



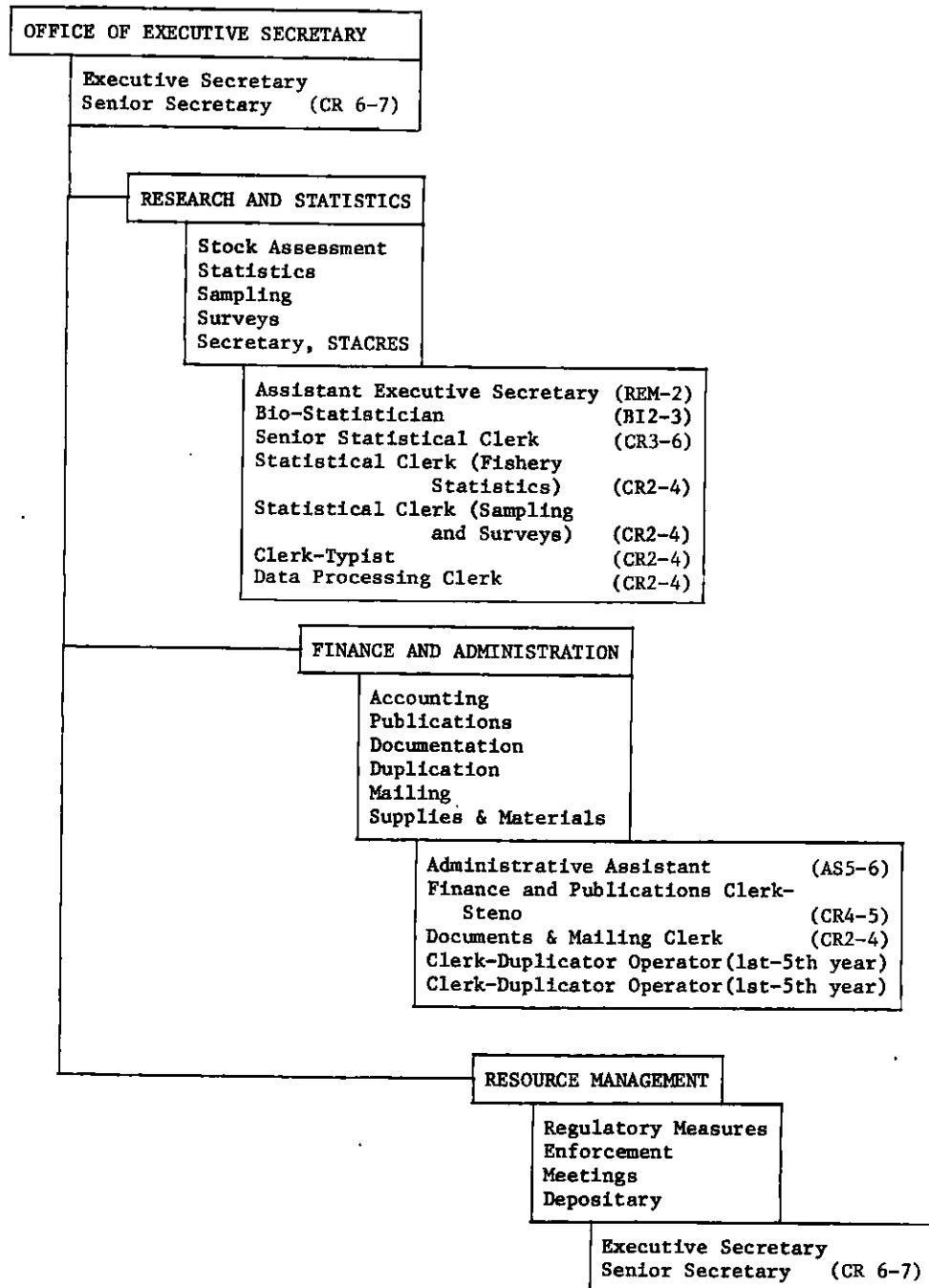
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Organization, staffing, and duties

ICNAF Secretariat, 1978/79



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Duties of Members of ICNAF Secretariat

