

**THE EXECUTIVE SECRETARY'S REPORT OF
THE MEETING OF THE STANDING COMMITTEE
ON ADMINISTRATION AND FINANCE
(SCAF)**

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The Committee met on 25, 28 and 31 October 1988 under the Chairmanship of Mr C.M. Bhandari (India) and considered the following items:

1. Examination of Audited Financial Statements for 1987
2. Appointment of External Auditor
3. Review of Budget for 1988
4. Draft Budget for 1989 and Forecast Budget for 1990
5. Secretariat Staffing
6. Executive Secretary's Study of Specific Expenditure Items
7. Election of Chairman and Vice-Chairman of SCAF

EXAMINATION OF AUDITED FINANCIAL STATEMENTS FOR 1987

2. The Committee had before it document CCAMLR-VII/4 'Examination of the Audited Financial Statements and Appointment of an External Auditor'.

3. The Auditor had reported that:

'The Statements are based on proper accounts and records; the income, expenditure and investment of moneys and the acquisition and disposal of assets by the Commission during the year ending 31 December 1987 have been in accordance with the Regulations.'

4. The Auditor also reported that the Statements accorded with International Accounting Standards. The Committee noted that there were no qualifications to the financial statements by the Auditor.

5. The Committee agreed that in accordance with Financial Regulation 12.1, the Commission should signify its acceptance of the financial statements.

APPOINTMENT OF AN EXTERNAL AUDITOR

6. Financial Regulation 11.1 requires that the external auditor shall be the Auditor-General or equivalent statutory authority from a Member of the Commission and shall serve for a term of two years with the possibility of re-appointment.

7. The Auditor-General for Australia has served the Commission for the past six years and has indicated that he is available for re-appointment. The Committee supported his re-appointment.

REVIEW OF BUDGET FOR 1988

8. The Administration and Finance Officer introduced document CCAMLR-VII/5, explained the likely outcome of the 1988 budget and informed the Committee that no expenditures were expected to exceed the approved appropriations. The Committee commended the Secretariat for its management of the appropriations, noting that significant savings had been achieved in some items.

9. The Secretariat informed the Committee that since the budget papers had been prepared Spain had paid outstanding contributions and that Chile had paid a small amount owing which had arisen from an error in currency conversion. The Chilean contribution is now paid in full. The Argentine representative stated that his financial authorities were taking appropriate action to pay the small amount outstanding from Argentina which was also due to currency conversion.

10. As requested at the last Meeting the Executive Secretary had provided a statement of the financial consequences of late payment of Members' contributions. It was noted that '... contributions shall be due for payment on the first day of the financial year (i.e. the due date) and shall be paid not later than 150 days after that date ...' (Financial Regulation 5.6). It was explained that the notification of the exact amount of contributions could not be sent until 1 February because of the need to receive and pay final accounts so that any surplus could be credited to members in the calculations. Although the due date for payment is 1 January this practical consideration prevents payments from being made earlier than mid-February. It was agreed that all Members should make their contributions as early as possible, and in any case before the expiry of the deadline for payment, i.e. 31 May of each year.

THE DRAFT BUDGET FOR 1989 AND THE FORECAST BUDGET FOR 1990

11. The budget paper was presented in the previously agreed format which distinguishes recurrent from non-recurrent expenditures. The objective of zero real growth in recurrent expenditure had again been achieved.

12. It was pointed out that in the amount allocated for 'Meetings', although some detailed items had increased by more than the inflation rate others had increased by less so that the overall amount was within zero real growth.

13. In response to a question concerning an allocation of A\$2 200 for publication of the Basic Documents, the Executive Secretary explained that the funds were included to meet the cost of amendments to the Conservation Measures in Force. It was agreed that in future the Conservation Measures in Force should be published in a separate document which could be revised as necessary without reprinting the Basic Documents volume.

14. The Chairman of the Scientific Committee attended the Meeting to present the proposed budget of his Committee. The expenditure proposals for the Scientific program were accepted. It was pointed out that although the Krill CPUE Workshop and the Meeting of the ad hoc Working Group on Krill were scheduled, one to follow the other, the meetings have separate objectives and the failure, for any reason, of one of them taking place should not prevent the other from going ahead.

15. Some delegations expressed concern at the large proportion of the Scientific Committee budget providing for translation of reports of working group meetings. The possibility was raised again of having reports that are not required urgently, translated in French, Spanish or Russian speaking countries. The Executive Secretary's Study of Specific Expenditure Items discusses this matter in some detail pointing to the practical difficulties involved. Several delegations agreed with these views and in particular identified the task of coordination in each country as likely to present significant problems. Recent initiatives taken by the Secretariat, aimed at improving the economy and accuracy of translation work, were explained and the Committee agreed that some time should be allowed to see if these were successful before the introduction of any further changes was contemplated. In the meantime the Secretariat was asked to continue to gather information on translation services provided from other countries. For future meetings of SCAF, the Secretariat was requested to separate the costs of translation from publication and postage costs in the presentation of the Scientific Committee's budget.

