



ICNAF Meet. Doc. 52/20

SECOND ANNUAL MEETING

REPORT OF COMMITTEE ON FINANCE AND ADMINISTRATION

The Committee, having met in three sessions, agreed to recommend to the Commission as follows:

1. Administrative Policy for Leave and Travel

- (a) That on the basis of two years' employment, expenses of staff from their homes and return be paid to Commission staff.
- (b) That annual leave be granted on the basis of eighteen working days a year, and that this be increased to cover air travel time from Commission headquarters to the staff member's home and return, and that travel expenses for home leave be paid, provided such leave is not taken oftener than once every two years.

2. Staff

That the staff be increased from December, 1952, to include an additional clerk-stenographer.

3. Travel by Commission Officers

That when and if Commission officers are required to travel on Commission business, as distinct from representation on behalf of their own Governments, travelling expenses should be paid by the Commission.

4. Attendance at Annual Meeting of International Council for the Exploration of the Sea

That the Secretariat should be represented at the next meeting of ICES; and that there should be representation by a Commissioner.

5. Additional Travelling Expenses

That the following expenditure be approved:

Dr. Martin - European trip - excess over original authority	\$447.66
Miss J. Welsh - travel to St. Andrews	203.65
Mr. J. Cote - travel to St. Andrews	<u>72.19</u>
	\$723.50

6. Working Capital Fund

That the Working Capital Fund be informally increased from \$5,000 to \$5,266.60. Further billings will be in accordance with the exchange rate on U.S. funds on April 5, 1951. (When all ten Governments have ratified, the contribution of each will be \$526.66).

7. Financial Report

That the Financial Report - Document XIII - for the year ending June 30, 1952, as presented by the Acting Executive Secretary, be approved.

8. Honorarium Dr. Martin

That a special bonus or honorarium, in addition to his salary, of \$500 be paid to Dr. Martin.

9. Time and Place of Third Annual Meeting

That the Third Annual Meeting of the Commission be held at New Haven, Conn., U.S.A., during the last two weeks of May, 1953.

10. Bonding of Executive Secretary

That no change be made in the amount of the presently authorized \$25,000 bond.

11. Publication of Report

That a report to be known as "The Second Annual Report" be published in the same form as in the First Report and that 2,000 copies be printed and provision made for the printing of separates.

12. Executive Secretary

That Erik M. Poulsen of Copenhagen, Denmark, be appointed Executive Secretary with salary at the rate of \$8,500 per annum with temporary headquarters at St. Andrews, N.B.

That in the event Dr. Poulsen does not accept the appointment, it be offered to Mr. F. Heward Bell.

That in the event neither candidate accepts the appointment the selection of a new Executive Secretary and the method of selection shall be the responsibility of the special committee of the Commission appointed to deal with the site of a permanent headquarters.

13. Budget

That a budget of \$36,000 for 1952-53, detailed as follows, be approved:

Personal Services	\$19,500
Travelling, including subsistence	6,000
Transportation of things	300
Communication Services	700
Rent and Utility Services	500
Other Contractual Services	
including printing	2,000
Supplies and Materials	1,000
Equipment, including Office	
Machines and Computing Machines	2,000
Annual Meetings	<u>4,000</u>
	\$36,000

14. Date of Billing

That there will be one billing for the year by the Executive Secretary not later than August 1st, 1952.

There are appended -

- 1) Minutes of three sessions of this Committee.
- 2) Financial Report for year ending June 30, 1952 (Document XIII).

The Committee unanimously re-elected its Chairman, J. Howard MacKichan as Chairman for 1952-53.



COMMITTEE ON FINANCE AND ADMINISTRATION

1952

Minutes of First Session 2:30 p.m. July 2

PRESENT:

Committee Members:

- Canada - J. H. MacKichan (Chairman)
- Denmark - B. Dinesen
- Iceland - P. Eggerz
- United Kingdom - A.T.A. Dobson
- United States - Dr. J. L. Kask
- Spain - G. Baraibar

(Francis W. Sargent - Acting Vice-Chairman, was present for discussion on Headquarters site).

Observers

- Canada - S. Bates
- Denmark - R. Gushue
- France - L. Thygesen
- Spain - Capt. Audigou
- Norway - V. Trelles
- Dr. G. Rollefson

Secretariat

Dr. Martin, J. J. Lamb, Miss D. Inkpen.

The Chairman called the meeting to order at 2:30 P.M. Mr. Dobson, on behalf of the Committee, welcomed Mr. Baraibar of Spain.

The Chairman stated the Committee was charged with heavy and serious duties and called for consideration of the items on the agenda.

A - Administration

1. Site of Commission Headquarters

A sub-committee was established at the First Annual Meeting to consider this matter. Mr. Dobson explained the circumstances leading up to he and Mr. Sargent visiting the sites proposed. He presented off the record information concerning each site and reasons why a definite recommendation is not being made without the views of the Committee.

After very full discussion it was agreed that in the light thereof Mr. Dobson and Mr. Sargent should prepare a memorandum for submission to the whole Commission.