Executive Secretary

Under the general supervision of the Commission,

- to manage the Commission office including the appointment and supervision of the staff of the Secretariat and the receipt and economical disbursement pursuant to the Financial Regulations of all monies received by the Commission;
- to communicate Commission recommendations under Articles VI(2) and VIII of the Convention to the Depositary Government addressed to the Secretary of State of the United States of America;
- to transact the business of and preserve the records of the Commission;
- to develop agenda and make all necessary arrangements for Annual, Panel, Committee, symposia and other meetings and provide the appropriate services in any Member Country as designated;
- to prepare the Commission's budgets and meeting reports and perform such other functions as may be assigned by the Commission, the Commission's Chairman, Panel Chairmen and Chairmen of Standing or ad hoc committees;
- to be ex officio member of the Standing Committees on Finance and Administration, Research and Statistics, Regulatory Measures, and International Control;
- to supervise and coordinate the collecting, compiling, editing and printing of all Commission publications, including Annual Report, Statistical Bulletin, Special Publications, Research Bulletin, Redbook, List of Fishing Vessels, Sampling Yearbook, Meeting Proceedings, and Handbook;
- to coordinate the Commission's work in the fields of statistics, scientific investigation and fisheries management through agencies of Member Governments and international organizations (FAO, ICES, NEAFC, and OECD);
- to recommend policy to the elected officials of the Commission;
- to deal authoritatively with fisheries administrators and scientists of Member Countries;
- to provide services as may be required by the Commission.

Assistant Executive Secretary

Under the Executive Secretary,

- to act as assistant to the Executive Secretary;
- to assume duties of Executive Secretary in acting capacity, if needed;
- to be familiar with Commission objectives and procedures;

- to act as permanent secretary to the Commission's Standing Committee on Research and Statistics (STACRES), providing services as administrative and scientific adviser as well as rapporteur for the Chairman of STACRES;
- to organize and edit the STACRES report (Redbook);
- to collect, compile, and publish the Commission's basic biological and statistical data and report on their adequacy for assessment purposes;
- to collect, prepare, and store for retrieval through a computerized retrieval system all Commission biological and statistical data (ICNAF Data Base);
- to edit papers selected by STACRES for possible publication in ICNAF Selected Papers or ICNAF Research Bulletin series;
- to maintain close personal contact with statistical offices in Member Countries and with other international agencies which have related objectives;
- to assist in other duties as may be required by the Executive Secretary.

Bio-Statistician

Under the general direction of the Assistant Executive Secretary,

- to plan, organize, and undertake statistical studies centred around the requirements of the Commission's Standing Committee on Research and Statistics (STACRES)
 - by evaluating the adequacy of biostatistical data, emanating from research vessel surveys and sampling of commercial catches carried out by Member Countries and judging the admissibility of the data for assessment in accordance with standardized procedures,
 - by designing computer programs to compile, analyze, and summarize in accordance with the requirements of the Assessments Subcommittee,
 - by interpreting the results of the analyses and documenting them for publication as meeting documents and in scientific periodicals if merited,
 - by providing up-to-date summaries of relevant catch/effort, age/length, and other biostatistical data for use by participants at the Commission's meetings;
- to maintain contact with scientists and statistical experts in Member Countries
 - by preparing the necessary instructions and formats for soliciting national biostatistical data, requesting the submission of the same through Circular Letters and following up on delinquent submissions where necessary,
 - by informing Member Countries on inadequacies and inconsistencies in their data submissions and advising on ways of improving the collection and reporting of the data;

- to supervise two or more statistical clerks
 - by outlining the study objectives to subordinate staff as they relate to the recording and statistical treatment of data and the compilation of the results,
 - by designing the format and coding procedures to be used for the computer input of data and instructing subordinate staff in their use,
 - by assigning specific tasks to support staff as the nature of the work requires,
 - by appraising the work performance of subordinates and making recommendations on promotions and other personnel matters;
- to maintain familiarity with advances in biostatistical procedures and their application to fisheries science
 - by reference to scientific and technical literature,
 - by establishing professional contacts with bio-statisticians in national and other intergovernmental agencies,
 - by frequent discussions with senior staff members,
 - by attending and presenting papers at scientific and technical meetings of ICNAF and other intergovernmental agencies;
- to participate actively in the scientific and technical meetings of the Commission
 - by acting as rapporteur for Subcommittee meetings when required, especially those Subcommittees whose work is closely related to the biostatistical activities of the Secretariat,
 - by reporting on the progress of studies,
 - by assisting in the preparation of statistical tables and reports as working papers and meeting documents;
- to perform such other duties as the nature of the work requires.

