

**35th ANNUAL MEETING – SEPTEMBER 2013**

Administrative Report for the period September 2012 to August 2013
and Financial Statements for the fiscal year ending 31 December 2013

by

NAFO Secretariat

This year NAFO is conducting its 35th Annual Meeting.

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

General Council (12)	Scientific Council (12)	Fisheries Commission (12)
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	Veronika Veits (EU)	Sep 2011-Sep 2013
Vice-Chair of the General Council	Stéphane Artano (France in respect of St. Pierre et Miquelon)	Sep 2012- Sep 2014
Chair of the Standing Committee on Finance and Administration (STACFAD)	Deirdre Warner-Kramer (USA)	Sep 2012-Sep 2014
Vice-Chair of STACFAD	vacant	
Chair of the Scientific Council	Carsten Hvingel (Norway)	Sep 2011-Sep 2013
Vice-Chair of the Scientific Council	Don Stansbury (Canada)	Sep 2011-Sep 2013
Chair of the Standing Committee on Fisheries Science (STACFIS)	Jean-Claude Mahé	Sep 2011-Sep 2013
Chair of the Standing Committee on Research Coordination (STACREC)	Don Stansbury (Canada)	Sep 2011-Sep 2013
Chair of the Standing Committee on Publications (STACPUB)	Margaret Treble (Canada)	Sep 2011-Sep 2013
Chair of the Standing Committee on Fisheries Environment (STACFEN)	Gary Maillet (Canada)	Sep 2011-Sep 2013
Chair of the Fisheries Commission	Sylvie Lapointe (Canada)	Sep 2011-Sep 2013
Vice-Chair of the Fisheries Commission	Temur Tairov (Russian Federation)	Sep 2012- Sep 2014
Chair of the Standing Committee on International Control (STACTIC)	Gene Martin (USA)	Sep 2012-Sep 2014
Vice-Chair of STACTIC	Aronne Spezzani (EU)	Jun 2012-Sep 2014

3. NAFO Meetings

September 2012 – August 2013:

- 31 August - 10 September 2012 Scientific Council Meeting to update shrimp advice, by correspondence
- 11-13 September 2012 Fisheries Commissions Working Group of Fishery Managers and Scientists on Vulnerable Marine Ecosystems (WGFMS-VME) in Bergen, Norway
- 17-21 September 2012 NAFO 34th Annual Meeting in St. Petersburg, Russian Federation
- 17-24 October 2012 Scientific Council/NIPAG Meeting on Shrimp Assessment in Tromsø, Norway
- 21-30 November 2012 Scientific Council Working Group on Ecosystem Approach to Fisheries Management (WGEAFM) in Dartmouth, Nova Scotia, Canada
- 29-31 January 2013 Joint NEAFC/NAFO Ad hoc Working Group on the future of AGDC, in London, UK
- 11-15 March 2013 Joint ICES/NAFO Working Group on Deep-water Ecology in IMR Flodevigen, Norway-
- 09-11 April 2013 International Fisheries Commissions Pension Society Annual Meeting in Victoria, British Columbia, Canada,
- 23–25 April 2013 - Fisheries Commission Working Group of Fishery Managers and Scientists on Vulnerable Marine Ecosystems (WGFMS-VME) in Halifax, NS, Canada
- 07–09 May 2013 Standing Committee on International Control (STACTIC) Intersessional Meeting in London, UK
- 07–20 June 2013 Scientific Council and its Standing Committees Meeting in Dartmouth, Nova Scotia, Canada
- 9–11 July 2013 Fisheries Commission Working Group of Fishery Managers and Scientists on Conservation Plans and Rebuilding Strategies (WGFMS-CPRS) in Saint-Pierre et Miquelon
- 15-19 July 2013 The World Conference on Stock Assessment Methods for Sustainable Fisheries (co-sponsored by NAFO) in Boston, MA, USA
- 26-30 August 2013 Joint NAFO/ICES Working Group on Harp and Hooded Seals (WGHARP) at PINRO in Murmansk, Russia

Reports of all NAFO meeting are finalized following the meeting end and are posted on the public NAFO website. (<http://www.nafo.int/publications/frames/publications.html>)

Future Meetings:

