

PART II

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

1. Opening by the Chairman

The first session of STACFAD was opened by Fred Kingston (EU) on 16 September 2002.

Present were delegates from Bulgaria, Canada, Cuba, Denmark (in respect of Faroe Islands and Greenland), European Union (EU), France (in respect of St. Pierre et Miquelon), Japan, Latvia, Norway, Russian Federation, Ukraine and United States of America (USA) (Annex 1).

The Chairman welcomed delegates to Santiago de Compostela.

2. Appointment of Rapporteur

Sofea Horsey (Canada) and Stan Goodick (NAFO Secretariat) were appointed Rapporteurs.

3. Adoption of Agenda

Delegates were presented with and accepted a revised agenda (Annex 2), which incorporated additional items for review and discussion:

- Item 15c) Amendments to Rule 7.1 of NAFO Staff Rules.
- Item 15d) Request from Bulgaria to re-establish voting rights in NAFO.

4. Auditors' Report

The Executive Secretary presented the Auditors' Report and Financial Statements of the Northwest Atlantic Fisheries Organization for the year ended 31 December 2001. The Auditors' Report, signed by Deloitte & Touche, was circulated to the Heads of Delegation prior to the 24th Annual Meeting. No comments had been received on the report.

As stated in Note 4 of the Auditors' Report entitled "Provision for Employee Termination Benefits", the Committee noted the Organization's practice of funding this liability at the rate of \$10,000 per annum as approved by the General Council at the Special Meeting in January 2002.

The Executive Secretary gave a brief overview of Notes 2 and 9 of the Auditors' report regarding a claim that the staff assessment under Rule 6.2 of the Financial Regulations should not have been deducted from the salary of the Executive Secretary. Document GF/02-366 was also circulated, which contained a legal opinion obtained by the Executive Secretary to support this claim.

STACFAD recommended that NAFO engage the services of its own legal counsel at a cost of approximately \$3,000 to investigate this claim in order to provide a legal opinion and to advise on an appropriate course of action.

STACFAD recommended that the 2001 Auditors' Report be adopted.

5. Status of the spending for the implementation of the Automated Hail/VMS System

STACFAD W.P.02/22 (Annex 3) was reviewed.

Following STACFAD's request at its last meeting, the Chairman of STACTIC provided an overview on the implementation of the system. His summary analysis of operations drew attention to both restrictions in its current

application as well as to its potential to enhance tracking and reporting of vessel location and activity. It was once more pointed out that the Hail/VMS System was greatly underutilized by some Contracting Parties and the STACTIC Chairman provided STACFAD with an excerpt of a report (FC Doc 02/11) indicating how Contracting Parties are currently using the system.

STACTIC Working Paper 02/24 was tabled outlining a proposal submitted by Norway, which was subsequently agreed to by the Fisheries Commission indicating that an extra \$45,000 from the 2003 Budget would be required to implement changes to enhance the automated reporting system. This amount would be in addition to forecasted expenditures of \$34,000 for ongoing operating costs and \$10,000 in other programming changes.

An additional amount of \$30,000 from the 2003 Budget was also envisaged to implement further changes to the system arising from a proposal for a Pilot Project on Observers.

6. Review and evaluation of work descriptions for NAFO employees in the CR category with respect to consideration and application of Canadian Pay Equity Settlement

Following STACFAD's recommendation to General Council at Helsingor in January 2002, a Human Resources Consultant was engaged to prepare the job descriptions consistent with the Universal Classification System (UCS) requirement for 4 employees in the CR category at the NAFO Secretariat. The Consultant's Report is contained in STACFAD W.P.02/30. Canada agreed to have its Human Resources Classification specialists review and assess the classification category and level and report back their findings in advance of the next Annual Meeting.

STACFAD also recommended that the Secretariat engage a Human Resources Consultant, at an estimated cost of \$2,400, to prepare job descriptions for 3 other employees that had previously been in the CR category, which would then be forwarded to Canada for its analysis.

STACFAD again agreed that this issue should be treated as a priority and addressed at the 2003 Annual Meeting. The Secretariat noted that the potential cost to the NAFO Budget by the retroactive application of pay equity from 1985 to 2002, following the Canadian Pay Equity Settlement, could be as high as \$237,000.

Canada stated that the practice of promoting Secretariat staff to the next classification level once the employee had reached the maximum pay scale of their original classification level was not consistent with the NAFO Staff Rules 6.1 and 6.4.

