

ANNUAL MEETING - JUNE 1965Proposal to Reclassify the Position of Statistician to Assistant Executive Secretary

1. Mr. B. F. C. DeBaie, the Commission's Statistician since 1 November 1961, left the Commission effective 15 March 1965 for employment as an economist in the newly-formed Department of Fisheries for the Province of Nova Scotia.
  2. Considerable thought has been given to a replacement for Mr. DeBaie and to the present organization and needs of the Commission's Secretariat. As a result, it is proposed that the present staff position of Statistician be reclassified to Assistant Executive Secretary at the same rates of pay (\$7,000 to \$9,100 a year).
  3. This proposal is based on the following considerations. First, the second senior staff member on other international commissions, e. g. Great Lakes Fisheries Commission and the International North Pacific Fisheries Commission, is called an Assistant Executive Secretary or the equivalent. Second, the major responsibilities for the ICNAF Secretariat are Administration, Finance, Statistics and Publications. With the Executive Secretary, a biologist, taking direct responsibility for Administration and Publications and overall responsibility for all Secretariat activities for the Commission, there is need for the second senior staff member to take responsibility for Statistics and Finance and, in addition, to become familiar with all aspects of the Commission's operations and requirements in order to be able to assume the duties of Executive Secretary in an acting capacity should the need arise. Such a staff member should, I believe, be called the Assistant Executive Secretary. This is a more appropriate title for the position and more attractive for applicants. However, the designation should not imply automatic promotion to Executive Secretary should that position become vacant.
  4. I believe the Assistant Executive Secretary should be a male university graduate with a Master's degree or better and with training in statistics, economics or commerce and, if possible, with experience in some aspect of fisheries. I do not believe that a biologist should be appointed to the position. The Secretariat already has a biologist in the position of Executive Secretary. In addition, past experience with a biologist in the position of Statistician has shown that there is not enough biological challenge to hold the interest of a trained biologist. I believe that the incumbent should be able to meet and deal with the Commission's people diplomatically and effectively and that he should be an European from one of the member countries of ICNAF. I believe the present starting salary range of \$ Canadian 7,000-\$9,100, including income tax, as recommended for the Statistician at the 1964 Annual Meeting (Meeting Proceedings No. 12, Annex 1) is adequate for the proposed position. Starting salary within this range would depend on qualifications and experience.
  5. In accordance with Rule 10 of the Commission's Rules of Procedure, which states that the Commission shall designate staff positions to be filled through appointments made by the Executive Secretary, I would ask you to reach a decision in principle on this proposal at this time and to forward your decision to the Executive Secretary as quickly as possible. As soon as a two-thirds majority decision of the Head Commissioners has been received, I will distribute to all member countries an advertisement for a Statistician or an Assistant Executive Secretary, depending on the result of the poll. The two-thirds majority decision would be confirmed by the Commission at the Annual Meeting, 7-12 June 1965.
  6. I have drafted a poster (copy attached) which advertises for an Assistant Executive Secretary and which lists the requirements of the position as I see them.
  7. I would appreciate your earliest consideration of this matter so that the work of collecting, processing and publishing the Commission's statistics will not be left too long unattended.
- LRD/jm
- L. R. Day, Executive Secretary



DRAFTWANTEDASSISTANT EXECUTIVE SECRETARY

Applications are invited from male university graduates for employment as Assistant Executive Secretary with major responsibilities in statistics and accounting with the International Commission for the Northwest Atlantic Fisheries.

The Commission is concerned with the investigation, protection and conservation of the fisheries of the Northwest Atlantic Ocean. The following countries are members of the Commission: Canada, Denmark, France, Federal Republic of Germany, Iceland, Italy, Norway, Poland, Portugal, Spain, Union of Soviet Socialist Republics, United Kingdom and United States of America. The offices of the Commission Secretariat are located in the Bedford Institute of Oceanography, Dartmouth, Nova Scotia, Canada. The Secretariat consists of the Executive Secretary and five staff members who are concerned with administering the Commission's activities and finances, collecting and processing statistics on the fisheries in the Northwest Atlantic and publishing the Commission's administrative, statistical, financial and research reports and proceedings.

Applicants must be male graduates of a university of recognized standing with training in statistics, economics or commerce and, preferably, with experience in some aspect of fisheries. Preference will be given to applicants from European member countries of the Commission. Applicants should have a working knowledge of the official language of the Commission, which is English.

The Assistant Executive Secretary will have a commencing annual salary between \$7,000 and \$7,900 Canadian currency (including income tax) depending on qualifications and experience. With continued satisfactory service, salary can range to \$9,100. The Commission will pay reasonable travel expenses to Dartmouth for the successful applicant and dependents on condition that a two-year appointment is accepted. Reappointment may be made upon completion of two years' service with the Commission if agreeable to both parties. Leave regulations correspond with those applicable to Canadian Government employees (three weeks annually). Staff members not residents of Canada will be paid travel expenses for home leave every second year. The Commission has liberal superannuation and medical plans.

The Assistant Executive Secretary will be responsible to the Executive Secretary of the Commission. His duties will be to act as an assistant to the Executive Secretary, to become familiar with all aspects of the Commission's operations and requirements and to assume the duties of the Executive Secretary in an acting capacity should the need arise. He will have direct responsibility for the collection, compilation and publication of the basic fisheries statistics which are essential to the assessment and control of abundance and catch of commercial species of fish in the Northwest Atlantic Ocean. He will be expected to establish and maintain close personal contact and liaison with statistical offices in the member countries and with other international organizations which have related objectives. He will also carry out efficient accounting and financial procedures based on the requirements of the Commission's Financial Regulations and prepare preliminary financial statements for the Commission.

Applications should be addressed to the Executive Secretary, International Commission for the Northwest Atlantic Fisheries, P.O. Box 638, Dartmouth, N.S., Canada, to reach him by (Day and Month) 1965. Applicants should supply a personal photograph and state their nationality, age, marital status and dependents,

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academic qualifications (transcript of academic record) and experience. They should provide recommendations or references from a university professor or a senior official with whom the applicant has worked.

Dartmouth, N.S.

L. R. Day  
Executive Secretary