- 12-19 September 2013 – Scientific Council and NAFO/ICES *Pandalus* Assessment Group in Dartmouth, Nova Scotia, Canada
- 23-27 September 2013 NAFO 35th Annual Meeting in Halifax, Nova Scotia, Canada
- 15-18 October 2013 Joint ICES-NAFO Symposium – "*Gadoid Fisheries: The Ecology and Management of Rebuilding*", St. Andrews, New Brunswick, Canada
- 16-18 October 2013 Scientific Council Working Group on Reproductive Potential in St. Andrews, New Brunswick, Canada,
- 19-28 November 2013 Scientific Council Working Group on Ecosystem Science and Assessment (WGESA) (formerly WGEAFM) in Dartmouth, Nova Scotia, Canada
- 24–28 March 2014 ICES/NAFO Joint Working Group on Deep-water Ecology (WGDEC) at ICES Headquarters in Copenhagen, Denmark
- International Fisheries Commissions Pension Society Annual Meeting, date and venue TBD
- Standing Committee on International Control (STACTIC) Intersessional Meeting, date and venue TBD
- 30 May – 12 June, 2014 Scientific Council and its Standing Committees in Dartmouth, Nova Scotia, Canada
- 22-26 September 2014 NAFO 36th Annual Meeting, venue TBD

4. Secretariat Staff

Recruitment

In 2013 recruitment took place for 3 positions in the NAFO Secretariat.

Due to the retirement of Bev McLoon, the position of **Administrative Assistant** needed to be filled. After reviewing over 50 applications a short list was agreed and 4 applicants were interviewed. NAFO was pleased to welcome Tracey Ward as a new Secretariat member in late March. Tracey worked with Bev for a week to ensure continuity and good service to the organization could be maintained. She will take over responsibility for the routine communications with NAFO Contracting Parties, compilation and archiving of reports, letters and notifications as well as preparation of meeting materials of General Council and Fisheries Commission and their subsidiary bodies and serves as the main Secretariat contact for NAFO participants. Tracey, originally from the UK, has a wealth of administrative experience gained from roles at the University of Oxford and the Open University in the UK.

In March the search began to fill the new position of **Database Manager**. Due to the technical aspect of the job requirements an outside consultant, Dr Robert Farmer of Mount Saint Vincent University was enlisted to help the Secretariat choose the applicant with the best qualifications. In April Mark Harley began his new duties at the Secretariat, bringing a wide variety of IT skills and experiences to the Secretariat team. Mark has lived across Canada, and earned his degree from Saint Mary's University in Halifax, Nova Scotia. He has worked in the consulting, legal, and public-sector industries, for both large corporations and start-ups. Prior to joining NAFO, Mark worked with Fisheries and Oceans Canada.

As well in 2013 the Recruitment for a new **Executive Secretary** began. Applicant's information has been compiled and sent to Contracting Parties for review. Interviews for 3 short-listed candidates will take place before the Annual Meeting. The new Executive Secretary is expected to begin in January 2014.

For the period of September 2012 – August 2013, the Secretariat was comprised of the following employees:

Executive Secretary	Vladimir Shibanov
Deputy Executive Secretary and Senior Finance and Staff Administrator	Stan Goodick
Senior Fisheries Commission Coordinator	Ricardo Federizon
Scientific Council Coordinator	Neil Campbell
Senior Personal Assistant to the Executive Secretary (to 31 March 2013)	Beverly McLoon
Administrative Assistant to the Executive Secretary (from 25 March 2013)	Tracey Ward
Senior Information Officer	Barbara Marshall
Senior Fisheries Information Manager	Cindy Kerr
IT Manager	Matthew Kendall
Publications Manager	Alexis Pacey
Office Manager	Lisa LeFort
Database Manager (from 15 April 2013)	Mark Harley

5. Expert Panel to review Catch Estimates

Following last year's interim report of the expert panel on the catch estimation process used by Scientific Council, the same team (Bruce Atkinson (CAN), Mike Sissenwine (USA) and Christoph Stransky (EU/DEU)) was tasked with continuing their work and completing their review, based on further documentation produced by the constituent bodies of NAFO and the Secretariat. The eagerly anticipated report of the panel will be delivered at the Annual Meeting in 2013.

6. Publications

During the period of September 2012 – August 2013, 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:

Conservation and Enforcement Measures (for 2013) (178 pages)

Annual Report for 2012 (online and 8.5"x10" 16 page booklet)

Meeting Proceedings of the General Council and Fisheries Commission for Sep 2012/Aug 2013 (300 pages)

Scientific Council Reports for 2012 (340 pages)

Journal of Northwest Atlantic Fishery Science Volume 44, 2012 (82 pages – printed and distributed in December 2012)

Journal of Northwest Atlantic Fishery Science Volume 45, 2013 (2 articles uploaded online)

Meeting Documentation CD (GC/FC Proceedings 12–13, SC Reports 2012, NAFO Convention, NCEM 2013, Rules of Procedures, Annual Report 2012 and all meeting documents).

