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**GENERAL FISHERIES COMMISSION
FOR THE MEDITERRANEAN
COMMISSION GÉNÉRALE DES PÊCHES
POUR LA MÉDITERRANÉE**



GENERAL FISHERIES COMMISSION FOR THE MEDITERRANEAN
Thirty-third session
Tunis, Tunisia, 23-27 March 2009
REPORT OF THE SECRETARIAT ON ADMINISTRATIVE AND FINANCIAL ISSUES

INTRODUCTION

1. This document provides a summary of the functioning and administration of the Secretariat, including staffing, activities during the intersessional period, meetings, publications and the new headquarters. It reviews the status of ratification of the 1997 amendments to the GFCM Agreement, takes stock of Members' contributions to the autonomous budget, including the state of arrears, and examines the expenditures made or committed in 2008.

ADMINISTRATIVE ISSUES

Recommendations adopted under Article V of the GFCM Agreement

2. The Secretariat officially transmitted to Members and Observers the text of recommendations and resolutions adopted at the Thirty-second Session of the Commission (February 2008). These were also posted on the GFCM website. Upon completion of a "grace" period following notification of the recommendations, during which no official objection was lodged, and in accordance with Article V of the GFCM Agreement, the above mentioned recommendations entered into force on 26 July 2008. The Members were duly informed.

3. The Members were also reminded of a number of commitments agreed by the Commission, including the submission of national reports on the implementation of GFCM decisions¹, the list of vessels authorized to operate in the GFCM area, the list of vessels flying the flag of a non-contracting

¹ Members were invited to use the standard format adopted by the Commission at its Thirty-second Session (Resolution GFCM/2008/1), with the GFCM decisions to be included in the national report.

party presumed to engage in illegal, unreported and unregulated fishing, the list of vessels exempted from implementation of the 40mm diamond mesh size in codend of demersal trawlers, dolphin fish fisheries, Task 1 and the regional scheme on port state measures. The above information communicated by Members is reproduced in document COC:III/2009/2 "Status of implementation of GFCM decisions by Members".

Functioning of the Secretariat

Organization of the Secretariat and appointment of staff

4. Core Secretariat staff were bolstered with the recruitment of an aquaculture expert and a programmer/systems analyst, who have occupied their posts since April 2008. With these appointments, the Secretariat was better able to meet the needs of the Commission, especially for aquacultural issues and the development of information systems.

5. During the intersessional period, the FAO Fisheries and Aquaculture Department continued to provide offices and facilities, and bore most of the Secretariat's running costs. In addition, its Fisheries and Aquaculture Economics and Policy Division kindly made a part-time secretary available to the Secretariat, as in previous years. In 2008, a secretary/typist continued to be employed on a temporary contract for 11 months. By including accounting to her services, she complemented the work of the above-mentioned secretary graciously provided on a part-time basis by FAO. As a consequence, recruitment for the vacant posts of bilingual secretary and administrative assistant/typist was again postponed and will await the transfer of the Secretariat to its new headquarters.

6. The technician responsible for the management and quality of statistical data, recruited on a part-time basis in 2006, continued to assist the Secretariat under the same arrangements as in previous years, in particular in restructuring and maintaining the GFCM website and in ensuring data flow management and data validation. The proposal is to establish a post of expert in data and information systems management (Professional Category, P2) as soon as possible to deal with the increasing tasks required of the Secretariat, in particular in the field of database development and management and specific requests received from the GFCM subsidiary bodies. Should the Commission decide to establish this post, the same mode of functioning will need to be kept as in 2008, until the whole administrative process for the recruitment of the expert (P2) is completed (about 6 months).

7. The Secretariat also relied on consultants to address highly specialized issues (e.g. small tuna fisheries, fisheries legislation in the Mediterranean and Black Sea fisheries).

GFCM intersessional meetings and other meetings at which the Secretariat was represented

8. The Secretariat coordinated, and actively contributed to, the preparation and delivery of 24 meetings, including 18 meetings of subsidiary bodies and the annual session of the Scientific Advisory Committee (SAC), six meetings of subsidiary bodies of the Committee on Aquaculture (CAQ) and the annual session, as well as the Ad Hoc Working Group on the Vessel Monitoring System (VMS) as a tool for monitoring, control and surveillance (MCS). Hence, all the meetings agreed by the Commission were convened. Arrangements are underway to convene a programmed meeting of the CAQ working groups in early 2009. The Secretariat also participated in a number of meetings of partner organizations or entities and selected meetings of FAO subregional projects. At some of those meetings, the Commission was represented by its Chair or Vice-Chair or by those of the committee concerned. Because of time and budgetary constraints, the Secretariat was again obliged to decline invitations to several other meetings directly relevant to the work of the Commission. Lists of the above meetings are provided in Appendix 1 of this document.

Publications

9. During the intersessional period, the Secretariat produced 21 technical and administrative documents: 14 “grey literature” documents available on the GFCM website²; 4 already published; and 3 to be released in early 2009. The list of publications is provided in Appendix 2.

