

Northwest Atlantic Fisheries Organization



**Report of the General Council**  
35<sup>th</sup> Annual Meeting, 23-27 September 2013  
Halifax, NS, Canada

NAFO  
Dartmouth, N.S., Canada  
2013

**Report of the General Council and its Subsidiary Body (STACFAD)**  
**35<sup>th</sup> Annual Meeting, 23-27 September 2013**  
**Halifax, Nova Scotia, Canada**

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**PART I**  
**Report of the General Council**

**35<sup>th</sup> Annual Meeting, 23-27 September 2013**  
**Halifax, NS, Canada**

**I. Opening Procedure (*Agenda items 1-6*)**

**1. Opening by the Chair**

The 35<sup>th</sup> Annual Meeting of NAFO was convened on 23 September 2013 at 1000 hrs at the Westin Hotel, Halifax, NS, Canada, with 160 delegates present from eleven NAFO Contracting Parties (Annex 1). Representatives from Ukraine were not present and no notification of intention to attend had been received. The NAFO President and GC Chair, Veronika Veits (EU) welcomed all delegates to the meeting (Annex 2).

Opening statements followed by Canada, the United States of America (USA), the European Union (EU), Norway, Cuba, Denmark (in respect of the Faroe Islands and Greenland), and Japan. (Annexes 3-9).

Opening statements were also made by the observers from the Food and Agriculture Organization of the United Nations (FAO), the World Wildlife Fund - Canada (WWF), the Ecology Action Centre (EAC) and Dalhousie University, Halifax, NS, Canada (Annexes 10-13).

**2. Appointment of Rapporteur**

Vladimir Shibanov, the NAFO Executive Secretary, was appointed as Rapporteur.

**3. Adoption of Agenda**

The Agenda was adopted as circulated (Annex 14).

**4. Admission of Observers**

In accordance with the Rules for Observers and in advance of the meeting, the Executive Secretary had formally invited the following intergovernmental organizations to attend: FAO, CCAMLR, CPPS, ICCAT, ICES, NAMMCO, NASCO, NEAFC, NPAFC, PICES and, SEAFO.

During the 35<sup>th</sup> Annual Meeting NPAFC, NEAFC and SEAFO were represented by various Contracting Parties already attending the meeting. A representative from FAO was also present.

Furthermore, NGOs which had been granted accredited observer status were also present: the World Wildlife Fund (WWF), the Ecology Action Centre (EAC) and Dalhousie University.

**5. Publicity**

The meeting agreed that no public statements would be made until after the conclusion of the meeting when a press release would be prepared by the Executive Secretary in collaboration with the Chairs of the General Council, Fisheries Commission and Scientific Council.

**6. Guidance to STACFAD necessary for them to complete their work (Monday)**

With regard to the NAFO budget STACFAD was advised to consider financial situations of Contracting Parties without, however, compromising the services to the organization.

STACFAD was also requested to discuss amendments to the NAFO Financial Regulations to allow for external funding for NAFO Projects (e.g. NEREIDA) and current status of NEREIDA applications, and to resolve the outstanding issue of observer participation.

## **II. Supervision and Coordination of the Organizational, Administrative and other Internal Affairs (*Agenda Items 7-13*)**

### **7. Review of membership of the General Council and Fisheries Commission**

The membership has not changed since 2008. However, only eleven NAFO Contracting Parties were present at this meeting: Canada, Cuba, Denmark (in respect of the Faroe Islands and Greenland), EU, France (in respect of Saint-Pierre and Miquelon), Iceland, Japan, Republic of Korea, Norway, the Russian Federation, and the USA. Ukraine was not present.

### **8. Status of Ratification process resulting from the adoption of the amended Convention and presentation of progress reports**

To date Norway, Canada, EU, Cuba and Russian Federation have completed the ratification process. The General Council Chair had requested, in advance of the Annual meeting, other Contracting Parties to report on the progress of ratification in their respective governments. Several indicated they were in the process of ratification. Noting that the Amended Convention had been adopted in 2007, Contracting Parties were encouraged to continue with the ratification process in their respective governments as soon as possible.

### **9. Status of the NAFO Headquarters Agreement**

Canada reported that once the final judgment is rendered on the court cases, the Government of Canada will examine if and how the decisions may impact the preparation of the new Headquarters Agreement and will inform NAFO of next steps.

### **10. Report of the GC WG on Development of Plans of Action for the Implementation of Recommendations of the NAFO Performance Review Panel and adoption of the Plan of Action [PAR]**

In 2012, it was agreed that the Secretariat would compile all feedback into a single document for circulation to Contracting Parties. The Secretariat presented a document [GC Doc. 13/2] and had set up a database that compiled all the actions related to the PAR [<http://www.nafo.int/about/activities/pr/status.html>]. This document shows that implementation of the PAR was progressing well and that many actions had already been completed or were ongoing. It was agreed that such regular review of progress was a good way forward and the Chair noted that discussions and updates for the recommendations and implementations would take place annually in the respective meetings of subsidiary bodies and Committees.

### **11. Progress Report on Peer Review Expert Panel of the method of catch estimation on NAFO Stocks by STACFIS and Next Steps**

Following last year's interim report of the expert panel on the catch estimation process used by Scientific Council, the independent expert panel (Bruce Atkinson (CAN), Mike Sissenwine (USA) and Christoph Stransky (EU/DEU)) had continued their work and completed their review, based on further documentation produced by the constituent bodies of NAFO and the Secretariat. The report of the Expert Panel (GC Doc. 13/4) was presented by the Chair, Bruce Atkinson, followed by some clarifications.

The General Council Chair noted that although the report was being presented during the General Council Plenary, the substantive discussions would occur during the joint Fisheries Commission/Scientific Council meeting taking place during the week. Dr. Atkinson would be in attendance at this meeting.

At the closing session it was noted that significant progress had been made on the issue of catch discrepancy in the different NAFO bodies, in particular by adopting data sharing measures allowing Scientific Council access to catch data for cross checking with VMS data, improved reporting by observers and by deciding on the way forward regarding the standard conversion factors. As follow-up a joint *ad hoc* working group of Fisheries Commission and Scientific Council had been established to continue to discuss ways to improve catch reporting and consideration of the report and recommendations of the panel. Also STACTIC would continue to look into ways to improve the accuracy of catch reports. With that perspective, it was agreed there was no need to continue with the Peer Review Expert Panel as the Panel's work had been successfully concluded and NAFO was moving forward.

## 12. Administrative Report

The Executive Secretary presented the Administrative and Financial Report (GC Doc. 13/1) and gave an overview of the report to the meeting. The document was approved by Contracting Parties.

## 13. Selection of NAFO Executive Secretary for the 2014-2017 term

Heads of Delegation met on Sunday, September 22, 2013 for the selection interviews and Monday, September 23, 2013 for the vote on the candidates. Mr Fred Kingston was offered the position of Executive Secretary and had accepted the position beginning 1 January 2014. It was agreed that yearly performance objectives for the Executive Secretary would be developed and his performance would be assessed by the FC, SC and GC Chairs. Delegations congratulated Mr Kingston on his appointment and looked forward to working with him in the future.

### III. Coordination of External Affairs (*Agenda items 14-16*)

## 14. Report of the Executive Secretary on External Meetings

Since the last Annual Meeting, the Executive Secretary was involved in and reported on the following external activities:

- NEAFC Advisory Group on Data Communications (AGDC) (January 2013) - 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. The report and recommendations were presented to the STACTIC intersessional and Fisheries Commission for approval.
- International Fisheries Commission Pension Society (IFCPS) (April 2013)
- UN 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 (August 2013) in observer capacity. While at the UN the Executive Secretary also attended an information session on the Areas Beyond National Jurisdiction (ABNJ) Program initiated by FAO.

As well other members of the Secretariat actively participated in V-Track Users Group (system used for monitoring the VMS), Coordinating Working Party on Fisheries Statistics (CWP), Fishery Resource Monitoring System (FIRMS) Steering Committee and two other NEAFC AGDC meetings.

## 15. International Relations

### a) Reports from Observers

At the last Annual Meeting (2012) it was agreed that NAFO Contracting Parties would observe at the following meetings in 2012-2013: EU at ICCAT; USA at CCAMLR, NPAFC and NASCO; Norway at SEAFO and NAMMCO; and Denmark (in respect of Faroe Islands and Greenland) at NEAFC. Reports by Observers were presented. It was noted by Norway that due to a change in timing for the NAMMCO meeting no meeting was held in 2013 but would instead be held in early 2014.

It was agreed that NAFO Contracting Parties would observe at the following meetings of 2013-2014: EU at ICCAT; USA at CCAMLR, NPAFC and NASCO; Norway at SEAFO and NAAMCO; and Denmark (in respect of the Faroe Islands and Greenland) at NEAFC.

### b) NAFO collaboration in the Deep Sea ABNJ Project

Delegates had been invited to a side-event hosted by Jessica Sanders of the FAO that presented details of the Areas Beyond National Jurisdiction (ABNJ) Deep-sea Project. This presentation has been made available on the NAFO website (<http://www.nafo.int/FAO/DeepSeasProject.pdf>). NAFO has been invited by FAO to become a partner to this project and as such provide a letter of commitment by the end of the year.

Contracting Parties were generally supportive of this project and could see its value but have requested FAO to provide more information on details of the project and the type and level of support NAFO could offer. It was agreed that the NAFO Secretariat would circulate the requested information and a draft commitment letter for comments and decision before the end of the year.

#### IV. Finance (*Agenda items 16-17*)

##### 16-17. Report of STACFAD at the Annual Meeting and Adoption of the Budget and STACFAD recommendations for 2014

The report of STACFAD was presented by the Chair, Deidre Warner-Kramer (USA). The report contained the adoption of the budget for 2014, the Auditor's Report for 2012, financial matters including the development of a draft contract for the incoming Executive Secretary, personnel matters, and an update on the implementation of the Performance Review Panel recommendations.

STACFAD recommended that:

- the 2012 Auditors' Report be adopted.
- Rule 7.10 of the NAFO Financial Regulations be amended as follows (*in italics*): The Auditors shall serve for a maximum term of *five (5)* years
- the amount maintained in the accumulated surplus account be set at \$285,000 of which \$200,000 would be sufficient to finance operations during the first three months of 2014, and of which \$85,000 would be a contingency fund available to be used for unforeseen and extraordinary expenses.
- the Heads of Delegation consider the Executive Secretary draft contract.
- increased internship program participation to be encouraged from as many member countries as possible, all Contracting Parties distribute and make available information on the internship program to prospective interns.
- Rules of Procedure should clearly indicate whether accredited observers shall be permitted to attend meetings other than plenary sessions of the General Council, Fisheries Commission, and Scientific Council and that Contracting Parties continue to work on this intersessionally and be prepared to present proposals at the 2014 Annual Meeting.
- an appropriate attendance fee be established and charged for accredited observers.
- the General Council endorse the progress achieved to implement the Performance Review Panel's recommendations in the area of finance and administration.
- the General Council adopt the communications strategy as presented.
- the budget for 2014 of \$1,890,000 be adopted.
- costs associated with the home leave allowance and repatriation grant be spread over a two year period and costs associated with recruitment and relocation be spread over eight years.
- General Council appoint the three staff committee nominees – Estelle Couture (Canada), Rafael Duarte (EU) and Deidre Warner-Kramer (USA).
- the dates of the 2016 Annual Meeting (to be held in Halifax, N.S., Canada, unless an invitation to host is extended by a Contracting Party and accepted by the Organization) to be as follows: 19 - 23 September 2016.

All of STACFAD's recommendations were adopted by the General Council and the work and report by STACFAD and its chair commended. The budget was adopted with zero growth. A Contracting Party stressed the need for sufficient financial backing for the future to allow NAFO as an international organisation to continue its ground breaking work.

#### V. Closing Procedure (*Agenda items 19-23*)

##### 19. Election of Chair

It was proposed that Veronika Veits (EU) the present Chair of General Council continue as Chair for the next two-year term. The Chair was honored and pleased to continue in this role and looked forward to continued support and future work.

##### 20. Time and Place of Next Annual Meeting

It was agreed that the next Annual Meeting will be held 22-26 September 2014 as previously agreed upon. The EU was pleased to invite the 36th Annual Meeting to Galicia, Spain. The exact venue will be circulated to Contracting Parties in the near future.

**21. Other Business**

NAFO was pleased to honour Bill Brodie (Canada) on the occasion of his upcoming retirement from the Canadian Government. Bill has provided excellent service to NAFO throughout his long career including work on the Precautionary Approach which paved the way for the current rebuilding plans and for his Chairmanship of the VME Working Group. It was noted too that Bill had received the Scientific Council Merit award for his extensive involvement in the Scientific Council.

NAFO also offered it thanks and best wishes to the current Executive Secretary, Dr Vladimir Shibanov. Dr Shibanov's longstanding involvement in NAFO was highlighted as well as his important role in improving the performance of NAFO.

**22. Press Release**

The Press Release of the Meeting was developed by the Executive Secretary through consultations with the Chairs of General Council, Fisheries Commission and Scientific Council. The agreed Press Release (Annex 15) was circulated and posted to the NAFO website at the conclusion of the meeting on Friday, September 27.

**23. Adjournment**

The Chair thanked everyone for their productive and constructive work throughout the week. She thanked the Secretariat for organizing the 35<sup>th</sup> Annual Meeting and the venue. She especially thanked the Executive Secretary and his team for the excellent support during the meeting and throughout the year.

The meeting was adjourned at 1005 hrs on Friday, 27 September 2013.

