

FINANCIAL ADMINISTRATION

13. The following items of the Commission's Agenda were referred to the Standing Committee on Administration and Finance (SCAF) for consideration:

- Examination of Audited Financial Statements for 1986
- Secretariat Staffing
- Review of Budget for 1987
- Draft Budget for 1988 and Forecast Budget for 1989
- Consideration of a New Formula for Calculating Members' Contributions in Accordance with Article XIX.3
- Procedures for Appointment of Executive Secretary

14. The Commission received the Executive Secretary's Report of the Meeting of the Standing Committee on Administration and Finance (Annex D).

Examination of the Audited Financial Statements for 1986

15. The Commission signified its acceptance of the Financial Statements for 1986.

Secretariat Staffing

16. The Executive Secretary submitted a proposal (CCAMLR-VI/7) for an additional secretarial position on a part-time basis. It was agreed that staff in the General Services category 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 calculated pro-rata in accordance with the hours worked.

Review of the Budget for 1987

17. The Commission noted the forecast results of income and expenditure for 1987.

18. Several delegations 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 Executive Secretary was asked to include with the review of the Budget each year a statement on the financial consequences of late payments.

Budget for 1988 and Forecast Budget for 1989

19. The Commission noted that the 'Budget for 1988 and Forecast Budget for 1989' was presented in the format agreed last year to distinguish recurrent from non-recurrent expenditures.

20. Members' attention was drawn to the item in the Scientific Committee's Budget on the Steering Group for the Workshop on the Feeding Ecology of Southern Baleen Whales. The Standing Committee on Administration and Finance had agreed with the inclusion of this item on the condition that the Executive Secretary make every effort to ensure that expenditure on this item be kept down. It was suggested that this might be achieved by ensuring that the organisation of the meeting be done in a manner which takes advantage of travel by scientists for other purposes.

21. The USSR delegation raised a number of points for examination with a view to achieving reduction in expenditure in the future. One involved the reduction in the number or duration of Working Group meetings, another the suggestion that meetings of the Commission and Scientific Committee be held in countries other than Australia. While not disagreeing with the merit of studying these ideas, some cautionary views were put forward and it was agreed that a report on a study of the suggestions would be submitted to the next meeting by the Executive Secretary.

22. Some delegations expressed concern with the forecast expenditures for 1989 in the Scientific Committee Budget. Members noted that expenditure in this item was estimated to increase from \$84 800 in 1988 to A\$145 100 in 1989. These are net figures after deducting the contributions for the Norwegian Special Fund. It was explained that the Working Group for the CCAMLR Ecosystem Monitoring Program would not meet in 1988 but was expected to meet in 1989, that the newly created Ad Hoc Working Group on Krill would work by correspondence in 1988 and would involve no costs until 1989 and that there were new items of expenditure forecast for 1989 including the publication of an instruction manual for the completion of fine scale data forms and funds to allow the Convener of the Working Group on Fish Stock Assessment to participate in the 1989 meeting of the SCAR Fish Ecology Working Party.

23. It was noted that the forecast expenditures for 1989 were not submitted for approval by the Commission but were required under the Financial Regulations as an indication of potential commitments at the time the Commission was approving the Budget estimates, in this case expenditures for 1988. The Commission noted that it would have the opportunity to review the Scientific Committee estimates for 1989 when considering the proposed Budget next year.

24. Members drew attention to the fact that some items in the draft of the Forecast Scientific Committee Budget for 1989 that had been examined by SCAF had been subsequently changed by the Scientific Committee when adopting its report. The total figure in the draft considered was A\$123 700 compared to the final figure of A\$170 500. The Commission agreed it was highly desirable that the Budget examination by SCAF should be undertaken on final estimates.

25. The Commission approved the Budget for 1988. A copy of the Budget including the Forecast Budget for 1989 is attached as Annex E.

26. The Commission noted that with regard to the 1988 Budget the total of Members' contributions after deducting estimated credits will be A\$877 999. The contributions, considering the agreed formula specified in paragraph 28 are estimated as follows:

USSR	A\$ 64 880
Japan	A\$ 44 973
Other Existing Members	A\$ 42 281
Spain (New Member Oct. 87)	A\$ 49 379

Consideration of a New Formula for Calculating Members' Contributions in Accordance with Article XIX.3

27. At its 1986 Meeting the Commission commenced consideration of a new formula for calculating Members' contributions in accordance with Article XIX.3 of the Convention principles were agreed and an interim formula was adopted to enable Article XIX.3 to be implemented as required. The Commission agreed that further work would be co-ordinated by the Executive Secretary and the Chairman of SCAF in the intersessional period with a view to concluding the matter at this meeting.

28. Several Members submitted suggestions which were examined in detail in SCAF. The Commission agreed on the following formula :

- (i) 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;
- (ii) 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;
- (iii) the balance of total contributions will be equally shared amongst all Members of the Commission;
- (iv) 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;
- (v) The maximum percentage of total contributions to be paid in respect of the amount harvested shall be fixed at 50%.
- (vi) the maximum percentage of total contributions to be met by any individual harvesting country is fixed at 25%;
- (vii) this formula for calculating Member's contributions will be reviewed after 3 years;
- (viii) 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

29. 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 Commission's consideration and the Commission 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 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

30. 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.

31. Some Members thought that a method to clearly indicate whether or not an applicant was a nominee of his or her government should be included in the process. Others had problems with this and it was finally agreed that those Members who wished to have this information clearly shown would ask the Acting Executive Secretary to advise Members at the time of distribution of the applications to all Members.

32. In concluding consideration of this item it was agreed that the Executive Secretary would prepare a draft advertisement for consideration at the next meeting of the Commission.