

33rd ANNUAL MEETING – SEPTEMBER 2011

Administrative Report for the period September 2010 to August 2011
and Financial Statements for the fiscal year ending 31 December 2011

by

NAFO Secretariat

1. The Contracting Parties of NAFO (12) constitute the following membership to the NAFO three main bodies:

<i>General Council (12)</i>	<i>Scientific Council (12)</i>	<i>Fisheries Commission (12)</i>
Canada	Canada	Canada
Cuba	Cuba	Cuba
Denmark (in respect of the Faroe Islands and Greenland) (DFG)	Denmark (in respect of the Faroe Islands and Greenland) (DFG)	Denmark (in respect of the Faroe Islands and Greenland) (DFG)
European Union (EU)	European Union (EU)	European Union (EU)
France (in respect of St. Pierre et Miquelon)	France (in respect of St. Pierre et Miquelon)	France (in respect of St. Pierre et Miquelon)
Iceland	Iceland	Iceland
Japan	Japan	Japan
Republic of Korea	Republic of Korea	Republic of Korea
Norway	Norway	Norway
Russian Federation	Russian Federation	Russian Federation
Ukraine	Ukraine	Ukraine
United States of America (USA)	United States of America (USA)	United States of America (USA)

2. NAFO Officers

Position	Name (CP)	Term
President of NAFO and Chair of the General Council	Terje Lobach (Norway)	Sep 2007-Sep 2011
Vice-Chair of the General Council	Vincent Grimaud (EU)	Sep 2010-Sep 2012
Chair of the Standing Committee on Finance and Administration (STACFAD)	Deirdre Warner-Kramer (USA)	Sep 2010-Sep 2012
Vice-Chair of STACFAD	Olga Sedykh (Russian Federation)	Sep 2010-Sep 2012
Chair of the Scientific Council	Ricardo Alpoim (EU)	Sep 2009-Sep 2011
Vice-Chair of the Scientific Council	Carsten Hvingel (Norway)	Sep 2009-Sep 2011
Chair of the Standing Committee on Fisheries Science (STACFIS)	Joanne Morgan (Canada)	Sep 2009-Sep 2011
Chair of the Standing Committee on Research Coordination (STACREC)	Carsten Hvingel (Norway)	Sep 2009-Sep 2011
Chair of the Standing Committee on Publications (STACPUB)	Margaret Treble (Canada)	Sep 2009-Sep 2011
Chair of the Standing Committee on Fisheries Environment (STACFEN)	Gary Maillet (Canada)	Sep 2009-Sep 2011
Chair of the Fisheries Commission	Kate Sanderson (DFG)	Sep 2009-Sep 2011
Vice-Chair of the Fisheries Commission	Sylvie Lapointe (Canada)	Sep 2010-Sep 2012
Chair of the Standing Committee on International Control (STACTIC)	Gene Martin (USA)	Sep 2010-Sep 2012
Vice-Chair of STACTIC	Stein-Aage Johnsen (Norway)	Jun 2010- Sep 2012

3. NAFO Meetings

September 2010 – August 2011:

- Fisheries Commission Working Group on Greenland Halibut Management Strategy Evaluation (WGMSE), 16-17 September, 2010, Halifax, NS, Canada
- NAFO 32nd Annual Meeting, Halifax, NS, Canada, 20 – 24 September 2010
- Scientific Council/NIPAG Meeting on Shrimp Assessment, Copenhagen, Denmark, 20 – 27 October 2010
- Scientific Council Working Group on Ecosystem Approach to Fisheries Management (WGEAFM), Dartmouth, NS, Canada, 1 – 10 December 2010
- NAFO Performance Review Panel (First Meeting), Dartmouth, NS, Canada, 28 February – 4 March, 2011
- Joint NAFO/ICES Working Group on Deep-water Ecology (WGDEC), Copenhagen, Denmark, 28 February – 4 March 2011
- Scientific Council Working Group on Reproductive Potential, Aberdeen, Scotland, 12 – 14 April, 2011
- STACTIC Intersessional Meeting, London, UK, 9 – 10 May 2011
- International Fisheries Commissions Pension Society Annual Meeting, Halifax, NS, Canada, 14 – 15 April 2011
- FC Working Group of Fishery Managers and Scientists on Conservation Plans and Rebuilding Strategies (WGFMS-CPRS), by WebEx, 7 April 2011
- NAFO Performance Review Panel (Second Meeting), Dartmouth, NS, Canada, 31 May – 3 June, 2011
- Scientific Council and its Standing Committees (June Meeting), Braunschweig, Germany, 3 – 16 June 2011
- FC Working Group of Fishery Managers and Scientists on Conservation Plans and Rebuilding Strategies (WGFMS-CPRS), Halifax, NS, Canada 26 – 28 June 2011
- FC Working Group of Fishery Managers and Scientists on Vulnerable Marine Ecosystems(WGFMS-VME), Halifax, NS, Canada, 29 – 30 June 2011
- Joint NAFO/ICES WG on Harp and Hooded Seals (WGHARP), Aberdeen, Scotland, 15 – 19 August, 2011

Reports of all NAFO meeting are finalized following the meeting end and are posted on the public NAFO website. Reports from General Council and Fisheries Commission (and Standing Committees) can be accessed at <http://www.nafo.int/publications/frames/fish-proc.html> and Scientific Council Reports at <http://www.nafo.int/science/frames/sci-rep.html>.

