Strong interpersonal and customer service skills;
- 8) Strong analytical skills;
- 9) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside contacts and vendors;
- 10) Ability to respond to fluctuating workloads, timelines and responsibilities.



**ADMINISTRATIVE SPECIALIST
- PERSONNEL SERVICES/COMMUNICATIONS
FINANCE AND PERSONNEL SERVICES BRANCH,
INTERNATIONAL PACIFIC HALIBUT COMMISSION**

POSITION DESCRIPTION

OVERVIEW

Under the direction of the Snr Administrative Specialist, the Administrative Specialist provides administrative services to support the mission of the IPHC and supports the Section Lead for Personnel Services. These services fall into three categories by branch function: 1) Finance and Accounting, 2) Contracts, Grants, and Procurements, 3) Administration, Payroll, and Benefits, 4) Communication Services.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. This position provides support for ensuring accurate processing of semi-monthly payroll. Act as the secondary contact for Accounting Services, and ensures accuracy in the application of benefits, deductions, and pay. Reviews payroll change forms, and payroll reports.
- II. Acts as secondary benefits administrator by managing the multiple benefit accounts. Responsibilities include employee benefit enrollments and terminations, along with processing all changes associated with annual open enrollment. Incumbent acts as primary contact both internally and externally for day-to-day matters related to benefits and personnel, such as external employment verifications and internal inquiries regarding schedules and leave.
- III. Supports the Personnel lead with duties related to human resource management: HR file management, management of employee administrative accounts in several digital platforms (Gusto) as well as new employee onboarding and orientation for these platforms. Maintains IPHC employee records with the U.S. State Department and assists in visa acquisition.
- IV. Gathers and summarizes data for various reports for internal use or use by other Branches.
- V. Provides technical and administrative support for the full range of accounts and subsidiary ledgers for the financial accounting functions of the IPHC.
- VI. Assists the Staff Accountant with Commission financial management by verifying

availability of funds and appropriation codes.

- VII. Assists the Staff Accountant with the auditing functions to ensure the financial integrity of the Commission.
- VIII. Assists Accounting Services with accounts payable.
- IX. Assists the Staff Accountant in financial reporting for the IPHC.
- X. Provides administrative support for Commission meetings, Requesting RFPs, working closely with hotels and meeting venues, reviewing banquet orders, communicating with attendees.

Secondary Duties

- I. Monitors the shared mailbox to ensure customer inquiries and service fulfillment requests are prioritized;
- II. Maintain open communication with team and service lead (Teams chat, SMS texting, email);
- III. Immediately notify branch manager or lead Administrative Specialist if new services are requested and when a service request cannot be fulfilled;
- IV. Supports IPHC financial operations:
 - Reviews and processes financial documentation relevant to IPHC operations;
 - Checks for content accuracy and adequacy of documents submitted;
 - Enters pertinent data into databases and establishes and maintains a variety of automated and manual files;
 - Gathers and summarizes data for various reports for external reporting or internal use;
 - Typical financial assignments include, but are not limited to:
 - classifying accounting transactions;
 - maintaining and reconciling accounts;
 - verifying availability of funds and appropriation codes; closing accounts, preparing reports and statements; and examining accounts.
 - Codes and enters transactions in automated accounting systems. Reviews reportsand corrects errors in accounts payable and secondary non-integrated ledgers.
- V. As in all positions at the IPHC, the incumbent will assist with mission support services

and other organizational duties as assigned. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.

Tertiary Duties

- I. Serves as a member of Communication Services Section at 30% capacity of duties.
- II. Works closely with all other Branches to provide appropriate communication and outreach support.
- III. Develops and maintains communications policy in support of the IPHC mission, designed to meet the needs of the Commission, taking into account the Commission's policies on transparency, data, and science.
- IV. Develops the IPHC's communications to support the IPHC communications policy and serve the Commission and its stakeholders, including:
 - a. Provides timely, comprehensive, and authoritative information to a variety of audiences with clarity and accuracy;
 - b. Coordinate's efforts across IPHC communications platforms, tools, and media to ensure comprehensive and coherent messaging;
 - c. Develops strategies to meet communications needs or objectives;
 - d. Promotes and highlights IPHC activities, achievements, announcements, and events;
 - e. Supports IPHC outreach activities;
 - f. Supports activities across and among the IPHC Secretariat Branches; and
- V. Support IPHC meetings, and to participate in other organizations' meetings and events as necessary

MINIMUM REQUIREMENTS

- 1) Bachelor's Degree in related discipline, such as Business Administration or Public Administration;
- 2) Three (3) or more years of experience and development of expertise in administration;
- 3) Ability to interpret, explain and apply rules, regulations and policies;
- 4) Ability to prioritize, balance, and delegate a shifting amount of workload in a deadline driven working environment;
- 5) Strong interpersonal and customer service skills;
- 6) Strong analytical skills;
- 7) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to

work well with all levels of internal management and staff, as well as outside contacts and vendors;

- 8) Ability to respond to fluctuating workloads, timelines and responsibilities.

Desired:

- 9) Master's Degree in related discipline, such as Business Administration or Public Administration;
- 10) A demonstrated capacity to work with and within a diverse community.



**ADMINISTRATIVE SPECIALIST
FINANCE AND PERSONNEL SERVICES BRANCH**

**INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)
POSITION DESCRIPTION**

OVERVIEW

Under the direction of the Administrative Coordinator, the incumbent is responsible for services and support related to the administrative operation of IPHC. The employee is key in facilitating daily operations such as answering incoming inquiries from external and internal clients, preparing mail and packages, and overseeing services provided by outside vendors. The employee also provides administrative services including, but not limited to, travel, communications, records management, internal and external correspondence, shipping and receiving, supporting meetings and events, facilities support, and requisition processing. The work hours for this position are fixed at 8:00 am to 4:30 pm Monday through Friday at the IPHC's HQ office in Seattle. The Administrative Specialist positions take the lead on one (1) of two (2) functions: Front desk or Travel, in addition to general administrative support tasks. The front desk position does not have the ability to utilize the long-term telework 402 policy and the position is 100% in office.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

I. *Administrative Specialist:*

- 1) Assists in requesting, tracking, and recording purchases in accordance with IPHC policies;
- 2) Assists in meeting and event planning logistics and support;
- 3) Assists with travel booking and accommodations as needed;
- 4) Archive management including maintaining the Commission's account with the National Archives. Duties include: maintenance of the NARA tracker, preparation of archive boxes, accession number requests, archive box recalls. Employee may also assist with photo and publication tracking and archive;
- 5) Work directly with the Assistant Director for meeting and event planning logistics, coordination, and event support;
- 6) Supports IPHC outreach activities and the Employee Involvement Committee (EIC);
- 7) Supports activities across and among the IPHC Secretariat Branches.



II. *Administrative Specialist (Front desk services):*

- 1) General office upkeep including ensuring supplies are stocked, common areas are tidy, beverage station is maintained, and communicating office needs with various vendors;
- 2) Office duties include phone calls, mail processing, and office document management. Screens, responds to, and refers calls and visitors to appropriate staff members; (Primary Front Desk, Secondary Travel)
- 3) Handle routine matters regarding public contact, correspondence and requests for information. This position is lead on monitoring, processing, and responding to email messages sent to the IPHC Secretariat inbox;
- 4) Records management including sorting, tracking, and distributing incoming mail, faxes, and other correspondence;
- 5) Responsible for processing and tracking all incoming correspondence and determining proper routing and/or action;
- 6) Shipping and receiving: the position is responsible for processing incoming/outgoing packages, and mailing and reviewing outgoing correspondence and reports for proper format, accuracy, and coordination of facts in accordance with established policy;
- 7) Takes lead on distribution of various internal Secretariat-wide communications including administrative (non-HR) surveys, notices, and meeting invites.

III. *Administrative Specialist (Travel services):*

- 1) Primary travel coordinator and will update, standardize, and educate staff about IPHC travel policies;
- 2) Monitor and process travel requests as they are submitted. Ensure that per diem and mileage rates are calculated correctly, and that all requested expenses are reasonable and align with IPHC travel policies;
- 3) Book travel for HQ staff, field staff, and subsidiary body members. This includes arranging rental cars when needed, accommodation, flights, etc;
- 4) Track staff travel documentation and ensure it is up to date;
- 5) Monitor and process expense requests from HQ and field staff, ensuring all calculations are correct and reimbursements requested align with IPHC policy;
- 6) Incumbent will be an active member of the Publishing Team and assist in the management of the organization's website.

Secondary Duties

- I. Maintain open communication with team and service lead (Teams chat, SMS texting, email);



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- II. Immediately notify relevant supervisor if new services are requested and when a service request cannot be fulfilled;
 - III. Supports IPHC financial operations: Reviews and processes financial documentation relevant to IPHC operations;
 - IV. Checks for content accuracy and adequacy of documents submitted;
 - V. Enters pertinent data into databases and establishes and maintains a variety of automated and manual files;
 - VI. Ability to respond to fluctuating workloads, timelines and responsibilities;
 - VII. Maintain open communication with team and service lead (Teams chat, SMS texting, email);
 - VIII. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - IX. Secretariat staff are prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry;
 - X. As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.

MINIMUM REQUIREMENTS

- 1) Ability to analyze and use judgment to solve problems;
- 2) Willingness to work as part of a team, especially with jobs assigned;
- 3) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
- 4) Strong interpersonal and customer service skills;
- 5) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside contacts and vendors;
- 6) Demonstrated capacity to foster a positive work environment;
- 7) Ability to respond to fluctuating workloads, timelines, and responsibilities.
- 8)

Highly desired:

- 1) Bachelors degree in relevant field;
- 2) Demonstrated capacity to work with and within a diverse community.



**ADMINISTRATIVE SPECIALIST (ACCOUNTING)
FINANCE AND PERSONNEL SERVICES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION
POSITION DESCRIPTION**

OVERVIEW

The Administrative Specialist (Accounting) is responsible for assisting the IPHC Secretariat with administrative services and support related to our financial activities. The Administrative Specialist (Accounting) coordinates with internal teams, and external customers and vendors to facilitate accounting functions. This includes verifying accounting information with other teams, following up on invoices sent to customers, and maintaining vendor relationships. This position is also expected to maintain accounting documentation, and facilitate meetings with our accounting service provider, Sommerville and Associates, P.C., for the organization.

MAJOR DUTIES AND RESPONSIBILITIES

- I.** Correspond with other internal teams and our accounting service provider (Sommerville & Associates, P.C.) to manage accounting information including, but not limited to, request form and purchase order accuracy, grant expense documentation, and payroll changes. Gather data for various reports for internal use or use by others in the organization.
- II.** Correspond with customers to ensure timely payment of invoiced funds and accuracy of invoices based upon field documentation. Work with other groups in the organization for customer account maintenance.
- III.** Correspond with vendors to ensure their receipt of payment. Receive vendor invoices and prepare them for payment. Work with other groups in the organization for vendor account maintenance.
- IV.** Assist with accounting documentation for all transactions, as well as, supplemental documentation including, but not limited to, vendor Forms W-9, internal payroll authorizations, United States payroll tax filings, and international payroll tax filings.
- V.** Correspond with internal teams and our accounting service provider (Sommerville & Associates, P.C.) for arrangement of accounting meetings. Prepare meeting documents and distribute to participants. Maintain internal accounting meeting minutes.
- VI.** Assist with service operations including, reviewing and processing financial documentation relevant to IPHC operations; checking for content accuracy and adequacy of documents submitted; gathering and summarizing data for various reports for external reporting or internal use.



VII. As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.

MINIMUM REQUIREMENTS

- 1) Computer proficiency, especially with Microsoft Office Word, Excel, and Outlook, and willingness to work with fund accounting and procurement systems used internally.
- 2) Excellent written and oral communication skills.
- 3) A Bachelor's degree.
- 4) Familiarity with accounts receivable and account payable preferred.
- 5) Attention to detail, accuracy, and excellent data entry skills.
- 6) Ability to interpret, explain, and apply rules, regulations, and policies.
- 7) Ability to prioritize and balance a shifting amount of workload in a deadline driven working environment.
- 8) Strong interpersonal and customer service skills; able to deal with public and staff inquires.
- 9) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside accountants, contacts and vendors.
- 10) Members of the IPHC Secretariat are specifically prohibited from holding any interest in the Pacific halibut industry.



**COMMUNICATIONS COORDINATOR, AND RESEARCH BIOLOGIST
FINANCE AND PERSONNEL SERVICES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION
POSITION DESCRIPTION**

OVERVIEW

Communications Coordinator: Under the direction of the Executive Branch, the Communications Coordinator serves as the lead for all IPHC communication services. As Communications Coordinator, the incumbent provides management oversight for communications services including IPHC meetings and outreach events, documents and publication library, external communications with stakeholders via the website and publications, the IPHC presence and activity on social media, educational services including scholarship coordination, and coordination of existing external grants as well as regular investigation of possible grant opportunities.

Research Biologist: Under the direction of the Branch Manager, Biological and Ecosystem Sciences (BESB), the Research Biologist will focus on Pacific halibut early life history and climate/oceanography effects. As Research Biologist the incumbent conducts original fisheries biological research. Responsible for establishing collaborations with scientists both inside and outside the IPHC and conducts original research. Responsible for the collection, processing and analysis of fisheries oceanographic data from the IPHC fisheries-independent setline survey (FISS). The incumbent coordinates with the FISS team to complete a sampling plan for NOAA Fisheries groundfish trawl surveys and processes the data collected on Pacific halibut during those surveys. Directs the hiring process of the IPHC Internship position/s, leads the strategic planning of the intern project and serves as the supervisor of the intern/s.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

Communications Coordinator (60%)

- I.** Communications Section Supervisor. Supervise a team of one to two specialists and work with others as needed for particular tasks and events to provide communication services to internal and external stakeholders. These services include, but are not limited to, meetings and outreach events, external communications with stakeholders via the website and publications, IPHC presence and activity on social media, educational services including scholarship coordination, and grant coordination. Provide analyses on the effectiveness of IPHC communications.
- II.** Meetings and Outreach Events: Responsible for coordinating IPHC meetings, IPHC



workshops, subsidiary body meetings, seminar series, and approved outreach events. Project planning includes creating meeting and outreach support plans consisting of but not limited to coordination of staffing needs, coordination of platform and venue needs and support, participant access, updated visual displays, and constructive stakeholder interaction with the goal of continuous improvement and transparency.