Projects supporting the work of the Committees

- SAC: Close monitoring and regular inputs enhanced coordination with FAO regional projects, securing better contributions to SAC activities and addressing the concerns of certain Members over the delay in starting EastMed and resuming MedFisis after a long interruption. Follow-up was given to the GEF Programme component on large marine ecosystems, to be jointly implemented by FAO and the Secretariat, to prepare for the start of activities envisaged in 2009 (see document GFCM/33/2009/Inf.9). The Secretariat also pursued its coordination with FAO under the project for scientific cooperation on fisheries management in the Black Sea.
- CAQ: A comprehensive project document on the formulation of a strategy for the marketing and promotion of Mediterranean aquaculture products was prepared and submitted to the Spanish Government (donor), which approved it and released funds, allowing activities to start in 2008. Administrative and financial procedures for the projects “Use of Indicators for the Sustainable Development of Aquaculture” (InDAM) and “Developing and Implementing Siting and Carrying Capacity Guidelines for Mediterranean Aquaculture” (SHOCMED) were finalized with the European Community (donor) during the last quarter of 2008 and activities of these two projects started at the end of the year.

Other

10. Several other tasks coordinated directly by the Secretariat are not detailed here. These include liaison and communication with Heads of Delegation and focal points, strengthening of cooperation with partner organizations, coordinating the editing, translation and distribution of documents and organizing the technical preparation of SAC and CAQ activities.

11. The following aspects should however be noted:

- *Bureau of the Commission:* during the intersessional period, liaison was again maintained at a good level of coordination and consultation with the GFCM Bureau and those of the committees. Hence, a mid-term meeting of the GFCM Bureau was held in May 2008 to review major issues, including implementation of the programme of work. This meeting also examined the report of the Coordinating Meeting of the Sub-Committees, which had been held in March 2008 to plan SAC activities.
- *Collaboration with key partners:* good collaboration was maintained and indeed strengthened with GFCM partners in areas of common interest. The Secretariat thus coordinated a number of activities jointly with the Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and contiguous Atlantic Area (ACCOBAMS), the International Commission for the Conservation of Atlantic Tunas (ICCAT), the International Union for

² It is suggested that the reports of the four SAC Sub-Committees and those of the SAC Coordinating Meeting of the Sub-Committees (CMSC) be maintained in this category for the time being.

Conservation of Nature (IUCN), the UNEP Regional Activity Centre for Specially Protected Areas (RAC/SPA) and the International Centre for Advanced Mediterranean Agronomic Studies (CIHEAM) (see document GFCM/33/2009/2).

- *Visibility of GFCM outputs:* the Secretariat continued its efforts to enhance the visibility of the work of the Commission. The new format of the GFCM website, designed in cooperation with the FAO Fisheries and Aquaculture Information Statistics Service (FIIES), has been constantly upgraded and provides access to various databases, such as the list of vessels authorized to operate in the Convention area. The web has thus become the principal channel of communication of information to the Commission and the public at large; efforts to provide the Secretariat with the technical and human resources needed for the continuing development of these tools should be maintained, in particular to avoid incurring high costs of conveying key information to stakeholders.
- *Information tools:* standard forms and methodologies were prepared and provided on-line to facilitate the presentation of results of fishery stock assessments to specialized working groups, the preparation of reports by Members, including for the Task 1 statistical matrix and table, the list of authorized vessels, and to reconcile the FAO STALANT 37 catch reporting scheme with geographical sub-areas. In addition, the new SIPAM information system is now ready. This has been carefully monitored for its enhancement, with a focus on the validation and adjustment of data formats, greater contact with focal points and improved statistical reports on aquaculture production.

Headquarters of the Commission

12. The renovation project for Palazzo Blumensthal, the new headquarters of the Commission, located in Rome (Via Vittoria Colonna 1), was approved by the Italian authorities in late September 2005 and restructuring and repair works began in mid-January 2006. The Delegate from Italy reported on the progress of works to refurbish the premises³ at the Thirtieth, Thirty-first and Thirty-second Sessions of the Commission. At this latter session, the Delegate of Italy presented a formal statement of the Italian Ministry for Foreign Affairs in which his Government pledged to bear all costs relating to furnishings and information technology equipment and ensured that the facilities would be fully operational from June 2008.

13. During the intersessional period, the Secretariat, with support from the FAO Infrastructure and Facilities Management Service and the Legal Office, continued to monitor work towards the delivery of fully equipped premises, *inter alia* through regular contact and coordination meetings with the Italian Ministry of Foreign Affairs and other ministries concerned. The meetings focused primarily on issues relating to furniture and equipment and the financing of annual running costs, including utilities, minor maintenance, security and parking. The Secretariat was informed in January this year that some of the finishing touches were ongoing and should be completed in March 2009, when the new GFCM headquarters in Palazzo Blumensthal should be fully operational.

14. The host country is finalizing solutions to cover the cost of furniture (estimated at about 124 872.66 euros). As regards operating costs, at the time of printing of this document, the Secretariat was holding consultations to identify solutions to this issue which will determine the transfer of the Secretariat (and FAO projects based in Rome, namely AdriaMed and MedsudMed). As requested by

³ Paragraph 47 of the Report of the Thirtieth Session, paragraph 43 of the Report of the Thirty-first Session and paragraph 118 of the Thirty-second Session.

the Commission⁴, the operating costs presented at the previous session have been downscaled (new estimate: **201 500.00 euros** per year). Details are provided in Appendix 3.

Status of acceptance of the 1997 amendments to the GFCM agreement

15. On 1 February 2009, the situation was similar to a year before, i.e. 21 Members had deposited their instruments of acceptance (Appendix 4). Members that have not yet done so are: Egypt, Syria and Israel.

