

Northwest Atlantic Fisheries Organization



Report of the General Council and its Subsidiary Body (STACFAD)

38th Annual Meeting of NAFO
19-23 September 2016
Varadero, Cuba

NAFO
Dartmouth, Nova Scotia, Canada
2016

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PART I.

Report of the General Council

38th Annual Meeting of NAFO, 19-23 September 2016
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I. Opening Procedure

1. Opening by the Chair, Stéphane Artano (France-SPM)

The 38th Annual Meeting of NAFO was convened on Monday, 19 September 2016 at 1000 hrs at the Convention Center Plaza America in Varadero, Cuba with 159 delegates present from 12 NAFO Contracting Parties (Annex 1). The NAFO President and General Council Chair, Stéphane Artano (France-SPM), welcomed all delegates to the Meeting (Annex 3).

The Cuban Minister of the Food Industry, Ms. Maria del Carmen Concepcion Gonzalez, also welcomed delegates to Varadero, Cuba (Annex 4).

Opening statements were deferred at the opening session, but were provided in writing for inclusion in the report by Canada, Cuba, Denmark (in respect of the Faroe Islands and Greenland), European Union, Japan, Republic of Korea, Russian Federation, Ukraine and the United States of America (USA). (Annexes 5-10).

2. Appointment of Rapporteur

The Executive Secretary, Fred Kingston, was appointed the rapporteur.

3. Adoption of Agenda

The agenda was adopted as circulated (Annex 2).

4. Admission of Observers

In accordance with the NAFO Rules for Observers and in advance of the meeting, the Executive Secretary formally invited the following intergovernmental organizations to attend:

- Government of Bermuda
- Convention on Biological Diversity (CBD) Secretariat
- Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR)
- Permanent Commission for the South Pacific (CPPS)
- Food and Agriculture Organization of the UN (FAO)
- General Fisheries Commission for the Mediterranean (GFCM)
- International Commission for the Conservation of Atlantic Tunas (ICCAT)
- International Council for the Exploration of the Seas (ICES)
- International Monitoring, Control and Surveillance (IMCS) Network
- North Atlantic Marine Mammal Commission (NAMMCO)
- North Atlantic Salmon Conservation Organization (NASCO)
- North East Atlantic Fisheries Commission (NEAFC)
- North Pacific Anadromous Fish Commission (NPAFC)
- North Pacific Fisheries Commission (NPFC)
- North Pacific Marine Science Organization (PICES)
- Sargasso Sea Commission,
- Southeast Atlantic Fisheries Organization (SEAFO)
- South Pacific Regional Fisheries Management Organisation (SPRFMO)
- South Indian Ocean Fisheries Agreement (SIOFA)

- United Nations Environment Programme World Conservation Monitoring Centre (UNEP-WCMC), and
- Western Central Atlantic Fishery Commission (WECAFC)

During the 38th Annual Meeting, CCAMLR was represented by Norway and NPFC was represented by Canada.

The Ecology Action Centre (EAC), an NGO which had been granted accredited observer status, was also present and provided an opening statement in writing for inclusion in the report (Annex 11).

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 STACFAD, it was noted that STACFAD may have to consider the possible costs of a next Performance Review and a management strategy evaluation (MSE) for Greenland halibut in its budget deliberations. No additional issues were raised. The Chair of STACFAD was invited to prepare a report for the closing session.

II. Supervision and Coordination of the Organizational, Administrative and Other Internal Affairs

7. Review of Membership of the General Council and Fisheries Commission

The membership of the General Council and Fisheries Commission has not changed since the 2015 Annual Meeting and is currently comprised of twelve (12) Contracting Parties: Canada, Cuba, Denmark (in respect of the Faroe Islands and Greenland), European Union (EU), France (in respect of St. Pierre et Miquelon), Iceland, Japan, Norway, Republic of Korea, Russian Federation, Ukraine and United States of America (USA).

8. Status of ratification process resulting from the adoption of the amended Convention and presentation of progress reports

To-date, seven Contracting Parties have ratified the amended Convention, namely Canada, Cuba, Denmark (in respect of Faroe Islands and Greenland), European Union, Iceland, Norway and the Russian Federation.

Other Contracting Parties updated the status of their ratification process. France (in respect of St. Pierre et Miquelon) announced that it had ratified the amended Convention on 4 July 2016 and it was in the process of notifying Canada (the Depository of the NAFO Convention). Once this notification is received from France, only one remaining Contracting Party is required to ratify the amended Convention for it to come into force. For this reason, Contracting Parties were strongly encouraged to continue their efforts to ratify the amended Convention.

It was agreed, should the amended NAFO Convention come into force before the next Annual Meeting, that in the interim, the GC Chair would become the Chair of the new Commission with the FC Chair becoming the Vice-Chair. In this case, a general election will take place at the end of that Annual Meeting in accordance with the NAFO Rules of Procedure.

9. Administrative and Activity Report by NAFO Secretariat

The Administrative and Activity report was presented to STACFAD (GC Doc. 16-01).

NAFO Website Re-design

The Secretariat provided a demonstration of Phase I of the new NAFO website – the redesign of the public website (www.nafo.int) – which is expected to be launched later this year. In the past year, the NAFO Secretariat has created a new platform and structure for NAFO’s website to enable users to navigate and find information quickly in a more user-friendly, modern format. The ‘open source Content Management System’ eliminates the framesets used on the previous site and addresses the concerns raised by a 2010 survey, recommendations of the Scientific Council Standing Committee on Publications (STACPUB) and the input of an ad hoc Working Group of interested Contracting Party representatives.

Key highlights include a modernized look; an interactive calendar of events; a search function and user friendly icons of the most frequently accessed pages (i.e. Journal of the Northwest Atlantic Fishery Science, Science Advice and the NAFO CEM). Comments from Contracting Parties would be welcomed.

Phase II of the new NAFO website – the redesign of the secure Members’ area (members.nafo.int) – was discussed by STACFAD and its recommendations were presented in its report under agenda item 17.

10. Consideration of the Renewal of the Executive Secretary’s contract

The contract of the Executive Secretary, Fred Kingston was extended to the 2018-2021 term.

11. Status of NAFO Headquarters Agreement

At the last Annual Meeting, Canada reported that it was prepared to proceed with the draft text of the Headquarters Agreement reviewed at the 31st Annual Meeting in 2009 (Annex 3 of GC Doc. 09-03: Part II) that focused on NAFO’s privileges and immunities. However, there was a delay due to a legal proceeding that was still before the courts. An alternate instrument (Memorandum of Understanding) was prepared to address issues related to the provision of the premises and security by the host country at the last Annual Meeting (STACFAD WP 15-09).

Both the NAFO Headquarters Agreement and the Memorandum of Understanding were reviewed by STACFAD during this meeting and its recommendations were presented in its report under agenda item 17.

12. Performance Review

a) Status of implementation of recommendations of the NAFO Performance Review

As part of General Council’s regular annual review on the status of the recommendations of the 2011 NAFO Performance Review, the Executive Secretary presented GC Working Paper 16-02. Since the 2015 Annual Meeting, there was nothing further to report regarding the Action Plan for the Implementation of the Performance Review.

b) Preparation of the next Performance Review

Since the UN General Assembly has called for regular performance reviews of Regional Fisheries Management Organizations (RFMOs) such as NAFO, Contracting Parties agreed that they should take the first steps to prepare NAFO’s next Performance Review. The NAFO Performance Review virtual Working Group was established by the General Council at the 37th NAFO Annual Meeting in Halifax, Nova Scotia. As noted in the Terms of Reference (GC Doc. 15-03).

The Working Group met virtually three times – 16 March, 28 June and 29 August 2016. The meeting report from this Working Group (GC Doc. 16-02) was presented including its recommendations that:

- **NAFO's second Performance Review be launched following the 2016 NAFO Annual Meeting for completion at the 2017 NAFO Annual Meeting; and**
- **The Terms of Reference for NAFO's second Performance Review contained in GC PR-WP 16-05 Rev. (Annex 3) be forwarded to the General Council for consideration and adoption at the 2016 NAFO Annual Meeting.**

The General Council adopted both recommendations.

III. Coordination of External Affairs

13. Report of Executive Secretary on External Meetings

The Executive Secretary highlighted a few of the external meetings he participated in since the last Annual Meeting, including:

- FAO 20th Anniversary of the Code of Conduct for Responsible Fisheries (October 2015);
- Project Steering Committee for the Areas Beyond National Jurisdiction (ABNJ) Deep-Seas Project (December 2015) as Chairman;
- NEAFC Seminar on Allocation Criteria (February 2016);
- Review Conference on the Agreement for the Implementation of the Provisions of the United Nations Convention on the Law of the Sea of 10 December 1982 relating to the Conservation and Management of Straddling Fish Stocks and Highly Migratory Fish Stocks (May 2016);
- Thirty-second Session of the FAO Committee on Fisheries (COFI) (July 2016); and
- Sixth Meeting of the Regional Fishery Body Secretariats' Network (RSN) (July 2016).

Other members of the Secretariat actively participated in:

- FAO Aquatic Science and Fisheries Abstracts (ASFA) Advisory Board Meeting co-hosted by NAFO and Dalhousie University (October 2015);
- ABNJ Deep-Seas Project: 2016 World Wide Review of Bottom Fisheries in the High Seas (May 2016); and
- UN Bottom Fisheries Workshop (August 2016).

An overview of all of the external meetings is available in the Administrative Report (GC Doc. 16-01).