- III. Publications. Responsible for maintaining the IPHC document and publication library. Documents include, but are not limited to, meeting documents, policies, standards, guides, and manuals. Develop process and procedures of internal workflow for review and approval of documents and publications. Coordinate the design and writing of the IPHC Annual Report. Curate relevant news articles weekly and disseminate to staff in a newsletter format.
- IV. External Communications: Responsible for the management of material disseminated to the public through the IPHC website and publications to ensure proper branding, transparency, and consistency following established procedures. Coordinate the use of CRM software to organize, maintain, and categorize contacts. Coordinate media requests.
- V. Social Media: Responsible for the social media publishing of approved events and other IPHC activities. Monitor social media platforms for inquires and coordinate responses as appropriate using the social media platform or by responding using the Communications e-mail account.
- VI. Education (Scholarship): Responsible for coordinating the IPHC scholarship on a semi-annual and recurring basis, pending budgetary funding approval. Coordinate with candidates, panel members, and other secretariat employees to ensure the IPHC scholarship program awardees are monitored throughout the period of completion.
- VII. Grant Coordination: Responsible for maintaining grant summary spreadsheet and calendar, coordinating reporting requirements with Principal Investigators, investigating and highlighting to staff any upcoming grant opportunities that may be of interest to the Secretariat.

Research Biologist (40%)

- I. Conducts original fisheries research related to biological aspects of Pacific halibut, and presents results in scientific reports, the IPHC website, in primary publications, and at scientific conferences and workshops. Topics are related to Pacific halibut biology and ecology and are contemplated in the IPHC's integrated research and monitoring plan. Develops research plans and technical specifications for projects that are not part of ongoing stock assessment research. Reviews data to assure quality control. Designs and performs data analyses. Interprets results to determine validity and significance and to ensure that all aspects of the information are provided. Prepares communications for presentation and updates on the IPHC website, and writes primary publications based



on the results of the performed studies.

- II. Responsible for helping to develop and manage oceanographic research being conducted by the IPHC such as the coast-wide water column profiler program. Responsible for coordinating oceanographic data processing, making data accessible via the IPHC website, working in conjunction with Secretariat staff to develop oceanographic and climate research to enable the integration of results into other IPHC projects and models.
- III. Coordinates with the FISS team to establish a sampling plan for NOAA Fisheries groundfish trawl surveys. Ensures the incorporation of the data to the IPHC database and works with NOAA personnel to obtain abundance and biomass data from the trawl surveys for IPHC scientists as requested.
- IV. Responsible for hiring, supervising, and evaluating undergraduate student interns as part of the IPHC Internship program. Responsible for coordinating and developing research projects in conjunction with IPHC staff and other tasks associated with the intern work term.

Secondary duties

- I. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- II. Secretariat staff are prohibited from holding any interest in the Pacific halibut industry.
- III. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Master's Degree and 6 or more years of increasingly responsible experience and development of expertise in biology or related field;
- 2) Supervisory experience or experience leading team operations;
- 3) Understanding of communication standards and protocols;
- 4) Understanding of copyright law, publication policy, intellectual property rights, and data ownership;
- 5) Strong interpersonal and customer service skills;
- 6) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside contacts and vendors;
- 7) Ability to respond to fluctuating workloads, timelines, and responsibilities.
- 8) A demonstrated capacity to work with and within a diverse community.



**COMMUNICATIONS SPECIALIST
FINANCE AND PERSONNEL SERVICES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION
POSITION DESCRIPTION**

OVERVIEW

Under the direction of the Communications Section Supervisor, serves as a communications specialist providing leadership and assistance for the following: development and updates of webpages for the IPHC website, publication of content to the IPHC website, continually seek out and update knowledge of data visualization tools that can enhance the IPHC website and other communication methods, assurance of adherence to IPHC format and branding practices, the planning and execution of outreach events and display, coordination of IPHC meetings, help to coordinate social media management and content, and as part of a team, continually analyze stakeholder engagement with the organization and provide periodic analyses and recommendations to management based on results. As an IT specialist, assists in data collection application development and implementation, and technological support of field data collection efforts as needed. Incumbent also serves as the IPHC Headquarters safety officer.

MAJOR DUTIES AND RESPONSIBILITIES

Communications Specialist (63%)

- I. Communications specialist. Work as part of a team of 2-3 to provide communication services to internal and external stakeholders and Secretariat staff. These service categories include, but are not limited to, organizational webpage management, branding, data visualization, external meetings, outreach materials and events, social media, stakeholder and communication plan analysis.
- II. IPHC website management. Responsible for maintaining the appearance and function of the IPHC website. This includes but is not limited to: creation of new webpages to accommodate data and other content, update of content as needed/requested, maintenance of the IPHC document library and other repositories, continual audit of webpage function and content, and providing recommendations for improvements to design, function, and content.
- III. Branding. Responsible for ensuring that external communications via the webpage, publications, social media, and media releases are formatted and branded according to established guidelines.
- IV. Data management and visualization. Responsible for keeping apprised of methods and skills needed to assist with the development of data visualization and data management tools for the IPHC website, with a goal of enhancing the user experience through collaboration with IPHC Scientists to make data readily accessible.



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- V. Meetings. Responsible for creating external meeting events on virtual platforms and assisting with hybrid and in-person meetings. Duties may consist of but are not limited to the following: create the virtual meeting rooms as requested, create meeting webpage and post stakeholder registration on the webpage along with meeting details and documents (both in-person and remote), identify unique meeting needs and provide recommendations to the Communications Section Lead, coordinate with meeting team ensuring reliable meeting platform function and display of materials before and during the meeting, maintain lists of participants, post meeting recordings to the IPHC webpage. Assist with planning and execution of in-person meetings as requested, and provide a virtual platform hybrid as needed.
 - VI. Outreach. Responsible for coordinating display materials and participation of IPHC in approved outreach events. May include but not limited to the following: coordinate with the event planner for IPHC participation and advise Section Lead of requirements, solicit and organize content, ensure display is updated and approved, coordinate transport of materials to the venue, identify staffing needs.
 - VII. Social media. Guide efforts to coordinate and manage content. Make recommendations for maintaining and improving content including photographs. Make recommendations for expanding IPHC presence via new platforms.
 - VIII. Communication analysis. Work with Communications team to help guide and improve IPHC communications using both qualitative and quantitative analytics and research. Present results and recommendations for improvement to Section Lead and Executive Branch as requested, and at relevant conferences and workshops as needed.

IT Specialist (35%)

- I. IT Specialist. Work with IT team on application development, database development and management, and technological support of field data collection efforts as requested by Systems Administrator.
- II. Application development. Help to develop, debug, test, and maintain data collection applications used at the IPHC. Document the process for version control.
- III. Database development and management. Help to analyze and define data requirements and specifications for IPHC applications, and assist with developing and administering data standards, policies, and procedures. Help to ensure application information security.
- IV. Technological support. Provide technological support to field staff for sample collection devices throughout the season, which includes diagnosis, tracking, resolution, and recording of the problem. Provide feedback to IT team on problematic trends.

Headquarters safety officer (2%)

- I. Safety officer. Orientate new employees on IPHC safety protocols and office safety features. Address and answer safety related questions/concerns from IPHC



Secretariat staff. Periodically review office safety conditions and equipment. Organize emergency preparedness classes and drills (e.g. CPR/First aid) as needed.

Other

- I. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- II. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- III. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's Degree and 6 or more years of increasingly responsible experience and development of expertise in communications or related field; or Master's Degree in communication or related field and 2 years experience.
- 2) Understanding of communication standards and protocols.
- 3) Strong interpersonal and customer service skills.
- 4) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside contacts and vendors.
- 5) Ability to respond to fluctuating workloads, timelines, and responsibilities.
- 6) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of fisheries independent work and its impact on fisheries management;



**LEAD INFORMATION TECHNOLOGY SPECIALIST (INFOSEC/SYSADMIN)
FINANCE AND PERSONNEL SERVICES BRANCH (FPSB)**

INTERNATIONAL PACIFIC HALIBUT COMMISSION

POSITION DESCRIPTION

OVERVIEW

Under the direction of the Assistant Director at the International Pacific Halibut Commission (IPHC) the Lead Information Technology Specialist (INFOSEC/SysAdmin) serves as the Senior Information Technology Specialist, Team Lead, and focal point within the IPHC's Technology Services Section. The position is responsible for all matters concerning Information Technology (IT) desktop systems administration, customer support and service operations, and the efficient and effective operation of the network. The position will also provide technical support to customers who need advice, assistance, and training in applying hardware and software systems.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

Team Lead

- I.** Makes recommendations to IPHC's executive management on Information Technology shortfalls and executes the decisions made (i.e. hiring IT professionals and outsourcing IT needs).
- II.** Works with team members to achieve specific tasks, produce work products and services, and meet program and production goals.
- III.** Evaluate performance of team members as per IPHC's annual performance review process.

Systems / Network / Database Management System (DBMS) Administration

Work that involves planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems. Functions commonly performed by employees in this specialty may include:

- IV.** Planning and scheduling the installation of new or modified hardware and operating systems, application, and database management system software.
- V.** Operates as the IPHC's system administrator, responsible for managing user and group permissions on the LAN.
- VI.** Functions as the Telephone Control Officer responsible for mobile device management (MDM) and oversight of the IPHC's mobility program (e.g. cell phones,



tablets, etc.).

- VII. Conducts threat and vulnerability assessments to assess risks, understand, and implement effective technical vulnerability corrections.
- VIII. Maintaining systems configuration; Managing the installation and integration of systems fixes, updates, and enhancements.

Customer Service (Help Desk)

- IX. Provide customer assistance to all users. Responsible for resolving user trouble tickets, and for providing consulting services to the IT Specialist (Application Developer) for specifically difficult problems.
- X. Providing customer training; Ensuring the rigorous application of information security/information assurance policies, principles, and practices in the delivery of customer support services.

Secondary duties

Mission and Field Support

- I. As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.
- II. While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as IT equipment.

MINIMUM REQUIREMENTS

- 1) Education and experience; bachelor's degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or 7-10 years related work experience. Completion of specific training and IT certifications may count towards this requirement.
- 2) Attention to detail; thorough when performing work and conscientious about attending to detail.
- 3) Customer Service; works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general



public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

- 4) Oral Communication; expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- 5) Problem Solving; identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
- 6) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 7) Proven ability to work cooperatively and professionally, with people of diverse backgrounds, responsibilities, and positions.



INFORMATION TECHNOLOGY SPECIALIST (APPLICATION DEVELOPER)

**FINANCE AND PERSONNEL SERVICES BRANCH (FPSB),
INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)**

POSITION DESCRIPTION

OVERVIEW

The Information Technology Specialist (Application and Database Developer) serves as an Applications Developer at the International Pacific Halibut Commission (IPHC). The Application Developer will design, document, develop, modify, test, install and support new and existing applications and databases. The Application Developer will align solutions with activities that support the Pacific halibut stock assessment, research, and financial functions of the IPHC. The Application Developer will also follow international standards and industry best practices for data security and IT development with a focus on customer service and continuous improvement. The Application Developer is assigned to the Technology Services team in the Finance and Personnel Services Branch.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

I. Application Development

- Analyze and translate mission requirements into applications prototypes. Plan, design, and document application and data solutions by use case or user scenarios.
- Write, debug, and maintain code in a single repository. Develop and document the process for version control and combing all existing code repositories.
- Working with HQ and field staff when designing user interfaces and testing applications. Develop test plans based on user scenarios documented during the requirements phase.
- Conduct unit and developmental testing to assure software and systems quality and functionality.
- Integrate hardware and software components required to develop applications.
- Evaluate new software technologies, make recommendations to upgrade to remain current with data and information security.

II. Database Development and Management

- Analyze and define data requirements and specifications for IPHC applications and business intelligence.
- Design, normalize, develop, install, implement, and manage databases and associated data structures. Maintain, monitor, backup, and, if needed, recover IPHC databases.
- Assist with developing and administering data standards, policies, and procedures.



- Develop and implement data mining processes to support an IPHC data warehouse. Develop and maintain organizational business intelligence data marts and data warehouse.
- Evaluate and providing recommendations on new database technologies.
- Apply application information security and information assurance policies, principles, and practices in accordance with ISO 27000:2013 to deliver IT and database services.

III. Customer Support

- Diagnose, track, and resolve problems in response to application errors while keeping the customer informed until resolved.
- Evaluate and provide feedback on problematic trends with application and database development services.
- Developing and maintaining problem tracking and resolution databases.

Secondary duties

- I. As in all positions at the IPHC, the incumbent will assist with mission support services and other organizational duties as assigned. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.
- II. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.

MINIMUM REQUIREMENTS

Required:

- 1) Bachelor's Degree in Computer Science or related field, and 3 or more years of experience with application and database development.
- 2) Three or more years of experience working with the Microsoft framework for application and database development, and the following software development technologies: Visual Basic, VB.net/.Net Framework, ADO.Net/Entity framework, ASP.NET MVC, C#, and SQL server.
- 3) Experience with PowerShell scripting, writing Transact-SQL statements, and SQL stored procedures.
- 4) Experience with developing applications for mobile devices connected to cloud-based databases and designing and developing Microsoft Office 365 applications and solutions (Power Automate, Power Apps, SharePoint Online)
- 5) Experience with applying industry best practices for iterative software development frameworks including requirements documentation, version control, software change request, and problem report resolution.
- 6) Ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues.



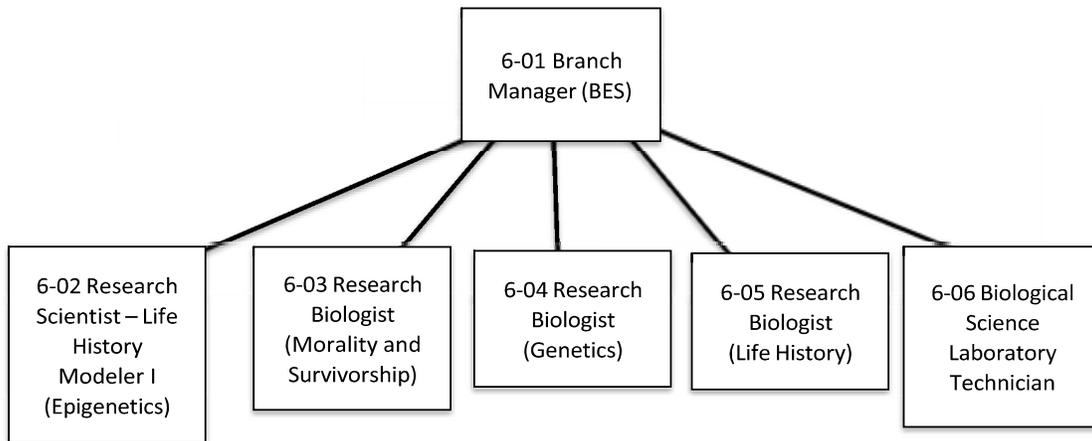
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- 7) Demonstrated capacity to foster a positive work environment.
 - 8) Ability to prioritize and balance a shifting amount of workload in a deadline driven working environment.
 - 9) Strong interpersonal and customer service skills; able to deal with public and staff inquires.
 - 10) Flexibility, excellent interpersonal skills, priority-setting skills, and the ability to work well with all levels of internal management and staff, as well as outside contacts and vendors.
 - 11) Members of the IPHC Secretariat are specifically prohibited from holding any interest in the Pacific halibut industry.

