

## SECTION I

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### Report of the Special Meeting of the General Council and its Subsidiary Body (STACFAD) 29 January – 01 February, 2002 Helsingør, Denmark

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## **PART I**

### **Report of the Special Meeting of the General Council** (GC Doc. 02/2)

**29 January – 01 February 2002**  
**Helsingør, Denmark**

The Meeting was held in accordance with the decision taken by the General Council through mail consultation (GF/01-684 dated Oct. 02/01).

#### **1. Opening of the Meeting**

- 1.1 The special meeting of the General Council was convened at the Hotel Marienlyst, Helsingør, Denmark, during January 29-February 01, 2002.
- 1.2 The Representatives of fifteen (15) Contracting Parties were present: Canada, Cuba, Denmark (in respect of the Faroe Islands and Greenland-DFG), Estonia, European Union, France (in respect of St. Pierre et Miquelon), Iceland, Japan, Latvia, Lithuania, Norway, Poland, Russia, Ukraine and the United States of America (USA) (Annex 1). Three (3) Contracting Parties – Bulgaria, Republic of Korea and Romania were absent.

FAO was represented by an observer, Mr. D. Douman.

- 1.3 The Chairman, Mr. Enrique Oltuski (Cuba), welcomed delegates emphasizing on the following in particular: "... progress has been made by NAFO in the establishment of a framework providing sustainable fishery in Northwest Atlantic. Many reasons exist in order to maintain NAFO achievements. The progress in establishing sound conservation and enforcement measures, controlling overfishing and avoiding unsustainable fishing show that the chosen way is a correct one. The implementation of these measures has laid the ground for the recovery and rebuilding of stocks. I am, as NAFO President, sure that this objective is shared by all NAFO Contracting Parties. One more important highlight regarding the NAFO Science and implementation without delay of the measures recommended to us. We should advance the NAFO reputation as an organization that meets the challenge of world overfishing and deterioration of Ocean resources. We should continue to take decisions that would benefit the present, as well, future generations".

The President wished to all successful work and a friendly atmosphere that is characteristic to NAFO meetings.

- 1.4 Several Contracting Parties presented their opening statements to the meeting and to the NAFO Secretariat (Annexes 2-6). The Representative of Iceland noted that Iceland associates itself with the statements made by other Contracting Parties and expressed his gratitude to Denmark for invitation to this beautiful place. He said that there are many difficult tasks to discuss at this meeting and hoped for a constructive and fruitful meeting.
- 1.5 FAO Observer presented his opening statement underlining effective working relations between FAO and NAFO and addressing important issues of international cooperation in the framework of FAO initiatives (Annex 7).
- 1.6 The meeting appointed the Executive Secretary as Rapporteur.

- 1.7 The Provisional Agenda was adopted (Annex 8).
- 1.8 On the item 4 "Publicity", the meeting agreed to the normal procedure that no statements should be made to the media until after the conclusion of the meeting, when the NAFO Secretariat would issue a Press Release (Annex 9).

**2. Procedures for the Selection of a New Executive Secretary  
and Finance** (items 5-7 of the Agenda)

- 2.1 The General Council referred this matter to STACFAD. At the closing session of the General Council, February 01, 2002, the Chairman of STACFAD (F. Kingston, EU) presented its report containing recommendations on the procedures (Annexes 10 and 11 of Part II, STACFAD Report).
- 2.2 The Chairman of STACFAD presented the STACFAD report on February 01/2002 and noted the following:
- a) The Auditors Report had been circulated to Heads of Delegations in May 2001, and no comments have been received. The Report again was presented by the Executive Secretary in detail to STACFAD, and it was recommended for adoption by the General Council
  - b) The special allocation of funds (\$200,000 Cdn) for the Automated Hail System was considered as appropriate and on budget (actual expenditure \$196,787.00).
  - c) The basic budgetary items of the NAFO Secretariat were agreed as follows:
    - the budget for 2002 to be adopted in the amount of \$1,369,000 Cdn.;
    - the Accumulated Surplus Account be maintained at a level not less than \$75,000 Cdn.;
    - the contributions from Bulgaria and Romania be deemed uncollectible and those should be applied against the Accumulated Surplus. It was recommended that Contracting Parties should continue their efforts to reach Bulgaria and Romania.
  - d) There was no consensus on a proposal to reclassify the salary of the Executive Secretary at the UN Salary scale D-1 level due to lack of information. It was proposed to defer the issue in application to a new Executive Secretary at the 2002 Annual Meeting.
  - e) It was recommended that the Secretariat should
    - accelerate the transition currently underway from print to electronic communications with a view to reducing the postal and printing,
    - develop, and submit to the Contracting Parties within two months, a comprehensive overview of current printing material according to category and an identification of the optimal mode of transmission to the Contracting Parties and to the public.
  - f) The Administrative Report (item 8a "Other Business") was reviewed by STACFAD and recommended for adoption.
  - g) The dates of next Annual Meetings were recommended as follows:
 

2002	-	Scientific Council	-	11-20 September
	-	General Council	-	16-20 September
	-	Fisheries Commission	-	16-20 September
2003	-	Scientific Council	-	10-19 September
	-	General Council	-	15-19 September
	-	Fisheries Commission	-	15-19 September

2004	-	Scientific Council	-	8-17 September
	-	General Council	-	13-17 September
	-	Fisheries Commission	-	13-17 September

The venue of the 2002 Annual Meeting 2001 will be in Santiago de Compostela, Galicia, Spain.

The location of the 2003-2004 annual meetings will be Halifax, Canada, unless an invitation to host is extended by a Contracting Party and accepted by the Organization.

- h) Mr. F. Kingston (EU) was re-elected Chairman and Ms. Deirdre Warner-Kramer (USA), Vice-Chairperson of STACFAD for next period 2002-2004.

2.3 The STACFAD Report was adopted by the General Council.

### **3. Other Business** (items 8b,c)

#### 3.1 FAO International Plans of Action

The General Council discussed this matter at length during its first session on Tuesday (Jan 29/02). Contracting Parties expressed their positions. The Representative of Norway tabled a working paper (GC W.P. 02/1) entitled "NAFO – implementation of the FAO International Plans of Action to prevent, deter and eliminate illegal, unreported and unregulated fishing". The meeting decided to continue discussions on this matter in STACFAC during the Annual Meeting, September 2002.

In its work and preparation to the Annual Meeting, STACFAC was recommended to use and compile all relevant documents, including the Norwegian paper on IUU fishing, and FAO upcoming publication of technical guidelines. In addition to this, Contracting Parties were encouraged to send the copies of their FAO reports to the NAFO Secretariat, which in turn should circulate those to all Contracting Parties.

#### 3.2 Report of Working Group on Dispute Settlement Procedures (DSP)

The DSP Working Group report was delivered to the General Council opening session on Tuesday by its Chairman, Mr. F. Wieland (EU). There were different opinions on the status of the report and how this matter of DSP should be dealt with in future. It was agreed that the report should be noted as accepted (but not adopted) by the General Council for further consideration (during Annual Meeting in September 2002).

### **4. Election of Officers** (item 9)

- 4.1 At the closing session, February 01, 2002, Mr. E. Oltuski (Cuba) was re-elected as Chairman and NAFO President for a second term of 2002-2004. Mr. P. Chamut (Canada) was re-elected as Vice-Chairman for a second term of 2002-2004.

### **5. NAFO Annual Meetings** (item 10)

- 5.1 Annual Meetings 2002 was reconfirmed by the Spanish-EU delegation to be convened at Santiago de Compostela, Galicia, Spain, September 16-20.
- 5.2 Annual Meetings 2003 and 2004 will be convened in Halifax Area unless invitations are extended from Contracting Parties and accepted by the General Council.

### **6. Closing Procedure** (item 11)

- 6.1 The General Council Special Meeting adjourned at 1300 on February 01, 2002.