14. International Relations

a) Appointment of NAFO Members as Observers to External Meetings

At the last Annual Meeting (September 2015), it was agreed that the following NAFO Contracting Parties would observe at meetings of the following organizations during 2015/2016:

- Denmark (in respect of the Faroe Islands and Greenland) would represent NAFO at the North East Atlantic Fisheries Commission (NEAFC).
- EU would represent NAFO at the International Commission for the Conservation of Atlantic Tunas (ICCAT).
- Norway would represent NAFO at the South East Atlantic Fishery Organisation (SEAFO) and the North Atlantic Marine Mammal Commission (NAMMCO).
- USA would represent NAFO at the Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR), the North Pacific Anadromous Fish Commission (NPAFC) and the North Atlantic Salmon Conservation Organization (NASCO).

The reports by these Observers were presented (GC WP 16-06 to 16-10).

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It was agreed that it would also be useful to have NAFO representation at meetings of the North Pacific Fisheries Commission (NPFC) and South Indian Ocean Fisheries Agreement (SIOFA).

It was agreed that following Contracting Parties would represent NAFO at the meetings in 2016-2017 of the following organizations:

- Canada at NPFC;
- Denmark (in respect of the Faroe Islands and Greenland) at NEAFC;
- EU at ICCAT and SIOFA;
- Norway at SEAFO and NAAMCO;
- USA at CCAMLR, NPAFC and NASCO.

The importance of external relations was stressed as work of relevant organizations in other areas can impact the work of NAFO. For that reason, it was agreed that the NAFO Secretariat should try to attend meetings of the UN preparatory committee to study issues relating to the conservation and sustainable use of marine biological diversity beyond areas of national jurisdiction (BBNJ), as its resources allow, and report back to General Council at the next Annual Meeting.

b) ABNJ Deep-Seas Project

In 2013, NAFO was invited to be a partner in the FAO-Global Environment Facility (GEF) Project “*Sustainable fisheries management and biodiversity conservation of deep-sea living marine resources and ecosystems in the Areas Beyond National Jurisdiction (ABNJ Deep Seas Project)*”. NAFO’s participation will be guided by the activities table which was jointly prepared by FAO and the NAFO Secretariat and which may be modified as the project progresses. The NAFO support to the project would be an estimated in-kind contribution over the period of 2014-2018. This in-kind contribution represents staff time for activities and meeting expenses for work on deep sea fisheries, as well as administrative expenses for NAFO’s current core activities and operations which are of direct relevance to deep sea fisheries. Almost all the costs that are being implemented or planned are part of the regular work of NAFO.

Under this agenda item, the Executive Secretary presented the annual update of the ABNJ Deep-Seas Project provided by the FAO’s Deep Seas Project Coordinator (GC WP 16-05).

c) Relations with other International Organizations

At the last Annual Meeting, Contracting Parties asked the Executive Secretary to identify international organizations with areas of mutual interest, such as the International Seabed Authority (ISA) and the International Maritime Organisation (IMO), and to explore the establishment of mechanisms for dialogue and engagement.

The Executive Secretary provided a progress report on his activities in this area during the past year (GC WP 16-03). In addition to the ISA and the IMO, the Secretariat identified the Convention on Biological Diversity (CBD) Secretariat and the International Cable Protection Committee (ICPC) as international organizations with areas of some mutual interest. NAFO has also been approached by the World Meteorological Organization (WMO) concerning its proposal to strengthen collaboration with RFMOs in the context of the climate and weather aspects of fisheries. NAFO already has established links with both the UN Food and Agricultural Organization (FAO) and the UN Division for Ocean Affairs and the Law of the Sea (UN-DOALOS).

Some parties stressed ISA and CBD as being of particular relevance for NAFO.

It was **agreed** to adopt the following recommendation of the 2016 meeting of Joint Fisheries Commission–Scientific Council Working Group on Ecosystem Approach Framework to Fisheries Management (WG-EAFFM):

- **That the NAFO Secretariat maintains dialogue with relevant organizations and explore mechanisms to improve the exchange of information. The FC and Contracting Parties may**

consider other means to facilitate active monitoring of assessments, planning processes and actions taken in other fora in order to identify and, if needed, respond on issues concerning NRA fisheries, fisheries resources, and biodiversity.

15. Oil and Gas Activities in the NAFO Regulatory Area – Information Exchange Arrangement

At the 2014 Annual Meeting, the General Council gave the Executive Secretary the mandate to work with Canada to explore and implement means for the appropriate and timely exchange of information necessary to avoid overlapping activities and mitigate potential conflicts between fisheries and hydrocarbons activities in the NAFO Regulatory Area.

Following the 2014 Annual Meeting, an “interim process” was established through which Canada sent information to the NAFO Secretariat about petroleum-related activities for onward transmission to NAFO Contracting Parties (GC WP 15-04). Since the 2015 Annual Meeting, there have been four such notifications (GC WP 16-04).

At last year’s Annual Meeting, the General Council discussed Canada’s proposed approach for such an information exchange arrangement. The Canadian process was seen by Contracting Parties as a reasonable approach for such an information exchange arrangement. Canada undertook to continue to engage with the Executive Secretary to consider possible refinements to its text, taking into account specific suggestions from a Contracting Party. In this context, the Executive Secretary presented GC WP 16-04, which outlined the major developments on the issue since the last Annual Meeting.

On the basis of this proposed information exchange arrangement, in particular Article 3.2 of the proposal, the Secretariat was prepared to provide to Canada a ‘five-year monthly snapshot’ of fishing activity on the basis of anonymized, aggregate VMS data provided it had the authority to do so. (This authority was subsequently given by amendments adopted by the Fisheries Commission in FC Doc. 16-13 – Transmission of aggregated VMS data to Contracting Parties for non-inspection purposes).

IV. Finance

16. Report of STACFAD at the Annual Meeting

The report of STACFAD was presented by the Chair, Deirdre Warner-Kramer (USA). The report contained recommendations for the adoption of the budget for 2017, the Auditor’s Report for 2015, financial matters, personnel matters, and an update on the NAFO Secretariat classification scheme review.

17. Adoption of the Budget and STACFAD recommendations for 2016

STACFAD recommends that:

- **The 2015 Auditors’ Report be adopted.**
- **Grant Thornton be appointed to audit NAFO’s records for the 2016 - 2020 fiscal periods.**
- **In regards to the NAFO Website re-design project:**
 - **General meeting information, such as meeting location and provisional agendas, be also made available on the NAFO public pages.**
 - **The *Ad hoc virtual Working Group* is empowered to identify other documents or pages that are clearly administrative or not confidential that could be migrated immediately to the public pages**
 - **The NAFO Secretariat research the standards and guidelines of access to documentation of other RFMOs.**
 - **The *Ad hoc virtual Working Group* continue to work intersessionally to develop standards and guidelines of access to documentation contained in the NAFO Members’ area and NAFO Meetings SharePoint for review by STACFAD, with the view to be as transparent as practicable.**

- NAFO Contracting parties to strongly encourage additional participation of self-identified to the *Ad hoc virtual Working Group*, in particular those with STACTIC expertise.
- Phase II of the NAFO website re-design project be completed prior to the 2017 NAFO Annual Meeting.
- 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 2016, and of which \$85,000 would be a contingency fund available to be used for unforeseen and extraordinary expenses.
 - STACFAD endorsed the proposed changes to the NAFO Staff Classification Scheme:
 - Reclassify the IT Manager position from Information Services (IS) to Computer Services (CS)
 - Reclassify the Finance and Staff Administrator position from Administrative Services (AS) to Financial Management (FI)
 - Combine the 01 and 02 pay levels for Administrative Services (AS) and Programme Administration (PM) levels to allow for a seven level pay band. This would impact the following positions: Fisheries Information Administrator, Office Administrator, Publications Manager and Scientific Information Administrator.
 - Combine the 02 and 03 pay levels for Administrative Services (AS) to allow for a six level pay band. This would impact the position of the Executive Assistant to the Executive Secretary.
 - Staff members currently occupying a position in which there are proposed changes to the salary structure would have the option to either stay with the current salary scheme or switch to the revised salary scheme. Staff members employed in the future would automatically switch to the revised salary scheme.
 - Updating of the Publications Manager's, Database Manager's and the Finance and Staff Administrator's job descriptions, as recommended.
 - Perform a review of the Staff Classification System every five years, or as appropriate
- STACFAD recommends the following amendment to NAFO STAFF Rule 9.5:
 - *“For employees hired before 01 October 2016, in the event of separation from service with the Secretariat, members of the Secretariat shall be compensated an indemnity equivalent to the rate of two (2) weeks current salary for every year of service with the Secretariat, free of all deductions except statutory deductions, limited to a maximum of 40 weeks.*”
 - *“For employees hired after 30 September 2016, in the event of separation from service with the Secretariat, members of the Secretariat shall be compensated an indemnity equivalent to the rate of one (1) weeks current salary for every year of service with the Secretariat, free of all deductions except statutory deductions, limited to a maximum of 40 weeks.”*
- The Committee agreed to maintain the internship period at six (6) months during 2017 year and the Committee also agreed to maintain the stipend amount at \$1,750 CAD per month.
- The Secretariat was requested to continue their outreach efforts to ensure qualified participants from various contracting parties participate in the program.
- The Government of Canada proceed with its domestic process to sign and ratify the Headquarters Agreement; as well that the Government of Canada and NAFO proceed with the signature of the Memorandum of Understanding.
- STACFAD recommends that the budget for 2017 of \$2,126,000 be adopted.
- STACFAD recommends that General Council appoint the three Staff Committee nominees, Emilia Batista (EU), Joanne Morgan (Canada) and Deirdre Warner-Kramer (USA), for September 2016–September 2017.

