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**GENERAL FISHERIES COMMISSION
FOR THE MEDITERRANEAN**

**COMMISSION GÉNÉRALE DES PÊCHES
POUR LA MÉDITERRANÉE**



GENERAL FISHERIES COMMISSION FOR THE MEDITERRANEAN
First session of the Committee on Administration and Finance (CAF)
Thirty-fourth session
Athens, Greece, 12-17 April 2010
REPORT OF THE SECRETARIAT ON ADMINISTRATIVE AND FINANCIAL ISSUES

INTRODUCTION

1. This document, along with its Appendixes, provides first a summary of actions taken in relation to the administration of the Secretariat (Administrative Report); including issues such as staffing, the GFCM Performance Review, new headquarters, meetings, publications and the status of ratification of the GFCM Agreement as amended in 1997. The document then presents the status of payment of the contributions made by Members to the autonomous budget and reviews the statement of the expenditures made in 2009 (Financial Report).

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-third session of the Commission (March 2009). These were also posted on the GFCM Web site. 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 9 September 2009. 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 authorized before 31 December 2008 to operate in the fisheries restricted area established in the Gulf of Lions, the list of vessels exempted from implementation of the 40 mm diamond mesh size in cod-end of demersal trawlers, dolphin fish fisheries and Task 1. The status of communication of information by Members is reproduced in document COC: III/2009/2 “Status of implementation of GFCM decisions by Members”.

GFCM Performance review

4. At its 33rd Session, the Commission had decided to launch the GFCM Performance Review in 2009. To this effect, the Secretariat circulated a message on 13 July 2009 recalling the guidelines and the schedule for the selection and nomination of external experts. It was also pointed out that the selection would have been made from a list prepared by the Secretariat on the basis of proposals received from the Contracting Parties.

5. However, after the expiration of the set deadline, postponed twice, the Secretariat had received only 4 candidatures from its Members despite the reminders sent in September and October 2009. Bearing in mind this situation and in agreement with the GFCM Bureau, it was decided to opt for an alternative which consisted in the identification, through the Secretariat, of other potential candidates and establish a Selection Panel formed by the Bureau Members, the Chairperson of the Committee of Administration and Finance, an FAO representative and the Acting Executive Secretary of the GFCM. The Selection Panel met in December 2009 and chose 3 experts in the specific domains. The GFCM Performance Review is already in progress. It is foreseen that a first draft report of this review will be available for the GFCM members in June 2010 the latest.

Functioning of the Secretariat

Organization of the Secretariat and appointment of staff

6. The Executive Secretary of the General Fisheries Commission of the Mediterranean (GFCM) Mr. Alain Bonzon, after a long period of extended sick leave, died in August 2009. Mr. Abdellah Srour, Deputy Executive Secretary of the Commission replaced him in his functions during the sick leave; after Mr. Bonzon’s death, he was appointed Executive Secretary *ad interim*.

7. In 2009, the Secretariat was bolstered with the recruitment of a bilingual secretary (G-5) and an administrative assistant/typist (G-3). The two positions were filled between September and December 2009. For the first 8 months these duties were covered by the services of temporary staff.

8. 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. With regards to the position of information management officer (Professional Category, P2) established by the Commission in 2009, a vacancy announcement was issued during the

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.

third quarter of 2009. Due to fact that this vacancy announcement was not fruitful². The position was reissued in March 2010 and it is expected that the position be filled by May 2010.

9. 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.

10. The Secretariat also relied on consultants to address specialized issues (e.g. alien species, updating of the reference frame of the Scientific Advisory Committee).

11. Given the increasing volume of the activities of the Commission and its subsidiary bodies (SAC, CAQ, CoC and CAF), strengthening the Secretariat in terms of technical staff has become an urgent need to cope with this situation. It is being proposed the establishment of new positions related to stock assessment/population dynamic, edition/translation of technical documents and publications and on management of information on compliance and aquaculture for the next two years. Furthermore, the development of the Secretariat requires that a reflection be engaged on the organization of the personnel including the revision of duties and the elaboration of an organigram. The Committee on Administration and Finance is invited to identify appropriate ways to work with the Secretariat on a proposal for its reorganization, including the possibility to set up a task force led by the Committee.