Future Meetings:

- FC Working Group on Greenland Halibut Management Strategy Evaluation (WGMSE), by WebEx, 7 September 2011
- Scientific Council Meeting to update shrimp advice, by correspondence, 1-12 September 2011
- NAFO 33rd Annual Meeting, Halifax, NS, Canada, 19-23 September 2011
- Scientific Council/NIPAG Meeting on Shrimp Assessment, Dartmouth, NS, Canada, 19-26 October 2011
- Scientific Council WGEAFM, Dartmouth, NS, Canada, 30 November-09 December 2011
- International Fisheries Commissions Pension Society Annual Meeting, Washington, DC, USA, 19-20 April 2012
- Scientific Council WGRP, venue undetermined, latter half of 2012
- Joint NAFO/ICES Working Group on Deep-water Ecology (WGDEC), Copenhagen, Denmark, 26-30 March 2012
- Scientific Council and its Standing Committees, Dartmouth, Nova Scotia, Canada, 1-14 June 2012
- Joint NAFO/ICES Working Group on Harp and Hooded Seals (WGHARP), venue TBD, 2012
- NAFO 34th Annual Meeting, venue TBD, 17-21 September 2012
- Scientific Council/NIPAG Meeting on Shrimp Assessment, Tromsø, Norway (to be confirmed), October 2012

4. NAFO Scientific Council Special Sessions

ICES/NAFO Symposium "Variability of the North Atlantic and its Marine Ecosystems during 2000-2009", Santander, Spain, 10-12 May 2011.

The Symposium was attended by more than 140 participants with 40 oral presentations and 80 posters. The main mandate of the Symposium was to summarize and understand the hydro-biological variability observed during the decade of 2000-2009 in relation to longer time variability or change, and to quantify the interactions between the variability of climate, ocean environment, plankton, fish, mammals and seabirds in the north Atlantic marine ecosystems. The symposium noted additional survey coverage in the northwest Atlantic is needed, together with studies from Greenland. There is a strong desire to promote more collaborative research and communication between investigators working in such multidisciplinary fields as ocean climate and monitoring, lower trophic levels, and fishery sciences but, continues to remain an ongoing challenge. Overall, the joint symposium was highly successful and represents a further opportunity to continue to build upon our knowledge base as we move toward integrated assessments and the ecosystem approach.

5. Performance Assessment

In 2011 a Performance Assessment of NAFO was carried out. It was agreed in the Terms of Reference that the Secretariat would provide the administrative assistance to the Panel including making arrangements for the meetings of the Panel. The Secretariat began work shortly after the 2010 Annual Meeting by contacting ICES, FAO and UNDOALOS seeking candidates for the external experts based on criteria established in the Terms of Reference. After the Panel was established the Secretariat began to assist the Panel in information gathering. The Panel compiled a list of over 80 questions and in December and January Secretariat staff reviewed the questions and provided information and references for the assessment. Tables and figures were also developed to provide compilation material. The information was uploaded to special Panel web-site. This involved reviewing many of the NAFO documents and publications between 1979 and 2010. During and between the two Panel meetings the Secretariat was further requested to provide additional information based on the Panel's requests.

Over the course of the review the Secretariat provided logistical support for the two Panel meetings which were held in the conference room of the NAFO Headquarters.

At various stages of the draft report the Secretariat was requested to conduct technical editing and to verify information and insert links to references, prepare tables and figures, as well as format the documents. After the Panel finalized the report it was given over to the Secretariat for a final technical review and print-ready formatting.

The Panel report was circulated to Contracting Parties on 4 August, in accordance with the Rules of Procedure. The Report was also uploaded to the NAFO public website.

