

**REPORT OF THE STANDING COMMITTEE
ON ADMINISTRATION AND FINANCE (SCAF)**

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REPORT OF THE STANDING COMMITTEE ON ADMINISTRATION AND FINANCE (SCAF)

The Commission had deferred Item 3 (Finance and Administration) of its Agenda (CCAMLR-XXVII/1, Appendix A) to the Standing Committee on Administration and Finance (SCAF). SCAF adopted the agenda attached at Appendix I.

EXAMINATION OF AUDITED FINANCIAL STATEMENTS FOR 2007

2. SCAF noted that a full audit had been carried out on the 2007 Financial Statements. The report had identified no incidents of non-compliance with Financial Regulations or International Accounting Standards. The Committee **recommended that the Commission accept the Financial Statements as presented in CCAMLR-XXVII/3.**

AUDIT REQUIREMENT FOR 2008 FINANCIAL STATEMENTS

3. SCAF accepted a proposal from the Australian National Audit Office (ANAO) (CCAMLR-XXVII/9) that full audits of the financial statements should be conducted each year rather than the current practice of a full audit every three years. This would be consistent with current Audit Standards and would also take into account the growing complexity of the Commission's Annual Financial Statements. The ANAO also indicated that annual audits would provide an unqualified assurance of the Commission's Financial Statements to improve fiscal accountability and transparency of CCAMLR's finances. The Committee **recommended that the Commission require a full audit to be performed on the 2008 and 2009 Financial Statements.**

APPOINTMENT OF AUDITOR

4. The ANAO has been the Commission's Auditor since the Commission was established. As the Office's latest two-year appointment expired on completion of the 2007 audit, the Committee **recommended that the Commission appoint the ANAO as its auditor for the 2008 and 2009 Financial Statements in accordance with Financial Regulation 11.1.**

SECRETARIAT STRATEGIC PLAN

5. The Executive Secretary presented his report (CCAMLR-XXVII/6). The Committee noted that this report forms a key element in annually assessing the Executive Secretary's performance. The report made specific reference to the Secretariat's Strategic Plan and Secretariat staff matters. The Executive Secretary advised that key Secretariat activities are executed under the Strategic Plan to address diverse, complex and extensive tasks identified by the Commission and the Scientific Committee.

6. SCAF noted the various key issues listed at the end of CCAMLR-XXVII/6.
7. Addressing the outcomes of the Executive Secretary's review of the Secretariat's data management and scientific functions (CCAMLR-XXVII/7) endorsed by the Commission in 2007 (CCAMLR-XXVI, paragraph 3.6), SCAF recommended that:
 - **the initial ICSC grading of P-4 should be confirmed for both the Science Officer and Data Manager posts. This should be the entry-level grading for purposes of meeting the requirements of Staff Regulation 5.10;**
 - **advancement through the increment gradings for each post shall proceed in accordance with Staff Regulation 5.9.**
8. It also noted the above review had offered the suggestion that:
 - subject to the Data Manager or Science Officer reaching the top of the P-4 grading, and/or exceptional assessment of performance under the *CCAMLR Performance Management and Appraisal Scheme* endorsed by the Commission, advancement from ICSC Grading P-4 to P-5 should be considered with the Commission's prior approval (Staff Regulation 5.5).
9. **SCAF recommended that the grading of the Administration and Finance Officer's post should be reviewed in the 2008/09 intersessional period. While agreeing with the outcomes of the above review, SCAF further recommended that the grading of the three Secretariat professional posts should be reviewed at CCAMLR-XXVIII.**
10. Given the current duties of the Compliance Officer, **SCAF recommended that the Executive Secretary review the current grading of this post and present the results to the Committee's 2009 meeting.**
11. SCAF noted the response by the Australian Department of Foreign Affairs and Trade to the letter of the Executive Secretary regarding negative gearing payments to CCAMLR employees. **It recommended that such staff continue to receive negative gearing payments (approximately A\$4 000 per year) in the interests of equitability with other Australian tax payers and that the matter be monitored by the Executive Secretary.**
12. SCAF noted progress made with the implementation of the electronic document management system and website archiving of meeting papers (CCAMLR-XXVII/6, paragraphs 17 and 18). It thanked the Secretariat for its efforts.
13. SCAF noted with appreciation the possibility of securing additional space during SCIC meetings in the Wombat Room. This could be achieved by developing and conjoining the space between the Wombat Room and the adjacent premises. **The Committee recommended that the Executive Secretary be authorised to continue dialogue with the developer and neighbouring tenants.** The Secretariat will report back to the next SCAF meeting, or earlier depending on the rate of progress.
14. SCAF noted the Secretariat's heavy workload (CCAMLR-XXVII/6, paragraphs 57 to 67, Figures 1 and 2) particularly in respect to providing support for intersessional activities