Other Projects and Initiatives

JNAFS

A new design for the cover of the print Journal will be implemented for regular issues of the Journal and the current Journal cover design will be used for special symposia editions with a unique picture chosen to reflect the theme of the meeting.

ASFA

ASFA is an international cooperative information system which comprises of an abstracting and indexing service covering the world's literature on the science, technology, management, and conservation of marine, brackish water and freshwater resources. It is a bibliographic database that is supported by the UN co-sponsoring partners, national and international partners, and a publishing partner (ProQuest). NAFO is an international partner and the Secretariat is responsible for inputting data into the ASFA database for disseminating information to the world.

ASFA data entry keeps the publications department busy with over 120 publications and documents that need indexing every year. Approximately 70 Scientific Council Research (SCR) documents get indexed. Every article that is published from the Journal of the Northwest Atlantic Fisheries organization gets indexed individually, in addition to the Scientific Council Studies. Other publications from NAFO are indexed on an annual basis. They include the CEM, Meeting Proceedings, Scientific Council Reports and the Annual Report.

Annual Meeting preparation

Once again, in preparation for the Annual Meeting, significant work has been done in designing and producing the tent calendar for 2013-14. In honour of the 35th Annual Meeting a compilation of photos of NAFO Chairs, group photos and Secretariat Staff from the past 35 years were assembled and used in the production of the calendar.

As usual the poster and the agenda booklet are designed with a theme and the agenda bound with a coil binding. This year participants will be given new USB flash drives that contain pre-meeting documentation on it, as well as the NAFO documentation CD which contains the past year's documentation.

Electronic Documents

This year, USB flash drives will be distributed and contain the pre-meeting NAFO documentation, as well as all the information contained on the NAFO documentation CD. The Secretariat will distribute a short survey so delegates may indicate their preferred method to receive future meeting documentation.

7. Fishery Statistics

The NAFO statistical databases are compiled by the NAFO Secretariat and published on the NAFO web site <http://www.nafo.int/data/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 August 2012.

The 21A Extraction Tool continues to be widely used to query the NAFO Statistical database (<http://www.nafo.int/data/frames/extract.html>). Fishery catch statistics are available by country, species, division and year from 1960 to the present.

Table 1. Submission of catch statistics by NAFO Contracting Parties (STATLANT 21) (to 1 Aug 2013). Blank cells indicate no report received, dnf = did not fish.

Country/Component	STATLANT 21A (deadline, 1 May)			STATLANT 21B (deadline 31 August)		
	2010	2011	2012	2010	2011	2012
CAN-CA	✓	✓	✓	✓	✓	
CAN-M						
CAN-SF	✓	✓	✓	✓		
CAN-G	✓	✓	✓	✓		
CAN-N	✓	✓	✓	✓	✓	
CAN-Q	✓	✓				
CUB		✓	✓			
E/BUL			dnf			dnf
E/EST	✓	✓	✓	✓	✓	
E/DNK	✓	✓	✓	✓	✓	
E/DEU	✓	✓	✓	✓	✓	
E/FRA-M		✓	dnf			dnf
E/LVA	✓	✓	✓	✓	✓	
E/LTU		✓	✓		✓	
E/POL	dnf	dnf		dnf	dnf	
E/PRT	✓	✓	✓	✓	✓	
E/ESP	✓	✓	✓	✓	✓	
E/GBR	✓	✓	✓	✓		
FRO	✓	✓	✓	✓	✓	
GRL	✓	✓	✓	✓	✓	
ISL	✓	✓	dnf	✓	✓	
JPN		dnf	dnf		dnf	dnf
KOR						
NOR	✓	✓	✓	✓	✓	
RUS	✓	✓	✓	✓	✓	
USA	✓	✓	✓			
FRA-SP	✓	✓	✓	✓	✓	
UKR	dnf					

8. Information Technology (IT)

Fibre Internet Cable

Due to the increased demand for bandwidth to the NAFO servers, in 2013 the Secretariat switched to a faster Fibre Optic connection. This will allow faster downloading and uploading to all websites hosted by the Secretariat including VMS, the Members pages and the Scientific Council SharePoint site to name a few.

Increased use of electronic files

Electronic documents are fast becoming the preferred method of communications for many organizations around the world. Electronic files are portable; easy to use; inexpensive and environmentally friendly. NAFO is happy to provide its Annual Meeting documentation in a variety of formats including this year on a USB flash drive. As usual, meeting documentation is also available online on the NAFO Members Pages and as paper copies during the meeting. The NAFO Secretariat continues to investigate the best way to distribute documents using modern technology and is looking at SharePoint and other ways to reduce paper in the future.