6. Publications

During the period of September 2010 – August 2011, in addition to the many meeting documents and working papers for NAFO meetings, the NAFO Secretariat prepared, posted to the web and/or printed the publications listed below:

NAFO Conservation and Enforcement Measures 2011 (170 pages)

Annual Report for 2010 (booklet – 16 pages)

NAFO Meeting Proceedings for 2010/2011 (324 pages)

Scientific Council Reports for 2010 (371 pages)

Scientific Council Studies No. 43 2010. Sponge Identification Guide NAFO Area (52 pages)

NAFO Journal of Northwest Atlantic Fishery Science Volume 43 (partial - 7 Articles uploaded)

Meeting Documentation CD (GC/FC Proceedings 10-11, SC Reports 2010, NAFO Convention, NCEM 2011, Rules of Procedures, Annual Report 2010, Meeting Documents, Performance Review Report) (300 CDs, included with Meeting Proceedings and SC Reports paper publications)

Other Projects and Initiatives

The Report of the NAFO Performance Review Panel was finalized in early August and published on the website (<http://www.nafo.int/publications/PAR-2011.pdf>). This report was also printed and bound for NAFO Annual Meeting Participants (327 p.)

7. Financial Status Update

The Organization ended the 2010 fiscal year in a very good financial position with operating cash at a high level and with all contributions having been received from Contracting Parties. Actual operating expenses for the year were 2.2% over and above the Organization's budget of approximately \$1.78 million. Deloitte & Touche LLP, Chartered Accountants were appointed to audit the 2010 financial records for the third and final year of their three year term.

The 2011 fiscal year is on target for projected expenditures to be just slightly over the 2011 approved budget of \$1.89 million (see page 11 - Statement I of the Financial Statements). The prior year's accumulated surplus balance had \$235,017 deemed to be in excess of the needs of the Organization and that amount was used to reduce 2011 contributions billed to Contracting Parties (see page 12 - Statement II of the Financial Statements). The 2011 fiscal year also looks as if it will end off in good financial status with adequate cash to carry the Organization into the next fiscal year. As of 31 August 2011, four Contracting Parties had outstanding contributions totaling \$133,682 (see page 13 - Statement III of the Financial Statements).

8. Fishery Statistics

The NAFO statistical databases are compiled by the NAFO Secretariat and published on the NAFO web site <http://www.nafo.int/fisheries/stats/21stats.html>. They are continuously updated as soon as new submissions are received. Table 1 presents an overview of the statistical catch information submitted by Contracting Parties for the last three years as of 1 September 2011.

Table 1. Submission of catch statistics by NAFO Contracting Parties (STATLANT 21) (to 1 Sep 2011). Blank cells indicate no report received, dnf = did not fish.

Country/Component	STATLANT 21A (deadline, 1 May)			STATLANT 21B (deadline 31 August)		
	2008	2009	2010	2008	2009	2010
CAN-CA	✓	✓	✓	✓	✓	✓
CAN-M	✓	✓	✓	✓	✓	✓
CAN-SF	✓	✓	✓	✓	✓	✓
CAN-G	✓	✓	✓	✓	✓	✓
CAN-N	✓	✓	✓	✓	✓	✓
CAN-Q	✓	✓	✓	✓	✓	
CUB	✓	✓				
E/EST	✓	✓	✓	✓	✓	✓
E/DNK	✓	✓		✓	✓	
E/DEU	✓	✓	✓	✓	✓	✓
E/LVA	✓	✓	✓	✓	✓	✓
E/LTU	✓			✓		
E/POL	dnf	dnf	dnf	dnf	dnf	dnf
E/PRT	✓	✓	✓	✓	✓	✓
E/ESP	✓	✓	✓	✓	✓	✓
E/GBR	✓	✓	✓	✓	✓	✓
FRO	✓	✓	✓	✓	✓	✓
GRL	✓	✓	✓	✓		✓
ISL	✓	dnf	✓		dnf	✓
JPN	✓			✓		
KOR						
NOR	✓	✓	✓		✓	
RUS	✓	✓	✓	✓	✓	✓
USA	✓	✓	✓			
FRA-SP	✓	✓	✓	✓	✓	✓
UKR			dnf			

While the complete catch and effort data are due by 31 August each year, a subset of the data (STATLANT 21A) is required before the SC June meeting (by 1 May since 2005) so that it can be considered in the stock assessments by the Scientific Council. However, during the past three years barely two third of the statistical offices actually submitted this information before the June meeting (see also SC reports).

9. The NAFO Web pages

Work on the NAFO website remains a priority for the NAFO Secretariat. During the past year plans focused on the graphic design (look and feel) of the public web. The new look of the website will be uploaded shortly after the annual meeting.

The content of the website is also being reviewed and over time some new sections will be introduced, some current sections combined and new content will be offered (ie. Precautionary Approach page). The search feature is almost completed and it is hoped to make important information more easily accessible (as noted last year).

The Secretariat has been asked by STACTIC to incorporate an Inspectors website in the secure area of the Members pages and as a result of this it is envisaged that in the future the entire Members pages and eventually the Public pages will incorporate new technologies and features to more effectively manage all the NAFO webpages together.

