

36th ANNUAL MEETING – SEPTEMBER 2014**Administrative Report for the period September 2013 to August 2014
and Financial Statements for the fiscal year ending 31 December 2013**

by

NAFO Secretariat

This year NAFO is conducting its 36th Annual Meeting.

1. **The Contracting Parties of NAFO** (12) constitute the following membership to the NAFO three main bodies:

Canada
Cuba
Denmark (in respect of the Faroe Islands and Greenland) (DFG)
European Union (EU)
France (in respect of St. Pierre et Miquelon)
Iceland
Japan
Norway
Republic of Korea
Russian Federation
Ukraine
United States of America (USA)

2. NAFO Officers

Position	Name (CP)	Term
President of NAFO and Chair of the General Council	Veronika Veits (EU)	Sep 2013-Sep 2015
Vice-Chair of the General Council	Stéphane Artano (France in respect of St. Pierre et Miquelon)	Sep 2012-Sep 2014
Chair of the Standing Committee on Finance and Administration (STACFAD)	Deirdre Warner-Kramer (USA)	Sep 2012-Sep 2014
Vice-Chair of STACFAD	Elise Lavigne (Canada)	Sep 2013-Sep 2015
Chair of the Scientific Council	Don Stansbury (Canada)	Sep 2013-Sep 2015
Vice-Chair of the Scientific Council and Chair of the Standing Committee on Research Coordination (STACREC)	Katherine Sosebee (USA)	Sep 2013-Sep 2015
Chair of the Standing Committee on Fisheries Science (STACFIS)	Brian Healey (Canada)	Sep 2013-Sep 2015
Chair of the Standing Committee on Publications (STACPUB)	Margaret Treble (Canada)	Sep 2013-Sep 2015
Chair of the Standing Committee on Fisheries Environment (STACFEN)	Estelle Couture (Canada)	Sep 2013-Sep 2015
Chair of the Fisheries Commission	Sylvie Lapointe (Canada)	Sep 2013-Sep 2015
Vice-Chair of the Fisheries Commission	Temur Tairov (Russian Federation)	Sep 2012-Sep 2014
Chair of the Standing Committee on International Control (STACTIC)	Gene Martin (USA)	Sep 2012-Sep 2014
Vice-Chair of STACTIC	Aronne Spezzani (EU)	Jun 2012-Sep 2014

3. NAFO Meetings

September 2013 – August 2014:

- 12-19 September 2013 Scientific Council/NIPAG Meeting on Shrimp Assessment in Dartmouth, NS, Canada
- 23-27 September 2013 NAFO 35th Annual Meeting in Halifax, NS, Canada
- 15-18 October 2013 Joint ICES-NAFO Symposium - "Gadoid Fisheries: The Ecology and Management of Rebuilding", St. Andrews, New Brunswick, Canada
- 19-28 November 2013 Scientific Council Working Group on Ecosystem Science and Assessment (WGESA) (formerly WGEAFM) in Dartmouth, Nova Scotia, Canada
- 3-4 February 2014 Joint Fisheries Commission-Scientific Council Ad Hoc Working Group on Catch Reporting in Halifax, NS, Canada
- 5-7 February 2014 Joint Fisheries Commission-Scientific Council Working Group on Risk-Based Management Strategies (WG-RBMS) in Halifax, NS, Canada
- 18-19 March 2014 NAFO-NEAFC Joint Advisory Group on Data Management in Dartmouth, NS, Canada
- 24-28 March 2014 Joint ICES/NAFO Working Group on Deep-water Ecology in ICES, Copenhagen, Denmark
- 23-25 April 2014 International Fisheries Commissions Pension Society Annual Meeting in La Jolla, California, USA
- 5 May 2014 Scientific Council Ad Hoc Working Group on Div. 3M Cod Catches (WebEx)
- 05–07 May 2014 Standing Committee on International Control (STACTIC) Intersessional Meeting in Copenhagen, Denmark
- 13 May 2014 Scientific Council Working Group on Development of a Management Strategy for Div. 3LN Redfish (WebEx)
- 30 May–12 June 2014 Scientific Council and its Standing Committees Meeting in Halifax, NS, Canada
- 7-8 July 2014 Fisheries Commission Ad Hoc Working Group on Bycatches, Discards and Selectivity (WG-BDS) in Dartmouth, NS, Canada
- 9–11 July 2014 Joint Fisheries Commission-Scientific Council Working Group on Ecosystem Approach Framework to Fisheries Management (WG-EAFFM) in Halifax, NS, Canada

Reports of all NAFO meeting are finalized following the meeting end and are posted on the public NAFO website. (<http://www.nafo.int/publications/frames/publications.html>)

Future Meetings:

