

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

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The Committee met on 6 and 9 November, 1989 under the Chairmanship of Dr C. Vamvakas (EEC) and considered the following items:

1. Examination of Audited Financial Statements for 1988
2. Review of Budget for 1989
3. Draft Budget for 1990 and Forecast Budget for 1991
4. Executive Secretary (Term of Appointment)
5. Review of Levels of the Professional Staff
6. Translation of Documents

EXAMINATION OF AUDITED FINANCIAL STATEMENT FOR 1988

2. The Committee had before it document CCAMLR-VIII/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, 1988 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.

REVIEW OF BUDGET FOR 1989

6. The Administration and Finance Officer introduced document CCAMLR-VIII/5, explained the likely outcome of the 1989 budget and informed the Committee that no expenditures were expected to exceed the approved appropriations.
7. The Committee noted that all contributions to the 1989 Budget have now been paid.
8. As requested at the Sixth Meeting, the Executive Secretary had provided a statement of the financial consequences of late payment of Members' contributions. The UK Delegation expressed its regret concerning the loss of interest due to late payment of contributions by some Members.

DRAFT BUDGET FOR 1990

9. 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.
10. The Committee was informed that Sweden had notified Members of its interest in participating in the work of the Commission and had submitted supporting information through the Depository nation on 30 October 1989. If no objections are received, Sweden will become a Member on 30 December, 1989 and will thus make a contribution to the 1989 Budget. The amount will be credited to the 1990 Members' Contributions if it is received before calculations are finalised in January 1990. Otherwise, the credit will have to be held over until 1991.
11. An additional allocation was added to the draft budget presented in CCAMLR-VIII/5 for the purchase of a micro computer. The Working Group on Fish Stock Assessment (WG-FSA) recommended that the Secretariat purchase a machine capable of handling assessment programs currently in use among participants in the Working Group. The availability of such a machine would make it much easier for participants to recalculate the results of their assessments using input agreed by the WG-FSA. The Scientific Committee supported the recommendation of the WG-FSA.
12. The Committee was reminded that a budget provision may be required for the publication of a handbook by the Standing Committee on Observation and Inspection. It is expected that further advice will be available on this matter during the meeting. The draft 1990 budget will then be revised accordingly.

BUDGET RATE OF GROWTH

13. The proposed 1990 expenditure of A\$1 158 300 represents a nominal decrease of 4.7% over that of the approved 1989 budget. The rate of inflation for Australia in 1990 is expected to be around 7.2%, thus the 1990 expenditure will decrease by 11.9% in real terms. If the expenditure is divided into recurrent and non-recurrent items, according to the Commission's practice, recurrent expenditure in 1990 decreases in real terms by 1.5%.

USSR	A\$75 339
Japan	A\$47 754
Sweden	A\$48 382
18 other Members	A\$43 340

15. The French Delegation expressed satisfaction with the healthy financial position of the Commission and the speed at which the Standing Committee on Administration and Finance is now able to proceed with its work. It was suggested that this might justify a change in the structure of the meeting to reduce the time for which the Commission's representatives were required to attend.

FORECAST 1991 BUDGET

16. Most items in the Forecast 1991 Budget are calculated on the basis of the 1990 figures, allowing 6.4% for inflation in 1991. The Committee was informed that the arrangement to use the Australian Antarctic Division's central computer system had worked well during 1989 and Members again expressed their appreciation to Australia for making these facilities available. It was noted that an amount of A\$64 000 was included in the 1991 estimates as a contingency in case an increase in computer usage by the Secretariat or the Antarctic Division necessitates a change to this arrangement.

17. The Committee was advised by the Australian delegation that the Antarctic Division was happy to continue with the present arrangement until at least 1991 and there was no need to include this figure.

18. The United Kingdom Delegation thought it would be wise to seek the Scientific Committee's advice on the projected requirements for data storage in case the growth in this area might be such as to exceed the capacity currently available and necessitate the purchase of a mini computer in the next few years.

19. After receiving the advice of the Scientific Committee, the Committee agreed there was no need to include a forecast allocation for this purpose in 1991.

SECRETARIAT STAFFING

20. The Executive Secretary introduced the paper, 'Review of Levels of Professional staff in the CCAMLR Secretariat', document number CCAMLR-VIII/6.

21. The Committee noted the large amount of work which had gone into the review and delegates expressed satisfaction with its conduct and outcome. The International Civil Service Commission had found the existing levels to be appropriate to the Secretariat's responsibilities and functions.

22. It was suggested that the professional staff job descriptions be amended to reflect the findings of the staff rating review.

EXECUTIVE SECRETARY (TERM OF APPOINTMENT)

23. The Committee agreed that the matter of the term of appointment of the Executive Secretary would best be handled initially through informal consultations conducted by the Chairman of the Commission.

24. Following such consultations the Chairman informed the Committee that there was unanimous support for the re-appointment of Dr Powell.