WebEx and SharePoint

The utilization of WebEx and SharePoint is ongoing. More Working Groups and Committees are taking advantage of these applications to conduct their work intersessionally and by correspondence. Over the course of the year the Editorial Drafting Group of STACTIC worked via SharePoint to work on revisions to the CEM. The SC WGEAFM used the SharePoint before during and after their meeting to share files and information and to compile the report. The first meeting of FMS-CPRS was held via WebEx as well as the SC Catch Estimation Working Group who met prior to the regular June meeting to establish estimates of catch to be used in the assessments. This month the Scientific Council and the FMS-MSE are using SharePoint and WebEx to prepare for the Annual meeting.

The WebEx was used by the NAFO Secretariat when conducting interviews of candidates for the Scientific Council Coordinator. It gave the advantage of the interviews being recorded so that some answers by interviewees could be reviewed.

Digitization of historic NAFO documents

The complete series of NAFO meeting documentation has been scanned and the meta-data added to facilitate the search feature. The total number of NAFO meeting documents now available on the web is 4 969. Table 2 details the number of documents by year and type that have been digitized (scanned) and uploaded.

Table 2. Numbers of documents scanned, meta-data added and uploaded to the website during the NAFO historical documentation project conducted by the NAFO Secretariat.

Year	FC	GC	SCR	SCS	Totals
# of documents scanned and meta-data added					
1979	8	6	13	2	
1980	16	12	175	34	
1981	15	7	167	29	
1982	13	11	112	23	
1983	4	6	95	24	
1984	6	6	125	28	
1985	9	8	114	29	
1986	16	4	124	28	
1987	15	12	98	27	
1988	10	9	100	23	
1989	13	4	98	22	
1990	15	10	115	25	
1991	14	7	125	21	
1992	21	3	84	25	
1993	18	8	136	22	
1994	13	8	97	25	
1995	25	5	115	22	
1996	13	9	118	20	
1997	17	9	108	19	
1998	13	7	124	21	
1999	16	10	116	24	
Sub-total	290	161	2359	493	3303

# of documents meta-data added (e-files already available)					
Year	FC	GC	SCR	SCS	Totals
2000	21	7	88	28	
2001	12	5	191	28	
2002	24	4	163	23	
2003	19	3	91	26	
2004	18	6	90	20	
2005	15	4	97	20	
2006	14	6	82	27	
2007	24	5	91	25	
2008	22	4	79	26	
2009	24	3	70	29	
2010	30	5	72	25	
Grand Total	513	213	3473	770	4969

These documents have now all been uploaded to the website. Scientific Council Documents (SCR and SCS) are available at <http://www.nafo.int/publications/sc-docs.html>; Fisheries Commission documents at <http://members.nafo.int/content/frames/fcdocs.html>; and General Council documents at <http://members.nafo.int/content/frames/gcdocs.html>.

As well the scanning of historical NAFO Publications has also been completed. These publications include the Scientific Council Reports back to 1979 (http://www.nafo.int/science/reports_.html), the Meeting Proceedings for 1979 and 1980 and 1991-2011 (<http://www.nafo.int/publications/meetproc/meetproc.html>) and Annual Reports 1979-80 and 1991-2001 (<http://www.nafo.int/about/annrep/annrep.html>). Although Meeting Proceedings are not available for 1979-1990 links will be made to the published reports that are available in the FC and GC document series.

10. Vessel Monitoring System (VMS)

Although VMS is integral to the MCS measures enforced by NAFO its usefulness continues to expand beyond the scope of enforcement. In 2010, VMS data were provided, in summary form, to the Scientific Council WGEAFM, to assist with answering a Fisheries Commission request on a potential threshold for regulating sponge bycatch. In the coming years, it is expected that NAFO scientists and managers will continue to benefit from analysis of spatial and temporal patterns in fishing behavior, using an integration of GIS and VMS data.

11. Secretariat Staff

For the period of September 2010 – August 2011, the Secretariat was comprised of the following employees:

Executive Secretary	Vladimir Shibanov
Deputy Executive Secretary and Senior Finance and Staff Administrator	Stan Goodick
Fisheries Commission Coordinator	Ricardo Federizon
Scientific Council Coordinator	Anthony Thompson (to Dec 17, 2010) (Interim Jan-Mar 2011) Neil Campbell (from Mar 21 2011)
Senior Personal Assistant to the Executive Secretary	Beverly McLoon
Senior Publications Manager	Barry Crawford (to Feb 2010)
Publications Manager	Alexis Pacey (from Mar 2010)
Information Officer	Barbara Marshall
Fisheries Information Manager	Cindy Kerr
IT Manager	George Campanis
Office Manager	Lisa Pelzmann (Maternity leave Dec 2010-Dec 2011) Lesley Torbacioglu (from Jan 2011-Dec 2011)

During the annual job performance assessments of Secretariat staff it was recognized that there is a need for staff expansion.