- 10-17 September 2014 – Scientific Council and NAFO/ICES *Pandalus* Assessment Group in Nuuk, Greenland
- 22-26 September 2014 NAFO 36th Annual Meeting in Vigo, Spain
- 19-27 November 2014 Scientific Council Working Group on Ecosystem Science and Assessment (WGESA) in Dartmouth, Nova Scotia, Canada
- 17-21 November 2014 ICES-NAFO Working Group on Harp and Hooded Seals (WGHARP) in Quebec City, QC, Canada
- March 2015 ICES/NAFO Joint Working Group on Deep-water Ecology (WGDEC) at ICES Headquarters in Copenhagen, Denmark
- 14-16 April 2015 International Fisheries Commissions Pension Society Annual Meeting, Ottawa, ON, Canada
- Standing Committee on International Control (STACTIC) Intersessional Meeting, date and venue TBD
- 29 May-11 June, 2015 Scientific Council and its Standing Committees in Halifax, NS, Canada
- 21-25 September 2015 NAFO 37th Annual Meeting, Halifax, NS, Canada (unless an invitation to host is extended by a Contracting Party and accepted by the Organization)

4. Joint Meetings

Joint Advisory Group on Data Management (JAGDM)

In 2013 this technical experts group was created to provide advice on technical issues and to promote harmonization and standardization in the area of fisheries data management & communications, primarily between the North East Atlantic Fisheries Organisation (NEAFC) and the Northwest Atlantic Fisheries Organization (NAFO). The first two meetings were held this year.

March 2014

Matt Kendall (IT Manager) attended the inaugural meeting of the JAGDM on 18-19 March, in Dartmouth, N.S. and provided meeting support on behalf of the Secretariat. The main topics discussed during this meeting included the Terms of Reference and Rules of Procedure for the new group, as well as NEAFC's Information Security Management System (ISMS).

June 2014

The 2nd JAGDM meeting of the year was held in London, UK on 17-18 June. Matt Kendall attended and further discussions were held regarding NEAFC's ISMS. A preliminary technical and logistical discussion was also had on the possibility of NAFO creating their own ISMS and the benefits this might provide.

5. Secretariat Staff

Recruitment

In 2014 two new people joined the Secretariat while another position was filled internally.

In January 2014 Fred Kingston began his appointment as the Executive Secretary. He is NAFO Secretariat's chief administrative officer, with the authority over managing employees and employee-related issues of the Secretariat, as well as performing such other duties and functions as the General Council of NAFO may prescribe. These other duties include supervising and coordinating NAFO Secretariat activities, providing all necessary support for meetings and implementing, as required, decisions of the General Council, Fisheries Commission and Scientific Council.

Fred is a Canadian who has worked for the European Commission for over 25 years at the EU Delegation in Ottawa, Canada. He has also been involved with NAFO for many years, participating as a delegate from the EU. In recent years he has focused on the financial and administrative side of NAFO, including serving as Chair of STACFAD for 10 years (1998 to 2007), as well as interim Chair of STACFAD in 2012.

After a short tenure at NAFO Tracey Ward, Administrative Assistant, decided to leave the Secretariat in January 2014. Lisa LeFort, the Office Manager filled this position temporarily before being appointed permanently in April. Lisa has been with the Secretariat for seven years and looks forward to her new duties as Executive Assistant taking over responsibility of the routine communications with NAFO Contracting Parties; compilation and archiving of reports, letters and notifications; preparation of meeting materials of General Council and Fisheries Commission and their subsidiary bodies; and serves as the main Secretariat contact for NAFO participants.

In light of this transition, an opening for Office Administrator became available. Many applications were received and Sarah Burton was selected to fill this role in June 2014. Her main responsibilities are coordinating the organization of NAFO meetings, managing office supplies and office maintenance, and providing administrative support to the NAFO Secretariat. Sarah attended NSCC and earned a diploma in both Tourism Management and Business Administration.

For the period of September 2013 – August 2014, the Secretariat was comprised of the following employees:

Executive Secretary	Vladimir Shibanov (to 31 Dec 2013)
	Fred Kingston (from 1 Jan 2014)
Deputy Executive Secretary and Senior Finance and Staff Administrator	Stan Goodick
Senior Fisheries Commission Coordinator	Ricardo Federizon
Scientific Council Coordinator	Neil Campbell
Administrative Assistant to the Executive Secretary	Tracey Ward (to 09 January 2014)
Executive Assistant to the Executive Secretary	Lisa LeFort (from 01 April 2014)
Senior Information Officer	Barbara Marshall
Senior Fisheries Information Manager	Cindy Kerr
IT Manager	Matthew Kendall
Publications Manager	Alexis Pacey
Database Manager (from 15 April 2013)	Mark Harley
Office Manager	Lisa LeFort (to 31 March 2014)
Office Administrator	Sarah Burton (from 09 June 2014)

6. Publications

During the period of September 2013 – August 2014, in addition to the many meeting documents and working papers for NAFO meetings, the NAFO Secretariat prepared, posted to the web and/or printed the publications listed below:

Conservation and Enforcement Measures (for 2014) (182 pages)

Annual Report for 2013 (online and 8.5"x11" 16 page booklet)

Meeting Proceedings of the General Council and Fisheries Commission for Sep 2013/Aug 2014 (364 pages)

Scientific Council Reports for 2013 (366 pages)

Journal of Northwest Atlantic Fishery Science Volume 45, 2013 (77 pages – printed and distributed in December 2013, including a CD); Volume 46, 2014 – three articles published (online), three in review.