Highly desired:

- 1) Master's degree in one of the following: Computer Science, or related field, and 2 years of experience with application and database development.
- 2) Experience working with the following software development technologies: Net Core, Java (React, AJAX, JavaScript), and R
- 3) Experience working with Business Intelligence platforms including Microsoft Power BI and Tableau.



6-Biological & Ecosystem Sciences Branch (BESB)





**BRANCH MANAGER
BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Biological and Ecosystem Sciences Branch (BESB) Manager serves as the primary lead for IPHC scientists, biologists, and technicians responsible for most non-assessment research projects conducted by the Commission. Directs research into Pacific halibut biology, ecosystem effects on Pacific halibut population dynamics, and other factors affecting population demographics. Works with the Executive Director to develop and set overall objectives, ensures adherence to scientific standards, and develops long-range research plans to address critical knowledge gaps in the understanding of Pacific halibut biology and ecology.

In doing so, the BESB manager will provide advice, consultation, guidance, and review of biological and ecosystem science matters to the IPHC.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Lead the Biological and Ecosystem Sciences Branch to fill key biological and ecological knowledge gaps that will inform management through:
 - 1) Identification and conceptualization of research needs in close collaboration with the Quantitative Sciences Branch;
 - 2) Planning and directing studies that will address selected research needs as described in the current 5-year Program of Integrated Research and Monitoring;
 - 3) Collection and incorporation of the best and most recent available biological and ecological data to assist in the pursuit of the selected research goals, as well as state-of-the-art technical and methodological research advances;
 - 4) Establishment of a research group composed of highly-capable and motivated researchers whose work is supported by the Biological Science laboratory and associated technical staff;

- II.** Ensure the success of Biological and Ecosystem Sciences research by the IPHC through:
 - 1) Publication of research outcomes in the peer-reviewed literature and dissemination of IPHC science through conference presentations and other avenues;
 - 2) Promotion of active research collaborations with experts in national and international organizations, research agencies and academic institutions;



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- 3) Proposing annual budgets to the Executive Director that serve to cover various research activities contemplated in the 5-Year Program of Integrated Research and Monitoring.
 - 4) Requesting additional funding from external sources for specific projects in partnership with other international organizations, research agencies and/or academic institutions.
- III.** Assist the Executive Director in carrying out IPHC activities and policies, including but not limited to:
- 1) Apprise the Executive Director of factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a biological and ecosystem science perspective;
 - 2) Assist (via participation in the senior management team) with the preparation of policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives;
 - 3) Assist in the development of goals and objectives for IPHC employees and in resolving human resource conflicts and issues through the IPHC's senior management team;
 - 4) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 5) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - 6) Members of the Management Team (Executive and Branch Management) are specifically prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry.

Secondary Duties

- I.** Develop and maintain an informed awareness of progress in fisheries research globally.
- II.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Doctorate degree in at least one of the following: Fisheries, Marine Biology, Marine Ecology or other relevant field;
- 2) At least five years' of progressively increasing experience in developing and implementing large-scale research projects at national and international levels;



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- 3) Knowledge of the theories, principles, and methods of biological and ecological research and demonstrated ability to apply these to derive successful research outcomes.
 - 4) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
 - 5) Proven track record of high-level publications in the peer-reviewed literature.
 - 6) Proven track record of securing external funding through competitive grant applications.
 - 7) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
 - 8) Ability to prepare statements of work for analyses and evaluate performance;
 - 9) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
 - 10) Demonstrated capacity to lead a dynamic research team and foster a positive work environment.

Highly desired:

- 1) Experience in staff management;
- 2) Proven and effective analytical and problem-solving abilities;
- 3) Demonstrated capacity to work with and within a diverse community.



**RESEARCH SCIENTIST – LIFE HISTORY MODELER I (EPIGENETICS)
BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Research Scientist – Life History Modeler I (Epigenetics) position is a post-doctoral-level research position within the Biological and Ecosystem Science Branch that also works closely with the Quantitative Sciences Branch. This position is intended to conduct studies aimed at developing alternative aging methods based on DNA methylation analyses of fin clip tissue samples routinely collected by the IPHC Secretariat for genomics projects (i.e. sex identification, population dynamics). This new aging method has potential advantages over the traditional aging methods that rely on counting otolith annuli by specialized personnel: high-throughput processing and analysis, non-lethal fish sampling and additional genomic data available for linking age determinations to other biological processes at the individual and population levels (e.g. population dynamics, adaptation, environmental responses, etc.). The Research Scientist – Life History Modeler I position requires understanding of genomics and fishery science research informing fishery management. This is a temporary full-time position with a two-year appointment.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Develop an age estimation method through the generation of a high-resolution DNA methylation map for Pacific halibut tissue;
- II.** Develop a calibration model comparing age determinations by traditional (i.e. otolith annuli reading) and genome-wide DNA methylation-based methods: development of an epigenetic clock for Pacific halibut;
- III.** Develop error estimation methods and conduct sensitivity analyses;
- IV.** Create a panel of DNA methylation markers and develop and validate assays for routine age estimations;
- V.** Write scientific reports and assist with and/or author peer-reviewed papers.

Secondary Duties

- I.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- II.** Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.



MINIMUM REQUIREMENTS

- 1) Doctorate degree in quantitative analyses of biological systems through the use of genomics in at least one of the following: Fisheries, Marine Biology, Molecular Ecology, or other relevant field;
- 2) Demonstrable experience in genomics analyses applied to studies on population-level key life history traits;
- 3) Strong quantitative skills: genomics analyses, statistics and modeling;
- 4) Proven experience in programming languages;
- 5) Proven ability to work independently and as a team member;
- 6) Excellent oral and written communication skills;
- 7) Proven ability to write and publish scientific papers.



**RESEARCH BIOLOGIST (MORTALITY AND SURVIVAL)
BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Research Biologist (Mortality and Survival) position is a position within the Biological and Ecosystem Sciences Branch that also works closely with the Quantitative Sciences Branch. This position is intended to conduct studies aimed at improving our understanding of the biological and fishery aspects of Pacific halibut and presents results of research in scientific reports and primary publications. The incumbent reports directly to the BESB Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Conducts biological research on Pacific halibut, focusing on improving our understanding of the biological and fishery aspects of Pacific halibut, including whale depredation avoiding strategies, biological interactions with fishing gear, influence of physiological condition on survival, use of image recognition-based approaches for fish identification, etc
- II.** Develops research plans and technical specifications for projects that are not part of ongoing stock assessment research.
- III.** Assists in budget planning, work specifications, advertising for, selection of, and contracting with research vessels.
- IV.** Reviews data to assure quality control.
- V.** Designs and performs data analyses.
- VI.** Interprets results to determine validity and significance to IPHC research objectives.
- VII.** Prepares scientific or technical reports, and primary publications based on results.
- VIII.** Presents oral and poster communications resulting from research activities at IPHC in scientific conferences.
- IX.** Provides guidance and support for other staff members at peer level involved in data analysis and research planning.

Secondary Duties

- I.** Represent Commission interests as a member of or advisor to joint working groups in-person or via remote formats (e.g. DMR Working Group, FAO Working Group on Size and Species Selection Experiments).
- II.** Interact with NOAA-Fisheries, DFO, and industry on continued management and data needs in the recreational fisheries sector.



- III. Interact with NOAA-Fisheries, DFO, and industry on continued refinement of bycatch estimation (collaboration on DMR studies, EM development, depredation estimation, etc).
- IV. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- V. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- VI. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.
- VII. May also participate in the collection of biological samples in the field.

MINIMUM REQUIREMENTS

- 1) Masters degree (PhD preferred) in at least one of the following: Fisheries, Marine Biology, or other relevant field;
- 2) Strong quantitative skills: statistics and modeling;
- 3) Proven experience in programming languages;
- 4) Proven ability to work independently and as a team member;
- 5) Excellent oral and written communication skills;
- 6) Proven ability to write and publish scientific papers.



RESEARCH BIOLOGIST (GENETICS)

**BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)**

POSITION DESCRIPTION

OVERVIEW

The Research Biologist (Genetics) position is a position within the Biological and Ecosystem Sciences Branch that also works closely with the Quantitative Sciences Branch. This position is intended to conduct studies aimed at improving our understanding of population dynamics using genomics approaches. The incumbent reports directly to the BESB Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Conducts biological research on Pacific halibut, focusing on the application of genetics and genomics to further understand distribution and population structure of the species.
- II. Processes and analyzes biological samples and conducts genetic analyses.
- III. Serves as liaison with external collaborators from agencies and academic institutions on work related to genetics and genomics.
- IV. Presents oral and poster communications resulting from research activities at IPHC in scientific conferences.
- V. Responsible for drafting scientific reports for publication in high-quality peer-reviewed journals, and assisting on others as needed.

Secondary Duties

- I. May also participate in the collection of biological samples in the field.
- II. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- III. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- IV. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Masters degree in quantitative analyses of biological systems through the use of genomics in at least one of the following: Fisheries, Marine Biology, Molecular Ecology, or other relevant field;



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- 2) Demonstrable experience in the use of new generation sequencing technologies in population genetics..
 - 3) Strong quantitative skills: genomics analyses, statistics and modeling;
 - 4) Proven experience in programming languages;
 - 5) Proven ability to work independently and as a team member;
 - 6) Excellent oral and written communication skills;
 - 7) Proven ability to write and publish scientific papers.



**RESEARCH BIOLOGIST (LIFE HISTORY)
BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Research Biologist (Life History) position is a position within the Biological and Ecosystem Sciences Branch that also works closely with the Quantitative Sciences Branch. This position is intended to conduct studies aimed at improving our understanding of key life history traits of Pacific halibut informing stock assessment and management strategy evaluation. The incumbent reports directly to the BESB Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Conducts biological research on Pacific halibut, focusing on improving our understanding of key life history traits of Pacific halibut informing stock assessment and management strategy evaluation, including maturity and fecundity, movement and distribution, growth and productivity, etc.
- II.** Develops research plans and technical specifications for projects that are not part of ongoing stock assessment research.
- III.** Assists in budget planning, work specifications, advertising for, selection of, and contracting with research vessels.
- IV.** Reviews data to assure quality control.
- V.** Designs and performs data analyses.
- VI.** Interprets results to determine validity and significance to IPHC research objectives.
- VII.** Prepares scientific or technical reports, and primary publications based on results.
- VIII.** Presents oral and poster communications resulting from research activities at IPHC in scientific conferences.
- IX.** Provides guidance and support for other Secretariat staff at peer level involved in data analysis and research planning.

Secondary Duties

- I.** Represent Commission interests as a member of or advisor to joint working groups in-person or via remote formats (e.g. MARVLS).
- II.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest (Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry).



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- III.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.
- IV.** May also participate in the collection of biological samples in the field.

MINIMUM REQUIREMENTS

- 1) Masters degree (Ph.D. preferred) in at least one of the following: Fisheries, Marine Biology, or other relevant field;
- 2) Demonstrable experience conducting experimental studies on fish life history;
- 3) Strong quantitative skills: statistics and modeling;
- 4) Proven experience in programming languages (e.g. R);
- 5) Proven ability to work independently and as a team member;
- 6) Excellent oral and written communication skills;
- 7) Proven ability to write and publish scientific papers.



**BIOLOGICAL LABORATORY TECHNICIAN
BIOLOGICAL AND ECOSYSTEM SCIENCES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Biological Laboratory Technician position is a position within the Biological and Ecosystem Sciences Branch. This position is responsible for the operation and management of the Biological and Ecosystem Science laboratory and for assisting in IPHC research projects and monitoring activities. The incumbent reports directly to the BESB Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Manage the Biological and Ecosystem Science laboratory, involving ordering of supplies and laboratory equipment, and create and maintain an inventory of biological samples, laboratory supplies and equipment.
- II. Ensure proper operation and maintenance of laboratory equipment.
- III. Process and analyze biological samples from Pacific halibut resulting from IPHC research activities.
- IV. Establish technical and analytical protocols in the Biological and Ecosystem Science laboratory.
- V. Responsible for laboratory safety, inventory and documentation of chemicals, and coordination with IPHC safety officer.
- VI. Train Secretariat staff members to conduct specific techniques as needed.

Secondary Duties

- I. May also participate in the collection of biological samples in the field.
- II. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- III. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- IV. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

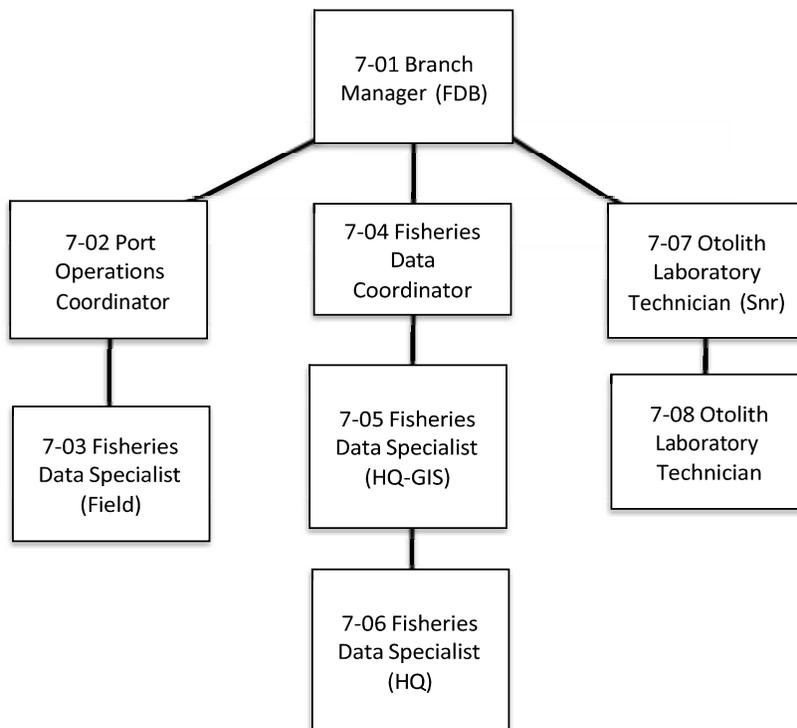
- 1) Bachelor's or advanced (Master's) degree in relevant scientific discipline (e.g., marine biology, fisheries, fish physiology, fish genetics, zoology, environmental science, etc.);



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- 2) At least two years of specialized experience performing technical work on (1) DNA purification and genotyping techniques, (2) molecular gene expression analyses, and (3) determinations of blood and tissue hormone and metabolite levels;
 - 3) Knowledge on bioinformatics applications for PCR primer design, quantitative real-time PCR data analyses and transcriptome sequence analyses;
 - 4) Knowledge of computer functions related to data input and retrieval, and routine analysis of data.