WebEx and SharePoint

The SharePoint continues to be utilized by the Scientific Council and its working groups including being used in place of the LAN during the Scientific Council meetings. This gives the advantage for scientists to be able to access files when they are away from the venue. Other NAFO bodies also use the SharePoint. Secretariat staff are continuing to build their skills in SharePoint via training and in-office use and future roles for this collaborative tool in NAFO are being discussed.

WebEx continues to be used for small intersessional meetings.

Digitization of historic NAFO/ICNAF documents

All ICNAF Publications and Documents have been scanned and uploaded to the NAFO Webpages. An ICNAF section of the revamped public website has been created to allow access to these historical documents (<http://www.nafo.int/icnaf/frames/icnaf.html>).

The next phase of the project is to create comprehensive and useful table of contents for the Publication series and to develop a convenient search tool.

9. The NAFO Web pages

NAFO now has a comprehensive set of web pages that provide useful services to both the public, Contracting Parties and most recently NAFO Inspectors.

Public Pages

Shortly before the 2012 Annual Meeting the NAFO web pages were updated with a fresh look and feel. Some of the sections and pages were reorganized to provide streamlined access to important information. The NAFO website continues to rely more on the use of pdf files for displaying reports and other information. This allows the entire staff to be more actively involved in ensuring information pertaining to their areas of expertise is available in a timely manner.

As well an entire section dedicated to ICNAF was developed to showcase the history of the Commission and its relationship with NAFO. These pages also allow convenient access to the recently completed digitized ICNAF historical documentation (see below).

Member Pages

In early 2013 the NAFO member pages were also updated to more closely match the new design of the public pages. While the content remains similar some pages were re-organized to create a better flow for the information.

Inspection Website

In 2012 a new secure NAFO Inspectors website became operational. Inspectors assigned to the NAFO Joint Inspection and Surveillance Scheme are able to access information relevant to fishing vessels operating in the NAFO Regulatory Area. Phase 1 included a Vessel Registry containing vessels authorized to fish and charter arrangements.

At the May intersessional meeting 2013, STACTIC reviewed Phase 2, an Inspection and Surveillance section. It was agreed to have the Inspection presence list activated and a test period for the inspection report until the September Annual meeting for further review.

Journal website

The NAFO Journal of Northwest Atlantic Fisheries Science (JNAFS) has been available on line for several years (<http://journal.nafo.int>). This website offers users the opportunity to review and download articles published in the JNAFS for free.

In 2013 a new look and feel for the Journal-on-line was created. The website is now using a content management system (CMS), so the structure is quite different from the previous version. This means that there will be more direct access to the articles and that they will be able to be bookmarked as requested by authors and users. The content of articles though will remain as was originally published.

10. Vessel Monitoring System (VMS)

VMS is integral to the MCS measures enforced by NAFO; however its usefulness continues to expand beyond the scope of enforcement. In 2013 the Secretariat analyzed the 2012 VMS data for the Compliance Review in the distribution of fishing effort by depth.

It had been suggested that NAFO Scientific Council make further use of VMS data in preparation of their advice to the Fisheries Commission. This has previously been problematic due to the highly sensitive nature of the positional information contained in VMS data. The NAFO Secretariat linked VMS data with bathymetric information for the period 2008–2012, to examine trends in effort. This presented Scientific Council with a flexible, anonymized data product containing detailed fishing effort information.

11. Staff Committee

The Secretariat would like to thank Bill Brodie, Deirdre Warner-Kramer and Estelle Couture for serving on the Staff Committee for the 2012-2013 term.

12. Secretariat Activities

NAFO Internship Program

At the 2011 Annual Meeting, a NAFO Internship Program was adopted by the Organization. Since then 4 interns have taken part in the program. In 2013 the following 2 interns worked in the Secretariat.

Viktoria Egochina

Viktoria came to NAFO from PINRO in Russia to complete a three month internship from Feb to May this year. Her principal duties at the Secretariat included working with the Fisheries Team on various topics related to the Vessel Monitoring System (VMS), catch monitoring, compliance review, reporting obligations and NAFO Vulnerable Marine Ecosystems (VMEs) conservation.

Viktoria also familiarized herself with NAFO Amended Convention and Rules of Procedure, ASFA (Aquatic Sciences and Fisheries Abstracts), NAFO and FAO (Food and Agriculture Organization of the United Nations) interactions, the process of implementation of NAFO Performance Review Panel recommendations relevant to the Fisheries Commission (FC).