Meeting Documentation CD (GC/FC Proceedings 13–14, SC Reports 2013, NAFO Convention, NCEM 2014, Rules of Procedures, Annual Report 2013 and all meeting documents).

Other Projects and Initiatives – The NAFO Secretariat continued to work with Dalhousie University - Environmental Information Use and Influence (EIUI) project, which addresses the use and influence of marine environmental and fisheries information produced by governmental and non-governmental organizations, with a focus on their grey literature publications. Suzette Soomai, Interdisciplinary PhD student with the EIUI initiative, was an intern at the NAFO Secretariat for three months in Autumn 2013. Her focus is on the bycatch policy-making process. She interviewed key people within NAFO in order to complete her analysis of relevant documents and publications for the project.

7. Fishery Statistics

The NAFO statistical databases are compiled by the NAFO Secretariat and published on the NAFO web site <http://www.nafo.int/data/stats/21stats.html>. They are continuously updated as soon as new submissions are received. Table 1 presents an overview of the statistical catch information submitted by Contracting Parties for the last three years as of 1 August 2014.

The 21A Extraction Tool continues to be widely used to query the NAFO Statistical database (<http://www.nafo.int/data/frames/extract.html>). Fishery catch statistics are available by country, species, division and year from 1960 to the present.

Table 1. Submission of catch statistics by NAFO Contracting Parties (STATLANT 21) (to 1 Aug 2014). Blank cells indicate no report received, dnf = did not fish.

Country/Component	STATLANT 21A (deadline, 1 May)			STATLANT 21B (deadline 31 August)		
	2011	2012	2013	2011	2012	2013
CAN-CA	✓	✓	✓	✓		✓
CAN-M						
CAN-SF	✓	✓			✓	
CAN-G	✓	✓			✓	
CAN-N	✓	✓	✓	✓	✓	✓
CAN-Q	✓					
CUB	✓	✓				
E/BUL		dnf			dnf	
E/EST	✓	✓	✓	✓	✓	✓
E/DNK	✓	✓	✓	✓	✓	✓
E/DEU	✓	✓	✓	✓	✓	✓
E/FRA-M	✓	dnf			dnf	
E/LVA	✓	✓	dnf	✓	✓	dnf
E/LTU	✓	✓		✓	✓	
E/POL	dnf			dnf		
E/PRT	✓	✓	✓	✓		✓
E/ESP	✓	✓	✓	✓	✓	✓
E/GBR	✓	✓	✓		✓	✓
FRO	✓	✓	✓	✓		✓
GRL	✓	✓	✓	✓	✓	✓
ISL	✓	dnf	✓	✓	dnf	dnf
JPN	dnf	dnf		dnf	dnf	
KOR						
NOR	✓	✓	✓	✓	✓	✓
RUS	✓	✓	✓	✓		✓
USA	✓	✓	✓			
FRA-SP	✓	✓	✓	✓	✓	✓
UKR						

8. Information Technology (IT)

Security and Auditing Policies

This year the Secretariat began to look at how secure data housed at the Secretariat can be better protected. This will be an ongoing process but phase one was successfully completed. This included tightening password policies, user logon auditing and monthly testing of the restoration of data from our backup tapes.

Server Room

A second UPS (Surge protection and backup battery) was installed in the server room at the NAFO Secretariat to ensure critical hardware is protected from potential power surges and kept running during short power interruptions. The Secretariat is also in the process of installing a new air conditioning system in both the server room and the wiring closet.

Increased use of electronic files

The NAFO Secretariat continues to investigate the best ways to increase the use of electronic files. Electronic files are portable; cost-effective and environmentally friendly.

This year at the Annual Meeting, pre-meeting documentation will be provided on electronic flash drives at registration in place of paper copies. The new distribution practice only affects pre-meeting documentation. Any documents produced during the meeting will be printed and provided via the “pigeon holes” process.

9. The NAFO Web pages

NAFO now has a comprehensive set of web pages that provide useful services to both the public, Contracting Parties and most recently NAFO Inspectors. These pages continue to be updated with current information. The Secretariat is presently reviewing the structure of the websites to ensure they provide the best ease of use and practicality for Contracting Parties. Check out: <http://www.nafo.int> and <http://members.nafo.int>.

JNAFS Website

Development of a new website for the *Journal of the Northwest Atlantic Fishery Science* has been undertaken to update the current website.