## Annex 1. List of Participants

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F. E. Perry, Desktop Publishing/Documents Clerk

## SECRETARIAT ASSISTANCE

M. Hansen, Greenland Home Rule Office, Copenhagen

**Annex 2. Opening Statement by the Representative of Canada**  
(P. Chamut)

Mr. Chairman, distinguished representatives, Ladies and Gentlemen:

It is a pleasure for Canada to participate at this Special NAFO meeting in the delightful city of Helsingør.

On behalf of the Canadian delegation, I extend thanks to the Danish Government, on behalf of Greenland and the Faroe Islands, for hosting this session, and for their usual warm hospitality.

I would first like to begin by expressing our regrets for the inconvenience and disruption arising from the postponement of the annual meeting. We recognize that this has caused difficulties for Cuba in particular, but also for all delegations and the NAFO Secretariat. The postponement was a result of the tragic events of September 11, 2001 and the ensuing travel difficulties. I would ask for your understanding of why continuation of the meeting under the circumstances at the time was not possible.

I would like to commend the expediency and the efficiency with which NAFO Parties and the Secretariat were able to deal with the fall out of the postponement and rescheduling this Special meeting.

Mr. Chairman, I wish to highlight the importance that Canada places on this Special meeting. While both the duration of and agenda for our discussions have been reduced, this in no way diminishes the importance of the meeting, or the weight we attach to the outcome. In fact, the reverse is quite true. There are many serious issues that must be addressed, and the results of our discussions will have implications for this organization in the future.

NAFO has come through a difficult and challenging decade. We have witnessed the collapse of groundfish stocks assigned to the stewardship of this Commission, and the imposition of moratoria to rebuild stocks that were once abundant. The closure of these fisheries affected all Parties around this table, but none more so than Canada, where our fishing communities have been devastated by the loss of the economic foundation that had sustained them for centuries. When stocks collapsed, our fishermen had no where else to go.

Over the decade, this Commission shifted its focus to stock protection, and rebuilding of the once abundant groundfish in the Convention Area. Constructive changes were made by adopting conservation measures, and taking steps to deter unsustainable fishing practices of the past. We had learned that effective adherence to our conservation regime was a prerequisite for stock recovery.

Despite measures taken, the state of many stocks continues to be at historically low levels and the slow progress toward recovery remains fragile. Against this backdrop, it is both discouraging and alarming to review recent information in the report of the Scientific Council which shows that unsustainable fishing practices are not necessarily a thing of the past.

There are moratoria in place for 3LNO American Plaice and 3NO Cod. Despite this, catches of plaice in 2000, were double the catches reported in 1999, reaching 5200t. A similar situation is reported for 3NO cod. The reported catch has doubled in the past two years, and has increased by over 500% in the past four years.

The exploitation rate for these two stocks is increasing, and for plaice is now approaching the level of F0.1. Continuation of the current level of catch will thwart stock recovery, and likely result in further stock declines.

What is most disturbing is that these levels of catch are not the result of bycatch in legitimate fisheries. They occur as a consequence of directed fisheries on moratoria stocks, and during this meeting Canada intends to illuminate this issue in greater detail.

We also intend to provide the Commission with other information which suggests that non-compliance with NAFO measures is also occurring in the shrimp fishery.

These danger signals are not new – the Scientific Council has reported on increasing catches of moratoria species in several of their recent reports. Indeed, they were discussed at the meeting of the Fisheries Commission in 2000. At that time, the Commission committed to establish and implement measures to reduce excessive catches of moratoria species, and protect juvenile fish. It is clear that this Commission must address this issue.

At this meeting, Canada is proposing an integrated package of measures to address the evident problems. These measures were presented and discussed at the June 2001 STACTIC meeting. These measures should eliminate directed fisheries for moratoria species, reduce incidental bycatch of moratoria species, and provide protection to juveniles of several species. This can be accomplished with minimal impact on the conduct of legitimate fisheries.

NAFO must act now to fill the loopholes in the NAFO conservation measures and eliminate non-compliance, both of which undermine NAFO's conservation objectives. As a coastal State, Canada has put in place strong rules and monitoring measures inside our waters to protect the species under moratoria and reduce bycatches of moratoria species. As fishing nations who harvest these same straddling stocks, you have an obligation to cooperate with Canada in adopting strong and effective rules for the NAFO Regulatory Area.

Mr. Chairman, NAFO must act now to implement sound management measures to address the problems we have outlined. The measures Canada has put on the table are reasonable, responsible and the right thing to do. We urge NAFO to adopt them.

I am looking forward to a constructive meeting – one which will advance the interests of this organization and its members, and provide a brighter future for all those who are reliant upon the fishery resources under our stewardship.

Thank you.

### **Annex 3. Opening Statement by the Representative of the European Union (J. Spencer)**

Mr Chairman, distinguished delegates, ladies and gentlemen,

It is a great pleasure for my delegation and I to be here at this Special Meeting of NAFO here in Helsingør and its beautiful surroundings. It is in particular a great honour for me to be here today to lead the Community delegation for the first time in this prominent organisation, traditionally known for being in the forefront in international fisheries. On behalf of my delegation, I also wish to thank Denmark, on behalf of Greenland and the Faroe Islands, for their hospitality and for arranging this meeting at such short notice to replace the Annual Meeting which was cancelled due to the tragic events in the US. This was indeed very unfortunate but inevitable under the given circumstances. We would like to express our appreciation to Cuba for arranging the Annual Meeting.

This delegation cannot but stress our continued belief in the future of the fishery in the North West Atlantic. We believe that this fishery must be based on sound and effective conservation and management measures, adopted on the basis of the best possible scientific advice available. This is the task of the Contracting Parties of NAFO. If it fails, we have not fulfilled our obligation to guarantee future generations, our children and grandchildren, a sustainable fishery in the long term. I believe that this task is particularly important these days when the stock situation in many aspects remains depressing.

In this respect, I find it disappointing, and note with concern, that the fishing mortality for some species continue to increase despite being under moratoria. This is indeed a worrying trend and effective measures must be introduced to reduce the outtake in order to ensure the effectiveness of the moratoria in place. My delegation very much appreciates the measures proposed by Canada to reduce by-catches but it remains to be seen if they are the most appropriate ones. In any case, this delegation will insist that measures are transparent, non-discriminatory, effective and enforceable. We would also prefer a more systematic review of the measures in place and we are not particularly in favour of introducing new measures every year without a proper follow-up assessment of measures just introduced.

Furthermore, the European Community insists that there must be consistency and compatibility between action taken both within waters under national jurisdiction and beyond. I am, therefore, profoundly concerned that once again, Canada has opened a fishery for cod in the area 2J3KL, this time for a three year period and in a manner which is inconsistent with scientific advice, and which defies the repeated concerns expressed at the 1999 and 2000 NAFO Annual Meetings. I find this very regretful and sincerely hope that Canada will revisit this decision. The basis for decision must remain conservation and management of this stocks throughout their entire area of distribution.

Mr Chairman, I believe we have a number of particularly challenging issues ahead of us this week, among others the issues of shrimp fishery in Division 3M and redfish in Division 1F and the future of the dispute Settlement Procedures in NAFO.

With regard to the shrimp fishery in Division 3M, it is becoming more and more evident that the current effort limitation system is not working properly. This is clearly shown by the fact that in 2000, catches were around 166 % of the recommended level while only 60 % of the fishing days were used. Even if the advice from the Scientific Council is more positive for this year, it will in the long run be inevitable to either introduce more appropriate measures or improve the current

system. Otherwise, we might have to face the depletion of yet another valuable stock in the NAFO Area.