7-Fisheries Data Services Branch (FDSB)





**BRANCH MANAGER
FISHERIES DATA SERVICES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Fisheries Data Services Branch (FDB) Manager provides leadership and management oversight of services for fisheries data collection and storage. The FDSB currently consists of eight (8) personnel, operating within two (2) sections: fisheries data and port operations. In addition, the branch is supported by seasonally contracted field staff operating in a number of fishing ports.

The incumbent is expected to ensure all Branch activities, policies and procedures align with international best practices and standards. The FDSB manager is required to work collaboratively across all IPHC branches.

The incumbent is expected to lead and supervise the planning, budget and expenditures, and personnel management for both groups through the Fisheries Data and Port Operations Coordinators.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Advise on fisheries data collection and storage principles, or the effects of proposed actions on those core functions, including:
 - 1) Directing, monitoring, and evaluating the operation of the Commission's fisheries data programs, including the commercial fisheries data sampling program within ports coastwide, and programs that gather Pacific halibut fisheries and bycatch data from outside organisations. This includes staffing, developing operational plans and related budgets, ensuring adherence to data collection and storage standards, timely delivery of data, and documentation;
 - 2) Supervision and evaluation of the Fisheries Data and Port Operations coordinators, and ensuring that their objectives and deliverables are met;
 - 3) Developing budget inputs and supervising budget execution for the Branch;
 - 4) Manage projects and competing priorities to complete analysis reviews within established deadlines;
 - 5) Working closely with other Secretariat teams to ensure that data collection programs, including data collected by the IPHC and data received from outside organisations, meet the Commission's data needs, and developing modifications and incorporating new data collection processes and technologies as required;



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- 6) Maintaining the Commission's data confidentiality policy, and supervising data provided to outside entities or individuals to ensure that they meet data quality and confidentiality standard;
 - 7) Prepare statements of work, and assist in monitoring agreements/MoU's for fisheries data collection activities, and other related work;
 - 8) Act as the fisheries data point of contact for the Contracting Parties;
 - 9) As a member of the IPHC Management Team, participating in the development of policies affecting Secretariat operations.
- II.** Assist the Executive Branch in carrying out IPHC activities and policies, including but not limited to:
- 1) Apprise factors, influences, and events that affect the operation of the IPHC, its interests, and activities, from a fisheries data perspective;
 - 2) Assist (via participation in the management team) with the preparation of policies, standards, guidelines, and procedures, as well as operational strategic plans to achieve the IPHC's objectives;
 - 3) Assist in the development of goals and objectives for IPHC employees and in resolving human resource conflicts and issues through the IPHC's management team;
 - 4) Coordinate further development and implementation of the IPHC's strategic plan, and area specific plans;
 - 5) Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest;
 - 6) Members of the Management Team (Executive and Branch Management) are specifically prohibited from holding any interest in, or being the beneficiary of, the Pacific halibut industry.

Secondary Duties

- I.** On occasion, visit and participate in IPHC field operations in-port or at-sea.
- II.** As in all positions at the IPHC, carry out other duties as assigned as part of a small flexible organisation.

MINIMUM REQUIREMENTS

- 1) Doctorate degree in at least one of the following: Fisheries, Database Management, or other relevant field;



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- 2) At least five years' of progressively increasing experience in developing and implementing large-scale fisheries data collection projects in a multi- or bi-lateral context;
 - 3) Knowledge of the theories, principles, and methods of natural resource management, and skill in applying this knowledge to the development of new methods and approaches;
 - 4) Proven ability to analyze fishery data collection needs and to develop and implement effective data collection programs;
 - 5) Proven ability to effectively communicate analyses results in written and oral presentations to varied audiences;
 - 6) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues, and who have varying degrees of understanding of theory and analysis methods;
 - 7) Ability to prepare statements of work for analyses and evaluate performance;
 - 8) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment;
 - 9) Demonstrated capacity to foster a positive work environment.

Highly desired:

- 1) Doctorate degree in at least one of the following: Fisheries, Database Administration, or other relevant field;
- 2) Proven track record of effective staff management;
- 3) Proven and effective analytical and problem-solving abilities;
- 4) Demonstrated capacity to work with and within a diverse community.



**PORT OPERATIONS COORDINATOR
PORT OPERATIONS SECTION**

**FISHERIES DATA SERVICES BRANCH,
INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)**

POSITION DESCRIPTION

OVERVIEW

As part of the Fisheries Data Services Branch (FDSB), the Port Operations Coordinator (POC) position has a human resources focus and is responsible for training, deployment, supervising, and evaluating IPHC Fisheries Data Specialists (Field) and port operations for the IPHC.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I.** Working with the other Section Coordinator, this position leads and coordinates the Port Operations Section within the FDSB, and throughout the IPHC Convention Area.
- II.** Leads and coordinates field deployment schedules and travel and alerts the Branch Manager of any problems associated with carrying out Port Operations tasks within the FDSB.
- III.** Develops and directs field recruitment and hiring including interviewing and onboarding documentation.
- IV.** Coordinates personnel details, needs and expenses for all Fisheries Data Specialist (Field) in coordination with the Finance and Personnel Services Branch.
- V.** Use administrative software applications for approving timesheets, leave requests, and expense claims for Port Operations.
- VI.** Working with other FDSB members and in particular the Fisheries Data Section, direct the Port Operations training including handling the logistical support (e.g. lodging, travel, and transportation) and involved in developing new technologies related to data collection goals.
- VII.** To be available while IPHC Fisheries Data Specialist (Field) are deployed, unless coverage is predetermined. This includes weekends and holidays as necessary. If necessary, the Port Operations Coordinator could substitute for a Fisheries Data Specialist (Field) in case of unexpected circumstances.



VIII. The incumbent may travel to ports regularly. The goal is for the incumbent to work with the Fisheries Data Specialist (Field), in port at least once every season for training and supervision.

Secondary Duties

- I.** May be involved in special data collection projects within the IPHC or in cooperation with other agencies.
- II.** Assist with writing reports related to Fisheries Data Services, reviewing data forms, and reconciling data, as needed.
- III.** Assist other FDSB Sections, as needed. This may include, but is not limited to, port sampling coverage, data reconciliation, end of season reporting, data editing and management, and gear maintenance and logistics.
- IV.** Collaborate with other FDSB Section Coordinator to ensure tasks are covered and reach agreement on appropriate time for any Coordinator to be out of the office.
- V.** This position may involve work in a storage facility and workshop environment involving moderate physical activity. Similarly, when sampling at sea or in port, the position involves work on fishing vessels or in ports in isolated locations requiring above average agility and dexterity.
- VI.** While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- VII.** As in all positions at the IPHC, carry out other duties as assigned as part of a small flexible organisation. This includes, but is not limited to, services and duties related to publishing, meeting and outreach support, facilities support, and administrative services support. These services and duties may occur on nights and weekends during high demand or to meet organizational requirements and deadlines.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Five (5) or more years of practical experience in fisheries data handling (collection, documentation);
- 3) Experience in supervising staff working in remote localities;
- 4) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 5) Proven ability to work cooperatively and professionally, with people of diverse backgrounds, responsibilities, and positions;



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- 6) Computer skills for documenting, tracking and querying data, and technical expertise for communicating with staff in remote ports;
 - 7) Proficiency with Microsoft Office Suite, SQL and relational databases;
 - 8) Demonstrated capacity to foster a positive work environment.



**FISHERIES DATA SPECIALIST (FIELD)
PORT OPERATIONS SERVICES**

**FISHERIES DATA SERVICES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION**

POSITION DESCRIPTION

OVERVIEW

Under the direction of the Port Operations Coordinator in the Fisheries Data Services Branch (FDSB), the Fisheries Data Specialist (Field) (FDS(F)) position is responsible for the International Pacific Halibut Commission's (IPHC) port operations in a designated port. The FDS(F) will act as the lead on all duties in their assigned location including, but not limited to, collecting logbooks, fish tags, and biological specimens, and representing the IPHC Secretariat in the field. Pacific halibut landings can be highly variable in time and space; therefore, this position requires being on call for extended hours, including Saturdays. Ideal candidates have strong interpersonal and organizational skills including the ability to prioritize tasks and meet deadlines in a rapidly changing work environment, and the ability to collaborate and cooperate with members of the Secretariat, as well as outside contacts and stakeholders.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Duties

- I. Prioritize office and field-based tasks and meet deadlines in a rapidly changing work environment.
- II. Follow random sampling procedures to collect biological samples from Pacific halibut, including fork length, weights, tissue samples and otoliths for stock assessment and other purposes.
- III. Collect and edit fishing records from vessel logbooks and landing records for Pacific halibut.
- IV. Collect Pacific halibut tags and tag-associated information.
- V. Enter all biological and logbook data into applicable software and provide input to improve or update software as needed.
- VI. Package and ship logbooks and biological samples to IPHC Headquarters in Seattle, WA, USA, as directed, to meet deadlines.
- VII. Write reports on sampling technique which are reviewed to ensure proper sampling procedures are being applied in the field.
- VIII. Serve as the representative of the IPHC Secretariat in port and relay information between stakeholders and the IPHC Secretariat while adhering to confidentiality policies and procedures.

Secondary Duties

- I. Contribute to the IPHC's social media presence by drafting posts and providing photos on relevant information about their port(s) while adhering to IPHC's confidentiality policies and



procedures, and norms of professionalism.

- II. Train other Fisheries Data Specialists (Field) on a topic(s) during pre-season training and as needed.
- III. Submit administrative requirements (e.g. timecards, mileage reports, leave, gear and expense requests, etc.) on time using Secretariat utilized software applications.
- IV. Provide logistical support for the IPHC's Fisheries-Independent Setline Survey (FISS) and other research activities, when needed.
- V. Process and enter data as assigned (e.g. historical records, logbook data, etc.).
- VI. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- VII. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.
- VIII. Carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in biology, fisheries or related field or equivalent work experience in this same field;
- 2) Proven ability to effectively collect fisheries data and biological structures, while following random and representative sample collection protocols;
- 3) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions and who have varying degrees of understanding of fisheries data collection methods and the impact of fisheries data on fisheries management;
- 4) The ability to work independently and the organizational skills to balance a shifting workload in a deadline driven work environment.

DESIRED

- 1) Experience collecting, editing, and entering data in the field. Experience with fisheries monitoring, especially Pacific halibut fisheries, or other wildlife monitoring is especially welcome.
- 2) Experience working with Microsoft Office 365 (i.e. Outlook, Teams, SharePoint, Excel, Word, PowerApps).



**FISHERIES DATA COORDINATOR
FISHERIES DATA SERVICES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Fisheries Data Coordinator position is responsible for coordinating the fisheries data entry programs, ensuring data accuracy, and documentation of fisheries data (commercial, recreational, subsistence, and bycatch) and reports directly to the Fisheries Data Services Branch Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** Responsible for coordinating the completion and accuracy of the fisheries databases including vessel licenses, fishing logs, landing records, and summaries.
- II.** Ensures overall accuracy of data received by IPHC and State, Federal, and Treaty Indian agencies. Coordinates the completion of all data reconciliations to meet group deadlines and complete fisheries reports.
- III.** Coordinates with the FDSB Manager, the port operations coordinator, setline survey coordinator, and other staff as needed to ensure sampling collection is consistent with designed sampling protocols and methods.
- IV.** Works with Federal, State, and Treaty Indian agencies to track IPHC Regulatory Area 2A landings for all fisheries.
- V.** Incumbent may be required to attend IPHC meetings, and domestic agency meetings, as needed.
- VI.** This position handles all routine matters concerning fisheries data collection and recording objectives and priorities.
- VII.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- VIII.** Secretariat staff are prohibited from holding any interest in the Pacific halibut industry.



Secondary duties

- I. This position may be involved in special data collection or research projects. This position is also encouraged to participate in or conduct biological research studies pertaining to Pacific halibut, as time allows.
- II. While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- III. This position may involve work in a storage facility and workshop environment involving moderate physical activity.
- IV. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Five (5) or more years of practical experience in fisheries data handling (collection, documentation);
- 3) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 4) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 5) Proven computer skills for documenting, tracking and querying data and technical expertise for communicating with FISS field staff in remote locations;
- 6) Proficiency with Microsoft Office Suite, SQL and relational databases.



**FISHERIES DATA SPECIALIST (HQ-GIS)
FISHERIES DATA SERVICES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Fisheries Data Specialist (HQ) positions are responsible for a range of data entry, verification, and reporting roles covering commercial, recreational, subsistence, and bycatch data, and reports directly to the Fisheries Data Coordinator.

Fisheries Data Specialist – (HQ-GIS) This position is responsible for all internal and external data requests that originate from others requesting IPHC data as well as requests that originate from IPHC to external parties. This position is responsible for producing maps, and map products as part of data requests. Additionally, one-quarter to one third of this position's time includes data entry, including entering a variety of data accurately into the IPHC databases.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** Collaborate annually with external partners to request, receive, QAQC, review, document, and store data from external partners for use in stock assessments and other IPHC products.
- II.** Provide stock assessors and other IPHC personnel with fisheries data and reports compiled from external sources.
- III.** Collaborate with IPHC Secretariat staff to fill and document all internal data requests.
- IV.** Collaborate with external parties to fill and document data requests for IPHC data.
- V.** Fill and document all requests for maps or mapping products. Serves as GIS/mapping expert for IPHC.
- VI.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest (Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry).

Secondary duties

- VII.** Assist Fisheries Data Specialists (HQ) with tasks such as:
 - a. Tracking, compiling, QAQC, reviewing, documenting, and storing commercial fisheries data from fishing logbooks, fish tickets, eLogbooks or other data sources.