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

12. The Secretariat coordinated, and actively contributed to, the preparation and delivery of 20 meetings, including 11 meetings of subsidiary bodies and the annual session of the Scientific Advisory Committee (SAC), seven meetings of subsidiary bodies of the Committee on Aquaculture (CAQ) including the Coordinating meeting of the Working Groups. Hence, all the meetings agreed by the Commission were convened. The Secretariat also participated in a number of meetings of partner organizations or entities and selected meetings of FAO sub-regional projects. At some of those meetings, the Commission was represented by its Chair or Vice-Chair or by the chairperson of the Committees. 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

13. During the intersessional period, the Secretariat produced 21 technical and administrative documents: 16 "grey literature" documents available on the GFCM website; 4 already published; and 10 to be released in 2010. The list of publications is provided in Appendix 2.

Other issues

14. 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.

15. 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

² According to the report of the expert appointed for the first screening process of the applications received (about 100 applications)

committees. Hence, a mid-term meeting of the GFCM Bureau was held in 2009 to review major issues, including implementation of the programme of work.

- *Collaboration with key partners:* good collaboration was maintained and indeed strengthened with GFCM partners in areas of common interest. The Secretariat thus maintained good collaboration in particular 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 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).
- *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 STATLANT 37 catch reporting scheme with geographical sub-areas. In addition, the new SIPAM information system continued to be developed.

Headquarters of the Commission

16. 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. At the thirty-third session (Tunisia, March 2009), the Italian delegation confirmed its readiness to support, during a transition period and on a voluntary basis, the start-up costs for the new GFCM headquarters. The amount of this voluntary contribution had to be equivalent to the contributions to the GFCM autonomous budget, paid by Italy from 2005 onwards.

17. During the 2009 intersessional period, the Secretariat took the necessary steps to continue discussion with other concerned parties the ways to solve all pending matters related to the move to the new GFCM headquarters, in particular on the issue of running costs. In liaison with the FAO Infrastructure and Facilities Management Service, the operating costs presented at the previous session have been downscaled (new estimate: **Euro 146 000.00** per year). Details are provided in Appendix 3.

18. So far, FAO formally demonstrated its willingness to contribute the estimated €46,000.00 per year to cover the cost of specified services for the new GFCM Secretariat with the assumption that the remaining amount be paid by Italy. At the time of printing of this document, the Secretariat, did not receive any formal position from Italy with regard to possibility to cover the remaining amount (€100,000.00). This situation made impossible the move of the Secretariat to the new GFCM Headquarters.

19. In the case the situation remains unchanged at the thirty-fourth session, the Commission may wish to consider one of the three possible options that:

- the Commission supports the operating costs of the premises through the autonomous budget;
- the Commission requests FAO to host permanently the GFCM Secretariat;
- the issue of location of the Headquarters be reopened for discussion.

Status of acceptance of the 1997 amendments to the GFCM agreement

20. On first March 2010, 21 Members had deposited their instruments of acceptance (Appendix 4). Members that have not yet done so are Egypt and Israel. Regarding the case of the Syrian Arab Republic, the Secretariat received a letter on 17 September from the Syrian Embassy in Rome notifying that Syria ratified the agreement on 12 July 2009. According to FAO Legal Office, this Letter could not be considered as a formal ratification since the specific standard model for the ratification process had not been used. The Syrian Embassy was informed accordingly.

FINANCIAL MATTERS

Status of contributions to the autonomous budget in 2009

21. In March 2009, the Commission adopted a global budget for 2009 amounting to US dollars 1 478 986.00 as the autonomous budget. The Secretariat sent a “call for funds letter” on 25 June 2009 through diplomatic channels and directly to GFCM Heads of Delegation. A reminder was sent on 30 December 2009 to the parties concerned, followed by individual contact.

22. The sum of contributions received in 2009 amounted to **US dollars 1 284 600.39** (87 percent of the adopted budget), as shown in Appendix 5. The amount of **US dollars 61 900.00** was also received as outstanding contribution of Lebanon and Slovenia for the previous year (total received in 2009 amounted to **US dollars 1 346 500.39**). Thus, the status of contributions can be summarized as follows:

- eighteen Members have deposited their instruments of acceptance and remitted their contributions;
- three Members (Bulgaria, Italy and Malta) have deposited their instruments of acceptance but have not paid their contributions;
- two Members (Egypt and the Syrian Arab Republic) have neither yet deposited their formal instruments of acceptance nor paid their contributions;
- 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.