as well as an ever-growing document translation load (e.g. in 2008 approximately 390 Commission working paper pages were translated compared to 1 292 pages submitted, in 2007, 390 out of 670 were translated).

15. SCAF again indicated to the Commission that as the Secretariat's tasks continue to grow in complexity and extent, further consideration should be given to setting clear priorities in terms of Secretariat task allocations. SCAF noted that approximately one quarter of the Commission's budget is directed to translation costs.

16. The Executive Secretary raised several concerns relating to the Secretariat's translation workload. Such concerns are exacerbated significantly in the lead up to the annual Commission and Scientific Committee meetings.

17. The various translation issues raised included continuing growth in the number and size of working papers submitted to the abovementioned meetings. This has meant that fewer working papers have been translated in full since the necessary financial and personnel resources have not been available. Many Members felt that this disadvantaged certain Members in terms of accessing vital information in one or more of the Commission's four official languages.

18. It was suggested that earlier paper submission deadlines would provide more time for translation and more discipline could be applied to keeping papers within reasonable size limits. However, some Members felt that the quality of information being provided might be compromised if any size limit was imposed, or if papers above a certain size attracted some form of financial penalty. SCAF also noted the current practice of recovering translation costs for working papers submitted after the deadline.

19. SCAF noted that translation costs amount to approximately one quarter of the Commission's budget and an overwhelming majority of documents are submitted in English. SCAF discussed the idea of no longer translating all documents submitted in English into the three other official languages. It was noted that such a change in practice would have the potential to streamline the Commission's work to ensure that Members' needs are met as well as offering a source of savings. This approach should be based on a very careful analysis of the overall translation requirements of Members and CCAMLR's multilingual system, as provided for in the Convention.

20. SCAF recommended that:

- **the Secretariat should provide Members with a detailed breakdown and costing of the Commission's translation requirements as of the end of 2008;**
- **the Secretariat should then coordinate intersessional work in consultation with Members to analyse the various categories of documents to be translated;**
- **Members review the outcomes of this work to identify potential savings in translation costs at the 2009 meeting of SCAF.**

21. In noting the increased size of most CCAMLR (e.g. working group) reports over the past years (CCAMLR-XXVII/7, Figure 2), the Committee once again urged the Commission to encourage all its subsidiary bodies to produce brief and concise documents, especially when such documents need to be translated.

22. SCAF endorsed concern at the current situation where a number of longer-serving Secretariat staff are approaching retirement age (CCAMLR-XXVII/6, paragraph 65). This situation was seen as being likely to result in a consequent loss of institutional knowledge, continuity of function and accumulated skill. **SCAF recommended that the Commission authorise the Executive Secretary to pursue development of a clear Secretariat succession strategy** (see also paragraph 36).

REVIEW OF 2008 BUDGET

23. SCAF noted the expected 2008 budgetary outcomes presented in CCAMLR-XXVII/4 and SCAF Supplementary Paper #1.

24. SCAF received advice that additional income of A\$45 000 was received in 2008 from forfeited funds for new and exploratory fisheries applications received in 2007. This was transferred through the Contingency Fund to the General Fund. Additional interest income of A\$24 000 was also received in 2008, and a surplus of A\$364 000 was brought forward from 2007.

25. SCAF noted the transfer of A\$88 000 from the Sundry subitem to the Meeting Facilities subitem to cover the cost of introducing SCIC interpretation (approved in 2007, see CCAMLR-XXVI, paragraphs 3.11 to 3.13). It also noted savings in the Equipment, Insurance and Maintenance, Travel and Training subitems resulting in an overall forecast surplus of A\$392 000 to be carried forward from the 2008 to the 2009 Budget (Appendix II).

