

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

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

The Committee met on 26, 27, 28, 30 October and 2 November 1987 under the Chairmanship of Mr. C.M. Bhandari (India) and considered the following items:

1. Examination of Audited Financial Statements for 1986
2. Secretariat Staffing
3. Review of Budget for 1987
4. Draft Budget for 1988 and Forecast Budget for 1989
5. Consideration of a new Formula for Calculating Members' Contributions in Accordance with Article XIX.3
6. Procedures for Appointment of Executive Secretary
7. Other Administrative and Financial Matters

**EXAMINATION OF AUDITED FINANCIAL STATEMENTS FOR 1986**

2. The Committee had before it Document CCAMLR-VI/4 'Examination of the Audited Financial Statements'.

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 1986 have been in accordance with the Regulations'.

The Auditor also reported that the Statements accorded with International Accounting Standards.

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

## SECRETARIAT STAFFING

5. The Secretariat submitted document CCAMLR-VI/7, seeking the Commission's approval for an extra position in the General Services category. The document also proposed that the position be filled on a part-time basis. The document contained a suggested amendment to the Staff Regulations to allow the Executive Secretary flexibility in setting hours of work for positions in the General Services Category.

6. A person had been employed on a casual basis to assist with secretarial duties since late 1983. The Committee agreed that in view of this long period of employment the need for the additional position on a part-time basis had been demonstrated. The Committee also agreed with the Executive Secretary's assessment of the efficiency and competence of the staff member in question. The Committee noted that the type of work normally carried out by the staff member was of a continuous and regular nature and concluded that the Commission would benefit by retaining these services. To achieve this and also to provide greater security to the employee, it was necessary to provide some form of longer term employment.

7. There was some concern, however, that a decision to employ permanent part-time staff and to amend the Staff Regulations as proposed in CCAMLR-VI/7 might be seen as introducing a new category of staff.

8. It was suggested that the necessary flexibility in working hours and the longer term security might be provided by a contract of employment entered into by the Executive Secretary and the employee in accordance with Staff Regulation 11. It was agreed that casual staff could be employed, subject to budgetary control, on a contract basis for up to four years with the possibility of a further term. Such a contract would include the terms and conditions applicable to Staff in the General Services Category and would be on a pro rata basis in accordance with the hours worked.

9. As a general comment on the consideration of proposals for new positions in the Secretariat several delegations stressed the importance of clearly identifying the need for the position in relation to the overall structure of the Secretariat.

## REVIEW OF BUDGET FOR 1987

10. The Executive Secretary introduced document CCAMLR-VI/5 and explained the likely outcome of the 1987 budget. It was noted that no expenditures were expected to exceed the approved appropriations and that it was likely there would be savings in some items.

11. The United Kingdom Delegation expressed concern that Members' budget contributions were not reaching the Secretariat by the 31 May deadline each year. The consequence was a loss of interest on cash deposits to the disadvantage of all Commission Members and principally those who met their financial obligations at the proper time. It was accepted that Members should make every effort to make these payments by the due date.

#### THE DRAFT BUDGET FOR 1988 AND THE FORECAST BUDGET FOR 1989

12. The Committee noted that the budget paper was presented in the previously agreed format which distinguishes recurrent from non-recurrent expenditures.

13. Questions were raised concerning the amount estimated for Contract Labour in the 'Data Management' item. A detailed breakdown of the costs is shown in CCAMLR-VI/5, paragraph 16 (iii). The Data Manager provided further explanation.

14. The proposal to purchase new computing facilities (CCAMLR-VI/11, submitted by the Secretariat) had been examined by the Fish Stock Assessment Working Group which: 'confirmed the requirement for efficient, timely support for its work and that appropriate computing, printing and graphics capabilities were essential in providing such support.' The Scientific Committee established a panel of experts to advise on the proposal and in its Report to the Commission has stated:

'16.1 It was agreed that CSIRONET should not be used for data management because of the reasons described in CCAMLR-VI/11, paragraph 11. The Scientific Committee recommended that the Commission make alternative arrangements for handling fine-scale catch, fishing effort and biological data.