16. Following the statement of the Delegate of the Syrian Arab Republic at the Thirty-second Session⁵, the Secretariat prepared and, on 9 May 2008, transmitted to the competent authorities of that country an Arabic version of the GFCM Agreement as amended in 1997, certified by the FAO Legal Office.

FINANCIAL ISSUES

Status of contributions to the autonomous budget in 2008

17. In February 2008, the Commission adopted a global budget for 2008 amounting to 1 558 234 US dollars, including 1 397 034 USD as the autonomous budget. The balance was a conservative estimate of the FAO Regular Programme contribution to the GFCM global budget⁶. It should be recalled that the Thirty-second Session of the Commission had agreed that it was inconvenient to maintain in the estimate of Member contributions those countries which are not legally or politically bound⁷ (e.g. Israel).

18. The Secretariat sent the “Call for fund letter” on 18 April 2008 through diplomatic channels and directly to GFCM Heads of Delegation. A reminder was sent on 11 July 2008 to the parties concerned, followed by individual contact.

19. Most Members settled their contributions between April and October 2008. On 31 December, the sum of contributions received for 2008 amounted to **1 211 729.55 US dollars** (86.73 percent of the adopted budget), as is shown in Appendix 5.

20. Thus, the status of contributions can be summarized as follows:

- sixteen Members have deposited their instruments of acceptance and remitted their contributions;
- five Members (Bulgaria, Italy, Lebanon, Malta and Slovenia) have deposited their instruments of acceptance but have not paid their contributions;
- one Member (Egypt) has not yet deposited its instrument of acceptance but has paid its contribution;
- one Member (Syrian Arab Republic) has not yet deposited its instrument of acceptance and has not paid its contribution (although it participated in the vote for the selection of Executive Secretary);

⁴ Paragraph 120 of the Report of the 32nd Session.

⁵ Paragraph 51 of the Report of the 32nd Session: “...*The delegate from the Syrian Arab Republic further precised that the draft law of ratification was ready in the Prime Minister Office, pending the availability of a certified Arabic version of the amended GFCM Agreement*”.

⁶ Appendix J of the Report of the Thirty-second Session.

⁷ Paragraph 50 of the Report of the 31st Session

- one Member (Israel) has not deposited its instrument of acceptance (nor participated in the vote for the selection of Executive Secretary), nor paid its contribution.

21. It should be noted that in 2008, Montenegro paid the contribution of Serbia due for 2007.

22. Appendix 5 shows a negative balance for France (719.60 US dollars), Croatia (25.00 US dollars), Montenegro (30.00 US dollars) and Romania (17.57 US dollars), probably for not having taken bank transfer charges into account.

Payment and use of arrears

23. It should be recalled that: i) Regulation IV.3 states that “*any unliquidated prior year obligation shall be cancelled or, where an obligation remains a valid charge, transferred against current appropriations*”; ii) Regulation V.1 states that “*pending receipt of annual contributions, the Secretary is authorized to finance budgeted expenditures from the uncommitted balance of the autonomous budget*”; iii) Regulation V.3 also stipulates that “*as of 1 January of the following calendar year, the unpaid balance of such contributions shall be considered to be one year in arrears*”; iv) At its Thirtieth Session, the Commission agreed to use arrears to constitute a Working Capital Fund to serve as a buffer for the Secretariat in the case of delays in the remittance of contributions; v) At its Thirty-first Session, the Commission authorized the Secretary to readjust activities and expenditures as required for meeting ongoing obligations at the end of 2007, using arrears if necessary⁸; vii) At its Thirty-second Session⁹, the Commission had asked the Secretariat to adjust the budget to include, among other matters, Arabic as a working language for the session.

Arrears

24. As shown in Appendix 5, the balance of accumulated pending contributions¹⁰ for the 2005, 2006, 2007 and 2008 GFCM fiscal years amounted to **214 114.70** US dollars as of 31 December 2008. This is a significant increase over the previous year and is essentially due to the failure of Bulgaria, Italy, Lebanon, Malta, Slovenia and Syria to pay their arrears in full.

Working Capital Fund

25. In view of the above and based on data provided directly by the FAO central accounting system (under Oracle), the GFCM Working Capital Fund (i.e. the contingency fund of arrears remitted for 2005, 2006 and 2007) amounted to 303 859.16 US dollars. Arrears of 44 109.83 US dollars received in 2008 were credited to this amount but the negative balance for 2008 (due essentially to the failure of certain Members to pay their contributions) of 203 464.45 US dollars was debited, leaving a contingency fund total of 144 504.54 US dollars. On 1 April 2009, assuming that no other arrears are paid, the Working Capital Fund should amount to 144 504.54 US dollars, plus 29 645 US dollars of interest accumulated since the opening of the autonomous budget in 2005, making an overall total of 174 149.54 US dollars.

⁸ Paragraph 93 of the Report of the 31st Session.

⁹ Paragraph 122 of the Report of the 32nd Session.

¹⁰ Excluding Israel

Budgetary expenditures under the autonomous budget in 2008

26. Expenditures, mainly in kind, imputable to the regular budget of the Organization (FAO share of GFCM global budget) are not discussed in this report. We can however stress that these expenditures (FAO contribution) were higher than forecast (161 200 US dollars). This was mainly due to the following factors: a more accurate assessment of support expenditures for the Commission; greater backstopping of SAC, CAQ and CoC activities; part-time secondment of a secretary/typist to the Secretariat; and internalization of operating costs associated with hosting the Secretariat on FAO premises.