- **The Committee encourages Contracting Parties strive, whenever possible, to provide more than 12 months' notice of the intention to extend an invitation to host a NAFO Annual Meeting.**
- **STACFAD recommends that the dates of the 2019 Annual Meeting (to be held in Halifax, Nova Scotia, Canada, unless an invitation to host is extended by a Contracting Party and accepted by the Organization) to be 23-27 September 2019.**

All of STACFAD's recommendations were adopted by General Council and the work and report by STACFAD and the Secretariat were commended. The 6.5% increase in the budget was due mainly to the cost of the second performance review of NAFO. Denmark (in respect of Faroe Islands and Greenland) noted that, while it does not object to launching the second performance review this year, the additional costs significantly impact its billing.

V. Closing Procedure

18. Time and Place of Next Annual Meeting

The 39th Annual Meeting will be in Halifax, Nova Scotia, Canada during the dates of 18-22 September 2017, unless an invitation to host is extended by a Contracting Party and accepted by the Organization.

19. Other Business

No other business was discussed under this agenda item.

20. 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 12) was circulated and posted to the NAFO website at the conclusion of the meeting on Friday, 23 September 2016.

21. Adjournment

The Chair noted that NAFO has achieved much this year and should be proud of its achievements. He thanked Contracting Parties for their constructive work and the NAFO Secretariat and the Cuban government for the excellent preparation of the meeting and support throughout the week.

The meeting adjourned at 11:30 hrs on Friday, 23 September 2016.

Annex 1. Participant List

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Annex 2. Provisional Agenda

I. Opening Procedure

1. Opening by the Chair, Stéphane Artano (France-SPM)
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

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. Administrative and Activity Report by NAFO Secretariat
10. Consideration of the Renewal of the Executive Secretary's contract
11. Status of NAFO Headquarters Agreement
 - a) Performance Review
 - b) Status of implementation of recommendations of the NAFO Performance Review
12. Preparation of the next Performance Review

III. Coordination of External Affairs

13. Report of Executive Secretary on External Meetings
14. International Relations
 - a) Appointment of NAFO Members as Observers to External Meeting
 - b) ABNJ Deep-Seas Project
 - c) Relations with other International Organizations
15. Oil and Gas Activities in the NAFO Regulatory Area – Information Exchange Arrangement

IV. Finance

16. Report of STACFAD at the Annual Meeting
17. Adoption of the Budget and STACFAD recommendations for 2016

V. Closing Procedure

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

Annex 3. NAFO Opening Speech by the NAFO President/GC Chair

I am happy to extend a warm welcome to all of you here in Varadero, Cuba and to open the 38th Annual Meeting of the Northwest Atlantic Fisheries Organization. I also want to thank very much our Cuban hosts for their warm welcome and the great preparations for this meeting.

Before I officially open this year's meeting, I would like to remind you of our agreement last year not to give oral opening statements to allow for more time for discussions on substance. The only exception will be myself, as NAFO President.

We have been very busy this past year. Since the last Annual Meeting in Halifax, we have met intersessionally 23 times, including virtual sessions. The recommendations from all these meetings come to us for decision over the next 5 days. We will have to address a range of issues from the traditional, including budgetary matters and management measures, such as TACs and quotas, to the less traditional, such as giving consideration as to how "fisheries production potential" limits could give guidance to the management of NAFO stocks. I expect we will be very busy.

Under the amended Convention, our objective is to *"ensure the long term and sustainable use of the fishery resources in the Convention area and, in doing so, to safeguard the marine ecosystems in which these resources are found"*. In this context I would like to highlight the following areas that we have to consider this week:

- We *will* have our first full reassessment of bottom fishing activities in the context of our protections for VMEs. As you are aware, NAFO's current VME protections are the culmination of over a decade of good hard work;
- We will be considering a work plan for launching a benchmark review of the assessment of 3M Cod, as well as a work plan for the MSE evaluation for 2+3KLMNO Greenland halibut; and
- We have to address how and when NAFO undertakes its second Performance Review. Such an independent Review of NAFO's performance will be important to ensure that the Organization is living up to the objectives of the NAFO Convention and the other relevant international instruments addressing the conservation and management of living marine resources.

In this context, let me note that this year is yet another important year for international fisheries governance. In May, there was the resumption of the Review of the UN Fish Stocks Agreement. Last month there was also the review of UN General Assembly's Bottom Fishing Resolution. For both these reviews NAFO was an active participant. Furthermore, the UN just wrapped up its second session of the Preparatory Committee on Marine Biodiversity Beyond Areas of National Jurisdiction (BBNJ), something which may have implications for NAFO down the road.

Given the international framework it seems that NAFO, as an RFMO, is doing very well. It continues to have in place a strong scientific basis for its management measures, based on the precautionary approach, and an effective control and enforcement system with a high level of compliance. It is also ahead of most, if not all, RFMOs in developing an ecosystem approach framework to fisheries management.

Having said all this, I should note that it is almost nine years and counting and we still have not ratified the amended NAFO Convention. As in previous years, those Contracting Parties that have not yet ratified the amended Convention will be called upon to present a progress report on the status of their respective ratification process. Hopefully we will see the entry into force of the amended Convention in the near future.

Finally, I would also like to take the opportunity to thank the Secretariat for all their work throughout the year and their preparations for this meeting.

To conclude, we will indeed be very busy this week. However, I am confident that, with your good will and cooperation, we can finish all our business in an efficient and timely manner.

Thank you very much for your attention. Now I will declare the 38th Annual Meeting of NAFO officially open!

**Annex 4. NAFO Opening Speech by the
Minister of the Food Industry of the Republic of Cuba,
MARIA DEL CARMEN CONCEPCION GONZALEZ**

Good morning.

Mr. President, distinguished delegates and observers, ladies and gentlemen.

It is a pleasure to welcome all of you to Cuba and host the 38th Annual Meeting of the Northwest Atlantic Fisheries Organization in this beautiful resort of Varadero and specifically in the well-known Convention Center "Plaza América".

To protect the resources of the sea is not just a duty, but an obligation and the Regional Fisheries Management Organizations, play a unique role in facilitating international cooperation for the conservation and management of fish stocks, among them NAFO.

Thanks to the hard work carried out during the past years, NAFO has gained in authority in the international arena and is bringing a huge contribution to the development of the cooperation in the fisheries sector and the protection of fishing stocks and marine ecosystems.

Cuba, founding member of the Organization, support all the measures proposed for the conservation and sustainable use of marine resources in the Convention area, based on scientific evidence.

As an active member of the international community, Cuba signed and ratified the Law of the Sea of the United Nations, participates actively in the FAO Fisheries Committee and recently became part of the Agreement on Port State Measures to Prevent, Deter and Eliminate Illegal, Unreported and Unregulated Fishing.

Our fishing regime is regulated by the Decree Law, that in the near future is going to be elevated to the rank of a Law, and several complementary norms, establishing that the aquatic resources are part of the national patrimony and that correspond to the Cuban State, to issue the conditions for their protection and sustainable use, in order to guarantee a better control of the exercise of the responsible fisheries.

In October 2015, Cuba presented to the international community and to FAO, the National Action Plan for the Conservation of sharks and rays, in accordance with the principles established by the International Action Plan and in conformity with the technical measures dictated by FAO for a responsible fisheries.

This year, NAFO will face again, the important task of discussing matters resulting from the sessions of the Working Groups and analyses the situation of stocks and their recovery plans in the Convention Area. All this requires the compromise of the member states present here.

Our delegation looks forward to work in an atmosphere of frank cooperation and understanding to achieve the common goal that is the conservation and sustainable use of marine resources for the sake of the future generations, in spite of the brutal economic, commercial and financial blockade that our country suffers and which could not break the spirit of our people.

I wish to thank all of you for the trust deposited on my country for the celebration of this 38th Meeting and I hope that in spite of the full working agenda, you will also find some spare time to enjoy the beauty of this marvelous beach.

Thank you.

Annex 5. Opening Statement by Canada

Ladies and Gentlemen, it is a great pleasure to be here with you in the beautiful city of Varadero, Cuba for the 38th Annual Meeting of the Northwest Atlantic Fisheries Organization (NAFO).

We would like to thank the Cuban Minister of Food Industry, Maria del Carmen Concepción González and the Government of Cuba for their warm welcome and their selection of this incredible venue.

I would also like to thank the NAFO Secretariat for all their work in setting up the meeting.

With its rich fishing history and relationship with the ocean, Cuba is a fitting location for the NAFO annual meeting. Canada's East coast communities also depend on fisheries and the marine environment. We need to continue to work together to ensure the continued sustainable management of these valuable resources.

We believe NAFO has demonstrated its ability to achieve this goal in recent years through cooperation and hard work. The organization has made significant improvements over the years, including: (1) Working jointly with science to promote sustainable fisheries; (2) Taking an ecosystem approach to fisheries management and protecting Vulnerable Marine Ecosystems (VMEs); and (3) Strengthening compliance through an effective enforcement regime.

The collaboration among Contracting Parties and between the Fisheries Commission and Scientific Council continues to support more transparent, consensus-based decision making. Our cooperation can be linked to recent success stories, including the recovery of some important groundfish stocks. The key to this success has been our effort to take management decisions that respect and adhere to science advice and the precautionary approach and support the rebuilding of groundfish stocks.

NAFO has the opportunity to continue to show leadership among regional fisheries management organizations by maintaining its commitment to an ecosystem approach to risk-based fisheries management. Key examples of NAFO's global leadership and commitment to its international obligations can be found in the efforts of Working Group on an Ecosystem Approach to Fisheries Management and the Working Group on Risk-Based Management Strategies. Through these working groups, NAFO has made important progress on the development and application of the Precautionary Approach framework and the reassessment of bottom fishing activity impacts on Vulnerable Marine Ecosystems (VMEs) in the NAFO Regulatory Area (NRA). NAFO has also taken measures to protect key concentrations of corals, sponges and other VMEs.