26. SCAF recommended that the donation made to the Commission by Ocean Trust (COMM CIRC 08/87) be paid into a new Enforcement Trust Fund to assist compliance and enforcement in the toothfish fishery and perhaps support an intersessional workshop on compliance evaluation.

27. **SCAF recommended that the revised Budget for 2008 be adopted by the Commission.**

INTERPRETING SERVICES FOR SCIC

28. SCAF noted with appreciation that the refurbishment of Secretariat space to accommodate the SCIC interpreters had been completed (CCAMLR-XXVII/BG/3). SCIC interpretation is now being provided in accordance with the Commission's 2007 decision (CCAMLR-XXVI, paragraphs 3.11 to 3.13; see also paragraph 25).

RECRUITMENT OF EXECUTIVE SECRETARY

29. SCAF considered the procedures and position requirements for recruitment of the Executive Secretary outlined in CCAMLR-XXVII/5. **It recommended the amended procedures presented in Appendix IV.**

WIRELESS COMPUTER NETWORK

30. SCAF received a progress report on the wireless computer network (CCAMLR-XXVII/BG/4). It noted that internet usage during the annual meeting was being monitored to ensure costs were not excessive.

CONTINGENCY FUND

31. SCAF noted that no expenditure had been incurred from the Contingency Fund in 2008. In keeping with past practice, **SCAF recommended that the balance of the Fund in excess of A\$110 000, following the transfer of forfeited funds from new and exploratory fisheries applications, should be transferred to the General Fund.**

PROFESSIONAL STAFF SALARIES

32. As in past years, no proposals on specific alternative salary structures for Professional Staff were tabled (e.g. CCAMLR-XXIV, paragraph 3.16 and CCAMLR-XXV, Annex 4, paragraph 21). SCAF agreed to delete this item from its agenda until required in the future.

PERFORMANCE REVIEW

33. SCAF noted the Report of the CCAMLR Performance Review Panel (CCAMLR-XXVII/8) and considered the recommendations pertaining to Chapter 7 'Financial and Administrative Issues'.

34. SCAF noted the Review Panel's recommendation to expand the Commission's financial base by identifying the full cost of services which are provided for all commercial fishing operations, particularly for krill fishing. This could require developing a cost-recovery process and charging accordingly, as well as setting up a process to develop a cost-recovery strategy for CCAMLR in general (CCAMLR-XXVII/8, paragraph 7.1.1.1).

35. Concerned with the ever-growing workload of the Secretariat and potential lack of resources to undertake major new initiatives, SCAF **recommended that the Commission continue its current practice of authorising increases in Members' Contributions beyond zero real growth to allocate funds for specific priority tasks (e.g. the 2008 CCAMLR Performance Review and CCAMLR-IWC Workshop) as they arise** (CCAMLR-XXVII/8, paragraphs 7.2.1.1 and 7.2.1.2).

36. SCAF noted that it had already implicitly supported the Review Panel recommendation (CCAMLR-XXVII/8, paragraph 7.2.1.4) that a succession plan be developed to address loss of institutional knowledge and provide continuity of function when long-serving Secretariat staff leave the organisation (paragraph 22). The outcomes of this activity will be reviewed by SCAF in 2009.

37. In relation to another Review Panel recommendation (CCAMLR-XXVII/8, paragraph 7.2.2.1), SCAF noted that it had already discussed the question of inadequate Secretariat capacity to translate working papers in particular, and other papers in general, to guarantee equality, transparency and widest participation in all the Commission's official languages (paragraphs 15 to 19 and 38).

BUDGET FOR 2009

38. SCAF **recommended that additional funding of A\$100 000 be included in the 2009 draft budget to improve Secretariat translation services (paragraphs 15, 17 and 19).** This represents an approximate increase of 10% in the budget allocated for translation.

Advice from SCIC and the Scientific Committee

39. The Chair of SCIC advised that SCIC had requested funding (A\$10 000) for an informal group to advance development of a Compliance Evaluation Procedure (DOCEP). SCIC had also advised that it would recommend that a proposal to amend Conservation Measure 10-05 be considered by the Commission. This would extend use of the CDS Special Fund to include expenditure on programs to enhance cooperation with non-Contracting Parties (CCAMLR-XXVII/30). SCAF concurred with SCIC's advice. SCAF also noted that SCIC was considering the question of cost-recovery for the processing of krill fishery notifications.

