



**Sub Regional Fisheries Commission  
(SRFC)**

**Permanent Secretariat**

**Missions and Attributions  
of the Departments  
at the Permanent Secretariat  
of the SRFC**

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# 1 Department

## Harmonisation of Policies and Legislation

The Department “Harmonization of Policies and Legislation” is responsible for the SRFC to become an international reference on the harmonization of policies and laws regarding fisheries. It is also responsible for supporting the Permanent Secretary in policy formulation and implementation of strategies and legislation on the management of fisheries, fisheries agreements and protection of ecosystems. It is notably responsible for:

- Define the framework for the sustainable management of fisheries;
- Define a coordinated policy of coastal zone management;
- Facilitate and promote the sustainable management of fisheries of common interest;
- Establish a common system of regulating access to and allocation of fishing rights to the fisheries of common interest;
- Develop and implement the principles of effective, equitable and transparent management of fisheries capacities in the region of the SRFC;
- Harmonize fisheries policies in matters of exploration, exploitation, management and conservation of fisheries resources;
- Promote the establishment of a coordinated and harmonized regulation of access and allocation of fishing rights;
- Promote the establishment of a common system of access for foreign fishing in the medium term.
- Advise the Member States on policies for fair fisheries agreements which are compatible with sustainable exploitation of stocks;
- Establish a system of concerted negotiation of fisheries agreements;
- Strengthen the capacity of negotiation and organization of States;
- To assist Member States to adopt common strategies in international fora;
- Strengthen the collaboration between the SRFC and national institutions involved in fisheries, and enhance cooperation between the SRFC and regional and sub regional organizations specialized in fisheries management (e.g. ICCAT, CECAF, the Ministerial Conference on Fisheries Cooperation among African States Bordering the Atlantic Ocean, the COREP), international organizations (FAO, WTO etc.), and non-governmental organizations (IUCN, WWF, etc.) in the fisheries.
- Ensure the implementation of the Strategic Action Plan (SAP) to strengthen the overall coherence of the interventions, consolidate resources, develop regional skills, promote exchanges of experiences, and develop the research, training, communication and advocacy to promote a dynamic of sustainable development of coastal and marine zone of West Africa for the benefit of its societies.
- Coordinate the process of updating of the SAP.
- Promote the institutional arrangements and legal instruments needed for fisheries management of the SRFC;
- Adapting the legal instruments of the SRFC to a concerted policy of fisheries management, taking into account the evolving international requirements for management of fisheries resources and the requirements of the development of fisheries of common interest;

- Strengthen the existing institutional framework to promote the management of fisheries of common interest;
- Continue the harmonization of legislation on fisheries or on areas of potential interest for fisheries in the Member States, especially in respect to the allocation of access rights and technical aspects (gear, minimum size or weight, zones, etc.).
- Undertake the harmonization of legislation in respect to charter, granting flag, fisheries management plans, and conservation of fisheries resources;
- Popularize the Code of Conduct for Responsible Fisheries and the international instruments related to fisheries management (Plan of Action for the Management of Fishing Capacity; Plan of Action to prevent, deter and eliminate illegal, unreported and unregulated fishing, etc.).
- Develop and implement an ongoing program of communication and awareness on conservation of fisheries resources and fisheries management and to ensure that laws, regulations and other legal norms are disseminated through to the professionals by the most appropriate means;
- Promote the protection of the rights of fishermen especially those who practice subsistence fishing;

## **2 Department Research and Information Systems**

The Department “Research and Information Systems” is responsible for coordinating research activities on the fisheries of common interest, shared stocks and ecosystems. It supervises the development of scientific excellence, in the structuring of the expertise of the SRFC, and ensures the establishment and management of comprehensive databases, integrating all information related to fisheries (statistical, biological, economic and oceanographic) with the following activities:

### **Research**

- Coordinate the production of knowledge and stimulate research in the area of activities of the SRFC;
- Support the strategies and directions of the Permanent Secretariat and assist in decision making;
- Establish conditions for appropriate and coordinated research in the area of intervention of the Commission;
- Ensure the strengthening of the scientific and economic partnerships of the Commission;
- Develop and implement a research policies and define its implementation within the Commission;
- Provide the interface between the SRFC, research institutions and the community of researchers and academics;
- Enhance the dissemination of knowledge on fisheries by organizing and hosting symposia and workshops;
- Maintain a regular survey of scientific information on areas of intervention of the SRFC;

- Promote effective coordination of national efforts undertaken in research on fisheries of common interest and their development;
- Monitor the status and dynamics of the resources concerned and the relevant fisheries;
- Promote periodic assessments of shared stocks;
- Identify ecosystems of importance to fisheries of common interest of the SRFC;
- Strengthen national capacities in the field of research.

