

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

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The following agenda items were considered by the Standing Committee on Administration and Finance for preliminary discussion:

Examination of Audited Financial Statements for 1992 (CCAMLR-XII/3)
Data Management (CCAMLR-XII/8)
Position of Data Manager (Position Descriptions)
Review of Formula for Calculating of Members' Contributions (CCAMLR-XII/6)
Interest on Late Payment of Members' Contributions (CCAMLR-XII/14)
Review of Possible Areas of Cost Saving (CCAMLR-XII/7)
Review of Budget for 1993 (CCAMLR-XII/4)
Budget for 1994 and Forecast Budget for 1995 (CCAMLR-XII/4)
Election of Chairman and Vice Chairman of SCAF.

AUDITED FINANCIAL STATEMENTS

2. **The Committee recommends that the Commission adopt the financial statements as presented in CCAMLR-XII/4.** The Committee noted that the audit report to the 1993 Financial Statements advised no qualifications in respect of compliance with Financial Regulations or International Accounting Standards.

3. **The Committee recommends that the Commission consider the use of review audits as appropriate.** Committee members consider that a history of unqualified audit reports and Members' confidence in the Secretariat indicate that the cost of full audits every year are not justified; full audits can be required on average every other year with abbreviated review audits in the alternate years. The potential savings of this recommendation are approximately A\$4 000 in the review-only years.

4. **To facilitate the use of review audits, the Committee recommends that the Commission decide, each year after the 1993 financial year, whether to require a review audit instead of a full audit.**

DATA MANAGEMENT

5. **The Committee notes an increase in the relative level of the Data Management work and recommends that the Commission reflect this increase in the 1994 Budget.** The main change in this item is an additional A\$19 000 in contract labour necessitated by a significant increase in data processing. The Chairman of the Scientific Committee strongly endorsed the need for such data.

DATA MANAGER

6. The Executive Secretary advised the Committee that the Data Manager's contract had expired in August 1992 and had since been extended by tacit agreement with the Data Manager pending a review of the tasks and abilities required of the position. The results of such a review by the Executive Secretary had been discussed with the Chairman of SCAF and were presented to the Committee for consideration.

7. **The Committee recommends that the Commission approve the revision of the post of Data Manager from International Civil Service level P4 to level P5 with effect from August 1994.** The upgrade is considered appropriate because of the increasingly technical demands on the Data Manager by the Scientific Committee and its Working Groups. Such demands exceed significantly the levels anticipated at the time the post was originally classified and include a considerable amount of data analysis and statistical modelling. The Chairman of the Scientific Committee has endorsed this advice. The cost of increasing the post is approximately A\$21 000 per year (pro-rated in 1994 from August, at A\$7 000).

8. **The Committee recommends to the Commission that, although the reclassification of the position effectively creates a new position, the present Data Manager continue at the new level.** The Chairman of the Scientific Committee endorsed the opinion of SCAF members that the present Data Manager is respected in the CCAMLR scientific community and very capable of performing the work of Data Manager at the higher level.

CALCULATION OF MEMBERS' CONTRIBUTIONS

9. Recognising the fundamental obligation of Members to support the Commission, the Committee discussed a number of alternative approaches to the contribution formula and **recommends to the Commission that the existing formula for calculating Member contributions be used as a basis for the 1994 budget contributions. The Committee further recommends that the Secretariat prepare a paper on the subject setting out options for consideration at the 1994 Meeting of the Commission.**

MEMBER CONTRIBUTIONS

10. **The Committee makes no recommendations to the Commission concerning a proposal to charge Members interest on the late payment of contributions to the annual budget.** Deliberations at SCAF failed to reach any consensus on whether or not it would be appropriate to charge interest on Members' Contributions which are not paid by the due date. Noting that its proposal had not received consensus, the Australian Delegation withdrew the proposal.

11. **The Committee recommends that non-member nations fishing in the Convention Area be encouraged by Member countries to become full members of CCAMLR as a means to increase the effectiveness of the Commission and allocate the budgetary burden across a broader base.**

12. **The Committee recommends that the Commission urge all Members to make contributions in accordance with Financial Regulation 5.6. Failure to do so has a detrimental effect on the operation of the organisation.**

COST SAVINGS

13. **The Committee recommends that the Secretariat continue its effort to find a less expensive location in the Hobart area for the Annual Meeting.** While initial discussions with the Tasmanian State Government have failed to reveal any appropriate location, the Executive Secretary will continue to search for acceptable alternatives with the State Government.

14. **The Committee recommends that the Commission open its meeting on the Wednesday of the Scientific Committee meeting.** Although there may be little or no savings to the Commission, attendance by Commission delegates will be shortened by two days, thus reducing Members' expenses.

15. **The Committee recommends that the Commission direct the Secretariat to prepare, for consideration at its next meeting, a paper outlining possible cost savings in conducting the Scientific and Commission meetings, together with the procedural and practical implications of such options.**

16. **The Committee recommends that, beginning in 1994, Members' Activities Reports no longer be published as a separate, bound volume.** The Committee noted that if Members submit reports on a timely basis, copies will be available in all official languages at the annual meeting. **The Committee recommends further that a notice advising of the availability of copies of individual reports from the Secretariat be included in the CCAMLR Newsletter.** The potential savings of these recommendations is A\$23 000.