There remains important work ahead. We all have to commit to completing the required work on the review of the Greenland halibut Management Strategy Evaluation (MSE) for implementation in 2018, and to continue our work on 3M cod. We must continue to identify opportunities to strengthen our enforcement regime and improve compliance, including effective follow-up on infringements. The Catch Data Advisory Group has made important progress on identifying a process to improve catch data, which is the foundation for accurate stock assessments, science and effective fisheries management regime.

We must also remember the importance of the Amendments to the 1978 NAFO Convention. We would like to congratulate France on behalf of St. Pierre et Miquelon on their recent ratification of the amendments. Many others have ratified and Canada is eager to begin preparing for the renewed convention.

The 38th annual meeting of NAFO provides us with an opportunity to build on the progress outlined above. The framework that NAFO has developed, including the communication between managers and scientists, our ecosystem considerations and commitment to compliance with enforcement measures is instrumental to sustainable fisheries in the NRA now and in the future. I trust this meeting will contribute to advancing our achievements.

Thank you, Kevin Stringer

Annex 6. Opening Statement by Denmark (in respect of the Faroe Islands and Greenland)

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

The Faroe Islands and Greenland (DFG) would first of all like to thank Cuba for their hospitality to host this Annual Meeting in Varadero. We appreciate all the hard work our host has put in the practical preparations of this meeting. Fifteen years ago we were all hit by a tragedy that led to the cancellation of the Annual Meeting, but this year we all succeeded arriving here and we are firmly committed to achieve some good results.

The Faroe Islands and Greenland (DFG) will continue to work constructively with our NAFO partners in order to continue the implementation of the Performance Review Report recommendations.

Further the Faroe Islands and Greenland (DFG) welcomes the review and evaluation of the classification system that has been undertaken within the NAFO organization. DFG finds it highly important that the salaries offered attracts people with the adequate qualifications, skills and competences. At the same time DFG supports a classification system that is fair, sound and transparent.

The Faroe Islands and Greenland (DFG) would like to express its hope at this annual meeting that NAFO are moving closer in finally being able to ratify the amended convention.

The biological advice on NAFO stocks for the next year and beyond is as usual a mixed advice of stocks to be maintained under moratoria, of stocks in decline and of stocks that are healthy and growing. As last year The Faroe Islands and Greenland still note with great concern that the shrimp stocks at Flemish Cap and the Grand Banks shows no sign of recovery. This year we hope that the revision of the Port State Control Alignment may reach a consensus.

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.

The Faroe Islands and Greenland (DFG) can assure you that we are looking forward to working constructively with all delegations in the week ahead of us to bring the many points on our agenda to successful conclusion.

Thank you

Annex 7. Opening Statement by European Union

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

First of all we would like to thank the Government of Cuba for hosting the 38th Annual Meeting of NAFO on this beautiful island and at a historical moment, 15 years after 9/11 when a NAFO meeting in Cuba had to be cancelled.

Since the last Annual Meeting, we all (fisheries managers, scientists, control and enforcement experts, the NAFO Secretariat) have been working very hard together throughout numerous inter-sessional meetings: if we count the many times we have met by videoconference, we have probably broken previous records. This shows the commitment of everyone around the table to move NAFO forward and to maintain its frontrunner role in the sustainable management of NAFO fisheries and protecting Vulnerable Marine Ecosystems (VME). It will also allow us at this Annual Meeting to take many decisions based on thorough preparatory work and to pave the way for further improvements.

The EU will be keen to see decisions in the following key areas:

- First of all, better science as a basis for sound management, notably through more and better data and the continuation of a strong dialogue between fisheries managers and scientists. Better science is crucial for sound management decisions and thus the performance of NAFO. Using our scientific resources more strategically in the light of NAFO's priorities, such as the development of risk based management strategies and the review of the precautionary framework will be high on our agenda this year.
- Second, this brings us to our wish to ensure progress and delivery on the review of existing plans, notably of the MSE for GLH where we should meet our deadline for review next year. It will require the mobilisation of all resources necessary to make this happen in time and we count on all Contracting Parties to contribute to it.
- Third, the EU is also keen to move NAFO's groundbreaking work on the Assessment of Significant Adverse Impacts forward and to ensure a full assessment based on all six FAO criteria by 2021. The NEREIDA seabed mapping project - which we have financed over the last three years with an amount of around 130 000€, an amount we hope to be able to double next year, if all goes well – is already providing important knowledge and evidence on deep-sea habitats and VME resilience that we expect to be considered in this assessment.
- Fourth, the EU is also pleased with the progress on by-catch, discards and selectivity and supports the continuation of this work which is particularly important to reduce food waste in the NRA.
- Finally, we will continue to support an even stronger and more efficient control and enforcement system in NAFO, in particular by adopting the alignment NAFO's port state control in line with the FAO Port State Measures Agreement which entered into force this year, and by continued efforts to reinforce NAFO's observer system.

In addition, the determination of Total Allowable Catches, the TACs, will take centre stage. In line with the EU's Common Fisheries Policy adopted in 2013 the EU is firmly committed to follow scientific advice and hopes that NAFO will promote responsible decisions that also allow to balance environmental, economic and social considerations

We will also promote again the introduction of a naturally-attached-fins policy for sharks in NAFO in line with the EU's internal policy and global efforts to end the wasteful practice of shark finning with the hope that NAFO will be able to follow its neighbour NEAFC this year.

Last but not least, the EU would like to express its hope that the Amended Convention enters into force as soon as possible. An entry into force in 2017 seems within reach, but we have been saying it for a while now. The EU calls on strengthened efforts from Contracting Parties concerned to accelerate their ratification process.

The EU delegation looks forward to working with all Parties around the table in order to achieve the best possible result for NAFO stocks and ecosystems and to make this Annual Meeting a joint success.

Annex 8. Opening Statement by Japan

Mr. Chairman, Distinguished Delegates, Observers, Ladies and Gentlemen,

On behalf of the Japanese Delegation, I would like to express my deepest gratitude to the Government of Cuba for hosting the 38th Annual meeting of NAFO in this beautiful city, Varadero. We also thank the NAFO Secretariat for the excellent preparation and arrangements and wish all the best to our new Chair, Mr. Artano.

As the Japanese delegation expressed in the past meetings, NAFO has played an important role for fisheries management. NAFO, as one of the leading RFMOs with a long history, should develop conservation and management measures for sustainable use of fisheries resources, and such measures should be based on scientific advice. We should also bear in mind that NAFO measures would be taken into account by other RFMOs.

Mr. Chairman, on this occasion, I would like to address two specific issues and explain our thought for this NAFO annual meeting, namely MSE and TAC for Greenland Halibut and risk assessment on sea pen.

The working group on Risk-Based Management Strategies held in April developed the MSE work plan for 2 + 3 KLMNO Greenland halibut, and recommended Fisheries Commission and Scientific Council to adopt the work plan. According to the draft work plan, the Scientific Council was supposed to conduct Greenland Halibut stock assessment in June. However, the Scientific Council did not conduct the assessment because of the lack of necessary information including catch estimate. From Japan's point of view, current MSE and harvest control rule do not fit the actual Greenland Halibut stock situation. In fact, as the Scientific Council pointed out, not only analysis of survey data but also model choice and formulation are needed to be examined during MSE review process. The Scientific Council also pointed out that most research vessel series providing information on the abundance of Greenland halibut are deficient in various ways and to varying degrees. The review process has been already delayed for several years, and Japan would like to urge NAFO to proceed to the review process as soon as possible. It is difficult to accept any more delay on this review process.

The Scientific Council calculated 2017 TAC for Greenland Halibut based on the current harvest control rule. One of three indices (CAN Spring 3LNO) was calculated using 4 years data (2011 – 2014) as 2015 survey was incomplete, even though other two indices were calculated using 5 years data (2011 – 2015). Taking into account the difference, the 4 years average must be handled differently from other two indices. Japan would like to request the Scientific Council recalculate the TAC in a more appropriate manner.

Mr. Chairman, the Scientific Council also conducted risk assessment for Significant Adverse Impact (SAI) on VME elements and species. The assessment result shows that Sea pen has high risk score of SAI. Japan would like to know the criteria for the classification of high, moderate, and low risk scores and scientific basis that underpins the criteria. The assessment results on three VME indicator species, Sponge, Sea pen and large gorgonian, were shown in quantitative and relative evaluation. However, the criteria for the relative evaluation are not clear and the biological factors (ex., growth and production rates, resilience) of each taxon may not be taken into consideration in the assessment. In addition, a number of issues which must be solved in the new assessment method were pointed out during the discussion of WG-EAFFM. So, it is clear that more investigation on the SAI methods and results is necessary before considering the SAI result as a basis of management measures introduction.

Mr. Chairman, the Japanese Delegation is ready to work closely and cooperatively with other delegations to find good solutions and sincerely hopes that this annual meeting will be successfully and fruitfully concluded.

Thank you, Mr. Chairman.

Annex 9. Opening Statement by the Russian Federation

Mister President, distinguished Delegates, Observers, Ladies and Gentlemen,

I am delighted to represent the Russian Federation at the 38th NAFO Annual Meeting.

On behalf of the Russian Delegation, I would like to express my gratitude to the Cuban authorities for hosting and arranging this Annual Meeting in such a beautiful and peaceful place of Varadero. I would also like to thank the NAFO Secretariat for the excellent work done in preparation for this meeting.