During the course of her Internship Viktoria had the opportunity to not only study past and present documentation but also to contribute to the routine work of the NAFO Secretariat by performing data entry work related to ASFA, assisting in the preparation of NAFO's response to a UN/FAO questionnaire, compiling and entering Port and Observer reports into the NAFO database. Viktoria was also involved in Secretariat preparations for the FC Working Group of Fishery Managers and Scientists (WGFMS - VME) meeting held in Halifax during her internship and updated an FC Working Paper *Reporting Obligations as prescribed in the NAFO Conservation and Enforcement Measures* that will be presented during the 2013 Annual Meeting.

Thomas Reilly

In May Tom joined the Secretariat for a six month internship. He hails from the UK and his education includes an undergraduate degree in Marine Biology from the University of Newcastle-upon-Tyne and a postgraduate degree in Applied Marine and Fisheries Ecology from Aberdeen University. Tom previously worked at Marine Scotland Science in Aberdeen as a marine ecologist focusing on studying the influence of prey availability on top predator populations.

Tom's work at NAFO is largely based around data sharing. This includes the use of GIS data to produce a mapping package that may be distributed to NAFO members to aid in the production of maps for reports. Along similar lines, a plotting package will also be produced. This will ensure plots follow a consistent style for reports. Other work will include development of a database of Performance Review Panel (PRP) recommendations and the responses to and actions resulting from these recommendations that can continue to be used by the Secretariat.

Local Activities

International Oceans Day

The NAFO Secretariat celebrated World Oceans Day 2013 by participating in the annual activities held in Halifax, Nova Scotia on Friday, 7 June. The annual exhibition was open to the public on the Halifax waterfront at the Maritime Museum of the Atlantic.

A new large semi-permanent graphic display has been designed that provides an attractive and informative backdrop for NAFO presentations. A travel container converts to a podium that adds to the display. This will be convenient for uses such as Oceans Day.

Dalhousie University Research Project

In 2012 NAFO became a partner in a project investigating the use and policy relevance of marine scientific information, led by Prof. Bertrum MacDonald of the School for Information Management at Dalhousie University, and funded by the Canadian Social Science and Humanities Research Council. This project aims to foster partnership and design new approaches for research into best practice models of information flow, particularly involving "grey literature", and how the scientific information contained within informs marine environmental policy decisions. Other partners in this initiative include the Fisheries and Oceans Canada, the FAO and WWF

Canada. This project is funded for three years.

Guests to the Secretariat

- After the Annual Meeting in September 2012, the Secretariat welcomed a visit from the Danish parliamentary Food, Agriculture and Fisheries Committee, led by their chair, René Christensen, and accompanied by the Danish Deputy Ambassador to Canada, Christen Krogh, the Deputy Head of the Danish Mission to Canada, who were engaged on a fact-finding mission. Staff presented information on the challenges facing scientists and managers in the NAFO Regulatory Area, and a lively debate on the on the future direction for high-seas fisheries ensued.
- In May, Dr A.L. Serdy, a specialist in international fisheries law at the University of Southampton in the United Kingdom visited the Secretariat. He was a visiting fellow based at Dalhousie University and was doing some research on the new entrant's issue, specifically on how it affects questions of allocation.

Information Requests

Throughout the year the NAFO Secretariat regularly responds to requests from various international sources. During the last year the Secretariat has responded specifically to:

- EU-DCF Collection Framework (DCF) Evaluation questionnaire
- Global Review for improved fisheries, aquaculture and marine or aquatic resource conservation
- ABNJ Programme Brochure
- Shark information for the CITES Listing Proposals
- UN General Assembly Resolution 67/79 – RFBs were asked to report on any recent or major developments that they have made recently.
- Duke University – Transparency Indicators Survey

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, CPs representatives or other organizations. These are answered to the best of the ability and as time permits by various members of the NAFO Secretariat.

Image Archive

The Secretariat has undertaken a photo archive project to ensure historical photographs of ICNAF and NAFO were archived securely and easily accessible. All images are compiled into a central database, and historical images are being scanned into digital files. Keywords are currently being inserted for easy searchability.

NAFO currently has photos dating back to ICNAF times including many pictures of participants from days gone by.

The NAFO Secretariat regularly photographs its meetings and delegates. Photographs are used by NAFO on its website and publications, intended to showcase NAFO activities. All images are securely stored at the NAFO Secretariat and are for informational uses only. Please be assured that every attempt is made to ensure images chosen for publication and circulation are appropriate.

