

**REPORT OF THE STANDING COMMITTEE  
ON ADMINISTRATION AND FINANCE (SCAF)**



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The Agenda as included as Appendix A to the Commission's Provisional Agenda (CCAMLR-XVII/1) was adopted (Appendix I).

### RELOCATION OF CCAMLR HEADQUARTERS

2. The Executive Secretary reported on the relocation of the Secretariat offices in June 1998. He noted that the new offices provided an improved working environment and considered them to be totally suitable for the long-term requirements of the Secretariat. There had been minimal effect on the work for the Commission and the Scientific Committee despite the disruption caused by the move.

3. The Committee expressed its thanks to the Australian and Tasmanian Governments for the provision of these offices. The Delegation of Australia advised the Committee that, as host government, Australia takes its responsibilities under the Headquarters Agreement very seriously, and will continue to give high priority to finalising the arrangements for the new offices.

### AUDITED FINANCIAL STATEMENTS

4. The Committee **recommended that the Commission accept the Financial Statements as presented in CCAMLR-XVII/3.** The Committee noted that the audit report to the 1997 Financial Statements, based on a review audit, advised no qualifications in respect of compliance with Financial Regulations or International Accounting Standards.

### APPOINTMENT OF AUDITOR

5. The Committee **recommended that the Commission appoint the Australian National Audit Office as auditor in respect of the 1998 and 1999 financial years.** The Committee considered it appropriate that the Australian National Audit Office, whose term of appointment had just ended, should be reappointed auditor of the Commission for the next two years.

6. The Committee **recommended that the Commission require that only a review audit be performed on the 1998 Financial Statements.** In making this recommendation, the Committee noted that a review was performed last year also, and since the Commission has decided that a full audit is required at least once every three years (CCAMLR-XVI, paragraph 3.6), a full audit will be needed for the 1999 Financial Statements.

### FINANCIAL REGULATIONS

7. Following the decisions made with respect to the new budget format adopted by the Commission in 1997, the Committee **recommended the Commission adopt a revised**

**Financial Regulation 4.4 in the form presented in Appendix III** to permit the Executive Secretary to make transfers between categories with the authorisation of the Chairman of SCAF.

## REVIEW OF BUDGET FOR 1998

8. The Committee received the report of the Executive Secretary on the expected outcome of the 1998 expenditure budget as presented in CCAMLR-XVII/4, and noted that while the total budget expenditure was not expected to be exceeded, a number of items and subitems were likely to be overspent. The Committee **recommended that the Commission adopt a revised budget for 1998 in accordance with the expected outcome for 1998 as presented in CCAMLR-XVII/4.**

## 1999 BUDGET

### Scientific Committee Budget

9. The Chairman of the Scientific Committee presented to SCAF the Scientific Committee's budget for 1999 and explained the expenditure items included. SCAF commended the Scientific Committee's ability to limit its expenditure in times of increasing work requirements and **recommended that the Commission approve the Scientific Committee proposed budget of A\$149 800 for inclusion in the Commission's 1999 budget.**

### Travel

10. The Committee discussed the policy for funding of travel by nominated persons to non-CCAMLR meetings where these persons are not CCAMLR Secretariat staff. In this respect it was unable to reach a decision as to whether, if the Commission should require the Chairman of the Scientific Committee to attend the Committee on Environmental Protection (CEP) in 1999, the travel costs should be borne by the Commission. While the proposed budget presented in Appendix II includes such costs, the Commission may wish to consider whether this is appropriate.

### CCAMLR Site on the World Wide Web

11. The Committee received the advice of the Executive Secretary on the progress towards establishing a site on the World Wide Web (the web), as presented in CCAMLR-XVII/BG/23. It encouraged the continued development of the site and considered that the Commission should identify for the Secretariat a set of priorities for the work to be done in 1999. In this respect, it recommended that the establishment of particular pages should progress in the following order:

- (i) pages required by the Commission to facilitate its work in respect of fisheries management and compliance;
- (ii) specific pages of general information to facilitate the work of the Commission and the Scientific Committee;

- (iii) current background information; and
- (iv) historical material.

12. The Committee noted that it is intended that all pages which have been identified by the Secretariat will be prepared in 1999 but that many of the lower priority pages will only be developed to the extent that resources permit.

13. The Committee noted that a number of the pages, in particular pages relating to compliance issues, would be sensitive and access controls would be applied. Members would need to exercise measures to ensure that the access keys supplied by the Secretariat are appropriately controlled.