The work undertaken by the NAFO subsidiary bodies and by the Working Groups intersessionally should be highly commended. We would like to highlight the work by the NAFO Joint Fisheries Commission–Scientific Council Working Group on Risk-Based Management Strategies. We are looking forward to the outcome of the 3M Cod Benchmark as well as 3M cod and Greenland halibut MSE in 2017. We are pleased with the intermediate results of Risk-Based Management Strategy for 3LN Redfish.

In general, it is good to see that the fish stocks have been recovering over the recent years due to well-developed management strategies, rebuilding plans and management measures. We entertain high hopes that a similar approach will be applied to other commercial fish stocks that are of a potential interest to the fishing industry.

The Russian Federation would like to highlight the importance of the work by WGESA, particularly the first steps aimed at developing the fisheries production potential assessment model. If the model, which takes all the key interactions between all ecosystem components into consideration, is successfully implemented, we shall have a great supplementary instrument to manage fisheries in a safe and rational manner.

However, we are concerned about future implications for scientific surveys in the NAFO Regulatory Area resulting from the exclusion of closed areas from the established survey routes. There is a need for the Contracting Parties to maintain a reasonable balance between protection of VMEs and research activities bearing in mind that a lack of crucial scientific information may result in undermining the rational fishery in the long term.

We have a full agenda ahead of us. We are looking forward to the successful and productive work at this session.

Annex 10. Opening Statement by the United States of America

The United States is very pleased to finally make it to beautiful Varadero, and we would like to express our appreciation to the Government of Cuba for hosting the 38th NAFO Annual Meeting. We would also like to once again recognize the tireless efforts of the NAFO Secretariat in ensuring that our meetings are efficient and successful.

Now, we would like to take this opportunity to highlight some key issues for our delegation at this year's annual meeting.

First and foremost, the United States remains committed to transparent, ecosystem-based and precautionary decision making that is consistent with the advice of the NAFO Scientific Council. Additionally, decision making in NAFO must be inclusive (particularly when it relates to allocation of fishing opportunities). All NAFO Parties—and particularly coastal States—must be allowed to fully participate in deliberations leading to allocative decisions. The United States is deeply committed to these principles.

We have seen groundbreaking work arising from the Scientific Council over the past few years—from its work on ecosystem modeling, to the reassessment on VMEs. In order for this work to continue as a foundation for effective decision making, NAFO must ensure the SC has the necessary resources and guidance. We also need to continue to strive to ensure that scientists and managers have access to reliable and accurate data. The United States was pleased with the hard work done intersessionally in STACTIC and in relevant Working Groups to address and improve our data collection deficiencies and to continue enhancement of risk-based management and decision making in NAFO. However, much work remains to be done, and the United States will continue to support these important efforts.

The United States participated in the virtual working group meetings in preparation for a second NAFO performance review and we look forward to finalizing the schedule for this review during this meeting. Great progress has been made in implementing the recommendations of the first Performance Review Panel, and a second review will highlight areas of success and allow us to ensure that future efforts reflect up-to-date goals/objectives.

The United States remains committed to precautionary management measures for elasmobranchs. To that end, we congratulate Cuba on their 2015 National Plan of Action for Sharks, a first for a Caribbean Island nation. We see it as a road map to conserving shark populations for sustainable fishing and tourism, including through preventing finning, and look forward to working with Cuba and other NAFO Parties toward improved international shark management. In particular, at this meeting, we hope to discuss how we can strengthen NAFO measures relative to shark finning and for continued progress toward bringing the NAFO skate TAC in line with scientific advice.

We will continue to push for application and further development of the precautionary approach as applied to NAFO stocks, as well as continued progress to protect vulnerable marine ecosystems and implement an ecosystem approach to management of NAFO fisheries. The United States looks forward to discussing the results of 2016 SC reassessment of bottom fishing activities (and associated VME impacts). We believe that the Council meeting output on risk assessment for Significant Adverse Impacts on VME elements and species clearly highlights the need for additional work relative to sea pen populations.

I am pleased to announce that last week as part of the Our Ocean Conference, President Obama created the first marine national monument on the East Coast. The Northeast Canyons and Seamounts Marine National Monument encompasses pristine underwater mountains and canyons that will provide critical protections for important ecological resources and marine species, including deep-sea coral and endangered whales and sea turtles. This is part of the same seamount chain currently under the NAFO seamount protection measures. At this meeting we hope to explore how NAFO and the United States can improve linkages between these two areas to create strong connectivity across the New England Seamount chain.

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When the White House announced the Monument, they emphasized the importance of New England fisheries in the monument area and all of the Northwest Atlantic, highlighting not only historical fishing efforts but the strong, vibrant U.S. fishing industry operating today. We remain frustrated to see that these vital and legitimate fisheries interests are still so poorly reflected in our access to NAFO fisheries. We will continue to insist that contracting parties, and particularly coastal States, should have appropriate access to relevant NAFO stocks that reflects the realities and interests of today, not just a static historical past.

Thank you very much.



Annex 11. Opening Statement by the Ecology Action Centre (EAC)

Madam Chair, Distinguished Delegates, Fellow Observers, on behalf of the Ecology Action Centre (EAC), as an active member of the Deep Sea Conservation Coalition (DSCC), we appreciate the opportunity to once again attend NAFO as official observers. We also thank the government of Cuba for hosting this meeting.

As many of you know, this year is an important year for RFMOs, with the conclusion of the 3rd review of implementation of the UN Fish Stocks Agreement. The results of this review show that despite some efforts, many high seas stocks remain in decline. Further, the August 2016 United Nations General Assembly review workshop on the impacts of bottom trawling concluded that while there has been progress in VME protection the commitments made through the United Nations General Assembly (UNGA) Sustainable Fisheries Resolutions 61/105 /, 64/72 and 66/68 with regards to protecting VME's, full implementation has not yet occurred.

This year, NAFO through the agreement of its Contracting Parties, must:

With regards to VMEs:

- Adopt the impact assessment as completed by Scientific Council and take action to protect VME areas where SAIs continue to occur.
- At a minimum, agree to close proposed areas 13 & 14, following scientific advice as well as the 2016 impact assessment, which show that 81% of sea pens remain at risk of fisheries impact.
- Agree to use non-destructive sampling within existing closed areas, as a matter of urgency as this issue has been raised at least since 2008. Scientific research is the single greatest threat to VMEs within the closed areas.

With regards to sustainable fisheries management:

- Make progress on the protection of deep-sea fish species, particularly those which could be considered VMEs under the FAO Guidelines on Deep Sea Fisheries.
- Ensure that the management strategy evaluation for Greenland halibut is completed NAFO should not agree to any quota increase for Greenland halibut without completing the review of the management strategy evaluation.

With regards to the protection of elasmobranchs:

- NAFO must adopt a fin's naturally attached for all shark species caught as bycatch in NAFO managed fisheries.
- Agree to set the TAC for skates consistent with catch levels.

NAFO has been a leader in many areas of improved fisheries management of straddling stocks over the past decade.

We encourage Contracting Parties to continue to support this leadership, particularly through making progress this year on:

- Integration of climate change and climate vulnerability into stock assessments
- Continuation of the ecosystem roadmap which if successful will show commitment to application of the ecosystem approach to fisheries management within an RFMO context.
- Consideration of the work of NAFO relevant to the protection of biodiversity beyond national jurisdiction. To this end, we also encourage continued data sharing between NAFO and other governance organizations, including but not limited to the IMO, ISA and CNLOPB.

NAFO has made considerable progress on transparency over the past decade. We hope that this progress will be extended to the current NAFO Performance Review process and that NGOs will be allowed to attend panel discussions and participate in the Performance Review, a minimum as observers.

Our detailed recommendations, as well as a report completed by the Deep Sea Conservation Coalition on the implementation of the UNGA resolutions, are available on the table for observer information. We look forward to this week's meeting and seeing further progress at NAFO.

Thank you. Respectfully, submitted by Susanna Fuller & Katie Schleit on behalf of the Ecology Action Centre



Annex 12. Press Release

NAFO STRENGTHENS ITS PROTECTION MEASURES FOR HABITATS AND SPECIES IN THE NORTHWEST ATLANTIC

FOR IMMEDIATE RELEASE

VARADERO, CUBA, 23 SEPTEMBER 2016- The 38th Annual Meeting of the Northwest Atlantic Fisheries Organization (NAFO) took place from the 19-23 September. The delegates were welcomed by the Cuban Minister of Food Industry, Ms. Maria del Carmen Concepción González. NAFO continued to make progress in further developing its implementation of the ecosystem approach to fisheries management. Along with the traditional total allowable catch (TAC) and quota decisions, significant decisions were made regarding the following:

- **NAFO agreed to undergo its second performance review.** This performance review will be completed by the next Annual Meeting in September 2017. It will address: conservation and management; compliance and enforcement; governance; science; international cooperation; financial and administrative issues. The previous NAFO performance review took place in 2011. All of those recommendations have been addressed. The Food and Agriculture Organization (FAO) has called on all Regional Fisheries Management Organizations (RFMOs) to undergo regular performance reviews to ensure that they are following best practices.
- **NAFO has agreed to align its port State control measures with the FAO Port State Measures Agreement** which recently came into force. The proposed changes will help to further prevent, deter and eliminate illegal, unreported and unregulated fishing (IUU). The FAO port State measures are internationally recognized in the fishing industry and NAFO's alignment will further increase consistency amongst port States.
- In continuation of its protection of vulnerable marine ecosystems (VMEs) **NAFO closed an additional 239 km² of its Regulatory Area to protect significant concentrations of sea pens.** Sea pens are considered a VME indicator species. This brings the total area of the NAFO Regulatory Area (NRA) protected from bottom fishing to about 380,511 km², representing around 15% of the NRA.
- NAFO will launch a management strategy evaluation (MSE) for Greenland halibut for completion at the next Annual Meeting in September 2017
- NAFO has put rules in place to prohibit the removal of shark fins on board vessels.
- NAFO's Executive Secretary, Mr. Fred Kingston, was renewed for a second four-year term ending at the end of 2021.