7. Meeting of the Pension Society

The Executive Secretary presented STACFAD Working Paper 02/24, which summarized the key points regarding the Annual Meeting of the International Fisheries Commissions Pension Society, which took place in Chicago, USA 30 April - 2 May 2002.

8. Administrative and Financial Statements for 2002

The Chairman introduced NAFO/GC Doc 02/3 (Revised).

Concerning the Financial Statements, the Executive Secretary stated that salaries were over budget due to economic increases as indicated in footnote a. In response to a request made at the last meeting, STACFAD W.P.02/26 was tabled to provide salary details. An additional \$3,000 was added under "Other Contractual Service" for legal advice on the appropriateness of applying a staff assessment to the Executive Secretary (see Agenda item 4).

STACFAD noted outstanding contributions from Bulgaria (\$21,271.62), Cuba (\$21,348.20), France (\$26,426.55), Poland (\$22,037.40), Romania (\$21,271.62) and the Ukraine (\$21,271.62). France indicated that its 2002 contribution would be paid shortly. As in prior years, STACFAD recommended that the contribution from Romania be deemed uncollectable and that the amount be applied against the Accumulated Surplus Account. The Chairman noted Romania's announcement to withdrawn from NAFO as of 31 December 2002.

Bulgaria addressed STACFAD and stated its intention to pay its outstanding contributions to NAFO (see GC Working Paper 02/6, Annex 4). STACFAD welcomed this statement of intent. STACFAD recommended that such contributions, which had been deemed uncollectable in prior years, shall be returned to the Accumulated Surplus Account. The distribution of these recovered contributions shall be returned to Contracting Parties as a reduction of the following year's assessed contribution. The distribution shall be calculated on the same basis as the year of the original billing distribution when the contributions were deemed uncollectable.

A schedule of outstanding contributions detailing the total amounts due from Bulgaria and Romania is attached (Annex 5).

9. Review of Accumulated Surplus Account

The Accumulated Surplus Account was reviewed and it was noted that the year-end balance is estimated to be \$181,286, provided that all outstanding member contributions (excluding Romania) were received.

As in previous years, STACFAD recommended that \$75,000 be maintained as a minimum balance in this account in order to fulfil NAFO's financial obligations in early 2003 until contributions are received. The remaining estimated accumulated surplus balance of \$106,286 at the end of 2002 would be used to reduce contributions due from Contracting Parties in 2003.

10. Salary Scale for the NAFO Executive Secretary

Some delegates expressed interest in increasing the salary level of the Executive Secretary in order to attract candidates internationally. It was noted that similar positions in other regional fisheries management organizations are classified at the D-1 level of the UN salary scale. (STACFAD Working Paper 02/20).

In order to provide some flexibility and address the concerns of certain Contracting Parties, Canada introduced STACFAD WP 02/34, proposing that the base salary of the Executive Secretary be augmented through a performance bonus, following the Canadian Public Service Executive Category. The Executive Secretary's position is currently classified in this Executive Category (EX-2).

Canada explained that in the Canadian Public Service a performance bonus is applicable in the Executive Category in the context of an annual appraisal based on agreed performance objectives. Bonuses are possible under a two-tier system:

- Part 1 would provide the Executive Secretary with a 5% increase on the base salary if established ongoing commitments of the position are "met" (or better) with a cap when the incumbent reaches the maximum of the salary scale. A 7% increase applies on the base salary if the incumbent "surpasses" ongoing commitments.
- Part 2 would provide for up to a 10% increase on the base salary if key commitments are achieved or surpassed.

STACFAD recommended that the starting salary of the incoming Executive Secretary be set at the maximum level in the EX-2 Category of the Canadian system. Under this system there is the eligibility for a performance bonus at the end of her first year in office (as per the previous paragraph). (Appraisal at Annual Meeting, September 2003.)

It was agreed that the establishment of this salary for the incoming Executive Secretary should not presuppose future considerations of job classification and/or salary scale.

STACFAD further agreed that the broad issue of possible changes in the job classification system and salary scale of the Executive Secretary be deferred to the 2003 Annual Meeting, including the possibility of enhanced duties and responsibilities.