Inspection Website

In the last two years NAFO has embarked on comprehensive development of a secure NAFO Inspectors website. Inspectors assigned to the NAFO Joint Inspection and Surveillance Scheme are able to access information relevant to fishing vessels operating in the NAFO Regulatory Area. Phase 1 includes a Vessel Registry containing vessels authorized to fish and charter arrangements. Phase 2 is an Inspection and Surveillance section which shows Inspection Presence Activity allowing Inspectors to see which Contracting Party is currently conducting at-sea inspections in the area. Inspection reports are able to be transmitted electronically through this website, although not all inspectors are presently using it.

At the May intersessional meeting 2014, STACTIC reviewed Phase 3 – Port State Measures section . This will allow even more opportunities for the electronic transmission of required Port State reports. It was agreed to have a test period for this section until the September Annual meeting where it will be reviewed.

SharePoint

The SharePoint continues to be a valuable resource for the Scientific Council replacing the network and allowing access to the meeting documentation both during the meeting and after hours (<http://sc.nafo.int>).

This year the Joint FC-SC Working Groups began using this technology for its meetings and it is hoped to be able to provide this service to all NAFO meeting in the near future.

Search functionality

During the last few years all NAFO and ICNAF historic documentation has been digitized and placed on the NAFO website. The next step in the process is to make the information more easily accessible to users with the installation of a convenient search tool. A suitable tool has been recently purchased by the Secretariat and over the course of the next few months the search feature will be rolled out on certain NAFO pages in order to make all NAFO and ICNAF documentation more accessible to the user.

10. Vessel Monitoring System (VMS)

VMS is integral to the MCS measures enforced by NAFO; however its usefulness continues to expand beyond the scope of enforcement.

Scientific Council has access to VMS and daily catch reports which is being used in the development of the Div. 3M cod management strategy.

11. Staff Committee

The Secretariat would like to thank Estelle Couture, Rafael Duarte and Deirdre Warner-Kramer for serving on the Staff Committee for the 2013-2014 term.

12. Secretariat Activities

NAFO Internship Program

At the 2011 Annual Meeting, a NAFO Internship Program was adopted by the Organization. Since then 5 interns have taken part in the program. Due to budget consideration in 2014 only 1 intern worked in the Secretariat for a 3 month period.

Maria Elvira (Mariel) Murazzi

Mariel came to the NAFO Secretariat for a three month internship from May to August 2014. She hails from Italy where she completed a MS degree in Marine Biology and a BA degree in Environmental Science.

During the course of her internship Mariel had the opportunity to gain an international experience with a Regional Fishery Management Organization and contribute to various office duties and research in all areas and functions of the Secretariat under the supervision of the Scientific Council Coordinator and the Information Officer.

Specifically, she performed communication strategy research; she updated the fishery resources pages on the NAFO website; and she worked with the Fisheries Team conducting research analysis on the NAFO CEM (Conservation and Management Measures) and taking part in catch and bycatch data analysis.

In addition, Mariel had the chance to join the Scientific Council Meeting, the Fisheries Commission Ad Hoc Working Group on Bycatches, Discards and Selectivity and the Joint Fisheries Commission-Scientific Council Working Group on Ecosystem Approach Framework to Fisheries Management.

Outreach

Media

The Secretariat continued to circulate the annual press release to a dedicated media contact list. This year press releases were also circulated shortly after the publication of the reports of the June Scientific Council meeting and the July Ecosystem Approach Framework to Fisheries Management Working Group. This resulted in the distribution of information about NAFO in various fisheries news publications and an interview with the Fisheries Broadcast (CBC) in Canada.

The new Executive Secretary, Fred Kingston, was also interviewed by the Burnside News (a local Dartmouth, Nova Scotia publication) and Fishing News International.

In order to update the Secretariat's mailing list of media contacts a short-term subscription with Meltwater News was purchased. This will also allow the Secretariat to create customized lists to target potential interested media.

External Relations

The Secretariat has been making efforts to try to reinvigorate its relationship with the local academic community, in particular Dalhousie University in Halifax. In March and April, the Secretariat had a series of meetings with the President of Dalhousie University, the Director of International Research and Development, the Director of the Marine Affairs Program, the Director of the Marine and Environmental Law Institute, the Executive Director of the Ocean Tracking Network and the Dean of the Faculty of Arts and Science. In June, the Executive Secretary also met with the Director of the School of Environment for Saint Mary's University in Halifax. Through these contacts it was agreed that NAFO could consider receiving student internship placements; sharing data and other research materials and expertise; guest lecturing by NAFO staff; facilitating contacts between university researchers and NAFO fishery scientists and managers; the participation of university representatives as formal observers to NAFO meetings; and hosting NAFO meetings on the university campuses.

In March the new Executive Secretary, Fred Kingston, introduced himself to the Protocol Office of the government of Nova Scotia. He has also made contact with the Consular Corps, mainly Honourary Consuls, and met the Consul General of the USA in Halifax in June.

In the context of potentially increased oil and gas activity in the NAFO Regulatory Area, the Executive Secretary has been in contact with One Ocean, an organization made up of representatives of the Canadian oil and gas and fishing industries. The Executive Secretary has also made contact with the Chair of the Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB), Scott Tessier. The C-NLOPB is the body regulating Canada's oil and gas industry offshore the province of Newfoundland and Labrador.