16. The Executive Secretary drew attention to the increasing workload in data handling for the various activities of the Scientific Committee and the consequent need to strengthen the Secretariat's capability in this area (see paragraph 25 below). The Committee agreed to include an amount of A\$5 000 for the Science Officer to attend two training courses in the data base software used by the Secretariat.

17. The Committee also agreed that, should the Data Manager resign before the next meeting (see paragraph 22 below), the Executive Secretary could use funds appropriated for the Data Manager's salary to engage a suitably qualified person on a temporary basis as necessary.

BUDGET RATE OF GROWTH

18. The proposed 1989 expenditure of A\$1 215 300 represents a nominal increase of 5.2% over that of the approved 1988 budget. The rate of inflation for Australia in 1989 is expected to be around 5.5%, thus the 1989 expenditure will decrease by 0.3% in real terms. If the expenditure is divided into recurrent and non-recurrent expenditure, according to the Commission's practice, recurrent expenditure in 1989 decreases in real terms by 4.5%.

MEMBERS' CONTRIBUTIONS

19. The revised draft budget for 1989 indicates that the total Member's Contribution, after deducting estimated credits, will be A\$960 258 or A\$46 414 per Member after allowing for additional contributions of A\$31 967 by harvesting nations.

FORECAST 1990 BUDGET

20. Most items in the forecast 1990 budget are calculated on the basis of the 1989 figures, allowing 5.5% for inflation in 1990. The Committee was informed that the arrangement to use the Australian Antarctic Division's central computer system had worked well during 1988 and Members again expressed their appreciation to Australia for making these facilities available. It was noted that an amount of A\$60 000 is included in the 1990 estimates as a contingency in case the increase in computer usage by the Secretariat necessitates a change to this arrangement.

SECRETARIAT STAFFING

21. The Commission in 1986 decided, '... before seeking applications for future vacancies in the professional staff, the Executive Secretary, in consultation with the Chairman of SCAF, should carefully review and, if necessary, revise the job description of the position in question and the level at which the position had originally been graded.' At the last meeting the Executive Secretary was asked to continue to consult with comparable international organisations and with the Australian Government Service with the purpose of ascertaining how best to conduct a review of the levels of the professional positions in the CCAMLR Secretariat and to report to this meeting of the Commission. The Report was distributed as CCAMLR-VII/8.

22. The intention of the present Data Manager to seek a research position resulting in the possibility that he may resign sometime in 1989 had arisen in the Budget discussions. It was agreed that in view of this new development, the review may need to be completed within the next six months in order to avoid disruption to the Scientific Committee's work through having this important position vacant for an extended period.

23. The Committee noted the possibility of assistance from the International Civil Service Commission. It agreed that the Executive Secretary should continue his consultations with his counterpart in the ICSC and, if it proved practical, use the ICSC System to review the professional positions. If there is any cost involved he should consult the Chairman of SCAF and the Chairman of the Commission before proceeding.

24. One representative reported the high level of satisfaction expressed by the Fish Stock Assessment Working Group with the work of the Secretariat, particularly the Data Manager, in preparing the data and analyses for its meeting this year. He asked whether, as a consequence of the existing incumbent's efforts, data management in the Secretariat could in future be as successfully undertaken by a person less highly qualified. If so, then the post might be down-graded.

25. The Executive Secretary thought not. He drew attention to discussions during recent sessions of the Scientific Committee meeting which clearly demonstrated that the workload in data management would continue to increase both in quantity and complexity. Up to this time the work of the Data Manager had been associated mainly with fin fish, reflecting the emphasis of the Commission and the Scientific Committee. The Committee is now extending its attention into consideration of krill and squid stocks and is moving into the data handling phase in its development of the ecosystem monitoring program. It is more likely that there will be a need to strengthen the data handling capability of the Secretariat rather than weaken it.

EXECUTIVE SECRETARY

26. At its last meeting the Commission agreed on a procedure to be followed to select a new Executive Secretary should the position become vacant. The Executive Secretary was asked to prepare a draft advertisement for consideration at this meeting. A draft was circulated for the consideration of Members. The following draft advertisement was adopted for approval by the Commission:

‘ EXECUTIVE SECRETARY OF CCAMLR

The Commission for the Conservation of Antarctic Marine Living Resources invites applications for the position of Executive Secretary (CCAMLR).