11. Budget Estimate for 2003

GC Working Paper 02/3 (Revision 4) was tabled. It was noted that all items were standard with the exception of those items highlighted below:

6. Other Contractual Services

Consulting Fees – total estimate \$10,400 consisting of:

- Human Resources Consultant to write 3 job classifications - estimate \$2,400 (see Agenda item 6)
- Computer Technology Advisor to assess the state of current computer holdings and provide recommendations on necessary course of action to modernize/upgrade to acceptable working level - estimate \$8,000

10. Meetings - Symposia

Participation at the Co-ordinating Working Party on Fisheries Statistics (CWP) sessions in the function of the Chair of STACREC who is also the Scientific Council Vice-Chair - estimate \$5,000 – on the basis of a recommendation of the Scientific Council contained in Annex 6.

It was noted that STACFAD could expect a request for funding on an ongoing biannual basis to cover travel costs for the Chair of STACREC's attendance at the CWP. It was agreed in principle that financial provisions could be made, on a case by case basis, for officers of the Scientific Council who are required to attend meetings or symposia wherein they represent the interests of NAFO rather than those of a Contracting Party.

11. Computer Services

- Purchase of desktop and laptop to replace outdated and deficient computer equipment - estimate \$10,000.
- Program changes to the Automated Hail/VMS System - estimate \$45,000 (see Agenda item 5), to be added to \$10,000 already in forecasted programming changes.

STACFAD recommended that the budget of \$1,385,400 for the year 2003 be adopted (Annex 7).

The preliminary calculation of the 2003 billing is \$1,279,114 (Annex 8).

12. Budget forecast for 2004

STACFAD reviewed the preliminary budget forecast for 2004 of \$1,311,000 (Annex 9) and approved the forecast in principle. It was noted that the budget for 2004 will be reviewed in detail at the next Annual Meeting.

13. Recruitment of the new Executive Secretary

STACFAD reviewed the process for the recruitment of the new Executive Secretary, set-up at the 2002 Special Meeting in Helsingor, Denmark, to evaluate its effectiveness. Delegates expressed overall satisfaction with the process. Using the website with password protection was efficient and worked well to expedite the entire process.

It was noted, however that:

- Four Contracting Parties did not provide preferred candidates;
- Not all Contracting Parties complied with the deadline for submitting their selection of 10 preferred candidates;
- Some Contracting Parties experienced technical difficulties and could not download files due to the inability of their systems to handle the size of the files transmitted;
- Four Contracting Parties did not submit a full list of 10 candidates (out of the total number received), although it did not affect the selection of the four final candidates. It was suggested that

perhaps Contracting Parties could be asked to select less than 10 preferred candidates when a future selection process is undertaken;

- Discretion was required by the Secretariat in screening applications received to ensure they were relevant to the position advertised; and
- It could have been confirmed in advance that candidates would be scheduled for interviews earlier in the week thereby eliminating the need to cover travel expenses for an entire week.

Canada tabled STACFAD W.P.02/33, a draft proposed contract between NAFO and the incoming Executive Secretary for review and consideration.

STACFAD recommended that NAFO seek independent legal counsel to review the proposed contract. This expense will be covered under the 2002 budget.

14. Time and Place of 2004 and 2005 Annual Meetings

The 2004 Annual Meeting will be held in Halifax, N.S., Canada, unless an invitation to host is extended by a Contracting Party and accepted by the Organization.

The dates of the 2004 Annual Meeting are as follows:

Scientific Council	-	08-17 September
General Council	-	13-17 September
Fisheries Commission	-	13-17 September

STACFAD recommended that the dates for the 2005 Annual Meeting be as follows, with the location in Halifax, unless an invitation to host is extended by a Contracting Party and accepted by the Organization:

Scientific Council	-	07-16 September
General Council	-	12-16 September
Fisheries Commission	-	12-16 September

15. Other issues including any questions referred from the General Council during the current Annual Meeting

15a) Review and evaluation of survey results regarding disposition of NAFO publications and electronic communications

Mindful of the need to accommodate those Contracting Parties with limited technological systems, and other Parties concerned, STACFAD recommended that:

- the Secretariat continue to accelerate the transition from print to electronic (outgoing) communication to both the public and Contracting Parties with a view to dramatically reducing costs and improving efficiency and timeliness of such transmissions;
- in principle, the primary means of disseminating information to Contracting Parties should be via e-mail and website access, utilizing password protected links as necessary;
- a regular review of e-mail addresses be undertaken to ensure that they are valid and up-to-date; and
- the Secretariat continue to vigorously pursue avenues to improve the day-to-day operations of the Organization and to modernize its communication systems and procedures.

