

ANNUAL MEETING - JUNE 1955Administrative Report for the Year Ending 30 June, 1955
(covering the period up to 31 May)1. Personnel Changes in the Secretariat

Miss Johanne Welsh left the Commission, owing to her marriage, on 15th September, 1954. From that date Miss Theresa Devine took over the post as secretary.

On 1 November, 1954, Miss Jean Maclellan entered the Commission's service as clerk-stenographer.

In connection with the decision of the Annual Meeting, 1954, to abolish the post as statistician, and to establish instead a post as biologist-statistician, Mr. J. Cote left the Commission on 30 September. Mr. Cote had for 2 years served in the Secretariat. His excellent work during that period has been highly appreciated.

On the 1 November, 1954, Mr. Ronald S. Keir (Scotland), who for three years had worked as a biologist in the Newfoundland Fisheries Research Station, took over the post as biologist-statistician.

2. Officers during the Year

Chairman of Commission	-	Dr. Stewart Bates, Canada
Vice-Chairman	-	Capt. Tavares de Almeida, Portugal
Chairman Panel 1	-	Mr. Klaus Sunnanaa, Norway
" Panel 2	-	Mr. Louis S. Bradbury, Canada
" Panel 3	-	Comm. H.F.Barbier, France
" Panel 4	-	Mr.C.L.Chicheri, Spain
" Panel 5	-	Mr.B.M.Knollenberg, U.S.A.

The two year's term of these officers end 30 June, 1955.

Chairman of Stand. Comm. on Finance & Administration	-	Mr. J. Howard MacKichan, Canada
" " Stand. Comm. on Research & Statistics	-	Dr.C.E.Lucas, United Kingdom
" " Subcom. on Cod-Haddock	-	Dir. G. Rollefson, Norway
" " " Redfish-Halibut	-	Dr.H.W.Graham, U.S.A.
" " " Hydrography	-	vacant

The above-mentioned Chairmen function on a one year's term.

3. Panel memberships are as follows:

<u>Country</u>	<u>Panel No.</u>					<u>Total</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	
Canada		+	+	+	+	4
Denmark	+					1
France	+	+	+	+		4
Iceland						0
Italy	+	+	+	+		4
Norway	+					1
Portugal	+	+	+	+		4
Spain	+	+	+	+		4
United Kingdom	+		+			2
United States			+	+	+	3
TOTAL	7	5	7	6	2	27

4. Newsletters

Four newsletters were distributed from headquarters in order to circulate information relevant to the Commission's activities.

The newsletters were issued on 20 Aug., 15 Nov., 21 Feb. and 21 May.

5. Commission's Publications

The Annual Proceedings Vol.4 for the year 1953-54 was issued in October 1954.

The Statistical Bulletin Vol.3 for the year 1953 was issued in May 1955.

A poster on Fish taggings (in the English language) was issued from headquarters in February 1955 in accordance with a recommendation from the 1953 Annual Meeting. In accordance with the same recommendation, it is planned to circulate the poster in the other languages used with the participating countries to the extent to which the separate countries find it desirable. The poster advertises the taggings and gives information as to the principal aims of the taggings and as to the procedure for the reporting of recaptured, tagged fish.

6. Co-Operation with Other International Organizations

The co-operation by means of exchange of observers and exchange of reports and publications has been continued through the year with

- a. The Food and Agriculture Organization of the United Nations (FAO)
- b. Le Conseil International pour l'Exploration de la Mer (ICES)
- c. The Permanent Commission of the International Fisheries Convention of 1946.

During the year co-operation along the same lines has been established with

- d. The International North Pacific Fisheries Commission
- e. The International Pacific Halibut Commission
- f. The International Pacific Salmon Fisheries Commission

ICNAF was represented at the Annual Meeting of ICES in Paris in October 1954 by Mr.A.T.A.Dobson, Dir. G. Rollefson and the Executive Secretary. A report on that meeting, written by the Executive Secretary, was circulated on 20 Dec. 1954.

