


FFA
FFC AUDIT & RISK COMMITTEE
20th Meeting
5 May 2021

Agenda Item:	x
Paper No:	FFC118-INFO.04
Title:	Review of draft outline Annual Report FY 2020/2021

Summary

The Annual Report on the performance of the FFA Secretariat is an essential part of our accountability framework. The Annual Report informs on the actual performance, results and impact of services provided by the Secretariat during the past year. The proposed outline for the Director General's Annual Report for financial year 2020-21 is attached for consideration.

This is the first Annual Report since the FFA Strategic Plan 2020-25 came into effect and it will report against the six Strategic Outcomes set out in the Plan. As the fiscal year ends on 30th June 2021, the report is still being compiled and will be ready for the Officials FFC 119, Pre-FFC Ministerial meeting in July 2021.

Recommendations

The Audit & Risk Committee is invited to:

- i. consider the proposed outline of the Director General's Annual Report FY2020-21 and provide further guidance as needed for the Secretariat to produce the report in time for the FFC Ministerial in July 2021.

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Introduction

The presentation of an Annual Report on the activities for the preceding year is required under Article VI of South Pacific Islands Forum Fisheries Convention.

In terms of accountability, the Annual Report is an annual account of the Secretariat's performance over the past year relative to its stated intentions as provided at the start of the fiscal year in the Annual Work Programme and Budget (AWPB).

Proposed Outline

Below is the proposed outline of the FY2020/2021 Annual Report:

SECTIONS	COVERAGE
Forward	Director General's message
Overview and Highlights	Operating environment Narrative of the evolving environment in the region over the past year and FFA's role and activities, impacts of COVID 19 and how the Agency is adapting to the changing environment, how FFA's strategic inputs are contributing to regional fisheries management and development. About FFA Narrative about FFA as an organisation, Vision, Mission, Values and how we operate. - Brief overview of operations - Brief overview of staff - Brief overview of Financial summary FFA – Adapting to ensure FFA is fit for purpose Overview of FFA's activities and how they are linked to the indicators and high-level outcomes to determine they are fit for purpose (both technical and corporate functions) Highlights Highlights of FFA performance on regional and national work aligned to Leaders priorities, Fisheries Roadmap and 2020-25 Strategic Plan.
Report on FFA Outcomes	Background information Provides information on the process of planning, monitor, evaluate report and learning for each Outcome Summary of results across Outcomes (including Traffic Light Report) Results diagram and assessment Progress against Priorities Brief narrative on each priority area and the guiding principles and objectives underpinning each Performance Reports – Outcomes 1-4 – Policy & Technical This part of the report is about policy and technical advice and services provided by technical divisions to Members on fisheries management, development and operational issues.

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	Narrative on each Outcome – description, key deliverables, results achieved, impacts, theory of change, lessons learnt and adaptations. Outcomes in brief. Performance Reports – Outcomes 5-6 – Corporate This part of the report covers work undertaken to strengthen internal corporate systems and processes to support delivery of outputs by technical divisions. It also covers overall training and development and institutional strengthening of national and subregional organisations. Narrative on each Outcome – key deliverables, results achieved, impacts and theory of change, lessons learnt and adaptations. Covered as well are opportunities, risks and challenges.
Learning and adaptation	Capability Development Process Narrative on reflections and learning from our experiences in delivery and possible adaptations Discussions on the capability framework and its utility and application for future developments Identifying opportunities, risks and challenges.
Accounts Information	Financial reporting Summary of financial performance FY 2021 12 months unaudited accounts as of 30 June 2021
Appendices	Audited accounts for FY2019/20 (last financial year) Staffing Information Summary of Divisional Reports Outcomes and Strategies