15b) Public information on NAFO activities

Extensive discussion took place regarding public access to information on NAFO activities. STACFAD recognized the need to modernize access to NAFO information and to improve the flow of such information.

STACFAD recommended that, in principle, the primary means of providing information to the public be through the NAFO website with the availability of hardcopy material at a nominal fee in order to recover printing and mailing costs.

15c) Amendments to Staff Rule 7.1

STACFAD W.P.02/27 was tabled (Annex 10), which amends Rule 7.1 of the NAFO Staff Rules. These proposed changes are consistent with recent benefits negotiated between the Treasury Board of Canada and the Public Service Alliance of Canada. STACFAD recommended that this amendment be adopted.

15d) Request from Bulgaria to re-establish voting rights in NAFO

Bulgaria formally requested General Council to reinstate its voting rights in NAFO on the basis of a commitment to pay its 2001 and 2002 contributions (i.e. \$41,264.67) by the end of 2002 and to pay the balance of its outstanding contributions (\$129,796.75) during 2003-2004 (see GC Working Paper 02/6 - Annex 4). The delegates recognized that under Article XVI(9) of the NAFO Convention ... "A Contracting Party which has not paid its contributions for two consecutive years shall not enjoy any right of casting votes and presenting objections under this Convention until it has fulfilled its obligations, unless the General Council decides otherwise."

On this basis, STACFAD recommended that, once Bulgaria has paid its 2001-2002 contributions, General Council consider the issue of according voting rights to Bulgaria pursuant to Article XVI(9).

16. Adjournment

The final session of the STACFAD meeting adjourned on 19 September 2002 at 2035 hrs.

Annex 1. List of Participants

Name	Contracting Party
Kostadin Kodzhabashev	Bulgaria
David Bevan	Canada
Sofeia Horsey	Canada
Greg Peacock	Canada
Bob Steinbock	Canada
Victor Sarda Espinosa	Cuba
Lars Madsen	Denmark (F&G)
Fred Kingston	European Union
Christophe Le Villain	European Union
Manfred Stein	European Union
Sarah Ausseil	France (SPM)
Keiko Suzuki	Japan
Ricards Derkacs	Latvia
Heidi Johansen	Norway
Victor Solodovnik	Russian Federation
Vasyl Chernik	Ukraine
Ralph Mayo	USA
Patrick Moran	USA
Leonard Chepel	NAFO Secretariat
Stan Goodick	NAFO Secretariat
Forbes Keating	NAFO Secretariat
Johanne Fischer	Incoming NAFO Executive Secretary (from 1 January 2003)

Annex 2. Agenda

1. Opening by the Chairman, G. F. Kingston (EU)
2. Appointment of Rapporteur
3. Adoption of Agenda
4. Auditor's Report
5. Status of the spending for the implementation of the Automated Hail/VMS System
6. Review and evaluation of work descriptions for NAFO employees in the CR category with respect to consideration of application of Canadian Pay Equity Settlement
7. Meeting of the Pension Society
8. Administrative and Financial Statements for 2002 (end July)
9. Review of Accumulated Surplus Account
10. Salary scale for the NAFO Executive Secretary
11. Budget Estimate for 2003
12. Budget Forecast for 2004
13. Recruitment of the new Executive Secretary
14. Time and Place of 2004-2005 Annual Meetings
15. Other issues including any questions referred from the General Council during the current Annual Meeting
 - a) Review and evaluation of survey results regarding disposition of NAFO publications and electronic communications
 - b) Public information on NAFO activities
 - c) Amendments to Rule 7.1 of NAFO Staff Rules
 - d) Request from Bulgaria to re-establish voting rights in NAFO
16. Adjournment

**Annex 3. Status of spending for the implementation of the Automated Hail/
VMS System
(STACFAD W.P. 02/22)**

	Budget <u>2002</u>	Forecast <u>2002</u>
<u>Automated Hail/VMS Expenditures (Computer Services):</u>		
Trackwell Software - Annual support and maintenance	\$18,300	\$18,300
Aliant Telecom - X.25 line	12,980	12,980
Trackwell Software - X.400 line	720	720
Trackwell Software – Additional billings (network connection problems, setting up Contracting Parties, proposals for changes to system)		4,000
	\$32,000	\$36,000