#### Publications

14. The Committee reviewed the procedures for CCAMLR publications in light of the availability of the web. It **recommended that the *Basic Documents*, which are scheduled for publishing on the web, not be printed in 1999.**

15. The Committee **recommended that the number of copies of the Scientific Committee Report allowed to Members free of charge be reduced from 12 to four and that the savings generated from this change in publication distribution policy be used to enhance the utility of the Scientific Committee Report in electronic form, especially in the form presented on the web.**

16. The Committee recognised that there may be future savings from other publications being made available in electronic form. The Committee also noted the Secretariat's advice about the difficulties of moving some publications to the web, including the *Statistical Bulletins*, and its intention to work to resolve these problems.

17. Following advice from the Scientific Committee, SCAF **recommended that *Understanding CCAMLR'S Approach to Management* should be published on the web only, and not in printed form, and that a short, approximately 10-page, synopsis of the publication should be prepared and published in printed form in 1999.**

#### Overall Budget

18. The Committee **recommended that the Commission adopt the budget for 1999 as presented in the table appended to this report (Appendix II).** The Committee noted that in presenting this budget it had not received any advice from SCOI requesting any increase in tasks in 1999.

#### MANAGEMENT REVIEW OF THE SECRETARIAT

19. The Committee addressed the recommendations adopted by the Commission last year based on the 1997 management review of the Secretariat. It received the Executive Secretary's report on the progress in respect of the implementation of relevant recommendations and noted that a significant majority of the requirements of the Commission had already been fully or substantially implemented.

20. The Committee encouraged the Secretariat in its efforts to complete the implementation, in order to realise the full efficiency that the management review had intended to be derived from its recommendations.

21. The Committee noted the Executive Secretary's concern on the difficulties regarding strategic planning in times when the Commission's priorities are having to evolve. The Committee encouraged the Executive Secretary to continue to assist the Commission by identifying, as they arise, issues which lead to such changes in priority.

22. The Executive Secretary reported that the job descriptions for Professional Staff had been submitted to the United Nations for review but that there has not yet been sufficient time for a response. The Committee decided to address the issue of Professional Staff salaries and allowances when the results of this review are received, in principle at the 1999 meeting. The Committee advised the Commission that it had not had time to address the issue of possible performance criteria for the Executive Secretary.

23. The Executive Secretary will continue to report to the Commission on the progress of implementation of the Management Review recommendations at the next meeting.

24. The Committee congratulated the Chairman on a successful SCAF meeting, thanking him for his time management and effective chairing. The Committee also expressed its gratitude to the Secretariat for a short and precise report.

#### ADOPTION OF THE REPORT

25. The report of the meeting was adopted.

**AGENDA**

Standing Committee on Administration and Finance (SCAF)  
(Hobart, Australia, 26 to 29 October 1998)

1. Relocation of CCAMLR Headquarters
2. Examination of Audited Financial Statements for 1997
3. Audit Requirement for 1998 Financial Statements and Appointment of Auditor
4. Review of Financial Regulations
5. Review of Budget for 1998
6. Budget for 1999 and Forecast Budget for 2000
  - (i) Publications
  - (ii) Scientific Committee Budget
7. CCAMLR Site on the World Wide Web
8. Management Review of the Secretariat
9. Any Other Business Referred by the Commission
10. Adoption of the Report.