16.2 Three options for the purchase of computer equipment described in a background paper (SC-CAMLR-VI/BG/51) were reviewed by a working group and it was agreed that each of the options would meet the basic needs of the Commission. It was recommended that further deliberations on the subject of new computer equipment be based on the options described in the background paper.

16.3 It was emphasised that the new computing system should include facilities for reading and writing magnetic tapes.'

15. The Committee discussed the three options and agreed that Option 2 involving the shared use of the computing facilities of the Australian Antarctic Division offered all of the features of

Option 1 (favoured by the Secretariat) at a lower initial cost. It also provided a further period in which to gain experience of the data management requirement. It was agreed that Option 2 should be supported, recognising that it was a temporary arrangement and that it might commit the Commission to Option 1 at a future time.

16. The Committee was grateful to the Australian Delegation for coming forward with the generous offer of the continued use of Australian computing facilities.

17. Several members of the Committee expressed concern over the high cost of the Commission and Scientific Committee meetings, particularly for interpretation services and the translation of documents. The Executive Secretary described the processes employed by the Secretariat to obtain these services and compared the costs and quality of the services available in Australia with those in Europe. It was agreed that because of the high cost of travel involved in bringing interpreters and translators to Hobart for the meetings, it would be necessary to continue to have the services provided from within Australia. The Executive Secretary was asked to continue to observe rigorous tendering procedures as well as actively investigating ways to reduce costs of the interpretation and translation services.

18. The policies and procedures for the preparation of meeting documents adopted by the Commission and Scientific Committee were described by the Executive Secretary. It was emphasised that these policies and procedures were designed to ensure that only essential documents were translated. These included Reports of Commission and Scientific Committee Meetings, Reports of Working Groups, Reports of Members' Activities and Working Papers. Background Papers are not translated. Members were reminded that guidelines for the preparation of documents had been prepared and distributed by the Secretariat and that guidelines for the preparation of Reports of Members' Activities approved by the Commission at its last meeting had also been distributed. Close attention to these guidelines would contribute to a reduction in translation and printing costs.

19. It was noted that a large increase in the number of meeting documents had occurred this year and that the increase was due to the large number of Background Papers submitted. Several members of the Committee felt that measures should be adopted to restrict the distribution of such documents to those which were directly relevant to agenda items.

20. Questions were also raised about the large cost of casual staff for meetings. The Executive Secretary explained that casual staff had to be hired not only for the two to three weeks of annual meetings themselves, but were essential in preparing for the meetings and subsequently for a few weeks to handle the follow-up work.

21. The Executive Secretary also explained the relatively large increases in the low expenditure items, 'Meetings Miscellaneous' and 'Library'. Members were referred to paragraphs 18 and 47 of CCAMLR-VI/5.

22. The USSR delegation expressed its serious concern in connection with what it saw as a trend of rising expenditure of several items of the Commission budget and the increasing financial burden on the Commission Members that this implies. It noted the difficulty of this problem and the necessity of its serious study in order to find ways and means to decrease Commission and Scientific Committee expenses without prejudice to the fulfilment of the provisions of the Convention.

23. The USSR delegation suggested that a decrease in the expenses may be achieved, in particular, by:

- (i) decreasing the number and volume of the copies of documents distributed by the Secretariat;
- (ii) the possible application by the Secretariat of Rule 34(b) of the Rules of Procedure to a wider category of documents submitted to the Commission and Scientific Committee;
- (iii) decreasing the number and duration of meetings of Working Groups;
- (iv) holding the Commission and Scientific Committee meetings in countries of Commission Members in accordance with Article XIII(3) of the Convention, as well as holding of those meetings once in two years in between the Antarctic Treaty Consultative Meetings;
- (v) employing translators from Member countries for which the official languages of the Commission are national languages. This also may improve the quality of translation of Commission and Scientific Committee documents.

24. The USSR delegation proposed that SCAF, the Scientific Committee and the Executive Secretary study this problem in an effort to make a practical contribution to its solution.