CCAMLR is an international organisation with headquarters in Hobart, Australia, responsible for giving effect to the objectives and principles of a convention which provides for the conservation, including rational use, of marine living resources in waters adjacent to Antarctica.

The Executive Secretary, assisted by a small secretariat, is responsible for providing scientific and administrative support to the Commission and Scientific Committee.

Applicants must be citizens of Member States of CCAMLR [list].

The Commission, in its selection process, shall be guided by the following criteria:

- (a) familiarity with Antarctic affairs;
- (b) experience or detailed knowledge of the operations of international, intergovernmental organisations;
- (c) demonstration of a high level of managerial experience and proven competence, in such areas as:
 - the selection and supervision of administrative, technical and scientific staff;
 - the preparation of financial budgets and the management of expenditures;
 - the organisation of meetings and provision of secretariat support for high level committees;

(d) tertiary qualifications;

(e) language qualifications.

The appointment shall be for a term of four years with the possibility of renewal. The post is graded at D1 on the UN scale. (Present salary is in the range of US\$00000 to US\$00000 pa net). Allowances are based on the UN system and include removal costs, installation grant, repatriation allowances, home leave allowance every two years, social security and children education benefits.

Applications, marked personal and confidential, should be sent to reach the following address by [date]:

The Chairman of the Commission
CCAMLR
25 Old Wharf
Hobart
Tasmania 7000 Australia

A copy of the staff regulations and further particulars can be obtained by writing to the ccamlr Secretariat at the above address.'

The SCAF noted the fact that the current term of the incumbent Executive Secretary will expire on 30 June, 1990. It was therefore felt necessary that this matter be brought to the notice of the Commission.

EXECUTIVE SECRETARY'S STUDY OF SPECIFIC EXPENDITURE ITEMS

27. At the Commission's Sixth Meeting, the Delegation of the USSR raised a number of points for examination with a view to achieving reductions in expenditure. The Executive Secretary's report on these points was circulated to members for comment in February. Four Members responded: Argentina, EEC, South Africa and the UK. A paper containing the Report and the response was distributed as (CCAMLR-VII/7).

28. Several delegations expressed their satisfaction with the analysis and the conclusions presented in the Report. The broad agreement in the responses was noted and the Chairman invited further comments on each of the points. The discussions are summarised below.

- (i) Distribution of documents – it was noted that considerable economy was being observed in new procedures for the distribution of documents. It was emphasised that greater use should be made of executive summaries and procedures should be kept under review.
- (ii) Broad application of Rule 34(b) – it was agreed that the steps taken in response to point (i) were likely to achieve the desired reduction in document handling and that it was not necessary to pursue this point any further.
- (iii) Number and duration of working group meetings – such meetings are needed to prepare advice on specific subjects. Their frequency and duration should be judged case by case, but sufficient time should always be allowed to enable the meeting to adequately deal with its subject.
- (iv) Timing and location of meetings of the Commission – the Committee agreed that it was essential for the Commission to meet annually. The need to increase international awareness of the principles of the Convention and the work of CCAMLR was recognised and it was agreed that, to hold meetings of the Commission away from Hobart periodically, could contribute to meeting this need. The convention already provides for such a possibility, if a definite proposal is received. However, it was recognised that there are practical difficulties, especially with regard to the preparatory meetings held immediately before the Commission Meeting. It was agreed to continue to hold the Commission’s meeting in Hobart for the time being.
- (v) Contracting of translation services in French, Spanish and Russian speaking countries – the Executive Secretary is to continue to gather information on this matter, but in the meantime is to proceed with plans already under way to improve the efficiency by developing a translation capability in the Secretariat (see paragraph 15 above).

29. In discussing the provision of translation services some delegations also raised questions concerning interpreting. The Executive Secretary outlined the tendering procedures followed by the Secretariat in obtaining these services and gave details of the tenders received in 1988. The Australian representative stated that he had been involved in discussions with the organisations involved and was aware of the thorough investigation that the Executive Secretary had carried out before deciding which organisation should be awarded the contract.

30. The New Zealand Delegate explained to Members that he had investigated the translation and interpreting services available in the South Pacific region for meetings of the Antarctic minerals

negotiations that New Zealand had hosted this year. He was satisfied that the contractor employed by the Commission provided the most competent and financially competitive service.

31. The Committee requested that the Executive Secretary monitor the results of actions initiated by SCAF with the object of improving efficiency, and provide regular reports to the meetings.

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN OF SCAF

32. During the opening session of the Commission's Meeting when the Agenda item on Finance and Administration was passed to SCAF for discussion, the Commission had drawn attention to the need for scaf to have a position of Vice-Chairman. This would require an addition to the Committee's Terms of Reference.