The NAFO Secretariat continues to offer the use of their boardroom to affiliated groups for a nominal fee. In 2014 Simon Fraser University held a working group in the space.

Guests to the Secretariat

On 23 May, the Secretariat was visited by the Honourary Consul for Norway, Mr. Erik Nobbe. Discussion focussed on the state of the fisheries in the Northwest Atlantic.

On 12 June, while visiting port facilities in Halifax and Dartmouth area three Japanese guests paid a courtesy visit to NAFO. Mr. Takahisa Tanabe (former Japanese Fisheries representative in Canada), Mr. Makoto Kato (Japanese Fishing Vessel owner/operator's son) and Mr. Yoshinobu Nishikawa (Taiyo A & F / Manager) dropped in for a short visit with the Fisheries Team.

On 6 August, Chad Ward and Anne-Lis Mathisen, Fisheries and Oceans Canada, NL, representatives, visited the Secretariat. This was an opportunity to visit and meet with relevant Secretariat staff that they communicate with on a regular basis regarding fisheries issues such as VMS, inspection and Port State matters.

International Oceans Day

The NAFO Secretariat continued to participate in World Oceans Day 2014 in Halifax, Nova Scotia on Friday, 6 June at the Halifax waterfront at the Maritime Museum of the Atlantic.

Dalhousie University Environmental Information: Use and Influence (EIUI) Research Project

In late 2013 Suzuette Soomai came to the NAFO Secretariat for 3 months as part the project investigating the use and policy relevance of marine scientific information, led by Prof. Bertrum MacDonald of the School for Information Management at Dalhousie University, and funded by the Canadian Social Science and Humanities Research Council. This project aims to foster partnership and design new approaches for research into best practice models of information flow, particularly involving "grey literature", and how the scientific information contained within informs marine environmental policy decisions. Other partners in this initiative include the Fisheries and Oceans Canada, the FAO and WWF Canada. This project is funded for three years. In April, Alexis Pacey (Publications Manager) was elected the Chair of the Steering Committee for this project.

Information Requests

Throughout the year the NAFO Secretariat regularly responds to requests from various international sources. During the last year the Secretariat has responded specifically to:

- FAO Questionnaire for Monitoring the Implementation of the 1995 FAO Code of Conduct for Responsible Fisheries, the International Plans of Action on Capacity, Sharks, Seabirds, Illegal, Unreported and Unregulated Fishing and the Strategies for Improving Information on Status and Trends of Capture Fisheries and Aquaculture
- Request for input to the UN Secretary-General's report on developments in the field of ocean affairs pursuant to UNGA Resolution 68/70 on Ocean and the Law of the Sea
- Regional Secretariat's Network (RSN): Blue Growth Initiative
- Contribution to RSN Newsletters
- Request by NASCO regarding IUU fishing for salmon and bycatch of salmon in NAFO waters.
- SPRFMO request for VMS set-up information.

Throughout the year various simple and informal requests are made to the Secretariat regarding specific information, procedures of NAFO, etc. by students, educational institutes, RFMOs, CPs representatives or other organizations. These are answered to the best of the ability and as time permits by various members of the NAFO Secretariat.

FAO ABNJ Project

In 2013 NAFO was invited to be a partner in the FAO-GEF Project “Sustainable fisheries management and biodiversity conservation of deep-sea living marine resources and ecosystems in the Areas Beyond National Jurisdiction (ABNJ)”. NAFO’s participation will be guided by the activities table which was jointly prepared by FAO and the NAFO Secretariat and which may be modified as the project progresses. The NAFO support to the project would be an estimated in-kind contribution over the period of 2014-2018. This in-kind contribution represents staff time for activities and meeting expenses for work on deep sea fisheries, and administrative expenses for NAFO’s current core activities and operations which are of direct relevance to deep sea fisheries. These are costs that are being implemented or planned for the regular work of NAFO towards the organization’s objective.

13. Participation by Secretariat at external meetings

Eurostat Fisheries Statistics Working Group

The NAFO Secretariat was invited to participate in the Eurostat Fisheries Statistics Working Group, held on 16-17 October 2013 at the Eurostat Headquarters, Luxembourg. Eurostat are keen to rationalize data provision and reduce multiple reporting by their member countries. Items of relevance on the agenda included the issue of STATLANT 21 data submission deadlines, the submission of monthly (21B) catch data and the collection of effort data.

EU Data Collection Framework Revision Stakeholders Workshop

A framework for the collection and management of fisheries data in the EU has been in place since 2000, and was last reformed in 2008 resulting in the Data Collection Framework (DCF). Under this framework, Member States are obliged to collect, manage and make available a wide range of fisheries data needed for scientific advice, mainly for the purpose of fisheries management decisions, in the framework of multi-annual national programs.