40. SCAF received advice from the Chair of the Scientific Committee on the Scientific Committee's budget for 2009 and on relevant items in the Commission's budget for Scientific Committee work. SCAF concurred with the Scientific Committee's advice.

41. SCAF noted the costs associated with holding the meeting of the Working Group on Incidental Mortality Associated with Fishing (WG-IMAF) were separated from the Working Group on Fish Stock Assessment (WG-FSA) meeting costs in the Scientific Committee budget. The Scientific Committee had also requested funding for a VME Workshop (A\$44 000) and for a seabird poster (A\$6 000). SCAF concurred with the Scientific Committee's advice.

42. SCAF noted that the overall funding requested by the Scientific Committee had been provided for in the 2009 draft budget (CCAMLR-XXVII/4). SCAF **recommended that the Commission approve the proposed 2009 Scientific Committee budget of A\$393 400.**

Overall budget advice

43. SCAF noted that overall expenditure proposed for 2009 stands at A\$4 333 000. The consequent increase to Members' contributions for 2009 is presented in Appendix II, and this constitutes a 1.25% increase over the 2008 budget contributions. Compared to an inflation increase of 4.5%, this is well within the zero real growth budgetary target of the Commission. SCAF **recommended that the Commission approve the proposed 2009 budget.**

MULTI-YEAR FUNDING OF SCIENTIFIC COMMITTEE TASKS

44. In presenting its budget for 2009, the Scientific Committee requested that the already deferred funds for the *Scientific Observers Manual*, and the balance of funds remaining from the CCAMLR-IWC Workshop, be carried forward to the Science Special Fund in 2009 according to procedures adopted in 2004 (CCAMLR-XXIII, Annex 4, paragraph 26). SCAF **recommended that the funds be carried forward to 2009.**

MEMBERS' CONTRIBUTIONS

45. SCAF highlighted that the CCAMLR Financial Year commences on 1 January. Under Financial Regulation 5.6 contributions are due for payment on that date and shall be paid no later than 60 days after that date. Under the same regulation, the Commission has the authority to permit extension of the due date for a period of up to 90 days for individual Members who are unable to comply with the regulation due to the timing of the financial years of their governments (i.e. until 31 May of the year in which the contribution falls due) (Financial Regulation 5.6 as amended in 1999, CCAMLR-XVIII, paragraph 3.5).

Timing of contributions

46. The Committee **recommended that, in accordance with Financial Regulation 5.6 and in accordance with past practice, the Commission grant extensions to 31 May 2009 for Argentina, Brazil, China, India, Republic of Korea, Namibia, Russia, South Africa, Spain, Ukraine, USA and Uruguay in respect of the due date for payment of their 2009 Members' contributions.**

Treatment of late payments

47. Following the Commission's decision in 2007 (CCAMLR-XXVI, paragraph 3.26), SCAF discussed various options aimed at providing incentives for Members to pay their contributions by the due dates attached to Financial Regulation 5.6. Such options included distributing (a proportion of) the previous year's surplus to those Members who paid by the due date. The Committee requested that Members submit proposals on the distribution of surplus monies to Members who pay by the due date for discussion at the next meeting. The overall situation of contribution payments has improved during the past few years but Members were encouraged to make their contribution payments by the due date (1 January) to facilitate the orderly financial planning and budgetary implementation of the organisation.

Interpretation of Article XIX.6 of the Convention

48. SCAF discussed the issue of default in the payment of Members' contributions as requested by the Commission in 2007 (CCAMLR-XXVI, paragraph 3.32). After considerable discussion the Committee noted the following options:

- Convention Article XIX.6 should remain open to interpretation by the Heads of Delegations on a case-by-case basis;

alternatively, Article XIX.6 could be interpreted to mean that:

- the period of default comes into effect when a Member fails to make full payment of its contribution in a particular year and this payment remains outstanding for 24 consecutive months from the date it was due. The Member remains in default until the outstanding contribution has been paid in full;

or

- (a) a Member does not have the right to participate in decisions of the Commission once it fails to pay its contribution for two consecutive years;

and

- (b) the Member continues not to have that right for the entire time that the Member remains in 'default' of its obligation to pay contributions, i.e. for the entire period that any contributions remain in arrears.