12. Staff Committee

The Secretariat would like to thank Bill Brodie, Deirdre Warner-Kramer and Bob Steinbock for serving on the Staff Committee for the 2010-2011 term. This year the Secretariat nominated Bill Brodie, Deirdre Warner-Kramer and Estelle Couture to sit on this Committee for the 2011-2012 term and all have graciously accepted.

13. Secretariat Activities

NAFO Intern

This year the NAFO Secretariat hosted an intern from April until September. Anaïs Mélard is from France and is studying International and European environmental law at Université Paul Cézanne, Aix-Marseille III. Her project at NAFO is the analysis of the NAFO Port State Measures and their consistency with the 2009 FAO Agreement on Port State Measures to Prevent, Deter and Eliminate Illegal, Unreported and Unregulated Fishing.

The successful work performed by various interns for NAFO confirms the usefulness of the internship program.

Visitors to the Secretariat

On 13 April 2011, during technical discussions of the IFCPS, the NAFO Secretariat was visited by several Executive Secretaries from other RFMOs. Among those to the NAFO Headquarters were Vladimir Fedorenko (NPAFC), Bruce Leaman (IPHC), Alexander Bychkov (PICES) and Don Kowal (PSC). Informal discussions were held about current issues facing RFMOs. The Executive Secretaries were introduced to NAFO Secretariat staff members and then a presentation and a practical demonstration about the NAFO VMS system was given.

Local Activities

MAP Internship Information session

In November, 2010, Barbara Marshall presented NAFO to the Marine Affairs Program (MAP) Internship Information Session. MAP offers a professional education at the graduate level for ocean managers and as part of the program students are required to complete an internship program with a related organization. In the past NAFO has hosted several students from this program. This year no students applied to NAFO.

International Ocean Institute (IOI)

In June, 2011, Vladimir Shibanov presented a lecture to participants of the International Ocean Institute (IOI) Training Programme at Dalhousie University. The topic was “NAFO as an example of RFMO”. The legal status, responsibilities and current practice of NAFO were described. These courses were attended by representatives from twelve developing countries.

Information Requests

OECD Rebuilding Fisheries Project

As a part of the OECD Rebuilding Fisheries project, the Secretariat of the OECD Committee of Fisheries (COFI) has compiled an Inventory of National and Regional Approaches to Fisheries Rebuilding Programmes. This document is based on Member Country submissions to a template developed by the Secretariat as well as prefilled templates for five Regional Fisheries Management Organisations (RFMOs) which is largely based on publicly available data. At its October 2010 Session the Committee of Fisheries decided to ask the RFMOs included in the paper to verify the information. The NAFO Secretariat reviewed the draft document and considerably revised and updated much of the text.

United Nations Request for information

In December 2010, the NAFO Secretariat was requested by the UN to provide information for a report for consideration at the sixty-sixth session, on developments and issues relating to ocean affairs and the law of the sea regarding the implementation of resolution 65/37. The Secretariat was able to provide information about marine biodiversity to address paragraphs 161 and those following.

As well in February 2011 a request was forwarded through FAO to submit actions taken in regards to paragraphs 80 and 83 to 87 of resolution 61/102 and paragraphs 113 to 117 and 119 to 127 of resolution 64/72. The Secretariat responded with a description of actions taken by NAFO to sustainably manage fish stocks and protect vulnerable marine ecosystems as called for in the resolutions.

FAO Request on IPOA Shark Management

At the twelfth session of the COFI Sub-Committee on Fish Trade in 2010 it was requested that FAO “compile current regulations and activities by States and RFMOs related to the conservation of sharks independently of whether they have been formalized in a NPOA”. This request was echoed by the Committee on Fisheries (COFI) at its twenty-ninth session this year.

In August 2011 NAFO responded to this request by detailing management measures that have been taken by the Organization in regards to shark and elasmobranch species. This information may be updated pending decisions made at the 2011 Annual Meeting.

Marine Stewardship Council Sustainable Seafood Assessment - Atlantic Halibut

In January of 2011 NAFO was invited to participate in the certification process for the Atlantic halibut fishery in the Northwest Atlantic. As this stock is not managed by NAFO it was not appropriate to be involved in the process. The Secretariat provided catch statistics for this species in the NAFO Convention Area since 1960.

International Innovation Interview

Also in January of 2011 an interview conducted by Vladimir Shibanov was published by Research Media International Innovation, a publication dedicated to disseminating the latest science, research and technological innovations from Europe and the U.S. The interview topic was "*the role in the management of fishery resources and providing valuable scientific advice to fisheries in the Northwest Atlantic*". The interview was conducted by e-mail and the result can be seen at: <http://www.research-europe.com/index.php/2010/08/dr-vladimir-shibanov-executive-secretary-of-northwest-atlantic-fisheries-organization/>.