The NAFO Secretariat (SC Coordinator) was invited to attend the third Stakeholder Meeting on the Revision of the Data Collection Framework (DCF) held on 16 January, 2014 in Brussels, Belgium. Evaluations of the current system presented to the meeting identified its strengths - data collection has been harmonized; end-users consider that the DCF has produced data that enables the production of sound scientific advice, the quantity of available data has improved, regional cooperation has increased; there is overall good compliance; it is a cost efficient system.

The scope of the DCF is being aligned with new needs arising from the revision of the Common Fisheries Policy (CFP) Basic Regulation, and to improve alignment between the DCF and other EU instruments relating to data collection and provision. From a NAFO perspective, the key elements relate to the EUs new landing obligation, particularly as regards the sampling of discards, and to the impact of fisheries on the ecosystem.

FAO VME Database Workshop

The SC and FC Coordinators attended the final FAO VME Database Meeting during 7-9 May, 2014 at FAO Headquarters. NAFO has been involved in this project since its inception in 2011 and this meeting marked the final stages of the initiative. The NAFO/Canada case study model for the VME database was not adopted by the FAO, although some of the elements are still present, such as the map view and regional overviews of action by each RFMO.

The database presents a number of layers (closures, footprints, other areas) and allows searching on a number of criteria. Printable fact sheets on each measure can be created, and the database also features a time-slider, enabling users to see when measures were introduced. The project coordinator, Tony Thompson, has entered much of the NAFO information. FAO aims to make the project live in October.

Going forward, it is estimated that around 2-3 days/year of Secretariat staff time will be required to keep the database up to date. This will probably be approached in a similar manner to FIRMS, with a memorandum of understanding being entered into by General Council.

International Fisheries Commissions Pension Society (IFCPS)

The annual meeting of the IFCPS was hosted by the Inter-American Tropical Tuna Commission (IATTC) during 23-25 April 2014 in La Jolla, California, USA. The meeting was attended by representatives of the seven International Fisheries Commissions with headquarters located in Canada and the United States of America. Also attending the meeting were the IFCPS directors appointed by the Governments of Canada and the United States. NAFO was represented by Fred Kingston, Executive Secretary and Stan Goodick, Deputy Executive Secretary/Senior Finance and Staff Administrator. Discussions focused on the results of the 2014 actuarial valuation and the performance of the pension plan investments. The 2015 annual meeting will be hosted by Fisheries and Oceans Canada during 14-16 April 2015 in Ottawa, Ontario, Canada.

31st Session of COFI

The Executive Secretary attended in an observer capacity the 31st Session of the FAO's Committee on Fisheries (COFI), which took place in Rome, Italy from 9 to 13 June. Discussion focused on the FAO's State of the World Fisheries and Aquaculture 2014 Report, progress in the implementation of the FAO's Code of Conduct for Responsible Fisheries and the endorsement of the FAO's Guidelines for Securing Sustainable Small-scale Fisheries. Attendance at the COFI meeting also provided an opportunity for the Executive Secretary to meet with officials of the FAO to discuss various FAO projects and initiatives in which NAFO is participating (e.g. FIRMS, ASFA, CWP, VME database and the ABNJ).

RSN-5

In the margins of the COFI meeting in Rome, the Executive Secretary also attended the two sessions (7 and 13 June) of the Fifth meeting of Regional Fishery Body Secretariats Network (RSN-5). The meeting was attended by 36 of the 51 RSN members. The first session began with a discussion on the upcoming COFI meeting, including a presentation on the responses of various regional fishery bodies to COFI's "Blue Growth" initiative. This was followed by a series of presentations on a range of fisheries matters, including CITES, ghost fishing, the Oslo-Paris convention (OSPAR), role of ICES, inland fisheries and news from the UN Division for Ocean Affairs and the Law of the Sea (UNDOALOS). The second session provided an opportunity to discuss the results of the COFI meeting, as well as to decide some procedural matters. Stefan Asmundsson (Executive Secretary of NEAFC) was elected Chair of RSN, replacing Andrew Wright (Executive Secretary of CCAMLR). Yugraj Yadava (Director of BOBP-IGO) remained as Vice-Chair and Kaitira Ibarahim Katonga (Director of Fisheries, LTA) remained as second Vice-Chair. The RSN Secretary, Gail Lugten (RSN Liaison Officer of the FAO Secretariat) also announced her retirement (Her replacement will be Pierro Mannini).

14. Financial Status Update

The Organization again ended the 2013 fiscal year in a very good financial position with operating cash at high levels and with only \$1,033 owing from one Contracting Party. Actual operating expenses for the year were 1.0% over the Organization's budget of approximately \$1.890 million. W|B|L|I Chartered Accountants performed the audit of the 2013 financial records for the third year.

As a number of NAFO's CP's stated at last year's Annual Meeting that they were dealing with reductions within their internal budgets, the NAFO budget for 2014 was held at \$1.890 million. The Secretariat has been working within the approved budget and expenditures are projected to be \$51,000 under budget for the 2014 fiscal year (see page 11 - Statement I of the Financial Statements. As of 03 September 2014, there was \$41,906 in membership contributions outstanding from one CP (see page 13 - Statement III of the Financial Statements).

