

Northwest Atlantic Fisheries Organization



Serial No. N2448

NAFO/GC Doc. 94/3

16TH ANNUAL MEETING - SEPTEMBER 1994

Administrative Report and Financial Statements
for the fiscal year ending 31 December 1994

(as of 31 July 1994)

by

NAFO Executive Secretary

1. Membership

The Contracting Parties of NAFO are:

General Council

Bulgaria
Canada
Cuba
Denmark (in respect of the Faroe Islands and Greenland)
Estonia
European Union (EU)
Iceland
Japan
Korea
Latvia
Lithuania
Norway
Poland
Romania
Russia

Scientific Council

Bulgaria
Canada
Cuba
Denmark (in respect of the Faroe Islands and Greenland)
Estonia
European Union (EU)
Iceland
Japan
Korea
Latvia
Lithuania
Norway
Poland
Romania
Russia

Fisheries Commission

Bulgaria
Canada
Cuba
Denmark (in respect of the Faroe Islands and Greenland)
Estonia
European Union (EU)
Iceland
Japan
Latvia
Lithuania
Norway
Poland
Russia

2. NAFO Officers

2.1 Elected

President of NAFO and Chairman of the General Council (elected Sept. 1993; term expires Sept. 1995)	- E. Lemche (Denmark in respect of the Faroe Islands and Greenland)
Vice-Chairman of the General Council (elected Sept. 1993; term expires Sept. 1995)	- A. Rodin (Russian Federation)
Chairman of the Standing Committee on Fishing Activities of non-Contracting Parties in the Regulatory Area (STACFAC) (elected Sept. 1992; term expires Sept. 1994)	- C. C. Southgate (EU)
Vice-Chairman of the Standing Committee on Fishing Activities of non-Contracting Parties in the Regulatory Area (STACFAC) (elected Sept. 1992; term expires Sept. 1994)	- B. Garcia Moreno (Cuba)
Chairman of the Standing Committee on Finance and Administration (STACFAD) (elected Sept. 1993; term expires Sept. 1995)	- J. Quintal-McGrath (Canada)
Vice-Chairman of the Standing Committee on Finance and Administration (STACFAD) (elected Sept. 1993; term expires Sept. 1995)	- E. Penas (EU)
Chairman of the Scientific Council (elected Sept. 1993; term expires Sept. 1995)	- H. Lassen (EU)
Vice Chairman of the Scientific Council (elected Sept. 1993; term expires Sept. 1995)	- W. R. Bowering (Canada)
Chairman of the Standing Committee on Fisheries Science (STACFIS) (elected Sept. 1992; term expires Sept. 1994)	- H. P. Cornus (EU)
Chairman of the Standing Committee on Research Coordination (STACREC) (elected Sept. 1993; term expires Sept. 1995)	- C. A. Bishop (Canada)
Chairman of the Standing Committee on Publications (STACPUB) (elected Sept. 1993; term expires Sept. 1995)	- W. R. Bowering (Canada)
Chairman of the Fisheries Commission (elected Sept. 1993; term expires Sept. 1995)	- H. Koster (EU)
Vice-Chairman of the Fisheries Commission (elected Sept. 1993; term expires Sept. 1995)	- P. Gullestad (Norway)
Chairman of the Standing Committee on International Control (STACTIC) (elected Sept. 1993; term expires Sept. 1995)	- D. N. Brock (Canada)

2.2 Secretariat

Executive Secretary	- Leonard I. Chepel
Assistant Executive Secretary	- Tissa Amaratunga
Administrative Assistant	- William H. Champion
Accounting Officer	- Forbes D. Keating
Senior Clerk-Secretary	- Beverly J. Cruikshank
Statistical Officer	- Gordon M. Moulton
Desktop Publishing/Documents Clerk	- Ferne E. Perry
Graphic Arts/Printing Technician	- Ronald A. Myers
Graphic Arts/Printing Technician	- Barry T. Crawford
Clerk-Typist	- Dorothy C. Auby
Statistical Clerk	- Barbara L. Marshall
Statistical Clerk	- Cynthia L. Kerr

3. Other Meetings and Staff Activities

The Scientific Council and its Standing Committee on Fishery Science (STACFIS) met in Brussels, Belgium during 13-15 February 1994.