After the meeting the Executive Secretary went to Copenhagen, where he discussed with the General Secretary of ICES various problems connected with the statistics collected and compiled by ICES as well as by ICNAF from the West Greenland waters and the Grand Banks of Newfoundland.

Dr.H.B.Hachey represented ICNAF as observer at the meeting of the International Union of Geodesy and Geophysics in Rome in September, 1954. A report by Dr. Hachey on that meeting was circulated on 9 Nov. 1954.

At the United Nations International Conference on the Conservation of the Living Resources of the Sea in the FAO Headquarters in Rome in April 1955, ICNAF was represented by the Executive Secretary as an observer. A report of the meeting will be circulated within the Commission as Meeting Document No. 20.

7. Meetings within the Commission during the Year

Meetings of the Groups of Advisers to Panels 3, 4 and 5 were held in St. Andrews, 7-9 Dec. 1954, and in St. John's, 17-21 March, 1955. At the meetings reports were delivered on the effects of the haddock regulation in Subarea 5, and on the research work carried out by the various countries in the subarea. Plans for future research work were discussed and elaborated. The possible introduction of regulations of the trawl fisheries for haddock and cod in Subareas 3 and 4 were considered. Reports of the meetings have been delivered to the respective panels and circulated within the Commission.

8. Research Summaries

Research summaries for the year 1954 were forwarded from the participating countries to the Secretariat during March and April. They were, together with a summary of researches by subareas, circulated as documents for the 1955 Annual Meeting.

9. Research Programs

According to Commission's decision, research programs for 1955 were forwarded from the participating countries during December 1954 and January and February 1955. They were, together with a survey by subareas prepared in the Secretariat, circulated within the Commission during the same months.

10. Collecting of Statistics

The Commission's collecting of statistics and the compilation of the data in the Secretariat has been continued according to Commission's requirements. The data are now far more refined and comprehensive than formerly, owing to the more and more complete way in which the participating countries are meeting the requirements.

11. Fifth Annual Meeting

The Fifth Annual Meeting of the Commission is being held in Ottawa, Canada, in the days 6-11 June 1955. It is preceded by meetings of groups of advisers during the 3 and 4 June.

12. Other Matters

According to Commission's decision a circular concerning the reporting of hydrographic data to the Commission was prepared in the Secretariat. It was circulated in a tentative form to those persons reporting such data in August, and after consideration of amendments received, it was distributed in the final form 14 Jan. 1955.

A Guide to ICNAF Documents, Proceedings, Reports and Programs published or otherwise circulated up to 30 Sept. 1954 has been prepared in the Secretariat and circulated on 10 Nov. 1954 within the Commission and to organizations co-operating with ICNAF. Since the circulation a considerable number of requests for ICNAF papers have been received. Thus the "Guide" has obviously served one of its purposes, that of drawing attention to the work carried out by ICNAF.

A paper on Commission's statistical requirements was circulated on 15. Sept. 1954.

13. Provisional Financial Statements for the Fiscal Year ending 30 June 1955

The following statements were prepared as per 31 May 1955. Expenses for the rest of the financial year are estimated:

Statement 1

Budget appropriations, obligations incurred, and unobligated balances of appropriations for the fiscal year 1954/55.

Purpose of appropriation	Appropriated by Commission at Annual Meeting 1954	Obligations incurred and liquidated up to 31 May 1955	Expenses estimated for rest of fiscal year	Total obligations for fiscal year	Unobligated balances of appropriations (estimated)
Personal services	21,386.00	18,471.63	1,768.33	20,239.96	1,146.04
Travel, including subsistence	4,000.00	4,335.03	70.00	4,405.03	-405.03
Transportation of things	200.00	11.70	150.00	161.70	38.30
Communication services	1,000.00	545.93	220.00	765.93	234.07
Rent and Utility services	300.00	0	50.00	50.00	250.00
Other contractual services including printing	4,400.00	2,567.25	2,050.00	4,617.25	-217.25
Supplies and material	1,100.00	552.76	350.00	901.76	198.24
Equipment	500.00	239.80	100.00	339.80	160.20
Annual Meeting	800.00	156.11	900.00	1,056.11	-256.11
Total	33,686.00	26,879.21	5,658.33	32,537.54	1,148.46