27. Up until mid-year, priority was given to implementation of core activities and the payment of salaries and necessary equipment. The Secretariat pursued its efforts to control expenditures, identifying those that were less urgent from the perspective of their impact on planned activities. The fact that a large proportion Members' contributions had been paid by October made it possible to carry out essential expenditures. The transfer of the Secretariat to the new headquarters, originally envisaged for October 2007¹¹, did not take place, so no related contingency expenditure was incurred.

Statement of the autonomous budget

28. The 2008 accounts continued to be kept by the FAO central accounting system (based on Oracle), coupled with the Secretariat's budget monitoring system which tracks allocations, forecasts, obligations and expenditures of each chapter.

29. Table 1 below provides an overview of the financial statement of the autonomous budget, i.e. total committed expenditures as of 31 December 2008. Total expenditures (**1 415 194.00** US dollars) include expenses settled at that date (1 389 892.08 US dollars) and amounts committed (25 301.92 US dollars) to cover the cost of certain activities and actions initiated in 2008 but to be completed in 2009 (contracts, consultations, equipment and selected operating costs), excluding salaries from January to March 2009 and expenditures for activities to be undertaken during the first quarter of 2009.

30. The financial status thus shows a negative balance of **203 464,45 US dollars** for the "income" based budget (i.e. 2008 remitted contributions). The balance would only have been negative by **18 160.00 US dollars** if all Members had paid their 2008 contributions (185 304.50 US dollars pending). It should be noted that the preliminary cost of the regional study on small tuna fisheries in the Mediterranean, envisaged in the programme of work adopted at the 32nd Session¹² (14 000 US dollars) should be covered by a Japanese trust fund. If the publication of this study had been available in 2008 (in press), the financial contribution from this fund would have been available, thus giving a negative balance of **4 160.00** US dollars. This contribution will be received in 2009 as reimbursement and will help to conduct activities planned under the joint GFCM/ICCAT Working Group on Large Pelagic Species.

¹¹ Paragraph 43 of the Report of the 31st Session

¹² Paragraph 107 of the Report of the 32nd Session

Table 1: Financial status in US dollars

(On 31 December 2009)

Incomes	
Contributions	1 211 729.55
Total expenditures	1 415 194.00
Expenditures	1 389 892.08
Commitments	25 301.92
Balance	- 203 464.45

31. The financial status of the main budget chapters is given in Appendix 7 following standard FAO/Oracle trust fund budget line allocations. They can be divided into three broad categories: i) salaries of Secretariat staff (73.0 percent of total expenditures); ii) activities (21.5 percent of total expenditures); iii) miscellaneous expenses and FAO service costs (5.5 percent) which are a pre-determined percentage of total expenditure. The expenditures effected under each budget chapter and corresponding budget lines are explained in greater detail in the explanatory note on budget expenditures provided in Appendix 6.

Status of GFCM extrabudgetary resources

32. At its Thirty-first Session, the Commission requested that extrabudgetary resources (i.e. voluntary contributions from Members) also be reflected in the financial statement. The situation is as follows:

Tunisian Cooperative Project in support of the SIPAM Regional Centre

33. Following the administrative transfer in 2006 of the SIPAM databases and information system administered by the SIPAM Regional Centre in Tunis (Tunisia), which are no longer the responsibility of the FAO Aquaculture Management and Conservation Service (FIMA) but of the Secretariat of the GFCM (as a component of the central GFCM database and information system), management of the Trust Fund (TEMP/INT/988/MUL - Assistance to SIPAM) was also entrusted to the Executive Secretary.

34. Expenditures in 2008 amounted to 17 936 US dollars, producing a positive balance of 8 413 US dollars. As in 2007 there were no new incomes in 2008.

Spanish Cooperative Project in support of the CAQ Working Group on Aquaculture Marketing

35. At the Thirty-first Session of the Commission, Spain had kindly offered to assist this project by helping finance CAQ activities relating to aquaculture marketing. A supplementary GFCM Trust Fund account was established to deposit the sum of 166 326.00 US dollars received from the Spanish Government on 14 November 2007, to be disbursed in 2008. Expenditures in 2008 (project operational in April) amounted to 37 851.00 US dollars, used mainly for travel and consultations.

European Community Cooperative Project in support of CAQ Working Groups on Aquaculture Sustainability (InDAM) and Siting and Carrying Capacity (ShocMed)

36. At the Thirty-first Session of the Commission, the European Community had kindly offered to contribute towards the financing of these two projects. From 2007, contacts were made with this donor to finalize formalities.

37. Regarding the ShocMed project, the agreement between DG MARE and GFCM was signed in October 2008, with a contribution amounting to €41 176.00 (53 267.79 US dollars), representing 30% of project eligible costs for the first year. The GFCM received a first payment of €32 941,00 (42 670.00 US dollars). The sum of 5 584.00 US dollars was spent in 2008 basically to cover travel expenses.

38. As regards the InDAM project, the agreement between DG MARE and GFCM was signed in November 2008 with a contribution amounting to €65 520.00 (93 733.91 US dollars), representing 50% of project eligible costs for the first year. GFCM received a first payment of €52 416.00 (67 896.00 US dollars). No expenditure was made in 2008.

SUGGESTED ACTION BY THE COMMISSION

39. The Commission is invited to review the administrative report and to provide general guidance, particularly on issues relating to the new GFCM headquarters and the strengthening of personnel.