25. The Committee agreed with the need to study these matters and it was suggested that the Executive Secretary prepare a report for consideration at the next meeting of the Commission.

26. It was agreed, however, that certain decisions with regard to items (i) and (ii), on the distribution of documents, could be undertaken now so as to apply to the 1988 meetings. It was

suggested that delegates be asked to specify whether or not they wished to receive certain categories of documents and that certain documents have limited distribution. It was agreed the Secretariat should take action on these suggestions.

27. In relation to the possibility of decreasing the number and duration of Working Groups the point was made that while it was necessary to monitor the cost of such activities it was important to ensure there was sufficient time allowed to enable a group to work effectively and provide a useful report, especially in view of the travel costs involved in convening such groups.

28. On the possibility of holding Commission and Scientific Committee meetings every second year attention was drawn to Article XIII 2 of the Convention which would require amendment if there was sufficient agreement to depart from regular annual meetings. It was also noted that the Commission and Scientific Committee were gaining momentum in their work and that it would not be wise to introduce any changes which may impede progress with the implementation of the Convention.

29. While there was no opposition to the principle of holding meetings away from Hobart and to the suggestion to study the financial implications of the idea, Members were reminded of the practice of other international organisations where any additional costs involved in holding meetings away from the headquarters are borne by the hosting country.

30. The Scientific Committee presented its draft Budget for 1988 and forecast for 1989 for the Consideration of the Standing Committee on Administration and Finance. The Chairman of the Scientific Committee attended the meeting for discussion of the draft Budget.

31. Two items involving expenditure for translation into English, French and Spanish of reports of Soviet research were taken out of the Budget following a statement by the USSR delegation. Abstracts of reports of this kind are normally translated into English and the Soviet delegation undertook to provide translated abstracts of these reports.

32. In discussing the funding the CCAMLR participants in the Steering Group Meeting for the CCAMLR/IWC Workshop on the Feeding Ecology of Southern Baleen Whales, several possibilities for economies were raised. The Committee stressed the need to seek to reduce costs in all areas of the Budget. In this particular item it suggested that the Executive Secretary be directed to ensure that when arrangements for the Steering Group meeting are being concluded ways to save costs in fares and travelling allowances be thoroughly explored before funds are committed.

## Budget Rate of Growth

33. The proposed 1988 budget expenditure of A\$1 150 800 represents a nominal increase of 10.8% over the approved 1987 budget. Recurrent expenditure is projected to increase 7.1%.

34. The rate of inflation for Australia in the year 1988 is expected to be around 7.3%. Therefore, the increase in recurrent expenditure represents negative real growth of 0.2%.

## Members' Contributions

35. The revised draft budget for 1988 indicates that the total of Members' contributions, after deducting estimated credits, will be A\$873 999. The contribution, assuming twenty Members, will be A\$42 441 per Member after allowing for additional contributions of \$25 172 by harvesting nations.

## CONSIDERATION OF A NEW FORMULA FOR CALCULATING MEMBERS' CONTRIBUTIONS IN ACCORDANCE WITH ARTICLE XIX.3

36. Document CCAMLR-VI/6 contains the background to this item including papers prepared and submitted by Members, in response to the Commission's invitation (CCAMLR-V, paragraph 34), proposing possible formulae for the implementation of Article XIX.3.

37. It was emphasised again this year that an acceptable formula needed not only to embody the principles of Article XIX.3 but also to be simple to apply and to allow an exemption for small catches in the calculation of the harvesting component of the Members' contributions. It was also accepted that a time would have to be specified after which the formula would be reviewed.