FORECAST BUDGET FOR 2010

49. SCAF presented a forecast budget for 2010 to the Commission, noting that an increase in Members' contributions was anticipated following the increased costs and reduced income resulting from the 2008 international financial crisis. The Committee was also cognisant that the Salaries and Allowances item proposed for 2010 would be subject to the family status of the Executive Secretary.

50. However, SCAF recalled its advice of previous years that the figures are indicative only and that care should be taken when they are used as a basis for financial budgeting by individual Members. SCAF noted the importance of reducing expenditure wherever possible to maintain the budget within its customary target of zero real growth (i.e. within inflationary limits only).

CDS FUND

51. SCAF noted that no requests for expenditure in 2009 from the CDS Special Fund had been received from the CDS Fund Review Panel. SCIC had also advised that it would recommend that a proposal to amend Conservation Measure 10-05 be considered by the Commission (see paragraph 39). SCAF noted that there may be consequential changes to the administration of the Fund.

OTHER BUSINESS

52. SCAF noted SCAF Supplementary Paper #2 outlining CCAMLRL's Investments Portfolio to highlight the Commission's position in the current international economic situation. The Committee noted that, although A\$1.6 million has been invested in financial instruments with exposure to organisations which have experienced difficulties in the current economic climate, no losses had been incurred to date. The Members thanked the Secretariat for its transparency in bringing this matter to the attention of the Committee. SCAF agreed that this information should be conveyed to the Commission, and noted the considerable uncertainties in the context of the global financial situation.

ELECTION OF SCAF VICE-CHAIR FOR 2009 AND 2010

53. SCAF agreed that South Africa serve as SCAF Vice-Chair from the end of the 2008 meeting until the end of the 2010 meeting.

ADOPTION OF THE REPORT

54. The report of the meeting was adopted.

CLOSE OF MEETING

55. The Chair, Mrs V. Ramachandran (India) advised SCAF of her inability to attend the Commission meeting and requested the Vice-Chair (New Zealand) to present the SCAF report. The Committee thanked Mrs Ramachandran for her excellent chairmanship. The Chair closed the meeting.

AGENDA

Standing Committee on Administration and Finance (SCAF)
(Hobart, Australia, 27 to 31 October 2008)

1. Organisation of meeting
2. Examination audited Financial Statements for 2007
3. Audit requirement for 2008 Financial Statements
4. Secretariat Strategic Plan
5. Review of 2008 budget
6. Interpreter services for SCIC
7. Recruitment of Executive Secretary
8. Wireless computer network
9. Contingency Fund
10. Professional Staff salaries
11. Performance Review
12. Budget for 2009
 - (i) Scientific Committee budget
 - (ii) Advice from SCIC
13. Multi-year funding of Scientific Committee tasks
14. Members' contributions
 - (i) Timing of Members' contributions
 - (ii) Interpretation of Article XIX of the Convention – 'Period of Default'
15. Forecast budget for 2010
16. CDS Fund
17. Other business
18. Election of SCAF Vice-Chair
19. Adoption of report
20. Close of meeting.

APPENDIX II

REVIEW OF 2008 BUDGET, BUDGET FOR 2009 AND FORECAST FOR 2010
(all amounts in Australian dollars)

