



— FIRST MEETING - WASHINGTON, D. C. - APRIL 2, 1951 —

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REPORT OF THE FIRST MEETING OF THE
COMMITTEE ON ADMINISTRATION AND FINANCE

Tuesday April 3, 1951 - 2:30 p.m.

Attendance:

United Kingdom - A.T.A. Dobson
United States - Hilary J. Deason, Fred E.
Taylor, Mary B. Trenary,
Francis W. Sargent
Denmark - E. Dinesen
Canada - Stewart Bates, J. Howard
MacKichan
France - Louis J. Audigou
Iceland - Arni Fridriksson
FAO - D. B. Finn
Secretary - William F. Royce
Secretary General - Richard S. Wheeler

Dr. Stewart Bates was elected Chairman and presided for the business of the meeting which consisted of consideration of rules #10, 11, 13, 14, 15, 16 and 17 of Document 2--Proposed Rules of Procedure for the Commission. It was agreed first that the committee should consider the intent of these rules and leave changes in wording to the drafting committee.

Preliminary to the consideration of the rules, the Committee discussed the probable budget and contributions by the present membership of five countries in order to understand more readily the implications contained in the language of the specified proposed rules. Mrs. Mary B. Trenary presented preliminary estimates of the apportionment among the five countries on the basis of a budget of \$40,000 and the present panel membership. This would be: \$14,136 for Canada, \$10,727 for Denmark, \$500 for Iceland, \$7,318 for the United Kingdom, \$7,318 for the United States.

Mr. Dobson suggested that the budget should be considered in more detail and the following preliminary estimates were arrived at:

Personal services	\$18,000
Estimated \$10,000 for executive secretary, \$5,000 for statistician, \$3,000 for stenographer.	
Travel including subsistence	3,000
Includes \$1,000 for one trip to Europe.	

Transportation of things	500
Communication services (postage, telephone, telegraph, etc.)	1,000
Rents and utility services	1,000
Other contractual services	2,500
Includes printing costs and stenographic services at annual meetings.	
Supplies and materials	1,500
estimated as half of equipment	
Equipment	3,000
includes furniture, office machines and computing machines.	
Annual Meeting	2,500
exclusive of transportation	
Total	33,000

It was agreed that in considering the budget for the Commission the statistical duties should include the assembly, conversion and dissemination of the statistics, but not the original collection of the data. It was pointed out that cooperation with the Food and Agriculture Organization of the United Nations and Government agencies having large statistical organizations might greatly cut the costs of the assembly, conversion, and dissemination.

The salary of the executive secretary was estimated at \$10,000 for budget purposes. It was suggested in fixing the remuneration, consideration be given to comparable positions in the United States and Canadian Governments, International Council for Exploration of Sea, Food and Agriculture Organization of the United Nations, International Halibut Commission, and the International Salmon Commission.

Rule 10 was accepted with the reservation that the tenure, rate of remuneration, and staff, were not the concern of the finance committee.

Rule 11, was accepted subject to the deletion of the second sentence in paragraph (a) and the deletion of the phrase "for all meetings of the Commission" in the fourth sentence in paragraph (a).

Rules 13, 14, 15 were deleted because it was felt that their content would be included in the expanded financial regulations. It was suggested that if necessary a reference to the financial regulations could be inserted in place of rules 13, 14 and 15.

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Consideration of rule 16 was limited to a brief discussion of the following proposals:

1. Mr. Sargent reported that Harvard University at Cambridge, Mass., had verbally offered to the Commission 500 square feet of space in the biology laboratory. A rental of \$50 to \$75 per month would be charged to cover the costs of utilities and the amortization of an estimated \$1,400 in alterations over a period of 5 years. After this the rental might be reduced.

Mr. Bates reported offers of space at Halifax, Nova Scotia and St. Johns, Newfoundland as follows:

2. From Dr. Kerr in Halifax, Nova Scotia:

"Regret unable add anything to my proposal re offices Fisheries Commission Dalhousie would be happy provide free offices for initial year or two and make representation to provincial and city governments for assistance in securing site on University Avenue for Commission headquarters."

3. From Clive Planta, Deputy Minister of Fisheries:

"Executive Council of Government of Newfoundland today approved of a request being made to Northwest Atlantic Fisheries Commission to establish headquarters in Newfoundland and offer to provide the Commission with suitable accommodation when requested pending the erection of buildings if and when considered necessary designed to the satisfaction of the Commission to accommodate the offices laboratories dormitories and other facilities essential to the work of the Commission and to the comfort and welfare of the staff and to provide suitable dwelling accommodation for occupancy by the married personnel of the Commission and their families. In addition the Board of Regents of Memorial University join the Government of Newfoundland in offering the facilities of the University and agree to acquire the necessary additional reference library on biology, biological research and other references relating to marine life and oceanography to meet the needs of the Commission."

Consideration of these proposals was postponed until the next meeting.

Rule 17 was approved as written.

The meeting was adjourned until Wednesday April 4, 10:00 a.m. in the same room.

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