Yet another major challenge will be the 1F redfish issue. To my knowledge, this is indeed the first time in the history of international fisheries that a stock managed by one regional fisheries organisation has started to migrate into the Convention Area of another regional fisheries organisation. I note that the core part of the stock is found in the NEAFC Area but it will nevertheless be necessary to establish a cooperation mechanism between NAFO and NEAFC.

On the establishment of a NAFO Dispute Settlement Procedure, the Community would like to see some real progress. This delegation has already stressed its position on this point on many previous occasions so I don't find it necessary to repeat it again. I would, however, like to remind all of the proposal for a fully fledged dispute settlement mechanism which was presented by the EU delegation at the end of the last Working Group meeting. This proposal should be seen as a compromise solution in view of the discussions in the Working Group and could form the basis of a future dispute settlement mechanism in NAFO.

Mr Chairman, there are of course other important issues of great importance, like procedures for the election of a new Executive Secretary just to mention one of them. At this point, I wish all delegates the best towards achieving a very successful meeting. The Community delegation look forward to working with you all in a constructive manner so that the overall objectives of sound conservation and management of this organisation can be reached.

Thank you.

**Annex 4. Opening Statement by the Representative of Estonia**  
(A. Soome)

Mr Chairman, distinguished delegates, ladies and gentlemen,

It is a pleasure for Estonia to participate at this Special NAFO Meeting here in the small and beautiful city of Helsingør. Let me thank the Danish Delegation for arranging this meeting and providing excellent facilities for our work during this week.

In preparing for this meeting it was very encouraging to learn that the scientific advice to one of the very important stocks of the NAFO Convention Area - 3M shrimp - is 50% higher than it was for previous year. It is the sign of our good management of this stock and also acknowledgement to our work in this Organization.

Mr. Chairman, we have the pleasure to assure you that Estonia is prepared to work with you and with all Contracting Parties around this table in a constructive manner to achieve our goals.

Thank-you.

**Annex 5. Opening Statement by the Representative of the  
Russian Federation (A. Makoedov)**

Mr. Chairman, Dear Colleagues,

First we would like to thank Mr. Oltuski, the President of NAFO and Chairman of the General Council, for welcoming all the Delegates to the Session. We also wish to express our gratitude to Denmark (in respect of the Faroe Islands and Greenland) for hosting this Special Meeting of NAFO.

The Russian Federation is in a position of understanding towards those countries which delegations were not able to arrive to Cuba for the September Meeting last year. And, once again let us express our deep sorrow to the United States of America for the tragedy of 11<sup>th</sup> September last year.

Recognizing the high responsibility of our scientists whose scientific advice forms the basis for making decisions, we hope that when considering management measures of stocks the allowance will be made for specific character of such measures as well as for time limit of their application so that afterwards we could provide for a possibility to evaluate the effectiveness of the measures adopted.

Thank-you.

**Annex 6. Opening Statement by the Representative of Ukraine**  
(V. Chernik)

Mr. Chairman, Dear Colleagues,

First of all let me express my sympathy to the USA Delegation for the tragic events of September 11<sup>th</sup> last year. We consider it as a tragedy of all mankind, among the victims of which the Ukrainian citizens were, as well as the citizens of other NAFO Contracting Parties. May I express my confidence that this distress has brought us closer to each other.

After passing this test we have become stronger and I believe we shall understand each other much better and be much more flexible in approaching problems and positions of each other.

Ukraine's position concerning management of resources and access to them is that the Convention on the Law of the Sea should continue to cover not only EEZ, but also the NAFO zone.

We would like to express our gratitude to the Danish delegation which has found it possible to organize the NAFO session in this country twice in a year. We will do our best to work constructively and expect such an attitude from other delegations.

Thank-you.

## **Annex 7. Opening Statement by FAO to the Special Meetings of the Northwest Atlantic Fisheries Organization**

Mr. Chairman and distinguished delegates:

FAO is again very grateful for the invitation extended by NAFO's Secretariat to observe these meetings. FAO has a close and effective working relationship with NAFO and it is FAO's desire that this collaboration should continue.

FAO appreciates, in particular, the cooperativeness of the NAFO Secretariat in responding to FAO's periodic requests for information relating to NAFO's activities. These requests are made to NAFO and other regional fishery management organizations once or twice a year. FAO is well aware that such requests create additional work for the secretariats of these organizations that are already hard pressed with their own day to day activities. The NAFO Secretariat always responds fully and in a timely manner. This collaboration greatly assists FAO in meeting its global fisheries reporting responsibilities.

These NAFO meetings will address issues of critical importance to the sustainable management of fisheries in the Northwest Atlantic Ocean. FAO looks forward to seeing the meetings reach fruitful conclusions.

In its work relating to illegal, unreported and unregulated (IUU) fishing, FAO has recently completed technical guidelines within the framework of the Code of Conduct for Responsible Fisheries to assist with the implementation of the *International Plan of Action to Prevent, Deter and Eliminate Illegal, Unreported and Unregulated Fishing*. These guidelines should be available for distribution in all official languages of the Organization in April 2002.

In addition, I would like to advise this session that FAO has commissioned a study concerning open registries. It will review and analyze activities relating to fishing fleets from countries operating open registries and, in particular, those activities that result from countries not exercising effective flag-State control over their fleets. The review will be based on information available in the public domain, and in particular information available from regional fishery management organizations, including NAFO, and the open registry countries themselves. The study should be completed by mid-2002.

Since the last meeting of the NAFO General Council the 1995 UN Fish Stocks Agreement has entered into force. FAO welcomes this development but would also like to appeal to countries that have not accepted the 1993 FAO Compliance Agreement to do so. Currently, this Agreement has 22 acceptances. An additional three acceptances are required to bring it into force. The entry into force of the Compliance Agreement will enhance the manner in which high seas fisheries are managed. It is FAO's hope that this Agreement will enter into force before the end of 2002.

Let me conclude, Mr. Chairman, by saying that I bring to the meeting greetings from FAO's Assistant Director-General for Fisheries, Mr. Ichiro Nomura. He wishes the meetings every success in its deliberations

Thank you very much.

**Annex 8. Agenda**

1. Opening by Chairman, E. Oltuski (Cuba)
2. Appointment of Rapporteur
3. Adoption of Agenda
4. Publicity
5. Formulation of selection criteria, procedures and timetable for an Administrative Committee on the recruitment of a new Executive Secretary
6. Report of STACFAD
7. Adoption of the Budget for 2002
8. Other business
  - a) Administrative Report
  - b) FAO International Plans of Action on the Management of Fishing Capacity, Shark Fisheries and Incidental Catch of Seabirds in Longline Fishery
  - c) Report of Working Group on Dispute Settlement Procedures (DSP)
9. Election of Chairman and Vice-Chairman
10. Time and Place of next Annual Meeting
11. Adjournment

### Annex 9. Press Release

1. The special meetings of the General Council and Fisheries Commission were convened to discuss outstanding substantive issues of NAFO referred from the 23rd Annual Meeting of NAFO, which was cancelled due to the tragic events in the United States of America, September 11, 2001.
2. The meetings were attended by 160 participants from fifteen Contracting Parties - Canada, Cuba, Denmark (in respect of Faroe Islands and Greenland), Estonia, European Union, France (in respect of St. Pierre et Miquelon), Iceland, Japan, Latvia, Lithuania, Norway, Poland, Russia, Ukraine and United States of America.
3. The General Council, under the chairmanship of Mr. Enrique Oltuski (Cuba), discussed the outstanding issues of:
  - Selection of a new Executive Secretary
  - Budgetary financial matters
  - FAO International Plans of Action
  - NAFO Dispute Settlement Procedures (DSP)

The General Council resolved on procedures of the selection of a new Executive Secretary, who will start his/her term from 01 January 2003. This position will be open for applications from the nationals of NAFO Contracting Parties only and will be posted on the NAFO website [www.nafo.ca](http://www.nafo.ca). The FAO International Plans of Action will be again considered at the upcoming NAFO Annual Meeting in Spain, September 2002. The NAFO Contracting Parties will furnish their available information on this matter to the NAFO Secretariat for further circulation to all Contracting Parties, and all relevant FAO work on this subject will be taken for consideration at the Annual Meeting. The Report of the Working Group on Dispute Settlement Procedures (DSP) Working Group will be discussed at the Annual Meeting, 2002.