23. Appendix 5 shows a negative balance for France (25.00 US dollars), Romania (25.00 US dollars), Spain (66.39 US dollars) and Tunisia (1999.67 US dollars), probably, in most cases, for not having taken bank transfer charges into account. The contribution received from Libyan Arab Jamahiriya exceeded the amount due by 3 181.00 US dollars.

Payment and use of arrears

24. 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 necessary³; vii) at its thirty-second session⁴, the Commission had asked the Secretariat to adjust the budget to include, among other matters, Arabic as a working language for the session.

Arrears

25. As shown in Appendix 5, the balance of accumulated pending contributions⁵ for the 2005, 2006, 2007, 2008 and 2009 GFCM fiscal years amounted to **346,597.32** US dollars as of 31 December 2009. This is a significant increase over the previous year essentially due to the failure of Bulgaria, Egypt, Italy, Malta, and the Syrian Arab Republic to pay their arrears in full.

Working Capital Fund

26. In view of the above and based on data provided directly by the FAO central accounting system (under Oracle), the GFCM received from 2005 to 31 December 2009 a total of **5,028,836.00 US dollars** contributions, for a total of expenditures of **4,919,113.00 US dollars**. The Working Capital Fund (i.e. the contingency fund of arrears remitted since 2005) amounted to **109,723.00 US dollars** on 31 December 2009. It is worth noting that such amount is very low in relation with the activities planned for the first four months of 2010 and the costs implied. Actually, such low capital fund (corresponding merely to 7.4 percent of the approved budget for 2009) has placed the Secretariat in a critical situation vis-à-vis the FAO Division of Finance. It should be recalled that Members should submit their contributions within 30 days after the approved budget, and also ensure to pay their arrears, if applicable, as a matter of priority.

Budgetary expenditures under the autonomous budget in 2009

27. The 2009 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.

28. Table 1 below provides an overview of the financial statement of the autonomous budget, i.e. total committed expenditures as of 31 December 2009. Total expenditures (**1 346 500.39 US dollars**) include expenses settled at that date to cover the cost of certain activities and actions initiated and terminated in 2009. Salaries from January to April 2010 and expenditures for activities to be undertaken during the first quarter of 2010 (including the twelfth session of SAC, held in Montenegro in February 2010) are excluded.

29. If all Members had paid their 2009 contributions (346,597.32 US dollars pending) it would have been possible to include, among other, the expenses incurred for the organization of the twelfth session of SAC as was planned during the thirty-third session of the Commission.

Table 1: Financial status in US dollars
(On 31 December 2009)

³ Paragraph 93 of the Report of the 31st Session.

⁴ Paragraph 122 of the Report of the 32nd Session.

⁵ Excluding Israel

Total income 2009	1 346 500.39
Adopted budget	1 478 986.00
Total expenditures 2009⁶	1 346 500.39
Balance (expenditures vs. budget based on income)	0
Balance (expenditures vs. adopted budget)	132 485.61

30. 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 (about 71 percent of total expenditures); ii) activities (about 23 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 extra-budgetary resources

31. At its thirty-first session, the Commission requested that extra-budgetary 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

32. 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 Group (FIRA) 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.

33. Expenditures in 2008 amounted to 17,936.00 US dollars, producing a positive balance of 8,413.00 US dollars. In 2009, the amount of 5,587.00 US dollars has been spent on running expenses of the Regional Center in Tunis, local staff and procurement of expendable material, which resulted in a positive balance of **2,826.00 US dollars**. As in 2007 and 2008, there were no new incomes in 2009. The closure of this project is expected to take place by April 2010.

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

34. 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. In 2009, expenditures amounted to **99 271.00 US dollars**, used mainly for travel and consultations.

⁶ Some expenses were allocated to the 2010 budget in order to adjust the total expenditures to the income

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

35. At the thirty-first session of the Commission, the European Union had kindly offered to contribute towards the financing of these two projects. From 2007, contacts were made with this donor to finalize formalities.

36. Regarding the ShocMed project, the agreement between DG MARE and GFCM was signed in October 2008, with a contribution of €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**), of which the sum of **5 584.00 US dollars** had been spent in 2008. During 2009, the amount of **41 736.00 US dollars** was spent basically to cover travel expenses and consultancies.