40. The Commission is also invited to examine the current status of acceptance of the 1997 amendments in relation to the autonomous budget and, in doing so, to assess the remittance of contributions by Members, with a special focus on the situation and use of arrears, and on the financial statement of the autonomous budget in 2008.

APPENDIX 1

LIST OF MEETINGS

*1. GFCM intersessional meetings***SCIENTIFIC ADVISORY COMMITTEE**

- Coordinating Meeting of the Sub-Committees (CMSC) of the SAC, FAO Headquarters, Rome, Italy, 2008;
- Eighth Session of the joint GFCM/ICCAT working group on large pelagic species, Malaga, Spain, 5-9 May 2008;
- SCSi ad hoc workshop on the Regional Fleet Register , Rome, Italy, 12-14 May 2008;
- Second meeting of the working group on basic methods and protocols to undertake assessments with direct methods, Libya, 2-4 June 2008;
- SCSA training course on stock assessment methodologies, Cairo, Egypt, 22-26 June 2008;
- SCMEE/SCSA/SCESS transversal working group on selectivity, Sète, France, 2-4 July 2008;
- SCMEE/SCSA transversal working group on bycatch/incidental catches, Rome, Italy, 15-16 September 2008;
- SCMEE meeting on the ByCBAMS project (jointly with ACCOBAMS), Rome, Italy, 17-18 September 2008;
- SCSA working group on demersal species, including joint stock assessments, Izmir, Turkey, 15-19 September 2008;
- SCSA working group on small pelagic species, including joint stock assessments, Izmir, Turkey, 22-26 September 2008;
- Session of the SCSA, Antalya ,Turkey, 13-16 October 2008;
- Session of the SCESS, Antalya, Turkey, 13-16 October 2008;
- SCESS/SCSA working group on recreational fisheries (back-to-back with the SCESS session), Antalya, Turkey, 13-16 October 2008;
- Session of the SCSi, Antalya, Turkey, 13-16 October 2008;
- SCSi/SCSES/SCES workshop to refine fleet segmentation (back-to-back with the SCSi), Antalya, Turkey, 13-16 October 2008;
- Session of the SCMEE, Antalya, Turkey, 13-16 October 2008;
- Coordinating Meeting of the Sub-Committees (CMSC), Antalya, Turkey, 17 October 2008;
- Eleventh Session of the SAC, Marrakech, Morocco, 1-5 December 2008.

Committee on Aquaculture

- SIPAM Coordination Meeting, FAO Headquarters, Rome, Italy, 28-29 August 2008;
- Second Coordinating Meeting of the Working Groups (CMWG), FAO Headquarters, Rome, Italy, 3 September 2008;
- Working group on the selection of indicators for the sustainable development of aquaculture, Montpellier, France, 27-28 November 2008;
- Working group on siting and carrying capacity, Crete, Greece, 21-23 October 2008;
- Tenth Session of the SIPAM, Tirana, Albania, 15-16 December 2008;
- Sixth Session of the SAC, Tirana, Albania, 17-19 December 2008.

Meetings of the Compliance Committee

- Ad hoc working group on satellite surveillance of vessels as a monitoring, control and surveillance tool, FAO Headquarters, Rome, Italy, 23-24 September 2008.

2. Meetings at which GFCM was represented

- Meeting of the MedSTAT II Task Force Meeting (Euro-Mediterranean Statistical Cooperation), Malta, 15-16 January 2008;
- Working group on using indicators and reference points in fisheries management; Livorno, Italy, 21-22 January 2008;
- Sixth Meeting of the MedSudMed Coordination Committee, Salammbou, Tunisia, 4-5 February 2008;
- CIHEAM, Seventh Meeting of the Ministers of Agriculture, Saragossa, Spain, 3-5 February 2008;
- Coordination Meeting of the MEDITS Programme, Malta, 7-9 April 2008;
- APAT/ICRAM/CONISMA, joint working group on standardization of data collection methodologies to estimate the abundance of cetaceans, Rome, Italy, 21-22 April 2008;
- CIHEAM, meeting of group of experts for preparation of the training course on stock assessment methodologies, Saragossa, Spain, 12-13 May 2008;
- European Commission and EU Presidency, International Conference on Integrated Maritime Policy and the Mediterranean, Portoroz, Slovenia, 10 June 2008;
- Meeting of the Steering Committee of the COPEMED Project, Malaga, Spain, 12-13 June 2008;
- Workshop on fisheries in the Mediterranean under the “Profet Policy” project, Marseille, France, 12-13 June 2008;
- IUCN, workshop on certification in aquaculture, Hammamet, Tunisia, 16-18 June 2008;
- Institut de France, Academy of Sciences, three working groups to prepare the International Mediterranean Scientific Conference on the topic “environment and conservation of the Mediterranean area”, Paris, France, 24-25 June 2008;

- Institut de France, Academy of Sciences, International Mediterranean Scientific Conference on the topic “Environment and Conservation of the Mediterranean area”, Paris, France, 26 June 2008;
- IUCN, Governance of the Mediterranean High Seas, Rabat, Morocco, 3-5 July 2008;
- EBCD/IUCN, “EU Aquaculture: a coherent approach to sustainable development”, Brussels, Belgium, 10-11 September 2008;
- CISM/IFREMER, Second Euro-Mediterranean International Symposium, Portofino, Italy, 11-12 September 2008;
- Annual Session of the Standing Committee on Research and Statistics (ICCAT/SCRS), Madrid, Spain, 29 September-3 October 2008;
- IUCN, Workshop, Barcelona, Spain, 9 October 2008;
- Sixteenth Special Session of the ICCAT, Marrakech, Morocco, 17-24 November 2008.