4. The Fisheries Commission under the chairmanship of Mr. Peter Gullestad (Norway) reviewed several outstanding issues regarding allocations and conservation and enforcement measures. There were several advanced ideas with regards to Protection of juveniles and reduced by-catch, Operation of the automated hail/VMS system, observers and satellite tracking and others.

The following new regulations were adopted for the NAFO Regulatory Area:

- TAC for Greenland halibut set at 44,000 mt for 2002;
- increased mesh size for skate fishery (280mm);
- closed period for shrimp fishery in Div. 3M of defined Area, June 01-December 31, 2002
- control and monitoring of shrimp catches in Division 3L by daily catch reports from Contracting Parties to the NAFO Secretariat

A number of new proposals for improvement of the Conservation and Enforcement Measures were transferred from this meeting for a discussion at a Special STACTIC inter-sessional meeting, which will be convened in Denmark in May 2002.

5. The following elections of NAFO officers took place:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| President of the Organization and    | - E. Oltuski (re-elected) (Cuba)     |
| Chairman of the General Council      |                                      |
| Vice-Chairman of the General Council | - P. S. Chamut (re-elected) (Canada) |

- |  |                            |
|--|----------------------------|
| Chairman of the Fisheries Commission   | - D. Swanson (USA)         |
| Vice-Chairman of the Fisheries Commission  | - B. F. Prischepa (Russia) |
| Chairman of the Standing Committee on<br>Finance and Administration (STACFAD)      | - G. F. Kingston (EU)      |
| Vice-Chairman of the Standing Committee on<br>Finance and Administration (STACFAD) | - D. Warner-Kramer (USA)   |
| Chairman of the Standing Committee on<br>International Control (STACTIC)           | - D. Bevan (Canada)        |

NAFO General Council  
February 01, 2002

NAFO Secretariat  
Dartmouth, N.S., Canada

## **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) at 10:15 hrs on 29 January 2002.

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

The Chairman welcomed delegates and thanked Denmark (in respect of the Faroe Islands and Greenland) for hosting this Special Meeting of NAFO in Helsingør.

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

Sofeia 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), incorporating additional items for review and discussion:

- Item 6: Administrative Report and Financial Statements for 2001
- Item 13a): Review of job descriptions identified as being in the CR Category
- Item 13b): Internet access to NAFO documents.

#### **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 2000. The Executive Secretary indicated that the Auditors' Report, signed by Deloitte & Touche, was circulated to the Heads of Delegation in May 2001 and 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 22nd Annual Meeting in 2000.

**STACFAD recommended** to the General Council that the 2000 Auditors' Report be adopted.

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

The Chairman introduced STACFAD W.P. 02/4 (Annex 3). The Executive Secretary noted that of the \$200,000 budgeted, \$196,787 had been spent to date. Consulting fees were minimal as the Contractor had established a similar system for another client.

STACFAD members queried whether STACTIC would propose additional options or adjustments (such as code changes). They also were concerned as to whether the annual support and maintenance fee, as budgeted, would be adequate or if there would be subsequent charges for this service. The Executive Secretary stated he did not foresee any programming or software changes that could increase the annual fee.

In addition, the Executive Secretary noted that the Hail/VMS System was currently underutilized by Contracting Parties in terms of its full potential, due to start-up difficulties.

**STACFAD recommended** that STACTIC review the situation and provide STACFAD with a report reviewing this system for consideration at the next Annual Meeting.

## **6. Administrative Report and Financial Statements for 2001**

The Chairman introduced NAFO/GC Doc 02/1.

Concerning the Administrative Report, on item 5, Publications in the 2001 budget, delegates requested clarification regarding significant increases in printing costs. The Secretariat explained increases were a direct result of additional publication issues required.

Concerning the Financial Statements:

### Statement I:

#### Personal Services

##### a) Salaries

The Secretariat explained that salaries were over budget due to economic increases as indicated in footnote c. STACFAD W.P. 02/7 was tabled (Annex 4) which provided more detail on the salary increases.

STACFAD asked the Secretariat to adopt a more detailed reporting structure, in order to provide increased transparency as well as to facilitate the review of increases and any retroactive periods applied to both Professional and General Services Categories.

##### c) Additional Help

STACFAD agreed to report this budget item under "Other Contractual Services".

#### Travel

Delegates were reminded that the travel budget for 2001 was lower because it excluded the travel of the Executive Secretary and Administrative Assistant to Varadero, Cuba for the inspection and planning of the 23<sup>rd</sup> Annual Meeting facilities.

#### Other Contractual Services

The Executive Secretary agreed to examine the possibility of upgrading its copier as a means to eliminate the need for additional charges in the maintenance agreements of its leasing contracts.

The Executive Secretary agreed to provide STACFAD an accounting of the computer equipment leased and owned for review in advance of the 24<sup>th</sup> Annual Meeting.

### Statement III

STACFAD noted outstanding contributions from Cuba (\$19,993.05), Lithuania (\$1,000.00), Bulgaria (\$19,993.05) and Romania (\$19,993.05). As in prior years, **STACFAD recommended** to the General Council that those contributions from Bulgaria and Romania be deemed uncollectable and recommended that these amounts be applied against the Accumulated Surplus Account. Delegates expressed concern about this continued practice.

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

As in prior years, **STACFAD also recommended** that Contracting Parties continue attempts to contact Bulgaria and Romania in order to ascertain whether they intend to participate in NAFO and to inform them of their outstanding contributions. The Committee further **recommended** that Contracting Parties exchange information about such contacts through the NAFO Secretariat.

#### **7. Review of Accumulated Surplus Account**

The accumulated surplus account was reviewed and it was noted that the year-end balance is estimated to be \$167,703, provided that all outstanding member contributions (excluding Bulgaria/Romania) were received.

As in previous years, **STACFAD recommended** that \$75,000 be maintained as a minimum balance in this account in order to fulfill NAFO's financial obligations in early 2002 until contributions are received. The remaining estimated accumulated surplus balance of \$92,703 at the end of 2001 would be used to reduce contributions due from Contracting Parties in 2002.

#### **8. Salary Scale for the NAFO Executive Secretary**

The Chairman introduced the proposal to reclassify the salary of the Executive Secretary at the UN salary scale at the D-1 level given that this basis is used in similar international fisheries organizations such as Northeast Atlantic Fisheries Commission (NEAFC), International Commission for the Conservation of Atlantic Tunas (ICCAT) and Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR). (STACFAD W.P. 02/9 – Salary Scale of the Executive Secretary). The Chairman noted the proposal was opportune in view of the selection process for a new Executive Secretary in 2002 and the desire to attract top-qualified international candidates for this position.

The Executive Secretary outlined the background to this proposal, providing information on the current salary scale for the position (STACFAD W.P. 02/9). Information was also provided on the D-1 level of the UN salary scale (CDN\$176,137-CDN\$206,282) which allowed an evaluation of the impact of the proposal. The difference between the highest amount of the current salary scale (EX-2) and the highest amount of the D-1 level is approximately CDN\$100,000.

Delegates discussed the various implications of this proposal, not only in regards to the budget and the contributions of Contracting Parties, but also broader implications of similar requests from the Assistant Executive Secretary and the Secretariat staff.

The delegate of Canada noted that all Canadian-based fisheries organizations align their salaries with those of the Canadian Public Service salary scale. Similarly, it was noted that the salaries of US-based fisheries organizations were consistent with the US civil service pay scale. In this way,

the salary scales were appropriate to the cost of living and conditions in Canada and the US respectively.