**Annex 4. Bulgarian declaration on repayment of the Bulgarian
Outstanding contributions (for the years 1993-2002)**
(GC W.P. 02/06)

The Bulgarian Delegation at the 24th Annual Meeting of NAFO states the following:

- a) Bulgaria acknowledges its outstanding contributions to NAFO Budget for the years 1993-2002 in the amount of \$171,061.42 Cdn
- b) Bulgaria declares the following schedule of the noted outstanding contribution repayment:
 - For the years 2001-2002 in the amount of \$41,264.67 to the end of 2002.
 - For the years 1993-2000 in the amount of \$129,796.75 during 2003-2004.

Pursuant to the above-noted commitment, the Bulgarian Government requests the General Council of NAFO to restore Bulgaria's voting rights under the provisions of Article XVI.9 of the NAFO Convention.

Annex 5. Schedule of Outstanding Contributions from Bulgaria and Romania
(STACFAD W.P. 02/23)

The following is a summary of outstanding contributions from Bulgaria and Romania:

	<u>Bulgaria</u>	<u>Romania</u>
1 January – 31 December 1982		\$2,700.75
1 January – 31 December 1983		11,000.00
1 January – 31 December 1984		11,483.06
1 January – 31 December 1985		12,688.81
1 January – 31 December 1986		11,784.09
1 January – 31 December 1987		15,273.97
1 January – 31 December 1988		14,189.50
1 January – 31 December 1989		16,618.05
1 January – 31 December 1990		17,875.65
1 January – 31 December 1991		20,060.56
1 January – 31 December 1992		18,702.14
1 January – 31 December 1993	18,109.12	17,473.10
1 January – 31 December 1994	14,893.10	14,893.10
1 January – 31 December 1995	16,614.28	16,614.28
1 January – 31 December 1996	15,944.93	15,944.93
1 January – 31 December 1997	15,002.75	15,002.76
1 January – 31 December 1998	16,121.90	16,121.89
1 January – 31 December 1999	16,267.88	16,267.87
1 January – 31 December 2000	16,842.79	16,842.79
1 January – 31 December 2001	19,993.05	19,993.05
1 January – 31 December 2002	21,271.62	21,271.62
	\$171,061.42	\$322,802.09

Annex 6. Scientific Council recommendation regarding CWP participation
(Scientific Council Report, SCS Doc. 02/19, page 73)

ii) CWP 20th Session, January 2003

The NAFO Secretariat announced that the CWP 20th Session is scheduled to be held at the Headquarters of the Indian Ocean Tuna Commission (IOTC) in the Seychelles during 21-24 January 2003. STACREC drew attention to the draft agenda included in SCS Doc. 02/11 and requested members to provide any suggested changes or additional agenda items to the Assistant Executive Secretary to communicate to the CWP Secretary.

Continuing the usual practice, STACREC **recommended** that *the Assistant Executive Secretary attend the CWP 20th Session to be held in the Seychelles during 21-24 January 2003.*

STACREC further noted that both the STACREC Chair and the Assistant Executive Secretary make valuable contributions to the CWP sessions. The Assistant Executive Secretary brings continuity and an international focus while the STACREC Chair brings a focus on the needs of the Scientific Council. STACREC recognises that significant costs can be associated with attending the CWP sessions. These costs for the STACREC Chair should be covered by the standard NAFO budget. STACREC therefore **recommended** that *the Rules of Procedure of the Scientific Council be modified to include participation at CWP sessions in the functions of the Vice-Chair who is also the Chair of STACREC and that the Scientific Council Chair address the budgetary aspect of this to the Executive Secretary with respect to the attendance at the 20th CWP Session and subsequent sessions.*

STACREC noted that the Scientific Council invites the participation of representatives of any Contracting Party (at national expense) at the CWP 20th Session, and requested interested parties to contact the NAFO Secretariat.