## Annex 1. List of Participants

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## **Annex 2. Opening Speech by Veronika Veits, NAFO President and GC Chair**

Distinguished Delegates, Observers, Ladies and Gentlemen,

It is a great honour and pleasure for me to open this meeting of the Northwest Atlantic Fisheries Organisation. After a successful meeting in the historical city of St Petersburg, this year's port of call for NAFO is the familiar location of Halifax.

Let me first of all welcome you to the 35<sup>th</sup> Annual Meeting and thank the Executive Secretary and his team for their excellent preparation of this meeting.

Before I outline the key issues that are on the agenda of this year's meeting let me briefly recall the achievements of the 34<sup>th</sup> Annual Meeting. Last year NAFO continued to move forward in many areas. Without giving you a complete list, let me mention the areas of which NAFO can be particularly proud of.

First and foremost, NAFO decided to further enhance its already high performance by adopting a comprehensive action plan to follow-up on the recommendations of the performance review. Simultaneously NAFO also put the plan into motion.

NAFO also continued to strengthen its protection of vulnerable marine ecosystems (VMEs). The rules on bottom fishing were made more explicit and the list of VME indicators was duly extended. New thresholds were set for fragile organisms on the seabed, such as seapens, whilst 11 vulnerable areas of coral and sponge concentration on seamounts continued to be closed to bottom fishing. Last but not least, NAFO continued its responsible conservation policy to fisheries management by taking science based measures.

I call on all Contracting Parties to firmly continue down this path and to build on the progress achieved last year and in previous years too.

NAFO needs to continue its efforts to rebuild fish stocks. There is important rebuilding for many stocks showing that such efforts are paying off. This is encouraging but we must bear in mind that some of the 20 stocks that are managed by NAFO remain at low levels.

Faced with such a situation, NAFO has decided to move towards risk- based management to strike the right balance between the biological risk and the stability of harvest over time. At this Annual Meeting NAFO will have the opportunity to consolidate this move by adopting a general framework on risk-based management strategies and extending the development of such strategies to other stocks. We will be looking to the Scientific Council for substantial input with reinforced cooperation between Fisheries Managers and Scientists.

Two proposals for new joint Working Groups, on risk-based management strategies and on the Ecosystem Approach Framework, illustrate NAFO's wish to enhance the dialogue between Managers and Scientists and to adopt a global modern approach for fisheries management and the protection of marine biodiversity.

NAFO will also have the opportunity to reaffirm its leadership on the protection of Vulnerable Marine Ecosystems. This will essentially be done by extending the already wide network of areas closed to bottom fishing and by further developing the Roadmap for the Ecosystems Approach to Fisheries Management.

Yes, I can happily say that NAFO has been an innovation hub amongst RFMOs on control and enforcement measures in the past and has a level of compliance which can serve as an example to many. I am confident that NAFO will continue to make big strides again this year and apply the highest standards, in particular for real time monitoring of fishing activities.

I also hope that at this meeting we will see further progress in the implementation of the performance review recommendations, in particular for the issue of data discrepancy between STATLANT 21 and the Scientific Council estimates. NAFO's credibility is on the line here, since best science and efficient management decisions go hand in hand with sound and reliable data. I call on all NAFO bodies and on Contracting Parties to work closely together on this matter.

Let me conclude with a word on the ratification process for the Amended Convention. We are now in the sixth year after its adoption and ratification is still far away, despite some ratifications that are underway. This is not an acceptable situation for a major RFMO such as NAFO. It prevents NAFO from fully applying a more modern framework for the management of living resources. I would like to ask all Contracting Parties to rally round and complete their ratification procedures without delay

Ladies and Gentlemen,

Yes, you are aware that we have a formidable agenda and a heavy work programme before us. But I am confident that Delegations will work closely together to reach agreement on all issues by Friday noon. Cooperation among Contracting Parties is key for achieving our common goals of stock recovery, conservation and sustainable use of marine living resources. I am confident that together we will manage to meet these challenges and that we will have something to show for it.

### **Annex 3. Opening Statement of the Representative of Canada**

Good morning, Madame President, distinguished delegates, observers, ladies and gentlemen.

On behalf of Canada, it is a great pleasure to offer you a warm Atlantic Canadian welcome to Halifax for the 35<sup>th</sup> Annual Meeting of the Northwest Atlantic Fisheries Organization.

It's a pleasure for the Canadian delegation to participate at this annual meeting in Halifax. I want to commend the Secretariat for selecting this venue and the excellent arrangements that have been made.

Our Atlantic communities have a rich history linked to fishing. In this context, management of our fisheries sustainably is a critical goal. We believe that NAFO has shown its capacity to achieve this goal over the past few years, based on good cooperation and a lot of hard work.

As you know, NAFO had its first independent performance review in 2011, a critical point in the history of NAFO as the panel scrutinized the Organization's performance in meeting the great demands of an effective and sustainable regional fisheries organization. The report of the performance review highlighted the significant improvements NAFO has made over the past several years and opportunities for ongoing improvement. NAFO has grown into a robust, consensus-based organization, whose governing principles have been modernized and enforcement measures re-delivered in a co-operative manner.

These improvements are highlighted by the recovery in some groundfish stocks. Contracting Parties that made sacrifices can now look forward to the possibility of re-engaging in their traditional fisheries in the foreseeable future. At the same time we need to continue to apply a conservative management approach to these stocks to ensure they continue to improve.

As some stocks recover, other stocks may adjust, due to these changes or environmental influences. We must work towards a better understanding of how the changes in moratorium stocks affect other fisheries, and update our models and fishing practices accordingly.

As indicated in the performance review, NAFO must also continue to work towards the rebuilding of depleted stocks. We have taken important steps towards this with the development of Conservation Plans and Rebuilding Strategies for 3NO cod and 3LNO American plaice, and have also begun the process for similar plans for 3LN redfish, 3M cod and 3NO witch flounder.

We must also continue the implementation of an ecosystem approach. I am pleased to see that we continue to build on the suite of measures NAFO has adopted over the past several years to manage significant adverse impacts on vulnerable marine ecosystems in the NAFO Regulatory Area. This work has only been possible with the help of the ground-breaking, multilateral deep-sea research of the NEIRIDA program.

While significant progress has been achieved, the performance review also recommended areas that require further action. NAFO has now completed its first cycle of actions to address the recommendations of the Working Group with a plan of action, ongoing work in multiple NAFO bodies, and with the development of our first progress report. As we see in the progress report, Contracting Parties have made progress since the publication of the Performance Review in 2011. The progress report also notes several areas where action is ongoing. We must continue to act on these issues, in particular the priority areas, which include:

- Strengthening the accuracy of catch reports, and the overall confidence in NAFO's catch monitoring system;
- Timely and effective follow-up on infringements;
- Strengthening the working relationship between the Fisheries Commission and the Scientific Council; and of course
- Further development and implementation of the ecosystem and precautionary approaches.

Ensuring accurate catch reports is a complicated task that requires continual adjustments, but is without question one of the most important elements of an effective and reliable regional fisheries management organization. We look forward to the discussion of the report of the Expert Panel, and working with other Contracting Parties to consider the recommendations of the panel to ensure we maintain our momentum of strengthening our catch reporting system to minimize or eliminate the need for catch estimates

We must also take note of the economic challenges facing all of us, and ensure that NAFO operates as effectively and efficiently as possible. Canada will be seeking zero growth in our budget, and encourage all Contracting Parties to focus our capacity on our mandate and priorities.

We must also remember the importance the performance review attached to the Amendments to the 1978 NAFO Convention. As you know, at least nine of the twelve Contracting Parties must ratify the Amendments before they can come into force. Last year Cuba and the Russian Federation announced they had completed the process of ratification, bringing the total number to 5. We must continue to push for all Contracting Parties to ratify the Amendments, and secure NAFO's evolution.

The 35th annual meeting of NAFO provides an opportunity to build on the progress outlined in the performance review. Let us work towards the implementation of the recommendations of the review to support NAFO's evolution, and to help ensure a positive future for our precious fisheries and oceans resources for those who rely on them. I trust we will have a successful and productive meeting. Thank you.

#### **Annex 4. Opening Statement of the Representative of the United States of America**

Mr. Chairman, distinguished delegates, observers, ladies and gentlemen:

The United States is pleased to be back in beautiful Halifax, Nova Scotia, once again for the 35<sup>th</sup> NAFO Annual Meeting. We look forward to an interesting and productive week and would like to take this opportunity to communicate our thoughts regarding the work before us.

First, we would like to express our pleasure regarding the considerable work undertaken by NAFO bodies during the 2013 intersessional period. The United States was particularly happy with the amount and caliber of work done by both the NAFO Scientific Council and the Standing Committee on International Control in addressing the recommendations of the NAFO Performance Review Panel. We very much support the recommendations of both bodies and look forward to the implementation update to be provided by the Secretariat.

We were also pleased with the efforts undertaken by the Fisheries Commission and Scientific Council Chairs to develop the draft terms of reference needed to transition the VME and CPRS Working Groups to address their expanded mandates. We look forward to finalizing these documents during this meeting and participating in the future work of these joint FC-SC working groups on Ecosystem Approach Framework to Fisheries Management and Risk-Based Management Strategies.

Regarding vulnerable marine ecosystems, the United States supports Fisheries Commission adoption of all of the pending recommendations of the VME Working Group. We would also like to highlight the outstanding work undertaken by the Scientific Council in providing the basis for these recommendations. We truly feel that NAFO is at the forefront of RFMO efforts in terms of developing a regime for protection of vulnerable marine ecosystems, and we look forward to NAFO maintaining this leading position while expanding our work to implement the ecosystem approach to fisheries management using the excellent SC roadmap. During this week, it is our hope that further discussion can take place regarding the implications of new indicator species information from the SC and the future role of encounter provisions in NAFO. We would also like to examine how to ensure future WG meetings can be scheduled to allow necessary SC input.

Everything we do should support the sustainable conservation and management of NAFO fish stocks and habitats, rebuilding those stocks that need it. The United States continues to support NAFO work that will enhance the quality of science/data produced by the Scientific Council and other sources for use in NAFO fisheries conservation and enforcement. We support the way forward suggested by the GC Chair relative to the Peer Review Panel process and would also like to look at steps that can be taken to facilitate comparison of observer, VMS, and STATLANT data to ensure consistency and accuracy of stock assessments that rely on this information.

I thank you all for your attention and look forward to working with you.

## **Annex. 5. Opening Statement of the Representative of the European Union**

Madam Chair, Distinguished Delegates, Observers, Ladies and Gentlemen,

This year has been an important year for the European Union (EU). After long discussions we have agreed on a profound reform of the EU Common Fisheries Policy. This reform fully embraces both the ecosystem and precautionary approaches, it sets the objective of fishing at MSY, and most importantly it introduces a discard ban. We are fully committed to promote the same principles we apply internally in external fora. This is in this spirit that we will pursue our discussions this week.

As for the meeting ahead, the EU would first like to commend the excellent work of the different NAFO bodies and working groups throughout the year. This has paved the way for further progress. We are looking forward to seeing the recommendations of the Working Group on Conservation Plans (CPRS) and Rebuilding Strategies and Vulnerable Marine Ecosystems (VMEs) adopted and to see the Terms of Reference of these groups enhanced. This will allow NAFO to further improve the sound and efficient management of its fisheries resources and ecosystems.

In addition, the EU will give priority to actions that promote better science and compliance. Although NAFO's control and enforcement rules are already at high standards, we believe more can still be done, in particular for the real time monitoring of catches and the improvement of the observers' reporting. This is also important for the long-standing problem of discrepancies in catch estimates. We do hope that NAFO will decide this year on effective actions to resolve this issue. Reinforced cooperation between fisheries managers and scientists will be crucial to this end.

But NAFO will also have to pave the way for important reviews in 2014, in particular the review of closures for bottom fishing and of the provisions for the protection of VMEs. We do hope that our fundamental support to the NEREIDA project on seabed mapping will allow us to have all the decisive information.

Last but not least, the EU would like to recall the importance to ratify the amended Convention so as to allow NAFO to use the new provisions as soon as possible.

Thank you for your attention.

## **Annex. 6. Opening Statement of the Representative of Norway**

Let me first thank Dr. Shibanov and his team for organizing this meeting and for providing us with excellent meeting facilities.

Over the last years NAFO has introduced new measures to preserve marine ecosystems and biodiversity in the Convention area. By giving adequate protection to VMES, NAFO has probably made more progress in this field than any other RFMO. At this meeting we hope to adopt the proposals put forward by the working group. While making progress in this field, the NAFO fisheries are gradually becoming more sustainable. Nevertheless, several stocks are still in critical condition. For this delegation it is therefore of utmost importance that we do not deviate from the advice on quota levels given to us by the Scientific Council. We should indeed avoid repeating yesterday's mistakes. We also need to find a solution to the problem of catch reporting, so that the Scientific Council can provide us with necessary management advice. It is also decisive that we further develop the work started to get in place management and rebuilding plans for the NAFO stocks. Broad participation is a key to moving forward. Hopefully, this meeting will contribute to enhance and further develop our cooperation so that we can be in line with the objectives of the New Convention. For our part we are ready to cooperate with all parties to ensure progress in all the tasks at hand.

## **Annex. 7. Opening Statement of the Representative of Cuba**

Good morning.

Miss President,

Distinguish delegates and observers.

On behalf of the Republic of Cuba and the Cuban delegation to this 35<sup>th</sup> Annual Meeting of the Northwest Atlantic Fisheries Organization, let us express our gratitude to the Canadian authorities for the opportunity to meet again in this beautiful city of Halifax.