Given the relatively low cost of living in the Halifax-Dartmouth area, the delegate of Canada noted that the current salary scale was probably equivalent to the D-1 level for the NEAFC Executive Secretary in London, UK. Reference was made to the International Salary Calculator which provides a comparison salary between cities, for example, if one made \$100,000 in Halifax, then one would need \$196,893 in London, UK.

The delegate from the EU noted that the current salary for the NAFO Executive Secretary is dramatically lower than in many other regional fisheries management organizations. This salary level will hardly attract highly qualified candidates internationally from all Contracting Parties which will be essential in the upcoming selection process. Furthermore, he noted that the UN salary system takes the cost of living into account. He thought the view that the current salary was equivalent to the D-1 level in London was therefore not correct. In this context, he referred to the so-called "post adjustment mechanism" and the cost of living index in the salary scale in STACFAD W.P. 02/1. In addition, Executive Secretaries in other regional fisheries management organizations using the UN system (e.g. ICCAT, CCAMLR, and NEAFC) were also receiving allowances and benefits according to the UN system. This would not be the case in NAFO. Therefore, the Executive Secretary's proposal seemed reasonable. He inquired as to whether the same salary could be obtained within the Canadian salary system and whether flexibility existed in the Canadian salary system.

The delegate of Canada noted that there was an assumption that all Executive-Secretary/Director positions were the same. This was not the case as some had a large component of policy analysis while others like NAFO were more operational or administrative in nature. In response to the EU's question regarding flexibility, he advised that the EX category employs an annual performance bonus contingent upon an evaluation of achieving the set objectives. The delegate of Canada noted that an objective evaluation of the position was necessary before reclassifying it either under the Canadian EX category or under the UN.

The Chairman noted the wide gap in views on the salary issue which appeared irreconcilable at the moment. Given the lack of information, it was proposed to defer the issue to the 2002 Annual Meeting. **STACFAD agreed and recommended** to the General Council that the issue of the salary scale for the NAFO Executive Secretary be deferred to the 2002 Annual Meeting.

STACFAD requested the Secretariat to provide information to Contracting Parties, 60 days before the 2002 Annual Meeting, in order to permit an informed discussion, including the following:

- A description of the Executive Secretary's current position, as per Government of Canada guidelines, for classification by Department of Fisheries and Oceans. Following receipt of this description, Canada agreed to provide a response to the Secretariat before this 60-day time period;
- A description of the Executive Secretary's current position description, as per UN guidelines, for classification by the United Nations. The Secretariat should pursue this with the UN;
- A survey of the salaries and position descriptions of Executive Secretaries/Directors of other regional fisheries organizations. It is proposed that Contracting Parties provide any available information in this regard to the Secretariat;
- An explanation of the different position classifications in the UN system for Professional and higher categories (P-4, P-5, D-1, D-2); and

- Information regarding the Executive Secretary's classification during the transition from the International Commission for the Northwest Atlantic Fisheries (ICNAF) to NAFO.

An additional issue for consideration is the retroactivity of any salary increase to the incumbent Executive Secretary to 1 January 2001.

## **9. Budget Estimate for 2002**

GC Working Paper 01/2 (Revised) was tabled. The Executive Secretary noted all items were standard with the exception of a request for funding by Scientific Council as highlighted in notes below.

STACFAD noted the following:

### 1c) Additional Help

STACFAD agreed this item would be relocated under the heading "Other Contractual Services".

### 1a) Salaries

STACFAD W.P. 02/11 was tabled, providing a breakdown of salaries for Secretariat staff. STACFAD approved this budget forecast.

### 4. Communications and 5. Publications

STACFAD members engaged in a thorough debate on the need to modernize its approach and the process of communicating documents and information to its membership and interested parties through the use of electronic media (e-mail and website). It agreed this could not be realized overnight but emphasized action would need to be taken immediately. It discussed phasing in changes over the next 2 years. Committee members recognized the need to maintain some level of printed documents to meet the needs of Contracting Parties and other users such as libraries. It agreed there was also a need to ensure confidentiality for sensitive or restricted material through the use of password protection.

On this basis, **STACFAD recommended** to General Council that:

- The amounts budgeted for 2002 for "Communications" and "Publications" be \$60,000 and \$30,000 respectively;
- the Secretariat accelerate the transition currently underway from print to electronic communications with a view to reducing the postal and printing costs associated with the "Communications" and "Publications" budget, while recognizing the need in certain circumstances for printed documents;
- the Secretariat develop, in consultation with Contracting Parties, a comprehensive overview of current printed material according to category and an identification of the optimal mode of transmission to Contracting Parties and the interested public. This should include the following:
  - electronic communication
  - web-site: both public and password protected
  - CD-ROM
  - continuation of print
- the Secretariat identify the costs associated involved in this transition towards enhanced

- electronic communications, including the possible use of consultants, and this overview be submitted to Contracting Parties for evaluation within two months, for discussion at the next Annual Meeting.

#### 6. Other Contractual Services

As discussed previously, item 1c) "Additional Help" would be reported as a separate line under the general heading of "Other Contractual Services".

#### 9. Meetings

STACFAD W.P. 02/5 was tabled, requesting the approval of funds for the Scientific Council in the amount of \$8,000. The purpose of this money was to cover expenses for invited convenors, keynote speakers and incidental technical needs for a Symposium on "Elasmobranch Fisheries".

STACFAD approved this request as a budget item with the proviso, as suggested by the delegate from the Russian Federation, that the Scientific Council provide the Committee with a full accounting of expenses subsequent to the Symposium.

Regarding the funding of Symposia in general, the Committee was concerned that proper procedures be put in place to ensure that 1) funding could be recovered in the event that a Symposium was cancelled, after payment was made and that 2) an accounting be submitted by the recipient. The Committee reiterated its request to NAFO Secretariat to develop such procedures and report back to STACFAD at the next Annual Meeting.

The Committee requested that any future requests for funding be supported by adequate documentation for STACFAD to make an informed decision.

#### 10. Computer Services

Delegates requested that the Executive Secretary provide them with an inventory and status report of its current capital holdings and computer equipment for its review at the next Annual Meeting.

The Executive Secretary advised that the current computer equipment of the Headquarters was adequate and up-to-date to meet the Organization's current and short-term needs (2-3 years) with minor upgrades in software and memory within the budgeted amounts.

#### 13. Recruitment and Relocation

The Secretariat tabled STACFAD W.P. 02/16 (Revised) outlining the financial implications for the Recruitment and Relocation Expenses of the Executive Secretary. STACFAD approved an amount of \$73,000 for this purpose on a separate budget line.

The preliminary calculation of the 2002 billing is \$1,276,297 (Annex 7).

**STACFAD recommended** to the General Council that the budget of \$1,369,000 for the year 2002 be adopted (Annex 6).

### 10. Budget Forecast for 2003

STACFAD reviewed the preliminary budget forecast for 2003 of \$1,231,000 (Annex 8) and approved the forecast in principle. It was noted that the preliminary budget forecast for 2003 would be reviewed in detail during the 24<sup>th</sup> Annual Meeting.

Regarding the Automated Hail System, Committee members agreed that, although there were no planned charges forecasted at this time, the line item remain with a zero amount allocated, given it may be necessary to include possible software changes proposed by STACTIC at a later date.

### 11. Formulation of selection criteria, procedures and timetable for an Administrative Committee on the recruitment of a new Executive Secretary

The Executive Secretary introduced W.P. 02/2 and W.P. 02/3. Proposals were also tabled by Canada (W.P. 02/8) and the EU (W.P. 02/10) respectively. The EU explained that its proposal was modelled from the process followed recently in CCAMLR.