For further inquiries, please contact:

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PART II.
Report of the Standing Committee
on Finance and Administration (STACFAD)

38th Annual Meeting of NAFO, 19-23 September 2016
Varadero, Cuba

1. Opening by the Chair

The first session of STACFAD was opened by the Chair, Deirdre Warner-Kramer (USA) on Monday, 19 September 2016. 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 (EU), United States of America (USA) 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 (Annex 2) was adopted with the addition of the following item:

- An update on the NAFO Secretariat office relocation under other items.

4. Auditors' Report for 2015

The auditing firm of WBLI Chartered Accountants performed the audit of the financial statements of the Organization for the fiscal year ended December 31, 2015. The financial statements and report to the General Council were circulated 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, 2015. As auditing standards do not permit Auditors to sign and date the Auditors' Report until after the statements are reviewed and approved, 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 2015 amounted to \$1,898,851, which was \$82,149 under the approved budget of \$1,981,000.

Consistent with prior years, 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;
- 2) has a policy not to capitalize its capital assets; and
- 3) also has a policy not to capitalize finance leases.

Furthermore, 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.

- **STACFAD recommends that the 2015 Auditors' Report be adopted.**

The Organization's Financial Regulation, Rule 9.10, states that the length of time a firm carrying out the NAFO audit shall serve is limited to a maximum of five (5) years. The audit of the 2015 financial records was the fifth and final year for WBLI Chartered Accountants, to serve as auditors of the Organization.

Report of STACFAD, 19-23 Sept 2016

The Secretariat had solicited proposals from four auditing firms to perform the auditing services of NAFO's financial records for the 2016 - 2020 fiscal periods. Two of the mid-size local firms that were approached stated they don't perform IFRS (International Financial Reporting Standards) engagements and therefore declined to submit a proposal. The Secretariat received proposals from Deloitte and Grant Thornton. A summary of the proposals received, along with the detailed proposals, (STACFAD WP 16-01) were distributed to the Committee. The Secretariat has previously worked with both companies to their full satisfaction.

- **STACFAD recommends that Grant Thornton be appointed to audit NAFO's records for the 2016 - 2020 fiscal periods.**

5. Administrative and Activity Report by Secretariat

a. Administrative and Activity Report

The Executive Secretary highlighted NAFO administrative matters and activities for the period September 2015 to August 2016 (GC Doc. 16-01).

Canada noted that it was pleased to see the installation of a new advanced firewall application at the NAFO Secretariat as recommended by the Information Security Management System (ISMS) recommendations.

An updated communication strategy was presented to STACFAD (STACFAD WP 16-10). The communication strategy is based upon NAFO's two previous communication documents, the NAFO Communication Strategy (GC Doc. 13-6) and the NAFO Media Policy (GC Doc. 04-4), and encompasses all of the communications and public relations of NAFO.

Updates to the strategy include goals for outreach at NAFO, a plan of action and timeline for all communication tasks, staff responsibilities, social media plan, and key messaging. The updated strategy is a living document that will be updated as needed.

The Secretariat invited Contracting Parties to provide comments and suggestions on improvement of the communication strategy as they see fit. Comments should be sent to Dayna Bell, dbell@nafo.int.

b. NAFO website

In the past year, the NAFO Secretariat has been working on a website re-design for the NAFO public site (www.nafo.int), as outlined in STACFAD WP 16-02. The re-designed website utilizes a new platform, an open source Content Management System (CMS), which enables users to navigate and find information quickly in a more user-friendly format. The Ad hoc virtual Working Group of self-identified interested participants was established and assisted in the process. Phase I of the NAFO website re-design is scheduled to be launched by the end of 2016. The Secretariat invited feedback on the new website once it is completed.

In the coming 12 months, the NAFO Secretariat will focus on Phase II of the project which concentrates on the re-design of the NAFO Members' pages (members.nafo.int). It was agreed that the redesign of the Members' pages should incorporate concerns raised regarding transparency in NAFO proceedings, specifically access to its meeting documentation, and take into account the different users of the NAFO website (STACFAD WP 16-11). For this reason, general meeting information such as meeting location and provisional agendas could be also made available on the public pages

In regards to the NAFO Website re-design project, STACFAD recommends that:

- **General meeting information, such as meeting location and provisional agendas, be also made available on the NAFO public pages.**
- **The Ad hoc virtual Working Group is empowered to identify other documents or pages that are clearly administrative or not confidential that could be migrated immediately to the public pages**

- **The NAFO Secretariat research the standards and guidelines of access to documentation of other RFMOs.**
- **The *Ad hoc virtual Working Group* continue to work intersessionally to develop standards and guidelines of access to documentation contained in the NAFO Members' area and NAFO Meetings SharePoint for review by STACFAD, with the view to be as transparent as practicable.**
- **NAFO Contracting parties to strongly encourage additional participation of self-identified to the *Ad hoc virtual Working Group*, in particular those with STACTIC expertise.**
- **Phase II of the NAFO website re-design project be completed prior to the 2017 NAFO Annual Meeting.**

6. Financial Statements for 2016

The Secretariat presented the 2016 financial statements to the Committee: The operating budget for 2016 was approved at \$1,997,000 while expenditures for the year are projected to be at \$1,961,000, or \$36,000 under the approved budget. Savings for the year can be attributed to the following:

- 1) Two personnel changes resulting in short term vacancies;
- 2) Equipment lease renewals at lower operating costs;
- 3) Annual meeting travel costs lower than budgeted; and
- 4) Relocation costs for the SC Coordinator lower than anticipated.

It was also noted that legal fees required to defend the wrongful dismissal suit exceeded the budget provision.

All remaining 2016 operating expenses are anticipated to be on or near budget for the year. The above noted cost savings of \$36,000 will be returned to the accumulated surplus and will be available to reduce Contracting Parties contributions in 2016.

The Committee noted its appreciation to the Secretariat for its continued efforts to maintain costs within the approved operating budget. However, it was also noted that additional tasks are continually being asked of the Secretariat and it is important to ensure that adequate resources are available to ensure the needs of the Organization are being fulfilled.

Assessed Contributions

At the beginning of 2016, the accumulated surplus had \$320,050 which, was deemed to be in excess of the needs of the Organization and was allocated towards the 2016 operating budget. Therefore, in order to meet the 2016 operations budget of \$1,997,000, Contracting Parties were assessed contributions in the amount of \$1,676,950.

Balance Sheet

The Organization's cash position at December 31, 2016 is estimated to be \$503,685. The cash balance should be sufficient to finance appropriations in early 2017 pending the receipt of annual payments by Contracting Parties in the spring of 2017.

It was noted that Ukraine had outstanding contributions for 2015 and 2016 totalling \$73,804. The Committee noted that according to Article XVI.9 of the NAFO Convention, if 2 years' contributions are still outstanding at the end of the year 2016, Ukraine will lose their right to vote and cast objections in 2017, until it has fulfilled its obligations.

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, 2016 is estimated to be \$600,000.

- **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 2016, and of which \$85,000 would be a contingency fund available to be used for unforeseen and extraordinary expenses.**

8. Personnel Matters

a. Personnel updates

This year, the Secretariat said goodbye to two employees: Scientific Council Coordinator, Dr. Neil Campbell, and Database Manager, Mr. Mark Harley. Tom Blasdale, Scientific Council Coordinator started in March 2016 and DJ Laycock, Database Developer/Programmer Analyst, began in September 2016.

The NAFO Secretariat presented those staff members who were eligible for promotion, and the Committee was in agreement with the proposed promotions.

b. NAFO Secretariat classification scheme review

At the 2014 NAFO Annual Meeting, the General Council tasked STACFAD to develop Terms of Reference to review the existing NAFO Secretariat staff classification scheme, including salary scales and relevant employment benefits' to improve efficiency and support the priorities of the Organization and its Contracting Parties. SJM Consulting was hired to perform the Staff Classification review and the report was presented to STACFAD in 2015. The Committee and staff members expressed concerns that the level of detail and analysis contained within did not fully meet the terms of reference. It was agreed that comments from Contracting Parties, the Secretariat and staff members would be compiled and forwarded to the consultant to be used for a revision of the review.

The revised report (STACFAD WP 16-03) was received from the consultant in August 2016 and distributed to STACFAD members just prior to the NAFO Annual Meeting. The Committee reviewed the results of the report and noted that although report contained additional detail from the prior year, there were still concerns that the level of detail and analysis did not meet expectations. One item in particular - the comparison with other RFMOs - was lacking.

At last year's Annual Meeting, STACFAD also requested that the Secretariat use the consultant's revised report as a basis to develop and present recommendations for STACFAD's consideration at the current Annual Meeting. The Secretariat presented its proposed changes to the NAFO Staff Classification System as contained in STACFAD WP 16-04 (Revised).

STACFAD endorsed the proposed changes to the NAFO Staff Classification Scheme:

- **Reclassify the IT Manager position from Information Services (IS) to Computer Services (CS)**
- **Reclassify the Finance and Staff Administrator position from Administrative Services (AS) to Financial Management (FI)**
- **Combine the 01 and 02 pay levels for Administrative Services (AS) and Programme Administration (PM) levels to allow for a seven level pay band. This would impact the following positions: Fisheries Information Administrator, Office Administrator, Publications Manager and Scientific Information Administrator.**
- **Combine the 02 and 03 pay levels for Administrative Services (AS) to allow for a six level pay band. This would impact the position of the Executive Assistant to the Executive Secretary.**

- **Staff members currently occupying a position in which there are proposed changes to the salary structure would have the option to either stay with the current salary scheme or switch to the revised salary scheme. Staff members employed in the future would automatically switch to the revised salary scheme.**
- **Updating of the Publications Manager's, Database Manager's and the Finance and Staff Administrator's job descriptions, as recommended.**
- **Perform a review of the Staff Classification System every five years, or as appropriate**

The NAFO Staff Association noted that it does not oppose the NAFO Secretariat's proposed changes to the NAFO Classification System as detailed in STACFAD WP 16-04. The staff members however wish to express concerns that the level of detail and analysis contained within did not reflect staff positions fully or meet the terms of reference.