The Organization has made significant progress in ensuring that all together, compromises ourselves in addressing the challenges before us and we are looking forward to a constructive meeting in an understanding atmosphere.

The Amendment to the Convention on Multilateral Cooperation in the Northwest Atlantic Fisheries, constitutes the first step towards a reformed Convention for NAFO and that is why we urge the Contracting Parties to do as much as possible for the ratification of this document, as a sing of their commitment with the Organization.

This year we will again face and discuss important matters resulting from the work of general Council Working Group on the development of Plan of Action for the implementation of the recommendations of the NAFO Performance Review Panel, the Working Groups of Fisheries Managers and Scientists, on Conservation Plans, rebuilding Strategies and Vulnerable Marine Ecosystems.

During this week we will have the opportunity to analyse the situation of stocks in the Convention area, the work of the Scientific Council, the plans for the recovery of several stocks that are still under moratoria or rebuilding process and all this need the compromise of all parties to ensure that those stocks have chance to recover.

We look forward to work with all delegations to achieve the common goal that is the conservation and sustainable use of the marine resources in the Convention Area for the sake of future generations.

Thank you very much.

**Annex. 8. Opening Statement of the Representative of Denmark  
(in respect of the Faroe Islands and Greenland)**

Madame Chair, distinguished Delegates, Observers, Ladies and Gentlemen.

Our delegation from the Faroe Islands and Greenland are happy to be back in Halifax and enjoy this beautiful Indian summer. The Faroe Islands and Greenland will continue to work constructively with our NAFO partners in order to facilitate the implementation of the Performance Review Report recommendations. It is in the interest of all contracting parties that this work is carried out as soon as possible as the outcome will entail a more up-to-date and effective NAFO in all aspects of the organization's operations.

The shrimp stock at Flemish Cap has been under moratorium since 2011 and shows no sign of recovery. Furthermore the shrimp stock at Grand Bank is declining and we just received the scientific advice that there should be no direct fishery for 3L shrimp, which we consider a drastic step. We hope to find a solution with a reduction in order for the industry to adapt to reduced fishing possibilities. On the other hand we note with satisfaction that the cod stock in Division 3M continue to exhibit biomass improvements. However, the improvement of this stock may to some extent be at the expense of the declining shrimp stocks as cod prey on these stocks. Madame Chair, our delegation would like to take this opportunity to convey our sincere appreciation and warm thanks to the Secretariat for once again having prepared this annual meeting so well.

Finally Madame Chair, the Faroe Islands and Greenland can assure you that we are looking forward to work constructively with all delegations in the week ahead of us to bring the many issues on our agenda to successful conclusion.

Thank you

## **Annex. 9. Opening Statement of the Representative of Japan**

Madam Chair, Distinguished Delegates, Observers, Ladies and Gentlemen.

On behalf of the Japanese delegation, I would like to express my deepest gratitude to the government of Canada for hosting the 35<sup>th</sup> Annual meeting of NAFO in beautiful Halifax and also thank the NAFO Secretariat for excellent arrangements of this meeting.

Recommended by the performance review, NAFO has been struggling to resolve the discrepancies between STATLANT fishing data and STACFIS data in recent years. In this Annual meeting, I hope NAFO will advance to the next steps with progress report by Peer Review Expert Panel. This solution is absolutely essential and great contribution to the fish stocks assessment in NAFO Convention area. Japan strongly support this solution and spare no effort to do.

NAFO also made a great progress in conservation of ecosystem. Last Annual meeting, we revised the values of encounter thresholds of VMEs and added the new VMEs indicators. In this Annual meeting, we will discuss and consider a lot of recommendations and suggestions by WGFMS-VME and SC. Ecosystem approach is one of the most important issues in NAFO and we need to take into consideration of precautionary approach, but at the same time sustainable use of the fish stocks based on scientific evidence should be harmonized and balanced with conservation of ecosystem.

We had planned to restart fishing in NAFO regulatory area last year, but finally gave it up due to some delay of preparing for the vessel. Thus we are thinking of restarting fishing again as soon as possible.

Lastly, Japanese delegation looks forward to working with all the colleagues for the success of this meeting.

Thank you.

## **Annex 10. Opening Statement by the Food and Agriculture Organization of the United Nations (FAO)**

(Jessica Sanders, Fishery Planning Analyst, Fisheries and Aquaculture Department)

Thank you madam Chair. It is a pleasure for me to represent FAO at this 35th Annual Meeting of the Northwest Atlantic Fisheries Organization (NAFO) in Halifax, Canada. I would like to thank the Secretariat for the invitation to attend this meeting as an observer. FAO has enjoyed a strong collaborative relationship with NAFO and, over the years, we have together faced many challenges in response to the ever changing nature of fisheries both worldwide and in the northeast Atlantic.

In the last few decades, fisheries have become an interest to a wide range of international organizations. For example, the Convention of Biological Diversity (CBD) at its Conference of the Parties in 2012, stated “Recognizing that fisheries management organizations are the competent bodies to manage fisheries and, depending on the situation in different regions, should have roles to play in addressing the impacts of fisheries on biodiversity, ...”. We are pleased to see the recognition of RFMOs roles in biodiversity conservation associated with fisheries and that many RFMOs, including of course, NAFO, with its leading role, have discussed how RFMO/As can act and help protect areas from adverse impacts of fisheries activities.

FAO continues to work at reducing IUU fishing through a range of instruments, including the 2009 *FAO Agreement on Port State Measures to prevent, deter and eliminate illegal, unreported and unregulated (IUU) fishing* (now ratified/acceded or approved by seven States and the EU), the recently adopted *Voluntary Guidelines for Flag State Performance* which is to be endorsed by the FAO Committee on Fisheries (COFI) in 2014, as well as through the continued development of the *Global Record of Fishing Vessels, Refrigerated Transport Vessels and Supply Vessels* (or the “Global Record”). Earlier this year the International Maritime Organizations (IMO) Maritime Safety Committee approved a proposal, cosponsored by FAO, to amend an IMO Assembly resolution to allow for the voluntary application of the IMO Ship Identification Number Scheme to fishing vessels of 100 gross tons which will hopefully be adopted by the IMO Assembly this December thereby, completing one of the as a key components of the Global Record to identify and track vessels as recognized by COFI.

FAO is also conducting a global capacity development programme, through a series of regional workshops, to facilitate accession to the Port State Measures Agreement to bring it into force as soon as possible and to ensure that it is accepted internationally in the widest possible manner.

Work related to traceability and ecolabelling is also moving ahead which will provide further important tools to promote sustainable fisheries. An evaluation framework to assess the conformity of public and private eco-labelling schemes with the *FAO Guidelines for the Eco-labelling of Fish and Fishery Products from Marine and Inland Capture Fisheries* has been developed and will be considered for adoption by the 14<sup>th</sup> COFI Sub Committee on Fish Trade in February 2014 and, in addition, a review of traceability best practice guidelines to combat IUU fishing will be presented.

FAO continues to work on the implementation of its International Plans of Action and has recently entered into a collaborative programme with the Convention on Trade on Endangered Species (CITES) Secretariat to support developing countries in meeting the CITES requirements for newly listed shark and ray species, kindly funded by the EU. Anyone interested in this work is encouraged to contact me this week or FAO colleagues for further information.

FAO looks forward to further strengthening collaboration with NAFO on the promotion and implementation of responsible fisheries management and conservation of living marine resources. To assist in this, in particular in areas beyond national jurisdiction, FAO and other partners are in the process of developing a programme through the Global Environment Facility (GEF) to promote responsible and sustainable fisheries and biodiversity conservation in the ABNJ. The project on “Sustainable fisheries management and biodiversity conservation of deep-sea ecosystems in the ABNJ” (the ABNJ Deep Sea Project) is most relevant to NAFO and we are hoping that a partnership commitment can be secured for the inclusion of NAFO at the time of submission of the project document at the end of this year. This partnership will further the excellent work that NAFO is already undertaking

within the FIRMS partnership. Further details will be provided at the side-event that FAO will host this Wednesday evening.

We wish NAFO a successful meeting and we look forward to welcoming you at the 31<sup>st</sup> Session of COFI from the 9<sup>th</sup> to 13<sup>th</sup> of June, 2014.

## **Annex 11. Opening Statement by the World Wildlife Fund – Canada (WWF)**

(Dr. Bettina Saier, Director Oceans, World Wildlife Fund Canada)

On behalf of the World Wildlife Fund (WWF), I would like to thank our Canadian hosts and NAFO for welcoming us to this meeting in Halifax.

WWF has participated as an observer in NAFO annual and scientific council meetings for the past eight years. We are very pleased with the increased transparency in NAFO's decision-making processes. This change has led to increases in the number of plenary discussions. We congratulate the chairs of the Fisheries Commission, the General Council and the Scientific Council for these efforts. In the same vein, we also encourage NAFO members to open their doors to observers in the new working groups.

Each year, WWF consults broadly with experts and delegations. After consultations, we published a position with 19 recommendations and identified four issues that stand in the way of sustainable management.

- As a matter of highest priority, we urge NAFO to unravel the mystery of what the true catch is within Northwest Atlantic waters under its jurisdiction. NAFO's inability to correct long-standing discrepancies in catch data puts the organization's credibility on the line and threatens the health of the Grand Banks. NAFO must surely improve the way it collects, verifies and shares catch data. If NAFO members don't have a clear picture of what's being taken out of the Northwest Atlantic, they won't be able to rejuvenate the region's health and productivity, and the fishing industry might lose out on future economic opportunities. WWF believes that NAFO must develop a mechanism that cross checks all levels of data collection and ensures timely reporting of important fisheries data between member states and the NAFO Scientific Council. All these improvements are in accordance with the obligations contained in the 1995 UN Fish Stocks Agreement.
- WWF also urges NAFO to extend and close all areas known to contain small and large gorgonians and sea pens, all of which are VMEs. We also call for the complete closure of the Corner Rise Seamounts in the Sargasso Sea because, as of yet, no impact assessment has been submitted for the *Alfonsino* fishery.
- Nine of the 19 stocks NAFO manages are under moratorium. NAFO has made good progress on Conservation Plans and Rebuilding Strategies (CPRS). These CPRSs should have quantifiable, testable and science-based harvest control rules.

WWF also recommends that

- (i) the current fishing level for Flemish Cap Cod be strictly enforced and
- (ii) the Fisheries Commission considers revising Article 6 of its Conservation and Enforcement Measures to ensure that the amount of allowable bycatch is not based on the total catch retained on board a vessel. It should be based on specific limits that derive from the stock status of a particular bycatch species.
- (iii) contracting parties take leadership on implementing a shark fin naturally-attached policy.

A world-class Ecosystem Approach to Fisheries Management (EAF) Roadmap has been developed by NAFO scientists. The roadmap is a milestone along NAFO's journey towards placing a healthy ecosystem at the centre of the complex fisheries management decisions. The NAFO Fisheries Commission should endorse the roadmap. WWF also proposes that NAFO take concrete steps to initiate a pilot EAF project in a selected area so that the ecosystem approach can be finally implemented and then refined over time.

WWF is also concerned about the effects of climate change on oceans and, therefore, urges NAFO to incorporate such effects into scientific assessments and relevant management decisions.

Finally, we'd like to call all Contracting Parties that haven't yet done so, to ratify the 2007 Amendment to the NAFO Convention to enable a true modernization of this RFMO in accordance with international law.

## **Annex 12. Opening Statement by the Ecology Action Centre (EAC) (Member of the Deep Sea Conservation Coalition (DSCC))**

(Susanna Fuller on behalf of EAC and DSCC)

Madam Chair, Distinguished Delegates, Fellow Observers, on behalf of the EAC and as members of the Deep Sea Conservation Coalition, we appreciate the opportunity to once again attend NAFO as official observers and to welcome everyone who has come to Halifax for this meeting.

It will be no surprise to many of you – that our primary concern remains the mitigation of fishing impacts on the marine ecosystem for which NAFO has competence. Over the past several years, NAFO has made good progress in implementing the United Nations General Assembly Sustainable Fisheries Resolutions 61/105 /, 64/72 and 66/68 which outline measures to and stress the urgency of protecting vulnerable marine ecosystems and sustainably managing deep sea fisheries. We view the work of NAFO in the full implementation of the UNGA Resolutions and recognizing the commitments made at Rio + 20 as a matter of continuous improvement.

This year, we sincerely hope that NAFO Contracting Parties take a positive decision to protect the additional areas recommended by the Scientific Council, through the work of the WG-EAFM, where significant concentrations of VMEs have been identified.

We are concerned about the lack of consistency in reporting of observer information, and need to make use of observer data in impact assessments and identification of VME areas. We urge Contracting Parties to agree to standardized observer reporting and to recommit to 100% observer coverage. The exploration of a scientific observer scheme is also recommended to ensure that maximum benefit is derived from having observers on board. We support the data flow model put forth by our colleagues at WWF as a way forward in ensuring quality data collection and reporting.

We look forward to the completion of analysis of data collected during the NERIEDA expedition and this information being fully applied to existing knowledge of VME areas, as well as contributing to a better understanding of the marine ecosystem in the NRA and surrounding waters.

While NAFO has made progress on protecting the marine ecosystem upon which all Contracting Parties depend for the provision of valuable fisheries resources, there remain key areas for improvement including the accurate catch reporting, ending fishing of unregulated species, lack of data collection on bycatch and ensuring best practices for management of all species in the NRA including sharks.