The Fisheries Commission and its Standing Committee on International Control (STACTIC) met in Brussels, Belgium during 14-17 February 1994.

The International Fisheries Commission Pension Society held its Annual Meeting in Ann Arbor, Michigan, USA during 17-19 May 1994. The NAFO Secretariat was represented by Mr H. Champion and Mr F. Keating.

The Scientific Council and its Standing Committees met at Keddy's Dartmouth Inn during 8-22 June 1994.

The Standing Committee on International Control (STACTIC) met at NAFO headquarters during 30 August - 01 September 1994.

4. Publications

The publications listed below are prepared and printed in the NAFO Secretariat. It is estimated that 900,000 pages of printed material will be distributed in publications and an additional 600,000 pages of printed material distributed in documents/circular letters before the end of 1994.

- a) NAFO Annual Report for the year 1993 (144 pages) was distributed in March 1994.
- b) NAFO Meeting Proceedings for the year 1993 (134 pages) was distributed in February 1994.
- c) NAFO Handbook (98 pages) was distributed in January 1994.
- d) NAFO Inspection Manual (110 pages) was distributed in March 1994.
- e) Translation of Questionnaire (60 pages) was distributed in June 1994.
- f) NAFO Scientific Council Reports for 1993 (234 pages) was distributed in January 1994.
- g) NAFO Journal of Northwest Atlantic Fishery Science Volume 15 (170 pages) was distributed in January 1994.
- h) NAFO Journal of Northwest Atlantic Fishery Science Volume 16 (100 pages) was distributed in July 1994.
- i) NAFO Journal of Northwest Atlantic Fishery Science Volume 17 is being prepared for printing.
- j) NAFO Scientific Council Studies Number 20 (102 pages) was distributed in February 1994.
- k) NAFO Statistical Bulletin Volume 40 (310 pages) was distributed in February 1994.
- l) NAFO Index of Journal and Studies, 1980-93 (62 pages) was distributed in February 1994.

5. Research and Statistical Activitiesa) Fishery Statistics

The statistical database at the Secretariat which is in an IBM compatible PC system, was updated back to 1960. Many Contracting Party requests for data were conveniently fulfilled and supplied in the form of diskettes.

i) STATLANT 21B Reports for 1990

Outstanding STATLANT 21B data were received October 1993 from all countries or components with the exception of EEC-Fra(M), and Fra(SP), and *NAFO Statistical Bulletin* Vol. 40 containing 1990 data was published in February, 1994 without these data.

ii) STATLANT 21B Reports for 1991

In accordance with Rule 4.4 of the Rules of Procedure of the Scientific Council, the deadline for submission of STATLANT 21B reports for 1991 was 30 June 1992. As of 1 June 1994, data were still outstanding from 9 Contracting Parties. The delay in the acquisition of final data has again delayed the timely publication of *NAFO Statistical Bulletin* (Vol. 41).

iii) STATLANT 21B Reports for 1992

In accordance with Rule 4.4 of the Rules of Procedure of the Scientific Council, the deadline for submission of STATLANT 21B reports for 1992 was 30 June 1993. As of 1 June 1994, data were still outstanding from 14 Contracting Parties. The delay in the acquisition of these data has again delayed the timely publication of *NAFO Statistical Bulletin* (Vol. 42).

iv) STATLANT 21A Reports for 1993

In accordance with Rule 4.4 of the Rules of Procedure of the Scientific Council, the deadline for submission of provisional statistics in STATLANT 21A reports for 1993 was 15 May 1994. Timely submission of these provisional data are necessary for stock assessments carried out by the Scientific Council at the June Meeting. As of 15 May 1994 data were received from only 7 Contracting Parties.