Administrative Assistant

Under the general supervision of the Executive Secretary

- to plan, organize, and manage production of the Commission's publications
 - by carrying out the publications' procedures and policies of the Commission,
 - by corresponding and establishing close liaison with authors and printers,
 - by planning the form of presentation, arrangement of manuscripts, illustration and tables, extent of changes, design, layout and type face,
 - by obtaining competitive bids for printing jobs and materials,
 - by advising on choice of printer and method of printing,
 - by supervising the work of two duplicator operators,
 - by checking galley proofs,
 - by ordering, pricing, and distributing reprints and publications;
- to supervise the proper implementation of all accounting and financial requirements of the Commission's Financial Regulations;

- to supervise and manage all administrative, operational, and personnel requirements of the Commission's Secretariat;
- to carry out detailed planning for the efficient operation of the Secretariat at Commission meetings;
- to perform such other duties as required by the Executive Secretary.

Senior Secretary

Under the Executive Secretary

- to provide secretarial, stenographic, and clerical services to the Executive Secretary;
- to initiate routine correspondence;
- to maintain a complete record (logs and files) of all incoming and outgoing correspondence;
- to organize, allocate, and supervise all clerical and typing services in the Secretariat and at Commission meetings;
- to organize and supervise the preparation of meeting documents (Commissioners, Summary, Research) and working papers;
- to maintain complete records of all meeting documents, circular letters, and publications of the Commission;
- to assemble and type the proceedings of Annual and Special meetings of the Commission and Panels, and original manuscripts for publication in the Annual Report;
- to assemble, type, and circulate materials relating to regulatory and enforcement measures and to meetings of the Commission or its Panels, Committees and Subcommittees;
- to check, type, and circulate provisional monthly statistics, including an up-to-date record of same against quotas and allocations;
- to be familiar with the Addressograph-Multigraph phototype setting system and produce manuscripts using the Addressograph-Multigraph Comp/Set 500 machine;
- to carry out such other duties and assignments as may properly be required.

Finance and Publications Clerk-Steno

Under the Administrative Assistant

- to verify incoming bills and prepare vouchers and cheques for Commission accounts;
- to administer the Commission's Superannuation, Group Life, Long-Term Disability, and Medical Care plans;
- to maintain close liaison with the International Fisheries Commissions Pension Society and Sun Life Assurance Company in connection with the Commission's employees' benefit plans;

- to prepare and maintain the payroll for the staff of the Secretariat;
- to prepare a statement of budget appropriations, obligations incurred and balance of appropriations, a statement of income and expenditures, a statement of assets and liabilities, and a statement of cash flow for each fiscal year;
- to balance the financial records of the Commission;
- to prepare the annual billing for Member Countries;
- to assist in the annual audit of the Commission's accounts;
- to assist the Administrative Assistant with clerical and typing matters concerning the production of the Commission's publications;
- to provide secretarial services in financial and publication matters;
- to assist the Administrative Assistant and the Senior Secretary at Commission meetings;
- to assist with the Commission's files;
- to be familiar with the Addressograph-Multigraph photo typesetting system and prepare manuscripts on the Addressograph-Multigraph Comp/Set 500 machine;
- to be responsible for receiving and sending and recording all Telex messages;
- to carry out such other duties and assignments as may properly be required.

Senior Statistical Clerk

Under the general supervision of the Assistant Executive Secretary

- to supervise the work of four statistical and sampling clerks and actively participate in the editing, sorting, and coding of fishery statistics and other biostatistical data preparatory to automatic data processing;
- to maintain records of inadequacies and inconsistencies in the statistical submissions from Member Countries and inform superiors within the Secretariat so that remedial action can be initiated;
- to edit computer listings of statistical data preparatory to compilation and analyses;
- to maintain up-to-date records of computer programs and data files and be responsible for the submission of coded data for keypunching and verifying and of computer programs for processing;
- to compile statistical data from published and unpublished sources, perform statistical calculations and arrange the results in formats appropriate to the studies being undertaken;
- to check and verify compilations and calculations performed by others;
- to perform such other duties as the nature of the work requires.