37. 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). In 2009, the amount of **68 783.00 US dollars**, which produced a positive balance of 835.00 US dollars, was spent on travel and consultants to prepare the review and documentation on sustainable aquaculture, prepare the guidelines for sustainable use of indicators, implement pilot actions, prepare workshops and organize the final first year meeting held in Tunis in 2009.

SUGGESTED ACTION BY THE COMMISSION

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

39. 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 2009.

APPENDIX 1

List of meetings***1. GFCM intersessional meetings*****Scientific Advisory Committee (SAC)**

- Committee on Compliance (CoC) - fourth session Athens, Greece, 12–13 April 2010
- Committee on Administration and Finance – first session, Greece, 12–13 April 2010
- Transversal Workshop on Fishing Capacity Rome, Italy, 17–19 February 2010
- Scientific Advisory Committee (SAC) - twelfth session Budva, Montenegro, 25–29 January 2010
- Coordination Meeting of the SAC Sub-Committees Malaga, Spain, 4 December 2009
- Sub-Committee on Economic and Social Sciences - tenth session Malaga, Spain, 30 November–3 December 2009
- Sub-Committee on Marine Environment and Ecosystems - tenth session Malaga, Spain, 30 November–3 December 2009
- Sub-Committee on Stock Assessment - eleventh session Malaga, Spain, 30 November–3 December 2009
- Sub-Committee on Statistics and Information - tenth session Malaga, Spain, 30 November–3 December 2009
- SCSA Working Group on stock assessment of small Pelagic Species Ancona, Italy, 26–30 October 2009
- SCSA Working Group on stock assessment of demersal Species Ancona, Italy, 19–23 October 2009
- Transversal Workshop on Selectivity Improvement and Bycatch Reduction Tunis, Tunisia, 23–25 September 2009
- Workshop on a GFCM Regional Logbook for the Mediterranean and Black Sea Rome, Italy 29 June–1st July 2009

Committee on Aquaculture (CAQ)

- Coordinating meeting of the CAQ Working Groups - third session, Rome, Italy, 25–29 February 2010
- Information System for the Promotion of Aquaculture in the Mediterranean (SIPAM) – eleventh session, Trabzon, Turkey, 9–10 December 2009
- Workshop on harmonisation standards for Mediterranean aquaculture data collection Trabzon, Turkey, 8 December 2009
- Workshop on guidelines and application on sustainable indicators in aquaculture (InDAM) Salamboo, Tunisia, 19–20 November 2009

- Multistakeholder Workshop on Sitting and Carrying Capacity (ShocMed) Tangiers, Morocco, 29–30 October 2009
- Development of a Strategy for Marketing and Promotion of Mediterranean Aquaculture (MedAqMarket) Tangiers, Morocco, 29–30 October 2009
- Meeting on National legislation on Sitting, monitoring programmes and EIA regulatory framework for finfish marine aquaculture (SHoCMed), Vigo, Spain, 13–14 July 2009

2. Meetings at which GFCM was represented in 2009

- MEDITS Coordination meeting 6–8 April in Larnaca, Cyprus
- Working group on Fishing techniques and fishing behaviour 18–22 May in Ancona, Italy
- Eurostat working group on Fisheries Statistic 8–9 June in Luxembourg
- CUEFF Unit C4 aquaculture and Inland Fisheries Processing and Marketing of European Commission 6–7 July in Brussels, Belgium
- International Conference Alliance for Marine Science 28–29 September in Paris France
- Session spéciale du conseil supérieur de la préservation des ressources halieutiques 29–30 September in Agadir, Morocco
- ICCAT Réunion de 2009 du comité permanent pour la recherché et les statistiques, 5–9 October in Madrid, Spain
- Conference in Mediterranean aquaculture 22–23 October, Verona, Italy
- UNEP-MAP Contracting parties meeting 3–5 November Marrakech, Morocco
- ICCAT 21st Ordinary meeting of the Commission 6–15 November in Recife, Brazil
- RAC-SPA Second Meeting of the High Seas MPAs Steering Committee 18–19 November Genova, Italy
- UE Working Group on integrated Maritime Policy , 4-15 December 2009 in Brussels, Belgium