v) Monthly Reporting of Provisional Catch Statistics

In accordance with the provisions of the NAFO Conservation and Enforcement Measures (Part I.C.3), the Secretariat prepared and distributed the monthly reporting of the provisional catches of Contracting Parties by the NAFO Circular Letter series. The most recent report was issued in NAFO Circular Letter 94/80 for June 1994.

vi) Historical catches for 1982-92

The Secretariat continued the practice of preparing decadal catch data. The Summary Document (SCS Doc. 94/1, Serial No. N2351) contains an 11-year time series from 1982 to 1992 with updates for 1982-90 and provisional data for 1991 and 1992. More than 70 stocks are currently included in the list (others may be added upon request).

vii) Biological Sampling Data

The Secretariat continued the practice of preparing the List of Biological Sampling Data. The Summary Document (SCS Doc. 94/8, Serial No. N2371) contains a provisional list of sampling data for 1992 available at the Secretariat as of 1 June 1994.

viii) List of Fishing Vessels, 1992

Data for the triennial *List of Fishing Vessels* for 1992 were requested from all countries in January, 1993. As of 1 June 1994, 11 reports have been received with another 11 still outstanding.

b) Research and Editorial

i) Journal, Vol. 16, containing 7 papers and 3 notices (100 pages) was published in July 1994.

ii) Journal, Vol. 17, containing 5 papers from the Joint Canada/USSR Meeting on Capelin in 1990 is due to be completed in late-1994.

iii) Studies, No. 20, containing 7 papers (113 pages) was published in February 1994.

iv) Studies, No. 21, containing 9 papers on northern cod is due to be completed in late-1994.

v) Scientific Council Reports

Editing and preparation of the reports of the June, September and November 1993 meetings of the Scientific Council were completed and published (234 pages) in *NAFO Scientific Council Reports, 1993* in January 1994.

vi) Index and List of Titles

The subject and author indexes and lists of titles of 136 research documents and 22 summary documents which were presented at the Scientific Council meetings during 1993, were compiled and presented to the Scientific Council in June 1994 in SCS Doc. 94/6, Serial No. N2368.

vii) Index of Journal of Northwest Atlantic Fishery Science and NAFO Scientific Council Studies 1980-93

The subject and author indexes and lists of titles of papers presented in the Journal and Studies series for the period 1980-93 were compiled and published in February 1994 (62 pages).

STATEMENT I

Budget Appropriations. Obligations Incurred and Unliquidated Balances of Appropriations
For the Year Ending 31 December 1994
(Estimated from 31 July 1994)

	<u>Appropriated by Organization at Annual Meeting 1993</u>	<u>Obligations Incurred and Liquidated to 31 July 1994</u>	<u>Expenses Estimated for Remainder of Fiscal Year</u>	<u>Total Obligations for Fiscal Year</u>	<u>Unliquidated Balance of Appropriations (Estimated)</u>
Personal Services:					
A. Salaries	597,000	345,742	249,411	595,153	1,847
B. Superannuation and Annuities	74,000	45,309	32,363	77,672	(3,672) ^a
C. Additional Help	1,000	-	-	-	1,000
D. Group Medical and Insurance Plan	34,000	22,531	16,085	38,616	(4,616) ^b
E. Termination Benefits	21,000	-	20,555	20,555	445
F. Accrued Vacation Pay	2,000	-	700	700	1,300
G. Termination Benefits Liability	10,000	-	10,000	10,000	0
Travel	23,000	13,180	1,500	14,680	8,320 ^c
Transportation	1,000	322	300	622	378
Communications	53,000	35,103	17,467	52,570	430
Publications	20,000	12,724	7,200	19,924	76
Other Contractual Services	42,000	34,674	3,426	38,100	3,900 ^d
Materials and Supplies	30,000	17,595	12,000	29,595	405
Equipment	5,000	-	4,500	4,500	500
Annual and Mid-Term Meetings	40,000	25,515	22,500	48,015	(8,015) ^e
Computer Services	<u>15,000</u>	<u>7,768</u>	<u>4,000</u>	<u>11,768</u>	<u>3,232</u>
Total Ordinary Budget	<u>968,000</u>	<u>560,463</u>	<u>402,007</u>	<u>962,470</u>	<u>5,530</u>