Statistical Clerk (Statistics)

Under the Assistant Executive Secretary

- to edit national fishery statistics for completeness, accuracy, and consistency;
- to assess the quality of the reported data relative to prescribed specifications;
- to prepare the data for automatic processing, including keypunching and verifying when necessary;
- to edit computer listings of data for error detection preparatory to computer compilations for inclusion in statistical publications;
- to prepare computer tabulations for printing;
- to compile statistical data from published and unpublished reports for tabular and graphic presentations;
- to perform arithmetical and statistical calculations using electronic calculators;
- to check and verify compilations and calculations performed by others;
- to perform such other duties as the nature of the work requires.

Statistical Clerk (Sampling and Surveys)

Under the Bio-Statistician

- to edit national submissions of biological sampling data from commercial fisheries and research vessel surveys for completeness, accuracy, and consistency;
- to assess the quality of the reported data relative to prescribed specifications;
- to prepare the data for automatic data processing;
- to edit computer listings of the data for error detection preparatory to computer compilation and analysis;
- to compile biostatistical data from published and unpublished reports for tabular and graphic presentations;
- to perform arithmetical and statistical calculations;
- to check and verify compilations and calculations performed by others;
- to perform such other duties as the nature of the work requires.

Clerk-Duplicator Operator

Under the Administrative Assistant

- to operate and maintain a copying and master making machine (AM 805), two duplicating machines (Multilith 1250), a 30-station collator, and a stitcher;
- to reproduce by offset, collate and staple meeting documents and proceedings, reports, circular letters, and reprints (from the Commission's publications);
- to reproduce by offset the publications of the Commission including Annual Report, Research Bulletin, Meeting Proceedings, Redbook, Statistical Bulletin, Sampling Yearbook, Special Publication, List of Fishing Vessels, Handbook, Translations of Questionnaire, and any reprinting of the above publications;
- to assist in matters concerning the production of the Commission's publications (drafting, illustrating and paste-up);
- to assist in the mailing of the Commission's publications and documents;
- to perform such other duties as the nature of the work requires.

Clerk-Duplicator Operator Assistant

Under the Administrative Assistant

- to operate a duplicating machine (Multilith 1250);
- to assist in the master making (for offset printing) and copying (Am 805);
- to assist in the reproduction by offset of the Commission's documents and publications;
- to collate and staple meeting documents, proceedings, reports, circular letters, etc.;
- to assist in the production of the Commission's publications (drafting, illustrating, and paste-up);
- to assist in the mailing of the Commission's publications and documents;
- to perform such other duties as the nature of the work requires.

Documents and Mailing Clerk

Under the Administrative Assistant

- to maintain complete and up-to-date mailing lists for the Commission's publications, reports, circular letters, documents, etc.;
- to maintain and operate the Addressograph machine, Addressograph plate-maker and letter folder;
- to package and ship the Commission's publications;

- to process all outgoing mail and postage metering;
- to maintain the Commission's depository of serially-numbered documents, papers, reports, circular letters, forms, and publications;
- to receive, catalogue, and maintain accessions to the Commission's library;
- to control and procure office supplies and materials;
- to assist in the sending, receiving, and recording of all Telex messages;
- to perform such other duties as the nature of the work requires.

Clerk-Typist

Under the Assistant Executive Secretary

- to provide secretarial, stenographic, and clerical services to the personnel of the Research and Statistics Section of the Secretariat;
- to maintain files of correspondence and biostatistical data;
- to type reports and statistical tables as required for publication;
- to proofread tabular and narrative material preparatory to printing;
- to prepare biostatistical data for automatic data processing;
- to edit computer listing of data for error detection prior to computer analyses;
- to be familiar with the Addressograph-Multigraph photo typesetting system and prepare manuscripts using the Addressograph-Multigraph Comp/Set 500 machine;
- to check and verify compilations and calculations performed by others;
- to perform such other duties as the nature of the work requires.

Data Processing Clerk

Under the Assistant Executive Secretary

- to prepare biostatistical data for automatic data processing, including keypunching and verifying;
- to edit computer listings of data for error detection, preparatory to computer compilation and analysis;
- to prepare computer tabulations for printing;
- to perform arithmetical and statistical calculations using electronic calculators;
- to prepare for use in statistical analyses computer programs written by others;
- to check and verify compilations and calculations performed by others;
- to perform such other duties as the nature of the work requires.