3. Selected meetings at which GFCM was represented in 2010

- FAO Fisheries and Aquaculture Mediterranean and Black Sea Coordination Meeting 13 January in Rome, Italy FAO HQ
- 4th Congresso Nazionale Sindacato dei Lavoratori e dei territori 18–22 January in Rome, Italy
- IUCN Meeting 21–23 January in Istanbul, Turkey
- 11th meeting of the Coordination Committee of the AdriaMed project 3–4 March 2010, in Kotor Montenegro;
- Meeting of technical experts on application of ecosystem approach by MAP 8–9 April, Rome, Italy

4. Selected Meetings at which GFCM was not represented

- Sécurité et sûreté en Méditerranée, 20–21 January in Toulon, France
- UN working group 1–5 February in New York, USA
- CMS secretariat meeting on Migratory shark 8–12 February in Manila, Philippines
- 37th session of GESAMP 15–19 February in Bangkok, Thailand

APPENDIX 2

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

- Reports of the meetings of the SAC subsidiary bodies (10 reports).
- Reports of the meetings of the CAQ (6 reports)

2. Published documents:

- Report of the Thirty-third Session of the General Fisheries Commission for the Mediterranean (GFCM), Rome, Italy, GFCM Report N° 33, Rome, 2009;
- Report of the Sixth Session of the Committee on Aquaculture (CAQ), Tirana (Albania), 17–19 December 2008. FAO, Fisheries Report N°894 (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);

3. Documents in the pipeline to be issued in 2010:

- Report of the twelfth session of the Scientific Advisory Committee (SAC), Budva (Montenegro), 25–29 January 2010. FAO, Fisheries Report N° X (Bi), Rome
- Publication on the alien species in the Mediterranean and the Black Sea (by O. Bayram) (Available only in English)
- Draft document before editing: “Indicators for Sustainable Development of Mediterranean Aquaculture (WGSA – InDAM first year)” (Available only in English)
- GFCM publication on: “Fish trade of Mediterranean countries. Intra-regional trade and import-export with the European Union” (by Malvarosa, L.; De Young, C.) (Available only in English)
- Synthesis of the Mediterranean Aquaculture and Development of a strategy of marketing and promotion of aquaculture” (by L. Barazi-Yeroulanos) (Available only in English)
- Draft Compendium of GFCM decisions (by GFCM Secretariat)
- GFCM aquaculture statistics bulletin (SIPAM national summaries)
- SAC glossary

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	32 000.00
ITC ITEM	
Maintenance of telephone exchange	3 000.00
Maintenance of networking equipment	2 000.00
Maintenance of videoconferencing equipment	1 000.00
Rental of equipment for simultaneous interpretation	0.00
Landline telephone calls	6 000.00
Technical interventions	4 000.00
Rental of interconnection network	20 000.00
SUB-TOTAL	36 000.00
Maintenance	
Cleaning	26 000.00
Ordinary maintenance of premises and facilities	13 000.00
Cleaning condominium and elevators	5 000.00
Leasing of 2 multifunctional photocopiers (copier/printer/fax/scanner)	2 000.00
Insurance	12 000.00
SUB-TOTAL	58 000.00
Contingency	20 000.00
TOTAL	146 000.00

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 Union	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
Syria*	-
Tunisia	30 June 2003
Turkey	5 June 2000

* Refer to Paragraph 18 of this Document.