#### **Information Systems**

- Strengthening the collaboration between research institutions for the establishment of joint programs for the assessment of shared resources;
- Exploit existing data in the various research institutions and other sub regional structures.
- Encourage sub-regional, regional and international cooperation in respect to the processing and analysis of data;
- Make regular meetings to evaluate the information system with all stakeholders;
- Assist in the improvement of techniques and methods for collecting and processing information in the member countries of the SRFC;
- Establish conventions and protocols on cooperation in marine scientific research with international agencies.

### **3 Department Monitoring, Control and Surveillance**

The Department “Monitoring, Control and Surveillance” is responsible for ensuring the organization and monitoring of fisheries surveillance. In this capacity, it oversees the adaptation of the MCS system to the needs of the coordinated management of fisheries in the region covered by the SRFC. In general its activities are:

- Strengthen cooperation with the national institutions in charge of monitoring, control and surveillance of fisheries;
- Plan sub regional surveillance operations;
- Organize and monitor operations;
- Organize debriefings and write reports;
- Follow-up on the program VMS;
- Provide direction and coordination for the various administrations in charge of surveillance of fisheries;
- Monitor developments made to the international and community rules in respect to the organization of fisheries surveillance;
- Provide training for Member States in organizing and conducting marine surveillance missions;
- Promote the establishment in each State of a sufficient number of monitoring stations and a coastal monitoring system by satellite;
- Strengthen cooperation with the national systems for monitoring, control and surveillance of fisheries;

- Promote the establishment and / or improvement of national systems for monitoring, control and surveillance of fisheries;
- Ensure the effective implementation of the marking of vessels according to the specifications of FAO;
- Provide capacity building through training of national officials;
- Update and implement the Convention on the sub-regional cooperation in the pursuit at sea;
- To assist Member States to establish national registers of fishing vessels;
- Establish a sub regional register of fishing vessels operating in the maritime waters of the States of the SRFC and update it regularly;
- Prepare for future development in equipment based on new emerging technologies.

## **4 Administration and Finance Service**

The Department of Administration and Finance provides fiscal management, personnel management and general administration of the Commission. It is generally responsible for:

- Provide administrative and financial management of the SRFC;
- Prepare the budget of the SRFC and monitor its implementation;
- Maintain bookkeeping, accounting and analysis;
- Ensure the establishment of regular legal and accounting documents and submission of statutory accounts in standard form: annual balance sheets, income statement, statement of budgetary control and timely submission of any other information requested by the Permanent Secretariat (monthly or quarterly reports);
- Provide input and editing of the budget in accordance with the instructions of the Permanent Secretary;
- Prepare financial reports to donors according to financing agreements;
- Assist the Permanent Secretary in any field related to fund raising and management of funds from donors;
- Apply the social policies to the SRFC;
- Ensure the management of jobs and skills at the SRFC;
- Ensure proper implementation of the statutes of the personnel and payment procedures at the SRFC;
- Prepare all official documents in respect to staff matters;
- Maintain and update the files of the personnel;
- Prepare salary payments and all statements of all other payments due to staff;
- Apply the implementation of disciplinary measures;
- Develop tools for human resources management, such as post descriptions, skill scales, etc.
- Ensure the maintenance of movable and immovable property of the Commission;
- Develop a system for evaluating the performance of the Commission's staff;
- Assist the Commission in its dealings with financial and tax services of the Government as well as banking institutions working with the Commission.

## **5 Communication and Public Relations Service**

The Communication and Public Relations Service ensures the presentation of the SRFC and its activities to the general public and manages the data base of the SRFC. It is generally responsible for:

- Develop and implement a communication and information strategy regarding the activities of the SRFC;
- Establish and maintain a sub regional documentation centre;
- Collect and process scientific and technical information (in various forms) of the fishing sector;
- Organize regular production of information material in appropriate format (print, electronic support);
- Ensure the conservation and proper management of the documentation material of the SRFC;
- Organize the information access;
- Facilitate ownership among professionals in respect to processed information and its use in the framework of collaboration for the sustainable management of the resource.