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- b. Data reconciliation, including tracking, sourcing, and obtaining missing data (e.g. logbooks [a.k.a. 'log lacking' letters], entries, etc.).
 - c. Review fishery logbooks and reconciliation of commercial data through the match process.
 - d. Other tasks and activities as needed.
- VIII.** Assist Port Operations Coordinator with tasks such as:
- a. Review port sampler's packages including the biological samples and collected and edited logs.
 - b. Tribal training program for IPHC Regulatory Area 2A.
 - c. Directed commercial and tribal sampling program for IPHC Regulatory Area 2A.
 - d. Other tasks as needed.
- IX.** Assist with age data entry and verification.
- X.** Collaborate with the FDSB Manager, the Fisheries Data Coordinator, the Port Operations Coordinator, and other staff as needed to ensure sampling collection is consistent with designed sampling protocols and methods.
- XI.** Deliver data sets to the IPHC's Quantitative Sciences Branch by due dates, in coordination with other Secretariat staff.
- XII.** Coordinate with all relevant Secretariat staff to ensure data are accurate and appropriately stored.
- XIII.** Incumbent may be required to attend IPHC meetings, and domestic agency meetings, as needed.
- XIV.** Assist industry and the public by providing fisheries data summaries as requested and on the IPHC website.
- XV.** Assist with database management, including development and management of the interactive field staff web platform (SharePoint) as needed.
- XVI.** This position handles all routine matters concerning fisheries data collection and recording objectives and priorities.
- XVII.** The position may be required to sample in-port at least once every two years to maintain current knowledge and experience with field operations. The incumbent will work with the Fisheries Data Coordinator to ensure tasks are covered during field deployment.
- XVIII.** While most of the work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over



rough, uneven, or rocky surfaces; climbing ladders; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes. This position may involve work in a storage facility and workshop environment involving moderate physical activity. Similarly, when sampling in port or at sea, the position involves work on fishing vessels or in ports in isolated locations and requiring above average agility and dexterity.

- XIX.** As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field;
- 2) Two (2) or more years of practical experience in fisheries data handling (collection, documentation), including the use of GIS;
- 3) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 4) Proven computer skills for documenting, tracking and querying data and technical expertise for communicating with field staff in remote locations;
- 5) Proficiency with GIS, Microsoft Office Suite, SQL, and relational databases.



FISHERIES DATA SPECIALIST (HQ)

**FISHERIES DATA SERVICES BRANCH
INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)**

POSITION DESCRIPTION

OVERVIEW

The Fisheries Data Specialist (HQ) positions are responsible for a range of data entry, verification, and reporting roles covering commercial, recreational, subsistence, and bycatch data, and reports directly to the Fisheries Data Coordinator.

Fisheries Data Specialist – Fishery Dependent Data is responsible for data tracking, collating, and reporting on commercial, recreational and subsistence fisheries as well as bycatch of Pacific halibut for the IPHC. Additionally, half of this position's time includes data entry, including entering a variety of data accurately into the IPHC databases.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I. Track, compile, enter, review, QAQC, document, and deliver a variety of commercial, recreational subsistence, and bycatch fishery data from sources including (but not limited to):
 - a. Alaska Department of Fish and Game (ADFG) fish sales receipts;
 - b. Individual Fishing Quota (IFQ) database;
 - c. Fishing logbooks and eLogbooks data;
 - d. Bycatch data from external parties.
- II. Review of fishery logbook data and reconciliation of commercial and other data sources to ensure multiple sources of similar information match (e.g. fish sales receipts match logbook).
- III. Maintain up-to-date documentation of the methods and procedures including the data tracking, entry, compilation, review, QAQC, editing, and storage procedures for recreational fisheries, subsistence fisheries, fish tickets, fishing logbooks, eLogbook data, otolith ages, and bycatch data. Maintain metadata for all applicable databases.
- IV. Edit and verify data, recommend action to address anomalous data and improvements to data collection and tracking procedures.
- V. Data reconciliation, including tracking, sourcing, and obtaining missing data (e.g. logbooks, entries, etc.).



- VI. Complete annual fisheries reports, including coordinating with other IPHC Secretariat staff to assure all information is accurate, up-to-date, and complete.
- VII. Ensure completion and overall accuracy of fisheries databases as well as data received by IPHC from State, Federal, and Treaty Indian agencies, including vessel licenses, fishing logbooks, eLogbooks, landing records and summaries.
- VIII. Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- IX. Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.

Secondary duties

- I. Assist the Port Operations Coordinator with tasks such as, but not limited to:
 - a. Review Fisheries Data Specialist (Field) packages including the biological samples collected and edited logs.
 - b. Directed commercial and tribal port sampling for IPHC Regulatory Area 2A.
- II. Assist with age data entry and verification.
- III. Collaborate with IPHC Secretariat staff as needed to ensure sampling collection is consistent with designed sampling protocols and methods.
- IV. Deliver data sets to the IPHC's Quantitative Sciences Branch by due dates, in coordination with other staff.
- V. Attend agency meetings, as needed.
- VI. The position may be required to go on port tour at least once every two years to maintain current knowledge and experience with field operations.
- VII. The position may be required to go to sea on IPHC-contracted vessels periodically if office duties are covered. The goal is to better understand vessel operations and the demands of working at sea in the Pacific halibut fishery to assist in culturing positive working relationships.
- X. This position may be involved in special data collection or research projects, and is encouraged to participate in biological research studies pertaining to Pacific halibut if time allows.
- XI. Temporarily, as this task is passed to domestic agencies, work with other Secretariat staff to ensure IPHC Regulatory Area 2A license applications are complete, entered, and filed;



that the licenses are printed and mailed within an acceptable turnaround time; adherence to deadline dates; and responding to inquiries.

- VIII.** While most of the work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; climbing ladders; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- IX.** This position may involve work in a storage facility and workshop environment involving moderate physical activity. Similarly, when sampling in port or at sea, the position involves work on fishing vessels or in ports in isolated locations and requiring above average agility and dexterity.
- X.** As in all positions at the IPHC, perform other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field;
- 2) Practical experience in data entry & QAQC (experience with fisheries or field biology data preferred);
- 3) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 4) Proven computer skills for documenting, tracking and querying data and technical expertise for communicating with field staff in remote locations;
- 5) Proficiency with Microsoft Office Suite, SQL, and relational databases;
- 6) Proven ability to prioritize and balance a shifting workload in a deadline driven working environment.



**OTOLITH LABORATORY TECHNICIAN (SNR)
FISHERIES DATA SERVICES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Otolith Laboratory Technician (Snr) is responsible for all activities related to otolith laboratory and reports directly to the FDSB Manager.

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** Responsible for coordinating the completion and accuracy of the otolith laboratory activities.
- II.** Set annual objectives in collaboration with otolith laboratory team members and conduct annual evaluations of team members, ensure the completion of quality control age readings, annually determine the number of commercial fishery and FISS age samples in consultation with the quantitative sciences branch, and annually provide the FDSB Manager with proposed otolith laboratory budget, including equipment needs.
- III.** Incumbent also provides two reports to the FDSB Manager: a monthly report summarizing age readings, and an annual report summarizing all aging tasks and completed projects.
- IV.** Coordinates with the FDSB Manager, the port operations coordinator, setline survey coordinator, fisheries data coordinator, and other Secretariat staff as needed to ensure otolith samples are received and processed according to sampling protocols and methods.
- V.** Performs all functions related to determining Pacific halibut ages from otoliths, including production age reading, quality control age reading, and otolith selection, storage and archiving.
- VI.** Incumbent may be required to attend IPHC meetings, and domestic agency meetings, as needed.
- VII.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- VIII.** Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.



Secondary duties

- I. Assist Port Operations Coordinator with tasks such as:
 - a. Tribal training program for IPHC Regulatory Area 2A.
 - b. Directed commercial and tribal sampling program for IPHC Regulatory Area 2A.
 - c. Other tasks and activities as needed.
- II. Incumbent coordinates IPHC tag recovery program, including coordinating the supply and distribution of awards and letters. Assists other Secretariat staff with Pacific halibut tagging database.
- III. Assists with implementation and maintenance of computerized photo archive database. Adds images to IPHC photo archive database by scanning existing images or downloading images from digital cameras. Coordinates the assignment of standardized descriptive keywords to images. Responds to requests for images made by IPHC Secretariat and outside parties.
- IV. This position may be involved in special data collection or research projects. This position is also encouraged to participate in or conduct biological research studies pertaining to Pacific halibut, as time allows. Incumbent may prepare technical reports and assist with scientific papers and presentations.
- V. While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- VI. This position may involve work in a storage facility and workshop environment involving moderate physical activity.
- VII. As in all positions at the IPHC, carry out other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Five (5) or more years of practical experience in fish otolith aging methods;
- 3) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 4) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;



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-
- 5) Proven computer skills for documenting, tracking and querying data;
 - 6) Proficiency with Microsoft Office Suite.



**OTOLITH LABORATORY TECHNICIAN
FISHERIES DATA SERVICES BRANCH**

INTERNATIONAL PACIFIC HALIBUT COMMISSION (IPHC)

POSITION DESCRIPTION

OVERVIEW

The Otolith Laboratory Technician is responsible for all activities related to determining Pacific halibut ages from otoliths and reports directly to the Otolith Laboratory Technician (Snr).

MAJOR DUTIES AND RESPONSIBILITIES

Primary duties

- I.** Performs all functions related to determining Pacific halibut ages from otoliths, including production age reading; quality control age reading; otolith selection, storage, and archiving; and age data entry into databases.
- II.** Assists in the coordination of age reading assignments and annual objectives in collaboration with Otolith Laboratory Technician (Snr) and otolith laboratory services team members.
- III.** Coordinates with the FDSB Manager, Otolith Laboratory Technician (Snr), the Port Operations Coordinator, Setline Survey Coordinator (FISS), and other Secretariat members as needed to ensure otolith samples are received and processed according to sampling protocols and methods.
- IV.** Incumbent is responsible for ensuring all hazardous chemicals used in the otolith laboratory are properly labeled, utilized, stored, and disposed of. Incumbent coordinates with IPHC laboratory technician and safety officer to ensure Material Safety Data Sheets (MSDS) for all hazardous chemicals used by otolith laboratory services are available and current.
- V.** Incumbent may be required to attend IPHC meetings, and domestic agency meetings, as needed. Incumbent may be required to prepare and give presentations related to otolith collection, aging or related research.
- VI.** Comply fully with all IPHC policies, including but not limited to the Business Ethics and Conduct, and to declare any actual or potential perceived conflicts of interest.
- VII.** Secretariat staff are prohibited from holding or being the beneficiary for any interest in the Pacific halibut industry.



Secondary duties

- I.** Provides instruction for IPHC interns on otolith laboratory related tasks.
- II.** While the majority of work for this position is typically performed in an office environment, the work requires some physical exertion, such as periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as fish measuring cradles, research gear, and record boxes.
- III.** This position may involve work in a storage facility and workshop environment involving moderate physical activity.
- IV.** As in all positions at the IPHC, perform other duties as assigned as part of a small and flexible organisation.

MINIMUM REQUIREMENTS

- 1) Bachelor's degree in fisheries, biology, or allied field (higher degree an advantage);
- 2) Five (5) or more years of practical experience in fish otolith ageing methods;
- 3) Proven ability to effectively communicate in written and oral formats to varied audiences;
- 4) Proven ability to work cooperatively and professionally with people with diverse backgrounds, responsibilities, and positions on issues;
- 5) Proven computer skills for documenting, tracking and querying data;
- 6) Proficiency with Microsoft Office Suite.



INTERNATIONAL PACIFIC
HALIBUT COMMISSION

International Pacific Halibut Commission Directed Commercial Catch Sampling of Pacific halibut in Alaska
(IPHC Grant 802) (IPHC Secretariat)

IPHC: NOAA Fisheries Grant Application

1. Project Information

Project Title: International Pacific Halibut Commission Directed Commercial Catch Sampling of Pacific halibut in Alaska (IPHC Grant 802) (IPHC Secretariat)

CDFA Number: 11.437

Grant Number: NOAA-NMFS-AK-2023-2007663

Applicant Name: International Pacific Halibut Commission
1 October 2023 – 30 September 2028

Project period:

Date of submission: 4 April 2023

2. Project Summary

The International Pacific Halibut Commission (IPHC) undertakes commercial catch sampling to collect Pacific halibut biological samples and other information as well as vessel logbooks. The IPHC anticipates staffing eight (8) ports in Alaska with Fisheries Data Specialists (Field) (FDS(F)) during the 2024-28 fishing periods (Dutch Harbor, St. Paul, Kodiak, Homer, Seward, Juneau, Sitka, Petersburg) and one (1) port in Washington (Bellingham).

The IPHC anticipates staffing two Canadian ports during the grant period (Prince Rupert and Port Hardy, BC), which is outside this grant application. However, if a vessel lands Pacific halibut that were commercially caught in Alaskan waters in either Prince Rupert or Port Hardy, British Columbia, Canada, the landing may be sampled under this grant.

IPHC FDS(F) at each of these ports act as a point of contact between the fishing industry and the IPHC Secretariat by answering questions and providing information. Pacific halibut data collected by our FDS(F) are necessary for stock assessment among other purposes. Pacific halibut landing data are acquired from vessel logbooks which are collected by the IPHC. Logbook information is verified by interviewing vessel captains.

3. Background & Need for US Federal Funding

The IPHC Convention between Canada and the USA, and U.S. law (Halibut Act, 16 U.S.C. 773-773k), mandates the IPHC with responsibility for the overall assessment and management of the Pacific halibut resource within Convention waters. Convention waters mean the waters off the west coast of Canada and the United States of America, including the southern as well as the western coasts of Alaska, within the respective maritime areas in which either Contracting Party (to the Convention) exercises exclusive fisheries jurisdiction.



In 1995, the U.S. government implemented an Individual Fishing Quota (IFQ) program in Alaska. This change extended the length of the commercial season in SE Alaska (IPHC Regulatory Area 2C) and the Gulf of Alaska (IPHC Regulatory Areas 3A, 3B, 4A) from 2 days to 245 days. In the Bering Sea and the Aleutian Islands, the season length went from 1-22 days to 245 days (fishing period length varied by IPHC Regulatory Area). At the time, the US federal government recognised the increased costs that would be incurred by the IPHC and provided an additional US\$125,000 to the IPHC during the first year of the IFQ program's implementation.

Under the pre-IFQ regime, the Commission's catch and effort data collection was accomplished using one or multiple personnel stationed temporarily in landing ports for up to a week after the commercial opening, to collect the necessary data throughout the intensive landing period that existed with the 'Derby'-style pre-IFQ fishery.

With the implementation of the IFQ program and the associated longer fishing period, it became necessary to alter the catch and effort personnel deployment patterns to accomplish similar scientific protocols for the statistical sampling of the fishery. These sampling protocols require both biological and logbook targets specific to each IPHC Regulatory Area with both spatial and temporal requirements. To meet these targets, it was necessary to station personnel in major ports for the 8 to 9-month fishery where the employees are on call to collect the necessary data (generally 12 hrs/day, six days a week).