Annex 7. Budget Estimate for 2003**Northwest Atlantic Fisheries Organization**

(Canadian Dollars)

	Approved Budget for 2002	Projected Expenditures for 2002	Preliminary Budget Forecast for 2003	Budget Estimate for 2003
1. Personal Services				
a) Salaries	\$ 735,000	\$ 748,000	\$748,000	\$759,000 ^a
b) Superannuation and Annuities	81,000	73,000	80,000	73,000
c) Group Medical and Insurance Plans	69,000	69,000	71,000	76,000
d) Termination Benefits	22,000	61,000	20,000	22,000 ^b
e) Accrued Vacation Pay	1,000	14,000	1,000	1,000
f) Termination Benefits Liability	10,000	10,000	10,000	10,000
2. Travel	26,000	21,000	4,000	19,000 ^c
3. Transportation	1,000	1,000	1,000	1,000
4. Communications	60,000	56,000	41,000	59,000
5. Publications	30,000	30,000	30,000	30,000
6. Other Contractual Services	48,000	51,000	45,000	58,400
7. Additional Help	1,000	1,000	1,000	1,000
8. Materials and Supplies	30,000	30,000	30,000	30,000
9. Equipment	5,000	5,000	5,000	5,000
10. Meetings				
Annual General Meeting and Scientific Council Meetings	66,000	85,000	66,000	76,000 ^d
Inter-sessional Meetings	55,000	56,000	30,000	40,000 ^e
Symposium	8,000	8,000	-	5,000
11. Computer Services	48,000	52,000	48,000	120,000
12. Recruitment and Relocation	73,000	73,000	-	-
	\$1,369,000	\$1,444,000	\$1,231,000	\$1,385,400

^a NAFO's salaries budget estimate for 2003 includes a 2.5% economic increase.

^b This figure is for 2003 credits and conforms with NAFO Staff Rule 10.4(a).

^c Travel costs for 2003 include: (i) the Assistant Executive Secretary and the Chair of STACREC to the Co-ordinating Working Party on Fishery Statistics (CWP) of the Food and Agriculture Organization (FAO) of the United Nations, January 2003, Seychelles; (ii) the Assistant Executive Secretary to the 25th Session of the Committee on Fisheries (COFI) at FAO in February 2003, Rome and the Regional Fishery Bodies to be held immediately after the COFI Meeting; (iii) two invited experts to a Scientific Council Workshop on Precautionary Approach in 2003.

^d This figure includes the cost for the 25th Annual Meeting, September 2003, Dartmouth, Canada, the Scientific Council Meeting, June 2003, Dartmouth, Canada and the Scientific Council Shrimp Meeting, November 2003, venue to be determined.

^e General provision for 4 or 5 inter-sessional meetings (Quota Allocation, Precautionary Approach, Drafting Group/STACTIC) during 2003.

Annex 8. Preliminary Calculation for 2003

NORTHWEST ATLANTIC FISHERIES ORGANIZATION

Preliminary calculation of billing for Contracting Parties
against the proposed estimate of \$1,385,400 for the 2003
financial year (based on 17 Contracting Parties to NAFO)
(Canadian Dollars)

Budget Estimate.....	\$1,385,400.00
Deduct: Amount from Accumulated Surplus Account.....	<u>106,286.00</u>
Funds required to meet 2003 Administrative Budget.....	<u>\$1,279,114.00</u>

60% of funds required = \$767,468.40
30% of funds required = 383,734.20
10% of funds required = 127,911.40

Contracting Parties	Nominal Catches for 2000	% of Total Catch in the Convention Area	10%	30%	Amount 60%	Billed
Bulgaria	-	-	-	\$22,572.60	-	\$ 22,572.60
Canada	508,877	57.00	\$81,888.36	22,572.60	\$437,456.98	541,917.94
Cuba	46	0.01	-	22,572.60	76.74	22,649.34
Denmark (Faroes & Greenland) ^{1,2}	118,435	13.26	19,058.53	22,572.60	101,766.31	143,397.44
Estonia	13,415	1.50	-	22,572.60	11,512.03	34,084.63
European Union	37,047	4.15	-	22,572.60	31,849.94	54,422.54
France (St. Pierre et Miquelon)	5,200	0.58	836.78	22,572.60	4,451.32	27,860.70
Iceland	9,363	1.05	-	22,572.60	8,058.42	30,631.02
Japan	2,816	0.32	-	22,572.60	2,455.90	25,028.50
Republic of Korea	-	-	-	22,572.60	-	22,572.60
Latvia	3,397	0.38	-	22,572.60	2,916.38	25,488.98
Lithuania	4,047	0.45	-	22,572.60	3,453.61	26,026.21
Norway ¹	3,974	0.45	-	22,572.60	3,453.61	26,026.21
Poland	1,732	0.19	-	22,572.60	1,458.19	24,030.79
Russian Federation	22,067	2.47	-	22,572.60	18,956.47	41,529.07
Ukraine	-	-	-	22,572.60	-	22,572.60
United States of America ¹	162,365	18.19	26,127.73	22,572.60	139,602.50	188,302.83
	892,781	100.00	\$127,911.40	\$383,734.20	\$767,468.40	<u>\$1,279,114.00</u>
Funds required to meet 1 January - 31 December 2003 Administrative Budget						<u>\$1,279,114.00</u>