We urge NAFO to take action on exploring data sharing agreements and opportunities with oceans governance organizations, including the Canada Newfoundland Offshore Petroleum Board and the International Seabed Authority, and to agree to active participation and data sharing as part of the workshop hosted by the Convention on Biological Diversity to identify Ecologically or Biologically Significant Areas in the Northwest Atlantic – which is scheduled to take place in Spring 2014. These efforts are much needed to ensure that existing mechanisms are used to maximize protection of biodiversity beyond national jurisdiction.

We also urge Contracting Parties to support efforts to better understand the impacts of climate change and ocean acidification on rebuilding efforts of NAFO stocks.

Our specific recommendations will be circulated and are available on the table for observer information. We look forward to this week's meeting and seeing further progress at NAFO, and continued transparency of decision making.

Thank you.

### **Annex 13. Opening Statement by Environmental Information: Use and Influence Dalhousie University**

(Suzette Soomai on behalf of EIUI Dalhousie University)

Chairman, Distinguished Delegates, Fellow Observers

The Environmental Information: Use and Influence research initiative (EIUI) thanks the Secretariat and Contracting Parties for our recent accreditation as Observer. As this is our first year as an Observer, we are pleased to be present at the 35<sup>th</sup> Annual Meeting of the Northwest Atlantic Fisheries Organization.

In our research, based in the Faculty of Management at Dalhousie University, Halifax, Nova Scotia, we are working with the NAFO Secretariat and a number of governmental and intergovernmental organizations, including Fisheries and Oceans Canada and the Food and Agriculture Organization of the United Nations, to study the awareness, use, and influence of their publications in formulating policy. We are also partnering in research with three NGOs about information use in marine conservation.

Since 2002 we have been studying the production and use of marine environmental and fisheries information of governmental, intergovernmental, and non-governmental organizations. The aim of our research is to advance understanding of the complexities of information use at the science-policy interface. Through case studies on grey literature, i.e., material not controlled by commercial publishing, we are determining how organizations produce and disseminate information on marine environmental and fisheries matters, and how they promote awareness of, access to, and use of this information by managers, policy-makers, and decision-makers. Our research leads to recommendations to increase use and influence of this information in policy and decision-making processes.

Our research objectives are in line with the aims and purposes of NAFO, namely the optimum utilization, rational management, and conservation of the fishery resources of the NAFO Convention Area. We will follow your deliberations this week with interest and members of our team, including faculty and graduate students, will benefit by observing how scientific advice is communicated within NAFO and how management advice and measures are developed. Our research initiative is pleased with the relationship it has developed with NAFO and looks forward to strengthening collaboration with NAFO in promoting responsible fisheries management.

We look forward to attending this week's meetings.

Thank you.

## **Annex 14. Agenda**

### **I. Opening Procedure**

1. Opening by the Chair, Veronika Veits (EU)
2. Appointment of Rapporteur
3. Adoption of Agenda
4. Admission of Observers
5. Publicity
6. Guidance to STACFAD necessary for them to complete their work (Monday)

### **II. Supervision and Coordination of the Organizational, Administrative and other Internal Affairs**

7. Review of Membership of the General Council and Fisheries Commission
8. Status of ratification process resulting from the adoption of the amended Convention and presentation of progress reports
9. Status of NAFO Headquarters Agreement
10. Status of Implementation of Recommendations of the NAFO Performance Review Panel relevant to GC
11. Progress Report on Peer Review Expert Panel of the method of catch estimation of NAFO stocks by STACFIS and next steps
12. Administrative Report
13. Selection of NAFO Executive Secretary for the 2014-2017 term

### **III. Coordination of External Affairs**

14. Report of Executive Secretary on external meetings
15. International Relations

### **IV. Finance**

16. Report of STACFAD at the Annual Meeting
17. Adoption of the Budget and STACFAD recommendations for 2014

### **V. Closing Procedure**

18. Election of Chair
19. Time and Place of Next Annual Meeting
20. Other Business
21. Press Release
22. Adjournment

## **Annex 15. 2013 Annual Meeting Press Release**

### **NAFO IMPROVES INFORMATION SHARING**

The Northwest Atlantic Fisheries Organization (NAFO) today announced measures to improve the quality of catch data it collects, strengthen its compliance measures and support the scientific base upon which management decisions are based.

Based on scientific advice existing moratoria were extended to allow rebuilding of depleted stocks, while quotas for others were set. See attached quota table for details.

At this meeting NAFO agreed to expand a number of areas closed to bottom fishing, designed to protect deep-sea corals and sea pens. In 2014 NAFO is set to carry out a full review of its closed areas.

The implementation of the Performance Assessment Panel recommendations continues to be addressed in all NAFO Bodies. A compilation of the status of these recommendations was prepared and NAFO was pleased with progress to date. In most cases action has been taken or is ongoing in order to address the recommendations from the Panel.

NAFO's Fisheries Commission and Scientific Council held a joint meeting this week to resolve discrepancies between official catch statistics and figures estimated by scientists. To improve transparency, daily catch reports submitted by vessels to the NAFO headquarters over a satellite system, currently used to monitor compliance with quotas, will be made available to scientists. This will help to validate their catch data from other sources.

Relations with our sister organization in the North East Atlantic, NEAFC, have been formalized with the establishment of a joint data management working group.

A general Framework for the ecosystem approach to fisheries management was adopted.

Terms of Reference for two new joint Working Groups of Fisheries Commission and Scientific Council were established at this meeting. In 2014 the groups will meet to discuss Vulnerable Marine Ecosystems and risk based management strategies for NAFO stocks.

A new Executive Secretary, Mr Fred Kingston was elected for a term beginning in January 2014. NAFO is pleased to welcome Mr Kingston and looks forward to working with him in the future.

Additional highlights of the meeting can be found in the attached backgrounder.

For more information contact: Barbara Marshall, NAFO Secretariat – [www.nafo.int](http://www.nafo.int)

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Northwest Atlantic Fisheries Organization  
2013 Annual meeting Press Release  
27 September 2013

## Background

NAFO is an international intergovernmental fisheries science and management body that manages the fishery in the international portion of the Northwest Atlantic. The 35th Annual Meeting was held during 23-27 September 2013 at the Westin Hotel, Halifax, NS, Canada. The meeting was attended by 160 delegates from eleven Contracting Parties (Canada, Cuba, Denmark (in respect of Faroe Islands and Greenland), European Union, France (in respect of Saint-Pierre et Miquelon), Iceland, Japan, Republic of Korea, Norway, Russian Federation and United States of America). Ukraine was unable to attend the meeting.

The meeting was also attended by IGO observers from the Fisheries and Agricultural Organisation of the UN (FAO), Northeast Atlantic Fisheries Commission (NEAFC), North Atlantic Marine Mammal Commission (NAMMCO), International Commission for the Conservation of the Atlantic Tunas (ICCAT), Southeast Atlantic Fisheries Organisation (SEAFO) and Conservation of Antarctic Marine Living Resources (CCAMLR), and NGOs, the World Wildlife Fund (WWF), the Ecology Action Centre and Dalhousie University.

The three bodies of NAFO, General Council (chaired by Veronika Veits, EU), Fisheries Commission (chaired by Sylvie Lapointe, Canada) and Scientific Council (chaired by Carsten Hvingel, Norway) and their subsidiary bodies met over the course of a week to deliberate on management measures and scientific assessment regarding the international fisheries of the Northwest Atlantic.

All existing moratoria on NAFO stocks were carried over. TACs and quotas were established for all other NAFO regulated stocks. See attached quota table for details.

Five NAFO Contracting Parties have now ratified the amended NAFO Convention. Other Members reported their progress to the meeting and were strongly encouraged to continue their efforts to ratify the amended Convention in their respective governments.

The status of the implementation of the recommendations from the 2012 NAFO Performance Review Panel were reviewed by NAFO. All constituent bodies continue to make progress and NAFO was pleased with work that has been and continues to be done.

NAFO continues to address issues surrounding catch discrepancies. On the basis of the Peer Review Expert Panel recommendations, NAFO held frank and fruitful discussion between fisheries managers and scientists as to the best way to build confidence in the reliability of the data available to the organization. An ad hoc working group will continue the discussions next year. A number changes to NAFO regulations, allowing scientists access to data previously collected for compliance purposes, were agreed.

NAFO took further steps to enhance the dialogue between scientists and managers through the establishment of two joint working groups, answering to both NAFO Scientific Council and Fisheries Commission, on the ecosystem approach and risk-based approaches to stock management. These groups will provide a review of Scientific Council advice and drafting of measures for consideration by Fisheries Commission. These meetings will support open dialogue between managers and scientists, and be open to accredited observer organizations, improving transparency and accountability of NAFO. NAFO will also convene an ad hoc working group to look at discards, bycatch and selectivity issues.

In order to contribute to harmonization and standardization in the development of fisheries related electronic recording and reporting systems and to enhance fisheries related data communications in the entire North Atlantic, a joint working group - NEAFC/NAFO Advisory Group on Data Management -has been established to review the design of relevant frameworks and any technical issue related to the generating, storing, transmitting and use of fisheries related data, including data processing, protocols, standards and data security and confidentiality.

NAFO welcomes a newly elected Executive Secretary, Mr Fred Kingston. Mr Kingston, a Canadian citizen, leaves a long career with European Union in Ottawa, Canada to begin a new job managing the NAFO Secretariat in Dartmouth, Canada in January. Thanks were offered to the out-going Executive Secretary, Dr Vladimir Shibanov for his service to NAFO. NAFO also welcomed new Scientific Council chair Don Stansbury (Canada).

The 36th Annual Meeting will be held in Galicia, Spain in September 2014.

Prior to the Annual Meeting, the following NAFO meetings were held: Scientific Council/NIPAG Meeting on Shrimp Assessment, Tromsø, Norway, 17-24 October 2012; Scientific Council WGEAFM, Dartmouth, NS, Canada, 21-30 November 2012; Joint NEAFC/NAFO Ad hoc Working Group on the future of AGDC, in London, UK, 29-31 January 2013, Joint NAFO/ICES Working Group on Deep-water Ecology (WGDEC), IMR Flodevigen, Norway, 11-15 March 2013; International Fisheries Commissions Pension Society Annual Meeting, Victoria, BC, Canada, 09-11 April 2013; Fisheries Commission Working Group of Fishery Managers and Scientists on Vulnerable Marine Ecosystems (WGFMS-VME) in Halifax, NS, Canada, 23-25 April 2013; Standing Committee on International Control (STACTIC), London, UK, 7-9 May 2013; Scientific Council and its Standing Committees, Dartmouth, Nova Scotia, Canada, 7-20 June 2013; Fisheries Commission Working Group of Fishery Managers and Scientists on Conservation Plans and Rebuilding Strategies (WGFMS-CPRS) in Saint-Pierre et Miquelon, 9-11 July 2013; The World Conference on Stock Assessment Methods for Sustainable Fisheries (co-sponsored by NAFO) in Boston, MA, USA, 15-19 July 2013; Joint NAFO/ICES Working Group on Harp and Hooded Seals (WGHARP) at PINRO in Murmansk, Russia, 26-30 August 2013.

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/proceedings.html> and Scientific Council Reports at <http://www.nafo.int/publications/frames/sci-reports.html>.

The table of NAFO TACs and quotas agreed at the 35th Annual meeting can be found at <http://www.nafo.int/fisheries/quota.pdf>

Dr. Vladimir Shibanov  
NAFO Executive Secretary

27 September 2013, Halifax, NS, Canada

For more information contact: Barbara Marshall, Information Officer, NAFO Secretariat, [www.nafo.int](http://www.nafo.int)  
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### Annual Quota Table

**QUOTA TABLE. Total allowable catches (TACs) and quotas (metric tons) for 2014 of particular stocks in Subareas 1-4 of the NAFO Convention Area. The values listed include quantities to be taken both inside and outside the 200-mile fishing zone, where applicable.**

Species Division/Contracting Party	Cod				Redfish					American plaice		Yellowtail
	3L	3M	% of 3M Cod TAC	3NO	3LN	% of 3LN Redfish TAC	3M	3O	Sub-Area 2 and Div. 1F+3K	3LNO	3M	3LNO
Canada		116	0.80	0	2982	42.60	500	6000	0 <sup>2,4</sup>	0	0	16575 <sup>5</sup>
Cuba		537	3.70	-	686	9.80	1750		0 <sup>2,4</sup>	-	-	-
Denmark (Faroe Islands and Greenland)		3246	22.35	-	-		69 <sup>19</sup>		0 <sup>2,3</sup>	-	-	-
European Union		8281 <sup>25</sup>	57.03	0 <sup>11</sup>	1276 <sup>26</sup>	18.23	7813 <sup>12</sup>	7000	$\frac{0^{2,3}}{0^{2,15}}$	0	0 <sup>11</sup>	-
France (St. Pierre et Miquelon)		-		-	-		69 <sup>19</sup>		0 <sup>2,4</sup>	-	-	340 <sup>5</sup>
Iceland		-		-	-		-		0 <sup>2,3</sup>	-	-	-
Japan		-		-	-		400	150	0 <sup>2,4</sup>	-	-	-
Korea		-		-	-		69 <sup>19</sup>	100	0 <sup>2,4</sup>	-	-	-
Norway		1343	9.25	-	-		-		0 <sup>2,3</sup>	-	-	-
Russian Federation		940	6.47	0	2014	28.77	9137	6500	0 <sup>2,3</sup>	-	0	-
Ukraine								150	0 <sup>2,4</sup>			
United States of America		-		-	-		69 <sup>19</sup>		0 <sup>2,4</sup>	-	-	-
Others		58	0.40	0	42	0.60	124	100	-	0	0	85 <sup>5</sup>
<b>TOTAL ALLOWABLE CATCH</b>	<sup>*9</sup>	14521 <sup>23</sup>	100.0	<sup>*20,9</sup>	7000 <sup>24</sup>	100.0	6500 <sup>8</sup>	20000 <sup>16</sup>	0 <sup>10,17</sup>	<sup>*21</sup>	<sup>*9,16</sup>	17000 <sup>21,22,16</sup>

Species	Witch		White hake	Capelin	Skates	Greenland halibut	Squid (Illex) <sup>1</sup>	Shrimp	
	3L	3NO	3NO	3NO	3LNO	3LMNO	Sub-areas 3+4	3L	3NO
Canada		0	294	0	1167	1716	N.S. <sup>6</sup>	3580	
Cuba		-		0		-	510	48	
Denmark (Faroe Islands and Greenland)		-		-		197	-	48	
European Union		0 <sup>11</sup>	588	0 <sup>11</sup>	4408	6709 <sup>18</sup>	N.S. <sup>6</sup> 611 <sup>13</sup>	240 <sup>14</sup>	
France (St. Pierre et Miquelon)		-		-		187	453	48	
Iceland		-		-		-	-	48	
Japan		-		0		1173	510	48	
Korea		-		-		-	453	48	
96*10Norway		-		0		-	-	48	
Russian Federation		0	59	0	1167	1460	749	48	
Ukraine						-		48	
United States of America		-		-		-	453	48	
Others		0	59	-	258	0 <sup>7</sup>	794	0	
TOTAL ALLOWABLE CATCH	*9,20	*9	1000 <sup>27</sup>	*9,16	7000	11442	34000 <sup>20</sup>	4300	*9

\* Ban on fishing in force.