D4Science project

As part of NAFO Secretariat's commitment to support the D4Science project anonymized sample data from the VMS database were provided to FAO. The data were extracted to maintain the ability to analyze vessel movements (tracks) but due to the changes made to the data, by the Secretariat, the vessel positions cannot be used to present accurate or precise spatial or temporal patterns, nor can the data be referenced as realistic NAFO VMS data. The data provided is purely for testing purposes; and will only be used within the D4Science test environment.

Various other information requests

Throughout the year various simple and informal requests are made to the Secretariat regarding specific information, procedures of NAFO, etc by students, educational institutes, RFMOs, CP's representatives or other organizations. These are answered to the best of the ability and as time permits by various members of the NAFO Secretariat.

Participation by Secretariat at external meetings

PECCOE (October 2010)

PECCOE is the Standing Committee in NEAFC that corresponds with STACTIC. In the interest of harmonization and encouraging cooperation between NEAFC and NAFO Secretariats, George Campanis attended the NEAFC PECCOE meeting as an observer in London, UK. Some topics of relevance to NAFO and in particular STACTIC included discussions on: the coordination of STACTIC, PECCOE and AGDC Intersessional meetings to occur back-to-back in the same location; VMS communication changes forwarded to AGDC for technical consideration by STACTIC; NEAFC's electronic management of the PSC scheme via web application.

Advisory Group (AGDC October 2010)

George Campanis attended the AGDC Meeting in London, UK in October 2010, on behalf of the NAFO Secretariat. Several questions relating to VMS communication were forwarded to the AGDC for technical consideration by STACTIC. The results of these questions were presented to STACTIC in May 2011 by the NAFO Secretariat. The main theme of discussions at the meeting surrounded the implementation of an XML schema and standard for VMS and Electronic Reporting Systems (ERS), and the need to transform ERS data into a daily catch report, as agreed upon by NAFO in September 2010. Other noteworthy discussions included the introduction of a cancellation message to correct erroneous VMS reports, and the responsibility of the NAFO Secretariat to update and coordinate the NAF website and database.

PICES (October 2010)

The Executive Secretary, Dr Vladimir Shibanov, attended the 2010 PICES Annual Meeting in Portland, Oregon, USA. Observers from 35 international and regional agencies were present, represented by 430 scientists and managers from 16 countries. The focus of the meeting was fisheries science in the North Pacific but there was also a more global flavour. Dr Vladimir Shibanov, Dr Anthony Thompson and Barbara Marshall created a PowerPoint presentation in advance of this meeting entitled "NAFO Scientific Council Advisory Process", which Dr Shibanov delivered.

This presentation charted the development of ICNAF into NAFO, the scope of the NAFO Convention and Regulatory Areas, the species and stocks which are assessed. The presentation also detailed the changes in the NAFO Convention which address the ecosystem approach to management, the structure of NAFO, the role of the Scientific Council in the advisory process, the opening of the process to outside observers and touched on future areas of cooperation between NAFO and PICES. This included traditional areas of cooperation such as joint symposia, working groups and workshops, the possibility of joint publication activities and closer cooperation between Secretariats, and what if any lessons can be learned from the experiences of NAFO in the establishment of a new North Pacific RFMO.

PECCOE (May 2011)

In conjunction with the STACTIC meeting in London, UK in May 2011, Ricardo Federizon, Cindy Kerr and George Campanis attended PECCOE meeting as observers.

Advisory Group (AGDC May 2011)

Ricardo Federizon, Cindy Kerr, and George Campanis attended the AGDC Meeting in London, UK in May 2011 (which was held back-to-back with the PECCOE and STACTIC Intersessional Meetings). Among the technical issues relevant to NAFO, particularly STACTIC, discussed were VMS Security and digital certificates and VMS message types harmonization with NEAFC. George Campanis also presented the updated NAF Website.

The ADGC also discussed the need to give NAFO a more formal role and status in the AGDC. Currently, the legal status of AGDC is only defined by a NEAFC document. The NEAFC Secretariat volunteered to prepare a draft of a new constitution re-defining AGDC in a form of a RFMO-partnership.

FAO By-catch technical consultations (December 2010)

The FAO meeting “Technical Consultations to Develop International Guidelines on Bycatch Management and Reduction of Discards” was held in Rome, Italy, on 4 – 10 December 2010. NAFO was represented by Fisheries Commission Coordinator, Dr Ricardo Federizon.

Managing bycatch is an integral component of implementing the ecosystem approach to fisheries and the FAO Committee on Fisheries (COFI) recommended that a Technical Consultation to Develop International Guidelines on Bycatch Management and Reduction of Discards be convened to develop an initial draft of the guidelines. This draft was forwarded to the Technical Consultation (this meeting) for review and finalization. Participation in the Technical Consultation was open to all FAO Members. RFMOs and NGOs were also invited as observers to the Technical Consultation. There were 36 member states represented. Of these, nine flag States/delegation are also Contracting Parties of NAFO: Canada, EU, Iceland, Japan, Norway, Republic of Korea, the Russian Federation, USA, and Faroe Islands.