**STACFAD** considered these matters in detail and **recommended** that the General Council:

1. adopt the procedure, timetable and selection criteria outlined in Annex 9 for the recruitment of a new Executive Secretary;
2. approve the text of a vacancy announcement as contained in Annex 10, and
3. approve the text of an additional summary description of the position of Executive Secretary to be placed on a new recruitment section of NAFO's web site, as contained in Annex 11.

### 12. Time and Place of 2003, 2004 Annual Meetings

The location of the 2003 Annual Meeting will be held in Halifax, unless an invitation to host is extended by a Contracting Party and accepted by the Organization.

The dates of the 2003 Annual Meeting are as follows:

Scientific Council	-	10-19 September
General Council	-	15-19 September
Fisheries Commission	-	15-19 September

**STACFAD recommended** that the dates of the 2004 Annual Meeting be as follows with the location to be Halifax, unless an invitation to host is extended by a Contracting Party and accepted by the Organization:

Scientific Council	-	8-17 September
General Council	-	13-17 September
Fisheries Commission	-	13-17 September

### 13. Other Issues including any questions referred from the General Council during the current Special Meeting

#### a) Review of job descriptions identified as being in the CR Category

The Chairman reviewed the background to this issue which was related to the possible application of pay equity adjustments to employees to the CR category to reflect the

Government of Canada's decision to award pay equity to employees in selected job categories. He noted that at the 2000 Annual Meeting Canada had agreed to undertake a review of the work descriptions of the seven NAFO employees in the CR category and report its findings in advance of the 2001 Annual Meeting.

The delegate of Canada advised that Department of Fisheries and Oceans classification experts were unable to provide an assessment since insufficient detail was provided in terms of the current Universal Classification Standard (UCS).

**STACFAD recommended** that the Secretariat prepare the required job descriptions to the UCS requirements and, if necessary, engage a Human Resources Consultant to provide assistance. Canada offered to provide any assistance or guidance possible in this endeavour. It was agreed that this issue should be treated as a priority and addressed at the 2002 Annual Meeting.

b) Internet access to NAFO documents

Delegates considered that the discussion and recommendations concerning the "Communications" and "Publications" budget lines for the 2002 budget were sufficient to cover this item.

#### **14. Election of Chairman and Vice-Chairman**

STACFAD re-elected Fred Kingston, of the European Union, for the position of Chairman and Deirdre Warner-Kramer, United States of America, for the position of Vice-Chairman.

#### **15. Adjournment**

The final session of the STACFAD meeting adjourned on 1 February 2002 at 0940 hrs.

### Annex 1. List of Participants

<b>Name</b>	<b>Contracting Party</b>
Sofeia Horsey	Canada
Bob Steinbock	Canada
Rafael Matos	Cuba
Einar Lemche (F&G)	Denmark
Staffan Ekwall Union	European
Fred Kingston Union	European
Manfred Stein Union	European
Didier Ortolland	France (SPM)
Thorir Skarphedinsson	Iceland
Kenro Iino	Japan
Keiko Suzuki	Japan
Ricards Derkacs	Latvia
Ellen Viken	Norway
Jan Gozdzikowski	Poland
Bogoslaw Szemioth	Poland
Victor Solodovnik Federation	Russian
Vasyl Chernik	Ukraine
Patrick Moran	USA
Fred Serchuk	USA
Leonard Chepel Secretariat	NAFO
Stan Goodick Secretariat	NAFO
Forbes Keating Secretariat	NAFO

**Annex 2. Agenda**

1. Opening by the Chairman, G. F. Kingston (EU)
2. Appointment of Rapporteur
3. Adoption of Agenda
4. Auditor's Report, 2000
5. Status of the spending for the implementation of the Automated Hail/VMS System
6. Administrative Report and Financial Statements for 2001
7. Review of Accumulated Surplus Account
8. Salary scale for the NAFO Executive Secretary
9. Budget Estimate for 2002
10. Budget Forecast for 2003
11. Formulation of selection criteria, procedures and timetable for an Administrative Committee on the recruitment of a new Executive Secretary (2002)
12. Time and Place of 2003-2004 Annual Meetings
13. Other issues including any questions referred from the General Council during the current Special Meeting
  - a) Review of job descriptions identified as being in the CR Category
  - b) Internet access to NAFO documents
14. Election of Chairman and Vice-Chairman
15. Adjournment

**Annex 3. Status of spending for the implementation of the Automated  
Hail/VMS System**  
(STACFAD W.P. 02/4)

Installation and Setup:

Contract – Trackwell Software	
Design, software, hardware, installation and training of Vessel Monitoring System (VMS).	\$172,136
Consultants fees – Sigmund Engesaeter	
Evaluation of bids	\$2,056
Travel to NAFO Secretariat 21-22 February 2001	\$2,340
Travel to Halifax, STACTIC Meeting, 26-28 June 2001	\$4,423
Personal computers, equipment and supplies – Can-Net Computer Group	
Three PC's, software, network cabling and installation	\$9,802
Uninterrupted Power Supply	\$1,178
Hewlett Packard back up tapes	\$975
Server room upgrade – Homburg Canada Inc	
Extend walls in VMS server room.	\$1,842
Legal Fees – Daily Black	
Review of contract	\$1,500
Installation of X.25 line – MTT	\$500
	<b>\$196,787</b>

Annual Recurring Fees (Computer Services):

Trackwell Software - Annual support and maintenance	\$18,300
MTT - X.25 line	\$12,756
X.400 line	\$720
	<b>\$31,576</b>

**Annex 4. Salaries for the 2001 Fiscal Year**  
(STACFAD W.P. 02/7)

In accordance with Rule 6.1 of the Financial Regulations, NAFO follows the salary scale and position classification system of the Public Service of Canada. Any salary increases (change) would be negotiated and included in the contracts between the Public Service Alliance of Canada and the Treasury Board of Canada, for the Program and Administrative Group (Table 1) and Technical Services Group (Table 3).

The NAFO employee's are classified as administrative and technical services employees, equivalent to those in the Public Service of Canada, and the Executive Secretary at Executive Group.

As no contracts were in place at the time when NAFO was setting its salaries budget for the 2001 fiscal year, an estimated 2% economic increase was used, equivalent to the increase given in the prior contract and the salaries budget for 2001 fiscal year was set at \$699,500 Cdn.

**Actual Salaries of the Secretariat**

**Staff Members**

In November 2001, new three year contracts were ratified for the Program and Administrative and Technical Services Groups, expiring in June 2003. Economic increases included in the new contracts were as follows:

- 3.2% effective June 2000.
- 2.8% effective June 2001.
- 2.5% effective June 2002.

Higher than budgeted salary increases resulted in administrative salaries being over budget by approximately \$18,000.

**Executive Group**

The salaries budget for the Executive Group (the Executive Secretary) also included a 2% economic increase. The actual salary increase was 8.0% effective April 2000, resulting in this category being over budget by approximately \$9,000.

The financial implication of the above-noted contracts on the NAFO budget was the increase of actual salaries for the year over budget by \$26,906.