At the 2013 Annual Meeting, the Organization approved that an appropriate attendance fee be established and charged to accredited observers to offset the additional costs of their participation in meetings. The Secretariat implemented the fee in 2014 and it is anticipated to recover approximately \$1,000 in observer attendance fees.

The Secretariat has been working with the partners of the NEREIDA project in its application to the European Union for a grant to cover a portion of the funding necessary to complete the project. The grant was approved and the Secretariat received the first installment of funds from the grant in the amount of €77,000. CEFAS has begun working on the analysis of the box core samples of the seabed from the first phase of the NEREIDA program in order to identify and quantify the presence of VME indicator species in the NAFO Regulatory Area. Approximately €34,000 has been advanced to CEFAS from the NEREIDA grant funds. IEO's implementation of the NEREIDA project has been delayed due to administrative issues.

*Financial Statements***STATEMENT I**

**Budget Appropriations. Obligations Incurred and Unliquidated Balances of Appropriations
For the Year Ending 31 December 2014
(Estimated from 31 July 2014)
(Canadian Dollars)**

	Approved Budget 2014	Total Estimated Obligations for Fiscal Year 2014	Estimated Unliquidated Balance of Appropriations
1 Personal Services			
a) Salaries	\$996,000	\$971,000	\$25,000
b) Superannuation and Annuities	291,000	291,000	-
c) Medical and Insurance Plans	95,000	90,000	5,000
d) Employee Benefits	77,000	76,000	1,000
Subtotal Personal Services	<u>1,459,000</u>	<u>1,428,000</u>	<u>31,000</u>
2 Additional Help	-	-	-
3 Communications	26,000	25,000	1,000
4 Computer Services	31,000	31,000	-
5 Equipment	31,000	30,000	1,000
6 Fishery Monitoring	36,000	36,000	-
7 Hospitality Allowance	3,000	3,000	-
8 Internship	5,500	5,500	-
9 Materials and Supplies	28,500	27,500	1,000
10 NAFO Meetings			
a) Sessional	103,000	93,000	10,000
b) Inter-sessional Scientific	31,000	31,000	-
c) Inter-sessional Other	30,000	30,000	-
Subtotal NAFO Meetings	<u>164,000</u>	<u>154,000</u>	<u>10,000</u>
11 Other Meetings and Travel	35,000	35,000	-
12 Professional Services	46,000	46,000	-
13 Publications	13,000	12,000	1,000
14 Recruitment and Relocation	12,000	6,000	6,000
Total Ordinary Budget	<u>\$1,890,000</u>	<u>\$1,839,000</u>	<u>\$51,000</u>

STATEMENT II

**Statement of Assessed Contributions and Expenditures
for the Year Ending 31 December 2014
(Estimated from 31 July 2014)
(Canadian Dollars)**

Contracting Parties Assessed:	
Canada	\$648,080.23
Cuba	43,816.73
Denmark (in respect of Faroe Islands and Greenland)	297,591.58
European Union	97,523.23
France (in respect of St. Pierre et Miquelon)	43,329.49
Iceland	42,106.97
Japan	41,905.83
Republic of Korea	41,905.83
Norway	46,632.80
Russian Federation	52,466.10
Ukraine	41,905.83
United States of America	<u>278,968.38</u>
Assessed Contributions for the year ending 31 December 2014	\$1,676,233.00
Transferred from Accumulated Surplus Account	<u>213,767.00</u> ^a
Approved Budget for 2014	\$1,890,000.00
Total Estimated Obligations for 2014 - Statement I	<u>1,839,000.00</u>
Amount to be transferred to Accumulated Surplus Account	<u>\$ 51,000.00</u>

^a Excess of revenue over expenditures during the 2013 fiscal year (includes ex gratia grant; staff assessments; sales of publications; bank interest and balance of appropriations not expended).

STATEMENT III

Balance Sheet for the Year Ending 31 December 2014
(Estimated from 31 July 2014)
(Canadian Dollars)

Assets		Liabilities	
Current		Current	
Cash	\$582,949	Accounts Payable	
Contributions Receivable from		and Accrued Liabilities	\$25,000
Contracting Parties (Note 1)	41,906	Advance Contributions	
Prepaid Expenses	1,962	Current Portion of Employee	
Province of Nova Scotia		Termination Benefits	70,669
Ex gratia grant receivable	65,000	Provision for Accrued Employee	
	<u>691,817</u>	Vacation Pay	<u>33,148</u>
			128,817
Long-Term		Long-Term	
Employee Termination Benefit		Provision for Employee Termination	
Investments	<u>361,993</u>	Benefits	<u>361,993</u>
			490,810
		Members' Net Assets	
		Accumulated Surplus	<u>563,000</u>
	<u>\$1,053,810</u>		<u>\$1,053,810</u>

Note 1.