Budget for 2008				2009	2010
Adopted in 2007	Revised	Variance		Budget	Forecast
			INCOME		
3 160 500	3 160 500	0	Members' Annual Contributions	3 200 000	3 437 000
0	0	0	New Members' Contributions	0	0
135 000	180 000	(45 000)	From (to) Special Funds	125 000	135 000
96 000	120 000	(24 000)	Interest	96 000	92 000
500 000	500 000	0	Staff Assessment Levy	520 000	540 000
194 000	364 000	(170 000)	Surplus from Prior Year	392 000	0
<u>4 085 500</u>	<u>4 324 500</u>	<u>(239 000)</u>		<u>4 333 000</u>	<u>4 204 000</u>
			EXPENDITURE		
643 100	6 37 100	6 000	Data Management	655 000	683 000
0	0	0	Science	583 000	588 000
779 900	702 900	77 000	Compliance	310 000	268 000
855 500	855 500	0	Communications	1 000 000	947 000
323 500	323 500	0	Information Services	325 000	334 000
386 300	386 300	0	Information Technology	396 000	412 000
1 097 200	1 027 200	70 000	Administration	1 064 000	972 000
<u>4 085 500</u>	<u>3 932 500</u>	<u>153 000</u>		<u>4 333 000</u>	<u>4 204 000</u>
			Expenditure allocated by subitem		
2 765 000	2 700 000	65 000	Salaries and Allowances	2 920 000	2 940 000
220 000	213 000	7 000	Equipment	225 000	225 000
117 000	100 000	17 000	Insurance and Maintenance	120 000	125 000
19 000	12 000	7 000	Training	19 000	19 000
230 000	318 000	(88 000)	Meeting Facilities	330 000	340 000
214 000	157 000	57 000	Travel	382 000	290 000
58 000	58 000	0	Printing and Copying	67 000	62 000
78 000	78 000	0	Communication	81 000	83 000
384 500	296 500	88 000	Sundry	189 000	120 000
<u>4 085 500</u>	<u>3 932 500</u>	<u>153 000</u>		<u>4 333 000</u>	<u>4 204 000</u>
Surplus for the year		(392 000)			

MEMBERS' CONTRIBUTIONS 2009
 General Fund Contributions – Payable by 1 March 2009
 (all amounts in Australian dollars)

Member	Basic	Fishing	Total
Argentina*	123 415	1 000	124 415
Australia	123 415	11 430	134 845
Belgium	123 415	-	123 415
Brazil*	123 415	-	123 415
Chile	123 415	3 265	126 680
China, People's Republic of*	123 415	-	123 415
European Community	123 415	-	123 415
France	123 415	24 704	148 119
Germany	123 415	-	123 415
India*	123 415	-	123 415
Italy	123 415	-	123 415
Japan	123 415	11 635	135 050
Korea, Republic of *	123 415	17 575	140 990
Namibia*	123 415	1 000	124 415
New Zealand	123 415	7 383	130 798
Norway	123 415	8 014	131 429
Poland	123 415	2 518	125 933
Russia*	123 415	2 733	126 148
South Africa*	123 415	2 173	125 588
Spain*	123 415	3 554	126 969
Sweden	123 415	-	123 415
Ukraine*	123 415	5 233	128 648
UK	123 415	9 025	132 440
USA*	123 415	1 000	124 415
Uruguay*	123 415	2 383	125 798
	3 085 375	114 625	3 200 000

* Extension of deadline approved by Commission.

PROCEDURES FOR THE APPOINTMENT OF THE EXECUTIVE SECRETARY TO CCAMLR

Acting Executive Secretary

- (i) Should the post of Executive Secretary fall vacant, the Science Officer will be designated Acting Executive Secretary pending the appointment of a new incumbent.
- (ii) Any person designated Acting Executive Secretary will enjoy the salary, allowances and other privileges appropriate to the post of Executive Secretary for such time as the person occupies the post.

Advertisement

- (iii) Members will agree on the text of an advertisement for the post of Executive Secretary. The advertisement will be placed on the CCAMLR website and highlighted on the homepage. The recruitment page on the website will include relevant supplementary information, including Member country contacts.
- (iv) The approved advertisement will also be placed by the Secretariat at the direction of the Chair of the Commission in national and international publications and websites. Websites should be used as a preference whenever available and should be linked to the CCAMLR recruitment website page.
- (v) Members should agree on the placements of the advertisement by the Chair. Before a Member additionally places the advertisement, it should notify the Secretariat of its plans and confirm that the placement has not already been made by another Member.

Eligible Applicants

- (vi) Only citizens/nationals of a Member of the Commission may apply for the post of Executive Secretary.

Personal Applications

- (vii) Applications may be made by eligible persons to the Chair of the Commission directly, or through the Member contact.

Submission of Applications

- (viii) Applications must be submitted electronically to the Chair through the Secretariat and copied electronically to the Member contact designated on the CCAMLR recruitment website page. Applications submitted by mail will be returned.