25. The Chairman reported that some Members had suggested that in view of the time element involved in the adopted procedures for the appointment of future Executive Secretaries, it would be wise to address the question of the Term of Appointment of the Executive Secretary at an earlier meeting in the future.

TRANSLATION OF DOCUMENTS

26. The Executive Secretary gave an overview of the staffing arrangements for providing translation services for meetings and the intersessional period. The Secretariat's translation team had

been built up following last years modest start and all translation for this meeting was being provided by the CCAMLR team.

27. The Executive Secretary explained that the translators are locally recruited and are employed on a part-time casual basis. Their rates of pay are based on comparable positions and levels in the Australian Government Service.

28. It was suggested that it would be necessary to provide a measure of security to these staff and, from the Commission's viewpoint, to provide the necessary conditions so as to retain their expertise as the team develops.

29. In response to these comments the Executive Secretary informed the Committee that the employment of the translators in 1989 had been treated as a trial. The comments he had received from Members on the quality of the work indicated that there had been improvement. All documentation in the four official languages was being received much sooner than previously, and the costs had been kept within the budgetary allocations. In view of these results, in 1990 he intended to employ the translators under contractual arrangements similar to the other locally recruited staff in the Secretariat. These arrangements are in accordance with Staff Regulation 11.

30. The Executive Secretary said that he appreciated the assistance the Secretariat had received with terminology and asked delegations to continue to provide comments on the quality of translations.

31. The meeting concluded on 9 November with the Chairman expressing his gratitude to the participants for their cooperation and to the Executive Secretary and Finance Officer for the concise presentation of information and to the Chairman of the Scientific Committee for the assistance in the discussions of the Scientific Committee's budget.

**PROJECTED INCOME AND EXPENDITURE 1989, BUDGET 1990 AND FORECAST
BUDGET 1991 (Australian Dollars)**

1989 BUDGET			DRAFT BUDGET 1990 & FORECAST BUDGET 1991			
(1)	(2)	(3)			(4)	(5)
Budget Adopted 1989	Estimates Projected to 31.12.89	Variance with Budget	Item	Sub Item	1990	1991
INCOME						
960,258	912,191	-48,067		Members' Contributions	951,600	1,130,200
				Items from Previous Year		
0	0	0		• Arrears of Contributions	0	0
60,000	59,153	-847		• Interest	60,000	60,000
0	0	0		• Members' Contributions	0	0
27,342	27,342	0		• New Members' Contributions	0	0
76,200	80,250	4,050		• Staff Assessment Levy	70,000	90,700
91,500	136,364	44,864		• Surplus	76,700	0
<u>1,215,300</u>	<u>1,215,300</u>	<u>0</u>		Total Income	<u>1,158,300</u>	<u>1,280,900</u>
EXPENDITURE						
DATA MANAGEMENT						
6,000	5,000	1,000		Capital Equipment	12,700	0
4,400	3,000	1,400		Consumables	3,200	3,400
22,900	22,900	0		Contract Labour	30,000	32,000
16,400	16,400	0		Maintenance	9,600	10,200
4,400	4,200	200		Time Share Usage	4,600	4,900
<u>54,100</u>	<u>51,400</u>	<u>2,600</u>	Total Data Management		<u>60,100</u>	<u>50,500</u>
MEETINGS						
<u>304,100</u>	<u>304,100</u>	<u>0</u>	Total Meetings		<u>326,000</u>	<u>346,800</u>
PUBLICATIONS						
<u>87,700</u>	<u>87,700</u>	<u>0</u>	Total Publications		<u>94,000</u>	<u>100,000</u>
SCIENTIFIC COMMITTEE						
<u>109,700</u>	<u>109,700</u>	<u>0</u>	Total Scientific Committee		<u>86,000</u>	<u>125,000</u>
SECRETARIAT COSTS						
23,400	23,400	0		Administration	15,800	16,800
155,100	109,000	46,100		Allowances	60,800	93,100
4,000	4,000	0		Automobile	4,300	4,500
23,100	23,100	0		Communication	24,700	26,300
3,100	3,100	0		Incidentals	3,300	3,500
3,100	3,100	0		Library	3,300	3,500
21,900	21,900	0		Office Requisites	23,400	25,000
7,200	7,200	0		Premises	7,700	8,200
397,600	369,600	28,000		Salaries	426,200	453,500
21,200	21,200	0		Travel	22,700	24,200
<u>659,700</u>	<u>585,600</u>	<u>74,100</u>	Total Secretariat Costs		<u>592,200</u>	<u>658,600</u>
<u>1,215,300</u>	<u>1,138,600</u>	<u>76,700</u>	Total Expenditure		<u>1,158,300</u>	<u>1,280,900</u>

* Note: In addition to the Scientific Committee 1990 amount a sum of \$A20500 has been drawn from the Norwegian Contribution Special Fund to meet the total Scientific Committee Program of \$A106500.