

FINANCE AND ADMINISTRATION

3.1 The Chairman of the Standing Committee on Administration and Finance (SCAF), Mr C. Dominguez (Spain), presented the report of the Committee (Annex 4) and outlined the results of its discussions.

Relocation of CCAMLR Headquarters

3.2 The Commission noted that although there had been some disruption of the work of the Secretariat as a result of the move to new premises, these new premises represented a significant improvement for the longer-term requirements of the CCAMLR Headquarters. The Commission expressed its appreciation to Australia, as Host Government, and the State of Tasmania for their continuing support of the Commission through fulfilment of Australia's responsibilities under the Headquarters Agreement.

Examination of Audited Financial Statements for 1997, 1998 and 1999

3.3 Noting that the audit performed on the 1997 statements had been a review only, the Commission accepted the audited Financial Statements for 1997.

3.4 The Commission appointed the Australian National Audit Office as auditor in respect of the 1998 and 1999 financial years.

3.5 The Commission decided that only a review audit should be performed on the 1998 Financial Statements. It noted that this decision would lead to a requirement for a full audit to be conducted in the following year.

Revision of Financial Regulations

3.6 The Commission adopted the change to Financial Regulation 4.4 as proposed by SCAF:

The Chairman may authorise the Executive Secretary to make transfers of up to 10 per cent of appropriations between items. **The Chairman of the Standing Committee on Administration and Finance may authorise the Executive Secretary to make transfers of up to 10 per cent of appropriations between categories within subitems and/or indivisible items.** The Executive Secretary may authorise the transfer of up to 10 per cent of appropriations between subitems of an item. All transfers must be reported by the Executive Secretary to the next annual meeting of the Commission.

Review of Budget for 1998

3.7 The Chairman of SCAF advised the Commission that circumstances occurring during the year had caused the Secretariat to rearrange some of its work programs. While this had not had a significant effect on the work for the Commission and Scientific Committee, and the overall budget adopted in 1997 was not expected to be exceeded, it had been found necessary to make reallocations between budget items and subitems. As a result of this the Commission adopted a revised budget for 1998 as presented in the 'expected outcome' column of Appendix II of Annex 4.

Budget for 1999

3.8 In presenting the results of the Committee's deliberations on the 1999 budget, the Chairman of SCAF noted that the Committee had referred to the Commission the decision on whether the travel costs for the Chairman of the Scientific Committee to attend the meeting of the Committee on Environmental Protection (CEP) should be borne by the Commission.

3.9 The Commission noted that the requirement for the Chairman of the Scientific Committee to attend the CEP meetings would impose an additional financial burden on the Member that provides the Chairman of the Scientific Committee, because of the requirement to attend working groups and represent the Scientific Committee at meetings of other organisations. To date, this work and related travel requirements have been funded by that Chairman's country. To ensure that the Chairman of the Scientific Committee would be able to attend the CEP meetings each year, the Commission decided that travel costs for the CEP meetings only would be met from the Commission's budget. It noted that travel costs other than those of the Secretariat are normally borne by the Member State of the person concerned. The decision relating to this instance was based on the specific circumstances relating to ensuring coordination within the Antarctic Treaty System and would not be construed as establishing a precedent contradicting normal procedures.

3.10 The Chairman of SCAF noted that as the meeting of SCAF had finished before the meetings of the Scientific Committee or the Standing Committee on Observation and Inspection (SCOI), it had not been able to take full account of any final decisions of those two committees. In particular, he drew to the attention of the Commission the decisions of the Scientific Committee in respect of printing and distributing *Understanding CCAMLR's Approach to Management*; full implementation of these decisions would require further additional expenditure to be included in the Commission's 1999 budget. The Commission noted that the additional costs would be attributable to printing and distributing 300 copies of the full text of the book, and decided that this should be deferred to the 2000 financial year.

3.11 The Commission joined with SCAF in encouraging the continued development of the CCAMLR website and the order of priorities for development in 1999 (Annex 4, paragraph 11). It noted the Committee's observation that Members would need to exercise appropriate controls in respect of the sensitive pages to which key access is applied.

3.12 The Chairman of the Scientific Committee requested that the development of the web not compromise high-priority data management work by the Secretariat for the Scientific Committee. The Executive Secretary took note of this requirement and assured the Commission that he would continue to communicate with the Chairman of the Scientific Committee to ensure that conflicts with work for the Scientific Committee do not arise. It was also noted that the priority list prepared by SCAF took account of the requirement to facilitate the work of the Scientific Committee and to facilitate the sharing of information on compliance issues.

3.13 The Commission agreed that the *Basic Documents* will be published on the web and there will be no requirement to print this publication in 1999.

3.14 The Commission noted that links between the website of CCAMLR and those of other appropriate organisations were important, particularly with those of other bodies of the Antarctic Treaty System such as Antarctic Treaty Consultative Meetings (ATCM) and CEP.

3.15 The Chairman of the Scientific Committee advised the Commission that the Scientific Committee had agreed that the inclusion of its report on the web would enable the number of free printed copies to Members to be reduced from 12 to five and that the future requirements would be reviewed in the light of Member's experience with the web version of the report. The Commission agreed to comply with the numbers suggested by the Scientific Committee. Since SCAF had assumed that only four free copies of the Scientific Committee Report would be made available in 1999, an increase of A\$1 700 would be required in the 1999 budget.

3.16 After including the increase of A\$1 700 referred to above, the Commission adopted the budget for 1999 as presented by SCAF in Appendix II to its report.

Forecast Budget for 2000

3.17 The Commission noted the forecast budget for 2000.

Management Review of the Secretariat

3.18 The Commission received the report of SCAF with respect to the progress on implementation of recommendations adopted by the Commission last year based on the 1997 management review of the Secretariat and noted that a further report will be received at the next meeting.