^a Information from Sun Life Assurance, regarding increases in superannuation, was not available when the budget estimate for 1994 was prepared.

^b Information from Sun Life Assurance, regarding increases in long term disability, was not available when the budget estimate for 1994 was prepared.

^c The Assistant Executive Secretary did not attend the CWP Interagency Consultations in Copenhagen, Denmark; home leave for the Executive Secretary was less than estimated.

^d This amount represents prepaid accounts and savings incurred by maintaining existing copier.

^e Additional costs incurred as a result of a Special Meeting of the Fisheries Commission, Brussels, Belgium, 14-17 February 1994. No information was available for Special Meetings when the budget estimate for 1994 was prepared.

STATEMENT II

Statement of Assessed Contributions and Expenditures
for the Year Ending 31 December 1994
(Estimated from 31 July 1994)

Contracting Parties Assessed:

Bulgaria	14,893.10	
Canada	418,726.95	
Cuba	24,588.51	
Denmark (in respect of Faroe Islands and Greenland)	64,762.65	
Estonia	14,893.10	
European Union	51,038.65	
Iceland	14,893.10	
Japan	17,975.97	
Republic of Korea	14,893.10	
Latvia	14,783.90	
Lithuania	14,893.10	
Norway	17,663.22	
Poland	14,893.10	
Romania	14,893.10	
Russia Federation	<u>20,395.60</u>	734,187
Add: Advance payments		10,468
Add: Transfer from Accumulated Surplus Account		<u>223,345^a</u>
Budget Total		968,000
Total Obligations to be Incurred - Statement I		<u>962,470</u>
Amount to be transferred to Accumulated Surplus Account		<u>5,530</u>

^a Excess of revenue over expenditures during the 1993 fiscal year (includes ex gratia grant for 1991 & 1992; staff assessments; sales of publications; bank interest; and balance of appropriations not expended).

STATEMENT III

Balance Sheet for the Year Ending 31 December 1994
(Estimated from 31 July 1994)

<u>ASSETS</u>		<u>LIABILITIES</u>	
<u>Current</u>		<u>Current</u>	
Cash	72,110	Accounts Payable and Accrued Liabilities	5,751
Certificates of Deposit	20,000	Overpayment by Contracting Parties (Japan)	10
Treasury Note	200,000		
Contributions receivable from Contracting Parties (Note 1)	103,716		
Accrued Interest Receivable	188		
		<u>Long-term</u>	
		Provision for Employee Termination Benefits (Note 2)	165,441
		Provision for Accrued Employee Vacation Pay	<u>20,258</u>
			185,699
		<u>EQUITY</u>	
		Accumulated Surplus	<u>204,554</u>
	<u>396,014</u>		<u>396,014</u>

Note 1: This amount represents amounts due from Bulgaria (1994-\$14,893.10; 1993-\$18,109.12); Cuba (\$24,588.51); European Union (\$1,445.89); Lithuania (\$14,893.10); Poland (14,893.10); Romania (\$14,893.10).

Note 2: This amount includes termination benefits based on the old scheme except for the 1993/1994 fiscal years where the benefits are consistent with Staff Rule 10.4(a).