2. Permanent Executive Secretary

The Chairman referred to the list of applicants attached to the meeting's agenda.

It was agreed that Bruce Feather, H. W. Harvey and Edmund Burke do not possess the qualifications as established and advertised. This left for consideration Erik M. Poulsen of Denmark and F. Heward Bell of Seattle, Wash., U.S.A.

Following full discussion it was moved by Mr. Eggerz and seconded by Mr. Dinesen

- 1.- That the salary of the Executive Secretary should be established at \$9,000 if the headquarters are at St. John's and \$8,500 if at Halifax.
- 2.- That the appointee should take up duties not later than three months from July 10, 1952.
- 3.- That Erik M. Poulsen be recommended as the first choice and Howard M. Bell as second choice.
- 4.- That Dr. Martin be requested to carry on pending the appointment.

The motion was carried unanimously.

3. Administrative Policy for Leave and Travel

It was moved by Dr. Kask and seconded by Mr. Baraibar,-

- 1.- That on the basis of two years employment expenses of staff from their homes and return be paid to Commission staff.
- 2.- That annual leave be granted on the basis of eighteen working days a year and that this be increased to cover air travel time from Commission headquarters to the staff member's home and return, and that travel expenses for home leave be paid, provided such leave is not taken oftener than once every two years.

- 3.- That the staff be increased from December, 1952, to include an additional clerk-stenographer.
- 4.- That when and if Commission officers are required to travel on Commission business, as distinct from representation on behalf of their own governments, travelling expenses should be paid by the Commission.

Agreed.

4. Third Annual Meeting

Following discussion as to the most desirable dates, it was moved by Mr. Baraibar and seconded by Mr. Dobson that the Third Annual Meeting be held during the last two weeks in May, 1953, at the Commission headquarters that may be decided upon. Agreed.

5. Other Administrative Matters

Attendance at Annual Meeting of International Council for Exploration of the Sea.

Mr. Dobson indicated he would be quite willing to represent this Commission. It was, however, the concensus of opinion that the Secretariat should also be represented, keeping in mind a possible decision to hold a meeting of Panel 1 in conjunction with the ICES meeting, and close liaison between the two organizations.

It was moved by Mr. Dobson and seconded by Mr. Dinesen that Dr. Martin should attend the meeting of ICES in accordance with agreement and that the Commission should also be represented at the next meeting by a Commissioner. Agreed.

B - Finance

6. Travel Expenses for Commission Officers and Secretariat

Dr. Martin explained that certain expenses had been incurred beyond Commission approval but with the concurrence of the Chairman. These included expenses of Commissioners examining sites for a headquarters, the Secretary's trip to Europe, which involved more expense than had been approved, and travelling expenses of staff from their homes to St. Andrews.

It was moved by Mr. Eggerz and seconded by Mr. Dinesen that authority be given for payment of the extra expenses involved. Agreed.

7. Working Capital Fund

Following explanation and discussion it was moved by Mr. Dobson and seconded by Mr. Dinesen that the Working Capital Fund be informally increased to \$5,266.60 and that additional countries coming in will be billed in accordance with the exchange rate on April 5, 1951. Agreed.

8. Financial Statements

Dr. Martin reviewed the following financial statements appended to the Agenda:

- (a) Statement of Income and Contributions Receivable
- (b) Statement of Expenditures
- (c) Statement of Budget Appropriations
- (d) Inventory of Fixed Assets
- (e) Balance Sheet.

Mr. Dobson moved and it was seconded by Mr. Dinesen that the statements of receipts and expenditures be accepted on the understanding they are submitted for audit in accordance with Commission arrangements. Agreed.

9. Budget

It was agreed the budget cannot be dealt with until a decision as to headquarters is made.

10. Other Finance Business

It was moved by Mr. Dobson and seconded by Dr. Kask that a special bonus or honorarium of \$500 be paid to Dr. Martin for special services rendered the Commission. Agreed.



COMMITTEE ON FINANCE AND ADMINISTRATION

1952

Minutes of Second Session 2 P.M. July 5

PRESENT:

Committee Members

Canada - J. H. MacKichan (Chairman)
Denmark - B. Dinesen
Iceland - P. Eggerz
United Kingdom - A.T.A. Dobson
United States - J. L. Kask
Spain - G. Baraibar
Norway - G. Rollefson

Observers

Denmark - L. Thygesen
Norway - O. Lund
Spain - V. Trelles

Secretariat

Dr. Martin, Mr. Lamb, Miss Inkpen

In his opening remarks the Chairman called attention to the fact that the findings of this Committee are not conclusive. They form the basis of recommendations to the Plenary Sessions.

1. Minutes

Reading of the Minutes was dispensed but the Chairman called attention to a correction desirable in Item 5 on Page 3. The word "attend" should be changed to "be represented." With this change the meeting approved the Minutes as presented.

