



MEETING ANNOUNCEMENT

TO: Representatives of Governments and Administrations **No.** 25/04
Routine Distribution

FILE: PRO 93/29/1 **DATE:** 10 January 2025

SUBJECT: **2ND R-ASSISTANCE WORKSHOP (RAW2025) + 19TH TUNA DATA WORKSHOP (TDW19)**
MARCH 24 – APRIL 4, 2025, NADI, FIJI

PURPOSE OF NOTICE

1. This is a joint invitation to two Pacific Community workshops, to be held back-to-back over 12 days from **24 March to 4 April 2025**
2. This notice is, first, a request to the Heads of Fisheries from SPC member country governments and territory administrations to nominate the person who is responsible for preparing their country's annual tuna catch estimates for the Annual Report (Part 1) made to the Western and Central Pacific Fisheries Commission (WCPFC). This person is ideally the nominated National Tuna Data Coordinator, or staff occupying a similar role.
3. This notice also serves an invite for those attending TDW to take advantage of the opportunity to gain skills in R programming, with the intention to develop national Part 1 reports using R programming tools.

WORKSHOP DURATION AND DATES

4. The RAW will run from **Monday, 24th March to Friday 28th March 2025.**
5. The TDW will run from **Monday, 31st March to Friday 4th April 2025.**

PURPOSE OF THE WORKSHOPS

6. The purpose of the TDW is to assist Pacific Island Countries and Territories (PICTs) with respect to their data reporting obligations to the WCPFC, including the provision of advice on the best methods for preparing their annual tuna catch estimates and their Annual Report (Part 1), which is prepared for the annual WCPFC Scientific Committee meeting each year. The workshop will also inform on new developments in observer data entry, investigate current issues with respect to E-Reporting and E-Monitoring, and cover some general data management and data auditing procedures.

Pacific Community (SPC) Headquarters: Noumea, New Caledonia. Regional offices: Suva, Fiji, and Pohnpei, Federated States of Micronesia.
Country office: Honiara, Solomon Islands.

For contact details – Website: www.spc.int Email: spc@spc.int

Siège de la Communauté du Pacifique (CPS) : Nouméa (Nouvelle-Calédonie), Antennes régionales : Suva (Fidji) et Pohnpei (États fédérés de Micronésie)
Bureau de pays : Honiara, (Iles Salomon).
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7. The purpose of the RAW is to provide fisheries officers and attendees a working introduction to the R programming language, with an emphasis on the manipulation of large data sets and the production of quality graphics and automatic report generation, in particular the Part 1 reports. Many of the analyses and outputs will be familiar to officers who participate in Western Central Pacific Fisheries Commission (WCPFC), its subsidiary bodies such as the Scientific Committee (SC) and various annual sub-regional meetings.

NUMBER OF CANDIDATES PER COUNTRY/TERRITORY

8. Each SPC country/territory may nominate one (1) candidate. Full funding, including flights, hotel and per diem, will be provided for these nominated participants. Additional country participants may be nominated to attend, but their attendance will be at the country's own expense. All SPC members who wish to participate and who require SPC funding for their representative to attend the workshop should make formal nominations to Dr Graham Pilling, Oceanic Fisheries Deputy Director (email: grahamp@spc.int). Nominations should also be copied to the meeting organizers Shaazreen Bi, Fisheries Data and Capacity Development Specialist (shaazreenb@spc.int) and Steven Hare, National Team Leader (stevenh@spc.int). **NOTE: In order to receive SPC funding, all nominations must be submitted prior to 10th of February 2025.**
9. There is limited space for attendees who are not part of TDW but who wish to attend the RAW. However, in the case attendance to RAW requires self-funding, applicants will be considered on a case-by-case basis. Priority will be given to attendees of the 1st RAW (RAW2023).

PROVISIONAL AGENDA - RAW

10. The RAW will focus on teaching basic use of the R programming language:-
- The training will utilize data and examples relevant to the management of the tuna fisheries of the WCPO and would be most appropriate for individuals working in WCPO fisheries, particularly fisheries officers who represent their government at WCPFC-related meetings (SC, TDW, Annual Meeting, etc.),
 - Prior to the start of the workshop, we will issue an outline of the workshop including preparations participants should make to help ensure success at the RAW.
 - Each attendee must have access to a computer with Microsoft Excel, Word and PowerPoint installed. We will also send instructions for attendees to install the R programming software as well as R-Studio, a useful programming environment.
 - We will be providing participants' managers with feedback on the participant's level of engagement in the workshop, as well as competency and potential areas of ongoing work assistance from SPC.