3. Meetings 2009

- Tenth Meeting of the Coordination Committee of the AdriaMed Project, Chioggia, Italy, 26-27 January 2009;
- Seventh Meeting of the Coordination Committee of the FAO MedSudMed Project, Malta, 18-19 February 2009;
- Mission on statistical systems of Morocco, 22-25 February 2009;
- Meeting of experts on indicators, Montpellier, France, 24-26 February 2009;
- Meeting of the ABS Bank, Malta “Ecosystem-based Fisheries Development”, 13 March 2009;
- Training course on advanced methods of stock assessment in the Mediterranean, jointly organized with the CIHEAM-IAMZ, Saragossa, Spain, 16-20 March 2009;
- RAC-SPA meeting on the identification of SPAMI in the Mediterranean high seas, 17 March 2009.

APPENDIX 2**List of publications****1. Grey literature available on line:**

- Reports of the meetings of the SAC subsidiary bodies (14 reports).

2. Published documents:

- Report of the Thirty-second Session of the General Fisheries Commission for the Mediterranean (GFCM), Rome, Italy, GFCM Report N° 32, Rome, 2008;
- Report of the Eleventh Session of the Scientific Advisory Committee (SAC), Marrakech, Morocco, 1-5 December 2008. FAO, Fisheries Report N° 890(Bi), Rome;
- Fisheries Laws and Regulations in the Mediterranean: a comparative study. GFCM studies and reviews N° 75 (Arabic version);
- Impact of selected fishing gears on the environment in the Mediterranean. GFCM studies and reviews N° 84, Rome 2008.

3. Documents in the pipeline to be issued in early 2009:

- Report of the Sixth Session of the Committee on Aquaculture (CAQ), Tirana (Albania), 17-19 December 2008. FAO, Fisheries Report N°... (Bi), Rome;
- Regional study on small tuna fisheries in the Mediterranean, including the Black Sea. GFCM Studies and Reviews N° 85, Rome, FAO 2009. (Available in English only);
- GFCM Task 1 Statistical Bulletin.

APPENDIX 3

Operating cost forecasts for the new GFCM headquarters

Description of expenditures	Annual cost in Euros
UTILITIES	
Electricity, heating, ventilation, air-conditioning and hot water, garbage removal	32 500.00
ITC ITEM	
Maintenance of telephone exchange	3 000.00
Maintenance of networking equipment	4 000.00
Maintenance of videoconferencing equipment	2 000.00
Rental of equipment for simultaneous interpretation	9 000.00
Landline telephone calls	10 000.00
Technical interventions	3 000.00
Rental of interconnection network	24 000.00
SUB-TOTAL	55 000.00
MAINTENANCE	
Cleaning	34 000.00
Ordinary maintenance of premises and facilities	31 000.00
Cleaning condominium and elevators	5 000.00
Leasing of 2 multifunctional photocopiers (copier/printer/fax/scanner)	12 000.00
Insurance	12 000.00
SUB-TOTAL	94 000.00
Contingency	20 000.00
TOTAL	201 500.00

APPENDIX 4

Status of acceptance of the GFCM Agreement as amended in 1997

Members	Acceptance
Albania	10 October 2003
Algeria	26 April 2005
Bulgaria	29 November 2006
Croatia	28 November 2003
Cyprus	3 August 2000
Egypt	-
European Community	27 July 2000
France	30 October 2002
Greece	29 August 2002
Italy	23 August 2000
Israel	-
Japan	30 July 2004
Lebanon	4 March 2005
Libyan Arab Jamahiriya	23 December 2003
Malta	23 December 1999
Monaco	12 June 2001
Morocco	24 July 2006
Romania	1 October 2003
Montenegro	31 January 2008
Slovenia	29 April 2004
Spain	15 February 2002
Syrian Arab Republic	-
Tunisia	30 June 2003
Turkey	5 June 2000

APPENDIX 5

STATUS OF CONTRIBUTIONS AS AT 31 DECEMBER 2008¹³

Members	Outstanding 2007	Due for 2008	Contributions received in 2008	Arrears received in 2008	Total income 2008	Outstanding 2007-2008
ALBANIA	-1,000.00	12,507.00	11,507.00		11,507.00	0.00
ALGERIA		44,963.00	44,963.00		44,963.00	0.00
BULGARIA	6,055.00	10,440.00	0		0.00	16,495.00
CYPRUS		49,731.00	49,731.00		49,731.00	0.00
CROATIA	25.00	24,574.00	24,574.00		24,574.00	25.00
EGYPT		36,796.00	36,796.00		36,796.00	0.00
EUROPEAN COMMUNITY		463,305.00	463,305.00		463,305.00	0.00
FRANCE		93,389.00	92,669.40		92,669.40	719.60
GREECE		49,731.00	49,731.00		49,731.00	0.00
ISRAEL		0.00	0.00		0.00	0.00
ITALY		49,731.00	0.00		0.00	49,731.00
JAPAN		93,655.00	93,655.00		93,655.00	0.00
LEBANON	23,609.00	12,169.00		23,609.00	23,609.00	12,169.00
LIBYA	450.69	33,625.00	34,076.00		34,076.00	-0.31
MALTA		49,731.00	0.00		0.00	49,731.00
MONACO		6,076.00	6,076.00		6,076.00	0.00
MONTENEGRO	8,785.42	6,354.00	6,324.00	8,785.42	15,109.42	30.00
MOROCCO		24,621.00	24,621.00		24,621.00	0.00
ROMANIA	17.57	10,440.00	10,440.00		10,440.00	17.57
SLOVENIA	28.00	49,731.00	28.00		28	49,731.00
SPAIN		49,731.00	49,731.00		49,731.00	0.00
SYRIAN ARAB REPUBLIC	23,235.00	12,231.00	0.00			35,466.00
TUNISIA	11,715.41	61,709.00	61,709.15	11,715.41	73,424.56	-0.15
TURKEY		151,793.00	151,793.00		151,793.00	0.00
TOTAL	72,921.09	1,397,034.00	1,211,729.55	44,109.83	1,255,839.38	214,114.70