Participation by Secretariat at external meetings

V-Track

VISMA is the service provider for the V-Track system that the Secretariat uses to monitor the VMS. Matt Kendall (IT Manager) attended the vTrack User Group meeting (24 September, 2012) on behalf of the Secretariat. VISMA gave a demonstration and administrative training on the new version of vTrack that was almost ready for release. It went live in early 2013. Matt also continued discussions from the previous meeting in 2011 on NAFO's use and requirements of vTrack going forward.

Coordinating Working Party on Fishery Statistics (CWP)

The meeting of the UN-FAO Coordinating Work Party on Fisheries Statistics (CWP) was attended by Neil Campbell and Barbara Marshall, at the FAO Headquarters, Rome, 4 – 8 February 2013. The current draft of the CWP handbook was presented to the group, new material on data confidentiality guidelines was written by participants, and the chapter on the ecosystem approach to fisheries management was approved. A finished draft is hoped to be circulated in late 2013. The FAO presented a global database framework for sharing vessel registry and

port state inspection information. Extensive work has been done on incorporating aquaculture bodies and new RFMO/As into the CWP process. NAFO, ICES, ICCAT and CCAMLR discussed issues with their catch statistics and would like to see this addressed more thoroughly at a future session. George Campanis, formerly of the NAFO Secretariat, will be Chair for the 2015 meeting.

Fishery Resource Monitoring System (FIRMS) Steering Committee

The meeting of the UN-FAO Fisheries Resource Monitoring Systems (FIRMS) was attended by Barbara Marshall and Neil Campbell, at the FAO Headquarters, Rome, 4 – 8 February 2013, with Barbara Marshall acting as Chair. The name of the initiative has been switched to Fisheries Information & Monitoring System. Coverage continues to increase, with the addition of a number of tuna RFMOs, however coverage in the Pacific and Indian Ocean remains lacking.

FIRMS considered the best way to use this data, and received a presentation from Seafood Watch, on the potential for FIRMS information feeding into their high-level fishery assessment information. All information on NAFO stocks is up-to-date in both Marine Resources and Fisheries. There will be a meeting of the FIRMS Technical Working Group by WebEx in 2014 and the Steering Committee in conjunction with the CWP in early 2015 with Barbara Marshall elected as Chair.

NEAFC Advisory Group (AGDC)

Oct 2012

A meeting was held in London, UK on 3-4 October 2012. Ricardo Federizon attended. Several topics of interest to NAFO were discussed that may be useful when NAFO develops a Port State Control System.

Jan 2013

In August 2012, NAFO received an invitation to co-establish an ad hoc joint NEAFC/NAFO Working Group on AGDC which mandate was to evaluate the possibility of making AGDC, currently a NEAFC body, a joint body of NEAFC and NAFO. Vladimir Shibanov and Ricardo Federizon attended the meeting, 29-30 January 2013. A proposal was made and this will be reviewed by the Fisheries Commission at the Annual Meeting.

June 2013

Matt Kendall and Mark Harley (Database Manager) attended the AGDC meeting on 6-7 June, 2013. Further discussions were held regarding the creation of a joint NEAFC and NAFO AGDC body including technical aspects to be faced in the new group. The AGDC chair was also very interesting in updating and expanding the naf-format.org website that the NAFO Secretariat hosts and this discussion will be continued at the next AGDC meeting.

Mark also met with the NEAFC Secretariat to become familiar with and to discuss the technical details of the Inspection Website.

International Fisheries Commissions Pension Society (IFCPS)

The annual meeting of the IFCPS was hosted by the North Pacific Marine Science Organization (PICES) during 9-11 April 2013 in Victoria, BC, Canada. The meeting 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. Discussions focused on future increases to employee contributions and the performance of the pension plan investments over the past two years and how it may affect the 2014 valuation. The 2014 annual meeting will be hosted by The Inter-American Tropical Tuna Commission (IATTC) during 23-25 April 2014 in La Jolla, California, USA.

United Nations

Vladimir Shibanov attended a meeting of the Ad Hoc Open-ended Informal Working Group to study issues relating to the conservation and sustainable use of marine biological diversity beyond areas of national jurisdiction held at the UN Headquarters 19-23 August 2013. The meeting will discuss marine genetic resources, including questions on the sharing of benefits, measures such as area-based management tools, including marine protected areas, and environmental impact assessments, capacity-building and the transfer of marine technology. Identification of gaps and ways forward with a view to ensuring an effective legal framework for the conservation and sustainable use of marine biodiversity in areas beyond national jurisdiction is also on the agenda.

While at the UN Vladimir will also attend an information session on the Areas Beyond National Jurisdiction (ABNJ) Program.