The subsequent Fee Collection component of the re-authorized Magnuson-Stevens Act also clearly recognized those increases and the intent to cover them through cost recovery. The IPHC's expenditures for logbook and biological data collection activities in Alaska required for Pacific halibut management under IFQs is a necessary and appropriate application of funds from this US Federal Fee Collection program. This grant application is a request for inclusion in the allocation of funding from this program.

4. Project Goal and Objectives

The primary goals and objectives of the IPHC port sampling activities are to:

- 1) collect data for use in the Pacific halibut stock assessment;
- 2) for quality assurance and quality control (QAQC);
- 3) data entry into the IPHC database; and
- 4) to provide a field-based point of contact between the fishing industry and the IPHC Secretariat.



5. Statement of Work

Methods for Pacific halibut data collection

To accomplish Objective 1 (Section 4) the IPHC's FDS(F) sample commercial landings in ports. Individual fish are randomly sampled from each landing using prescribed sampling rates for each port and IPHC Regulatory Area, with the goal of sampling a constant proportion of the landed catch over the entire fishing period within each IPHC Regulatory Area. Biological sampling targets are established by IPHC Regulatory Area to ensure sample sizes are sufficient for the needs of the stock assessment modelers.

Sampling Pacific halibut consists of the collection of fish lengths (otoliths), and fin clips. Pacific halibut logbook data collected from fishers are used to determine the weight-per-unit-effort. Prior to the start of each fishing period, landing patterns from the port (for the previous fishing period) are reviewed to ensure proportional sampling (by weight landed) by IPHC Regulatory Area. To accomplish proportionality, days are assigned for sampling in each port and sampling rates are assigned for each port for a given IPHC regulatory area. Finally, sampling priorities (Table 1) are assigned by IPHC Regulatory Area (Fig. 1) and port.

The IPHC Secretariat sample all landings in Bellingham, WA, as logistics allow, and the FDS(F) in all other ports sample landings on five randomly selected days per week between Monday and Saturday. The FDS(F) in Juneau, Sitka, and Petersburg sampled small landings at 10% of the hailed weight on appointed small landing days (one of the five sampling days per week). Table 2 summarizes the sampling rates for the 2023 Pacific halibut commercial fishery and similar rates will be determined for future years' data collection.



International Pacific Halibut Commission Directed Commercial Catch Sampling of Pacific halibut in Alaska
(IPHC Grant 802) (IPHC Secretariat)

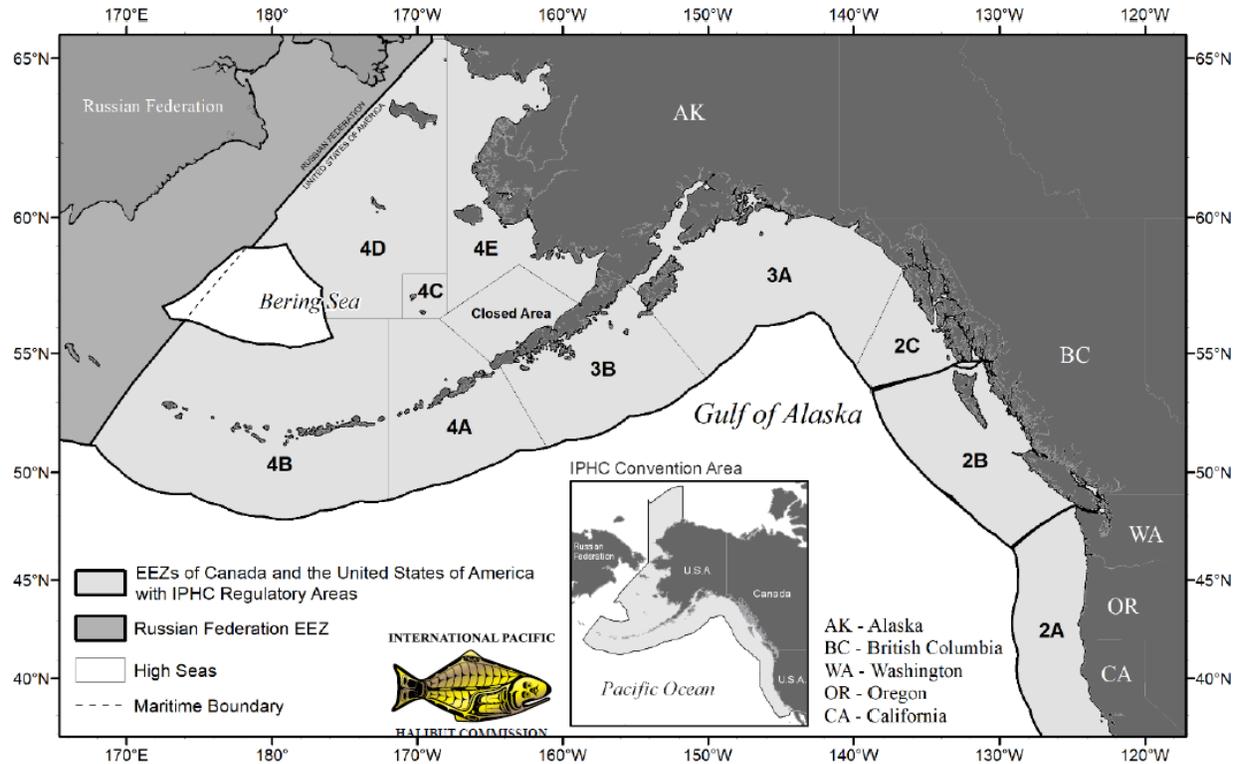


Figure 1 IPHC Convention Area and Regulatory Areas.

Table 1. IPHC Regulatory Areas ranked by priority for sampling. Offloads within one port can, and often do, come from multiple IPHC Regulatory Areas. Therefore, this prioritization allows the IPHC Secretariat to make decisions about which offloads to sample when simultaneous multiple offloads or other logistical constraints occur.

IPHC Regulatory Area	Sampling Priority Rank When offload occurs in USA (1 = highest)	Sampling Priority Rank When offload occurs in Canada (1 = highest)
4B	1	1
4C, 4D	2	2
4A	3	3
2C	4	4 (including 2B)
3B	5	5
3A	6	6

Table 2. Sampling rates, by port and IPHC Regulatory Area, are displayed as percentages for 2023.

Port(s)	2B	2C	3A	3B	4A	4B	4CD
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Dutch Harbor, Akutan, Homer, Juneau, Kodiak, Petersburg, Port Hardy, Prince Rupert, Seward, Sitka, St. Paul, Bellingham, Vancouver	2	4	1.5	3	7	7.5	7.5
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The IPHC Secretariat use priority lists when there are sampling conflicts. For example, it is common to have more than one landing at a time from the same IPHC Regulatory Area. In these cases, the vessel with the largest Pacific halibut offload (by weight) is sampled unless it is a designated small landing sampling day. In other cases, there can be questions about which IPHC Regulatory Area to sample if multiple areas are represented on a single trip. For IPHC Regulatory Area conflicts, sampling priorities are assigned.

In Canada, landings from IPHC Regulatory Area 4 are sampled first when there are multiple landings. Landings from IPHC Regulatory Areas 2B and 2C are prioritised as equal and are sampled before Areas 3A and 3B.

In Alaskan ports, landings from IPHC Regulatory Area 4 are sampled first, followed sequentially in order of priority by landings from 2C, 3B, and 3A. Finally, there is a priority sampling order for landings within IPHC Regulatory Area 4: Landings from IPHC Regulatory Area 4B are sampled first, followed by 4C and 4D, then by 4A (Table).

To meet Objectives 2 and 3, the IPHC Secretariat collect Pacific halibut logbooks and tagged Pacific halibut from vessel captains in the field. At the time of collection, the IPHC reviews the logbooks and any tag data, and interviews vessel captains to review their logbooks and tag data to ensure they are complete and as accurate as possible. In addition, once per year, IPHC Headquarters staff send requests to vessel captains to submit their Pacific halibut logbooks to the IPHC via mail for data verification and entry into the IPHC database.

For all objectives, logbooks, fish tags, biological samples and other information, and all associated data are sent to the IPHC for verification and entry into the IPHC database. Logbooks, fish tags, and biological samples are retained, preserved, and archived.

Timeline

Data collected by the IPHC Secretariat, including logbooks, biological samples, and other information, and fish tags are mailed to the IPHQ HQ at regular intervals throughout the year. This data is reviewed by the Secretariat and entered into the IPHC database. Logbook and biological data for the current Pacific halibut fishing period are used in the Pacific halibut stock assessment provided the data are received, verified, and entered prior to 30 October. Data received after 30 October are verified and entered for use in the following year's stock assessment. The number of otoliths collected by IPHC Regulatory Area is reviewed every two weeks throughout the Pacific halibut fishing period to ensure otolith collection targets are met for each Regulatory Area. Requests for missing logbooks are sent to vessel captains in September each year.



Major Products

Pacific halibut data collected through October each year are used by the IPHC Secretariat in the annual Pacific halibut stock assessment.

6. Evaluation of Project Outcomes

In 2022, the IPHC Secretariat collected approximately 2,124 Pacific halibut logs from ports. FDS(F) has an opportunity to collect logs from other locations when they encounter those vessels in their own ports. FDS(F) also collected and redeemed 27 tags in 2022. Table 3 illustrates fishing logs collected in key ports.

Table 3. The number of Pacific halibut fishing logs collected for 2022 from Alaskan fishing vessels in key ports.

Port	Number of logs collected
Bellingham	23
Prince Rupert	0
Port Hardy	0
Petersburg	304
Sitka	390
Juneau	243
Seward	363
Homer	283
Kodiak	345
Dutch Harbor	152
Akutan	1
Total all ports	2104

Tables 4 and 5 provide a summary of the biological data collected in the 2022 commercial catch sampling program.

Table 4. A summary of 2022 otolith targets, collected otoliths, vessels sampled and the percentage of the catch sampled.

IPHC Regulatory Area	Otolith Target	Collected otoliths	Vessel wt sampled (lb)	Total landed wt (lb)	No. landings sampled	% of Total landed wt sampled
2C	1,500	1,953	1,154,380	3,216,972	170	36%
3A	1,500	1,568	3,114,193	8,742,275	155	36%
3B	1,500	1,288	990,821	2,897,116	35	34%
4A	1,500	1,662	482,950	1,277,563	50	38%
4B	1,500	615	176,200	547,046	11	32%
4C/4D	1,500	734	264,800	1,548,047	10	17%



Table 5. Proportion of Pacific halibut commercially caught in Alaska in 2022, sampled by weight, separated by IPHC Regulatory Area, and listed by key ports.

Port	2C	3A	3B	4A	4B	4C/4D
Bellingham	0.5%	2.0%				
Petersburg	17.6%	0.6%				
Sitka	8.3%	3.2%				
Juneau/Auke Bay	9.6%	4.3%				
Seward		10.3%	3.1%			
Homer		7.4%	9.3%	1.6%		
Kodiak		7.9%	20.6%	2.6%		2.3%
Dutch / Unalaska			1.2%	33.7%	28.4%	14.8%
Akutan					3.8%	
Grand Total	35.9%	35.6%	34.2%	37.8%	32.2%	17.1%

7. Personnel

The personnel involved in the program are provided in the budget narrative.

8. Other Relevant Materials

For more information regarding commercial Pacific halibut landings and Pacific halibut stock assessment, please see:

Jannot J, Tran H, Kong T, Magrane K, & Van Vleck KS. 2022. Fisheries data overview 2022. IPHC-2023-AM099-07Rev_2. (<https://www.iphc.int/uploads/pdf/am/am099/iphc-2023-am099-07.pdf>)

Stewart I, Hicks A, Webster R, Wilson D. 2022. Summary of the data, stock assessment, and harvest decision table for Pacific halibut (*Hippoglossus stenolepis*) at the end of 2022. IPHC-2023-AM099-11. (<https://www.iphc.int/uploads/pdf/am/am099/iphc-2023-am099-11.pdf>)



**INTERNATIONAL PACIFIC
HALIBUT COMMISSION**

International Pacific Halibut Commission Directed Commercial Catch Sampling of Pacific halibut in Alaska
(IPHC Grant 802) (IPHC Secretariat)

BUDGET NARRATIVE

PREPARED BY: IPHC SECRETARIAT (4 APRIL 2023)

PURPOSE

To document a detailed budget narrative explaining and justifying the federal and non-federal expenditures by object class category as listed on SF-424A – Section B (Budget Category) for non-construction awards. As this is a multi-year (Five (5) year award) this document, budget narrative one (1), is for FY2024-28 and provides a budget and budget justification for FY2024-28.

BUDGET SUMMARY 2024-28

Description	2024	2025	2026	2027	2028
Personnel (HQ)	\$201,302	\$217,195	\$228,456	\$243,598	\$256,305
Personnel (Field) scaled at 87%	\$280,040	\$298,068	\$311,963	\$328,610	\$345,040
Fringe (HQ)	\$76,653	\$82,293	\$90,329	\$99,217	\$108,989
Fringe benefits (Field) Scaled at 87%	\$125,182	\$135,171	\$147,920	\$162,225	\$177,922
Travel (training)	\$49,068	\$54,219	\$58,549	\$64,677	\$69,936
Equipment	\$57,200	\$62,900	\$69,212	\$76,133	\$83,747
Supplies	\$8,665	\$9,531	\$10,484	\$11,533	\$12,686
Contractual	\$74,487	\$80,109	\$88,120	\$96,931	\$106,625
Construction	n/a	n/a	n/a	n/a	n/a
Other	\$1,078	\$1,186	\$1,304	\$1,435	\$1,578
Indirect	\$79,457	85,551	\$91,264	\$98,129	\$104,945
Total	953,132	1,026,223	\$1,097,601	\$1,182,488	\$1,267,773



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A. PERSONNEL

Provide the name of the person in each position (if known) and provide both the annual (for multiyear awards) and total: salary/amount each position is paid; the percent of time position contributes to this award; and the number of months the employee is paid. State if any positions are vacant at the time, and if so, anticipated hire date. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects. Recipient should ensure the cost-of-living increase is built into the budget and justified. The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs (2 CFR §200.413c). Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the approved budget or have the prior written approval of the Grants Officer; and (4) The costs are not also recovered as indirect costs.

Personnel (HQ) – Secretariat salaries for HQ staff are not scaled as previous to the implementation of IFQ, there were no supervisory or support staff needed. Thus, these have been applied as 100% of actuals.