APPENDIX 6

Explanatory note on budget expenditures per chapter

Below are explanations on the payment of expenditures by chapter, based on incomes recorded for 2008, i.e. contributions paid by Members (income-based budget). This budget is the budget adopted at the Thirty-second Session, as adjusted to incorporate amendments decided by the Commission and application of the allocation factor for each budget line, as shown in Appendix 7. The financial operations and status by chapter are based on Appendix 7, which presents incomes and expenditures following the FAO/Oracle standard budget line allocation. Total expenditures comprise payments until 31 December 2008 (expenditures) and commitments made until that date. Other expenditures (e.g. salaries) committed in January, February and March 2009 are not accounted for, as they apply to the 2009 fiscal year.

Chapter 1: Staff/Secretariat salaries

This chapter covers salaries and remuneration of the Secretariat staff, including certain overhead costs and allowances (e.g. basic medical plan, pension scheme, child allowance, etc.) and is subject to fluctuations (positive or negative) in post-adjustment (cost of living in Rome), which is difficult to fully anticipate in the forecast budget. In addition, when adjusting the original (adopted) budget to the income-based (real) budget, the budget lines for staff salaries remain constant as related expenditures are incompressible.

Professional staff: The first sub-chapter includes expenditures for the three staff in the professional and higher categories (Executive Secretary, Deputy Executive Secretary and Biostatistician) as well as nine months of work of an aquaculture expert. In relation to the adopted budget (see Appendix 7), the salary expenditures for the Executive Secretary, the Deputy Executive Secretary and the Biostatistician produced a positive balance, which was mainly imputable to revision of the post adjustment and the pension contribution scale by the United Nations Civil Service Commission. On the other hand, salary expenditures for the Aquaculture Expert produced a negative balance, mainly due to the administrative classification. The balance for this sub-chapter was nevertheless positive.

General Service staff: The sub-chapter covers expenditures for Secretariat staff in the General Service category (amount forecast for a programmer/systems analyst, bilingual secretary and administrative/financial assistant. The budget line was not fully used for this purpose due to administrative difficulties and the postponed transfer to new headquarters, but was used to finance consultancies (budget revision) to cover the need for expertise, including the function of a webmaster/data management assistant hired on a contractual consultancy basis for 11 months. The post of bilingual secretary (G2/G3) was filled on a temporary basis during the intersessional period. This post remained frozen (unencumbered) as FAO has continued to provide related services on a part-time basis. The corresponding allocations were mainly redistributed under Chapter 2 (Activities) and also served to offset the negative balance from the post of aquaculture expert and overtime needed to support activities, especially those of the CAQ (not budgeted for 2008).

¹³ Excluding Israel.

Chapter 2: Activities

Overtime: This budget line includes overtime of General Service staff in the Secretariat, mainly for the meetings of statutory bodies (SAC, CAQ and Plenary Session of the GFCM). It produced a negative balance of 3 264 US dollars, mainly because of the increase in preparatory work needed for statutory sessions.

Consultants: This sub-chapter covers the fees of consultants, i.e. contracted specialists (project formulation, documentation in Arabic, etc.), resource experts for meetings including the technician responsible for management and quality of statistical data, charged with processing and managing the GFCM database and developing and maintaining its website.

Travel: This sub-chapter covers all travel (tickets and daily subsistence allowances), notably of the GFCM Bureau, Secretariat personnel, consultants and selected national experts (especially in view of reduced support from the FAO regional projects, given that EastMed has not started) and resource persons recruited for technical meetings of the SAC and CoC subsidiary bodies, interpreters for the Eleventh Session of the SAC and the Sixth Session of the CAQ, as well as the agreed allocation for supporting the coordinators of the SAC and CAQ subsidiary bodies. Total expenditures for this budget line were negative (89 784 US dollars), also because of the higher number of meetings requested by the Commission and greater participation at meetings of partner organizations than in 2007, cover of travel expenses of the GFCM Bureau and that of its SAC and CAQ Committees, including the sub-committee coordinators.

Chargeback: This budget line covers costs for interpreters, messengers and technicians (excluding travel and per diem) for the Eleventh Session of the SAC, the Sixth Session of the CAQ and the Thirty-second Session of the GFCM, overtime for locally recruited staff, and translation and internal printing of session documents. It also covers the purchase of books, official translation and mailing of official correspondence (e.g. letters of appeal for funds, letters of invitation to statutory meetings, GFCM circular letters, etc.), as indicated above. The negative balance (63 972 US dollars) is attributable to the fact that SAC and GFCM meetings were held over a period of five days, to the increase in technical support for those meetings (documents produced and translated) and to the fact that the SAC and CAQ meetings were held outside Rome.