17. **The Committee recommends that, for a trial period of two years, the Commission adopt a publications distribution policy as follows:**

AVAILABILITY

Free, upon request of each Member:

- **up to four copies of the report of the Commission;**
- **up to 12 copies of the Scientific Committee report;**
- **up to two copies of all other CCAMLR publications.**

COST

- **The cost of additional copies of CCAMLR publications will be added to the Member's Contribution for the following year.**

POSTAGE

- **All Member copies will, unless otherwise requested, be posted to the Member's Embassy or Diplomatic post in Australia; and**

OTHER INSTITUTIONS, INDIVIDUALS, OBSERVERS

- **All copies of CCAMLR publications made available to other institutions, individuals and observers should be by subscription arrangements.**

The potential savings of this recommendation is A\$17 000.

18. **The Committee recommends that the Standing Committees, Working Groups, Scientific Committee, and Commission keep their reports as brief as possible and review documents submitted to all meetings for length and appropriateness.** The Committee requested that the Executive Secretary convey this advice annually to Heads of Delegations.

19. **The Committee recommends that, henceforth, countries which host meetings of Working Groups away from Headquarters be invited to contribute towards the cost of attendance of officers of the Secretariat at such meetings.**

REVIEW OF 1993 BUDGET

20. **The Committee recommends that the Commission approve the reallocation of expenditure items in the 1993 Budget as follows:**

Reduce Publications item by A\$3 000

Reduce Allowances sub-item by A\$28 500

Increase Salaries sub-item by A\$31 500

The reallocation is required as a result of US dollar/Australian dollar exchange rate changes causing unforeseen salary increases. The increases have mainly been offset by the Science Officer agreeing to defer his Home Leave until 1994.

1994 BUDGET

21. While the Committee endorses the recommendation of the Scientific Committee to upgrade the *Selected Scientific Papers*, **it recommends that the Commission request that the Executive Secretary report each year, for a three year trial period, on production costs, subscriber interest and progress towards cost recovery.** The Committee also recommends **that the Executive Secretary report on the feasibility of an independent review of the quality of the publication.**

22. The Committee noted the efforts made by the Scientific Committee towards consolidating the meetings of two of its Working Groups, and the resulting savings in the cost of Secretariat support for the meetings. **In order to realise the full potential for savings and efficiency, the Committee recommends that the consolidation of Working Groups be completed as quickly as possible.**

23. **The Committee recommends that the Commission approve the following budget items (and the individual elements of the budget as set out in the attached table):**

Data Management	A\$87 300
Meetings	A\$388 200
Publications	A\$103 400
Scientific Committee	A\$127 200
Secretariat Costs	A\$926 900

The 1994 expenditure budget of A\$1 633 000 compares with a 1993 expenditure budget of A\$1 526 800. The increase of A\$106 200 represents an increase of 6.9%; as adjusted for inflation this is 4.0%.

1995 FORECAST BUDGET

24. The Committee noted a forecast 1995 expenditure budget of A\$1 672 000.

OTHER BUSINESS

25. The Executive Secretary suggested that the Commission consider the appropriateness of a CCAMLR flag. **The Committee recommends that the Executive Secretary report to SCAF, at the 1994 Meeting, on options, including costs, relating to the possible introduction of such a flag.**

ELECTION OF CHAIR AND VICE-CHAIR

26. The Committee elected South Africa as Chair and Chile as Vice-chair for 1994 and 1995.

27. The Committee expressed its gratitude to Robin Tuttle for the efficient and diplomatic way she has chaired SCAF during the last three years.

PROJECTED INCOME AND EXPENDITURE FOR 1993,
BUDGET FOR 1994 AND FORECAST BUDGET FOR 1995

(Australian Dollars)

Budget for 1993			Item	Subitem	(4) 1994 Budget	(5) 1995 Forecast Budget
(1) Budget adopted in 1992	(2) Estimates projected to 31/12/93	(3) Variance from Budget				
			INCOME			
1 309 800	1 283 473	-26 327		Members' Contributions	1 355 100	1 440 900
				Items from previous year		
0	0	0		- Arrears of Contributions	0	0
36 000	29 186	-6 814		- Interest	28 900	29 500
0	0	0		- Members' Contributions	0	0
0	0	0		- New Members' Contributions	0	0
181 000	182 977	1 977		- Staff Assessment Levy	249 000	201 600
0	31 164	31 164		- Surplus	0	0
1 526 800	1 526 800	0		Total Income	1 633 000	1 672 000
			EXPENDITURE			
			DATA MANAGEMENT			
6 200	6 200	0		Capital Equipment	6 400	6 600
3 600	3 600	0		Consumables	3 700	3 800
40 100	40 100	0		Contract Labour	60 300	72 400
11 100	11 100	0		Maintenance	11 400	11 800
5 300	5 300	0		Time Share Usage	5 500	5 700
66 300	66 300	0		Total Data Management	87 300	100 300
			MEETINGS			
377 400	377 400	0		Total Meetings	388 200	401 800
			PUBLICATIONS			
130 300	127 300	-3 000		Total Publications	103 400	98 300
			SCIENTIFIC COMMITTEE			
119 100	119 100	0		Total Scientific Committee	127 200	121 500
			SECRETARIAT COSTS			
18 400	18 400	0		Administration	19 100	19 800
216 900	188 400	-28 500		Allowances	247 800	237 300
5 000	5 000	0		Automobile	5 100	5 300
28 600	28 600	0		Communication	29 400	30 400
3 700	3 700	0		Incidentals	3 800	3 900
3 700	3 700	0		Library	3 800	3 900
28 400	28 400	0		Office Requisites	29 200	30 200
8 700	8 700	0		Premises	9 000	9 300
494 100	525 600	31 500		Salaries	544 300	573 400
26 200	26 200	0		Travel	35 400	36 600
833 700	836 700	3 000		Total Secretariat Costs	926 900	950 100
1 526 800	1 526 800	0		Total Expenditure	1 633 000	1 672 000