STATEMENT IV

Statement of Accumulated Surplus
for the Year Ending 31 December 1994^a
(Estimated from 31 July 1994)

Accumulated Surplus - Beginning of 1994		298,345
Add: Province of Nova Scotia - <i>ex gratia</i> grant for 1993	44,419 ^b	
Sales of Publications	6,607	
Interest	22,320	
Staff Assessments	98,574	
Balance of Appropriations not expended in 1994	<u>5,530</u>	<u>177,450</u>
		475,795
Less: Amount appropriated 1 January 1994	223,345	
Contributions deemed uncollectible 1994 (Romania/Bulgaria)	<u>47,896</u>	<u>271,241</u>
		<u>204,554</u>
Appropriated to maintain minimum balance (authorized by G.C.)	75,000	
Unappropriated balance available	<u>129,554</u>	
Total Accumulated Surplus		<u>204,554^c</u>

^a Provisions for the Accumulated Surplus Account from the NAFO Financial Regulations:

Rule 4.2 Within the books of accounts, there shall be established an accumulated surplus account to which shall be credited:

- a) excess of receipts over expenditures at the end of the financial year;
- b) unexpended balances at the end of the 12-month period specified in Rule 3.2 for prior year obligations, but not disbursed;
- c) refunds, from any source, of prior year's expenditures of the Organization.

Rule 4.3 Monies in the accumulated surplus account may be used temporarily to the extent necessary to finance appropriations pending receipt of annual payments by Contracting Parties.

^b This amount represents the Provincial portion of income tax paid by NAFO employees. Although the Province of Nova Scotia has refunded the Provincial portion of income tax each year there is no guarantee that this practice will be followed every year.

^c See Statement III - Contributions receivable from Contracting Parties (this amount of \$204,554 would be valid subject to payment of outstanding contributions by Cuba - \$24,588.51, EU - \$1,445.89, Lithuania - \$14,893.10, and Poland - \$14,893.10, total - \$55,820.60 during 1994).

STATEMENT V

Preliminary calculation of billing for Contracting Parties
against the proposed estimate of \$960,000.00 for the 1995
financial year (based on 15 Contracting Parties to NAFO).

Budget Estimate.....	\$960,000.00
Deduct: Amount from Accumulated Surplus Account.....	129,554.00
Funds required to meet 1995 Budget.....	<u>\$830,446.00</u>

60% of funds required = \$498,267.60
10% of funds required = 83,044.60
30% of funds required = 249,133.80

Contracting Parties	Nominal Catches for 1992	% of Total Catch in the Convention Area				Amount Billed
			10%	30%	60%	
Bulgaria	-	-	-	16,608.92	-	\$ 16,608.92
Canada ¹	731,988	74.66	72,913.16	16,608.92	372,006.59	461,528.67
Cuba	25,857	2.64	-	16,608.92	13,154.26	29,763.18
Denmark (Faroes and Greenland) ²	101,757	10.38	10,131.44	16,608.92	51,720.18	78,460.54
Estonia	-	-	-	16,608.92	-	16,608.92
European Union ¹	87,792	8.96	-	16,608.92	44,644.78	61,253.70
Iceland	-	-	-	16,608.92	-	16,608.92
Japan	10,601	1.08	-	16,608.92	5,381.29	21,990.21
Republic of Korea	-	-	-	16,608.92	-	16,608.92
Latvia	7,472	0.76	-	16,608.92	3,786.83	20,395.75
Lithuania	-	-	-	16,608.92	-	16,608.92
Norway	2,482	0.25	-	16,608.92	1,245.67	17,854.59
Poland	-	-	-	16,608.92	-	16,608.92
Romania	-	-	-	16,608.92	-	16,608.92
Russia	12,487	1.27	-	16,608.92	6,328.00	22,936.92
	980,436	100.00	83,044.60	249,133.80	498,267.60	<u>\$830,446.00</u>
Funds required to meet 1 January - 31 December 1995 Administrative Budget						<u>\$830,446.00</u>

¹ Provisional Statistics used when calculating 1992 nominal catches.

² Faroes = 4,113; Greenland = 97,644