Personnel (Field) – Secretariat salaries for field staff have been scaled. We apply a cost scalar to account for the change in person-days required to sample Pacific halibut landings. Personnel (field) costs in 1991 covered both temporary field-based hires (IPHC-GS-5/6) and Headquarters Secretariat staff deployed in the ports (overtime capped at IPHC-GS-10) for the three (3) to seven (7) days per fishing period for a total of 250 person-days. Personnel (field) person-days increased following the implementation of the IFQ in Alaska, USA, due to the change in the length of the season. This scalar applied will change based on the length of the season from year to year, however in FY2022 the total person-days were 1871, so the scalar for that year was 86.6% (i.e. $\text{Sum of } (1871-250)/1871 * 100$) which is what we will use for this budget noting if the Pacific halibut fishing period length changes, this scalar will change annually for the duration of the grant.

Base-year (1991) person-days	250
FY2022 person-days	1871
Scalar calculation	$[(1871-250)/1871] * 100 = 86.6\%$ % rounded up to 87%



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Personnel - FY2024-28. Estimated 5% increase year after year due to inflation and cost-of-living adjustment (COLA).

Position Title	2024 Annual Salary – Field 87% scaler. HQ 100%	% of Time	No. of Months	2024 Total Salary	2025 Total Salary (previous +5%)	2026 Total Salary (previous +5%)	2027 Total Salary (previous +5%)	2028 Total Salary (previous +5%)
Fisheries Data Specialist (HQ) - Port of Bellingham		100%	0.5					
Fisheries Data Specialist (Field) - Port of Dutch Harbor/Akutan		100%	8.5					
Fisheries Data Specialist (Field) – Port of Homer		100%	9.5					
Fisheries Data Specialist (Field) – Port of Kodiak		100%	9.5					
Fisheries Data Specialist (Field) – Port of Petersburg		100%	9.5					
Fisheries Data Specialist (Field) – Port of Seward		100%	9.5					



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Fisheries Data Specialist (Field) – Port of Sitka		100%	9.5					
Fisheries Data Specialist (Field) – Port of Juneau		100%	9.5					
Fisheries Data Specialist (Field) – Port of St. Paul		100%	2.5					
Total Field - 87% scaler								
Branch Manager (HQ) 3% Step increases: 2024, 2025, 2027		30%	12					
Fisheries Data Specialist (HQ) #1 3% Step increases: 2024, 2025, 2027		55%	12					
Fisheries Data Specialist (HQ) #2 3% Step increases: 2026, 2028		55%	12					
Fisheries Data Specialist (HQ-GIS)		8%	12					



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3% Step increase: 2026								
Port Operations Coordinator (HQ) 3% Step increases: 2024, 2025, 2027		65%	12					
Fisheries Data Coordinator (HQ) 3% Step increases: 2026, 2028		15%	12					
Total HQ – 100%				\$201,302	\$217,195	\$228,456	\$243,598	\$256,305
Total HQ and Field with 87% scaler for Field				\$481,342	\$515,263	\$540,419	\$572,208	\$601,345



INTERNATIONAL PACIFIC HALIBUT COMMISSION

International Pacific Halibut Commission Directed Commercial Catch Sampling of Pacific halibut in Alaska
(IPHC Grant 802) (IPHC Secretariat)

Justification

Fisheries Data Specialist (Field) (FDS(F)) – Under the direction of the Port Operations Coordinator this position is responsible for port operations in a designated port. The FDS(F) acts as the lead on all duties in their assigned port, including collecting logbooks, and biological information and specimens. This position relates to all project objectives.

Fisheries Data Specialist (FDS(HQ)) – The Fisheries Data Specialist (HQ) positions are responsible for a range of data entry, verification, and reporting roles covering commercial, recreational, subsistence, and bycatch data, and reports directly to the Fisheries Data Coordinator. These positions are responsible for data tracking, collating, and reporting on commercial, recreational, and subsistence fisheries as well as bycatch of Pacific halibut for the IPHC. Additionally, half of this position's time includes data entry, including entering a variety of data accurately into the IPHC databases. These positions each relate 55% to project objectives.

Fisheries Data Specialist (FDS(HQ-GIS)) – This position is responsible for all internal and external data requests that originate from others requesting IPHC data as well as requests that originate from IPHC to external parties. This position is responsible for producing maps, and map products as part of data requests. Additionally, one-quarter to one-third of this position's time includes data entry, including entering a variety of data accurately into the IPHC databases. This position relates 8% to project objectives.

Port Operations Coordinator (POC) – As part of the Fisheries Data Services Branch (FDSB), the POC position has a human resources focus and is responsible for training, deployment, supervising, and evaluating IPHC Fisheries Data Specialists (Field) and port operations for the IPHC. The Port Operation Coordinator is the lead HQ staff for the Bellingham port. This position relates 65% to project objectives.

Fisheries Data Coordinator – The Fisheries Data Coordinator position is responsible for coordinating the fisheries data entry programs, ensuring data accuracy, and documentation of fisheries data (commercial, recreational, subsistence, and bycatch), and reports directly to the Fisheries Data Services Branch Manager. This position relates 15% to project objectives.

Branch Manager – The Fisheries Data Services Branch (FDB) Manager provides leadership and management oversight of services for fisheries data collection and storage. The FDSB currently consists of eight (8) personnel, operating within three (3) sections: fisheries data, port operations and otolith aging services. In addition, the branch is supported by seasonally contracted field staff operating in several fishing ports. The incumbent is expected to ensure all Branch activities, policies and procedures align with international best practices and standards. The FDSB manager is required to work collaboratively across all IPHC branches. The incumbent is expected to lead and supervise the planning, budget and expenditures, and personnel management for both groups through the Senior Otolith Lab Technician, Fisheries Data, and Port Operations Coordinators. This position relates 30% to project objectives.

B. FRINGE BENEFITS

The IPHC currently offers a benefits package as follows:

Staffing is calculated on an 87% salary scaler before input in the fringe benefit category.



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- Retirement – IPHC contributes 7% of an employee’s salary immediately to a 403(b)-retirement account. After 6 months of employment, IPHC matches 5%.
- FICA 7.65% of employee salary for eligible staff.

All Benefits below will be calculated with the 87% Scaler

- Health Insurance – Employees are enrolled in the Kaiser Permanente Platinum Plan at a monthly cost of \$736.00 in 2023. Year after year increases in healthcare costs are at 12%. The anticipated healthcare premium for 2024 is \$824 per month.
- Health Reimbursement Account (HRA) – Employees are enrolled in an HRA to which 30% of the Kaiser Permanente Platinum Plan is contributed. The 2024 healthcare premium is budgeted for \$824 therefore, anticipated HRA contributions for 2024 are \$247 per month.
- Cancer Care Coverage (AFLAC) at a monthly cost of \$66.00
- Life Insurance & ADD (MetLife) at an average monthly per employee cost of \$95.00
- Long & Short-Term Disability (Colonial Life) at a monthly cost of \$60.00
- Gear Allowance annual cost for returning employees is \$400.00

Personnel (HQ) Secretariat salaries are not scaled as previous to the implementation of IFQ, there was no supervisory or support staff needed.

For personnel (Field) salaries, we apply a cost scalar to account for the change in person-days required to sample Pacific halibut landings. Personnel (field) costs in 1991 covered both temporary field-based hires (IPHC-GS-5/6) and Headquarters Secretariat staff deployed in the ports (overtime capped at IPHC-GS-10) for the three to seven days per fishing period for a total of 250 person-days. Personnel (field) person-days increase following the implementation of IFQ in Alaska due to the change in the length of the season. This scalar applied will change based on the length of the season from year to year, however in FY 2022 the total person-days were 1871, so the scalar for that year was 86.6% which is what we will use for this budget noting if the Pacific halibut fishing period length changes, this scalar will change.

Base-year (1991) person-days	250
FY2022 person-days	1871
Scalar calculation	$[(1871-250)/1871]*100 = 86.6\%$ rounded up to 87%



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C. TRAVEL

Justification

The project requires staffing eight (8) Alaskan ports (Dutch Harbor, Kodiak, Homer, Seward, Petersburg, Juneau, Sitka, St Paul), and one (1) southern port (Bellingham, WA, USA). Ports sampled pre-IFQ in 1991 are inclusive to the Ports IPHC currently samples.

Estimated travel for FDS(F) staff to travel to and from the home location is factored into the grant as the hiring of seasonal Port staff was not needed in 1991 and therefore, 100% applicable to the grant.

Two Canadian ports are also staffed as part of the project but are not cost recovered through the grant (Port Hardy and Prince Rupert, Canada).

Fisheries Data Specialists (Field) - travel to Seattle HQ for training and port deployment.

These positions are temporary full-time (TFT) contracts, which are recruited annually. The ability to forecast years in advance regarding local Fisheries Data Specialists (FDS(F)) continuing in the position is unforeseeable.

Each year, FDS(F) are hired and then brought to the IPHC HQ in Seattle for training immediately prior to the fishing period opening. Due to the nature of staffing the travel budget is subject to change.

Travel due to training is not scaled as training is 100% incremental to the implementation of IFQ.

Hiring – Seven (7) FDS(F) to and from home location

Noting that the IPHC, as an international organization has no restrictions on the nationality of staff and may hire FDS(F) from a foreign country and that hiring seasonal Port staff is cyclical and unknown an estimated annual flight/relocation cost for each port location (except for Bellingham) of \$2,000 is factored in for a total hiring travel cost of \$14,000 in 2024 and scales up 10% year after year for inflation.

Training – Roundtrip from Port location to Seattle

- Juneau airfare: \$500.00 (Alaska Air)
- Homer airfare: \$750.00 (Alaska Air and RAVN air)
- Sitka airfare: \$650.00 (Alaska Air)
- Seward transportation: \$500.00 (Alaska Air and Ground Transportation to Anchorage)
- Kodiak airfare: \$700.00 (Alaska Air)
- Petersburg airfare: \$650.00 (Alaska Air)
- Dutch Harbor airfare: \$1950.00 (Alaska Air and RAVN air)

Training Per Diem - 4.5 days, 4 nights of lodging and ground transportation

- 4.5 of days per diem x \$75.00/day x 8 people = \$2363
- 4 nights of lodging x \$166.61 x 8 people = \$4665
- Ground transportation for 8 people x \$120.00 = \$840



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Total per person Per Diem, Lodge & Ground Transportation for Training = \$1,124

Inflation increase set at 10% for travel year over year. 100% of training is attributed to the grant.

Port	2024	2025	2026	2027	2028
Juneau	\$3,624	\$3,986	\$4,385	\$4,824	\$5,306
Homer	\$3,874	\$4,261	\$4,688	\$5,156	\$5,672
Sitka	\$3,774	\$4,151	\$4,567	\$5,023	\$5,526
Seward	\$3,624	\$3,986	\$4,385	\$4,824	\$5,306
Kodiak	\$3,824	\$4,203	\$4,627	\$5,090	\$5,599
Petersburg	\$3,774	\$4,151	\$4,567	\$5,023	\$5,526
Dutch/ Akutan	\$5,074	\$5,581	\$6,140	\$6,753	\$7,429
Total	\$27,568	\$30,319	\$33,359	\$36,693	\$40,364

Training and Quality Control in the Field

Secretariat (HQ) visits FDS(F) on a regular basis to ensure proper random sampling protocols are being followed and to conduct outreach to the stakeholders. Occasionally, experienced FDS(F) will travel to the port of less experienced FDS(F) to provide training, guidance, and support.

Travel to Southeast Ports – Juneau, Petersburg, Sitka

Estimate Per diem for 7-10 travel = \$1,500
 Estimated Lodging for 7-10 days travel = \$3,000
 Estimated flight costs \$2,000
 Estimated ground transportation \$1,000

Travel to the Gulf of Alaska & Dutch Harbor Ports

Estimate Per diem for 7-10 travel = \$1,500
 Estimated Lodging for 7-10 days travel = \$3,000
 Estimated flight costs \$3,000
 Estimated ground transportation \$1,000

Inflation increase set at 10% for travel year over year. 100% of field quality control is attributed to the grant.

Location	2024	2025	2026	2027	2028
SE Alaska	\$7,500		\$8,250		\$9,075
Gulf & Dutch harbor		\$8,500		\$9,350	
Total	\$7,500	\$8,500	\$8,250	\$9,350	\$9,075



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Total Travel

Hiring Relocation	\$14,000	\$15,400	\$16,940	\$18,634	\$20,497
Training	\$27,568	\$30,319	\$33,359	\$36,693	\$40,364
Quality Control	\$7,500	\$8,500	\$8,250	\$9,350	\$9,075
Total	\$49,068	\$54,219	\$58,549	\$64,677	\$69,936

D. Equipment

The IPHC classifies equipment as tangible property that has a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$1,000.

Equipment Budget based on prices in FY 2023

- Laptop or Tablet (8) = \$8,000.00
- Scale (8) = \$22,400
- Cradle (8) = \$8,000
- Table (8) = \$13,600

Total = \$52,000

Estimated 10% inflation increase year after year.

	2024	2025	2026	2027	2028
Equipment	\$57,200	\$62,920	\$69,212	\$76,133	\$83,757

Equipment budget justification

Equipment costs of \$52,000 is requested for modified tables (\$8 x 1700), modified cradles (8 x \$1000), scales (8 x \$2800), and laptops or tablets (8 x \$1000). The tables, cradles and scales are used for collecting biological data from Pacific halibut and the laptops or tablets are used for remote data entry. The scales are Marel M1100 land-based platform scales and prices are sourced from Marel. The prices of modified tables and cradles are based on the price of those fabricated for the IPHC in the past (2021) with a 10% increase for each year since they were purchased to account for inflation. The cost of the tablet or laptops are based on the minimum cost of those devices that will support the internally developed software needed for remote data entry.

E. Supplies

List by supply item. An explanation is necessary for supplies costing more than \$5,000, or five percent of the award, whichever is greater. Show the unit cost of each item, the number needed, and the total amount. Provide both the annual (for multiyear awards and total for supplies. Provide a justification of supply items and relate them to specific program objectives.



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Justification

General office supplies, sampling & lab supplies, mailing, etc. will be used by the Secretariat to carry out sampling activities in the ports, data collection, and analysis. In the table below. The number of items indicates how many we need in stock each year and the number of items purchased each year reflects how many we may need to replace each year, noting that some items are purchased in bulk every 5 to 10 years so there is a year-to-year fluctuation in spending, this number reflects the rate at which these items need to be replaced. The Total yearly (FY2023) amounts reflect the cost of each item multiplied by the number purchase per year.