Training: The amount envisaged for two CIHEAM/IAMZ advance courses and seminars (5 500 US dollars) was not used as the training was planned for March 2009. The corresponding cost should be budgeted for 2009. Language training of Secretariat staff was postponed to 2009. As a result, the allocation for this sub-chapter was not used, leaving a surplus of 5 500 US dollars.

Equipment: This sub-chapter comprises budget lines for the procurement of expendables and non-expendables. Expenditures included the purchase of a desktop computer for 1 331,54 US dollars. The balance of this sub-chapter is positive at 3 368,46 US dollars.

General operating costs, overheads and miscellaneous expenses: These sub-chapters cover respectively running costs (electricity, cleaning of premises, heating, etc.), operation and maintenance of equipment and security services, if any. Virtually all these expenditures continued to be covered by FAO. Only expenditures such as telephone bills (mobile phones only) were charged to the autonomous budget. Overheads include support costs for the organization of meetings of SAC subsidiary bodies and contingencies, including the dispatch by DHL of meeting documents (SAC). These sub-chapters also include the hiring of a server to host certain GFCM computer applications and databases. The miscellaneous budget line (1% of total available budget) was seldom used (hospitality and bus rental) and thus served as a reserve. This produced an aggregate surplus of 13 210 US dollars for these sub-chapters, which allowed funds to be transferred to the chargeback sub-chapter under the budget revision.

Contracts (including scientific publications): All expenditures relating to publications, including editing, printing of official reports, and printing and translation of scientific publications (e.g. GFCM *Studies and Review Series*) and published technical reports of the subsidiary bodies of the Committees are charged to this budget line. Reference is made to the list of publications in Appendix 2. This sub-chapter posted a positive balance of 12 841 US dollars.

Chapter 3: FAO support costs

FAO support costs were calculated before closure of the accounts at 4.5 percent of the original budget for 2008, in accordance with GFCM Financial Regulation III.5).

Finally, it should be noted that the “balance” column of Appendix 7 should be read as “before budget revision” (i.e. compensation between positive and negative budget lines), as the purpose of this presentation is to highlight budget lines whose initial allocation was insufficient and thus indicate where increases might be considered in the draft budget proposal for 2009 (document GFCM:XXXIII/2009/7).

APPENDIX 7

Status of income and expenditure as at 31 December 2008

Autonomous Budget	Adopted Budget(*)	Budget based on income	Expenditures			Balance (expenditures vs adopted budget)	Balance (expenditures vs income) (*)
			Expenditures 2008	Expenditures committed	Total expenditures		
Executive Secretary, D-1	249,336.00	246,907.00	246,907.00		246,907.00	2,429.00	2,429.00
Deputy Executive Secretary, P-5	217,824.00	214,765.00	214,765.00		214,765.00	3,059.00	3,059.00
Aquaculture Expert, P-4	157,990.00	162,205.00	162,205.00		162,205.00	-4,215.00	-4,215.00
Biostatistician, P-3	151,680.00	150,956.00	150,956.00		150,956.00	724.00	724.00
Sub-total Professional salaries	776,830.00	774,834.00	774,834.00		774,834.00	1,996.00	1,996.00
Programmer/Systems Analyst G-5	90,380.00	58,638.00	58,638.00		58,638.00	31,742.00	31,742.00
Bilingual Secretary, G-5	77,308.00	0.00	0.00		0.00	77,308.00	77,308.00
Administrative Assistant G-2/3	71,940.00	58,590.00	58,590.00		58,590.00	13,350.00	13,350.00
Overtime	4,000.00	7,264.00	7,264.00		7,264.00	-3,264.00	-3,264.00
Sub-total General Service salaries	243,628.00	124,492.00	124,492.00		124,492.00	119,136.00	119,136.00
Total Staff	1,020,458.0	899,326.00	899,326.00		899,326.00	121,132.00	121,132.00
Consultants	35,000.00	28,700.96	61,163.16	14,374.84	75,538.00	-40,538.00	-46,837.04
Duty Travel	88,000.00	72,162.42	166,112.00		166,112.00	-78,112.00	-93,949.58
Chargeback (including interpretation)	113,000.00	92,663.11	176,972.00		176,972.00	-63,972.00	-84,308.89
Training	5,500.00	4,510.15	0.00		0.00	5,500.00	4,510.15
Equipment	4,800.00	3,936.13	0.00	1,331.54	1,331.54	3,468.46	2,788.34
General operating costs and overheads	25,500.00	20,910.70	13,866.97	5,247.49	19,114.46	6,385.54	3,060.19
Contracts (Scientific publications)	28,700.00	23,534.79	11,510.95	4,348.05	15,859.00	12,841.00	7,675.79
TOTAL ACTIVITIES	300,500.00	246,418.28	454,927.00		454,927.00	-154,427.00	-208,508.72
Miscellaneous (1%)	13,210.00	11,457.44	0.00		0.00	13,210.00	11,457.44
FAO servicing costs (4.5%)	62,867.00	54,527.83	60,941.00		60,941.00	1,926.00	-6,413.17
TOTAL AUTONOMOUS BUDGET	1,397,034.00	1,211,729.55	1,389,892.08	25,301.92	1,415,194.00	-18,160.00	-203,464.45

(*)Adjustment of the income-based budget was only applied for the activities sub-chapter.