### Annex 5. Schedule of Outstanding Contributions from Bulgaria and Romania

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
	\$149,789.80	\$301,530.35

**Annex 6. Budget Estimate for 2002**

(Canadian Dollars)

**NORTHWEST ATLANTIC FISHERIES ORGANIZATION**

	Approved Budget for 2001	Projected Expenditures for 2001	Preliminary Budget Forecast for 2002	Budget Estimate for 2002
1. Personal Services				
a) Salaries	\$ 699,500	\$ 726,406	\$707,000	\$735,000 <sup>a</sup>
b) Superannuation and Annuities	76,000	74,461	80,000	81,000
c) Group Medical and Insurance Plans	57,500	59,399	59,000	69,000
d) Termination Benefits	23,000	38,384	20,000	22,000 <sup>b</sup>
e) Accrued Vacation Pay	1,000	5,939	1,000	1,000
f) Termination Benefits Liability	10,000	10,000	10,000	10,000
2. Travel	19,000	24,584	20,000	26,000 <sup>c</sup>
3. Transportation	1,000	788	1,000	1,000
4. Communications	60,000	59,765	60,000	60,000
5. Publications	37,000	38,062	29,000	30,000
6. Other Contractual Services	44,000	44,082	45,000	48,000
7. Additional Help	1,000	-	1,000	1,000
8. Materials and Supplies	30,000	28,133	30,000	30,000
9. Equipment	5,000	4,533	5,000	5,000
10. Meetings				
Annual General Meeting and Scientific Council Meetings	64,000	47,290	65,000	66,000 <sup>d</sup>
Inter-sessional Meetings	30,000	46,761	30,000	55,000 <sup>e</sup>
Symposium	16,000	12,169	-	8,000 <sup>f</sup>
11. Computer Services	15,000	34,234	15,000	48,000 <sup>g</sup>
12. Automated Hail System	200,000	196,787	12,000	-
13. Recruitment and Relocation	-	-	-	73,000 <sup>h</sup>
	\$1,389,000	\$1,451,777	\$1,190,000	\$1,369,000

<sup>a</sup> NAFO's salaries budget estimate for 2002 includes a 2.5% economic increase.<sup>b</sup> This figure is for 2002 credits and conforms with NAFO Staff Rule 10.4(a).<sup>c</sup> Travel costs for 2002 include: (i) the Assistant Executive Secretary to the 2002 Co-ordinating Working Party (CWP) on Fishery Statistics of the Food and Agriculture Organization (FAO) of the United Nations, March 2002, Rome Italy; (ii) two staff members to the annual meeting of Directors and Executive Secretaries of the International Fisheries Commissions Pension Society (IFCPS), April 2002, Chicago, Illinois, USA; (iii) the Executive Secretary and Administrative Assistant to Spain for inspection and planning of the 24<sup>th</sup> Annual Meeting facilities, Spring 2002; (iv) the Executive Secretary's home leave.<sup>d</sup> This figure includes the cost for the 24<sup>th</sup> Annual Meeting, September 2002, Spain, the Scientific Council Meeting, June 2002, Halifax, Canada and the Scientific Council Shrimp Meeting, November 2002, Nuuk, Greenland.<sup>e</sup> General provisions for inter-sessional meetings during 2002 and Special Meetings, January 2002 Helsingør.<sup>f</sup> NAFO Symposium on Elasmobranch Fisheries, September 2002, Spain.<sup>g</sup> Includes annual support and maintenance of automated hail system and communication charges for X.25 and X.400 lines.<sup>h</sup> Recruitment and relocation costs associated with the incoming and outgoing Executive Secretaries.

## Annex 7. Preliminary Calculation for 2002

### NORTHWEST ATLANTIC FISHERIES ORGANIZATION

Preliminary calculation of billing for Contracting Parties  
against the proposed estimate of \$1,369,000 for the 2002  
financial year (based on 18 Contracting Parties to NAFO)  
(Canadian Dollars)

Budget Estimate.....	\$1,369,000.00
Deduct: Amount from Accumulated Surplus Account.....	<u>92,703.00</u>
Funds required to meet 2000 Administrative Budget.....	<u>\$1,276,297.00</u>

60% of funds required = \$765,778.14

30% of funds required = 382,889.16

10% of funds required = 127,629.70

Contracting Parties	Nominal Catches for 1999	% of Total Catch in the Convention Area	10%	30%	60%	Amount Billed
Bulgaria	-	-	-	\$21,271.62	-	\$ 21,271.62
Canada	496,548	57.57	\$80,382.59	21,271.62	\$440,858.48	542,512.69
Cuba	122	0.01	-	21,271.62	76.58	21,348.20
Denmark (Faroes & Greenland) <sup>2</sup>	120,461	13.96	19,500.56	21,271.62	106,902.64	147,674.82
Estonia	10,835	1.26	-	21,271.62	9,648.81	30,920.43
European Union	33,686	3.91	-	21,271.62	29,941.93	51,213.55
France (St. Pierre et Miquelon)	4,880	0.57	789.99	21,271.62	4,364.94	26,426.55
Iceland	9,148	1.06	-	21,271.62	8,117.25	29,388.87
Japan	2,944	0.34	-	21,271.62	2,603.65	23,875.27
Republic of Korea	-	-	-	21,271.62	-	21,271.62
Latvia	3,080	0.36	-	21,271.62	2,756.80	24,028.42
Lithuania	3,370	0.39	-	21,271.62	2,986.53	24,258.15
Norway	4,340	0.50	-	21,271.62	3,828.89	25,100.51
Poland	894	0.10	-	21,271.62	765.78	22,037.40
Romania	-	-	-	21,271.62	-	21,271.62
Russian Federation	5,756	0.67	-	21,271.62	5,130.71	26,402.33
Ukraine	-	-	-	21,271.62	-	21,271.62
United States of America <sup>1</sup>	166,519	19.30	26,956.56	21,271.62	147,795.15	196,023.33
	862,583	100.00	\$127,629.70	\$382,889.16	\$765,778.14	<u>\$1,276,297.00</u>

Funds required to meet 1 January - 31 December 2002 Administrative Budget \$1,267,297.00

<sup>1</sup> Provisional Statistics used when calculating 1999 nominal catches which have not been reported from some Contracting Parties.

<sup>2</sup> Faroe Islands = 10,557 metric tons  
Greenland = 109,904 metric tons

**Annex 8. Preliminary Budget Forecast for 2003**  
(Canadian Dollars)

**NORTHWEST ATLANTIC FISHERIES ORGANIZATION**

1.	Personal Services	
	a) Salaries	\$ 748,000
	b) Superannuation and Annuities	80,000
	c) Group Medical and Insurance Plans	71,000
	d) Termination Benefits	20,000 <sup>a</sup>
	e) Accrued Vacation Pay	1,000
	f) Termination Benefits Liability	10,000
2.	Travel	4,000 <sup>b</sup>
3.	Transportation	1,000
4.	Communications	41,000
5.	Publications	30,000
6.	Other Contractual Services	45,000
7.	Additional Help	1,000
8.	Materials and Supplies	30,000
9.	Equipment	5,000
10.	Meetings	
	Annual General Meeting and Scientific Council Meetings	66,000 <sup>c</sup>
	Inter-sessional Meetings	30,000
11.	Computer Services	48,000 <sup>d</sup>
12.	Automated Hail System	-
		\$1,231,000

<sup>a</sup> This figure is for 2003 credits and conforms with NAFO Staff Rule 10.4(a).

<sup>b</sup> Travel costs for 2003 is for the Assistant Executive Secretary's attendance at a Co-ordinating Working Party (CWP) on Fishery Statistics of the Food and Agriculture Organization (FAO) of the United Nations.

<sup>c</sup> This figure includes the cost for the 25<sup>th</sup> Annual Meeting, September 2003, the Scientific Council Meeting, June 2003, in Halifax, Canada and for the Scientific Council Shrimp Meeting, November 2003.

<sup>d</sup> Includes annual support and maintenance of automated hail system and communication charges for X.25 and X.400 lines.

## **Annex 9. Procedure, timetable, and selection criteria for the recruitment of a new Executive Secretary**

### **Procedure for the recruitment of a new Executive Secretary**

#### **Advertisement**

- Contracting Parties shall agree on the text of a Vacancy Announcement for the post of Executive Secretary. The Vacancy Announcement shall be placed on a recruitment page on the NAFO website together with relevant supplementary information.
- The Executive Secretary shall also place the announcement in relevant international publications and websites. Websites should be used as a preference. Contracting Parties may place the announcement in national publications and websites they consider appropriate.