The consideration of possible modifications to NAFO's separation indemnity benefits has been discussed since 2014 following the elimination of these benefits in the Public Service of Canada (PSC). This item was deferred until receipt of the revised Staff Classification Report as the report also included a review of NAFO's separation indemnity benefits, including the comparison of separation indemnity benefits received in the Public Service of Canada (PSC) and similar RFMOs. Following a proposal from Canada, STACFAD agreed that existing employees would remain under NAFO's current system, but that new hires would receive a separation benefit of one (1) week per year of service.

- **STACFAD recommends for adoption the following amendment to NAFO STAFF Rule 9.5:**

"For employees hired before 01 October 2016, in the event of separation from service with the Secretariat, members of the Secretariat shall be compensated an indemnity equivalent to the rate of two (2) weeks current salary for every year of service with the Secretariat, free of all deductions except statutory deductions, limited to a maximum of 40 weeks.

For employees hired after 30 September 2016, in the event of separation from service with the Secretariat, members of the Secretariat shall be compensated an indemnity equivalent to the rate of one (1) weeks current salary for every year of service with the Secretariat, free of all deductions except statutory deductions, limited to a maximum of 40 weeks."

9. Internship Program

The Secretariat presented a report (STACFAD WP 16-05) on the activities of the internship program which occurred during the year including the tasks performed by the interns, Yumi Okochi (Japan) and Martha Astrup (Norway), hosted at the Secretariat in 2016. The report also included a review on the current stipend provided to NAFO Interns, including an assessment on the estimated cost of living in Halifax, and a comparison of intern stipends offered by other RFMO's hosted in Canada. The Committee once again endorsed the continuation of the internship program recognizing the considerable benefits to the Secretariat and the organization.

- **The Committee agreed to maintain the internship period at six (6) months during 2017 year and the Committee also agreed to maintain the stipend amount at \$1,750 CAD per month.**
- **The Secretariat was requested to continue their outreach efforts to ensure qualified participants from various contracting parties participate in the program.**

10. Headquarters Agreement

At the last Annual Meeting, Canada reported that it was prepared to proceed with the draft text of the Headquarters Agreement reviewed at the 31st Annual Meeting in 2009 that focused on NAFO's privileges and immunities. However, this was delayed because an issue on NAFO's immunity was still before the Canadian courts. The court case has been concluded and therefore, the finalization of the Headquarters Agreement and related Memorandum of Understanding that outline the logistics for accommodation of Headquarters of NAFO in Canada can proceed.

STACFAD recommends that the Government of Canada proceed with its domestic process to sign and ratify the Headquarters Agreement. This process requires Cabinet approval, Orders in Council for signature and ratification, as well as tabling for 21 sitting days in Parliament. This process is likely to take several months.

STACFAD recommends that the Government of Canada and NAFO proceed with the signature of the Memorandum of Understanding.

11. Report of the Annual Meeting of the International Fisheries Commissions Pension Society (IFCPS)

The Annual Meeting of the International Fisheries Commissions Pension Society (IFCPS) was held 19-21 April 2016 in Seattle, Washington, USA, and the Secretariat provided the Committee with an update on the highlights of the meeting. Background information on the pension plan, investment performance, financial status, as well as future administrative support was included with the information paper (STACFAD WP 16-06).

12. Update on implementation of the NAFO Performance Review Panel (PRP) recommendations tasked to STACFAD

One PRP recommendation tasked to STACFAD remains outstanding. PRP Recommendation 7.2.3 suggests amending certain provisions of the NAFO Staff Rules pertaining to the rights and obligations of NAFO Secretariat Staff, particularly dismissal or termination of appointment. A review of this agenda item has been deferred in prior years until the conclusion of the current wrongful dismissal legal case against NAFO. The court case has been concluded; therefore the NAFO Secretariat can begin the review of these parts of the current Staff Rules over the next year with the assistance of its lawyers. The Secretariat will present any proposals for amendment to STACFAD at the 2017 Annual Meeting.

13. Budget Estimate for 2017

The Committee reviewed the 2017 budget estimate as detailed in GC WP 16-01(Revised).

<i>Approved Budget 2016</i>	<i>Preliminary Budget Forecast 2017</i>	<i>Budget Estimate 2017</i>
<i>\$1,997,000</i>	<i>\$1,995,000</i>	<i>\$2,126,000</i>

The 2017 budget estimate of \$2,126,000 represents an increase of \$129,000 or 6.5% over the prior years approved budget.

It was noted that there are two extraordinary items in the 2017 budget. First, \$93,000 has been earmarked to cover expenses associated with NAFO's second Performance Review (external review panel members' fees and travel, printing, etc.) scheduled to be launched in 2017. Second, an additional \$30,000 has been added to the inter-sessional scientific budget for costs associated with additional meetings to provide answers for requests for advice from the Fisheries Commission.

If not for the above two extraordinary items, the increase to the 2017 budget would only have been \$6,000 or 0.3%.

- **STACFAD recommends that the budget for 2017 of \$2,126,000 (Annex 3) be adopted.**

A preliminary calculation of billing for the 2017 financial year is provided in Annex 4. The preliminary calculation of billing is based on the budget estimate of \$2,126,000 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, 2016 is estimated to be \$600,000 and the recommended minimum balance in the accumulated surplus account for operations and emergency use for the 2017 fiscal year is \$285,000. This allows for \$315,000 (\$600,000-\$285,000) to be applied towards the 2017 billing.

Funds required to meet the 2017 administrative budget and appropriated from Contracting Parties are estimated to be \$1,811,000 (\$2,126,000 - \$315,000).

14. Budget Forecast for 2018 and 2019

STACFAD reviewed the preliminary budget forecast for 2018 (\$2,051,000) and 2019 (\$2,090,000) (Annex 4) and approved the forecast in principle. It was noted that the budget for 2018 will be reviewed in detail at the next Annual Meeting.

15. Adoption of 2016/2017 Staff Committee Appointees

The Secretariat members nominated the following people to serve as members of the Staff Committee for September 2016–September 2017: Emilia Batista (EU); Joanne Morgan (Canada) and Deirdre Warner-Kramer (USA).

- **STACFAD recommends that General Council appoint the three Staff Committee nominees, Emilia Batista (EU); Joanne Morgan (Canada) and Deirdre Warner-Kramer (USA), for September 2016–September 2017.**

16. Election of Chair

According to Rule 5.2 of the GC Rules of Procedure: *“The Committee shall elect from among its members, to serve for two years, a chair and a vice-chair who shall be allowed to vote.”*

The present Chair, Deirdre Warner-Kramer (USA), was nominated and re-elected for a two-year term.

17. Other Matters

The following matter was put forward by the committee to discuss under other matters:

- **NAFO Secretariat office relocation.**

The current lease of the NAFO Secretariat headquarters will be up for renewal in March 2017. The Secretariat informed the committee that discussions with Canada have started about the possible relocation of the NAFO Secretariat.

The Committee noted the importance of ensuring the Secretariat is provided with appropriate space to meet the needs and interests of the Organization, including computer and data security, conference meeting space, security, etc. For transparency reasons and to ensure the needs of the Organizations are met, Canada was requested to provide a copy of the needs assessment and requested that it is sent to the NAFO Secretariat for circulation to Contracting Parties.

The Committee requests that the timing of the possible relocation and any potential costs to NAFO be provided when the information is made available.

18. Time and Place of 2017–2019 Annual Meetings

As previously agreed, the 2017 and 2018 Annual Meetings will be held 18-22 September and 17-21 September, respectively. The meetings will be held in Halifax, Nova Scotia, Canada, unless an invitation to host is extended by a Contracting Party and accepted by the Organization.

It was once again noted by the NAFO Secretariat that there are limited conference venues in the Halifax area large enough to accommodate hosting a NAFO Annual Meeting. It continues to be extremely difficult to reserve and hold conference space on a short-term basis (i.e. one year 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. NAFO is limited from committing two years in advance as offers from CPs to host a NAFO Annual Meeting can be issued up to one year prior to an Annual Meeting.

- **STACFAD encourages Contracting Parties strive, whenever possible, to provide more than 12 months’ notice of the intention to extend an invitation to host a NAFO Annual Meeting.**

Report of STACFAD, 19-23 Sept 2016

- **STACFAD recommends that the dates of the 2019 Annual Meeting (to be held in Halifax, Nova Scotia, Canada, unless an invitation to host is extended by a Contracting Party and accepted by the Organization) to be as follows:**

23-27 September 2019

19. Adjournment

The final session of the STACFAD meeting adjourned on 22 September 2016.