APPENDIX 5

STATUS OF CONTRIBUTIONS AS AT 31 DECEMBER 2009⁷

Members	Outstanding 2008	Due for 2009	Contributions received in 2009	Arrears received in 2009	Total income 2009	Outstanding 2008-2009
ALBANIA	0,00	13 655.00	13 655.00		13 655.00	0.00
ALGERIA	0.00	43 756.00	43 756.00		43 756.00	0.00
BULGARIA	16 495.00	10 673.00	10 440.00		10 440.00	16 728.00
CYPRUS	0.00	48 860.00	48 860.00		48 860.00	0.00
CROATIA	25.00	27 177.00	27 202.00		27 202.00	0.00
EGYPT	0.00	43 292.00				43 292.00
EUROPEAN UNION	0.00	472 145.00	472 145.00		472 145.00	0.00
FRANCE	719.60	91 290.00	91 984.60		91 984.60	25.00
GREECE	0.00	48 860.00	48 860.00		48 860.00	0.00
ISRAEL						
ITALY	49 731.00	91 290.00				141 021.00
JAPAN	0,00	91 479.00	91 479.00		91 479,00	0.00
LEBANON	12 169.00	12 406.00	12 406.00	12 169.00	24 575.00	0.00
LIBYA ⁸	-0.31	31 585.00	34 766.00		34 766.00	-3 181.00
MALTA	49 731.00	48 860.00				98 591.00
MONACO	0.00	6 432.00	6 432.00		6 432.00	0.00
MONTENEGRO	30,00	6 718.00	6 723.00		6 723.00	25.00
MOROCCO	0,00	27 532.00	27 532.00		27 532.00	0.00
ROMANIA	17.57	10 673.00	10 673.00		10 673.00	17.57
SLOVENIA	49 731.00	48 860.00	48 860.00	49 731.00	98 591.00	0.00
SPAIN	0,00	48 860,00	48 793,61		48 793,61	66.39
SYRIA	35 466.00	12 547.00				48 013.00
TUNISIA	-0.15	64 245.00	62 245.18		62 245.18	1 999.67
TURKEY	0,00	177 788.00	177 788.00		177 788.00	0.00
TOTAL	214 114.71	1 478 983.00	1 284 600.39	61,900.00	1 346 500.39	346 597.32

⁷ Excluding Israel.

⁸ The contribution received from Libyan Arab Jamahiriya exceeded the amount due by 3,181.00US dollars

APPENDIX 6

Explanatory note on budget expenditures per chapter

Below are explanations on the payment of expenditures by chapter, based on incomes recorded for 2009, i.e. contributions paid by Members (income-based budget). This budget is the budget adopted at the Thirty-third 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 2009 (expenditures). Other expenditures (e.g. salaries and expenditures related to the organization of the 12th Session of SAC, held in Montenegro in January 2010) committed in January, February and March 2010 are not accounted for, as they apply to the 2010 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 four staff in the professional and higher categories (Executive Secretary⁹, Deputy Executive Secretary, Aquaculture expert and Biostatistician). In relation to the adopted budget (see Appendix 7), the salary expenditures for the professional staff produced a positive balance, which was mainly imputable to the regrettable loss of the Executive Secretary. It should be noted that the slightly negative balance of the Deputy Executive Secretary mainly are due to the revision of the post adjustment and to the compensation for the additional responsibilities and tasks (Special Post Allowance) with effective date 1 April 2009. The slightly negative balance of Aquaculture Expert and Biostatistician is due to the revision of the post adjustment. 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 given that the post of bilingual secretary (G3) was filled in September 2009 and that of Bilingual Secretary (G5) in December 2009. The corresponding allocations were mainly used on staff from the Temporary Assistance Pool and overtime needed to support administrative and logistic activities.

TAP/Overtime. This budget line which presents a negative balance of 75 324.88 US dollars, comprises the expenses incurred in the recruitment of staff from the Temporary Assistance Pool (TAP) and overtime of General Service staff in the Secretariat and in FAO involved in the preparation of statutory bodies meetings (Sub-committees and Coordinating meetings of SAC and the Plenary Session of the GFCM), as well as in administrative tasks. It should be noted that an increase in preparatory work needed for statutory sessions and a delayed appointment of the G3 and G5 staff determined such negative value.

⁹ 8 months

Chapter 2: Activities

Consultants: This sub-chapter covers the fees of consultants, i.e. contracted specialists (project formulation, 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) of the GFCM Bureau, Secretariat personnel, consultants and selected national experts (especially in view of reduced support from the FAO regional projects), consultants and resource persons recruited for technical meetings of the SAC and CAQ subsidiary bodies, interpreters for the Thirty-third Session of GFCM, 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 (24 354.37 US dollars), because of the higher number of meetings requested by the Commission and greater participation at meetings of partner organizations than in 2008, 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 Thirty-third 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 positive balance (11,970.04 US dollars) is attributable to the fact that the Twelfth Session of SAC will be considered in 2010 fiscal year, due to the lack of financial resources.

Training: The amount envisaged for CIHEAM/IAMZ advance courses (Zaragoza March 2009) which presented a negative balance of 3 177.54 US dollars. Language training of Secretariat staff was postponed to 2010.