13. Financial Status Update

The Organization again ended the 2012 fiscal year in a very good financial position with operating cash at high levels and with 99% of contributions having been received from Contracting Parties. Actual operating expenses for the year were .6% under the Organization's budget of approximately \$1.875 million. W|B|L|I Chartered Accountants were appointed to audit the 2012 financial records for the second year of their three year term.

The 2013 fiscal year is projected to be \$116,000 over the 2013 approved budget of \$1.89 million (see page 11 - Statement I of the Financial Statements) due to the following additional authorized expenditures i) to have an external panel provide and updated report on the review of the method of catch estimation of NAFO stocks by STACFIS; ii) legal fees incurred re ongoing court case; and iii) recruitment and relocation expenses for the incoming and outgoing Executive Secretary. As of 20 August 2013, one CP had a partial contribution outstanding and one CP had its full contribution unpaid for a total amount outstanding of \$42,751 (see page 13 - Statement III of the Financial Statements).

At the 2012 Annual Meeting, it was discussed that there are no provisions in the NAFO Financial Regulations that allow NAFO to receive and disperse funding for scientific research projects which fall within the objectives of the Organization. Following these discussions and the recommendation from General Council, the Organization has since approved the necessary the necessary framework in order to manage such a fund and also the appropriate amendments to the financial regulations. The Secretariat has been working with the partners of the NEREIDA project in its application to the European Union for a grant to cover a portion of the funding necessary to complete the project.

Financial Statements (see below)

STATEMENT I

Budget Appropriations. Obligations Incurred and Unliquidated Balances of Appropriations
For the Year Ending 31 December 2013
(Estimated from 31 July 2013)
(Canadian Dollars)

	Approved Budget 2013	Total Estimated Obligations for Fiscal Year 2013	Estimated Unliquidated Balance of Appropriations
1 Personal Services			
a) Salaries	\$983,000	\$979,000	\$4,000
b) Superannuation and Annuities	294,000	294,000	-
c) Medical and Insurance Plans	90,000	89,000	1,000
d) Employee Benefits	66,000	66,000	-
Subtotal Personal Services	1,433,000	1,428,000	5,000
2 Additional Help	15,000	15,000	-
3 Communications	28,000	28,000	-
4 Computer Services	39,000	39,000	-
5 Equipment	31,000	31,000	-
6 Fishery Monitoring	35,000	35,000	-
7 Hospitality Allowance	3,000	3,000	-
8 Internship	16,000	16,000	-
9 Materials and Supplies	30,000	30,000	-
10 NAFO Meetings			
a) Sessional	94,000	94,000	-
b) Inter-sessional Scientific	40,000	40,000	-
c) Inter-sessional Other	30,000	30,000	-
Subtotal NAFO Meetings	164,000	164,000	-
11 Other Meetings and Travel	35,000	35,000	-
12 Performance/External Reviews	0	20,000	(20,000)
13 Professional Services	46,000	89,000	(43,000)
14 Publications	15,000	15,000	-
15 Recruitment and Relocation	0	58,000	(58,000)
Total Ordinary Budget	\$1,890,000	\$2,006,000	(\$116,000)

STATEMENT II

**Statement of Assessed Contributions and Expenditures
for the Year Ending 31 December 2013
(Estimated from 31 July 2013)
(Canadian Dollars)**

Contracting Parties Assessed:

Canada	\$719,402.55
Cuba	42,718.93
Denmark (in respect of Faroe Islands and Greenland)	275,265.58
European Union	87,073.18
France (in respect of St. Pierre et Miquelon)	43,370.13
Iceland	41,917.94
Japan	41,717.70
Republic of Korea	41,717.70
Norway	45,021.74
Russian Federation	49,527.25
Ukraine	42,118.19
United States of America	<u>238,857.11</u>

Assessed Contributions for the year ending 31 December 2013	\$1,668,708.00
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Transferred from Accumulated Surplus Account	<u>221,292.00</u> ^a
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Approved Budget for 2013	\$1,890,000.00
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Total Estimated Obligations for 2013 - Statement I	<u>2,006,000.00</u>
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Amount to be transferred from Accumulated Surplus Account	<u>\$ (116,000.00)</u>
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^a Excess of revenue over expenditures during the 2012 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 2013****(Estimated from 31 July 2013)**

(Canadian Dollars)

Assets		Liabilities	
Current		Current	
Cash	\$458,847	Accounts Payable	
Contributions Receivable from		and Accrued Liabilities	\$25,000
Contracting Parties (Note 1)	42,751	Advance Contributions	
Prepaid Expenses	1,968	Current Portion of Employee	
Province of Nova Scotia		Termination Benefits	70,669
Ex gratia grant receivable	60,000	Provision for Accrued Employee	
		Vacation Pay	57,897
	<u>563,566</u>		<u>153,566</u>
Long-Term		Long-Term	
Employee Termination Benefit		Provision for Employee Termination	
Investments	381,635	Benefits	381,635
	<u>381,635</u>		<u>535,201</u>
		Members' Net Assets	
		Accumulated Surplus	410,000
	<u>\$945,201</u>		<u>\$945,201</u>

Note 1.