¹ Provisional Statistics used when calculating 2000 nominal catches which have not been reported from some Contracting Parties.

² Faroe Islands = 8,531 metric tons
Greenland = 109,904 metric tons

Annex 9. Preliminary Budget Forecast for 2004
(Canadian Dollars)

1.	Personal Services	
	a) Salaries	\$ 785,000
	b) Superannuation and Annuities	75,000
	c) Group Medical and Insurance Plans	78,000
	d) Termination Benefits	21,000 ^a
	e) Accrued Vacation Pay	1,000
	f) Termination Benefits Liability	10,000
2.	Travel	15,000 ^b
3.	Transportation	1,000
4.	Communications	45,000
5.	Publications	30,000
6.	Other Contractual Services	48,000
7.	Additional Help	1,000
8.	Materials and Supplies	30,000
9.	Equipment	5,000
10.	Meetings	
	Annual General Meeting and Scientific Council Meetings	76,000 ^c
	Inter-sessional Meetings	40,000
11.	Computer Services	50,000
		\$1,311,000

^a This figure is for 2004 credits and conforms with NAFO Staff Rule 10.4(a).

^b Travel costs for 2004 is for the Assistant Executive Secretary's attendance at a Co-ordinating Working Party on Fishery Statistics (CWP) inter-sessional meeting of the Food and Agriculture Organization of the United Nations (FAO) and two staff members to the annual meeting of Directors and Executive Secretaries of the International Fisheries Commissions Pension Society (IFCPS), April 2004, Washington, DC, USA.

^c This figure includes the cost for the 26th Annual Meeting, September 2004 and Scientific Council Meetings June and November 2004.

Annex 10. Amendments to Rule 7.1 of NAFO Staff Rules

Amendments to *Rule 7.1* of NAFO Staff Rules
by
NAFO Secretariat

As a result of negotiations and signed contracts between the Treasury Board of Canada and the Public Service Alliance of Canada that included some improvements to its annual leave provisions, Rule 7.1 of the NAFO Staff Rules should be amended accordingly. Please note that for comparison purposes the amendments to Rule 7.1 are underlined and the text from the current Rule 7.1 is in square brackets [].

Rule 7.1

Members of the Secretariat shall be entitled to annual leave with pay at the following rates:

- a) one and one-quarter (1-1/4) days for each calendar month until the month in which the anniversary of the employee's eighth (8th) year of continuous employment occurs;
- b) one and two-thirds (1-2/3) days for each calendar month commencing with the month in which the employee's eighth (8th) anniversary of continuous employment occurs;
- c) one and five-sixths (1-5/6) days for each calendar month commencing with the month in which the employee's sixteenth (16th) anniversary of continuous employment occurs;
[item c) is a new entitlement to annual leave]
- d) one and eleven-twelfths (1-11/12) days for each calendar month commencing with the month in which the employee's seventeenth (17th) anniversary of continuous employment occurs;
- e) two and one-twelfth (2-1/12) days for each calendar month commencing with the month in which the employee's eighteenth (18th) anniversary of continuous employment occurs;
- f) two and one-quarter (2-1/4) [two and one-third (2-1/3)] days for each calendar month commencing with the month in which the employee's twenty-seventh (27th) [twenty-eighth (28th)] anniversary on continuous employment occurs;
- g) two and one-half (2-1/2) days for each calendar month, commencing with the month in which the employee's twenty-eighth (28th) [twenty-ninth (29th)] anniversary of continuous employment occurs;
- h) For the purposes of leave entitlements in accordance with these staff rules, an employee of the Professional Category (Rule 3.1 (a)) may receive credit for continuous years of service prior to joining NAFO in federal or provincial governments (and international equivalencies), and years of service in other international organizations as agreed by a signed contract between the employee and NAFO;