- Any quota listed for squid may be increased by a transfer from any “coastal state” as defined in Article 1, paragraph 3 of the NAFO Convention, provided that the TAC for squid is not exceeded. Transfers made to Contracting Parties conducting fisheries for squid in the Regulatory Area shall be reported to the Executive Secretary, and the report shall be made as promptly as possible.
- The Executive Secretary shall notify without delay all Contracting Parties the dates on which accumulated reported catch taken by vessels of Contracting Parties estimated equal to 50% and then 100% of that allocation.
- Quota to be shared by vessels from Denmark (Greenland and Faroe Islands), European Union, Iceland, Norway and Russia. Catches in the NAFO Convention Area shall be deducted from the quotas allocated in the NEAFC Convention Area.
- Quota to be shared by vessels from Canada, Cuba, France (St. Pierre et Miquelon), Japan, Korea, Ukraine and USA.
- Contracting Parties shall inform the Executive Secretary before 01 December 2013 of the measures to be taken to ensure that total catches do not exceed the levels indicated.
- The allocation to these Contracting Parties are as yet undetermined, although their sum shall not exceed the difference between the total of allocations to other Contracting Parties and the TAC (= 29.458 tons).

7. In 2005, the previous 935 t “Others” quota was assigned to three Contracting Parties. When the TAC exceeds 30,000 t the next 1,300 t beyond 30,000 will be allocated to an Others quota which can be accessed by those who do not hold Greenland halibut allocation. In deciding the relevant contributions of Contracting Parties to the 1,300 t Others quota, the Fisheries Commission will take into account the fact that some Contracting Parties received a benefit from the 935 t quota which was reassigned in 2005.
8. Not more than 3250 tons may be fished before 01 July 2014.
9. The provisions of Article 6, paragraph 1.b) of the Conservation and Enforcement Measures shall apply.
10. In the case of the NEAFC decision which modifies the level of TAC in 2014 as compared to 2013, these figures shall be accordingly adjusted by NAFO and formalized through a mail vote.
11. Including fishing entitlements of Estonia, Latvia, and Lithuania following their accession to the European Union and in accordance with sharing arrangements of the former USSR quota adopted by the Fisheries Commission at its Annual Meeting in 2003 (FC Working Paper 03/7).
12. Including allocations of 1571 tonnes each for Estonia, Latvia and Lithuania out of a sharing of 20,000 tonnes, following their accession to the European Union.
13. Allocations of 128 tonnes each for Estonia, Latvia and Lithuania as well as 227 tonnes for Poland out of a TAC of 34,000 tonnes, following their accession to the European Union.
14. Including allocations of 48 tonnes each for Estonia, Latvia, Lithuania and Poland out of a TAC of 4,300 tonnes, following their accession to the European Union.
15. Allocation of 17.85% to Lithuania and 2.15% to Latvia following their accession to the European Union.
16. Applicable to 2014 and 2015.
17. The quota shares in footnotes 4 and 15 can only be fished in the NAFO Regulatory Area. If an increase in the overall TAC as defined in footnote 10 leads to an increase in these shares, the first 500 tonnes of that increase shall be added to the quota share referred to in footnote 4.
18. Including an allocation of 375 tonnes for Estonia, Latvia, and Lithuania following their accession to the European Union.
19. Notwithstanding the provisions of footnote 8 and Article 5.2 (b) and without prejudice to future agreements on allocations, these quotas may be fished in their entirety by these Contracting Parties.
20. Applicable to 2014, 2015 and 2016.
21. In lieu of Article 6.1 (a) and (b) of the CEM, the following by-catch provisions for American plaice only in the 3LNO yellowtail fishery shall apply: Contracting Parties fishing for yellowtail flounder allocated under the NAFO allocation table will be restricted to an overall Am. plaice by-catch harvest limit equal to 15% of their total yellowtail fishery as calculated in accordance with Article 6.1 (c). If a Scientific Council projection indicates that this rate is likely to undermine stock recovery or cause an unreasonable delay in reaching  $B_{lim}$ , this rate may be subject to a reassessment by the Fisheries Commission.
22. Following the NAFO annual meeting and prior to January 1 of the succeeding year, at the request of the USA, Canada will transfer 1000 tonnes of its 3LNO yellowtail quota to the USA.
23. The allocation key of this stock is based on the 1998 Quota Table. In 1999, a moratorium on cod in Division 3M was declared.
24. The allocation key of this stock is based on the 1997 Quota Table. In 1998, a moratorium on redfish in Division 3LN was declared.
25. Including fishing entitlements of 161 tons each for Estonia, Latvia, and Lithuania in accordance with sharing arrangements of the former USSR quota adopted by the Fisheries Commission at its Annual Meeting in 2003 (FC Working Paper 03/7) and allocation of 552 tons for Poland following their accession to the European Union.
26. Including fishing entitlements of 346 tonnes each for Estonia, Latvia, and Lithuania in accordance with sharing arrangements of the former USSR quota adopted by the Fisheries Commission at its Annual Meeting in 2003 (FC Working Paper 03/7) following their accession to the European Union.
27. Should a Contracting Party experience higher than normal catches per unit of effort (CPUE) and conclude that a shift to high availability levels of white hake during the fishing season – such as what was apparently the case in 2002 and 2003 – is taking place, then that Contracting Party shall notify the Executive Secretary and submit a summary of evidence for its conclusion (higher than normal CPUE and any other additional relevant information) within one month. On this basis, a mail vote will be submitted to the Fisheries Commission as to whether an exceptional increase in the availability of fish occurs. The TAC shall remain at 1000t until the results of the vote are complete and the catch limitation provided for in Annex I. A. of the NCEM will apply. In case of a positive vote, the TAC is confirmed to be 2,000 metric tons. In the case of negative vote, the TAC shall remain at 1,000 metric tons.

**Effort Allocation Scheme for Shrimp Fishery in the  
NAFO Regulatory Area Div. 3M, 2014**

CONTRACTING PARTY	NUMBER OF FISHING DAYS <sup>1</sup>	NUMBER OF VESSELS <sup>1</sup>
<b>Canada</b>	0	0
<b>Cuba</b>	0	0
<b>Denmark</b>		
Faroe Islands	0	0
Greenland		0
<b>European Union</b>	0	0
<b>France (in respect of St. Pierre et Miquelon)</b>	0	0
<b>Iceland</b>	N/A	N/A
<b>Japan</b>	0	0
<b>Korea</b>	0	0
<b>Norway</b>	0	0
<b>Russia</b>	0	N/A
<b>Ukraine</b>	0	0
<b>USA</b>	0	0

<sup>1</sup>When the scientific advice estimates that the stock shows signs of recovery, the fishery shall be re-opened in accordance with the effort allocation key in place for this fishery at the time of the closure.

## **PART II**

### **Report of the Standing Committee on Finance and Administration (STACFAD)**

#### **35<sup>th</sup> Annual Meeting, September 23-27, 2013 Halifax, Canada**

##### **1. Opening by the Chair**

The first session of STACFAD was opened by the Chair, Deirdre Warner-Kramer (USA) on 23 September 2013. The Chair welcomed delegates and members of the NAFO Secretariat to the meeting.

Present were delegates from Canada, Denmark (in respect of the Faroe Islands and Greenland), European Union, France (in respect of Saint-Pierre et Miquelon), Iceland, Japan, Norway, Russian Federation, and the United States of America and members of the NAFO Secretariat (Annex 1).

##### **2. Appointment of Rapporteur**

The NAFO Secretariat was appointed as Rapporteur.

##### **3. Adoption of Agenda**

The provisional agenda was adopted (Annex 2) with the inclusion of two items: an update on the NEREIDA project and distribution method of future STACFAD working papers.

##### **4. Auditors' Report for 2012**

The auditing firm of WBLI Chartered Accountants performed the audit of the financial statements of the Organization for the fiscal year ended December 31, 2012. The financial statements and report to the General Council were circulated to the Heads of Delegation of the General Council and to STACFAD delegates in advance of the Annual Meeting.

The Senior Finance and Staff Administrator for NAFO presented the Draft Independent Auditors' Report and Financial Statements of the Northwest Atlantic Fisheries Organization for the year ended December 31, 2012. As auditing standards do not permit Auditors to sign and date the Auditors' Report until after the body responsible for approving the statements has reviewed and approved the statements, the financial statements will be shown as draft statements until they are reviewed by STACFAD and approved by the Organization at the Annual Meeting. It was noted that the total expenditures incurred for the fiscal period ending 2012 amounted to \$1,862,088, which was \$12,912 under the approved budget of \$1,875,000. It was also noted that only one Contracting Party had a partial contribution outstanding on December 31, 2012 in the amount of \$1,033.

The balance in the accumulated surplus account at year end amounted to \$506,292. At the 2012 Annual Meeting, General Council approved maintaining the level in the accumulated surplus account for 2013 at \$285,000 of which \$200,000 would be sufficient to finance operations during the first three months of 2013, and of which \$85,000 would be available for use in emergency situations.

The Independent Auditors' Report noted that the Organization: (1) has not recorded or met all disclosure requirements for employee future benefits, including the pension plan assets, liabilities and unfunded deficit, and (2) has a policy not to capitalize its capital assets. The audit determined the financial affairs of the Organization had been conducted in accordance with the Financial Regulations and budgetary provisions of NAFO and presented, in all material respects, a fair and accurate accounting of the financial affairs of the Organization.

As stated in note 2 of the Notes to the Financial Statements, following last year's recommendation, the Organization has elected to apply the International Financial Reporting Standards (IFRS) and that these are the first financial statement for which the organization has applied IFRS.

**STACFAD recommends that the 2012 Auditors' Report be adopted.**

A significant amount of time and resources are required both in the tendering process of selecting new Auditors and also during the transitional period for the new Auditors. STACFAD agreed the current maximum term Auditors may serve of three (3) years is too short and proposes extending the maximum term to five (5) years.

**STACFAD recommends that Rule 7.10 of the NAFO Financial Regulations be amended as follows (in *italics*):**

**The Auditors shall serve for a maximum term of *five (5) years***

The Committee also proposes that the Secretariat consult with the current Auditors, WBLI Chartered Accountants, to see if the current contract may be extended for an additional two years and at comparable rates.

## **5. Administrative and Activity Report by Secretariat**

Under this item, the Executive Secretary highlighted NAFO administrative matters and activities for the period September 2012 to August 2013 (GC Doc. 13/1).

## **6. Financial Statements for 2013**

The NAFO Senior Finance and Staff Administrator presented the Financial Statements for the fiscal year ending 31 December 2013.

### Budgetary Expenses

The operating budget for 2013 was approved at \$1,890,000. It was noted in the financial statements that 2013 expenditures are projected to be at \$2,006,000 or \$116,000 over the approved budget. This was due to: 1) non-budgeted expenses for an external expert panel to provide an update on the issue of catch discrepancy between STATLANT 21A catch estimates and those of STACFIS; 2) non-budgeted expenses for the recruitment and relocation costs for the incoming and outgoing Executive Secretaries; and 3) over-expenditures for legal fees to defend a wrongful dismissal suit. The additional funds required for the above expenditures shall be paid from the contingency fund.

All remaining 2013 operating expenses are anticipated to be on or near budget for the year.

### Assessed Contributions

Following General Council's approval to maintain \$285,000 in the accumulated surplus for 2013, the accumulated surplus had \$221,292 deemed to be in excess of the needs of the Organization, which was allocated towards the 2013 operating budget. As a result, in order to meet the 2013 operations budget of \$1,890,000, assessed contributions issued to Contracting Parties for the 2013 fiscal year were \$1,668,708.

### Balance Sheet

The Organization's cash position at December 31, 2013 is estimated to be \$458,847. The cash balance should be sufficient to finance appropriations in early 2014 pending the receipt of annual payments by Contracting Parties in the spring of 2014.

It was noted that Cuba had a partial contribution outstanding in the amount of \$1,033 and Korea's contribution of \$41,718 was also outstanding.