Contributions Receivable from Contracting Parties

Cuba	\$1,033
Korea	41,718
	<u>\$42,751</u>

STATEMENT IV

**Statement of Accumulated Surplus
for the Year Ending 31 December 2013a
(Estimated from 31 July 2013)
(Canadian Dollars)**

Accumulated Surplus - Beginning of 2013		\$506,292
Add:		
Staff Assessments	\$170,000	
Province of Nova Scotia - <i>ex gratia</i> grant	60,000 ^b	
Interest	10,000	
Sales of Publications	1,000	241,000
		<u>747,292</u>
Less:		
Amount appropriated 1 January 2013	\$221,292	
Balance of appropriations over expended in 2013	116,000	337,292
		<u>Accumulated Surplus - End of 2013</u>
		<u>\$410,000</u>
Appropriated to maintain minimum balance (to be authorized by G.C.)		
Minimum balance maintained	\$285,000	
Unappropriated balance available	125,000	
		<u>Total Accumulated Surplus</u>
		<u>\$410,000</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:

- 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.

STATEMENT V

Preliminary calculation of billing for Contracting Parties against the proposed estimate of \$1,890,000 for the 2014 financial year (based on 12 Contracting Parties to NAFO)
(Canadian Dollars)

Budget Estimate	\$1,890,000
Deduct: Amount from Accumulated Surplus (pending approval from General Council)	<u>\$125,000</u>
Funds required to meet 2014 Administrative Budget	<u>\$1,765,000</u>
60% of funds required =	\$1,059,000
30% of funds required =	\$529,500
10% of funds required =	\$176,500

Contracting Parties	Nominal Catches for 2011	% of Total Catch in the Convention Area	10%	30%	60%	2014 Preliminary Billing
Canada	383,994	51.29%	\$97,633.66	\$44,125.00	\$543,161.10	\$684,919.76
Cuba	1,438	0.19%	-	44,125.00	2,012.10	46,137.10
Denmark (in respect of Faroe Islands and Greenland) (1)	162,059	21.64%	41,204.84	44,125.00	229,167.60	314,497.44
European Union	41,612	5.56%	-	44,125.00	58,880.40	103,005.40
France (in respect of St. Pierre et Miquelon)	902	0.12%	229.34	44,125.00	1,270.80	45,625.14
Iceland	126	0.02%	-	44,125.00	211.80	44,336.80
Japan	-	-	-	44,125.00	-	44,125.00
Republic of Korea	-	-	-	44,125.00	-	44,125.00
Norway	3,497	0.47%	-	44,125.00	4,977.30	49,102.30
Russian Federation	7,889	1.05%	-	44,125.00	11,119.50	55,244.50
Ukraine	-	-	-	44,125.00	0.00	44,125.00
United States of America	147,221	19.66%	37,432.16	44,125.00	208,199.40	289,756.56
	748,738	100.00%	\$176,500.00	\$529,500.00	\$1,059,000.00	<u>\$1,765,000.00</u>
Funds required to meet 1 January - 31 December 2014 Administrative Budget						<u>\$1,765,000.00</u>

2013 Billing for comparison purposes		
Approved Budget 2013		\$1,875,000
Deduct Accumulated Surplus		<u>233,533</u>
Funds required 2013 Budget		<u>\$1,641,467</u>
Nominal Catches for 2010	% of Total Catch in the Convention Area	2013 Annual Contribution
483,551	57.51%	\$719,402.55
821	0.10%	42,718.93
166,618	19.82%	275,265.58
38,057	4.53%	87,073.18
1,190	0.14%	43,370.13
184	0.02%	41,917.94
-	-	41,717.70
-	-	41,717.70
2,755	0.33%	45,021.74
6,580	0.78%	49,527.25
334	0.04%	42,118.19
140,653	16.73%	238,857.11
840,743	100.00%	\$1,668,708.00

(1) Faroe Islands 4,432 metric tons
Greenland 157,627 metric tons