

## FINANCE AND ADMINISTRATION

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

### Report of Management Review of the Secretariat

3.2 The Commission received the recommendations from SCAF relating to the Management Review report which were within the authority of the Executive Secretary, as presented in the SCAF report. Noting that a number of the recommendations had been modified by SCAF, the Commission endorsed the recommendations as presented in paragraphs 3 and 4 of the SCAF report (Annex 4) and required that the precise manner and detail of their implementation be the responsibility of the Executive Secretary.

3.3 As suggested by SCAF, the Commission encouraged Members to provide information on matters of relevance to the Secretariat for example, current usage of technical terms, in order to maintain the high level of professional skill in the Secretariat.

3.4 The Commission noted the advice of SCAF that it was unable to reach any conclusions on two matters raised in the Management Review report, namely performance criteria for the Executive Secretary and the pay structure of professional staff, but that these issues would be considered further at next year's meeting.

3.5 The Commission also noted SCAF's understanding on the maintenance of the Science Officer's institutional links within the Secretariat.

3.6 The Commission asked the Executive Secretary to report to the 1998 meeting on the progress made in the implementation of relevant recommendations. It understood that this would be the first of a series of reports as some of the recommendations would be implemented over a period of time.

### Examination of Audited Financial Statements for 1996 and 1997

3.7 The Commission accepted the audited Financial Statements for 1996.

3.8 A full audit having been performed for the previous financial year, the Commission decided that only a review audit should be performed on the 1997 Financial Statements.

### Review of Budget for 1998

3.9 The Commission received advice that, due to the increased amount of data arising from the new fisheries and through the CCAMLR Scheme of International Scientific Observation, this year's report of the Working Group on Fish Stock Assessment (WG-FSA) is

significantly larger than anticipated. The Commission approved the use of A\$11 100 from the Ukrainian Contribution Special Fund to cover the consequent budget overrun.

3.10 The Commission received advice that the drafting of the book *Understanding CCAMLR's Approach to Management* was in its final stages and that any final comments from Members should be received by the end of December. It was agreed that translated versions should be circulated to appropriate Members for checking before they are published. Costs relating to the production stage were included in the 1998 budget as presented by SCAF. Printing and distribution were scheduled for 1999. The Commission directed that the Secretariat liaise with the preparers of the book, possible publishers and other relevant persons with the aim of presenting to the Commission in 1998 a paper setting out options for minimising printing and distribution costs, including sales prospects.

3.11 The Commission noted the endorsement by SCAF of the establishment of a CCAMLR site on the World Wide Web.

3.12 The Commission agreed that the current policy for charging for publications should continue for 1998 with the modification that the prices, including postage, be standardised for all of each publication other than those provided free.

3.13 The Chairman of SCAF drew to the attention of the Commission, the fact that the amount included in the Commission's budget for the Scientific Committee budget is A\$4 400 less than the total of its budget presented by the Scientific Committee. The difference related to alternative funding that was hoped to be received from the UK for secretarial support at the Area 48 Workshop. Any shortfall in such funding will be met from within the Secretariat's budget.

3.14 The Commission noted SCAF's support for the Secretariat's plans to upgrade its computer equipment, utilising leasing to finance this and thereby avoiding significant effects on the budget.

3.15 The Commission adopted the budget for 1998 as presented in the table appended to the SCAF report.

#### 1999 Forecast Budget

3.16 The Commission noted the forecast budget for 1999.

#### Chair and Vice-Chair of SCAF

3.17 Spain was elected Chair of SCAF for the next two years. Germany was elected Vice-Chair for the same period.

3.18 The Commission expressed its appreciation to Mr Nomura for his efficient and expeditious chairing of SCAF over the last two years.