Item	Cost of item x # of items	Total	# of items purchased per year	Total Yearly (FY2023)
Uniform				
Yellow Hat	\$20.00 x 10	\$ 200.00	4	\$ 80.00
Toque	\$20.00 x 10	\$ 200.00	4	\$ 80.00
Uniform Jacket	\$110.00 x 10	\$ 1,100.00	4	\$ 440.00
Sampling				
2-gallon bucket	\$10.00 x 8	\$ 80.00	1	\$ 10.00
Tape measure	\$8.00 x 8	\$ 64.00	4	\$ 32.00
Phillips screwdriver	\$5.50 x 8	\$ 44.00	1	\$ 5.50
Length/Weight Data Sheets	\$0.50 x 400	\$ 200.00	400	\$ 200.00
Otolith/Pill boxes- general	\$20.00 x 400	\$ 8,000.00	50	\$ 1,000.00
Otolith/Pill boxes - COAC	\$20.00 x 10	\$ 200.00	5	\$ 100.00
Otolith Crystalized info sheet	\$1.00 x 8	\$ 8.00	4	\$ 4.00
Waterproof slate	\$10.00 x 8	\$ 80.00	2	\$ 20.00
Glycerin (0.5L bottle)	\$4.00 x 16	\$ 64.00	4	\$ 16.00
Sm. Oto-Juice dispenser	\$4.00 x 8	\$ 32.00	4	\$ 16.00
Soap	\$3.50 x 8	\$ 28.00	8	\$ 28.00
Scrub brush	\$3.00 x 8	\$ 24.00	4	\$ 12.00
Cotton balls (bag of 200)	\$4.00 x 16	\$ 64.00	16	\$ 64.00
Plastic bags - Logs (9x12")	\$0.07 x 100	\$ 7.00	100	\$ 7.00
Plastic bags - Gallon	\$0.08 x 150	\$ 12.00	150	\$ 12.00
Knife	\$35.00 x 8	\$ 280.00	4	\$ 140.00
Knife Sharpener	\$11.00 x 8	\$ 88.00	2	\$ 22.00
Forceps- non locking	\$2.10 x 8	\$ 16.80	4	\$ 8.40
Backpack	\$30.00 x 8	\$ 240.00	2	\$ 60.00
D-cell batteries	\$2.00 x 96	\$ 192.00	96	\$ 192.00
AAA batteries	\$1.00 x 16	\$ 16.00	16	\$ 16.00
Watch with sweep hand	\$20.00 x 8	\$ 160.00	2	\$ 40.00
Tally Counters	\$2.00 x 8	\$ 16.00	8	\$ 16.00
Logs				
Trip Log book (copy book)	\$15.00 x 16	\$ 240.00	16	\$ 240.00
Marine Mammal Depredation Slip (US Only)	\$0.01 x 1200	\$ 12.00	1200	\$ 12.00
Captain's Log Book – tear-out	\$15.00 x 50	\$ 750.00	50	\$ 750.00
Hook size chart (plastic)	\$1.00 x 8	\$ 8.00	4	\$ 4.00



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Plastic charts A,B 4,5 0,1 6,7 2,3 8,9	\$1.00 x 8	\$ 8.00	4	\$ 4.00
Swivel/hook size stamp	\$11.00 x 8	\$ 88.00	2	\$ 22.00
Office Supplies				
Folders	\$1.20 x 8	\$ 9.60	8	\$ 9.60
Rubber bands (pack of 20)	\$1.00 x 16	\$ 16.00	16	\$ 16.00
Paper clips - reg (box)	\$1.00 x 8	\$ 8.00	8	\$ 8.00
Paper clips - lg (box)	\$3.00 x 8	\$ 24.00	8	\$ 24.00
Binder clips - small (12/Box)	\$0.13 x 8	\$ 1.04	8	\$ 1.04
Binder clips - medium (12/box)	\$0.13 x 8	\$ 1.04	8	\$ 1.04
Binder clips - large	\$0.55 x 80	\$ 44.00	80	\$ 44.00
Post-its - small	\$0.60 x 8	\$ 4.80	8	\$ 4.80
Post-its - medium	\$1.00 x 8	\$ 8.00	8	\$ 8.00
Packing Tape	\$1.50 x 8	\$ 12.00	8	\$ 12.00
Notepad/notebook	\$2.00 x 8	\$ 16.00	8	\$ 16.00
Rite-in-Rain Canvas notebook cover	\$30.00 x 8	\$ 240.00	1	\$ 30.00
Rite-in-Rain notebook (No. 311) - sm	\$6.00 x 16	\$ 96.00	16	\$ 96.00
Rite-in-Rain notebook (No. 374) - lg	\$18.00 x 8	\$ 144.00	8	\$ 144.00
Scissors	\$4.00 x 8	\$ 32.00	2	\$ 8.00
Clipboard - with compartment	\$25.00 x 8	\$ 200.00	4	\$ 100.00
Clipboard - regular	\$3.00 x 8	\$ 24.00	4	\$ 12.00
Calculator - lg	\$5.00 x 8	\$ 40.00	4	\$ 20.00
Sharpie - black	\$0.70 x 8	\$ 5.60	8	\$ 5.60
pens- green	\$2.50 x 32	\$ 80.00	16	\$ 40.00
pens- blue	\$2.50 x 8	\$ 20.00	4	\$ 10.00
pens- black	\$2.50 x 8	\$ 20.00	4	\$ 10.00
pens- red	\$2.50 x 8	\$ 20.00	4	\$ 10.00
Pencils - Kimberly 3B Graphite	\$1.00 x 64	\$ 64.00	64	\$ 64.00
Pencils (lead No. 2 HB)	\$0.25 x 16	\$ 4.00	8	\$ 2.00
Pencil - Mechanical	\$1.00 x 16	\$ 16.00	8	\$ 8.00
Pencil Sharpener	\$1.50 x 16	\$ 24.00	16	\$ 24.00
0.7 mm lead refill	\$0.50 x 8	\$ 4.00	4	\$ 2.00
Eraser refill - mechanical pencil	\$0.50 x 8	\$ 4.00	4	\$ 2.00
Eraser	\$0.50 x 8	\$ 4.00	4	\$ 2.00
Highlighters	\$1.00 x 8	\$ 8.00	4	\$ 4.00
Stapler - large	\$10.00 x 8	\$ 80.00	2	\$ 20.00
Stapler - small	\$5.00 x 8	\$ 40.00	2	\$ 10.00
Staples (box)	\$2.50 x 8	\$ 20.00	4	\$ 10.00
Time/Mileage booklet	\$5.00 x 3	\$ 15.00	1	\$ 5.00
Business cards (box of 50)	\$50.00 x 7	\$ 350.00	7	\$ 350.00
Electronics				



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External keyboard w/10 key	\$15.00 x 7	\$ 105.00	2	\$ 30.00
External Mouse	\$5.00 x 7	\$ 35.00	2	\$ 10.00
Tablet stand	\$20.00 x 7	\$ 140.00	1	\$ 20.00
Extra USB ports	\$15.00 x 7	\$ 105.00	1	\$ 15.00
Tablet sleeve	\$10.00 x 8	\$ 80.00	1	\$ 10.00
Hard Case for Tablet/Laptop	\$100.00 x 7	\$ 700.00	1	\$ 100.00
Other				
COVID Tests (Boxes of 2)	\$5.00 x 14	\$ 70.00	14	\$ 70.00
Mailing and Shipping	\$1685.98 x 1	\$ 1,685.98	1	\$ 1,685.98
Heavy Shipping	\$1149.70 x 1	\$ 1,149.70	1	\$ 1,149.70
Total FY2023				\$ 7,876.66

Supplies Budget based on prices in FY2023 = \$7,877

Estimated 10% inflation increase year after year.

	2024	2025	2026	2027	2028
Supplies	\$8,665	\$9,531	\$10,484	\$11,533	\$12,686

F. Contractual

Provide separate budgets for each contract regardless of dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

Single Audit

Grantees that receive money from the federal government (grants, cooperative agreements, etc.) and expend more than \$750,000 of federal dollars in a single fiscal year are required to have Single Audits. Estimates to perform a single audit with an outside audit firm are currently quoted at \$10,000. Contractual work with the outside accounting firm to assist with the single audit are estimated at \$5,000 for a total of \$15,000 annually.

Estimated 10% inflation increase year after year.

	2024	2025	2026	2027	2028
Single Audit	\$16,500	\$18,150	\$19,965	\$21,961	\$24,157

Legal Fees

A minimum 10 hours will be spent in legal review by the Secretariat's legal counsel annually with regard to the grant documents. The legal counsel charges an hourly rate of \$300 for a total of \$3,000.



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Estimated 10% inflation increase year after year.

	2024	2025	2026	2027	2028
Legal Fees	\$3,000	\$3,300	\$3,630	\$3,993	\$4,392

Dutch Harbor Apartment

Personnel-related expenses in FY2023 covered the housing subsidy for the single IPHC field staff member stationed in Dutch Harbor, AK. In FY2022, the IPHC established a 5-year lease beginning March 2022 for housing in Dutch Harbor, AK due to a housing shortage. IPHC maintains the lease and requires field staff to pay a proportion of the rent which is deducted from the housing costs. All costs in this category are incremental to the implementation of IFQ.

Total Cost of Rent in Dutch Harbor, AK	\$23,870
Rent Paid by IPHC Dutch Harbor Port Sampler to IPHC	\$ 5,600 (\$800/mo. * 7 mo.)
IPHC Rental Costs in Dutch Harbor, AK	\$23,870 - \$5,600 = \$18,270

Estimated 10% inflation increase year after year following the end of the lease term in March 2027 (FY 2026)

	2024	2025	2026 - end of lease. Est. 10% inflation year after year.	2027	2028
Dutch Harbor Apartment Lease	\$18,270	\$18,270	\$20,097	\$22,107	\$24,318

Office Rental in Homer

The IPHC leases office/storage space from Icicle Seafoods, Inc. in Homer to store equipment and conduct business.

The lease began on 1 October 2020 and is a month-to-month lease with no termination date. 12 months x \$275 a month = \$3,300 in FY2023

Estimated 10% inflation increase year after year.

	2024	2025	2026	2027	2028
Homer Office Rental	\$3,630	\$3,993	\$4,392	\$4,831	\$5,314



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GSA Vehicles

Due to the nature of the temporary staffing in ports, IPHC keeps GSA vehicles in the ports of Seward, Kodiak, and Dutch Harbor. IPHC also has a vehicle in Seattle that is necessary for sampling in Bellingham. The vehicles in Seward, Kodiak and Dutch Harbor, AK are fully attributable to the project objectives. The vehicle in Seattle, WA is used for other purposes and therefore the cost of the GSA-lease is prorated based on the miles driven to Bellingham. In any given year, the IPHC HQ staff travels to Bellingham an average of 15 times. Each trip is 180 miles round trip. On average the vehicle is driven about 9,000 miles total therefore the bill is prorated to 30% (180*15/9000).

- Seward Vehicle \$5,253.23 for FY2022
- Kodiak Vehicle \$5,253.23 for FY2022
- Dutch Harbor Vehicle \$5,253.23 for FY2022
- Seattle Vehicle \$4,435.47 for FY 2022

Total GSA Vehicle = \$20,195.22 for FY2022

Estimated 10% inflation increase year after year.

	2024	2025	2026	2027	2028
GSA Vehicles	\$24,436	\$26,880	\$29,568	\$32,525	\$35,778

In ports in which GSA vehicles are not contracted IPHC port staff uses a personal vehicle. IPHC reimburses staff in the ports of Juneau, Sitka, Homer, and Petersburg \$100 a month.

Sitka personal vehicle usage \$100 a month x 9.5 months = \$950
 Juneau personal vehicle usage \$100 a month x 9.5 months = \$950
 Petersburg personal vehicle usage \$100 a month x 9.5 months = \$950
 Homer personal vehicle usage \$100 a month x 9.5 months = \$950

Total personal vehicle usage cost \$3,800 per year.

Vehicle Insurance

Due to the nature of the temporary staffing in ports, IPHC keeps GSA vehicles in the ports of Seward, Kodiak, and Dutch Harbor. IPHC also has a vehicle in Seattle that is factored into the grant. The producers of the contract to insure these vehicles is with assured Partners of WA, LLC and the insurer is Alaska National Insurance Company.

Annual Business Auto Insurance is: \$10,486 / 4 vehicles = \$2,621.50 per vehicle x 3 port vehicles = \$7864.50 in FY23

Estimated 10% inflation increase year after year.

	2024	2025	2026	2027	2028
Vehicle Insurance	\$8,651	\$9,516	\$10,468	\$11,514	\$12,666



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Other

Equipment maintenance costs are for scales only. Scale equipment requires regular maintenance. Due to the scales being in remote locations the costs of maintenance vary greatly between ports however, average costs are \$100.00/scale/year, which totals to \$800.00/year.

All publication costs are incremental to the implementation of IFQ and covers the costs of printing manuals and other materials for IPHC field staff. Publication costs in FY2022 were \$180.00.

Estimated 10% inflation increase year after year.

	2024	2025	2026	2027	2028
Equipment Maintenance	\$880	\$968	\$1,065	\$1,171	\$1,288
Publication	\$198	\$218	\$240	\$264	\$290
Total	\$1,078	\$1,186	\$1,305	\$1,435	\$1,578

Indirect Charges

The salaries of administrative and clerical staff are treated as indirect (F&A) costs (2 CFR §200.413c). The IPHC has applied a de minimis rate of 10% of modified total direct costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, and travel. MTDC excludes equipment and rental costs (eCFR Â§ 200.68).

Description	2024	2025	2026	2027	2028
Personnel (HQ)	\$201,302	\$217,195	\$228,456	\$243,598	\$256,305
Personnel (Field) scaled at 87%	\$280,040	\$298,068	\$311,963	\$328,610	\$345,040
Fringe (HQ)	\$76,653	\$82,293	\$90,329	\$99,217	\$108,989



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Fringe benefits (Field)					
Scaled at 87%	\$125,182	\$135,171	\$147,920	\$162,225	\$177,922
Travel (training)	\$49,068	\$54,219	\$58,549	\$64,677	\$69,936
Equipment	n/a	n/a	n/a	n/a	n/a
Supplies	\$8,665	\$9,531	\$10,484	\$11,533	\$12,686
Contractual	\$74,487	\$80,109	\$88,120	\$96,931	\$106,625
Construction	n/a	n/a	n/a	n/a	n/a
Other	\$1,078	\$1,186	\$1,304	\$1,435	\$1,578
Total	\$816,475	\$877,772	\$937,125	\$1,008,226	\$1,079,081
Subtract Homer Office Rental	\$3,630	\$3,993	\$4,392	\$4,831	\$5,314
Subtract Dutch Harbor Apartment Lease	\$18,270	\$18,270	\$20,097	\$22,107	\$24,318
Total	\$794,575	\$855,509	\$912,636	\$981,288	\$1,049,449
10% of Total	\$79,457.50	\$85,550.90	\$91,263.60	\$98,128.80	\$104,944.90

Justification

To cover overhead costs for accounting, technology, legal, upper management support, and other administrative support costs incremental to the implementation of IFQ.