Receipt of Applications

- (ix) Each applicant will be notified by the Chair of receipt of his or her application.

Availability of Applications

- (x) Each application received by the Chair will be translated by the Secretariat into each of the official languages and posted to a password-protected section of the CCAMLR website.

Member Nominations

- (xi) Each Member of the Commission may nominate up to two candidates who have submitted applications by the due date for the vacant post. Members should not forward nominees, if any, until after the closing date for all persons to submit applications.

Ranking of Applicants

- (xii) Each Member will notify the Secretariat of its 10 preferred candidates in order of preference. On receipt of all the Commission Members' preferences, the Chair will aggregate individual applicants' rankings, awarding 10 points for a first preference, 9 points for a second preference etc.

Short List

- (xiii) The candidates with the five highest aggregate scores will be shortlisted for selection. Should the application of any candidate be withdrawn, the next ranking candidate will be substituted.

Interview Process

- (xiv) The shortlisted candidates will be notified to Members of the Commission, and will be invited to the next meeting of the Commission where the Chair of the Commission will make such arrangements for the final selection process as agreed after consultation with Heads of all Delegations in accordance with Article XII, paragraph 1 of the Convention.
- (xv) Travel and per diem expenses of candidates invited for final selection will be reimbursed by the Commission except where a Member of the Commission pays for these costs directly. Members are strongly urged to assume these costs. (Note: A line item in the amount of A\$33 500 is included in the 2009 budget for these costs. If all Members of the Commission assume these costs for their citizens/nationals, there will be no draw against this line item.)
- (xvi) The chosen candidate will be notified at the conclusion of the first week of the Commission meeting.

Start Date

- (xvii) The chosen candidate will report to the Secretariat Headquarters two full weeks before the departure of the incumbent Executive Secretary at the end of February 2010 in order to allow for a transition.

Draft Advertisement

**EXECUTIVE SECRETARY OF THE
COMMISSION FOR THE CONSERVATION OF
ANTARCTIC MARINE LIVING RESOURCES (CCAMLR)**

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

CCAMLR is an international organisation, with Headquarters in Hobart, Australia, responsible for giving effect to the objectives and principles of the Convention on the Conservation of Antarctic Marine Living Resources which provides for the conservation and rational use of marine living resources in waters adjacent to Antarctica.

The Executive Secretary manages a small administrative, technical and scientific staff; presents and manages the Commission budget; and organises the meetings of the Commission and its ad hoc and standing committees.

Applicants must be citizens/nationals of a Member of the Commission {list}

Selection Criteria

- Experience or detailed knowledge of the operations of international, regional and/or intergovernmental organisations.
- Demonstration of a high level of managerial and leadership experience and proven competence, in such areas as:
 - the selection and management 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;
 - oversight and management of computer services and information technology.
- Familiarity with Antarctic affairs.
- Familiarity with fisheries and/or ecosystem management.
- Language skills.

Salary and Allowances

The appointment will be for a term of four years with the possibility of one additional four-year appointment. Present salary is in the range of US\$129 304 to US\$150 341 pa gross.

Allowances are based on the UN system and include post adjustment, removal costs, installation grant, repatriation allowances, home leave allowance every two years, social security and child education benefits.

Availability

The individual chosen for the post of Executive Secretary must be available starting 15 February 2010 for a two-week period of transition with the incumbent Executive Secretary and will assume the post on 1 March 2010.

Additional Information

Please consult the CCAMLR website at www.ccamlr.org for complete information on duties, selection criteria and the application process.

Equal Employment Opportunity

CCAMLR is an equal opportunity employer.

Closing Date

Applications must be received no later than 30 April 2009.

STANDARD SUMMARY FORM

Name:

Address:

Phone:

Fax:

Email address:

Citizenship:

University and Advance Degrees

(List degrees and years awarded)

Language Proficiency in English, French, Russian, Spanish

(Note level)

(Secretariat will insert check-off grid)

Professional and Management Experience

(Include additional information elaborating on this summary in resumé or narrative application)

1. In the management of staff, budget and organisations (note the organisation; the activity or business of the organisation; the size of the staff managed; and the level of budget expenditure).
2. In international, regional and/or intergovernmental organisations, including organisations addressing Antarctic and/or fisheries/ecosystem conservation and management (list organisations and dates of experience).
3. Demonstrated ability to direct processes of change at the substantive and management levels within large institutions of national or international scope.