#### **Availability of applications**

Each application shall be posted on a password protected section of the NAFO website to be assessed by the Heads of Delegation of the General Council. Passwords will only be provided to the Chairman of the General Council, the Heads of Delegations and the Chairman of STACFAD.

#### **Ranking of Applicants**

Each Head of Delegation shall notify the NAFO Secretariat its 10 preferred candidates in order of preference out of all the applications received. Each preference list is to be considered confidential and is not to be disclosed. Upon receipt of all preference lists, the Chair of STACFAD shall, together with the incumbent Executive Secretary, aggregate individual applicants' rankings, applying the awarding of 10 points for the first preference, 9 points for the second preference, etc.

#### **Short list**

The candidates with the four highest aggregate scores will be shortlisted for interview. Should the application of one such candidate be withdrawn, the next ranking candidate shall then be shortlisted.

#### **Interview process**

The shortlisted candidates will be notified to all Contracting Parties by the Executive Secretary and will be invited to the Annual Meeting for interviews. Some degree of standardization should be built into the interview process to ensure fairness. The interviews and the selection of the new Executive Secretary shall take place during Head of Delegation meetings of the General Council.

Travel (economy class) and per diem expenses of candidates invited for the interviews shall be reimbursed by NAFO unless the candidate is already part of a Contracting Party delegation. Contracting Parties are strongly urged to assume these costs.

**Recruitment timetable**

Advertisement of the position by NAFO	February 2002
Delivery of applications to the NAFO Secretariat	Deadline 15 May 2002
Applications posted on a password protected page of the NAFO homepage	Within 7 working days from 15 May 2002
Notification of preference list by Heads of Delegation of Contracting Parties	Before 30 June 2002
Notification of shortlist by Executive Secretary	Before 15 July 2002
Interviews and selection	2002 Annual Meeting

## **Annex 10. Vacancy Announcement**

### **For the position of Executive Secretary in the Northwest Atlantic Fisheries Organization (NAFO)**

The Northwest Atlantic Fisheries Organization (NAFO) invites applications for the position of Executive Secretary. The appointment will be for a term of four years with the possibility of an additional four-year appointment.

NAFO is an international organization with Headquarters in Dartmouth, Nova Scotia, Canada. It is responsible for giving effect to the objectives and principles of the Convention on Future Multilateral Co-operation in the Northwest Atlantic Fisheries (NAFO Convention), which is to promote the optimum utilization, rational management and conservation of the fishery resources of the Northwest Atlantic area.

The tasks of the Executive Secretary are, in particular, to manage the NAFO Secretariat with its 11 staff members, to make the necessary arrangements for NAFO meetings, to submit annual budget estimates and financial statements and to manage the annual budget.

Applicants must be citizens/nationals of a Contracting Party of NAFO.

#### **Selection Criteria**

- Experience or detailed knowledge of the operations of international, regional and/or intergovernmental organizations.
- Demonstration of a high level of proven competence in areas such as:
  - Management experience of administrative and technical staff;
  - Preparation of reports, financial budgets and management of expenditures;
  - Organization and the provision of secretariat support for international meetings;
  - Oversight and management of computer services and information technology.
- Familiarity with Atlantic fisheries management affairs.
- Good working knowledge of English: other language skills would be desirable.
- Preferably with university qualification or the equivalent.

#### **Salary and Allowances**

The annual salary is presently in the range of CDN \$89,900 to CDN \$105,800 (currently under review), depending upon experience.

Allowances include removal costs, annual leave with pay, home leave allowance every two years, sick leave credits and air travel in business class for travel outside Canada.

#### **Availability**

The candidate chosen for the post must be available starting 9 December 2002 for a period of transition with the incumbent Executive Secretary and will assume the post on 1 January 2003.

#### **Applications**

Applications shall be in English, should be marked "Personal and Confidential" and must be sent no later than 15 May 2002 (postal stamp is decisive) to the following address:

The Executive Secretary  
Northwest Atlantic Fisheries Organization  
P.O. Box 638  
Dartmouth, Nova Scotia  
Canada B2Y 3Y9

Applications may also be sent in electronic form to the following address: [recruit@nafo.ca](mailto:recruit@nafo.ca)

Applications should include the following:

- Curriculum Vitae
- List of publications, if available
- Certificate of physical health; and
- Three references from persons with a recent knowledge of the applicant's character, qualifications and experience.

**Additional Information**

Please consult the NAFO website at [www.nafo.ca](http://www.nafo.ca) for complete information on NAFO duties and the application process.

### **Annex 11. Summary Description of the Position**

The Executive Secretary is NAFO's chief administrative officer and must be impartial and objective in promoting and coordinating the interests of all Contracting Parties. The Executive Secretary is responsible for the effective management of NAFO's Secretariat and administration of NAFO's appropriations and budget (currently at the level of CDN \$1.3 million). The Executive Secretary is appointed by and subject to the general supervision of the General Council. He/she is responsible for delivering a professional level of service to the Contracting Parties on behalf of NAFO. He/she appoints and exercises full authority over the staff of the Secretariat and performs such other functions as described in the NAFO Convention, the Rules of Procedure of General Council, Fisheries Commission and Scientific Council, the NAFO Staff Rules, and as the General Council may prescribe from time to time. The Executive Secretary's functions include in particular the following:

- Undertakes all necessary arrangements for annual and other meetings of NAFO and its constituent bodies and committees, including the preparation and transmission of draft provisional agendas and provisional agendas for the respective bodies and committees in consultation with their respective Chairs;
- Manages and controls the Secretariat's expenses and appropriations according to the Financial Regulations and decisions of NAFO;
- Prepares annual budget estimates and forecasts, annual financial statements, and other documents as required by NAFO;
- Conducts on behalf of NAFO correspondence on routine and miscellaneous matters involving questions of fact, on questions of policy previously determined by NAFO, and on future programs which have been formally adopted by NAFO;
- Addresses communications to the Depository Government, Canada;
- Appoints and manages the Secretariat's staff;
- Records the proceedings, resolutions, proposals, decisions and recommendations adopted by all meetings as required; maintains the official files of NAFO and keeps the records of all meetings of NAFO and its constituent bodies and committees;
- Oversees the preparation, publication and distribution of an annual report of NAFO and any other such publications as may be required by NAFO;
- Exercises leadership and innovation in the application of computer services and information technology;
- Liaises with governments and international fisheries organizations;
- Represents NAFO at meetings of other international organizations, as required;
- Assists officers of NAFO generally in the performance of their duties when requested; and
- Performs such other functions as may be assigned to him/her by the General Council or the President.

Members of the Secretariat shall enjoy the privileges and immunities to which they are deemed to be entitled as a consequence of the NAFO Convention and pursuant to the Northwest Atlantic Fisheries Organization Privileges and Immunities Order (Order-in-Council P.C. 1980-132, 11 January 1980), or under any agreement signed between the Organization and the Contracting Party concerned.

The NAFO Staff Rules (available upon request) set the conditions and principles of employment and the responsibilities of the staff of the NAFO Secretariat.

NAFO is committed to promoting diversity and ensuring employment equity in the Secretariat staff.

It is expected that the final candidates will be interviewed at the 24<sup>th</sup> Annual Meeting of NAFO to be held in Spain during September 16-20, 2002. Expenses for finalists who would not otherwise be at the Annual Meeting will be paid by NAFO.

The expected starting date for the Executive Secretary will be December 9, 2002, to allow some overlap with the current Executive Secretary to ensure a smooth transition.

**Additional Information**

For additional information or clarification, please address your enquiries to Dr. Leonard Chepel, Executive Secretary, Northwest Atlantic Fisheries Organization, P. O. Box 638, Dartmouth, Nova Scotia, Canada, B2Y 3Y9. Phone: (902) 468-5590; FAX: (902) 468-5538; e-mail: [info@nafo.ca](mailto:info@nafo.ca).