The report of the Technical Consultation and the draft International Guidelines on Bycatch Management and Reduction of Discards were endorsed by COFI at their meeting in February 2011. The Guidelines are intended to assist States and RFMOs in the management of bycatch and reduction of discards in conformity with the FAO Code of Conduct for Responsible Fisheries.

There are 13 sections in the Guidelines. Six sections are specifically relevant to RFMOs as these sections elaborate on the course of action the RFMOs may take:

- Management Framework;
- Bycatch Management Planning;
- Data Collection and Bycatch Assessments;
- Research Development;
- Measures to Manage Bycatch and Reduce Discards; and
- Monitoring, Control and Surveillance (MCS).

These guidelines will be forwarded to STACTIC for consideration at a future meeting.

COFI (January - February 2011)

During 31 January – 4 February the Executive Secretary attended COFI at FAO Headquarters in Rome. NAFO Secretariat was represented at COFI in the capacity as an observer.

RSN (February 2011)

Following COFI the Regional Secretariats Network met at FAO Headquarters during 7-9 February. 27 Executive Secretaries of RFMOs attended and each had an opportunity to make a short presentation of recent activities.

International Fisheries Commissions Pension Society (IFCPS) (April 2011)

The annual meeting of the IFCPS was held at the Courtyard by Marriot Halifax Downtown Hotel, Halifax, Canada, on 14-15 April 2011. The meeting was hosted by NAFO Secretariat and was attended by representatives of the seven International Fisheries Commissions with headquarters located in Canada and the United States of America. Also attending the meeting were the IFCPS directors appointed by the Governments of Canada and the United States. NAFO was represented by Vladimir Shibanov, Executive Secretary and Stan Goodick, Deputy Executive Secretary/Senior Finance and Staff Administrator. The 2012 annual meeting will be hosted by the US State Department during 19-20 April 2012 in Washington, DC, USA.

vTrack User Group Meeting (May 2011)

The vTrack user group is comprised of all national FMCs and management bodies that use vTrack as a VMS application. As part of the vTrack Maintenance Agreement, the NAFO Secretariat is entitled to suggest software enhancements to the vTrack User Group on an annual basis. All proposed software suggestions are voted upon by the group and are implemented by Visma (formerly SiriusIT) in the subsequent annual vTrack release.

George Campanis (IT Manager) attended the vTrack User Group meeting (17th May, 2011) and the vCatch User Group meeting (18th May, 2011) on behalf of the Secretariat. Visma requested the NAFO Secretariat to present to the vTrack User Group how VMS is being used in NAFO to aid managers and scientists in their work. Several

software improvements were also presented to the group of which two were agreed upon and will be made available in the next vTrack software release.

5th International Symposium on GIS/Spatial Analyses in Fishery and Aquatic Sciences (August 2011)

Upon the invitation of Dr Tom Nishida (Symposia Convener), George Campanis (IT Manager) was invited to present the Secretariat's work on delineating NAFO's fishing footprint and other relevant spatial analysis performed by the Secretariat. The 5th GIS Symposium (Aug 22-25, 2011) was held in Wellington, New Zealand and attended by GIS experts from 10 countries and two RFMO's (NAFO, IATTC). The symposium allowed NAFO to showcase some accomplishments achieved by utilizing GIS and VMS data to aid fisheries managers and scientists in their work. Although the symposium was attended by a somewhat broad group of individuals e.g. mariculture specialists, statisticians, biologists, GIS software developers etc., it allowed the Secretariat to build capacity by comparing spatial analysis methods and techniques amongst participants and by forging contacts with like minded GIS experts. Some useful knowledge gained during the symposium includes: online presentation of spatial and temporal data using free and open sourced tools; integrating R and ESRI ArcGIS; and using software that allows for 4D presentation of data.

14. Financial Statements

STATEMENT I

**Budget Appropriations. Obligations Incurred and Unliquidated Balances of
Appropriations
For the Year Ending 31 December 2011
(Estimated from 31 July 2011)
(Canadian Dollars)**