Equipment: This sub-chapter comprises budget lines for the procurement of expendables and non-expendables. Expenditures included the purchase of various items (e.g. flags and country name plates) for meetings and special software packages and development libraries for data analysis and presentation purposes for a total of 6,231.04 US dollars. The balance of this sub-chapter is positive at 8,768.96 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 (GFCM annual session). These sub-chapters also include the hiring of a server to host certain GFCM computer applications and databases, while a contract for a second server, in addition to the existing one, will be foreseen in 2010. The miscellaneous budget line (1% of total available budget) was seldom used (hospitality and bus rental) and thus served as a reserve. The total amount spent on this line was of 24,198.76 US dollars, which produced a negative balance of 4,198.76 US dollars.

Contracts (including scientific publications). All expenditures relating to publications, including editing, external printing of official reports, including the editing in Arabic of scientific publications (e.g. GFCM *Studies and Review Series*) and published technical reports of the subsidiary bodies of the Committees and the Commission 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 2 558.56 US dollars.

Performance Review: The performance appraisal was effectively launched in December 2009 with a meeting of the Selection Panel who appointed the three experts. This budget line covered essentially

the travel of the selection panel members. It presented a positive balance of 4 144.49 US dollars due to the delayed appointment of experts.

Chapter 3: FAO support costs

FAO support costs were calculated before closure of the accounts at 4.5 percent of the original budget for 2009, 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 2010 (document CAF: I/2010/5).

APPENDIX 7

Status of income and expenditure as at 31 December 2009

Autonomous Budget	Budget adopted in 2009	Budget based on income (*)	Expenditures 2009	Balance (expenditures vs. adopted budget)	Balance (expenditures vs. budget based on income)
Executive Secretary, D-1	249 612.00	156 198.83	156 198.83	93 413.17	0.00
Deputy Executive Secretary, P-5	217 120.00	221 108.32	221 108.32	-3 988.32	0.00
Aquaculture Expert, P-4	218 645.00	222 203.22	222 203.22	-3 558.22	0.00
Biostatistician, P-3	152 000.00	155 023.70	155 023.70	-3 023.70	0.00
Data Manager - P2	43 748.00	0.00	0.00	43 748.00	0.00
Sub-total Professional salaries	881 125.00	754 534.07	754 534.07	126 590.93	0.00
Programmer/Systems Analyst G-5	92 000.00	81 682.04	81 682.04	10 317.96	0.00
Bilingual Secretary, G-5 (1 month in 2009)	45 190.00	7 267.55	7 267.55	37 922.45	0.00
Administrative Assistant G-3 (4 months in 2009)	35 970.00	24 391.19	24 391.19	11 578.81	0.00
TAP/Overtime	4 500.00	79 824.88	79 824.88	-75 324.88	0.00
Sub-total General Service salaries	177 660.00	193 165.66	193 165.66	-15 505.66	0.00
Total Staff	1 058 785.00	947 699.73	947 699.73	111 085.27	0.00
Consultants	50 000.00	49 711.01	43 731.81	6 268.19	5,979.20
Duty Travel	100 000.00	99 422.02	124 354.37	-24 354.37	-24,932.35
Chargeback (including interpretation)	120 000.00	119 306.43	108 029.96	11 970.04	11,276.47
Training	7 500.00	7 456.65	10 677.54	-3 177.54	-3,220.89
Equipment	15 000.00	14 913.30	6 231.04	8 768.96	8,682.26
General operating costs and overheads	20 000.00	19 884.41	24 198.76	-4 198.76	-4,314.35
Contracts (Including publications)	20 000.00	19 884.41	17 441.44	2 558.56	2,442.97
Performance Review	10 000.00	9 942.20	5 855.51	4 144.49	4,086.69
TOTAL ACTIVITIES	342 500.00	340 520.43	340 520.43	1 979.57	0.00
Miscellaneous (1%)	14 013.00	0	0	14 013.00	0.00
FAO servicing costs (4.5%)	63 688.00	58 280.23	58 280.23	5 407.77	0.00
TOTAL AUTONOMOUS BUDGET	1 478 986.00	1 346 500.39	1 346 500.39	132 485.61	0.00

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