Statement 1 shows the following deficits:

on Travel	\$405.03
on Other contractual services	217.25
on Annual meeting	256.11

As the exact sums, to which these deficits will amount cannot be estimated now, the Commission's approval of the following transfers is requested:

to Travel	\$420.00
to Other contractual services	220.00
to Annual meeting	260.00
Total	\$900.00

It is suggested that these transfers be made from the account Personal services which shows an estimated surplus of \$1,146.04,

Statement 2

Statement of income and expenditures for the year ending 30 June 1955

Income:

Unobligated balances from the year ending 30 June 1954 \$ 7,077.06
Members' contributions assessed:

Canada	\$3,588.18	
Denmark	1,292.04	
France	3,688.49	
Iceland	526.66	
Italy	3,588.18	
Norway	1,292.04	
Portugal	3,613.25	
Spain	3,613.25	
United Kingdom	2,057.41	
United States	2,822.78	
		\$26,082.28

From French contribution to Working Capital Fund	526.66	
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26,608.94

Total \$33,686.00

Deduct obligations incurred and liquidated
up to 31 May 1955 and obligations estimated
for rest of fiscal year (Statement 1)

32,537.54

To be carried to surplus account (estimate)

\$ 1,148.46

Statement 3

Statement of assets and liabilities as at 31 May 1955

<u>Assets</u>		<u>Liabilities</u>	
<u>General Fund</u>			
Cash at bank	\$ 2,695.02	Credits due to member Governments from Italy's contribution 1952/53	3,704.86
Contributions receivable Italy:		Estimated expenses for rest of 1954/55 as per Statement 1	5,658.33
1952/53	3,704.86	France overpayment	.01
1953/54	4,546.12	Spain overpayment	1.07
1954/55	<u>3,588.18</u>	Surplus as per Statement 2	1,148.46
Italy Total	11,839.16	To Working Capital Fund	5,000.00
Deficit on exchange rate Spain contribution 1954/55	<u>48.55</u>		
	11,887.71		
Accountable Advance 1)	930.00		
			<u>\$15,512.73</u>
	<u>\$15,512.73</u>		
 <u>Working Capital Fund</u>			
Cash at bank	\$ 266.60	Credits due to member Governments from Italian contribution	\$ 626.97
Contributions receivable Italy:	626.97		
To be transferred from General Fund	5,000.00	Principal of Fund	5,266.60
Total	\$ 5,893.57	Total	\$ 5,893.57

1) Advances to staff members to cover expenses incurred while attending the Annual Meeting, June 1955.

Erik M. Poulsen

Erik M. Poulsen,
Executive Secretary.

June 1, 1955.

EMP/thd

Inventory of Fixed Assets

as at 30 June 1952

	<u>Purchase Value</u>
1 only Addressograph-Multigraph - Model 80 Multigraph Machine	\$1,049.36
1 only Remington electric adding machine	341.64
1 only Remington typewriter and line-a-time	228.02
1 only Remington two-drawer safe file	222.82
1 only steel two-drawer filing cabinet	83.82
1 only Triner postal scale	40.04
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Total:	\$1,965.70
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as at 30 June 1953

1 only Friden Calculating Machine	821.60
1 only Leroy Lettering Set	64.16
1 only Remington line-a-time	41.60
1 only card index cabinet	16.64
1 only Remington typewriter	220.48
1 only Remington typewriter and line-a-time	222.81
1 only Addressograph Machine	204.00
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Total:	\$1,591.29
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as at 30 June 1954

2 only floor rugs	246.00
1 only Addressograph filing cabinet	48.10
4 only sets of drapes (with installation)	190.55
1 only copying table	30.00
1 only typist stand	32.00
4 only telephone tables	140.00
2 only desk ashtrays	18.95
4 only desk lamps	33.00
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Total:	\$ 738.60
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as at 31 May 1955

1 only Remington typewriter	Total: \$ 244.50
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