Contributions Receivable from Contracting Parties

Ukraine	\$41,906
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STATEMENT IV

**Statement of Accumulated Surplus
for the Year Ending 31 December 2014a
(Estimated from 31 July 2014)
(Canadian Dollars)**

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Accumulated Surplus - Beginning of 2014		\$503,767
Less: Amount appropriated 1 January 2014		-213,767
Add: Staff Assessments	\$145,000	
Province of Nova Scotia - <i>ex gratia</i> grant	65,000 ^b	
Balance of appropriations not expended in 2014	51,000	
Interest	10,000	
Sales of Publications	1,000	
Observer Attendance Fees	<u>1,000</u>	<u>273,000</u>
Accumulated Surplus - End of 2014		<u>\$563,000</u>
Appropriated to maintain minimum balance (to be authorized by G.C.)		
Minimum balance maintained	\$285,000	
Unappropriated balance available	<u>278,000</u>	
Total Accumulated Surplus		<u>\$563,000</u>
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^a Provisions for the Accumulated Surplus Account from the NAFO Financial Regulations:

Rule 4.2 Within the books of accounts, there shall be established an accumulated surplus account to which shall be credited:

- i) excess of receipts over expenditures at the end of the financial year;
- ii) unexpended balances at the end of the 12-month period specified in Rule 3.2 for prior year obligations, but not disbursed;
- iii) refunds, from any source, of prior year's expenditures of the Organization.

Rule 4.3 Monies available in the accumulated surplus account may be used temporarily to the extent necessary to finance appropriations pending receipt of annual payments by Contracting Parties.

Rule 4.5 The Standing Committee on Finance and Administration and the General Council shall review the amount available in the accumulated surplus account during each annual meeting. Insofar as possible, the General Council shall anticipate unforeseen expenditures during the succeeding three years and shall attempt to maintain the accumulated surplus account at a level sufficient to finance operations during the first three months of the year plus an amount up to a maximum of 10% of the annual budget for the current financial year for use in an emergency in accordance with Rule 4.4.

^b This amount represents the Provincial portion of income tax paid by NAFO employees.

STATEMENT V

**Preliminary calculation of billing for Contracting Parties against the proposed estimate
of \$1,993,000 for the 2015 financial year (based on 12 Contracting Parties to NAFO)
(Canadian Dollars)**

Budget Estimate	\$1,993,000
Deduct: Amount from Accumulated Surplus (pending approval from General Council)	<u>\$278,000</u>
Funds required to meet 2015 Administrative Budget	<u>\$1,715,000</u>
60% of funds required =	\$1,029,000
30% of funds required =	\$514,500
10% of funds required =	\$171,500

2014 Billing for comparison purposes		
Approved Budget 2014		\$1,890,000
Deduct Accumulated Surplus		<u>213,767</u>
Funds required 2014 Budget		<u>\$1,676,233</u>
Nominal Catches for 2011	% of Total Catch in the Convention Area	2014 Annual Contribution
384,218	51.09%	\$648,080.23
1,438	0.19%	43,816.73
162,059	21.55%	297,591.58
41,612	5.53%	97,523.23
902	0.12%	43,329.49
126	0.02%	42,106.97
-	-	41,905.83
-	-	41,905.83
3,497	0.47%	46,632.80
7,889	1.05%	52,466.10
-	-	41,905.83
150,271	19.98%	278,968.38
752,012	100.00%	\$1,676,233.00

Contracting Parties	Nominal Catches for 2012	% of Total Catch in the Convention Area	% of Total Catch in the Convention Area			2015 Preliminary Billing
			10%	30%	60%	
Canada	500,305	57.91%	\$105,696.37	\$42,875.00	\$595,893.90	\$744,465.27
Cuba	960	0.11%	-	42,875.00	1,131.90	44,006.90
Denmark (in respect of Faroe Islands and Greenland) (1)	156,492	18.12%	33,061.11	42,875.00	186,454.80	262,390.91
European Union	36,198	4.19%	-	42,875.00	43,115.10	85,990.10
France (in respect of St. Pierre et Miquelon)	1,065	0.12%	225.00	42,875.00	1,234.80	44,334.80
Iceland	-	-	-	42,875.00	-	42,875.00
Japan	-	-	-	42,875.00	-	42,875.00
Republic of Korea	-	-	-	42,875.00	-	42,875.00
Norway	3,140	0.36%	-	42,875.00	3,704.40	46,579.40
Russian Federation	11,806	1.37%	-	42,875.00	14,097.30	56,972.30
Ukraine	-	-	-	42,875.00	-	42,875.00
United States of America	153,919	17.82%	32,517.52	42,875.00	183,367.80	258,760.32
	863,885	100.00%	\$171,500.00	\$514,500.00	\$1,029,000.00	<u>\$1,715,000.00</u>
Funds required to meet 1 January - 31 December 2015 Administrative Budget						<u>\$1,715,000.00</u>

(1) Faroe Islands 3,633 metric tons
Greenland 152,859 metric tons