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ANNUAL MEETING - JUNE 1970

Report of Interim Meeting

of the

Standing Committee on Finance and Administration





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(B.c)

P.O. Box 638  
Dartmouth, N.S., Canada

10 February 1970

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of the  
Standing Committee on Finance and Administration  
London, 23 January 1970

Background Information

1. With the approval of the Chairmen of the Commission and of F&A, the Executive Secretary circulated a letter to the members of F&A on 2 January 1970 calling a meeting of the Committee at the time of the January 1970 STACREM meeting in London to discuss (1) matters relating to replacement for Dr Kowalewski, Assistant Executive Secretary, who was leaving the Secretariat on 30 April 1970, (2) proposals for reorganization of the Commission's Secretariat and (3) possible salary adjustment for the position of Executive Secretary.

Time, Place and Participants

2. The meeting was called to order by the Executive Secretary at 1130 hours in Conference Room C of the Ministry of Agriculture, Fisheries and Food, London, on 23 January 1970. Countries who were members of F&A were represented by E.B.Young (Canada), K. Løkkegaard (Denmark), A. Volkov (USSR), A.J.Aglen (UK), W.L.Sullivan, Jr. (USA) and the Executive Secretary.

Chairman

3. In the absence of the Chairman of F&A, Mr R. Green, Mr W.L.Sullivan, Jr. was unanimously elected chairman of the meeting.

Appointment of New Assistant Executive Secretary

4. The Executive Secretary reported that Dr Kowalewski was leaving the Commission's employ on 30 April 1970. As Assistant Executive Secretary since 1 February 1966, Dr Kowalewski had made valuable contributions in his major task of improving the timeliness and quality of the Commission's statistics. In considering the duties of a new Assistant Executive Secretary in the light of the Commission's needs, it was apparent that the Commission scientists were overworked at R&S meetings and that the preliminary aspects of the biological assessments of the state of the fish stocks and of the effects of fishing and conservation actions on them should be prepared in the Secretariat. It was, therefore, suggested that the position of Assistant Executive Secretary should be filled by a fishery biologist with major responsibilities in the research and statistics portion of the Commission's work.

5. Following discussion, F&A agreed that a biologist should be hired to fill the position of Assistant Executive Secretary and recommended a salary range from \$14,889 to \$19,820. F&A noting that the position should be filled as quickly as possible, instructed the Executive Secretary to seek the approval of the Commission by cable for a possible increase in salary of the Assistant Executive within the range recommended by F&A. It was noted that any possible increase in salary would not increase the 1969/70 budget but could mean possible increase in the budget for 1970/71 and future years. F&A further instructed the Executive Secretary to draft a suitable advertisement for the position for its approval.

Part-Time Assistance in Statistics

6. The Executive Secretary further suggested that a university student (biologist) should be hired for the period approximately April-September each calendar year to assist in preparation of statistical material noting that there is a large increase in statistical work in this period. He estimated that this would require an additional \$2,500 in the additional help category in the 1970/71 and subsequent budgets. He reported that the cost of covering the April-June period in 1970 could be met from 1969/70 budget. F&A noting that a new Assistant Executive Secretary would be appointed in 1970 and that it would take him some time to become

familiar with the work and the requirements of the position and that the position may remain vacant for a period after 30 April, decided that such help should be employed for the summer of 1970 but that a decision should be deferred regarding future years.

Responsibility for Finance and Administration

7. The Executive Secretary advised F&A that the responsibility of the Assistant Executive Secretary for the Secretariat's financial and administrative matters would be transferred to Mr W.H.Champion, the Editorial Assistant, in view of the responsibility of the new Assistant Executive Secretary with regard to biology. This would include a change in classification for Mr Champion from an Information Services Grade 1 to an Administrative Services Grade 4 classification but with no increase in costs other than the normal annual increments.

Salary Adjustment for Executive Secretary

8. The Chairman of the Commission had instructed the Executive Secretary to consult F&A regarding his salary level. In considering this item, F&A had before it information on the range of Canadian salaries for the level at which the Executive Secretary's salary had been established, Administrative Services (AS), Grade 9, before that category was abolished:

\$17,788 to \$21,428

as well as the present Canadian salary range for the Senior Executive (SX) category:

SX-1 \$19,000 to \$23,500  
SX-2 \$21,000 to \$26,000

9. F&A also had before it the following information on the salaries of the executive directors of the other international fisheries commissions headquartered in North America as well as the range established for the Executive Secretary of the new Atlantic Tuna Commission:

North Pacific Halibut Commission	\$26,614
Inter-American Tropical Tuna Commission	\$26,142
North Pacific Salmon Commission	\$24,599
Great Lakes Fishery Commission	\$22,042
International North Pacific Fisheries Commission	\$22,000
North Pacific Fur Seal Commission	\$6,420 (part-time)
International Commission for the Conservation of Atlantic Tuna	\$20,458 to \$25,710

Note: All figures not originally in Canadian dollars have been converted using a 7% differential.

10. F&A recognized that the responsibilities of other executive directors may vary widely from those of the ICNAF Executive Secretary. It also took note of historical information concerning the salary level of the Executive Secretary and the other executive directors, the cost of living in Canada, the differences in fringe benefits accorded Public Service employees by the Government of Canada and those of international civil servants by various organizations, and the fact that approximately 40% of any possible increase would be returned to the Commission under its staff assessment scheme.

11. F&A was informed that United States fisheries officials are considering the possibility of a joint study by the United States Civil Service Commission and the Canadian Public Service Commission of the salary scales of all international fisheries commissions headquartered in North America, with the idea of establishing a comprehensive basis for each commission to determine its own salary scale. If this study is made, the Commission should be able to review any decision made at the 1970 Annual Meeting concerning the salary scale of the Executive Secretary in a year or two utilizing the results of the study.

12. After some discussion of the above factors, and the increasing responsibilities of the Commission, including the administration of the new quota regulations, F&A made an interim decision to recommend to the Commission, after this report has been circulated to all Commissioners and they have had an opportunity to comment on it to F&A, and subject to review by F&A at its regular meeting in June, that the

salary scale for the Executive Secretary be established as from \$20,000 to \$25,000 with \$500 yearly increments on satisfactory performance, with the level established for the 1970/71 financial year being \$23,000.

13. F&A also took note of the Chairman's proposal that the salary of the Executive Secretary for the 1968-69-70 financial years be adjusted from \$21,428 to \$22,000 with effect from 1 January 1969 and that a retroactive adjustment of \$750 be made for the period 1 January 1968 to 31 December 1968, on the basis of adjustments in the Public Service of Canada. F&A made an interim decision, on the same basis as the above decision, to recommend that the Commission approve these adjustments. It was noted that no additional appropriations would be required for the adjustments, since funds could be reallocated within the present appropriations.

#### Current Salary Scales and Job Descriptions for Secretariat

14. F&A also requested the Executive Secretary to provide all members at his earliest convenience with salary scales for all Commission staff, information on the nature of the Canadian Government position to which these scales are equated, and the position descriptions for each staff member, and to continue to do so on a regular basis.

#### Circulation of Report

15. F&A requested the Executive Secretary to circulate this report as soon as possible in order that Commissioners might review these matters prior to the 1970 Annual Meeting.