38. With these requirements in mind the Committee prepared the following text for the Commission's consideration:

'The Commission agreed on the following new formula for calculating Members' contributions to the CCAMLR Budget in accordance with Article XIX.3:

- those countries engaged in harvesting in the Convention Area will, in respect of the amount harvested, contribute at the rate of 1.5% of total Members' contributions per



100 000 tonnes of finfish and 0.75% of total Members' contributions per 100 000 tonnes of krill;

- the amount harvested shall be calculated as the average catch over a 3-year reporting period, ending at least 12 months prior to the Commission meeting at which the budget in question is approved;
- the balance of total contributions will be equally shared amongst all Members of the Commission;
- the first 9 000 tonnes or 5% of the catch of individual harvesting countries, whichever is the greater, will not be taken into account for the purpose of calculating their contributions to the budget. The application of this exemption is to be calculated on the basis of the proportion of fish and krill in the total catch of each country;
- the maximum percentage of total contributions to be paid in respect of the amount harvested shall be fixed at 50%;
- the maximum percentage of total contributions to be met by any individual harvesting country shall be fixed at 25%;
- the formula of calculating Members' contributions shall be reviewed after 3 years;
- such a review will in particular examine the finfish/krill coefficient in the light of additional scientific evidence regarding the relative yield of finfish and krill.'

#### PROCEDURES FOR THE APPOINTMENT OF EXECUTIVE SECRETARY TO CCAMLR

39. The Commission had requested that the Executive Secretary prepare draft procedures to be followed should the position of Executive Secretary become vacant. A document, CCAMLR-VI/8, was submitted for the Committee's consideration and the Committee agreed on the following procedures:

- (i) Should the post of Executive Secretary fall vacant, the most senior member of the professional staff of the Secretariat shall be designated Acting Executive Secretary pending the appointment of a new incumbent.

- (ii) Any person designated Acting Executive Secretary shall enjoy the salary, allowances and other privileges appropriate to the post of Executive Secretary for such time as the person occupies the post.
- (iii) Advertisements shall be placed, or other recommended actions taken, in each member country with the purpose of attracting applications for the post of Executive Secretary. Any advertisements placed shall be identical in form detailing the selection criteria and shall be a charge to the Commission Member in whose country they are placed.
- (iv) Each Member of the Commission may nominate up to two candidates for the vacant post. Persons other than those so nominated shall be entitled to enter an application on their own behalf.
- (v) Only nationals of the Commission Members may apply for the post of Executive Secretary.
- (vi) The Chairman of the Commission shall, in consideration of the time available, determine the deadline for applications and other processes leading to the shortlisting of candidates.
- (vii) After the deadline set for applications all curricula vitae, references and other documents submitted by applicants shall be circulated to Members of the Commission.
- (viii) Each Member of the Commission shall rank the ten candidates they most favour in order of preference, and submit this list to the Chairman of the Commission.
- (ix) Upon receipt of all the Commission Members' preferences the Chairman shall aggregate individual applicants' rankings awarding 10 points for a first preference, 9 points for a second preference, etc.
- (x) The candidates with the five highest aggregate scores shall be shortlisted for selection. Should the application of any candidate be withdrawn the next ranking candidate shall be substituted.
- (xi) The candidates selected will be notified to Members of the Commission, and shall be invited to the next meeting of the Commission where the Chairman of the Commission shall 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.

- (xii) The travel expenses and per diem incurred by candidates invited for final selection shall be reimbursed by the Commission except where a candidate is a nominee of a Member of the Commission.
- (xiii) The chosen candidate shall be notified at the earliest opportunity and not later than the close of the Commission Meeting.

#### SELECTION CRITERIA FOR THE APPOINTMENT OF THE EXECUTIVE SECRETARY TO CCAMLR

40. The Committee agreed that the Commission be guided by the following criteria:

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

41. In discussing procedures for the appointment of Executive Secretary, the Committee recalled paragraphs 31 and 32 of the Report of the Fifth Meeting, dealing with the review of classification and remuneration of professional Secretariat staff. The SCAF requested the Executive Secretary to

continue his consultations with comparable international organisations and the Australian Public Service and to report on the outcome of these consultations at the 1988 annual meeting of the Commission. This review should be inserted as an item on the agenda for the 1988 annual meeting of the Commission. The SCAF agreed that the review of the classification of the position of Executive Secretary should be completed before the appointment for the next Executive Secretary commenced.