Gratitude was expressed to the Committee members for their effective cooperation this week, and to the NAFO Secretariat for its excellent support

Annex 1. List of Participants

Élise Lavigne	Canada
Rasmus Bæk Pedersen	Denmark (in respect of the Faroe Islands and Greenland)
Karen Eva Abrahamsen	European Union
Elizabethann English Deirdre Warner-Kramer	United States of America
Fred Kingston Stan Goodick Sarah Guile Alexis Pacey Dayna Bell	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 2015
5. Administrative and Activity Report by NAFO Secretariat
 - a) Administrative and Activity Report
 - b) NAFO website
6. Financial Statements for 2016
7. Review of Accumulated Surplus and Contingency Fund
8. Personnel Matters
 - c) Personnel updates
 - a) Secretariat Staff Classification Review
9. Internship Program
10. Headquarters Agreement
11. Report of the Annual Meeting of the International Fisheries Commissions Pension Society (IFCPS)
12. Update on implementation of the NAFO Performance Review Panel (PRP) recommendations tasked to STACFAD
13. Budget Estimate for 2017
14. Budget Forecast for 2018 and 2019
15. Adoption of 2016/2017 Staff Committee Appointees
16. Election of Chair
17. Other Matters
 - NAFO Secretariat office relocation
18. Time and Place of 2017-2019 Annual Meetings
19. Adjournment

Annex 3. Budget Estimate for 2017

NORTHWEST ATLANTIC FISHERIES ORGANIZATION

Budget Estimate for 2017

(Canadian Dollars)

	Approved Budget 2016	Projected Expenditures 2016	Preliminary Budget Forecast 2017	Budget Estimate 2017
1. Personal Services				
a) Salaries	\$992,000	\$984,000	\$1,023,000	\$1,026,000
b) Superannuation and Annuities	353,000	345,000	355,000	348,000
c) Medical and Insurance Plans	92,000	90,000	95,000	93,000
d) Employee Benefits	60,000	55,000	63,000	62,000
Subtotal Personal Services	1,497,000	1,474,000	1,536,000	1,529,000
2. Additional Help	2,000	2,000	2,000	2,000
3. Communications	22,000	22,000	23,000	23,000
4. Computer Services	42,000	42,000	42,000	42,000
5. Equipment	28,000	26,000	28,000	28,000
6. Fishery Monitoring	37,000	37,000	37,000	50,000
7. Hospitality Allowance	3,000	3,000	3,000	3,000
8. Internship	11,000	11,000	11,000	11,000
9. Materials and Supplies	28,000	28,000	28,000	28,000
10. NAFO Meetings				
a) Sessional	115,000	100,000	118,000	118,000
b) Inter-sessional Scientific	25,000	25,000	25,000	55,000
c) Inter-sessional Other	32,000	32,000	32,000	32,000
Subtotal NAFO Meetings	172,000	157,000	175,000	205,000
11. Other Meetings and Travel	35,000	35,000	35,000	35,000
12. Performance/External Reviews	0	0	0	93,000
13. Professional Services	51,000	66,000	51,000	51,000
14. Publications	12,000	12,000	12,000	14,000
15. Recruitment and Relocation	57,000	46,000	12,000	12,000
	\$1,997,000	\$1,961,000	\$1,995,000	\$2,126,000

**Notes on Budget Estimate 2017
(Canadian Dollars)**

Item 1(a)	Salaries Salaries budget estimate for 2017.	\$1,026,000
Item 1(b)	Superannuation and Annuities Employer's pension plan which includes employer's contributions, administration costs, actuarial fees and the required annual payment towards previous pension plan deficits.	\$348,000
Item 1(c)	Group Medical and Insurance Plans Employer's portion of Canada Pension Plan, Employment Insurance, Group Life Insurance, Long Term Disability Insurance and Medical Coverage.	\$93,000
Item 1(d)	Employee Benefits 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.	\$62,000
Item 2	Additional Support Other assistance as required.	\$2,000
Item 3	Communications Phone, fax and internet services Postage Courier/Mail service	\$23,000 \$17,000 4,000 2,000
Item 4	Computer Services Computer hardware, software, supplies and support.	\$42,000
Item 5	Equipment Leases (print department printer, photocopier and postage meter) Purchases Maintenance	\$28,000 \$15,000 9,000 4,000
Item 6	Fishery Monitoring Vessel Monitoring System (VMS) annual maintenance fee including programming changes as required due to changes to CEM Oracle database license	\$50,000 \$37,000 13,000

Item 10(a)	NAFO Sessional Meetings Annual Meeting, September 2017, Halifax, Canada SC Meeting, June 2017, Halifax, Canada SC Meeting, September 2017, Halifax, Canada	\$118,000
Item 10(b)	NAFO Inter-sessional Scientific Meetings 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. Special Meetings for PA Framework, 3M Cod Benchmark Review and Greenland Halibut MSE	\$55,000 \$25,000 30,000
Item 10(c)	NAFO Inter-sessional Other General provision for GC and FC inter-sessional meetings.	\$32,000
Item 11	Other Meetings and Travel International Meetings regularly attended by the NAFO Secretariat: 1. Aquatic Sciences and Fisheries Abstracts (ASFA) 2. Committee on Fisheries (COFI) 3. Co-ordinating Working Party on Fishery Statistics (CWP) 4. Fisheries Resources Monitoring Systems (FIRMS) 5. International Fisheries Commissions Pension Society (IFCPS) 6. Regional Fishery Body Secretariats' Network (RSN) 7. United Nations	\$35,000
Item 12	Performance/External Reviews Costs associated with the performance review of the Organization.	\$93,000
Item 13	Professional Services Professional Services (audit, consulting, legal fees, and insurance) Professional Development and Training Public Relations	\$51,000 \$35,000 11,000 5,000
Item 14	Publications Production costs of NAFO publications, booklets, brochures, posters, etc., 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.	\$14,000

Annex 4. Preliminary Budget Forecast for 2018 and 2019

NORTHWEST ATLANTIC FISHERIES ORGANIZATION

Preliminary Budget Forecast for 2018 and 2019

(Canadian Dollars)

	Preliminary Budget Forecast 2018	Preliminary Budget Forecast 2019
1. Personal Services		
a) Salaries	\$1,069,000	\$1,101,000
b) Superannuation and Annuities	350,000	352,000
c) Medical and Insurance Plans	99,000	104,000
d) Employee Benefits	65,000	62,000
Subtotal Personal Services	<u>1,583,000</u>	<u>1,619,000</u>
2. Additional Help	2,000	2,000
3. Communications	23,000	23,000
4. Computer Services	42,000	42,000
5. Equipment	28,000	28,000
6. Fishery Monitoring	41,000	42,000
7. Hospitality Allowance	3,000	3,000
8. Internship	11,000	11,000
9. Materials and Supplies	28,000	28,000
10. NAFO Meetings		
a) Sessional	120,000	121,000
b) Inter-sessional Scientific	25,000	25,000
c) Inter-sessional Other	32,000	32,000
Subtotal NAFO Meetings	<u>177,000</u>	<u>178,000</u>
11. Other Meetings and Travel	35,000	35,000
12. Professional Services	52,000	53,000
13. Publications	14,000	14,000
14. Recruitment and Relocation	12,000	12,000
	<u>\$2,051,000</u>	<u>\$2,090,000</u>

**Preliminary calculation of billing for Contracting Parties
against the proposed estimate of \$2,126,000 for the 2017
financial year (based on 12 Contracting Parties to NAFO)
(Canadian Dollars)**

Annex 5

Budget Estimate	\$2,126,000
Deduct: Amount from Accumulated Surplus (pending approval from General Council)	<u>315,000</u>
Funds required to meet 2017 Administrative Budget	<u>\$1,811,000</u>

60% of funds required =	\$1,086,600
30% of funds required =	\$543,300
10% of funds required =	\$181,100

2016 Billing for comparison purposes		
Approved Budget 2016	\$1,997,000	
Deduct: Accumulated Surplus	<u>320,050</u>	
Funds required 2016 Budget	<u>\$1,676,950</u>	

Nominal Catches for 2013	% of Total Catch in the Convention Area	2016 Annual Contribution
357,615	51.13%	\$649,418.48
845	0.12%	43,131.15
144,541	20.67%	287,504.05
39,695	5.67%	98,973.59
316	0.05%	42,509.05
92	0.01%	42,024.37
-	-	41,923.75
2,846	0.41%	46,049.05
-	-	41,923.75
11,399	1.63%	58,324.32
-	-	41,923.75
142,092	20.31%	283,244.69
699,441	100.00%	<u>\$1,676,950.00</u>

Contracting Parties	Nominal Catches for 2014	% of Total Catch in the Convention Area	% of Total			2017 Preliminary Billing
			10%	30%	60%	
Canada	336,274	49.17%	\$95,612.33	\$45,275.00	\$534,281.22	\$675,168.55
Cuba	652	0.09%	-	45,275.00	977.94	46,252.94
Denmark (in respect of Faroe Islands and Greenland) (1)	145,533	21.28%	41,379.20	45,275.00	231,228.48	317,882.68
European Union	34,172	5.00%	-	45,275.00	54,330.00	99,605.00
France (in respect of St. Pierre et Miquelon)	3,595	0.53%	1,022.16	45,275.00	5,758.98	52,056.14
Iceland	-	-	-	45,275.00	-	45,275.00
Japan	-	-	-	45,275.00	-	45,275.00
Norway	2,813	0.41%	-	45,275.00	4,455.06	49,730.06
Republic of Korea	-	-	-	45,275.00	-	45,275.00
Russian Federation	9,278	1.36%	-	45,275.00	14,777.76	60,052.76
Ukraine	-	-	-	45,275.00	-	45,275.00
United States of America	151,537	22.16%	43,086.31	45,275.00	240,790.56	329,151.87
	683,854	100.00%	\$181,100.00	\$543,300.00	\$1,086,600.00	<u>\$1,811,000.00</u>
Funds required to meet 1 January - 31 December 2017 Administrative Budget						<u>\$1,811,000.00</u>

(1) Faroe Islands 3,958 metric tons
Greenland 141,575 metric tons