Competencies

The incumbent should be able to demonstrate the following:

1. Lead and motivate a team of senior and mid-level managers in a multicultural setting;
2. Determine and communicate a clear strategic direction, including interdisciplinary dimensions, and set clear program priorities;
3. Translate strategy into sustainable action and effectively plan, mobilise and manage resources to deliver expected results.

RECRUITMENT WEBSITE PAGE

- The Advertisement
- Duties of the Executive Secretary
 1. Is responsible overall for ensuring the effective and efficient operation of the Secretariat.
 2. Creates an environment that promotes staff development and maximises their contribution to the organisation.
 3. Institutes systematic strategic/corporate planning for the Secretariat, in consultation with the Commission.
 4. Coordinates, supports and liaises with the Chairpersons of the Commission, Scientific Committee and its subsidiary bodies, the Standing Committee on Administration and Finance and the Standing Committee on Implementation and Compliance and any ad hoc groups established, in the management of their respective meetings and implementation of work programs for these meetings.
 5. Manages the necessary preparations and follow-up for all CCAMLR meetings including for the intersessional work of the Scientific Committee and its subsidiary bodies as well as for any ad hoc groups established.
 6. Cooperates and liaises with other international organisations on matters of relevance to CCAMLR.
 7. Appoints and manages all scientific, technical and administrative staff necessary for CCAMLR to achieve its objective, develops individual staff work programs and/or assists in this.
 8. Implements a performance assessment process for all staff members, including the Executive Secretary.
 9. Oversees the collection, collation and dissemination of information on harvesting, illegal, unreported and unregulated fishing, catch documentation and other data as required and in accordance with the conservation measures and CCAMLR objectives, and provides regular reports on the status of these databanks to the Commission and Scientific Committee.
 10. Is responsible for the preparation of the financial budgets for expenditure and forecast budgets for the Commission's consideration, and ensures that expenditure is in accordance with the approved budgets.
- Allowances and Benefits
- Link to Staff and Financial Regulations

- List of Member Contacts
- Application Process

Applications must:

- (i) include a completed standard summary form; and
- (ii) be submitted electronically no later than 30 April 2009 to recruit@ccamlr.org with a copy to the contact for the applicant's Member country.

RECRUITMENT TIMELINE

Placement of advertisement by Secretariat	No later than 1 January 2009
Placement of advertisements by Members	No later than 1 February 2009
Deadline for submission of applications (including standard form)	No later than 30 April 2009
Applications posted to password-protected page of the CCAMLRL website by Secretariat	Within one week of receipt
Nominations by Members	No sooner than 8 May 2009 No later than 15 May 2009
Notification by Members of 10 preferred applicants (in priority order)	No later than 30 June 2009
Shortlisted applicants notified	No later than 31 July 2009

**FINANCIAL IMPLICATIONS OF RECRUITING
THE EXECUTIVE SECRETARY**

A. 2009 BUDGET	A\$
1. International advertising in periodicals	27 000
In three periodicals, for example, <i>New Scientist</i> or <i>Economist</i> .	
2. Travel and per diem expenses for short-listed applicants	<u>33 500</u>
Approximately A\$6 700 per person, based on five people, including subsistence costs. (This item could be reduced to zero if each Member assumed the travel and per diem expenses for each of its citizens/nationals on the short list.)	
Total 2009 in General Fund Budget	<u>60 500</u>
B. 2010 FORECAST BUDGET	
1. Airfares for relocation of Executive Secretary	20 000¹
Approximate economy costs for a family of four.	
2. Installation grant	9 000
Based on 30 days Hobart per diem rate for one person.	
3. Removal costs	30 000¹
Approximate cost based on up to one international shipping container.	
4. Sundry	5 000¹
Insurance and storage of goods, vehicle expenses.	
5. Changeover	8 500
Two-week handover period.	
Total 2010	<u>72 500</u>
Total in General Fund Budget 2010	17 500

¹ These amounts are already provided in the Staff Termination Fund.