	Approved Budget 2011	Total Estimated Obligations for Fiscal Year 2011	Estimated Unliquidated Balance of Appropriations
1 Personal Services			
a) Salaries	\$904,000	\$916,000	(\$12,000)
b) Superannuation and Annuities	196,000	196,000	-
c) Medical and Insurance Plans	91,000	79,000	12,000
d) Employee Benefits	89,000	91,000	(2,000)
Subtotal Personal Services	<u>1,280,000</u>	<u>1,282,000</u>	<u>(2,000)</u>
2 Additional Help	20,000	20,000	-
3 Communications	27,000	27,000	-
4 Computer Services	28,000	28,000	-
5 Equipment	36,000	35,000	1,000
6 Fishery Monitoring	48,000	53,000	(5,000)
7 Hospitality Allowance	3,000	3,000	-
8 Materials and Supplies	33,000	33,000	-
9 NAFO Meetings			
a) Sessional	102,000	97,000	5,000
b) Inter-sessional Scientific	40,000	35,000	5,000
c) Inter-sessional Other	25,000	25,000	-
Subtotal NAFO Meetings	<u>167,000</u>	<u>157,000</u>	<u>10,000</u>
10 Other Meetings and Travel	50,000	50,000	-
11 Performance Review	75,000	75,000	-
12 Professional Services	51,000	91,000	(40,000)
13 Publications	16,000	16,000	-
14 Recruitment and Relocation	52,000	46,000	6,000
Total Ordinary Budget	<u>\$1,886,000</u>	<u>\$1,916,000</u>	<u>(\$30,000)</u>

STATEMENT II

**Statement of Assessed Contributions and Expenditures
for the Year Ending 31 December 2011
(Estimated from 31 July 2011)
(Canadian Dollars)**

Contracting Parties Assessed:	
Canada	\$658,687.81
Cuba	41,868.92
Denmark (in respect of Faroe Islands and Greenland)	294,864.58
European Union	89,318.18
France (in respect of St. Pierre et Miquelon)	45,945.09
Iceland	41,274.58
Japan	43,354.81
Republic of Korea	41,274.58
Norway	43,949.17
Russian Federation	48,307.77
Ukraine	41,571.76
United States of America	<u>260,565.75</u>
Assessed Contributions for the year ending 31 December 2011	\$1,650,983.00
Transferred from Accumulated Surplus Account	<u>235,017.00</u> ^a
Approved Budget for 2011	\$1,886,000.00
Total Estimated Obligations for 2011 - Statement I	<u>1,916,000.00</u>
Amount to be transferred from Accumulated Surplus Account	<u>\$ (30,000.00)</u>

^a Excess of revenue over expenditures during the 2010 fiscal year (includes ex gratia grant; staff assessments; sales of publications; bank interest and balance of appropriations not expended).

STATEMENT III**Balance Sheet for the Year Ending 31 December 2011****(Estimated from 31 July 2011)**

(Canadian Dollars)

Assets		Liabilities	
Current		Current	
Cash	\$455,180	Accounts Payable	
Contributions Receivable from		and Accrued Liabilities	\$25,000
Contracting Parties (Note 1)	92,407	Advance Contributions	
Prepaid Expenses	1,758	Current Portion of Employee	
Province of Nova Scotia		Termination Benefits	70,669
Ex gratia grant receivable	55,000	Provision for Accrued Employee	
		Vacation Pay	43,676
	<u>604,345</u>		<u>139,345</u>
Long-Term		Long-Term	
Employee Termination Benefit		Provision for Employee Termination	
Investments	359,482	Benefits	359,482
	<u>359,482</u>		<u>498,827</u>
		Members' Net Assets	
		Accumulated Surplus	465,000
	<u>\$963,827</u>		<u>\$963,827</u>

Note 1.

Contributions Receivable from Contracting Parties

Cuba	\$41,793
Russian Federation	48,308
United States of America	2,306
	<u>\$92,407</u>

STATEMENT IV

**Statement of Accumulated Surplus
for the Year Ending 31 December 2011^a
(Estimated from 31 July 2011)
(Canadian Dollars)**

<hr/>	
Accumulated Surplus - Beginning of 2011	\$520,017
Add: Staff Assessments	\$145,000
Province of Nova Scotia - <i>ex gratia</i> grant	55,000 ^b
Interest	6,000
Sales of Publications	4,000
	210,000
	730,017
Less: Amount appropriated 1 January 2011	\$235,017
Balance of appropriations over expended in 2011	30,000
	265,017
Accumulated Surplus - End of 2011	\$465,000
Appropriated to maintain minimum balance (to be authorized by G.C.)	
Minimum balance maintained	\$285,000
Unappropriated balance available	180,000
	\$465,000
Total Accumulated Surplus	\$465,000

^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:

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

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

Rule 4.5 The Standing Committee on Finance and Administration and the General Council shall review the amount available in the accumulated surplus account during each annual meeting. Insofar as possible, the General Council shall anticipate unforeseen expenditures during the succeeding three years and shall attempt to maintain the accumulated surplus account at a level sufficient to finance operations during the first three months of the year plus an amount up to a maximum of 10% of the annual budget for the current financial year for use in an emergency in accordance with Rule 4.4.

^b This amount represents the Provincial portion of income tax paid by NAFO employees.