PROVISIONAL AGENDA - TDW

11. During the course of the workshops it is expected that the participants will continue to develop knowledge and skills covering a number of items including:
- National country reports on the status of data collection, management and dissemination (key highlights and issues)
 - Preparation of annual catch estimates for submission to the WCPFC

- Preparation of data summaries for their Annual Report to the WCPFC – Part I (to be submitted in July - one month prior to the WCPFC Scientific Committee meeting (SC21) scheduled for August 2025)
 - Preparation of a Conservation and Management Measure (CMM) appendix to Part 1 Report
 - Tufman2 updates
 - SPC tablet application updates (Onboard, IKASAVEA, Olo)
 - Supporting PICTs with Marine Stewardship Council (MSC) data requests
 - Enhanced access to country data for reporting and analyses (data dissemination)
12. Pre-meeting requirements and the full agenda will be circulated to the participants towards early March 2025. Background meeting documents will be made available on the OFP website from mid-March 2025 onwards.

MEETING OUTPUTS

13. Participants should come away with the enhanced understanding required to put in place procedures for ensuring that the best methods for estimating their annual tuna catches are implemented. It is also envisaged that fully prepared participants will produce provisional estimates of their country's annual tuna catch for 2024 by the end of the workshop, ready for submission to the WCPFC. In addition, a draft CMM appendix to the Part 1 report will be completed and reviewed. Participants should also come away with enhanced knowledge and skills related to recent developments in data management procedures and tools (for example, the web-based reporting systems). A brief report with recommendations from the workshop will be posted on the SPC website within one month after the end of the workshop.
14. The intent of the joint workshops is to develop a process whereby Part 1 Reports can be prepared and automated, within an R-programming environment. This is intended to standardize reporting across Pacific Island Countries and Territories. Participants will develop capabilities in R, including manipulation of large data sets, statistical summaries, production of maps, etc.

LANGUAGE

15. The workshop will be conducted in English only.

ACCOMMODATION

16. A per-diem will be provided to the nominated officer for meals and incidentals. Hotel accommodation must now be booked through the SPC Secretariat travel staff. If the participant chooses to stay in private accommodation this must be arranged in advance and no accommodation per diem will be provided. Accommodation reservations can be made through our travel contact (OFP administration; ofp-administration@spc.int)

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TRAVEL

17. An economy class return ticket by the most economical route will be provided to all SPC-funded member country and territory representatives. If participants choose to travel by a route other than the one proposed, all additional costs will be at their own expense. Travel orders cannot be issued until the official nomination has been received, and **nominations strictly close on the 28th of February, 2025 with all travel being finalised by the 10th of March 2025.**
18. Participants must provide a **scanned copy of the photo page of their passport** accompanying their nomination. Failure to confirm nomination and book travel prior to the above deadlines will result in the SPC funding being forfeited entirely.

VISA REQUIREMENTS

19. A passport valid for at least six months from the date of travel and a return/onward ticket are requirements for all visitors to Fiji. Visas are **not** required for entry into Fiji for stays of up to four months for visa exempted countries. Visit www.immigration.gov.fj to check if your country is one of the visa-exempt countries. **Please be aware that some nations require citizens from certain nationalities to obtain transit visas for passage, even if the layover is only for a few hours.** Any required transit visas are the responsibility of the delegate.

MEETING CONTACTS

20. The following may be contacted for any additional information
- * Send official nominations to: Dr Graham Pilling, Oceanic Fisheries Manager, SPC (email: grahamp@spc.int), **AND** Shaazreen Bi (shaazreenb@spc.int) **AND** Steven Hare (stevenh@spc.int)
 - * Administrative issues, visa documentation, hotel bookings, etc.: OFP administration (email: ofp-administration@spc.int; tel +687 26 09 53).
 - * Agenda items, papers, other enquiries, etc.: Shaazreen Bi (shaazreenb@spc.int)

INSURANCE

21. The Pacific Community does not insure participants while attending the meetings or during travel to and from Fiji and will not be responsible for any expenses arising out of sickness, injury, other disability or loss of life. It is your responsibility to ensure that your travel is covered by insurance.



Dr. Paula Vivili

Deputy Director-General, Science and Capability

Original text : English