**REVIEW OF 1998 BUDGET, BUDGET FOR 1999  
AND FORECAST BUDGET FOR 2000**



<b>1998 BUDGET</b>			<b>1999 BUDGET</b>					<b>2000</b>		
Adopted in 1997 A\$	Expected Outcome A\$	Variance A\$	TOTAL A\$	SCIENTIFIC COMMITTEE			COMMISSION & MEETINGS A\$	ADMINIS- TRATION A\$	<b>FORECAST</b> A\$	
				Own Budget A\$	Other A\$	Total A\$				
<b>INCOME</b>										
1 673 200	1 670 178	- 3 022	Members' Contributions	1 707 300					1 729 600	
			Items from previous year:							
35 300	35 032	- 268	Interest	31 900					35 400	
33 300	33 257	- 43	New Members' Contributions	0						
228 500	231 530	3 030	Staff Assessment Levy	263 000					271 500	
0	303	303	Surplus	0					0	
<b>1 970 300</b>	<b>1 970 300</b>	<b>0</b>		<b>2 002 200</b>					<b>2 036 500</b>	
<b>EXPENDITURE</b>										
<b>Salaries and Allowances</b>										
649 700	655 700	6 000	Professional Staff	661 800	0	303 000	303 000	232 900	125 900	668 300
282 000	289 300	7 300	Translation	277 900	57 300	13 300	70 600	185 600	21 700	293 100
495 600	504 800	9 200	Support Staff	486 900	20 000	194 000	214 000	143 700	129 200	497 200
<b>1 427 300</b>	<b>1 449 800</b>	<b>22 500</b>	<b>Total</b>	<b>1 426 600</b>	<b>77 300</b>	<b>510 300</b>	<b>587 600</b>	<b>562 200</b>	<b>276 800</b>	<b>1 458 600</b>
<b>6 000</b>	<b>6 000</b>	<b>0</b>	<b>Capital Expenditure</b>	<b>8 000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8 000</b>	<b>8 000</b>
<b>Communication</b>										
27 900	27 900	0	Postage and Freight	26 900	3 500	1 500	5 000	6 300	15 600	30 600
16 200	16 200	0	Internet	19 400	0	13 600	13 600	1 900	3 900	19 900
11 600	10 600	- 1 000	Fax	9 700	0	1 000	1 000	7 800	900	9 400
10 300	10 300	0	Telephone	10 600	0	0	0	2 100	8 500	11 300
<b>66 000</b>	<b>65 000</b>	<b>-1 000</b>	<b>Total</b>	<b>66 600</b>	<b>3 500</b>	<b>16 100</b>	<b>19 600</b>	<b>18 100</b>	<b>28 900</b>	<b>71 200</b>
<b>Hire and Lease</b>										
35 700	29 000	- 6 700	Computers	55 200	8 000	4 000	12 000	11 900	31 300	64 200
29 800	22 700	- 7 100	Maintenance and Training	32 000	0	7 600	7 600	0	24 400	21 600
9 700	17 800	8 100	Photocopying Equipment	17 700	0	0	0	14 200	3 500	19 700
43 000	43 000	0	Meetings Venue	44 000	0	0	0	44 000	0	47 000
117 700	117 700	0	Translation/Interpretation	117 400	14 300	0	14 300	103 100	0	123 500
33 700	33 700	0	Multilingual Equipment	34 500	0	0	0	34 500	0	35 800
15 400	15 400	0	Translation Facilities	15 600	0	0	0	15 600	0	15 800
<b>285 000</b>	<b>279 300</b>	<b>-5 700</b>	<b>Total</b>	<b>316 400</b>	<b>22 300</b>	<b>11 600</b>	<b>33 900</b>	<b>223 300</b>	<b>59 200</b>	<b>327 600</b>
<b>74 400</b>	<b>74 400</b>	<b>0</b>	<b>Travel</b>	<b>88 300</b>	<b>34 200</b>	<b>0</b>	<b>34 200</b>	<b>54 100</b>	<b>0</b>	<b>83 200</b>
<b>Support Costs</b>										
4 600	5 000	400	Auditor	5 000	0	0	0	0	5 000	5 100
10 800	10 800	0	Insurance	11 100	0	0	0	0	11 100	11 900
15 400	11 900	- 3 500	Light and Power	13 000	0	0	0	0	13 000	13 500
27 900	21 700	- 6 200	Printing and Copying	21 600	1 000	2 700	3 700	17 900	0	11 300
26 000	19 500	- 6 500	Stationery	18 400	0	500	500	9 200	8 700	18 100
26 900	26 900	0	Miscellaneous	27 200	11 500	400	11 900	700	14 600	28 000
<b>111 600</b>	<b>95 800</b>	<b>-15 800</b>	<b>Total</b>	<b>96 300</b>	<b>12 500</b>	<b>3 600</b>	<b>16 100</b>	<b>27 800</b>	<b>52 400</b>	<b>87 900</b>
<b>1 970 300</b>	<b>1 970 300</b>	<b>0</b>		<b>2 002 200</b>	<b>149 800</b>	<b>541 600</b>	<b>691 400</b>	<b>885 500</b>	<b>425 300</b>	<b>2 036 500</b>

**REVISION TO FINANCIAL REGULATIONS**

4.4 The Chairman may authorise the Executive Secretary to make transfers of up to 10 per cent of appropriations between items. **The Chairman of the Standing Committee on Administration and Finance may authorise the Executive Secretary to make transfers of up to 10 per cent of appropriations between categories within subitems and/or indivisible items.** The Executive Secretary may authorise the transfer of up to 10 per cent of appropriations between subitems of an item. All transfers must be reported by the Executive Secretary to the next annual meeting of the Commission.