## 7. Review of Accumulated Surplus and Contingency Funds

According to the Financial Regulations of the Organization, STACFAD and General Council shall review the amount available in the accumulated surplus account during each Annual Meeting. The accumulated surplus account shall be set at a level sufficient to temporarily 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 to be used for unforeseen and extraordinary expenses to the good conduct of the business of the Organization.

The Secretariat noted the accumulated surplus account at December 31, 2013 is estimated to be \$410,000.

**STACFAD recommends that the amount maintained in the accumulated surplus account be set at \$285,000 of which \$200,000 would be sufficient to finance operations during the first three months of 2014, and of which \$85,000 would be a contingency fund available to be used for unforeseen and extraordinary expenses.**

## 8. Personnel Matters

The Executive Secretary presented to the Committee a summary report of the personnel matters that transpired during the year. Some of the staffing issues highlighted included: the retirement of the Senior Personal Assistant to the Executive Secretary; the subsequent hiring of the Administrative Assistant to the Executive Secretary; the hiring of a Database Manager to fill the creation of the new position as approved by the Organization at the last Annual Meeting; and the recruitment of the new Executive Secretary for the 2014-2017 term.

With the objective of fiscal prudence and maintaining a zero growth budget in future years, Canada proposed that a review of the NAFO Staff Classification system be performed. Canada also noted that in the Public Service of Canada, the separation indemnity has been eliminated and that they would be putting forward a proposal to remove this provision under NAFO Staff Rule 9.5. The Chair noted that there should be detailed written proposals distributed to STACFAD in advance of the meeting to allow delegates time to review and consult, if necessary. Some CP's were also cautious about any reduction to benefits already in the NAFO Staff Rules including what the implications would be for current staff contracts. Canada stated that it will work intersessionally with the Secretariat and other interested STACFAD members in developing proposals for consideration by STACFAD at the 2014 Annual Meeting.

## 9. Development of Draft Contract for incoming Executive Secretary

Following the decision by General Council at the last Annual Meeting and following further consultations with the NAFO President and Contracting Parties, a recruitment process for the selection of a new Executive Secretary for the 2014-2017 term was launched in early 2013 based on recruitment procedures applied in the past.

At the request of the General Council, STACFAD prepared a draft proposed contract between the newly elected Executive Secretary and the Organization.

**STACFAD recommends that the Heads of Delegation consider the draft contract.**

## 10. Internship Program

The Secretariat presented a report on the activities of the internship program which occurred during the year, including the tasks performed by two interns hosted at the Secretariat in 2013.

In the two years that the internship program has been established, the Secretariat feels that it is been very successful. Four very enthusiastic individuals joined the Secretariat and not only gained valuable experience for their careers, but provided the Secretariat with an enormous amount of professional assistance. Although the program has been considered a success, applications have only been received from four of twelve NAFO Contracting Parties.

The Committee once again endorsed the continuation of the internship program recognizing the substantial benefits to the Secretariat.

**To encourage increased program participation from as many member countries as possible, the Committee recommends all Contracting Parties distribute and make available information on the internship program to prospective interns.**

## **11. Rules of Procedure**

During the three previous Annual Meetings, the Committee has been reviewing Rule 3 of the Rules of Procedure for Observers which states “Observer status shall apply to all non-restricted sessions.” Agreement on the principle of openness and transparency was previously achieved, but there was not consensus on whether accredited observers would be permitted to attend meetings of the Standing Committees and Working Groups, in addition to plenary sessions of the General Council, Fisheries Commission, and Scientific Council.

A proposal to amend the observer rules was reviewed. The proposal would allow a Contracting Party to request for any meeting, including those of the General Council, Fisheries Commission, and Scientific Council, that particular agenda items, or parts thereof, be restricted to delegates of Contracting Parties only. As it is currently at the discretion of the Chair to determine if a meeting should be restricted, the proposal would essentially transfer the responsibility from the Chair to that of a Contracting Party. Consensus could not be reached on the proposal. The Committee recognized that work is currently underway to establish the ToRs for two joint FC/SC Working Groups which directly address the issue of observer attendance at these Working Groups.

The Committee agreed that the Rules of Procedure should clearly indicate whether accredited observers shall be permitted to attend meetings other than plenary sessions of the General Council, Fisheries Commission, and Scientific Council.

**STACFAD recommends that Contracting Parties continue to work on this intersessionally and be prepared to present proposals at the 2014 Annual Meeting.**

The Committee also reviewed the additional costs associated with having accredited NGO observers attend an Annual Meeting and, in line with the NAFO Performance Assessment Review Panel’s request to research any potential cost-recovery measures, the potential of establishing an attendance fee for observers was examined.

The general feeling of the Committee was that a fee should be established to offset any costs incurred by the Organization, although some Contracting Parties felt that an observer attendance fee would go against the Organization’s efforts for transparency, could possibly be discriminatory, and that the additional cost recovery would be minimal.

The Committee noted that Rule 5(c) of the NAFO Rules of Procedures for Observers already includes a provision allowing for an observer attendance fee to be charged to offset the additional costs of their participation in meetings. The Committee requested the Secretariat to annually evaluate the estimated costs of such participation based on the planned meetings for each year and establish a per-person fee if appropriate to offset such costs. This fee should be applicable to all meetings in a given year and included on the NAFO website with the procedures for requesting observer accreditation.

**The Committee recommends an appropriate attendance fee be established and charged for accredited observers.**

## **12. Report of the Annual Meeting of the International Fisheries Commissions Pension Society (IFCPS)**

The Annual Meeting of the IFCPS was held April 9-11, 2013 in Victoria, British Columbia, Canada, and the Secretariat provided the Committee with an update on the highlights of the meeting. Background information on the pension plan, investment performance, financing/funding issues, as well as plan design changes which affect employee/employer contribution rates were distributed for the information of members. A copy of the Annual Statistical Report for NAFO was also included with the information paper.

It was noted that the next actuarial valuation of the pension plan will be done as of January 1, 2014 and the results of the valuation will be presented at the next Annual Meeting.

### **13. Update on implementation of Performance Review Panel recommendations tasked to STACFAD**

STACFAD reviewed the progress to date on the implementation of those particular recommendations of the PRP relevant to STACFAD on the basis of a report from the Secretariat. It was noted that majority of them have been implemented as summarized in STACFAD WP 13/11 (Annex 3). STACFAD considers that the recommendations which have been marked either as “action completed” or “action ongoing – no further actions necessary” will not have to be reported on in the future.

**STACFAD recommends that the General Council endorse the progress achieved to implement the Performance Review Panel’s recommendations in the area of finance and administration.**

The Secretariat also presented a draft NAFO Communication Strategy (Annex 4) in response to the outstanding PRP recommendation Chapter 7, 7.2.

**STACFAD recommends that the General Council adopt the communications strategy.**

### **14. Budget Estimate for 2014**

The Committee reviewed the 2014 budget estimate as detailed in GC Working Paper 13/3 (Revision 3). Keeping in mind the significant efforts undertaken at last year’s Annual Meeting to keep the budget at or near the previous year’s budget, the Committee was once again faced with the same challenges.

Canada noted that it is still facing cutbacks within its own civil service and requested that it would once again be requesting that the 2014 proposed budget show a zero percent budgetary growth over the 2013 approved budget. Some other CPs noted that they are also faced with reductions within their internal budgets and cannot afford any increases to their contributions. Other CPs raised concerns that the Organization cannot keep expecting the Secretariat to keep shouldering these deep budget cuts before it starts to have a significant impact on the core functions and services provided by the Secretariat.

The budget estimate already contained budget categories which were maintained at reduced levels from the previous year’s cutbacks to achieve the near zero percent budget increase. In an effort to implement the current year’s request for zero percent growth, reductions to the 2014 budget estimate were made to communications, materials and supplies, Inter-sessional Scientific Meetings and publications. There was also the need to eliminate the additional help budget and the internship program was reduced to only allow for a three (3) month period internship period during 2014. As noted earlier under the Internship agenda item, STACFAD supports the internship program and anticipates full funding be re-established the following year.

Following the above budget cuts from the original budget estimate proposal, the 2014 budget estimate was maintained at the same level as the approved 2013 budget. Some Committee Members emphasized the need to ensure that the Secretariat’s core functions and services are still maintained, and to not create any unfunded mandates.

<i>Approved Budget 2013</i>	<i>Preliminary Budget Forecast 2014</i>	<i>Budget Estimate 2014</i>
<i>\$1,890,000</i>	<i>\$1,991,000</i>	<i>\$1,890,000</i>

**STACFAD recommends that the budget for 2014 of \$1,890,000 (Annex 5) be adopted.**

**A preliminary calculation of billing for the 2014 financial year is provided in Annex 6.** The preliminary calculation of billing is based on the budget estimate of \$1,890,000 and shall be reduced by any amount determined by the General Council to be in excess of the needs of the accumulated surplus account.

The accumulated surplus account at December 31, 2013 is estimated to be \$410,000 and the recommended minimum balance in the accumulated surplus account for operations and emergency use for the 2014 fiscal year is \$285,000. This allows for \$125,000 (\$410,000-\$285,000) to be applied towards the 2014 billing.

**Funds required to meet the 2014 administrative budget and appropriated from Contracting Parties are estimated to be \$1,765,000 (\$1,890,000 - \$125,000).**

### **15. Budget Forecast for 2015 and 2016**

STACFAD reviewed the preliminary budget forecast for 2015 (\$1,956,000) and 2016 (\$2,003,000) (Annex 7).

There are various expenditures paid from the NAFO operating budget which only occur every two, four or even eight years. The cost of these expenditures can be fairly significant, and, when included in the NAFO budget, they can result in sharp increases to the budget and corresponding increases to the contributions paid by Contracting Parties. At last year's Annual Meeting, General Council requested that STACFAD look at ways of anticipating these expenditures and to determine if the costs can be spread over a number of years, which would therefore help smooth the budget from year to year.

The Committee noted that costs associated with the home leave allowance and repatriation grant are earned every second year and these costs could be spread evenly over a two year period. Costs associated with the recruitment and relocation of the Executive Secretary may only occur every four or eight years. It was decided to budget for these costs over an eight year period.

**The Committee recommends that costs associated with the home leave allowance and repatriation grant be spread over a two year period and costs associated with recruitment and relocation be spread over eight years.**

As costs for all of the above items are already include in the 2014 budget estimate, the smoothing process would begin for the 2015 budget year.

### **16. Adoption of 2013/2014 Staff Committee Appointees**

The Secretariat nominated the following people to serve as members of the Staff Committee for September 2013-September 2014: Estelle Couture (Canada), Rafael Duarte (EU) and Deirdre Warner-Kramer (USA).

**STACFAD recommends that General Council appoint the three nominees.**

### **17. Time and Place of 2014 – 2016 Annual Meetings**

As previously agreed, the 2014 and 2015 Annual Meetings will be held 22-26 September and 21-25 September, respectively. The meetings will be held in Halifax, N.S., Canada, unless an invitation to host is extended by a Contracting Party and accepted by the Organization.

**STACFAD recommends that the dates of the 2016 Annual Meeting (to be held in Halifax, N.S., Canada, unless an invitation to host is extended by a Contracting Party and accepted by the Organization) to be as follows:**

**2016 - 19 – 23 September**

The Committee was informed that conference facilities in the Halifax area are limited and it is becoming more and more difficult to reserve and hold conference space on a short term basis. Hotels are seeking a long term commitment as they quite often will have other clients willing to book two years or more in advance. As offers

from CP's to host a NAFO Annual Meeting can be issued up to one year prior to an Annual Meeting, the Organization may in the future be requested to make a deposit to hold onto conference space.

For budgetary and meeting venue planning purposes, STACFAD urges that any invitations by a Contracting Party to host an Annual Meeting be issued as early as possible.

### **18. Election of Vice-Chair**

Elise Lavigne (Canada) was elected Vice-Chair.

### **19. Other Matters**

At the last Annual Meeting, General Council requested that the Secretariat establish a framework in order to manage a fund for the NEREIDA project and to also draft the necessary amendment to the NAFO Financial Regulations to clarify that NAFO is allowed to receive and disperse funding for projects that fulfil NAFO's objectives. The Committee was informed that amendment to the NAFO Financial Regulations and the NEREIDA Scientific Research Project Framework were both approved by General Council earlier this year. The Secretariat is currently in the final stages of the applying for project funding from the EU authorities for the NEREIDA Project.

The Committee also had a discussion on how this year's STACFAD documentation was posted to the NAFO's Member's Pages and was only accessible using the Heads of Delegation username and password. It was decided that it was not appropriate to use the Heads of Delegation username and password, and for the future, a STACFAD username and password should be created and distributed to heads of delegation. Each STACFAD representative would then be responsible to contact their head of delegation to receive access.

### **20. Adjournment**

The final session of the STACFAD meeting adjourned on 26 September 2013.

The Committee members thanked Deirdre Warner-Kramer for her excellent work chairing the meeting.

The Committee members expressed their gratitude to Executive Secretary, Vladimir Shibanov, for his diligent work over the past four years. The Secretariat's efficient contributions in making the meeting a success were noted.