2. Time and Place of Third Annual Meeting

After discussion on the pros and cons of a number of locations it was moved by Dr. Kask and seconded by Dr. Rollefson that Yale University, New Haven, Conn., U.S.A., be decided upon as the site of the Third Annual Meeting of the Commission to be held during the last two weeks in May, 1953. CARRIED.

3. Permanent Executive Secretary

Discussion took place based on the situation caused by the decision taken re Commission headquarters. It was agreed final action by this Committee would be postponed until the next meeting.

4. Consideration of Publications

Dr. Martin presented material as to the cost of printing a report or reports similar to the Report of the First Annual Meeting. Discussion developed the point that before any recommendation could be made it would be necessary to await information from the Committee on Research and Statistics.

5. Consideration of Budget for 1952-53

Following presentation of the Budget by Dr. Martin it was agreed a recommendation regarding the Budget would be deferred until the next meeting.

6. Bonding of Executive Secretary

It was agreed there was not need at the present time for increasing the amount of the Security Bond.

7. Language of the Commission

The Chairman referred to Rule 20 of Rules of Procedure for the Commission and as to what the proper interpretation of it is with reference to the submission of investigational and other reports. Mr. Dobson stated this was one of the points being considered by the small group looking into the need for clarifying or changing all procedural practice. This item would be included in the submission to be made at the next Annual Meeting after the notification to all Contracting Governments.

8. Adjournment.

INTERNATIONAL COMMISSION FOR



THE NORTHWEST ATLANTIC FISHERIES

Committee on Fisheries and Administration

1952

Minutes of Third Session 4:00 p. m. July 7

PRESENT

Committee Members

Canada	- J. H. MacKichan (Chairman)
Denmark	- B. Dinesen
Iceland	- P. Eggerz
United Kingdom	- A. T. A. Dobson
United States	- J. L. Kask
Spain	- V. Trelles
Norway	- G. Rollefson

Observers

Denmark	- L. Thygesen and Dr. A. V. Tåning
Norway	- O. Lund
Spain	- P. D. Espada and C. Ojeda
Canada	- S. Bates

Secretariat

Dr. Martin, Mr. Lamb, Miss Inkpen

1. **Minutes of the Second Meeting**

Reading of the Minutes was dispensed with and on the motion of Mr. Dobson, seconded by Mr. Dinesen, they were adopted as presented.

2. **Consideration of Publications**

Discussion with those interested, including the Research and Statistics Committee has indicated the desirability of a Second Annual Report containing the following:

Report of the Executive Secretary concerning Commission activities for the past year. This would include an audited financial statement.

The Chairman's Report of the Second Annual Meeting.

A report regarding the proposed regulation of mesh size, including supporting evidence of its desirability.

A report on statistics.

It is proposed that the report should be in the same form as that issued last year and should be titled "The Second Annual Report of the International Commission for the Northwest Atlantic Fisheries"; that 2,000 copies be printed and provision made for the obtaining of separates. Agreed.

3. Executive Secretary

The Chairman referred to the postponement of action on this matter at the last meeting and the need for arriving at a decision at this meeting.

It was moved by Mr. Dobson and seconded by Dr. Rollefson:

- 1) That this Committee confirms their previous decision that Dr. Erik M. Poulsen be appointed as Executive Secretary, the new position being explained to him, vis. the location of headquarters at St. Andrews for a year, after which it may be anywhere in North America, according to the findings of the special committee to deal with the location of headquarters for report at the next meeting, salary to be at the rate of \$8,500 per annum while at St. Andrews;
- 2) That in the event of Dr. Poulsen being unable to accept for any reason the appointment be offered on the same terms to Dr. E. Heward Bell;
- 3) If neither Dr. Poulsen nor Dr. Bell are able to accept the appointment, the selection of a new Executive Secretary and the method of selection be left to the Committee above mentioned, together with the duty of making the appointment by polling the Commission by post.

On a show of hands the motion was carried.

4. Article X (2) of the Convention

While this matter was introduced into the agenda of this committee at its first meeting, it has since been dealt with at a plenary session and so it is agreed the matter does not require further action by this Committee.

5. Budget

Dr. Martin explained the contents of Second Meeting Document IIa, which provides information as to Estimated Expenditure for 1952-53. The explanation provided reason for increasing the amount of the cost of Annual Meetings to \$4,000 with an increase in total to \$36,000.

On the motion of Mr. Dobson, seconded by Dr. Rollefson, the budget in an amount of \$36,000 for 1952-53 was unanimously approved.

6. Dates of Billing

It was agreed that there would be one billing for the year, as may be decided as necessary by the Acting Executive Secretary but not later than August 1, 1952.

7. Election of Chairman

Mr. MacKichan referred to his having acted in this capacity for the past year and asked that he be relieved of the duty. He thanked all members of the Committee for the help given and patience shown. He was, however, unanimously urged to again accept the office.

On the motion of Mr. Dobson, seconded by Mr. Dinesen Mr. J. Howard MacKichan was unanimously re-elected Chairman of the Finance and Administration Committee for 1952-53.

8. Adjournment took place at 5:05 p. m.