### **Annex 1. List of Participants**

<b>Name</b>	<b>Contracting Party</b>
Elise Lavigne	Canada
Esben Ehlers	Denmark (in respect of the Faroe Islands and Greenland)
Fred Kingston Herbert Schuller	European Union
Jean-Marc Philippeau	France (in respect of Saint-Pierre et Miquelon)
Brynhildur Benediksdottir	Iceland
Akiko Onodera	Japan
Odd Gunnar Skagestad	Norway
Yulia Badina	Russian Federation
Deirdre Warner-Kramer Patrick Moran	United States of America
Vladimir Shibanov Stan Goodick Lisa LeFort	NAFO Secretariat

## **Annex 2. Agenda**

1. Opening by the Chair, Deirdre Warner-Kramer (USA)
2. Appointment of Rapporteur
3. Adoption of Agenda
4. Auditors' Report for 2012
5. Administrative and Activity Report by NAFO Secretariat
6. Financial Statements for 2013
7. Review of Accumulated Surplus and Contingency Fund
8. Personnel Matters
9. Development of Draft Contract for incoming Executive Secretary
10. Internship Program
11. Rules of Procedure
12. Report of the Annual Meeting of the Fisheries Commissions Pension Society
13. Update on implementation of PRP recommendations tasked to STACFAD
14. Budget Estimate for 2014
15. Budget Forecast for 2015 and 2016
16. Adoption of 2014 Staff Committee Appointees
17. Time and Place of 2014 - 2016 Annual Meetings
18. Election of Vice-Chair
19. Other Matters
  - i. Update on the establishment of the framework to manage the funds for the NEREIDA project and amendment to the NAFO Financial Regulations
  - ii. Distribution method of future STACFAD Working Papers
20. Adjournment

**Annex 3. STACFAD Responses to PRP Recommendations**

Rec. No.	Recommendation Text	NAFO Doc. No.	Responsible Body	Comment	Timescale	Progress Status
4.4.3.3	In the PRP's view data formatting and standardization appear adequate to ensure reporting consistency, and to promote data compatibility and/or comparability. However, the PRP feels that the rather disparate way in which data requirements are outlined in the NCEM may promote confusion and inefficiency. Consequently, the PRP would like to see a very user-friendly NAFO data manual being produced and this could also set out a full meta-data record for all NAFO's data holdings and database.	STACFAD WP 12/5	GC	2011 preliminary response: STACFAD notes that work on several elements of this recommendation is already underway and the proposed creation of a new Data Management team within the Secretariat will further support it. STACFAD recommends that the Secretariat determine how best to address the financial and human resources implications of this work. 2012 Response by the Secretariat to STACFAD: The Secretariat proposes the creation of a new Data Manager position at the Secretariat to lead Data Management team. The new employee will be responsible for the development of the documentation as recommended. Committee response to GC: To create a Data Manager position to be effective mid-April 2013.	ST	Action Completed
4.4.3.4	The PRP was unable to examine in any detail the Secretariat's process for checking and validating the data it receives, other than being aware that most data validation is carried out by the Contracting Parties prior to submitting their data. Again, it is suggested that the Secretariat develop documentation to outline its data consolidation processes and the steps it takes to check data, including the continuation of communication with data providers after data have been submitted/used if necessary.	STACFAD WP 12/5	GC	2011 preliminary response: STACFAD recommends that the Secretariat undertake this work and report back to the Committee on its progress. 2012 Response by the Secretariat to STACFAD: The Secretariat notes that during the process of transferring responsibility for maintenance of the STATLANT 21 database of catches from the FC Coordinator to the SC Coordinator, documentation covering the consolidation and checking of data was produced, and communication with data providers to ensure the quality of submissions is ongoing. Committee response to GC: Item completed and no further action necessary.	ST	Action Completed
4.4.4.4	To improve the potential utility of such information, the PRP feels that it could be better linked and more 'user friendly'. In that respect, some thought could be given to providing a clear 'information map' on the NAFO Website to direct those seeking specific types of information to their source(s) in a more efficient manner.	STACFAD WP 12/5	GC	2011 preliminary response: STACFAD endorses the Secretariat's ongoing work in this regard and encourages that the Secretariat seek additional feedback from the Contracting Parties as necessary. 2012 Response by the Secretariat to STACFAD: The Secretariat notes that the Secretariat has been working on revamping the public web pages throughout the last year; creating a secure inspectors website area; continuing to digitize historic documents; and that the usage of WebEx and SharePoint by is increasing. Committee response to GC: Ongoing process and no further action necessary.	MT	Action Ongoing - No further actions necessary
4.6.2.5	In terms of documenting the PAF, the PRP felt that a clearly designated, and easily accessible, area of the NAFO website should set out a brief history of the Framework's development and a detailed explanation of its key contents and use, including in relation to recovery plans (see above) as well as new and exploratory fisheries (see below).	STACFAD WP 12/5	GC/FC/SC	2011 preliminary response: STACFAD notes that the Scientific Council Coordinator has already begun this work in cooperation with the Scientific Council and welcomes its conclusion. 2012 Response by the Secretariat to STACFAD: The Secretariat notes that a summary of the implementation of the Precautionary Approach in the NAFO context was prepared by the Secretariat and was posted on the revamped NAFO Website in advance of the 34th Annual Meeting. Committee response to GC: Item completed and no further action necessary.	ST	Completed
7.1.10	The PRP suggests that application of cost-recovery measures could be considered as a way of alleviating potential financial stress on NAFO Contracting Parties.	STACFAD WP 12/5	GC	2011 preliminary response: STACFAD recommends that the Secretariat provide to STACFAD's next meeting suggestions for areas where cost recovery measures could be implemented. 2012 Response by the Secretariat to STACFAD: The Secretariat notes that although any potential cost-recovery measures are negligible, options for observer attendance fees, data access and document user fees for NCPs taking into account transparency concerns and sponsorship for social events, etc. may be explored. Committee response to GC: The Secretariat will report to STACFAD at the next Annual Meeting.	MT	Action Ongoing

7.1.5	The PRP also noted that, according to Article XVI of the 1978 Convention, a Contracting Party which has not paid its contributions for two consecutive years shall not enjoy any right of casting votes and presenting objections until it has fulfilled its obligations, unless the General Council decides otherwise. The PRP urges NAFO to apply this provision.	GC Doc 12/1	CP/GC	The WG considers this recommendation implemented, and recommends that the GC continue to apply the provision contained in Article XVI of the 1978 Convention whereby a Contracting Party which has not paid its contributions for two consecutive years, shall not enjoy the right of casting votes and presenting objections until it has fulfilled its obligations, when necessary.	ST	Action Completed
7.1.8	In this regard, and in order to provide a more accurate and contemporary picture of the Organization's financial standing, the PRP suggests that consideration could be given to the application of accrual accounting principles to manage the budget. It noted that accrual-based accounting is largely the international norm.	STACFAD WP 12/5	GC	2011 preliminary response: STACFAD requests that the Secretariat provide to STACFAD's next meeting guidance on the pros and cons of this approach. 2012 Response by the Secretariat to STACFAD: The Secretariat the use of accrual accounting principles is being used in NAFO's financial records. The general idea is to recognize revenue and expenses at the time in which the transaction occurs rather than when payment is made (or received). Committee response to GC: Item already implemented and no further action necessary.	ST	Action Completed
7.1.9	Reimbursement of the budget surplus in one year to the following year's contributions is in keeping with many other international organizations. However, the PRP advises that consideration should be given to withholding any reimbursement of budget surplus amounts to Contracting Parties in arrears (see below) of their full contributions.	GC Doc 12/1	CP/GC	The WG recommends that the GC requests STACFAD to consider amending Rule 4.6 of the NAFO Financial Regulations.	MT	Action Proposed
7.2.2	To give more formal standing to the various Staff position descriptions, working conditions and appraisal procedures outlined in NAFO Secretariat Staff Structure document (Fischer & Goodick, 2009), the PRP suggests that development of a NAFO Staff Contract may be worth considering. In particular, a Contract would provide an opportunity to formally outline procedures for dealing with Staff grievances and dismissal specifically.	STACFAD WP 12/5	GC	2012 Response by the Secretariat to STACFAD: The Secretariat notes that Staff contracts have been implemented for all new employees (SC Coordinator and IT Manager). All current employees have a signed Employment Agreement which outlines the appointment in accordance with the appropriate section of the Rules of Procedure and Staff Rules and it also covers the nature of employment, remuneration, terms and conditions, etc. Committee response to GC: Item implemented and no further action necessary.	ST	Action Completed
7.2.3	Taking into account the relevant existing best practices, there is a need to amend certain provisions of the NAFO Staff Rules pertaining to the rights and obligations of NAFO Secretariat Staff, particularly dismissal or termination of appointment. In so doing, and given the Organization's intergovernmental nature, special attention should be given the relevant provisions of the prevailing Canadian legislation as well as international law in terms of Secretariat staff employment rights, obligations and conditions.	STACFAD WP 12/5	GC	2011 preliminary response: STACFAD recognizes the ongoing work to keep the Staff Rules current and requests the Secretariat to compile relevant best practices in this area and provide a report to its next meeting. 2012 Response by the Secretariat to STACFAD: The Secretariat notes that the expansion of this particular staff rule is under review by the Secretariat, although, in light of the current legal case before the Supreme Court of Canada; it is felt that this matter should be deferred until after the conclusion of the legal case. Committee Response to GC: The Secretariat will present proposed changes to the Staff Rules upon conclusion of the current legal case.	MT	Action Ongoing
7.2.4	The increasing task list for the Secretariat appears to have been efficiently handled up to this point. Nevertheless, the PRP feels that there is a need to ensure that a 'critical mass' of essential skills is sustained and that functional continuity should be maintained whenever senior staff leave. To this end, the professional development of Staff and the sharing of essential task skills must continue to be encouraged.	STACFAD WP 12/5	GC	2012 Response by the Secretariat to STACFAD: The Secretariat recognizes the importance of the team work structure in place, professional development and training of staff in various tasks/departments, and to ensure a well-organized recruitment plan is in place for upcoming staff retirements. Committee response to GC: No further action necessary.	ST	Action Completed

7.2.5	The Secretariat is close to a critical point in terms of its workload and the availability of personnel to meet daily work needs. The recent addition of new tasks (e.g. daily VMS reporting and archiving) has augmented such pressure. Therefore, the PFP feels that failure to provide additional Secretariat staff capacity will compromise service delivery in the not-too-distant future and should be addressed as a matter of urgency.	STACFAD WP 12/5	GC	2011 preliminary response: STACFAD Also highlights the recommendations to institute a formal internship program and to create a new Data Management team within the Secretariat. Also consideration could be given to part-time employees or service contracts. 2012 Response by the Secretariat to STACFAD: The Secretariat notes a comprehensive review of all staff duties/tasks was performed in 2012, that there is an urgent requirement to hire a Data Manager in 2013 to meet needs of the Organization; a Formal Internship program commenced in 2012; Service contracts and temporary help are being utilized when necessary i.e. – archival of historic documents, public relations/web pages, inspectors web page. Committee response to GC: To create a Data Manager position to be effective mid-April 2013.	MT	Action Completed
7.2.6	The structure of the Secretariat has recently been reorganized. Any future reorganization or expansion of NAFO's work is likely to be profoundly significant for how the Secretariat organizes its work to sustain a high-level of service delivery. Under such circumstances, the PFP urges that clear guidance should be given by the General Council to ensure that work priorities can be identified and that the need for any additional resources (human or fiscal) are adequately addressed sooner rather than later.	STACFAD WP 12/5	GC	2011 preliminary response: STACFAD Also highlights the recommendations to institute a formal internship program and to create a new Data Management team within the Secretariat. Also consideration could be given to part-time employees or service contracts. 2012 Response by the Secretariat to STACFAD: The Secretariat notes a comprehensive review of all staff duties/tasks was performed in 2012, that there is an urgent requirement to hire a Data Manager in 2013 to meet needs of the Organization; a Formal Internship program commenced in 2012; Service contracts and temporary help are being utilized when necessary i.e. – archival of historic documents, public relations/web pages, inspectors web page. Committee response to GC: To create a Data Manager position to be effective mid-April 2013.	MT	Action Completed
7.2.7	The Executive Secretary's role in disseminating high-quality information about NAFO should be recognized, along with that of other senior Staff. Consideration of an Organizational communications strategy and media policy may also be of merit. The PRP further suggests that it is worth considering clarification of the Executive Secretary's responsibilities, along with those of other office bearers, for the communication of such information.	STACFAD WP 12/5	GC	2011 preliminary response: STACFAD will review and, as appropriate, recommend revisions to the NAFO media policy at its next meeting. 2012 Response by the Secretariat to STACFAD: The Secretariat is currently researching the media/press release policies of other RFMO's. Committee response to GC: The Secretariat will report to STACFAD at the next Annual Meeting.	MT	Action Ongoing
7.2.8	To better determine the efficiency of Secretariat service delivery in particular, the Panel suggests that metrics be developed for Secretariat various duties/tasks. These could be based on a schedule of tasks/activities to be undertaken, the completion of tasks against identified guidelines/deadlines, and the final service outputs delivered in terms of delivery efficiency/standards.	STACFAD WP 12/5	GC	2011 preliminary response: While recognizing the potential benefits of this sort of performance management approach, STACFAD also cautions that any implementation should minimize both resource and bureaucratic burdens. 2012 Response by the Secretariat to STACFAD: The Secretariat notes various planning and scheduling tools/methods are being utilized by the Executive Secretary and Secretariat Staff; A Comprehensive review of all staff duties/tasks was performed in 2012. Committee response to GC: No further action necessary.	ST	Action Completed
7.4.2	The PRP recommended that the Secretariat be requested to undertake some scoping and some projection of its future accommodation needs.	STACFAD WP 12/5	GC	2012 Response by the Secretariat to STACFAD: The Secretariat notes as per the NAFO Convention "The headquarters of the Organization shall be in Dartmouth, Nova Scotia, Canada, or at such other place as may be decided by the General Council". The current accommodations are sufficient for the Secretariat to meet the needs of the Organization and to house its current staff members plus one intern. Some office modifications will have to be done to accommodate the proposed additional staff member (Data Manager). Boardroom facilities are sufficient to host a meeting up to a maximum of 20-25 people. Committee response to GC: In the event that the new Data Manager position is approved, the current budget allows for the Secretariat to make office modifications to accommodate a new staff member.	MT	Action Completed

7.4.3	The anticipated expansion of NAFO activities, especially those connected with data collection and sharing, indicates that new communication and information technologies may be required. This will necessitate an elaboration of rigorous professional training programs, and/or opportunities for Secretariat staff. The PRP therefore recommends timely, and adequate, planning for providing the Secretariat with appropriate human, financial and other resources for its future work.	STACFAD WP 12/5	GC	2011 preliminary response: STACFAD will continue this process with the input and guidance of the Secretariat. 2012 Response by the Secretariat to STACFAD: The Secretariat will continue this process with the input and guidance of STACFAD. Committee response to GC: This an ongoing process and no further action necessary.	MT	Action Ongoing Action Ongoing - No further actions necessary
7.5.2	To improve documentation of meeting outcomes, reports should be as succinct as possible and confined to matters of substance only. Technical details can be provided in appendices and as far as possible reports should represent a distillation of collective views, unless otherwise decided for controversial/high priority subjects. Executive summaries of key conclusions and decisions should be provided if possible.	GC Doc 12/1	CP/FC/GC/SC/Sec	The WG recommends that all NAFO bodies strive for clear and succinct reporting as recommended by the review panel and that the Secretariat provides proper guidance to rapporteurs and Chairs to that end.	ST	Action Ongoing - No further actions necessary

## **Annex 4: Proposed NAFO Communications Strategy**

NAFO is an intergovernmental fisheries science and management body. NAFO manages the fishery in the international waters of the Northwest Atlantic and reflects the effort to ensure the international cooperation in these waters and maintain the compatibility of conservation and management measures between the coastal state and the international areas. The mandate has recently been updated to include an ecosystem approach to fisheries management.

The NAFO Secretariat provides administrative support to the Organization and its chief administrative officer is the Executive Secretary who is appointed by the General Council.

Many specific duties of the Executive Secretary (or delegate) regarding distribution of information to Contracting Parties are contained in the Rules of Procedure. It is understood that, in the interest of transparency, information for the general public and other interested groups as appropriate, be communicated in an accurate, timely and professional manner.

NAFO has a clearly defined Media Policy as reported in GC Doc. 04/4 that outlines the conditions for attendance by Media Representatives at NAFO Meetings. This policy has been applied and seems to work well.

This Communications Strategy provides guidelines for external communications from the Secretariat using various mediums including:

- Printed materials such as newsletters, articles, and brochures.
- Electronic materials such as email, postings to web sites or social media sites.
- Media relations such as requests for interviews, news releases, and media inquiries.

### **General Requests:**

Each staff member is responsible for communicating basic and routine information to the public and others in relation to their specific job duties. Requests for private data or information outside of the scope of an individual's job duties should be routed to the Information Officer for discussion with the Executive Secretary.

General Requests received by the Information Officer may be forwarded to the appropriate staff member to reply.

### **Official Requests:**

Throughout the year requests may be received from the UN, FAO or other RFMOs or intergovernmental organizations. These could be in the form of requests for responses to UNGA Resolutions or questionnaires. Depending on the subject matter, the requests are reviewed by the Executive Secretary and with input from the Coordinators and the Information Officer and the response is prepared and compiled. After completion and depending on the topic, the responses may be circulated to all Contracting Parties for comments and review before being finalized and returned.

### **Reports of NAFO Activities:**

From time to time NAFO Secretariat staff participate in outside events and meetings. The participating staff member may be requested to supply a report of recent NAFO activities. These reports are usually summary accounts of information available to the public or a description of Secretariat work. Examples of this are reports to RSN, CWP, FIRMS and ASFA.

### **Media Requests:**

All requests for interviews or information from the media are routed through the Information Officer. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and web sites. If the Information Officer is unavailable, staff are requested to ask the media

representative's name, contact information, questions and deadline and refer to the Executive Secretary (or delegate).

Interview requests will be first considered by the Executive Secretary. Based on type or subject of request these may be delegated to either of the Coordinators. Coordinators may decide to contact the Chair or other appropriate NAFO official (such as Designated Experts).

#### **Press Releases:**

In general a Press Release is circulated only after the Annual Meeting. No public statements are made by any participants until after the conclusion of the meeting when an official Press Release is prepared by the Executive Secretary in collaboration with the Chairs of the General Council, Fisheries Commission and Scientific Council. The Information Officer is responsible for drafting the Press Release and coordinating input from the Coordinators and other members of the Secretariat.

The Press Release is circulated to a broad distribution list which is updated annually.

In some recent years Scientific Council Highlights have been prepared by Scientific Council Chairs in conjunction with the SC Coordinator. These have been placed on the website.

#### **Public Information:**

NAFO has a well-developed public website and it is the responsibility of the Secretariat to ensure information presented there is timely and up-to-date. Meeting Reports are uploaded after reports are finalized by the respective Constituent Bodies and all deadlines have passed. Each Team is responsible for ensuring the content of pages pertaining to their field of expertise is current and correct.

Posters of various NAFO highlighted work, such as VMS, Advice to Management, etc. have been developed to use in presentations for the public.

#### **Publications:**

Electronic publication is an efficient, cost-saving method of disseminating information. If a report is available to the public electronically, there are no specific requirements to print and distribute hard copies of the documents for general distribution.

However, NAFO does maintain a print publication distribution list. These print publications are distributed mainly to Contracting Party libraries and key individuals as well as other RFMOS and international fishery bodies. A "purchase list" is maintained where recipients are invoiced and payment is received before a print publication is mailed.

Print and electronic versions (DVD) of the previous year's reports are circulated to meeting participants during the June Scientific Council meeting and the Annual Meeting.

The Journal of Northwest Atlantic Fishery Science has its own website and pdf articles are available for anyone to download for free. As well there is a limited paper publication distribution list. The NAFO Scientific Council Studies is mainly an electronic publication. Recently identification guides have been circulated on waterproof paper to those working on the water.

THE NAFO Conservation and Enforcement Measures remains a key NAFO publication. Over 600 paper copies are distributed each year to Contracting Parties, inspectors and fishery monitoring centers. This publication is also available on the NAFO website as a downloadable pdf file.

## Annex 5. Budget Estimate for 2014

### NORTHWEST ATLANTIC FISHERIES ORGANIZATION

Budget Estimate for 2014

(Canadian Dollars)

	Approved Budget 2013	Projected Expenditures 2013	Preliminary Budget Forecast 2014	Budget Estimate 2014
1. Personal Services				
a) Salaries	\$983,000	\$979,000	\$1,031,000	\$996,000
b) Superannuation and Annuities	294,000	294,000	298,000	291,000
c) Medical and Insurance Plans	90,000	89,000	95,000	95,000
d) Employee Benefits	66,000	66,000	103,000	77,000
Subtotal Personal Services	<u>1,433,000</u>	<u>1,428,000</u>	<u>1,527,000</u>	<u>1,459,000</u>
2. Additional Help	15,000	15,000	15,000	0
3. Communications	28,000	28,000	28,000	26,000
4. Computer Services	39,000	39,000	41,000	31,000
5. Equipment	31,000	31,000	32,000	31,000
6. Fishery Monitoring	35,000	35,000	36,000	36,000
7. Hospitality Allowance	3,000	3,000	3,000	3,000
8. Internship	16,000	16,000	16,000	5,500
9. Materials and Supplies	30,000	30,000	31,000	28,500
10. NAFO Meetings				
a) Sessional	94,000	94,000	95,000	103,000
b) Inter-sessional Scientific	40,000	40,000	40,000	31,000
c) Inter-sessional Other	30,000	30,000	30,000	30,000
Subtotal NAFO Meetings	<u>164,000</u>	<u>164,000</u>	<u>165,000</u>	<u>164,000</u>
11. Other Meetings and Travel	35,000	35,000	35,000	35,000
12. Performance/External Reviews	0	20,000	0	0
13. Professional Services	46,000	89,000	46,000	46,000
14. Publications	15,000	15,000	16,000	13,000
15. Recruitment and Relocation	0	58,000	0	12,000
	<u>\$1,890,000</u>	<u>\$2,006,000</u>	<u>\$1,991,000</u>	<u>\$1,890,000</u>

**Notes on Budget Estimate 2014  
(Canadian Dollars)**

Item 1(a)	<b>Salaries</b> Salaries budget estimate for 2014.	\$996,000
Item 1(b)	<b>Superannuation and Annuities</b> Employer's pension plan which includes employer's contributions, administration costs and actuarial fees. Also includes the required annual payment towards the pension plan deficit.	\$291,000
Item 1(c)	<b>Group Medical and Insurance Plans</b> Employer's portion of Canada Pension Plan, Employment Insurance, Group Life Insurance, Long Term Disability Insurance and Medical Coverage.	\$95,000
Item 1(d)	<b>Employee Benefits</b> Employee benefits as per the NAFO Staff Rules including overtime, repatriation grant, termination benefits, vacation pay, and travel to home country for internationally recruited members of the Secretariat.	\$77,000
Item 2	<b>Additional Support</b> Digitization of historical documents, translation of NAFO Fisheries Information (e.g. Observer Reports) and other assistance as required.	\$0
Item 3	<b>Communications</b> Phone, fax and internet services Postage Courier/Mail service	\$26,000 \$18,000 5,000 3,000
Item 4	<b>Computer Services</b> Computer hardware, software, supplies and support. Inspectors Website	\$31,000 \$26,000 5,000
Item 5	<b>Equipment</b> Leases (print department printer, photocopier and postage meter) Purchases Maintenance	\$31,000 \$21,000 5,000 5,000
Item 6	<b>Fishery Monitoring</b> Vessel Monitoring System (VMS) annual maintenance fee including programming changes as required due to changes to CEM	\$36,000 \$36,000
Item 10(a)	<b>NAFO Sessional Meetings</b> Annual Meeting, September 2014, Halifax, Canada SC Meeting, June 2014, Halifax, Canada SC Meeting, September 2014, Greenland	\$103,000
Item 10(b)	<b>NAFO Inter-sessional Scientific Meetings</b> Provision for inter-sessional meetings and a general provision for unforeseen expenses necessarily incurred by SC required for the provision of answering requests for advice from FC.	\$31,000

Item 10(c)	<b>NAFO Inter-sessional Other</b> General provision for GC and FC inter-sessional meetings.	\$30,000
Item 11	<b>Other Meetings and Travel</b> International Meetings regularly attended by the NAFO Secretariat: Aquatic Sciences and Fisheries Abstracts (ASFA) Co-ordinating Working Party on Fishery Statistics (CWP), Fisheries Resources Monitoring Systems (FIRMS) International Fisheries Commissions Pension Society (IFCPS) NEAFC Advisory Group for Data Communication (AGDC) Regional Fishery Body Secretariats Network (RSN) United Nations Fish Stock Agreement (UNFSA)	\$35,000
Item 13	<b>Professional Services</b> Professional Services (audit, consulting, legal fees, and insurance) Professional Development and Training Public Relations	\$46,000 \$35,000 8,000 3,000
Item 14	<b>Publications</b> Production costs of NAFO publications which may include the following: Conservation and Enforcement Measures, Convention, Inspection Forms, Journal of Northwest Atlantic Fishery Science, Meeting Proceedings, Rules of Procedure, Scientific Council Reports, Staff Rules, Secretariat Structure, etc.	\$13,000

## Annex 6.

**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)	125,000
Funds required to meet 2014 Administrative Budget	\$1,765,000

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	% of Total			2014 Preliminary Billing
			10%	30%	60%	
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	-	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	\$1,765,000.00
Funds required to meet 1 January - 31 December 2014 Administrative Budget						\$1,765,000.00

2013 Billing for comparison purposes		
Nominal Catches for 2010	% of Total Catch in the Convention Area	2013 Annual Contribution
Approved Budget 2013		\$1,890,000
Deduct: Accumulated Surplus		221,292
Funds required 2013 Budget		\$1,668,708
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

## Annex 7. Preliminary Budget Forecast for 2015 and 2016

### NORTHWEST ATLANTIC FISHERIES ORGANIZATION

#### Preliminary Budget Forecast for 2015 and 2016

(Canadian Dollars)

	Preliminary Budget Forecast 2015	Preliminary Budget Forecast 2016
1. Personal Services		
a) Salaries	\$1,032,000	\$1,063,000
b) Superannuation and Annuities	291,000	294,000
c) Medical and Insurance Plans	99,000	99,000
d) Employee Benefits	69,000	63,000
Subtotal Personal Services	1,491,000	1,519,000
2. Additional Help	15,000	15,000
3. Communications	26,000	27,000
4. Computer Services	31,000	34,000
5. Equipment	31,000	36,000
6. Fishery Monitoring	36,000	37,000
7. Hospitality Allowance	3,000	3,000
8. Internship	16,000	21,000
9. Materials and Supplies	30,000	33,000
10. NAFO Meetings		
a) Sessional	101,000	102,000
b) Inter-sessional Scientific	40,000	40,000
c) Inter-sessional Other	30,000	30,000
Subtotal NAFO Meetings	171,000	172,000
11. Other Meetings and Travel	35,000	35,000
12. Professional Services	46,000	46,000
13. Publications	13,000	13,000
14. Recruitment and Relocation	12,000	12,000
	\$1,956,000	\$2,003,000